GRADUATE PROGRAM
IN
PSYCHOLOGY
2020-2021
HANDBOOK

Empty Walkway to BSB during Covid-19 Pandemic, April 22, 2020, photo by B. Thurston

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http://psychology.gradstudents.yorku.ca/
# TABLE OF CONTENTS – 2020/2021

## Introduction:

- **Welcome from the Dean, Graduate Studies** ................................................................. 5
- **Welcome from the Chair of Psychology** ..................................................................... 6
- **Welcome from the Graduate Director** .......................................................................... 7

## General Information, Organization and Administration .................................................. 8

- The Graduate Program Office
- The Graduate Program Director
- The Graduate Program Executive Committee
- The Graduate Program Faculty Members
- Areas of Specialization

## Graduate Student Organizations ...................................................................................... 10

- The Psychology Graduate Students’ Association (PGSA)
- The York University Graduate Students’ Association
- The Canadian Union of Public Employees (CUPE)

## Facilities and Resources ............................................................................................... 11

- Centre for Vision Research (CVR)
- Institute for Social Research (ISR)
- LaMarsh Centre for Child and Youth Research
- York University Centre for Aging Research and Education (YU-CARE)
- Student Accessibility Services (SAS)
- Accommodations for Graduate Students
- FGS Graduate & Postdoctoral Professional Skills (GPPS)
- Psychology Resource Centre / Donald O. Hebb Computer Lab
- Sherman Health Sciences Research Centre
- Teaching Commons
- York University Psychology Clinic (YUPC)
- York University Libraries
- Safety Contacts for Students
- Safety Tips from Security
- Community Safety Chart from York Security

## Financial Information .................................................................................................... 19

- Faculty of Graduate Studies York Fellowship
- Teaching Assistantships (TA)
- Research Assistantships (RA)
- Graduate Assistantships (GA)
- Funds and Bursaries
- Scholarship Competitions
- Federal Tri-Council Scholarship Competitions
- Provincial Scholarship Competitions
- York Donor-Funded Scholarships
- Mitacs Awards
- Financial Allowances for MA theses and PhD dissertations

## Academic Matters: Working Together ........................................................................... 23

- Student-Supervisor Roles and Relationships in the Graduate Program
- When Problems Arise
- Graduate Student Wellness
- Privacy: Information on the Collection, Use, and Sharing of Students’ Personal Information
The MA Degree ...........................................................................................................29
  Program Requirements
  MA Thesis Milestones
  Time Limits
  Advancement in Status from MA to PhD Candidacy
  Provisional PhD Status

Guidelines Pertaining to MA Thesis ........................................................................33
  Master’s Supervisory Committees
  Ethical Considerations
  Sequence of Events in Finalizing the Defense of a Thesis
  When to Secure Copyright Permission
  Electronic Thesis and Dissertation Submission
  Steps and Timeline for Finishing Your MA Thesis

The PhD Degree ........................................................................................................38
  Program requirements
  Quantitative Methods Course Options
  PhD Milestones
  Time Limits
  PhD Academic Breadth Comprehensive Paper Requirement

Guidelines Pertaining to the PhD Dissertation .......................................................46
  Supervisory Committee
  Psychology PhD Dissertation Style Guidelines
  Ethical Considerations
  Sequence of Events in Finalizing the Defense of a Dissertation
  When to Secure Copyright Permission
  Electronic Thesis and Dissertation Submission
  Steps and Timeline for Finishing Your PhD Thesis

Graduate Diplomas for Graduate Students ..............................................................53
  Health Psychology Graduate Diploma requirements
  Neuroscience Graduate Diploma requirements
  Quantitative Methods Diploma Requirements

Course Evaluation and Evaluation of Student’s Coursework .....................................54

Grades .......................................................................................................................55
  Incomplete Grades

Course Syllabi .........................................................................................................56

Guidelines for Reading Courses (6710) ................................................................56

Fall, Winter, and Summer Registration ....................................................................56
Faculty and Program Regulations
Incomplete Grades, Extensions, Petitions
Withdrawal from the Program
Reinstatement vs. Re-Admission
Adding and Dropping Courses
Courses in Other Programs and Other Institutions
Leave of Absence/Maternity Leave
Intellectual Property and the Graduate Student
Academic Honesty

2020/2021 Course Schedule
Building List
York University Campus Map
Course Descriptions
Sessional/Important Dates
Useful Contact Information
Forms
Key Policy
Useful Information from the Undergraduate Office
Forms: Links and Examples

*IMPORTANT NOTE*:

Please keep all copies of annual handbooks for future reference. Should you register with the College of Psychologists, you will be asked to supply detailed descriptions of all the courses you have taken. It will be your responsibility to provide course descriptions. It is also a good idea to keep all course syllabi for courses you have taken for future reference, both hard and soft copies.

Clinical and Clinical Developmental students: Please note you have a C & CD Handbook tailored to your specific requirements as a member of these two Areas.


Welcome from the Dean, Faculty of Graduate Studies

THOMAS LOEBEL • Dean & Associate Vice-President Graduate
Office of the Dean, Faculty of Graduate Studies

Allow me to offer a warm welcome on behalf of the Faculty of Graduate Studies at York University as well as congratulations upon entering the Graduate Program in Psychology. I am very proud of both the diversity and exceptional quality of learning opportunities that await you as well as the exceptional mentorship, care, and focus on collaborative success that are hallmarks of Psychology at York. In whichever area of specialization you choose in the Program, you now have access to truly leading minds in the discipline. Access doesn’t stop at the door of the Program, however. Your supervisor, Program Director, and the staff of the Faculty of Graduate Studies can help to enable interdisciplinary and cross-Faculty engagements as well as professional skills development that will help you create your future uniquely and confidently. Starting a new degree can be daunting, not the least because of the novelty, the challenges of study and work-life balance, and the very size of the institution. What we strive for, however, is to make sure that the experience is never impersonal. Whether in Psychology, the Faculty of Health, or FGS, people are here to help you find the answers that you need, solve problems, and translate administrative language as need be. The staff in your Program absolutely excel in kindness and a desire to help, with all the knowledge of Grad Studies at York to guide you through. With offices in 230 York Lanes, FGS is here not only to support Programs, but also you individually. From Student Affairs to Scholarships and Bursaries to finalizing your thesis or dissertation, the FGS team is here to facilitate the entirety of your academic experience at York.

Best wishes,

Dean Thomas Loebel
Faculty of Graduate Studies
Welcome from the Chair of the Psychology Department

Welcome to the Department of Psychology!

As Chair of the Department of Psychology at York University, I would like to welcome you to our department. We are the largest graduate Psychology department in Canada, and offer seven areas of study, including Brain, Behaviour, and Cognitive Sciences; Clinical Psychology; Clinical-Developmental Psychology, Developmental Science, Historical, Theoretical, and Critical Studies in Psychology, Quantitative Methods, and Social Personality.

As you begin your graduate career at York University, you will develop relationships with your supervisor, your cohort, and other members of our faculty, as well as our staff in the Behavioural Science Building.

You are our first post-Covid-19 cohort, and we are happy to have you join us, both online, as well as in-person. Welcome to our Department, and best of luck in the years to come!

Best wishes,

Dr. Jennifer Connolly
Chair of Psychology
Welcome to the Graduate Program in Psychology! We are very glad that you’ve joined us. We are York’s oldest and largest graduate program, and our size and diversity make us special. Whatever your interests are, you will find faculty and fellow graduate students who share them and from whom you can learn. Through your graduate years, you will gain new skills, meet new challenges, and make new friends.

We in the grad office - Lori, Freda, Barb, and myself - are there to help you every step of the way. Our office is a one-stop shop to answer all your questions, help you with paperwork, provide advice, cheer you on, and celebrate your accomplishments… all with a smile and usually with free snacks!

We look forward to seeing you soon!

Dr. Suzanne MacDonald
University Professor & Graduate Program Director
Department of Psychology
Email: suzmac@yorku.ca
Twitter: YorkPsyc
Website: suzannemacdonald.ca
INTRODUCTION

Psychology was the first graduate program to be established at York University and currently is one of the university's largest programs. Our 80 faculty members include those who are also members of other graduate programs such as Biology, Computer Science, Kinesiology and Health Science, Philosophy, and Gender, Feminist & Women's Studies. Faculty members are also associated with the following research units at York University; the Centre for Vision Research, the Institute for Social Research, the LaMarsh Centre for Child and Youth Research, the Centre for Refugee Studies, and the Centre for Feminist Research. In addition to its regular faculty members, presently 70 adjunct faculty members (e.g., researchers from local hospitals serving on students’ thesis committees) are affiliated with the Program.

The Graduate Program in Psychology at York offers courses, opportunities for research, and professional training leading to MA and PhD degrees in seven areas of specialization. The program provides a broad foundation in the basic principles and methods of behavioural science and, in addition, considerable field experience. Graduates are expected to be familiar with a wide range of problems confronting both academic and professional psychologists and to be knowledgeable in sufficient depth in specialized areas to contribute to solutions to both theoretical and applied problems.

GENERAL INFORMATION, ORGANIZATION AND ADMINISTRATION

The Graduate Program Office

The Graduate Office in 297 BSB is your first point of contact for information on academic advising, administrative problem-solving, financial questions regarding funding, forms for scheduling defenses, petitions, and submitting proposals, as well as many of the other various tasks you will complete during graduate school. We will be a friendly presence on your journey through graduate school and we are happy to provide administrative and social support. Come see us during work hours (8:30 a.m. to 4:30 p.m.). We often have candy! Your Graduate Team: Lori Santos, Freda Soltau, Barb Thurston, and Dr. Suzanne MacDonald, your Graduate Program Director. Our contact information is at the back of this Handbook, under Useful Contact Information. Helpful tip: Create an email folder dedicated to emails from the Graduate Office, and save all emails in that folder for future reference.

The Graduate Program Director (GPD)

The Graduate Program Director (GPD) is responsible for the administration of the Graduate Program in Psychology and reports to the Dean of the Faculty of Graduate Studies (FGS). Graduate Program Directors at York are appointed by the Board of Governors on the successive recommendations of the Program Executive Committee, the Dean of Graduate Studies, and the President of the University. Graduate Program Directors normally serve for a period of 3 years.

Students are advised that the GPD has two major roles: (i) To protect and enhance the quality of the Graduate Program in Psychology, and (ii) to ensure that graduate students in psychology are treated fairly and served well by the Program and its members. Graduate students are encouraged to approach the GPD when encountering difficulties within the Program or need counsel that they cannot obtain from their supervisor or Area Head (i.e., either the Director of Clinical Training of either of the two clinical Areas or the Coordinator of each of the other five Areas (see below).
The Graduate Program Executive Committee

The Faculty of Graduate Studies (FGS) requires each Graduate Program to have an executive committee chaired by the GPD. The Graduate Program Executive Committee recommends policy to the Program as a whole and seeks to co-ordinate the work of the Program’s seven speciality Areas in relation to the overall Program. The Committee includes the GPD, the Department Chair, the seven Area Heads, and two graduate students elected from the graduate student body at large (with one being a student representative on FGS Council).

The GPD and one of the faculty members serve on the FGS Council. There is also a grad student representative on the Faculty of Health Council.

The Graduate Program Faculty Members

At York, there are two undergraduate departments of psychology. The larger department, in terms of number of both faculty members and students, is the Faculty of Health. The other (Glendon College) is part of a bilingual liberal arts faculty and offers courses in both French and English. It is important for students to understand, however, that the Graduate Program in Psychology operates under the direction of the FGS from a governance and policy perspective, not the undergraduate faculties such as Health and Glendon College.

For faculty, membership in the Graduate Program in Psychology requires satisfying the criteria of FGS, and then being nominated by the Program Director, approved by the Dean of FGS, and appointed by the Board of Governors. Regular members of the Program are employees of the University. Adjunct members are employed outside it. The criteria for regular and adjunct members are the same with respect to research background. Nevertheless, only regular members are allowed to assume sole responsibility for supervising MA theses and PhD dissertations and to conduct the business of the Program. However, adjunct members may co-supervise theses and dissertations and sit on students’ thesis and dissertation committees. Clinical practicum supervisors may or may not be employees of the University but are not members of graduate faculty. Their role is restricted to this clinical supervisory activity.

Areas of Specialization

The Graduate Program comprises seven Areas:

- Brain, Behaviour and Cognitive Sciences (BBCS)
- Clinical (C)
- Clinical-Developmental (CD)
  - Clinical Neuropsychology Stream (CNS)
- Developmental Science (DS)
- Historical, Theoretical, and Critical Studies of Psychology (HTC)
- Quantitative Methods (QM)
- Social and Personality (SP)

Each incoming student is accepted by a particular Area in keeping with their interests indicated at the time of applying to the Program. More details about the specific requirements for each Area can be found later in this Handbook. Some Areas (such as Clinical, and Clinical-Developmental) have their own Handbooks or websites with more detailed information specific to their Area.

The responsibilities of the Areas include:

1. Determining the number of new students whom the Area will admit in any given year.
2. Evaluating and recommending applicants for admission to the Area.
3. Creating, evaluating and recommending curricula relevant to the Area.
4. Evaluating students’ progress annually; evaluating and recommending the continuation or termination of students, and the granting of PhD candidacy to students upon completion of the MA degree requirements.
5. Evaluation of practice for students in the Area and recommendations of additions, deletions or modifications to the student’s program of study.
6. Contributing to service activities required to run the Graduate Program such as scholarship ratings, thesis prize adjudication, etc.
7. Participation in the development of Area’s colloquia/workshops/etc.
8. Recommendations on recruitment of faculty.

Decisions made by the Areas are subject to the approval of the Graduate Program Director. It is a responsibility of the Director to monitor the activities of the Areas and to ensure that they operate within the policy guidelines for the entire Program and of the Faculty of Graduate Studies.

**GRADUATE STUDENT ORGANIZATIONS**


The Psychology Graduate Students' Association (PGSA) represents all graduate students in psychology at York. The main functions of the PGSA are:

1. Administering of funds for full-time students. **NOTE:** Funds are available to cover conference costs related to registration and creating presentation materials (e.g. poster printing), and only if the student presented at the conference.
2. Organizing student orientation and social gatherings.
3. Organizing meetings of either an informative or advocacy nature relating to the quality of graduate experience within the Program.
4. Representing psychology graduate students’ interests to the Program’s administration, FGS and the York University GSA.
5. Disseminating relevant information to students.
6. Encouraging greater interaction among students and between faculty and students.
7. Organizing workshops for graduate students and other events from time to time.

An Executive Committee, elected annually by psychology graduate students, administers the PGSA. All psychology graduate students, both part-time and full-time, are automatically members of the PGSA. All members are entitled to run for executive office each September and are welcome to attend PGSA meetings whether they are executive members or not.

**The York University Graduate Students' Association (YUGSA) – [www.yugsa.ca](http://www.yugsa.ca)**

The York University Graduate Students' Association (YUGSA) is a council of graduate student representatives from each Graduate Program at York. The council's major roles are the disbursement of funds from graduate students' activity fees and to represent all graduate students to the university administration. The YUGSA offers several services to graduate students. Please refer to the GSA Handbook for more information.

Further inquiries may be directed to the departmental representatives (PGSA) or to the YUGSA office, Room 325 Student Centre, phone number: (416) 736-5865, email: info@yugsa.ca.

**The Canadian Union of Public Employees (CUPE) - [https://3903.cupe.ca](https://3903.cupe.ca)**

The Canadian Union of Public Employees (CUPE) is the body that represents all graduate employees (teaching assistants, demonstrators, tutors, markers and graduate assistants) and part-time members of the faculties of the University (sessional lecturers). The Union is divided into three units, Unit I being comprised of graduate student Teaching Assistants, Unit II of part-time members of the faculty, and Unit III of Graduate Assistants. Students who are research assistants are not represented by the union.
FACILITIES AND RESOURCES

Centre for Vision Research (CVR) – http://cvr.yorku.ca

Thirty faculty members at York University, of whom many are members of the Graduate Program in Psychology, conduct research in sensory processes, perception and computer vision. These visual scientists, together with post-doctoral fellows and graduate students working in the labs of these faculty members in Psychology, Biology, Computer Science and Engineering, Kinesiology and Health Sciences, and Physics constitute the Organized Research Unit known as the Centre for Vision Research (CVR). The members of the CVR come from a variety of scientific backgrounds, but their research interests converge on overlapping problems related to sensory processing. Members pool their research expertise, engage in collaborative research projects, and form a close-knit, interdisciplinary academic community. The CVR is thus an ideal environment for training graduate students. Many past graduates have gone on to obtain academic and research-related positions. Students must complete the course requirements of the graduate program in which they are registered, but the most important things are learned by working in the well-equipped CVR laboratories and by interacting with others with similar and often complementary interests. Therefore, from the moment they arrive at York, students in the CVR become involved in research, at first with the help and guidance of their supervisor but as time goes on they become more independent until, at the doctoral level, they are planning and conducting their own research. Students are encouraged to attend regular colloquia and international scientific meetings and become identified with the local and wider scientific community. By the time students receive a PhD they will typically have published several papers and will have presented posters or papers at international scientific meetings. In other words, they will have become independent, creative scientists ready to take their place in the scientific community.

For information, contact the Director, Dr. Laurence Harris or the Administrative Assistant, Irit Printz, telephone: (416) 736-5659, fax: (416) 736-5857 at 0009 Lassonde Building.

Institute for Social Research (ISR) – www.isr.yorku.ca

| Location: | 5075 DB (previously known as Technology Enhanced Learning (TEL) Building) |
| Tel.: | 416-736-5061 |
| Email: | isrnews@yorku.ca |

The Institute for Social Research (ISR) provides consultative and support services, many of which are offered without charge, to York University researchers primarily in the social sciences (including psychology), but also in the biological and physical sciences. ISR’s Statistical Consulting Service (SCS) provides assistance in research design, sampling, questionnaire design, statistical computing, and statistical analysis; this service is offered without charge to all York University students. SCS also sponsors short courses on data analysis and the use of statistical software (including R, SAS, and SPSS). These courses are offered in the fall, winter, and spring each year, and have a fee.

ISR’s Spring Seminar Series on Social Research Methods presents short courses in questionnaire and sample design, how to use focus groups for social research, analyzing qualitative data, conducting Web-based surveys, and survey data analysis. ISR houses the largest university-based survey research organization in Canada and the staff of ISR’s Survey Research Centre carries out all phases of survey research, from questionnaire and sample design, through data collection, to the preparation of machine-readable data files, statistical analyses, and report writing. ISR’s Data Archive provides access to results of studies conducted by the Institute and other major Canadian surveys. ISR manages the York University-Statistics Canada Research Data Centre (York RDC) which provides social science, health, and policy researchers access to Statistics Canada’s master data sets. In the RDC’s secure environment, researchers can access surveys in full detail, without the removal of geographic and other information required to protect respondent confidentiality in the public use data files.

York students may contact ISR to arrange for consultation in any of these areas or to enquire about upcoming courses.
The LaMarsh Centre for Child and Youth Research in the Faculty of Health at York University is a collaborative group of faculty and students that supports community-engaged interdisciplinary research in health, education, relationships and development of infants, children, adolescents, emerging adults and families everywhere.

The following topics are a select sample, representative of areas currently under investigation by members of the LaMarsh Centre:

- Health and mental health interventions with Aboriginal youth
- Bullying; Violence prevention programs in schools
- Culture and parenting
- Girls’ aggression
- Dating violence
- Healthy peer and romantic relationships
- Preventing maltreatment in high-risk parent-infant dyads
- Risky sexual behaviour
- HIV/AIDS education and risk
- Epidemiology of childhood injury
- Youth sport and psychosocial influences
- Anxiety prevention among youth from high-risk communities
- Perfectionism
- Developmental trajectories of mood disorders from childhood to emerging adulthood in aboriginal youth
- Psychosocial adjustment of youth with Attention Deficit/Hyperactivity Disorder
- Resiliency in teenage mothers
- Risk in vulnerable infants of immigrant & transnational families
- Healthy workplace relationships

LaMarsh prides itself in the diversity of research conducted by its members. Faculty engage in collaborative scientific, educational, and community projects that promote the well-being of children and youth. The Centre supports international exchanges, conferences and workshops on cutting edge topics, and transfers scientific findings to the community through partnerships with agencies and non-governmental organizations. These partnerships bridge research, intervention and program evaluation to enhance youth programs with the most current scientific knowledge.

The Centre also promotes student engagement in the LaMarsh community through partnerships, leadership and mentorship. It supports graduate student studies through Child/Youth Research and Leadership Awards.

LaMarsh activities and events include a bi-monthly speaker series, an annual Graduate Student Symposium, and workshops as well as research supervision and mentoring. The Centre welcomes many Canadian and International scholars and engages in international collaborations.

York University Centre for Aging Research and Education (YU-CARE) -
http://yucare.info.yorku.ca/

The vision of the York University Centre for Aging Research and Education (YU-CARE) is to promote graceful aging by approaching aging with active and positive responses to changes and challenges throughout the aging process on a societal and individual level. Its mission is to contribute to improved health and well-being for older adults. By promoting innovative research, education and advocacy on graceful aging we wish to introduce a radical attitude shift about aging and contribute to improved health for older adults in Canada and around the world.
Student Accessibility Services (SAS) – [https://accessibility.students.yorku.ca/](https://accessibility.students.yorku.ca/)

Student Accessibility Services (SAS) helps students of the University to realize, develop and fulfill their personal and academic potential through an assortment of diverse programs.

**Student Counselling & Development (SCD)** - Students are invited to discuss their personal concerns with a counselor. Appointments can be made at the PCS reception in N110 Bennett Centre for Student Services. The office is open from 9:00 a.m. to 4:30 p.m. on Monday, Wednesday, Thursday and Friday; and from 9:00 a.m. to 7 p.m. on Tuesday. They can be reached at (416) 736-5297, [https://counselling.students.yorku.ca/](https://counselling.students.yorku.ca/). All interviews are confidential.

**Groups and Workshops** - SCD offers groups and workshops for a variety of concerns, including academic performance enhancement, assertiveness training, avoiding procrastination, effective presentation skills and public speaking, performance anxiety in the fine arts, relaxation training, and stress management, among others. Most groups are offered during both the fall and winter terms, depending on enrollments.

**Learning Skills Services** - Through individual consultations, small-group seminars, and workshop series, students can work at improving reading, listening, note-taking, memory, time management, exam preparation, and essay writing. [http://lss.info.yorku.ca/](http://lss.info.yorku.ca/)

**Accommodations for Graduate Students**

*I am a graduate student with a disability, and I require accommodations. What should I do?*

First, it’s useful to be aware of the distinction between Academic Accommodations and Workplace Accommodations. You may require one or both, and they have different administrative pathways. The latter is relevant only to students who hold, or expect to hold, CUPE 3903 work assignments as part of their funding package.

For both sorts of accommodation, you may want to initiate a conversation with your Graduate Program Director (GPD), who can be a conduit to the relevant offices, and a source of support for tailored planning of your academic and work pathway through your degree. If you are not comfortable approaching your Graduate Program Director, you may choose to follow the steps outlined below.

1. **Academic Accommodations**: Academic accommodations are meant to remove barriers faced by students with disabilities in relation to their degree expectations (courses, comprehensives, proposal and dissertation writing). Accommodations must be flexible to adapt to student needs and capacities while maintaining the academic integrity of the program and course curriculum. To arrange academic accommodations, the first step is to register with Student Accessibility Services ([https://accessibility.students.yorku.ca/](https://accessibility.students.yorku.ca/)) including the submission of documentation from a health care professional confirming the nature of the disability and related functional limitations. Each student will be assigned to an Accessibility Counsellor. With the informed consent of the student, the Accessibility Counsellor will work with the student, Course Director, GPD and Faculty Supervisor as necessary to facilitate the implementation of academic accommodations to allow an equitable opportunity for student success in their academic program.

2. **Workplace Accommodations**: As part of their funding package, many students have employment in CUPE 3903 bargaining units. Ordinarily, this will come in the form of a TA or GA assignment arranged in conjunction with their program and the hiring units in which they work. Students with disabilities may need modifications to TA or GA assignments. To begin exploring a work accommodation, you should be in contact with two offices at York:
   • CUPE 3903 (CUPE3903.equity.officer@gmail.com); You have a right to have a union representative present for all conversations surrounding a work accommodation.
   • EWB (ewb@yorku.ca); Employee Well-being in Human Resources will arrange an intake appointment and co-ordinate a Work Accommodation Plan which will involve your Graduate Program, Faculty Relations and the
Hiring Unit in which you would work (Resource Faculty in which your Graduate Program sits). Employee Well-being will require the employee to provide documentation from a health care professional confirming the nature of the disability and related functional limitations.

Timing. For both types of accommodations, the more lead time the better. Incoming students are advised to contact the relevant offices well before they will begin their studies, and to be in regular contact.

Trouble-shooting. Should you encounter obstacles at any point in the procedures above, the Associate Dean, Student Affairs in the Faculty of Graduate Studies (fgsadst@yorku.ca) can help co-ordinate and follow up.

Graduate Wellness: https://gradstudies.yorku.ca/current-students/wellness-services/

Another source of support, at any point in your studies, is the Graduate Wellness Manager (gradwell@yorku.ca). Booking a Wellness Consultation is easy! Visit wellnessconsultation.gradstudies.yorku.ca to access the online scheduler where you can see available appointments and book a time that works for you. You may wish to discuss concerns about mental health, personal wellness and goal setting, difficulty coping with stress, anxiety, self-doubt, overwhelm, or isolation. As well, you may wish to discuss psychoeducation and resources, balancing life as a graduate student, staying healthy while progressing through the program, transitioning to graduate skills, and exploring options for mental health and wellness services at York University or in the community. Here is another helpful link: Responding to Students of Concern or in Crisis

Online and phone support: For stresses big and small, 24/7/365 there is free, professional, and anonymous support for students in Ontario at good2talk.ca, or dial 1-866-925-5454, or you can connect through dialing 211.

FGS Graduate & Postdoctoral Professional Skills (GPPS) Workshops -
http://gradstudies.yorku.ca/current-students/enhancing-your-experience/graduate-professional-skills/

Career Pathways and Options
The GPPS Career Pathways and Options workshops offer graduate students and postdoctoral fellows support and resources for exploring the versatile career options open to graduates, discovering and communicating their skills and expertise, and planning for the future. We offer training and support tailored to a variety of career paths: the professoriate, academic administration and staff, business, entrepreneurship, non-profits, and government.

Transferable Professional Skills
The GPPS Transferable Professional Skills workshops offer intensive or exploratory workshops on skills which are applicable within the academic world and its job market, but which are also highly desirable within the non-academic and alternative academic job markets. These workshops focus on skills which may be used to enhance your research, but which may simultaneously enrich your work in other contexts and be emphasized with great results on a résumé as well as on a CV.

Writing Success
The GPPS Writing Success Workshops help you advance through the writing-based milestones of a graduate degree and the steps that come after, whether those steps lead to an academic book contract or a career outside of academia. Learn tricks and access supports as you work through dissertation roadblocks, and learn tips for research organization that will help you in completing your dissertation and other projects.

Knowledge Transfer Strategies
The GPPS Knowledge Transfer Strategies workshops help graduate students and postdoctoral fellows develop the skills and knowledge they need to perform effective research and analysis and to ensure that their research secures funding and has an impact, whether that’s through teaching, community engagement, scholarly or popular publication, or online. We offer resources and workshops on performing and managing research, applying for scholarships and fellowships, completing your major graduate degree requirements with the most success and the minimum level of stress, and translating your research to students, academic audiences, and the wider world.
Getting Connected on Campus and Beyond

The GPPS Program overall aims to connect you with people, organizations and resources that will help you develop your professional plans and goals and strategically meet those goals.

Psychology Resource Centre (PRC)/Hebb Computer Labs
https://psycentre.apps01.yorku.ca/wp/

The Hebb labs and Psychology Resource Centre (PRC) play a critical role in the research and teaching missions of the department and to the YUPC.

The PRC provides access to a variety of academic supports apart from the library resources - bookable space for research; computers with standard and statistical software suites; statistical advising; writing and learning assistance. The configuration provides flexible space that allows us to provide individual and collaborative space for groups to formally and/or spontaneously engage with their learning after leaving the classroom. Faculty and groups of students or the graduate students themselves use the bookable space to meet and work together, review findings; prepare for presentations; conduct, video and critique one another's practice assessments; conduct research with participants; run make-up exams; hold TA office hours; review and use PRC tools and resources (tests, test aids, multimedia, reference tools, internship, practica holdings, funding, writing guides, laptop and test scoring software, etc.)

The Department's two Computer Laboratories and the PRC on the ground floor of BSB house a total of 50 workstations and 2 printers. The Graduate Computer Lab has 12 computers which are reserved for the exclusive use of graduate students 24 hours/7 days a week. Each workstation is equipped with a standard suite of software such as SAS, SPSS, R, R-Studio, AMOS, MSOffice, etc. A number of computers also have specialized software: E-Prime, MATLAB, M-Plus, NVIVO, etc.

The PRC and computer labs provide support to and for our graduate students, the student experience, and ultimately our success.

Sherman Health Sciences Research Centre – http://research.info.yorku.ca/sherman-health-science-research-centre/

The Sherman Health Science Research Centre’s centerpiece is the York MRI Facility featuring leading-edge, high field Magnetic Resonance Imaging (MRI) technology.

This facility gives York’s researchers in-house access to this technology, which has many applications to human health. York researchers are using it to study such disorders as dyslexia, migraine, aging, monocular blindness, movement disorders, schizophrenia, multiple sclerosis, traumatic brain injury, as well as the healthy brain.

Teaching Commons – http://teachingcommons.yorku.ca/

| Location: | 1050 Victor Phillip Dahdaleh Building (previously known as Technology Enhanced Learning (TEL) Building) |
| Tel: | 416-736-5754 |
| Email: | teaching@yorku.ca |
| Office Hours: | Monday - Friday: 8:30 a.m. - 4:30 p.m. |

The Teaching Commons will become your primary source for support, networking and professional development as you venture into this new chapter of your academic teaching experience at York University. The Teaching Commons endeavours to support the teaching work of Graduate Students at all levels. Whether you are new to York University and new to teaching or if you are a Graduate Student preparing to teach your very own course, the Teaching Commons offers an array of workshops, programs and resources for you. Aside from extensive programming options including TA and International TA Orientation Sessions, Professional
Development Workshops, Accredited Courses and on-line resources, the Teaching Commons brings together like-minded individuals who are interested in exploring and sharing teaching and learning innovation across York University.

**York University Psychology Clinic -** [www.yorku.ca/yupc](http://www.yorku.ca/yupc)

The York University Psychology Clinic (YUPC) provides progressive, state-of-the-art and evidence-based training to graduate students in Clinical and Clinical-Developmental Areas while at the same time providing needed psychological services to the community on a fee-for-service basis. These services include a range of assessments (e.g., learning disability, ADHD, ASD, memory impairment) and psychotherapy for clients of all ages. Referrals are not needed and there is no specific catchment area. To learn more about the clinic go to the clinic's web-site [www.yorku.ca/yupc](http://www.yorku.ca/yupc) or call the clinic at 416-650-8488. Students in C and CD Areas have specific expectations regarding YUPC involvement (see Area Handbooks). There is also a YUPC Policies and Procedures Manual students should review.

**York University Libraries**  [http://www.library.yorku.ca](http://www.library.yorku.ca) | Twitter: @yorkulibraries | YouTube: [https://www.youtube.com/user/yorkulibraries](https://www.youtube.com/user/yorkulibraries)

York University Libraries provide access to a wide range of materials to support curriculum and research in psychology. The collection is very comprehensive for English-language scholarly monographs in psychology and selective in French and other languages. The journal collection is extensive with the vast majority of titles being available online. Access to a wide range of scholarly research tools is also available, including major research tools from the American Psychological Association, such as *PsycInfo* and *PsycArticles*, as well as research databases, specialized encyclopedias, and streaming psychology video collections from other providers. For a more extensive listing of databases, please see the Psychology Research Guide ([http://researchguides.library.yorku.ca/psychology](http://researchguides.library.yorku.ca/psychology)).

The Libraries also provide a wide range of services and facilities for graduate students. The popular Graduate Reading Room on the 4th floor of Scott Library provides a comfortable and quiet place to study. Research consultations provide assistance with navigating and effectively using the wide range of resources and databases available to you, and the Libraries play an increasing role in supporting publication of scholarly articles in open access journals. For more information about the facilities and services available to graduate students, see [http://www.library.yorku.ca/web/ask-services/graduate-student-support/](http://www.library.yorku.ca/web/ask-services/graduate-student-support/).
Safety Contacts for Students

In case of crisis situations or safety concerns, there are many resources on campus and nearby. Please see the chart on page 18.

Safety Tips from Security:

Remember to lock your office when you leave.

Do not leave your valuables such as wallet, cellphone, or laptop unattended.

Download the York Safety app at http://safety.yorku.ca/mobileapp/

Use GoSAFE for walking around campus after hours, http://gosafe.info.yorku.ca/

Using your York Card to access the building:

If you have not already done so when you entered MA 1, please email the Graduate Office with a subject header of York Card Access, including the barcode number on the back of your York card along with your full name, and you will be granted access to the building.
Community Safety
Sécurité communautaire

For life threatening situations where people or property are at immediate risk, call 911 first, then call Security Services at 416-736-5333.

<table>
<thead>
<tr>
<th>Community Safety</th>
<th><a href="mailto:safety@yorku.ca">safety@yorku.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Security Services</strong></td>
<td>Team members are trained security professionals who are available 24/7 to respond to all calls for service on campus.</td>
</tr>
<tr>
<td><strong>Community Relations and Crime Prevention.</strong> Campus Relations personnel act as liaisons with individuals and groups on and off campus, working collaboratively to promote community safety.</td>
<td><a href="mailto:cro@yorku.ca">cro@yorku.ca</a> x22255</td>
</tr>
<tr>
<td><strong>goSAFE</strong> is a free service that helps community members get safely around campus in the evening.</td>
<td>416-736-5454</td>
</tr>
<tr>
<td><strong>Lost &amp; Found</strong> is located in the South Ross Building, Room 107 (Varé Hall/Ross Link).</td>
<td>416-736-5534</td>
</tr>
</tbody>
</table>

For other safety related services at York University visit the Community Safety Website at [yorku.ca/safety](http://yorku.ca/safety) or download the [York U Safety App](http://yorku.ca/safety).

<table>
<thead>
<tr>
<th>Other Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>211Ontario.ca</strong> provides information on community, social, health and related government services</td>
</tr>
<tr>
<td><strong>good2talk.ca</strong> is a free, confidential helpline for post-secondary students in Ontario. Students can reach Good2Talk by calling 1-866-925-5454.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Tips:</th>
<th>Everyone has a role to play in safety. Below are examples of things that you can do:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![Exclamation Mark] Be alert to your surroundings and travel with care.</td>
</tr>
<tr>
<td></td>
<td>![Phone] Report any safety concerns immediately to Security Services.</td>
</tr>
<tr>
<td></td>
<td>![GoSAFE Logo] Make use of the goSAFE service while on campus in the evening.</td>
</tr>
<tr>
<td></td>
<td>![Blue Light Telephone] Familiarize yourself with the locations of Emergency and Safety Blue Light Telephones.</td>
</tr>
<tr>
<td></td>
<td>![Bag] Never leave personal belongings unattended.</td>
</tr>
<tr>
<td></td>
<td>![Phone] Download the York Safety App for easy access to safety resources.</td>
</tr>
</tbody>
</table>

For more information on Community Safety visit our website: [yorku.ca/safety](http://yorku.ca/safety)
FINANCIAL INFORMATION

Graduate Student funding will be provided from one or more of the following sources: teaching assistantship, graduate assistantship, research assistantship, awards or fellowships. All funding is contingent on your continuous registration as a full-time student, continued satisfactory performance in the program and fulfillment of your funding related obligations. If you have any questions about your funding, please contact Lori Santos at lsantos@yorku.ca.

Faculty of Graduate Studies York Fellowship

The York Fellowship will be provided in three installments in the Fall, Winter, and Summer terms, and applied directly to your student account.

Teaching Assistantships (TA) (CUPE 3903 - Unit 1)

Most full-time students will hold Teaching Assistantships. Teaching Assistantships are provided by the undergraduate psychology departments, and generally serve to assist course directors in undergraduate courses. Applications for TAs are generally made in January each year, both for Summer TAs and for fall/winter TAs of the ensuing academic year. The two undergraduate programs in psychology at York (Health and Glendon) require separate applications.

Research Assistantships (RA)

A Research Assistant is defined as a full-time graduate student receiving financial assistance in support of research or academic activities related to that student’s field(s) of study within the academic program, and where it is generally the case that this field of study overlaps substantially with that of his or her supervisor. (The term “field(s) of study” is specified in the Faculty of Graduate Studies Calendar). Thus, it is to be expected that the research assistant’s work will be divided between their thesis/dissertation work and the work of the supervisor. Specific duties are negotiated between the faculty member and the student. These research assistantships most often are paid out of a research grant held by a faculty member, normally the student’s supervisor.

Graduate Assistantships (GA) (CUPE 3903 - Unit 3)

Occasionally, a student may apply for a graduate assistantship. A stipend may be paid to a full–time degree candidate for various types of activity. The duties of a graduate assistant may include participation as an apprentice in a laboratory or applied setting, library work for the department, or for a research group, administrative, clerical and research work (non-thesis/dissertation work). The student must complete a Graduate Assistantship Workload form and submit it to the Graduate Program Office. Here is the helpful link: http://gradstudies.yorku.ca/files/2014/08/ga-workload.pdf

- It should be noted that neither a Master’s, nor a Doctoral candidate is permitted, while registered as a full–time student, to accept more than 10 hours of paid work per week.

Funds and Bursaries

Research Costs Fund - The Research Cost Fund comes from CUPE 3903 (which represents Teaching Assistants) and is administered by the Faculty of Graduate Studies. The fund helps to defray students’ own research expenses that are above and beyond those costs that are typically associated with graduate work, such as travel to sources of research, payment of research participants, supplies, services, photocopying, etc. All full-time registered graduate students who either have been or are members of CUPE 3903 are eligible for this grant. Priority is given to doctoral students. Applicants must have an approved thesis or dissertation proposal on file in the Faculty of Graduate Studies. (The application deadline is about mid/late-February. Please check with the graduate office for details.)
Graduate Development Fund – This fund, administered by the Scholarships and Grants Committee, Faculty of Graduate Studies, contributes to students’ costs for travel to academic conferences in order to present papers and posters. (The application deadline is about mid/late-February. Please check with the graduate office for details.)

Fieldwork Costs Fund – This is a fund for MA and PhD students to defray the cost of thesis/dissertation research conducted “in the field,” that is, away from the University. Applicants must meet certain criteria to apply, including having an approved thesis or dissertation proposal on file in the Faculty of Graduate Studies. (The application deadline is about mid/late-February. Please check with the graduate office for details.)

Fee Bursaries - A fund is available to graduate students for the fall/winter and summer terms, to assist those who may face additional difficulty meeting fee payments. Students will be notified when applications are available. Please go to http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/bursaries/ for more information.

There are many other smaller York donor-funded bursaries. For more information, please go to: http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/donor-awards/

Scholarship Competitions

Students are strongly encouraged to apply for federal and provincial scholarships. You should discuss with your supervisor which ones to apply for.

Federal Tri-Council Scholarship Competitions

The Government of Canada’s research agencies and funded partners - the Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC), and the Canadian Institutes of Health Research (CIHR) - promote innovation in research and reward academic excellence by offering a number of valuable and prestigious scholarships. National foundations, created to honour the legacy of great Canadians, also offer major scholarship and fellowship programs which aim to support and enhance the research, innovation, and leadership of top emerging scholars from around the world who have chosen to pursue their graduate studies in Canada.

Canada Graduate Scholarships – Master’s (CGS-M)
The CGS-M Program provides financial support to high calibre scholars who are engaged in eligible Master’s programs in Canada. The CGS-M Program supports 2,500 students annually in all disciplines and is administered jointly by Canada’s three federal granting agencies: CIHR, NSERC, and SSHRC. The selection process and post-award administration are carried out at the university level, under the guidance of the three agencies. Students submit their application to the university at which they propose to hold their award via the Research Portal. http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/cgsm

SSHRC Fellowships and CGS Doctoral Awards (CGS-D)
The SSHRC Doctoral Fellowships and Joseph–Armand Bombardier Canada Graduate Scholarships Doctoral (CGS-D) Awards program provides support to students who are pursuing a doctoral degree in a health-related field. All candidates are expected to have an exceptionally high potential for future research achievement and productivity. http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/dfsa-cgsd

CIHR and CGS Doctoral Awards (CGS-D)
The CIHR and Frederick Banting and Charles Best Canada Graduate Scholarships Doctoral (CGS-D) Awards program provides support to students who are pursuing a doctoral degree in a health-related field. All candidates are expected to have an exceptionally high potential for future research achievement and productivity. http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/dfsa-cgsd
NSERC Postgraduate Scholarships and CGS Doctoral Awards (PGSD/CGSD)

Alexander Graham Bell Canada Graduate Scholarships (CGS) and NSERC Postgraduate Scholarships (PGS) provide financial support to high calibre scholars who are engaged in doctoral programs in the natural sciences or engineering. The CGS will be offered to the top-ranked applicants at each level and the next tier of meritorious applicants will be offered an NSERC PGS. This support allows these scholars to fully concentrate on their studies and seek out the best research mentors in their chosen fields.

http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/nserc/

Vanier Canada Graduate Scholarships (Vanier CGS)

The Vanier CGS program aims to attract and retain world-class doctoral students by supporting students who demonstrate both leadership skills and a high standard of scholarly achievement in graduate studies in the social sciences, humanities, natural sciences, engineering, and health. In an effort to support students in broadening their research horizons and seeking new challenges, the Vanier CGS program strongly encourages candidates to pursue their studies beyond the university that granted their undergraduate and graduate degrees.

http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/vcgs/

Trudeau Doctoral Scholarship

Trudeau Scholarships are awarded to support doctoral candidates pursuing research of compelling present-day concern, touching upon one or more of the four themes of the Foundation: (1) human rights and dignity; (2) responsible citizenship; (3) Canada in the world; and (4) people and their natural environment. Trudeau Scholars are highly gifted individuals who are actively engaged in their fields and expected to become leading national and international figures.

http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/trudeau/

Provincial Scholarship Competitions

The Province of Ontario generously supports the research, leadership, and academic achievement of students from Canada and abroad pursuing graduate education in Ontario. It does so through a number of competitive and prestigious scholarship programs which are administered by Ontario universities and by the Council of Ontario Universities (COU).

Ontario Graduate Scholarships (OGS)

Since 1975, Ontario, in partnership with Ontario’s publicly-assisted universities, has encouraged excellence in graduate studies at the masters and doctoral levels through the awarding of Ontario Graduate Scholarships (OGS). OGS awards are merit-based scholarships available to students in all disciplines of academic study. The OGS program is jointly funded by the Province of Ontario and Ontario universities. The Province of Ontario contributes two-thirds of the value of the award and the university provides one-third.

http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/ogs/

Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII)

Since 1998, the Ontario government, in partnership with Ontario universities through private sector matching funds, has rewarded excellence in graduate studies in science and technology through the QEII program. Please use the OGS link (above) as both are accessible through this portal.

http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/qeii/

Autism Scholars Awards

With the support of the Ministry of Training, Colleges and Universities, a Scholar Awards Program in Autism has been established to ensure that Ontario attracts and retains pre-eminent scholars. The community of autism scholars fostered by this Awards Program will excel, according to internationally accepted standards of scientific excellence, in the creation of new knowledge concerning child autism, and its translation into improved health for children, more effective services and products for children with autism, and increase the province’s capacity in diagnosis and assessment of autism and a strengthened treatment system.

http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/autism-scholars

Ontario Women’s Health Scholars Awards

Funded by the Ontario Ministry of Health and Long-Term Care, a Scholar Awards Program in Women’s Health has been established to ensure that Ontario attracts and retains pre-eminent women’s health scholars. The
community of women’s health scholars fostered by this Awards Program will excel, according to internationally accepted standards of scientific excellence, in the creation of new knowledge about women’s health and its translation into improved health for women, more effective health services and products for women, and a strengthened health care system.  
http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/womens-health/

York Donor-Funded Scholarships

Provost Dissertation Scholarship – This scholarship is awarded by the Faculty of Graduate Studies to encourage and assist outstanding students in the final year of doctoral study to concentrate exclusively on their dissertations. In 2017, the scholarship was valued at just over $28,000 (including a tuition fee waiver). Candidates must be nominated by their Graduate Program. Nominees must have completed all required coursework and all program requirements but the dissertation (the dissertation proposal must also have been approved). Students are expected to apply in the winter term of PhD 4, but must have completed no more than one term as a PhD 5 Candidate by the end of the Winter Term during which they are being nominated. This award is designed to assist students financially and with a faculty facilitated, peer-reviewed dissertation completion writing workshop. It substitutes the research-funding component of other dissertation awards with a writing workshop focused on dissertation chapter completion.  

Susan Mann Dissertation Scholarship – This scholarship is awarded by the Faculty of Graduate Studies to encourage and assist outstanding students in the final year of doctoral study to concentrate exclusively on their dissertations. In 2017, the scholarship was valued at just over $28,000 (including a tuition fee waiver). Candidates must be nominated by their Graduate Program. Nominees must have completed all required coursework and all program requirements but the dissertation (the dissertation proposal must also have been approved). Students are expected to apply in the winter term of PhD 4, but must have completed no more than one term as a PhD 5 Candidate by the end of the Winter Term during which they are being nominated. You are encouraged to plan early so that you can apply for this prestigious award!  
http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/donor-awards/mann-scholarship/

There are many other smaller York donor-funded scholarships. For more information, please go to:  
http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/donor-awards/

Mitacs Awards

Mitacs-Accelerate connects companies with over 50 research-based universities through graduate students and postdoctoral fellows, who apply their specialized expertise to business research challenges. Interns transfer their skills from theory to real-world application, while the companies gain a competitive advantage by accessing high-quality research expertise.

- The internship project is 4 months in length and receives $15,000 in direct funding, with the partner organization and Mitacs each providing $7,500. (Longer projects are possible as multiples of 4-month internships.)
- Interns spend approximately half of the time on-site with the industry partner; the remainder is spent at the university advancing the research under the guidance of a faculty supervisor.
- Open to all disciplines and all industry sectors, projects can span a wide range of areas, including: manufacturing, technical innovation, business processes, IT, social sciences, design, and more.
- Application/proposals are due anytime throughout the year.
- For more information, please go to: http://www.mitacs.ca/en/programs/accelerate/program-details

Mitacs Elevate supports postdoctoral fellows at Canadian universities to collaborate on cutting-edge research projects in order to build capacity for the next generation of R&D management leaders. This two-year program valued at $115,000 (plus $15,000 non-cash value in training) develops fellows’ professional and R&D management skills as they lead a long-term research project with their private-sector partner.
In addition to their research project, fellows spend one to two days per month participating in training activities. Throughout this time, fellows have multiple opportunities to connect with fellow PhD graduates in their cohort, as well as industry representatives, potential employers and workshop facilitators. At the end of the fellowship, fellows receive a Mitacs certificate of completion. For information, please go to: https://www.mitacs.ca/en/programs/elevate/program-details

Financial Allowances for PhD Dissertations

Ph.D. Completion Fund - CUPE 3903 Unit 1 Ph.D. Completion Fund

Extract from the Collective Agreement:
“The CUPE 3903 Ph.D. Completion Fund is to assist members outside the priority pool who have no funding in the last term of their doctoral studies. On the basis of need, funds will be made available to bargaining unit members registering for their final term of eligibility for full–time status in a doctoral program, who have no scholarship or other form of funding, excluding bursaries) from or through the University in that term. The first priority is summer term funding for those bargaining unit members who held a full teaching assistantship in the previous fall/winter terms.

To apply, complete the CUPE 3903PhD Completion Fund Cover Sheet, submit completed form to Faculty of Graduate Studies, and visit the Student Financial Services website and fill out a Student Financial Profile (SFP).

ACADEMIC MATTERS: WORKING TOGETHER

Student-Supervisor Roles and Relationship in the Graduate Program

In the Psychology Graduate Program, the student-supervisor working relationship is crucial to student success. For new students, there is a Student-Supervisor Checklist to guide you in having a conversation with your new supervisor about expectations you each have about how you will work together. This should also be completed for students transitioning from MA to PhD, and whenever students are changing supervisors for any reason.


Guidelines for Supervisors

The supervisor’s principal task consists of helping students realize their scholarly potential. This can only be accomplished in a relationship that offers insights born of experience, and furnishes the requisite challenges, stimulation, guidance, and genuine support. The student has a right to expect expertise, accessibility, and support from the supervisor. The supervisor must offer substantive and procedural assistance with the design, planning and conduct of feasible research projects, introduction to the network of scholars in the area of specialization, and support for the presentation and publication of research results. At the same time, the supervisor must ensure that the scholarly standards of the university and the discipline are met in the student’s work.

It is the responsibility of the supervisor to:

- Be reasonably accessible to the student for consultation and discussion of the student’s academic progress and research problems. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student’s work, but should normally occur at once a month, and never less than once each term.
- Give timely response to submitted written work, with constructive and concrete suggestions for improvements. This normally means within 3 weeks or as agreed upon between supervisor and student.
- Make satisfactory arrangements in advance with the approval of the Graduate Program Director for the supervision of the student when on leave or sabbatical, or on extended absence from the university.
• Convene an annual meeting of the supervisory committee, normally in the spring, to evaluate the student’s Report on Progress, and submit a copy of the completed Report to the Graduate Program Director after the meeting. Apart from highlighting the student’s academic progress thus far, the Progress Report should also clearly identify the challenges, if any, facing the student, including considerations for students with disability.

• In conjunction with the Graduate Program Office, ensure the student is aware of University, Faculty and program requirements and standards to which the thesis/dissertation is expected to conform.

• Assist the student with attempts to acquire external funding, including meeting appropriate deadlines, and to engage in scholarly development (e.g., conference presentations and publications).

• Offer supervision and advice appropriate to the stage of the student’s work, helping the student to establish and modify a suitable timetable for completion of the various stages of the thesis/dissertation project:
  • at the proposal stage, assist the student with selection of a suitable and manageable topic and approach;
  • at the research stage, assist the student with initial research design and subsequent modification, with alleviating current and anticipated problems, with interpretation and analysis of findings, and with bringing the project to completion;
  • at the writing stage, assist the student with appropriate and timely feedback on individual draft chapters, and with revision to the draft thesis/dissertation as an integrated whole;
  • at the oral defense stage, advise the student on preparation for the examination and assist the student to interpret and comply with any changes recommended by the examining committee.

• When the final draft of the thesis or dissertation is complete, ensure that all members of the committee have read the document and are agreed that it is ready to proceed to an oral defense. Suggest possible members of the examining committee to the Graduate Program Director (i.e., outside examiner, external examiner). Ensure that a master’s thesis is sent to the examining committee at least 15 business days prior to the date of the examination, and a doctoral dissertation at least 20 business days prior to the date of the examination.

• Appropriately acknowledge in published material the contributions of the student, including consideration of joint authorship of publications. Where the student’s research comprises a component of the supervisor’s research program, and joint publication is envisaged, it must be recognized that the responsibility for utilization of data and for publications is held jointly by the supervisor and student. Endeavour to clarify at the outset of the supervisory relationship expectations regarding the responsibility and publication credit for work initiated, designed and researched by the student, but supported financially or otherwise by the supervisor.

• Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student. It must be recognized that there is a power imbalance in the supervisory relationship and that any form of harassment or exploitation of students is unacceptable.

• Conform to the graduate program and Faculty processes in the event of a supervisory relationship which is unsatisfactory for any reason or in situations where there is a change of supervisors for any reason.

• Even though “each student has final responsibility for her or his academic honesty” (Senate Policy on Academic Honesty), it is incumbent on the supervisor to ensure, to the extent that it is practicable in the circumstances, the academic integrity of primary research data, and the consistency with academic integrity and practice of interpretations relating to such data.

Guidelines for Students

By entering into a graduate program, the student has made a commitment to devoting the time and energy necessary to engage in research and writing a thesis/dissertation which constitutes a substantial and original contribution to knowledge in a field. The supervisor has a right to expect from the student ability, initiative and receptivity to feedback.

It is the responsibility of the student to:

• Become informed about and conform to University, Faculty and graduate program requirements and procedures for completion of the graduate degree, with regard to such matters as degree milestones, research ethics, registration and graduation requirements, thesis/dissertation style and quality standards, year-end evaluations, etc.
• Advise their supervisor if they are a student with disability and discuss recommended academic accommodations and possible impact, if any, on the program.
• Develop, in conjunction with the supervisor and supervisory committee, an intended timetable for completion of all stages of the thesis/dissertation, and work to realize that timetable, meeting appropriate deadlines.
• Meet regularly with the supervisor to review progress. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student’s work, but should normally occur once a month, and not less than once each term. Interact with other members of the supervisory committee as appropriate.
• Keep the supervisor and graduate program office informed of where the student may be contacted and respond appropriately to all communications received.
• Prepare a Report on Progress for an annual meeting with the supervisory committee.
• Give serious consideration to and respond to the advice and feedback received from the supervisor and the supervisory committee.
• Recognize that the supervisor and other members of the supervisory committee may have other teaching, research, and service obligations which may preclude immediate responses.
• Recognize that where the student’s research comprises a component of the supervisor’s research program, and joint publication is envisaged, the responsibility for utilization of data and for publications is held jointly by the supervisor and student. In such cases, the thesis/dissertation, or draft papers, together with a copy of the raw data, shall be made available to the supervisor prior to submission for publication.
• Conform to the graduate program and Faculty processes in the event of a supervisory relationship which is unsatisfactory for any reason or in situations where there is a change of supervisors for any reason.
• Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the supervisor, the supervisory committee, and other scholars. The entire graduate program, including research and writing of the thesis/dissertation, shall be conducted under the strictest rules of ethics and academic honesty. As stated in the Senate Policy on Academic Honesty, “A lack of familiarity with the Senate Policy and Guidelines on Academic Honesty on the part of a student does not constitute a defense against their application.” With that in mind, it is incumbent on each student to ensure the academic integrity of his or her primary research, and of the interpretations relating to such research.

When Problems Arise

The Graduate Program recognizes that students may encounter difficulties occasionally during their time in the program. We want students to have a positive experience in the program, and thus we hope that any difficulties that do arise can be dealt with early on and constructively. This section of the Handbook includes some suggested ways to help resolve difficulties if they do arise and to make you aware of the official procedures available, should you ever need them. Graduate students have the right to be treated with respect and to be free of any kind of harassment, as do all members of the University community.

General Process
In general, when difficulties arise, it is often best to try to deal directly with them and seek a resolution (e.g., perceived unfairness regarding a course grade, differences in expectations between a student and a supervisor regarding RA responsibilities). Sometimes, just clarifying expectations and assumptions will help sort things out. This may not be easy but is often effective and may be a good learning experience. However, as a student, you are clearly in a hierarchical relationship in which you have less power than faculty, and we recognize this may be awkward for you.

So, if your attempt to deal with the situation is unsuccessful or you find it impossible to address, your next recourse is usually your Area Head or Director of Clinical Training (DCT). They will listen respectfully and help you generate and evaluate various solutions or options to address the situation. These might include taking actions such as speaking with the other faculty member, having a joint meeting, consulting the Area as a whole, etc. depending on the situation and your wishes. Or you may choose to speak to some other trusted faculty member.
If the Area Head/DCT is unable or unwilling to help you address the situation (or is part of the difficult situation), you may speak to the Graduate Program Director (GPD), especially if it is a graduate program or FGS matter. They will listen respectfully and help you generate and evaluate your options and advise you regarding possible next steps including petitions and appeals beyond the Psychology Department.

One of the most difficult situations that can arise for a graduate student is when the relationship with the supervisor is seriously problematic. Although this is not a common problem, it does happen sometimes, and it can be very challenging to navigate through. Students may wish to refer to the FGS guidelines about Responsibilities of Supervisors and Students above to see what the program expects the role of the supervisor to be. If there are serious concerns about these responsibilities not being fulfilled or you are experiencing harassment of any kind, you should speak up. Students should discuss the situation with the Area Head/DCT or GPD. It may be possible to find a mutually agreeable resolution, or the student may need to change supervisors. Although not common, it is possible to change supervisors and students should not fear negative consequences when this needs to happen. Changing supervisors should be done in consultation with the Area Head/DCT, so that the student is supported by their Area in finding a new supervisor. This may result in a delay in program completion, however. There is a form that needs to be submitted to the Graduate office once the new supervisor is determined.

**Personal Problems**

Graduate students, like anyone else, may experience personal problems from time to time, difficulties such as anxiety, depression, and relationship problems. There are excellent resources on campus for personal counselling, support groups, and so on, that may be very helpful. These are free and are confidential (they will not tell the Graduate program that you are receiving services). Please see the website of the Student Accessibility Services for details: [https://counselling.students.yorku.ca](https://counselling.students.yorku.ca) or call (416) 736-5297. Remember, it is a sign of strength to seek help when you need it. In addition, here is a link to mental health and wellness at York: [http://mhw.info.yorku.ca/](http://mhw.info.yorku.ca/)

**Relevant Senate Policies**

- Academic Accommodation for Students with Disabilities (Policy)
- Academic Honesty (Policy)
- Conflict of Interest for Employees (Policy and Guidelines)
- Gender-Free Language (Policy)
- Personal Relationships between Instructors and Students (Policy)
- Racism (Policy and Procedures)
- Responsibilities of Faculty Members (Statement and Procedures)
- Responsible Conduct of Research (Policy)
- Sexual Violence Policy
- Workplace Harassment (Policy)
- FGS Policies
  - Academic Honesty — [gradstudies.yorku.ca/current-students/regulations/academic-honesty/](http://gradstudies.yorku.ca/current-students/regulations/academic-honesty/)
  - Academic Petitions and Appeals — [gradstudies.yorku.ca/current-students/regulations/petitions/](http://gradstudies.yorku.ca/current-students/regulations/petitions/)
Other York Resources

- Code of Student Rights and Responsibilities — oscr.students.yorku.ca/student-conduct
- Province of Ontario
  - Workplace Violence and Workplace Harassment — www.labour.gov.on.ca/english/hs/topics/workplaceviolencep
  
  It is essential in resolving conflict that all parties have the support they require. York University Offices that may provide support include, but are not limited to:

  - Osgoode Mediation Clinic — www.osgoode.yorku.ca/community-clinics/osgoode-mediation-clinic/
  - Centre for Human Rights, Equity and Inclusion — rights.info.yorku.ca/
  - Student Accessibility Services — https://accessibility.students.yorku.ca/
  - Deans’ Offices — search by Dean at https://atlas.cafe.uit.yorku.ca/atlas/servlet/atlas/
  - Faculty of Graduate Studies — gradstudies.yorku.ca/
  - Graduate Program Offices – search by Department at https://atlas.cafe.uit.yorku.ca/atlas/servlet/atlas/
  - Office of Student Community Relations — oscr.students.yorku.ca/
  - Office of the Ombudsperson — ombuds.info.yorku.ca/
  - Personal Counselling Services — https://counselling.students.yorku.ca
  - York University Faculty Association — https://www.yufa.ca/
  - York University Graduate Students’ Association — www.yugs.ca/

Graduate Wellness: Graduate wellness is so important that we have it in the Handbook twice. Another source of support, at any point in your studies, is the Graduate Wellness Manager (gradwell@yorku.ca). Booking a Wellness Consultation is easy! Visit wellnessconsultation.gradstudies.yorku.ca to access the online scheduler where you can see available appointments and book a time that works for you. You may wish to discuss concerns about mental health, personal wellness and goal setting, difficulty coping with stress, anxiety, self-doubt, overwhelm, or isolation. As well, you may wish to discuss psychoeducation and resources, balancing life as a graduate student, staying health while progressing through the program, transitioning to graduate skills, and exploring options for mental health and wellness services at York University or in the community. Here is another helpful link: Responding to Students of Concern or in Crisis

Online and phone support: For stresses big and small, 24/7/365 there is free, professional, and anonymous support for students in Ontario at good2talk.ca, or dial 1-866-925-5454, or you can connect through dialing 211.

Privacy: Information on the Collection, Use, and Sharing of Students’ Personal Information

In accordance with the University Privacy Policy (http://secretariat-policies.info.yorku.ca/policies/access-to-information-and-protection-of-privacy-policy-on/), and in keeping with the spirit of privacy legislation in other sectors, we want students to understand fully what information is collected, stored, disclosed, and shared about them, and for what reasons, in the Psychology Graduate Program. Please note: This is not official University policy but is simply intended to help students be fully informed.

What documentation about you is collected?
The Graduate Program maintains your official student file (a paper file). These files are kept securely in the Graduate Office while you are a student and for at least 7 years following graduation or withdrawal from the graduate program. The files include academic, financial, and professional training materials including: application materials including undergraduate transcripts, GREs and letters of recommendation; all course grade sheets submitted by course instructors; practicum and internship evaluations; all annual progress evaluation
materials; documentation regarding MA, ABC Paper, and PhD (committee formation/changes, proposal approval, submission to FGS/Ethics, schedule oral, revisions complete, etc.); petitions for any reason (extensions, exemptions to any FGS regulation, etc.) and associated documentation (letters of support, explanation, etc.); any disciplinary documentation, letters or emails documenting any concern regarding the student's personal/professional competence; scholarship information; and CUPE hiring documents (which include personal and banking information).

In addition, the following electronic files are maintained by the Graduate Office or by FGS: a cumulative record of course registrations and grades; a spreadsheet of all scholarships and awards; a spreadsheet summarizing all students' progress, requests for Ethics.

**Do you have access to your file?**

Yes, you can have access to your file, with certain specific exceptions (e.g., letters of reference, items including another student’s name, etc.), by making a request to the GPD or Graduate program staff. Any concerns about the collection, storage and use of students' private information may be directed to the Graduate Program Director. All concerns will be discussed and investigated thoroughly.

**Who else has access and for what purposes?**

Student files, both hard copy and electronic versions, are accessible to the Graduate Program staff, the GPD, Area Heads/DCTs (for students in their Area), and the student's supervisor. They need access to this information to administer the program, ensure your progress in the program, summarize your accomplishments for year-end evaluations, scholarship ratings, prize nominations, letters of reference for scholarships, job applications, applications to other programs, internship applications, registration with the College of Psychologists, and so on.

From time to time, student files are reviewed in order to complete reports to the Faculty of Graduate Studies and the Ontario Council of Graduate Studies. Information from student files is sometimes shared with the Faculty of Graduate Studies or the Faculty of Health for purposes such as monitoring student funding levels, time to completion, faculty workloads, etc. In addition, site visitors for the Cyclical Program Review may review student files for the purposes of reviewing the quality of the training program. Similarly, representatives of the Accreditation Panel of the Canadian Psychological Association may review files of students in accredited clinical programs for the purposes of reviewing the quality of the clinical training programs and adherence to the CPA accreditation standards.

**What information is shared and for what purpose?**

Within the Graduate program, written and oral information regarding students may be shared among faculty within your Area; between program faculty and external practicum supervisors or committee members; or between faculty and the Graduate Office staff, as needed to monitor and oversee students' progress and administer the program.

In particular, during the annual Progress Evaluation, faculty in the Area may meet to review the progress of every student (the procedure varies somewhat across Areas). The discussion is based on information submitted by the student and by the supervisor summarizing the student's progress, accomplishments, plans, and any concerns or extenuating circumstances. Other faculty who know the student via coursework, practica, TA, RA, etc. share their observations as well, so as to obtain a more well-rounded picture of the student. This is especially important, and in the student's best interest, when the student is struggling or if there is some tension between student and supervisor. The purpose of this exercise is to give constructive and regular feedback to students about their progress, provide official notification of any academic or professional concerns and suggested remedial actions, as well as to ensure the integrity of the program.
THE MA DEGREE

Program Requirements

Students should become thoroughly familiar with the requirements for the MA degree in their Area of specialization. Please refer to the table below. Some Areas have specific course sequences within their requirements. For further information, you can discuss with your Supervisor and/or your Area Coordinator or refer to your Area Handbook.

<table>
<thead>
<tr>
<th>AREA</th>
<th>COURSES</th>
<th>PRACTICA</th>
<th>OTHER REQUIREMENTS</th>
</tr>
</thead>
</table>
| Brain, Behaviour and Cognitive Sciences | • Six credits in quantitative methods from the statistics courses offered in graduate psychology  
• Three additional 3-credit courses, or equivalent, chosen from those offered at the 6000 level by the Graduate Program in Psychology | One applied or research practicum (6820A 6.0 or 6810A 6.0); 330 hours | Thesis & Oral Examination                  |
| Clinical                                | • 6131 3.0 - Univariate Analysis I  
• 6132 3.0 - Univariate Analysis II  
• 6421 3.0 - Foundations of Clinical Psychology A  
• 6422 3.0 - Foundations of Clinical Psychology B  
• 6430 6.0 - Assessment in Psychology  
• 6436 3.0 - Evidence-Based Principles of Psychotherapy  
• 6437 3.0 * - Approaches to Psychotherapy: Advanced | One research practicum (6820A 6.0) and one clinical practicum (6430 6.0 P); 330 hours each | Thesis & Oral Examination                  |
| *Not required for CNS students; however, CNS students must take a 3.0 elective or Neuropsych course instead |
| Clinical-Developmental                  | • 6131 3.0 - Univariate Analysis I  
• 6132 3.0 - Univariate Analysis II  
• 6020 3.0 - Historical and Theoretical Foundations of Contemporary Psychology A OR 6030 3.0 Historical and Theoretical Foundations of Contemporary Psychology B  
• 6610 3.0 - Social and Emotional Bases of Development | One research practicum (6820A 6.0); 330 hours | Thesis & Oral Examination                  |
|                                         |                                                          |                                                              |                                            |
|                                         |                                                          |                                                              |                                            |
|                                         |                                                          |                                                              |                                            |
|                                         |                                                          |                                                              |                                            |
|                                         |                                                          |                                                              |                                            |

- Professionalism and Ethical Conduct
- Program-Sanctioned hours in the Y UPC consisting of one assessment in...
<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6900 3.0 - Issues in CD Psychology: A Proseminar in Ethics, Practice, and Research</td>
<td>3.0</td>
<td>MA2 (supervised assessment)</td>
</tr>
<tr>
<td>6905 3.0 - Biological and Cognitive Bases of Development</td>
<td>3.0</td>
<td>• 30 hours intake in YUPC (MA1/2)</td>
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<tr>
<td><strong>CONT'D</strong></td>
<td></td>
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<tr>
<td>6910 3.0 - Psychoeducational Assessment of Children and Adolescents</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>6920 3.0 - Clinical and Diagnostic Assessment of Children and Adolescents</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>6955 3.0 - Developmental Psychopathology</td>
<td>3.0</td>
<td></td>
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<tr>
<td>6965 1.5 - Diversity Issues in Children, Youth and Adults in Clinical Practice</td>
<td>1.5</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Developmental Science</th>
<th>Six credits in quantitative methods from the statistics courses offered in graduate psychology</th>
<th>One research practicum (6820A 6.0); 330 hours</th>
<th>Thesis &amp; Oral Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6020 3.0 - Historical &amp; Theoretical Foundations of Contemporary Psychology A <strong>OR</strong> 6030 3.0 - Historical &amp; Theoretical Foundations of Contemporary Psychology B</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>One 3- credit course selected from the DS course list.</td>
<td></td>
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<tr>
<td></td>
<td>One 3- credit course from those offered at the 6000 level by the Graduate Program in Psychology.</td>
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</table>

<p>| Historical, Theoretical, and Critical Studies of Psychology | 6131 3.0 - Univariate Analysis I | One applied or research practicum (6820A 6.0 or 6810A 6.0); 330 hours | Thesis &amp; Oral Examination |
|                                                            | 6132 3.0 - Univariate Analysis II |                                               |                          |
|                                                            | 6020 3.0 - Historical &amp; Theoretical Foundations of Contemporary Psychology A |                                               |                          |
|                                                            | 6030 3.0 - Historical &amp; Theoretical Foundations of Contemporary Psychology B |                                               |                          |
|                                                            | Six credits chosen from those offered at the 6000 level by the Graduate Program in Psychology or, with permission, by another program relevant to the study of the history, theory, and critical studies of psychology. |                                               |                          |</p>
<table>
<thead>
<tr>
<th>Quantitative Methods</th>
<th>Social and Personality</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 6131 3.0 - Univariate Analysis I: ANOVA</td>
<td>• 6131 3.0 - Univariate Analysis I</td>
</tr>
<tr>
<td>• 6132 3.0 - Univariate Analysis II: Regression</td>
<td>• 6132 3.0 - Univariate Analysis II</td>
</tr>
<tr>
<td>• Six additional credits in quantitative methods</td>
<td>• 6400 3.0 - Contemporary Issues in Personality and Social Psychology</td>
</tr>
<tr>
<td>• Two 3-credit courses in any other graduate psychology courses (Note that research methods courses can count to either the required quantitative methods or elective courses).</td>
<td>• 6410 3.0 - either Social Psychology OR 6510 3.0 - Personality</td>
</tr>
<tr>
<td></td>
<td>• One three credit course in research methods, chosen from a list of courses approved by the area (6150E 3.0 – Research Methods in the Study of Personality OR 6150B 3.0 – Social Methods)</td>
</tr>
<tr>
<td></td>
<td>• A minimum of one 3-credit course elective, chosen in consultation with the supervisor, from those offered at the 6000 level.</td>
</tr>
<tr>
<td>One applied or research practicum (6820A 6.0 or 6810A 6.0); 330 hours</td>
<td>One applied or research practicum (6820A 6.0 or 6810A 6.0); 330 hours</td>
</tr>
<tr>
<td>Thesis &amp; Oral Examination</td>
<td>Thesis &amp; Oral Examination</td>
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Notes:
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<tr>
<th><strong>THESIS MILESTONES IN YOUR MA</strong></th>
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<tbody>
<tr>
<td><strong>MA 1</strong></td>
</tr>
<tr>
<td><strong>FALL</strong></td>
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<tr>
<td><strong>WINTER</strong></td>
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<tr>
<td><strong>SUMMER</strong></td>
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<tr>
<td><strong>MA 2</strong></td>
</tr>
<tr>
<td><strong>FALL</strong></td>
</tr>
<tr>
<td><strong>WINTER</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>SUMMER</strong></td>
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**Time Limits**

The Department of Psychology is a minimum 6-term (2-year) MA program. If a student has not completed their degree requirements in this two-year period, the MA student must adopt part-time status (MA3 part-time), and in doing so becomes ineligible for registration in courses, including practica, beyond those minimally required for completion of the degree, and is ineligible for TA, RA or GA support. All requirements for the MA degree must be fulfilled within 4 years (12 terms).

When *unusual* circumstances have prevented timely completion of the degree, MA candidates approaching the end of year 4 may petition for an extension of the time allotted to complete the requirements for the degree. All required documents should be in the Graduate Program Office on or before the end of May, so that a decision can be made prior to fall registration. Students will be expected to provide, in writing, grounds for requesting an extension and a realistic timetable for completion along with written agreement from their supervisor. Students granted an extension would be required to enrol as part-time students.
Advancement in Status from MA to PhD Candidacy

Students advancing to PhD must apply formally through admissions. Although usual, **PhD advancement is not automatic**. Applications are first considered by the student’s Area. Criteria such as quality of the MA Thesis, successfully completing all MA degree requirements, GPA, progressing efficiently through the program, participation in the area and year-end evaluations are considered in the promotion decision. Students must have a supervisor who agrees to supervise them for the PhD (usually the same as MA supervisor).

After all the Area Heads have forwarded their lists of students advancing to PhD, the Graduate Program Office will send the students steps in how to apply formally through admissions. The Admission Office will charge each student a fee to process their application, but students do not need to supply transcripts, letters of reference, etc. again.

**Provisional PhD Status**

In certain situations, the GPD may advance MA students who have not yet defended by the end of their second year to provisional PhD status for one term only. In order to be considered for Provisional PhD status:

1) Your MA thesis proposal must have been approved, and
2) You must have supporting letters or emails from your supervisor and supervisory committee stating that they are confident that you will be able to defend your thesis and complete the requirements for the MA degree by the end of October.
3) You must have approval for the request from your area coordinator indicating that the Area approves you to continue to the PhD, as well as a supervisor in place.

However, very little of the fall term should be taken up in completing the MA requirements. Again, this option is **not** meant to give students another term to work on their MA requirements while holding PhD status. Only if strong and sufficient justification is provided will the request be granted.

Provisional PhD students will have to register as full-time PhD students and as part-time MA students until they have successfully defended and completed revisions and pay fees accordingly.

**Guidelines Pertaining to MA Thesis**

By the end of the first year of the MA, the MA thesis committee should be established, and the proposal submitted, following the procedures described below. FGS Guidelines may be found at: [http://gradstudies.yorku.ca/current-students/thesis-dissertation/](http://gradstudies.yorku.ca/current-students/thesis-dissertation/) The following are excerpts from the FGS guidelines for MA theses.

**Master’s Thesis Supervisory Committees**

**Composition of Committee.** Master’s thesis supervisory committees consist of a minimum of two faculty members appointed to the Faculty of Graduate Studies, at least one of whom must be from the program in which the student is enrolled, and who serves as the principal supervisor.

**Approval Timelines.** The membership of each master’s thesis supervisory committee, including the Chair, must be recommended by the appropriate Graduate Program Director for approval and appointment by the Dean of Graduate Studies no later than the second term of study.

**Approval Process.** Recommendation for membership of a master’s thesis supervisory committee is formally initiated by the graduate program director via submission of a The Supervisor & Supervisory Committee Approval Form. [http://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf](http://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf) is to be used when recommending the establishment of a supervisory committee, to add members to an incomplete committee, and to make changes to an existing committee. Final approval of supervisory committee membership recommendations rests with the Dean of the Faculty of Graduate Studies.
**Supervisor’s Roles and Responsibilities.** A thesis supervisor (Chair of the supervisory committee) shall: be reasonably accessible to the student, normally meeting once a month and never less than once each term; and, ensure that a copy of the student’s thesis is sent to each member of the student’s thesis examining committee as far as possible in advance of the date of the student’s oral examination, but no later than 15 business days prior to the date set.

**Supervisory Committee Roles and Responsibilities.** A thesis supervisory committee shall: review a student’s research proposal and recommend its approval to the appropriate Graduate Program Director and the Dean not less than three months prior to the date set for the oral examination; review the student’s progress from time to time, normally every six (6) months and never less than once each year. Reports to the Graduate Program Director of unsatisfactory progress may require a student to withdraw from a program of studies or withdraw from the graduate program in which the student is enrolled; read the thesis in a timely fashion and make a recommendation to the Graduate Program Director regarding the oral defense.

- **The maximum length of a thesis or dissertation proposal is 3500 words.** Thus, the student must of necessity briefly review only the literature absolutely germane to the proposed study. The student is expected to have read more widely, so that she/he can interact knowledgeably with the supervisory committee at the proposal stage.

- The design, method and procedure should be complete so that the supervisory committee can make informed recommendations.

- Proposals may present specific hypotheses to be tested. Alternatively, descriptive theses and dissertations may present research questions or expectations. In all cases, there should be a rationale given for the research and a description of how the data will be analyzed at the end of the Methods section.

- MA thesis and dissertation proposals must be approved prior to the collection of new data from human research participants. [The same applies to any research proposals entailing the use of human participants.]

- Proposals of studies entailing the use of secondary, i.e., “archival” data need to be supported by appropriate documentation that the use of such data meets ethical requirements (see below).

- All students must provide the Graduate Office with a Tri-council Policy Statement (TCPS) tutorial certificate. You can find the TCPS tutorial at [http://www.pre.ethics.gc.ca/](http://www.pre.ethics.gc.ca/).

- **MA thesis proposals must be approved by Office of the Dean of the Faculty of Graduate Studies not less than 3 months prior to the date set for the oral examination. Please note: It can take 6-8 weeks for FGS to approve your proposal.**

**Ethical Considerations**

Once the thesis/dissertation proposal is approved by the supervisor and other committee member(s), it should be submitted to the Graduate Program office along with relevant forms, for approval by the GPD and then FGS. All proposals require these approvals, regardless of whether or not ethics approval is required.

Many (but not all) proposals also require ethics approval. If the study involves human participants (or animals), it will require Ethics approval before data collection may proceed. The Tri-Council policy to which York must adhere is available at: [http://gradstudies.yorku.ca/current-students/thesis-dissertation/research-ethics/](http://gradstudies.yorku.ca/current-students/thesis-dissertation/research-ethics/). It can be complex figuring out which forms you need to complete and which type of Ethics approval is required. It depends upon the nature of your study, whether there are human participants or not, whether it is minimal risk or not, whether the data are being collected specifically for this project or you are doing secondary data analysis. Please see the chart below to help you figure out which forms you need and which boxes to check. When in doubt, feel free to discuss with the Grad Office.
Sequence of Events in Finalizing the Defense of a Thesis

- In preparation for the oral examination, an examining committee must be constituted. The student's supervisor is responsible for this.

- **For an MA oral**, this committee usually consists of four people: the supervisor and other committee member, both of whom sign off to say the thesis is ready to go to oral defense, plus two additional members: the Chair/Dean’s Rep (who may be from psychology or another department but who has not been involved in the thesis), and one York graduate faculty member from outside Psychology (sometimes called the Outside reader or internal-external). Under certain circumstances, this fourth committee member maybe from a different Area within the graduate program in Psychology as long as he/she is at arm’s length from the research. **In keeping with FGS requirements, students are not allowed to select or contact (i.e., in order to ask for their participation) members of the examining committee.** This responsibility lies solely with the student’s supervisor.

When to Secure Copyright Permission

The following sections provide guidance and suggestions with respect to when and how to secure copyright permission. A student is allowed to use copyrighted material in his or her thesis/dissertation provided it falls under the Canadian Copyright Act’s definition of “fair dealing”. Information on York University’s Fair Dealing Guidelines can be reviewed at York University — Copyright (http://copyright.info.yorku.ca/). It is, however, the responsibility of the student to confirm that if there is copyrighted material in his or her thesis/dissertation, it either complies with the “fair dealing” provisions of the Canadian Copyright Act (http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) or documented permission has been obtained to use the copyrighted material.
If a thesis/dissertation includes any of the following elements, the student should seek copyright permission. (Please note that this is not an exhaustive list. If you require additional information on York’s Copyright Policy or Fair Dealing Guidelines contact the Copyright Office.

- Copyrighted test instruments, questionnaires, etc.
- Material or parts of material written by the thesis/dissertation author which have been previously published in a journal and to which the author has assigned copyright
- Material co-authored with another author(s) who shares copyright
- Tables, figures, and all forms of images including photos, ABC papers, graphs, drawings, logos etc. that have been obtained from a copyrighted source, including websites, newspapers, journals, books, brochures, professors’ lecture notes, etc.

Electronic Thesis and Dissertation Submission

After the oral examination and the completion of revisions (if needed), students need to email the Graduate Milestones & Progression Coordinator at gradtd2@yorku.ca to get instructions for submitting your thesis/dissertation prior to a date specified by the Faculty of Graduate Studies.

Students submit the final approved copies of their thesis or dissertation electronically using the Electronic Thesis and Dissertation (ETD) platform. The ETD draws on the capacity of YorkSpace (http://yorkspace.library.yorku.ca/xmlui/), York University’s institutional repository of research, to accept, store and disseminate scholarly output.

The ETD platform will allow students to submit their thesis or dissertation from any computer with an internet connection. Depositing York’s theses and dissertations in YorkSpace instantly makes our research outputs discoverable to scholars and researchers worldwide.

Once your electronic submission is approved by the Graduate Milestones & Progression Coordinator and all required forms received and fees paid, your thesis/dissertation will be deposited in YorkSpace at the time of conferral of your degree, according to the publication date listed on your ETD record (normally either November 1 or July 1). No hard copies are required, and bound copies are not provided for students or supervisors (but can be arranged at your own expense).

<p>| STEPS &amp; TIMELINE FOR FINISHING YOUR MA THESIS–Student &amp; Supervisor to Work Together |
|-----------------------------------------------|-----------------------------------------------|
| <strong>Target Date</strong> | <strong>Step/Stage of Process</strong> |
| | (some steps might be combined or done in slightly different order in some cases) |
| | <strong>Time Allotted, Known Constraints (vacations ...)</strong> |
| Hand in Proposal to Graduate Office | |
| Graduate Office will notify you when Proposal is FGS Approved | |
| Begin Data Collection or Analyzing Data - Meet with Supervisor as Needed | |
| Analyses Completed | |
| Analyses Reviewed with Supervisor | |
| Intro &amp; Method to Supervisor (may only be slightly revised from proposal) | |
| Intro &amp; Method returned from Supervisor | |
| Results to Supervisor | |</p>
<table>
<thead>
<tr>
<th>Results returned from Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Thesis to Supervisor (Final Draft #1)</td>
</tr>
<tr>
<td>Draft #1 returned from Supervisor</td>
</tr>
<tr>
<td>Revisions</td>
</tr>
<tr>
<td>Draft #2 to Supervisor</td>
</tr>
<tr>
<td>Draft #2 returned from Supervisor</td>
</tr>
<tr>
<td>Further Revisions &amp; Drafts as Needed…</td>
</tr>
<tr>
<td>Thesis to Supervisory Committee</td>
</tr>
<tr>
<td>Feedback from Committee</td>
</tr>
<tr>
<td>Committee to Review Again if Needed/Requested</td>
</tr>
<tr>
<td>Approval from Committee</td>
</tr>
<tr>
<td>Decision OK to Book Oral</td>
</tr>
<tr>
<td>Request Oral Exam package from the Graduate office</td>
</tr>
<tr>
<td>Consult with Supervisor, Dean’s Rep/Chair, Outside Examiner – (Supervisor to do Asking)</td>
</tr>
<tr>
<td>Supervisor to Negotiate Date with Committee (often takes many emails back &amp; forth)</td>
</tr>
<tr>
<td>All Forms to Graduate Office with agreed Date &amp; Time 4 Weeks Prior to Defense Date (Freda to book room)</td>
</tr>
<tr>
<td>Send Thesis electronically to ALL Committee Members 4 weeks Prior to Defense</td>
</tr>
<tr>
<td>Prepare Presentation for Oral (approx. 15 min.)</td>
</tr>
<tr>
<td>Have “Mock defense” or Dry Run 1-2 Weeks before with Lab Group, Friends, etc.</td>
</tr>
<tr>
<td>Oral Defense!</td>
</tr>
<tr>
<td>Celebrate!! Then schedule some R &amp; R!</td>
</tr>
</tbody>
</table>

**NOTES**
The PhD Degree

Program Requirements

Students should become thoroughly familiar with the requirements for the PhD degree in their Area of specialization. Please refer to the table below. For further information, you can discuss with your Supervisor and/or your Area Coordinator.

<table>
<thead>
<tr>
<th>AREA</th>
<th>COURSES</th>
<th>PRACTICA AND INTERNSHIP</th>
<th>OTHER REQUIREMENTS</th>
</tr>
</thead>
</table>
| Brain, Behaviour and Cognitive Sciences | • Six credits in quantitative methods from the statistics courses offered in graduate psychology  
  • 6020 3.0 - Historical & Theoretical Foundations of Contemporary Psychology A  
  OR 6030 3.0 - Historical & Theoretical Foundations of Contemporary Psychology B  
  • Three 3-credit courses or equivalent from those offered at the 6000 level by the Graduate Program in Psychology. | One applied or research practicum (6820 6.0 or 6810 6.0); 330 hours | ABC paper to satisfy breadth requirement  
  Clinical Competency examination in assessment and intervention  
  Dissertation  
  Oral Defense |
| Clinical: General Clinical Stream    | • Six credits in quantitative methods from the statistics courses offered in graduate psychology  
  • 6020 3.0 - Historical & Theoretical Foundations of Contemporary Psychology A  
  OR 6030 3.0 - Historical & Theoretical Foundations of Contemporary Psychology B  
  • 6441P 6.0 - Psychodiagnoistics  
  • 6445P 6.0 - Advanced Intervention  
  • 6490B 3.0 - Ethical Issues in Professional Practice  
  • A minimum of two 3-credit courses, or equivalent, at the 6000 level. | Practicum (6440P 6.0) of 660 hours  
  Additional practicum (6460P) strongly encouraged.  
  A one-year full-time clinical internship (6840 6.0) of 1800 hours | ABC paper to satisfy breadth requirement  
  Dissertation  
  Oral Defense |
<table>
<thead>
<tr>
<th>Clinical-Developmental</th>
<th>Students must complete course requirements from the above Clinical or Clinical-Developmental list in addition to:</th>
<th>Requirements from C/CD list above in addition to:</th>
<th>Requirements from C/CD list above in addition to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Six credits in quantitative methods from the statistics courses offered in graduate psychology</td>
<td>Two full-year clinical practica – 6910P 6.0 (Assessment) and 6930P 6.0 (Intervention) – of 330 hours each</td>
<td>Two neuropsych assessments at the YUPC clinic. One as a junior student assessor (completed at the MA level), one as a senior student supervisor (PhD-2+)</td>
</tr>
<tr>
<td></td>
<td>• 6930 3.0 – CD Interventions: Foundations</td>
<td>A one-year full-time clinical internship (6840 6.0) of 1800 hours.</td>
<td>An external practicum in a supervised neuropsychological assessment setting</td>
</tr>
<tr>
<td></td>
<td>• 6490B 3.0 – Ethical Issues in Professional Practice</td>
<td></td>
<td>A one-year full-time CPA-accredited clinical internship (6840 6.0) with specialty rotation in Clinical Neuropsychology</td>
</tr>
<tr>
<td></td>
<td>• 6970 3.0 – CD Interventions: Advanced Skills</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Minimum of two 3-credit elective courses, or equivalent, at the 6000 level</td>
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<td></td>
<td></td>
<td></td>
<td>Dissertation on a topic relevant to Clinical Neuropsychology &amp; Oral Defense</td>
</tr>
<tr>
<td></td>
<td><strong>Clinical/Clinical-Developmental Neuropsychology Stream (CNS)</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Students must complete course requirements from the above Clinical or Clinical-Developmental list in addition to:</strong></td>
<td></td>
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<tr>
<td></td>
<td>• 6325 3.0 Clinical Neuroanatomy (may be completed during MA)</td>
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<td></td>
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<tr>
<td></td>
<td>• 6320 3.0 Human Neuropsychology: History and Syndromes (may be completed during MA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 6450 3.0 Principles of Neuropsychological Assessment OR 6945 3.0 Applied Pediatric Neuropsychology</td>
<td></td>
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<tr>
<td></td>
<td>• 6330 3.0 Cognitive Neurorehabilitation (requirement for all Clinical students; and required for CD students entering September 2019 or later)</td>
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<tr>
<td></td>
<td>• Confirmed attendance at Clinical Neuropsychology Rounds seminar series</td>
<td></td>
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<tr>
<td></td>
<td><strong>Note: Other Area Requirements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental Science</td>
<td>• Six credits in quantitative methods from the statistics courses offered in graduate psychology</td>
<td>At least two applied or research practica, (6820 6.0 or 6810 6.0); including one in developmental research (330 hours each).</td>
<td>ABC paper to satisfy breadth requirement</td>
</tr>
<tr>
<td></td>
<td>• A minimum of two 3-credit courses at the 6000-level, including at least one half-course from the DS course list.</td>
<td>Students are encouraged to take</td>
<td>Dissertation</td>
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<td></td>
<td></td>
<td></td>
<td>Oral defense</td>
</tr>
</tbody>
</table>
Students are also required to attend the Developmental Science colloquium series.  

<table>
<thead>
<tr>
<th>Historical, Theoretical, and Critical Studies of Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 6020 3.0 - Historical &amp; Theoretical Foundations of Contemporary Psychology A</td>
</tr>
<tr>
<td>• 6030 3.0 - Historical &amp; Theoretical Foundations of Contemporary Psychology B</td>
</tr>
<tr>
<td>If the above courses have been taken to meet the MA requirements, another two 3-credit courses (or equivalent) must be taken from the Graduate Program in Psychology or another relevant program in consultation with the supervisor and with permission of the Area Coordinator.</td>
</tr>
<tr>
<td>One 3-credit course in psychological methods from the following list:</td>
</tr>
<tr>
<td>• 6150 3.0 - Social Methods series</td>
</tr>
<tr>
<td>• 6180 3.0 - Research Methods in the Study of Social Interaction</td>
</tr>
<tr>
<td>• 6650 3.0 - Research Methodology in Developmental Psychology</td>
</tr>
<tr>
<td>Courses on methodology or method from other relevant programs may be taken in consultation with the supervisor and with permission of the Area Coordinator.</td>
</tr>
<tr>
<td>• Six credits in the advanced study of historical or theoretical subjects, chosen in consultation with the supervisor. Normally this entails registration in two sections of the 6060 series (Advanced History of Psychology)</td>
</tr>
<tr>
<td>• Two 3-credit 6000-level courses (or equivalent) in psychology or other relevant programs, chosen in consultation with the supervisor.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantitative Methods</th>
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</thead>
<tbody>
<tr>
<td>• 6020 3.0 - Historical &amp; Theoretical Foundations of</td>
</tr>
</tbody>
</table>

the practica in different labs.  

<table>
<thead>
<tr>
<th>Historical, Theoretical, and Critical Studies of Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least two practica, either applied or research, 330 hours each.</td>
</tr>
<tr>
<td>Students are encouraged to take one practica outside the Historical, Theoretical, and Critical Studies of Psychology Area.</td>
</tr>
<tr>
<td>ABC paper to satisfy breadth requirement</td>
</tr>
<tr>
<td>Dissertation</td>
</tr>
<tr>
<td>Oral Defense</td>
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</tbody>
</table>

Quantitative Methods  

<table>
<thead>
<tr>
<th>Quantitative Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 6020 3.0 - Historical &amp; Theoretical Foundations of</td>
</tr>
<tr>
<td>Social and Personality</td>
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<tr>
<td>------------------------</td>
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<tr>
<td><strong>Note:</strong></td>
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<td></td>
</tr>
<tr>
<td>At least two of applied or research practica (6820 6.0 or 6810 6.0); 330 hours each</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Social and Personality</th>
<th>Six credits in quantitative methods from the statistics courses offered in graduate psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 6020 3.0 - Historical &amp; Theoretical Foundations of Contemporary Psychology A, OR 6030 3.0 - Historical &amp; Theoretical Foundations of Contemporary Psychology B</td>
</tr>
<tr>
<td></td>
<td>• 6410 3.0 - Social Psychology, OR 6510 3.0 - Personality</td>
</tr>
<tr>
<td></td>
<td>• One 3-credit course in research methods, chosen from a list of courses approved by the area (6150E 3.0 – Research Methods in the Study of Personality OR 6150B 3.0 – Social Methods)</td>
</tr>
<tr>
<td></td>
<td>• One 3-credit courses, chosen in consultation with his or her supervisor, from those offered at the 6000 level.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each candidate should complete the statistics and research methods requirement by the end of PhD 1 year. The Research method requirement can also be fulfilled by completing an alternative course in research methods chosen from a list of courses approved by the area. Please contact the Area Coordinator for more information.</td>
</tr>
<tr>
<td>At least two of applied or research practica (6820 6.0 or 6810 6.0); 330 hours each</td>
<td>ABC paper to satisfy breadth requirement</td>
</tr>
<tr>
<td></td>
<td>Dissertation</td>
</tr>
<tr>
<td></td>
<td>Oral Defense</td>
</tr>
</tbody>
</table>
The number of reading courses that a student may take for a credit in fulfilment of minimum requirements is limited to two 3-credit courses (or equivalent).

Quantitative Methods/Statistics Courses in Graduate Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 6131 3.0:</td>
<td>Univariate Analysis I: Analysis of Variance</td>
</tr>
<tr>
<td>Psychology 6132 3.0:</td>
<td>Univariate Analysis II: Regression</td>
</tr>
<tr>
<td>Psychology 6135 3.0:</td>
<td>Psychology of Data Visualization</td>
</tr>
<tr>
<td>Psychology 6136 3.0:</td>
<td>Categorical Data Analysis</td>
</tr>
<tr>
<td>Psychology 6137 3.0:</td>
<td>Best Practices in Quantitative Research Methods</td>
</tr>
<tr>
<td>Psychology 6138 3.0:</td>
<td>Computational Methods for Statistical Modeling</td>
</tr>
<tr>
<td>Psychology 6140 6.0:</td>
<td>Multivariate Analysis</td>
</tr>
<tr>
<td>Psychology 6155 3.0:</td>
<td>Statistical Consulting in Psychology</td>
</tr>
<tr>
<td>Psychology 6160 3.0:</td>
<td>Hierarchical Linear Modeling</td>
</tr>
<tr>
<td>Psychology 6176 3.0:</td>
<td>Structural Equation Modeling</td>
</tr>
<tr>
<td>Psychology 6180 3.0:</td>
<td>Psychometric Methods</td>
</tr>
<tr>
<td>Psychology 6190 3.0:</td>
<td>Longitudinal Data Analysis</td>
</tr>
<tr>
<td>Psychology 6229 3.0:</td>
<td>Statistical Modeling of Perception and Cognition</td>
</tr>
<tr>
<td>Psychology 6256 3.0:</td>
<td>Computational Neuroscience</td>
</tr>
<tr>
<td>Psychology 6273 3.0:</td>
<td>Computer Programming for Experimental Psychology</td>
</tr>
</tbody>
</table>
# ABC/Dissertation MILESTONES IN YOUR PhD

## PhD 1

| Summer    | Begin thinking about ABC paper. Meet with your ABC supervisor and form your committee.  
|           | Please note: Both committee members on your ABC paper cannot also be on your Dissertation Committee. That is, at least one of the ABC committee members must be different from the members on the Dissertation Committee.  
|           | Some Areas have additional constraints on committee membership:  
|           | - Clinical Area: One of the ABC Paper committee members may sit on either the Dissertation Committee or the Clinical Competency Committee, but not on both.  
|           | - DS Area: The student’s primary supervisor cannot be on the ABC Committee. DS students: please also note that the ABC paper must be completed and approved before starting your dissertation research. |

## PhD 2

| Fall      | Submit brief ABC Paper Proposal to the Graduate office (with appropriate ethics forms) by end of fall term (Dec 31st)  
|           | Begin thinking about Dissertation topic and committee members  
| Winter    | Submit Dissertation Supervisory Committee form and Prospectus to the Graduate Office by end of winter term (April 30th). Supervisor plus 2 other committee members needed.  
| Summer    | Research, collect data, and write ABC Paper. |

## PhD 3

| Fall      | Submit final ABC paper to Graduate office by the end of the fall term (Dec. 31st).  
| Winter    | Submit Dissertation Proposal (with appropriate ethics forms) to the Graduate office by end of winter term (April 30th).  
| Summer    | Once you have ethics approval for dissertation begin collecting data. |
PhD 4

| WINTER          | All course work & ABC completed, now writing your dissertation. 
|                | Dissertation writing should be completed by end of winter term (April 30th). |
| SUMMER         | Schedule your defense (all paperwork must be submitted to Graduate Office at least 5 weeks prior to oral defense) and defend by end of term. |

Time Limits

The PhD program requires a minimum of 2 years (6 terms of registration). All requirements for a PhD degree must be fulfilled within 18 terms (6 years) of registration as a full-time or part-time doctoral student. Leaves of absence, maternity leave or parental leave are not included in these time limits.

When unusual circumstances have prevented timely completion of the degree, PhD candidates nearing the end of year 6 may petition for an extension of the time allotted to complete the requirements of the program. All required documents should be in the office of the Program Director on or before the end of May, so that a decision can be made prior to fall registration. Students will be expected to provide, in writing, grounds for requesting an extension and a realistic timetable for completion along with written agreement from their supervisor. A student granted an extension would be required to enrol as a part-time student and would not be eligible for TA or scholarship support.

PHD ACADEMIC BREADTH COMPREHENSIVE (ABC) PAPER REQUIREMENT (FORMERLY CALLED THE “MINOR AREA PAPER”)

ABC Paper Guidelines

PhD students from all Areas are required to complete this breadth requirement (in place of the comprehensive exams found in some other programs). The purpose of this requirement is to ensure that PhD candidates have acquired experience of research in a topic area, lab, and/or methodology different from their other work. This requirement can be met by completing either:

a) a comprehensive literature review or theoretical paper, or
b) a piece of empirical research that is in a different topic area and/or methodology from the student’s MA thesis and, especially doctoral dissertation.

The paper should, ideally, be submitted in the form of a publication-length manuscript (with student as first or sole author). In some cases, the Paper may be already published but must meet the other requirements, must have been done while the student was enrolled at York, and there must be a committee of two faculty who agree that the paper is suitable to meet the ABC Paper requirement. The ABC Paper is normally completed before the Dissertation.

Choosing ABC Committee Members:
The ABC Paper is supervised by two graduate faculty members. They can be from the Psychology Graduate Program or from another department. Other committee members, such as a researcher from a hospital or other institution may also be considered but need to be approved by the Graduate Program Director.

Both committee members cannot also be on the student’s Dissertation Committee. That is, at least one of the ABC committee members has to be different from the people on the Dissertation Committee.

For example: Let S=supervisor, A=professor A, B=professor B. If Dissertation Committee is S, A, and B, the ABC Committee cannot be S & A or S & B or A & B.

Some Areas have additional constraints on committee membership:
- **Clinical Area:** One of the ABC Paper committee members may sit on either the Dissertation Committee or the Clinical Competency Committee, but not on both.

- **DS Area:** The student’s primary supervisor cannot be on the ABC Committee. DS students: please also note that the ABC paper must be completed and approved before starting your dissertation research.

**Sequence of events for the ABC Paper:**

- By the summer of PhD 1, students should discuss with their supervisor possible ideas for their ABC Paper. The topic and committee members need to be considered in conjunction with planning for the Dissertation to ensure the topic/methodology and committee members are different enough to meet the criteria above.

- Approach the two committee members and draft a brief proposal (3-5 pages). The student or supervisor may approach committee members.

- By the beginning of PhD 2, submit to the Graduate office the ABC Research Paper form and proposal which has been approved by the two members. This includes all required ethics approval forms. See flow chart. The GPD will review and direct to ethics as required.

- Work on the paper or the study, during summer of PhD 2, with drafts to the committee as needed.

- By the beginning of the fall term of PhD 3, submit one hard copy of the paper suitable for binding, with a certificate page signed by both committee members. Certificate pages are available from the Graduate Office.

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**PSYCHOLOGY GRAD STUDENT RESEARCH ETHICS PROCESS For ABC Papers**

<table>
<thead>
<tr>
<th>New Data Collection</th>
<th>Previously Collected Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>You need ethics approval before collecting data (even pilot data). Complete HPB Ethics with faculty member &amp; student named. Submit: ABC Form (Box B), HPB form with consents, etc.; Proposal, TCP5</td>
<td></td>
</tr>
<tr>
<td>1. Was student’s name included in the original ethics submission?</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2. Has the purpose of study or research question changed from original?</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If previously approved (with student’s name in HPB protocol) and same purpose/research questions. Submit: ABC Form (Box C), HPB approval, Proposal, TCP5</td>
<td></td>
</tr>
<tr>
<td>Therefore, it is considered Secondary Analysis</td>
<td></td>
</tr>
<tr>
<td>Are data data anonymous? (never had identifiers?)</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are data anonymized? (have code, could be re-linked)</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are data identifiable? (have names, photos, etc.)</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Does not require ethics approval. First complete HPB protocol and submit with supervisor to HPB, indicating study as secondary. Submit: ABC Form (Box D), HPB ethics approval, Proposal, TCP5</td>
<td></td>
</tr>
<tr>
<td>For ABC Papers or Independent Research papers, in rare cases where supervisor or other faculty member is not collaborating (e.g., would not be a co-author on publication), ethics application form to use would be MRPP Protocol and it would go to Grad Office and then to Department REB for approval (rather than FGS or HPB).</td>
<td></td>
</tr>
</tbody>
</table>

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AP Mar 6, 2019
GUIDELINES PERTAINING TO THE PhD DISSERTATION

By the end of the Winter term of PhD2, the student and supervisor should have developed a general plan for the Dissertation and should submit to the Graduate Program Office: a) the Supervisory Committee form and b) a brief (1-2 page) Prospectus outlining the general topic and plan for the Dissertation.

By the end of the Winter term of PhD 3, the Dissertation Proposal, approved by the three committee members, should be submitted to the Graduate office, together with ethics forms as needed (see chart).

The following are excerpts from the FGS Policy regarding Dissertations.

Doctoral Dissertation Supervisory Committees

Composition of Committee
A dissertation supervisory committee will consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be members of the graduate program in which the student is enrolled. The principal supervisor must be a Full Member of the graduate program in which the student is enrolled. An Associate Member of the graduate program may serve as a co-supervisor on the condition that the other co-supervisor is a Full Member of the graduate program. In exceptional circumstances and with prior approval of the Dean, the third, or an additional member, may be appointed who is not a member of the Faculty of Graduate Studies. Such recommendations are to be accompanied by a brief rationale and a up-to-date curriculum vitae, which should be attached to the Supervisor & Supervisory Committee Approval form [https://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf](https://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf).

Approval Timelines
For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements. A supervisory committee must be recommended by the appropriate Graduate Program Director for approval by the Dean of Graduate Studies no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.

Approval Process
Recommendation for membership of a doctoral dissertation supervisory committee is formally initiated by the graduate program director via submission of a Supervisory Committee Approval form: [http://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf](http://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf). The Supervisor & Supervisory Committee Approval is to be used when recommending the establishment of a supervisory committee, to add members to an incomplete committee, and to make changes to an existing committee. Final approval of supervisory committee membership recommendations rests with the Dean of the Faculty of Graduate Studies.

Supervisor’s Roles and Responsibilities
A dissertation supervisor (Chair of the supervisory committee) shall: be reasonably accessible to the student, normally meeting once a month and never less than once each term; ensure that a copy of the student’s dissertation is sent to each member of the student’s dissertation examining committee as far as possible in advance of the date of the student’s oral examination, but no later than 20 business days prior to the date set.

Supervisory Committee Roles and Responsibilities
A dissertation supervisory committee shall: review the student’s research proposal and recommend its approval to the appropriate Graduate Program Director and the Dean not less than six months prior to the date set for the oral examination; review the student’s progress normally each month and never less than once each term. Reports to the Graduate Program Director of unsatisfactory progress may require a student to withdraw from a program of studies or withdraw from the graduate program in which the student is enrolled; meet annually with the student, normally in the spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the Graduate Program Director after the meeting; and, read the dissertation in a timely fashion and make a recommendation to the Graduate Program Director regarding the oral defense.
Psychology PhD Dissertation Style Guidelines (new as of March, 2018)

The dissertation is the pinnacle of the PhD degree. It should represent a substantial research project that is original and that makes a significant contribution to the candidate’s field.

Given the breadth across (and even within) the department’s seven Areas, dissertations may take different forms. There is substantial flexibility in form for the dissertation, with no specific required style, minimum or maximum length, or requirement for publication. The format and structure of the dissertation should be guided by the nature of the work, the preferences of the Area, and the guidance of the supervisor and dissertation committee members. Some options for the dissertation include, but are not limited to:

- One large empirical study with detailed Introduction, Methods, Results, and Discussion sections, along with Appendices.
- One “book-like” monograph consisting of individual chapters appropriate for the topic and methodology.
- A multi-study report that includes an overall Introduction, followed by descriptions of individual studies (e.g., Study 1 and Study 2), each with their detailed methods and results, followed by a brief discussion, and then a comprehensive integrative general discussion.
- A comprehensive theory-driven literature review (e.g., a comprehensive narrative review, systematic review, or meta-analysis), followed by one or more separate empirical studies on a related theme.
- A document that includes several (typically 3 or 4) related studies, each conceptualized as a separate publishable paper (one or more may already be published, in press, under review, or submitted for publication) which, taken together, form a substantive body of work that is considered by the supervisor and committee to be dissertation-worthy.

In the case of option 5, the following additional guidelines apply:

- The candidate must be first or sole author for each paper or study included in the dissertation and these must be deemed by the supervisory committee to be appropriate components of a PhD dissertation.
- The candidate must have taken a major role (e.g., in conceptualization, study design, analyses, and writing) on any multi-authored papers, as would be appropriate for a first-authorship designation. More specifically, major sections of the dissertation cannot be written by collaborators, consultants, members of the committee, etc.
- The dissertation document itself is separate from any publications resulting from the dissertation research. This means that published or "in press" versions of manuscripts cannot be included as part of the dissertation, for both copyright and pedagogical reasons, but rather a pre-publication manuscript version or a more extensive write-up of the study than what was contained in the final publication version may be included as part of the dissertation.
- The other authors of any multi-author paper must be aware and approve of the publications being included in the student’s dissertation and agree that the student’s contribution is commensurate with what would be expected for a dissertation study.
- Each study should include a statement regarding its publication status and proving the complete citation if published or in press
- There must be a significant effort to weave the papers together into a coherent document, with an Introduction, appropriate transitions between papers, and a comprehensive overall general discussion section.
- When there are similar methods or measures employed across two or more studies, two options could be used to integrate the related papers: a) all subsequent papers could refer to the methods and
measures in study 1, or: b) a general methods section could follow the introduction, and the papers would be comprised of a short introduction, results and discussion.

- When feasible, a single combined reference list should appear at the end of the full document, in lieu of individual reference lists following each paper (as determined by the committee).

The style of the dissertation should be discussed and worked out with the dissertation committee early in the process, ideally by PhD3 when submitting the dissertation committee form and prospectus (a 2-page brief outline of the planned research).

Of course, the Graduate Program recognizes that research is a dynamic process and plans may change along the way (e.g., the results of one study necessitate changes in theory or methodology for a subsequent study, major logistical or technical difficulties, etc.). This is fine, so long as the committee is consulted and approves of any changes. It is the student's responsibility to keep the dissertation committee apprised of any such developments. It is important to remember to submit ethics amendments or new ethics submissions if circumstances warrant it.

The PhD. Oral Defense Examining Committee (6 members including the original dissertation committee) has a responsibility to critically evaluate the research presented in the dissertation. Their role is to challenge the candidate to “defend” the methodology and conclusions, to discuss the related literature and position the dissertation research within that context, and to speak knowledgeably about the implications of the dissertation for future research, psychological knowledge, or applied or clinical work. These expectations hold regardless of whether part(s) of the dissertation are already published. In the case of multi-author publications, the student must be able to defend all aspects of the work. The pedagogical process and goals of the oral defense remain the same in all cases.

The examining committee often requests revisions be made to the final dissertation after the defense. Although parts of the dissertation may be already published or in press, the version of the study that is included in the dissertation may need to be amended or supplemented if required by the committee, along with any discussion sections. All aspects of the dissertation must be examinable and open to requested changes.

**Ethical Considerations**

Once the thesis/dissertation proposal is approved by the supervisor and other committee member(s), it should be submitted to the Graduate Program office along with relevant forms, for approval by the GPD and then FGS. All proposals require these approvals, regardless of whether or not ethics approval is required.

Many (but not all) proposals also require ethics approval. If the study involves human participants (or animals), it will require Ethics approval before data collection may proceed. The Tri-Council policy to which York must adhere is available at: http://gradstudies.yorku.ca/current-students/thesis-dissertation/research-ethics/. It can be complex figuring out which forms you need to complete and which type of Ethics approval is required. It depends upon the nature of your study, whether there are human participants or not, whether it is minimal risk or not, whether the data are being collected specifically for this project or you are doing secondary analysis. Please see the chart below to help you figure out which forms you need and which boxes to check. In the case of a multiple paper dissertation, you will need to consider each study separately in terms of what ethics approvals is needed and complete forms accordingly (i.e., study 1 may have no human participants, study 2 may be a secondary analysis, and study 3 may involve new data collection. When in doubt, come and talk to the Grad office.
PLANNING YOUR PhD ORAL DEFENSE

See the Chart called Steps & Timeline for Finishing....and make sure you allow enough time to go through all the steps.

• For a PhD oral, the examining committee usually consists of six people: the supervisor and the two other committee members, all of whom sign off to say the thesis is ready to go to oral defense, plus three additional members: the Chair/Dean’s Rep (who may be from Psychology or another department, but who has not been involved in the thesis), one York graduate faculty member from outside Psychology (sometimes called the Outside reader or internal-external), and the External examiner (an expert in the field from a different University). The External examiner must be approved by the GPD prior to the scheduling of the oral defense. In keeping with FGS requirements, students are not allowed to select or contact (i.e., in order to ask for their participation) members of the examining committee, especially the External Examiner. This responsibility lies solely with the student’s supervisor.

• The following forms must be obtained from the graduate program office (in one package):
  a. Recommendation for Oral Examination form
  b. National Library of Canada form
  c. Name of Diploma form

• It is necessary to fill out and submit the forms to the Program office no later than 5 weeks prior to the date set for the oral for PhD oral examinations

• An electronic copy of the thesis/dissertation must be provided to each member of the Examining Committee at least 4 weeks prior to the date of the oral examination. The Grad office will forward an electronic copy of the dissertation to the External examiner.

• Confirmation of the oral examination will be sent from the Office of the Dean, Faculty of Graduate Studies to the interested parties.

• Committee members are canvassed by the Graduate Program office to ensure they believe the thesis/dissertation is examinable.

• External Examiners are to submit their written evaluation to FGS at least one week before the oral. This is shared with the examining committee but is not to be shared with the student prior to the oral defense.

• External Examiners (for PhD dissertation) typically attend the oral defense in person. If necessary, video or teleconferences may be requested (however, Skype is not permitted).

When to Secure Copyright Permission

The following sections provide guidance and suggestions with respect to when and how to secure copyright permission. A student is allowed to use copyrighted material in their thesis/dissertation provided it falls under the Canadian Copyright Act’s definition of “fair dealing”. Information on York University’s Fair Dealing Guidelines can be reviewed at York University – Copyright (http://copyright.info.yorku.ca/). It is, however, the responsibility of the student to confirm that if there is copyrighted material in this or her thesis/dissertation, it either complies with the “fair dealing” provisions of the Canadian Copyright Act (http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) or documented permission has been obtained to use the copyrighted material.

If a thesis/dissertation includes any of the following elements, the student should seek copyright permission. (Please note that this is not an exhaustive list. If you require additional information on York’s Copyright Policy or Fair Dealing Guidelines contact the Copyright Office.
  • Copyrighted test instruments, questionnaires, etc.
• Material or parts of material written by the thesis/dissertation author which have been previously published in a journal and to which the author has assigned copyright
• Material co-authored with another author(s) who shares copyright
• Tables, figures, and all forms of images including photos, ABC papers, graphs, drawings, logos etc. that have been obtained from a copyrighted source, including websites, newspapers, journals, books, brochures, professors’ lecture notes, etc.

Electronic Thesis and Dissertation Submission

After the oral examination and the completion of revisions (if needed), students need to email the Graduate Milestones & Progression Coordinator at gradtd2@yorku.ca to get instructions for submitting your thesis/dissertation prior to a date specified by the Faculty of Graduate Studies.

Students submit the final approved copies of their thesis or dissertation electronically using the Electronic Thesis and Dissertation (ETD) platform. The ETD draws on the capacity of YorkSpace (http://yorkspace.library.yorku.ca/xmlui/), York University’s institutional repository of research, to accept, store and disseminate scholarly output.

The ETD platform will allow students to submit their thesis or dissertation from any computer with an internet connection. Depositing York’s theses and dissertations in YorkSpace instantly makes our research outputs discoverable to scholars and researchers worldwide.

Once your electronic submission is approved by the Graduate Milestones & Progression Coordinator and all required forms received and fees paid, your thesis/dissertation will be deposited in YorkSpace at the time of conferral of your degree, according to the publication date listed on your ETD record (normally either November 1 or July 1). No hard copies are required, and bound copies are not provided for students or supervisors (but can be arranged at your own expense).
<table>
<thead>
<tr>
<th>Target Date</th>
<th>Step/Stage of Process (some steps might be combined or done in slightly different order in some cases)</th>
<th>Time Allotted, Known Constraints (Vacation, Conferences)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Hand in Proposal to Graduate Office</td>
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<td></td>
<td>Graduate Office will notify you when Proposal is FGS Approved</td>
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<tr>
<td></td>
<td>Begin Data Collection or Analyzing Data - Meet with Supervisor as Needed</td>
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<tr>
<td></td>
<td>Analyses Completed</td>
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<td></td>
<td>Analyses Reviewed with Supervisor</td>
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<tr>
<td></td>
<td>Intro &amp; Method to Supervisor (may only be slightly revised from proposal)</td>
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<td></td>
<td>Intro &amp; Method returned from Supervisor</td>
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<td></td>
<td>Results to Supervisor</td>
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<td></td>
<td>Results returned from Supervisor</td>
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<tr>
<td></td>
<td>Whole Thesis to Supervisor (Final Draft #1)</td>
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<td></td>
<td>Draft #1 returned from Supervisor</td>
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<td>Revisions</td>
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<td></td>
<td>Draft #2 to Supervisor</td>
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<td>Draft #2 returned from Supervisor</td>
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<td>Further Revisions &amp; Drafts as Needed…</td>
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<td></td>
<td>Thesis to Supervisory Committee</td>
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<td></td>
<td>Feedback from Committee</td>
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<td></td>
<td>Committee to Review Again if Needed/Requested</td>
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<td></td>
<td>Approval from Committee</td>
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<td>Decision OK to Book Oral</td>
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<td></td>
<td>Request Oral Exam package from the Graduate office</td>
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<td></td>
<td>Consult with Supervisor re: Dean's Rep/Chair, Outside Examiner, External – (Supervisor to do Asking)</td>
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<td></td>
<td>Supervisor to Negotiate Date with Committee (often takes many emails back &amp; forth)</td>
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<tr>
<td></td>
<td>All Forms to Graduate Office with Date &amp; Time 5 Weeks Prior to Defense Date (Freda to book room)</td>
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<tr>
<td></td>
<td>Send Freda electronic copy of your dissertation (she will send to external member as student is to have no contact with the external examiner prior to exam)</td>
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<tr>
<td></td>
<td>Send Dissertation electronically to other Committee Members (except External) 4 weeks Prior to Defense</td>
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<td></td>
<td>Prepare Presentation for Oral (approx. 20 min.)</td>
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<td>Have &quot;Mock defense&quot; or Dry Run 1-2 Weeks before with Lab Group, Friends, etc.</td>
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<tr>
<td></td>
<td>Oral Defense!</td>
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<tr>
<td></td>
<td>Celebrate!! Then Schedule some R &amp; R!</td>
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</tbody>
</table>
**Graduate Diplomas**

**Health Psychology Diploma Program Requirements**

The study of psychological factors in health and illness is a growing field of research both at York University and worldwide. Health psychology research at York University covers a broad range of topics across the human lifespan, including cancer care, cardiovascular disease, diabetes, eating disorders, HIV/AIDS, pain, SARS, and stress and coping. Health psychology researchers at York University are also active in the promotion of health psychology at Canadian and international professional associations. Note that while the Diploma is awarded at the Doctoral level, entering MA students can complete coursework and attend the weekly seminar both of which can be applied to the Diploma’s requirements.

- Completion of a PhD dissertation in a health psychology topic.
- Two major health psychology research projects outside of the PhD dissertation.
- Coursework:
  - At least two graduate level health psychology half courses or one full year course
  - At least one biomedical half course relevant to the student's research (e.g., anatomy, physiology, neuroscience)
- Health Psychology Seminar – attend a weekly seminar in which invited speakers address a variety of topics in the area of health psychology. It is called the Graduate Diploma in Heath Seminar, and you must enroll in 6456 1.5 and 6457 1.5, taking one course per year, and graded as Pass/Fail. There is no evaluation in this seminar. The Health Psychology Seminar must be attended for any two years over the course of one’s graduate student career.
- For students in the Clinical or Clinical-Developmental Areas of the Psychology Graduate Program only, accrual of clinical training in health psychology must be conducted during the student’s internship year.

For more information regarding the Health Psychology Graduate Diploma, please contact Dr. Joel Katz at jkatz@yorku.ca.

**Neuroscience Diploma Program Requirements**

Neuroscience is the multidisciplinary study of the nervous system. It ranges from research on molecular and cellular mechanisms in nerve cells and the relationship between the elements of neural systems, to the study of behavior of whole organisms. In the past decade, neuroscience has been one of the most rapidly expanding fields of science.

- Concurrent completion of a Master’s thesis or PhD dissertation in the field of neuroscience under the supervision of a core faculty member.
- Minimum two-year consecutive participation in the Neuroscience Diploma Program.
- Successful completion of two-half credit graduate courses in Neuroscience: KAHS 6155 3.0 (BIO 5146 / PSYC 6257) Fundamentals of Neuroscience I: Structures, Neurons and Synapses and PSYC 6253 3.0 (BIO 5147 / KAHS 6156) Fundamentals of Neuroscience II: Circuits, Systems and Behaviour.
  - Please note that these two courses may also be counted towards the degree requirement of students’ departmental program.
- Regular attendance at a monthly Neuroscience seminar series.
- Successful completion of a neuroscience review paper in 2nd year of program.

For more information regarding the Neuroscience Graduate Diploma, please contact Dr. Denise Henriques at deniseh@yorku.ca.
Quantitative Methods Diploma in Psychology Requirements

The Quantitative Methods (QM) Area in the Department of Psychology offers a formal diploma program in quantitative methods for graduate students within the Graduate Program in Psychology, Kinesiology, Nursing, and other areas. This diploma program is developed to promote competency in the application and communication of advanced quantitative methods to psychological and social science data and is intended to be complementary to students’ course of study in Psychology or other related graduate programs.

- **Students must complete 18.0 credits of coursework specializing in Quantitative Methods at the graduate level** (there are no specific courses required). The courses could include graduate quantitative methods classes offered by the Departments of Psychology, Kinesiology, or Nursing, as well as graduate classes offered by the Department of Mathematics and Statistics. However, other York or non-York courses might also be applied to the requirements of the diploma. All courses that the student would like to apply towards the requirements of the diplomas must first be approved by the student’s Diploma Program Advisor. Courses counting toward the diploma program may also count towards the student’s graduate degree requirements, but some part of the graduate diploma program course requirements shall be additional to degree requirements. Additionally, every course counting toward the diploma must have a minimum grade of A-.

- **Presenting at least once in the Quantitative Methods Forum.** The presentation could either focus on a specific quantitative method or could highlight the student’s application of an advanced quantitative method in an ongoing research project.

- **Attend at least a minimum of eight Quantitative Methods Forums.** The eight QM forums need not be in the same year, and although a minimum number is specified, it is recommended that students attend as many forums as possible.

- **Completion of an Academic Breadth Comprehensive Paper, Review Paper, or Research Practicum with a focus on quantitative methods.** The Academic Breadth Comprehensive paper or review paper should be at least 4,000 words (excluding tables, figures, and references) on a topic related to the analysis of data in the behavioural sciences. The review paper should be written in a format acceptable for submission to a peer-reviewed journal, and to count towards the diploma it must be approved by the Quantitative Methods area. Alternatively, the research practicum will be worth six credits and should be related to the analysis of data in the behavioural sciences. A letter from the practicum supervisor outlining the nature of the practicum and indicating successful completion of the practicum will be required in order for the practicum to count towards the diploma.

For more information regarding the Quantitative Methods Graduate Diploma, please contact Dr. Rob Cribbie at cribbie@yorku.ca.

Course Evaluation and Evaluation of Student’s Coursework

Research and Applied Practicum supervisors submit to the Graduate Program Office grades and written comments on the work of their students in January and May each year. These reports are placed in the student’s file. Course directors submit grades and comments at the end of each course. Clinical Practicum supervisors submit evaluation forms specific to the Clinical or Clinical-Developmental areas to the Graduate Program Office and faculty members associated with these courses or the DCT assign a pass/fail grade.

It is the policy of the Program to encourage faculty members to review their evaluations of student performance in their courses, including practica, with the student before they are submitted to the Program Office. Course and practicum evaluation reports are available in the office for inspection by the student at any time.

The Program Office submits official grades to the Faculty of Graduate Studies at the end of each half or full course. The office is not responsible for issuing grades to students; they may obtain them from their course directors or via the online student systems.

For students evaluating their courses: We welcome students' evaluations. Routinely, at the end of each graduate course the course director will be sent notifications that the course evaluations are available online. Students access the course evaluations after logging on through Passport York. The instructor never sees any course evaluation results or comments until after they submit final grades and they never see who wrote what.
The Program Director must report grades to the Registrar's Office by the following dates:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Grades Due</th>
<th>Removal of Incomplete Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Fall/Winter Courses</td>
<td>15 May</td>
<td>15 September</td>
</tr>
<tr>
<td>Half Fall Courses</td>
<td>15 January</td>
<td>15 March</td>
</tr>
<tr>
<td>Half Winter Courses</td>
<td>15 May</td>
<td>15 July</td>
</tr>
<tr>
<td>Full Summer Courses</td>
<td>15 September</td>
<td>15 January</td>
</tr>
<tr>
<td>Half Summer Courses</td>
<td>15 September</td>
<td>15 November</td>
</tr>
</tbody>
</table>

**Note** - The grades need to be submitted by faculty to the Program Office one week prior to the above-indicated dates.

Half term courses are designated as 3.0 and full-term courses are designated as 6.0 and a letter following the course number. (F) following 3.0 or 6.0 indicates that the course begins in the fall, (W) following 3.0 indicates a winter course and (Y) indicates a year course, which is fall and winter.

### Incomplete Grades, Extensions, and Petitions – PLEASE READ

It is expected that the student will complete all work for a course before the end of the term (half course) or year (full course) in which the course is given. Courses are to be designed by course directors so that all requirements can be normally met within these time periods, with all assignments being made early enough in the term or year to allow for timely completion. The grade of I (Incomplete) may be awarded only under unusual circumstances, such as ill health, which must be documented on the grade reporting sheet handed in by the course director. The grade of I (Incomplete) may be approved for up to 2 months for a half-course or 4 months for a full course. It needs to be remembered that these deadlines for removal of incomplete grades are already time extensions beyond the date when grades must be reported, and it is the GRADE rather than the submission of the work, that is due by the deadline. Students must hand in their work in sufficient time for the course director to determine a grade and for the Graduate Program to submit the grade to the Faculty of Graduate Studies.

In extenuating circumstances, if the I grade cannot be removed before the deadline, the student may petition for an extension and provide a rationale and a timeline. In that case, the course director must agree to the revised plan; the student's supervisor and Area Coordinator will be notified and consulted; and the petition must be approved by the Graduate Director before being sent to FGS for final approval. **Thus, 6.0 course has 4 months to complete extension; if further time is required a petition MUST be completed by the student with a rationale, and the course director must approve.**

Please note: Unless a grade for the course has been received or a petition for an additional extension has been received by the Faculty of Graduate Studies and has been approved, it will be deemed by the Faculty of Graduate Studies that the Graduate Program has assigned an F grade, and all I grades will become F grades on the due date.

Students who receive any combinations of C grades or combination of C and F grades will not be allowed to continue in the program, as per FGS regulations. Please note: In no case will grades be averaged.

**Examples are:**

- Two C grades for 6.0 credit courses; or,
- One C grade for a 6.0 course and one C grade for a 3.0 credit course; or
- A total of three C grades for 3.0 credit (or equivalent) courses; or
- One F grade for a 6.0 credit course, or two F grades in 3.0 credit courses; or
- One F grade for a 3.0 credit course and one C grade for a 6.0 or 3.0 course.
COURSE SYLLABI

Course directors must specify in writing on each course syllabus, within the first two weeks of classes, the nature and weighting of course assignments and their due dates. Each course syllabus must stipulate the requirements of the course, deadlines, and a marking scheme. It is the responsibility of the student to keep copies of all their syllabi. (You may later need copies of course syllabi when registering with the College of Psychologists)

GUIDELINES FOR READING COURSES

Psychology 6710 3.0 or 6.0 READING COURSE (Half or Full Course)

Students can apply to take a Reading Course with a faculty member provided that it does not overlap significantly with an available course or with a course taken previously; you MUST enrol in this course and give the paperwork to the Graduate Office with title of course and readings. In order to obtain permission to enrol, the student needs to fill out a Reading Course form (available from the Program office), with the following information:

- **Title of the course** must be stated and indicate whether it is a half or full course, 3.0 or 6.0. (In order for the full title to appear on the transcript, the title must be limited to 30 characters, including spaces and punctuation). Do not exceed this limit.

- **Rationale and course description** – Explain how the material forms a coherent focus of study and outline the objectives of your study. In cases in which the material resembles that of a graduate program course, you should explain how your reading program will differ from the course. When appropriate, the rationale should explain the critical context in which the material will be studied.

- **Evaluation Methods** – List the assignments as agreed upon with the Course Director, e.g. the number of written assignments and the length of each. The relative weighting of each component of the grade should also be given.

- **Signature** of both your Course Director as well as yourself must be on the outline. Make sure your Area Coordinator has also approved it before submitting it to the Program Office.

FALL, WINTER, AND SUMMER REGISTRATION

Please refer to [http://gradstudies.yorku.ca/current-students/regulations/](http://gradstudies.yorku.ca/current-students/regulations/) for detailed information about Registration and details on payment of fees. The main points are as follows:

- Students must register for all three terms during the academic year even if you are not enrolling into courses, **beginning in June for the Fall and Winter terms and March for the summer term.** Please refer to this website for Registration Procedures: [https://gradstudies.yorku.ca/current-students/student-status/enrolment/](https://gradstudies.yorku.ca/current-students/student-status/enrolment/). Please refer to the FGS website ([http://gradstudies.yorku.ca/current-students/student-status/important-dates/](http://gradstudies.yorku.ca/current-students/student-status/important-dates/)) for the last day to register without paying the $200 late fee.

- Students should discuss their course options with their supervisors have their supervisors sign the Advising Worksheet and return it to the Graduate Psychology Program Office. Some Areas may require the Area Coordinator or GPD to approve course selections as well. When the advisor is not available for an extended period, the Area Coordinator or Graduate Program Director may substitute.

- Students must petition to change their status (from full to part-time), by completing a form available in the Graduate Program Office or on the Faculty of Graduate Studies website [http://gradstudies.yorku.ca/current-students/student-status/forms/](http://gradstudies.yorku.ca/current-students/student-status/forms/).


**FACULTY AND PROGRAM REGULATIONS**

**Petitions**

Students may petition for exemption from any regulation of the Graduate Program in Psychology or of the FGS. There are a number of different petition forms on the FGS website ([http://gradstudies.yorku.ca/current-students/student-status/forms/](http://gradstudies.yorku.ca/current-students/student-status/forms/)) and these forms for petitions require Faculty approval (e.g., extension of time to remove an incomplete grade). It takes six to eight weeks for FGS to process petitions.

**Withdrawal from the Program**

If the student has not completed all program requirements within the 7-year (PhD) time limit, it may become necessary for a student to “withdraw in good standing” from the Program. Students considering this action should obtain the support of their supervisor, and then discuss it with the Graduate Program Director.


**Reinstatement vs. Re-admission**

Following are the conditions under which persons can be reinstated as students in the same graduate program in which they were previously registered.

**Reinstatement**

Students previously registered in a graduate program at York who did not complete their requirements and who wish to return to the same program may petition for reinstatement, if:

- They have not undertaken further studies during their absence from the Program; and
- They were in “good standing” at the time of withdrawal from the Program; and
- They would require one term only to complete requirements (this usually means that they are returning solely to defend a thesis or dissertation); and
- They have their supervisor’s support; and
- They obtain the approval of the Graduate Program in Psychology.

**Re-admission**

Students previously registered in a graduate program at York who did not complete their requirements and who wish to return to the same program will be required to reapply through the usual admission process if:

- They will require more than one term to complete; or
- They were not in “good standing” at the time of withdrawal from the Program.

**Note:** Students who reapply for re-admission are not guaranteed admission and the particular Area will consider the application using their usual criteria, including the requirement that there is a supervisor who wishes to take the student.

**Note:** In cases where it is not readily obvious what percentage of the program has been completed, the Graduate Program Director shall be consulted.

**Note 2:** Students who reapply for re-admission are not guaranteed admission and the particular Area will consider the application using their usual criteria, including the requirement that there is a supervisor who wishes to take the student.
Adding and Dropping Courses

Students may add and drop courses using Passport York as long as they are within the appropriate Add/Drop dates. Once those dates have passed to add or drop courses online, the student needs to fill out a Course Transaction Form found here: [http://gradstudies.yorku.ca/current-students/student-status/forms/](http://gradstudies.yorku.ca/current-students/student-status/forms/). This is a great link to save to your Favourites in your browser. As well, an example of how to complete the form is at the end of this Handbook.

Important – In every instance when a student drops or adds a course, the Graduate Program Office must be informed (either by email or in person); where necessary, appropriate forms must be completed. We need to keep correct updated records of all your courses and grades. It is to your advantage to keep us well-informed of courses taken.

Courses in Other Programs and Other Institutions

Students may, under certain circumstances, obtain permission to take courses in other graduate programs at York, or at other institutions. The student should first discuss the matter with their supervisor. The Graduate Program Office has the forms, which must be filled out if courses outside the Program or at other institutions are to be taken. Courses taken at another Ontario University must be at the graduate level; not available at York; and required for the degree program. This is known as the Ontario Visiting Graduate Scholars (OVGS) program, and you would have your supervisor provide a statement indicating why the course is necessary. Once you complete your OVGS course, it is incumbent upon the student to obtain an official transcript from the university where the course was taken and forward it to FGS at fgsaa@yorku.ca.

To apply for an OVGS course, please speak directly with the Graduate Office.

Leave of Absence/Maternity Leave

Graduate Psychology students are entitled to several types of leaves. Students are requested to complete a petition form and forward it along with a supportive statement from the student's supervisor to the Program Director who will send the request to the Dean of Graduate Studies or their designate. Please contact the Graduate Program Office for the different types of leaves.

Please note that a leave of absence (LOA) cannot exceed 1 (one) year and that students on a leave of absence must pay the inactive student fee. Currently, the fee is $184.49 per term. Students on maternity and parental leaves pay this fee as well.

Normally, a LOA is not granted to students with an “I” (Incomplete) grade. Students carrying an incomplete grade over the period of time they wish to be on LOA must provide a rationale for carrying the Incomplete during this time period and a date by which the incomplete grade will be removed.

Each graduate student is entitled to one, Elective Leave of Absence (for one term) at any time during their program. No reason or documentation is required for this type of leave. The following conditions apply:

a. The student must have been enrolled for at least two consecutive terms prior to elective leave,

b. The student must NOT have incomplete grades,

c. Students nearing the completion of their degree requirements must be registered and pay appropriate fees as an active student in the term prior to, and the term of, completion. Such students are therefore not eligible for the elective leave of absence.
If a student is on a leave of absence, he/she is registered as “inactive” and therefore **MAY NOT:**

- a. Hold an external or internal scholarship,
- b. Receive an FGS bursary,
- c. Hold an RA/GA/TA,
- d. Be eligible for the minimum guarantee or a CUPE 3903 rebate,
- e. Receive a session validation card,
- f. Receive any of the provisions normally associated with an actively registered student.


**Intellectual Property and the Graduate Student**

There is a document entitled *Intellectual Property and the Graduate Student at York University* that uses a question and answer format to cover a number of topics dealing with the ownership of intellectual property. The document is here: [http://gradstudies.yorku.ca/current-students/thesis-dissertation/intellectual-property/](http://gradstudies.yorku.ca/current-students/thesis-dissertation/intellectual-property/).

**Academic Honesty**

Students should be aware that the offences against the standard of academic honesty have been broadened to include activities that are related to the research enterprise. Although most students would not be surprised to find that behaviours such as fabricating results and falsifying results constitute academic dishonesty, some might not know that actions such as misrepresenting research results or the methods used, failing to give credit to collaborators as joint authors, or the listing as authors of others who have not contributed to the work, and submitting data collected with other students or faculty members for publication without their permission all constitute examples of academic dishonesty.

All graduate students should read the section on academic honesty in the Faculty of Graduate Studies Calendar: [http://gradstudies.yorku.ca/current-students/regulations/academic-honesty/](http://gradstudies.yorku.ca/current-students/regulations/academic-honesty/) so that they are familiar with the Faculty's policy on this topic. The Graduate Program in Psychology will take a strong stand on academic honesty cases.
**TIMETABLE NOTES 2020-2021**

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Remember to include your:
- TA Assignment
- Tutorials
- Office Hours

**Planning your schedule:**

Be sure to go over choices with your supervisor.

**MA 1 students:** please include 6820 6.0A (Y) and be sure to enroll in it.

Please note that BBCS area students in MA 1 usually do their 6820 in **MA 2**.
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<td>A. Rutherford</td>
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<td>T. Teo</td>
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<td>Univariate Analysis I : Analysis of Variance</td>
<td>P. Chalmers</td>
<td><a href="mailto:chalmrp@yorku.ca">chalmrp@yorku.ca</a></td>
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<td>M. Friendly</td>
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<td>D. Flora</td>
<td><a href="mailto:dflora@yorku.ca">dflora@yorku.ca</a></td>
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<td>E. Freud</td>
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<td>L. Sergio</td>
<td><a href="mailto:lsergio@yorku.ca">lsergio@yorku.ca</a></td>
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<td>S. Rosenbaum</td>
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<td>Cognitive Neurorehabilitation: Basic Science to Clinical Application</td>
<td>G. Turner</td>
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<td>J. Steele</td>
<td><a href="mailto:steeleje@yorku.ca">steeleje@yorku.ca</a></td>
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<td>J. Goldberg</td>
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<td>Cardiovascular Rehabilitation Care &amp; Outcomes</td>
<td>S. Grace</td>
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<td>Assessment in Psychology</td>
<td>K. Gicas - Fall</td>
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<td>Clinical Practicum I</td>
<td>H. Westra J. Dalton J. Wardell</td>
<td><a href="mailto:hwestra@yorku.ca">hwestra@yorku.ca</a>; <a href="mailto:jdalton@roncesvallespsychology.com">jdalton@roncesvallespsychology.com</a>; <a href="mailto:jwardell@yorku.ca">jwardell@yorku.ca</a></td>
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<td>R. Morris</td>
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COURSE DESCRIPTIONS

Historical and Theoretical Foundations of Psychology A

Psychology 6020 3.0 (F) Alexandra Rutherford

Enrolment is limited to 20 students

Purpose: This course will provide a selective, topical overview of the history of psychology from the mid-1800s to the present. We will consider both the history of the scientific and professional discipline - Psychology - and the history of its subject matter – psychology – with the goal of exploring how these two histories are intertwined. You will be encouraged to explore the implications of reflexivity, social constructionism, and indigenization as they pertain to the development of psychological research and practice around the world. You will also be exposed to recent scholarship by historians of psychology, and will be asked to consider the historiographic issues that have influenced portrayals of Psychology’s past. Initially, the focus will be on the development of psychology in North America and Western Europe, but later in the course we will consider psychology in its global – and globalizing - contexts.

Student Background: This course is intended for students from all areas.

Course Format: Seminar discussion, with instructor and student presentations

Evaluation: Assessment will consist of 1/3 seminar presentation, 1/3 participation in discussion and 1/3 end of term “conference” presentation.

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Historical and Theoretical Foundations of Psychology B

Psychology 6030 3.0 (W) Thomas Teo

Enrolment is limited to 20 students

Purpose: This seminar in the “psychological humanities” focuses on foundational issues of psychology as a science, profession, and social practice from theoretical and historical points of view. The aim of the seminar is to discuss the ontological, epistemological, ethical-practical, aesthetic as well as metatheoretical and substantive reflections that have developed in the subdiscipline of theoretical psychology. Particular attention will be paid to a critical assessment of psychological worldviews, theories, concepts, methods, and practices as they have developed in specific cultural, historical, and geopolitical contexts. The relevance of theoretical psychology for research, knowledge, and application will be elaborated. Emphasis will be placed on developing students’ capacities for critical reflexivity.

Pre-requisites: None

Course Format: Lectures, student presentations, and class discussions.

Evaluation: In-class presentations, written reflections, final project TBD; regular attendance and participation.
Description and Explanation in Psychology: Biographies of Psychological Objects

Enrolment is limited to 15 students

Psychology 6060A 3.0 (F)  
Alexandra Rutherford
Thursday, 11:30-2:30

Purpose: An advanced seminar devoted to the systematic and historical examination of fundamental psychological concepts. Topics include historical changes in the meaning and prevalence of key psychological terms. This seminar will focus on the theoretical and historical trajectories of a number of psychological constructs, drawing loosely and with some interpretive license on the framework provided by historian of science Lorraine Daston in her edited book “Biographies of scientific objects.” Specifically, we will examine how psychologists have taken up some key constructs into the domain of scientific study, how they have studied them, and to what effects – intellectually, socially, and politically. How have they been realized (brought into being) by psychologists in new ways, and to what cultural, theoretical, and material effects? Examples of the constructs we may examine include: intelligence, personality, gender, grief, happiness, creativity, race, etc. Assigned materials for the course will include primary texts, historical works, and web-based resources.

Co-/Prerequisite: Psychology 6020 3.0, 6030 3.0 or by permission of the instructor.
Course format: Lectures, discussions, seminar presentations
Evaluation: TBD; typically, a seminar (40%), class participation (20%), written assignments (40%)
Readings: A set of readings (journal articles, book chapters and books) will be assigned by the Instructor at the beginning of the term.

Univariate Analysis I: Analysis of Variance

Psychology 6131A 3.0 (F)  
Philip Chalmers
Tuesdays 11:30 – 2:30

Enrolment is limited to 25 students

Purpose: The primary aim of this course is to provide the student with the basic tools for analyzing data from univariate designs with categorical predictors. The course material focuses on simple and complex analysis of variance (ANOVA) models, with an emphasis on the general linear model.

The course begins with a review of the basic concepts of data analysis typically covered in undergraduate statistics courses, including descriptive statistics and graphics followed by
principles of statistical inference. Next, the main components of the course involve theory and application of ANOVA models for between-subjects, repeated measures and mixed designs. Throughout, there is a strong emphasis on associated methods for checking assumptions and visualizing data. Lab sessions familiarize the student with SPSS software for carrying out these analyses.

Course format: Instructor presentation, lab sessions, student presentation

Requirements: Class attendance, lab attendance, lab work outside class hours

Text /Readings: TBA

Evaluation: Two exams, assignments/homework and possibly a brief presentation

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Univariate Analysis I: Analysis of Variance

Psychology 6131B 3.0 (F)  

Robert Cribbie  
Wednesdays 8:30–11:30

Enrolment is limited to 25 students

Purpose: The primary aim of this course is to provide the student with the basic tools for analyzing data from univariate designs with categorical predictors. The course material focuses on simple and complex analysis of variance (ANOVA) models, with an emphasis on the general linear model.

The course begins with a review of the basic concepts of data analysis typically covered in undergraduate statistics courses, including descriptive statistics and graphics. Next, the main components of the course involve theory and application of ANOVA models for between-subjects, repeated measures and mixed designs. Throughout, there is a strong emphasis on associated methods for checking assumptions, quantifying the magnitude of effects, and visualizing the data. In addition to theoretical discussions and hand calculations, students will also be trained to conduct analyses using R..

Course Format: Instructor presentation, lab sessions, student presentation

Requirements: Class attendance, lab attendance, work outside class hours

Text /Readings: TBA

Evaluation: Two exams, assignments/homework and a brief presentation
Univariate Analysis II: Regression

Psychology 6132 M 3.0 (W)  Ji Yeh Choi  
Enrolment is limited to 25 students

Wednesdays 11:30 – 2:30

Purpose:  
This course is designed to provide the student with foundational skills in analyzing data for a single outcome variable (univariate analysis) using the general linear model (GLM). Topics include correlation, simple linear regression, multiple linear regression, interaction effects, evaluating model assumptions and regression diagnostics. The course places emphasis on properly fitting the GLM to empirical data, including making informed decisions about analytic strategies, understanding, and reporting results.

Co- or pre-requisites:  Psychology 6131, or permission from the instructor.

Student Background:  MA1 students in Psychology.

Course Format:  TBA

Text /Readings:  TBA

Evaluation:  TBA

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Univariate Analysis II: Regression

Psychology 6132 N 3.0 (W)  Ji Yeh Choi

Enrolment is limited to 25 students

Thursdays 2:30 – 5:30

Purpose:  
This course is designed to provide the student with foundational skills in analyzing data for a single outcome variable (univariate analysis) using the general linear model (GLM). Topics include correlation, simple linear regression, multiple linear regression, interaction effects, evaluating model assumptions and regression diagnostics. The course places emphasis on properly fitting the GLM to empirical data, including making informed decisions about analytic strategies, understanding, and reporting results.

Co- or pre-requisites:  Psychology 6131, or permission from the instructor.

Student Background:  MA1 students in Psychology.

Course Format:  TBA

Text /Readings:  TBA

Evaluation:  TBA
Psychology of Data Visualization

Psychology 6135 3.0 (W)  M. Friendly
Thurs 2:30–5:30

**ENROLMENT IS LIMITED TO 16 STUDENTS**

**Purpose:** Information visualization is the pictorial representation of data. Successful visualizations capitalize on our capacity to recognize and understand patterns presented in information displays. Conversely, they require that writers of scientific papers, software designers and other providers of visual displays understand what works and what does not work to convey their message.

This course will examine a variety of issues related to data visualization from a largely psychological perspective, but also touch upon other related communities of research and practice related to this topic (computer science, visual design, human factors). We will consider visualization methods for a wide range of types of data from the points of view of both the viewer and designer/producer of graphic displays.

**Co- or pre-requisites:** This course provides the opportunity to combine Professor Friendly’s interests in cognitive psychology, history of data visualization and the implementation of methods for data display with the strengths of other faculty in vision science, computer science and engineering. The resulting course should appeal broadly to students across a variety of research areas.

**Background of students:** Information Not Available

**Course format:** Information Not Available

**Requirements:** Information Not Available

**Text /Readings:** Information Not Available

**Basis of evaluation:** Class sessions will include time devoted to discussion of important papers. Each student will be assigned one paper to introduce and on which to lead the discussion (20%). In addition, all students will give one formal presentation (1/2 hour) in the second half of the course (35%). Finally, students will be required to write a research proposal outlining an experimental program designed to attack a psychological problem in information visualization; alternatively, students may choose to undertake a project in data visualization or information design and write a project report. (45%).
Computational Methods for Statistical Modeling

Psychology 6138 3.0 (W)  Phil Chalmers
Tuesdays 11:30-2:30

ENROLMENT IS LIMITED TO 19 STUDENTS

Student Background:  Information Not Available at time of publication.
Course Format:  Information Not Available
Requirements:  Information Not Available
Evaluation:  Information Not Available.

Social Methods

Psychology 6150 B 3.0 (W)  Joey Cheng
Tuesday 2:30 – 5:30

ENROLMENT IS LIMITED TO 15 STUDENTS

Purpose:  The primary aim of this course is to provide students with the necessary skills to design and carry out high quality empirical research in social psychology. Both experimental and non-experimental research methods in social psychology and related fields will be surveyed. General topics include: independent variables, design, measuring dependent variables, procedures, analyses, generalizability, sample sizes, replicability, and strategies to designing and publishing research.

Student Background:  Information Not Available
Course Format:  Information Not Available
Requirements:  Information Not Available
Evaluation:  Grading will be based on seminar participation, seminar leading, and a final paper.
Text and Readings:  To be assigned.
Hierarchical Linear Modeling

Psychology 6160 3.0 (W) David Flora
Wednesday 2:30-5:30

Enrolment is limited to 16 students

Purpose: This course will familiarize students with the basic concepts and skills for analyzing dependent data structures using hierarchical linear modeling (HLM), which is also commonly known as multilevel modeling (MLM). These methods are useful for modeling cross-sectional data with non-independent observations, repeated-measures experimental data, and longitudinal data. Topics include random-effects ANOVA, intraclass correlations, random-slope models, cross-level interactions, and growth curve models. Additionally, the course will cover model assumptions, model diagnostics, and (time-permitting) nonlinear models (e.g., for categorical outcomes).

Co- or pre-requisites: Pre-requisite: Psychology 6130, Psychology 6132, or permission from the instructor.

Student Background: Students should be very familiar and comfortable with multiple linear regression.

Course Format: Lectures and computer lab exercises.

Text /Readings: To be determined.

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Psychometric Methods

Psychology 6180 3.0 (F) David Flora
Wednesday 2:30 – 5:30

Enrolment is limited to 16 students

Purpose: This course will familiarize students with the basic concepts and data analytic techniques in psychometric theory, which is the study of the construction, validation, and use of measurement instruments for unobservable psychological constructs. Topics include validity theory, classical test theory, exploratory and confirmatory factor analysis, and item response theory.

Prerequisite: Psychology 6132 (Univariate Analysis II: Regression) OR instructor permission (e.g., for MA1 students in the Quantitative Methods area)

Student Background: Students should be very comfortable with multiple regression. Some familiarity with basic matrix algebra is also beneficial, as is experience with the R statistical software package.

Course Format: The course will consist primarily of lectures and regular computer lab exercises

Text /Readings: T.B.D.

Evaluation: There will be a series of data analysis assignments requiring the use of R software, using data provided by the instructor, as well as two short quizzes.
Neuroimaging of Cognition-fMRI Methods

Psychology 6226 3.0 (F)  Erez Freud
Thursday 11:30-2:30

Enrolment is limited to 10 students

Purpose: Neuroimaging techniques have evolved rapidly over the last decades and have become increasingly advanced and specialized to address different questions in cognitive neuroscience. fMRI is a safe, non-invasive and accessible method, which offers a superior spatial resolution and could be used with different populations. The goal of this course is to provide the fundamental knowledge about fMRI as an experimental tool.

Course format: The goals of this class will be achieved through reading, class discussions, hands-on informal-tutorials, reflections on the informal-tutorials and a research project in which students will analyze an existing neuroimaging dataset.


Evaluation:

1. Informal tutorial reports (30%): After each informal-tutorial, students will submit a report that describes the steps that were practiced, the significance of these steps and the expected steps to follow (3 paragraphs).
   - Sketch research proposal (15%) - Students will be asked to propose a research question that could be addressed using an existing fMRI dataset (freely available/provided by the instructor). The sketch proposal will include a literature review as well as indication for the methods/dataset that will be utilized. (2 typed pages).
   - Quiz (15%)
   - Term paper (20%) - The term paper builds on the sketch research report and should present a clear research question that could be addressed using an existing neuroimaging dataset (2 typed pages), justify and describe the analytical pipeline that was employed (2 typed pages), outline the results obtained from the analysis (1 page) and discuss the theoretical significance of the obtained results in the context of the research question (2 pages).
   - Future studies proposal (20%) - Graduate students will propose a future research question that emerges from their research project and an experimental design that aims to address this question (2 pages).

Brain Mechanisms of Movement in Health and Disease

6235 3.0 (W) xl KAHS 6150  Lauren Sergio
Thursdays 2:30-5:30

Enrolment by Permission Only

Purpose: This course will survey the role of different cerebral cortical and sub-cortical areas in controlling voluntary movements. Following a review of the fundamental concepts in motor control and basic neuroanatomy, students will give presentations summarizing what is currently known about the motor function of different brain regions. Data from theoretical, experimental, and patient studies will be used to illustrate how various areas...
such as primary motor, premotor, parietal, and cerebellar cortices are involved in the planning and execution of sensory-guided voluntary motor behaviour. We will focus on the clinical aspects of dysfunction following damage to the various brain regions.

**Prerequisite:** Intermediate motor control / motor learning course, introductory neuropsychology course or permission of course director.

**Student Background:** Broad: Typically, neuroscience, kinesiology, psychology, biology, dance, health.

**Course Format:** There will be two articles assigned for each topic which, along with the presentation, will be discussed in class.

**Text /Readings:** The articles to be presented each week will be assigned in the first class. The following textbooks may be of use and are in the Steacie Library:

**Evaluation:** Course evaluation will be based on class participation, a presentation, article discussions, and weekly article-based quizzes.

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**Complex Systems Approach to Interpersonal Change**

**Psychology 6245 3.0 (W)**

**David Reid**

**Wednesday 2:30 - 5:30**

**Enrolment is limited to 12 students**

**Purpose:** Each student learns how to assess and respond to the inevitably complex issues humans have to deal with. To do this each student will learn to develop her/his own Complex Systems Approach. A Complex Systems Approach is a way of thinking and doing psychology so that one can effectively address the inevitable complexity in human behavior. This approach is highly pragmatic meaning dealing with things sensibly, realistically, and being intelligently integrative so that the intervention can be calibrated to better address the complexities of the presenting problem rather than be restricted to fitting the problem to a prescribed conventional intervention model. The sciences have advanced in the 21st century so that there is much evidence that systemic factors such as epigenetic inheritance, brain networks (patterns), metacognitive experiences (intuition), situated cognition (mentalizing), emotional systems, culture and social determinism all play major roles in influencing human behavior. Once a student has begun developing her/his complex systems approach she has the scientist-practitioner level of intelligence to create with the client(s) adept ways of creating change that is highly meaningful and relevant. These include integrating such scientific advances into the intervention(s). A Complex Systems Approach is a sophisticated skill requiring a deeper understanding of psychological change processes than those in any current psychotherapy.

**Student Background:** Information Not Available

**Course Format:** The course follows a special pedagogy developed in this course since 1995. It is premised on the saying “education is what you have left after you forgot everything you learned”. Evaluation is completing an extensive multiday take home exam where the students answer a series of
integrated open-ended questions. Inevitably the students are astounded and excited about how much they have learned when answering the questions as the answers role out from their “education” (see definition above). It is like a clinical shift. Each student and the course director read materials for each class and the director reserves the option to change content to suit the interests of the students. What is learned is the Complex Systems Thinking and Doing while reading and intensely discussing the readings/DVD’s/CD’s and U-‐Tube recordings.

Requirements: Each student will learn skills to use in: (a) Consulting (b) Clinical Interview Skills, (c) Mental Status Assessment, (d) integrating personality and social psychology into their clinical work, (e) cultural competence, (f) a variety of skills directed to handling (i) Anger (ii) Suicide risk (iii) principles of crisis management (iv) prescribing behaviors for psychological change (v) how to draw a person out from their current mental state (other clinical techniques). Each student borrows copies of two books to read on their own as these books convey how to apply Constructivist Therapy and Systems notions.

Evaluation: Clinical Interviewing Skills: For the final 5 weeks the course director meets weekly with individual members to go over their audio recorded interviews (not a therapy client) where they apply what is taught in the course to learn their skills. This is done outside of seminars but applies what they learn.

Text and Readings: TBA

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Fundamentals of Neuroscience II: Circuits, Systems and Behaviour

PSYC 6253 3.0 (W) Erez Freud
BIO 5147 / KAHS 6156 Thursday 11:30-2:30

Enrolment is limited to 12 students

Purpose: This course will focus on a systems approach to specialized circuits within the central nervous system that determine sensory, motor and cognitive functions. The course will provide graduate students with an in-‐depth analysis of the circuits within the nervous system underlying the structure and function of the developing and mature nervous system. This is an advanced course that will focus on current research topics in selected areas of neuroscience, which is the study of the biology of the nervous system and its relationship to behaviour and disease. The course includes two modules that cover a range of topics within systems neuroscience. It is designed to complement Fundamentals of Neuroscience I and in total will introduce students to the breadth of research within the field of neuroscience.

Prerequisite: PSYC 6256 3.0, BIO 5147 3.0 or KAHS 6156 3.0 [i.e. Fundamentals of Neuroscience I: Structures, Neurons and Synapses.], or by permission of the course directors.

Readings: In addition to the textbook, selected readings from peer-reviewed journal articles will be assigned for each class.

Evaluation: Students will be evaluated based on three quizzes, facilitating a journal article discussion, weekly reading reports, and class participation.
Final mark will be based on:

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<tr>
<td>Class quizzes (15% x 2)</td>
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<tr>
<td>Presentation</td>
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<td>Weekly reading reports</td>
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<td>Class discussions and attendance</td>
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Text: None.

Computational Neuroscience (formerly Principles of Neural Coding)
Psychology 6256 3.0 (W)
XL with EECS 6490 3.0 D
James Elder
Wednesdays 11:30-2:30

Enrolment is limited to 10 students

Purpose: This course introduces the student to mathematical and computational tools required for computational neuroscience at the systems level.
Topics will include:
- Signal Detection & Bayesian Decision Theory
- Neurons & Stochastic Processes
- Receptive Field Models
- Population Coding
- Information Theory & Efficient Coding
- Principle & Sparse Components
- Reinforcement Learning
- Deep Feedforward Networks
- Deep Recurrent Networks

Co- or pre-requisites: None.

Course Format: At our first meeting I will provide an overview of the course and background material for the next meeting. Subsequent meetings will have the following structure:

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<tr>
<td>11:30 - 11:45</td>
<td>Quiz on readings</td>
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<td>11:45 - 12:15</td>
<td>Student presentation</td>
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<td>12:15 – 12:45</td>
<td>Discussion</td>
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<td>12:45 – 1:00</td>
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<td>1:00 – 2:15</td>
<td>Lecture</td>
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Quizzes: Each meeting will begin with a short quiz on the principal reading that will be presented by a student that day. This closed-book quiz will consist of one or two short questions that will simply verify you have read the paper.

Student Presentation: Following the quiz, a designated student will give a slide presentation on a recent paper from the literature. Please give this presentation your full attention.

Discussion: Following the presentation, there will be an open discussion of the paper. This will allow us to address confusions or unclear points, assess the merit of the paper, and relate to other work. Note that marks are awarded for participation in discussions.

Lecture: The lecture will provide theoretical background on computational neuroscience topics relevant to the paper to be discussed the following week.

Basis of Evaluation: In addition to the short quizzes, student presentations of journal articles, assignments based upon laboratory work with MATLAB and Python will be assigned, collected and graded. The final project will involve application and possibly extension of a technique studied in the class to a new sample of data, possibly from the student's own laboratory.

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Fundamentals Neuroscience I: Structures, Neurons and Synapses

Purpose: TBA Please check for updated information when available

Requirements: Information Not Available
Perception and Action

Psychology 6265 3.0 (W)  
(xl KAHS 6161/BIOL 5136)  

Laurence Harris  
Wednesday 2:30 – 5:30

Enrolment is limited to 15 students

Purpose:
This course looks at sensory and motor processes related to the representation of and interaction with the spatial layout of the world. How is sensory information coded for perception and to guide action? Is it the case that sensory information is processed differently depending what it is going to be used for? No prior biological or mathematical knowledge is assumed.

Course Format:
The course will take the form of a weekly interactive seminar meeting. In the second half of the course students will give presentations. A long essay will be required.

Evaluation:
Evaluation will be by a long essay, a presentation in class, and on class participation. There will be no timed exam.

Essay: 40%  
Presentation: 50%  
Participation in class: 10%

Textbooks:
None.

Readings:
Will be from original sources and review chapters & articles. A more detailed reading list will be constructed from relevant new literature from Journals available in the York Library system. The list will include (York call numbers included):

- Selected chapters from “Principles of Neural Science” (2013) by Eric Kandel, James Schwartz and Thomas Jessell (QP 355.2 P76 2013)
Computer Programming for Experimental Psychology

**PSYC 6273 3.0 (W)**

**Peter Kohler**

Tuesday 11:30-2:30

**Enrolment is limited to 15 students**

**Purpose:**
This graduate course covers computer programming methods that are useful in experimental psychology. Topics include the MATLAB programming language, the Psychophysics Toolbox, curve fitting, Monte Carlo simulations, statistical tests, journal-quality data plots, and interfacing to external devices.

**Prerequisite:**
The course assumes no previous programming experience and brings students to the point where they are able to write useful programs to advance their own research.

**Course Format:**
Classes are held in a computer laboratory, and each week's class consists of a lecture followed by programming practice on assigned problems.

**Evaluation:**
Six quizzes (10%), two problem sets (40%), term project (50%).

**Course Website:**
[www.yorku.ca/rfm/psyc6273](http://www.yorku.ca/rfm/psyc6273)

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Human Neuropsychology: History and Syndromes

**Psychology 6320 3.0 (W)**

**Shayna Rosenbaum**

Wednesday 11:30 - 2:30

**Enrolment is limited to 15 students**

**Purpose:**
This course will provide a foundation in the basic topics and theoretical underpinnings of neuropsychology. There will be an emphasis on the history and development of the formal study of brain-behaviour relationships, following the clinical-pathological approach (i.e., the study of cerebral function via examination of behavioural changes resulting from brain damage). Major topics will include historical foundations, phrenology, and the localizationist approach; aphasia; agnosia; apraxia; alexia; agraphia; amnesia; dementia; and executive functions. The material covered in class readings and discussions is considered essential for students interested in clinical neuropsychology (i.e., assessment and interpretation). Methodological issues relevant to experimental (research) neuropsychology will also be discussed.

**Student Background:**
Graduate students at any level. A background in physiological psychology and neuroanatomy would be helpful but is not required.

Preference will be given to students in the Clinical Neuropsychology stream, for whom this is a required course.
Course Format: Required and optional readings will be assigned each week. The course director will give presentations based on the required readings, and students will present the optional readings in the remaining time.

Evaluation:

1. Weekly thought papers (40%)
2. Final essay (20%)
3. Presentation (30%)
4. Participation (10%)

Texts and Readings: Readings for each week will be available electronically via a closed list for the class.
**Other information:** Depending upon interest and enrolment, it is expected that this course will be offered every year or every other year.

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**Contemporary Issues in Social and Personality Psychology**

**Psychology 6400 3.0 (F)**

Jennifer Steele  
Fridays 11:30-2:30

**Enrolment is limited to 10 students**

**Purpose:** This course has been designed to introduce students to current research being conducted in the field of social and personality psychology. Students will participate in a series of seminars led by our core faculty members who specialize in a diverse array of areas within social and personality psychology including health, culture, intergroup relations and prejudice, decision making, forgiveness, empathy and social understanding, intimacy in romantic relationships, and leadership. By the end of this course it is anticipated that students will have an increased familiarity with the research and methodologies used in the social/personality area as well as current findings in our field. In addition, throughout this course, students will be exposed to professional issues including (a) strategies to increase the likelihood of success in graduate school, (b) research ethics, and (c) how and where to publish.

**Evaluation:** Grades will be based on a series of short papers due each week and class participation.

**Text/Readings:** Students should anticipate being assigned two to four empirical journal articles to read each week. The exact content will be set by the faculty member leading the discussion for the week.

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**Foundations of Clinical Psychology A:**

**Psychotic and Neurological Disorders**

**Psychology 6421 3.0 (W)**

Joel Goldberg  
Thursday 2:30 - 5:30

**Enrolment is limited to 15 students**

**Purpose:** This course provides a biopsychosocial perspective on severe forms of mental illness and cognitive impairment including schizophrenia, bipolar mood disorder, dementia, and other disturbances of brain and behaviour. Consideration will be given to biological and environmental contributions to etiology, prevention and treatment and to the sociocultural and cross-cultural contexts of these disorders. The role of psychologists as scientist-clinicians in advancing understanding and intervention options for serious mental illness will be highlighted. The course format will be seminar/discussion with instructor- and student-led presentations supported by relevant readings from the literature. Learning objectives include development of an appreciation of the complexity of severe mental illnesses, as well as the challenges clinicians face in formulating psychodignoses and conducting effective treatments for disorders falling at the extreme end of the psychopathology spectrum and the challenges and opportunities they represent for psychological science and practice.
Student Background: Psych 6421A 3.0 is designed and intended for students in the Doctoral Program in Clinical Psychology at York University. Depending on enrolment other students may enrol in the course with permission of the course instructors up to a class size maximum of 15.

Course Format: The course will be in seminar format, comprising lectures and discussions and integrating case studies with theory and research. Instructor and students will participate actively in course presentations.

Evaluation: Details of course requirements may vary from year to year. Normally, however, the course will combine lecture and seminar format and focus on discussion of readings and associated issues. Students will normally prepare/lead at least 2 class discussions and be evaluated on these (e.g., 25% each), be responsible for active participation in all seminars (e.g., 10%), and complete a written paper due within the time frame of the course (e.g., 40%).


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Foundations of Clinical Psychology B: Personality and Psychopathology

Psychology 6422 3.0 (F) Skye Fitzpatrick

Thursday 2:30 - 5:30

Enrolment is limited to 15 students

Purpose: This course is an introduction to a knowledge base underlying the theory and practice of clinical psychology. It focuses on diagnostic and descriptive components of psychopathology with an emphasis on evidence-based cognitive-affective, social learning, and developmental theories of their etiology and maintenance. It specifically comprises an integrative and critical review of theory and research on mental disorders including depressive, anxiety, obsessive-compulsive, substance, trauma and stress-related, eating, and borderline personality disorders. The course format will involve lectures, student presentation, and group discussion about the readings and course content. This course also includes a practical component wherein students receive training in DSM-based diagnostic decision making. Learning objectives include gaining critical thinking skills, an appreciation of the complexity of mental illnesses, evidence-based formulations of mental illnesses, and understanding challenges to psychological diagnosis and effective treatment.

Student Background: Psych 6422 is designed and intended for students in the Graduate Program in Clinical Psychology at York University. Depending on enrolment other students may enrol in the course with permission of the course instructors up to a class size maximum of 15.

Course Format: The course will be in seminar format, comprising lectures, debates, presentations, and case studies. The instructor and the students will participate actively in teaching the course.

Evaluation: Students will complete in-class tests/exercises to demonstrate their diagnostic decision-making skills, present orally to the class, and contribute to class discussion. Specific
requirements and weightings related to final grade will be provided by instructors at the beginning of the course.


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**Cardiovascular Rehabilitation Care and Outcomes**

Psychology 6425 3.0 (F)  
XL KAHS 6144  
Sherry Grace  
Thursdays 8:30-11:30  
**Enrolment is By Permission Only through Kinesiology**

Purpose: TBA Please check for updated information when available

Requirements: Information Not Available

Evaluation: TBA

Text and Readings: TBA

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**Assessment in Psychology**

Psychology 6430 6.0 (Y)  
Kristina Gicas (F)  
Jennifer Mills (W)  
Tuesday 11:30 - 2:30  
**Enrolment is limited to 10 students**

Purpose: The course is designed to provide students with the theoretical and practical foundation of psychological assessment. It will focus on (a) developing clinical interviewing and test administration skills, (b) understanding concepts in measurement theory and their importance in the development, evaluation, and use of psychological tests in applied settings, (c) cross-cultural, ethical, and social issues involved in assessment. There will be a significant practical component to the course, as students will gain experience in the administration and interpretation of commonly used assessment instruments. The Fall term will focus on cognitive assessment and the Winter term will focus on personality assessment.

Course Format: One three-hour session per week during the Fall and Winter terms. Instructor and student led seminar presentations on measurement theory concepts and on issues related to specific areas of assessment (intelligence, personality, aptitudes, interests, etc.). Role play and assessment instrument administration exercises. Students will also demonstrate, teach, and learn how to administer, score, and write reports based on scores on selected psychological tests.

Evaluation: TBA by the instructor at the start of each term.

Required Reading: TBA by the instructor at the start of each term.
Maximum Enrolment: This course is typically reserved for students in the MA-1 year of the Adult Clinical program in Psychology. Instructor permission is required for other students wishing to enrol.

Clinical Practicum 1

Psychology 6430P 6.0 (Y)  Henny Westra
  Jane Dalton
  Jeff Wardell
  Tuesday 8:30-11:30

Enrolment is limited to 10 students

Course Schedule: Seminar: Tuesday 8:30 a.m. - 11:30 a.m.
3-hour time blocks for students are required for live clinical practice and observation. These time blocks will be determined at the start of the course.

Purpose: The purpose of this course is to provide an introduction to the integration of theory, research and practice in psychological intervention, focusing mainly on adults. Students will learn about case formulation and mechanisms of change as these may apply to the clients they are working with.

Pre-requisites: Psychology 6420 6.0
Psychology 6130 6.0 or 6140 6.0
Psychology 6810A 6.0

Co-requisites: Psychology 6430 6.0 and Psychology 6436 3.0 and 6437 3.0

Course Format: The emphasis will be on practical skill development. This is meant to serve as a beginning exposure to the application of assessment/intervention skills acquired from other courses you have/are taking. While there will be a didactic portion to each class, the main thrust will be on experiential exercises and actual application of principal concepts in psychotherapeutic intervention. In-class time will consist of role-plays and other experiential exercises, discussion of key concepts, DVD and videotape examples of psychotherapy with a view to skill acquisition.

We will stress a 'common factors' approach in this course with a focus on empirically supported core elements of effective psychotherapy. While technical expertise is one component of successful practice, this course will place greater emphasis on core and common elements of effective practice. In terms of content, we will focus on the following topics: empathy & the therapeutic alliance, diagnostic assessment, case conceptualization, client factors (including hope & expectancy, motivation, resistance, client as common factor), self-awareness of the clinician and reflective practice. The practical and legal aspects of conducting a clinical practice such as the informed consent process, confidentiality, file maintenance, and record keeping will also be addressed in this course. Special Topics may be used to supplement these (e.g., management of suicidal ideation, boundary issues).

The course will also provide students with skill training in case formulation. The case formulation permits an integration of conceptualizations and approaches to intervention from various models of psychotherapy. Toward the
end of the first term, each student will begin undertaking therapy with a client, and this course of psychotherapy will generally coincide with the Fall-Winter term. Live supervision of each student therapist is provided by the course instructors with additional supervision sessions carried out in both group and individual formats. It is expected that each student will devote 10 hours per week to the practicum. In addition to conducting psychotherapy, the time will be spent on reading, skill training, corresponding with/about clients where necessary, progress notes, analysis of therapy process notes, and audio recorded therapy sessions, individual and group supervision, and report writing.

Evaluation:
1) Participation (20%) reflects amount and quality of class participation.
   • Clinical skill development (45%)
   • Process notes (5%)
   • Reading & Journaling (10%) reflecting self-development conveyed in weekly typed report of interpretation and reflection on assigned readings.
   • Case presentations (15%)
   • File Maintenance, Administration, Weekly Progress Notes (5%).

Texts:

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Evidence-Based Principles of Psychotherapy

Psychology 6436 3.0 (F) Henny Westra
Wednesday 2:30 –5:30

Enrolment is limited to 12 students

Purpose:
This course provides students with a grounding in empirically supported principles of psychotherapy. Students will be exposed to the four major pillars of psychotherapy theories of intervention: psychodynamic, cognitive-behavioural, person-centered/experiential and systemic/postmodern narrative. It also draws from the latest research in the study of psychotherapy that identifies common core processes of effective therapy, regardless of particular school of therapy or approach. As such, students are provided with a grounding in common factors of effective care including the therapeutic alliance and alliance ruptures, empathy, awareness & experiencing, emotion and emotion regulation, culture, and other client & therapist factors known to influence psychotherapy process and outcomes. Students will be exposed to the latest research in each of these domains. In addition, the course is intended to provide a solid foundation for students intending to engage in psychotherapy as a part of their future practice as clinical psychologists. Students will engage with a variety of learning modes in order to facilitate these objectives including lecture, discussion, and review of videotape. Students will also learn by leading a discussion on a selected topic, engaging in a self-reflection exercise designed to enhance their awareness and development as therapists, participating with class discussions, and completing an exercise designed to hone therapy observational skills.

Text /Readings: Original readings TBA.
Evaluation: TBD
Approaches to Psychotherapy: Advanced Study

Psychology 6437 3.0 (W)  
Enrolment is limited to 8 students  

**Purpose:**  
This course will provide students with advanced study of major components relevant to models of psychotherapy, from traditional to contemporary. It psychodynamic, cognitive-behavioral, person-centered/experiential, systemic, emotion-focused, motivational, and acceptance-based (e.g., mindfulness, DBT) models. Evidence-based case formulation will be emphasized throughout as a strategy for mapping intervention selection to clinical targets. We will discuss the theory underpinning these models, their empirical support, strategies for their implementation, and various cultural, racial/ethnic, sexual orientation, gender, and class diversities that may inform their efficacy and implementation. Advanced common factors in psychotherapy will also be explored in relation to each treatment model. We will integrate information across these models to inform an evidence-based approach to case formulation, treatment selection, integration, and planning.

**Evaluation:**  
Students will write a clinically-relevant paper that integrates knowledge related to case formulation, intervention selection, and consumption of treatment research literature. They will also present orally to the class, and contribute to class discussion. Specific requirements and weightings related to final grade will be provided by instructors at the beginning of the course.

**Text:**  

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Psychodiagnosics

Psychology 6441P 6.0 (Y)  
Enrolment is limited to 20 students  

**Purpose:**  
This course covers the theoretical foundations, psychometric knowledge and practical skills required to conduct a comprehensive psychological assessment. Throughout the year, students will learn about psychopathology, including familiarity with DSM-5 diagnostic classifications. Students will learn about the psychometric basis for the core foundational psychological tests, to practice administration of these tests, to learn how interpret and integrate test scores with clinical history and observations and to have the opportunity to apply their knowledge and skills development to a real-life assessment working together with classmates and consulting with referral sources. The tests include cognitive and neuropsychological measures, self-report inventories and projective tests, and assorted other relevant tests. The Fall term will concentrate on cognitive assessments and the Winter term will be devoted to personality assessment.

**Prerequisites:**  
Psychology 6420 6.0, Psychology 6430 6.0, and Psychology 6430P 6.0
Student Background: This is a core course in the Clinical curriculum and is required for first-year PhD students in the Clinical program.

Course Format: This course consists of a mix of lectures, demonstration and hands on practice/administration of psychological tests and procedures. Working in teams of three, students will conduct a comprehensive assessment in each term that includes all phases of the assessment process from initial referral to final report. In class discussion will be encouraged.

Evaluation: Final assessment reports (one per term) 80%
Preparation for and execution of all phases of the assessment process 10%
Class participation 10%

Text & Readings: A list of readings will be circulated. As well, students could consider the purchase the following:
Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition
Essentials of PAI Assessment by Leslie Morey
Essentials of WAIS-IV Assessment
R-PAS manual
Personality Assessment, Second Edition, by Smith and Archer


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Advanced Psychological Intervention as a Practicum

Psychology 6445P 6.0 (Y) Karen Fergus
John Eastwood
Tuesday 11:30 - 2:30

Enrolment is limited to 10 students

Purpose: This course provides advanced training in psychotherapy intervention and clinical supervision with two clients. The purpose is to develop practical skills and knowledge of theory and research on effective therapeutic practices and post session evaluation strategies. Specific evidence-based methods of active psychotherapeutic intervention and research evidence on their impact will be covered. Skill training, evaluation and supervision of practice with selected clients will be emphasised.

Prerequisites: Master’s Degree in Clinical Psychology

Evaluation: First term
Case Formulation;
Analysis of a session transcript
Active participation in supervision sessions

Second term
Case Presentation
Active Participation in supervision sessions

NB: CLINICAL SUPERVISION SESSIONS WILL BE SCHEDULED ON TUESDAY 2:30-4:00, AND FRIDAY 2:30-4:00
Ethical Issues in Professional Practice

Psychology 6490B 3.0 (F) Section B  
Rick Morris  
Wednesday 11:30-2:30

Enrolment is limited to 18 students

Purpose: This course is an introduction to legal, ethical, and professional issues in the practice of psychology. The course is intended to familiarize students with the statutes, regulations, practice standards and ethical codes relevant to psychological practice in Ontario. This will include issues in practice in a variety of settings and with various populations, and the relationship between ethical and legal issues. In addition to knowledge building, an important purpose of the course is to facilitate the development of skills that will allow students to anticipate and prevent ethical dilemmas, and to resolve legal and ethical difficulties that may arise in the course of professional work.

Student Background: The course is primarily intended (and is a requirement) for doctoral students in Clinical and Clinical/Developmental Psychology. Other students may enroll by permission of the instructor.

Course Format: The format will be lectures and seminar discussion with a strong emphasis on active participation, presentations and group-work.

Evaluation: Evaluation will be based on regular, active, and constructive seminar participation, written analysis of ethical issues, presentation/facilitation of a discussion topic and/or a paper on a selected subject.

Readings: Readings will be assigned.

Personality

Psychology 6510 3.0 (W)  
Max Barranti  
Thursday 2:30 – 5:30

Enrolment is limited to 15 students

Purpose: The purpose of this course is to provide students with an in-depth, and partially self-guided, exploration of topics related to personality and individual differences research. To some degree, the structure and content of the course will be determined through discussion between the instructor and students. We will select topics within personality psychology based upon class interest. These topics will then be investigated through discussion, debate, and presentation. Example topics include self-enhancement and well-being, personality disorders, current trait models (e.g., two-factor models, the Big Five, the Hexaco Model, facet-level models), the stability and plasticity of personality, and the accuracy of personality judgements.

Course Format: As noted above, the final format of the course will be determined through discussion at the beginning of the course, but discussion, debate, presentations, and both short and long-format writing are expected to form the basis of this course.
Program Evaluation

Psychology 6520B 3.0 (F)  
Debra Pepler  
Tuesday 2:30 – 5:30

ENROLMENT IS LIMITED TO 12 STUDENTS

Purpose:
There is an old saying: “If you want to understand something, try to change it.” (Patterson, Reid, & Eddy, 2002). This describes the primary theme of this course – by studying the process of change and effectiveness through intervention, we can come to understand developmental processes in a remarkable way.

Student Background:
Students for this course are generally in a clinical doctoral program, with some assessment and intervention experience. Program evaluation is now considered an area of competence for registration with the College of Psychologists of Ontario and an area of competence for CPA accreditation.

Course Objectives:
1. To acquire an understanding of the processes involved in evaluating a mental health program in an applied setting.
2. To develop skills in communicating with professionals who provide mental health services and skills in engaging in the collaborative planning process for program evaluation. Both written and oral presentation skills will be emphasized.
3. To develop skills in preparing a grant proposal to evaluate a mental health intervention.

Course Format:
In this course, we will discuss current approaches and techniques by which mental health programs in applied settings can be evaluated. We will meet with mental health practitioners who are working toward an evidence-based approach. We will consider the staging and designs for evaluation, the criteria and measurement for evaluations, and the range of methods and statistical approaches to evaluating change through treatment. Students will be involved first hand in planning an evaluation for a mental health program. They will have the opportunity to discuss the nature of the program with the service providers and collaboratively design an evaluation plan to examine program effectiveness. Throughout the course, we will reflect on the cultural, ethical, and professional issues related to conducting evaluation research in a community setting. Students will be guided through the process of writing a grant proposal to evaluate an intervention.

Evaluation:
1. Proposal 70%
2. Evaluation journal 10%
3. Proposal Presentation 20%

Readings:
Readings for the course will be assigned at least a week in advance.
Social and Emotional Bases of Development

Psychology 6610 3.0 (F) Debra Pepler
Tuesday 11:30-2:30

Enrolment is limited to 15 students

Purpose: The course provides an introduction to current issues in social and emotional development. It is such an exciting time to study social and emotional development as research is beginning to elucidate how experiences become embedded in biology and shape gene expression, brain development, social and emotional development, and wellbeing across the lifespan. The seminars will focus on changing theories of development and developmental psychopathology, recent research on social and emotional development, developmental research methods, and the implications of emerging perspectives for research, practice, and policy. We will consider challenges to healthy social and emotional development including: disadvantage, culture, and differences. Students will present their own research interests as they take shape through the seminar discussions.

Student Background: Graduate students in first or second year with a good background in general psychology, knowledge of basic research methods and developmental psychology.

Course Format: The initial seminars will be led by the course director. The remaining seminars will focus on recent research on diverse aspects of social and emotional development with brief presentations by students on their own research interests as they relate to the topics being discussed.

Requirements: 1. To participate actively in class discussions. Students are expected to come prepared, having read the assigned material, and to support others’ developing research ideas with constructive comments.
2. To present ideas about developing research interests as the course progresses including: the critical questions, theoretical foundation, evidence from research literature, key constructs, hypotheses, methods and measures, and analyses.
3. To write an initial draft of a proposal for potential MA thesis, with a focus on the central questions, theoretical foundation, and relevant research.

Evaluation:
Class participation --- 25%
Class presentation --- 25%
Draft Proposal --- 50%

Texts and Readings: To be assigned.

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Issues in CD Psychology: A Proseminar in Ethics, Practice and Research

Psychology 6900 3.0 (F) Mary Desrocher
Tuesday 2:30 – 5:30

Enrolment is limited to 10 students

Course Description: In this course, we will introduce students to CD theory, ethical and professional issues
related to clinical child practice, monitor the progress of their thesis projects, and introduce them to the YUPC. Normative patterns of biological, social, cognitive and emotional development will be reviewed to provide a developmental context for understanding deviations in child development. Throughout, the implications of gender, ethno-cultural and individual diversity will be considered. This course is designed with a seminar/discussion format to provide an overview of the main theories that guide our scientist-practitioner model, and a focus on ethical and professional issues to prepare for practicum placements.

Objectives:
1. Acquire knowledge of contemporary theories of child psychopathology
2. Acquire knowledge of the system of diagnosis for major childhood disorders.
3. Acquire knowledge of ethical and professional issues in clinical-developmental psychology
5. Learn about the York University Psychology Clinic (YUPC)


Requirements:

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<thead>
<tr>
<th>Assignment</th>
<th>Proportion of Grade</th>
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<tbody>
<tr>
<td>Role Plays – each person will take the role of an interviewer and interviewee. I will only be grading your role as interviewer.</td>
<td>40%</td>
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<tr>
<td>Written Assignment</td>
<td>40%</td>
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<tr>
<td>Participation</td>
<td>20%</td>
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Biological and Cognitive Bases of Development

Psychology 6905 3.0 (W)  Mary Desrocher
Tuesday 11:30-2:30

Purpose: This course will focus on the biological and cognitive correlates of normative development. We will begin by reviewing the basic research on neural development. This will be followed by an exploration of the circuitry underlying various behavioural, emotional, and cognitive functions in children and adults, with consideration of the neuropsychopathology of several disorders. Throughout the course, we will discuss theoretical, methodological, and clinical-ethical issues relevant to study in the area of neurobehavioural development, and a lifespan approach to understanding the brain will be the main take away lesson of the class.

Course Format: Lectures and student presentations.
Co- or pre-requisites: N/A

Evaluation:

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<tr>
<th>Assignment</th>
<th>Proportion of Grade</th>
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<tr>
<td>Weekly reflections – 3% each x 10, 1-2-page summaries (double spaced)</td>
<td>30%</td>
</tr>
<tr>
<td>Grant: Literature review, presentation, final grant draft (single spaced)</td>
<td>60% overall; 20% literature review, 20% presentation, 20% final grant</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
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Background of students: This course is intended for incoming MA 1, and PhD Entry Students in the Clinical Developmental Area, and is open to any students who wish to learn about biological and cognitive bases of development.

Requirements of students: Students will be required to achieve these learning objectives:
- Acquire knowledge of parts of the brain and their functions.
- Acquire knowledge of psychopharmacology in relation to neurotransmitter functioning.
- Learn about different aspects of cognition, basic processes and how these are measured in experimental and clinical settings.
- Prepare weekly reflections to gauge the take home messages from readings and lectures.
- Write a grant proposal, with feedback throughout the formulation stages through assignments and presentations.

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Psychoeducational Assessment of Children and Adolescents

Psychology 6910 3.0 (W) Adrienne Perry
Wednesday 11:30-2:30

Enrolment is limited to 10 students

Purpose: This course is a critical foundation course for the practice of evidence-based assessment in clinical psychology. Its primary focus is on developing the ability to administer, score, and interpret standardized measures of intellectual ability and academic achievement. Students will receive direct instruction and supervised practice on the administration of these tests. The course is designed to help students develop functional competencies to critically evaluate psychometrics of commonly used assessment measures. Students will learn about the history of intellectual testing, alternative theories of intelligence, and contemporary assessment approaches for conducting a psycho-educational assessment, including behavioural observations. Students will also learn about special assessment issues that are commonly encountered when assessing individuals, including cultural, socioeconomic, ethical and legal issues, test bias/fairness, and best practices in testing individuals from
diverse backgrounds. Students will gain a basic foundation to clinical report writing, although this is not the focus of the course.

**Course Format:**
This course will consist of didactic lecture, in-class demonstrations, role playing, discussion of readings, and student oral presentations. The course format places an emphasis on active discussion and experiential education. As part of the course, students will put into practice their test administration skills with school-aged children. Students will need to recruit volunteers and work together to practice administration of the various instruments covered.

**Pre-requisites:**
Psychology 6610 3.0 and Psychology 6905 3.0 or permission of the Clinical-Developmental Area.

**Evaluation:**
Performance in this course will be evaluated based upon the completion of several practical assignments that require students to integrate information and skills gained from readings, lectures, and labs. The assignments are planned such that as the term develops, more skills are required. To facilitate this, the course TA and professor will be providing students with feedback throughout the course. Assignments include a behavioral observation (10%), practice test administration I (15%) and II (30%), test administration practical exam (15%), assessment measure review (20%), and participation (10%).

**Text & Readings:**

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**Introduction to the Psychological Assessment of Children Practicum**

**Psychology 6910P 6.0 (Y) J. Bebko**

**Enrolment is limited to 10 students**

**Purpose:**
The purpose of this course is to accompany and form part of the 330-hour Assessment Practicum. Placement in an applied setting is to be arranged by the student and approved by the CD program the previous spring, in an ordinary year (the Covid-19 pandemic may affect this; please check with your DCT). The course portion of the practicum provides in-house supervision as well as liaison with the practicum sites. Class meetings will be held throughout the year (but not every week) and will include discussion of issues arising from the practicum experience as well as relevant ethics and jurisprudence material pertinent to practice with children, adolescents, and families, based on course readings. CD Faculty or guest lecturers may present cases, depending on scheduling, to help develop students’ skills at formulation based on assessment results. Students will be expected to present a case during the year and hand in a written psychological assessment report (with identifying information removed) from their practicum placement at the end of the course.

**Pre-requisites:**
Psychology 6910 3.0 and Psychology 6920 3.0

**Evaluation:**
The course is listed as a Pass/Fail evaluation. This evaluation will be derived from reports from Practicum Supervisors and from course participation.
Clinical and Diagnostic Assessment of Children and Adolescents

Psychology 6920 3.0 (F)  
Maggie Toplak  
Tuesday 11:30 - 2:30

Enrolment is limited to 8 students

Objectives: This course functions as a compliment to PSY 6910 in providing the foundational skills and knowledge for the clinical assessment of children and adolescents. The course will focus on case formulation and, more specifically, will apply diagnostic knowledge of the DSM-5 as well as an appreciation of how biological, environmental, developmental, and sociocultural influences affect psychological and behavioural functioning in children. Students will put into practice their “clinical judgment” skills with respect to clinical decision making, communicating assessment results, and developing treatment recommendations. Diversity issues as they pertain to assessment will be a theme throughout the course.

Prerequisite: Successful completion of PSYC 6910.

Text and Readings: Readings will consist of articles and book chapters. It is recommended that students acquire the following reference text:


Course Format: This course will consist of didactic lecture, in-class demonstrations, role playing, discussion of case presentations and readings, and student oral presentations. As part of the course, students will participate in a clinical assessment of a child/adolescent in the York University Psychology Clinic. The instructor will strive to create an environment for students to feel comfortable supporting, critiquing, and challenging each other’s opinions to the highest standards of rigour. Students are expected to come to class prepared to discuss the week’s topic.

Evaluation:

- Two assessment reports (45%)
  - Report 1 (YUPC case) – (20%)
  - Report 2 (based on data supplied by the instructor) – (25%)
- Self-reflection (15%)
- Recommendations assignment (10%)
- Seminar / Fact finding case (20%)
- Case study diagnostic assignment – group quiz (10%)

Supervision and Consultation

Psychology 6925 3.0 (W)  
Adrienne Perry  
Wednesday 8:30 – 11:30

Enrolment is limited to 8 students

Purpose: The purpose of this course is to help prepare senior doctoral students in the Clinical-Developmental or Clinical Areas to adopt roles they are likely to be expected to fulfill as practicing clinicians in applied settings. The course will focus on the theory and practice of supervision and consultation primarily, within the context of a competencies-based approach. Other topics will include leadership and training roles, working within
complex systems and in multidisciplinary teams, and integrating one’s own experience with clinical skills and theoretical knowledge.

Co- or Pre-requisite: Students need to have completed an intervention practicum and, preferably, have considerable clinical experience before taking this course. Participants will need to be working in a clinical setting in some capacity under supervision concurrently with the course and be able to conduct the mini-practicum assignments there.

Evaluation: The grade of this course will be determined as follows. Note that there is considerable weight given to the students’ own self-assessment, (as is appropriate for those who will soon be practicing psychologists), including the ability to articulate a personal integration of their own learning and an expectation of discussing this with peers in class (in addition to more traditional academic forms of evaluation).

Presentation re specific model/application of supervision/consultation 30%
Multi-source Evaluations of 2 Practice Components 60%
Class Participation 10%

Readings: To be assigned.

CD Interventions: Foundations

Psychology 6930 3.0 (F) Jonathan Weiss
Monday 11:30 – 2:30

Enrolment is limited to 12 students

Purpose: This course will introduce students to evidence-based practice with children, adolescents and families by providing an overview of interventions available for a range of psychological disorders. Students will have an opportunity to learn about developmentally appropriate, empirically supported disorder-specific treatment modalities. They will acquire knowledge and skills in trans-diagnostic therapeutic principles and strategies. Students will also practice case conceptualization and theory-driven treatment planning. Last, students will gain an appreciation of the importance of systemic and cultural factors in the context of clinical work with their young clients.

Pre-requisite: Psychology 6610 3.0, Psychology 6905 3.0 and Psychology 6910 3.0 or permission of the Clinical-Developmental Area and the instructor.

Course Format: The course will be run as a seminar. Classes will consist of lectures in theory, case-based and video-based learning, guest lectures and student presentations.

Requirements: Student evaluation will be based on: 1) A clinical case conceptualization (35%), 2) preparation of a summary and workshop on an evidence-based approach (35%), 3) class participation (30%).

Text and Readings: Readings will consist of articles and book chapters that will be made available to students throughout the course. Students should ensure that they have access to the textbooks below (some texts can now be rented in electronic format if needed, however, the first is an excellent general reference text that may be worth purchasing).


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**CD Interventions: Practicum**

**Psychology 6930P 6.0 A (Y)**

Yvonne Bohr  
Friday 11:30 - 2:30

**Enrolment is limited to 10 students**

**Purpose:**
This practicum course focuses on clinical intervention with children, adolescents, and families, and it is taken in conjunction with a 330-hour practicum arranged by the student and approved by the department. Bi-weekly class meetings will provide students with: a) opportunities to consolidate clinical conceptualization and treatment planning skills learned in Advanced Intervention; b) learning opportunities through formal instruction, discussion, debates, role-playing by actors with scripted clinical presentations, and by sharing practicum-related issues and experiences; c) clinical consultation opportunities wherein students discuss their ongoing work with clients offered regularly, as well as regular individual meetings with the instructor in alternate weeks to review professional growth, opportunities and challenges.

**Pre-requisite:**
Psychology 6610 3.0, 6905 3.0, 6910 6.0, and 6910 6.0P

**Co-requisite:**
Psychology 6930 3.0

**Class Format:**
The class will meet bi-weekly throughout the academic year and will be seminar-based. In alternate weeks, students will be meeting with the instructor individually to review personal progress, challenges and professional development.

**Evaluation:**
Pass/Fail evaluation will be derived from reports by Practicum Supervisors based on students’ performance in their practicum, and impressions from the Course Director based on class performance throughout the year.

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**Applied Pediatric Neuropsychology**

**Psychology 6945 3.0 (W)**

Magda Wojtowicz  
Wednesday 2:30 – 5:30

**Enrolment is limited to 8 students**

This is the 2019-2020 course description: Updated version will be posted shortly.

**Purpose:**
The major focus of this course is on developing a conceptual grasp of how neuropsychological assessments are conducted and how assessment results are evaluated and integrated into case formulation. Students will also learn to administer common tests used in neuropsychological assessment. The pathological, neurocognitive and behavioural features of major brain disorders (e.g. acquired brain injury, epilepsy, FASD),
neurodevelopmental disorders (e.g. ADHD, Fragile X), and brain-based syndromes (e.g. aphasia, apraxia) will be examined in case presentations.

**Student Background:** This course is offered to clinical developmental (CD) or clinical graduate students seeking training in clinical neuropsychology. The course is intended for graduate students who have completed 6910 (or a comparable assessment course) and have an adequate foundation in brain-behavioural relationships. Priority will be given to students who are currently enrolled in the Clinical Neuropsychology stream.

**Course Format:** The format of this course will be seminar/discussion and case-focused in nature, aimed at developing assessment formulation skills.

**Evaluation:** Evaluation will be based on:
- Short presentations on neuropsychological assessment measures (20%)
- Administration and scoring of select measures (15%)
- Neuropsychological Consultation (15%)
- Neuropsychological Assessment formulation (25%)
- Seminar on a topic of CNS dysfunction in childhood (20%)
- Participation and contribution to class discussion (5%)

**Required Readings:** A textbook will be used, and supplemental readings will be provided by the instructor.

**Course Timing:** This course will be offered every 2 academic years.

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**Developmental Psychopathology of Childhood and Adolescence**

**Psychology 6955 3.0 (W) Jennine Rawana**

**Thursday 2:30 – 5:30**

Enrolment is limited to 12 students

**Purpose:** Developmental psychopathology is a broad-based, integrative framework for understanding the emergence of maladaptation in childhood and pathways of continuity or discontinuity across the lifespan. The study of developmental psychopathology provides the underlying framework for our taxonomies that are used to diagnose mental health disorders in children and youth. In this course we will examine taxonomies of mental health conditions in children and adolescents in conjunction with contemporary theories and key concepts in the study of developmental psychopathology. The characteristics of the individual in combination with environmental contexts will be considered. Characteristics of the individual will include cognitive/neuropsychological and emotional factors. Environmental contexts will include the contributions of family, peers, and the socio-cultural setting. Throughout, the implications of gender and individual diversity will be included. This course will be offered in an online blended format.

**Evaluation:** TBA

**Readings:** TBA

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Autism and Developmental Disabilities

Psychology 6960 3.0 (F) Adrienne Perry
Tuesdays 8:30-11:30

Enrolment is limited to 12 students

Purpose: This course will focus on Autism Spectrum Disorder (ASD) and Intellectual Disability (ID), and related disorders, including: etiologies and epidemiology of major developmental disorders and syndromes; theoretical perspectives on the nature of autism; best practices in the assessment and diagnosis of ASD using DSM-5 and other approaches; understanding and treating challenging behaviour and mental health difficulties; evidence-based intervention methods; an appreciation of the experience of families; and social, political, and ethical issues in ASD and ID.

Course Format: The course will involve 12 in-class sessions involving lectures and discussion, student presentations, class exercises, case examples, and students will be expected to complete a brief practical experience outside class, as well as doing the usual readings and academic course work. The Moodle platform will be used for course communications.

Pre-requisites: Students should preferably have completed at least one graduate level Assessment course.

Evaluation: Presentations 45% (small worth 10% and major worth 35%), Paper 35%, Mini-practicum 10% Class Participation 10%

Presentation of a specifically tailored (assigned) session

Text and Readings: Readings will be provided on Moodle by the instructor

CD Interventions: Advanced Skills

Psychology 6970 3.0 (W) Yvonne Bohr
Monday 11:30-2:30

Enrolment is limited to 12 students

Purpose: This course offers an overview of assessment and intervention with adults, families and children. It will provide students with basic skills in formulation and treatment planning within a cognitive behavioural treatment (CBT) model, augmented by systemic and attachment-based approaches. CBT is one of clinical psychology’s most effective tools, and, as such, one of the most validated and accepted alternatives to pharmacological intervention for mental health problems. The effectiveness of CBT is particularly pertinent at a time when there is growing scepticism about the use of antidepressants and anxiolytics in the treatment of youth and children. Special issues pertaining to the use of CBT with children will be highlighted, as will its applicability to diverse cultural communities. This is a skills-oriented, clinical case-based seminar course.
Course Format: There will be a dozen in-class sessions, each consisting of a combination of lecture, demonstration & practice activities, case study and discussion. In addition, students will participate (as co-therapists and/or observers and note takers) in assessment and treatment activities in the York University Psychology Clinic (YUPC) if available. They will be expected to design a comprehensive assessment and treatment plan for a client in the YUPC, or a client from practicum, internship or volunteer setting. Moreover, students will be asked to contribute to the seminar through: a role play/staged session presentation on a specific aspect of CBT for a specific presenting problem, and active participation in class discussion. Students should be available to spend 1 to 2 hours per week in Clinic related activities in addition to time spent in class (reviewing videotaped sessions, observing live sessions, or participating in the planning and/or implementation of sessions. The Moodle platform will be used for dissemination of course communications, readings notes and presentation summaries.

Pre-requisites: Students should have taken a course in Abnormal Psychology and/or Atypical Development and preferably at least one graduate level Assessment and at least one graduate level Intervention course.

Evaluation: Participation in class
Case studies and analyses; CBT treatment plan
Presentation of a specifically tailored (assigned) CBT session
Involvement in YUPC Clinic cases

Text and Readings: Readings will be provided on Moodle by the instructor

**Practica Courses**

*Please Read Carefully and Note*: Students who intend to enroll in the following courses must obtain a Practicum Agreement Form from the Graduate Program Office, in order to complete the form in tandem with their Practicum Supervisor. It must be returned no later than Friday, September 25, 2020 in order to enroll in the practicum.

Please keep a photocopy of your original agreement for your own reference, as well as noting the start and finish dates of your practicum. Please give your supervisor a copy of the agreement as well.

An Interim and Final Evaluation will be required at the half-way and end point of the course, respectively, completed by both the student and their supervisor.

**Applied Practica:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 6810 I or 6810A</td>
<td>Applied Practicum I</td>
</tr>
<tr>
<td>PSYC 6810 II or 6810B</td>
<td>Applied Practicum II</td>
</tr>
<tr>
<td>PSYC 6810 III or 6810C</td>
<td>Applied Practicum III</td>
</tr>
<tr>
<td>PSYC 6810 IV or 6810D</td>
<td>Applied Practicum IV</td>
</tr>
</tbody>
</table>
| PSYC 6430P 6.0      | Clinical Practicum I (MA Students) – Clinical area *forms given in class*
| PSYC 6440P 6.0      | Clinical Practicum II (PhD Students) – Clinical area
| PSYC 6460P 6.0/3.0  | Clinical Practicum III (PhD Students) – Clinical or Clinical Developmental area
PSYC 6910P 6.0  Introduction to the Psychological Assessment of Children Practicum (PhD Students) – clinical developmental area
PSYC 6930P 6.0  CD Intervention: Practicum (PhD Students)- clinical developmental area

Research Practica:
Psychology 6820 I or 6820A  Research Practicum I
Psychology 6820 II or 6820B  Research Practicum II
Psychology 6820 III or 6820C  Research Practicum III

Internship:
Psychology 6840 6.0  Clinical Internship

*If you are taking any of these courses (6440; 6460; 6810; 6820; 6840; 6910; 6930), you MUST complete an agreement form as well as noting that you are taking these courses on your advising worksheet and enrolling in the courses on line.*

*If you do not enroll in these courses, you will not receive a grade, and it will not show on your transcript.*

**SESSIONAL/IMPORTANT DATES**

FALL REGISTRATION & ENROLMENT BEGINS
CANADA DAY – University Closed
CIVIC HOLIDAY – University Closed
FINAL DATE FOR REGISTRATION – Fall Term; Late Fees added afterwards
LABOUR DAY - University Closed
RESEARCH & APPLIED PRACTICA BEGIN
TEACHING ASSISTANTSHIP AND UNDERGRADUATE CLASSES BEGIN
GRADUATE CLASSES BEGIN - Fall Term
DEADLINE FOR PRACTICUM AGREEMENTS
THANKSGIVING - University Closed
FALL READING WEEK - No Classes
GRADUATE CLASSES END - Fall Term
STUDY DAY
FALL EXAM PERIOD
FINAL DATE FOR REGISTRATION – Winter Term; Late Fees added afterwards
CHRISTMAS BREAK – University Closed

**WINTER**

GRADUATE CLASSES BEGIN - Winter Term
WINTER READING WEEK - No Classes
FAMILY DAY – University Closed

Wednesday, June 3, 2020
Wednesday, July 1, 2020
Monday, August 3, 2020
Tuesday, August 18, 2020
Monday, September 7, 2020
Wednesday, September 9, 2020
Wednesday, September 9, 2020
Friday, September 25, 2020
Monday, October 12, 2020
October 10 to October 16, 2020
Tuesday, December 8, 2020
Wednesday, December 9, 2020
December 9 to 23, 2020
Friday, December 11, 2020
TBD

Monday, January 11, 2021
Feb. 16, 2020 to February 19, 2021
Monday, February 15, 2021
The date on which graduate courses will begin and end is set at the discretion of the course director, and may be subject to change.

The dates listed are those on which graduate classes would normally begin and end next year, based on practice in recent years.
USEFUL CONTACT INFORMATION

YORK UNIVERSITY MAIN PHONE NUMBER: (416) 736-2100

Graduate Program in Psychology, Room 297, Behavioural Science Building, (416) 736-5290

Dr. Suzanne MacDonald – Director, ext. 66226, psycgpd@yorku.ca

Lori Santos - Administrative Assistant, ext. 66225, lsantos@yorku.ca (Advising; Withdrawals/Petitions/Leaves; Teaching/TAs; Finances, etc.)

Freda Soltau – Graduate Program Secretary, ext. 33983, fsoltau@yorku.ca (Scholarships/Prizes; Theses/Dissertations; Competency Exam, ABC; Proposals and Defenses)

Barbara Thurston – Secretary, ext. 55290, bthurst@yorku.ca (Admissions; Courses; Grades; Practica/Internships; Handbook, Candy Dish)

HELPFUL TIP: Create a folder in your inbox for emails from the Grad Office and keep copies of all communications.

N. B. Please only use your official @yorku.ca email for communication with the Department, as other emails may be sorted into spam or junk folders. You must check your York email on a daily basis.

Undergraduate Program in Psychology, Room 291, Behavioural Science Building 416 736-5117

Undergraduate Psychology Office - Room 291 BSB, 416-736-5117, pyc@yorku.ca

Dr. Karen Fergus - Undergraduate Program Director, ext. 66245, updpsyc@yorku.ca

Jennifer Malisani - Administrative Assistant, Undergraduate Program, ext. 66227, jmalisan@yorku.ca

Dept. of Psychology, Faculty of Health, Room 296, Behavioural Science Building

Dr. Jennifer Connolly - Chair, psychair@yorku.ca

Laura Tortorelli – Chair’s Office, ext. 44228, laurat@yorku.ca

TBA – TA and Course Director Applications, Keys, Room Bookings (BSB)

Dr. Alistair P. Mapp – TA Coordinator, ext. 30036, amapp@yorku.ca

Raj Maharaj – Duplicating/Facilities/Web Support, ext. 66209, rajm@yorku.ca

EMERGENCY/SECURITY (416) 736-5333 OR ext. 33333 – Please note 33333 is a direct line from any York phone.

Department of Psychology, Glendon College, Room 162, York Hall, Glendon

Dr. Tim Moore - Chair, ext. 88355, timmoore@glendon.yorku.ca

Faculty of Graduate Studies, Room 230, York Lanes

http://gradstudies.yorku.ca/
CUPE 3903

143 Atkinson Building  Phone: (416) 736-5154 (voicemail only)  Fax: (416) 736-5480

Transcripts

To order an undergraduate or graduate transcript from York, either by FAX to (416) 736-5444 (download the form from http://www.registrar.yorku.ca/transcripts) or on-line: http://www.registrar.yorku.ca/transcripts or in person at the Bennett Centre for Student Services. For more information, call the Registrar’s Office at (416) 872-9675.

Link for New Students

http://gradstudies.yorku.ca/incoming-students/

This link has helpful information on Graduate Studies at York.

Using your York Card to access the building: Please email the Graduate Office with a subject header of York Card Access, including the barcode number on the back of your York card along with your full name, and you will be granted access to the building.

FORMS

Here is a helpful link to download forms for your dissertation:

http://gradstudies.yorku.ca/current-students/thesis-dissertation/forms/

This link has forms for course transactions, petitions, etc.: There are a number of different petition forms on the FGS website (http://gradstudies.yorku.ca/current-students/student-status/forms/) and these forms for petitions require Faculty approval (e.g., extension of time to remove an incomplete grade).

http://gradstudies.yorku.ca/current-students/student-status/forms/

If you require Practicum Agreement or Evaluation forms, Course Agreement forms for Reading Courses, Research Paper/ABC Proposal forms, these can be obtained at our office in 297 BSB.

http://gradstudies.yorku.ca/incoming-students/

Here is a link to the variety of health plans for graduate students, including CUPE 3903 and UHIP:

http://gradstudies.yorku.ca/incoming-students/health-plans/

Helpful Tip #1:

Email problems?

• The askit@yorku.ca email is good for non-rush problems, but to reach a technician when it is an emergency, please call 55800.

• Emails not getting through? You should ONLY be using your @yorku.ca (or @my.yorku.ca) email for communication with the Graduate Office.

Helpful Tip #2:

Notice a maintenance issue? (Flooding in bathroom; lightbulb out?) Call 22401 for the Physical Plant office, and maintenance will fix it. Even easier: Email facilities@yorku.ca.
DEPARTMENT OF PSYCHOLOGY

KEY POLICY

Should you need to borrow a key for a room in BSB, you will be asked to provide your name, phone number and e-mail address. You will also be required to leave a piece of identification, such as a student card or driver’s license.

All keys must be returned by no later than 4:30 p.m. on the day they are borrowed. Your ID will be returned to you at that time.

Lost keys will be subject to a $15.00 replacement fee. Take care of your keys at all times, by wearing a wristlet or lanyard with the key(s) attached; please have contact info on your keychain, i.e., email and office number.

If you lose your keys, it is a serious matter as it can compromise the security of your lab, office, equipment, data, etc. If you happen to lose your keys, please contact the Chair’s Office immediately to assess the situation.

Useful Bits and Pieces of Info:

• Payday is the 25th of the month, unless the 25th falls on a Sunday, and then you will be paid on the 24th. In the month of December, payday is December 18th, and thus the next payday, January 25th, is further away than usual. Budget accordingly, if possible.

• Is your toner empty, and you’d like to recycle it? Both empty toners, and dead batteries may be disposed of in the loading dock area by the garage door, behind the first floor elevator. There is a white bucket for batteries, where they will be disposed of properly.

• TA confidential disposal of exams and essays, and any paperwork with student numbers on it: These items must be kept for one full year after they have been handed in, as undergraduate students have one year to petition the grade. You should dispose of paperwork in the confidential disposal bin outside of Raj’s duplicating office in 271 BSB. It is of paramount important to always protect the confidentiality of student numbers.
Notes for Teaching Assistants

- Please ensure you complete the TA workload form.
- Attend the class.
- Be present for posted office hours.
- Respond to student inquiries regarding the course or consult with the instructor if the inquiry is complex.
- If inputting grades in a spreadsheet, please send to instructor promptly after each test/exam.
- Maintain security for any exams or items with student numbers. Keep for ONE full year before disposal.
- If working for a large course with another TA, be sure to distribute work equally.
- Do not book vacations during exam/test times.

Useful information from the Undergraduate Office

PSYC Course-Related Room Request
This form is for course related room request outside of your regularly assigned classroom. The request should be sent at least 7-10 days in advance. Should you need to submit multiple dates for the same type of request for the same course, please list this information in the ‘Additional Comments’ section. Should you wish the course TAs to have a copy of the room booking sent to them, please include their email address in the ‘Additional Comments’ section.

Link to make a PSYC Course Related Room Request:
http://psychology.apps01.yorku.ca/machform/view.php?id=23108

PSYC Exam Monitoring Requests FW 2020/2021
Please complete the following form to make a request for exam monitors. This form will allow you to complete up to 4 different requests at one time.

FOR MORE THAN 4 ENTRIES

1. Click the link and fill out the form again, OR
2. Write a detailed request in the ‘Additional Comments' box.

*NOTE* Exam Monitor requests must be submitted at least 10 BUSINESS DAYS in advance to ensure that we can make the appropriate arrangements for scheduling.

SUGGESTED EXAM MONITORS GUIDELINES
(Please include your TAs when using this guide)

1 to 25 students enrolled should have 1 exam monitor or TA
26 to 50 students enrolled should have 2 exam monitors or TAs
51 to 100 students enrolled should have 3 exam monitors or TAs
101 to 200 students enrolled should have 4 exam monitors or TAs
201 to 250 students enrolled should have 5 exam monitors or TAs
251 to 300 students enrolled should have 6 exam monitors or TAs

Link to make a Request for Extra Exam Monitors:
http://psychology.apps01.yorku.ca/machform/view.php?id=52959

Exam Monitoring Opportunities Throughout the Academic Term
The Department of Psychology frequently has exam monitoring opportunities available throughout the term. If you are already on the Psychology Graduate listserv then you will receive notification of these opportunities as they become available. Please follow the instructions in the email notification to submit a request to be considered. Some things to note about exam monitoring:
• Exam monitoring rate is $14.00/hour.
• Exam monitors **MUST be available for the entire duration listed on the schedule** and must **arrive 15 minutes prior to the exam start time** and **stay 15 minutes after the exam end time**. This time will be considered paid time.
• The use of mobile devices by exam monitors during the exam are not permitted.
• Exam monitoring opportunities are assigned on a first come, first served basis.
• Due to the volume of submissions, we cannot follow-up with every exam monitor who submits a request. Thus, we kindly ask you not to call or email the office to inquire as to whether you have been assigned an opportunity. Selected individuals will be sent a confirmation email for their assigned opportunity. Please take note of the date, time, location and Course Director information.

If you have questions or concerns regarding Undergraduate courses, please contact the Undergraduate Psychology Office.

Our contact information is:
Phone: 416.736.5117
Email: psyc@yorku.ca
Office: 291 BSB

**NOTES:**
FORMS: Forms you will use during your time in graduate school

Advising worksheet form: You will be sent this form in May when asked to complete the courses you wish to take in the upcoming school year. Please follow the instructions very carefully, as shown in the example following.

Course Transaction Form: This is known as the CTF and you may request a copy of this file when you wish to Add or Drop a course once the deadline has passed (you can add or drop courses at the beginning of the term through MyFile; if this is not possible, contact Barb for a CTF). You will also use a CTF if you are requesting an extension of your course.

OVGS Form: If you are going to take a course at another University, please use the OVGS form in this Handbook, AFTER you have written permission from your supervisor to take the course.

Permission to Take a Graduate Course in Another Department Form: Once you have permission from your supervisor, please use the form in this Handbook.

Supervisor & Supervisory Committee Approval Form: http://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf

Status Forms - Student Status

Registration

- Academic Petition (.pdf)
- Academic Petition Submission Guidelines
- Appeal Form (.pdf)
- Attending Physicians Statement (.pdf)
- Leave of Absence—Elective, Maternity and Parental (.pdf)
- Program Withdrawal (.pdf)
- Debt Repayment Agreement Form (.pdf) (Summer)
- Debt Repayment Agreement Form (.pdf) (Fall Winter)

Enrollment

- Course Transaction (.pdf)
- Request to Take a Course in another Graduate Program at York (.pdf)
- Request for a Graduate student to Enroll in an Undergraduate Course (.pdf)
- Request for an Undergraduate Student to Enroll in a Graduate Course (.pdf)

Other

- Request for an e-mail extension for withdrawn students

Finances Forms

Student Finances

Awards

- Research/Fieldwork Cost Fund Ranking Spreadsheet (.xlsx)
Financial Assistance

- Graduate Assistantship Workload (.pdf)
- Student Financial Profile Cover Sheet (.pdf)
- Awards for Students with Disabilities (.pdf)
- Graduate Student Risk Assessment Form (.pdf)
- Research Cost Fund/Fieldwork Cost Fund Submission Form (.pdf)
- Reimbursement of Expense Claim form (.pdf)
- Minimum Guarantee Assignment Form (.pdf)

Thesis Forms

Thesis and Dissertation

Supervision

- Supervisor & Supervisory Committee Approval Form (.pdf)

Oral Examination

- Recommendation for Oral Examination Form - Master's Thesis (.pdf)
- Recommendation for Oral Examination Form - Doctoral Dissertation (.pdf)
- Oral Examination Report Form (.pdf)
- Revisions Approved Memorandum (.pdf)

Thesis Dissertation

- https://gradstudies.yorku.ca/current-students/thesis-dissertation/
EXAMPLES OF HOW TO COMPLETE Course Transaction Form; Advising Worksheet

Course Transaction Form

See instructions on page two. Submit completed form to your graduate program. Allow at least four weeks to process.

Student information
Surname
Given name(s)
LAST NAME IN ALL CAPS
First Name
Student number
123123123
E-mail
your_email@yorku.ca (please only use YORK email)
Program
Psychology
Degree & level of study
Masters 1
Current status
Full-time

Add, drop, audit, change a grade
Add/drop/audit
Grade change
Course number & credit e.g., POLS 5742.6
Course title
Term e.g., SU12
Catalogue number e.g., cat #297705
1 Add
New grade:
PSY6820 6.0 A (Y)
Research Practicum I
FW19
M10Y01
2 Drop
New grade:
PSY6820 3.0 B (F)
Research Practicum II
F19
C53W01

Course Director approvals - Provide separate confirmation if signature approval is not available
1 Name
Signature
Joe Smith/permale
Date (mm/dd/yyyy)
09/05/2019
2 Name
Signature
(Date mm/dd/yyyy)

Course extension
Course number & credit e.g., POLS 5742.6
Course title
Term e.g., Y12
Catalogue number e.g., cat #297705
Student work submission date
Course Director grade submission date
1 PSY6140 6.0 (Y)
Multivariate Analysis
FW19
T21J01
01/15/2020
01/20/2020
2

Course Director approvals - Provide separate confirmation if signature approval is not available
1 Name
Signature
Joe Smith/permale
Date (mm/dd/yyyy)
09/05/2019
2 Name
Signature
(Date mm/dd/yyyy)

Student signature
Please sign OR email permission
Date (mm/dd/yyyy)
09/05/2019

Graduate Program Director/Assistant signature
Bring to Grad, Office WESignit.
Date (mm/dd/yyyy)
09/05/2019

Attach comments if necessary.
Program office: Send completed form to Enrolment Unit, Registrar’s Office Bennett Centre for Student Services, W223.

Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965 and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Manager, Communications, Public Relations & Recruitment, 230 York Lanes, (416)736-2100 x 20585, fgscrmr@yorku.ca.
GRADUATE STUDIES ADVISING WORKSHEET
FALL/WINTER 2019/2020

Name: ___________________________

Student # 123123123

Status as of Sept 2019: MA 1

Area: CD Supervisor: Dr. Awesome

E-Mail Address: newstudent@yorku.ca (NB be sure to include either
@yorku.ca or if you are @ my.yorku.ca).

<table>
<thead>
<tr>
<th>Term</th>
<th>Course No. (ex. 6820 6.0 A)</th>
<th>Course Title (please print)</th>
<th>Instructor</th>
<th>Day and Time (ex Tues 11:30)</th>
<th>Grad Program Office Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>6820 6.0A (Y)</td>
<td>Research Practicum I</td>
<td>V. Awesome</td>
<td>Tues 11:30-2:30</td>
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<tr>
<td>F</td>
<td>6150E 3.0 (F)</td>
<td>Research Methods in the Study of Personality</td>
<td>T. Best</td>
<td>Fri 8:30-11:30</td>
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<tr>
<td>W</td>
<td>6132N 3.0 (W)</td>
<td>Univariate II: Regression</td>
<td>O. Wow</td>
<td>Wed 2:30-5:30</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

ABOVE IS SAMPLE ONLY

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X
Student's Signature          Date

X
Supervisor's Signature        Date

(hand in to Grad Office and we will have DCT sign)

(C, CD, CNS students only)

DCT’s Signature               Date

Date Received by Graduate Office ________ GO signs the date

Notes/Comments