



GRADUATE STUDENT HANDBOOK:

DEPARTMENT OF PSYCHOLOGY

University of Manitoba

Winnipeg, MB, Canada

Link: <http://umanitoba.ca/faculties/arts/departments/psychology/index.html>

Revised April 2016

The Department of Psychology gratefully acknowledges the contribution of UMGSA in the development of this handbook.

****This handbook is intended to act as a resource for both students and staff to answer potential questions relating to graduate studies at the University of Manitoba.**

Welcome to the Department of Psychology and the University of Manitoba

Welcome to graduate studies in the Department of Psychology. This department is one of seventy-eight graduate departments within the Faculty of Graduate Studies at the University of Manitoba.

MISSION STATEMENT

The Department of Psychology is committed to a broad mission of excellence in research, teaching, and service:

- to create new scientific knowledge about psychological processes through creative, first-rate scholarship;
- to engage students in life-long learning through innovative teaching to think critically and creatively about psychology, its methods, and applications; and
- to serve the discipline, profession, and community through application of our expertise.

We strive to accomplish these goals enthusiastically with integrity, collegiality, and joy as a large and diverse community of scholars.

VISION STATEMENT

We seek to provide excellence in research, teaching, and service for the benefit of the academic community, students, and society. We strive to excel in basic and applied research examining the underpinnings of psychological behaviour. As part of this process, we aim to prepare our undergraduate students for their future careers and further post-secondary education by training these students to be critical thinkers, to communicate effectively, to master the breadth of psychological content, to learn basic research skills, and to be engaged citizens. For our graduate students, we aim to strengthen and deepen all of these skills in addition to building their experience and proficiency in both research and applied domains of psychology. In addition, we aim to serve the community by providing education, knowledge creation and dissemination, and psychological services.

VALUES STATEMENT

The Department of Psychology is committed to providing a fair, collegial and cooperative work environment. We value providing students, faculty, and staff with the resources they need to achieve excellence; superior student mentorship and training in research, applied, and classroom environments; freedom of intellectual investigation and interests; and service beyond the university campus to Winnipeg, Canada, and the broader international community.

Throughout your academic journey as graduate students within the department, there are several amenities that will be made available to you, in order to enhance your experience and support your educational success. In this Graduate Student Handbook, it is our hope to provide you with the necessary information to help you better understand and access those services and resources.

DEPARTMENT HISTORY & FACILITIES

The University of Manitoba first offered a course in Psychology in 1921. The Department, officially established in 1946, is today, the largest academic unit in the university with more than 35 professors and over 120 graduate students. We boast approximately 37,000 square feet of space for offices, laboratories, and classrooms. Basic research facilities are housed in over 100 dedicated research rooms. We host a large computer lab maintained by a crew of three excellent computer technicians, integrated animal care facilities under the supervision of team of dedicated animal care technicians, and a field station at which avian behaviour may be studied. The Psychological Services Centre has an additional 6,000 square feet of

on campus space for offices, delivery of client services, and clinical training purposes. These resources are augmented by collaborative relationships we have with other university departments, local hospitals and community organizations, and the St. Amant Research Centre. As a graduate student, your research opportunities will be limited only by your imagination.

Contact Information: Staff and Faculty

General Office Location

The Department of Psychology is located at the Fort Garry Campus in the Duff Roblin Building. The main administrative office for the Department and its mailing address is:

Department of Psychology
University of Manitoba
P404 Duff Roblin Building
190 Dysart Road
Winnipeg, MB R3T 2N2 ph. 204 474 9338

The Psychology Graduate Program Office is located at P514 Duff Roblin Building. ph. 204 474 6377

A map of both the Fort Garry and Bannatyne campus can be found at: [Campus Map](#)

Administrative Staff

For more information on administrative staffs' name, position, and contact information please visit: [Staff](#)

Faculty Members

For more information on faculty members' name, position, area of research specialization, and contact information please visit: [People](#)

Department Programs

The Department of Psychology consists of seven graduate programs, including Applied Behaviour Analysis, Brain and Cognitive Sciences, Clinical Psychology, Developmental Psychology, Quantitative, School Psychology, and Social and Personality Psychology.

For more information on these programs please visit: [Programs of Study](#) or [Graduate Study in Psychology brochure](#)

** FYI: short descriptions of programs are often available in the Academic Calendar: [2015 - 2016 Academic Calendar](#)

Orientation

Every semester, offices across the U of M offer orientation to both new and returning graduate students. It is important that you attend all orientations that apply to you to ensure full preparedness for your academic journey. Please review the focus of each orientation below to see which one best applies to you!

□ **Departmental Orientation:**

- *To help familiarize students with services offered by the department of Psychology.*
Presentations often include an overview of:
 - Department lounge space access – see Liana in the General Office
 - Graduate student computer lab access – see Liana in the General Office
 - Lab key(s) – talk to your advisor
 - Student carrel - [Administrative Forms](#)
 - Department Staff and Faculty – [People](#)
 - Program Streams - [Programs of Study](#)
 - Department Deadlines (Financial Aid, Awards, Travel Grants, Endowment Fund, Progress Report etc.) – check your U of M email account
 - Department Specific Financial Aids and Awards – [Funding & Awards](#)
 - Job Opportunities (Research Assistant, Teaching Assistants) - [Human Resources](#)
 - Networking – Graduate Association of Students of Psychology - [GASP](#)
 - Who to contact in the department to get assistance or advice - Gloria
- For more information about your Department Orientation, please check your email
 - Office: P514 Duff Roblin Building
 - Phone: 204 474 6377
 - E-mail: Gloria.Derksen@umanitoba.ca

□ **University of Manitoba Graduate Student Association Orientation**

- *Instead of reading and researching services, UMGSA presents an overview of all services available to graduate students at the U of M in an easy and digestible manner, including services offered by:*
 - The Faculty of Graduate Studies
 - Student Life (e.g. Peers)
 - Career Services
 - Student Counseling
 - Academic Learning Centre
 - Libraries
 - The Registrar's Office
 - Health and Dental Services
 - University Financial Aids and Awards
 - Student Advocacy and Accessibility
 - Centre for the Advancement of Teaching and Learning
 - CUPE 3909 (Union for TAs, tutors, lecturers/ instructors, grader/ markers)
 - Recreation Services and Bison Sport
 - Human Rights and Advisory Services
 - Alumni Association
 - Additional resources provided at UMGSA orientation include:
 - Social networking
 - Student Planners and Calendars
 - Student Guide and Academic Guides
 - Food and beverages
 - Winnipeg Trolley Tour and Campus Tours
- For more information on the GSA Orientation, please contact GSA at:

- Office: 221 University Centre, Phone: 204-474-9181
- E-mail: pres@umgsa.org
- Website: <http://www.umgsa.org/our-services/orientation/>
- For more information visit: www.hsgsa.org

□ **International Student Orientation:**

- *The International Centre for Students offers an orientation with activities to help international students with their transition to Canada and the U of M. Activities include:*
 - Meeting ICS staff and new/returning students from around the world
 - Learning about ICS programs and services (e.g., International Student Mentorship Program, Intercultural Retreat, events, Advising Services, Workshops & Info Sessions)
 - Learning 'survival tips' from experienced students
 - Become familiar with the University and the city of Winnipeg
 - Learn about cultural differences in educational settings
 - Get information about adjusting to Canada, university policies and procedures, finding accommodation, study permits, visas, health matters, and more!
- For more information on the ICS Orientation, please contact ICS at:
 - Office: 541 University Centre, Phone: 204-474-8501
 - E-mail: ics@cc.umanitoba.ca
 - Website: <http://www.umanitoba.ca/student/ics/programs/orientation.html>

□ **Aboriginal Student Orientation**

- The Aboriginal Student Centre offers a three-credit Native Studies course, *The Colonizers and the Colonized: Opening the Circle* (NATV1000). This course integrates an orientation component with relevant information, resources and skills, which include computer and library skills, guest lecturers, tours, and information sharing from ASC and Native Studies about U of M services and facilities.
 - Website: <http://umanitoba.ca/student/asc/programs/orientation.html>
- The Indigenous Student Centre welcomes First Nations, Metis, and Inuit Students:
 - Office: 114 Sydney Smith Street, Phone: 204-474-8850
 - E-mail: asc@cc.umanitoba.ca
 - Website: <http://umanitoba.ca/student/asc/>

Registration

- **Activate all U of M accounts**
 - For more information on JUMP, Aurora, Iridium, Desire2Learn, U of M e-mails, please see Information Services and Technology section of this booklet below.
- **Program Approval:**
 - All programs must be approved by the Associate Head (Graduate) of the department or designate. Approval to take courses delivered by outside departments will require obtaining approval from those departments.
 - Registration Forms:
 - <http://umanitoba.ca/faculties/arts/departments/psychology/graduate/forms.html>
- **Student Photo ID Card**
 - Multi-use card granting access to services such as library services, gym memberships, lounge access, Winnipeg transit services, and printers and photocopiers on campus. For more information on new or replacement cards:
 - Fort Garry: Registrar's Office, 400 University Centre, Ph.: 204-474-9420
 - Bannatyne: circulation desk at Neil John McLean Health Sciences Library.
 - Website: http://umanitoba.ca/student/records/pii/photo_id.html
- **Encoding Student Photo ID Cards**
 - *Psychology grad students* will need encoded UM student photo ID cards for access to the graduate student computer lab and department lounge. Inquire at the General Office – P404 Duff Roblin Building.
 - *Bannatyne students* will need encoded ID cards for after hour access to the campus, as well as to some floors or rooms on campus.
 - Application form: http://umanitoba.ca/campus/physical_plant/media/Card_Access_Approval_Form.pdf
 - Email completed forms to Access_Requests_BC@umanitoba.ca or dropped off directly to Bannatyne Physical Plant room S013-750 (in basement)
 - For more information please call 204-789-3649
- **Apply for Loans, Scholarships, Bursaries, and Awards**
 - For more information on Scholarships, bursaries, prizes, student aid, emergency loans, and the food bank please see the Financial Support Section of this booklet below.
 - For department information on financial aids and awards visit:
 - [Funding and Awards](#)
- **Register for Courses using Aurora Student**
 - **Please note, students returning after their first year of graduate studies must reregister and pay for continuation fees through “reregistration”, “thesis”, “practicum”, “diploma”, “exam” or other courses presented on Aurora Student.
 - For detailed information visit: http://intranet.umanitoba.ca/student/records/media/Self_Service_Registration_Manual.pdf
- **Paying Tuition Fees**
 - For deadline, payment options, and other FAQs visit: http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm
 - Online payment: Add “University of Manitoba” as a payee with your financial institution
 - To pay in person: visit the Cashier’s Office on campus:
 - Fort Garry: 138 University Centre, Phone: 204-474-8222, 204-474-8716
 - Bannatyne Cashier’s Office: P001 Pathology Bldg., Phone: 204-789-3349
 - E-mail: stdntfee@cc.umanitoba.ca
- **Progress Report** (for students re-registering)
 - Submit progress report to the Psychology Graduate Office by May 15th.

- Form: http://umanitoba.Progress_Report_2016.pdf
 - **Failure to submit this report will result in the denial of registration through Aurora.
 - **In some cases, students are also recommended to be aware of essential deadlines related to progress reports required for renewable scholarships.
- **Locate List of Course Textbooks**
- 1) Login to Aurora Student, 2) Select 'Enrollment & Academic Records', 3) Select 'Student Records', 4) Select 'Booklist'.
 - Books can be purchased or sold at the U of M Bookstores on both campuses:
 - Fort Garry: 140 University Centre, Phone: 204-474-8321
 - Bannatyne: Brodie Centre, Phone: 204-789-3601
 - Website: <http://umanitoba.ca/bookstore/>
 - E-mail: bookstore_webmaster@umanitoba.ca
 - Used books:
 - Fort Garry Archives Book Exchange (purchase, exchange, or sell)
 - 107 Helen Glass Centre, Ph: 204-474-6511, <http://archives.umsu.ca/>
 - Bannatyne: used books available in late August at the Class of 20__ Used Book Sale in Brodie Centre.
- **Register with Student Accessibility Services for needed accommodations**
- For more information visit: <http://umanitoba.ca/student/saa/accessibility/new-and-future-students.html>
 - Office: 520 University Centre, Phone: 204-474-7423
 - E-mail: student_accessibility@umanitoba.ca
- **Completing the Advisor/Student Guidelines**
- Complete the Advisor/Student Guidelines, which provide a framework for discussion between advisors and graduate students registered in a thesis or practicum program and to establish guidelines to govern their relationship.
 - It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Advisor relationship.
 - **The guidelines must be submitted online in your JUMP portal under the FGS tab.
- **Registering for Graduation**
- You must be registered in GRAD 7000 or 8000 in the academic term of your defence. Once you have submitted your final thesis and required release on or before the deadline date, you are automatically put on the graduation list. You will receive your graduation information by email to your U of M email address.
- **Register for Day Care if Needed**
- Office: 15 Dysart Road, Phone: 204-269-7773
 - E-mail: cdccinc@mts.net
 - Website: www.umanitoba.ca/campus/daycare
- **Clinical Psychology** students are required to submit prior to registration:
- A formal Criminal Records Check (including vulnerable sector screening) by August 1 of the first year in the program, with an issue date of no earlier than June 15. Criminal Records Checks can be obtained from Winnipeg Police Service, Public Safety Building, or from your local law enforcement agency or <https://winnipegpolice.ebackgroundcheck.ca/Contents/Apps/eBackgroundCheckService.aspx>
 - A formal Child Abuse Registry Self-Check by August 1 of the first year in the program, with an issue date of no earlier than June 15. Child Abuse Self-Checks can be obtained from Child and Family Services, Child Protection, 1st floor 777 Portage Avenue, Winnipeg, or http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html#form
- **School Psychology** students are required to submit prior to registration each year:

- A formal Criminal Records Check (including vulnerable sector screening) by August 1 of every year while in the program, with an issue date of no earlier than June 15. Criminal Records Checks can be obtained from Winnipeg Police Service, Public Safety Building, or from your local law enforcement agency or <https://winnipegpolice.ebackgroundcheck.ca/Contents/Apps/eBackgroundCheckService.aspx>
- A formal Child Abuse Registry Self-Check by August 1 of every year while in the program, with an issue date of no earlier than June 15. Child Abuse Self-Checks can be obtained from Child and Family Services, Child Protection, 1st floor 777 Portage Avenue, Winnipeg, or http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html#form
- Any changes in a student's status regarding these Checks while in the Clinical or School Psychology programs must be reported to the Associate Head (Graduate) of the Department of Psychology as soon as possible.
- Please be advised of the following pertinent information. Both original documents are the property of the student and after verification will be returned at the student's request. The above information will be kept strictly confidential within the Department of Psychology and will not become part of the student's permanent record with the University of Manitoba. For School Psychology, a copy will be retained in the Psychology Graduate Studies office and, with the student's written permission, will be shared with relevant School Divisions, according to their policies, for the purpose of allowing the student to train in schools. All copies retained by the Department will be destroyed at the completion of the student's program.

Information Services and Technology

- **Aurora Student**
 - Aurora Student: <https://aurora.umanitoba.ca/>
 - Ensure Access Early
 - Log in using the student number and pin found in your letter of acceptance.
 - Locate when you can begin registering for courses in the Aurora “Registration Time and Status” Section.
- **Iridium (to claim your UMnetID)**
 - Use to claim your UMnetID and synchronize passwords among accounts.
 - For more information on Iridium visit:
<http://umanitoba.ca/computing/ist/accounts/iridium.html>
- **U of M Email Account**
 - All U of M communications will only be through your myumanitoba.ca account, therefore it is essential that you monitor this email account on a regular basis.
 - Activate your new email at <https://iridium.umanitoba.ca/> the day after you register for courses.
 - For step-by-step instructions visit <http://umanitoba.ca/computing/ist/accounts/claimid.html>
- **JUMP Portal**
 - JUMP: <https://cas.portal.umanitoba.ca/cas-web/login?service=https%3A%2F%2Fjump.portal.umanitoba.ca%2Fc%2Fportal%2Flogin>
 - Log in using your UMnetID and password developed in Iridium.
 - ****JUMP will be used for Ph.D. thesis distributions**
 - For more information visit:
<http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html>
- **Desire2Learn (D2L) (UofM online learning environment)**
 - Website: <https://universityofmanitoba.desire2learn.com/>
 - Guide to Getting Started:
http://intranet.umanitoba.ca/academic_support/catl/desire2learn/documentation/9.4.1_icd_help/learningenvironment/getting_started/getting_started_with_learning_environment.htm
- **Connecting to the Internet**
 - At the U of M you may connect to the Internet via the Wireless Network, Wired Network or in Open-Area Computer Labs using your UMnetID and password.
 - For more information on connecting to the internet visit:
www.umanitoba.ca/ist/connect/wireless or
<http://umanitoba.ca/computing/ist/connect/index.html>

For further information about your e-mail, general computing, password resets, supported software, wired & wireless network and more contact the IST Help & Solutions Centre:

 - Fort Garry Office: 123 Fletcher Argue, Phone: 204-474-8600
 - Bannatyne Office: 231A NJM Library, Phone: 204-789-3541
 - Email: support@umanitoba.ca or help_desk@umanitoba.ca
 - Website: <http://umanitoba.ca/computing/ist/help/index.html>
 - Live chat: www.umanitoba.ca/computing/ist/help
- **Statistical Packages** (see Additional Resources section below)
- **Professional presentations:** Students have access to audiovisual and production services.
 - Website: www.umanitoba.ca/computing/ist/teaching/classtech

Financial Support

- **Teaching/Research Assistantships**
 - For more information on teaching and research assistantships or grader/marker positions available to graduate students' campus wide, please review official notices available at:
 - Human Resources Office: 317 Administration Building
 - Website: http://www.umanitoba.ca/admin/human_resources/employment/
- **Funding and Awards**
 - Contact FGS for more on internal awards, external awards, or needs-based funding:
 - Office: 500 University Centre, Phone: 204-474-9377
 - E-mail: graduate_awards@umanitoba.ca
 - Website: http://umanitoba.ca/faculties/graduate_studies/funding/index.html
 - Awards Database: <http://webapps.cc.umanitoba.ca/gradawards/>
- **Academic Travel/ Conference Grants** (funds to assist graduate students with costs for travel for presentations of papers, posters, or other creative work pertinent to their studies)
 - FGS Travel Award:
 - http://umanitoba.ca/faculties/graduate_studies/media/FGS_Travel_App.pdf
 - UMGSA Conference Grants:
 - <http://www.umgsa.org/our-services/conference-grant-application/>
 - Psychology Department Funded Travel: [Graduate Student Funding Request form](#)
- **University of Manitoba Bursaries:** http://umanitoba.ca/student/fin_awards/bursaries/
- **Emergency Loans**
 - FGS Emergency Fund:
 - To assist full-time graduate students with immediate educational & living costs not applicable to Tuition Fees. For more information: http://umanitoba.ca/faculties/graduate_studies/media/emergency_loan.pdf
 - UMGSA Hardship Fund:
 - UMGSA offers limited financial support to students who are not eligible for FGS emergency loans. For more information contact the UMGSA VPA
 - Office: 221 University Centre, Phone: 204-474-9181
 - E-mail: vpa@umgsa.org
 - Department: contact the Department Head
- **U of M Food Bank**
 - Students are eligible to collect from the food bank if they are enrolled in the current academic term and bring their Student Photo ID Card.
 - Office: 518 University Centre, Phone: 204-474-9850
 - E-mail: foodbank@cc.umanitoba.ca
 - Website: www.foodbank.umsu.ca
- **Tuition Fee Tax Rebate**
 - If you graduated with a degree, diploma or certificate from a post-secondary institution recognized by the Canada Revenue Agency on or after January 1, 2007 and now work and pay taxes in Manitoba, you can benefit from the Tuition Fee Income Tax Rebate, a 60% income tax rebate on their eligible tuition fees.
 - For more information please see: <http://www.gov.mb.ca/tuition/>
- **Tax Support**
 - The UMSU Tax Office provides free tax services to students.
 - Office: 112 University Centre - Sundown Room
 - Website: <http://www.umsu.ca/services-a-programs-umsumenu-3/tax-office-umsumenu-104>

Transportation

□ Parking Pass

- Reserving and purchasing parking passes can be done through JUMP. (Register early)
- FG Parking map: http://umanitoba.ca/campus/parking/media/Parking_Map_Web.pdf
 - Parking Services Office: Welcome Centre, 423 University Cr.
 - Ph: 204-474-9483, E-mail: parking_services@umanitoba.ca
 - Website: www.umanitoba.ca/parking
- Bannatyne Parking map: http://umanitoba.ca/campus/parking/media/Bann_Map.pdf
 - Bannatyne: free passes available for E Lot (evenings/weekends) through Security
 - Office: S105 Medical Services Building, Phone: 204-789-3330 □
 - Parkade parking is available through the Health Sciences Centre Parking Office
 - Office: 720 McDermot Ave., Level 1, Phone: 204-787-2715
 - Email: hscparkingoffice@hsc.mb.ca

□ Winnipeg Transit Bus System

- Route 36: Express Bus Service between the Fort Garry and Bannatyne Campuses
- For Winnipeg Transit info visit: <http://umanitoba.ca/student/ics/transportation/bus.html>
- For a great online bus trip planner, go to www.winnipegtransit.com and click “Navigo”.
- Discounted bus passes can be purchased at Answers Information Booth:
 - Fort Garry: 103H University Centre (1st floor), Phone: 204-474 8211
 - Bannatyne: Bookstore or Answers booth in Brodie Centre, Ph: 204-789-3993
 - Students traveling between campuses for classes are eligible to receive free bus tickets from the Faculty of Medicine distributed by HSGSA.

□ U of M Shuttle Bus

- Free shuttle service loops around campus, including Smartpark, every 15 minutes.
- Website: http://umanitoba.ca/campus/parking/media/FG_Shuttle_Web.pdf

□ Bike Station Fort Garry

- Located on the ground level of the University Parkade, the Bike Station is a covered and enclosed parking facility for 100 bikes that is secured with a card-lock system.
 - Website: http://umanitoba.ca/campus/parking/bike_station.html

□ Bike Station Bannatyne

- Open bike parking available in front of Brodie Center off of McDermot Ave.
- Caged Bike Station available beside the Dentistry Bldg. off of Bannatyne Ave. Key card-access is required. For further questions please call 204-789-3649.
- Locked/heated bike room in Emily Street Parkade. For more info call 204-787-2715.

□ Bison Grocery Run

- Free shuttle between University Centre and Superstore (Bison Dr.) Saturdays and Sundays.
 - Phone: 204-474-6822, E-mail: services@umsu.ca
 - <http://umsu.ca/services-a-programs-umsumenu-3/bison-grocery-run-umsumenu-34>

□ Carpool

- 24 carpool-only parking spots on its Fort Garry campus.
- For more information phone 204-474-7963 or e-mail sean_moore@umanitoba.ca

□ Safe Walk Program

- Security Services is always available to accompany an individual from one U of M location to another, or to their vehicle/bus stop on University property on both campuses.
- Website: <http://umanitoba.ca/campus/security/programs/safewalk.html>
 - Office: 423 University Crescent, Welcome Centre
 - Ph: 204-474-9312 (both campuses), Email: emergency_response@umanitoba.ca

Starting Classes and Thesis/Dissertation Writing

- o **Milestones** (items may occur simultaneously and order may vary between departments/programs)

Master's degree	PhD
<ul style="list-style-type: none"> • Appointment of an Advisor • Complete Advisor/Student Guidelines • Complete Coursework • Selection of Advisory committee • Development of thesis proposal • Proposal defence presentation and approval • Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required. • Conduct research/study • Completion of thesis • Distribution of thesis to examiners • Oral examination within one month of distribution • Further revisions (if applicable) • Revisions approved by Advisor • Submission of final thesis to FGS through MSpace 	<ul style="list-style-type: none"> • Appointment of Advisor • Complete Advisor/Student Guidelines • Complete Coursework • Selection of Advisory committee • Development of thesis proposal • Proposal defence and approval • Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required. • Candidacy examination (no later than one year prior to expected graduation) • Conduct research • Completion of thesis • Review by advisor/advisory committee to ensure preparedness for examination • Submission of thesis to FGS who distributes to internal examining committee • Submission of potential external examiners to FGS • Upon approval of thesis by the external, the date is set for the Oral Examination • Oral examination and public defence of thesis • Further revisions (if applicable) • Revisions approved by Advisor/examining committee • Submission of final thesis to FGS through MSpace

- o **Important Dates and Deadlines**

- o Academic Calendar: <http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx>
- o Website: <http://umanitoba.ca/student/records/deadlines/index.html>

- o **Printing, Photocopying, Scanning**

- Fort Garry:
 - GSA Office (221 University Centre): 5 cents per page (cash)
 - Department of Psychology. See Liana in the Psychology General Office
 - Libraries: 10 cents per page (coin or copy card operated)(Scanning Free)
 - http://umanitoba.ca/libraries/services/c_p_s_equipment.html
 - Digital Copy Centre (24 hrs), 118 University Centre, Phone: 204-474-6533
 - Website: <http://www.umsudigitalcopycentre.com/services>
- Bannatyne:
 - o Duplicating Centre, 154 Basic Medical Sciences Bldg (photocopy or colour printing)
 - o Neil John McLean Health Sciences Library, 770 Bannatyne Avenue
http://umanitoba.ca/libraries/services/c_p_s_equipment.html

- o **Poster Printing**

- CADlab, 124 Architecture 2, Phone: 204-474-7482
 - Website: http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html
- Bannatyne Information Technologies Centre (conference posters)
 - o Office: S206 Medical Services Bldg, Phone: 204-789-3896
- AudioVisual and Classroom Technology Support
 - Fort Garry: 112 Armes Bldg., Phone: 204-474-6466

- Bannatyne: S206 Medical Services Bldg., Phone: 204-789-3896
 - Website: <http://umanitoba.ca/computing/ist/production/>
 - UMSU Digital Copy Centre, 118 University Centre, Phone: 204-474-6533
 - Website: <http://www.umsudigitalcopycentre.com/>
- **Academic Learning Centre**
 - For more information on assistance with study skills, writing support (i.e., developing ideas, organizing research projects, synthesizing research, citing sources, preparing thesis proposals, meeting thesis or dissertation deadlines, producing and delivering presentation, editing strategies), or online tutoring for graduate students please visit:
 - Fort Garry ALC: 201 Tier Building, Phone: 204-480-1481
 - Bannatyne ALC: 245 T-wing, Phone: 204-272-3190
 - E-mail: academic_learning@umanitoba.ca
 - Website: <http://umanitoba.ca/student/academiclearning/692.html>
- **Library Workshops**
 - Sample topics: Literature searches, reference management, thesis writing.
 - For more information on Library Workshops visit:
 - <http://umanitoba.ca/libraries/units/infolit/workshops.html>
- **English Language Centre**
 - For more information on programs to help students improve their English:
 - Office: 520 University Centre, Phone: 204-474-9251
 - Email: elc@umanitoba.ca, Website: <http://umanitoba.ca/student/elc/>
- **FGS Graduate Workshop Series**
 - http://umanitoba.ca/faculties/graduate_studies/workshops/index.html
- **Statistics**
 - Free library workshops are provided to help learn SPSS, Refworks, SCOPUS, INVIVO, SAS and other useful skills.
 - Website: <http://umanitoba.ca/libraries/units/infolit/workshops.html>
 - For training, advice or more information in statistical experiments, planning a survey, analyzing data, and interpreting results contact the Statistical Consulting Service:
 - Phone: 204-474-8205, E-mail: sas@stats.umanitoba.ca
 - Website: <http://www.umanitoba.ca/statistics/statadv/statadv-access.1.html>
- **Ethics Approval**
 - The approval from a U of M Research Ethics Board (REB) may be required prior to the student proceeding with the information gathering procedures for the thesis or practicum.
 - Website: http://umanitoba.ca/research/orec/ethics/human_ethics_index.html
- **Academic Integrity Tutorial**
 - Graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities regarding academic integrity and to the resources available to them.
 - http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html
- **iThenticate**
 - Plagiarism detection software designed for researchers to ensure the originality of written work before publication. For more information:
 - http://umanitoba.ca/research/integrity/iThenticate%20.html#What_is_iThenticate
- **Thesis: FGS Thesis Submission and Distribution**
 - For Thesis/Practicum Specifications or a Submission Checklist please visit https://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html#checklist
 - Ph.D.: When ready to submit a dissertation for distribution to internal examination committee you may now submit it online through the JUMP portal under the FGS tab.

Additional Resources

- **Faculty of Graduate Studies (FGS)**
 - FGS Academic Guide: To answer general regulations about your graduate program, leaves of absence, appeals, policies related to application, admission or registration etc.
 - Website: [http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=vi
ewcatalog&catalogid=240&chapterid=2302&loadusercredits=False](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=vi
ewcatalog&catalogid=240&chapterid=2302&loadusercredits=False)
 - Thesis Toolkit: Gateway to information and learning resources for Graduate Students:
 - Website: <http://libguides.lib.umanitoba.ca/thesis>
 - FGS Workshops: Financial Aid and Awards, Strategic Consideration of Career Opportunities Upon Graduating With a Doctoral Degree, Refworks and more!
 - Website: http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html
- **University of Manitoba Graduate Students' Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)**
 - UMGSA is the official voice of graduate students. Their mission focuses on graduate student advocacy, student involvement, providing services and benefits, financial assistance, and support to students.
 - Fort Garry: 221 University Centre, 204-474-9181
 - Bannatyne: 114 Brodie Centre, 204-480-1313
 - The HSGSA Student Lounge: 402 Brodie Center
 - TV, video games, mini fridge, microwave, sink, and coffee available. Available for booking for small scale student events. For more information, email vpmarketingevents@hsgsa.org.
 - E-mail: gsa@umgsa.org or pres@umgsa.org or president@hsgsa.org
 - Website: www.umgsa.org or www.hsgsa.org
- **GASP** – Graduate Association of Students of Psychology - <http://home.cc.umanitoba.ca/~gasp/>
- **Career Services**
 - For more on resources related to resume and cover letters, job searches, interviews, career fairs, career decision-making, research occupations, education resources, career mentor program, co-operative education and internship programs, contact Career Services:
 - Office: 474 University Centre, Phone: 204-474-9456
 - E-mail: cs.receptionist@umanitoba.ca
 - Website: <http://umanitoba.ca/student/careerservices/>
- **Centre for the Advancement of Teaching and Learning (CATL)**
 - CATL works with graduate students to provide leadership, expertise, and support in fulfilling their teaching positions, such as teaching assistants or sessional instructors. For more information on graduate courses or other services please visit:
 - Office: 208-226 Isbister Building, Phone: 204-474-8372
 - Website: http://intranet.umanitoba.ca/academic_support/catl/workshops/243.html
- **Student Affairs** – [Student Resources](#)

Health and Wellness

□ Health, Dental, and Travel Insurance

- All full time graduate students are automatically members of the UMSU Health & Dental Plan, and are assessed the fee on their Aurora tuition fee statements in the fall term. You have the option to opt-out of this plan with alternate coverage.
- For more information about your Insurance Plan please contact:
 - Office: 110 University Centre, Phone: 1-855-535-3282 & 204-474-6666
 - E-mail: healthplan@umsu.ca
 - Website to opt-in, opt-out, or review your benefits: <http://ihaveaplan.ca/>
 - Website with information for Graduate Students: <http://www.umsu.ca/services/health-dental-insurance/health-dental-information-graduate-students>

□ Health Services

- To learn about on-site laboratories and immunizations, appointments with physicians, consultant psychiatrists, and other health services contact University Health Services at:
 - Office: 104 University Centre, Phone: 204-474 8411
 - Website: www.umanitoba.ca/student/health

□ Recreation Services

- For more information about gym memberships, personal training and fitness assessment, programs, training and certifications, leagues, Intramurals and much more please contact Recreation Services at:
 - Fort Garry: 145 Frank Kennedy Centre, Phone: 204-474-6100
 - Bannatyne: 727 McDermot Ave. (Brodie Centre Basement), Ph: 204-789-3858
 - Website: <http://umanitoba.ca/faculties/kinrec/bsal/facilities/jdc/>
 - E-mail: rec_services@umanitoba.ca
 - Website: <http://umanitoba.ca/faculties/kinrec/bsal/alc/index.html>

□ Student Counseling Centre

- The excitement of attending university also brings with it stress and other challenges. It is common for students to seek help for worry, anxiety, depression, relationship problems with family, friends or partners, and career difficulties such as career decision-making and finding work. For more information contact:
 - Fort Garry Office: 474 University Centre, Phone: 204 474-8592
 - Bannatyne Office: S207 Medical Services Bldg., Phone: 204-789-3857
 - Website: <http://umanitoba.ca/student/counselling/services.html>
 - How to access services: <http://umanitoba.ca/student/counselling/how-to-access-counselling.html>

□ Peers: Students Helping Students

- Peers are supportive listeners, campus connectors, and skilled student communicators that offer confidential support to students with questions or just need to talk with someone.
 - Office: 150 University Centre
 - E-mail: peer@umsu.ca, Website: <http://umanitoba.ca/student/peers/>

□ Chaplains' Association

- Offers support to all students regardless of their religion.
 - Office: 102Y University Centre
 - Phone: 204-474-8721, Email: ken_stupak@umanitoba.ca
 - Website: <http://umanitoba.ca/student/resource/chaplains/>
- **IN AN EMERGENCY:**
 - **CAMPUS PHONE: Dial 555**
 - **MTS OR ROGERS CELLPHONE: Dial 204-474-9341**

Get Involved!

□ **Student Life:**

- Student life provides leadership opportunities through volunteer programs or a Student Leadership Development Program. They offer opportunities to get involved at the U of M, and within the community, as well as internationally.
- Student Life is also responsible for the Co-Curricular Record, which is the official document that recognizes your involvement in approved programs.
 - Office: 225 University Centre, Phone: 204-474-9093
 - E-mail: student_life@umanitoba.ca
 - Website: <http://umanitoba.ca/student/studentlife/>
 - UCommunityLINK: <https://communitylink.umanitoba.ca/>

□ **University of Manitoba Graduate Students' Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)**

- Offering several opportunities to get involved with student governance!
 - GSA Office: 221 University Centre, Phone: 204-474-9181
 - HSGSA Office: 114 Brodie Centre, Phone: 204-480-1313
 - E-mail: pres@umgsa.org or president@hsgsa.org
 - Website: www.umgsa.org or <https://communitylink.umanitoba.ca/organization/hsgsa/about>

□ **Department Involvement**

Each fall, graduate students are selected and/or elected to represent students on Department Committees. The Graduate Student Representative on each of these committees must attend meetings of the council to represent the view of graduate students, votes on issues discussed, and inform students about issues reviewed that are relevant to them. Committees include:

- **Department Council:** Made up of all faculty members in the department, as well as student representatives who meet several times a year to make decisions about the department's direction and its programs.
- **Graduate Committee:** Oversees graduate programs, listens to student concerns, reviews student applications and new course proposals, as well as other functions to support students in realizing the maximum benefit of their program.
- **University of Manitoba Graduate Student Association (UMGSA):** The UMGSA is a campus-wide student organization. Counsellors (graduate students representing their department) have two roles: 1) to express the concerns and desires of students in their department to the UMGSA Council at monthly meetings; and 2) to keep students informed of relevant campus-wide issues, decisions, services, and events. Through this participation, student-fees are re-allocated to departments in the form of Department Grants, which can fund department events or projects.
- **GASP Graduate Association of Students of Psychology**
- **ResearchPalooza:** Annual event that showcases research by students in the Department of Psychology
- **Departmental Colloquia** held in P412 Duff Roblin Building

Conclusion

Faculty and staff members within your department, as well as all offices at the U of M are here to support you through your program of study. We hope this Graduate Student Handbook will be of use to you.

Should you have any more questions regarding your program please don't hesitate to contact the Psychology Graduate Program Coordinator, your advisor or the Faculty of Graduate Studies.