

MASTER'S OF SCIENCE IN GENETIC COUNSELLING (MSc-GC)

Milestones & Recommended Deadlines for MSc-GC Thesis

With support of the program director, the BMG Graduate Student Affairs Committee and the Student Advisory Committee oversees the progress of a GCP student's individual thesis.

Please note: *denotes a "Firm Deadline" per regulations. Other deadlines provide a general guide which may vary depending on study design. Students must create their own timeline in consultation with their supervisor to ensure timely completion of their research. Students must keep in mind that multiple drafts of written work should be anticipated, prior to their advisor approving submission to their SAC.

YEAR 1

November 30	Program Director Advisor Meeting (AKA Fall Review)
October 1-December 1*	Identify Advisor, Complete Preliminary Study Design ¹
December 1*	Letter of Intent to GSAC Chair ²
December 21	Advisor Student Guidelines through JUMP
December 15-January 30	Identify and "Meet and Greet" with Advisory Committee Members
January 31*	Report Advisory Committee Members to GSAC Chair
December 31	CORE (Modules 1-10) and UM Researcher PHIA course
January 1 - February 1	Public/Community Consultation in Study Design (if required)
February 1	Data Measures and Protocol Developed
February 15	Thesis Proposal Examined & Approved
April 15	Data measures finalized and pilot tested as necessary
May 1	Submission to REB +/- HSC Impact (check deadlines) ³
Prior to May 30*	Annual FGS Review

SUMMER

June 15	10 Weeks Full Time Research Activities
June 15-July 1	REB/Impact Revisions Submitted/Project approved
July 1	Engage Individuals Involved in Recruitment
August 1	Data Collection\Recruitment Begins
	Literature Review: <i>Quantitative Projects</i> : Complete Review Submitted to Advisor. <i>Qualitative Projects</i> : Drafts to be Submitted Periodically - Ongoing until Data Collection Complete.

YEAR 2

September	Data Collection Continues
November 1	Materials/Methods Draft to Advisor
November 15	Updated Literature Review to Advisor
Prior to December 1*	BMG Fall Review
December 15	Data Collection Complete
December 15-Feb 15	Data Analysis
March 1	Results/Discussion Draft, Introduction to Advisor
March-April	Full thesis to advisor for approval
May 1-30	Submit Thesis to SAC and Schedule Potential Thesis Defense Date ⁴
June 1-30	Thesis Defense and Revisions
May-June	Submit Abstract to national meeting
<u>End of August*</u>	Last date to submit Thesis Paperwork to Graduate Studies for October Convocation

¹Each GCP Student will meet with at least two potential advisors with guidance from the Program Director. Supervision of theses is by faculty affiliated with/cross appointed within the Departments of BMG.

²**The “Letter of Intent”** should be no longer than 2 pages in single spaced 12-point font, with 1” margins (excluding title page and references). It should include Name of the Project; Names of Student and Potential Committee Members/Roles; Aim of Project/ Problem to be addressed; Brief description of the project; Goals and Application to genetic counselling practice; Preliminary budget estimate (detailed budget should be included in the thesis proposal) and References. A working group will review and provide feedback to the student/advisor and assist in identifying committee members. The student and advisor should make an effort to suggest committee members however; this is not required at the time of submission. Resources on preparing a letter of intent are available on the student shared drive

³REB and Hospital Impact Committee submission deadlines should be checked early to plan for the appropriate submission date. Please note reviews take at least a month and revisions often suggested, requiring further review.

⁴ Students are required to be familiar with FGS Graduate Thesis Guidelines and details on the MSc defense process found in the BMG Supplementary Regulations.