Graduate Orientation Meeting
Department of Exercise Science

August 30th, 2017

Meeting Agenda: 10-11 am

- Welcome to 1st year students and Introductions
  - Richard Courtemanche: Chair of Dept. of Exercise Science
  - Véronique Pepin: Graduate Program Director (GPD)
  - Liz Fradette: acting Graduate Program Assistant (GPA)
- Overview of the role of GPA
- Overview of the role of GPD
- Program overview (M.Sc.)
- Responsibility of the students
- Meet the professors
  - Drs. Bacon, Alberga & Dover, and Darlington

Welcome

Introductions

Roles of Graduate Program Assistant

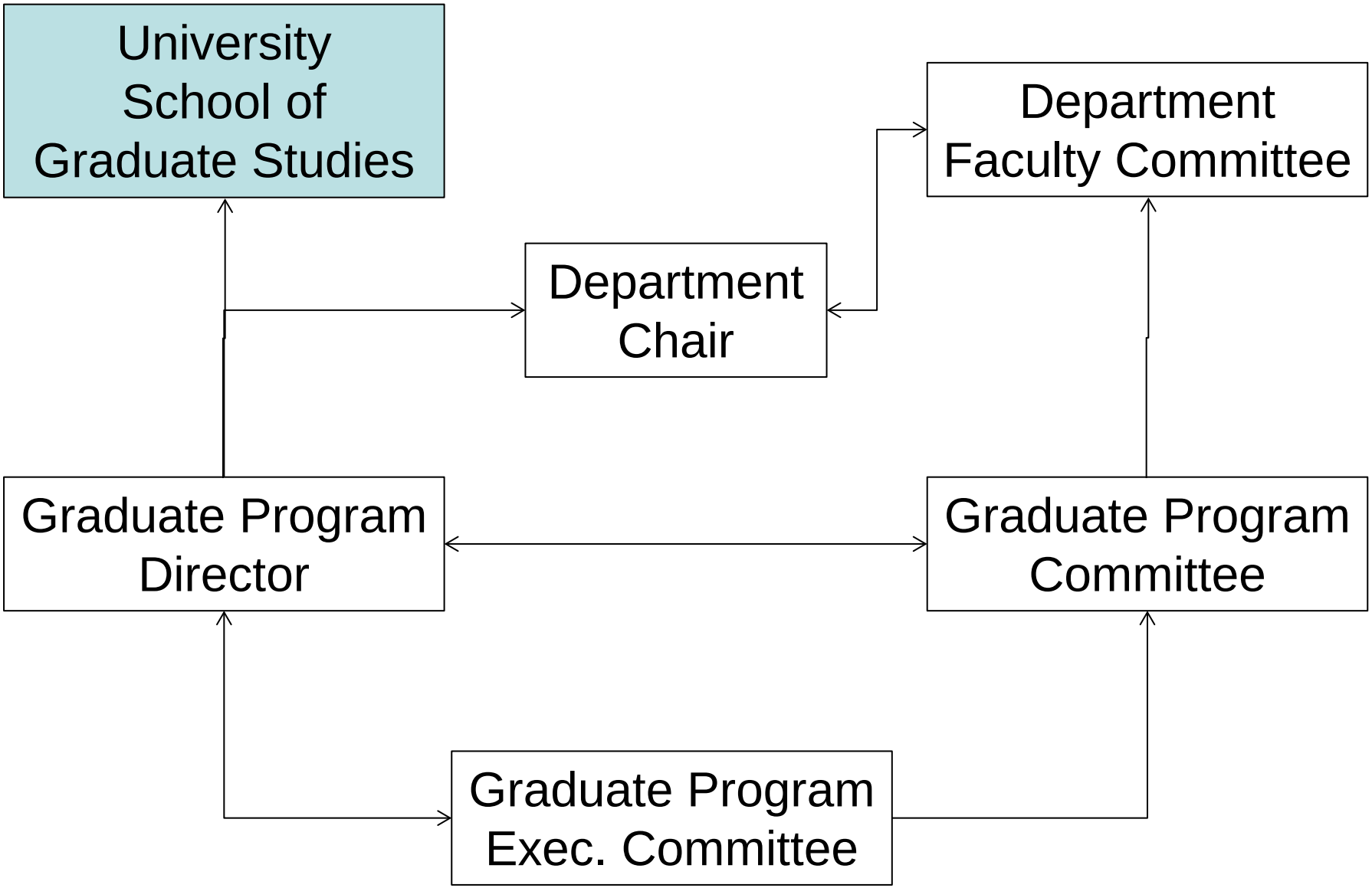
- Assists with:
  - Registration for courses
  - Progress reports for students and supervisors
  - Graduate awards
  - Student requests (i.e., leave of absence, withdrawal from program, etc.)
  - Student conference travel grants and expense claims
  - Access cards

Roles of the Graduate Program Director

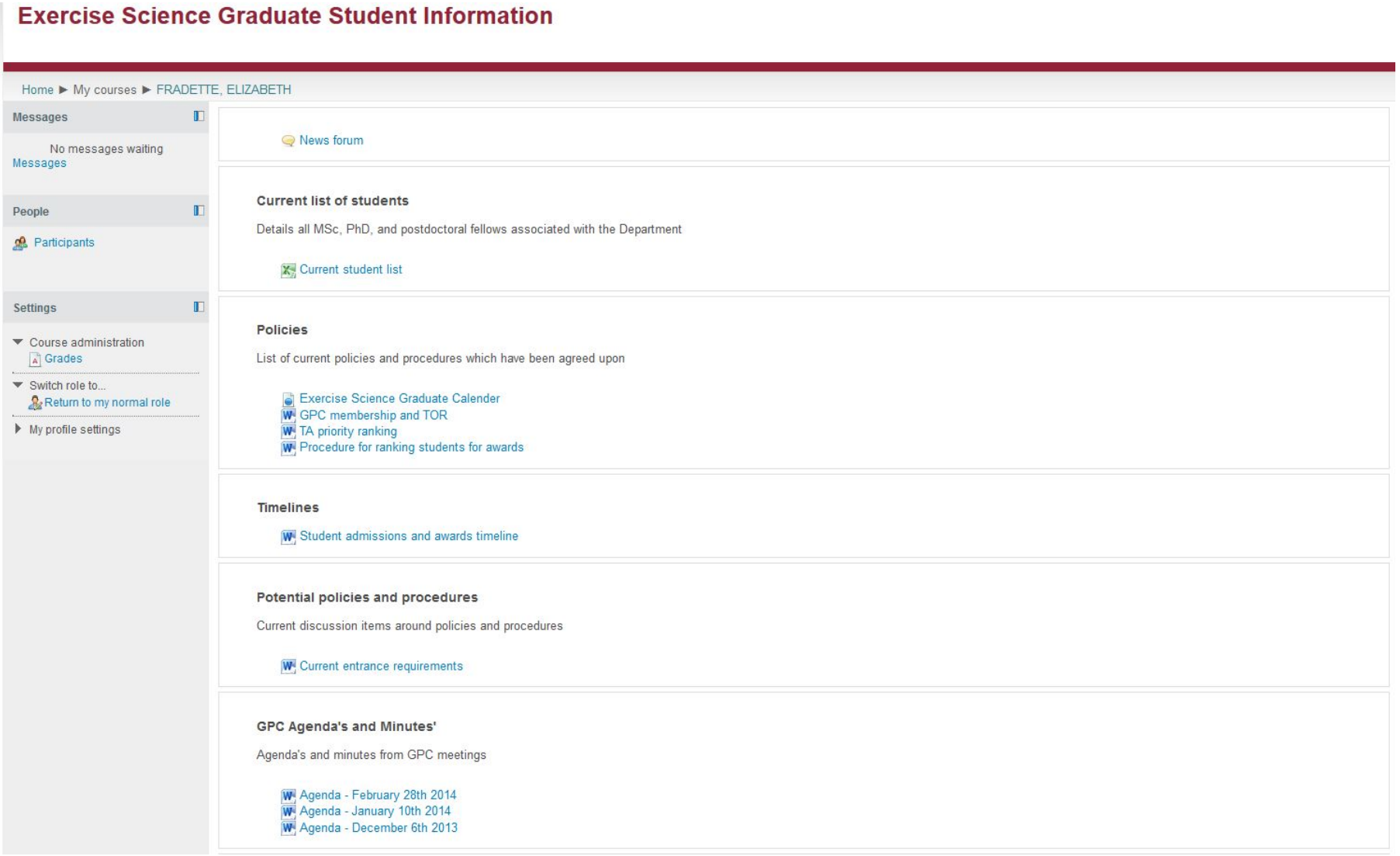
- Chairs the departmental committee for graduate admissions and/or policy
- Coordinates admission decisions/ recommendations
- Serves as the primary contact/liaison with SGS
- Ensures that **students** are matched with supervisors and supervisory committees
- Coordinates nominations for **fellowships, scholarships and awards**
- Instructs **students** and informs department about University deadlines, policies and procedures

Roles of the Graduate Program Director

- Develops, documents and upholds department **policies**
- Reviews the academic progress of graduate **students**
- Makes recommendation on **student** requests
- Coordinates the development of graduate **courses**
- Coordinates the development of new programs and/or curriculum changes
- Checks **graduation lists**
- Mediates in problematic situations involving **students** and faculty


University School of Graduate Studies
Department Faculty Committee
Department Chair
Graduate Program Director
Graduate Program Committee
Graduate Program Exec. Committee

Moodle site


Exercise Science Graduate Student Information
Home ▶ My courses ▶ FRADETTE, ELIZABETH
Messages
No messages waiting
Messages
People
Participants
Settings
Course administration
Grades
Switch role to...
Return to my normal role
My profile settings
News forum
Current list of students
Details all MSc, PhD, and postdoctoral fellows associated with the Department
Current student list
Policies
List of current policies and procedures which have been agreed upon
Exercise Science Graduate Calender
GPC membership and TOR
TA priority ranking
Procedure for ranking students for awards
Timelines
Student admissions and awards timeline
Potential policies and procedures
Current discussion items around policies and procedures
Current entrance requirements
GPC Agenda's and Minutes'
Agenda's and minutes from GPC meetings
Agenda - February 28th 2014
Agenda - January 10th 2014
Agenda - December 6th 2013

Moodle site

- Timeline
- Policies
- Forms for students
- General info

- Upload applications for funding

- Any additions – please let me know

Program overview – 45 Credit program

Year 1

- EXCI 610 – Statistics and Research Design (3 cr.): **Fall**
- EXCI 624 – Special Topics Seminar (3 cr.): **Fall**
- EXCI 612 – Laboratory Techniques (3 cr.): **Winter**
- EXCI 626 – Thesis Proposal (3 cr.): **See timeline**

Year 2

- EXCI 680 (AT) or 690 (CEP) – Thesis (33 cr.)

http://graduatestudies.concordia.ca/publications/graduatecalendar/current/fasc/exci.php

EXCI 626: Thesis proposal

- Regular meetings with supervisor as of September
- First form to be completed by student and supervisor must be uploaded onto Moodle by:
  - **Friday 15th September 2017, 4 pm**

"***Rien ne sert de courir ; il faut partir à point***"

(slow and steady wins the race)

- Jean de La Fontaine (Le Lièvre et la Tortue) -

EXCI 626: Timeline

- September
  - Discuss possible research areas and start reading literature
  - **September 15th: submit signed EXCI 626 (thesis proposal) course outline**
- October – November
  - Identify potential questions, study designs, measures
- December
  - Identify specific research question/s starts to write the literature review
- January
  - Write introduction, hypothesis, methods, and analysis section for thesis
  - **January 13th: submit signed thesis committee form**
- February
  - Submit first draft of entire proposal to supervisor for editing
  - **February 15th: hold first thesis committee meeting by this time**
- March – April
  - Work on revised drafts of proposal
  - **April 13th: last day to submit thesis proposal**
- April – May
  - Prepare oral presentation of thesis proposal
  - **May 31st: last day to orally present thesis proposal to advisory committee**

Responsibility of the student in the program

- Ensure you have a conversation with your supervisor about:
  - Nature and frequency of contact
  - Timeline and goals for the masters
  - Funding
  - Role of co-supervisors / collaborators
  - Research ethics
  - Publications, including authorship
  - Intellectual property
  - Language training

Meet the professors

- EXCI 610 – Statistics and Research Design
  - Dr. Bacon

- EXCI 624 – Special Topics Seminar
  - Drs. Alberga and Dover

- EXCI 612 – Laboratory Techniques
  - Dr. Darlington

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Meeting Agenda: 11 am-12 pm

- Welcome back to 2nd year students and introductions
- Important dates
- Funding information
- Other info
  - Grad proskills
  - Q and A
- GESSA Elections
- Lunch

Welcome back and Introductions

Key dates
2017-2018 academic year

August 30th	Graduate Student meeting, 10:00-12:00, SP165.22 (all students)
September 1st	Last day for final electronic submission of thesis through Spectrum, the Concordia Repository, for students who are graduating in the Fall Term
September 5th:	Fall semester starts
September 15th:	Deadline to submit signed EXCI 626 (thesis proposal) course outline (1st year students only)
October 4th:	Deadline for FRQ-NT Master's and PhD scholarship applications
October 11th:	Deadline for FRQ-SC Master's scholarship applications
October 16th:	Deadline for FRQ-S Master's and PhD scholarship applications
October 18th:	Deadline for FRQ-SC PhD scholarship applications
October 27th:	Deadline to apply for winter teaching assistantships (TA) 4:30 pm
December 1st:	Deadline for Canadian Graduate Scholarships-Master's Program (CIHR, NSERC, SSHRC)
December 4th:	Last day of classes Fall semester
January 8th:	Winter semester begins
January 13th:	Deadline for 1st year students to submit their signed thesis committee form
January 31st	Deadline for Internal Endowed Awards (entrance, ie students that just start or in-course)
February 1st:	Deadline for Internal scholarship applications
February 15th:	Deadline for 1st meeting of the year with your thesis committee
April 1st:	Last day for master's thesis submission to the Thesis Office for students who have applied for Spring graduation
April 13th:	Deadline for 1st year students to submit their thesis proposal
April 16th:	Last day of classes Winter semester
May 31st:	Deadline for 1st year students to present their thesis proposal
June 8th:	Deadline to apply for Fall TAships 4:30 pm

Important dates

Date	Event
September 15th	Deadline to submit signed EXCI 626 (thesis proposal) course outline
October 27th	Deadline to apply for winter teaching assistantships (TAs) and small awards
January 13th	Deadline for 1st year students to submit their signed thesis committee form
February 1st	Internal scholarship application deadline
February 15th	Deadline for 1st meeting with thesis committee
March 4th	Last day for first thesis submission to dept. GPA for Spring graduation
April 1st	Last day for final electronic submission of thesis for Spring graduation
April 13th	Deadline for 1st year students to submit their thesis proposal
May 31st	Deadline for 1st year students to present their thesis proposal
June 8th	Deadline to apply for fall teaching assistantships (TAs) in the department

Thesis submission

- Examination Committee
  - Appointed in consultation with the supervisor
- Approval
  - Supervisor must approve the final document
- Submission guidelines
  - http://www.concordia.ca/students/graduate/thesis/masters-thesis-process.html
- Submission deadlines:
  - Final submission:
    - **April 1 for Spring Convocation**
    - **September 1 for Fall Convocation**

Thesis oral defence

- Defence occurs 2-5 weeks after submission
- Chaired by someone who is not on the Examination Committee
- The defence should not exceed 90 minutes
- Candidate presents for 15-20 minutes
- Questions from the Examination Committee (normally there are 2 rounds)
- Questions from the other members of the University present

Post defence

- Possible decisions
  - Accepted as submitted
  - Accepted with minor modifications
  - Accepted with major modifications
  - Rejected

- Thesis submission is complete once the final corrected version is uploaded into Spectrum
  - This influences when convocation occurs
  - Must apply to graduate by January 15 for Spring Convocation and by July 15 for Fall Convocation

External funding

- Federal agencies
  - CIHR
  - SSHRC
  - NSERC
- Provincial agencies
  - FRQ – S
  - FRQ – SC
  - FRQ – NT
- Foundations
  - Heart and Stroke Foundation of Canada

Federal agencies

- Masters
  - Unified system (CIHR/SSHRC/NSERC)
  - Application deadline – December 1st
  - http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp
- PhD
  - Vanier: 13th September (internal)
  - CIHR: 3th October (external)
  - NSERC: 13th October (internal)
  - SSHRC: 20th October (internal)

http://www.concordia.ca/students/financial-support/graduate-funding/sources.html

Provincial agencies

- FRQNT
  - 4th October
  - http://www.frqnt.gouv.qc.ca/
- FRQSC
  - 11th October (18th October for PhD)
  - http://www.frqsc.gouv.qc.ca/
- FRQ-S
  - 16th October
  - http://www.frqs.gouv.qc.ca/

http://www.concordia.ca/students/financial-support/graduate-funding/sources.html

Canadian Common CV

Internal Funding

- SGS conference funding
  - $250-750
  - Multiple deadlines throughout the year
- Other awards
  - Sellars
  - Zweig
- **Look out for regular announcements sent via GPD/GPA for application procedure and deadlines**
- Workshop: GPLL466 - Funding Opportunities for Graduate Students in Thesis-based programs

http://www.concordia.ca/students/gradproskills/workshops/details.html?subject_area=GPLL&catalog_number=466

Awards process for the coming year – In-course

- Deadline for applications
  - **February 1st 2017, 4 pm**
  - To be uploaded on moodle

- Eligibility
  - Applied by the deadline
  - Within normal residency (e.g., within 2 years for Masters)
  - Completed the 12 required course credits for Masters
  - On track with INDI PhD studies if applicable

Last Year's Awards Criteria

Element	Definition	Weighting
GPA	GPA used to assess eligibility to the programme plus current GPA in programme	40 %
Research experience	Current research progress made in programme with details of specific measureable milestones completed	15 %
Research measurable outcomes	Publications, conference presentations. Greater weighting for 1st author vs. co-author contributions	30 %
Accomplishments	Previous awards based on academic ability, e.g., presentation awards, scholarships. Also non-academic achievements	10 %
Reference	The current supervisor must supply a letter detailing the student's standing within the lab, notable achievements during their time in programme (and putting them in context), and areas where the student needs to improve	5 %

Graduate Awards Details: In–course students
Department of Exercise Science

1) Name:

2) Student ID:

3) Email address:

4) Date:

5) Supervisor:

6) Current program and year started:

7) Degrees and GPAs (including current GPA):

Degree	Institution	Dates	GPA

8) Current guaranteed funding (funder, value, and dates covered). This includes TAships and monies received from your supervisor:

Funder	Competition	Dates covered	Total value

9) Funding applications submitted and waiting for answers (funder, value, and dates covered). This includes TAships and small research awards:

Funder	Competition	Dates covered	Total value

10) Previous graduate funding received (funder, value, and dates covered):

Funder	Competition	Dates covered	Total value

TA ranking

- There is no guarantee that any specific person will get a TA

- Applications deadlines
  - **June 8th for Fall**
  - **October 27th for winter**

- Ranking
  - To provide an order where there is competition for places
  - Department need and student expertise may supersede ranking

TA ranking

- Criteria
  - Does not have internal or external awards or scholarships (accumulated funding for the coming year of greater than $7,000)
  - Is currently in normal residency for the programme (i.e., 1st and 2nd year students)
  - Within 2nd year students, has completed the 4 core Master's courses.
  - Graduate GPA for 2nd year students and UG GPA for 1st year students

NB: $7,000 is the limit as this is higher than the max of a years TAing. Also, internal or external funding is considered to be awards given by the University or external agencies (this does not include supervisor funding).

Other information

- Submission for a PhD program
  - Waiting for feedback from the BCI
- Gradproskills
  - http://graduatestudies.concordia.ca/gradproskills/
- Department lecture series
  - On **Fridays at lunchtime (12-1pm)**
  - Schedule will be announced in EXCI 624

General Q and A

GESSA Elections

- Faculty committee
  - 1 representative
- Graduate programme committee
  - 1 representative from the masters programme
  - 1 other representative from masters, PhD, or Postdoc

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