

Graduate Program in Education

Graduate Students' Guidebook

Faculty of Education, York University

September 2017

Welcome!

This guidebook is provided as a resource for students in the Graduate Program in Education.

Please note: Students are responsible for familiarizing themselves with all of the rules, regulations and protocols that are laid out by the Faculty of Graduate Studies (FGS) and York University.

Full information is available on the FGS website under current students: <http://gradstudies.yorku.ca/current-students/>

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Graduate Program in Education Information

Welcome and Introduction

Welcome to the Graduate Program in Education at York University! We are excited to have you studying with us, and hope that you will take advantage of your time in order to get involved in the many opportunities available to you.

This guidebook has been designed with the information needed to help you get set up and to proceed through your graduate program at York University--not only with your coursework, but also as an active member of our community.

If you cannot find the information you require within these pages, please contact the Graduate Program Office in Education. We are located in 113 Winters College. You can call us at: (416) 736-5018 or email us at:

gradprogram@edu.yorku.ca

Thank you again for choosing to study at York University, and we look forward to working with you!

YU Start

This [module](#) is your primary online resource for preparing for your academic journey at York. Containing topics such as "Financing Your Education", "Transportation", "Careers" and "Academic Success", it is a great way to make sure you're ready when you arrive on campus.

Your Status as a Student

As a graduate student at York University, you are a student of the [Faculty of Graduate Studies](#) (FGS); each Faculty in the university has a Graduate Program office. Since you are studying in the Graduate Program in Education, much of your support and contact will be from the Graduate Program in Education office, which is part of both FGS *and* the Faculty of Education. We have both full-time and part-time students in our program.

You can find information on the FGS at <http://gradstudies.yorku.ca>

Introduction to York University's Faculty of Education

The Faculty of Education at York University provides degree and non-degree programs in the field of education. Programs include:

- [Graduate Programs](#): Masters and Doctoral programs, as well as Graduate Diploma Programs
- [Deaf and Hard-of-Hearing](#) post-graduate certificate program: for qualified teachers
- [Undergraduate](#): Bachelor of Education degree program
- [Professional Development Programs](#): Including Additional Qualification (AQ), Additional Basic Qualification (ABQ) and Principals' Qualification Program (PQP) courses, conferences and other non-accredited professional development programs
- [International programs](#) and opportunities: Professional development and study abroad for both local and international student teachers, educators and administrators

You can find information on the Faculty of Education at <http://edu.yorku.ca/>

York University's Faculty of Education is one of the largest in Ontario with approximately 6000 students enrolled in all of its programs.

Our unique program will allow you to study education within the broad field of Language, Culture and Teaching. As a student in our Program, you will share our commitment to the interdisciplinary study of education through rigorous intellectual inquiry. You will critically engage with the diverse perspectives of education and educational research and have the flexibility to define your specific research agendas. Social, historical and cultural contexts of education and contemporary practices of pedagogy, learning and curriculum will inform your scholarly inquiry.

Our Program's philosophy and curriculum have an underlying commitment to social justice. We emphasize practices of equity, access and educational design and our courses offer a range of opportunities to question meanings and practices of social difference including those based on race, ethnicity, sexuality, gender, class and ability. You will benefit from a vibrant, innovative and culturally diverse environment that will contribute positively to your educational development and that of the community as a whole.

Please note: This guidebook is being provided as a resource. The university is governed by Senate; all Senate policies can be found at <http://secretariat-policies.info.yorku.ca/>. All documents on the Senate site are definitive for the university; documents and processes cannot be changed or altered from those that have been approved.

Staff and Office Hours

General office hours for the **Graduate Program in Education** are:

☐ **Monday to Thursday:** 9:00 to 5:30

☐ **Friday:** 8:30 to 4:30

- NOTE: From June 1 until Labor Day the Friday office hours are generally from 8:30 to 3:30

General office hours for *most of the university* are:

☐ Monday to Thursday: 8:30 to 4:30

☐ Friday: 8:30 to 4:30

- NOTE: From June 1 until Labor Day the office hours are from 8:30 to 3:30

Offices

In the Faculty of Education:

Graduate Program Office – 113 Winters College

Office of the Dean – 242 Winters College

Professional Learning Office – 3150 Victor Philip Dahdaleh Building

IT Office – 031 Winters College

Faculty of Graduate Studies (FGS):

Faculty of Graduate Studies – 230 York Lanes

Important Contacts: Graduate Program in Education

Contact	Purpose for contacting this person
Graduate Program Director: Qiang Zha QZha@edu.yorku.ca 113 Winters College	<ul style="list-style-type: none"> Challenging situations or concerns
Graduate Program Assistant: Loretta Fiorini gradprogram@edu.yorku.ca 416-736-2100 extension 22051 113 Winters College	<ul style="list-style-type: none"> Graduate/Research Assistant contracts and information as well as all funding inquiries Questions regarding MRP, Thesis or Dissertation procedures Grants & Awards Information Questions regarding convocation
Graduate Program Secretary: Laura Da Silva gradprogram@edu.yorku.ca 416-736-2100 extension 55018 113 Winters College	<ul style="list-style-type: none"> Submitting forms and documents Booking appointments with the Graduate Program Director External Scholarship information Course Evaluations Graduate Practicum forms and questions
Faculty of Graduate Studies fgsnews@yorku.ca 416-736-2100 extension 55521	<ul style="list-style-type: none"> Information pertaining to FGS regulations.
York Graduate Students in Education (YGSE) ygsechair@edu.yorku.ca	<ul style="list-style-type: none"> Any issues pertaining to the YGSE, which is the graduate students' association in Education Nominations & self-nominations to serve on committees in the Fac of Ed, Grad Prog in Ed and the YGSE
Pre-Service Assistant: Cindy Lee cylee@edu.yorku.ca 416-736-2100 extension 20410	<ul style="list-style-type: none"> Teaching Assistant, Marker/Grader and Course Director contracts and information Obtaining staff Passport York accounts and passwords Submitting course outline for each course, each term (if you are teaching) Course Evaluations (if you are teaching)
IT Helpdesk – Faculty of Education: helpdesk@edu.yorku.ca	<ul style="list-style-type: none"> Help with classroom-based technology Help with access to Faculty of Education email Help with the laptop provided by the Faculty of Education, if applicable. Sign-out of digital equipment
York Security Services: scc@yorku.ca General Phone: 416-650-8000 or Ex. 58000 Urgent Phone: 416-736-5333 or Ex. 33333	<ul style="list-style-type: none"> In case of emergency on campus (and call 911 as appropriate)
Facilities: facilities@edu.yorku.ca 416-736-2100 extension 22401	<ul style="list-style-type: none"> To have messes in classrooms and/or hallways cleaned If you are locked out of a classroom that is supposed to be open

Looking for someone else? Use the York Atlas directory in order to find any faculty or staff member at York:

<https://atlas.cookie.uit.yorku.ca/atlas/servlet/atlas>.

Listing of Graduate Faculty and their research interests and publications can be found on the following web site address: <http://edu.yorku.ca/edu-profiles/>. Look for tenure-stream faculty only.

Degree Requirements

All program and degree requirements are outlined each year in the [program calendar](#).

Dispute Resolution

Student challenges can be addressed by the appropriate unit. These may include:

Grade Reappraisal

In order to obtain the Grade Reappraisal Form, visit the Graduate Program in Education Office, 113 Winters College or request the form by email at gradprogram@edu.yorku.ca

Human Rights Complaints

Students, Faculty and Staff can make inquiries, voice concerns or make complaints relating to breeches of Provincial Human Rights Legislation and or York Human Rights Policies and Procedures through the [Centre for Human Rights](#).

Health and Safety

There are a number of health and safety resources available which will help you react appropriately in an emergency situation.

- [Office of Emergency Preparedness](#) – contact in case of natural disasters/snow storms/gas leaks etc.
- [Student Counselling and Disability Services](#) – contact for any counselling/disability support
- [Mental Health and Wellness at York](#) – programs to support well-being

Students Injured on Campus

- If **you** are injured on campus, or in the course of your duties for York University, please [follow all of the procedures](#). Please ensure that you make a report right away, to help ensure the safety of yourself and others.

Mandatory Pre-Employment Health and Safety Training

Full-time graduate students will be working at the university, and are also considered as employees of York University. As a new employee to York University, you will also need to complete some employee training, which is required by law. These include:

1. [WHMIS training](#)
2. [AODA training](#)
3. [Workplace Violence Prevention training](#)

In order to complete this training, log in with your Passport York username and password, and select the training sessions needed. This training should be automatically recorded in your file, but we advise that you also print out the final “completion screen” on the computer, in case the information doesn’t record correctly.

Parking

All employees, community members, students and visitors are required to pay for parking while on campus. You may either purchase a parking permit or pay the daily fee at our visitor lots/garages. With approximately 9200 parking spaces, the Keele and Glendon campuses are comprised of 32 various lots/garages. They include permit only, visitor, and mixed usage lots.

Information regarding lots and prices and how to purchase parking permits can all be found through the [Parking Office](#).

Resources

Office Space and Work Spaces

If you are a Teaching Assistant (TA) or Course Director, you will be allocated *shared* office space. **Please refer to the appropriate manual for Teaching Assistants and/or Course Directors for details.**

All graduate students have access to three rooms in Winters College. This space is **ONLY** open to students who are currently registered in the Graduate Program in Education. The room code can be obtained from the Graduate Program in Education office during business hours. **Building hours are 6am – 11pm daily.**

- ☐ **The Graduate Student Laboratory** (Room 265 Winters College) • Room contains:
 - Four computer workstations
 - A high-quality scanner/printer & copier
 - Group meeting table & chairs
 - Filing cabinet, which includes a personalized “mail folder” for each student.
- ☐ **The Graduate Student Lounge** (Room 248 Winters College) • Room contains:
 - Two computer workstations
 - 1 black & white and 1 colour printer & Scanner
 - Group meeting table & chairs
- ☐ **The Graduate Student Kitchen** (Room 029 Winters College) contains:
 - Fridge & Microwave

When using these rooms, we ask that students who are accessing these spaces:

1. Keep the door closed when not in the room(s) at all times.
2. Keep the code to access the room in a secure location, and do not share.

3. Please ensure that your own personal valuables are not left unattended in the room(s). The Faculty of Education and Graduate Program in Education are not responsible for any personal items that are broken or missing.
4. Clean up after each use in the room. Place any garbage into the appropriate receptacles in the hallways, since garbage is not removed from the room, and cleaning staff will not regularly maintain the rooms.

If you notice that the printers in the Graduate Student Lounge or the Graduate Student Laboratory in Winters College are out of toner or that any of the equipment is in disrepair, please contact the Information Technology (IT) Department at helpdesk@edu.yorku.ca. Please indicate the room number and what is needed when you are contacting them.

You can also access other spaces and printing services through the [York University Libraries](#).

Supplies & Technology

Internet:

- ☐ Wi-Fi is available across all York University campuses except in residences. Students can log into Air York (log in each time) or Air York PLUS (log in once on your device) with your Passport York user id and password.
- ☐ York is also a member of EDUROAM. Once you have logged into AirYorkPLUS on your device, you will be able to automatically log into networks at other universities who are also members. This service is useful around the world, as you complete research or attend conferences at other universities. Please confirm your access username and password for access to Wi-Fi and computers on campus.
- ☐ Find instructions for setting up and changing [Passport York](#) password

Multimedia Equipment Available for Sign-Out:

There is a variety of multimedia equipment that is available to Faculty of Education faculty and students for sign-out. The equipment is located at Winters 031. The equipment can normally be signed out for up to two weeks, but longer term loans can be arranged on a case-by-case basis.

IT Services - Winters 031

- ☐ Digital camera
- ☐ Video camera w/tripod
- ☐ PC laptop & Mac laptop
- ☐ Digital voice recorder
- ☐ Clickers
- ☐ Projector
- ☐ SMARTBoard
- ☐ Document Camera.

Operating instructions for classrooms with built in IT can be found posted in the classroom.

If you have any difficulties or need support with IT, please contact the IT Helpdesk directly at helpdesk@edu.yorku.ca. Their office is located on the lower level of Winters College, so you can also contact them during regular office hours.

Email and Social Media

As a part of the University's broader communications strategy, we have also been asked to ensure that staff and faculty are using the **official email signature** format, example shown below, moving forward. The format looks like this (including the York logo and disclaimer):

John Smith
Doctoral Student, Graduate Program in Education
York University | 113 Winters College | 4700 Keele Street | Toronto, ON | M3J 1P3 | Canada
jsmith@edu.yorku.ca

The contents of this email and any attachments are confidential. Contents are intended for the named recipient(s) only. Any distribution, use or copy of this email or the information it contains by other than an intended recipient is prohibited. If you have received this email in error, please notify me immediately via email (lcrane@edu.yorku.ca) or telephone (+1-416-736-2100 extension 55492) and delete it from your computer.



If you are a student in the Master of Education program, you can refer to yourself as a “MEd Student” and if you are in the PhD program, you can refer to yourself as a “Doctoral Student”, prior to completing your dissertation proposal/comprehensive exam (DP/CE) and as a “Doctoral Student” *after* completing your dissertation proposal/comprehensive exam (DP/CE).

To set up this signature, please do the following:

- ☐ In the Outlook menu above, click on DRAFT
- ☐ Once you click on DRAFT, select SIGNATURES and then EDIT SIGNATURES
- ☐ Once the signature box opens, create the email signature as shown above (including the Faculty of Education logo) into the box. You can copy/paste the signature from a colleague and then edit the information to your own.
- ☐ Change the info to your own personal info (e.g. Name | title, and email)

You can also [find instructions for Windows users](#) to create and insert email signatures.

Access to Documents: Faculty of Education Website

- ☐ [Graduate Students](#)

Students with Disabilities

York University seeks to provide an optimal learning environment for all. In order to achieve this environment, [Learning Disability Services](#) has three units that offer a variety of supports for students with disabilities. If you have a disability or need accommodations:

- ☐ Please visit the Learning Disability Services office in order to discuss your needs with them.

- ☐ After your meeting and any assessments, they will provide you with a letter that outlines the accommodations that you require.
- ☐ Please provide this letter to your professors so that the appropriate accommodations can be made.

Class Cancellations

York University has a [policy on the cancellation of classes](#).

Course schedules are set out at the beginning of the term and also outlined in your course outline.

During inclement weather, the cancellation of classes will only take place if York University has closed the University. Information can be found at <http://site.info.yorku.ca/weather-status/>

Plagiarism and Academic Integrity

The University takes academic integrity very seriously. In addition to the strategies presented in this document, please visit [an overview of Academic Integrity at York University](#) from the Office of the Vice-President Academic.

- [Senate Policy on Academic Honesty](#)
- [York University's Plagiarism Tutorial](#)
- Full [information about academic integrity](#) at York University

Education Resource Centre (ERC)

The Education Resource Centre (ERC), located in 135 Winters College, provides resources and materials for students in Faculty of Education Programs.

The ERC's collection includes teacher instruction materials (activity files and manipulatives). Other teaching-related materials can be obtained in the Scott Library, and French-language course materials can be found in the Frost Library.

York University Faculty of Education members may also access available [Electronic Teacher Resources \(pdf\)](#). (Passport York authentication is required.)

General Regulations

The following information will help you to access information related to your program:

- [Important Dates](#) – dates for classes, holidays, etc.
- [Student Status](#) – access your student account, tuition info, grades, enroll in classes, etc.
- [Registration](#) – registering as an active student if not enrolling in classes
- [Status Forms](#) – forms needed for registration, enrollment, petitions, other, etc.
- [Grades Information](#) – grading system and info.
- [Ontario Visiting Graduate Student \(OVGS\)](#) - If you would like to take a course outside of York University at another Ontario university.

Student Financial Information

All full-time students entering the Graduate Program in Education are guaranteed financial assistantship. The exact amount of assistantship is specified in the [FGS funding model](#). Full-time MEd students are guaranteed funding for up to two academic years and doctoral students are guaranteed funding up to four academic years.

Internal Awards

Information regarding Graduate Program in Education awards can be found here: <http://edu.yorku.ca/current-students/grad/forms/>

Course Information

In addition to our regularly scheduled courses in the fall, winter, and summer terms, we offer opportunities for independent study with individual faculty members. More information can be found on our [Current Students - Graduate](#) page under Forms. There are three kinds of negotiated studies course (independent courses):

- [Independent Reading Course \(EDUC 5900 3.0\)](#)
 - Do you have an idea for a course that isn't offered in our program? Would you like to spend time reading and writing about a specific issue or question? You may want to consider an independent reading course.
 - With permission, students can take up to two independent reading courses.
 - You will find a faculty member willing to supervise it.
- [Student Initiated Collaborative Inquiry \(SICI\) \(EDUC 5910 3.0\)](#)
 - A SICI is similar to an Independent Reading Course but is designed by a small group of students. Like the Independent Reading Course, you and your colleagues will develop a course of study on a specific issue or questions not covered in our regular course offerings, and then find a faculty member willing to supervise it.
- [Practicum Seminar \(EDUC 5915 3.0\)](#)

- Would you like to spend some time working in an education-related placement, understanding how the ideas and questions explored in the graduate program impact community-based settings?
- The Practicum Seminar is like the Independent Reading Course—students propose a placement for themselves in a community-based organization, arts institution, school, government or non-profit agency (or any other place you could imagine). Working with a faculty supervisor, you develop a course of study that is linked to your work in that placement.
- Note that for many practicum placements, a valid criminal record check with vulnerable sector screening must be presented to the Faculty prior to the commencement of the placement (Please view guidelines attached to the form).

Note: All degree courses and programs adhere to [Graduate Degree Level Expectations](#) (GDLEs)

Non Credit Learning Opportunities

- Graduate and [Postdoctoral Professional Skills program](#) offered by FGS
- [Teaching Commons](#) – courses and resources for TA's

Facilities

You can find maps of the York campuses:

- [Keele Campus Map](#)
- [Glendon Campus Map](#)

All teaching assistants and course directors will be assigned office space on the second floor of Winters College by Kate Singh, Office of the Dean, Faculty of Education singhk@edu.yorku.ca

☐ E-mail and Computer Accounts

- **All students must obtain an official Faculty of Education computer account** so that they can keep up-to-date on announcements on our e-mail system, the online learning network of the Faculty of Education.
- **All announcements and correspondence will be forwarded to your preferred e-mail.**
- Students are responsible for checking their accounts on a regular basis.

☐ If you encounter any technical issues, contact helpdesk@edu.yorku.ca

☐ [Library Loan Privileges](#) – use the online library, sign out books, access to learning commons, etc.

York University Graduate Students in Education (YGSE)

The YGSE is the student association that represents part- and full-time graduate students in the Faculty of Education. It is a forum for graduate students to exchange views on their experience in the faculty, to share information from the various committees on which they may be sitting, to help committee members make important decisions which can affect the running of the graduate program, and to meet new colleagues. Its membership is drawn from volunteers each September and it meets approximately every 6 weeks during the fall-winter term. Graduate students are encouraged to put forward their names for one of the committee positions available (the nomination and election process is usually announced in September) and to attend the first YGSE meeting which will be held towards the end of September (the date, time and place will be provided closer to the beginning of the academic year). This is an excellent opportunity to better understand and more fully participate in the faculty and the university.

Get Involved in Governance!

- Graduate students are a key part of the governance at York University. We value students' input, feedback and ideas in all aspects of the organization. We encourage you to get involved! There are a number of Committees that you can take on roles in, including:
 - York Graduate Students in Education (YGSE) student association
 - Faculty of Graduate Studies (FGS)
 - Graduate Program in Education Committees
 - Faculty of Education – Committees of Faculty Council
- Please note that most meetings take place during the day. If you commit to fulfilling a position, you are expected to attend the meetings.

A call for nominations will usually be sent out in the fall. YGSE may hold elections for positions. **A list of Committees will be available at the first YGSE meeting or via email beforehand.**

Find [further details about the YGSE.](#)

Working at York University

Full-time graduate students *may* be able to [apply](#) to the following:

1. Teaching Assistant (TA) CUPE-1
2. Marker-Grader CUPE-1
3. Course Director (for a very limited number of positions each year) CUPE-1
4. Graduate Assistant (GA) CUPE-3

When you are working at York University in any of these roles, you are a unionized employee. Please refer to the CUPE-1 or CUPE-3 [Collective Agreement](#) for details and deadlines on applying for positions. Deadline for CUPE blanket applications is from November 15 – January 31 (applications will be considered for the following 12 month period).

Information for Students: Student Code of Conduct and Expectations

Students have a [code of conduct](#) that they are expected to follow at York University.

If students are completing placements or research in schools, and/or with children or seniors, they are expected to have an updated Criminal Record Check with Vulnerable Sector Screening, which now must also include a search under the mental health act, completed, as required by law. The Practicum Office in the Faculty of Education has details about this information, if required.

Research Involving Human Participants

The Senate Policy for the Ethics Review Process for Research Involving Human Participants states that all University-based research involving human participants, whether funded or non-funded, faculty or student, scholarly, commercial or consultative, is subject to the ethics review process.

If you are completing a Thesis or Dissertation, your application will be reviewed with the University Ethics Committee.

[All information pertaining to Research Involving Human Participants, including forms, can be found here.](#)

If you are completing an MRP, your application will be reviewed by the Faculty of Education Ethics Committee.

[All information pertaining to Research Involving Human Participants, through the Faculty of Education, including forms, can be found here.](#)

Course Evaluations

- Each course will include an evaluation at the end, which students can complete online. We encourage *all* students to complete the evaluation.
- If you would like to access the [course evaluation](#) site go to the following site and login with your Passport York login information and select the course(s).
- Course Evaluations are generally completed online; if you have not received information about the course evaluation at the end of a course, please contact: gradprogram@edu.yorku.ca

Program Information

This section of the handbook includes important information about various programs within the Graduate Program in Education.

Academic Advising and Supervision Procedures

Advising and Thesis/Research Project Supervision are important elements in the Graduate Program in Education. To expedite students' progress toward their degrees, to reduce the need for students to petition for extensions, and generally to enhance the quality of our program, the following procedures will be used.

a. Academic Advising

Upon entering the Graduate Program in Education, students are invited to attend a Group Advising Workshops conducted by the Graduate Program Director. These workshops help students understand the courses that are available to them and to help to develop a program plan. As proof of attendance, the students hand in a signed advising worksheets and the hold on their enrollment is then lifted, allowing them to enroll in fall/winter courses.

If students cannot attend any of the workshops offered, they may be advised by the Graduate Program Director at a scheduled meeting, arranged by the Program Secretary.

b. Supervisor

If a student decides to complete an MRP or thesis, they should approach faculty members to see if they would be willing to serve as their supervisor by the second term of studies for full-time students and by the fourth term of studies by part-time students. Once a faculty member agrees to be the student's supervisor, the "Supervisor & Supervisory Committee Approval Form" should be filed in the Graduate Program in Education Office. All students should be in regular contact (at least two to three times per semester) with their supervisors. If students are not in regular contact, the supervisor might assume they are no longer pursuing a thesis or a research project and may take on other commitments, which would make them unable to supervise the student's work.

MEd Program Information

The Thesis, Major Research Project (MRP) and course only option represent an academic culmination of graduate study. In combination with the appropriate coursework, any of the three options take roughly the same amount of time for completion of the Master's Degree.

Every graduate student in the Graduate Program in Education decides upon which research option (Thesis, Research Project or course only) best suits their interests and needs. This conversation about the research option should be a part of advising. Graduate student's engagement with coursework should have two kinds of concerns: those concerns of the specific course, and concerns about the final requirement leading to the degree. Thus students are urged finally to have on-going and informal conversations with their Course Directors, Advisors and Supervisors about their research interests.

If a student decides to complete a thesis or MRP, they will need to find a Supervisor for their work. Conversations with the Supervisor will shape the work to be undertaken. The shape that the research takes may be guided by the suggestions, advice and regulations presented in this document, but, most importantly, it should be guided by discussions between the Supervisor and the student.

The major differences between the three options are:

1. Number of courses required (four half-courses for the thesis option; six half-courses for the research option; eight half-courses for the course-only option)
2. The scope of the written product (research project provides a more flexible format; thesis requires in-depth, analytic discussion)
3. The committee structure
4. Evaluation procedures

MEd Thesis Procedural Checklist

	No later than the 2nd term of full-time study or 4th term for part-time study submit a Supervisor & Supervisory Committee Approval Form to the Graduate Program in Education Office.
	Students admitted to a graduate diploma, master's degree program or doctoral degree program must maintain continuous registration, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed
	Begin working with your Supervisor on your Thesis Proposal. Be sure to consult guidelines of the Graduate Program in Education about Thesis Proposals as well as <i>Faculty of Graduate Studies Guidelines for the Preparation and Examination of Theses and Dissertations</i> .
	In discussions with your Supervisor, agree upon the membership of your <i>Supervisory Committee</i> and submit the <i>Supervisory Committee</i> form to the GPE.
	Once your Supervisory Committee has approved your Thesis Proposal , each committee member must sign the FGS Form TD1: Thesis Research Proposal Submission form and the student submits copies of the proposal with all the required forms to the Grad Program Office.
	If your thesis involves human participants, complete and submit Forms TD2, TD3 (and TD4 if appropriate) – see the FGS website re: Research Involving Human Participants and any forms required from local school boards or agencies.
	Await approval from the York University's Human Participants Review Sub-Committee and from local school boards and agencies as applicable before beginning your research.
	Submit the thesis proposal to the Graduate Program Director and FGS Dean for approval no later than three months prior to the oral exam .
	Conduct your research while under the supervision of your Supervisory Committee.
	Once your Supervisory Committee decides that your Thesis is ready to go to an oral examination, you and your Supervisor must submit the Recommendation for Oral Examination form to the Graduate Program in Education Office. Your Supervisor will recommend to the Graduate Program Director an outside member for your exam. Paperwork for scheduling the exam must be completed no later than four weeks prior to the exam .
	You must provide each of the members of your Examination Committee with copies of your Thesis well in advance and no later than three weeks prior to the exam.
	You meet with the Examination Committee at the time requested on the Recommendation for Oral Examination, to defend your Thesis. The Examining Committee files a report about your exam with the Faculty of Graduate Studies.
	Depending upon the results of your exam, you may be required to make some revisions. You work out these revisions in consultation with your Supervisor and possibly other members of the Examining Committee (depending on exam results -- see Faculty of Graduate Studies regulations).
	Check the Faculty of Graduate Studies guidelines for formatting the final version of your thesis (http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/). Theses which do not adhere to these specifications will not be accepted by the Faculty of the Graduate Studies Thesis Coordinator.
	If you are required to make revisions, you must have your supervisor and Chair sign Revisions to Thesis Form and submit it along with the electronic copy of the Thesis to the Faculty of Graduate Studies.
	Apply to graduate by going to www.yorku.ca/mygraduation .

[A copy of all Thesis forms can be found here](#)

Major Research Project (MRP) Procedural Checklist

	No later than the 2nd term of full-time study or 4th term for part-time study submit a <u>Supervisor & Supervisory Committee Approval Form</u> to the Graduate Program in Education Office.
	Students admitted to a graduate diploma, master's degree program or doctoral degree program must maintain continuous registration, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed
	Begin working with your Supervisor on your Major Research Project Proposal. Be sure to consult guidelines of the Graduate Program in Education about preparing the Research Project proposal.
	Your Supervisor must approve the proposal and sign the <u>Proposal Cover</u> form of your Major Research Project Proposal before submitting the proposal to the Graduate Program.
	If your Major Research Project involves human participants, complete: (a) <u>Human Participants Form</u> and (b) any forms required from local school boards or agencies. These processes take time so be prepared for some delays.
	Await approval from the Graduate Program in Education Human Participants Review Committee and from local school boards and agencies as applicable before beginning your research.
	Conduct your research under the supervision of your Supervisor.
	Once your Supervisor decides that your major research project is ready to be evaluated a second reader is contacted. This is done by the supervisor submitting the <u>Second Reader</u> form to the graduate office.
	If the second reader is not a member of the Faculty of Graduate Studies, the second reader must be approved by the graduate program director prior to setting the summative discussion meeting.
	The second reader reviews the major research paper and indicates if it is ready to be evaluated at a summative discussion.
	The Supervisor submits the Scheduling of the Summative <u>Discussion Meeting</u> form to the Graduate Program Office.
	The Supervisor submits the final Research project <u>Discussion Report</u> to the Graduate Program Office and a copy to the students.
	Student submits an electronic approved copy (with title page signed by the supervisor) to <u>gradprogram@edu.yorku.ca</u>
	Apply to graduate by going to <u>www.yorku.ca/mygraduation</u> .

[A copy of all MRP forms can be found here](#)

Master of Education Course-Only Option

Requirements

- ☐ A student taking the course-only option must complete the equivalent of *eight* half courses, for a **total of 24 credits** (8 x 3.00 = 24).
- ☐ Up to one full-course (6.00) equivalent may be taken outside of the program, in other Graduate Programs at York, or in an acceptable Graduate Program at another university (with final approval from the Faculty of Graduate Studies).
- ☐ You must submit an email informing the Graduate Program in Education Office (gradprogram@edu.yorku.ca) that you have chosen the course-only option, at the beginning of the term in which you will be taking your last course(s).
- ☐ You would also [apply to graduate](#) online.

Graduate Diplomas in Education

The Graduate program in Education offers [Graduate Diplomas](#), which can be pursued concurrently with a Masters or Doctoral degree, or as stand-alone certificates.

These include the following:

Graduate Diploma in Early Childhood Education gives formal recognition to those graduate students who have undertaken concentrated research and study concerning the education of young children (birth to age eight).

Graduate Diploma in Environmental/Sustainability in Education is designed to provide opportunities for educators in schools, community organizations, cultural institutions and advocacy groups to develop expertise and to participate in research, theory and practice in the field of environmental and sustainability education.

Graduate Diploma Language & Literacy Education invites students with an interest in language and literacy to explore what it means to develop citizens whose personal, economic, and intellectual lives are enhanced by advancing their skills in language and literacy.

Graduate Diploma in Mathematics Education focuses on mathematics education as an area of study grounded in the critical examination of teaching practice, learning theories, and curriculum, and is supported by analyses of socio-cultural, equity, and gender issues in the teaching and learning of mathematics.

Graduate Diploma in Post-Secondary Education invites students with an interest in the study of universities, colleges, adult and community-based education to deepen their knowledge of and research expertise in these areas.

Graduate Diploma in Education in Urban Environments is designed to provide opportunities or graduate level study of theories and research in urban education. Included in the diploma's programming are enriched experiences for teachers to continue to develop their expertise to meet the ongoing challenges of education in a cosmopolitan city. Diversities include class, race, citizenship status, sexual orientation, religion and language, among others. Coursework within the programs may explore current theories and practices about urban spaces, issues in urban community education, and the development of group and individual identities within urban landscapes.

More diploma information and checklists can be found on our [Current Students - Graduate](#) page under Forms. Current students who are interested in pursuing one of these diplomas should speak with the appropriate diploma Coordinator. Coordinators may change from year to year; please check online for the most updated [list of Coordinators](#).

Note: Courses that are counted toward one Graduate Diploma cannot be double-counted towards an additional, separate Graduate Diploma. Students can take a maximum of two graduate diplomas concurrently with a degree program.

PhD Program Information

Doctoral programs are intended for those who are interested in education as an academic field of study. This degree involves advanced, in-depth experience in research.

Flexibility is key. Within the program, students can focus on areas of educational practices and/or theoretical orientations to particular issues and problems, and on research concerns encompassing classrooms, other educational contexts, or study of young children, youth and adults.

Progress Reports

Supervisors will file a [Report on Progress](#). Continuing students will not be allowed to register if they have not met with their advisor or supervisor to discuss their progress.

Dissertation Proposal/Comprehensive Examination Checklist

	Students admitted to a graduate diploma, master's degree program or doctoral degree program must maintain continuous registration, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed. Familiarize yourself with the process and purpose of the Dissertation Proposal/Comprehensive Exam
	In discussions with your Supervisor, agree upon the membership of your <i>Supervisory Committee</i> . 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 Education. Submit Supervisor & Supervisory Committee Approval Form to the Graduate Program in Education (113 Winters College) for approval no later than the end of the sixth term of study (F/T) or the ninth term of study (P/T). (End of second term of PhD III).
	Begin work with your Supervisor on your Dissertation Proposal/Comprehensive. Be sure to consult guidelines of the Graduate Program in Education about Dissertation Proposals as well as <i>Faculty of Graduate Studies Guidelines for the Preparation and Examination of Theses and Dissertations</i> .
	Meetings with Supervisor should normally be held once a month.
	Meet with members of your Supervisory Committee to discuss the proposal & meet once a year.
	Once all your Committee members have signed off that you may proceed to the Oral Examination, submit the request for Dissertation Proposal/Comprehensive Oral Examination form to the Graduate Program in Education.
	The Chair of the Proposal Examining Committee forwards the <i>Dissertation Proposal/Comprehensive Examination Report</i> to the Graduate Program in Education immediately after the oral examination
	The Graduate Program in Education provides a copy of the Examination report to the student.
	The student submits a copy of the Dissertation Proposal (plus the appropriate cover page and forms for ethics if using human participants) to the Graduate Program in Education within two weeks following the exam. See FGS website for the appropriate forms to accompany the proposal.

[A copy of the PhD Dissertation Proposal forms can be found here](#)

Progressing through the PhD: The Four Year, Full-time Plan

Year 1	Year 2	Year 3	Year 4	Year 5
Doctoral Seminar	1-2 courses	Defend dissertation proposal before January 1 st or petition to remain in program.	Toward the end of year 4, finish writing dissertation.	Complete and DEFEND DISSERTATION
3-4 courses	Complete research methods course			
Complete Doctoral Seminar + research methods course+ 4 half courses				
Meet with supervisor 1-2 times per term; review report on progress in Winter	Meet with supervisor 1-2 times per term; review report on progress in Winter; meet with committee members as necessary	Meet with supervisor 1-2 times per term; review report on progress in Winter; meet with committee members as necessary	Meet with supervisor 2-3 times per term; review report on progress in Winter	
	With supervisor, put together a dissertation committee, complete necessary paperwork	Apply for ethics review, if applicable Complete fieldwork, if applicable	Work with supervisor to put together examining committee	
Apply for external scholarships (SSHRC & OGS) if full-time	Apply for external scholarships (SSHRC & OGS) if full-time	Apply for external scholarships (SSHRC & OGS) if full-time	Apply for external scholarships (OGS) if full-time	
Begin outlining possible dissertation projects	Maintain a daily writing practice; draft dissertation proposal and, working with supervisor, circulate to committee for feedback	Maintain a daily writing practice; begin writing dissertation	Maintain a daily writing practice; write dissertation	
	Defend dissertation proposal		Share drafts of chapters with supervisor and, when appropriate, committee	
			DEFEND DISSERTATION	

Progressing through the PhD: The Part-Time Five to Six Year Plan

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Doctoral Seminar	2-3 courses	Write dissertation proposal	Defend dissertation proposal before January 1 st or petition to remain in program	Write DISSERTATION	
1-2 course	Complete research methods course			DEFEND DISSERTATION	
Complete Doctoral Seminar + research methods course+ 4 half courses					
Meet with supervisor once per term; review report on progress in Winter	Meet with supervisor once per term; review report on progress in Winter; meet with committee members as necessary	Meet with supervisor 1-2 times per term; review report on progress in Winter; meet with committee members as necessary	Meet with supervisor about 1-2 times per term; review report on progress in Winter; meet with committee members as necessary		
	With supervisor, put together a dissertation committee, complete necessary paperwork		Apply for ethics review, if applicable Complete fieldwork, if applicable	Work with supervisor to put together examining committee	
Begin outlining possible dissertation projects	Maintain a regular writing practice	Maintain a regular writing practice; draft dissertation proposal and, working with supervisor, circulate to committee for feedback	Maintain a regular writing practice; begin writing dissertation	Maintain a regular writing practice	
				Share drafts of chapters with supervisor and, when appropriate, committee	

PhD Program Information

Dissertation Checklist

	Students admitted to a graduate diploma, master's degree program or doctoral degree program must maintain continuous registration, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed
	Await approval of your dissertation proposal and research from the Faculty of Graduate Studies (and if appropriate from York University's Human Participants Review Sub-Committee).
	Conduct your research under the supervision of your Supervisory Committee.
	Once your Supervisory Committee decides that your dissertation is ready to go to an oral examination, you must submit a completed Recommendation for Oral Examination form to the Graduate Program in Education no less than five weeks prior to the date of the exam .
	You must provide copies of your dissertation to each of the members of your Examination Committee except for the external examiner. The External examiner's copy is submitted to the Graduate Program in Education. The office will provide the dissertation copy to the external examiner with a memo from the Graduate Program Director.
	You meet with the Examination Committee at the scheduled time for your dissertation defense. The Examining Committee files a statement about your exam with the Faculty of Graduate Studies.
	Depending upon the results of your exam, you may be required to make some revisions. You work out these revisions in consultation with your Supervisor. See the Faculty of Graduate Studies regulations on this.
	Check the Faculty of Graduate Studies guidelines for formatting the final version of your dissertation (http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/). Dissertations which do not adhere to these specifications will not be accepted by the Faculty of the Graduate Studies Thesis Coordinator.
	Submit an electronic copy of your dissertation to the Faculty of Graduate Studies.
	Apply to graduate by going to www.yorku.ca/mygraduation

[A copy of all the Dissertation forms can be found here](#)

New Graduate Students: Checklist for Getting Set Up

When you receive an offer of admission, you must complete the following activities:

Before classes start:

- ☐ Ensure that you have accepted your offer by the deadline.
- ☐ Confirm your Passport York account user ID (should be the same as your Faculty of Education user name and password)
- ☐ Obtain a YU Card: The [YU Card office](#) is located at 200 William Small Centre. It is best to obtain this card in the summer, since line-ups in September are quite lengthy. You will need to bring your student number and valid government identification, such as: passport, driver's license, citizenship card, etc.
- ☐ Parking: There are various parking lots to choose from, you can see about getting a parking pass that is for the lot that is most convenient for you. In order to get a parking pass, you will need to go to the [Parking Office](#) which is located at 222 William Small Centre.
- ☐ If you require any accommodations in classes, connect with [Learning Disability Services](#) at York
- ☐ Review the [CUPE-1 Collective Agreement](#) (full-time student only).
- ☐ Set up direct deposit. Please see the [FGS website](#) for details on how to complete this process.
- ☐ Ensure that your personal information (home address, phone number, emergency contact information...) is included on your online account and that it is correct
- ☐ If you also have an employment contract (e.g., as a GA) complete online training for AODA, Workplace Violence and Harassment, and WHMIS for all York University employees.
- ☐ **Review all of the information in this manual and familiarize yourself with the links and resources**
- ☐ Sign up for our social media:
 - [Graduate Program in Education Facebook](#)
 - [Faculty of Education Facebook](#)
 - [Faculty of Education Twitter](#)
 - [International Faculty of Education Facebook](#)
 - [International Faculty of Education Twitter](#)
- ☐ Apply for [scholarships and awards](#)

During the academic year(s):

- ☐ Ensure that you have the code to access the Graduate Student Laboratory and the Graduate Student Lounge
- ☐ If you are hired as a Teaching Assistant (TA), Marker-Grader or Course Director, refer to separate manual
- ☐ Ensure that you have registered for the term and enrolled for your course(s) on time
- ☐ Find out about opportunities to get involved with committee work through the Faculty, Graduate Program in Education and the York Graduate Students in Education (YGSE) student association
- ☐ Ensure that you are on schedule in completing your major research paper (MRP), thesis and/or dissertation
- ☐ Apply for [scholarships and awards](#)

- ☐ Ensure that you apply for Teaching Assistant (TA), Marker-Grader and Course Director positions, in adherence to the CUPE-1 Collective Agreement. If you are hired, please refer to the appropriate manual for your role, and attend all orientations
- ☐ Attend workshops to develop your teaching skills through the [York University Teaching Commons](#)
- ☐ Check your mail folder regularly in order to ensure that you are not missing any correspondence, information, deliveries, etc.
- ☐ Ensure that you are communicating with your Advisor or Supervisor and that you are progressing in your studies and research. Attend advising sessions as appropriate
- ☐ Attend events and planned activities. Get involved with the YGSE and other student organizations

At the end of your program:

- ☐ Ensure that you apply to graduate by the appropriate deadline
- ☐ Have your coursework, MRP, Thesis and/or Dissertation completed and submitted before the deadline.
- ☐ [Register for Convocation](#) by the appropriate deadlines

Need more details? Refer to the [Faculty of Graduate Studies Calendar](#)

Convocation

- The university hosts two convocation ceremonies each year:
 - A fall convocation, which usually takes place in mid-October
 - A spring convocation, which usually takes place in mid-June; this is the larger of the two events
- You can also now complete a Convocation in Absentia to graduate in the month of February.
 - Since there is no February ceremony, you will automatically be invited to the June convocation ceremony and your name will appear in the June convocation program.

NOTE: When you are in your last term of your program and expect to graduate, you [must apply to graduate](#). You can find all convocation information on the [convocation website](#).