

# Graduate Program in Education

## Graduate Students' Guidebook

Faculty of Education, York University

March 2020

# 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 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 and 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 at 113 Winters College. You can call us at: (416) 736-5018 or email us at: [gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca)

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

**Please note:** This guidebook is 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.

## YU Start

This online [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>.

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

Our unique graduate 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.

## **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 May 22 until Labor Day the Friday office hours are usually from **8:30 to 3:30**

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

- Monday to Friday: 8:30 to 4:30
  - NOTE: From May 22 until Labor Day the office hours Fridays are usually 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 of contacting this person
<b>Graduate Program Director:</b> Qiang Zha <a href="mailto:QZha@edu.yorku.ca">QZha@edu.yorku.ca</a> 113 Winters College	<ul style="list-style-type: none"> <li>Challenging situations or concerns</li> </ul>
<b>Graduate Program Assistant:</b> Loretta Fiorini <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> 416-736-2100 extension 22051 113 Winters College	<ul style="list-style-type: none"> <li>Graduate/Research Assistant info/contracts for full time students as well as funding inquiries</li> <li>Questions regarding MRP, Thesis or Dissertation procedures including ethics review info</li> <li>Internal Awards, Prizes &amp; Scholarship Information</li> <li>Questions regarding convocation/graduation</li> </ul>
<b>Graduate Program Secretary:</b> Vivian Sun <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> 416-736-5018 416-736-2100 extension 55018 113 Winters College	<ul style="list-style-type: none"> <li>Submitting forms and documents</li> <li>Booking appointments with the Graduate Program Director</li> <li>External Scholarship (OGS, SSHRC, etc) information</li> <li>Course Evaluations</li> <li>Graduate Practicum forms and questions</li> </ul>
<b>Faculty of Graduate Studies</b> <a href="mailto:fgsnews@yorku.ca">fgsnews@yorku.ca</a> 416-736-2100 extension 55521	<ul style="list-style-type: none"> <li>Information pertaining to FGS regulations.</li> </ul>
<b>York Graduate Students in Education (YGSE)</b> <a href="mailto:ygsechair@edu.yorku.ca">ygsechair@edu.yorku.ca</a>	<ul style="list-style-type: none"> <li>Any issues pertaining to the YGSE, which is the graduate students' club in Education</li> <li>Nominations &amp; self-nominations to serve on committees in the Faculty of Education, Graduate Program in Education and the YGSE</li> </ul>
<b>Associate Director, Experiential Education</b> <a href="mailto:experientialeducation@edu.yorku.ca">experientialeducation@edu.yorku.ca</a> 416-736-2100 extension 55492 108 Winters College	<ul style="list-style-type: none"> <li>Support with community placements</li> <li>Questions regarding experiential courses and related placements</li> </ul>
<b>Academic Programs Team</b> <a href="mailto:academicprograms@edu.yorku.ca">academicprograms@edu.yorku.ca</a>	<ul style="list-style-type: none"> <li>Teaching Assistant/Marker Grader info and contracts for full-time students</li> </ul>
<b>IT Helpdesk – Faculty of Education:</b> <a href="mailto:helpdesk@edu.yorku.ca">helpdesk@edu.yorku.ca</a>	<ul style="list-style-type: none"> <li>Help with classroom-based technology</li> <li>Help with access to Faculty of Education email and all related to technology</li> <li>Help with the laptop and lounge technology</li> <li>Sign-out of digital equipment</li> </ul>
<b>York Security Services:</b> <a href="mailto:scc@yorku.ca">scc@yorku.ca</a> General Phone: 416-650-8000 or Ex. 58000 Urgent Phone: 416-736-5333 or Ex. 33333	<ul style="list-style-type: none"> <li>In case of emergency on campus (and call 911 as appropriate)</li> </ul>
<b>Facilities:</b> <a href="mailto:facilities@edu.yorku.ca">facilities@edu.yorku.ca</a> 416-736-2100 extension 22401	<ul style="list-style-type: none"> <li>To have messes in classrooms and/or hallways cleaned</li> </ul>

Looking for someone else? Use the York Atlas directory 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.

## Resource Outline

There are many websites and resources that students are expected to access online. In order to make navigating website easier, the Graduate Program in Education has compiled them at <https://edu.yorku.ca/current-students/grad>

The Graduate Program in Education also sends out a weekly e-newsletter. Be sure to review content each week for updates, reminders and information. You can find newsletters at <https://edgradnews.blog.yorku.ca/>

## Degree Requirements

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

## Dispute Resolution

Student challenges can be addressed by the appropriate unit.

## Grade Reappraisal

To obtain the Grade Reappraisal Form, you can request the form by email at [gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca)

## Human Rights Complaints

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

## Health and Safety

There are several 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 while completing 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 who will be working at the university (GA, RA, TA, work-study, etc.) are also considered 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](#)

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.

## New Graduate Students: Checklist for Getting Set Up

When students receive an offer of admission, they 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 username 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.
- 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 purchase 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 [Student Accessibility Services](#) at York
- Review the [CUPE-1 Collective Agreement](#) (full-time student only) and submit applications for positions in each faculty of interest.
- 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, email address, emergency contact information) is included on your online account and that it is correct. Correspondence will be sent to you by using this information. Use an email that you check daily.
- If you also have an employment contract (i.e., 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 are registered for each term (Fall, Winter & Summer), and enrol in course(s) prior to the deadlines
- 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 and other related orientations.
- 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](#)
- PhD students 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 email 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.
- Apply [online for Convocation/Graduation](#) by the appropriate deadlines

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

## 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](#).

Public transit to campus (York University Station) is also available. Please visit Toronto Transit Commission (TTC) website for subway map, fare and other information.

## 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/> Faculty members may also post information about last-minute changes/cancellations (i.e., illness) on Moodle.

## 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

# 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 handbook for Teaching Assistants and/or Course Directors for details.** If you qualify for an office, please contact Loretta Fiorini in the Graduate Program office [gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca). **Please remember to return your key at the end of the academic year.**

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
  - A computer that allows view-only access to former students' research proposal
- **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).
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](mailto:helpdesk@edu.yorku.ca). Please indicate the room number and what is needed when you are contacting them.

- **If you encounter any technical issues, contact [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca)**
- Keys must be returned at the end of each academic year.
- Teaching Assistant will also need access to classroom spaces. Some of these include use of a Prox card and/or a YU-card (your student card)

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 the 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 from the Information Technology area. The equipment is located in Winters 031. The equipment can normally be signed out for up to two weeks, but longer-term loans may be arranged on a case-by-case basis.

### IT Services - Winters 031

- Digital camera/Video camera with tripod
- PC laptop & Mac laptop
- Digital voice recorder
- Clickers
- Projector
- SMART Board
- Document Camera

Operating instructions for classrooms with built in IT can be found posted in the classroom. You must use your own personal Passport York account, so be sure to log out at the end as well.

**If you have any difficulties or need support with IT**, please contact the IT Helpdesk directly at [helpdesk@edu.yorku.ca](mailto: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 (8:30 am to 4:30 pm).

## Email, Communication & Social Media

**All students must obtain an official Faculty of Education Passport York** 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.
- Make sure your student account lists an email address that you check daily!

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):

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John Smith • Doctoral Student, Graduate Program in Education  
Faculty of Education

YORK UNIVERSITY - Ranked Top 5 in Canada and 26th in the World for Impact in new Times Higher Education rankings  
108 Winters College • 4700 Keele Street  
Toronto ON • Canada M3J 1P3  
jsmith@edu.yorku.ca



This e-mail, including any attachments, is intended only for the recipient(s) to whom it is addressed and may contain information that is privileged, confidential and/or exempt from disclosure. No waiver of privilege, confidentiality or any other protection is intended by virtue of its communication by the internet. Any unauthorized use, dissemination or copying is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of it.

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#### Email titles:

- If you are a student in the Master of Education (MEd) program, you can refer to yourself as a “MEd Student.”
- 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 *then* as a “Doctoral Candidate” *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 & Events: Faculty of Education Website

- Please access important documents at [Graduate Students](#)
- You can also find a [calendar of events](#) and a [calendar of course schedules](#)

## Students Requiring Learning and/or Physical Accommodations

York University seeks to provide an optimal learning environment for all.

Student Accessibility Services provides academic accommodation and support to students with disabilities in accordance with the Ontario Human Rights Commission's [Policy on accessible education for students with disabilities](#) and York University Senate Policy on [Academic Accommodation for Students with Disabilities](#).

### If you need accommodations, please:

- Please make an appointment and visit the [Student Accessibility Services](#) (SAS) office to discuss your needs **before classes begin!**
- After your meeting and any assessments, SAS will provide you with a letter that outlines the accommodations that you require.
- Please provide this letter to each of your professors so that the appropriate accommodations can be made.
- Please be aware that the Graduate Program in Education cannot share this information with faculty members directly.

## York University Libraries

York University Libraries' collections (4+ million volumes) comprise both print and e-resources: books, journals, maps, data & statistics, government documents, teacher resources, image collections, video & sound materials, archives, and more. There are five library buildings (Scott, Steacie Science, Bronfman Business, Osgoode Law, Frost) on two campuses (Keele and Glendon). The main Education research collection is situated in the Scott Library, which also offers a Graduate Student Reading Room—a quiet study space reserved for grad students on the 4th floor.

The Libraries' graduate student webpage (<https://www.library.yorku.ca/web/ask-services/graduate-student-support/>) outlines special services for graduate students (e.g., extended local borrowing privileges, direct borrowing at other institutions, free interlibrary loan, research skills workshops, aid in writing, researching & publishing, support for TAs, GAs & RAs, and more).

**A guide to doing research in Education at York is available [here](#).**

**York librarians provide research assistance in-person, online, by phone and email, [here](#)**

Faculty of Education graduate students working on a Thesis or Major Research Project, as well as TAs, GAs and RAs, can arrange a research consultation appointment with the Education Liaison Librarian Peggy Warren ([pwarren@yorku.ca](mailto:pwarren@yorku.ca)).

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

## 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

Most full-time students entering the Graduate Program in Education are guaranteed financial assistantship. Check your admission letter for details. The exact amount of assistantship is specified in the [FGS funding model](#). Full-time funded MEd students are guaranteed funding for up to two academic years and funded doctoral students are guaranteed funding up to five? academic years. Full-time funded students should apply for Teaching Assistant (TA) or Marker-Grade positions to each faculty of interest. Postings can be found at <https://cupejobs.uit.yorku.ca/#> Please be aware of blanket application deadlines, which are outlined in the CUPE-1 Collective Agreement.

## 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 regularly-scheduled courses in the fall, winter, and summer terms, the Program offers opportunities for independent study with individual faculty members. More information can be found on our [Current Students - Graduate](#) page under Forms. A maximum of two 3.0-credit courses (6.0 credits), which must first be agreed upon by the faculty mentor and then approved by the Graduate Program Director, can be chosen from among the following negotiated studies 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. (6.0 credits total)
  - You must find a faculty member willing to supervise it and complete required paperwork in advance.
- 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. student must then find a faculty member willing to supervise the course.
- Practicum Seminar (EDUC 5915 3.0)
  - Would you like to spend some time working in an education-related experiential 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 related workplace). 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 Graduate Program and Placement Office prior to the commencement of the placement (Please view guidelines attached to the form).
  - All paperwork must be completed in advance of starting the placement. There are health and safety requirements for the workplace must also be completed.

**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 TAs

## Facilities

You can find maps of the York campuses:

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

## Classrooms

You may be working as a Teaching Assistant (TA) in our classes and you will be taking courses in our classrooms. The Faculty of Education has classrooms in different locations on the Keele Campus. We also sometimes need to use York-owned rooms that are not part of the Faculty of Education.

**In order to preserve the condition of our classrooms, please do not allow students to tape things to the walls, whiteboards, or windows and ensure that the room is clean and the door is securely closed at the end of class. Please refer to [SharePoint](#) in Documents within the Course Preparation and Management Section for a pdf on classroom etiquette.**

### Classroom Access

If you are teaching in any of the following classrooms, you will need to have your **swipe-card access activated**. In some cases, these may be **YU-card swipe cards**.

- 234 York Lanes (YL)
- 030 Winters College (WC)
- 3146 Dahdaleh Building (DB)
- 3144 Dahdaleh Building (DB)
- 3140 Dahdaleh Building (DB)
- 3072 Dahdaleh Building (DB)
- 3069 Dahdaleh Building (DB)
- 050A McLaughlin College (MC)
- 050B McLaughlin College (MC)
- 050C McLaughlin College (MC)
- 157A McLaughlin College (MC)

Please contact Loretta Fiorini (CUPE) or Maria Thomas (YUFA, Secondees) in order to have your YU swipe card activated.

Please ensure that **doorstops** are hung back on the inside of doorknobs. Please ensure that there is nothing wedging these classroom doors open at the end of the class, and that the students have exited the room after the class.

If you need access to 117 Winters College, please ask in room 108 or 113 and our staff will let you in.



### **Special Note: Room 3146 Dahaleh Building (DB)**

If you are scheduled to use 3146 DB for your class, please note that this is a high-tech classroom! There are monitors on each desk that students can use in order to share materials from their laptops, and other built-in features of SmartBoards, etc.

- If you would like to access the connections in order to use these technology features, please sign out the key to the cabinet [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca) in advance.
- If you would like training on how to use the equipment in this room, please make an appointment with the IT team at [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca) and they will assist.

### **Special Note: 234 York Lanes Classroom**

Please also note that the classroom in York Lanes is situated directly beside offices and a meeting room where graduate students are often scheduled to complete their doctoral defenses. In this location, please ask your students to be “good neighbours” by not congregating in creating much noise when they are entering or exiting the classroom. In this area, please also ask them not to complete group work in the hallways, since this situation can cause undue stress to faculty and students who maybe undertaking processes where concentration is extremely important.

### **Important Note: All Classrooms**

Please note that **classrooms are *not* cleaned on daily basis**, so we rely on faculty and students to maintain the spaces and to report any problems.

If you see any leaks, broken equipment, dislodged carpet, broken furniture, or other hazards, please contact Laura Crane at [academicprograms@edu.yorku.ca](mailto:academicprograms@edu.yorku.ca) right away. Safety is a prime concern and responsibility for everyone, and we must all do our part. [https://www.labour.gov.on.ca/english/hs/pubs/ohsa/ohsag\\_irs.php](https://www.labour.gov.on.ca/english/hs/pubs/ohsa/ohsag_irs.php). For emergency hazards, call extension 22401 and/or York Security.

Please report broken equipment to [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca)



## Accessibility in Education Classrooms

In some of our classrooms, an **accessibility space** has now been mapped.

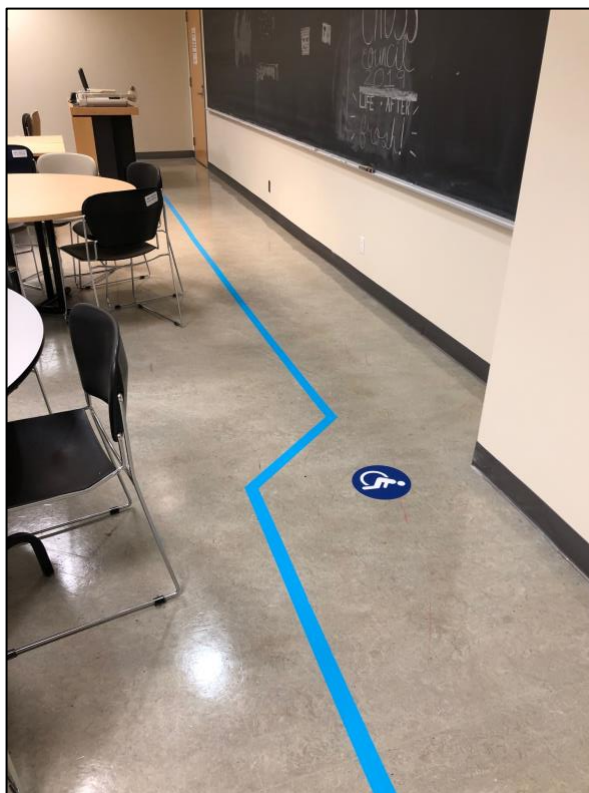
Please *keep these spaces clear* of furniture, bags and other materials at all times.

In classrooms where this accessibility mapping is not possible, please continue to maintain a **three-foot perimeter** around the classroom in order to maintain accessibility.

Even if the people in your class do not have accessibility needs, the class and instructor who arrive in the next class may need the space to be clear! In an education program, we expect everyone to be diligent in maintaining space for everyone.

Please also ensure that chairs stay in *the assigned classrooms*, to avoid crowded conditions. Chairs are now labelled for easy identification.

Here is an example of marked accessibility in classrooms:



## Classroom Etiquette

In order to maintain our classrooms in a professional, collegial, healthy and safe condition, please:

- Shut down and log out of classroom technology at the end of class.
- Remove all garbage (*especially food items*) at the end of class, and put it in the correct waste receptacle in the hallway.
- Ensure that windows are closed and locked.
- Do not bring in chairs from other rooms or offices.
- Refrain from bringing in kitchen appliances or other appliances/machines.
- Remove all projects from the bulletin boards at the end of class (since other classes may need to use the spaces during their *own* time).
- Do not to hang things from the ceiling or to disturb the ceiling tiles in any way.
- Refrain from taping things to the walls, windows, ceilings and SmartBoards at any time... the tape peels the paint from the walls and makes a mess on shiny surfaces!
- Inform the Academic Programs Office ([academicprograms@edu.yorku.ca](mailto:academicprograms@edu.yorku.ca)) if the room is in disrepair or needs to be cleaned. For immediate spills or messes call extension 22401.
- Inform the IT Department ([helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca)) if technology needs to be repaired.
- Do not leave personal items in the room.
- If accessibility spaces are indicated, refrain from placing furniture into the space. Please also be responsive to accessibility needs.
- Ensure that the door is locked and closed firmly at the end of class.

**Thank you so much for helping to maintain an appropriate  
environment for our classes!**

# York University Graduate Students in Education (YGSE)

The YGSE is the student group 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, to participate in social and learning activities and to meet new colleagues. Membership is drawn from volunteers each September and it meets approximately every six weeks during the fall-winter terms. 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, including in social and learning events!

## Get Involved!

- 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 **all** 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 as a part of the funding package:

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

Please remember that these positions are jobs with responsibility for the learning of students in our undergraduate programs. These roles are great work experience in an academic environment, and require skills in leadership, teaching, mentorship etc.

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 to January 31 (or by the next business day January 31 falls on a weekend. Applications will be considered for the following 12-month period). Job postings can be found at <https://cupejobs.uit.yorku.ca/#>

## Policies

### 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, as required by law. The Practicum Office in the Faculty of Education has details about this information, if required. Email to [experientialeducation@edu.yorku.ca](mailto:experientialeducation@edu.yorku.ca)

### 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 that involves humans, 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 completed online; if you have not received information about the course evaluation at the end of a course, please contact the Course Instructor.

## Convocation/Graduation

- The university hosts two convocation ceremonies each year:
  - A fall convocation/graduation, which usually takes place in mid-October.
  - A spring convocation/graduation, which usually takes place in mid-June.
- You can also complete a Convocation in Absentia to graduate in the month of February.
  - Since there is no February ceremony, you will automatically be invited (by the Convocation Office) to the June convocation ceremony.

**NOTE: When you are in your last term of your program and expect to graduate, you must apply to graduate online. See important convocation/graduation info and links in our [newsletter](#) and on the [convocation website](#).**



# Program Information

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

**Read on!**

# Academic Advising and Supervision Procedures

Advising and Research 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, MEd students must attend a Group Advising Workshop 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 student'' hand in a signed advising worksheet and the block on their enrollment in courses is then lifted, allowing them to enroll in fall/winter courses. PhD students are provided with interim supervisors upon the offer to the program and must meet with them prior to enrolling in classes as well.

## b. Supervisor

If a Master's student decides to complete an Major Research Project (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](#)" must to be submitted to the Graduate Program in Education Office. PhD students will need to submit the "Supervisor & Supervisory Committee Approval Form" upon entering into the program. All students should be in regular contact (at least once a month) with their supervisors. If students are not in regular contact, the supervisor might assume they are no longer pursuing a Thesis or a Major 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 the three models for completing the MedIn 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 which program model (Thesis, MRP or Course-Only) best suits their interests and needs. This conversation about research options should be a part of advising. Graduate students' 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. Students are urged finally to have ongoing 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 official regulations, but it should also 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 (see the next page for checklist)
4. Evaluation procedures

## MEd Thesis Procedural Checklist

	Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain <a href="#">continuous registration</a> , including payment of applicable fees, in every fall, winter and summer term up to and <u>including</u> the term in which all requirements for their program of study are successfully completed. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> Page.
	<b>No later than the 2<sup>nd</sup> term (FT) or 4<sup>th</sup> term (PT) of study</b> , students are required to officially assign a Supervisor by submitting a completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and Faculty of Graduate Studies (FGS) approval.
	While consulting with your Supervisor, begin work on your Thesis Proposal. Be sure to also consult the GPE and FGS guidelines for Thesis Proposals.
	In discussions with your Supervisor, agree upon the membership of your <i>Supervisory Committee</i> and submit the another <i>completed/signed</i> <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.
	Submit the draft of your Thesis Proposal to your Supervisory Committee for approval <b>no later than three months prior to the planned final oral exam</b> .
	Once all your Committee members have signed off that you may proceed with your Thesis Proposal, and if no ethics review is required, submit an <b>electronic copy</b> of the Thesis Proposal ( <b>plus the completed/signed TD1 form</b> ) to the GPE Office ( <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> ) for GPE and FGS approval.
	OR, if ethics review is required the student submits a <b>hard copy</b> of the Dissertation Proposal, <b>plus the completed/signed TD1 form &amp; ethics forms</b> to the GPE Office for GPE and FGS approval. See the Ethics info and FGS links on our Forms page for the appropriate forms to accompany the proposal.
	Conduct your research while under the supervision of your Supervisory Committee.
	Once your Supervisory Committee agrees that your Dissertation is ready for oral examination, you must submit a completed/signed <a href="#">Recommendation for Oral Examination</a> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> no less than <b>four weeks</b> prior to the date of the exam for GPE and FGS approval and <b>must be registered as active for the term in which the oral exam is scheduled to take place</b> . Follow the Master's deadlines for graduation eligibility found on the <a href="#">FGS-Important Dates</a> site.
	Students must provide copies of their Thesis to each member of their Supervisory Committee, no later than three weeks prior to the exam. <b>For the Internal Examiner</b> ; either your Supervisor or the GPE Office can send the Dissertation to the examiner, if your Supervisor prefers the GPE Office to send the e-copy with a memo from the Graduate Program Director then submit an electronic copy of your Dissertation to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> .
	Immediately following the Oral Exam, the Supervisor submits the completed/signed <b>Oral Examination Report</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.
	If you are required to make some revisions. You work out these revisions in consultation with your Supervisor. See the FGS regulations on this. Once revisions are complete your Supervisor will need to submit the completed/signed <b>Revisions Approved Memo</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.
	Submit an <b>electronic</b> copy of your Dissertation through the ETD portal (FGS will contact student). Check the FGS guidelines for formatting the final version of your Dissertation ( <a href="http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/">http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/</a> ).
	Apply to graduate online, see important convocation/graduation info and links in our <a href="#">newsletter</a> .

Thesis information and all forms can be found on our [Forms page](#)

## Major Research Project (MRP) Procedural Checklist

	Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain <b>continuous registration</b> , 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 processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> Page.
	No later than the <b>2nd term of full-time</b> study or <b>4<sup>th</sup> term for part-time</b> study submit a <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and Faculty of Graduate Studies (FGS) approval.
	While consulting with your Supervisor, begin work on your MRP Proposal. Be sure to also consult the GPE guidelines for MRP Proposals.
	Submit the draft of your MRP Proposal to your Supervisory for approval <b>no later than three months prior to the planned final summative discussion.</b>
	Once your Supervisor has agreed that you may proceed with your MRP Proposal, and if no ethics review is required, submit an <b>electronic copy</b> of the MRP Proposal ( <b>plus the completed/signed MRP Proposal Cover form</b> ) to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	OR, if ethics review is required the student submits an <b>electronic copy</b> of the MRP Proposal ( <b>plus the completed/signed MRP Proposal Cover form &amp; ethics forms</b> ) to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FoE Ethics Committee approval. See the Ethics info and links on our Forms page for the appropriate forms to accompany the proposal.
	Conduct your research under the supervision of your Supervisor.
	Once your Supervisor decides that your Major Research Project (MRP) is ready to be evaluated a second reader is assigned. This is done by the Supervisor submitting the completed/signed <b>MRP Second Reader</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	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 Project and indicates if it is ready to be evaluated at a summative discussion.
	Once an MRP Summative Discussion date has been decided on you must submit a completed/signed <b>MRP Discussion Date</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> no less than <b>four weeks</b> prior to the date of the exam for GPE approval and <b>must be registered as active for the term in which the discussion is scheduled to take place.</b> Follow the Master's deadlines for graduation eligibility found on the <a href="#">FGS-Important Dates</a> site.
	Immediately following the MRP discussion, the Supervisor submits the completed/signed <b>MRP Discussion Report</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	The Student submits an electronic copy (with title page signed by the supervisor) of the final MRP to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	Apply to graduate online, see important convocation/graduation info and links in our <a href="#">newsletter</a> .

MRP information and all forms can be found on our [Forms page](#)

## 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 courses x 3.00 credits = 24 credits).
- 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 prior approval* from the Faculty of Graduate Studies).
- You must submit an email informing the Graduate Program in Education Office ([gradprogram@edu.yorku.ca](mailto: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 in your final term.

# 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. 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.

## Graduate Diplomas in Education 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.

## 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.

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

Students will file a [Report on Progress](#) twice a year to be approved by their supervisor and the GPD. Continuing students will not be able to register if they have not completed their progress report.

### Dissertation Proposal/Comprehensive Examination Checklist (DP/CE)

	Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain <a href="#">continuous registration</a> , 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 processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> Page.
	Once students accept their offer to the PhD program and meet with their assigned Supervisor, students are required to have the Supervisor "officially assigned" by submitting a completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and Faculty of Graduate Studies (FGS) approval at that time.
	In discussions with your Supervisor, <b>no later than the end of the sixth term (F/T) or the ninth term (P/T) or end of second term of study of PhD year 3</b> , students are required to have their Supervisory Committee "officially assigned" by submitting another completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.
	While consulting with your Supervisor, begin work on your Dissertation Proposal. Be sure to also consult the <i>GPE and FGS guidelines for Dissertation Proposals</i> .
	Meetings with Supervisor should normally be held once a month.
	Meet with members of your Supervisory Committee to discuss the proposal.
	Once all your Committee members have approved that you may proceed to the Dissertation Proposal/Comprehensive Oral Examination (DP/CE), you must submit the completed/signed <b>Request for Comprehensive Exam</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> and <b>must be registered as active for the term in which the Comprehensive Exam is scheduled to take place</b> .
	Immediately following the DP/CE the supervisor submits the completed/signed <b>Comprehensive Exam Final Report</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	If no ethics review is required, the student submits an <b>electronic copy</b> of the Dissertation Proposal, <b>plus the completed/signed TD1 form</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> , within two weeks of the Comprehensive Exam for GPE and FGS approval.
	OR, if ethics review is required the student submits a <b>hard copy</b> of the Dissertation Proposal, <b>plus the completed/signed TD1 form &amp; ethics forms</b> to the GPE Office for GPE and FGS approval. See the Ethics info on our Forms page for the appropriate forms to accompany the proposal.

All (DP/CE) information and forms can be found on our [Forms page](#)



**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 <sup>st</sup> or petition to remain in program.	Toward the end of year 4, finish writing dissertation.	<b>Complete and DEFEND DISSERTATION</b>
3-4 courses	Complete research methods course			
<b>Complete Doctoral Seminar + research methods course+ 4 half courses</b>				
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	
			<b>DEFEND DISSERTATION</b>	

**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 <sup>st</sup> or petition to remain in program	<b>Write DISSERTATION</b>	
1-2 course	Complete research methods course				
<b>Complete Doctoral Seminar + research methods course+ 4 half courses</b>					
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	<b>DEFEND DISSERTATION</b>	
	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

	<p>Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain <b>continuous registration</b>, 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 processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> Page.</p>
	<p>Await approval of your Dissertation Proposal (DP) and research from the Faculty of Graduate Studies (FGS) and if applicable the York University's Research Ethics Review Committee.</p>
	<p>Conduct your research under the supervision of your Supervisory Committee. Be sure to also consult <i>FGS guidelines for the Preparation and Examination of Theses and Dissertations</i> (<a href="https://gradstudies.yorku.ca/current-students/thesis-dissertation/">https://gradstudies.yorku.ca/current-students/thesis-dissertation/</a>).</p>
	<p>Once your Supervisory Committee agrees that your Dissertation is ready for oral examination, you must submit a completed/signed <b>Recommendation for Oral Examination</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> no less than <b>five weeks prior to the date of the exam</b> for GPE and FGS approval and <b>must be registered as active for the term in which the oral exam is scheduled to take place</b>. Follow the Doctoral deadlines for graduation eligibility found on the <a href="#">FGS-Important Dates</a> site.</p>
	<p>Students must provide copies of their Dissertation to each member of their Supervisory Committee. <b>For the Internal &amp; External Examiners</b>; either your Supervisor or the GPE Office can send the Dissertation to the examiners, if your Supervisor prefers the GPE Office to send the e-copy with a memo from the Graduate Program Director then submit an electronic copy of your Dissertation to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>.</p>
	<p>Immediately following the Oral Exam, the Supervisor submits the completed/signed <b>Oral Examination Report</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>If you are required to make some revisions. You work out these revisions in consultation with your Supervisor. See the FGS regulations on this. Once revisions are complete your Supervisor will need to submit the completed/signed <b>Revisions Approved Memo</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>Submit an <b>electronic</b> copy of your Dissertation through the ETD portal (FGS will contact student). Check the FGS guidelines for formatting the final version of your Dissertation (<a href="http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/">http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/</a>).</p>
	<p>Apply to graduate online, see important convocation/graduation info and links in our <a href="#">newsletter</a>.</p>

All Dissertation information and forms can be found on our [Forms page](#)

# Master of Leadership and Community Engagement (MLCE)

This part-time, cohort-based degree provides diverse opportunities for students to: deepen understandings of leadership, policy processes, community and community engagement; develop professional leadership and communication skills; and become astute users of university and community-based research. The program focuses on leadership, policy, program design and evaluation, community engagement, and social justice, and draws on the multi-disciplinary experiences of those in the class in order to develop a professional network of practitioners.

Students will be required to accumulate 24 credits by successfully completing eight courses in the order specified by the program. The program will be offered over five terms, normally beginning with the summer session. During the two summer terms students will complete blended courses (i.e. meet face-to-face and online), and over the fall and winter terms they will complete courses in a blended or online format including two community-based placements. In term four, students will complete one blended course and in term five they will complete a course in which they design and present a capstone project representing their learning across the degree as part of their course requirements.

## Course Information

Students in the program must successfully complete the eight required courses. Normally the courses will be offered in the following sequence:

### SPRING/SUMMER (TERM 1) BLENDED

- EDUC 7000 3.0 Critical Issues in Leadership and Community Engagement
- EDUC 7005 3.0 Engaging Research in Professional Practice

### FALL (TERM 2) ONLINE OR BLENDED

- EDUC 7010 3.0 Enacting Leadership and Policy
- EDUC 7015 3.0 Experience-based Inquiry I (includes [community-based practicum](#))

### WINTER (TERM 3) ONLINE OR BLENDED

- EDUC 7020 3.0 Initiatives in Program Design, Interpretation, and Evaluation
- EDUC 7025 3.0 Experience-based Inquiry II (includes [community-based practicum](#))

### SPRING/SUMMER (TERM 4) BLENDED

- EDUC 7030 3.0 Current Practices in Community Engagement and Innovation

### FALL (TERM 5) BLENDED

- EDUC 7035 3.0 Leadership and Community Engagement Capstone Project

## Community Placements

Students will participate in two 50-hour community placements in public sector or other community-engaged organizations or settings. Students are expected to secure their own placements, and to follow all of placement procedures in accordance with course schedules. Our Associate Director, Experiential Education is available to support students in the process. Students may be able to arrange their own placement in their place of employment with **prior approval**. It is anticipated that students will arrange their own placements and complete the required paperwork in advance of starting practicum courses (EDUC 7015 and EDUC 7025). Please find the required forms at <https://edu.yorku.ca/current-students/grad/forms/>

Our Associate Director, Experiential Education is available to support students with the paperwork for placements in advance. Students may also arrange their own placement in their place of employment *with prior approval*.

## MLCE Student Checklist

To keep on track with your studies, please follow all of the steps in the checklist below. If you have any questions, please contact us at [gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca).

This checklist is being provided as a supplement to the Graduate Student Handbook from Education (found at <https://edu.yorku.ca/academic-programs/graduate-studies/guidebook/>) and the Faculty of Graduate Studies' course calendar, found at <https://gradstudies.yorku.ca/current-students/regulations/program-requirements/>.

### When you have been accepted to the program:

- Accept your offer before the deadline.
- Review the important dates for the university: <https://gradstudies.yorku.ca/current-students/student-status/important-dates/>. **Mark your calendar accordingly!**
- Register for the program online and pay your tuition before the deadline. Late fees will apply!
- Make sure your employer knows that your program will require you to make arrangements to complete two community placements as a part of the program. You may be taking vacation days in order to complete this requirement.

### Before the program starts:

- Review the online orientation materials for York University at <https://gradstudies.yorku.ca/incoming-students/you-start/>. **Ensure that you have the code to access the Graduate Students' Lab and Graduate Student Lounge. Contact the Graduate Program Office for details.**
- Review the Graduate Student Handbook: <https://edu.yorku.ca/academic-programs/graduate-studies/guidebook/>.
- Set up your Passport York account. Instructions can be found at <http://passport.york.yorku.ca/maya/> If you need technical assistance, contact [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca).
- Mark your calendar for all on-campus orientation and class days.
- Enroll in courses online for the upcoming term.
- If you need accommodations, register with Student Accessibility Services (SAS) <https://accessibility.students.yorku.ca/new-students>.



- Once you have your letter from SAS, provide this to **each** of your instructors. Please inform your instructors *before* classes begin, to ensure that the appropriate accommodations are in place for your first class.
- Register for each term before the deadlines. There are three terms per year (summer, fall and winter).

**During the Spring/Summer Term (Term 1):**

- Start to secure your fall-term community placement now! Follow the steps and required paperwork at <https://edu.yorku.ca/current-students/grad/forms/>.
  - Please be aware that if you have not submitted the required documents, you will not be able to enroll in EDUC 7015 next term.
  - If the placement requires a valid criminal record check with vulnerable sector screening, complete this process now!
- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>.
- Enroll in courses online for the upcoming term.

**During the Fall Term (Term 2)**

- Following the approved arrangements, complete your fall-term community placement in conjunction with EDUC 7015.
- Start to secure your winter-term community placement now! Follow the steps and required paperwork at <https://edu.yorku.ca/current-students/grad/forms/>.
  - Please be aware that if you have not submitted the required documents, you will not be able to enroll in EDUC 7025 next term.
- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>
- Enroll in courses online for the upcoming term.

**During the Winter Term (Term 3)**

- Following the approved arrangements, complete your fall-term community placement in conjunction with EDUC 7025.
- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>.
- Enroll in courses online for the upcoming term.

**During the Spring/Summer Term (Term 4)**

- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>.
- Enroll in courses online for the upcoming term.

**During the Fall Term (Term 5)**

- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>.
- Apply to convocate! Find details about the steps involved. <https://convocation.students.yorku.ca/preparing/apply>