

**GRADUATE PROGRAM
MASTER'S HANDBOOK**

**Department of Child & Youth Studies
Brock University**

*These policies and procedures intended to be guidelines
for the operation of the graduate program
and are subject to change.*

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GRADUATE PROGRAM CONTACT INFORMATION 2018-2019
CHYS MA Handbook

1. CHYS MA Program Description

The MA in Child and Youth Studies unites scholars from diverse academic backgrounds (e.g., psychology, sociology, anthropology, criminology, cultural studies, and education) to provide an exciting breadth and diversity of perspectives. With an MA in Child and Youth Studies, students will be equipped with theoretical approaches and research skills that cut across issues and disciplines. Our graduates may also pursue doctoral studies in a variety of fields or pursue careers as educators, policy makers, policy analysts, researchers, consultants, youth workers, and managers in both public and private social service agencies.

Students studying on a full-time basis should expect to study for six terms, each 16 weeks in length (Fall: September-December, Winter: January-April, Spring/Summer: May-August).

1.1 CHYS MA Part-Time Studies

Students who are employed must ensure that there is enough flexibility in their work schedules to allow for attendance in courses, seminars, colloquia, and examinations, to engage in data collection, and to participate in meetings with supervisors as required.

All requirements for the MA must be complete within five years.

Consistent with university regulations, part-time graduate students may register in a maximum of 1.0 credits per term in addition to registering for the thesis

2. Governance and Administration of the CHYS Graduate Program

The Graduate Program in Child and Youth Studies has several administrative bodies that support students and faculty.

2.1 CHYS Graduate Program Director

The CHYS Graduate Program Director is the coordinating officer for the administration of the CHYS Graduate Program. The Graduate Program Director serves as the primary liaison with the Faculty of Graduate Studies and represents the CHYS Graduate Program on Graduate Council. The CHYS Graduate Program Director is the Chair of the CHYS Graduate Program Committee.

2.2 CHYS Graduate Program Committee

The CHYS Graduate Program Committee is the advising administrative body reporting to the CHYS Department. The CHYS Graduate Program Committee normally consists of the CHYS Graduate Program Director, CHYS Department Chair, one core faculty member from each of the CHYS curriculum banks, and two graduate student representatives (normally one MA and one PhD). The call for student nominations will normally occur in September. The CHYS Graduate Program Committee normally meets monthly to discuss graduate-related issues and when appropriate makes reports and recommendations to the CHYS department at departmental meetings.

2.3 Graduate Advisors

The CHYS Graduate Program Committee will assign each CHYS graduate student to a CHYS faculty advisor. CHYS Faculty research interests can be viewed on the [department website](#). The pairing of student and faculty advisor is normally based on faculty availability and research interest match.

2.4 Faculty of Graduate Studies

The Faculty of Graduate Studies at Brock University is the central office for graduate programs at Brock. Students should become familiar with the policies and procedures associated with the [Faculty of Graduate Studies](#).

2.5 Brock University Graduate Council

Brock's Graduate Council normally meets monthly and is chaired by the Dean of the Faculty of Graduate Studies. The Committee meets to discuss and recommend issues related to graduate studies at Brock. A link to the meeting schedule and minutes is available [HERE](#)

2.6 Senate Committee on Graduate Studies

[The Senate Committee on Graduate Studies](#) is the central administrative body making decisions about policies related to graduate studies at Brock. This committee reports to Brock University's Senate about the state of affairs of graduate studies at Brock and students can find a link to their minutes on the Senate website.

3. CHYS MA Program Degree Requirements

Applicants should consult with the Graduate Program Director and their Faculty Advisor when planning a program of study. Basic degree requirements include successful completion of two and a half full credit courses (or equivalent) at the graduate level, plus the production of a thesis. A program of study will, therefore, include the foundation courses, research methods, an elective, and the completion of a thesis. The elective may be an independent guided study, a course from within the Department of Child and Youth Studies, or a course from other graduate departments with permission from the course instructor and GPD.

Required courses: CHYS 5N01, CHYS 5F01, 5P00, 5P10, and 5F90 plus a one half course elective.

Additional credits may be required of candidates without sufficient pre-admission background.

Core Courses

All CHYS graduate students are required to take the following courses as degree requirements.

CHYS 5N01 (full-year course that runs from September to April each year)

Pro Seminar

This pass/fail seminar focuses on professional development, such as grant writing, research ethics board applications, and conference presentations.

CHYS 5F01 (full-year course that runs from September to April each year)

Research Methods for Child and Youth Study

Emphasis is on qualitative and quantitative approaches and linking research methodology to multidisciplinary theory on children and youth.

CHYS 5P00 (half-year course)

Foundation I: Childhood, Youth and Society

A multidisciplinary approach to current theoretical and conceptual issues of child and youth research. Topics may include the sociology, anthropology, and political economy of childhood and youth.

CHYS 5P10 (half-year course)

Foundation II: Issues in Child and Youth Development

A multidisciplinary approach to the current theoretical and applied issues surrounding child and youth development. A comprehensive knowledge of some of the major contemporary issues, representing theoretical and applied approaches, will be explored within different philosophical and research tradition.

CHYS 5F90 (students register for thesis each term until program completion)

Thesis

Students will prepare a thesis applying accepted social science theory and methodology. Research may address a variety of issues involving children, youth and families, including for example, the social worlds of children and youth, child and youth development, and social policy analysis. The preparation and public defense of a thesis will demonstrate the candidate's capacity for independent study.

Elective Courses

Students are required to take one elective credit within their degree. Students are encouraged to consult with their thesis advisor when planning their elective course. The following courses are elective courses offered in the Child and Youth Studies Department, but students may take elective courses from other Brock departments.

CHYS 5V01

Advanced topics in Children and Youth with Exceptionalities

An exploration of issues related to children and youth with exceptionalities. Topics will range broadly from psychological approaches, educational perspectives, and critical lenses around exceptionalities.

Methodological and theoretical models of exceptionalities will be discussed.

CHYS 5Q30 (typically offered every other year)

Quantitative Methods in Social Science Research with Children and Youth

Statistical analysis and computer implementations of quantitative methods, emphasizing applied methodology issues in research with children and youth. Covers traditional ANOVA, ANCOVA and multiple regression, including vector-coding of group information under regression and an emphasis on data screening and evaluation of assumptions.

CHYS 5P20 (may register in D2, D3, or D4 with permission of supervisor and GPD)

Independent Guided Study I

Under the supervision of a faculty member with appropriate expertise, the candidate may complete a sustained program of study of a topic of current theoretical or applied interest within the program field leading to the writing of a substantial paper.

CHYS 5P21 (may register in D2, D3, or D4 with permission of supervisor and GPD)

Independent Guided Study II

Under the supervision of a faculty member with appropriate expertise, the candidate may complete a sustained program of study of a topic of current theoretical or applied interest within the program field leading to the writing of a substantial paper. The supervisor may not be the same faculty member as in Independent Guided Study I.

CHYS 5P29 (occasionally offered)

Risk and Resilience in Adolescence

A critical analysis of adolescent risk and resilience research. General topics may include youth lifestyle choices, problem behaviour theory, risk and protective factors, competence, and developmental pathways in the context of community, family, peer, and intrapersonal factors.

CHYS 5F50 (may register in D1 or D4 with permission of supervisor and GPD)

Research Practicum I

Supervised research practicum in applied or basic research setting. The faculty supervisor, on-site or clinical mentor and student will determine specific requirements and evaluation criteria. These must be distinct from a student's research or applied thesis.

Prerequisite: Permission of thesis supervisor.

CHYS 5P50 (may register in D2, D3, or D4 with permission of supervisor and GPD)

Research Practicum II

Supervised research practicum in applied or basic research setting. The faculty supervisor, on-site or clinical mentor and student will determine specific requirements and evaluation criteria. These must be distinct from a student's research or applied thesis.

Prerequisite: Permission of thesis supervisor.

4. Registration Procedures

4.1 Course Registration

At the beginning of each semester students must complete on-line registration. Graduate course registration is completed through an on-line process through Brock's student-self serve system, [MyBrockU](#). Once completed, your on-line registration is accessed and approved by the CHYS Graduate Program Director. If students have questions about what courses in which to register, they should consult with their supervisor or CHYS Graduate Program Director. To remain registered in the MA program, students must ensure they are enrolled in 5F90 (thesis) each term until the completion of their MA.

4.2 Inactive Status, Leave of Absence, Withdrawal from the Program

At times, graduate students may need to interrupt or discontinue their studies at Brock. Graduate students wishing to do so have a few options. Students may request an inactive term of study, a leave of absence, or a voluntarily withdrawal from the CHYS graduate program. In all cases students should consult with their supervisor and the CHYS Graduate Program Director. Also, in all cases students must complete and submit to the Faculty of Graduate Studies the appropriate leave request form. Forms are available from the [Graduate Studies](#) website

A student's financial account with respect to graduate funding and fees will be reviewed and any refunds/money owed will be determined by Financial Services. Graduate students who are receiving either internal or external graduate funding, and withdraw from the university, will be have their student financial accounts assessed on a pro-rated basis to the nearest month preceding withdrawal for all fellowship/scholarship funds received and will be informed of the amount of funds they owe or will receive as refunds.

5. Financial Support (Tuition, Graduate Fellowships, Etc.)

Once on-line registration is complete, the Faculty of Graduate Studies will process your Graduate Fellowship and your tuition. In the CHYS MA program students normally receive a Graduate Fellowship payment at the beginning of each semester for the first two years of full-time study (September, January, and May). At this time tuition and other auxiliary fees will be deducted. If there are funds remaining in your account after tuition deductions, finance will email students indicating that they may pick up a cheque from the Finance Department.

5.1 Graduate Fellowships

Full-time master's students (not awarded major external scholarship funding) receive graduate fellowship funding for a maximum of two years of full-time studies in the CHYS MA program. Normally, graduate fellowship is approximately \$7500 per year for the first two years of study. Part-time students are not eligible to receive this graduate fellowship.

5.2 Teaching Assistantships

Normally for the first two years of full-time study, CHYS graduate students will be offered a 240 hours/year Teaching Assistantship contract. These hours equate to 2 seminars for the Fall and Winter semesters for each year for the first two years of full-time study. Please note that normally there are no Teaching Assistantship contracts offered to graduate students over the Spring/Summer Semester. Salaries for Teaching Assistantships will be paid through regular payroll schedules (students receive direct deposit for their TAships once every two weeks). In the first year, the Graduate Program Director and the Department Chair will assign courses. In the second year, graduate students will apply for positions of interest.

5.3 Research Assistantships

Many CHYS faculty advisors also support their graduate students with research fellowships from their research grants. Prospective graduate students should contact their potential Faculty Advisor and Graduate Program Director to inquire if they are eligible to receive a research fellowship. Research Fellowship amounts vary and are specified by the faculty researcher. At minimum, students will be compensated based on Research Assistant Pay Guidelines set by the University which can be found in the [CUPE 4207 Collective Agreement](#).

5.4 CUPE Teaching Contracts

In addition to a student's teaching assistantship offered as part of their funding package through Child and Youth Studies, students may also seek employment through CUPE 4207. Jobs available under CUPE 4207 can be found [HERE](#).

- Please note that if the students who wish to seek additional employment appointments for on-campus work (including TA or RA hours) that result in more than an average of 10 hours per week must first seek and obtain the approval of their Supervisor, the Graduate Program Director, and the Dean of Graduate Studies. Students are required to fill out a Request for Approval of Extra Hours if their work hours exceed 160/term. Any student who does not complete the request and has exceeded the limit will be obliged to give up one of the appointments in compliance with university policy. The request for extra hours form can be found [here](#) and can be submitted to the CHYS Graduate Administrative Coordinator or the GPD for approval.

5.5 Internal and External Scholarships Available to Graduate Students

There are many other funding opportunities available for graduate students. Students should work with their faculty advisor and Graduate Program Director to discuss the various internal and external scholarships for which they can apply. Of relevance to CHYS graduate students are the SSRHC MA scholarship (\$17,500) and the Ontario Graduate Scholarship (\$15,000). Students will be encouraged to apply for each of these scholarships in the CHYS Pro-seminar class (CHYS 5N01). For a full listing of scholarships available to graduate students and resources for crafting an application visit The Faculty of Graduate Studies [Financial Resource](#) page.

5.6 Emergency Bursaries

CHYS Bursary

The Department of Child and Youth Studies solicits applications to its needs-based bursary fund in February each year. Amounts will vary from year to year but may be up to \$1000 each for several students. The application form will be sent out via email by the GPD each year.

Graduate Student Association

Once per term, up to two times per academic year, students can apply for an emergency \$25 food voucher (to Zehrs, Food Basics, etc.). These requests are processed on an as needed basis. Students just need to go into the GSA office and fill out a form to apply for it. The [Graduate Student Association](#) website houses the application form and procedures.

Grad Studies

Grad Studies has a monthly bursary fund that students can apply for. The form is on their website under financial information. This bursary is ONLY for extraordinary expenses, not for normative expenses (e.g., rent, food, etc.). [Applications](#) must be submitted to the Graduate Director **one week prior to the submission deadline** (2 business days before the meeting date).

Graduate Studies also has an emergency fund for students who are at risk of being evicted or have nothing to eat. Students would complete the [Emergency Bursary Application Form](#) and bring the completed form to Graduate Studies in Mackenzie Chown Complex D250. If the application is approved the Grad Studies Emergency Bursary Review Committee funds will be directly dispersed to the student.

International Students

Students who are registering at Brock as an international student can apply for work on campus and may be allowed to work off campus. For more information on Canadian immigration guidelines and work permit requirements students should check the [Graduate Studies website for international students](#). In addition, international students are eligible to receive both the CHYS emergency bursary and the Grad Studies emergency bursary but should be for exigent circumstances rather than the tuition and fees of the university.

CUPE 4207

In addition to various employment opportunities offered through CUPE they also offer emergency bursaries for students. There is no maximum a student can apply for, however, there must be a justification for the request and amount. The decision will be made by the executive committee of the local if and how much can be given to the applicant. If the amount is greater than \$500 it must be brought to the General Membership for consideration and a vote. Applications and procedures can be found on the [CUPE](#) website.

6. Supervision

6.1 Faculty Supervisor

At the beginning of the CHYS MA program, the CHYS graduate program committee will assign each student a faculty supervisor. This assignment is based on potential research interest compatibility or previous conversations between student and faculty member. Supervisors will meet with students to discuss the program and the direction of their research and study during the student's tenure. Each student in consultation with their supervisor will strike a formal thesis committee consisting of at least two additional faculty members. At least one of the three must be a full-time Brock University faculty member. The formal policies associated with faculty supervision are outlined in the supervision section of the current [Graduate Calendar](#).

6.2 Student

Graduate students in the CHYS MA program are encouraged to meet with their supervisor and the CHYS Graduate Program Director before commencing their first term in the program. Due to the multidisciplinary nature of the CHYS program, this meeting is an important step to designing the most effective individualized direction through the CHYS MA program. The formal policies governing student conduct are indicated in the most current [Graduate Calendar](#)

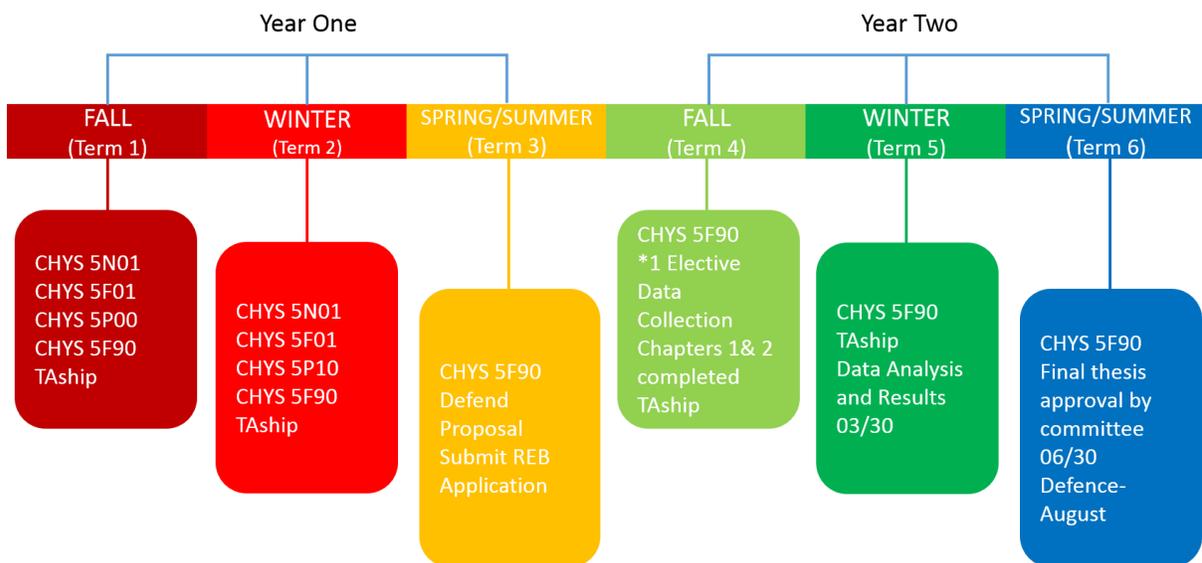
A description of the [Graduate Student Rights and Responsibilities](#) lays out the rights and obligations of all Brock graduate students. If graduate students have concerns about their supervisor-student relationship, a recommended course of action would be to try to talk with their supervisor first and then talk to the GPD. The [Graduate Student Ombudsperson](#) is also available to help.

7. Academic Progress (Progress Reports, Thesis Proposals, Defence Procedures, Etc.)

7.1 Progress Report Form

A [Progress Report](#) is to be completed at the end of each semester that students are registered in the CHYS MA program to evaluate and keep track of student progression and allow the GPD to assist students in staying on track (January 15, May 15, and September 15). The progress report should be completed in coordination with the student's supervisor. Once the form is completed and signed by both the supervisor and the student, the report should be submitted to the Graduate Program Director by the 15th day of the month following the completion of each semester. Progress Report Forms are kept in the student's file in the Graduate Program Director's office.

7.2 Suggested timeline for on-time Graduation



*only 1 elective is required in the MA program and can be taken in any term, but is typically taken in terms 2, 3, or 4

- This chart is meant to serve as a guideline for finishing on time. Not every student will follow this path, but it is the typical route to completion.

7.3 Thesis Proposal Form

Typically, nearing the end of their first year in the MA program, students should arrange to meet with their thesis committee members to discuss and formally approve their [Thesis Proposal Form](#). The nature of the thesis proposal meeting will vary according to the agreement made between students and their supervisor. In some cases, students may be asked to give a formal presentation of their thesis work to their thesis committee, while in other cases students may simply have a discussion or meeting with their thesis committee. Once students' thesis committee members have approved the thesis proposal, the thesis proposal form should be signed by each member of the thesis committee and submitted to the CHYS Graduate Program Director. Full-time students are encouraged to have their thesis proposal approved by the end of their third full time semester (typically by the end of the summer of Year 1).

7.4 Final Stage Status (Reduced Tuition Policy)

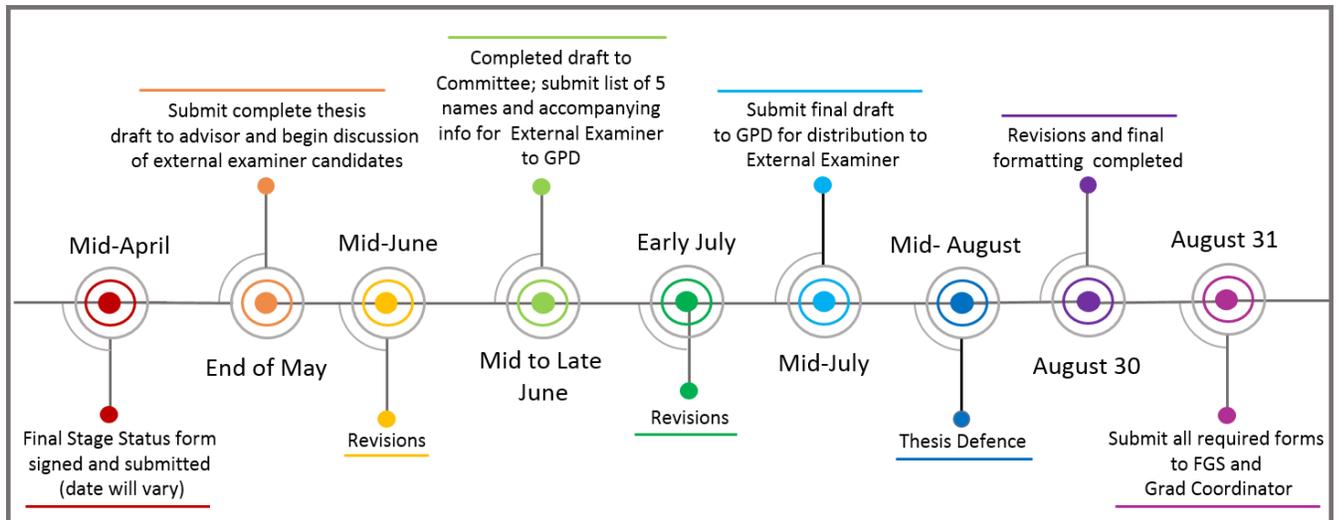
FGS provides an opportunity for graduate students to apply for 'Final Stage Status' (FSS) for their final academic term if all degree requirements (i.e., all coursework) and a rough draft of the thesis has been completed. Final Stage Status can only be granted once. If students fail to complete their thesis requirements during the FSS term, they will have to pay full tuition for the following term in order to finish their program requirements. In evaluating FSS requests, the supervisor and the other two committee members are asked to review the thesis draft and indicate in an email to the GPD whether the following statement is accurate:

"Students approved for Final Stage Status by their graduate program must have a complete draft of their Major Research Paper or Thesis, that requires no further research or additional chapters/sections, and must be deemed by their graduate program committee to be able to complete their exit requirement within the subsequent term."

The [Final Stage Status](#) application form is housed on the on the FGS website.

7.5 Thesis Defence Procedures

There are several steps that are required by the university before a student's thesis can be considered "passed" and they can graduate. Below is a rough timeline of what is necessary to successfully defend a dissertation in Child and Youth Studies.



7.6 Submitting Thesis for Defence

Once students have completed the final draft of their thesis, they should arrange to have all of their committee members read and approve the thesis. The thesis approval form should be signed by all members of a student's thesis committee. Once this form is signed by all thesis committee members, students should submit the following to the GPD:

- 1 [Thesis Approval Form](#) signed by all members of student's thesis committee
- An electronic PDF copy of the thesis
- Candidates for External Examiners (see section on External Examiners for more details)
- At least 5 possible defence dates that are available to all members of the student's thesis committee 4-6 weeks from the time all documents are provided to the Graduate Program Director.

A thesis defence will be scheduled approximately 4 – 6 weeks after students have submitted all the above to the Graduate Program Director.

7.7 External Examiner

The External Examiner, in conjunction with the committee, is responsible for offering an independent evaluation of the academic quality of the thesis vis-à-vis a letter one week before the defence. The supervisor and student should identify candidates who are sufficiently knowledgeable in the field and the methodology to be able to assess the work adequately. This can be done with input from the committee.

a. Qualifications of the External Examiner:

- Must be external to Brock and not have participated previously in the thesis project. Candidates must also be arms-length from the student's supervisor and committee members.

- They must be an Associate or Full Professor.
- b. Procedure for Submitting the Thesis to an External Examiner:
- Student should discuss externals with their supervisor while the draft is with the committee or sooner.
 - With the supervisor, students should make a list of 5 potential externals in the order that students would like them (can be internal to Brock, but not CHYS; try to think of great people in your field who are also not at Brock). Include everything on the following list to ensure a smooth process. Failing to include the required information will slow down the scheduling of defences
 - i. Name
 - ii. Rank
 - iii. Department and university
 - iv. Email
 - v. Short (sentence or two is fine) rationale for why they are a good fit for your thesis
 - vi. Website to their academic profile at their university (so the associate dean can determine their credentials and fit)
- c. Once everyone has signed off, the GPD will input the info into the external examiner form and wait for the associate dean to indicate the order of preference for externals.
- d. The GPD will send an email request to the external in the order chosen by associate dean. Once the GPD has secured an external, they will email the student and supervisor with the name and will schedule the defence and book the room. No more changes can be made to the thesis once it is sent to the external. It must be completely finished by this stage.
- e. The external requires 4 weeks to read the thesis. During this time, students will work on their PowerPoint presentation and practice an oral defence with their supervisor.
- f. At the defence, a chair will preside over everything (usually, but not always, the associate dean). Students will speak about the thesis for 20 minutes. Then the external will ask questions first, followed by committee members, and finally the supervisor – each has 15 minutes. After this round, there is another, shorter round of about 10 minutes each.

7.8 Final Thesis Requirements

After students defend their thesis, they may have revisions to make to the thesis document. Once these revisions have been made there are several procedures that students must follow to complete before their degree can be awarded.

- Thesis Defence Report Forms (prepared by the CHYS Graduate Program Director and signed at the thesis defence) to be delivered to the associate dean's office by the chair of the defence.
- Completed Thesis Non-Exclusive License Forms: An electronic copy of the final approved thesis is uploaded to Brock University Digital Repository. Students should submit the licensing forms to the CHYS Graduate Program Director at the defence. To download the Thesis Non-Exclusive License Form visit the [Grad Studies website](#)
- Graduate theses completed at Brock University must include a standard title page. Please use the template found in [Thesis Submission: Required Forms](#)

Students should check the [E-Thesis Submission guideline](#) for details about how to deposit the approved thesis, including the FGS eThesis Format Specifications.

7.9 Application to Graduate

Students must apply to graduate at the end of their program (even if you do not intend to attend the convocation ceremony). Brock has 2 graduation ceremonies, in June and October of each year. Students must apply to graduate by February 1st if they wish to graduate in June, and students must apply by July 1st if they wish to graduate in October. There is a fee associated with this application. Graduate students may apply to graduate at any time prior to the Convocation date for Spring or Fall ceremonies by going into the [Brock portal](#) under the Applicant & Student Self-Serve tab and selecting the menu option

In order to graduate at the requested ceremony, all degree requirements must be completed and the necessary documentation submitted by the Graduate Program to the Faculty of Graduate Studies office six weeks prior to the ceremony. If you have paid the fee and cannot graduate at the requested ceremony, your application will be forwarded to the next ceremony date with no additional fee.

8. Academic Policies

There are several policies and procedures in place at Brock University to support and protect Students, Faculty, and Staff. Please visit the [New Grad Student](#) website for issues related to the Graduate Calendar, Academic Integrity, Research Policies and Procedures, and the Respectful Work and Learning Environment Policy

9. Professional Development

Students in the CHYS MA program are encouraged to continually build and develop their academic and related professional portfolios. Through the course of the MA program there are a number of professional development opportunities available to students. Many of these activities are related to a student's individual program of research (e.g., conference presentations, academic publishing) and should be discussed with faculty advisors. Furthermore, the CHYS department, Brock's Graduate Student Association, and the Faculty of Graduate Studies provide ongoing activities aimed at enhancing students' academic and professional portfolios. Students are encouraged to regularly check with each of the abovementioned departments.

9.1 Colloquia

Students are expected to attend all CHYS Colloquia for the entire duration of the CHYS MA program.

9.2 Conference Travel

Brock's Faculty of Graduate Studies and the CHYS department are committed to supporting CHYS graduate students in traveling and presenting at academic conferences. CHYS graduate students can be reimbursed for **one** academic conference per year. Specifically, the CHYS department will reimburse CHYS PhD students with \$300. This may be matched by another \$300 from the Faculty of Graduate Studies the application for which can be found [Here](#). Please note that graduate students are only eligible for FGS funding if they first receive departmental funding and the applications for both funding streams should be submitted at the same time to the Graduate Administrative Coordinator.

In addition, the Provost's office offers an additional \$300.00 for student conference travel who have been funded by the department. The application for which can be found [HERE](#).

Note: This funding may be awarded only once per fiscal year (May 1- April 30) and is discretionary. Brock's Graduate Student Association also allows graduate students to apply for an additional \$100. Please see the CHYS Graduate Program Director, or the Graduate Administrative Coordinator for specific information about applying for these funds.

When applying for and receiving conference travel reimbursements, a guide is available [HERE](#).

Please note that it is a good idea to check in with the Graduate Administrative Coordinator before traveling. While the reimbursement process is not hard, University policy does require specific documentation that may be difficult or impossible to obtain after the fact.

10. Practical Information and Suggestions

Student Mental Health

Completing a master's degree can, at times, be stressful. Sometimes a student may be feeling overwhelmed. Should this occur, students are encouraged to contact Student Counselling Services (X3240) or 1-833-BROCK-33 and indicate they are a graduate student. Confidential and free graduate student specific counselling services are available to all graduate students. Additionally, if you are in need of a more immediate appointment there are drop in sessions available from 2-4 Monday through Friday available in ST400.

CHYS Graduate Student Space

There is lovely work space on the 4th floor that is designated for graduate students only. There are computers that have access to Mplus, SPSS, NVivo, and other software. Lockers are also available for use. Please see graduate administrative coordinator for locker use.

CHYS MA graduates wishing to apply to the PhD program

Brock Child and Youth MA students wishing to proceed to the PhD program are required to submit a brief "Application for admission to the PhD Program" form, stating their intention. This form is available on the Child and Youth website and must be returned to the Graduate Administrative Assistant by January 15. These students will not be charged an application fee. Note that university regulations require that the student has completed the requirements for their MA before they can register in the PhD program and receive funding. It is recommended that MA students wishing to transition to the PhD program submit their thesis defence draft to the Graduate Administrative Assistant no later than July 1.