

**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.*

Last Revised: July 18<sup>th</sup>, 2018

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**GRADUATE PROGRAM CONTACT INFORMATION 2018-2019**

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## **CHYS MA Handbook**

### **1. CHYS MA Program Description**

The MA in Child and Youth Studies responds to the growing need for individuals who are trained in multidisciplinary perspectives of child and youth studies. The program 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 sufficient flexibility in their work schedules to allow for attendance at 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 a number of 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 general CHYS Department. The CHYS Graduate Program Committee normally consists of the CHYS Graduate Program Director, CHYS Department Chair, and one core and one alternate faculty member from each of the CHYS curriculum banks. 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. The pairing of student and faculty advisor is normally based on faculty availability and research interest match.

#### **2.4 Faculty Research Interests**

CHYS Faculty research interests can be viewed at <https://brocku.ca/social-sciences/child-and-youth-studies/people-in-our-department/>

#### **2.5 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. A link to the Faculty of Graduate Studies is <http://www.brocku.ca/gradstudies/>

#### **2.6 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 <https://brocku.ca/university-secretariat/about-the-senate/senate-committees-agendas-and--2/>

#### **2.7 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. A link to the meeting schedule and minutes is <https://brocku.ca/university-secretariat/about-the-senate/senate-committees-agendas-and--2/>

### **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 a thesis. A program of study will, therefore, include the foundation courses, research methods, an elective, and a thesis. The elective may be an independent guided study, a course from within the Department of Child and Youth Studies, or from other graduate departments.

**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 preadmission background.

## **Core Courses**

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

**CHYS 5N01** (a full term course that runs from September to April each year)

### **Pro Seminar**

This is an informal seminar session where students will learn about the graduate program and the research interests of the CHYS faculty.

**CHYS 5F01** (a full term course that runs from September to April each year)

### **Research Methods for Child and Youth Study**

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

**CHYS 5P00** (typically offered in the fall semester each year)

### **Foundation I: Childhood, Youth and Society**

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

**CHYS 5P10** (typically offered in the winter semester each year)

### **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 semester 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, social policy analysis. The preparation and public defense of a thesis which will demonstrate the candidate's capacity for independent study.

## **Elective Courses**

Students are required but not limited to take one elective credit within their degree.

Students are encouraged to consult with their thesis advisor when planning their elective courses. The following courses are elective courses offered in the Child and Youth Studies Department but students may take elective courses from other Brock department of other Ontario universities.

**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 course supervisor)

**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 course supervisor)

**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 course supervisor)

**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 course supervisor)

**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. 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 Faculty Advisor or CHYS Graduate Program Director. To remain registered in the MA program, students must ensure they are enrolled in 5F90 each term until the completion of their MA. To register please visit the following site and click on the Web Registration link: <http://brocku.ca/registrar/guides-and-timetable/graduate-students/information>

### **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 number of 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 Faculty Advisor 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 <https://brocku.ca/graduate-studies/new-students/student-forms/>

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 have their student financial accounts assessed on a pro-rata 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 year 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 (normally 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.

## **5.4 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 particular 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 visit <http://brocku.ca/graduate-studies/current-students/financial-resources>

## **5.5 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. You can go to the GSA office and fill out a form to apply for it.

<https://brocku.ca/graduate-students-association>

### 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**. <https://brocku.ca/graduate-studies/financial-resources/> (see bursary form)

Graduate Studies also has an emergency fund that students can get immediate funds if they are at risk of being evicted or have nothing to eat. They would complete the bursary form and bring the completed form down in person to grad studies office.

<https://brocku.ca/graduate-studies/current-students/financial-resources/bursaries-travel/>

### VISA Students

The new student visa for international students allows them to work on or off-campus now.

<https://brocku.ca/nextstep/international-students/immigration/>

### CUPE 4207

Students in financial need can apply for support in extreme cases. 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.

<http://4207.cupe.ca/>

## **6. Supervision**

### **6.1 Faculty Advisor**

At the beginning of the CHYS MA program, the CHYS graduate program committee will assign each student a faculty advisor. This assignment is based on potential research match compatibility or previous conversations between student and faculty member.

Faculty advisors will meet with students as they begin their program to discuss the program and future directions. Each student in consultation with their faculty advisor 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 indicated in the Graduate Supervision and Supervisory Committees section of the current Graduate Calendar found at:

<https://brocku.ca/webcal/2018/graduate/>

### **6.2 Student**

Graduate students in the CHYS MA program are encouraged to meet with their faculty advisor 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: <https://brocku.ca/webcal/2016/graduate/code.html>

Graduate Student Rights and Responsibilities may be viewed here <http://brocku.ca/webcal/2014/graduate/gsr.html>

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 GPD. The 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 (3 times per year). The progress report should be completed in coordination with students' faculty advisor. Once the form is completed and signed by both the faculty advisor and the student, the report should be submitted to the Graduate Program Director by the 15<sup>th</sup> day of the month following the completion of each semester. Progress Report Forms are kept in student's file within the Graduate Program Director's office. To download the form visit <https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs/#resources-and-forms>

### **7.2 Suggested timeline for on-time Graduation**

#### **First Year**

- Draft proposal Completed by April 1
- Proposal successfully defended by May 30
- Ethics approval by June/July 30
- Chapters one and two finalized (introduction, literature review, method) by August 30

#### **Second Year**

- Data collection August – December
- Data analysis, results and discussion sections of thesis completed by March 30
- Approval of Final Thesis by committee by June 30
- Submission of names of potential external examiners and availability of committee members in August
- Defence in August

### **7.3 Thesis Proposal Form**

At some time close to the end of the first year within the CHYS MA program students should arrange to meet with their thesis committee members to discuss and formally approve their thesis proposal. The nature of the thesis proposal meeting will vary according to the agreement made between students and their faculty advisor. 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 no later than the end of their third full time semester (typically by the end of the summer of Year 1 in the program). To download the form visit <http://brocku.ca/social-sciences/departments-and-centres/child-and-youth-studies/graduate-program/forms>

#### **7.4 First Draft Form (Reduced Tuition Policy)**

Once students have completed the first full draft of their thesis, they may qualify for reduced tuition for the final semester of the CHYS MA program. Before registering for the final semester of study (*the semester during which students will defend their thesis*) students should complete the First Draft Form, have it signed by their thesis advisor and submit it to the CHYS Graduate Program Director. The date the form is due is set by Graduate Studies. To download the First Draft Form visit <https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs/#resources-and-forms>

#### **7.5 Thesis Defence Procedures**

Thesis defence procedures vary across departments and universities. The following document will provide students with information about the thesis defence procedures followed by the CHYS department. Please contact the CHYS Graduate Program Director with any questions about the thesis defence. To view the current Faculty of Social Science Thesis Defence Procedures please visit: <https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs/#resources-and-forms>

#### **7.6 Submitting Thesis for Defence**

Once students have completed the final draft of their thesis they should arrange to have all of their thesis 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 CHYS Graduate Program Director:

- 1 Thesis Approval Form signed by all members of student's thesis committee <https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs/#resources-and-forms>
- An electronic PDF copy of the thesis
- 5 names, contact information, and rationale for possible external examiners (must be at an Associate or Full Professor rank)
- 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 of the above to the Graduate Program Director.

#### **7.7 Submitting the Final Thesis**

After students defend their thesis they may have revisions to make to the thesis document. Once these revisions have been made there are a number of procedures that students must follow to complete their degree. At the completion of the defence, please provide to the Graduate Program Director the following:

- Thesis Defence Report Forms (prepared by the CHYS Graduate Program Director and signed at the thesis defence)
- Completed Thesis Non-Exclusive License Forms (see section below)

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

<https://brocku.ca/graduate-studies/mrpthesis-preparation/>

### **7.8 Graduate Record Form**

The Graduate Record form is required by the Office of Graduate Studies at the completion of the MA degree requirements. The on-line form is completed by the Graduate Director and the Faculty of Graduate Studies upon verification of the successful completion of all degree requirements.

### **7.9 Title Page Template**

Graduate theses completed at Brock University must include a standard title page. Please use the template found in the Thesis Submission: Required Forms link at

<https://brocku.ca/graduate-studies/new-students/student-forms/>

### **7.10 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

<https://brocku.ca/graduate-studies/new-students/student-forms/>

### **7.11 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 1<sup>st</sup> if they wish to graduate in June, and students must apply by July 1<sup>st</sup> 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

Application to Graduate

[http://my.brocku.ca/Portal/Login.aspx?ReturnUrl=%2fBrockDB%2freg\\_Declaration.aspx](http://my.brocku.ca/Portal/Login.aspx?ReturnUrl=%2fBrockDB%2freg_Declaration.aspx)

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 a number of policies and procedures in place at Brock University to support and protect Students, Faculty, and Staff. Please visit the following website for issues related to the Graduate Calendar, Academic Integrity, Research Policies and Procedures, and the Respectful Work and Learning Environment Policy <https://brocku.ca/graduate-studies/new-students/regulations-and-policies/>

## **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**

All submissions of travel expenses should be done on the cheque requisition form ([https://brocku.ca/webfm\\_send/29818](https://brocku.ca/webfm_send/29818))

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 MA students can be reimbursed up to \$300 for conference travel to one academic conference per academic year (September 1 – August 30). Specifically, the CHYS department will reimburse CHYS MA students with up to \$300 when presenting at a conference. This may be matched by another \$300 from the Faculty of Graduate Studies (<https://brocku.ca/graduate-studies/current-students/financial-resources/bursaries-travel>) . Brock's Graduate Student Association also allows graduate students to apply for an additional \$100. Please see the GSA website for specific information about applying for this money.

<https://brocku.ca/graduate-students-association>. Students may also apply for additional assistance from the Provost's Discretionary Fund. An application must be completed ( [https://brocku.ca/webfm\\_send/356](https://brocku.ca/webfm_send/356)

## **10. Practical Information and Suggestions**

### **Student Mental Health**

Completing a Masters 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) and indicate they are a graduate student. Confidential and free graduate student specific counselling services are available to all graduate students.

### **CHYS Graduate Student Space**

There is lovely desk space ideal for performing your responsibilities (graduate students only) located on the 4<sup>th</sup> floor of Cairns. 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 have completed the requirements of the 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.