Welcome to the Graduate programs in the Faculty of Health Sciences (FHS) at Simon Fraser University (SFU)!

On behalf of FHS, we congratulate you on your admission to the Master of Science (MSc) or Doctor of Philosophy (PhD) program and warmly welcome you to SFU, Canada's top-ranked comprehensive university. Here at SFU, we acknowledge and are honoured to live and work on the unceded traditional territories of the Coast Salish peoples of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaɬ (Tsleil-Waututh) Nations. Our graduate programs are supported by the Office of Graduate and Postdoctoral Studies and in choosing SFU, you join more than 5,000 graduate students across SFU’s 8 faculties from over 100 countries across the world. As one of Canada’s most community-engaged research universities, with three thriving campuses in Burnaby, downtown Vancouver and Surrey, SFU creates an exceptional learning environment that integrates cutting-edge research, innovative education and the meaningful engagement of peoples and communities at home and abroad. This is SFU's strategic vision, and we challenge you to work hand-in-hand with us to turn this vision into an exciting and functioning reality.

The goal of FHS is to foster a vibrant interdisciplinary environment that employs a “cell to society” approach to improve health and wellness across the life-course, with a focus on addressing health inequities. Here at FHS, you will have the opportunity to further your intellectual development and career, and to join us as partners in learning, discovery and community engagement. You will draw on the expertise of 53 academic faculty with national and international reputations for teaching and scholarly excellence, and a professional complement of administrative and technical staff.

In addition to wishing you a successful and rewarding graduate experience, I hope you will also take time to enjoy all that Metro Vancouver and British Columbia has to offer. Our campuses are surrounded by natural beauty with many social, cultural and recreational opportunities to balance your studies.

I’m confident that your graduate experience in the Faculty of Health Sciences will help you further your professional and research goals. Never hesitate to let me know how you are doing and what we can do to improve our programs. I invite you to fully embrace the education, research and teaching opportunities that we offer, and I wish you all the best during your time here at SFU.

Sincerely,

Frank Lee, PhD
Associate Professor & Chair, MSc & PhD Programs
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Faculty of Health Sciences Contacts

Graduate Program Faculty Contacts
For profiles of all faculty members, please visit the faculty directory on our website.

Dr. Tania Bubela  
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778-782-5361  
Office: BLU 11328

Dr. Nicole Berry  
_Associate Dean, Education_  
nicoi_e@sfu.ca  
778-782-7189  
Office: BLU 11320

Dr. Frank Lee  
_Director, MSc and PhD Program_  
f.lee@sfu.ca  
778-782-8649  
Office: BLU 10520

Graduate Program Staff Contacts
For profiles of all staff and their roles in the Faculty, please visit Dean’s Office & FHS Staff directory

Robyn Bailey  
_Manager, Graduate Programs_  
robyn_bailey@sfu.ca  
778-782-3831  
Office: BLU 10704

Kellie Smith  
_Manager, Education Programs_  
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778-782-9910  
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Margaret van Soest  
_Program Assistant (MSc & PhD)_  
mscphd_assistant@sfu.ca  
778-782-8450  
Office: BLU 10713

Jen Van Rassel  
_Program Assistant (MPH)_  
mp_assistant@sfu.ca  
778-782-7036  
Office: BLU 10703
Campus and Program Orientation Sessions

Faculty of Health Sciences Graduate Student Orientation
The FHS Graduate Student Orientation will be held on Wednesday August 28 from 9 AM to 4 PM. Attendance at all parts of the orientation is required. The full schedule for the orientation will be emailed to students two weeks prior to the date.

If extenuating circumstances will prevent you from attending orientation, you must email Robyn Bailey, Manager, Graduate Program, at robyn_bailey@sfu.ca at least two weeks in advance.

SFU Graduate Student Orientation
On Friday, August 30, Graduate and Postdoctoral Studies (GPS) will be hosting an orientation day for all new graduate students featuring interactive information sessions, campus and service tours, social events, and more. For more information and to register visit GPS events website. Students are strongly encouraged to attend.

Getting Started

Computing ID
Students of SFU are required to sign up for a computing ID and SFU email address. The Faculty regularly sends important information to your SFU email address, so you must check it regularly or sign up for email forwarding to your personal address.

Once you have paid your tuition deposit, you should receive an automated email in mid-June with instructions on how to activate you computing ID via the mySFU Account Activation service. If you have not received the automated e-mail or experience issues activating your computing ID, please contact the Student Information Management Services help line at 778.782.3230 or help@sfu.ca.

The following is a quick overview of how to activate your account:

- Go to https://services.sfu.ca/cgi-bin/WebObjects/ITServices.woa/wa/AccountActivation
- Enter your 9-digit student number and your birth year/month/date. "Submit"
- Follow the prompts as required to activate your account

Your SFU computing account gives you access to all personal academic program information, course enrollment and grades, financial account information, tax receipts and other student services, many Internet services, including SFU’s electronic mail SFU mail (https://mail.sfu.ca), web browsing, netnews, library catalogues, and library services at SFU and elsewhere, plus hundreds of file archive sites where you can obtain free software.

**Please note that we will begin communicating with you through your SFU computing ID from July 8 onwards**

SFU Apps to Download
Download these apps. Allow notifications on SFU SNAP to receive emergency alerts from SFU.
Enrollment & Registration
Simon Fraser University works on a tri-semester system: the fall term (September to December), spring term (January to April) and summer term (May to August). Graduate students need to be enrolled every term until completion. Get a confirmation of full-time enrollment letter. See what is considered full-time student status.

Before registering for the first time, you will need to activate your computing ID. Once you enroll in classes, the system will deduct the $250 admission deposit from your semester’s tuition. The MPH program has a set course schedule that you can find at the end of this guide.

Enrolling (registering) in classes: Registration for fall 2019 will open on Monday July 8, 2019.

Instructions for enrolling in your classes

Course Planning:
- Course timetables (select the applicable semester)
- Future course offerings

Adding and Dropping Courses: Students may receive a 100% refund for dropped courses only until the deadline. Check the dates and deadlines each term.

Course Outlines and timetable: For details about a course you can search ‘SFU course outlines’ in your browser and check the FHS current student webpage which has the timetable for classes and a six-term schedule of future course offerings.

Advanced Standing refers to requesting transfer credit for a course taken previously in a related area of study. Courses requested for advanced standing must not have been counted towards a previous degree and must not be at the undergraduate level. Students must submit an Advanced Standing Request for each course they wish to request advanced standing for over the course of their degree program, available on the Forms & Links page of our website. Advanced standing will not be granted for HSCI 902 and/or HSCI 903.

Directed Studies refers to enrollment in a course that enables students to work with a faculty member on reading or research project of mutual interests. Students must submit a Directed Studies Request as well as a syllabus for the proposed course. The request form is available on the Forms & Links page of our website.

Western Deans’ Agreement (WDA) refers to an agreement between Western Canadian universities that allows graduate students to apply to take courses at participating institutions. For more information and for a list of participating institutions, please visit the Western Canadian Deans of Graduate Studies website. Students will not normally be permitted to complete a course through the WDA when an equivalent course is offered by the Faculty of Health Sciences at SFU. For more information on SFU’s requirements for the WDA process, please visit the Office of Graduate & Postdoctoral Studies website. An email will also be sent out every term with the WDA deadlines and process for the subsequent term.

Course Textbooks: Some courses will require the purchase of a textbook(s). The Bookstore in the Maggie Benston Centre will have these books for sale on the lower level. Sometimes used textbooks are available.
Tuition, Fees & Typical Costs
Current tuition and required fees are posted by Graduate and Postdoctoral Studies. Instructions for paying tuition and fees.

MSc students can anticipate a minimum of six consecutive terms in the program, with tuition charged at half the rate in subsequent terms.

PhD students can anticipate a minimum of eight consecutive terms in the program, with tuition charged at half the rate in subsequent terms.

Graduate students need to be registered or on a leave of absence each term year-round. Read about the continuity of enrollment requirement.

For a breakdown of typical costs per term in SFU’s trimester system, refer to http://students.sfu.ca/financialaid/costs.html

Universal Transit Pass (UPASS)
The UPASS program is a transportation package which provides students in Metro Vancouver with universal and affordable access to public transit. The program is a partnership between Simon Fraser University, the Simon Fraser Student Society (SFSS), the Graduate Student Society (GSS), TransLink, and the Province of British Columbia and was approved through SFSS and GSS referendum.

SFU’s UPASS program is mandatory for all eligible undergraduate and graduate students. Students will be charged the UPASS term fee to their student financial account the next business day after registration. The U-Pass BC program provides unlimited, all zone access to public transit in Metro Vancouver including TransLink Bus, SkyTrain, and SeaBus services and a discount on West Coast Express Train fares, and is distributed via the Compass Card. More information on the UPASS program.

Facilities and IT

Computer Network Connections

SFU has 3 wireless networks available for faculty, staff and student use.

1) SFUNET is the standard SFU wireless network on campus. No configuration is needed prior to use and utilizes a web portal for authentication. To use, simply connect to SFUNET and open a web browser. You should be directed to enter your SFU id and password.

2) SFUNET-SECURE is the secure wireless network on campus. While an initial setup process is required, users are encouraged to use SFUNET-SECURE when possible.

3) EDUROAM network allows you to use your SFU computing ID and password to authenticate at cooperating universities.
XpressConnect, automatic secure wireless installer, is available to members of the SFU community that takes the pain out of installing SFUNET-SECURE or eduroam. XpressConnect and configuration instructions.

Computing Lab Access
There is a 36 station computing lab in Blusson Hall 11660 supported by FHS available for use to FHS Graduate Students. Access to the lab is controlled by a combination lock at the door which is reset September 1st of every year. The combination will be forwarded to you at the start of the semester. Do not pass this combination to any person. Use your computing ID and password to log onto the workstations in lab which have a number of software packages for word processing, statistical, and spatial analysis.

Printers/Copiers
Graduate students have access to printers located in the general computing lab (BLU 11660) and the work rooms in BLU 10501 and BLU 11501. Login to the workroom printers is through your computing ID and password. See the SFU print website to learn how to set-up printing on your laptop as well as additional locations for all students.

File Space and File Sharing at SFU

FHS managed file space. FHS provides personal file space for course work in the FHS Computing Lab at Blusson Hall 11660. This space is provided for the duration of your Graduate studies at FHS and is accessible through the My Documents folder or through M: in My Computer in the computing lab. This space is accessible only to you and FHS IT Staff. Instructors may choose to deliver course materials via the shared course drive (T:).

SFU managed file space with file sharing. SFU offers access to the highly versatile SFU Vault cloud storage service. This space can be used to store files and can be used across multiple devices. Find more information on SFU Vault.

Files stored on university computers and filespaces is governed by the SFU General Policy (GP 24) - Fair Use of Information and Communications Technology.

Computer Software

SFU Site-Licensed Software (free for students). As part of licensing agreements with various software vendors, SFU offers software, free of charge, to students. Software under this agreement include Office 365 for Education, JMP, SAS and NVivo. Software under SFU site-licensed is administered by SFU IT Services. FHS IT Staff are unable to provide assistance in installation and use of this software.

Download free software at www.sfu.ca/itservices/technical/software

Citation Management Software www.lib.sfu.ca/find/research-tools/citation-software

Lynda.com
FHS Graduate students have free access to online courses through Lynda.com
Study Space, Student Lounge and Room bookings
Grad student drop-in workstations are located in **BLU 10402**. Entry to the open plan offices is through an access/unican code which is changed before the Fall and Spring term and by Graduate Program Staff.

The graduate student lounge is in **BLU 10716**. Entry to the lounge is through the use of an access code that is changed regularly and provided by email at the beginning of every term.

**BLU 9820** is offered as dedicated group study/meeting space for FHS graduate students on Burnaby campus and can be booked by contacting a staff member. MPH students contact mph_assistant@sfu.ca, MSc/PhD students contact mscphd_assistant@sfu.ca.

See [The Graduate Student Society](#) and also the [SFU Library](#) and [SFU Library graduate group rooms](#) in the learning commons for more room booking options.

**Office Space:** MSc and PhD students can request private workspace through this [form](#).

**Room Bookings:** Graduate Program Staff may assist you in booking a room in Blusson Hall for your research proposal meeting, comprehensive exam or thesis defence. Contact mscphd_assistant@sfu.ca. Senior supervisors have access to book rooms for committee and other meetings. Staff do not normally book rooms for these meetings.

**Graduate Student Space in the Research Commons**
The Research Commons is located on the 7th floor of W.A.C. Bennett Library and is exclusively accessible to graduate students, faculty, and postdoctoral fellows by punch code. The space is currently equipped with wireless access, workstations, bookable group rooms, and areas for discussion and relaxation. The [access code to the Research Commons](#) will change periodically. Effective 4 September, 2018, access is available using: 2-4-3-1-Enter.

**Course and Program Planning**

**MSc Program**

Minimum requirements for all students in the MSc program are 30 units of graduate course work, consisting of the following:

- HSCI 902: Interdisciplinary Seminar in Health Sciences I (3 units)
- HSCI 903: Interdisciplinary Seminar in Health Sciences II (3 units)
- HSCI 886: MSc Thesis Proposal (6 units)
- HSCI 887: MSc Thesis (12 units)
- Elective courses (6 units)

HSCI 902 must be completed in the Fall and HSCI 903 must be completed in the Spring of your first year. Elective courses will be determined in consultation with your Supervisor and Committee. You may be advised to take additional courses by your Supervisor.
You will register in HSCI 886 in every term until your thesis proposal is approved, at which time you will register in HSCI 887 until your thesis is defended.

The student presents the **MSc thesis proposal defence to the Supervisor and Committee before the end of the 4th term of the program.** The Supervisor and Committee meet prior to the thesis proposal defence to discuss the general area(s) of proposed work. The procedures for preparing for the MSc thesis proposal defence are in *Forms and Documents*.

After the thesis proposal defence, the MSc Thesis Proposal Confirmation of Acceptability form is signed by the Senior Supervisor and Supervisory Committee members at the end of the presentation. The form is then submitted to the MSc PhD Program Assistant. This form can be found in *Forms and Documents*.

More information about the program and defending your thesis can be found on our [website](#).

**PhD Program**

The minimum requirements for all students in the PhD program consist of the following:

- HSCI 902: Interdisciplinary Seminar in Health Sciences I (3 units)
- HSCI 903: Interdisciplinary Seminar in Health Sciences II (3 units)
- HSCI 983: Comprehensive Exam and Thesis Proposal (6 units)
- HSCI 990: Thesis (12 units)

HSCI 902 must be completed in the Fall and HSCI 903 must be completed in the Spring of your first year.

You will register in HSCI 983 in every term until your comprehensive exam is completed and your thesis approval is approved, at which time you will register in HSCI 990 until you graduate

As a PhD student you will be able to take courses across the campus with the approval of your committee. The course or courses can be taken for credit or audit and you can also take courses through the Western Deans’ Agreement.

**PhD Thesis Proposal Defence**

The student presents the PhD thesis proposal defence to the Senior Supervisor and Supervisory Committee members and is normally completed before the end of the 6th term of the program. The Senior Supervisor and Supervisory Committee meet prior to the thesis proposal defence to discuss the general area(s) of proposed work. The procedures for preparing for the PhD thesis proposal defence is found [here](#).

The **PhD Thesis Proposal Confirmation of Acceptability Form** is signed by the Senior Supervisor and Supervisory Committee members at the end of the presentation. The form is then submitted to the MSc PhD Program Assistant.

**PhD Comprehensive Examination**

The Comprehensive Examination is meant to assess the student’s broad understanding of his/her research area and is normally completed before the end of the 4th term of the program. The Senior
Supervisor and Supervisory Committee meet prior to the examination to discuss the examination process.

More information about the program and defending your thesis can be found on our website.

FHS Research Seminars
First year MSc and PhD students are required to attend the seminars as a requirement of HSCI 902 and HSCI 903, and are strongly encouraged to continue attending the seminars beyond the first year. This interdisciplinary research seminar series focuses on the research of the FHS faculty and that of related researchers. It is held in the fall and spring term, and is an excellent time for students and faculty to engage.

Supervisors and the Initial Committee Meeting
You and your Supervisor should start talking about forming a committee as soon as possible (this is usually a collaborative process). You are required by SFU to have a committee on record by the end of the first month of the second term (end of January of your first year).

The Supervisory Committee normally consists of the student’s Supervisor and at least 2 other members. One of the two additional Committee members must be a member of the FHS research faculty. The third Committee member need not be from SFU; for example s/he can be an Adjunct Professor, or faculty member at another institution. Committee members should ideally complement the student’s research and program goals. See best practices for forming a using a supervisory committee.

An initial Supervisory Committee meeting should be held as early as possible. After this meeting, submit an Initial Supervisory Committee Meeting and an Approval of Supervisory Committee form to Margaret in person at BLU 10713, in her box at the office or by email.

The initial meeting of the student with the Supervisory Committee is meant to ensure that new graduate students have appropriate oversight, and are on-track with their course work and research plans early in their graduate programs. Students who fail to submit these two forms by the end of their first semester may not be allowed to register for courses for the following semester until they submit these forms.

NOTE: Information regarding sensitive or classified material in theses is found at the following link to the Office of Graduate & Postdoctoral Studies website.

Students, in consultation with their Supervisors, will be required to read the guidelines for sensitive and classified material. Both parties will sign on the Approval of Supervisory Committee form with confirmation of having read the guidelines, available on the Office of Graduate & Postdoctoral Studies website.

Graduate Progress Reports (GPR)
Students are required to meet with their Supervisory Committee to discuss the student’s progress in the graduate program on an annual basis. Graduate Progress Reports (GPR) are to be completed after the meeting by all active graduate students in a research based program at SFU. This falls in line with Graduate General Regulation (GGR) 1.8.1. The purpose of the GPR is to capture information relevant to
student's research and to ensure that the student is achieving a satisfactory status, or greater, from the viewpoint of their Supervisor and Committee.

Once a Graduate Progress Report is generated for a student, it is expected that the report be fully completed within six weeks. Normally, students will not be allowed to register for the next semester if the Graduate Progress Report has not been submitted.

Students will receive an email notification through GoSFU when it is time to start the reporting process. Students and supervisors can expect to complete this in the summer term for students who started their program in September and in the fall term for students who started their program in January.

See managing your progress from Graduate and Postdoctoral Studies for information on how to keep on track.

Minimum Academic Progress
SFU Graduate Regulation 1.5.4 states that “a student in a master’s or doctoral program is required to maintain a CGPA of at least 3.0. Failure to meet the minimum CGPA is evidence of unsatisfactory progress and the matter will be considered by the graduate program committee as required under the Procedure for the Review of Unsatisfactory Progress in 1.8.2.” Student progress is monitored closely, and a review of academic progress takes place after the self-serve registration deadline of every term. If students are not meeting the minimum CGPA requirement, they will be notified in writing with the required steps to achieve and maintain satisfactory progress as well as the implications for failing to do so. The Faculty is committed to the academic and professional success of all students, and you are strongly encouraged to speak to your senior supervisor if you are struggling so you can be advised of the supports available to you.
MSc PROGRAM PLAN

| Student Name: |   |
| Student Number: |   |
| Starting Semester: | Fall 2019 |

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Completed</th>
<th>Term</th>
<th>Notes</th>
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<td>HSCI 903</td>
<td>3</td>
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<td><strong>Core Courses</strong></td>
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<tr>
<td><strong>Two Electives (totaling minimum 6 credits)</strong></td>
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<td>HSCI 886</td>
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<tr>
<td><strong>Thesis Proposal</strong></td>
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<td>HSCI 887</td>
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<tr>
<td><strong>Master’s Thesis</strong></td>
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<td>Total # of Credits:</td>
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PhD PROGRAM PLAN

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<th>Completed</th>
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<tr>
<td>HSCI 903</td>
<td>3</td>
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<tr>
<td><strong>Comprehensive Exam and Thesis Proposal</strong></td>
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<tr>
<td>HSCI 983</td>
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<tr>
<td><strong>Thesis</strong></td>
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<tr>
<td>HSCI 990</td>
<td>12</td>
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Get Involved

Make the most of your graduate experience at SFU and become a more engaged member of the campus community, learn new skills, and make friends through a variety of extraordinary learning opportunities outside of the classroom. The friendships you make and the experiences you have are an important part of your educational journey. See below for some great opportunities for Health Sciences graduate students and visit SFU’s myInvolvement website to learn more about the variety of opportunities to get involved at SFU.

FHS Graduate Student Caucus
The FHS Graduate Student Caucus represents the voice of all graduate students in the Faculty. The caucus acts as a liaison between the student body and the Faculty and is responsible for voicing student opinions, organizing numerous student events, and supporting student initiatives. The Caucus works hard to create a sense of community within the Faculty and across campus for MPH, MSc, and PhD students in Health Sciences. Visit the FHS Graduate Student Caucus website.

SFU Graduate Student Society (GSS)
The GSS is the student society and government for all graduate students at SFU, representing over 5,000 students in 37 academic programs at SFU’s Burnaby, Surrey and Vancouver campuses. The BC Universities Act recognizes the Society as the primary representative of graduate students in university affairs; through the collection of fees, the GSS provides a group benefit plan, grants and other funding, socials, student space, and support to departmental caucuses. The GSS also provides academic, professional, social, and recreational services to its members. GSS website.

Peer Mentorship
Each new graduate student is connected with a current graduate student when they start their program. Your peer mentor can help you adjust to life as a graduate student and answer questions you may have about student life on and off campus.

Town hall
Each year, the Town Hall Meeting is held with staff and graduate students in the Faculty of Health Sciences to discuss questions, comments and concerns about your graduate program experience to staff and faculty.

Reading club
Join FHS reads, a book club for the FHS community, to interact with other students, staff and faculty and discuss health related topics. Each year, a book selection committee is put together to generate the reading list.

Seminar Series
All FHS MSc and PhD students attend bi-monthly research seminars to interact and learn about other research. One seminar per year is organized and hosted by the students. See a list of recent and upcoming seminars.
Committee membership
All graduate students at FHS are encouraged to participate in faculty governance. You can put your name forward to the graduate student body to sit on one of FHS’ committees.

Grad lounge
The grad lounge is a spacious shared space with 24 hour secure access for students. In the lounge you will find a fridge, microwave, tables and lounges with access to power, and other students.

Group and quiet study spaces
In our spacious facility, there are several secure areas and a bookable meeting room for graduate students who are looking for group or quiet study spaces as well as common areas for all students.

Library & Research Commons
SFU Library's Research Commons supports the research endeavours of the University community, with particular focus on graduate students during all stages of the research lifecycle - ideas, partners, proposal writing, research process, and publication - and provides easy access to both physical and virtual research resources. The Research Commons contributes to the ongoing success of SFU’s graduate researchers by providing a comfortable and inspiring space and offering services which directly support research.

Graduate writing services at the library are an essential resource.

The Research Commons is located on the 7th floor of SFU Burnaby’s W.A.C. Bennett Library and is equipped with:

- Wireless access
- Workstations
- Bookable group consultation rooms
- Areas for discussion and relaxation.

The Research Commons is the home of the Graduate Open Writing Lab and Thesis Boot Camp.

For more information, please visit the Research Commons website.

Graduate and Postdoctoral Studies
Graduate and Postdoctoral Studies is an invaluable resource for graduate students throughout their degree program. Please ensure that you are familiar with the GPS website, particularly information related to academic dates and deadlines, fees and funding, various forms you'll need to submit throughout your time at SFU, managing your progress, and completing your degree. It is your responsibility to be aware of and adhere to the Graduate General Regulations, as these are the policies that govern all prospective and current graduate students at SFU.
Please complete the virtual orientation as soon as possible if you haven’t.

**Employment Opportunities**

**Career and Volunteer Services**
We encourage students to meet with Brenda Badgero, our career education manager from Career Services for career and volunteer support, opportunities and information. Please visit our TA Appointment Information page all the information and forms you will need after being offered a position.

**Other Employment Opportunities**
- Employment with/through FHS
- SFU work-study program
- SFU student temp pool

**FHS Professional Opportunities Blog**
You can find an up to date list of opportunities on the FHS professional opportunities blog

**Graduate and Postdoctoral Studies Jobs Blog**
See the GPS blog for job and volunteer postings relevant to graduate students at SFU.

**Becoming a Teaching Assistant**
Teaching Assistant (TA) positions for each term will be posted on the FHS Employment Opportunities page, and an email will be sent to students once the competition is open. SFU students can apply for TA positions in any department or faculty at SFU. See all TA listings.

Successful applicants will be contacted by email with an offer for a TA position in early August. It is the responsibility of the student to confirm their acceptance of the position by the stated deadline, or the position may be re-assigned. Some TA assignments are based on enrollment and, as a result, it is not unusual to be notified of a position after the start of classes. Undergraduate courses continue to enroll two weeks after the start of a semester.

Teaching Assistant contracts are normally 17 weeks and you need to be available for the entire duration of the contract. The instructor may want to meet before the start of the term. TAs should not make any vacation or travel plans until they know their final examination/marking schedule for the term to confirm whether they will be involved with final exam. If there is an issue meeting the 17 week contract, a TA should be in touch with the instructor. If suitable arrangements cannot be made, the contract may need to be re-assigned.

On Friday, September 6, the Teaching and Learning Centre (TLC) will be holding an orientation for new and veteran Teaching Assistants. All students who have been assigned a TA position in the fall term should plan to attend. For more information on this orientation and the Teaching and Learning Centre, please visit their website.

All Teaching Assistants are employees of SFU, and members of the Teaching Support Staff Union (TSSU). As a Teaching Assistant, the University pays 100% of the monthly premium for the Medical Services Plan.
(MSP) of British Columbia, 75% of the monthly premium for Extended Health Care Benefits (Pacific Blue Cross). Eligible employees must apply before the start-up of every semester for coverage through Human Resources (778-782-3237). The medical Services Plan Brochure provides benefit details, and is available from the MSP website.

Resources for TAs
The following links will help you get your medical coverage and other benefits, as well as help you learn how to become a better teacher.

- Human Resources: TSSU Member Benefit Plan
- Graduate Student Society: Graduate Student Benefit Plan
- Medical Insurance information for Graduate Student TAs (explains how the benefit plans can work with each other)
- TLC: TA/TM Day / see other TLC workshops
- Graduate Studies: Professional Development Opportunities
- Protection of SFU Data on Mobile Devices: What you must do if you plan to store your student’s information on a mobile device

Resources for Your Health & Wellness

Medical Coverage and Extended Health Benefits
SFU requires all students to have basic medical coverage as a condition of their acceptance and for the duration of their studies. If you are a new resident to British Columbia, there is a three-month waiting period before coverage for the British Columbia Medical Services Plan (MSP) takes effect. We recommend all students purchase private medical insurance to cover this interim period. After you apply for MSP, the government will issue a BC Services Card which can be used when visiting a doctor.

As long as you meet the enrolment criteria, graduate students are automatically enrolled each semester in the extended health benefits plan through the Graduate Student Society. The enrollment criteria are: 1) You are a member of the Graduate Student Society (ie. paying fees); 2) You are a registered graduate student taking at least one course at SFU; and 3) You have basic medical insurance. For more information on graduate extended health benefits and opting out of the plan, please visit the I Have a Plan website.

Out-of-Province Students: Students who are not planning to take up permanent residence in BC may be able to keep their home provincial medical plan. Check with your home province. If you are not covered by your home plan there is a three-month waiting period before you are eligible for the BC Medical Services Plan.

Health and Counselling Services
SFU’s Health and Counselling offers a wide range of services to maintain your physical and mental health. Their health clinic (doctors and nurses), counselling, psychiatrist, and health promotion team are here to collectively and positively influence your health and well-being.

They also offer weekly events aimed at improving your well-being, including Mindfulness Meditation and free yoga classes.

NOTE: Please save the 24-7 emergency lines for each campus. Please save these numbers in your phones:
Burnaby campus: 778.782.4500
Surrey campus: 778.782.7511
Vancouver campus: 778.782.5252

Campus security & Safety and Risk Services has a number of programs and safety procedures to help students stay safe. Please familiarize yourself with these programs.

Centre for Accessible Learning
SFU is committed to creating a welcoming and accessible community where all students can participate fully and are supported in realizing their potential. If you have a disability or medical condition that may affect your full participation at SFU, please contact the Centre for Accessible Learning as soon as possible to learn about academic accommodations. Planning ahead and knowing your options is key to a successful first year.

Information for International Students

Guard Me Temporary Medical Insurance Plan
As a new international graduate student, you will be automatically enrolled in a mandatory 4 month primary medical insurance plan for your first term through guard.me@SFU. Please check your student account online at sis.sfu.ca to confirm if you have been charged for the plan fees.

This plan provides interim coverage during the waiting period for the BC Medical Services Plan. You must have coverage under the BC Medical Services Plan (MSP) if you will be a resident of BC for longer than 6 months. As soon as you receive your BC Medical Services Plan, you may be eligible for a refund of the unused portion of your guard.me@SFU insurance if you have not made a claim and there is more than 1 month of coverage remaining when you apply. Opt out online at https://www.guard.me/sfu

If you already have MSP (or acceptable equivalent coverage), you must opt out online before the end of the first month of your first term. Click here for applicable deadlines.

International Services for Students (ISS)
The International Services for Students (ISS) office provides support and services for all students seeking information regarding a variety of international learning opportunities. Specific services and supports include: advising and programs for all degree-seeking international students and inbound exchange students; information about Exchanges, Study Abroad, and Field Schools; International Orientation; assistance with medical insurance, taxes, visas, work and study permits; and community engagement opportunities.

You are strongly encouraged to review the International Services for Students website, and utilize the services of their office staff regarding for any inquiries you might have. Please visit: http://www.sfu.ca/students/international/.

EAL Support Services
If you need or want to improve your written and spoken proficiency in English, the SFU Library (Student Learning Commons/Research Commons) offers a wide range of services for students.
• **Graduate Writing and EAL Consultations** (bookable individual consultations for support in the areas of writing, learning, and English as an Additional Language (EAL) and EAL/Academic Writing Workshops)

• **Let's Talk: English Conversation Group** (weekly drop in conversation groups at Burnaby campus)

• **Conversation Partners** (VERY popular program providing the opportunity to practice conversational English one-on-one with an ongoing Partner.)

• **Speaking Consultations** (bookable or drop in individual consultations to strengthen English conversation skills)

All graduate students benefit significantly from taking advantage of the **Writing and Publishing support services** and ALL the other services provided for graduate students through the **Research Commons**.

Another beneficial program is the **International Teaching Assistant Program**. It's a free graduate seminar designed for teaching assistants and graduate students who speak English as an additional language. The seminar helps students' academic communication and teaching skills.

SFU's new **Centre for English Language Learning, Teaching, and Research** (CELLTR) provides SFU students, staff and faculty with teaching and learning services that support them in SFU’s multilingual environment. Check out their **upcoming events**.

**Scholarships, Awards & Bursaries**

Graduate students are eligible to apply for a variety of financial assistance programs including entrance or continuing scholarships, graduate fellowships, awards, teaching and research assistant positions, bursaries, and loans. However, please note that all funding opportunities are highly competitive.

Most applications for internal SFU graduate funding will be submitted through the **Graduate Awards and Application (GA3) system**. It is the student’s responsibility to be aware of all application requirements, and to ensure that a complete application for any award, scholarship, or fellowship is received by the deadline. Incomplete or late application will automatically be discarded. Students may be notified by email when a competition is available for application submission but you should ensure that you check the **GA3 system** regularly for available competitions.

Financial needs-based graduate scholarships, bursaries and loans, including Government student loans, emergency loans and the Work Study Program, are administered by **Awards and Financial Aid**. If you have a government student loan or are looking for confirmation of enrolment to maintain your student loan, visit the **Financial Aid and Awards loans page**.

**Award Payments:** Graduate awards are paid as one lump sum in the appropriate term and will be applied to your SFU student account, paying off any outstanding tuition balance and fees. Any remaining funds will be transferred to your Canadian bank account as a refund as long as you have signed up for direct deposit on **go.sfu.ca**. If you have not signed up for direct deposit, your refund may be delayed since refund cheques are only issued once a month. **Thus, it is strongly recommended that you set up direct deposit through go.sfu.ca; click here for instructions.**
THE TD BANK GRADUATE BURSARY ENDOWMENT FOR HEALTH SCIENCES

The TD Bank Financial Group is committed to supporting Canadian students through bursaries, especially in the area of health education, and have established a substantial endowment for this purpose. Awards are allocated in any semester from a portion of the annual income earned from this endowment fund. Criteria for this award are:

1. Registration in a graduate program in the Faculty of Health Sciences at Simon Fraser University
2. Demonstrated financial need

To apply for a bursary, please refer to Awards and Financial Aid for Graduate Students or contact Financial Assistance at fiassist@sfu.ca. The award will be adjudicated by the Senate Undergraduate Awards Adjudication Committee.

Student Links

Below is a list of some student services available to you. For a complete list and more information on these services, please visit: http://students.sfu.ca/index.html

- Athletics and Recreation: http://www.sfu.ca/recreation/
- Bookstore: http://sfu.collegestoreonline.com/
- Student Safety: http://www.sfu.ca/security/personal_security/
- Centre for Accessible Learning: http://www.sfu.ca/students/accessible-learning.html
- Indigenous Student Centre Lounge: http://www.sfu.ca/students/indigenous/
- Health, Counselling and Career Centre: provides a full range of services, including workshops for students preparing for jobs and practicum placements http://www.sfu.ca/hccc/
- Housing and Residence: http://students.sfu.ca/residences/
- International Students: http://www.sfu.ca/international.html
- Parking Information: http://www.sfu.ca/parking.html or phone 778.782.5534
- Simon Fraser Student Society: http://www.sfss.ca/
- Transit: http://www.bctransit.com/
- UPASS: https://www.sfu.ca/students/upass.html

Don’t forget to download these apps and allow notifications on SFU SNAP to receive emergency alerts from SFU.
Need Assistance?

Robyn Bailey, Graduate Programs Manager, and Margaret van Soest, Graduate Program Secretary, will be available on Orientation Day to answer any questions you might have about getting started in the MSc & PhD programs. Please also feel free to contact either Margaret or Robyn prior to the start of the program with your questions.

Margaret will be able to help with most general questions, but if you would like academic advising with Robyn, once you have your computing ID you are encouraged to see drop-in times or book an appointment online. September is a very busy time in the office, so try to have your questions answered before the start of classes. We try to answer student emails within 3 business days, but this can increase to 5 business days during peak periods.

Margaret can be reached by phone at 778.782.8450 or by email at mscphd_assistant@sfu.ca

Robyn can be reached by phone at 778.782.3831 or by email at robyn_bailey@sfu.ca.