2018 MSc & PhD Welcome Package
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 x̱məθkwəy̓əm (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

SFU's Faculty of Health Sciences offers one of Canada’s most comprehensive and integrated programs and has a strong reputation for producing world-class innovative research. Researchers and students from a broad spectrum of disciplines, spanning the humanities, social sciences, and life sciences, work together in a unique, non-departmentalized environment to encourage the study of health and disease from "cell to society" and to apply this work in the context of population and public health.

The Faculty of Health Sciences is located in Blusson Hall at the SFU Burnaby campus. Faculty and staff offices, classrooms, and tutorial rooms are located on all three levels of Blusson Hall. The main office, or Dean’s Office, can be found on the 11000 level (third floor). The graduate program offices and the graduate student lounge are located on the 10000 level (second floor).

FACULTY CONTACTS

For profiles of all faculty members, please visit the faculty directory on our website.

Dr. Tania Bubela  
**Dean**  
fhondean@sfu.ca  
778-782-5361  
Office: BLU 11328

Dr. Nicole Berry  
**Associate Dean, Education**  
Nicole_berry@sfu.ca  
778-782-8492  
Office: BLU 10504

Dr. Tim Beischlag  
**Director, Graduate Programs**  
tvb@sfu.ca  
778-782-3071  
Office: BLU 11512

Dr. Frank Lee  
**Associate Professor**  
Chair, MSc & PhD Programs  
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 the Dean’s Office & FHS Staff directory on our website. Below are the staff contacts for both undergraduate and graduate programs, many of whom you will be in contact with throughout your degree.

Kellie Smith  
Manager, Graduate Programs  
kellie@sfu.ca  
778-782-3831  
Office: BLU 10704

Kate Carty  
Coordinator, Public Health Program  
carty@sfu.ca  
778-782-8593  
Office: BLU 11020

Rehana Bacchus  
Director, Education Programs  
rehana_bacchus@sfu.ca  
778-782-9910  
Office: BLU 11318

Jen Van Rassel  
Program Assistant/Secretary (MPH)  
mph_assistant@sfu.ca  
778-782-7036  
Office: BLU 10703

Margaret van Soest  
Program Assistant/Secretary (MSc & PhD)  
mscphd_assistant@sfu.ca  
778-782-8450  
Office: BLU 10713
MSc CURRICULUM OVERVIEW

The MSc program is a research degree that is designed to incorporate a focus on one or more of the thematic areas of research expertise within FHS and to introduce students to interdisciplinary concepts in health sciences research. The 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 senior supervisor and supervisory committee. You may be advised to take additional courses by your senior 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.**

PhD CURRICULUM OVERVIEW

The PhD program is designed to train students in advanced research in health sciences, and to provide them with the skills, content area expertise, analytical and critical-thinking capabilities required to pursue original research relevant to health. Consistent with the mandate and objectives of the FHS mission, the PhD program will introduce students to interdisciplinary approaches to research that will encourage them to develop cross-disciplinary research skills. 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 Research (6 units)
- HSCI 998: PhD Thesis Preparation and Defence (6 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 while you work on your thesis research.** In the term you are ready to defend your thesis, you will register in HSCI 998.

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 grade or audit and you can also take courses through the Western Deans’ Agreement.
ORIENTATION

FACULTY OF HEALTH SCIENCES GRADUATE STUDENT ORIENTATION

Orientation is scheduled on Thursday, August 30 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. Please plan to arrive prior to 9 AM on Thursday, August 30 to Saywell Hall (SWH 10041) located on the 10000 level (second floor), of Saywell Hall.

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

SFU GRADUATE STUDENT ORIENTATION

On Friday, August 31, the office of 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, please visit the GPS website. Students are strongly encouraged to attend.

STUDENT SOCIETIES

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. For more information, please 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. For more information, please visit the GSS website.
LIBRARY & RESEARCH COMMONS

Highlight: Writing Services

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.

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.

OFFICE OF GRADUATE & POSTDOCTORAL STUDIES

Highlight: Virtual Orientation

The Office of Graduate & Postdoctoral Studies (GPS) 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.

For more information, please visit the Office of Graduate & Postdoctoral Studies website.
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 your 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 (SIMS) 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, 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 9 onwards**

REGISTRATION

Simon Fraser University works on a tri-semester system: the Fall semester (September to December), the Spring Semester (January to April), the Summer semester (May to August). Graduate students need to be enrolled every semester, unless they are on leave, until completion of the degree program.

Before registering for the first time, you will need to:

- Pay your $250 tuition deposit and
- Activate your computing ID.

Please note: Once you enroll in classes, the system will deduct the $250 from your semester’s tuition.

For step by step instructions on how to enroll: http://www.sfu.ca/dean-gradstudies/current/new_student_information/

For step by step instructions on how to pay your fees and tuition: http://students.sfu.ca/fees/howto pay.html#tuition
Enrolling in courses: Registration for Fall 2018 will open on July 9, 2018. To enroll in a course, you require the course number provided on the schedule of course offerings. All master’s students taking courses in the Faculty of Health Sciences will be registering in courses with an “HSCI” prefix. If you are unable to attend the first week of classes, it is your responsibility to contact the respective instructors to make sure you do not miss any important information.

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: For details about a course offering, refer to the course outlines.

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. They are found in the same section as the new texts under the course heading.

TUITION, FEES & TYPICAL COSTS

Current tuition and fees are posted on the Office of Graduate & Postdoctoral Studies website.

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.
IMPORTANT INFORMATION ABOUT THE MSc & PhD PROGRAMS

MSc PROGRAM

MSc students will submit and defend a research proposal prior to commencing the final research leading to the thesis. The proposal shall be organized and evaluated in accordance to policies and procedures established by the FHS Graduate Studies Committee. In general, the proposal will integrate a review of the relevant literature and describe research methodologies appropriate to the principal research question(s). MSc students will normally submit the thesis proposal by the end of their first year in the program to their Supervisory Committee. Students will then orally present and defend the proposal before their Supervisory Committees. The proposal and oral defense will be graded on a pass/fail basis.

PhD PROGRAM

PhD students are expected to write and successfully defend a comprehensive examination. The student, in collaboration with the Senior Supervisor, will develop a research question(s) or topic(s) related to their overall research area. The student will write one or more papers and submit them to their Supervisory Committee. The Senior Supervisor and Supervisory Committee then develop written questions that the student will respond to in writing. The student will then defend the paper and written questions orally to the Supervisory Committee. Normally the comprehensive examination will occur before the end of the second year in the program.

Doctoral students will submit and defend before their Supervisory Committees a thesis proposal in preparation for their doctoral thesis research work. The proposal shall be organized and evaluated in accordance to policies and procedures established by the Faculty of Health Sciences Graduate Studies Committee. They will normally defend their research proposal before the end of the second year in the program. Doctoral students must pass the comprehensive examination before defending the research proposal; however the two examinations can take place on the same day.

FHS RESEARCH SEMINARS

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 semesters, and is an excellent time for students and faculty to engage. 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.

SUPERVISORS & THE INITIAL SUPERVISORY COMMITTEE MEETING

Students will already know their Senior Supervisor and will need to identify members for the remainder of their Supervisory Committees. The Supervisory Committee normally consists of the student’s Senior Supervisor and at least 2 other members. The Senior Supervisor should, in consultation with the student, recruit Supervisory Committee members. One of the two additional Supervisory Committee members must be a member of the FHS research faculty. The third Supervisory Committee member need not be from SFU; for example s/he can be an Adjunct Professor, or faculty member at another institution. Supervisory Committee members should ideally complement the student’s research and
program goals. Senior Supervisors who have never graduated an MSc or PhD student must have at least one FHS faculty member who has graduate-training experience on the Supervisory Committee.

Students and their Senior Supervisors are expected to identify at least two members of their Supervisory Committee to meet in an initial Supervisory Committee meeting to be held as early as possible during the first semester of enrollment. A completed “Initial Supervisory Committee Meeting” form must be submitted to the Graduate Program Assistant in the FHS MSc/PhD Graduate Programs office (BLU 10713) once the meeting has occurred. A completed “Approval of Supervisory Committee” form, which will be sent to the Office of Graduate & Postdoctoral Studies, should also be submitted to the Graduate Program Assistant. 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 Senior 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

In collaboration with the Senior Supervisor, each student is required to meet with their Supervisory Committee to discuss the student’s progress in the graduate program on an annual basis. The Graduate Progress Report (GPR) is completed online by the student, Senior Supervisor and Supervisory Committee. In addition to an evaluation of the student's progress by the Supervisory Committee, the report should provide a review of courses taken and grades achieved, research progress, and research-related activities (e.g., conference attendance, publications); a proposal for course work and research plans for the coming year, including research-related activities, should be provided. Sources and amounts of financial support from the Senior Supervisor, TAships, fellowships, etc, should be mentioned for the previous and coming years. Graduate I Progress Reports should be completed online before the registration period for the next semester begins; normally, students will not be allowed to register for the next semester if the Graduate Progress Report has not been submitted.

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.

**COURSE PLANNING**

The program plans listed below are designed to assist you in planning your courses on a term by term basis. FHS has released the course projections for the 2018-2019 and 2019-2020 academic years to aid you in planning your courses over the next two years. The schedules are subject to change at any time, and the 2019-2020 offerings are **tentative**.

*Course timetables* (select the applicable semester)
*Future course offerings*

It is the student’s responsibility to ensure they are aware of prerequisite requirements for courses, as well as the program requirements necessary for graduation. Normally, HSCI 902 **must** be completed in the **Fall 2018** term and HSCI 903 **must** be completed in the **Spring 2019** term. For a full listing of HSCI graduate courses, please refer to the [SFU Calendar](#). Students are strongly encouraged to seek advising from Kellie Smith, Graduate Programs Manager, throughout their degree if they have questions about course planning. At least two semesters before you plan to defend, you should make an advising appointment with Kellie to ensure that you are on track to completion, as you have planned.

**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.
# MSc PROGRAM PLAN

**Student Name:**
**Student Number:**
**Starting Semester:** Fall 2018

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

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PhD PROGRAM PLAN

<table>
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<tbody>
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<tr>
<td>Starting Semester:</td>
<td>Fall 2018</td>
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<td><strong>Comprehensive Exam and Thesis Proposal</strong></td>
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<td>HSCI 990</td>
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<td><strong>Thesis Research</strong></td>
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<td>HSCI 998</td>
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<tr>
<td><strong>Thesis Preparation and Defense</strong></td>
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TEACHING ASSISTANT POSITIONS

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. Before you apply for a TA position, you must consult with your senior supervisor and know the courses you plan to take in any given term to ensure there will be no conflict between the courses you are taking and the course you are interested in applying to TA for.

TA applications are completed online, and you must upload your CV, transcript, and cover letter in Word or PDF format. Incomplete applications will not be considered. You will also be asked by the system to provide components that are normally included in your CV - this information can be copied from the CV to the online application.

Only 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. Faculty will be in touch with their TA to set up meetings that may take place before the official start of the term. Some lectures and tutorials start the first week of classes, and the instructor will expect their TA to be on campus and to attend lectures that week. TAs should not make any vacation or travel plans until they know their final examination schedule for the term to confirm whether they will be involved with the adjudication and grading of final exams. The contract is 17 weeks long so TAs are expected to be available to meet before the start of classes and to assist with grading exams at the end of the semester. 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 7, 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.
RESEARCH ASSISTANT POSITIONS

Research Assistant (RA) positions will be posted on the FHS Employment Opportunities page, or an email will be sent to students if a position is available for application.

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 (i.e., 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-Provence 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

Health & Counselling Services offers a variety of services to assist students, including health clinics, counselling, vaccinations, sexual health counselling, education and testing. For more information, please visit the Health & Counselling Services website.

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 STUDENTS WITH DISABILITIES

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 Students with Disabilities as soon as
possible to learn about academic accommodations. Planning ahead and knowing your options is key to a successful first year. For more information, please visit the Centre for Students with Disabilities website.

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 any inquiries you might have. Please visit: http://www.sfu.ca/students/international/.

EAL/ESL 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. Currently accepting applications for the Fall 2018 waitlist)
• **Speaking Consultations** (bookable or drop in individual consultations to strengthen English conversation skills)

• **English-as-an-additional Language Resources** (links to a wide variety of online information including grammar and pronunciation guides and tools)

All graduate students benefit significantly from taking advantage of the [Writing and Publishing support services](#) (by Writing Coordinator, Renee McCallum and her team of Graduate Writing Facilitators) 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) is located on the first floor of the West Mall Centre. 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](http://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
dowment 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 Students With Disabilities: http://www.sfu.ca/csd/
- 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

NEED ASSISTANCE?

Kellie Smith, Graduate Programs Manager, and Margaret van Soest, Graduate Program Secretary,
will be available on Orientation Day (August 30) to answer any questions you might have about
getting started in the MSc & PhD programs. Please also feel free to contact either Kellie or Margaret
prior to the start of the program with your questions:

Kellie can be reached by phone at 778.782.3831 or by email at kellie@sfu.ca.

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