Welcome!

Graduate Student Orientation

Laboratory Medicine & Pathology
LMP Graduate Program Office

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LMP Website

http://uab.ca/lmpgrad

LMP Graduate Program Handbook

http://www.med.ualberta.ca/departments/laboratory-medicine-and-pathology/programs/graduate-program/graduate-program-handbook
Overview

- Communication Policy
- Research Project / Program Requirements
- Graduate Student Responsibilities
- Complaints & Appeals Process
- Funding & Scholarships
- Supervisor Responsibilities
- Student-Supervisor Terms of Reference
- LMP Graduate Studies Committee
Communication Policy

- Communications will be sent to your CCID (Campus Computing ID) e-mail address originally assigned by the University
  - CCID@ualberta.ca

- Check your e-mail frequently (at least once daily)

- You must receive or read University communications sent to the University e-mail address in a timely manner
  - Failure to do so does not absolve you from knowing, responding to or complying with the content of communications.
Communication Policy

• You must advise Help Desk at IST (Information Services and Technology) immediately of any problems encountered with University e-mail accounts
  • helpdesk@ualberta.ca or call 780.492.9400

• We recommend you do not forward your University directed e-mail to other non-University e-mail addresses (Hotmail, Yahoo, Shaw, Telus, etc.).
  • You could miss important communications that may affect your University career.
Discuss potential research project with your supervisor.

**MSc**
- Supervisor may have a project for you
- You may develop a project after research of topic

**PhD**
- Supervisor’s research area provides direction for research
- You must develop your own research proposal
Faculty of Graduate Studies and Research (FGSR)

Faculty of Medicine and Dentistry (FOMD)
Dept of Laboratory Medicine and Pathology (LMP)
LMP Graduate Program

MSc and PhD Program Requirements

• Required Coursework
• Academic Standing
• Individual Development Plan & 8 h PD
• Rounds Attendance and Seminars
• Ethics and Academic Integrity Training
• PhD Proposal and the Candidacy Exam
• The Thesis and the Defense
• Time Limits for Program Completion

Program Milestones Completion Time:
- MSc 2 yrs
- PhD 3 yrs
Coursework

• **Minimum Requirements:**

<table>
<thead>
<tr>
<th>Program Type</th>
<th># Courses</th>
<th>UCW</th>
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<tbody>
<tr>
<td>Thesis-Based MSc</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>PhD with MSc</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>PhD without MSc</td>
<td>4</td>
<td>12</td>
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  - **Mandatory Course(s):**
    - LABMP 530 Experimental Design & Scientific Communication
      - (3 units of course weight) taken within first year
    - depends on program specialization
Courses for LMP Specializations

For specialization in:

- **Analytical & Environmental Toxicology**
  - *must take* LABMP 550
  - *recommended* to also take LABMP 551

- **Biopreservation**
  - *must take* LABMP 510
  - *recommended* to also take LABMP 511

- **Molecular Pathology**
  - *must take either* LABMP 500 or LABMP 581
  - *recommended* to take both LABMP 500 and LABMP 581

For no specialization (General degree)
- courses approved by supervisory committee
Other Course Requirements

• Determined in cooperation with your supervisor & supervisory committee - course content required to complete your program

• Graduate courses are listed at:
  » UAlberta calendar:
    - any dept within FOMD
    - other faculties outside FOMD at UAlberta
• Must maintain a *minimum cumulative GPA of 3.0*

A+ = 4.0
A   = 4.0
A-  = 3.7
B+  = 3.3
B   = 3.0
B-  = 2.7
C+  = 2.3
Individual Development Plan IDP & 8 h Professional Development

• IDP: promotes exploration of potential career paths after graduation

• Plan must be completed within:
  – first 12 months of MSc program
  – first 18 months of PhD program

• A minimum of 8 h of professional development to assist in the investigation of career options
You must attend at least 60% of LMP rounds / year for first 2 y of MSc program for first 3 y of PhD program.

Remember to sign the attendance book!
Presentation Requirements

- **Required** public oral presentations

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<tr>
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<th>LMP Rounds</th>
<th>Final Oral Exam</th>
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<tbody>
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<td>MSc:</td>
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<td>PhD:</td>
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*All students are also encouraged to present their own research data as an oral or poster presentation at the department’s annual meeting DRIvE Days (Discovery, Research, Innovation and Education)*

- *awards for best oral, best poster*
Academic Integrity

The value of a UAlberta degree depends upon the integrity of the teaching and learning process.

– includes the “honesty and soundness of the evaluation process”
refers to:
- the *Code of Student Behaviour* (COSB)
- the *General Faculties Council Policy on Research and Scholarship Integrity*

does not replace / supersede the policies & procedures
- Students are strongly encouraged to refer to the policies.

**The onus is on students to understand** the University of Alberta’s expectations regarding academic integrity.

***Not knowing is **not** an excuse.***
Code of Student Behaviour (COSB)

• describes / explains:
  – *unacceptable* behaviour
  – the *sanctions* for commission of the offences (reprimand, grade reduction, suspension, expulsion)
  – the complete *discipline and appeal processes*

***Consequences of sanctions are particularly severe for graduate students.*

• *Even lesser sanctions can affect academic standing, scholarships and opportunities for future study.*
Student Conduct & Accountability

• Students are expected to engage in the highest level of honesty in their work.

• *It is possible to violate academic integrity even if you believed you were being honest.*

***Each year, students who did not intend to deceive are charged under the COSB because they were careless.***
Ethics Training

• A minimum of **8 hours** of ethics training required
  – **5 hours**: “Ethics & Scientific Integrity Day”
    • mandatory within FOMD
  – **3 hours**: LABMP 530
    • mandatory graduate course

• Additional training is available:
  • Graduate Ethics Training (GET) Program
    [https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics](https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics)
  • Panel on Research Ethics tutorial:
  • Other graduate level university course on ethics or includes ethics
  • Submission of completed human or animal ethics review application to ethics review board
  • **Health Sciences Laboratory Animal Services** training course
The Thesis

Format: see FGSR guidelines and LMP Handbook
After the Final Oral Exam

• Submit Final Version of Thesis
  – After supervisor approval of revisions (if necessary)

• Convocation Ceremony
  – Formally receive degree

• Celebrate!
• Maximum program length

MSc: 4 yrs

PhD: 6 yrs

PhD transfer from MSc: 6 yrs
Graduate students are ultimately responsible for their own programs. They are expected to read the Calendar and any other relevant documents to become familiar with all regulations and deadlines relating to their program.”

FGSR Graduate Program Manual, Section 1

Work to develop a good relationship with your supervisor - make sure you understand what is expected of you!
Graduate Student Responsibilities

- **Academic Integrity**
  - Understand the COSB and Research & Scholarship Integrity Policy

- **Inform your Supervisor** *regularly* about progress

- **Provide your Supervisor with an annual report**
  - distribute to Supervisory Committee prior to meetings

- **Make research results accessible** to appropriate audiences
  - beyond their appearance in a thesis

- **Be aware of possible scholarship application deadlines**
  - Seek preparation advice & assistance from LMP Program Office

- **Maintain open communication** with your Supervisor and Graduate Studies Coordinator *concerning any problem* either real or perceived
Complaints & Appeals Process

**Coursework**
- Instructor
- LMP Chair
- FOMD

**Thesis Supervision**
- Supervisor
- Supervisory Committee
- Graduate Coordinator
- LMP Chair
- FGSR

*Remember Student OmbudService!*
Funding & Scholarships

- LMP guarantees a minimum level of support to all students
  - currently $17,500/yr

- You are responsible & expected to apply for external funding
  - CIHR, NSERC, Alberta Innovates, etc.

- Supervisor is responsible for facilitating your applications

- LMP Department also facilitates applications for awards

- See the LMP Graduate Program Handbook and the LMP website for more information
Bell McLeod Educational Fund Travel Award

• Travel for educational events including:
  – oral/poster presentation at national/international meetings
  – participating in field work
  – visiting a major archive where:
    • information critical to their thesis research is lodged
    • resident experts can be consulted

• Maximum of $600 per event

• Available for all LMP graduate students
  – once for MSc students
  – twice for PhD students

• Application form on LMP website
Bell McLeod Educational Fund
Professional Development Funding

• Support for participation in Professional Development activities:
  – teaching, presentations, workshops, courses, and seminars designed to enhance communication, career development, and professional practice.

• Maximum of $200 per year per student

• Available for all LMP graduate students

• Application form on LMP website
Supervisor Responsibilities

- Treats each student with respect
  - as a fellow academic / junior colleague
- Promotes professional development of the student
- Ensures student:
  - is aware of all program requirements, degree regulations, general regulations of LMP department and FGSR
  - conducts research effectively & safely to be as productive as possible
  - has sufficient financial resources & materials for research
  - has financial support for the stipend
- Works with student to establish the supervisory committee
  - asap after the start of the program – within 8 months
  - ensures it meets formally at least once a year
- And many more … see LMP Graduate Program Handbook
Student-Supervisor “Terms of Reference”

• Have a meeting to establish expectations **in writing**
  – What does your supervisor expect from you?
  – What do you expect from your supervisor?

• **Document signed** by student and supervisor
  – Kept in student file, copies to student and supervisor

• Discuss and revise expectations **periodically**
  – At the start of your program
  – Annually or as expectations change/evolve

• **Reduces conflicts due to differences in expectations**
  – See sample questions
LMP Graduate Studies Committee

• **Role:** to promote & enhance graduate programs
  – includes setting policy
    • as defined in LMP *Graduate Program Handbook*
  – review/decide on admissions, supervisors, student awards
  – assist in monitoring student progress, appeals/grievances

• **Membership:**
  – LMP Chair, Graduate Studies Coordinator, Graduate Program Advisor, Dept APO, Faculty Representatives
  – **Graduate Student Representative**
    • Represents ideas or concerns of *LMP Graduate Student Group*

• **Meetings:** once per month
Remember…

On the way to your graduation…
Make the Most of Your Experience...
Make the Most of Your Experience…

Have a life outside of the lab!
Make the Most of Your Experience…

Explore Edmonton…

[Image of various Edmonton landmarks and attractions]
Make the Most of Your Experience…

Explore Alberta…
Make the Most of Your Experience

throughout the seasons …
Master’s Thesis Requirements

- should reveal that the candidate is:
  - able to work in a scholarly manner
  - acquainted with publications on the thesis subject
  - as far as possible, it should be an original contribution
Doctoral Thesis Requirements

- must embody results of original investigations & analyses
- be of such quality as to merit publication
- must constitute a substantial contribution to the knowledge of the candidate’s field of study
PhD Proposal

• Includes:
  – a review of the pertinent literature
  – hypotheses
  – objectives
  – detailed planned experimental approach
  – early results
  – significance of the anticipated results

• Submit for review by LMP GSC by the end of year 2

• Must be approved by LMP Graduate Studies Committee before student can proceed to PhD Candidacy Examination
PhD Candidacy Examination

- **When:** *within 6 months of PhD proposal approval*

- Select 2 “arm’s length” examiners and select date
  - Send candidacy exam document to examiners
    - *at least 2 weeks prior to exam*

- **Format:**
  - review student’s background
  - set exam process
  - 20 min oral presentation
  - oral examination (2-3 hrs)
  - evaluation

- **Purpose:** to assess the breadth of the candidate’s:
  - knowledge in her/his general field of research
  - knowledge of the technical aspects of the proposed thesis research
  - reasoning and critical thinking abilities
Timeline for convening the final oral exam is long, so *plan ahead* and keep in mind...
Prior to MSc Final Oral Exam

• **Approval** of supervisory committee is required

• **At least 6 weeks prior:**
  - Select 1 “arm’s length” examiner/reader (within UAlberta)
  - Select defense date

• **At least 4 weeks prior:**
  - Send thesis to Examination Committee
  - Submit “Notice of Examining Committee & Examination Date” form
Prior to PhD Final Oral Exam

- Supervisory committee must certify thesis quality
  - Submit draft thesis & *allow 1-2 wks for review*

- At least 8 weeks prior:
  - Select 2 “arm’s length” examiners/readers (1 outside UAlberta)
  - Select defense date

- At least 4 weeks prior:
  - Send thesis to Examination Committee
  - Submit “*Notice Examining Committee & Examination Date*” form
Final Oral Examination

• Review student program, set exam process

• Oral presentation
  – **PhD**: to public audience including examiners
    • 40-50 min
  – **MSc**: to examination committee only
    • 20-30 min

• Oral examination (2-3 hrs)
  – Private: chair, examiners, student

• Evaluation
There are little nuggets of joy everywhere.