

M.Sc. Research Program Guidelines
School of Communication Sciences & Disorders

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A. INTRODUCTION

This document is the primary resource for students enrolled in the M.Sc. Research program in Communication Sciences and Disorders and their supervisors.¹ Program requirements for the M.Sc. in SCSD are specified by McGill Graduate and Postdoctoral Studies and the School of Communication Sciences and Disorders. Details on University Regulations and Resources for Graduate and Postdoctoral studies are provided in the e-calendar, which is found online at:

https://www.mcgill.ca/study/2020-2021/files/study.2020-2021/2020-2021_graduate_postdoctoral_ealendar_2nd_edition.pdf

It is the responsibility of the student and their supervisor to be aware of information contained in these guidelines and the university regulations as they apply to Master Research students. Students are expected to have read the relevant section of these documents before seeking information from their supervisor or the Graduate Program Director (GPD).

B. MISSION STATEMENT

The mission of the research training programs in the School of Communication Sciences and Disorders is to provide a strong foundation for creative research and scientific problem-solving in communication sciences (speech, language, hearing, voice, swallowing) in typical and atypical populations. We strive to provide the highest quality of education for students to develop research skills and scholarship that can be applied to the academic or professional setting of their choosing. We accomplish this mission by fostering a rich context of research excellence and innovation within our faculty and student body. SCSD faculty and students are actively pursuing research to understand the basic nature of communication processes and to better serve diverse clinical populations.

We offer a flexible M.Sc. program to attract and support students with diverse research training objectives. The program is designed for students who have completed a Bachelor's degree in a related field, have a strong interest in human communication & disorders, and want to develop their research skills to prepare for future clinical careers or doctoral training programs. Students pursuing clinical training can also augment their education to include research training through our M.Sc. program. We encourage students to customize their program through the selection of coursework and thesis topic.

C. M.Sc. PROGRAM OVERVIEW

This section provides an overview of the structure of the M.Sc. program in Communication Sciences and Disorders.

C.1 Entry Streams:

Students can enter the M.Sc. Research program in one of two ways:

M.Sc. - Direct Entry: This stream is appropriate for students who wish to acquire an academic foundation and research experience in the field of Communication Sciences and Disorders but not pursue a clinical degree. Students with an undergraduate degree are eligible to apply for this program.

¹ Information on admissions requirements, deadline and applicant procedures can be found at: <https://www.mcgill.ca/gradapplicants/communication-sciences-and-disorders-0>

This program is typically completed in 2 years (but see residency requirements in C.2 below)

How to apply: Information on the application process (including deadlines) can be found at <https://www.mcgill.ca/scsd/programs/rt>. A critical step in the admission process is identification of a faculty member who agrees to serve as your thesis supervisor and to form a topic or question that will be the focus of your thesis. Admission depends upon the student's academic excellence and the availability of an appropriate thesis supervisor with complementary [research interests](#).

OR

M.Sc. - Applied Entry: This stream is for students in our M.Sc. (Applied) program who wish to acquire research as well as professional training. Students admitted to our M.Sc. (Applied) program are automatically eligible to apply to this Combined Program. This program is typically completed by adding a third year to the M.Sc. program (but see residency requirements in C.2 below).

How to apply: You are not required to complete a new UApply application or pay additional application fees. Entering this stream involves switching your program registration from M.Sc.A. (which is a non-thesis program) to M.Sc. (thesis program). In doing so, you will graduate with a M.Sc. degree. Despite having a shorter name, the M.Sc. degree designates that you have completed **both** applied and thesis degree requirements.

The steps to enter this stream are outlined below:

- 1) be admitted to the M.Sc.A. program.
- 2) identify a faculty member who agrees to serve as your thesis supervisor and to form a topic or question that will be the focus of your thesis.
- 3) submit a letter to the Graduate Program Director requesting admission to the Combined M.Sc. program which briefly (1 paragraph) outlines the thesis topic you wish to pursue and confirms that you have a supervisor who will support you in this endeavor. Typically, students will submit this letter before the end of winter term in year 1.
- 4) the letter is presented to the faculty for approval (at the next monthly faculty meeting). Faculty approval of this request will be communicated to you, your supervisor and the GPC in writing by the GPD.
- 5) Once you have completed your M.Sc.A. coursework (typically at end of summer term after you have completed your internship) you will submit an on-line form to request a program change from M.Sc.A. to M.Sc. The form can be found <https://www.mcgill.ca/student-records/forms>).

Once the change has been officially approved by GPS (usually within a few days) you can then register for thesis credits in the M.Sc. (thesis) program, for a maximum of one additional year while completing the Master's thesis.

- Admission to the M.Sc. (Applied entry) program depends upon the student's academic excellence and the availability of an appropriate thesis supervisor with complementary [research interests](#). Most students in the M.Sc. Combined program

are accepted during the first year of their M.Sc.A. program and make progress on their thesis (often during the summer between Year 1 and Year 2 of the M.Sc.A.) before they are formally registered in the M.Sc. degree program.

Application timeline: There is no specified deadline for the M.Sc. (Applied entry) program as we wish to keep this option open to students while they are in the Applied program. Nevertheless, it is strongly suggested that students identify a supervisor and topic (and complete the approval process outlined above) by the end of the winter term of their first year. This allows the student to begin developing their proposal during the summer term of their first year. Getting started with the proposal development early is important because students in the Applied entry stream need to have their proposal approved by the end of the first month of their thesis year in order to complete the thesis on schedule.

Note: Clearly, making your decision and application to the M.Sc. early (in year 1) is preferred. However, students have also made this choice later (in year 2) and been successful in completing the program on schedule. In such cases, and for a variety of reasons, students have been extra efficient in identifying a research topic and developing their proposal.

C.2 Program Requirements

M.Sc. - Direct Entry (45 credits) :

1. **A minimum residency requirement** of three academic terms. The majority of time is devoted to research, with course work determined by the student's thesis committee on the basis of individual needs. Maximum time permitted in this stream is 3 years.
2. **At least 45 credits including:**
 - a minimum of 24 and a maximum of 39 credits of thesis research (by enrolling in two or more of the following courses: SCSD 671, 672, 673, 674)
 - a minimum of 6 credits in non-thesis courses. The non-thesis credits will be selected from courses in SCSD (this includes SCSD 675 and SCSD 676 which are course codes for independent study) Courses in other departments can be included but only if approved by the student's thesis supervisory committee (see Section D.2 below) and the GPD.
 - Student develop a customized program of courses within these broad guidelines with input from their supervisor supervisory committee.

Completion of a thesis based on the student's own research. Steps in the thesis process are outlined below in Section E below.

M.Sc. - Applied Entry (M.Sc.A. + 24 credits):

- Students entering this program **will** complete the course-based curriculum of the M.Sc.A. in the same way as all other M.Sc.A. students. No additional coursework is required.
- Register for a maximum of two additional academic terms which are devoted to thesis research; during these terms the student will register for 24 thesis credits (12 thesis credits per term) by registering for SCSD 671 & SCSD 672.
- Completion of a thesis based on the student's own research. Steps in the thesis process are outlined below in section E.

D. ACADEMIC SUPPORT AND MENTORING

M.Sc. students are provided academic support and mentoring by their supervisor or co-supervisors, an supervisory Committee, and by the Graduate Program Director. The role of each is described below.

For a broad and in-depth information on navigating the master's program and thesis students are referred to resources at <https://www.mcgill.ca/gradsupervision/about>

D.1 Supervisor

Each student has a research supervisor who is one of the core faculty within SCSD. Alternatively, the student can have two co-supervisors, with at least one co-supervisor being a core SCSD faculty member. The supervisor(s) works closely with the student in planning their program (for direct entry students) developing the thesis proposal and the written thesis. The supervisor is in charge of overseeing decisions about the thesis topic, the research design, procedures, data analysis, and the final draft of the thesis, in consultation with the student and his/her supervisory committee.

D.2 Supervisory Committee

The progress of each student is supported by a supervisory committee. The supervisory committee should be formed in the first month of starting the program (for Direct entry stream) or switching into the M.Sc. program (for Applied entry stream). The members of the committee should be first discussed by the student and supervisor and then the supervisor will contact faculty members to ask them to serve in this role. The supervisory committee will have 2 members, one of which is the student's supervisor. Optionally, students in the Direct entry stream may elect to have 3 members to support them in developing their study program. The additional member(s) (beyond the supervisor) will include another core faculty member, an adjunct or associate member of SCSD or, with the approval of SCSD faculty, they can be from another McGill department or another university, if they have relevant expertise and are willing to serve in this role². If the student has two co-supervisors this meets the requirement for the supervisory committee.

Note – when the thesis is ready to submit a thesis examiner will also be required (see section E.2.3 below). Anyone who has served on your supervisory committee cannot also serve as your thesis examiner.

The supervisory committee will provide input in the student's selection of courses (for direct entry students) and will guide the student as they develop their thesis proposal and conduct their research, analyze data and prepare the written thesis. The supervisory committee will evaluate and approve the thesis proposal and must approve the final written thesis prior to formal submission.

The Supervisory Committee must meet at least once a year but can hold additional meetings, if needed.

² To add an external member, the following steps are required: The supervisor (not the student) will contact the external faculty member to invite them to serve on the supervisory committee and discuss relevant details. The supervisor will share the Supervisory Agreement form (in Appendix A) which outlines the roles and responsibilities and procedures involved. If the external member wishes to take on this role, they are asked to provide a recent CV and sign the Supervisory Agreement form. The supervisor will present the CV with a brief rationale (in writing) for approval at a faculty meeting. Once approved, a signed copy of the Supervisory Agreement Form should be sent to the GPD and the student should upload it to MyProgress (students admitted Fall 2017 or later).

It is the joint responsibility of the student and their supervisor to ensure that an annual supervisory committee meeting is held. It is the responsibility of the student to ensure that there is written record of each committee meeting in order to track ongoing discussions/feedback/decisions regarding the student's work. After each meeting the student should prepare a written summary and share it with their committee; the summary should be edited, as needed, until the student and committee agree that it is accurate. It is the student's responsibility to forward the final summary (signed by both student and committee) to the Graduate Program Director (GPD) and the Graduate Program Coordinator (GPC) to be uploaded to MyProgress. This process is to be followed for ALL supervisory meetings. Note – as outlined below in section D.3 - the student's annual mandatory progress tracking may be conducted within the context of a supervisory meeting. In this case, the GPD would also attend the meeting and the required tracking forms would also be completed and placed in the student file; for details on progress tracking go to <https://www.mcgill.ca/gps/students/research-tracking>

In cases where the student, supervisor, and/or committee members cannot agree on the proper course of the student's research program, the Graduate Program Director and/or Director may be called in to mediate the disagreement to the satisfaction of all parties. For example, a compromise research approach could be suggested, the supervisory committee membership could be altered, the student could be required to change the research topic, or a new supervisor or co-supervisor could be assigned to the student, as needed.

D.3 Graduate Program Director

The Graduate Program Director (GPD) is an SCSD faculty member responsible for research graduate admissions and for monitoring the progress of all SCSD graduate students once they are admitted to the M.Sc. program. The GPD oversees student research within the department and acts as a liaison to the Graduate and Postdoctoral Studies Office. His/her duties include: overseeing research student admissions; tracking and evaluating research student progress, dealing with problems raised by students or supervisors; communicating and interpreting departmental and university research policies to students and faculty, communicating and coordinating internal and external student funding opportunities, arranging doctoral oral defenses, proposing new initiatives or curricular changes to improve research training, ensuring that university offices are apprised of graduating students, and advocating for graduate students. The GPD works with the support of the Graduate Program Coordinator (GPC) and other SCSD staff who assist with administrative aspects of admissions, funding, and student progress tracking (e.g. scheduling meetings and milestone documentation, course registration, processing stipends and awards etc).

The GPD is responsible for overseeing a formal mandatory progress tracking evaluation of each research student in the school on an annual basis. If necessary, additional interim progress tracking evaluations will be held. Standard forms and procedures for this meeting can be found at <https://www.mcgill.ca/gps/students/research-tracking>

This evaluation forms an important part of the student's academic record while at McGill. The annual progress tracking evaluation is conducted during a meeting with the student, their supervisor and the GPD that is typically held early in the Fall semester. Alternatively (as mentioned above) the annual mandatory progress tracking can be conducted within the context of a supervisory committee. In this case, the GPD will also attend the supervisory meeting to assist with the progress tracking.

D.4 Conflict Resolution Procedures

In the event of a conflict between a student and his/her supervisor, the following steps should be followed and clearly documented by the student (e.g., dates of meetings, attendees, etc.):

1. Identify the problem in a discussion with your supervisor. In many cases, an informal discussion may resolve a conflict quickly.
2. If this does not resolve the problem, contact the GPD who may be able to mediate a settlement of the conflict (should your supervisor be the GPD, contact the Director of the School).
3. If the GPD is unable to resolve the issue alone, s/he may liaise with the Associate Dean, Graduate and Postdoctoral Studies (GPS) at the Faculty of Medicine or university level to resolve the issue. More details are found at: <https://www.mcgill.ca/gps/about/organizational-structure>
4. If the relationship between the student and the supervisor is no longer appropriate for continued supervision, the GPD will attempt to make alternative arrangements for supervision by another faculty member (in keeping with Graduate and Postdoctoral Studies guidelines.)
5. If all of these steps fail or if your supervisor is also the Graduate Program Director, then you should contact the Director of SCSD or the Associate Dean, Graduate and Postdoctoral Studies at the Faculty of Medicine or university level to resolve the issue. You can also contact the University Ombudsperson for assistance. Contact information for these individuals is available in the Calendar of Graduate and Postdoctoral Studies found at:

<https://www.mcgill.ca/study/2020-2021/>

E. Steps in the Thesis Process

As a central required element of the M.Sc. program, the student will undertake independent research under the guidance of the supervisor and prepare a thesis. The Master's thesis, while not necessarily requiring an exhaustive review of work in the particular field of study, or a great deal of original scholarship, should show familiarity with previous work in the field. The thesis may involve data collection or analysis of data that has already been collected, or both. However, the thesis must be data-based, i.e. involve some quantitative analyses. The thesis should demonstrate the ability to carry out research and to organize results, all of which must be presented in good literary style. The thesis will not normally exceed 100 pages.

E.1 Written Thesis Proposal

As an initial step, the student will develop a written thesis proposal and submit it to their supervisory committee for approval. The proposal should include the following components:

1. Title page;
2. Introduction: including a summary of background literature and a clear statement of research hypotheses and objectives
 - Given the short time frame for the master's degree, a thorough literature review is not required at the proposal stage, however the background research that is critical in motivating the project should be presented and properly cited.
3. Methods: A description of the methodological approach, including a rationale for the choice of method, and an overview of the intended data analysis and interpretation (in relation to the hypotheses)
 - Preliminary results to date, if applicable, can be included in Introduction or Methods

4. A brief statement of the anticipated contributions to the field and anticipated merits of the proposed research
5. Confirmation of access to all resources required to conduct the research;
6. A timeline for the completion of key steps in the thesis project, including appropriate ethics approval(s), data collection and analysis and **the anticipated time-frame for the initial thesis submission (taking both feedback periods (E.1.3) and GPS's deadlines (<https://www.mcgill.ca/gps/thesis/deadlines>) into account)**. Any potential threats to the feasibility of the project and strategies to deal with them should be mentioned.
7. Bibliography.

E.1.2 Thesis Proposal Format:

- The length of the proposal will vary depending on the nature of the project but should be within a range of 15-25 pages, including title page, tables, figures and bibliography
- Double spaced; 1-inch margins; Single-column formatting, w/ page numbers
- Font size: 12 pt Times or 11 pt Arial
- APA or MLA citation style
- Word document format (to facilitate editing by committee members)

E.1.3 Structure and Support in the Thesis Proposal Stage

- **Meetings with supervisor.** Developing a thesis proposal requires good coordination between the student and his or her supervisor(s) as well as the thesis committee. It is strongly suggested that students at this stage have regular meetings with the supervisor to discuss and consult on all relevant aspects of the proposal and to ensure that the student will be able to complete the proposal on time. The thesis supervisor will provide input on the proposal before it is submitted to the committee. Feedback on the proposal document should be provided in a timely fashion, typically within 3 weeks.
- **Supervisory committee.** The supervisory committee will also provide guidance, support and feedback on the thesis proposal. The committee should meet as needed at the discretion of the student/supervisor, but at least once a year.
- When the complete thesis proposal is ready the student will share it with their supervisory committee. Feedback on the proposal document should be provided in a timely fashion, typically within 3 weeks. In order to ensure timely feedback, the student must confirm (by email) committee members' availability for this process at least 4 weeks prior to submitting the thesis draft to the supervisory committee. The supervisory committee will provide feedback to the student on the written thesis proposal. The committee may suggest modifications to the proposal to improve the project or additions that the student needs to make when writing the final thesis. If the proposal does not adequately describe the project the student may be asked to revise and re-submit the proposal before they approve it.
- The Supervisory Committee must formally and unanimously approve the written thesis proposal. This approval should be provided in writing to the student and to the GPD.
- The student is not required to give an oral presentation of the thesis proposal to their supervisory committee members but they may wish to do this to build their research communication skills and facilitate a more in-depth discussion with their committee. Note - An oral presentation and discussion with the committee members would count as a committee meeting.

- In some cases after the proposal is approved the student may need to make a substantial change in their project. The student should discuss any changes in their project with their supervisor to determine if they need to consult with their committee for additional input or formal re-approval. If it is unclear whether a change is substantial, it is best to share it with the committee to avoid problems when submitting the final thesis.

E1.4 Thesis Timeline

It is difficult to set a rigid timeline for all the steps in the thesis process as the time required some steps (e.g. data collection, data analysis) can vary markedly across research fields and projects. Below are recommended deadlines for approval of the thesis proposal. These deadlines assume that students need roughly 8 months to complete their research, analyze data, and prepare a complete thesis to share with their committee. However, the time needed to complete these steps will depend on the nature of the project and the student's experience with research and scientific writing. The student and committee should move this deadline earlier, as needed, taking these and other issues in account. Students must work with their supervisor to develop a clear time line allowing sufficient time for committee review and revision prior to their target initial and final submission dates. Helpful information for project planning can be found at: <https://www.mcgill.ca/gps/thesis/deadlines>

Direct entry stream: should have the **thesis proposal** approved by the beginning of their 2nd term in the program.

Applied entry stream: should have their **thesis proposal** approved by the end of the first month in the thesis year.

E.2 Written Thesis

The thesis is a central component of the M.Sc. program. The current guidelines for thesis preparation and submission are found at: <http://www.mcgill.ca/gps/thesis>. The information found on this website will answer questions such as: How long should the thesis be? How many articles have to be included in a manuscript-based thesis? Can co-authored articles be part of the thesis, and does the order of authors play a role? What software can I use when preparing the (e-)thesis? Who can serve as an examiner for the thesis and how are they selected? When must the thesis be submitted to complete the degree at a certain date? What resources are available at McGill that can help advance writing (and other) skills?

M.Sc. students are expected to familiarize themselves with the most recent information provided on this website and its corresponding sections and to discuss any questions they may have with their supervisor, their Supervisory Committee, and the GPD. It is essential that the student is fully aware of all requirements, procedures and deadlines related to their thesis project, the writing, revision and submission of their (e-)thesis. Knowledge of these details is also necessary to write a realistic thesis proposal.

E. 2.1 Thesis formats

The thesis can be written either as a single monograph, which is the more traditional style, or in a manuscript(article)-based form. It cannot be a mix or blend of these two basic forms.

Further description of traditional and manuscript-based thesis forms and details on essential thesis elements are found at <https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation>. Additional relevant information is provided in the FAQ section related to thesis preparation at <https://www.mcgill.ca/gps/thesis/thesis-guidelines/thesis-faq>.

Note – According to GPS guidelines, normally, a Master’s thesis does not exceed 100 pages in length. GPS considers 150 pages to be the maximum (including title page, abstracts, table of contents, contribution of authors/preface, acknowledgements, bibliography/reference list, and appendices). Check GPS guidelines for updates.

The decision of which form – traditional or manuscript - to use for your thesis should be made together with your supervisor. This decision should be addressed during the thesis proposal stage especially if the thesis involves collaborative work. Only manuscripts that are first-authored by the student can be included in a thesis; the same manuscript cannot be included in more than one thesis even if the students are co-first authors. If the student and supervisor do not agree on which format to use, the issue should be discussed with the supervisory committee and GPD.

E.2.2 Thesis review and approval by supervisory committee

As with the proposal, the supervisor will provide guidance and feedback to the student as they complete data collection, analyses and preparation of the written thesis. When completing the written thesis, the student should organize a work plan with their supervisor. Some supervisors prefer to read and comment on sections of the thesis as they are written; others prefer to have a full thesis before providing feedback. However, the student should not expect other members of the supervisory committee to read and comment on the written thesis in a piecemeal way.

Before the student can formally submit the thesis to the Graduate and Postdoctoral Studies office each member of the student’s supervisory committee must read and approve the complete thesis manuscript. The committee should be given 3 weeks to complete this review of the complete written thesis. It is prudent for students to inform their committee in advance of when they expect to send them their completed thesis, so committee members can allocate the time needed for this task. The committee may require some revision before the thesis can be approved for submission.

This supervisory review process is an important part of your research training, Critical input from your committee is provided to guide you in developing sound scientific work and communicating the essential elements in a clear and complete research report. This process also helps you arrive at a thesis that meets the quality standards needed to pass the evaluation by the thesis examiner. It is important for students to plan the time required for the supervisory review process. Committee members should communicate their approval of the written thesis in an email to the student, supervisor, GPD and the GPC.

E.2.3 Initial Thesis Submission and Evaluation

Once the supervisory review is complete, the thesis can be submitted to the thesis office – this step is referred to as the initial thesis submission. For the initial submission, the office must be prepared following the specifications outlined by the thesis office; details can be found at: <https://www.mcgill.ca/gps/thesis> A thesis submission form must also be completed and submitted with the thesis; this requires the specification of the thesis examiner. The thesis examiner is selected jointly by the supervisor and student, consulting with the GPD as needed. It is the supervisor’s responsibility to identify and contact an appropriate examiner who do not present a conflict of interest and to obtain their agreement to serve in this role. The examiners should be secured at least three months before the initial thesis submission; it is often useful to identify potential examiners when forming your supervisory committee. For details on selecting thesis examiners go to <https://www.mcgill.ca/gradsupervision/timelines/exams/selecting-examiners>

Note - there is no oral defense for a master’s thesis. GPS will send copies of the examiner’s written

report to the student, supervisor(s) and GPC.

E.2.4 Final Thesis submission

If the examiner has passed the thesis, the student must make any corrections and/or minor revisions mentioned in the examiner's report in consultation with the supervisor before [final thesis submission](#).

If the thesis has not been passed, the student's transcript will indicate "Thesis Requires Revision" and the student will have the option to [revise and resubmit](#) the thesis.

F. SUPPLEMENTAL ACTIVITIES AND EXPERIENCES

There are diverse opportunities to expand the depth and breadth of your research training; the major ones are listed below. These elements are not required for degree completion but participation in these offerings will likely enrich your academic and professional development. However, to maintain steady progress on your thesis project, you should discuss the pros and cons of these activities with your supervisor before committing to them.

F.1 Department Colloquia and Research Seminars

Research students are encouraged to attend departmental colloquia and to participate in research seminars as an important complement to their research program. Upcoming talks will be announced in emails and on the SCSD webpage.

F.2 Graphos

Graphos teaches graduate students and postdocs how to become accomplished, more efficient, precise, and effective scholarly communicators. This is accomplished through courses, workshops, peer writing groups, tutorial sessions and more. For details go to <https://www.mcgill.ca/graphos>

F.3 Skillsets Program

The Skillsets program offers a wide variety of co-curricular workshops for graduate students to optimize their graduate education experience, enhance research skills or acquire relevant skills. Graduate students receive regular email communication on the Skillsets activities. For details go to <https://www.mcgill.ca/skillsets/>

F.4 SCSD Annual Research Day

This annual event (typically held each November) is an opportunity to learn about the research activities and scientific accomplishments of SCSD students and faculty and to promote interaction and collaboration within the department. Details will be provided at the beginning of each fall semester.

(Note: a research presentation is required for those students who have successfully completed the Qualifying Year Option project)

F.5 Centre for Research on Brain, Language, and Music (CRBLM).

The CRBLM brings together faculty and graduate students from diverse programs at McGill, University of Montreal, University of Quebec at Montreal and Concordia University. All students in SCSD are eligible for student membership in the CRBLM and can register on line at: <http://crblm.ca/members/become-a-member>

The CRBLM supports student research development in many ways including invited speaker series, an annual Student Research Day, research funding opportunities, travel awards, specialized student workshops, reading groups. How-to and informational workshops are organized during the year. These workshops focus on a wide range of areas from research tools and techniques (Matlab, EEG, acoustic analysis) to preparing students for grant writing and academic and industry employment preparation.

F.6 Centre for Interdisciplinary Research in Rehabilitation of Greater Montreal (CRIR)

Students enrolled at an affiliated university directed by a full CRIR member can become members of the CRIR General Assembly. Details can be found at crir.ca

The CRIR supports student research development through

- CRIR Student Research Days
- CRIR Research Seminar Series
- Student funding oppoprunties
- Possibility of participation in cross-disciplinary research projects focused on rehabilitation (aiming to contribute comprehensively to the autonomy and social integration of persons with physical disabilities, including communication disorders).

APPENDIX A
McGill School of Communication Sciences and Disorders
Supervisory Agreement Form

Role and Responsibilities of supervisory committee member:

The supervisory committee **provides input** to support the student as they develop their thesis proposal and conduct their research, analyze data and prepare the written thesis. The student may meet individually with their respective committee members for this input.

The supervisory committee will **evaluate and approve** the thesis proposal and the final written thesis. Feedback on a major stage of work, (e.g., thesis proposal or written thesis draft), should be provided within 3 weeks of the date the student submits the work in order to allow them to progress in the program in an appropriate manner.

The Supervisory Committee **must meet at least once a year** (video conference is acceptable).

In cases where the student, supervisor, and/or committee members cannot agree on the proper course of the student's research program, the Graduate Program Director and/or Director may be called into mediate the disagreement to the satisfaction of all parties. For example, a compromise research approach could be suggested, the supervisory committee membership could be altered, the student could be required to change the research topic or a new supervisor or co-supervisor could be assigned to the student, as needed.

Procedure for Supervisory Meetings:

- It is the joint responsibility of the student and their supervisor to ensure that regular (at least annual) supervisory committee meetings are held.
- It is the responsibility of the student to ensure that there is a written record of each committee meeting in order to track ongoing progress (discussions; feedback; decisions) regarding the student's work.
- After each meeting the student should prepare a summary and share it with their committee; the summary should be edited, as needed, until the student and committee agree that it is accurate.
- It is the student's responsibility to forward the final summary (signed by both student and committee) to the Graduate Program Director (GPD) and the Graduate Program Coordinator (GPC) for placement in their graduate file (students admitted before Fall 2017) or to upload the summary to MyProgress (students admitted in Fall 2017 or later).

I have read the information outline above and accept these responsibilities as a member of the supervisory committee of <Enter Student's Name> .

External Supervisor name: _____

External Supervisor Signature: _____

Date: _____