

Graduate Program Manual

2024 – 2025

for

M.Sc. Psychological Science

M.A. Clinical Psychology

Ph.D. Clinical Psychology

Ph.D. Psychological Science

**Department of Psychology
Lakehead University**

PREFACE

The Graduate Program Manual (GPM) is a policy and procedure document for the MSc Psychological Science, Ph.D. Psychological Science, MA Clinical Psychology, and CPA*-accredited Ph.D. Clinical Psychology programs at Lakehead University. The information is based on departmental documents and current practices and on university policies and procedures. The current GPM applies to all students regardless of year of entry into the program, unless otherwise indicated. The most recent version includes the most relevant and recent advice and suggestions. If there is a discrepancy between the GPM and the university calendar at year of entry to the program, the latter prevails. However, students should be aware that the GPM provides details beyond what the calendar provides.

Copies of the GPM are made available to all Psychology graduate students, Psychology faculty and Psychology Adjunct faculty members either in hard format or in electronic copies. Departmental and university guidelines, policies and procedures might change over time. The GPM will be revised accordingly.

Students in the Clinical Psychology MA and PhD programs must also familiarize themselves with the Clinical Program Manual (CPM).

Information on all Psychology graduate programs can be found on the departmental website <http://psychology.lakeheadu.ca>.

* The PhD program is accredited by the Canadian Psychological Association (CPA) for a six-year term until the 2023-24 academic year (initial accreditation 2006). Canadian Psychological Association, 141 Laurier Avenue West, Suite 702, Ottawa, Ontario K1P 5J3, Tel: (613) 237-2144, Fax: (613) 237-1674, Toll free: 1-888-472-0657, email: cpa@cpa.ca

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I. OVERVIEW

Philosophy

The *Department of Psychology* seeks to offer a stimulating environment of academic inquiry in psychology across *four* graduate programs. These programs are united in their emphasis on research and critical reflection and the creation of a scholarly environment that maximizes the success of our students. Students include those receiving in-depth training in research toward various academic and applied careers and those receiving training toward a professional career in clinical psychology that is founded in a scientist-practitioner model.

The mission of the graduate programs in Psychology at Lakehead University is to pursue excellence in psychological research. We are committed to fostering a community of intellectual excellence that promotes an evolving understanding of psychological science and the provision of high-quality graduate education. The program strives to develop and nurture skills within our students that are grounded in science, critical thinking, and ethics, so that they may serve as competent researchers, educators, and/or scientist-practitioners. We are dedicated to increasing the scientific understanding of the behaviour of individuals, groups and social systems, and to the application of this understanding to enhance the functioning and well-being of individuals, groups, and societies.

Objectives

Masters of Science (M.Sc.): The M.Sc. in Psychological Science is a research-intensive program in all areas of psychology including biological, cognitive, individual and social bases of behaviour. The Psychological Science graduate curriculum is based on an apprenticeship model with flexible core courses that are appropriate to a student's research area of focus. The purpose of the MSc program is to provide students with in-depth training in research skills as well as opportunities to experience an advanced level of scholarly reflection, critical thinking, and communication of research results with the intent of preparing the students for further doctoral work in a scientific research-based program. Students are provided with opportunities to develop research skills both in their particular area of specialization and in the broader application of research skills through various research-related opportunities.

Master of Arts Clinical (M.A.): The purpose of the Clinical M.A. program is to train students in clinical theory and practice to prepare them for work toward a Ph.D. in clinical psychology and to provide students with in-depth training in research skills. The Program provides students with: (a) generalist training in psychological assessment, interviewing skills, professional issues and intervention skills, (b) clinical experience in the form of a 400-hour practicum under the supervision of a registered psychologist, (c) specialized skills courses best suited to their career requirements, and (d) research experience in the form of a MA thesis.

Ph.D. Psychological Science Field: The Ph.D. in Psychological Science is a research-intensive program in all areas of psychology including biological, cognitive, individual and social bases of behaviour. The Psychological Science graduate curriculum is based on an apprenticeship model with flexible core courses that are appropriate to a student's research area of focus. The purpose of the PhD is to provide students with an in-depth preparation that advances the student's scholarly skills beyond that achieved through their Masters training. The doctoral student will be expected to develop research independence, not only through their dissertation efforts, but through those established from a year-long research practicum. PhD candidates are expected to achieve advanced levels of scholarly reflection, critical thinking, and communication both in their research and in other academic activities with the intent of landing a post-doctorate, academic or industrial/health research position.

PhD Clinical Psychology Field: The Clinical Ph.D. field is based on the Scientist/Practitioner model to prepare candidates for a career in Clinical Practice, teaching, and/or research. Graduates are expected to have acquired autonomy in conducting research, preparing scholarly publications, and conducting professional practice. The Ph.D. Program (in the Clinical Psychology field) is a generalist program that is also designed to help prepare future clinical psychologists for practice in Ontario and to work in both urban and rural settings. This focus is reflected in the selection of course content, research topics and in clinical experience. As well, the Program will offer maximum exposure to a breadth of clinical areas in recognition that small communities require Psychologists who are generalists and who must be able to competently handle a wide range of problems on their own. Some general objectives are to provide our students with knowledge in the following areas, some of which are more relevant to our applied fields of study:

1. The five core content areas in psychology, namely biological, social, cognitive-affective, individual bases of behaviour, and history and systems of psychology.
2. Scientific and professional ethics and standards in accordance with the Canadian Psychological Association Code of Ethics for Psychologists, Practice Guidelines for Providers of Psychological Services, and the College of Psychologists of Ontario Standards of Professional Conduct.
3. Psychological assessment.
4. Intervention.
5. Interpersonal relationships.
6. Research methods and advanced statistics
7. Test construction and measurement
8. Program development and evaluation
9. Diversity issues in psychology
10. Consultation and Clinical Supervision
11. Information to launch careers in research and/or professional practice

Values

- Learning. We view learning as a continuous lifelong process. It embraces the principles of intellectual freedom and academic inquiry.
- Ethical and responsible practice. The programs strive to prepare students who are ethical and professional in their research, teaching, and clinical activities. The ethical principles of the field are emphasized so that students come to value the dignity of the individual, the importance of the promotion of human welfare, and the maintenance of scientific, academic, and professional integrity. Students are expected to be familiar with, and abide by, the Canadian Code of Ethics for Psychologists <http://www.cpa.ca/aboutcpa/committees/ethics/codeofethics>
- Diversity. Training is grounded in an appreciation of cultural diversity and the unique needs of rural, remote and underserved populations. Training is provided in courses and/or clinical practice in the adaptation of approaches to assessment, treatment, and the interpretation of data that are sensitive to individual differences. Moreover, the program attempts to provide a “generalist” approach to training that is responsive to the varied interests, needs, and goals of its learners.
- Interdisciplinarity and Interprofessional Practice. Our commitment to learning transcends specific programs and disciplines. There are opportunities for collaboration between psychology and other academic units within the university, including Women’s Studies, and Gerontology. A focus is also on training future interprofessional team members.
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Professional and Research Interests

The professional and research interests of the Faculty span a broad range, and their research expertise include both quantitative and qualitative strategies of analyses. All students are encouraged to work with Faculty to broaden their scope of research training and become familiar with other areas of Psychology. The research interests and clinical interests (where applicable) of Psychology faculty members are detailed on the website:

(a) Psychology Full-Time Faculty: <https://www.lakeheadu.ca/academics/departments/psychology/faculty-staff>

(b) Psychology Adjuncts: <https://www.lakeheadu.ca/academics/departments/psychology/faculty-staff/adjunct-professors>

Department of Psychology Faculty Members* and Administrative Staff

Full-Time Psychology Faculty

Dr. Rupert Klein (Department Chair)
 Dr. Gordon Hayman
 Dr. Kristy Kowatch ^a
 Dr. James Kryklywy
 Dr. Amanda Maranzan ^{a b}
 Dr. Dwight Mazmanian ^a
 Dr. Aislin Mushquash ^{ab}
 Dr. Christopher Mushquash ^{a b}
 Dr. Kirsten Oinonen ^{a b}
 Dr. Mirella Stroink
 Dr. Josephine Tan ^{a b}
 Dr. Michael Wesner

Adjunct Faculty

Dr. Michel Bedard
 Dr. Daniel Brian Krupp
 Dr. Fred Schmidt ^{a b}
 Dr. Taslim Alani-Verjee
 Dr. Alexandra Drawson
 Dr. Elaine Toombs
 Dr. Jennifer Welsh
 Dr. Kirsti Toivonen
 Dr. Melanie Morrow
 Dr. Stephen Arnocky
 Dr. Patricia Smith

Orillia Campus Full-Time Faculty

Dr. Larry Fiddick (Psychology/Interdisciplinary Studies)
 Dr. Anthony Murkar (Psychology)
 Dr. Beth Visser (Psychology/Interdisciplinary Studies)

Administrative Assistants

Kelsey Mullin (Departmental Admin)
 Taylor Onski (Program Coordinator)

^aClinical Psychologist

^bClinical Core Faculty

Links to the research interests and clinical interests (where applicable) of Psychology faculty and Adjunct members are found on the previous page.

*Please consult the calendar regarding whether or not individual faculty members are members of the Faculty of Graduate Studies (FGS) and their level of FGS membership (i.e., Non-Core member, Core Master's member, Core Doctoral member).

** All Psychology graduate programs are offered at the Thunder Bay campus only. Students must be located in Thunder Bay.

II. ADMINISTRATIVE STRUCTURE

The Graduate Studies Committee in Psychology

The Department of Psychology has an advisory body, the Graduate Studies Committee (GSC) which is responsible for the development and implementation of general policies and procedures that affect the M.A. Clinical, M.Sc. Psychological Science, and Ph.D. (Clinical and Psychological Science) programs. It is also responsible for liaising between the Department and the Faculty of Graduate Studies on matters relating to graduate education.

The GSC membership consists of the GSC Chair, the Director of Clinical Psychology Programs (DCP), the Psychological Science Director (PSD), one Ph.D. (clinical) student representative, one Ph.D. (psychological science) student representative, one M.A. student representative, and one M.Sc. student representative. Student representatives are elected by their student peers.

The duties of the two directors and the GSC are related but still distinct in the following way:

1. The GSC serves in an advisory capacity to the Department. It advises the Department on matters pertaining to the development and implementation of general policies and procedures relating to the clinical and psychological science fields. Any changes to the existing policies and procedures, including entries in the university calendar, are motioned by the GSC for approval at the Department-wide meeting of faculty.
2. It is the responsibility of field Directors and their respective committees to carry the approved policies and procedures documented herein. Any individual or collective issues related to graduate students within their respective fields should be directed to the relevant Director.
3. Specific activities of the GSC include, though are not limited to, the following matters:
 - a. advising the Department on standard criteria for minimal entry qualifications for both graduate programs,
 - b. advising the Department, in concert with the Scholarships and Awards Committee (S.A.C.) on standard criteria for selecting students for internal and external awards of both a monetary and non-monetary nature, and for distributing Graduate Assistantships,
 - c. advising the Department on policies and procedures that affect both fields on matters related to program development, student evaluation and progress, thesis/dissertation requirements,
 - d. liaising between the Department and the university-wide Graduate Studies Council,
 - e. keeping current with the status and developments within the clinical and psychological science fields to ensure open communication and smooth implementation of the psychology graduate study policies and procedures detailed herein.
 - f. developing and carrying out academic remediation plans for graduate students.

Governance of the Graduate Programs

1. The Graduate Studies Committee Chair (GSC chair) and the Graduate Studies Committee (GSC) advise the department regarding matters pertaining to graduate education.
2. The Director of Clinical Psychology Programs (DCP) and the Clinical Core Area (all core clinical faculty) assume all responsibility and authority for the operation of the clinical program, including admissions to the program.
3. The Psychological Science Director (PSD) and the Psychological Science Area (all core psychological science faculty) assume all responsibility and authority for the operation of the psychological science program, including admissions to the program.
4. All decisions relating to issues about the M.A. Clinical and Ph.D. Clinical Psychology programs are made by the Clinical Core Area in consultation with the clinical graduate students via their student

representatives. However, changes in program requirements have to be approved by the GSC and the Department of Psychology.

5. All decisions relating to issues about the M.Sc. and Ph.D. Psychological Science programs are made by the Psychological Science Director (PSD) and the Psychological Science core faculty in consultation with the Psychological Science graduate students via their student representatives. However, changes in program requirements have to be approved by the GSC and the Department of Psychology.
6. The Director of Clinical Psychology Programs (DCP) is responsible for the administration of the M.A. and Ph.D. Clinical Psychology programs, in consultation with the core clinical faculty. The DCP abides by the standards as set out in the document *Accreditation Standards and Procedures for Doctoral Programs and Internships in Professional Psychology 5th Revision* (Canadian Psychological Association, 2011), and strives to align the policies and procedures described herein regarding the M.A. and Ph.D. program in clinical psychology with those standards.

Graduate Studies Committee Chair (G.S.C. Chair.) – Dr. Gord Hayman

The GSC Chair is elected by a departmental vote during the September departmental meeting. The term of the GSC Chair is for a period of 3 years and is renewable. The duties of the GSC Chair include but are not limited to:

- a. program planning and development
- b. overseeing and delegating the professional and administrative tasks, which are necessary to the operation of the graduate programs, and
- c. liaising with Graduate Studies on general matters affecting both areas such as Graduate Assistantships, Scholarships, and certain policies, as well as ensuring timely submission of annual reports, and program reviews.

The G.S.C. Chair represents the graduate programs at the Faculty of Graduate Studies (FGS) as it pertains to general matters affecting both programs. S/he informs FGS of the general status and progress of the programs and communicates information back to the G.S.C. The department field directors (i.e., DCP and PSD) represent their areas at the Faculty of Graduate Studies as it pertains to matters affecting individual students and field-specific matters reflecting decisions made in their respective areas. All three members of the GSC thus share the role of Graduate Coordinator as described by FGS. The GSC Chair reports to the GSC and to the Department for the purpose of transparency, accountability, and consultation.

Director of Clinical Psychology Programs (DCP) - Dr. Amanda Maranzan

The DCP is elected by the Clinical Core Area and the decision is ratified by a departmental vote during the September departmental meeting. The term of the DCP is for a period of 3 years and is renewable. As outlined in the document *Accreditation Standards and Procedures for Doctoral Programs and Internships in Professional Psychology 5th Revision* (Canadian Psychological Association, 2011), the duties of the DCP include but are not limited to:

- a. program planning and development requisite to the annual reporting and self-study process,
- b. overseeing and delegating the professional and administrative tasks, which are necessary to the operation of the program, and
- c. liaison with the Faculty of Graduate studies, the Registrar and Accreditation Office staff and ensuring timely submission of annual reports and annual fees, selecting site visit teams and scheduling site visits, and responding to inquiries and requests for information from the Accreditation Office.
- d. Addressing and tracking student concerns and issues such as leaves, extensions, and the satisfactory completion of program requirements.

- e. Facilitating the internship application process for PhD students through APPIC (i.e., advising students with regards to readiness and the application process, reviewing and approving student requests for internship application, and reviewing progress).

The DCP works closely with the Clinical Placement Coordinator, Clinical Practice Comprehensive Examination Coordinator, and the Test Library Coordinator for the smooth operation of all aspects of the clinical programs. The DCP conducts regular Clinical Core meetings in which clinical core faculty and student representatives meet to discuss and decide on matters relevant to the clinical graduate programs, and signs off on relevant forms and documents (e.g., signs off on all APPIC internship forms and on internship placements).

The DCP represents the clinical programs at the GSC level. S/he informs the GSC of the status and progress of the programs. The DCP reports to the Clinical Area and to the Department for the purpose of transparency, accountability, and consultation.

Psychological Science Director (P.S.D.) -Dr. Dwight Mazmanian.

The PSD is elected by the Psychological Science Area and the decision is ratified by a departmental vote during the September departmental meeting. The term of the PSD is for a period of 3 years and is renewable. The duties of the PSD include but are not limited to:

- a. program planning and development requisite to the annual reporting and self-study process,
- b. overseeing and delegating the professional and administrative tasks, which are necessary to the operation of the program, including the oversight appraisals of all Psych Science comprehensive exams and research practicum efforts.
- c. liaising with FGS, the Registrar and other administrative bodies.
- d. Addressing and tracking student concerns and issues such as leaves, extensions, and the satisfactory completion of program requirements.

The PSD represents the Psychological Science programs at the GSC level. S/he informs the GSC of the status and progress of the programs. The PSD reports to the Psychological Science Area and to the Department for the purpose of transparency, accountability, and consultation.

Graduate Studies Committee Meetings

On average, the GSC meets every four weeks to review the status of the programs, address any issues or difficulties that might arise, identify short-term and long-term objectives, and plan for the accomplishment of the objectives. The DCP and PSD also report the activities of their area at these meetings. Ad hoc meetings also occur whenever an issue relevant to graduate training arises. GSC meetings are attended by the GSC Chair, the DCP, the PSD, and student representatives. Student representatives participate fully in the meetings. In cases where a GSC vote occurs, two student representative votes will be counted, one from each field (Clinical and Psychological Science). Thus the Masters and PhD level representatives from each field share one vote. Student representatives are excluded from discussion and voting on confidential matters involving specific students and on any matters involving faculty members.

III. GRADUATE PROGRAMS IN PSYCHOLOGY

The Department of Psychology at Lakehead University offers an M.A. in Clinical Psychology, a M.Sc. in Psychological Science, a Ph.D. in Clinical Psychology, and a Ph.D. in Psychological Science. Details about all four programs can be found in the Lakehead University Calendar at <http://navigator.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&loaduserredits=False/> or on the departmental website at <http://psychology.lakeheadu.ca>. Additional details about the Clinical Programs can be found in the Clinical Program Manual.

Students must familiarize themselves with all regulations relating to graduate study at Lakehead University.

The Master's level and Doctoral level regulations can be found at:
<http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=28&chapterid=8986&to picgroupid=29317&loaduserredits=False>

M.Sc. in Psychological Science

Program requirements can be found in the Lakehead University Calendar at:
<http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=28&chapterid=8707&loaduserredits=True> and by following the links to "Master of Science in Psychological Science", "Master of Science (Specialization in Gerontology)", and "Master of Science (Specialization in Gender and Women's Studies)".

Additional psychological science program information can be found in this GPM.

M.A. in Clinical Psychology

Program requirements can be found in the Lakehead University Calendar at
<http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=28&chapterid=8707&loaduserredits=True> and by following the links to "Master of Arts in Clinical Psychology", "Master of Arts (Specialization in Gerontology)", and "Master of Arts (Specialization in Gender and Women's Studies)".

Additional information can found in this GPM and in the Clinical Program Manual.

Ph.D. in Clinical Psychology

Program requirements can be found in the Lakehead University Calendar at
<http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=28&chapterid=8707&loaduserredits=True> and by following the links to "Doctor of Philosophy in Psychology, Clinical Psychology".

Additional clinical program information can found in this GPM and in the Clinical Program Manual.

Ph.D. in Psychological Science

Program requirements can be found in the Lakehead University Calendar at
<http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=28&chapterid=8707&loaduserredits=True> by following the links to "Doctor of Philosophy in Psychology, Psychological Science".

Additional psychological science program information can be found in this GPM.

The programs are designed to maximize a student's exposure to both research and opportunities to develop their critical thinking skills. Thus, all students are required to enroll in a non-credit research seminar during

each year in the program and are expected to attend all research-related presentations in the Department. Details are found below:

Research Seminar (Psychology 5600/9600 for M.A./M.Sc., Psychology 6600/9660 for Ph.D.)

The purpose of the Research Seminar is to demonstrate breadth of exposure to scientific research and contribution to the scientific culture of the department and the discipline. All graduate students are required to enroll in it every year during their M.A., M.S.c., or Ph.D. terms. For students in the Clinical Ph.D. program, enrolment is required during the first three years prior to internship. Once these terms are completed, Psychology 5600/6660 will show up as a “pass” on the transcript, provided that the student has met the expectations listed below.

Students will prepare a list of the research seminars they have attended (title, speaker, date, duration, & location) in a Research Seminar Log that is submitted with their annual report each year. Each year students must attend a minimum of 10 hours of Psychology thesis/dissertation proposal or final defenses (note: graduate proposal/final defenses from other departments can also be “counted” in this category), and a minimum of 10 hours of other scientific or scholarly seminars (for example, talks offered by visiting speakers, faculty members, and students; talks attended at a scientific conference; professional workshops; research webinars). The Research Seminar Log is meant to document all research and scholarly presentations that students attend over the academic year, both inside and outside of the department. Students are encouraged to track all presentations they attend. Note that the Department has agreed that Friday afternoons are preferred times to schedule thesis/dissertation defenses, in order to minimize schedule conflicts and maximize departmental participation.

Thesis and Dissertation Defense Presentations

It is expected that all students will attend as many thesis/dissertation defenses as possible during their graduate training. Exposure to the defense process prepares a student for their own thesis defense and adds breadth to research training. Note that the Department has agreed that Friday afternoons are preferred times to schedule thesis/dissertation defenses, in order to minimize schedule conflicts and maximize departmental participation.

Graduate Program Schedules

Please see Appendix 1 for the Graduate Schedules that summarize the deadlines for the M.Sc./Ph.D. Psychological Science fields. Deadlines for the Clinical Programs are outlined in the Clinical Program Manual (CPM).

Policy on Student Absences from Campus with Supervisor Permission

Purpose

This policy outlines the procedures and guidelines for students who wish to be away from campus for more than 4 weeks for academic or personal reasons with the permission of their supervisor.

Without forfeiting full-time status, a graduate student, while still under supervision, may be absent from the university (e.g. visiting libraries, doing field work, attending a graduate course at another institution) provided that, if any such period of absence exceeds four weeks in any one term, written evidence shall be available in the Faculty of Graduate Studies to the effect that the absence has the approval of the supervisor and the Graduate Coordinator of the academic unit. Please refer to the Faculty of Graduate Studies Registration Status regulation for more information.

Scope

This policy applies to all students enrolled in a Lakehead University psychology graduate program including MA, MSc, and PhD students. PhD students on a program-approved residency are exempted from this policy. Students on an approved Leave of Absence are also exempted from this policy.

Definitions

- **Supervisor:** Refers to the primary faculty member responsible for overseeing the student's thesis/dissertation work.
- **Campus:** Refers to the physical premises of Lakehead University.
- **Absence:** Any period of time a student is not present on campus during the regular academic term, excluding weekends and official holidays.
- **Graduate Coordinator** refers to the Director of Psychological Science (DPS) for students in psychological sciences programs, and Director of Clinical Programs (DCP) for students in clinical psychology programs.

General Principles

Eligibility for Absence:

- Students must be in good academic standing.
- Absences should not conflict with critical academic responsibilities such as courses, exams, major assignments, lectures, in-person data collection, practica, or GA responsibilities.

Procedure for Requesting Permission

Request Submission:

- Students must submit a formal request to their supervisor, using the Supervised Absence Request Form, at least four weeks in advance of the planned absence, unless it is an emergency.

Review and Approval Process:

- The supervisor will review the request, considering the student's academic progress and the potential impact of the absence.
- The supervisor may consult with the Graduate Coordinator, Faculty of Graduate Studies, other faculty members or administrative staff if necessary.
- If the request is approved by the supervisor, the student next submits the signed form to the Graduate Coordinator for review of the request.
- The decision is communicated to the student, and a copy of the form placed in the student's electronic file.

Responsibilities During Absence

- Students are responsible for ensuring they do not fall behind in their program.
- Students must remain in regular contact with their supervisor, especially if the absence is extended or unexpected issues arise.
- Any changes to the approved absence duration must be promptly communicated and re-approved.

IV. MASTERS THESIS & PH.D. DISSERTATION POLICY AND PROCEDURE

The Masters thesis and Ph.D. Dissertation process may appear perplexing to someone who is not familiar with it. In reality, it is logical in progression and involves several stages of research activities and formal approval before culminating in an examination of the student's work. Along the way, various forms have to be signed to keep track of the process and the progress of the student. This will help to avoid confusion and problems for the student. The student is encouraged to consult the thesis/dissertation supervisor, the GSC, the GSC chair, and especially the Program Coordinator in the event s/he has a question. The Program Coordinator will provide the necessary forms to the student or supervisor and is extremely helpful in facilitating the process.

According to the regulations of the Faculty of Graduate Studies, individuals who are involved in thesis/dissertation supervision and examination have to be a member of the Faculty of Graduate Studies (FGS). The Department of Psychology further requires that students who have an Adjunct faculty member (who is also a member of FGS) as a supervisor, must also have a co-supervisor who is a full-time member of the Psychology department (and a member of FGS). For more information, please see the department's GSC chair.

Note that the Psychology graduate programs are offered at the Thunder Bay campus only and students must be located in Thunder Bay

IMPORTANT: ALTHOUGH THIS MANUAL PROVIDES COPIES OF THE FORMS INVOLVED IN THE THESIS AND DISSERTATION PROCESS, THESE FORMS MAY BE REVISED FROM TIME TO TIME. TO ENSURE THAT THE MOST CURRENT VERSIONS OF THE FORMS ARE USED, PLEASE CONTACT THE DEPARTMENT ADMINISTRATIVE ASSISTANT OR PROGRAM COORDINATOR.

Masters Thesis and Ph.D. Dissertation Supervisor Selection

Students may select any Psychology faculty member with membership in the Faculty of Graduate Studies to be their thesis or dissertation supervisor. If the faculty member is an Adjunct member, they must also select a co-supervisor who is a full-time faculty member. This selection is based on mutual agreement between the student and the faculty member. The thesis or dissertation supervisor chairs the Thesis or Dissertation Supervisory Committee. In the case of a co-supervisory arrangement, it is a full-time Psychology Department faculty member who chairs the supervisory committee.

While most students and supervisors continue to work together once the relationship is initiated, supervisory relationships may change or end for various reasons (e.g., a change in direction of research interests, expertise, or due to conflict). If circumstances arise such that the student and the faculty member wish to end the supervisory relationship, the relevant Program Director should first be informally consulted. If the decision is to end the supervision relationship, the original supervisor normally remains as the student's supervisor until a new supervisor is found. The student and faculty member must inform the relevant Program Director and the Graduate Studies Committee (G.S.C.) chair in writing that a new supervisor is being sought. Once a new supervisor has been found, this must be confirmed by the new supervisor completing the "Agreement of a Thesis/Dissertation Supervisor" form (Appendix 2) and putting it in the student's file. While the process of finding a new supervisor is typically undertaken by the student, the original supervisor should help to facilitate this process. If any difficulties arise, the Program Director and the GSC Chair should be consulted with and informed.

Deadlines

Supervisors are typically selected prior to entry in the each program. However, to ensure that the program has a formal record of all supervisors/co-supervisors, relevant forms must be completed by the deadline and

forwarded to the Program Coordinator. As indicated in Appendix 1, this form must be completed by September 30th Year 1 for students in the first year of each of the four programs (M.A. Clinical, M.Sc. Psychological Science, Ph.D. Clinical, Ph.D. Psychological Science).

Masters Thesis Supervisory Committee

Each Masters student shall have the guidance of two core members of the program: a Thesis Supervisory Committee, and a 2nd reader. The Masters Thesis Supervisory Committee consists of the student's primary Thesis Supervisor or Co-Supervisors and one additional committee member from within the Department of Psychology (full-time or adjunct) as 2nd reader. For students enrolled in the Specialization in Gerontology or Women's Studies programs, the additional committee member (i.e., the 2nd reader) may be a faculty member from Gerontology or Women's Studies who has core membership with the Faculty of Graduate Studies.

In cases where additional expertise is required, a student in consultation with his or her supervisor(s) may choose to add additional faculty members to the supervisory committee. These qualified persons may be from inside or outside the university.

In cases where the individual is from outside the Department of Psychology, the supervisor must submit the potential committee member's curriculum vitae to the GSC for consideration. Factors that are considered in the approval of a committee member from outside the Department include the requirement that s/he possesses a Doctorate degree, has research expertise especially as it relates to the area of the thesis, and maintains research activities as evidenced by recent scholarly and scientific publications and presentations.

Deadlines

Deadlines for selection of the Supervisory Committee are listed in the *Graduate Program Deadlines* (Appendix 1) and CPM. Relevant forms must be completed by the deadline and forwarded to the Program Coordinator.

Assembling the committee earlier in the first year of study would be to the benefit of the student and committee.

Ph.D. Dissertation Supervisory Committee

Each Ph.D. student shall have the guidance of a Ph.D. Dissertation Supervisory Committee with at least two core members of the Doctoral program. The Ph.D. Dissertation Supervisory Committee consists of the student's Dissertation Supervisor or Co-Supervisors and one additional committee member (2nd Reader). The supervisor (a full-time Psychology faculty member when there are co-supervisors) chairs the committee. Additional committee members may be added from inside or outside the university. Any additional member of the committee is jointly chosen by the student and the Supervisor.

In cases where the additional member(s) of the supervisory committee are from outside of the department, the GSC must approve that appointment following the procedure described in the paragraph above for Masters thesis committee members from outside the department. The development of the dissertation is guided primarily by the Dissertation Supervisor or Co-Supervisors, though the whole committee should be considered a resource to the student.

Deadlines

Deadlines for selection of the Supervisory Committee are listed in the *Graduate Program Deadlines* (Appendix 1) and CPM. Relevant forms must be completed by the deadline and forwarded to Program Coordinator.

Summary Process for the Masters Thesis and Ph.D. Dissertation

- Completion of a Masters thesis and Ph.D. dissertation normally requires the following process:

 1. The student and the Supervisor/Co-Supervisors agree on a topic and research question to be addressed in the student research.
 2. The student comprehensively and critically examines the relevant and current research literature in the area.
 3. The student develops the research project under the guidance of the Supervisor/Co-Supervisors and supervisory committee where appropriate, including the research objectives, research hypotheses, and research methodology.
 4. The student then writes a thesis or dissertation proposal following the American Psychological Association Publication Manual format, 6th Edition (2009).
 5. The proposal has to undergo an approval process (see section below *Preparation and Approval of the Thesis/Dissertation Proposal*).
 6. The student has to seek ethics approval prior to data collection (see section below *Seeking Ethics Approval Prior to Data Collection*).
 7. Once the appropriate ethics approval has been obtained, data collection begins under the guidance and full knowledge of the Supervisor/Co-Supervisors and supervisory committee.
 8. After the data has been collected, it is analyzed and interpreted under the guidance of the Supervisor/Co-Supervisors and supervisory committee as appropriate.
 9. The student writes up the full thesis or dissertation. The document should have a face sheet, an acknowledgement page (optional), an abstract, a table of contents, an introduction section, a method section, a results section, a discussion section, a list of references, tables, figures, and appendices. Writing of the full thesis or dissertation has to follow the American Psychological Association Publication Manual format, 6th Edition (2009).
 10. The supervisor provides feedback and revisions on first and subsequent drafts. There may be numerous drafts of revisions that go back and forth between the student and supervisor before the supervisor approves the thesis or dissertation.
 11. Once the thesis/dissertation has been approved by the supervisor, it is submitted to the other member(s) of the Supervisor Committee for approval.
 12. Following approval of all members of the Supervisory Committee (with signatures on the appropriate forms), the thesis or dissertation undergoes the examination process (see section below *Final Thesis/Dissertation Process*).
 13. Students are reminded that ethics guide the undertaking of all research activities.

14. Research costs associated with the Masters thesis or Ph.D. dissertation, including binding of the final document, is borne by the student. However in some cases, the Supervisor/Co-Supervisors might be able to cover part or all of the research expenses from a research grant. This decision lies with the Supervisor/Co-Supervisors.

Preparation and Approval of the Masters Thesis/Ph.D. Dissertation Proposal

Prior to seeking ethics approval, the student has to prepare a Masters thesis/Ph.D. dissertation proposal under the guidance of the Supervisor/Co-Supervisors and supervisory committee as appropriate. The proposal has to contain sufficient information to permit an external observer to evaluate the research with respect to its scientific rigor and sophistication that is commensurate with a thesis or dissertation. It must also have an abstract and a cover page indicating the title of the thesis/dissertation, student name, and the names of the Thesis/Dissertation Supervisory Committee.

The proposal document very probably will have to undergo several rounds of revision before it is considered to be of satisfactory quality.

The student has to submit a written thesis proposal of acceptable quality, and has to defend the thesis/dissertation proposal in order for the thesis/dissertation proposal to be approved. This is normally carried out during a Psyc 5600/6600 seminar, except in extenuating circumstances.

Deadlines

Deadlines for approval of the thesis/dissertation document are listed in the *Graduate Program Deadlines* (Appendix 1) and CPM. Relevant forms must be completed by the deadline and forwarded to the Program Coordinator.

Defense of the Masters Thesis/Ph.D. Dissertation Proposal

When the Program Coordinator receives the *Masters Thesis Proposal Approval Form* or the *Ph.D. Dissertation Proposal Approval Form*, the student may schedule his/her proposal defense. The Supervisory Committee must be available to attend and the defense should not be booked until their availability and that of the defense chair has been confirmed. Defenses cannot proceed without the full Supervisory Committee present.

The proposal defense presents an opportunity for the Thesis/Dissertation Supervisory Committee to assess the student's knowledge of his/her proposal and research area. The defense is typically booked during 5600/6600 and is open to faculty and students from the Department, to any individual from the general Lakehead University community, and to anyone who has a professional association with the Department of Psychology.

The Chair of the Proposal Defense is a faculty member who is not on the Supervisory Committee, normally a GSC faculty member or the Department Chair. When necessary, the chair of the defense may be any other full-time member of the Department of Psychology who is not on the Supervisory Committee. The Chair ensures that the defense is conducted fairly, in accordance with approved guidelines and procedures, ensures that the defense adheres to the time limits indicated in the guidelines, and participates in evaluation of the oral defense.

In the proposal defense, the student gives a 15 to 20 minute presentation of the thesis/dissertation proposal. The Chair of the defense invites members of the Supervisory Committee to ask questions. There are two rounds of questioning by the Supervisory Committee before questioning is open to the floor. Normally, the total time for questions will not exceed 60 minutes. The Chair of the defense then invites questions from the wider audience and may pose questions him/herself.

The Supervisory Committee typically asks questions across the following domains: factual, methodological, statistical, theoretical/application, and critical thinking. The supervisory committee member (not the supervisor) and Chair independently complete the "*Oral Defense Evaluation Form*" (see Appendix 7).

After the questioning period is over, the Chair will ask the student and the audience to leave the room. The Chair then moderates an in-camera session where the Supervisory Committee members decide the outcome of the proposal defense. A successful defense is one in which the overall average score on the "*Oral Defense Evaluation Form*" is "0" or greater; an unsuccessful defense is one in which the overall average score is less than "0". The Chair summarizes the feedback in written format, including scores on the "*Oral Defense Evaluation Form*" and additional feedback given by the committee.

The student is then brought back for the Supervisory Committee decision. Following discussion the student is provided with the written feedback sheet. A successful proposal defense terminates with the signing of the "*Thesis/Dissertation Proposal Defense Form*" (see Appendix 8).

If the proposal defense is considered unacceptable the student is required to undertake a second proposal defense. The Chair of the proposal defense shall inform the candidate in writing of the deficiencies in the proposal defense and the date of the second defense (normally held within 6 months). The second defense is held in-camera with only the members of the Supervisory Committee and same Defense Chair. The same process and evaluation procedure is followed as in the initial defense, and the student must receive a "pass" as defined above; otherwise, the student will not be permitted to continue in the program.

Deadlines

Deadlines for oral defense of the thesis/dissertation are listed in the *Graduate Program Deadlines* (Appendix 1) and CPM. Relevant forms must be completed by the deadline and forwarded to the Program Coordinator.

Seeking Ethics Approval Prior to Data Collection

All research projects involving humans have to comply with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS-2). Before data collection can begin, the student has to apply for ethics approval of the thesis/dissertation project from the Lakehead University Senate Research Ethics Board (REB). Applications, renewals, amendments, and final reports are submitted to the REB electronically by logging into the Romeo Research Portal: <http://romeo.lakeheadu.ca/Romeo.Researcher/login.aspx>. Paper copies of the forms can also be accessed through the Research Office website.

The student must familiarize himself or herself with the TCPS-2 (http://research.lakeheadu.ca/ethics_resources.html) and complete the online TCPS-2 tutorial (<http://tcps2core.ca/welcome>).

For more information and clarification, the student is directed to consult with the REB and to read all information on the Office of Research website: <https://www.lakeheadu.ca/research-and-innovation/ethics>. The Research Ethics and Administration Officer is Ms. Susan Wright, 343-8283, susan.wright@lakeheadu.ca.

Students who need to recruit from institutions outside of the university such as hospitals, clinics, and schools/colleges, are required to also obtain ethics clearance from these sites prior to data collection. This is in addition to ethics clearance from the Lakehead University REB. Recruitment of participants cannot proceed until ethics approval has been obtained from all institutions involved.

Deadlines

Deadlines are listed in the *Graduate Program Deadlines* (Appendix 1) and CPM.

Accessing the Undergraduate Psychology Participant Pool

Graduate students who wish to recruit from the Psychology Participant pool can set up their research on the Sona System, but before they activate a project (to collect data) they will need to have departmental approval for their research employing the Psychology Participant Pool. That approval will be provided by the 'Research Ethics Core Committee'. To request approval a student is required to complete both the *Use of Psychology Participant Pool form*, and the *Psychology Participant Pool Education Review Form*.

The *Use of Psychology Participant Pool* form and its attached debriefing letter will be reviewed by the 'Research Ethics Core Committee'. The *Psychology Participant Pool Review Form* will be signed and kept by the department. The second reader on a thesis/dissertation committee can serve as Reviewer #1 of the *Psychology Participant Pool Review Form*. Completed forms are to be sent by student or supervisor to the Department Administrative Assistant admin.psych@lakeheadu.ca. After review, applicants will receive a letter from RECC with an approved project number that is required for the use of the PSYCHOLOGY PARTICIPANT POOL. A project number will be valid for only the academic year. Once a project is activated the SONA system (<https://lpspsych.sona-systems.com/Default.aspx?ReturnUrl=%2f>) it will record the approved Psychology Research Participation credit for participations. For more information, please contact the Administrative Assistant.

Use of Psychology Participant Pool form (akso see Appendix 9)

<https://www.lakeheadu.ca/sites/default/files/uploads/95/Use of Psychology Participant Pool Review FORM.pdf>

Application for the use of Psychology Participant Pool Review Form (alos see Appendix 10)

<https://www.lakeheadu.ca/sites/default/files/uploads/95/Application for Use of PSYCHOLOGY PARTICIPANT POOL FORM.pdf>

Annual and Final Report to the Lakehead University Senate Research Ethics Board

The student has to make an annual report to the REB about the progress of the thesis/dissertation once ethics approval has been obtained; a final report is also due to the Research Office once the thesis/dissertation is completed. An on-line renewal, amendment, or final report can be submitted by logging into the Romeo Research Portal: <https://romeo.lakeheadu.ca/Romeo.Researcher/login.aspx>. Information about the Romeo Research Portal can be found at: <https://www.lakeheadu.ca/research-and-innovation/research-services/resources/romeo>

After the Data Collection

The student analyzes the data under the guidance of the Supervisor/Co-Supervisors and Supervisory Committee members where appropriate, interprets the results, and writes up the full thesis/dissertation document. This document will require revisions, as requested by the Supervisor/Co-Supervisors and Supervisory Committee, until it has attained the desired quality. As previously mentioned, the document should have a face sheet, an acknowledgement page (optional), an abstract, a table of contents, an introduction section, a method section, a results section, a discussion section, a list of references, tables, figures, and appendices. Writing of the full thesis or dissertation has to follow the American Psychological Association Publication Manual format, 6th Edition (2009). The document must be approved by the full Thesis / Dissertation Supervisory Committee before it is considered ready for review by the examination committee and oral defense as described below.

Final Masters Thesis Process

Once the thesis has received approval from the Thesis Supervisory Committee it is ready for examination. The supervisor submits a "*Thesis Ready for Review by Examiner*" form to the Program Coordinator (see Appendix 11 for links to Faculty of Graduate Studies forms).

The Masters Thesis Examination Committee consists of the Supervisory Committee and one External Examiner.

The Internal Examiner is a Thesis Supervisory Committee Member who is not the Supervisor. This member is often referred to as the Second Reader. He/she completes the "*Examiner's Report on Thesis/Dissertation Form*" (see Appendix 11). The Thesis is to be sent to the Program Coordinator, who will then forward to the Internal Examiner, along with the appropriate forms.

The External Examiner must be external to the *Thesis Supervisory Committee*. The External Examiner may be a Lakehead University faculty member from another academic unit, a faculty or researcher from an external institution, or a faculty member from the Psychology Department. The External Examiner should have recent scholarly activity in the area of specialization or a related, overlapping area. Also the External Examiner should be somewhat removed from the Supervisor and the student, not a close friend, not a recent (last 2 years) or current collaborator, and not having been recently (last 2 years) supervised by, or second reader with, the supervisor. The External Examiner is recommended by the Thesis Supervisory Committee following discussion with the student, and is approved by the Department of Psychology.

The approval process consists of submission of the Proposed Examiner's form and, when the examiner is from outside of the Psychology Department, his/her curriculum vita by the Supervisor to the Program Coordinator who circulates it among GSC faculty members for approval.

Factors that are considered in the approval of an external examiner from outside the Department of Psychology include the requirement that s/he possesses a Doctoral degree, has research expertise especially as it relates to the area of the thesis, maintains research activities as evidenced by recent scholarly and scientific publications and presentations, and does not have any conflicts of interest. If the proposed External Examiner is from outside the Department, the curriculum vita is circulated to the Department for 3 working days for departmental approval, after GSC approval. Any objection from the Department is forwarded to the GSC in writing so that the Supervisor/Co-Supervisors has/have the

opportunity to respond. Resolution is undertaken at the GSC level. Should the GSC decision prove to be unsatisfactory to the Supervisor/Co-Supervisor or to the faculty member who made the formal objection, the matter will be forwarded to the Department for a resolution.

All correspondence with the External Examiner is conducted by the Chair of the GSC. The GSC Chair ensures that the examiner receives a copy of the thesis and the external examiner's form (see Appendix 11), and presents options for participating in the oral defense. Both the Internal and External Examiners submit the examiner's forms to the Department of Psychology (The Program Coordinator) who will send copies to the Faculty of Graduate Studies. Examiner Report forms from both the Internal Examiner and the External Examiner must be submitted and indicate that the thesis requires no more than minor modifications BEFORE the student can go to the examination phase (i.e., oral defense). The examination will be held during an oral defense (see below).

Summary of Masters thesis examination forms:

1. *Thesis Ready for Review by Examiner Form* (see Appendix 11) completed by Supervisor
2. *Proposed Examiner Form* (see Appendix 11) completed by Supervisor
3. *Two Examiner's Report on Thesis/Dissertation Forms* (see Appendix 11) completed by (1) Internal Examiner and (2) External Examiner

Information about the preparation of the final Masters thesis product can be found near the end of the Master's Regulations at: <https://www.lakeheadu.ca/programs/graduate/academic-information/degree-completion>

Final Dissertation Process

Once the dissertation has met the approval of the Dissertation Supervisory Committee, it is submitted to the Internal Examiner.

The Internal Examiner is any full-time faculty member in the Department of Psychology who is not on the Supervisory Committee. The Dissertation Supervisor(s) in consultation with the student selects the Internal Examiner and informs the GSC Chair and The Program Coordinator of this choice. The Program Coordinator will ensure that the Internal Examiner receives a copy of the Dissertation and an Internal Examiner's report (see Appendix 12). It is expected that the Internal Examiner will make her/his best attempt to return the completed report to her within 3 weeks (excluding holidays and vacations). The completed report will then be submitted to the Office of Graduate Studies and the Supervisor. The dissertation may be submitted for external review only if the Internal Examiner has required no more than minor modifications or corrections to the dissertation.

Once the Internal Examiner's report is received with no more than minor modifications, the Dissertation is ready for External Review. The External Examiner is a noted researcher in the relevant area of specialization from outside of Lakehead University. FGS requires that this step occur at least 3 months before expected graduation. See the following section for more information on the process of appointing an External Examiner and the criteria of approval.

Information about the preparation of the final dissertation product can be found near the end of the Doctoral Regulations at:

<https://www.lakeheadu.ca/programs/graduate/academic-information/degree-completion>

External Examination: Appointment of the External Examiner and the External Examination Process

The External Examiner from outside of the university is selected jointly by the Supervisor/ Co-Supervisors and the student on the basis of the following criteria:

1. The individual holds a doctoral-level degree
2. S/he has expertise in the area of the student's research and is in a position to examine the student's work objectively without prejudice or favour.
3. S/he has demonstrated research excellence in the form of active and recent or current research activities and peer-reviewed publications.
4. S/he typically holds an academic position although a noted researcher in a research setting is acceptable as well.
5. S/he has experience in evaluating graduate work.
6. S/he has no conflict of interest and is not in a position of a dual relationship by serving as the External Examiner. This means s/he does not have a relationship with either the Supervisor/Co-Supervisors or the student in the following manner: a close friend, a regular and current collaborator, a recent supervisor/supervisee, a recent instructor, or a former colleague.

To appoint the External Examiner from outside of the university, the following steps must be taken:

1. The Supervisor/Co-Supervisors contacts the intended External Examiner to determine if s/he would be willing to serve as an examiner for the student's thesis or dissertation.
2. The intended External Examiner forwards a current curriculum vita to the Supervisor/Co-Supervisors.
3. The supervisor submits the curriculum vita to The Program Coordinator who circulates it among the GSC faculty members for approval. The GSC faculty members indicate their approval via email.
4. The curriculum vita is then circulated to the Department for 3 working days for departmental approval. Any objection from the Department is forwarded to the GSC in writing so that the Supervisor/Co-Supervisors has/have the opportunity to respond. Resolution is undertaken at the GSC level. Should the GSC decision prove to be unsatisfactory to the Supervisor/Co-Supervisors or to the faculty member who made the formal objection, the matter will be forwarded to the Department for a resolution.
5. After departmental approval has been obtained, The Program Coordinator forwards the departmental recommendation of the External Examiner to the Office of Graduate Studies for approval by the Dean of Graduate Studies. The *Proposed External Examiner* form (see Appendix 12) has to be completed and accompany the curriculum vitae.

External Examination Process:

1. Following the approval of the External Examiner, the *Confirmation for External Review* form (see Appendix 12), signed by the Supervisor and GSC Chair, and the final copy of the dissertation, incorporating all revisions from the Internal Examiner, are submitted by the GSC Chair to FGS.
2. The student should ensure that each Supervisory Committee Member and the Internal Examiner also receive this final copy of the dissertation. The intent at this stage is for everyone on the Examination Committee to have a copy of the dissertation that has been sent out for external review to the External Examiner.

3. All further correspondence with the External Examiner is conducted by the Office of Graduate Studies. Failure to do so could jeopardize the student's completion of the program.
4. The External Examiner typically takes at least one month to review the dissertation and report back to FGS using the External Examiner's Report form (see Appendix 12). Examiners are asked by Graduate Studies to complete the review in three to four weeks but it can take longer.
5. Once the External Examiner's report is received by FGS, it is forwarded to the GSC Chair and the supervisor who will make it available to the student as soon as possible.
6. A candidate may proceed to oral defense only if the External Examiner has required no more than minor modifications or corrections to the dissertation. If the Examiner marks off "Appreciable Revisions Required", the dissertation has to be revised and returned back to him/her for a re-evaluation and a second report. The second report from the External Examiner has to require no more than minor modifications or corrections before an oral defense can take place.

Summary of Doctoral dissertation examination forms:

1. *Thesis Ready for Review by Examiner Form* (see Appendix 12) completed by Supervisor only after the Internal Examiner has approved the dissertation.
2. *Proposed External Examiner Form* (see Appendix 12) completed by Supervisor
3. *Two Examiner's Report on Thesis/Dissertation Forms* (see Appendix 12) completed by (1) Internal Examiner and (2) External Examiner

Final Oral Defense (Thesis and Dissertation)

The oral defense presents an opportunity for the Thesis/Dissertation *Examination* Committee, which includes the Thesis/Dissertation Supervisory Committee and the external examiner for a Masters thesis and both internal and external examiners for a Dissertation, to assess the student's research knowledge. The defense is open to anybody in the university community. The Chair of the Oral Defense is normally the GSC Chair, one of the program directors, or the Department Chair. The Chair may not be on the Examination Committee. When necessary, the Defense Chair may be any other full-time member of the Department of Psychology who is not on the Examination Committee. The GSC Chair, one of the program directors, or the Department Chair must also be present at the oral defense in any capacity. The Defense Chair ensures that the defense is conducted fairly, in accordance with approved guidelines and procedures and ensures that the defense adheres to the time limits indicated in the guidelines; he/she also completes the "Oral Defense Evaluation Form" (Appendix 7). For Master's thesis defenses, the Thesis Supervisory Committee and External Examiner must be present at the defense. In cases where the External Examiner is from outside of Lakehead University, he/she may attend by teleconference, videoconference, or by written submission. For PhD Dissertation defenses, the Dissertation Supervisory Committee, the Internal Examiner, and External Examiner (in person, by video-conference, teleconference, or written submission) must be present at the defense.

In the oral defense, the student gives a 15 to 20 minute presentation of the thesis/dissertation. The Defense Chair invites members of the Examination Committee to ask questions. The Examination Committee typically asks questions across the following domains: factual, methodological, statistical, theoretical/application, and critical thinking. There are two rounds of questioning by the Examination Committee before questioning is open to the floor. The order of questioning within each round for an MA thesis oral defense is the External Examiner, the Supervisory Committee member(s) and finally the Supervisor/Co-Supervisors. The order of questioning within each round for a PhD dissertation oral defense is the External Examiner, Internal Examiner, the Supervisory Committee member(s), and finally the Supervisor/Co-Supervisors. Normally, the total time for questions will not exceed 90 minutes. The Defense Chair then invites questions from the wider audience and may pose questions him/herself. For proposals, Defense Chair and one Supervisory Committee Member (not the supervisor) independently complete the "Oral Defense Evaluation Form" (Appendix 7). For final Masters defenses, the External Examiner and Defense Chair complete the Oral Defense Evaluation form, and for final PhD defenses the External and Internal Examiners and Defense Chair complete the Oral Defense Evaluation form. If the External Examiner does not attend the final defense, a committee member (not the supervisor) will complete the "Oral Defense Evaluation Form" instead.

After the questioning period is over, the Defense Chair will ask the student and the audience to leave the room. The Defense Chair then moderates an in-camera session where the Examination Committee members decide the outcome of the thesis/dissertation and the defense. This meeting shall take no more than 60 minutes. The Examination Committee will attempt to arrive at a decision by consensus, but if consensus is not possible, a vote of a majority of members is required. In the event of a tie, the Chair shall cast the deciding vote. The Defense Chair summarizes the feedback in written format, including scores on the "Oral Defense Evaluation Form" and additional feedback given by the committee. This task is often delegated to the Program Coordinator but the Defense Chair signs off on this form.

Outcomes of the Oral Defense:

The Examination Committee shall consider both the oral defense and the dissertation when deciding between the following possible outcomes:

1. Dissertation and Oral Defense Accepted.

The average score on the "Oral Defense Evaluation Form" is 0 or higher. No changes to the thesis/dissertation document are required beyond the correction of typographical errors and other minor corrections of wording. The candidate's Supervisor shall review and approve the corrections before the final copies of the thesis/dissertation are submitted to the Office of Graduate Studies.

2. Dissertation and Oral Defense Accepted with Minor Revisions

The average score on the "Oral Defense Evaluation Form" is 0 or higher. Minor revisions to the thesis/dissertation document are required beyond typographical errors and minor corrections of wording. The candidate's Supervisor shall review and approve the corrections before the final copies of the thesis/dissertation are submitted to the Office of Graduate Studies.

3. Dissertation Accepted and Oral Defense Unacceptable

The average score on the "Oral Defense Evaluation Form" is less than 0. The candidate will be required to undertake a second oral defense. The Defense Chair shall inform the candidate in writing of the deficiencies in the oral defense and the date of the second oral defense (normally no more than six months). The second defense is held in-camera with only the internal members of the Supervisory/Examination Committee and same Defense Chair. The same process and evaluation procedure is followed as in the initial defense, and the student must receive a "pass" as defined above; otherwise, the student will be deemed to have failed the thesis/dissertation and will not be permitted to continue in the program.

The student is then brought back for the Examination Committee decision. Following discussion the student is provided with a written summary of his/her ratings on the "Oral Defense Evaluation Form" and other relevant feedback. Members of the Examination Committee who feel that revisions are required share their comments with the Supervisor/Co-Supervisors and student. The External Examiner's report is also shared with the student to allow him/her to address the feedback from that examiner.

A successful oral defense terminates with the signing of the following forms:

1. *Recommendation of Thesis/Dissertation Form* (see Appendix 11 for Masters; see Appendix 12 for Doctoral) signed by the Supervisor/Co-supervisors and the G.S.C. member.

In the event that extensive revisions to the thesis/dissertation are needed, the signature of the GSC member who chaired or attended the oral defense will be withheld from the face sheet and binding of thesis/dissertation sheet until adequate revisions have been made to the satisfaction of the Thesis/Dissertation Examination Committee.

Relevant forms will be prepared by the Administrative Assistant. Forms should be sent to the Administrative Assistant who will collate and send to the Program Coordinator.

The Final Step

As indicated in the documents about the *Final Thesis Processes for Masters theses* and Ph.D. dissertations <https://www.lakeheadu.ca/programs/graduate/academic-information/degree-completion> from the Office of Graduate Studies, the student makes any required revisions under the guidance of the Supervisor/Co-Supervisors and submits the following to the Office of Graduate Studies:

1. An electronic copy of the final version of the thesis/dissertation document in a locked pdf format.
2. The forms signed at the oral defense: *Recommendation of Thesis/Dissertation*
3. License to the University form (available from the Faculty of Graduate Studies website)
4. Graduate Studies – Exit Survey (available from the Faculty of Graduate Studies website)

Appendices 11 (Masters) and 12 (Doctoral) provide links to each of these forms on the Faculty of Graduate Studies website.

IMPORTANT: The student must also submit an *Intent to Graduate* form to **Enrolment Services**. The form is an online form that can be accessed online through myInfo using each student's own account. This can be done before the thesis/dissertation goes out for external review.

Note that the student may choose to make copies of the thesis/dissertation to give away to friends and family members. The copies would be bound at the student's expense.

Failed Thesis/Dissertation

Should a thesis or dissertation be failed by the External Examiner who ticks off the category "Thesis Rejected", the thesis or dissertation has to be reworked and improvements made. The Doctoral Program regulations would be followed. The most recent link to these is:
<http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=28&chapterid=8986&loaduserredits=False>

Summary of Supervisory and Examination Committee Structure

See paragraphs above for more information

MASTERS LEVEL	
Supervisory Committee Members	Details
Supervisor	Full-time Psychology faculty member; chair of committee
Co-Supervisor (<i>optional</i>)	Full-time Psychology faculty member OR Adjunct faculty member
Member (2 nd reader/Internal examiner)	Full-time or Adjunct Psychology faculty member, or qualified individual approved by GSC if from outside the Psychology Department.
Additional Members (<i>optional</i>)	Additional qualified individual(s), approved by GSC if from outside the Psychology Department.
Examination Committee Members	Details
Supervisory Committee as above	A committee member other than the supervisor completes the Internal Examiner's form. Thesis goes to External Examiner only when approved by full Supervisory Committee.
External Examiner	Full-time Psychology faculty member who is external to the Supervisory Committee, OR a Lakehead University faculty member from another academic unit, OR a researcher from an external institution. External examiners from outside the Department of Psychology must be approved by GSC.
PHD LEVEL	
Supervisory Committee Members	Details
Supervisor	Full-time Psychology faculty member; chair of committee
Co-Supervisor (<i>optional</i>)	Full-time Psychology faculty member OR Adjunct faculty member
Member (2 nd Reader)	Full-time Psychology faculty member OR a Core member of the Doctoral program .
Additional Members (<i>optional</i>)	Additional qualified individual(s), approved by GSC if from outside the Psychology Department.
Examination Committee Members	Details
Supervisory Committee as above	Dissertation goes to Internal Examiner only when approved by full Supervisory Committee
Internal Examiner	Full-time Psychology faculty member who is not on the Supervisory Committee. Dissertation goes to External Examiner only when approved by Internal Examiner.
External Examiner	A noted researcher in a relevant area of specialization from outside of Lakehead University. Process coordinated by FGS.

V. MONITORING OF STUDENT PROGRESS AND ANNUAL REPORT

Student progress is tracked through satisfactory completion of program requirements and an annual review. All graduate Psychology students are required to submit an annual report by April 7th of each year to the Administrative Assistant who will forward it to the relevant director and Program Coordinator (i.e., the DCP or the PSD) for evaluation by the area. The report covers progress and work between April 1st to March 31st.

In the annual report, the students are expected to provide evidence of satisfactory progress and the likelihood of continuation. Upcoming plans for the summer are also reviewed. The relevant Area will review the reports. Students are evaluated on the following criteria (additional criteria for the evaluation of Clinical students can be found in the Clinical Program Manual):

1. Academic Work – evaluated on the basis of (a) course grades (each student is required to maintain a minimum 70% average with at least B work in each course), (b) expected completion of program requirements, and (c) any comprehensive examinations.
2. Research – evaluated on the basis of progress of the thesis/dissertation. Research activities unrelated to the thesis/dissertation are encouraged insofar as they do not impede the progress of the thesis/dissertation.
3. Professional Development Activities and accomplishments are noted.

Students who are having academic difficulties may be required to develop an Academic Remediation Plan with the GSC chair and their area director. Details can be found in the Policy on Program Deadlines and Academic Remediation (see Appendix 13).

Students who are having or demonstrating difficulties that are related to professional practice may be required to develop a Professional Training Remediation Plan with the DCP and Clinical Area. Further details can be found in the Clinical Program Manual.

In situations involving extenuating external circumstances, the program attempts to work with the student to arrive at a solution. Depending on the situation, the student might be given extensions to deadlines for course completion in consultation with the course instructor and/or research supervisor, or advised to take a leave of absence with the support of the program. Students are always encouraged to work with the GSC chair, DCP, or PSD in order to arrive at a solution that best fits their circumstance.

VI. RESOLUTION OF STUDENT DIFFICULTIES

Difficulties Identified by Faculty, Instructors, Supervisors

Course instructors, research and clinical supervisors, or other individuals who interact with students might identify difficulties. If the difficulty is minor, it is recommended that the matter be resolved informally with the student, and in consultation with the program director (DCP or PSD or GSC chair where appropriate). When difficulties are more serious, one should contact the program director and/or the GSC chair where appropriate. An academic remediation plan or a professional training remediation plan may be necessary for major difficulties. Typically, the program director or GSC chair will set up a meeting with the student to discuss the issue(s).

Leaves of Absence/Time extension

Students requiring a leave of absence or a time extension should consult the graduate studies regulations at: <https://www.lakeheadu.ca/academics/graduate/resources/leave> (please note that there are separate Masters regulations and Doctoral regulations). In addition, note that students returning from a medical or health-related leave will require a letter from an appropriate regulated health professional indicating that the student is ready to return to the program. This letter must be provided to the program director prior to return and must specify that the student is ready to return to full time graduate studies. If the student is in one of the clinical programs, the letter must also specify that the student is ready to return to training in clinical psychological practice.

Difficulties Identified by Students

Students who have complaints are encouraged to first seek informal resolution with the individual concerned, and seek consultation if they so wish. If necessary, they can make a formal written complaint that consists of the reason(s) for the complaint, details and dates, and the desired change. Students can lodge a complaint, make a grievance or appeal at various levels that include the instructor/supervisor, the program director (i.e., DCP or PSD) the GSC, the Departmental Chair, the Dean of Graduate Studies, and the Senate Academic Appeal Committee. It is expected that students will seek informal resolution prior to pursuing formal means.

As per university regulations (<https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/reappraisal-and-academic-appeals>), students have the right to appeal final course marks and academic decisions, in accordance with the reappraisal and appeal procedures by the Senate Academic Appeal Committee. Students may also enlist the assistance of the Ombuds office (343-8061) that offers confidential, impartial and independent support service.

FINANCIAL ASSISTANCE AND EMPLOYMENT

Financial Assistance

All students who are enrolled in the graduate Psychology program are considered for graduate assistantships. While attempts are always made to fund all students, the limited pool of graduate assistantships available often makes this impossible. In such instances, Ph.D. students are typically considered first for funding, then the continuing Masters students, and finally the new Masters students. Masters and Ph.D. graduate assistantships are awarded for the months of September through to April, inclusive. Only Masters Year 1 and Masters Year 2 students are eligible for Masters graduate assistantships. Only Ph.D. Year 1, Ph.D. Year 2, Ph.D. Year 3, and Ph.D. Year 4 students are eligible for Ph.D. graduate assistantships. To hold a GAship, students must be available to work on campus and cannot be completing a clinical internship.

Students who receive a graduate assistantship are normally assigned to a Psychology faculty member to undertake graduate assistantship duties for 10 hours per week between the months of September through to April, inclusive. In some instances, the student's hours may be divided between two Psychology faculty members. Students who receive a graduate assistantship are required to contact the faculty member(s) to whom they have been assigned *before the beginning of classes* to introduce themselves and to find out their graduate assistantship duties. Students are reminded that graduate assistantships are a form of employment for which they are paid and are not scholarships. Hence they are expected to perform their duties as any paid employees would. In the event that they are unable to fulfill their duties, they are encouraged to speak to the faculty members to whom they have been assigned to arrive at a solution. As per the collective agreement between the students' union (CUPE) and the university administration, the job performance of the graduate assistants will be evaluated twice a year by the faculty members to whom they are assigned. The *CUPE Performance Appraisal Form* (available from <https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/resources-for-managers/performance-review>) will be completed and signed by both the faculty member and the graduate assistant and given to the Graduate Administrative Assistant. The original is forwarded to the Office of Graduate Studies, a copy is kept on the graduate assistant student's file, a copy is given to the Faculty Dean and a copy is kept by the graduate assistant.

Students are very strongly encouraged to apply for scholarships. These include, but are not limited to, the Ontario Graduate Scholarships (OGS), the SSHRC Canada Graduate Scholarships – Master's, the SSHRC Doctoral Fellowships, the NSERC Postgraduate Scholarships, and the CIHR Master's and Doctoral Awards. Beyond their financial value, scholarships are a testament to the academic caliber of the student. Most scholarship applications are due in the fall. More information about funding for Psychology graduate students can be found in Appendix 14.

For more information about graduate assistantships contact the Office of Graduate Studies funding.grad@lakeheadu.ca.

Employment

The University recommends that a full-time graduate student will normally not be employed for more than an average of ten hours per week for any term. In addition, graduate students in the Ph.D. Clinical program cannot work on average more than 20 paid hours per week in a capacity unrelated to their academic requirements. This is to assist them in completing their program in a timely fashion and is in compliance with CPA accreditation standards.

APPENDIX 1
CLINICAL PSYCHOLOGY GRADUATE DEADLINES – Refer to the Clinical Program Manual

REGISTRATION MUST BE KEPT UP EVERY YEAR UNTIL GRADUATION

PSYCHOLOGICAL SCIENCE GRADUATE DEADLINES (updated May 2017)

MASTER'S LEVEL			PH.D. LEVEL		
Month	Year 1	Year 2	Year 1	Year 2	Year 3
Sept.	Program Registration (including registering for Psyc 9901, MSc. Thesis and 9600 research seminar) Required to attend orientation meeting 1 st week of Sept. G.A. students to contact faculty 1 st week of Sept.. "Agreement of a Thesis/Dissertation Supervisor" form due September 30 th .	Program Registration M.Sc. thesis proposal defense must be completed by Sept. 15 The M.Sc. written proposal and proposal oral defense must be passed by the supervisory committee, as indicated by submission of the approval form, by Sept. 30.	Program Registration (including registering for Psyc 9900, PhD Dissertation and 9660 research seminar) All MSc.. requirements must be completed by Aug. 31 to be admitted into the Ph.D. program ² . "Agreement of a Thesis/Dissertation Supervisor" form due September 30 th .	Program Registration Must register for PhD Research Practicum (Psyc 9089).	Program Registration
Oct.					
Nov.					
Dec.					
Jan.	M.Sc. Thesis Supervisory Committee must be chosen by Jan. 1 st (Supervisor + 1 member)		Ph.D. Dissertation Supervisory Committee must be chosen by Jan.1st.		
Feb.					
Mar.				Dissertation proposal approved by Dissertation Supervisory Committee ⁴ and posted in the Dept. by March 31 st .	
April			Must register, select topics and committee members for Psychological Science Preliminaries (Psyc 9813) to be taken beginning of PhD year 2.	Dissertation proposal defense must be completed by April. 30.	PhD Research Practicum (Psyc 6089) must be completed by May 1; See Appendix 24 for evaluation form).

Month	MASTER'S LEVEL		PH.D. LEVEL		
	Year 1	Year 2	Year 1	Year 2	Year 3
May	M.Sc. Thesis proposal approved by Supervisory Committee and submitted for ethics approval by May 31. Annual Report Due – April 7 th .	Annual Report Due – April 7 th .	Must have topic areas and readings list approved for Psychological Science Preliminaries (Psyc 6813) for beginning of PhD year 2; See Appendices 21-23 for necessary forms.) Annual Report Due – April 7 th .	Annual Report Due – April 7 th .	Annual Report Due – April 7 th .
June					
July					
Aug	M.Sc. thesis proposal defense must be scheduled by August 31.	Completed MSc Thesis with all corrections must be submitted to Grad Studies, by Aug. 31.			

*1 Completed thesis in Graduate Studies ready for binding by August 31st. (All course work complete, oral defense and corrections)

*2 Annual Reports are due April 7th of each continuing year until the program is completed.

*3 MSc. Thesis and Ph.D. dissertation approval by Committee = proposal and proposal oral defense passed by Committee, as indicated by submission of the appropriate form.

REGISTRATION MUST BE KEPT UP EVERY YEAR UNTIL GRADUATION

APPENDIX 2

Agreement of a Thesis/Dissertation Supervisor

LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY GRADUATE PROGRAMS**Agreement of a Thesis/Dissertation Supervisor****(updated August 2020)**

According to the graduate program deadlines in the Graduate Program Manual, students must submit this form indicating their thesis/dissertation supervisor or co- supervisors no later than September 30th of year 1 in the Master's or PhD programs. By signing below, the faculty member(s) agree(s) to supervise the student's Masters thesis or Dissertation. Please forward this form to the Program Coordinator by September 30th of Year 1 in any program.

☐ Master's Program☐ Doctoral Program**Student Name:** _____**Student Signature:** _____**Date:** _____**Supervisor Name:** _____**Supervisor Signature:** _____**Date:** _____**If relevant:****Co-Supervisor Name:** _____**Co-Supervisor Signature:** _____**Date:** _____

APPENDIX 3**Masters Thesis Supervisory Committee Form****LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY
MASTERS PSYCHOLOGY PROGRAMS**

(revised Sept 2020)

Masters Thesis Supervisory Committee Form

Please write down the names of the committee members below and submit this form to the Program Coordinator no later than January 1st of Masters Year 1 (Psychological Science) or August 31st of Masters Year 1 (Clinical).

Student: _____

Thesis Supervisor: _____

2nd Member of the Supervisory Committee (internal examiner) : _____

Student's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____

2nd Committee Member's signature: _____

Date: _____

APPENDIX 4**Ph.D. Dissertation Supervisory Committee Form****LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY
DOCTORAL PSYCHOLOGY PROGRAMS**

(revised Sept 2020)

PhD Dissertation Supervisory Committee Form

Please write down the names of the committee members below and submit this form to the Program Coordinator no later than January 1st of PhD Year 1.

Student: _____

Dissertation Supervisor: _____

Committee Member #2: _____

Committee Member #3 (optional) : _____

Student's signature: _____ **Date:** _____

Supervisor's signature: _____ **Date:** _____

Masters Thesis Proposal Approval Form**LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY
MASTERS PSYCHOLOGY PROGRAMS**

(revised Sept 2020)

Masters Thesis Proposal Approval Form

Name of Student:

Thesis Title:

The Masters Thesis Supervisory Committee affirms that

1. the submitted thesis proposal is of satisfactory quality and meets the approval of the Committee, and that
2. the student is ready to defend their thesis proposal.

Supervisor Name_____
Supervisor Signature_____
Date_____
Supervisory Committee Member Name_____
Supervisory Committee Member Signature_____
Date

Note: This form has to be signed and submitted to the Program Coordinator before the proposal defense is booked. Deadline for submission is May 31st of MA Year 1 (Psychological Science) or September 30th of MA Year 2 (Clinical).

PhD Dissertation Proposal Approval Form

Note: This form has to be signed and submitted to the Program Coordinator before the proposal defense is booked. Deadline for submission is September 30th of PhD Year 2 (Clinical) or March 31st of PhD Year 2 (Psychological Science).

APPENDIX 7
Lakehead University Thesis/Dissertation
Oral Defense Evaluation Form
(revised April 22, 2013)

A successful defense is one in which the overall average score on the "Oral Defense Evaluation Form" is "0" or greater; an unsuccessful defense is one in which the overall average score is less than "0".

Date:

Student:

Dissertation title:

1. Were knowledge based, factual questions answered adequately?

deficient	poor	adequate	good	superior
-4	-2	0	+2	+4

2. Were critical thinking, theoretical/applied questions answered adequately?

deficient	poor	adequate	good	superior
-4	-2	0	+2	+4

3. Were research design questions answered adequately?

deficient	poor	adequate	good	superior
-4	-2	0	+2	+4

4. Were methodological/statistical questions answered adequately?

deficient	poor	adequate	good	superior
-4	-2	0	+2	+4

5. How thorough and understandable was the presentation?

deficient	poor	adequate	good	superior
-4	-2	0	+2	+4

6. How professional was the presentation?

deficient	poor	adequate	good	superior
-4	-2	0	+2	+4

7. In general, did the student demonstrate adequate knowledge of the project?

deficient	poor	adequate	good	superior
-4	-2	0	+2	+4

NOTE: The student will be provided with an anonymous summary of his/her ratings and comments.

Comments:

APPENDIX 8

Completion of Thesis/Dissertation Proposal Defense Form
LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY
GRADUATE PSYCHOLOGY PROGRAMS

(revised February 11, 2013)

Thesis/Dissertation Proposal Defense Form

Name of student: _____

Thesis/Dissertation Title: _____

The Supervisor and Defense Chair affirm that the student has successfully defended his/her thesis/dissertation proposal.

Supervisor Name

Supervisor Signature

Date

Defense Chair Name

Defense Chair Signature

Date

Appendix 9, 10, 11, 12:

Appendix 9, Link to:

[Application for Use of PSYCHOLOGY PARTICIPANT POOL.](#)

Appendix 10, Link to:

[Use of Psychology Participant Pool Review FORM.](#)

**Appendix 11, Links to Forms for the Final Master's
Thesis Process**

(The Administrative Assistant will prepare and provide forms)

A list and description of all of the final forms for the Masters Thesis process can be found on the Faculty of Graduate Studies website, below. Please note that The Administrative Assistant typically prepares these forms in advance of the final thesis defense.

<https://www.lakeheadu.ca/academics/graduate/academic-information/degree-completion/thesis>

Appendix 12, Links to Forms for the Final Doctoral Dissertation Process

(The Administrative Assistant will prepare and provide forms)

A list and description of all of the final forms for the Doctoral Dissertation process can be found on the Faculty of Graduate Studies website, below. Please note that The Administrative Assistant typically prepares these forms in advance of the final dissertation defense.

<https://www.lakeheadu.ca/academics/graduate/academic-information/degree-completion/dissertation>

APPENDIX 13**Policy on Program Deadlines and Academic Remediation****Preamble:**

The deadlines for all program requirements are as listed in the program manuals. All deadlines are firm and students who miss deadlines for program requirements may be required to undergo remediation. Deadlines for graduate course work are as outlined in the course outline and are at the discretion of the course instructor. Course instructors are encouraged to contact the Graduate Studies Committee to discuss cases where students are consistently or egregiously missing deadlines in their courses.

Remediation Policy for Thesis and Dissertation Proposals and Science Comprehensive Exams:

Students who miss the thesis/dissertation proposal or a comprehensive exam deadline will receive a letter from the Graduate Studies Committee (GSC). The letter will remind them of the missed deadline and state that a formal remediation will be required if the thesis/dissertation proposal or science comprehensive exam is not approved by the supervisory committee within six weeks of the original deadline. The letter will be copied to the thesis/dissertation supervisor(s) and a copy stored in the student's file.

Students who have not completed their proposal or exam within six weeks of the original deadline will be contacted by the GSC and required to complete a formal remediation plan. Such a student will receive a letter from the GSC chair and their area chair (Clinical or Psychological Science) informing them that remediation will be required. This letter will be placed in the student's file and copied to the supervisor(s). The student and their thesis/dissertation supervisor (and other committee members if necessary) will then be required to attend a meeting with the Graduate Studies Committee (GSC) to discuss the missed deadline and to develop the remediation plan. The plan will be signed by the student, the supervisor and the GSC chair and copies provided to each and stored in the student's file. Typically, the first remediation plan will provide the student with three additional months to complete their thesis/dissertation proposal or science comprehensive exam.

If the student's proposal or exam has not been approved by the supervisory committee within this timeframe, he or she will only be granted one additional remediation plan. The student, the supervisor, and GSC will meet again to develop this second three-month remediation plan. Failure to complete a second remediation plan will lead to consultation with the Chair of the Department and/or the Dean of Graduate Studies. In the absence of mitigating circumstances, students may be terminated from the program.

Initial Approval by GSC: October 19, 2009
Approval by Clinical Area: October 20, 2009
Re-approval by GSC: October 20, 2009 (by email)
Approval by department: October 23, 2009

Amended November 11, 2009
Re-approved informally by Department Nov 27/09

APPENDIX 14

GRADUATE FUNDING FOR PSYCHOLOGY STUDENTS

(revised Aug 2021)

INTERNAL FUNDING

Entrance Scholarships and Graduate Funding Packages for New Students

The Psychology Graduate Studies Committee (GSC) usually receives funding from Graduate Studies to award internal scholarships to new graduate students who start programs in September. These scholarships will be awarded based on merit and information included in application materials. The GSC is responsible for allocating these scholarships. Incoming students to the M.A., M.Sc., and Ph.D. programs are automatically considered for these entrance scholarships. In situations where students are streamlined from our Master's into year one of our Ph.D. program, we will request up-to-date information at the time of the funding decisions (i.e., a cv and unofficial transcripts).

Graduate Funding Packages for Returning Students

Each year the faculty of graduate studies normally provides returning students with Funding Support, historically ranging between \$1,500 to \$2,000. Typically this is distributed with, and in addition to, the renewal of a Graduate Assistantship Award.

There are also a variety of Psychology specific Bursaries and Awards for graduate students which are awarded in the winter term. However, graduate students need to apply before the end of January to be considered for these Bursaries and Awards. Information regarding these funding opportunities for graduate students and instructions for applicants can be found at:

<https://www.lakeheadu.ca/academics/graduate/graduate-funding>

or for Psychology specific bursaries-and-awards in MyAwards at:

<https://lakeheadu.academicworks.ca/opportunities?utf8=✓&term=Psychology>

EXTERNAL FUNDING

The Faculty of Graduate Studies website contains information regarding external funding opportunities for graduate students and instructions for applicants:

<https://www.lakeheadu.ca/academics/graduate/graduate-funding>

APPENDIX 15

Roles and Responsibilities of the Student Representatives (revised 2020)

The primary role of the student representative is to liaise between the graduate student body and the faculty committees in the Department. This means facilitating the exchange of relevant information as well as soliciting and expressing consensus opinions during the committee meetings. While the student representative has a role in ensuring the needs and concerns of the students are heard, the first avenue for conflict resolution should always be the appropriate faculty member or supervisor.

Serving as a student representative is a 2-year commitment. One begins as an incoming representative and transitions to senior representative. This ensures that there is an experienced representative to mentor new students.

Composition

Each program in the Department should have a senior student representative and an incoming student representative:

- Ph.D., Clinical Psychology
- M.A., Clinical Psychology
- Ph.D., Psychological Science
- M.Sc., Psychological Science

For reference throughout this document, the title of most senior available student will progress in the following sequence of seniority if more senior representatives are unavailable:

1. Senior Ph.D. Representative
2. Senior M.A. Representative
3. Incoming Ph.D. Representative
4. Incoming M.A. Representative

Selection of Student Representatives

Student representatives will be selected at the beginning of each year on a voluntary basis. After gauging initial interest from the relevant cohorts of students, a vote will be held if multiple students would like the position. To conduct the voting process, each candidate will write a short paragraph (approximately 200 words) describing the personal and professional experience they would bring to the position. These short abstracts will be anonymously distributed to the student population (either Clinical or Psychological Science) by the most senior available student representative, from the relevant discipline. The relevant student population (except the student in charge of the voting process - i.e., most sen) will then have the opportunity to send their votes in response to that email. The student who receives the majority of the vote will be the new student representative. A minimum of 5 votes is necessary for a vote to carry.

Primary Responsibilities:

1. *Communication with the Student Body*
 - Representatives are required to meet with students on a regular basis in order to ascertain their feedback, comments, questions, or concerns which may be relayed back to the department. There may be several ways to accomplish this, including meeting one-on-one with classmates/other students; sending out emails or messages to students; or attending faculty and student feedback sessions (such as the regular 'Coffee Breaks').
 - Representatives may make informal notes during said meetings, or compile a list of questions or concerns, which can then be expressed at the following department or area meeting. Student representatives may also convene formal meetings with the student body (e.g., in the Fall and Winter semesters).

- Faculty members are encouraged to provide student representatives with topics for which they would like feedback.
- Prior to, or at the conclusion of, Coffee Break meetings one person should volunteer to be responsible for keeping notes within the Google Doc “*Coffee Break- Talking Points*”.
- Formal meeting minutes (Departmental meeting minutes, etc.) are made accessible to the student body once they are approved by the committee (typically made available by the Administrative Assistant).

2. *Representation at Meetings*

- Student representatives sit on 3 committees that usually each meet roughly once a month for 1 to 3 hours:
 - Department of Psychology Committee
 - Graduate Studies Committee (GSC)
 - Clinical Area Committee or Psychological Science Area Committee
- Department of Psychology and Graduate Studies Committees:
 - At least 1 Clinical and 1 Psychological Science representative should attend all Department and GSC meetings (ideally, 2 reps from each program – 1 MA, 1 M.Sc., 1 Ph.D. Clinical, 1 Ph.D. Psychological Science – should attend).
- Clinical Area and Psychological Science Area Committees:
 - Clinical student representatives sit on the Clinical Area Committee, while psychological science student representatives sit on the Psychological Science Area Committee.
 - 1 M.A. and 1 Ph.D. Clinical student representative should attend all Clinical Area Committee meetings.
 - 1 M.Sc. and 1 Ph.D. Psychological Science student representative should attend all Psychological Science Area Committee meetings.
- Typically, the senior representative attends the bulk of the meetings, with the incoming representative filling in when necessary. This is a flexible process that is to be determined between the current representatives as per their availability. Incoming reps would benefit from attending a meeting with the outgoing rep in order to learn how meetings generally run and the role of reps in speaking for students on pertinent issues.
- Student representatives are expected to advocate student issues and concerns throughout the meeting. In addition, each meeting will have an agenda item for student representatives to voice student concerns/feedback/requests. The identity of students that have provided any concerns/feedback/requests must be kept anonymous.
- Student representatives recognize and acknowledge the sensitive and developmental nature of items discussed during meetings and will use professional judgment when disseminating relevant information to the students and the program. An important goal of the student representatives is to encourage a positive and professional graduate department climate.

3. *Voting at Meetings*

- For voting purposes at Departmental and Graduate Studies Committee Meetings, the student representatives have 2 votes, split according to program streams (i.e., Psychological Science and Clinical). The attending Ph.D. clinical representative(s) and M.A. clinical representative(s) will jointly decide one vote, and the attending Ph.D. psychological science representative(s) and M.Sc. psychological science representative(s) will jointly decide the other vote. As a matter of convenience, the most senior available student representative attending will cast the vote.
- For voting purposes at Psychological Science and Clinical Area meetings, there is 1 student representative vote. The attending student representatives will jointly decide the vote. As a matter of convenience, the most senior student representative attending will cast the vote.
- If the vote-casting student representatives need to discuss how they will vote with their peers, they can request a recess prior to the voting period of the motion.
- Student representatives do not vote on motions that impact hiring (including adjunct appointments) or items related to faculty workload; however, this does not preclude student input during the discussion period. The meeting chair will clarify after the motion (during the discussion period) when this is the case.

4. *New Student Orientation Activities*

- Representatives are responsible for contacting new Clinical and Psychological Science students before the start of the fall semester and planning activities to help welcome them to the department. Activities in past years have included hikes (Mt. McKay, Sleeping Giant), dinner/drinks, etc.

APPENDIX 16

Policy on Research Dissemination and Publication

The University has an important duty, grounded in the principles of science and in the public interest, to seek, preserve and most importantly to disseminate knowledge. As soon as possible, authors should seek an opportunity and appropriate outlet for dissemination of their work. All researchers (students and faculty) are expected to behave in an ethically appropriate manner beyond their immediate graduate student/supervisory relationship, with respect to intellectual property rights, dissemination of research data, and in making decisions on authorship and publication of joint research. For graduate theses and dissertations, the student and the supervisor(s) are typically considered collaborators on the research project. All collaborators share responsibility for the content and ideas expressed in a publication and should agree to the time and place of presentation or publication, and on matters of authorship. Unless there is an explicit agreement to the contrary, the supervisor(s) and/or collaborator(s) must be directly involved in any decision to disseminate or publish data and under what authorship. Note that individual(s) listed as Principal Investigator(s) on Research Ethics Board or funding proposals are ultimately responsible for the project. No party should unreasonably suppress or delay presentation or publication of completed work. All reasonable efforts should be made to contact all collaborators; however, the inability to contact a student collaborator to obtain agreement should not prevent dissemination of work in a timely manner.

Dissemination of research findings that are deemed to be complete by the faculty member should occur immediately, unless in circumstances where data must be kept confidential, and should generally not exceed **12 months*** post-graduation. Individual supervisors should set appropriate timelines for publication of work in consultation with the student and other collaborators. If a student, after reasonable attempts to contact have been made, does not indicate intent or show evidence of significant effort to effectively proceed with the publication of the research findings from their thesis or research project, the supervisor along with, if applicable, other collaborators may independently proceed to submit the findings for dissemination (e.g., conference proceedings, publication). Decisions such as: (a) whether or not the student should be included as an author, (b) order of authorship, and (c) acknowledgement of student contributions will ultimately be at the discretion of the supervisor in accordance with APA regulations. Faculty must appropriately acknowledge the student's effort and contribution.

If problems associated with authorship or research dissemination arise, the parties should attempt first to resolve any difficulties informally amongst themselves. If informal discussion does not lead to a resolution then other members of the department should become involved in seeking an acceptable resolution. If a satisfactory solution is not reached, then formal procedures should be followed. In resolving a conflict that involves a student, parties must in all cases be mindful of the power differential in the student/supervisor or student/faculty member relationship.

*Note. This excludes parental and medical leaves

** Note. See the following websites for comparable policies at other Canadian Universities

○ <http://www.queensu.ca/sgs/academicsupport/graduatesupervisionguide.html>
<http://www.yorku.ca/grads/policies/fgsintellectualpropertypolicy1996.pdf>

APPENDIX 17

Psychology Graduate Student Code of Behaviour

It is the responsibility of the Lakehead University psychology graduate student to become familiar with the code of behavior outlined below and to behave accordingly. Failure to comply may result in an on-file reprimand and/or removal from the program.

1. Conform to University, Faculty and Program requirements and procedures for completion of the master's or doctoral degree with regards to such matters as research ethics, registration and graduation requirements, and quality standards of thesis or dissertation style.
2. Establish a timetable with the supervisor for all stages of thesis or dissertation development, and attempt to meet appropriate deadlines. This includes meeting regularly with the supervisor to review research progress.
3. Students are to give serious consideration to and to respond to advice and criticism received from their supervisor and other members of their research committee.
4. Students are to recognize that the supervisor and committee members may have other teaching, research, administrative, and service obligations, which may preclude their immediate response. Students need to develop their schedules accordingly.
5. All students are required to prepare an annual progress report and to submit it by the deadline.
6. Students are expected to attend and actively participate in departmental presentations both to enhance the breadth of their research exposure and to contribute to the scholarly culture of the department.
7. Students are to keep the supervisor and graduate program office informed of their contact information, and should respond appropriately to all communications received.
8. Students are to realize that their research is a component of the supervisor's research program, and joint publication is envisaged. Both the supervisor and student are jointly responsible for use of data and for the dissemination of research findings. In such cases, the thesis or dissertation, or draft papers, together with a copy of the raw data, must be made available to the supervisor prior to submission for publication. If a student decides not to advance his/her findings within one year (or earlier in some circumstances), the supervisor and relevant collaborators are free to pursue publication of such findings as per the department's Policy on Research Dissemination and Publication.
9. Students are to conform to basic principles of academic integrity and professionalism. Students should be aware of, disclose, and avoid acting on, actual or perceived conflicts of interest (e.g., these might be most salient in GAship duties). These principles apply to their relations with academic and administrative committees, all other scholars, and any interactions with the broader community. The entire program of graduate studies shall be conducted under the strictest rules of ethics and academic honesty. Consult the Lakehead University Code of Student Behaviour and Disciplinary Procedures and the Faculty of Graduate Studies Supervisory Policy for further policies, regulations, and information. The Canadian Code of Ethics for Psychologists is another good resources: Students are expected to be familiar with, and abide by, the Canadian Code of Ethics for Psychologists: http://www.cpa.ca/docs/File/Ethics/CPA_Code_2017_4thEd.pdf

APPENDIX 18**LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY****Ph.D. Clinical Science Comprehensive Examination (PSYCH 6812) Approval Form****Name of Student:** _____**Science Comprehensive Examination Title:**

The Science Comprehensive Committee affirms that the student's proposal for the Clinical Science Comprehensive Examination is acceptable and meets the approval of the Committee.

Committee Chair**Signature**_____
Date_____
Name**Signature**_____
Date_____
Name**Signature**_____
Date

Note: This form needs to be signed and submitted to the Program Coordinator

APPENDIX 19**LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY****Ph.D. Clinical Science Comprehensive Examination (PSYCH 6812) Completion Form****Name of Student:****Science Comprehensive Title:**

The Science Comprehensive Committee affirms that the Science Comprehensive paper is of satisfactory quality and meets the approval of the Committee

Committee Chair

Date

Name

Date

Name

Date

Note: This form has to be signed and submitted to the Program Coordinator before a Mark Change form can be submitted.

APPENDIX 20**-2025 MSc Psychology Graduate Student Annual Report**

(revised February 2021)

Instructions: This report pertains to the period **April 1, 2024 to March 31, 2025**. Any references to the ***past year*** refer to **this time period**. Please complete all sections in typed format. The information will be used to track student's progress and accomplishments, for program evaluation and development. The report will also be used to allocate internal scholarships or graduate funding packages. **Each student should also attach their curriculum vitae (CV) and attendance log for 5600 research seminar to this annual report. Send one electronic copy with all attachments to admin.psych@lakeheadu.ca no later than April 7, 2021.**

Name:**Date:****Current Degree Program:****Year / month of entry into current degree program:****A. COURSE WORK**

- List all courses taken in the past year by number, name, and grade obtained

Course Code	Course Name	Grade

- List all courses by number and name that you plan to take in the upcoming year.

Course Code	Course Name

- List all courses for which an INCOMPLETE (previously DEF) appears on your transcript, detail exactly what remains to satisfy the course requirement, and planned completion date.

Course Code	Course Name	Planned Completion Date

B. THESIS

- Working title of thesis:

- Name of supervisor
- Names of Thesis Supervisory Committee members
- Provide a short summary (approximately 100 words) of your thesis.
- Tick off the present stage you are in the thesis process. If your progress is not in line with the "Graduate Schedule" please provide the date by which you will complete the outstanding requirement(s).
 - ☐ proposal writing
 - ☐ proposal approved by Thesis Supervisory Committee
 - ☐ proposal defended
 - ☐ ethics approval
 - ☐ data collection
 - ☐ data analyses
 - ☐ complete draft approved by Thesis Supervisory Committee
 - ☐ Thesis sent to External Examiner
- If your thesis has not been sent out to the External Examiner, please give your best estimate as the month/year that you plan to have it done.
- Comments on thesis progress by the supervisor (to be completed by supervisor):
- Signature of Thesis Supervisor: _____

C. OTHER RESEARCH

- Provide relevant information regarding your research experiences in the past year that are not directly related to your thesis (e.g., development of secondary research areas, additional research training, applied research).

D. RESEARCH ACCOMPLISHMENTS

Using APA format, list your accomplishments in each of the following areas. Please list **all** presentations/ publications **to date** as this information will be used to choose the winner of the New Scientist Award:

- Refereed journal articles published, in press, and submitted.
- Books or book chapters
- Conference presentations (posters, papers read, posters or papers accepted)

E. AWARDS

- List all scholarships, bursaries and other awards received in the past year (funding source, name of award, amount of award, period of funding).
- List all scholarships, bursaries and other awards applied for in the past year (date of application, funding source, name of award, amount of award, outcome of application if known).
- If you received a Graduate Assistantship this past year, which faculty member(s) did you worked for?

F. OTHER PROFESSIONAL DEVELOPMENT

- List other Information you deem relevant to your academic experience in the past year (e.g., conferences or workshops attended, courses taught, membership in professional or research societies, or other professional experiences relevant to your training).

G. DEPARTMENTAL SERVICE

Please describe voluntary contributions to the program/department that you might have made that are not related to the program requirements (e.g., serving as a student representative on committees, ad hoc contributions, etc.).

H. PROJECTION OF ACTIVITIES OVER THE SUMMER

Outline activities related to your program (research, teaching, academic, applied, applications for funding, etc.) that have been scheduled or that you plan to do over the upcoming spring and summer terms (May 1 to August 31).

I. STUDENT SIGNATURE

- By signing below, I hereby declare that the information contained in this report is correct, and that I have been a full-time graduate student in the past year as defined in the University Calendar.

Signature: _____ Date: _____

MSc Psychological Science
Graduate Student Annual Report Feedback Form
(revised April 2021)

Student Name:

Year in Program:

The Director of the Psychological Science programs has reviewed your annual report. This form is intended to provide students with basic feedback regarding whether or not they appear to be on track in meeting program expectations. However, please bear in mind that it is the responsibility of each student to ensure that they are on track with the program requirements. Please consult with your thesis supervisor or the program director if you have any questions. Please remember that important dates and the answers to many questions you might have can be found in the Graduate Program Manual.

A. COURSE WORK

- ☐ expected or appropriate progress for year
☐ progress is below/behind what is expected for program year

Comments:

B. THESIS

- ☐ expected or appropriate progress for year
☐ progress is below/behind what is expected for program year

Comments:

C. RESEARCH AND PROFESSIONAL DEVELOPMENT
(includes points C through G of the Annual Report)

- ☐ Excellent ☐ Very good ☐ Satisfactory ☐ Below expectations for year

Comments:

D. TIME TO COMPLETION

Please note that there are regulations about time-to-completion. Students in a Master's program are expected to complete all requirements within six terms (2 years) of continuous full-time registration. Your final term will be:

Recommendation for a time extension beyond these limits will be forwarded to the Faculty of Graduate Studies Council for consideration and final approval. You can find more information about time extensions (or leaves of absence) in the [Faculty of Graduate Studies Master's Program Regulations](#). Note that time extensions for Masters students are granted on a per term basis up to a three term limit, and that students on Time Extension are not eligible for university funding, including, but not limited to: bursaries, scholarships, and graduate assistantships.

Additional Comments (if any):

Director of Psychological Science Programs

Date

cc: Student, Supervisor, Psychology Program Coordinator

2024-25 PhD Psychology Graduate Student Annual Report – Psychological Science

(revised February 2021)

Instructions: This report pertains to the period **April 1, 2024 to March 31, 2025**. Any references to the ***past year*** refer to **this time period**. Please complete all sections in typed format. The information will be used to track student's progress and accomplishments, for program evaluation and development. The report will also be used to allocate internal scholarships or graduate funding packages. Each student should also attach their curriculum vitae (CV) and attendance log for 6600 research seminar to this annual report. Send one electronic copy with all attachments to admin.psych@lakeheadu.ca no later than April 7, 2021.

Name:

Date:

Current Degree Program:

Year / month of entry into current degree program:

A. COURSE WORK

- List all courses taken in the past year by number, name, and grade obtained

Course Code Eg: PSYC-XXXX-FA	Course Name	Grade

- List all courses by number and name that you plan to take in the next academic year.

Course Code	Course Name

- List all courses for which an INCOMPLETE (previously DEF) appears on your transcript, detail exactly what remains to satisfy the course requirement, and planned completion date.

-

Course Code	Course Name	Planned Completion Date

B. DISSERTATION

- Working title of Dissertation:
- Name of supervisor
- Names of Dissertation Supervisory Committee members
- Provide a short summary (approximately 100 words) of your Dissertation.
- Tick off the present stage you are in the process. If your progress is not in line with the "Graduate Schedule" please provide the date by which you will complete the outstanding requirement(s).
 - ☐ proposal writing
 - ☐ proposal approved by Thesis Supervisory Committee
 - ☐ proposal defended
 - ☐ ethics approval
 - ☐ data collection
 - ☐ data analyses
 - ☐ complete draft approved by Dissertation Supervisory Committee
 - ☐ Dissertation sent to External Examiner
- If your Dissertation has not been sent out to the External Examiner, please give your best estimate as the month/year that you plan to have it done.
- Comments on thesis progress by the supervisor (to be completed by supervisor):
- Signature of Thesis Supervisor: _____

C. OTHER RESEARCH

- Provide relevant information regarding your research experiences in this past year that are not directly related to your dissertation (e.g., development of secondary research areas, additional research training, applied research).

D. RESEARCH ACCOMPLISHMENTS

Using APA format, list your accomplishments in each of the following areas. Please list **all** presentations/ publications **to date** as this information will be used to choose the winner of the New Scientist Award:

- Refereed journal articles published, in press, and submitted.
- Books or book chapters
- Conference presentations (posters, papers read, posters or papers accepted)

E. AWARDS

- List all scholarships, bursaries and other awards received in the past year (funding source, name of award, amount of award, period of funding).
- List all scholarships, bursaries and other awards applied for in the past year (date of application, funding source, name of award, amount of award, outcome of application if known).
- If you received a Graduate Assistantship this past year, which faculty member(s) did you work for?

F. OTHER PROFESSIONAL DEVELOPMENT

- List other Information you deem relevant to your academic experience in the past year (e.g., conferences or workshops attended, courses taught, membership in professional or research societies, or other professional experiences relevant to your training).

G. DEPARTMENTAL SERVICE

Please describe voluntary contributions to the program/department that you might have made that are not related to the program requirements this past year (e.g., serving as a student representative on committees, ad hoc contributions, etc.).

H. PROJECTION OF ACTIVITIES OVER THE SUMMER

Outline activities related to your program (research, teaching, academic, applied, applications for funding, etc.) that have been scheduled or that you plan to do over the upcoming spring and summer term (May to August).

I. STUDENT SIGNATURE

- By signing below, I hereby declare that the information contained in this report is correct, and that I have been a full-time graduate student this past year as defined in the University Calendar.

Signature: _____ Date: _____

PhD Psychological Science
Graduate Student Annual Report Feedback Form
(revised April 2021)

Student Name:

Year in Program:

The Director of the Psychological Science programs has reviewed your annual report. This form is intended to provide students with basic feedback regarding whether or not they appear to be on track in meeting program expectations. However, please bear in mind that it is the responsibility of each student to ensure that they are on track with the program requirements. Please consult with your thesis supervisor or the program director if you have any questions. Please remember that important dates and the answers to many questions you might have can be found in the Graduate Program Manual.

A. COURSE WORK

- ☐ expected or appropriate progress for year
☐ progress is below/behind what is expected for program year

Comments:

B. THESIS

- ☐ expected or appropriate progress for year
☐ progress is below/behind what is expected for program year

Comments:

C. RESEARCH AND PROFESSIONAL DEVELOPMENT
(includes points C through G of the Annual Report)

- ☐ Excellent ☐ Very good ☐ Satisfactory ☐ Below expectations for year

Comments:

D. TIME TO COMPLETION

Please note that there are regulations about time-to-completion ([see section "e" in our Departmental Regulations](#)). Students in the PhD Psychological Science have up to 12 terms (4 years) to complete the program. **Your final term will be:**

Recommendation for a time extension beyond these limits will be forwarded to the Faculty of Graduate Studies Council for consideration and final approval. You can find more information about time extensions (or leaves of absence) in the [Faculty of Graduate Studies Doctoral Regulations](#). Note that time extensions for Doctoral students are granted on a per term basis up to a four term limit, and that students on Time Extension are not eligible for university funding, including, but not limited to: bursaries, scholarships, and graduate assistantships.

APPENDIX 21**LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY****Ph.D. Psychological Science Preliminary Exams (PSYC 6813) Approval Form**

Name of Student: _____

Proposed Science Comprehensive Areas:

EXAM 1 (brief title or heading of area)

EXAM 2 (brief title or heading of area)

Please attach the readings lists for both exam areas for committee and PSD approval.

The Science Comprehensive Committee affirms that the Science Comprehensive exam areas and associated student-generated readings lists are of satisfactory quality and meet the approval of the committee members and Psychological Science Director.

Committee Member (Exam 1)

Date

Committee Member (Exam 2)

Date

Psychological Science Director (PSD)

Date

Note: This form needs to be signed and submitted to the Program Coordinator by Year 2 prior to scheduling dates to take the two exams.

APPENDIX 22**LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY****Ph.D. Psychological Science Preliminary Exams (Psyc 6813) Scheduling Form**

Name of Student: _____

Science Comprehensive Exam 1**Date:****Time:****Location:****Science Comprehensive Exam 2****Date:****Time:****Location:**

The Science Comprehensive Committee affirms that the Science Comprehensive exams will be scheduled for four hours each at the designated times and locations.

Committee Member (Exam 1)**Date**

Committee Member (Exam 2)**Date**

NOTE 1: The Science Comprehensives must be approved by the Psychological Science Director and submitted to the Graduate Administrative Assistant prior to scheduling.

NOTE 2: The two exams must be taken within 2 weeks of each other.

NOTE 3: This form must be submitted to the Program Coordinator prior to taking the exams.

Failure to do so will result in automatic disapproval and failure by the Psychological Science Director and the GSC.

APPENDIX 23**LAKEHEAD UNIVERSITY DEPARTMENT OF PSYCHOLOGY****Ph.D. Psychological Science Preliminary Exams (Psyc 6813) Completion Form****Name of Student:****Science Comprehensive Exam Areas:**

Exam 1 Area: _____

Exam 2 Area: _____

The Science Comprehensive Committee and the Psychological Science Director affirm that the Science Comprehensive Exams have been satisfactorily completed and passed.

Committee Member (Exam 1)_____
Date_____
Committee Member (Exam 2)_____
Date_____
Psychological Science Director_____
Date

Note: This form has to be signed and submitted to the Program Coordinator before a Mark Change form can be submitted.

APPENDIX 24

Lakehead University Psychological Science Research Practicum (Psyc 6089) Evaluation Form

(This form must be completed by each supervisor at the end of the course practicum. The original should be sent to the Psychological Science Director, PSD.)

Student: _____

PSYC 6089 Enrolment Dates: from: _____ to: _____

Supervisor(s): _____

A) KNOWLEDGE AND SKILLS

1. General knowledge of psychological theory relevant to research questions:

- ☐ Not observed/not applicable. ☐ Shows inadequate knowledge and little effort to acquire that knowledge.
☐ Shows less than minimal amount of knowledge related to research problems. ☐ Shows adequate comprehension and relates theory to research questions. ☐ Shows above average knowledge and displays insight in relating this knowledge to research questions. ☐ Demonstrates superior comprehension of theory and integrates these into research work.

Strengths: _____

Areas for Improvement: _____

2. Skills in developing appropriate research methodologies such as recognizing potential research confounds and addressing such confounds with adequate design:

- ☐ Not observed/not applicable. ☐ Unable to implement basic methodological skills without assistance.
☐ Demonstrates basic methodological skills; needs frequent assistance. ☐ Demonstrates basic methodological skills; occasionally requires assistance. ☐ Demonstrates a variety of methodological skills; requires minimal assistance. ☐ Demonstrates a variety of high-level methodological skills with minimal assistance.

Strengths: _____

Areas for Improvement: _____

3. Effectiveness at implementing research design:

- ☐ Not observed/not applicable. ☐ Unable to implement basic methodological procedures without assistance. ☐ Demonstrates basic procedural skills; needs frequent assistance. ☐ Demonstrates basic procedural skills; occasionally requires assistance. ☐ Demonstrates a variety of procedural skills; requires minimal assistance. ☐ Demonstrates a variety of high-level procedural skills with minimal assistance.

Strengths: _____

Areas for Improvement: _____

4. Skills with data management and analysis:

- ☐ Not observed/not applicable. ☐ Unable to implement basic management and statistical skills without assistance. ☐ Demonstrates basic management and statistical skills; needs frequent assistance. ☐ Demonstrates basic management and statistical skills; occasionally requires assistance. ☐ Demonstrates a variety of management and statistical skills; requires minimal assistance. ☐ Demonstrates a variety of high-level management and statistical skills with minimal assistance.

Strengths: _____

Areas for Improvement: _____

5. Interpretation and presentation of findings:

- ☐ Not observed/not applicable. ☐ Interpretations and presentations are inadequate or reflect inadequate understanding/poorly organized. ☐ Interpretations and presentations are complete but poorly organized; requires frequent assistance. ☐ Interpretations and presentations reflect adequate understanding; occasionally requires assistance. ☐ Interpretations and presentations are timely, concise, and reflect good understanding; requires minimal assistance. ☐ Interpretations and presentations are of outstanding quality and reflect excellent understanding.

Strengths: _____

Areas for Improvement: _____

6. Dissemination of findings including writing skills and ability to submit final document ready for publication:

- ☐ Not observed/not applicable. ☐ Consistently inadequate and/or tardy in the development and return of drafts; requires frequent and major revisions. ☐ Written drafts are complete but require major revisions. ☐ Written drafts are prompt and capably completed; requires some revisions. ☐ Written drafts are concise, timely, and reflect good understanding; requires minor editorial revisions. ☐ Reports are of outstanding quality and reflect excellent understanding; requires minimal, if any, revisions.

Strengths: _____

Areas for Improvement: _____

B) LEVELS OF PROFESSIONALISM**7. Ethics:**

- ☐ Not observed/not applicable. ☐ Always fails to consider potential ethical concerns. ☐ Often fails to consider potential ethical concerns. ☐ Occasionally fails to consider potential ethical concerns. ☐ Reliably considers potential ethical concerns. ☐ Consistently arrives at good ethical decisions even on highly complex matters.

Strengths: _____

Areas for Improvement: _____

8. Professional presentation (include such points as experiment preparedness and conduct with research participants):

☐ Not observed/not applicable. ☐ Always fails to consider professional demeanor. ☐ Often fails to consider professional demeanor. ☐ Occasionally fails to consider professional demeanor. ☐ Reliably considers professional demeanor. ☐ Consistently presents a high-level of professionalism.

Strengths: _____

Areas for Improvement: _____

9. Knowledge of limits of competence:

☐ Not observed/not applicable. ☐ Regularly fails to consider own limits of competence in work with participants, colleagues or other professionals. ☐ Often fails to consider own limits of competence in work with participants, colleagues or other professionals. ☐ Occasionally fails to consider own limits of competence in work with participants, colleagues or other professionals. ☐ Reliably considers own limits of competence in work with participants, colleagues or other professionals. ☐ Demonstrates an excellent understanding of limits of competence, consults with colleagues or other professionals when necessary and appropriate.

Strengths: _____

Areas for Improvement: _____

General Comments: *(Supervisor(s), please comment on any additional skills and abilities you feel important to this evaluation)*

Supervisor(s) Signature: _____ Date: _____

_____ Date: _____

Practicum Student Signature: _____ Date: _____

PSD Signature: _____ Date: _____

APPENDIX 25

Supervised Absence Request Form

Student Name: _____

Year: ☐ Master's Year 1 ☐ PhD Year 1
 ☐ Master's Year 2 ☐ PhD Year 2
 ☐ PhD Year 3
 ☐ PhD Year 4+

Program: ☐ Psychological Science ☐ Clinical Psychology

Supervisor Name: _____

Date of Request: _____

Duration of absence (start and end dates):

Reason for absence:

Supervisor ☐ I approve this request

Conditions or requirements that must be met during the absence (e.g., regular check ins):

☐ I do not approve this request

Signature: _____

Date: _____

Graduate

Coordinator ☐ I approve this request☐ I do not approve this request

Signature: _____

Date: _____