



**THE GRADUATE ASSOCIATION
OF STUDENTS IN PSYCHOLOGY**

Presents

**THE SURVIVAL
GUIDE**

**WHO'S WHO AND WHAT'S WHAT IN PSYCHOLOGY
AND BEYOND AT THE UNIVERSITY OF WATERLOO**

23rd Edition
2010-2011

GASP

- The Graduate Association of Students in Psychology -

Welcomes you to Waterloo!

Since it was founded in the early 1960's, the Department of Psychology at the University of Waterloo has established itself as a thriving academic centre. By the late 1960's, Psychology had almost reached its present size of about 37 faculty members, 115 graduate students, 850 undergraduates, and 21 support staff. Not surprisingly, space got pretty tight in the department's original home, the Modern Languages building. Since 1973, the department has occupied more than half of the PAS Building ("Psychology, Anthropology and Sociology"). It is not only equipped with laboratory space, but also houses the Early Childhood Education Center (ECEC), animal care facilities, computing facilities, offices, comfortable meeting spaces and the Centre for Mental Health Research (CMHR).

This manual was prepared to let you know "who's who" and "what's what" in the Psychology Department and beyond. We hope that this Survival Guide will ease your progress through the graduate program, especially the first few steps. Good luck!

ACKNOWLEDGEMENTS

The twenty-third edition of the GASP Survival Guide owes its existence in part to all of those students who contributed to previous editions in years past. A complete list of names is impossible to produce, so we hope that a general "Thank you all!" will suffice.

Special mention goes out to those members of the staff who took the time to proofread this Guide (or portions of it) and update it with 2010-2011 information: Rita Cherkewski and Sharon Adams.

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THE GRADUATE ASSOCIATION OF STUDENTS IN PSYCHOLOGY (GASP)

Run entirely by graduate students, GASP was created in 1988 to establish a formal structure through which students could express their concerns about any aspects of graduate life within Psychology to the department and beyond, and which could serve as a coordinating body to carry out students' wishes and suggestions. GASP strives to enhance the quality of academic and social life in the department by encouraging interdivisional communication, and by promoting a sense of community between the students, faculty, and staff.

GASP now operates with 4 executive positions, President, Vice-President, Treasurer and Secretary. Volunteers are very welcomed and student input will be routinely requested.

We also have a representative from each Psychology area group: CN, Clinical, Cognitive, Developmental, I/O, Social and Special Programs.

GASP has representation on a variety of standing and ad hoc committees and regularly sponsors and coordinates local events, ranging from Orientation Day festivities organized in conjunction with the department, to pub nights, bonfires, and holiday parties! If you have any suggestions for events or any ideas you would like to share, just let us know. We're always looking for new ideas!

GASP also has an office (PAS 3288) where you can find a microwave and a reference library, which includes information about Graduate Studies, Important Policies regarding student rights and responsibilities, and other interesting information. The GASP office is opened with an A2 key, which is available to all graduate students and opens many doors in the building. Please be kind to the space and keep everything neat and tidy. Make sure to close the door behind you when you leave. Learn to love your A2 key!

2010-2011 GASP Executive

President: Pylin Chuapetcharasopon (pchuapet@uwaterloo.ca)
Vice-President: Angela Nyhout (aknyhout@uwaterloo.ca)
Treasurer: Crystal Tse (ctse@uwaterloo.ca)
Secretary: Randall Gillis (rgillis@uwaterloo.ca)

Divisional Reps:

Clinical Rep: Stephanie Waechter (swaechte@uwaterloo.ca)
CNS Rep: Cecilia Meza (cmeza@uwaterloo.ca)
Cognition Rep: Amanda Wudarzewski (awudarze@uwaterloo.ca)
Developmental Rep: Pierina Cheung (mpcheung@uwaterloo.ca)
I/O Rep: Stephanie Goyert (sgoyert@uwaterloo.ca)
Social Rep: David Kille (dkille@uwaterloo.ca)

WHO'S WHO IN 2010-2011

Psychology Department Administration

Chair	Mark Zanna	Room 3020
Associate Chair Graduate Affairs	Daniela O'Neill	4015
Associate Chair Undergraduate Studies	Colin Ellard	4036
Administrative Officer	Sharon Adams	3019
Assistant to Chair & Administrative Officer	Yvonne Weppler (on Leave) Sherry Hartung	3020
Administrative Co-ordinator, Graduate Studies	Rita Cherkewski	3013
<u>Program Division Chairs</u>		
Clinical	Jonathan Oakman	3037
Cognition	Jonathan Fugelsang	4055
Cognitive Neuroscience	James Danckert	4040
Developmental	Daniela O'Neill	4014
Industrial/Organizational	Doug Brown	4045
Social	Steve Spencer	3043
Special Programs	Daniela O'Neill	4015

Key Resource Staff

Support Services Office:	Helen Simon	4030
Undergraduate Advisor and Program Administrator	Heather Smith	4006
Undergraduate Program Assistant, Human Resources Management	Theresa Bauer	4005
Undergraduate & Graduate Programs Assistant	Louise Porter	3023
Animal Care Technician	Nancy Gibson	1244
Administrative Coordinator Centre for Mental Health Research	Maureen Stafford	1419
Early Childhood Education Centre - Director	Val Rozon	1039
Support Staff	Dianne Foreman	1031
Computer Systems Managers	Bill Eickmeier Carlos Mendes	4008 3006
Teaching Assistantships	Rita Cherkewski	3013
REG Coordinator	Marg Ingleton	4007
Centre for Mental Health Research: Executive Director	Liz Nilsen	3038
Director	Walter Mittlestaedt	1421
Test Library	Maureen Stafford	1419
Departmental Library Rep.	Daniela O'Neill	4015
UW Librarian for Psychology	Tim Ireland	PAS 2047

UW Office of Research Ethics
Director

Susan Sykes

NH 3007

Departmental Celebrities

Rita Cherkewski, our Administrative Co-ordinator, Graduate Studies, has most of the forms you must fill out in order to attend graduate school here and is up to date on all the new twists in the Graduate Office bureaucracy. The Administrative Co-ordinator, Graduate Studies handles everything from "Drop/Add" forms, to "Intent to Graduate" forms, to the graduate travel fund, to retaining PhD theses before orals. You'll quickly discover that this office is central to everything there is to know about graduate students and the graduate program at Waterloo.

Sharon Adams, the Administrative Officer, coordinates and oversees the administrative structure and operation of the department. Responsibilities include department budget, administrative systems, staff recruitment and supervision, and all policies and procedures. Sharon is an excellent resource when you have questions and difficult issues to resolve.

Sherry Hartung is the Administrative Assistant to the Chair, Mark Zanna, and to the Administrative Officer, Sharon Adams. Sherry manages a wide range of financial processes and is responsible for keys. She will have key permits ready for you when you arrive and will help you with keys as you progress through your time here. When Sharon and Rita are not available to answer a question, check with Sherry, she just might know the answer or will find out for you.

Helen Simon, of the Support Services Office, provides assistance with general questions related to printing, supplies, and course assistance for TAs.

The Graduate Affairs Committee

The Graduate Affairs Committee is the administrative authority in the department for issues concerning graduate students and, the policies and procedures that guide the programs and academic discipline. Among other things, this group ranks students for scholarships, and determines degree requirements. The bottom line is that this committee makes many decisions, and reports directly to the Department's Executive Committee, which affects your existence.

The Grad Affairs Committee is chaired by the Associate Chair for Graduate Affairs, and consists of the Divisions Heads as well as two graduate student representatives. The student representatives are chosen from the GASP executive, usually the President and the Vice-President.

ARRIVAL SURVIVAL

Pre-campus tasks

A home and a phone

Before you arrive on campus, what you really need are your full local address and a local telephone number, if at all possible.

Finding housing is not easy. Try to come down in early August if you haven't already arranged something. We have an off-campus-housing notice board at the Student Life Center (SLC) which is usually a great source of currently available student accommodation. You can access information about on-campus and off-campus housing online at <http://www.housing.uwaterloo.ca/>. Off-campus lists can also be obtained from the Turnkey Desk, Student Life Centre or the UW Police Department, both of which are open 24 hours a day, seven days a week. You can also request to have the current list e-mailed to you by calling (519) 888-4567 ext. 35725. Students typically find these services very helpful. Also try the off-campus housing office, in Village One, room 205, which is open weekdays, 8:30 am - 4:30 pm. Notices are usually for people looking for roommates and apartments available to sublet. If you're looking for an apartment of your own, try the classified ads section of the Kitchener-Waterloo *Record* which you can also access online at <http://www.therecord.com/>.

Your telephone number may be even slower to come by. Once you have made housing arrangements, apply for a phone line installation a.s.a.p. In Waterloo, Bell Canada has an office at Conestoga Mall, on King St. at the Conestoga Expressway (Hwy 86). If you want to arrange this before you get here, you can call Bell Canada toll free from anywhere in North America at 1-800-668-6878, or visit them online at <http://www.bell.ca>. Alternatively, many students prefer to use their cell phone instead of installing a landline.

You should also know that UW has its own graduate student residences. See the article "Housing" further in this guide in the section entitled "BEYOND PSYCHOLOGY". To apply for on-campus housing, you must provide your student ID number (it's on your "Offer of Admission").

Bank account

Depending on how far you are coming from you'll need a local bank account. Particularly if you are expecting to have a TA or RA position in the fall, you will need to provide an account number to which your earnings can be electronically deposited when you "sign up" at Human Resources. However, an account number from outside the Kitchener-Waterloo area will also be accepted.

Health Care

UW has an on-campus Health and Safety Department, where you can see doctors and/or nurses. Any incoming student who expects to use the on-campus health-care services should go over and start a medical file, even if you do not need any immediate medical

attention. Doctor's appointments can be made by phoning **(519) 888-4096** (ext. 84096 from a campus telephone). Visit the Health Services webpage at <http://www.healthservices.uwaterloo.ca/> for more information. The services provided on campus are for students only. If you have a family, you may prefer to have one doctor for everyone in your family and Health Services may be able to provide a referral.

If you are a Canadian from a province other than Ontario, and if you will be residing in Ontario only as a student, you will simply stay with your originating province's health-care plan. Ontario has a reciprocal billing agreement with all provinces **except Quebec**. The staff at Health Services will take care of the paperwork for making claims for your health-care expenses, and you will not be required to pay any fees at the time of treatment. **Quebec residents:** Health Services will bill Quebec directly for services which are insured, however some doctor's visits, laboratory services, and immunizations will be billed directly to the student. For more information, you may wish to contact Health Services.

Health Services also provides certain services not covered by provincial plans free of charge to students, for example: telephone advice from your doctor, transfer of medical records (under 5 pages), and verification of illness forms.

Your student fees include a fee for coverage of certain expenses not paid for by the Ontario Ministry of Health. Students with dependents can pay an extra fee to have their dependents included on the graduate student health insurance plan, purchased at the Cashier's Office, in Needless Hall. Know what coverage you already have, so that you can determine if you want to opt out of the additional coverage offered by the graduate student health plan. You can access information about the student health plan online at http://www.hr.uwaterloo.ca/student/student_health.html and at <http://www.ihaveaplan.ca/>.

If you are moving your place of permanent residence to Ontario, then apply for an Ontario Health Card as soon as you arrive in Ontario. Application forms and assistance are available at Health Services, Room 124, or phone the Ontario Ministry of Health (519-893-3966; Unit 2B -1400 Weber St. E, Kitchener) for an application form. This should be done immediately upon your arrival. Medical plans from outside Ontario will be accepted at the University, but if you are receiving treatment outside Ontario, you may have to pay up front, and be reimbursed by your own province later.

For optometry services, you have the option of making an appointment at the Optometry clinic in the School of Optometry. This clinic is certainly close by, but your check-up may last for over an hour, as students do their training at the clinic, under supervision. Eyewear can also be purchased at the clinic. The range of eyewear is excellent, and costs tend to be as low as or lower than anywhere else in the area. Both Ontario residents and non-Ontario residents must pay for a checkup. Depending on the province you are from, you may or may not be able to get this fee reimbursed. Eyeglasses, contacts, and repairs are covered up to \$200 every 4 years under the student health plan.

Your student fees also include a fee for the Graduate Student Association dental plan. For more information, go to: http://www.hr.uwaterloo.ca/student/student_health.html. In addition, there is a preferred dental provider network. This includes local dental practices that offer a considerable discount to UW students. Check Health Services for a list of names and numbers, or go to: <http://www.ihaveaplan.ca/>.

International students have to use UHIP health insurance. You should receive information concerning this through the International Students' Office, or you can get information directly from UHIP's web-site: <http://www.uhip.ca/>

Driver and Car Licensing

In the past, many students have retained their driver's license and car license plates from their originating province. However, information on the Ontario Ministry of Transportation (MTO) website contains the following information:

If you are a new resident of Ontario and have a valid driver's licence from another province or country, you can use that licence for a maximum of 60 days in Ontario. If you want to continue to drive after 60 days, you must get an Ontario driver's licence.

Note that Ontario has a system of **Graduated Licensing**, which means that to get a "full" licence, out-of-province and international drivers must show appropriate proof of driving experience, or else settle for a probationary license, and in some cases, a learner's license. Full details are available on the MTO website at:

<http://www.mto.gov.on.ca/english/dandv/visiting.htm>

It is a good idea to obtain appropriate documentation *before* arriving in Ontario. Note that you can only exchange a non-Ontario licence at an MTO **Driver Examination Centre**. A Driver and Vehicle Licence Issuing Office (despite its name) does not provide this service. The **Kitchener Driver Exam Centre** is located at: 1405 Ottawa Street North, Unit 11, Kitchener. Phone: (519) 893-7110 or 1-800-265-6363

If you are bringing a car from home, you will also have to have your car license plates changed to Ontario ones. To get new plates, you may first have to have your car safety checked (check with various mechanics, but the going rate is usually about \$50 + repairs), and possibly emissions tested, then you can go to a **Driver and Vehicle Licence Issuing Office**:

701 Belmont Avenue West, Kitchener, (519) 578-3211

501 Krug Street, Unit 125, Kitchener, (519) 576-9594

105 Lexington Road, Unit 16, Waterloo, (519) 746-8332

Be sure to have proof of insurance and note that the car must be registered in your name (or the registered owner must be there to register the vehicle). Read the details online at:

<http://www.mto.gov.on.ca/english/dandv/vehicle/rgoutcan.htm> Those bringing a car from another country (e.g., the U.S.) are required to meet additional conditions, which are also outlined on this webpage.

Car insurance is another issue again. Check with your insurer before you leave home to discover if they will also cover you, for the same fee, while you are in Waterloo. If not, shop around! Rates can vary widely from company to company. You may want to check out TD Meloche Monnex, <http://www.melochemonnex.com/>, which has lower rates for student alumni. Most students qualify as alumni if they have a minimum of an undergraduate degree from a Canadian university (rates vary depending on university attended.)

Electricity and Water

If you will be living in a house, as opposed to an apartment building, notify hydro (e.g. Kitchener-Wilmot Hydro, Waterloo North Hydro—it depends on where you will be living) one week before you will need to use these utilities. They will come and do a meter reading on your electricity and your water so that you will be billed appropriately.

School and Daycare for Your Children

If you have school-age children, and are coming from another county, province, or country, you should contact the Waterloo Region District School Board (519-570-0300) or the Waterloo Catholic District School Board (for Catholic Schools: 519-578-3660). Usually, you will go to your child's school to register during the last week of August. The city is divided into school districts, so although your child would most likely attend the district nearest your home, some children are bussed across town to even up enrollment figures.

There are four childcare facilities on campus. The Psychology Department houses an excellent pre-school (the Early Childhood Education Center; <http://www.psychology.uwaterloo.ca/ecec/>), the UW apartments are home to Paintin' Place daycare, and there are also facilities on the north campus: Hildegard Marsden Day Nursery, and the Klemmer Farmhouse Day Care. These facilities have long waiting lists, however, and even their lower rates for students aren't cheap.

The Graduate Studies Office offers daycare bursaries based on financial need and gender (female students get higher priority). The deadlines for the bursary applications are at the beginning of each term (approximately mid-September, mid-January and mid-May). These bursaries may be used at any daycare facility, not just those on campus, and can also be used for non-licensed childcare and babysitting.

Getting to the Airport and Back

For those of you who will be doing any traveling (going home for Christmas, conferences, vacations etc.), getting to Pearson International Airport is made easy by Airways Transit. This company provides shuttle bus services to and from the airport. They provide 2 services.

- 1) The Airporter Bus Service (cheaper) service-you can catch a shuttle bus from the Student Life Center (check in at the Turnkey Desk) which will drop you off at the terminal you need. This service is about \$54 each way, but you go on their schedule, which can mean waiting around for an hour or two. They make about 5 trips a day to the airport and back, except on weekends (no runs on Saturdays and only 3 trips on Sundays). You can pick up a schedule at the Turnkey Desk in the Student Life Center.
- 2) The Shared Ride Door-to-Door Service (more expensive) service-you can also arrange to have the driver pick you up at home. This costs about \$83 (base rate) for one person, but if you are going with other people, from the same pickup location, the shared cost is less. You can also arrange to meet the driver at the airport on your way home. The advantage of this service is that you don't have to wait around for the next shuttle bus and you also don't have to find a way home from the SLC once you arrive.

Call Airways Transit at 519-886-2121 for more information on either service, or see their web-site: <http://www.airwaystransit.com/index.shtml>.

First Day on Campus

Student Fee Payment Arrangements

Keep in mind that your **fees are due by August 30th, 2010** (for Fall 2010), or you will have to pay late fees. The fees are \$50 for up to 14 days late, \$70 for the next 7 days late, and increase more sharply thereafter. See <http://www.adm.uwaterloo.ca/infofin/students/Payment.html>.

Fee payment methods are as follows:

- Money order or cheque (made payable to the University of Waterloo). Students, who wish to assign income from scholarships or earnings, must sign a [Promissory Note](#) on the Fee Statement and attach appropriate documentation of the source of funds. You attach the Promissory Note to the Fee Statement and submit both to the address listed on the Promissory Note.
- If you will be receiving a CIHR, SSHRC, NSERC, or OGS award you will have received an award notice from the funding agency. Attach a copy of this notice of support to the fee statement.
- If you will be receiving a UW Entrance Scholarship, you must deduct the amount of the award from the Student Fee Assessment and adjust the total
- Students awarded a teaching assistantship (TA) must obtain a letter from Rita Cherkewski which indicates that you have received a TA for the term and attach the letter to the fee statement. (If you choose to use this option, your fees are deducted in three equal installments from your pay each term.)

If you do not need to make arrangements for paying your fees, but are paying with a cheque, print out a copy of your account from QUEST available through: <http://www.quest.uwaterloo.ca/graduate/index.html>, attach a cheque and drop it off in an Express Payment Box located outside the Graduate Studies Office (GSO). If you are paying your tuition using one of the other methods outlined above, remember to attach the necessary documentation to the copy of your account prior to dropping the paperwork into the Express Payment Box. (Don't forget that Rita, and the other grad students in your division are good resources to ask if you are confused about how to pay your fees!)

Selection of Graduate Courses

You will be receiving an email from the Graduate Studies Office which will explain the procedure regarding the selection of graduate courses via the web. There is no paper to deal with. You will choose your courses on-line. Read the email newsletter carefully. You will need to confer with your "advisor" or a faculty person from your program area who is responsible for you before you choose your courses. If you are in doubt, speak to Rita. She knows which courses students from each division should be taking, so don't hesitate to contact her if you are confused or in doubt.

Office Space

When you are conferring with your faculty person about your courses, you can also ask her/him where your office will be (probably a shared office), or contact the Division Head and then start moving in. You will be provided with a desk, a small amount of shelving, and a chair. Your chair is not likely to be very substantial, so you might consider finding one at a garage sale this summer if your tailbone is rather sensitive to such furniture, however, GASP recently bought several ergonomically friendly chairs for graduate students. You may want to wait to see what your chair is like before buying anything. As well, not all offices have a window, so if you like working under specific lighting conditions, acquiring a soft-light lamp might be a good idea.

Office Key

Once you are aware of your office number, see Sherry Hartung who will authorize a key permit for you. If you have been given access to research labs or computer rooms, you should obtain an authorization - usually just a note - from your supervisor, or the owner of the space prior to asking Sherry to initiate and authorize your key permit. This saves time in the end! You must then go across campus to the General Services Complex (the building beside the Davis Center with the smokestack... take a map with you!) to pick up your key at Key Control. This little office hides behind an ivy-covered brick-block panel, and is sometimes quite challenging to find! No deposit is required, just your signature, but remember all keys must be returned to Sherry when you leave the program. Also, be forewarned that Key Control is closed over the lunch hour! Cognitive Neuroscience students should see Nancy Gibson, the Animal Care Technician in PAS 1244, to get the necessary forms to access the animal care facilities.

TA and RA Payment

In order to be paid, you must attend the general campus "sign-up" during registration week. You will complete Federal and Provincial taxation forms, and fill in a form indicating at what bank, at what branch, and to what account your earnings are to be deposited (bring a sample cheque with you if you have a chequing account). No pay can be issued until you sign up and have formally registered and paid your fees. TA and RA payments are made on the last Friday of each month, so prepare to support yourself through September.

If you are a Visa student, you must make sure that Rita has a copy of your study permit prior to receiving either a TA or an RA.

STUDENTS WHO ARE NEW TO CANADA: You must apply for a Social Insurance Number at Human Resources Development Canada office at: 409 Weber Street West, Kitchener (Telephone Number 519-579-1550). When you receive your Social Insurance Number, please email it to [Susan Koebel](#) and to [Rita Cherkewski](#).

Library Tour

Now that you have your student ID card, you may want to sign out a few books. The

library is the "sugar cube", the Dana Porter Arts Library, just across from Needles Hall. Graduate students can sign books out on term loan, and no limit is placed on the number of books that may be borrowed. Recent journal issues can be signed out for three days and older issues for a week. Your card allows you to use the Arts Library, the Engineering, Math and Science (EMS) Library located in the Davis Center, libraries associated with the colleges (St. Jerome's, St. Paul's and Conrad Grebel), Wilfrid Laurier University and the University of Guelph. You can access the catalogs of all 3 libraries through the TRELIS system and request books from the other two libraries to be delivered to the Dana Porter library for you to sign out. U of Waterloo also has an excellent interlibrary loan service, which can deliver photocopies of articles from journals not in the TRELIS system directly to your mailbox in the Psych Department. Many journal articles can be accessed online, through the library website when on campus, or by logging into the library website from home. Psychology has a Library Representative, Tim Ireland, who has an office in the Psychology building in PAS 2047, is available for consultation on Wednesday mornings.

Taking a library tour may help you to find your way around the reference materials available at the Dana Porter Arts library (check for a poster outside Rita's office).

Computer Account(s)

All graduate students will receive several computer accounts for various computer systems when you arrive at UW. You will have a **mandatory** orientation session with our two department computer consultants and will receive a userid and password for a UNIX account (for email and number crunching), a Psychology Windows account and a Nexus account (a Windows account for Faculty of Arts resources) and at the same time will give a brief introduction/tutorial for these various systems. **If you miss this session, you will not have any computer access**

CIHR, SSHRC, NSERC, and OGS applications

This is something you should try to start dealing with as quickly as possible. With the exception of those who are independently wealthy, we must all apply for CIHR, SSHRC, NSERC and OGS funding (except international students, who can only apply for OGS). Check with Rita the first week in September regarding deadlines and application procedures. See "Supporting Yourself Through Grad School" later in this guide.

YOUR GRADUATE PROGRAM

Courses and Grades

Grading System

In Psychology, a credit system is used. Generally, a course lasting one academic term is worth 0.5 units, and one lasting two terms is worth one full unit (1.0).

At the beginning of each course, before the end of the Drop & Add period, students should have a clear understanding of how grades in the course will be assigned. Numerical grades or Credit/No Credit (CR, NCR) are used to evaluate performance. With approval, some courses usually taken for a numerical grade may be taken for credit. When you sign up for a course on QUEST you must indicate whether you will be taking it for GRADE or for CREDIT. You can not change your mind after the Course Drop/Add Deadline. Note, however, that grades are important in ranking students for external awards. Check the section on Awards and Scholarships. Half of the courses required by your division and submitted for any graduate degree must be taken for a letter grade.

If you do not fulfill the requirements of a course by the time the course has ended, you may receive an Incomplete (INC). Do not assume that an INC is granted automatically. If you believe that you will not be able to complete the course requirements within the term that the course is offered, be sure to meet with the instructor during the term to discuss this with him or her. The two of you will have to work out a deadline for completing the coursework, and the instructor must ensure that an INC is recorded on your transcript. An incomplete grade (INC) will remain on a student's transcript for at most two terms of enrolment following the term in which the course was taken. Thereafter, INCs may only be extended on a term-by-term basis but only if the instructor agrees and requests this of the University Graduate Dean in writing through the Administrative Co-ordinator, Graduate Studies's office. If a grade has not been submitted by the end of the second term, the INC will automatically convert to an FTC (failure to complete incomplete course work, no credit granted). For average calculation, FTC value equals 0. Note that University of Waterloo Scholarships will be withheld if you have any incompletes.

Once any course grade (including a failure) is entered on your transcript, it cannot be altered. If you want or need another grade for a course, you must re-enroll in the course.

Breadth Requirement

In addition to the courses required by your Program Division, all doctoral students are expected to obtain some "breadth of knowledge" in the field of psychology. Practically, this means that you must complete four half-courses in areas of psychology outside your own. Normally this requirement is met by taking regularly scheduled graduate courses offered within this department. You can only have two courses from the same area of Psychology count towards meeting the Breadth requirement. The other two must be from another area of Psychology.

You don't want to be left "breathless." Make sure that the courses that you want to take will be credited as breadth courses. If you doubt a course's acceptability for breadth credit, discuss this with your supervisor and/or the Administrative Co-ordinator, Graduate Studies before the course is taken. You may have to submit a petition to the Graduate Officer. See Rita for the proper form. If you have entered the Psychology graduate program with a Master's degree from another university, you may petition the Graduate Affairs Committee for the acceptance of one of your MA courses toward your breadth requirements. See Rita for the proper forms.

Once you have completed all four half-course breadth requirements, see Rita to complete the appropriate paperwork. These forms will be kept in your student file.

Statistics Requirement

If you are a doctoral student, the statistics requirement may be met by satisfactory performance in at least one of two core statistics courses: Psych 630 (Advanced Analysis of Variance) or Psych 632 (Multiple Regression) plus one other research design/statistics course; some divisions may require an additional statistics course as well (check with your advisor). The additional course may be the remaining core statistics course or a different statistics course such as Psych 800 (Psychometric Theory & Structural Equation Modeling). If you have taken comparable graduate level statistics courses at another institution, you may request to be exempted from one or both of these courses by passing an exemption examination given by the course instructor at the beginning of the term (or, by showing the instructor your course outline).

These statistics courses may be taken as Cr/NCr courses with the consent of the instructor and your advisor. You should note, however, that this might be a disadvantage if you apply for scholarships. See the section "Awards and Scholarships."

Student Evaluation

All graduate students must submit an Annual Report of their activities. This report provides a basis for the faculty to assess student progress. In the Report, the student is expected to provide evidence that s/he is progressing satisfactorily toward his or her degree. A suggested outline is provided below, although your own division may provide you with a slightly different one. Following are the evaluation procedures common to all Divisions.

The evaluation takes place at the end of the academic year, and is due June 15th. The evaluation is based on course grades, research completed or in progress, and teaching assistantship performance. Typically, the student's entire record is considered by (a) all faculty members in the Division; (b) his or her research supervisor (if the supervisor is from another area); and (c) any other faculty member associated directly with the student's program. This evaluation may constitute the functional equivalent of a Special Examination in the student's area of concentration. While course marks represent only one aspect of this evaluation, it is important to note that an average of at least 70% (B-) must be maintained.

The written recommendation of the evaluation committee that the student's training be terminated, continued, or continued on probation, is forwarded to the Graduate Studies Associate Chair, for their approval. Direct feedback is given to the student, usually by his or

her faculty advisor.

The Division Head can provide a more detailed statement of the particular student evaluation process used in your Division. You must take responsibility for asking the faculty advisor or Division Head about the goals and expectations of your program, and how well you are meeting these standards. On some occasions, you may sit with your Division evaluation committee. This practice varies across Divisions.

If you have a grievance about your evaluation, this is what you can do: First, talk it over with your academic or research advisor. If your grievance is not handled to your satisfaction, discuss the matter with the Division Head. Talk to your Graduate Student Representatives and to the Graduate Officer if you remain dissatisfied. The final "court of appeal" is the Graduate Affairs Committee. The Graduate Student Association (GSA) can advise you on how to effectively launch an appeal.

An [annual report form](#) is available to be used by all graduate students.

Research

Choosing a Research Supervisor

Choosing a supervisor may be your most important task in grad school, although in some divisions incoming students are assigned a supervisor for their first year of studies. It is your job to find out about the research areas of potential supervisors in order to assess whether their interests are aligned with yours. You are permitted to choose a research supervisor who is in a Division other than your own. In this case, it is particularly important to ensure that your thesis supervisor keeps your Division Chair informed of your progress. In any event, select your supervisor carefully and, in the process, do not forget to consider personal compatibility.

You have the option of changing research supervisors if you wish. You may decide that you would like to find a new supervisor upon completing your Master's degree, for example. The first step in changing is to find and confirm the availability of a new supervisor, then sit down with your old supervisor and talk about the change in your needs. Once you have decided that you will be changing supervisors, you must complete a [Change of Supervisor form](#). This form must be signed by your old supervisor and the new supervisor. The completed form needs to be returned to Rita Cherkewski.

If your supervisor goes on leave or sabbatical, s/he should find you an interim supervisor. However, you should be the one to take the initiative so that you are not without support—moral and/or financial—while your regular supervisor is away.

Conducting Research Using Human Participants

Ethics Approval Requirement for Research with Human Participants

The University of Waterloo requires that all research conducted by its faculty, staff, and students which involves humans as research participants must be reviewed by the Manager of the Office of Research Ethics (ORE) to ensure its ethical, legal, and medical acceptability. Human research refers to any project, invasive and/or non-invasive, which

relies on humans as sources of data. Advisory to the Manager is the multidisciplinary Committee on Research Involving Subjects. The ethics review process ensures that each research project conforms to the requirements outlined in the *ORE Guidelines for Research with Human Participants (1995)* and that the safety, rights, and welfare of the participants are adequately protected. The Guidelines provide information to UW researchers about ethical issues and procedures which should be considered when planning research with human participants (e.g., issues of confidentiality, risks and benefits to participants, research with vulnerable persons, voluntary informed consent, etc.). The Office of Research Ethics can be accessed online at <http://iris.uwaterloo.ca/ethics/human>.

General Application Process

All research involving human participants (i.e., adults and/or children) must apply to receive ethics approval through the ORE using *Form 101* found at the following website: <http://iris.uwaterloo.ca/ethics/human/application>.

School-based Research

Researchers who wish to conduct projects with students and/or teachers from either of the two local school boards should be aware that arrangements for school-based projects are handled by the Manager on their behalf. *ORE Form 102* must be completed and submitted at the same time as the application form. Specific application deadline dates are set each year for research within the schools. These dates are available from the Manager of ORE.

Ethics Application Process

The Departmental Ethics Review Committee (DERC) works collaboratively with ORE in reviewing human research studies for ethics clearance. DERC consists of five Psychology faculty members representing the different Psychology divisions and one staff member, the Research Experiences Group (REG) Coordinator.

For all studies supervised by Psychology faculty (including cross-appointed or adjunct faculty) please submit 2 (TWO) paper copies of the ethics application Form 101 with supporting documents to DERC. These can be delivered directly to the PAS 3rd floor mailroom or sent via campus mail. The REG Coordinator processes all DERC mail. Please do NOT send any applications directly to ORE.

The REG Coordinator will classify applications (according to a clearly defined set of criteria determined by ORE) as to whether they will undergo internal DERC review or external ORE review. The REG Coordinator will assign the ORE code and initiate the application process.

For DERC reviews, the REG Coordinator will review the recruitment materials, information and consent letter and feedback letter and forward the application to a DERC faculty member. The DERC faculty member will review the purpose, rationale, procedures and stimulus materials and submit a recommendation for Full or Provisional Clearance to ORE.

For ORE reviews, the REG Coordinator will forward the application directly to ORE for review.

For both DERC and ORE reviews, approval status will be communicated to researchers by the

ORE Manager/Director from ohrac@uwaterloo.ca.

Researchers must not begin data collection until they have received Full ethics clearance from the ORE..

Once the ethics application has been submitted find out how to register your study with REG; go to link: <http://www.arts.uwaterloo.ca/~regadmin/>

For questions regarding the internal ethics procedures please contact the REG Coordinator or one of the members of the committee (listed on page 3 of this document). For specific questions regarding REG, please check this link:

<http://www.arts.uwaterloo.ca/~regadmin/contactreg/index.html>

Research Involving the Psychology Research Experience Group

Researchers whose projects require the participation of undergraduate students may use the Psychology Research Experience Group (REG) as a means to access participants. If you wish to use the REG pool then indicate this when submitting your ORE application.

Guidelines for completing an ORE ethics application can be found at this website:

<http://iris.uwaterloo.ca/ethics/human>. A limited amount of information and some suggestions about the ethics review process can also be found on the REG Researcher's website: <http://www.arts.uwaterloo.ca/~regadmin/regresearcher>. If you have any questions about the ORE process, you may contact your advisor, the REG Coordinator or the ORE at OHRAC@uwaterloo.ca.

Research Experience Group (REG)

REG coordinates the recruitment and participation of students from selected introductory and upper year courses and with the use of an online software system (Sona) ensures that all participants receive appropriate grade credits for study participation and/or submission of alternate assignments. REG is coordinated by the REG Coordinator (full-time staff) and is overseen by Department faculty in the REG Management Committee. The REG Coordinator holds regular office hours in the REG office in PAS 4007, and can also be contacted at: regadmin@watarts.uwaterloo.ca. Refer to the REG website for information: <http://www.arts.uwaterloo.ca/~regadmin>.

Using the REG Pool and Sona:

To use the REG pool, researchers must have prior full ethics clearance and must have attended a REG/Sona training session. In these training sessions new and existing researchers and RA's learn how to use SONA, the online experiment management system that handles the administration of REG studies. These sessions are generally held at the beginning of each term (emails are sent to ensure that all department members are aware of these sessions). These sessions include not only basic information about how to use Sona, but also information about research etiquette and REG policies. Please note that access to Sona is contingent upon attendance at a training session. Session dates/times are posted at: <http://www.arts.uwaterloo.ca/~regadmin/regresearcher/regdates>.

Prescreen and Mass Testing

REG participants are encouraged to complete the "Prescreen Survey" to provide demographic information of interest to researchers and are also given the opportunity to

complete the “Mass Testing Survey” which is a set of online questionnaires and psychological scales submitted by researchers. The information from these surveys and scales is used to pre-screen participants to be recruited for studies (e.g. a study may require only participants with English as a 2nd language or only participants with high self-esteem). Addition, deletion or revision of Prescreen questions and submission of a scale to Mass Testing must be done at the end of the previous term, through webforms and participation in a Mass Testing Meeting. These events will be well-publicized via email notifications and on the REG researchers’ website: <http://www.arts.uwaterloo.ca/~regadmin/regresearcher/>.

Ethics Approval Requirements for Research with Non-Human Vertebrate Animals.

The University of Waterloo requires that all research conducted by its faculty and/or students which involves the use of live, non-human vertebrate animals must be reviewed by members of the Animal Care Committee to ensure that the experimental procedures are ethically acceptable under the Canadian Council on Animal Care Guide for the Care and Use of Experimental Animals, the Animals for Research Act of Ontario, and the University of Waterloo Guidelines for the Care and Use of Animals in Research and Testing. Application for ethics review is made through the Office of Research Ethics (ORE).

Complete details on the ethics application and review processes for any project are presented in the Guidelines. Copies of this document and application forms can be obtained from the ORE. Researchers are encouraged to contact the Manager at ext. 36005 to discuss any part of the application or review process.

Maternity and/or Parental Leave

Students wishing to take maternity and/or parental leave during their program of study may apply to register inactive, depending on the time they intend to devote to their studies during such a leave. Interested students should consult with their academic supervisor(s) and Administrative Co-ordinator, Graduate Studies prior to making such an application; where an external agency is involved as in the case of visa students or those holding external scholarships, such agencies should also be consulted since taking such a leave will lengthen the process of completion of the program. Students should be aware that an approved application might provide the basis for overriding the regulations concerning continuous and inactive registration. You should check with the Graduate Student Association on how to ensure that you still have health coverage while an inactive student.

A Parental Leave Advisor is available to discuss UW policy and guidelines concerning leave arrangements (i.e., registration, eligibility for UW Maternity and Adoption Bursaries, etc.). To make an appointment, students should call Elaine Garner, Manager, Financial Aid Programs, Graduate Studies Office, at ext. 32841, egarner@uwaterloo.ca.

\$UPPORTING YOUR\$ELF THROUGH GRAD \$CHOOL

Teaching Assistantships

A teaching assistantship (TA) offers an excellent chance to gain teaching experience and is a worthwhile addition to your vita. Teaching assistantships require you to work an average of ten hours per week (full TA), or five hours per week (half TA), although within these boundaries, there are considerable differences in time required. TA duties may involve primarily teaching, grading or a combination of the two. Rita Cherkewski is responsible for assigning TAs. Teaching fellowships (TFs) are also available for upper-year students, in which the graduate student teaches the course.

Government regulations require that a full time student work no more than 10 hours per week. Some external awards (e.g., CIHR, NSERC, SSHRC, OGS) include restrictions on the amount of money award holders can earn and/or on how many hours per week they can work. Students holding scholarships should check for restrictions of these types. If you find you are working more than an average of ten hours (or five hours for a half TA) per week, talk to Rita Cherkewski.

A full teaching assistantship is 140 hours per term in the Faculty of Arts. Current rates paid through payroll are \$3,878 for a full teaching assistantship and \$1,939 for one-half of a teaching assistantship.

You do not need to subsidize your TA job by buying supplies. Pens, notepads, file folders are available for use for TA duties. Please contact Helen Simon in PAS 4030, and she will help you with your TA supplies request.

You will not be paid until you sign some personnel forms at the beginning of the term (See "Arrival Survival"). Note that earnings are subject to Income Tax. If for some unforeseen reason you are short of funds before your salary can be processed, you might also obtain an emergency loan with a backup letter from Rita indicating your TA earnings for your next term (see also section on "Financial Crisis?").

Awards and Scholarships

You can get information about deadlines and about application procedures early in September from Rita Cherkewski, who also posts notices about various and sundry awards on the bulletin board outside her office and on the website: <http://psychology.uwaterloo.ca/gradprog/scholarships.html> . It is always wise to check on the different awards available.

If you will be off campus during the fall term when grant applications are due, be sure to check for the internal departmental deadlines. You should also arrange for your letters of reference from appropriate faculty members to arrive by the appropriate deadlines.

Note: Unlike TA and RA earnings, Income Tax is not removed from Scholarship

payments. As of 2006, scholarship money is tax-free. More information on this can be accessed at: <http://www.cra-arc.gc.ca/E/pub/tg/p105/README.html>

University of Waterloo Scholarships

UW Graduate Entrance Scholarships are awarded to incoming graduate students who have outstanding records but do not hold a major external award (CIHR, SSHRC, NSERC, OGS, FCAR, etc.). Currently, the major eligibility requirement for entering graduate students is a minimum overall grade average of A- (80%) during the last two years. The precise criteria for UW awards and the amount of these awards may vary subject to budget constraints. The amount for the 2008-2009 academic year was a total of \$8,200 paid over three terms. Continuing eligibility depends upon maintaining a graduate average of at least 80%, full-time registration status and being within the time limits of one's degree program. These award payments will be withheld if students have any outstanding "Incompletes" on their transcripts. See Rita if you have any questions.

Students may be unable to accept a scholarship because of such things as external scholarships, internships or employment. If that external funding should cease, sometimes those students may subsequently resume their UW Scholarship support, provided they continue to meet the eligibility requirements and funds are available.

Doctoral Thesis Completion Award

A limited number of \$5,000 awards jointly funded by the Vice-President, Academic and Provost, the Graduate Studies Endowment Fund (GSEF), and the Graduate Studies Office (GSO) are available to assist highly qualified, full-time doctoral students to complete their thesis writing and defence. The award is given to students nearing the completion of their thesis to ensure that financial barriers (e.g. the need to spend time on a TA or external employment) do not prevent or delay completion of the thesis. Students must submit a completed application to their department for approval by the deadline for the term of the award (see below). Details can be found at <http://www.grad.uwaterloo.ca/forms/scholarships/doctoralthesis%20completion%20award%20application.pdf>.

Deadlines: Spring – April 16, Fall – August 4, Winter – December 3

External Awards and Fellowships

You must apply for external awards; they are not granted automatically. They are intended for your personal support. It is worthwhile to apply for every grant for which you are even remotely eligible. However, it is important to your success that you consult with your faculty supervisor in writing up your research proposal to ensure that your research will fit well within the confines of the particular fellowship to which you are applying.

Common Sources

Everyone must apply for CIHR, OGS, NSERC or SSHRC (whichever you are eligible for). If you do not apply then you will not be eligible to receive a UW Graduate Scholarship the following year. One of the key aspects of your application is your research

proposal (about 1.33 pages, double-spaced). It is often difficult to come up with a research proposal after only four weeks of grad school. However, there is no way to get around this requirement, so just do your best! Discuss with your advisor what research you will be doing together, and write up a research proposal. Ask your advisor to read your proposal and suggest revisions. You will also need transcripts from your undergraduate university, to be sent directly to:

Rita Cherkewski, Administrative Co-ordinator, Graduate Studies,
Department of Psychology
University of Waterloo,
Waterloo, Ontario N2L 3G1

You should request 4 copies of your transcripts from your undergraduate university; Rita will keep the extras in your file for applications in the upcoming years. Furthermore, you will need two letters of reference (for CIHR, OGS, NSERC and SSHRC), at least one of which should be from a professor at your undergraduate university. You could let your professors know in advance that you would like them to write you a letter of reference, and will be sending them the forms and your research proposal statement as soon as they are available.

- OGS (Ontario Graduate Scholarships) for MA and PhD programs.
<https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/TCONT003465.html>
- NSERC (Natural Sciences & Engineering Research Council) Postgraduate Fellowships. Applicable for most MA and PhD students in Cognition/Perception, Behavioural Neuroscience, and students in some areas of Clinical, Developmental and Social Psychology; the appropriateness is dependent on the type of research proposed. <http://www.nserc.ca>
- SSHRC (Social Sciences and Humanities Research Council of Canada) Doctoral Fellowships, fondly know as "Shirk". Applicable for MA and PhD students whose research lies within the social sciences and humanities areas, just like it says!
<http://www.sshrc.ca>

The application forms for these awards will be available around September 1 on the applicable website. You must apply in September 2010 for 2011-2012 awards. Applications are due early in the Fall term so watch for the scholarship notices, which will be posted around the Department and announced via email. Applications are submitted through Rita's office since you must apply through the university department in which you are a registered student and because you must have a departmental ranking. Regulations concerning each of these awards vary, so you should consult the applicable website as soon as possible.

Not-So-Common Sources

- CIHR
- Mckenzie King Scholarship
- Northern Bursary Program
- IODE Bursaries
- National Health and Welfare
- Ontario Mental Health Foundation

- Queen Elizabeth II Scholarships

These and other less commonly held awards are limited in number, so competition for them is stiff. Information about these awards are usually announced via email. Make sure to read all the email which is sent to you by Rita. It contains important information!!

External Awards and Citizenship Status

Foreign students (those residing in Canada on Student Visa Status) generally are not eligible for major external awards. Regulations change from time to time, usually in the direction of decreasing availability of support for non-citizens. There are a few OGS's which are reserved for Visa students, however competition is fiercer for these than it is for the Canadian students.

Formal Research Grants

If your advisor has applied for a research grant, and your own research is closely related to the funded research, your advisor may be able to pay you a research assistantship out of the grant. Grants are offered by a host of agencies including CIHR, NSERC, SSHRC, the Ministry of Education, the Division of Manpower and Labour, and the Ministry of Health and Welfare. Ask your advisor or upper year graduate students about what grants are best suited to your research area.

Financial Crisis?

An emergency "hardship" no-interest loan can be obtained through the University Graduate Studies Office (GSO). Requests can also be submitted through the Graduate Studies Associate Chair who puts them forward to the Dean on your behalf.

Graduate Student Bursary

The University has set aside a portion of graduate tuition fee increases to provide financial assistance for graduate students. If your education expenses will not be met by other sources, including OSAP, you should consider applying for a bursary. Apply early! Do not wait until you are in dire need of money. These forms are available on the web at http://www.grad.uwaterloo.ca/forms/Scholarships/grad_award_app.pdf or in Rita's office. Once the form has been completed return the form to Rita so that she can get the Graduate Studies Associate Chair's signature.

CONFERENCES AND ORGANIZATIONS

While there are many conferences occurring over the course of a year, below are some of the ones attended by current grad students and faculty. This is not an exhaustive list, be sure to ask your advisor and other grad students in your division about what conferences you should keep an eye out for.

- Psychonomics (<http://www.psychonomic.org/annual-meeting.html>)
- Judgement and Decision Making (<http://www.sjdm.org/>)
- Society for Neuroscience (<http://www.sfn.org/index.aspx?pagename=annualMeeting>)
- Vision Science Society (<http://www.visionosciences.org/meeting.html>)
- Academy of Management (<http://www.aomonline.org/aom.asp>)
- Society for Industrial Organizational Psychology (<http://www.siop.org/default.aspx>)
- Society for Research on Child Development (<http://www.srcd.org/>)
- International Conference on Infant Studies (<http://www.isisweb.org/>)
- Association for Behavioural and Cognitive Therapies (<http://www.abct.org/Home/>)
- Society for Research in Psychopathology (<http://www.psychopathology.org/>)
- Society for Personality and Social Psychology (<http://www.spsp.org/>)
- American Psychological Association (<http://www.apa.org/>)
- Canadian Psychological Association (<http://www.cpa.ca/>)
- Association for Psychological Science (<http://www.psychologicalscience.org/index.cfm>)

Why You Should Attend Professional Conventions?

- (1) Presenting at conferences enables you to develop those much-needed presentation skills. Presenting a talk is a particularly good way to gain practice in public speaking. Remember that job talk coming up in a few years. Even a poster presentation forces you to clarify your understanding of your data and learn how to express it clearly and succinctly to others.
- (2) The exchange of information. Attending enables you to find out what others in your area are doing—to keep up with the cutting edge of research in your field (and any other(s) you may be interested in).
- (3) Developing networks of associates. Contacts made at conventions can be helpful later on when you may find you have a need for a resource or information they may have. It never hurts to know people in various other institutions and universities. Also consider the social aspect of such a gathering of "colleagues."
- (4) The all-important vita. Conference presentations provide evidence that you are serious about psychology as a career—that you are engaged in appropriate "professional activities" (i.e., professional development). Consider that some universities require their

grad students to present talks at such conferences at least once every two years. You may want to check with someone in your division to determine the priority given to attending and presenting at conferences in your area.

Benefits of Joining a Psychology Organization

Many of the conferences just mentioned are hosted by different psychology organizations. Most of them can be joined by students at reduced annual dues. Depending on the organization you can receive many benefits for being a member, these can include:

- Reduced conference registration fees (often worth joining for alone as the savings are usually greater than the annual dues)
- Free monthly research magazine and journal subscriptions
- Ability to communicate with others in the same field

Where to Print Research Posters

The two most popular places to get posters printed are:

- The Essential Image (450 Columbia St. W)
 - This is by far the best place to get your posters printed. Be sure to tell them you are a student and you will end up paying around \$3-4 per square foot. This includes colour and their standard paper type, which is actually a bit glossy.
- Pixel Planet (On campus in MC 2018)
 - This is the closest printing service. Depending on paper quality, prices range from \$6-9.

When getting your poster printed try not to leave it until the last minute in case the printer is busy and unable to complete your order right away. When going to any of these places be sure to place an electronic copy of your poster on a USB memory key.

Student Conference Travel Fund

Conference attendance during an academic year is likely for many graduate students and we have a funding program, which provides partial assistance with conference expenses. Funding is generally provided only once each year (from May 1st until April 30th) for each student and is provided only if a student is making a presentation at the conference and if the student is the 1st or 2nd author on the paper or poster. In order to access the system, it is necessary to see Rita for a *Research Travel Assistantship* form or you can access this form via the web at <http://www.grad.uwaterloo.ca/forms/Scholarships/travel.pdf>. This form is reviewed by 4 sources of funding and requires authorization at each level.

Please remember the following:

The University Graduate Studies Office has a formula for funding which is included on the *Research Travel Assistantship* form and should be read carefully by applicants. Partial funding is provided and is adjusted according to the total funds available from other sources.

The form should be completed, signed and submitted to Rita in anticipation of the Graduate Studies Office deadline:

Term in which conference occurs	Psychology Department Application Deadline
Fall term	July 15
Winter term	November 15
Spring term	March 15

You should still apply for funding even though you have not received confirmation that your paper or poster was accepted. If your submission is not accepted the submission for travel funds is voided.

All receipts--no matter how small--should be saved throughout the trip.

ORIGINAL receipts should be submitted to Sherry ASAP after your return and she will assist you with a travel claim form, which will provide reimbursement. You also need to submit proof that you attended the conference, by photocopying the cover page of the conference program and the page on which your presentation appears.

If you have any questions please be sure to speak directly with Rita Cherkewski.

Travel Expense Reimbursements: How to submit

In addition to the Grad Travel Fund your advisor may be willing to cover part or all of the expenses related to attending a conference. It is often a good idea to discuss with them well before the conference what sort of support they are willing to provide so that you can better plan your finances for the trip.

The result of your application to the Grad Travel Fund will be communicated to you by Rita who will provide paper confirmation of the amount you received and a [Graduate Psych Travel Expense Claim form](#). You need to retain this info for reimbursement of your expenses.

If you expect to receive funds from either your advisor or the Grad Travel Fund you will need to be sure to keep the original copy of the following types of receipts and some related documents. All receipts must be in the claimant's name (the Psych traveller) and all receipts must be originals—not photocopies or scanned copies.

- Allowable Travel Receipts:
 - Proof of payment & boarding pass (for both directions) for bus, plane or train travel

- Car rental and gasoline receipts (mileage rate not applicable)
- Gasoline for personal car (or claim mileage: either/or, not both)
- Taxi
- Airport ground transportation service
- Hotel (best practice if room shared: pay your share @ checkout & request separate receipt for payment)
- Per diem provided (in accordance with UW Travel Policy)
- Registration fee

NOTE: UW Policy guiding the Grad Travel Fund does not provide reimbursement for poster printing expenses.

When you return from the conference you need to submit all original receipts, complete the Travel Expense Claim form and provide this complete package to Sherry as soon as possible but definitely within 30 days. Note that the Travel Expense Claim form is your best guide and an essential part of the reimbursement process. Failure to submit your claim within 30 days may result in the inability to file the claim, and loss of any money that would have been received through the Grad Travel Fund.

Important points to remember:

- Grad students frequently share costs such as hotel rooms or gasoline if driving.
- The basic rule here is this: the person who pays an expense is the person who is reimbursed.
- *Please* do not split these costs amongst the group before submitting a reimbursement claim. If the people who share an expense have different advisors then the person who makes the claim will note this circumstance on the Travel Expense Claim form & indicate who else is involved.
- Receipts and credit card statements must have name of traveller identified; we cannot process receipts which identify someone other than the traveller (i.e. spouse name).

DEPARTMENTAL PERKS & PRIVILEGES

Remotely Accessing Network Shares

While not on campus it is possible to access the psych shared network space, allowing you to upload or download files onto your current computer. To do this follow these steps:

1. Click the myWaterloo link near the top of the beeHive and login.
2. Click "File Manager" in the left pane.
3. On the "File Manager Login Screen" screen select the following:
 - a. Server - UW SMB Server
 - b. Hostname - artsfile
 - c. Share - psych
 - d. Enter your Nexus Username and Password

You can also access your personal drive space (N: drive) by doing the same as above but in step 3 you would instead do the following:

- a. Server - Nexus N:\Drive (SMB) - different password
- b. Enter your Nexus Username and Password

Office Supplies

Supplies are provided for students doing TA duties only (for details see "Teaching Assistantships").

Printing and Copying

There is a photocopier available for graduate students' general use in room 4028. You can access this room with your trusty A2 key. You can pay for copies with your WatCard (just "swipe" it-see WatCard section) for 10 cents each. There is also a copier available in the Psych Society Office (third floor, next to the lounge) where copies are approximately five cents each. Research and class copying are most often done on account: check with your supervisor or instructor. Ask the support staff how to use this system. Of course, you can always go to the library and pay 15 cents with cash or 10 cents with your WatCard. The Copy Center, located in the library, can provide (at extra cost) full-color copying, regular copying on colored paper, and binding (in their one standard blue cover), and also, make inexpensive, good quality overheads.

Telephones, Mail and Fax

Some Divisions provide a phone for their graduate students. Phones are for outgoing calls only, and no long distance calls are allowed. (Some professors will allow you to make long distance phone calls on their lines, provided the call is for academic or research purposes.) Only important/emergency incoming messages are taken for graduate students

by the departmental staff during office hours. Note that the University switchboard attendant is not available after 4:30 p.m., but the automated attendant system is available 24/7.

Mail can be picked up between 8:30 a.m. and 4:30 p.m. in the Mailroom, PAS 3021A. The mailroom can be accessed using an A2 key in the evenings and on the weekends. You may leave on-campus and inter-university mail in the designated containers and it will be picked up. If you have any problems with the mail, any member of the staff will be able to help you. Please **DO NOT** use the University Mail System for personal outgoing mail unless your envelopes have the correct postage. Personal items will be returned by the University central mail department at no charge.

Fax services are available in the Psychology Department. The Fax number is **(519) 746-8631**. Faxes can also be received in the Psychology department. Sherry distributes these to your mailbox if they arrive during office hours.

Computing Facilities

For information on the university computer systems, take a look at the Arts Computing Office's (ACO) webpage, found at: <http://aco.uwaterloo.ca/index.html> and Information, System and Technology's (IST) webpage found at: <http://www.ist.uwaterloo.ca>. The BeeHive (discussed below) also provides links to these pages, plus other information that our computer guru, Bill Eickmeier, thinks is important.

The UW Computer Store, in the Math and Computer Building, room 2018 (phone 888-4636 or ext. 33518) exists to provide faculty, staff, and students of the university with the ability to purchase computer hardware--micros, laptops, laser printers, and software products. The webpage for the UW Computer Store is: <http://www.retailservices.uwaterloo.ca/index.html>.

Most software products carried by the Computer Store are provided with educational discounts and are subject to the low mark-up policy imposed by the University of Waterloo. This means that software is available to University purchasers at discounted prices. All machines carried by the Computer Store are fully supported by the hardware technicians at the Department of Computing Services--for both warranty and post-warranty service. The Computer Store carries a variety of brand name products. Hardware does not come with an educational discount. It is always a good idea to shop around before you purchase computing equipment. (Most machines in the department are not purchased through the computer store, but rather from Group 4 Technologies and laptops from Notebook Galaxy--check the local phonebook for phone numbers and addresses.)

If you own some other type of computer, not compatible with PC or MAC specifications, ask around to see if there's anyone else who has the same. Our consultants, Bill Eickmeier and Carlos Mendes, might be able to point you in the right direction.

Manuals for the university computer system can be borrowed from IST (Math and Computing Building room 1052). IST Helpdesk offers training CD's which can be borrowed at no cost and which include topics such as Windows, Word, Excel etc. The Arts Computing Office also has training seminars on how to use various software--check out their

webpage for more info - <http://aco.uwaterloo.ca/index.html>. IST also sells home CD's which have programs like Norton Antivirus, Netscape, Eudora, SPSS for graduate students, etc. Computer labs in PAS are located in Rooms 1237, 1103, 1098, 1080, and 1099.

The beeHive

Bill Eickmeier, one of our computer systems managers, has a webpage setup that has links to lots of interesting and useful information. This webpage can be accessed at: <http://www.arts.uwaterloo.ca/~bee/>. Some useful links include: General University information, psychology, staff, faculty and graduate student webpages, answers to frequently asked questions, computer information, and links to other useful academic and professional sites. Using this as your homepage is very useful. Bill also runs a hockey and baseball pool every year (accessed through the beeHive) in which you can compete with other members of the department for bragging rights and the "Rogue Puck".

The R.H. Walters Library

The Walters Library, named in honour of Richard H. Walters, the first Chairman of the Psychology Department, is located in PAS 3245. It contains psychology theses, some journals and faculty monographs. These can be signed out by contacting Helen (PAS 4030) who will record what you are borrowing.

BEYOND PSYCHOLOGY

Audio Visual Needs

As a TA, you may occasionally be asked to show a film or organize other A/V equipment. The Audio Visual Centre, located in E2 (Engineering), is the place to go. Listings of films held there, and in other Ontario universities, are available via computer. Any rental costing less than \$40 can be booked directly through the folks at AV. For more expensive rentals, check with Sharon Adams prior to your booking. However, you will have to make your booking under your Professor's name. Purchases are another matter; again, see Sharon if a film must be bought.

Library Services

Most of the Psychology resources are located at the Dana Porter Library (Humanities and Social Sciences) which is centrally located on campus. Some resources may be found at the Davis Centre Library (also referred to as EMS - Engineering, Mathematics and Sciences) and the Optometry Reading Room.

The religious colleges on campus—St. Jerome's, Conrad Grebel, Renison and St. Paul's—allow students to borrow books from their own small libraries. Wilfrid Laurier University also allows Waterloo graduate students to borrow books (but not periodicals) from its central library.

The Library's online catalogue is called Primo and provides access to the collections of three universities: Waterloo, Wilfrid Laurier University and the University of Guelph. Primo also shows the holdings housed at the Annex, which is a joint storage facility and TUGdoc service allows for easy transportation of books and journals between the three libraries and the storage facility.

Tim Ireland is the Liaison Librarian for Psychology and is available for library orientation and consultation for course work and research. He can be contacted by phone at extension 35061. His e-mail address is: tireland@uwaterloo.ca. Tim also maintains office hours in PAS 2047 and is available every Wednesday morning from 10 am to 12 noon. Appointments can be made with Tim for instruction on using the various remote databases.

The Library's Interlibrary Loans/Document Delivery Service (called RACER) provides worldwide resources for graduate students related to teaching assistant responsibilities and academic research. With TUGdoc and RACER, materials not available at Waterloo may often be obtained in a matter of hours. Requests for purchase of books can be directed to Tim Ireland.

When you are ready to return your books, you can drop them in the drop box in the PAS building (much easier than trekking to the library itself). It is located on the first floor, near the Centre for Mental Health Research. You can return books from any of the Primo universities there; however, you should return interlibrary loaned books directly to the library.

Centre for Teaching Excellence (CTE) Teaching Resources and Continuing Education

The Centre for Teaching Excellence Office is dedicated to providing a number of services to the UW community to enhance the quality of teaching and learning on campus. CTE's two main locations are in the Math and Computer Building (MC 4057) and the Dana Porter Library (LIB 328).

Of particular interest to graduate students is the variety of services CTE offers to support the professional development of Teaching Assistants. Resources and services offered include:

Certificate in University Teaching	This program is an opportunity for graduate students to develop their teaching skills and increase their knowledge of teaching and learning in general. The Certificate involves several components and normally requires 3-6 terms to complete. Students should check the website and must sign up for this through Quest.
Consulting	CTE staff are available to provide confidential consultations with TAs on various aspects of teaching and learning whether in traditional classrooms or by distance education. They can assist you with issues in course design, teaching methods, assessment, or course evaluation.
Classroom Observations	One of the best ways for CTE to help you is to observe you "in action." A variety of observation methods are available, all of which will identify aspects of your teaching to maintain, targets for change, and suggested ways of making those changes.
CTE Library	This library includes several thousand books, articles, and journals specific to teaching and learning in higher education.
CTE Workshops	Each term, CTE organizes several interactive workshops and presentations for TAs on a range of teaching and learning issues.
Publications	Once a term, CTE issues the On Track newsletter for teaching assistants. The office also produces handouts and reports in response to specific needs. These publications are available free of charge to the UW community.

For more information about CTE services, visit the CTE web page: <http://cte.uwaterloo.ca/> or call the office at extension 33132.

The WATCARD Office

The WATCARD Office is located in the Student Life Centre, Lower Level. The Office is OPEN, Monday through Friday from 8:30 a.m. until 4:30 p.m. Telephone inquiries can be made by phoning (519) 888-4567, extension 32751. See <http://www.watcard.uwaterloo.ca/>.

Your WATCARD serves as your valid student identification. You will receive instructions on how to obtain your WATCARD when you first arrive on Campus. Your WATCARD is also your Library Card (the library system reads the barcode on your card to sign books out to you). You will also need your ID card for visiting the PAC, Health Services, the Registrar, etc.

Your WATCARD is also a Debit Card. Students can add money to their WATCARD, to purchase food at all Food Service eateries. Graphics Copy Centres and photocopiers accept the WATCARD for purchases. Some services offer WATCARD discounts. You can also use your WATCARD at various off campus locations including: Waterloo Taxi, Student Health Pharmacy, Apple II Hairstylists, Pizza Pizza, East Side Mario's, Casey's, KFC Delivery, Swiss Chalet Delivery and Variety & Post.

You may add value to your WatCard [online here](#) or at any Food Services location, Graphics Copy Centre, the Turnkey Desk, and of course, at the WatCard office. Food Services locations accept a minimum deposit of \$10.00 by cash or cheque, and the Turnkey desk accepts this minimum deposit with cash only. For added convenience, both the Graphics Copy Centres and the WatCard Office also accept Visa, MasterCard, American Express, and Debit Card.

If you lose your WATCARD, report it missing at any Food Services outlet, Graphics Copy Centre or to the WATCARD office, or online: <https://account.watcard.uwaterloo.ca/deactivate.html>, and it will be deactivated. If found by someone else, your money cannot be used, once it is deactivated.

University Counseling Services

Your acceptance letter may not have mentioned that graduate school can sometimes be a stressful undertaking. The new environment, friends, challenges, expectations and lifestyle—all of this can be both exciting and overwhelming. If your tenure here at Waterloo does become stressful, and you are not able to turn to friends, faculty, or your supervisor, the University Counseling Services (located in NH 2080, ext. 32655) may be able to help. Counseling Services provides individual and group counseling to assist with stress management, personal goals, career decisions, study strategies and other personal issues you may wish to discuss. All information discussed at Counseling Services is held in strict confidence; no one within the university has access to your records there. Counseling services are also available through Health Services (ext. 33544). Sometimes students from the Psychology Department may work at Counseling Services. If you are uncomfortable with anyone knowing that you are seeing a counselor, let the receptionists know and they will arrange appointments for you, such that you will not have to see your counselor at the same time that any Psych students will be in the offices.

Your department contacts for discussing and accessing University policies governing ethics, grievances, harassment, student discipline and responsibility are Rita Cherkewski and Sharon Adams. Be assured that Rita and Sharon are available for confidential discussions regarding any aspect of your student tenure.

Personal Safety and Security

"Take Care and Be Aware." UW has many resources available for personal safety and security. For more information, visit their website at: <http://www.adm.uwaterloo.ca/infopol/>.

UW Police officers are on duty 24 hours a day with the same enforcement powers as the regional police. If in need of police help while on campus, they are close at hand. Persons working or studying after hours on campus are advised to contact the UW Police for advice on appropriate precautions. For Help or Emergency call 22222 from any on-campus phone or 519-888-4911 off-campus, or use the Help Line (located in various spots across campus).

Ridesafe: Ridesafe is a service available to students, faculty and staff living off campus. This 'drive home' service runs from the first day of registration to the last day of exams each term. It leaves regularly from the Student Life Centre beginning around 6 p.m. in the winter and 9 p.m. in the summer and runs until 1 a.m. Seating is limited to fourteen people. Women will be given first priority. Cards for a ride and run schedule maps are available at the Student Life Centre Turnkey Desk. Safety Van / Turnkey Desk, ext. 33867

Walksafe provides a safe walk at night from 8:00 pm to 2:00 am for students, faculty and staff. It consists of a male and female team identified by student security vests who will walk you within a certain radius of campus. To request this service call 519-888-4949 (or ext. 84949 on any on-campus phone).

Safety Alarms can be borrowed from the SLC TurnKey desk and the Dana Porter and Davis Centre libraries in exchange for your Student I.D. Card. They can be used for late walks home but should not be relied upon as an assault prevention device.

The Graduate Student Association

The purpose of the Graduate Student Association (GSA) is to present and promote the common interests of all UW graduate students (approximately 2400-time and 300 part-time). These include negotiating teaching assistantship rates and health insurance premiums, representing graduate student interests on a variety of university committees and boards, and participating in external organizations and attending numerous conferences - CFS, CFS-O, NGC, OGA, CGC, CAGS.

The GSA is governed by a Board of Directors, which meets monthly to set budget priorities, make policy decisions concerning the Graduate House and other matters. There are five executive members and five more directors at-large, who are elected. A by-law change four years ago set the GSA structure to include an assembly of representatives from each departmental graduate student organization, the GSA Council. The Council also meets monthly and responds to issues of importance to graduate students such as tuition fees, intellectual property, health plans, and legal aid.

The GSA has committees covering a range of interests (e.g. Women's Issues). In addition, it operates a free legal aid clinic, hosts social events, maintains Association offices and operates the Graduate House, which is an ideal setting for meeting other graduate

students. Further information on the GSA and the Grad House can be found at <http://www.gsa.uwaterloo.ca/>.

The Graduate Studies Endowment Fund

The Graduate Studies Endowment Fund (GSEF) at the University of Waterloo was created by a graduate student referendum in 2001-2002 for the purpose of “funding an on-going commitment to enhance the learning, research, and overall experience of graduate students at the University.” It is supported by charitable contributions of \$20 per term from graduate students at the University of Waterloo. Further information on the GSEF can be found at <http://gsa.uwaterloo.ca/endowmentfund/>. You can also contact the GSEF Coordinator, a graduate student volunteer, at gsef@uwaterloo.ca if you have questions.

What Does GSEF Fund?

1. **Projects:** GSEF solicits projects which enhance Graduate Studies and the learning, research, and overall experience of graduate students. Examples of typical projects are improvements to graduate student common space, academic events organized by graduate students, and improvement of physical and electronic resources for graduate students. For more information on how to apply, go to: <http://www.gsa.uwaterloo.ca/endowmentfund/apply/>.
2. **Graduate Student Research Conference (GSRC):** This is an annual conference giving graduate students a forum to present their research, furthering their professional development as academics. For more information, go to: <http://www.grad.uwaterloo.ca/Conference/index.asp>.
3. **Research Travel Assistantships** (jointly funded with [GSO](#)): This is an award used to help graduate students travel to present their research at conferences. See page 24 of this guide (under “Student Conference Travel Fund”) for more information. *New:* Eligible students may obtain funding even if their supervisor, department and faculty are unable to contribute to the student’s travel.
4. **Doctoral Thesis Completion Award** (jointly funded with [GSO](#) and Provost): This is a \$5,000 award given to students nearing the completion of their thesis to ensure that financial barriers (e.g. the need to spend time on a TA or external employment) do not prevent or delay completion of the thesis. See page 20 of this guide (under “Doctoral Thesis Completion Award”) for more information.

Newspapers

There is one university wide newspaper, the *Imprint* and this publication is a good source of information to learn more about the university community as a whole.

The *Imprint* is the official undergraduate student newspaper, published every Friday during the Fall and Winter terms, and somewhat less frequently during the summer. Its primary mandate is to keep students informed about student issues and on-campus activities. Local, national, and even international news is also covered, including events at other

universities. While graduate students do not contribute to the funding of the *Imprint* (to the dismay of *Imprint* management!), they are most welcome to write a column or feature, or simply to attend the weekly staff meetings held each Friday afternoon. You can read the *Imprint* online at: <http://imprint.uwaterloo.ca/>. The Daily Bulletin is an electronic daily newspaper published by the university's Communications and Public Affairs Department <http://www.bulletin.uwaterloo.ca/> and an excellent source important announcements and campus activities.

Parking

There are a number of pay lots on campus (\$3.00 entry). You can also park in the permit lots for approximately \$114 per term. Parking on Ring Road or in the Centre for Mental Health Research Lot is prohibited. Unfortunately, ticketing and towing are very common, and the fines are beyond most grad students' budgets.

Please see: <http://www.adm.uwaterloo.ca/infopark/index.php> for more information on parking at UW.

The best solution for parking close to the building and for free is to use a bicycle. There are racks at almost every entrance to most buildings. Bicycle lanes and paths are becoming more and more popular around town. And since we're in Canada all of the roads are more than wide enough, so there's plenty of space for cyclists. Plus, you will get some exercise while going to school. You can also check out the bus routes by going to <http://www.grt.ca/web/transit.nsf/fmFrontPage?openform>.

BEYOND STUDYING

The Grad House

The Grad House (<http://www.gsa.uwaterloo.ca/house.html>) is the white farm building near the Engineering buildings and the Dana Porter Library, which is run by the Graduate Student Association (GSA). It is also home to the GSA. See the GSA website at: <http://www.gsa.uwaterloo.ca/>. All graduate students at UW are members and fees are included in the tuition statement each semester. A portion of this fee is designated for the operation of the Grad House and part of the fee is for the operation of the Graduate Student Association itself. However, within the first two weeks of each semester, the GSA makes fee refunds available to all students who do not wish to be GSA members. Non-graduate students, faculty, and staff may purchase affiliate memberships.

The Grad House is a lounge and bar for its members and their guests. By day—whether on the patio or inside, it's a nice, quiet place to relax, read, and write. By night, it is the place to go to hear great jazz, blues, or pop musicians, or to enjoy a game of darts with your pals. At any time of day you can go there to watch sports, movies, etc. on their big screen TV on the second floor. The Grad House features a lunch menu and a selection of beers, as well as other drinks. These are all at very reasonable prices. The Grad House is constantly working to be environmentally friendly, and is worth checking out! The Grad House is open Monday to Friday from 11:00 a.m. to 1:00 a.m. You can also book rooms for group events.

Housing

There are many options for housing. Waterloo maintains an off-campus housing site, with the option to search certain criteria: <http://peanut.uwaterloo.ca/ochousing2/>. Alternatively, you may decide to start the year living on campus to help you become familiar with the university and with Kitchener-Waterloo in general, so that by next summer you'll be able to go apartment hunting without the road map!

Please see <http://www.housing.uwaterloo.ca/fees/fees.html> for residence fees.

Columbia Lake Village

Columbia Lake Village (CLV) is located within walking distance to campus and Laurelwood Plaza. This residence community offers graduate students and students with live-in dependents (spouse/partner and/or children), a comfortable, safe and convenient environment in which to live. Find out more about the Columbia Lake Village residences at: <http://www.housing.uwaterloo.ca/residences/clv/>.

The North Community

Priority for these unfurnished 2-bedroom townhomes is given to students with live-in-dependants.

The units have 2 bedrooms and 1 full bathroom on the upper level, a living room and

kitchen with refrigerator and stove on the main floor, a small den, 1 half bathroom and laundry room complete with washer and dryer in the basement. All townhouses are unfurnished and include heat, electricity, water and cable hook-up for T.V. and F.M. reception in the monthly rent. Houses do NOT come with air conditioning, but one window air conditioner can be installed with permission.

The South Community

Furnished 4- bedroom units are available for graduate students without live-in-dependants.

Each unit has 4 single bedrooms with bed, dresser, desk, shelf, active telephone line and Internet connection (ResNet), a shared bathroom, kitchen, dining room with table and chairs, and a living room with tables and chairs. There is also a small outdoor patio. Utilities are included in the monthly rent (but there is NO air conditioning).

Both the North and South communities have access to a Community Centre which is open from 8:30 am to 2:00 am during the week and from 10:00 am to 2:00 am on weekends. The Community Centre has a lounge with couches and a big screen TV, Internet café, foosball, pool/ping-pong table, photocopier, coin-operated laundry facility and a small kitchenette which can be used for community events

If you are interested in applying for housing on campus you can call 519-888-4567, ext. 32679 or email housing@uwaterloo.ca. For more information: <http://www.housing.uwaterloo.ca/index.html>. Apply as early as possible because rooms fill up **fast**. Graduate students do occasionally stay in the other residences on campus. Again, check the web-site for information on these.

St. Paul's College

St. Paul's college runs a (very popular!) apartment building on campus specifically for graduate students! The Grad Apartments and Suite at St. Paul's was designed and built in 2004 specifically for the UW graduate student community. It offers housing to UW graduate students and post-graduate scholars.

Apartments are available to students and scholars with families and dependants. Shared suites, in various configurations, are designed for single students. Get more information at: http://www.stpauls.uwaterloo.ca/grad_apartments/index.html.

The Physical Activities Complex (PAC) and Columbia Ice Fields (CIF)

Exercise and athletics are usually of low priority to newly arrived students. However, in time your body will demand more than just the jog from your office to your seminar; likewise, keyboard workouts, although mentally taxing, will fast become physically unfulfilling. Additionally, you may have brought certain athletic skills with you which you want to keep sharp. Whatever your motive, eventually you'll want to check out the PAC. Visit them at: <http://www.athletics.uwaterloo.ca/>.

One of the miscellaneous charges listed on your registration form is an athletic fee. Your student card must be shown at the PAC and can be exchanged at the Equipment Center for a towel. Note that PAC memberships are also available to spouses of students, too.

There is an exceptional selection of activities available within or coordinated by the PAC. Conventional sports include squash, tennis, badminton, swimming, weight lifting, and fitness classes (aerobics). There are also several recreation clubs devoted to archery, fencing & kendo, horseback riding, martial arts, rowing, sailing & windsurfing, and (for the really adventurous) skydiving. Finally, a number of special interest programs are available, offering instruction in CPR, St. John's First Aid course, women's self-defense, social dance, golf (there is a nine-hole par 3 course on the north campus), figure skating, tai chi, weight training, and yoga. If you are interested in taking any of these classes, find out the registration dates in advance: There's only one day to register, and the line-ups can be pretty long. But take heart: You're allowed to register for one other person as well as yourself, so you can share the task with a friend. Failing that, late registration may be available if there is still room in the class (some classes, such as those for racquet sports, are almost always full).

Lockers may be purchased at the beginning of each term for a reasonable fee. Many items go missing if they are not secured. Day lockers are also available for \$1 per day or you can bring a personal lock for day use only. These lockers must be cleared out at the end of the day – your personal lock will be cut off at the end of the day if not removed!

The PAC also runs the Varsity Sports Shop (set up daily in one of the PAC "lobbies"), which carries squash, tennis, swimming, and other sports accessories and clothing. For those of you who would rather borrow than buy, there is a wide variety of equipment available from the equipment centres at the PAC and CIF. Basketballs, volleyballs, soccer balls, footballs, and softballs; badminton racquets and nets, free protective eye wear for racquet sports; golf clubs, Frisbees, pinnies, skipping ropes, bosu balls and thera bands are all available from the equipment centre. Be sure to bring your Watcard in order to sign out the equipment.

The CIF has a variety of aerobic equipment and weights, and is the gym of choice for working out. Parking at lot X (just north of the CIF, and on the opposite side of Hagey Boulevard) is free on weekends. Parking at lot X and W (the lot immediately in front of the CIF) is \$3 during the week. Parking passes purchased at other lots on campus can often be used at this lot as well.

In short, there's almost no sporting activity you can't do here. The PAC produces a *Campus Recreation* booklet every term which provides more detailed information about the programs and facilities it offers. Do yourself a favour: Take some time to get away from the stresses of academic life and see what the PAC has to offer you! Be sure to visit the UW Athletics website at: <http://www.campusrec.uwaterloo.ca/>

Psychologists' Sports

Some psychology graduate students are always involved in a number of competitive and recreational sports. Some of our favourite sports are basketball, volleyball, baseball, ice hockey, squash, broomball, soccer, ultimate Frisbee, dodgeball, and tennis. Playing sports is

a great way to take a break for a few hours and interact with your fellow grad students somewhere other than in an academic setting (or bar). If you are interested in joining a sports team at any level, just find the sports organizer for that activity (they're usually easy to find as they are often going around the department begging for players!) and sign up. Typically, talent is not required, just enthusiasm.

The Student Life Centre

The Student Life Centre (<http://www.studentservices.uwaterloo.ca/slc/>) houses the Federation of Students offices, which includes a great range of services such as the Ombudsperson. Also located in the Centre are the Brubaker's Café, the Bombshelter pub (UW's undergraduate bar), Campus Dentist, a copy centre, a branch office of the Canadian Imperial Bank of Commerce, a used bookstore (for used textbooks), a drug store, a barbershop-hair salon, a postal outlet/variety store and many more. Check out the website for more details: <http://www.studentservices.uwaterloo.ca/slc/InTheSLC.html>

The folks at the Student Life Centre Turnkey Desk <http://www.studentservices.uwaterloo.ca/slc/Turnkey.html> can tell you all about campus and city events, as well as what films are playing in the Centre. You can also borrow magazines, books, and games from them. They also sell **bus tickets** and **Greyhound (intercity bus) tickets!** There are a number of Greyhound bus stops on campus – ask the Turnkey desk for their locations. Otherwise, you can take the Greyhound bus from the Transit Terminal in Kitchener, located at 15 Charles St. West, Kitchener. For more information on Greyhound, see <http://www.greyhound.ca/home/>.

Via Rail (intercity train) tickets can be purchased from TravelCuts located in the University Plaza at 170 University Avenue West, Waterloo, Tel: (519-886-0400). Alternatively, tickets can be purchased online. If you will be doing a lot of train travel, be sure to get an International Student Identity Card (ISIC) from TravelCuts, so you can get some great deals, like the student 6-pak. For more information on VIA Rail, see <http://www.viarail.ca/en>.

Rooms at the Student Life Centre can be reserved for discussion groups. These rooms provide an informal atmosphere for group meetings. For a change of scenery, teaching assistants may want to consider holding tutorials at the Centre.

Wining, Dining and Dancing

Whether you just want a quick bite to eat or a night out on the town, Waterloo has a variety of establishments to suite your needs. While not an exclusive list, below you will find some of the popular places and hidden gems of Waterloo to get you started. In addition to these places, most restaurant chains have locations somewhere within Waterloo.

- On Campus
 - Tim Hortons (Located in SCH, ML, DC, SLC, BMH)
 - Only the SCH and SLC locations are full service.
 - Food Services (PAS, ML, DP, NH, SLC)

- The PAS location is a common place for psych students to grab a quick bite to eat or refuel on coffee or tea.
 - The Bombshelter (aka Bomber, located in the SLC)
 - The student run pub. It has decent quality food and prices, service can be terrible though
 - Faculty CnD's (Located in MC, EV1, CPH, B1, AL)
 - An alternative to the campus run food services. These are student run and a great for a quick snack or lunch.
 - Grad House
 - The graduate pub on campus. Good lunch specials and variety of beer.
- Off Campus Hotspots
 - University Plaza
 - A wide variety of ethnic restaurants, fast food places and pubs located only a couple minutes away from your office.
 - Uptown Waterloo (King St. between Bridgeport and William St. Intersections)
 - Along this stretch of road there are many different places to eat and have drinks. Some are mentioned below but there are many more to be discovered.
 - Raintree Café (220 King St. N)
 - A nice place to have lunch and offers a variety of vegetarian meals.
 - Lotus Teahouse (79 Regina St. N)
 - Serves Chinese, Tibetan, and vegetarian food, along with tea.
 - Jane Bond's (5 Princess St. W)
 - Trendy, laid-back, artsy place that only serves vegetarian food.
 - Café 1842 (59 King St. N)
 - A good place to bring a book or some work and have a coffee or something to eat.
 - Morty's (272 King St. N)
 - Known for their chicken wings.
 - McMullan's (56 King St. N)
 - Fairly typical bar with a good pizza and pitcher deal.
- Dancing
 - Starlight (47 King St, N)
 - A “social lounge” that often plays host to indie bands.
 - Phil's Grandson' Place (220 King St. N)
 - Club in a basement with cheap drinks and a relaxed atmosphere, a good time is always to be had.
 - Revolution Nightclub (341 Marsland Dr.)
 - Large dance club, with mostly an undergrad clientele

Cinemas in Waterloo

Princess Cinema and the Princess Twin Cinemas. The best in town. They mainly

show independent and foreign films for a cheap price (even cheaper for members). Pick up a copy of their newspaper in the SLC, which lists the movies they're playing, or visit their web-site: <http://www.princesscinemas.com/>

Locations:

Princess Cinema, 6 Princess Street West, Waterloo, 519-885-2950 (Princess St. is between Erb & Bridgeport)

Princess Twin, 46 King Street North, Waterloo, 519-885-2950

Galaxy Cinemas. 550 King Street North, Waterloo (at Conestoga Mall) Tel: (519) 883-4268. See

http://www.cineplex.com/Theatres/TheatreDetails/E1B726E4/Galaxy_Cinemas_Waterloo.aspx for more information. You can purchase vouchers for movie tickets at the Turnkey desk in the SLC at a discounted price!

Out of Town Activities

St. Jacob's Farmer's Market. This little town has a HUGE farmer's market on Saturdays. Go there for fresh produce straight from the farmer, or numerous other items. It keeps going throughout the winter because of a large indoor section. Even if you don't plan to buy anything, take a trip up there on a Saturday morning just for the experience!

However, it can get a little TOO busy sometimes.

Location: About 5km north of Waterloo; a nice bike ride when the weather is good.

Elora Gorge. This is the most scenic area close to Waterloo. The walk along the top of the gorge is enjoyable at any time of the year, as is the cute old town of Elora itself. In good weather it's fun to rent an inner tube and take a ride down the river. Camping available.

Location: About 35 miles north of Waterloo.

Website: <http://www.grandriver.ca/index/document.cfm?Sec=27&Sub1=124&sub2=0>

[Further away (about 3 hours) is the Bruce Peninsula, where the Niagara Escarpment drops into Georgian Bay, great for Hiking!]

Laurel Creek Conservation Area. There is a campsite and some trails, particularly good for cross-country skiing. In the summer there is a beach on the lake that is great because of its proximity to Waterloo.

Location: On the northern edge of Waterloo.

Website: <http://www.grandriver.ca/index/document.cfm?Sec=27&Sub1=127&Sub2=0>

[There are many other parks along the Grand river, and many hiking trails connecting them all up.]

The Pinery Provincial Park. One of the nicest beaches in SW Ontario. There are also a lot of trails leading through the forest and sand dunes. Camping available.

Location: On Lake Huron, about 2 hours drive west of Waterloo.

Website: <http://www.ontarioparks.com/english/pine.html>

Chicopee Ski Hill. This is the local ski hill, it's small but convenient. Great for learning or if you go with a bunch of friends.

Location: SE edge of Kitchener.

Website: www.skichicopee.com

[Larger hills: Blue Mountain in Collingwood (2½ hrs drive north, www.bluemountain.ca), Holiday Valley, south of Buffalo, NY (3 hrs SE, www.holidayvalley.com)]

African Lion Safari. A fun place to spend a few hours. Lots of animals in an open, safari environment that you can drive through. Watch out for the monkeys, they'll try to destroy your car (although that can be very entertaining).

Location: about 45 minutes SE of Waterloo, near Cambridge.

Website: www.lionsafari.com

Stratford. A cute town, with a world-renowned Shakespearean theatre festival (Apr-Nov). If the Bard isn't your thing, they also present other dramatic classics, too.

Location: about 45 minutes W of Waterloo. Website; <http://www.stratfordfestival.ca/>

Important Phone Numbers

All numbers are area code 519, unless otherwise noted.

University of Waterloo:

Automated dialing: (24 hours a day if you know the extension you are trying to reach) 888-4567

Psychology Department Support Staff Office ext. 32813

Police:

Emergency (Free from any pay phone, dial 9 first from on-campus): 911

Campus Police Services (Available 24 hrs) 888-4911 or ext. 22222

Walksafe ext. 84949

Student Life Centre Turnkey desk (Available 24 hrs) 888-4434 or ext. 84434

Graduate Studies Office:

Main desk: ext. 35411

Fax 519-746-3051

University Services:

Disabled Students' Services ext. 84635

International Student Office: Advisor ext. 32814

Mature Student Services ext. 32429

Athletics and Recreation Services (PAC) ext. 35869

On Campus Housing Administration:

Columbia Lake Village ext. 33397

St. Paul's College 519.885.1460 ext. 212

Counseling:

Inquiries, Appointments ext. 32655

Ethical Behavior and Human Rights Office ext. 33765

Sexual Harassment Counselor ext. 32752

Chaplain's Office	ext. 33633
<u>Health Services:</u>	
Emergencies	ext. 33544
Information	ext. 33541
Appointments Only	ext. 84096
<u>Legal Information:</u>	
Legal Resources	ext. 84634
Ombudsperson	ext. 32402
Human Rights Commission	1-800-387-9080
<u>Information, Systems and Technology (i.e., Computing Services):</u>	
General Information	ext. 35443
Computing Help and Information (CHIP)	ext. 33456
Arts Consulting Office	ext. 33190
UW Computer Store	888-4636 or ext. 33518
<u>Dana Porter (Arts) Library</u>	ext. 32619
<u>Bookstore</u>	ext. 32902
<u>Associations and Activities:</u>	
Graduate Student Association	ext. 33634
<u>Transportation:</u>	
Airways Transit (In Kitchener/Waterloo)	886-2121
Kitchener Transit	741-2525

GOOD LUCK
AND WELCOME TO THE CLUB!