

Master of Science in Psychotherapy

Department of Psychiatry and Behavioural Neurosciences
Faculty of Health Sciences, School of Graduate Studies

Program Handbook 2022-2023

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Introduction

Handbook Overview

Welcome to the Master of Science (MSc) in Psychotherapy Program!

The program handbook is designed for students enrolled in the Master of Science Psychotherapy program at McMaster University. As a student in the MSc Psychotherapy program, it is your responsibility to review the material in the program handbook and be familiar with its content. The handbook outlines academic regulations and general information about the program. Other documents and materials are highlighted throughout the handbook that you should also review, such as the MSc Psychotherapy Practicum Handbook and McMaster’s School of Graduate Studies (SGS) Academic Calendar. If there is any discrepancy between this document and the SGS Calendar, then the SGS Calendar shall prevail, with the exception of policies that are approved by the McMaster University Senate.

Additional resources that highlight recent program updates, news, and announcements include your Avenue2Learn cohort shell (i.e., Class of 2023 and Class of 2024) and the MSc in Psychotherapy website: <https://msc-psychotherapy.healthsci.mcmaster.ca>.

The program handbook also lists several McMaster services; however, it is not intended to be a complete guide to services provided at McMaster University. Please review the University website for a full list of services.

Program Leadership

Program Director	Elizabeth Pawluk pawluke@mcmaster.ca	Provides faculty-level leadership and oversight of the MSc Psychotherapy Program
Program Administrator	Susan Vaughan vaughs@mcmaster.ca	Oversees day-to-day management of the program and provides support to the program director, program committees and admissions process
Director of Clinical Education	Erika Haber habere@mcmaster.ca	Supports students in their practicum placement and clinical advisement
Admission and Curriculum Committee Lead	Laura O’Neill oneill@mcmaster.ca	Supports the admission process, curriculum and faculty.

The Department of Psychiatry and Behavioural Neurosciences is the administrative home of the Master of Science in Psychotherapy Program.

The MSc in Psychotherapy Program is housed within the Department of Psychiatry and Behavioural Neurosciences (<https://psychiatry.mcmaster.ca/>) in the Faculty of Health Sciences, Graduate Studies (<https://fhs.mcmaster.ca/grad/>) at McMaster University (<https://www.mcmaster.ca/>).

Who to contact for help?

The Program Administrator, Susan Vaughan, is the first person to approach if you have questions about policies or procedures. General program inquiries can be directed to Susan Vaughan via psychoth@mcmaster.ca

Students may also consult the Program Director or the Associate Dean of Graduate Studies (Health Sciences) regarding a variety of matters beyond routine procedural inquiries. These may include interpreting the applicability of regulations and policies, concerns about academic matters or personal problems affecting work, or if the student wishes to deviate from regulations in consideration of a particular circumstance. In such cases, petitions for special consideration can be submitted and require the approval of the Associate Dean of Graduate Studies (Health Sciences).

Program Location

The administrative offices for the MSc Psychotherapy program are located at St. Joseph's Healthcare Hamilton, West 5th Campus (100 West 5th St, Hamilton, ON L8N 3K7). This is also the location of the administrative offices of the Department of Psychiatry and Behavioural Neurosciences.

Courses will also primarily be held at St. Joseph's Healthcare Hamilton, West 5th campus. Some courses may also be held on McMaster Main Campus (1280 Main Street West, Hamilton, Ontario, L8S 3L8)

Program Overview

The MSc in Psychotherapy program is a full-time, course-based professional degree. The duration of the program is 5 terms that span over 20 months (Year 1: September to August; Year 2: September to early May). Please see the SGS Graduate Calendar for important dates for each term.

All students must complete the 7 required courses, 2 elective courses and 2 clinical practicums to graduate from the program.

For students to continue progressing through the program they must:

- 1) Achieve the minimum passing grade of B- or PASS in each course; and
- 2) Consistently demonstrate professional behaviours as outlined in the Professional Behaviour Code for Graduate Learners, Health Sciences.

Program Learning Outcomes

The MSc in Psychotherapy Program Learning Outcomes encompass the main competencies that successful graduates from the program will acquire via course work and clinical practicum. By the end of the program, students will be able to:

Theoretical Knowledge

1. Demonstrate and apply knowledge of key theoretical models of mental illness and wellness, including understanding the role of human development, physical health, and sociocultural factors, in their professional practice.
2. Demonstrate knowledge of the theory and research support for evidence-based psychotherapies in the treatment of mental health disorders.

Therapeutic Skills

3. Demonstrate the competency to conduct clinical assessments, formulate case conceptualizations and develop treatment plans for a range of clinical presentations.
4. Engage in effective and competent clinical practice, which is demonstrated through the proficient use of evidence-based psychotherapies, ability to form therapeutic rapport, and effective communication with patients or clients.

Self-Awareness and Professional Standards of Conduct and Ethics

5. Demonstrate and integrate knowledge of professional standards of practice and ethical conduct in clinical practice.
6. Accurately appraise personal levels of clinical competence and identify areas for professional growth and self-directed learning.

Critical Thinking and Problem-Solving Skills

7. Use critical thinking skills to identify and solve complex problems and to appraise the success of the solutions employed.
8. Exhibit the ability to identify and make improvements in the delivery of patient or client care.

Communication Skills

9. Engage in effective written and oral communication skills with patients and other healthcare providers.

Research Knowledge and Skills

10. Demonstrate an understanding of clinical research methods, including the ability to critically evaluate the validity of clinical theories and research findings and the ability to conceptualize and develop a research study.
11. Integrate and apply knowledge of clinically relevant research findings in clinical practice, including the selection of appropriate evidence-based therapies, and measuring and evaluating clinical outcomes.

Curriculum Overview

Required Courses

The program includes 7 required courses (see chart below) that are taken during specific terms in the program. The semesters are approximately 12 weeks in duration and the total courses hours per class is 36 (3 hours per week).

Exceptions or substitutions are typically not granted for the required courses, except for PSYCHOTH 707 - Introduction to Psychotherapy Research. If a student has taken a graduate level course that is equivalent to PSYCHOTH 707 (i.e., graduate level clinical research course), the student can submit a request to be exempt from taking PSYCHOTH 707 and take another elective course in its place. Credits must have been achieved within the last 5 years with a minimum grade of B-. This is determined on a case-by-case basis and supporting documentation (e.g., course outline and completed and signed form) must be provided to the program office for consideration. Please connect with psychoth@mcmaster.ca for the appropriate program adjustment form to complete.

Elective Courses

Students are required to complete two (2) elective courses offered by the program. The elective courses are offered on a rotating basis and therefore, not all elective courses are offered each year. The curriculum committee is responsible for identifying the electives that will be offered each year. In the chart below, terms are identified as the recommended term for taking an elective, however a student can take an elective during any term where one is available.

Practicum Courses

The program includes the completion of two (2) practicum courses, PSYCHOTH 710 – Practicum I and PSYCHOTH 712 – Practicum II. Practicum I is completed in Term 3 (duration of practicum: May to end of August, 2-3 days per week) and includes the participation in the Practicum Integration Seminar. Practicum II is completed across Terms 4 and 5 (duration of practicum: September to end of April; approximately 2 days per week).

The practicum provides students the ability to apply and demonstrate their skills in a clinical setting and receive ongoing support from a practicum supervisor.

The program may defer a student's clinical practicum under special circumstances (e.g., the student has not met the academic requirements required to go on practicum).

Practicum Sites

Practicum sites include, but are not limited to hospitals, community-based counselling centres, university wellness centres, family health teams, and private practices. Practicum sites may be outside of Hamilton. Students are responsible for their own transportation and all associated costs in order to meet this program requirement.

The program will assist students in finding clinical placements but given that the placements are not directly affiliated with the program, the program cannot guarantee a practicum for each student.

Practicum Supervision

Students will have a primary supervisor at the practicum site who will provide ongoing clinical supervision and guidance. Practicum supervisors must meet the following requirements: (1) member of a regulated health profession who has the competency to provide the controlled act of psychotherapy; (2) has extensive clinical experience in the practice of psychotherapy; and (3) is competent to provide clinical supervision.

Practicum Evaluation

Practicum supervisors will complete standardized written evaluation of the student's clinical skill (i.e., application of interventions, ability to build a therapeutic alliance), communication skills, and awareness and application of ethics and professional standards. The supervisor will complete a midpoint and final evaluation. The evaluations will be reviewed by the student and submitted to the Coordinator of Clinical Education. With recommendations from the student's supervisor, the Coordinator of Clinical Education will provide a final grade for the practicum (pass/fail).

Unsatisfactory evaluations or poor professional conduct when interacting with patients/clients, staff and supervisors while on practicum may result in the termination of the practicum. If a practicum is terminated, in most situations this will result in the student receiving a failing

grade for the practicum and subsequently lead to the student being withdrawn from the program.

Please refer to the *Practicum Handbook* for additional information and evaluation forms.

Required SGS Online Modules

There are two (2) required SGS courses that ***must be completed by September 30th during your first year in the program.*** Students cannot register in a subsequent academic term without having successfully completed these online modules:

- SGS 101/ Academic Research Integrity and Ethics course
- SGS 201/Accessibility for Ontarians with Disabilities (AODA)

Instructions for how to enroll in and complete the two courses can be found here:

<https://gs.mcmaster.ca/how-to-enrol-in-and-complete-sgs-101-and-201/>

Example timeline for completing the MSc in Psychotherapy

Year 1	TERM 1: Fall	TERM 2:	TERM 3
	Fall: September – December	Winter: January – April	Spring/Summer: May - August
Required Courses	<ul style="list-style-type: none"> ▪ PSYCHOTH 701 - Introduction to Mental Health and Wellness (3 units) ▪ PSYCHOTH 702 - Principles of Evidence-Based Psychotherapy (3 units) ▪ PSYCHOTH 703 - Assessment and Case Formulation (3 units) ▪ <i>SGS 101 - Academic Research Integrity and Ethics course</i> ▪ <i>SGS 201 - Accessibility for Ontarians with Disabilities (AODA)</i> 	<ul style="list-style-type: none"> ▪ PSYCHOTH 704 - Cognitive Behavioural Therapy (3 units) ▪ PSYCHOTH 705 - Ethical Standards and Professional Practice (3 units) ▪ PSYCHOTH 707 – Introduction to Psychotherapy Research (3 units) 	
Elective Courses			
Practicum			PSYCHOTH 710 - Practicum I (2-3 days/week)

Year 2	TERM 4	TERM 5
	Fall: September – December	Winter: January – April
Required Courses	<ul style="list-style-type: none"> ▪ PSYCHOTH 706A/B – Applied Psychotherapy Skills (6 Units) 	
Elective Courses		<ul style="list-style-type: none"> ▪ 2 Electives (6 units) *
Practicum	<ul style="list-style-type: none"> ▪ PSYCHOTH 712A/B - Practicum II (6 units/2 days/week) 	

* Elective course offerings can be found on the MSc in Psychotherapy website. Course schedule may change based on faculty availability.

Student Evaluation

Academic Regulations

The MSc Psychotherapy program follows the University Regulations affecting graduate students, including policies around Academic Integrity, Code of Conduct and Appeal procedures can be found in the McMaster - Graduate Calendar and are available via the following link: <https://academiccalendars.romcmaster.ca/index.php>

Program Evaluations

Student performance is evaluated on a regular basis through the MSc Psychotherapy Program and using a variety of evaluation tools. Each course, for example, has its own evaluation criteria that typically involves a range of assignments, quizzes, papers, presentations and class participation.

A principal aim of the evaluation is to provide feedback to students to enhance their learning. Evaluations are also used to provide feedback to faculty, students, clients and society that graduates possess the required knowledge, skills and professional behaviours to function as competent professionals. Evaluations are designed to assess domains of learning and competency, such as knowledge and skills learned.

If you anticipate that you will be unable to complete an evaluation on time, please contact your course instructor at minimum two (2) business days prior to the due date. Requests will not be considered within 48 hours of the due date except under extenuating circumstances. Please see each course outline for the specific policy around extensions.

Related to clinical practicum, students will receive a mid-point and final evaluation from their supervisor that will inform whether all clinical activities associated with the placement were successfully achieved for attainment of a passing grade in the course. Unsatisfactory evaluations or poor professional conduct when interacting with patients/clients, staff and supervisors while on practicum may result in the termination of the practicum. If a practicum is terminated, in most situations this will result in the student receiving a failing grade for the practicum and subsequently lead to a dismissal from the program. Additional detail is included in the Practicum Handbook.

Grading system

The official results of graduate courses are reported as letter grades. Final grades are reported in Mosaic once they have been approved. The passing grades for courses at the graduate level are A+, A, A-, B+, B, and B-.

Instructors may record grades for individual evaluation components of the course either as letter or numeric grades as shown below.

Grade	Points	Equivalent Percentages	Pass/Fail
A+	12	90-100	P+
A	11	85-89	P
A-	10	80-84	
B+	9	77-79	
B	8	73-76	
B-	7	70-72	
F	0	69 and under	F

https://academiccalendars.romcmaster.ca/content.php?catoid=45&navoid=9133#2-6-9_course_grading

Failing a Course

As per section 2.6.11 of the SGS Graduate Calendar, failure of a course will be reviewed by the Program's Academic Study Committee and the Associate Dean. The program may or may not recommend that the student be allowed to continue in the program after a failed course. The Faculty Committee on Graduate Admissions and Study or the Associate Dean acting on its behalf requests a departmental recommendation regarding the student, and this recommendation is given considerable weight. In the absence of a departmental recommendation to allow the student to continue, the student will be required to withdraw. Those allowed to remain in the program must either repeat or replace the failed course or milestone, per the decision of the Faculty Committee on Graduate Admissions and Study. A failing grade remains on the transcript. *Students who fail a second course or milestone will not normally be allowed to continue in the program.*

Review of Student Progress

The program is a professional-based degree, and therefore all students are expected to demonstrate a level of professionalism and clinical performance consistent with the minimum standards and clinical competencies of graduate study. This performance is expected to be developmental, meaning that students should demonstrate increasing levels of clinical skill and independence over the two years of the program. Only those students whose clinical performance is consistent with such standards will be recommended to graduate.

The following are the minimum guidelines for student progression in the program:

- i. achieve a grade of at least B- in each course in order to continue in the program;
- ii. receive a PASS in Practicum I and Practicum II courses; and
- iii. consistently demonstrate professional behaviours as per the FHS Professional Behaviour Code of Conduct for Learners

Student progress includes assessment of academic coursework, clinical skills, and professional attributes required of all students at graduation. Student progress in the program is regularly reviewed by the Academic Study Committee (ASC). The ASC is responsible for determining if a student may proceed to the next term of study. Based on the ASC's recommendation, the student may be requested to attend a meeting to discuss progress in the program.

Related to practicum, the program may in appropriate circumstances defer or remove a student from a clinical practicum if the student fails to meet program requirements, including but not limited to requirements for professionalism, ethical behaviour, knowledge and skills, and communication. Failure to meet any requirement may result in restrictions or termination of a practicum or other program experience. In most cases termination of the practicum constitutes a failure, will result in the student receiving a grade of F in the course, and may result in dismissal from the program.

Remediation

The Academic Study Committee (ASC) meets after the completion of each university-based term and at the end of each practicum to review each student's academic progress, discuss any concerns (e.g., safety, grades, professionalism, clinical competencies), and determine if students are in a position to proceed in the program.

During the reviews, the ASC will consider all relevant information which includes but is not limited to: documentation related to specific course components or evaluations; student's overall academic standing and progress in the program to date; and documentation related to specific events or circumstances considered relevant to the review of student's progress. Based on this review, the ASC may recommend that a student engage in remediation (informal or formal) or be withdrawn from the program. Remediation is intended to support students to address learning gaps (e.g., theoretical or practical knowledge) or areas needing improvement (e.g., skills) in an effort to enable them to meet academic expectations required for graduation.

Based on the review, the ASC has the authority to:

- i. recommend informal remediation;
- ii. require formal remediation; and/or
- iii. make a recommendation for withdrawal

Informal Remediation

- If a student passes a course but experiences difficulties with performance in any area (such as failure of an assignment, limited participation, etc.) the ASC may recommend informal.
- *Procedures:* If the ASC recommends informal remediation, the student will typically receive a letter from the Program Director as Chair of the ASC.

Formal Remediation

- If a student fails a course, the ASC will make a determination if the student is eligible for formal remediation or ineligible for remediation if the deficits are significant and remediation would not result in the student meeting academic expectations. NOTE: Students who undertake a remediation course may incur additional tuition and supplementary fees, and/or may be required to extend the duration of their studies within the program.

- If the student is eligible for formal remediation as determined by the ASC, and if the student chooses to undertake it, they will register for the appropriate remediation course.
- If a student successfully completes the remediation course, an F will still remain on the transcript for the original failed course. The student will then be eligible to continue in the program in good academic standing. In some situations, the ASC may determine that it is necessary for information to be conveyed to a future evaluator as part of remediation to support current or future student performance.
- Should a student be unsuccessful in passing the remediation course, it will be considered a second fail. A grade of F will be assigned. The ASC would then make a recommendation for required withdrawal to the Associate Dean, Graduate Studies (Health Sciences) who decides on the recommendation on behalf of the Graduate Admissions and Study Committee.
- *Procedures:*
 1. If the ASC makes a recommendation for remediation or withdrawal, the student will be notified typically via a letter as soon as possible by the Program Director.
 2. The Program Director will typically request a meeting with the student to review the remediation or withdrawal process.
 3. If the ASC is recommending that the student be withdrawn from the program, the program will complete the Request for Change in a Graduate Student's Status form and forward this to the Associate Dean, Graduate Studies (Health Sciences), who will make a decision on behalf of the Graduate Admission and Study Committee.

On Being a Psychotherapist

Psychotherapist Profession

Completion of the MSc in Psychotherapy **does not** provide students with status as a Registered Psychotherapist or the ability to practice the controlled act of Psychotherapy. To practice Psychotherapy in Ontario, individuals are required to register with a specific regulatory College that under the Regulated Health Professions Act has been identified as a profession who can perform the controlled act of psychotherapy.

To practice as a Registered Psychotherapist in Ontario, individuals are required to register with the College of Registered Psychotherapists of Ontario (CRPO). Please review the CRPO's website for relevant registration material: <https://www.crpo.ca/>

The MSc in Psychotherapy Program was designed to meet the training requirements to be eligible to apply for registration with the CRPO, however completion of the program does not guarantee registration with the CRPO. The CRPO registration process is independent of the program. The CRPO outlines a competency profile that individuals registering to become a psychotherapist must possess. Students will be informed of this competency profile and asked to keep record of their course work and clinical training as examples of their experiences in the various competency areas.

Should a student be interested in providing psychotherapy or registering with a professional college outside of Ontario, they will be required to identify the specific training requirements of that regulatory college.

Recognized Programs by the CRPO

The MSc in Psychotherapy program is **not** a recognized program by the CRPO. Given that we are a new program, we cannot apply for recognition until we have two graduating cohorts.

Completing a non-recognized program does not limit a student's ability to register with the CRPO, but does require the student submit additional documentation on their program when applying to ensure that they have met the competencies required for registration and pay an additional fee. Please see the registration requirements on the CRPO's website.

Psychotherapy Program Expectations and Procedures

Attendance and Absences

Students are expected to be actively participate in and attend all classes. A minimum of 80% attendance must be achieved to successfully pass each course. If students do not attend 80% of the class, they will receive a failure for the class and may be required to retake the class or be withdrawn from the program.

In the rare circumstance when an absence is required, students must notify their professor in advance or as soon as possible after the missed class and make arrangements with a classmate to secure any missed materials and class notes.

Students who are requesting a planned absence of more than five (5) business days away from the program, are required to submit a formal written request to the Program Director at least one (1) month in advance. Missed class time due to issues beyond the student's control, such as an unexpected injury, illness or compassionate leave are the *only reasons prior approval is not required* by the Program Director. In cases of such absences, the Program Director and Coordinator of Clinical Education must be notified immediately.

For further information on University-based policies on attendance and leaves of absences, please refer to the SGS Calendar:

<https://academiccalendars.romcmaster.ca/content.php?catoid=39&navoid=8154>

Practicum

If a student is going to be absent during a clinical practicum, they must also submit a formal request in writing to the Coordinator of Clinical Education. Requests will be assessed on an individual basis. If the request is approved, the Coordinator of Clinical Education will communicate with the practicum supervisor. A student's request may not be granted if the practicum site and supervisor are not available to accommodate the student's request to make up time for the placement

Missed practicum time due to issues beyond the student's control, such as an unexpected injury, illness or compassionate leave are the *only reasons prior approval is not required* by the Program Director and Coordinator of Clinical Education. In cases of such absences, the Program Director and Coordinator of Clinical Education must be notified immediately (within two (2) business days) so that alternative arrangements can be made, contact with the practicum supervisor can occur in a timely fashion, and a plan can be put in place both for the absence of the student from the practicum site and a plan for making up missed practicum time. Please refer to the Practicum Handbook for additional details on this policy.

Academic and Clinical Advising

The Program Director serves as students' academic advisor, and the Coordinator of Clinical Education serves as students' clinical advisor. Students are encouraged to contact instructors as a first step for advice and to resolve any issues, and then the appropriate program advisor (academic or clinical) as appropriate.

Enrollment

The MSc Psychotherapy program is a full-time program and therefore it is expected that students view the MSc Psychotherapy program as full-time occupation. As stated in the McMaster Academic Calendar, students should be employed no more than an average of 20 hours per week outside of the program.

Please see section 2.5 of the graduate calendar for detailed information, definitions and regulations about being a full-time student at McMaster.

Important McMaster Policies, Guidelines and Procedures

Additional detail on the sections below can be found on the McMaster website:

<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/quick-link-students/>

Academic Dishonesty

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage.

Wherever in this policy an offence is described as depending on “knowingly,” the offence is deemed to have been committed if the person ought reasonably to have known.

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- a. adhering to the principles of academic integrity when submitting application materials
- b. following the expectations articulated by instructors for referencing sources of information and for group work;
asking for clarification of expectations as necessary;
- c. identifying testing situations that may allow copying;
- d. preventing their work from being used by others, e.g., protecting access to computer files

Students are responsible for their behaviour and may face penalties under the Academic Integrity or Research Integrity policies if they commit academic dishonesty or research misconduct.

Graduate students, having been deemed admissible to higher studies, are expected to be competent in the acknowledgement of other people’s work, whether that work is in print or electronic media.

Graduate students are expected to understand the demands of ethical conduct of research and reporting research results and behave ethically and responsibly in conducting and reporting research. All graduate students are responsible for familiarizing themselves with the definition of research misconduct in the University’s policy, namely, “a researcher must be honest in proposing, seeking support for, conducting, and reporting research; a researcher must respect the rights of others in these activities.”

Academic Integrity Policy

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various kinds of academic dishonesty please refer to the Academic Integrity Policy (link below).

The following illustrates four examples of academic dishonesty:

1. Plagiarism (e.g., the submission of work that is not one's own or for which other credit has been obtained).
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.
4. Re-submission of an assignment that has been graded as part of a previous course.

Issues of academic integrity are taken very seriously within the Master of Psychotherapy program. Problems with integrity in an academic professional preparation program are frequently a sign of problems to come in professional practice, related to unprofessional conduct. Always consider this when researching, reviewing text, writing and completing assessments in your program.

The most current Academic Integrity Policy is dated May 18, 2022 (effective July 1, 2022) <https://www.mcmaster.ca/academicintegrity/>

Appeals Procedures

The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of University regulations, policies and actions that affect students directly. The procedures described in the [Student Appeal Procedures](#) are intended to provide a mechanism to fairly address alleged injustices.

Students who wish to raise questions or who have a concern are strongly encouraged to communicate informally with their instructors, the Program Director, the Department Chair and/or the Associate Dean of Graduate Studies, the University Ombuds, or the appropriate administrative officer *before* seeking a review under the formal procedures. Experience has shown that many complaints can be resolved satisfactorily through informal communication. Students are requested to speak with the University Secretary regarding a complaint before submitting an application.

Students should seek remedies for their grievances as promptly as possible and must do so within the time limitations set out in the Student Appeal Procedures.

Professionalism

All Faculty of Health Sciences learners shall demonstrate the following professional behaviours in all academic and clinical settings at all times as outlined in the Faculty of Health Sciences Professional Behaviour Code of Conduct for Learners. The three domains of professional behaviour include:

1. Professional Responsibility, Integrity and Accountability
2. Self-Improvement and Pursuit of Excellence
3. Respectful Professional Relationships and Communication

For the purposes of this Code, Faculty of Health Sciences learners, shall be governed by this policy whether they are engaged in purely academic or academic/clinical activities, engaged in administrative functions associated with their learning, or conducting or assisting in research, and whether the activities are on or off site, in in-person interactions or online environments. The policy shall be applicable to all contexts and circumstances in which learners are, or could reasonably be considered to be, representing their educational program. The full guideline is available here:

<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/quick-link-students/>

Online Behaviour

Avenue to Learn course pages are considered an extension of the classroom and usage is provided as a privilege subject to the same code of conduct expected in a lecture hall (see relevant section of the Code of Student Rights and Responsibilities below). This privilege allows participation in course discussion forums and access to supplementary course materials. Please be advised that all areas of Avenue to Learn, including discussion forums, are owned and operated by McMaster University. Any content or communications deemed inappropriate by the course instructor (or designated individual) may be removed at his/her discretion. Per the University Technology Services Code of Conduct, all members of the McMaster community are obligated to use computing resources in ways that are responsible, ethical and professional. Avenue to Learn Terms of Use are available at <http://avenue.mcmaster.ca>.

Students attending courses that are offered online via Web and Videoconferencing Platforms (e.g., Zoom, WebEx) should also assume their participation is equivalent to a in-person class and the same code of conduct applies. For online courses that are scheduled as a “virtual classroom” students are expected to attend the course at the time that the course is offered, as they would attend an in-person class.

Religious Holiday and Observance

Please refer to the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances (RISO) located here: <http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-Observances.pdf>

University Student Identification Cards

Fully registered students (financially registered) will receive a University Student Photo Identification (ID) card with an ID number and bar code. Information about McMaster Student cards can be found here: <https://registrar.mcmaster.ca/services/student-card/>

Important Deadlines and Dates

Please see the Graduate Calendar: <https://academiccalendars.romcmaster.ca/>

Storm Procedures and Class/Exam Cancellations

In the event of severe winter weather, University staff, faculty and students are advised to listen to the radio or to view the Daily News website for news that the University is closed. The McMaster University Storm Emergency Policy and Procedures is available online at: <https://secretariat.mcmaster.ca/app/uploads/Storm-Emergency-Policy.pdf>

When the University decides to close, Public Relations will notify local Hamilton radio stations immediately that McMaster is closed for the day and evening. In addition, this information can be found on the McMaster Daily News webpage at <http://dailynews.mcmaster.ca>, and on the McMaster Safety App. Every effort will be made to notify the radio stations by 7 a.m., however, this may not always be possible.

General Information

Avenue2Learn

Information related to the program and your courses will be communicated via an online platform called Avenue2Learn. You will use your email username and password to log into your Avenue2Learn account. <https://avenue.mcmaster.ca/>

Change of Address/Name

Students may change personal information (e.g., name and/or address) within MOSAIC. It is imperative that this information is kept current in case of emergencies.

It is the responsibility of the student to inform the Program Administrator of a change in name, address, or telephone number.

Confirmation of Enrollment Letters

Occasionally a student requires a letter confirming enrollment in the program. Students may obtain this type of letter by logging into MOSAIC (Student Services Center/ Finances) and selecting the “Course Enrollment” letter option from the drop-down menu.

Confirmation of Graduation Letters

Between the completion of Term 5 and convocation, students occasionally require a letter acknowledging that upon successful completion of all requirements of the program, the student is eligible to graduate in May. Students may obtain this type of letter by logging into MOSAIC (Student Services Center/ Finances) and selecting the “Approved to Graduate” letter option from the drop-down menu.

Email

All students are provided with a McMaster email. It is McMaster policy that all e-mail communication sent from students to faculty and program staff must originate from the student’s own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student’s responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

Information from the program, Department of Psychiatry and Behavioural Neurosciences, Faculty of Health Sciences is sent regularly to students via their McMaster e-mail accounts. Email is a critical communication avenue and students are expected to monitor their McMaster email accounts at least daily. Student email accounts are active from September 1st of the enrolment year and to October 15th of the graduation year.

<https://www.mcmaster.ca/uts/students/gettingstarted/electronicMail.html>

Mosaic Student Centre

University-based administration information related to course enrollment, grades, tuition can be found on the Mosaic System - <https://epprd.mcmaster.ca/psp/preprd/?cmd=login>

Transcripts

Information on requesting a transcript: <https://registrar.mcmaster.ca/services/transcripts/>

Withdrawal Procedures

Students seeking to voluntarily withdraw from the Psychotherapy Program are requested to contact the Program Administrator who will advise them on the procedures.

McMaster Student Services and Resources

Equity and Inclusion Office (EIO)

The Equity and Inclusion Office (EIO) wants to ensure McMaster is a university community where all students, staff and faculty can learn, work and live in equality and respect. To this end, the EIO actively promotes an environment free from sexism, racism, heterosexism, discrimination against people with disabilities and all other forms of harassment and discrimination. In addition, the EIO receives enquiries and complaints concerning any form of harassment or discrimination and attempts confidential resolution.

All contacts with the centre are confidential.

Equity and Inclusion Office University Hall 104 equity@mcmaster.ca 905-525-9140 ext 27581
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Financial Information

Student Financial Aid and Scholarship Office

The McMaster Office of the Registrar provides services and supports to all students, relating to OSAP, bursaries, and drop-in counselling.

Office of the Registrar Gilmour Hall, Room 108 <http://sfas.mcmaster.ca/>

Financial Assistance Programs

Ontario Student Assistance Program (OSAP) – students must be Canadian citizens or permanent residents of Canada or must meet Ontario Residency Requirements to be eligible to apply for OSAP. If students do not meet the Ontario residency requirements it is recommended that they apply for government student loans through their home province. Out-of-province students are able to apply to the McMaster bursary program. They must provide their student loan assessment from the home province with proof that they have negotiated at least their first loan along with the completed bursary application. Online bursary applications are available through MOSAIC beginning mid-September.

Out of Province and Out of Country Student Loans' Programs – facilitated by the Registrar's Office for students from out of town and out of country. Please contact the office for more information.

Scholarships And Bursaries

The School of Graduate Studies administers government and institutionally funded financial aid programs to assist students who demonstrate financial need. It is recommended that

students apply for OSAP (<http://osap.gov.on.ca>), or a government student loan from their home province; apply for a line of credit; apply for a McMaster bursary in the fall term; apply for a work program (e.g. Ontario Work- Study); and apply for external bursaries/scholarships to help meet their education and living costs. For a complete list of available scholarships please visit <https://gs.mcmaster.ca/current-students/scholarships/>.

Students are encouraged to set up an account with AwardSpring, McMaster's platform for matching students with available scholarships and bursaries. For more information please visit <https://registrar.mcmaster.ca/aid-awards/scholarships-and-bursaries/#tab-20>.

Students with disabilities should contact the Student Accessibility Services regarding additional funding/bursaries that may be available for individuals with special needs.

Students of Indigenous Ancestry should contact the Indigenous Students Health Sciences Office (ISHS) regarding additional funding/bursaries that may be available.

A full list of bursaries is available from The School or Graduate Studies found here <https://gs.mcmaster.ca/current-students/scholarships/>.

Graduate Students Association

The Graduate Students Association (GSA) of McMaster University was incorporated as a non-profit corporation to represent all students registered in the School of Graduate Studies in matters dealing with the University (excluding employment), and to promote the welfare and interests of such students by providing social, athletic, and intellectual activities.

Students registered in the School of Graduate Studies are required to pay the dues set by the Association at its annual meeting; these dues must be paid by the students during registration. The annual dues are used to support the many organizations in which graduate students take an active part, and to finance the many activities which the GSA organizes. Included in the dues are enrolment in a drug & accident insurance plan and a bus pass. Coverage is automatic once a student is registered. Family coverage is available by paying an additional premium to the GSA. Opt-outs are permitted under certain conditions. Contact the GSA office for further details.

GSA Offices
Refectory Rathskeller Building;
2nd floor
macgsa@mcmaster.ca
<https://gsa.mcmaster.ca/>
905-525-9140 ext 22043

Health Insurance and Dental Plan Information

Health Insurance Information

OHIP regulations require that you present your health card at every healthcare professional visit funded through the provincial health insurance plan. Students without valid health insurance will be responsible for paying directly for medical/healthcare services. To obtain information on Ontario Health Insurance coverage, visit http://www.health.gov.on.ca/en/public/programs/ohip/ohipfaq_mn.aspx or call 1-866- 532-3161

International students and their families who are not eligible for Provincial Health Insurance may apply for UHIP. For further information contact the International Student Services Office, Gilmour Hall, Room 104, ext. 24748 or visit: <https://iss.mcmaster.ca/>

Dental Plan

Effective September 1, 2010, all graduate students will have dental coverage. Please visit www.ihaveaplan.ca for more details.

Extended Health Benefits - Drug Insurance Plan

The Graduate Student Association has a prescription drug insurance plan for graduate students. Insurance forms are available at the GSA Office in the Refectory Rathskeller Building, ext. 22043. Please visit www.ihaveaplan.ca for more details.

Students are advised that they are responsible for arranging health insurance coverage when studying outside of Ontario (e.g. for clinical education course placements).

Indigenous Students Health Sciences Offices (ISHS)

The Indigenous Students Health Sciences (ISHS) Office is designed to address three broad areas of need:

1. Increased student preparedness, entry and completion of health science programs;
2. Ongoing identification and removal of barriers to success within the university including increasing awareness of First Nations, Inuit and Métis health issues among faculty and student body; and,
3. Improved relations between the university and local Indigenous communities.

Their strategy to achieve this mandate is to:

- Provide student career counseling and assistance with admissions and application processes;
- Work closely with health sciences programs to strategize ways for overcoming barriers and improving preparedness and access for students;
- Act as an advocate and champion for First Nations, Inuit, and Métis student priorities;

- Link with local Indigenous communities and organizations for consultation, outreach and recruitment; and,
- Create an inclusionary environment for First Nations, Inuit, and Métis students within the university that includes infusion of First Nations, Inuit, and Métis specific content into all health sciences program curriculum.

ISHS Office
 HSC 2A1E
ishs@mcmaster.ca
<https://ishs.mcmaster.ca/>

Library Services

Health Sciences Library (<https://hsl.mcmaster.ca/>)

It is your responsibility to become familiar with the expectations outlined in the “Regulations Governing Behaviour in the Health Sciences Library”. For instance, the Regulations document describes noise, food smells, cell phone use and misappropriation of the furniture and space.

Accessing Library resources from home: To access the McMaster library resources from home, students may use Off-Campus Access. If you have not already registered for an Off-Campus Access account, you can do so online.

By using Off-Campus Access, you will be able to access all electronic library resources from any computer with Internet access.

For more information, please visit <https://library.mcmaster.ca/services/off-campus-access>.

SJHH Library Services: An SJHH swipe card is required in order to consult library materials.

Karen Dearness Director – SJHH Library Services	905-522-1155 ext 33410 library@stjoes.ca
Kaitryn Campbell West 5 th Librarian	kcampbel@stjoes.ca

Off-Campus Resource Centre

Students can search for available student housing in the McMaster Area.

Off-Campus Resource Centre MUSC
B112 (Lower Level)
<http://macoffcampus.mcmaster.ca>
[905-525-9140 ext 24086](tel:905-525-9140)

Ombuds Office

Ombuds is a confidential service designed to assist students, faculty and staff in the just, fair and equitable resolution of university related complaints and concerns.

All contacts with the centre are confidential.

Ombuds Office
MUSC 210
ombuds@mcmaster.ca
[905-525-9140 ext 24151](tel:905-525-9140)

Sexual Violence Support

McMaster is committed to the prevention and response to all forms of sexual and gender-based violence. For further information regarding McMaster's Sexual Response Protocol visit: <https://wellness.mcmaster.ca/crisis-support/sexual-violence-support/>

The Sexual Violence Response Coordinator is available to those at the University seeking support and/or further information related to sexual violence.

Sexual Violence Prevention and Response Office University Hall – 104 1280 Main St West.	Natalie Lafleur, MSW, RSW (she/her) Sexual Violence Response Coordinator University Hall – 107 lafleun@mcmaster.ca 905-525-9140 ext 20909
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Student Accessibility Services (SAS): Accommodations for Chronic Conditions and Disabilities

McMaster University is committed to ensuring that each student is afforded an academic environment that is dedicated to the advancement of learning and is based on the principles of equitable access and individual dignity. Student Accessibility Services (SAS) offers various supports for students with disabilities. SAS assists with academic and disability-related needs,

including Learning Strategies Assistive Technologies, Test & Exam Administration, Note-taking, and Accommodations for Courses.

The Academic Accommodation of Students with Disabilities Policy is available at: <https://secretariat.mcmaster.ca/app/uploads/Academic-Accommodations-Policy.pdf>

If you require accommodations for your academic courses (university based and/or clinical placements), please schedule an appointment with Student Accessibility Services (SAS).

It is strongly recommended that you contact Student Accessibility Services as soon as possible.

All contacts with the Centre are confidential.

Student Accessibility Services MUSC B107 (Lower Level) sas@mcmaster.ca http://sas.mcmaster.ca 905-525-9140 ext 28652

Student Mental Health and Well-Being Strategy

In January 2014, Student Affairs, in partnership with the Faculty of Health Sciences, undertook a project to assess the McMaster landscape in order to identify the strengths, challenges and gaps to adequately address the mental health needs of our students. The McMaster Student Mental Health and Well-Being Strategy was created to address these needs.

<http://mentalhealthstrategy.mcmaster.ca/>

Student Wellness Centre

The Student Wellness Centre supports students in having a better McMaster experience, through maintenance of a healthy lifestyle. The Centre can enhance your academic success by providing a range of health services, including access to a personal health care provider or personal and/or group counselling services during your time at McMaster.

Student Wellness Centre PGCLL 210/201 1280 Main St West http://wellness.mcmaster.ca/	905-525-9140 ext 27700 wellness@mcmaster.ca M-Thr – 9am – 8pm Fri – 9 – 5pm Closed for lunch – 12:30 – 1:30pm Sat/Sun - Closed
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Writing Skills Training Resources via School of Graduate Studies

The School of Graduate Studies offers various online and in person skills training opportunities, including access to Graduate Writing Consultants by appointment.

For more information about skills training visit: <https://gs.mcmaster.ca/current-students/resources/>