

## NEW GRADUATE STUDENT GUIDE – INITIAL RESPONSIBILITIES AND ADVICE

Following admission and acceptance into the College of Pharmacy and Nutrition graduate program, graduate students should generally adhere to the following sequence of activities:

| <b>Responsibilities of a new graduate student within TWO months of starting program</b> |  |
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| Meet with supervisor and advisory committee   | <ul style="list-style-type: none"> <li>• Review the student-supervisor agreement with your supervisor. A signed copy of the agreement should be forwarded to the Graduate Administrative Support person. We recommend this agreement be reviewed once per year.</li> <li>• Complete your Program of Studies document with your supervisor and obtain approval by your committee (for details, see Appendix “Program of Studies (POS)”)</li> </ul>  |
| Meet with Graduate Programs administrator   | <ul style="list-style-type: none"> <li>• Complete a payroll information form, provide a copy of the student’s study permit, if applicable, and social insurance number, and complete the Employee Direct Deposit form and TD1/TD1SK Personal Tax Credits Return forms.</li> </ul>  |
| Register for mandatory courses  | <p>Register immediately into the following REQUIRED courses online using PAWS.</p> <ol style="list-style-type: none"> <li>1. <b><u>994 or 996</u></b> <ul style="list-style-type: none"> <li>○ <b>MSc students</b> must always be enrolled in <b>994</b> (i.e., NUTR 994 or PHAR 994) and <b>PhD</b> students must always be enrolled in <b>996</b> (e.g., NUTR 996 or PHAR 996). Registration must be renewed EVERY TERM (i.e., Spring/Summer, Fall and Winter terms) until all degree requirements have been completed.</li> <li>○ These are not “courses” per se. They serve to register you in either the MSc or PhD program but do not have lectures or assignments associated with them.</li> </ul> </li> <li>2. <b><u>990</u></b> (PHAR 990 or NUTR 990)           <ul style="list-style-type: none"> <li>• All graduate students (MSc and PhD) must register for the graduate seminar course, PHAR 990 or NUTR 990, during the fall term (i.e., September to December) AND the winter term (i.e., January to April). Requirements for this course are emailed to students at the beginning of each year from the 990 coordinator. The course typically involves presenting your graduate research and appraising the research of other students. Professional development topics are also presented.</li> </ul> </li> <li>3. <b><u>GPS 960.0</u></b> <ul style="list-style-type: none"> <li>○ GPS 960 is an Introduction to Ethics and Integrity course that is offered ONLINE through PAWS. All graduate students must complete this course in their first term. It can be completed within a relatively short period of time. Depending on your research project, you may</li> </ul> </li> </ol> |

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|   | <p>also be required to take one or both of: <b>GPS 961.0</b> Ethics and Integrity in Human Research or <b>GPS 962.0</b> Ethics and Integrity in Animal Research. Check with your supervisor to determine if these additional courses are required for you.</p> <p>4. <b>Certification/Safety</b></p> <ul style="list-style-type: none"> <li>○ Depending on your research area, you may need training in order to begin. For example, students working in most laboratories will require Biosafety and Laboratory Safety training. A student in clinical/applied research may need training in software such as SAS or NVIVO. Check with your supervisor to determine which training programs are needed. See <a href="http://safetyresources.usask.ca/services/training/">http://safetyresources.usask.ca/services/training/</a> for a list of available courses and instructions on registration.</li> </ul> |
| <p>Register for program-specific courses.</p> | <ul style="list-style-type: none"> <li>● All graduate students are required to complete coursework specific to their area of focus. Courses should be identified as soon as possible with the help of the supervisor and advisory committee and listed in the Program of Studies document (discussed above). However, these courses do not have to be taken immediately. MSc students are required to complete 9 credit units and PhD students are required to take 6 credit units before the end of their program.</li> </ul>  |
| <p>General needs:</p>                         | <ul style="list-style-type: none"> <li>● Obtain your student card, bus pass, or parking pass (if needed)</li> <li>● Check out your work space, bus route, places to eat, and participate in student events as much as possible!</li> </ul>  |
| <p><b>Beyond 2 months --</b></p>              |   |
| <p>Yearly committee meetings</p>              | <p><b>A committee meeting must be held a MINIMUM of once per year.</b> Students who fail to hold a yearly committee meeting without prior approval from the Associate Dean, Research and Graduate Affairs will be ineligible to hold College of Pharmacy and Nutrition awards and scholarships as such students are not meeting the requirements of their graduate program.</p> <p>It is strongly encouraged that students organize their own advisory committee meetings with assistance from their supervisor. The Graduate Administrative Support person must be notified of ALL committee meetings at least ONE WEEK PRIOR to the scheduled date. The Graduate Administrative Support can assist with meeting scheduling if problems arise with room bookings are video conferencing.</p>   |