School of Nursing
Graduate Programs (MScN, PHCNP, PhD)

Academic Advisor/Supervisor and Student Guide
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WELCOME!

Welcome to graduate studies in the School of Nursing, University of Ottawa. This guide is intended for students registered in one of the Graduate Programs in the School of Nursing and academic advisors/ supervisors. In this guide, we aimed at presenting information we believe, will ease your journey through this unique and exhilarating intellectual adventure.

This School of Nursing Graduate Programs Student Guide should be used in conjunction with the information on the University of Ottawa website. Some of the important links are listed in this guide. The University of Ottawa policies and regulations for graduate studies are available at http://www.uottawa.ca/administration-and-governance/policies-and-regulations.

This student and academic advisor/supervisor guide and the University of Ottawa website will provide you with information about our programs, university policies and resources that will help you to develop your plan of studies with your academic advisor or thesis supervisor.

Our graduate programs are administered by the School of Nursing (Assistant Director for Graduate Programs) and the Faculty of Health Sciences in collaboration with the University of Ottawa Office of Graduate and Postdoctoral Studies.

I know that you will find the School of Nursing a stimulating learning environment and on behalf of all of our faculty and staff, I wish you an enjoyable and productive learning experience.

Best wishes with your studies,

Assistant Director, Graduate Programs
School of Nursing
613-562-5800 ext. 8422
University of Ottawa Website – Important Webpages
http://www.uottawa.ca/

School of Nursing (SON) http://health.uottawa.ca/nursing/

SON Programs http://health.uottawa.ca/programs

SON Courses http://catalogue.uottawa.ca/en/graduate/master-science-nursing/index.html#Coursestext

Student Resources, Guidelines, & Forms https://health.uottawa.ca/nursing/student-life/student-resources

Faculty of Health Sciences http://health.uottawa.ca/

Graduate and Postdoctoral Studies https://www.uottawa.ca/graduate-studies/

Forms https://www.uottawa.ca/graduate-studies/students/forms

Theses https://www.uottawa.ca/graduate-studies/graduate-studies/students/theses

University of Ottawa Academic Regulations https://www.uottawa.ca/administration-and-governance/policies-and-regulations

Important Academic Dates and Deadlines https://www.uottawa.ca/important-academic-dates-and-deadlines/

General Information for Students & uoZone http://www.uottawa.ca/en/students

Campus Maps http://www.uottawa.ca/facilities/maps

Shuttle Bus Schedule http://www.uottawa.ca/parking/shuttle-bus
FACULTY OF HEALTH SCIENCES

The School of Nursing (SON) is located within the Faculty of Health Sciences. More information including resources and services is provided on their website.

SCHOOL OF NURSING

Information and news about the SON at the University of Ottawa is available online.

GRADUATE PROGRAMS COMMITTEE

Matters concerning the graduate programs of the SON are addressed by the Graduate Programs Committee. The Graduate Programs Committee consists of the Assistant Director (who is the Chairperson), full-time professors, joint appointees, the Nurse Practitioner Program Site Coordinator, and students from both the Master’s and PhD program.

GRADUATE AND POSTDOCTORAL STUDIES IN NURSING

Overviews of all graduate programs, admission requirements, degree requirements and course descriptions are available on the University of Ottawa's graduate program website.

Academic regulations applicable to all levels of studies and those that are applicable to graduate studies are available on the Administration and Governance website.

GRADUATE STUDENT ASSOCIATION (GSAÉD) ÉTUDIANT DIPLÔMES

All full-time and part-time students enrolled in a graduate program are members of the University of Ottawa GSAÉD. The GSAÉD executive includes a president, a vice-president-internal, a vice-president-finance, a vice-president-communication, and a vice-president-service. Consult their website to learn more about the Association, the elected executive members, what they can do for you, and how you can get involved.

REGISTERED NURSES’ GRADUATE STUDENT ASSOCIATION (GNA)

The GNA represents graduate nursing students in the Master’s and Doctorate studies within the SON at the University of Ottawa. The GNA is a department association of the Graduate Students Association Étudiants Diplômes (GSAED) of the University of Ottawa. The purpose of the GNA is to pursue a supportive environment for excellence in education and to promote participation of graduate nursing students regarding decisions and activities at the University of Ottawa. As a community, the GNA supports diversity, inclusivity, and respect for all members.

Throughout the academic year, the GNA hosts a number of free social and educational events. Each year, the GNA offers over $1,000 in bursaries for students in all graduate nursing programs. The GNA facilitates the “GradBuddy Program”, which is designed to help students transition into graduate studies and increase a sense of community among students.

Contact the GNA directly at: graduate-nursing@uottawa.ca.
ACADEMIC ADVISOR/THESIS SUPERVISOR

Academic Advisor

Upon admission to the program, every student who does not have a thesis supervisor is assigned an academic advisor who acts as a resource person for the duration of the student’s studies. The assignation of academic advisors is done according to the number of students that professors already have under their responsibility, research practice interests and the student’s language preference. Students are assigned academic advisors based on the information provided in the graduate students’ application. The number of students assigned to each professor usually varies. The SON aims to fairly distribute the graduate students among professors.

Once the process of assigning academic advisors is complete, each professor is sent a list of the names of the students they have been assigned. Students then receive an email message notifying them of their academic advisor’s name and contact information. Students are expected to contact their academic advisor (or thesis supervisor) initially to schedule an appointment during their first term (refer to Appendix A for ways to prepare for this meeting). For advisors, Appendix B is a fillable outline for information to be discussed in the first meeting.

If you are registered in the MScN thesis option, your advisor may assist you in the choice of an appropriate thesis supervisor. A complete list of professors and their research interests is available on the SON website.

Role of Academic Advisor

Besides acting as a resource for the student, the role of the academic advisor is to guide students academically. To fulfill this role, the academic advisor must possess a basic knowledge of the various aspects of graduate programs at the School of Nursing such as program descriptions, course information, and student program plans.

Other Resources Within Nursing

Your academic advisor or supervisor is your main contact should you have any questions or concerns about your studies. However, if you have concerns or questions about the program, you may contact the Administrative Assistant for Graduate Program at graduate.NUR@uOttawa.ca. You may also contact the Assistant Director – Graduate Programs, School of Nursing at esi.grad.dir@uottawa.ca

GRADUATE COURSES

Course Descriptions

You can look at the Master’s and PhD course descriptions on the Graduate and Postdoctoral Studies website.
Course Equivalencies

Course equivalencies for courses that were taken prior to admission to the program may only be approved by the Assistant Director of Graduate Programs Studies. To initiate this process, contact the academic secretariat at healthsc@uottawa.ca.

Course Registration

Students register for courses online through uoZone. The registration procedure is outlined online. To check the status of your course registration, you can refer to your uoZone account. All courses in at distance are in real time.

Registration Requirements for Clinical Courses and Clinical Placements

In order to register for a course with a clinical component (all MScN and PHCNP), students must comply with the Faculty of Health Sciences requirements. A description of the requirements and the required forms to be completed are available on the Office of Risk Management website. The completed forms must be submitted to the Risk Management Nurse at NsgOttawa@uottawa.ca. These requirements are taken very seriously. If the SON does not comply with students meeting the requirements, they risk losing access to healthcare facilities.

Modification and Cancellation of Registration

Students wishing to modify and/or cancel a course must complete the Modification/Cancellation of Registration. This form must be submitted under “Modification or Cancellation of Registration” on uoZone for approval.

Consult the University calendar for modification and cancellation deadlines or visit the Important Academic Dates and Deadlines webpage. As well, you will be asked to submit an updated course plan.

Course Schedules

The course schedules for all graduate programs are available on the University of Ottawa Course and Exam Timetables webpage. Please view both tabs – Basic Search and Advanced Search.

Fast-track to PhD

MScN students have the option to Fast Track into the PhD program after they have completed their four core Master's courses with a CGPA of at least 8.0. The application deadline for this transfer is the first Monday in May.

More information on the Fast-track from Master's to PhD is available here (scroll down the page). The fast-track has advantages and disadvantages which should be discussed with your thesis supervisor. Feel free to contact healthsc@uOttawa.ca with questions or concerns.
Time Limit or Deadline for Graduate Studies

The MScN course must be completed within 4 years for both full time and part time students. The PhD in nursing program must be completed within 6 years. If you have not completed your program by the deadline, you must submit a service request under “Extension of the time limit” in uoZone and have this approved. If you have an approved leave of absence (e.g. parental leave, medical leave), the time you were on leave is not counted within these time limits.

MASTERS OF SCIENCE IN NURSING PROGRAM – MScN

Goal

The goal of the program is to educate registered nurses for an advanced practice role and/or doctoral studies. Graduates of the program are prepared to assume leadership roles in improving the quality of nursing care in various health care settings. The program provides rigorous academic preparation based on theory and research to address health-related phenomena experienced by individuals, families, groups, aggregates, and communities.

Objectives

In support of the above goal, the faculty members of the SON are committed to assisting students to achieve the following objectives:

- Critique, compare and contrast theories relevant to nursing.
- Demonstrate knowledge of a broad range of research methods.
- Apply advanced knowledge and competencies in the provision of direct nursing care in a specific area of nursing practice.
- Act as a consultant as required in complex care situations.
- Design and evaluate educational interventions for clients and families, colleagues, students and community.
- Foster the use of research findings in practice and initiate independent and/or collaborative research projects.
- Demonstrate professional, social, and political leadership skills needed to influence change in nursing and health care.
- Participate in interprofessional collaboration in planning, implementing and evaluating health care.

Program Options: Thesis or Clinical

The choice of thesis or clinical stream revolves around several issues. Your decision should be made in consultation with your academic advisor or supervisor.

Program Duration and Course Sequence

A full-time student is expected to take 24 months (6 sessions) to complete the program. The program can be taken on a part-time basis over a maximum of four years. Not all courses are necessarily offered in each term. Electives can be taken at any point; therefore, it is important to plan carefully with your academic advisor in order to meet all of the requirements within the time limit. It is strongly recommended that you follow the course sequence provided on our website. A template that you can use to document your progress through the program is available for
both the MScN and PhD in this guide. Please bring your completed program plan when you first meet with your academic advisor or thesis supervisor and when you intend to discuss making any changes from the recommended sequence.

Research Rounds

Graduate students are expected to participate in research rounds to expand their knowledge on research methods. The SON offers research rounds routinely and there are other research rounds presented in the School of Epidemiology and Public Health and the Clinical Epidemiology Program at the Ottawa Hospital Research Institute.

Distance Education

All core and most elective courses are offered by distance modalities to students registered in the Master’s distance program. Francophone students from minority French-language communities situated in the western provinces, Atlantic Provinces, and the Territories can benefit from the Consortium national de formation en santé (CNFS). Any questions regarding access to courses should be addressed to the professor of the specific course. Also consult the Distance Education webpage for a wide variety of useful tools for distance students.

Course Delivery

**Distance Courses**

Courses where the professor and some students are in class and the remaining students from different regions are present and connected either by audio or video during scheduled class hours. Within the MScN program, the distance option is available for most courses (only for students enrolled in the distance program).

**Online Courses**

Courses where the professor is not physically present in the classroom; the course content is usually available on Virtual Campus (Brightspace). Courses are rarely provided as online courses. However, the professor may require your virtual or physical presence in class during specific times (e.g., discussion periods, exams). Consult the professor’s Brightspace course page for specific directives.

**Master’s of Science in Nursing with Diploma in Primary Health Care for Nurse Practitioner**

The Master’s of Science in Nursing with Diploma in Primary Health Care Nurse Practitioner is a graduate level program that prepares students to be eligible for writing the extended class license. There are a total number of 45 credits. The courses require on-campus attendance and provide a virtual link to the other sites in the consortium of universities providing this program. The program may be completed in 24 months as a full-time student or 36 months as a part-time student. To qualify to write the examination consult [College of Nurses of Ontario website](#).
Specialization in Women Studies

The Master’s program in nursing (thesis option) participates in the collaborative program in women’s studies at the master’s level. This program was established for students wishing to enrich their training in nursing by including an interdisciplinary component in women’s studies. The specific requirements of the collaborative program include two core “FEM” courses and a thesis on a topic related to Women's Studies. Students in the collaborative program must complete 3 credits in addition to those required in the regular program.

Students should normally apply for acceptance in the women’s studies collaborative program at the same time as they apply for admission to the master’s program in nursing. Consult the Institute of Feminist and Gender Studies website for more information.
# MSCN Program Plan

**Student's Name:** ____________________________________________________________________________

**Student Number:** ________________

**Programs** – Choose a program and one option (if applicable). Ensure that the student meets all the program requirements in the designated time frame.

<table>
<thead>
<tr>
<th></th>
<th>Master of Science in Nursing</th>
<th>Master of Science in Nursing/PHCNP</th>
<th>Master of Science in Nursing with a Specialization in Women’s Studies</th>
<th>Master of Science in Nursing for Nurse Practitioners</th>
<th>Diploma in Primary Health Care for Nurse Practitioners</th>
</tr>
</thead>
<tbody>
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<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Thesis Option</td>
<td>15 cr core courses</td>
<td>15 cr core courses</td>
<td>Thesis Option</td>
<td>Thesis Option</td>
<td>Diploma in Primary Health Care for Nurse Practitioners</td>
</tr>
<tr>
<td></td>
<td>3 cr elective + Thesis</td>
<td>Plus NP courses</td>
<td>15 cr core courses</td>
<td>15 cr core courses + Thesis</td>
<td>30 cr core courses</td>
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<td>O</td>
<td>O</td>
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<td>O</td>
<td></td>
</tr>
<tr>
<td>Clinical Option</td>
<td>21 cr core courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 cr elective</td>
<td></td>
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</table>

**Core Courses Prior to Admission**

<table>
<thead>
<tr>
<th>Year</th>
<th>Course(s) Prior to Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>20__-20__</td>
</tr>
<tr>
<td>Year 2</td>
<td>20__-20__</td>
</tr>
<tr>
<td>Year 3</td>
<td>20__-20__</td>
</tr>
<tr>
<td>Year 4</td>
<td>20__-20__</td>
</tr>
</tbody>
</table>

**FALL**

**WINTER**

**SPRING**

Submit as a service request (under “research related” then “plan of study”) on uoZone for approval once completed and signed.

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V1 (Winter 2019)
DOCTORATE IN PHILOSOPHY – NURSING – PhD(N)

Goal

The goal of the doctoral program in nursing is to prepare scientists capable of conducting innovative research that result in new and significant contributions to nursing knowledge. The students engage in creative thinking, critical appraisal, and synthesis of scholarly work in their field of interest using a wide range of philosophical, theoretical, and methodological perspectives.

Objectives

The graduate of the PhD program will be prepared to:
- Demonstrate a commitment to the advancement of nursing knowledge that values diverse approaches to knowledge generation.
- Design and conduct original research relevant to the discipline/profession of nursing.

Program Duration and Course Sequence

The PhD program is full-time and students are expected to complete the program in four years. Not all courses are necessarily offered in each term; therefore, it is important to plan carefully with your thesis supervisor in order to meet all of the requirements within the time limit. It is strongly recommended that you follow the course sequence provided on our website. A template that you can use to document your progress through the program is available within this document. Please bring your completed program plan when you first meet with your thesis supervisor and when you intend to discuss making any changes from the recommended sequence.

Course Delivery

All courses are offered on-campus to students registered in the PhD program. After the student completes the required courses, they register for the Comprehensive Exam (NSG 9998). The comprehensive exam is typically completed in the 4th term of the program. Once the comprehensive exam is completed, students may register for the Thesis (THD 9999).

Research Rounds

Graduate students are expected to participate in research rounds to expand their knowledge on research methods. The SON offers research rounds routinely and there are other research rounds presented in the School of Epidemiology and Public Health and the Clinical Epidemiology Program at the Ottawa Hospital Research Institute.
PhD PROGRAM PLAN  STUDENT’S NAME: ________________________________  STUDENT NUMBER: ____________________

PROGRAMS – Choose a program and one option (if applicable). Ensure that the student meets all the program requirements in the designated time frame.

<table>
<thead>
<tr>
<th>Doctorate in Nursing</th>
<th>15 credits of core courses, Comprehensive Exam + Thesis</th>
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<tr>
<th></th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>COURSE(S) PRIOR TO ADMISSION</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>YEAR 1</td>
<td></td>
<td></td>
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<tr>
<td>20____ - 20____</td>
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<tr>
<td>YEAR 2</td>
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<tr>
<td>20____ - 20____</td>
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<tr>
<td>YEAR 3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>20____ - 20____</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEAR 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20____ - 20____</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Student signature: ____________________________________________ Date: ____________________

Graduate Studies Office: ______________________________________ Date: ____________________

Submit as a service request (under “research related” then “plan of study”) on uoZone for approval once completed and signed.
THESIS

Preparing a Thesis

The Guidelines thesis process of the Graduate and Postdoctoral Studies webpage introduces most aspects of preparing a master’s or PhD thesis including: thesis supervision, topic registration, writing, annual progress reports, submission and evaluation, oral defence, university regulations, and information about many other helpful resources.

Thesis Regulations

The University academic regulation II-7 Theses are available online. Please familiarize yourself with this regulation.

FINANCIAL SUPPORT, AWARDS, PRIZES AND RESOURCES

Graduate and Postdoctoral Studies

Information about awards and financial support relevant to nursing graduate students can be found on the university website.

Financial Aid and Awards Service

The Financial Aid and Awards Service encourages University of Ottawa students to fulfill their dream of pursuing postsecondary education. The Service accomplishes this by providing students with access to a variety of financial resources, tools and information; by rewarding academic excellence with awards; offering valuable expertise on government loans and creating job opportunities for students through the Work-Study program.

Conference and Research Travel Grants

The Office of the Vice-Provost, Graduate and Postdoctoral Studies recognizes the importance of sharing with the broader scientific community the work of graduate students and postdoctoral fellows; therefore, travel and research grants are available for students. For more information, consult the form under Awards and Financial Support.

Teaching Assistantships (TAs) and Research Assistantships (RAs)

The SON offers teaching and research assistantships. Although priority is given to University of Ottawa admission scholarship holders, the School also awards assistantships to other students based on the availability of positions. These positions are posted under Student Jobs each semester (usually August, November/December, and March/April). Do not hesitate to contact the Administrative Assistant, Graduate Programs at graduate.nur@uottawa.ca if you require additional information. For full time graduate students, holding such employment must not exceed an average of ten hours per week per semester.
Assistance for Funding Applications

Thesis students can also seek the advice and assistance of the Faculty of Health Sciences Senior Research Advisor, researchFSS@uOttawa.ca. The Senior Research Advisor is available to provide support when writing research grant applications or applying for financial awards.

Other Awards and Prizes for Graduate Students in Nursing

- Helen K Mussallem Prize (for travel)
- Yolande Maranger Sylvain Scholarship
- Doctor Maria O. Leite-Ribeiro Prize
- Alumni Nursing Scholarship Fund
- Dawn A. Smith Award
- Community Health Scholarship
- Jean Jenny Excellence Prize in Tertiary Health Care
- The McGee Trophy: Awarded annually to a student in the Doctoral program with the highest academic standing in the NSG 7100 – Theoretical and Philosophical Perspectives in Nursing course. This prize emphasizes the exceptional knowledge and utilization of innovative theoretical concepts in practice and research.

Please consult the University of Ottawa’s webpage Online Scholarships and Bursaries. This online tool gives you access to a directory of the numerous scholarships and bursaries offered at the University of Ottawa. Many of these funding opportunities are only available to graduate nursing students so we encourage you to apply!

USEFUL LOCATIONS

- School Administrative Office Room RGN 3051; 613-562-5473
- Mail Room RGN 3051
- Academic Office Room MNT 240; 613-562-5853
- Health Sciences Library; Room RGN 1020
- Information Services; 613-562-5800 ext 8294
- Circulation Desk 613-562-5407; fax 613-562-5401
- Interlibrary Loans 613-562-5210
- Computer Laboratory Room RGN 2015
- Staff and Graduate Student Lounge Room RGN 3004
- Graduate Student Work Stations Room RGN 3036
- Request with the Administrative Assistant Room RGN 3036B; Room RGN 3046; Room RGN 3046B
- Campus maps
FREQUENTLY ASKED QUESTIONS

What is the Student Academic Success Service (SASS)?

SASS provides numerous services that graduate students will find useful, including help with writing assignments at the graduate level. For more information, view their website.

What is uoZone?

UoZone is the student portal for uOttawa’s main online tools, including:
- Course enrolment
- Student Centre
- Finances (e-bill, statement of account, tax information)
- Personal course schedule
- Admission application tracking

What is the Virtual Campus (e.g. Brightspace)?

The Virtual Campus is where you may access the online spaces for your courses. The current program used for the virtual campus is Brightspace. Most courses will have a page on the Virtual Campus, where professors may post readings, lecture slides, or other useful information. Depending on what the professor has set up, you may also be able to find your grades, submit assignments, and participate in forum discussions with your classmates.

What are inter-university library cards?

Inter-university library cards allow you to borrow library resources from participating libraries. In order to obtain a card, you can go to any University of Ottawa library site – it is a quick and easy process. Simply present your student identification, and you will receive an inter-university library card as well as a SmartLibrary Card (allows you to borrow from the college libraries as well as Ottawa Public Libraries). Faculty may access these cards as well. For more information please see:

SmartLibrary Card: https://smartlib-bibliogen.ca

Canadian University Reciprocal Borrowing Agreement: http://www.curba.ca

Financial support for open access publishing: https://scholarlycommunication.uottawa.ca/uottawa-initiatives/financial-support

What modules do RA/TAs have to complete?

All TAs and RAs must complete the following workplace safety and preparedness modules prior to the end of the contract date. The following are examples:

- Worker Health and Safety Awareness
- Supervisor Health and Safety Awareness
- Violence Prevention
- Respect in the Workplace
- Accessibility Standards for Customer Service
Students who successfully complete these modules received around $200 compensation. Thus, the hours do not count towards your RA/TA position hours.
APPENDIX A
Student Check List

Contacting a Supervisor or Academic Advisor

When emailing a potential Supervisor (MScN thesis and PhD students):
- Refer to the School of Nursing’s list of Professors to see who may be eligible to supervise graduate students
- Look through their biographies and recent publications to see if their areas of research align with your research interests
- When emailing a Professor, be sure to include the following:
  - What program you are in (e.g., MScN thesis stream, or completed etc.)
  - Your updated CV
  - How your interests align with their research
  - Request a time to meet

When emailing your Academic Advisor (if you do not have a supervisor):
- Once they have been assigned, email them to schedule an appointment
- Be sure to include your name, program, current occupation, and any other pertinent information
- Include an updated CV

Preparing for your first meeting with your Academic Advisor or Supervisor:
- Bring the following documents:
  - Hard copy of current CV to review in person
  - Narrative Report that was submitted with your admission package (as per the law on confidentiality, this document in your student file is not accessible to the advisors or supervisors)
  - A copy of your completed personalized program plan

Students are responsible for keeping their program plan up to date and planning subsequent meetings with their academic advisor. The student and the academic advisor should discuss the frequency of meetings as well as topics to be covered at each meeting. Most graduate students meet with their advisor during each term and as needed.
Student name: __________________________

Cell: __________________________  Work : __________________________

E-mail : __________________________

Status:  
○ Part-time  ○ Primary care  ○ Thesis
○ Full-time  ○ Tertiary care  ○ Clinical

Concentration:  Option:

Scholarship:  ○ No
○ Yes  Specify: __________________________

Topic of interest: __________________________

Employment in Nursing:

Agency: __________________________  Working hours/Week: __________________________

Date of the first meeting: __________________________  ○ In person  ○ By phone

Discussion topics:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________