Orientation 2017

Welcome to the CMM Graduate Program
Academic Requirements

M.Sc. Thesis Requirements

• Knowledge of the literature
• Demonstrate ability to carry out research
• Organization of results
• Write in good literate style
• Publication not necessary
• Recommended completion time: 2yrs

Ph.D. Thesis Requirements

• More depth and breadth of knowledge of the scientific literature
• Ability to independently carry our research
• Must make an original contribution to the advancement of knowledge in the field
  – Publishable work
• Recommended completion time: 4 – 5 yrs
Responsibility of Supervisor

- Provide funding for research and student stipend
- Assistance in research project
  - Interpretation of research
  - Trouble shooting
- Mentorship
  - Feedback on progress and development of student (advice)
  - Timely response to written material
  - Counseling in career development
- Authorship on publications
Financial Support

• Minimum Stipend Policy – all graduate programs (19K for PhD, 17,5K for MSc)
  – From supervisor’s research funding
  – Scholarships (NSERC, CIHR, OGS, HSFO) count towards this
  – Admission scholarships do not

• Teaching assistantships **These are listed on the uOttawa main website job posting site.

• A clear agreement of financial support with supervisor, student, program director is required
Financial Support

- **NOTE:** a stipend not a salary, treated as a scholarship by CRA

- **Holidays** -- 3 week holidays/yr, all stat holidays
  - Most of this holiday time must be consecutive days. You must organize yourself with your supervisor and have their approval.

- **Leave** time – leave of absence form is required
  - You can take a semester leave of absence for serious reasons (illness, etc).
  - No academic activities are to be performed during this time
Responsibility of Students

Treat Grad School like a full-time job

• Consistent work on research project, setting and meeting deadlines
• Completion of all required coursework
• Attendance at seminars
• Work safely in a laboratory environment
  – Lab safety/Animal Care
• Work ethically in the collection of data and its analysis
  – Lab notes are property of the institution
• Regular communication with supervisor
• Presentation of research at conferences
Your team

- Director: Nadine Wiper-Bergeron
- Academic Administration Officer
  - In person room RGN 2016 or by email at grad.med@uottawa.ca
  - Use your uOttawa email for all official correspondence
- Administrator of Graduate Programs: Karen Littlejohn
- CMM Secretariat: Blanche Dinelle (for travel awards and proctoring)
- The CMM/NSC Student Council: Numerous representatives – get to know them
Things you need to know

1. Program milestones
2. Courses
   - Choosing courses to take
   - CMM Seminar course
3. Getting settled in the program
   - Choosing a TAC
   - Setting up good work habits
4. Scholarships
5. How to get teaching opportunities
6. What if I need help?

Graduate Student Portal

https://med.uottawa.ca/cellular-molecular/graduate-students/student-portal

Google CMM uOttawa to find it quick
# Program Requirements

<table>
<thead>
<tr>
<th>MSc Program</th>
<th>PhD Program</th>
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<tbody>
<tr>
<td>• 6 credits of courses, of which 3 credits must be from CMM = 2 courses</td>
<td>• 6 credits of courses, of which a minimum of 3 credits from CMM</td>
</tr>
<tr>
<td>• Seminar course (CMM8324S)</td>
<td>• Seminar course (CMM8325S)</td>
</tr>
<tr>
<td>• Thesis</td>
<td>• MED8166 – <em>Professionalism and Professional Skills</em></td>
</tr>
<tr>
<td>• MED8166 – <em>Professionalism and Professional Skills</em></td>
<td>• Comprehensive exam</td>
</tr>
<tr>
<td></td>
<td>• Thesis (includes PhD Research Seminar)</td>
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</table>
## Program Milestones - MSc

### MSc Program in Cellular & Molecular Medicine
**Timeline at a Glance**

<table>
<thead>
<tr>
<th>Year</th>
<th>First Term</th>
<th>Second Term</th>
<th>Third Term</th>
<th>Every Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM MSc Yr 1</td>
<td><em>Course/Courses</em></td>
<td><em>Course/Courses</em></td>
<td><em>Course/Courses (if required courses are not completed)</em></td>
<td><strong>Thesis Advisory Committee (TAC)</strong></td>
</tr>
<tr>
<td></td>
<td><em>CMM 8324S Seminar (first Fall &amp; Winter consecutive terms)</em></td>
<td><em>CMM 8324S Seminar</em></td>
<td>CMM 7999 Thesis</td>
<td>Annual Research Progress Report (same time as the TAC)</td>
</tr>
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<td></td>
<td>CMM 7999 Thesis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MED8166</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First year only</td>
<td><em>Must be registered to CMM 8324S during the first Fall and Winter terms and submit completed seminar report form. CMM Seminars are presented in January.</em></td>
<td><em>CMM Posters Day presentations are in April.</em></td>
<td>N.B. no courses available in Spring/Summer term.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CMM MSc Yr 2</th>
<th>Fourth Term</th>
<th>Fifth Term</th>
<th>Sixth Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>TAC + annual report</strong></td>
<td>CMM 7999 Thesis</td>
<td>CMM 7999 Thesis</td>
</tr>
<tr>
<td></td>
<td>CMM 7999 Thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Second TAC meeting within 16 months of first registration. Annual Research Progress report must be handed in with every TAC report</strong></td>
<td>CMM 7999 Thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If student wishes to transfer to the PhD program, your &quot;Fast-track&quot; must be completed during this term or before. MSc requirements completed including courses with grades before &quot;Fast-track&quot; with the exception of thesis.</td>
<td></td>
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</tbody>
</table>

**End of first semester**

Not negotiable registration will be blocked.

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Graduate Studies | Études supérieures
Graduate Studies Orientation Day 2017
### Program Milestones - PhD

<table>
<thead>
<tr>
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<th>First Term</th>
<th>Second Term</th>
<th>Third Term</th>
<th>Every Year</th>
</tr>
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<tbody>
<tr>
<td>CMM PhD Yr 1</td>
<td>Course/Courses</td>
<td>Course/Courses</td>
<td>Course/Courses</td>
<td>Thesis Advisory Committee (TAC)</td>
</tr>
<tr>
<td></td>
<td>CMM9999 Thesis</td>
<td>CMM9999 Thesis</td>
<td>CMM9999 Thesis</td>
<td><strong>Annual Research Progress Report</strong> (same time as the TAC)</td>
</tr>
<tr>
<td></td>
<td><em>CMM8325S Seminar (first Fall &amp; Winter consecutive terms)</em></td>
<td><em>CMM8325S Seminar</em></td>
<td><em>CMM8325S Seminar of not complete</em></td>
<td><strong>TAC + annual report</strong></td>
</tr>
<tr>
<td></td>
<td>MED8166</td>
<td></td>
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</tbody>
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**First year only**

- *Must be registered to CMM 8325S during the first Fall and Winter term and submit completed seminar report form. CMM Seminars are in January. CMM Poster Day presentations are in April. N.B. no courses available in Spring/Summer term.*

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<th>Fourth Term</th>
<th>Fifth Term</th>
<th>Sixth Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM PhD Yr 2</td>
<td>Course/Courses</td>
<td>Course/Courses</td>
<td>CMM9999 Thesis</td>
</tr>
<tr>
<td></td>
<td>CMM9999 Thesis</td>
<td>(required courses are not complete)</td>
<td>Deadline to complete the Comp</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CMM9999 Thesis</td>
<td><strong>TAC + annual report</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CMM9998 - Comp Exam</td>
<td><strong>TAC + annual report</strong></td>
</tr>
</tbody>
</table>

**CMM PhD Yr 3**

- *Submit the letter of intent for the comprehensive oral defence.*

<table>
<thead>
<tr>
<th>Year</th>
<th>Tenth Term</th>
<th>Eleventh Term</th>
<th>Twelfth Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM PhD Yr 4</td>
<td>CMM Research Seminar (to be presented before last term—only offered three times a year: March, June or November)</td>
<td>CMM Research Seminar (to be presented before last term—only offered three times a year: March, June or November)</td>
<td>CMM9999 Thesis</td>
</tr>
<tr>
<td></td>
<td>CMM9999 Thesis</td>
<td>CMM9999 Thesis</td>
<td><strong>TAC + annual report</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Should have permission to write before or during this term.</td>
<td></td>
</tr>
</tbody>
</table>

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**Deadline to complete the Comp**

Graduate Studies | Études supérieures
Graduate Studies Orientation Day 2017
CMM Graduate Courses

• Some graduate courses are offered every year, others in alternating years
• Classes with low enrolment may be cancelled or converted to Directed Studies (subject to approval)
• Courses offered by CMM are available here: http://www.med.uottawa.ca/grad/eng/03-current_students.html
• Registration is completed through Rabaska, but if you run into difficulties you can see the Grad Studies Office (RGN2016) for help.
The CMM Seminar course

- CMM8324/8325S
- Completed in your first year of studies
- Requirements:
  - One seminar presentation in January
    - Review of the literature
    - Review of 2-3 papers
    - 20 min seminar and 10 min question period
    - Practice!
  - One Poster presentation in April where you present your results
  - Attend a MINIMUM of 20 seminars
    - Next Advances in Biomedical Research Seminar Series (regular emails sent with time a location, regular seminars are Fridays from 1:30-2:30 in RGN2149 )

Partners in your success

Supervisor

Graduate Program Director

Graduate Studies Office

TAC

CMMProgDir@uottawa.ca

Grad.Med@uottawa.ca
Karen Littlejohn
Natacha Chiasson

Orientation Day 2015
Thesis Advisory Committee

• Mandatory Process, assessment
• Includes experts in the field to provide advice
• 1 - 2 meetings per year (at request of student, supervisor or TAC)
• Objectives and progress are recorded in writing and signed
• TAC monitor progress, and make suggestions to help you complete the degree on time
• Approve thesis proposal, and grant permission to write your thesis

TAC members are also mentors and people who can support you in your studies
The TAC meeting

- Research proposal or progress report must be submitted at **least 1 week** prior to the meeting.
- Failure to hold meetings on time results in no registration the following semester until a complete report is submitted (financial penalty = late fees)

**REPEAT AS NEEDED:** It is my responsibility, as a graduate student at the Faculty of Medicine, to schedule my TAC meeting on time. I promise to plan ahead to ensure that I meet this requirement without fail.
Fast tracking to the PhD

- Fast tracking to the PhD program is reserved for only the most outstanding candidates and is considered a privilege.
- Transfer must occur by the end of the 5th term of M.Sc. studies (all requirements must be complete except thesis).
- The transfer exam = Comprehensive exam (if you pass, you will not have to do the Comp as a PhD student)
  - High standards to pass
  - TAC + 1 examiner (often will become the 3rd TAC member)
- Other requirements:
  [http://www.med.uottawa.ca/grad/eng/03-fast_track_phd.html](http://www.med.uottawa.ca/grad/eng/03-fast_track_phd.html)
Getting Settled – Good work habits

WHEN YOU ARE AT WORK, WORK

WHEN you are at play, play

• Treat your studies as a full-time job
• Between experiments, read and attend seminars
  – BE ENGAGED! BE CURIOUS!
• Define your objectives, set deadlines and track your progress
  – BE SELF-DISCIPLINED
• Benefit from your mentors, ask questions, ask for help to get unstuck
• Plan for your future
  – What do you want to do with your degree? What professional skills do you want to learn?
• Seek balance and have fun! Be part of the grad studies community, get out of the lab and join your colleagues! Experimental success is not tied to self-worth
Scholarships

- OGS, QEII: Ontario Residents
- FCAR, FRSQ: Quebec Residents
- CIHR
- NSERC

- Look for special sessions to help you prepare the applications

- Deadline for submission: agency vs. departmental
Travel Awards

- CMM:
  - M.Sc. Students: $1,000.00 maximum
  - Ph.D. Students: $2,000.00 maximum
- Maximum: $1,000.00 per year
- FGPS: travel fares
- GSAED: Up to what FGPS provides

- There are strict procedures that need to be followed
  - In person: See Blanche Dinelle BEFORE YOU TRAVEL!
Teaching Opportunities

• TA opportunities and proctoring: See Blanche in the CMM Secretariat
  – Jobs are posted on the job opportunities page of the main uOttawa website

• Outreach Opportunities: Let’s Talk Science and Stem Cell Talks
What if I need help?

• Contact the Graduate Studies Office
• All problems, big or small, are handled with utmost confidentiality
• Concerns about supervisor-student conflicts should be brought to the Graduate Program Director
• We will work with you resolve any problems that may arise, or point you towards the services you may need

*Remember that you are responsible for your academic progress. We cannot help if you do not follow regulations
Need Assistance?

- Supervisor and TAC
- Program Director (CMMProgDir@uottawa.ca)
- Vice Dean of Graduate Studies (Dr. Alain Stintzi)
- Graduate Studies Office
- Faculty of Medicine Student Affairs Office
- Student Academic Success Services (SASS)
- Office for the Prevention of Discrimination and Harassment
- Office of Equity, Diversity & Gender Issues
- Student Councils
The Student Experience

- CMM/NSC Student Council
- Fun + social = awesome
  - BBQs
  - Socials
  - Olympic events
  - Themed events (Hallowe’en)
  - Athletics

- Get to know your Student Council reps and get involved!

uOttawa