Important Websites

Recreation & Leisure Studies home page
http://www.ahs.uwaterloo.ca/rec/

Faculty of Applied Health Sciences home page
http://www.ahs.uwaterloo.ca/

UW Graduate Calendar
http://www.grad.uwaterloo.ca/

RLS Graduate Academic Policies and Forms
http://www.ahs.uwaterloo.ca/rec/graduate/gradpolicies.html

Graduate Student Association (GSA)
http://www.gsa.uwaterloo.ca/

Centre for Teaching Excellence (TA Information)
http://www.cte.uwaterloo.ca/index.php

UW Scholarships & Funding
http://www.grad.uwaterloo.ca/scholarships/scholarships_main.asp

Travel to Conferences
http://www.grad.uwaterloo.ca/forms/Scholarships/travel.pdf

Thesis Regulations
http://www.grad.uwaterloo.ca/Thesis_Regs/thesistocf.asp

Electronic Thesis Submission
Table of Contents

A. Chair's Message

B. Faculty and Department Organization
   1. Staff Support in Recreation and Leisure Studies
   2. Faculty in the Department of Recreation and Leisure Studies
      Cross-appointments and Adjunct Professors
   3. Electronic mail
   4. Mail boxes
   5. Notice Board
   6. Student Offices

C. Information for New Students
   1. Temporary Faculty Advisors and Thesis Supervisors
   2. Degree and Course Requirements
      2.1 M.A. Program
      2.2 M.A. Courses
      2.3 Ph.D. Program
      2.4 Ph.D. Courses
      2.5 Course Evaluations
   3. Visiting Graduate Student Plan - Ontario Universities
   4. Program Extensions
   5. Registration Procedures
   6. Fees
   7. Continuous Registration (3 times per year)
      7.1 Change of Registration Status (full time to part-time or vice versa)
      7.2 Inactive Registration
   8. Readmission
   9. Withdrawal
   10. Course Drop/Add Dates
   11. Incomplete Coursework
   12. Teaching Assistantships
   13. Procedures for Getting Paid
   14. Computer Use Policy
      14.1 Introductory Courses Offered by Information Systems and Technology (IST)
   15. Evaluation and Monitoring of Student Progress
   16. Maternity, Adoption and Parental Leave
   17. Publishing Graduate Student Research - Guidelines on the Ethics of Authorship
   18. Policy on Bicycles in Buildings

D. Financial Assistance
   1. Teaching Assistantship Support
   2. Research Assistantship Support
   3. Scholarships
   4. Departmental Support for Graduate Thesis Research
   5. Undergraduate Course Teaching
   6. Research Grants
   7. Travel Assistance
   8. Salary Rates for Student and Non-Student Assistants Paid from Research Grants
E. Getting Involved ............................................................................................................. 23
   1. Graduate Student Representation on Departmental, Faculty, and University Committees ... 23
   2. The Recreation and Leisure Studies Graduate Students' Association (GARLS) ..................... 23
   3. Other Organizations and Committees of Interest ........................................................................ 23
   4. Dealing with Problems .............................................................................................................. 23

F. Additional Department Services ................................................................................................. 24
   1. Photocopying and Supplies ....................................................................................................... 24
   2. Use of Department Staff Assistance and Equipment ................................................................. 25
   3. Computer Lab ........................................................................................................... 25
   4. Access to Building after Hours ................................................................................................. 25

G. Additional Information about the Campus .................................................................................. 25
   1. Graduate Student Association and the Graduate Club ............................................................ 25
   2. Libraries .................................................................................................................................. 25
   3. Parking on Campus.................................................................................................................... 26
   4. Banking ................................................................................................................................. 26
   5. Living Accommodations for Graduate Students ...................................................................... 26
   6. Post-Graduate Careers Information Office ................................................................................ 27
   7. Bookstore .............................................................................................................................. 27
   8. International Student Office .................................................................................................... 27
   9. Health Care ........................................................................................................................... 27
  10. Centre for Teaching Excellence (CTE) ...................................................................................... 28
  11. Child Care ............................................................................................................................ 28

APPENDIX A ................................................................................................................................... 29
   Program Calendar Description, 2011-2012 .................................................................................. 29

APPENDIX B ................................................................................................................................... 35
   2011-2012 Graduate Calendar Course Descriptions .................................................................. 35

APPENDIX C ................................................................................................................................... 39
   Checklist for M.A. Students ......................................................................................................... 39

APPENDIX D ................................................................................................................................... 42
   Checklist for Ph.D. Students ......................................................................................................... 42

APPENDIX E ................................................................................................................................... 46
   Selected Topics Courses, the 695, 696, 697 Series and Advanced Research Methods
   Course 792 .................................................................................................................................. 46

APPENDIX F ................................................................................................................................... 47
   Internship in Recreation Service ................................................................................................. 47

APPENDIX G ................................................................................................................................... 48
The Recreation and Leisure Studies Graduate Student Handbook

This handbook contains information which is of extreme importance to new graduate students. It is designed to assist you and make your time within the Department of Recreation and Leisure Studies as enjoyable as possible. Please become familiar with the handbook's contents and refer back to it when you have any questions. Also, refer to the current University of Waterloo Graduate Calendar for all formal curriculum, registration, fee and residence requirements, as well as course descriptions.

A. Chair's Message

On behalf of the faculty and staff, I would like to welcome you to the Department of Recreation and Leisure Studies. We are extremely pleased that you have joined us, and I hope that you are as excited about entering our program as we are about having you here. Graduate students from a variety of backgrounds who are involved in research and advanced studies create a highly stimulating and exciting environment for all of us. You are an essential part of what we can and will do!

The Department consists of a group of faculty who are nationally and internationally respected for both their research and their work with professionals and agencies concerned with leisure services. The graduate degree you will receive at the completion of your programme, whether it is a Master's or Doctorate, is much more than the accumulation of courses. More important to your development as a scholar and professional is the interaction you have with the members of our faculty. Please take every opportunity to get to know us. Discover and take advantage of our strengths and challenge us as we hope to challenge you.

Regardless of your special area of interest and the specific courses you select to take, the graduate program provides a stimulating educational environment that encourages you to further develop an understanding of leisure behaviour and its relationship to social and physical resources, to anticipate the changing role in today's society of organizations and agencies providing private and public leisure services, and to develop the ability to do research and effectively utilise this research for decision making and policy development. The people in our department will help to facilitate your realisation of these educational objectives, so please feel free to discuss with us your academic and professional interests, concerns, and expectations.

Best wishes for a rewarding and successful learning experience.

Paul Eagles, Ph.D.
Professor and Interim Chair
B. Faculty and Department Organization

The Department of Recreation and Leisure Studies is one of three academic units within the Faculty of Applied Health Sciences (AHS) and AHS is one of six faculties at the University of Waterloo. The Dean of the Faculty is Dr. Susan Elliot, the Associate Dean for Graduate Studies in the Faculty is Dr. S. Tyas; the Chair of the Department of Recreation and Leisure Studies is Dr. Mark Havitz, however, he is on sabbatical leave so Dr. Paul Eagles is the Interim Chair for 2011-2012; the Associate Chair for Graduate Studies in the Department is Dr. Troy Glover, and the Associate Chair for Undergraduate Studies is Professor Adrienne Gilbert.

The Departmental Graduate Studies Committee is responsible for the operation of graduate affairs, including admissions, records, and graduation of graduate students. The committee has the mandate to provide leadership for the graduate program and to ensure that faculty responsibilities in regard to graduate students are properly discharged. Presently, the Committee is comprised of Troy Glover (Chair), Sue Arai, Heather Mair, Roger Mannell, and a graduate student representative.

The other units in the Faculty include the Department of Kinesiology which is chaired by Dr. Jim Rush; and the School of Public Health and Health Systems, chaired by Dr. Paul McDonald.

1. Staff Support in Recreation and Leisure Studies

Much of the operation of the Department is made as smooth and efficient as possible by the faculty members and staff. The working assignments of staff members, along with their phone extensions and email addresses are as follows:

- Tracy Taves, Applied Health Sciences’ Faculty Graduate Studies Coordinator and Graduate Studies Coordinator (GSC) for Recreation and Leisure Studies
  Office hours are 9:30-11:30 a.m., Monday/Wednesday/Friday
  BMH 3110, ext. 36149, tltaves@uwaterloo.ca

- Sara Houston, Administrative Coordinator for Undergraduate Studies
  BMH 2213, ext. 33530, s3housto@uwaterloo.ca

- Sandy DeVisser, Administrative Assistant
  BMH 2207, ext. 36344, sdevisse@uwaterloo.ca

2. Faculty in the Department of Recreation and Leisure Studies

A complete faculty roster, indicating office locations, telephone extensions, email addresses and research interests is shown below.

Sue Arai (BMH 2212, ext. 33758, sarai@uwaterloo.ca)

Research Interests: Leisure and health promotion, community development, leisure and persons with disabilities, social policy and planning for inclusive communities, women’s health and leisure, qualitative research.

Sherry Dupuis (BMH 2205, ext. 36188, sldupuis@uwaterloo.ca)
Director, Murray Alzheimer Research and Education Program (MAREP)
**Research Interests:** Leisure in later life, care giving, therapeutic programs in long-term care, leisure and health, dementia.

**Specific Topics:**
- a) family member roles in long-term care facilities.
- b) in-house and community access recreation in long-term care facilities.
- c) needs of community-based caregivers of persons with dementia and use of community support systems.

**Paul Eagles** (BMH 2214, ext. 32716, eagles@uwaterloo.ca)

Interim Chair

**Research Interests:** Outdoor recreation, park planning and governance, applied ecology, institutional arrangements, environmental assessment, resource management, outdoor education.

**Specific Topics:**
- a) Best Practice Guidelines for Public Use Measurement at Parks and Protected Areas: Before tourism in parks can be fully understood, a standardized approach to measurement is necessary; an international effort is underway to develop and apply standard approaches to tourism measurement in parks and protected areas.
- b) Best Practice Guidelines for Tourism Management in Parks and Protected Areas: Worldwide park-based tourism is an important component of the tourism industry; the management of that tourism requires careful understanding of the economic, ecological and cultural relationships of tourism and protected areas.

**Leeann Ferries** (BMH 2203, ext. 36350, lferries@uwaterloo.ca)

**Research Interests:** Therapeutic recreation, evidence-based practice, leisure and persons with disabilities, leisure and mental health.

**Adrienne Gilbert** (BMH 2201, ext. 33015, agilbert@uwaterloo.ca)

Associate Chair, Undergraduate Studies

**Research Interests:** Therapeutic recreation, leisure education, inclusion in community, measuring the impact of participating in therapeutic recreation programmes, eating disorders.

**Specific Topics:**
- a) eating disorders: Impacts on families
- b) understanding the role and potential of leisure in treating eating disorders.

**Troy Glover** (BMH 2110, ext. 33097, tdglover@uwaterloo.ca)

Associate Chair, Graduate Studies

**Research Interests:** Urban recreation, place meanings, social capital development, grassroots organizing and narrative inquiry.

**Specific Topics:**
- a) the advancement of healthy communities
- b) community-based planning
- c) urban place-making
- d) politics of leisure policy

**Bryan Grimwald** (BMH 2202, ext. 32612, TBA) (starting October 1, 2011)
**Research Interests:** outdoor recreation, environmental education, tourism and Inuit culture, northern Canadian tourism, nature-based tourism

**Mark Havitz** (BMH 2206, ext. 33013, mhavitz@uwaterloo.ca)

Chair

**Research Interests:** Marketing and consumer behaviour (in both profit and non-for-profit settings), tourism, leisure and unemployment, municipal finance.

**Specific Topics:**
- a) leisure involvement
- b) psychological commitment and loyalty
- c) symbolic consumption
- d) measurement issues
- e) partnerships (including privatization and contracting)
- f) demarketing leisure services
- g) linkages between ego involvement, situational involvement, and psychological involvement
- h) personal values and international travel role preferences.

**Heather Mair** (BMH 2208, ext. 35917, hmair@uwaterloo.ca)

Research Interests: Leisure policy development, community development, politics of tourism and rural development.

**Specific Topics:**
- a) sustainable tourism in rural communities
- b) activism, free time and social change
- c) community participation in rural tourism development
- d) rural tourism and commodification of rural life

**Roger Mannell** (BMH 2211, ext. 35404, mannell@uwaterloo.ca)

Research Interests: Social psychology of leisure, aging, lifestyle and health, work and leisure, programme evaluation, research methods.

**Specific Topics:**
- a) Social Psychological Analysis of Leisure Behaviour and Experience: Lifestyle, leisure style and health (e.g., leisure and coping with bereavement; leisure and coping with stress); work-leisure relationships (e.g., leisure and job satisfaction; leisure and unemployment); leisure, socialization and aging (e.g., role of leisure in successful aging; interpersonal relationships and leisure); constraints and affordances to leisure participation, satisfaction and benefits (e.g., constraint and negotiation mechanisms in employee recreation program involvement, impact of leisure constraints on life satisfaction of older retired adults).

- b) Leisure Service Programme Evaluation: Needs assessment and determining service evaluability (e.g., need for company in-service education programs on balancing work, family and leisure, developing and testing program models and outcomes (e.g., impact of a leisure education program on leisure participation and satisfaction).

**Ron McCarville** (BMH 3118, ext. 33048, mcarvill@uwaterloo.ca)

Associate Dean, Undergraduate Studies
Research Interests: Marketing, management, pricing, persuasion, service quality and leisure programming

Specific Topics:

a) exploring client reaction to various staff initiatives during service encounters
b) reaction to price in public recreation programme
   c) the role of attachment to place (favourite campgrounds, parks, etc.) in establishing price expectations
   d) compiling “best practices” in leisure service delivery.

Katie Misener (BMH 2113, ext. 37098, TBA) (starting March 1, 2012)

Research Interests: Understanding and enhancing the capacity, sustainability and impact of community sport organizations; organizational theory and behaviour, human resources, volunteer management.

Steven Mock (BMH 2209, ext. 38796, smock@uwaterloo.ca)
Assistant Professor, Joint Appointment with Health Studies and Gerontology

Research Interests: Lifespan development; Sexual minority development; Social nature of coping and decision-making; Retirement planning.

Diana Parry (BMH 2114, ext. 33468 dcparry@uwaterloo.ca)

Research Interests: Women’s leisure, health and well-being, qualitative inquiry, feminist theory.
Specific Topics:

a) reproduction and resistance of gendered ideologies such as motherhood, pronatalism, and medicalization
   b) creative analytic practice within leisure research
   c) women’s social networks and their links to health

Bryan Smale (BMH 2116B, ext. 35664, smale@uwaterloo.ca)
Director, Canadian Index of Well-Being (CIW)

Research Interests: Urban recreation geography, quality of community life, leisure and well-being across the lifespan, spatial analysis.

Specific Topics:

a) spatial aspects of leisure behaviour, perceptions, and psychological well-being
   b) gender, space, and leisure
   c) time-space relationships and leisure behaviour
   d) time use allocations across the lifespan.

Stephen Smith (BMH 2109, ext. 84045, slsmith@uwaterloo.ca)

Research Interests: Tourism economic impact studies; tourism forecasting and trend analysis; tourism product development; visitor survey methodology; tourism policy and planning; measurement of the magnitude of tourism activity (arrivals, receipts).

Specific Topics:

a) improvements in estimating economic benefits of local tourism developments and events
   b) assessment of factors affecting tourism demand in intra-provincial, inter-provincial, and international markets
   c) development and testing of advertising conversion studies and tracking methods for tourism.
Cross-appointments and Adjunct Professors

Dr. Barbara Carmichael  Professor, Geography and Environmental Studies, Wilfrid Laurier University
Research Interests:  Consumer behaviour and decision making, tourism marketing and economic development, tourism image and recreation, special events, casino impacts.

Dr. Judith Cukier  Professor, Department of Geography and Environmental Management, University of Waterloo
Research Interests:  Tourism employment and entrepreneurship, gender and development, marine parks.

Dr. David Fennell  Professor, Tourism and Environment, Brock University
Research Interests:  Ecotourism, adventure tourism; social and ecological impacts in recreational settings; spatial aspects of tourism.

Dr. Marion Joppe  Professor, School of Hospitality and Tourism Management, University of Guelph
Research Interests:  Research interests: Destination image, sustainable tourism, tourism management, community development

Dr. Gail Mitchell  Associate Professor, School of Nursing, York University

Dr. Luke Potwarka  Professor Emerita
Research Interests:  Consumer behaviour, marketing, sponsorship, parks and physical activity.

Dr. Susan Shaw  Professor Emerita
Research Interests:  leisure and gender, family leisure, leisure and health, qualitative and quantitative research methods.

Dr. Robert Shipley  Associate Professor, School of Planning, University of Waterloo
Research interests:  Heritage preservation and development, heritage and tourism development, tourism development planning

Dr. Geoffrey Wall  Professor, Department of Geography, University of Waterloo, ES1 124, ext. 3609
Research Interests:  Commercial recreation, tourism, economics.

Dr. Jiri Zuzanek  Distinguished Professor Emeritus, Recreation and Leisure Studies, University of Waterloo

3. Electronic mail
Most of the communication of information within the Faculty and Department is done via e-mail. All students should ensure that they obtain an e-mail account as soon as possible after initial registration in their program. Once you have done so, please let the FGSC know what your email address is in order to have it added to the RLS graduate student mailing list.

4. Mail boxes
Full-time students will be issued a shared mail box within the Department. Part-time students share mail boxes but will be mailed documentation from the University Graduate Office directly.

5. Notice Board

Notices that pertain to graduate course offerings, scholarships, teaching assignments, seminars, etc. will be posted primarily at the Graduate Studies Coordinator’s office, BMH 3110, and on the department’s Grad Board.

6. Student Offices

All full-time graduate students are assigned shared office space with other graduate students. Please keep this a quiet atmosphere and clean out your belongings before you go. See Sandy DeVisser for an application for key permit to obtain the necessary departmental corridor keys and have the form signed by your supervisor/advisor. You will receive a key permit within a few days, and must take this to Key Control to obtain keys for your office. Key Control is in the General Services Building (brown building with the smoke stack) across from the Davis Centre side entrance.

C. Information for New Students

1. Temporary Faculty Advisors and Thesis Supervisors

Doctoral students are assigned a faculty advisor prior to their arrival on campus. The advisor is selected based on student research interests and preferences. Doctoral students should set up a meeting with their advisor as soon as possible after arrival to discuss their individualized program of study including the selection of appropriate courses. Before the end of the first year, Ph.D. students should talk to their advisor about planning their comprehensive exams and setting up their examination committee. The doctoral advisor may become the thesis supervisor as well, although if research interests change it is always possible to ask another faculty member to act as supervisor instead. In some instances students may be required to have co-supervisors.

The Associate Chair, Graduate Studies serves as the temporary advisor for Master’s students. The role of the temporary advisor is simply to help students become familiar with the campus, the program, and to help them choose an individualized program of study. All incoming master’s students will meet with the Associate Chair for Graduate Studies during Orientation week. Individual meetings can also be scheduled with the Associate Chair for Graduate Studies if desired. During their second term, MA students should approach a member of the faculty and ask him or her to be their thesis supervisor. This should be decided by April 30th at the latest. The thesis supervisor will then help to (1) develop thesis proposal, (2) select the thesis committee, and (3) get to the final thesis defence stage. As soon as students have formally identified their thesis supervisor, he or she also takes on the responsibilities of the Temporary Advisor. You will also be required to complete a “Change of Supervisor” form - [http://www.grad.uwaterloo.ca/forms/Academic_Records/ChangeofSupervisorfillin.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/ChangeofSupervisorfillin.pdf) and submit it to the Graduate Studies Coordinator.

2. Degree and Course Requirements

2.1 M.A. Program

In order to be awarded the Master of Arts degree in Recreation and Leisure Studies a student must successfully complete a minimum of five one-term courses and a thesis. A minimum of three one-
term courses must be taken within the Department while the balance of the program may be made up of courses within the Department or in related departments. All candidates must register for and successfully complete the following courses: (1) REC 601 Methodological Issues in Leisure Research, (2) REC 672 Quantitative Research Data Analysis and Interpretation, (3) REC 673 Qualitative Research Data Analysis and Interpretation, (4) two elective courses and (5) the MA Thesis. A grade average of at least 75% must be maintained. See Appendices A-E for further information on: (1) REC 695, 696, and 697 Selected Topics courses, and (2) REC 609 Internship in Recreation Service. Please note that students are allowed to count a maximum of two courses from the Internship or Selected Topics series toward their five required courses.

Students wanting additional internship/selected topic courses have the option of taking more than five courses.

Once the five one-term courses are completed (usually by the end of the 2nd term for those who are registered full-time) students should begin working on their MA thesis. By this time, students should have determined who will be their thesis supervisor and committee members. MA thesis proposals should be written and defended by October 15th of the second year at the latest. Please ensure the proper forms are completed.

The thesis itself typically takes one or two more terms to complete.

2.2 M.A. Courses

Refer to Appendix B

2.3 Ph.D. Program

Most students entering this program will have already completed their M.A. in Leisure Studies (or an equivalent). For these students a minimum of 4 additional courses are required, at least two of which must be at the doctoral level (i.e., the 700 series). The two required courses are REC 700, The Interplay of Behaviour, Resources, and Policy in Leisure Studies, and REC 792, Advanced Research Methods. REC 700 will be offered by the department each year in the fall term, while students should make their own arrangements to complete REC 792 with an individual faculty member. The other two (or more) courses should be selected by students in consultation with their advisor. They can include REC 798, Advanced Topics in Leisure Studies, any of the 600 series offered in the department, or graduate courses offered in other departments (e.g. Psychology, Sociology, Planning, Geography, or Health Studies and Gerontology). In selecting courses, students should bear in mind that in order to complete the degree requirements they should have taken at least one course (beyond the Honours B.A.) in each of three areas of study, namely: leisure and cultural behaviour; recreation and leisure resources; and policy development and management in leisure services.

Doctoral students must also successfully complete their comprehensive examinations. These consist of one written exam (on philosophy of science and leisure theory) and one oral exam. Procedures for the comprehensive examination are detailed in Appendix G. The comprehensive exams are taken after the course requirements have been satisfied, and students should normally start planning their comprehensives in their 3rd term. Comprehensives should be completed within the first 4 terms (16 months) of the doctoral program. The comprehensive examinations process will be completed normally over a period of 4 months. Following completion of the comprehensive
exams and before proceeding with the research for their dissertation, students are required to present and defend their Ph.D. thesis proposal.

Refer to http://www.ahs.uwaterloo.ca/facgrad/facpolicies.html for more details and forms required for the Applied Health Studies, PhD Policies and Procedures.

2.4 Ph.D. Courses

Refer to Appendix B

2.5 Course Evaluations

All graduate courses with five or more people registered are evaluated by students at the end of the term. At that time, students are required to fill out the course evaluation form. One of the students in the class collects up these anonymous evaluations and gives them to the Faculty Graduate Studies Coordinator. Student’s written comments are then summarized and given to the course instructor, after the submission of course grades, for his or her information in type written form.

3. Visiting Graduate Student Plan - Ontario Universities

The Visiting Graduate Student Plan allows you to take graduate courses at another Ontario University (host university) while remaining registered at Waterloo. The plan allows you to bypass the usual application for admission procedures and resultant transfer of credit difficulties. You cannot audit these courses. Courses taken in this plan are intended to count toward your degree. You pay fees to Waterloo and are classed as a "visiting graduate student" at the host university where you pay no fees. Application forms are available on-line at http://www.grad.uwaterloo.ca/forms/Convocation/OVGS/OVGSApplic2002.pdf or from the Faculty Graduate Studies Coordinator. This paperwork should be initiated prior to enrolling and completing the course requirements. For more information, contact the Graduate Studies Office on the second floor of Needles Hall.

4. Program Extensions

The requirement for the Ph.D. and M.A. degrees in Recreation and Leisure Studies must be completed within the following time periods, as set by the University Senate: Refer to your Calendar.

Ph.D. (full-time from M.A.) - 12 terms
Ph.D. (part-time from M.A.) - 18 terms
M.A. (full-time program) - 6 terms
M.A. (part-time program) - 15 terms

Time limits for transitional students depend on their particular program requirements.

Students must obtain permission from the Associate Dean of Graduate Studies to continue registration beyond the maximum time period stipulated for the program in which they first registered. You will be notified if you are in need of an extension. A plan of completion must be signed by your thesis supervisor, the Associate Chair for Graduate Studies for Graduate Studies, and the Associate Dean of Graduate Studies. Students who have been granted an extension of time limit are considered to be on probation, and can be asked to withdraw from the program if progress is not
deemed to be satisfactory. Students who register, but fail to have their extension approved will be asked to withdraw.

Full-time students usually complete most or all of their course work during the first two terms they are registered in the program (normally the Fall and Winter terms). Master’s students are encouraged to work on their thesis proposal in the third term (Spring term). It usually takes at least two terms to complete an M.A. thesis. Doctoral students are expected to work on their comprehensive exams during their third and fourth terms (Spring and Fall), before commencing research for their thesis.

5. Registration Procedures

If you have not registered and paid tuition fees by the stipulated fee payment deadline for each term, (http://www.adm.uwaterloo.ca/infofin/students/stdfees.htm), an additional late fees charge will be billed to you. Please refer to the Registration Newsletter that will be electronically sent to you. You are responsible for paying fees and enrolling for courses within the deadlines. Mark reporting lists are generated by the Graduate Studies Office at specific times and failing to register by the said date may result in your name not appearing on the mark reporting list for your course. If you are not enrolled for a course, you will not receive credit for it.

Please keep in mind that you must enrol for any make-up courses outlined in the letter included with your offer of acceptance. Your documents will not be processed unless this is verified. Attach an electronic (.jpg, .gif) notice of TA/RA or scholarship funding documents to your promissory note, for verification if you are planning on having your tuition deducted from the TA/RA or scholarship source. Please update your address on the Student Quest on-line system. Arrange to pay your tuition fees by one of the methods indicated on the registration website. You can then determine your courses and enrol in courses on-line. If you are changing your registration status, you must submit a Petition to Change Status form, indicating the reasons for this and obtain the necessary approvals. Please see the section on Change of Registration Status.

Each student should carefully study the regulations concerning residence requirements and registration in the current UW Graduate Calendar. By registering and paying fees, students assume responsibility for knowing the regulations and pertinent procedures as set forth in this handbook and in the University of Waterloo Graduate Calendar.

6. Fees

Please refer to the current University of Waterloo Graduate Calendar (General Information - Fees) for a full explanation of the fee schedule and regulations. If you have any questions or problems, contact the University Graduate Studies Office in Needles Hall. Please contact Financial Services, Cashier’s Office if you have questions regarding your fees.

7. Continuous Registration (3 times per year)

Graduate students must maintain continuous registration in each successive term from the time of initial admission until the end of the term during which the requirements for the degree are completed. Students are responsible for ensuring that they register and pay fees at the appropriate time each term as indicated in the University of Waterloo Graduate Calendar. Failure to do so means you will be dropped from your program.
7.1 Change of Registration Status (full time to part-time or vice versa)

Normally students who are initially registered as full-time should maintain their full-time status throughout their degree program. Similarly, part-time students will normally remain part-time. Special permission is required from the Associate Chair for Graduate Studies, Faculty Associate Dean and Graduate Dean to change registration status from full-time to part-time (or vice versa). A Petition to Change Status form must be submitted for this approval [online link].

7.2 Inactive Registration

Inactive status is reserved for those students who cannot continue with their studies for an extended period of time and is normally approved for one or two terms only. Students are expected to continue to work on their studies during the Spring term of their first year and to have anticipated how they will fund themselves during this term prior to entering the program.

Students must apply to the Associate Chair for Graduate Studies and Associate Dean of their Faculty, and submit a Petition to Change Status form with a letter outlining the reason for change in registration status. This will be forwarded to the Dean of Graduate Studies for approval, provided that the student is not pursuing thesis or course-related work and thus making demands upon University faculty and/or facilities during the term in question.

8. Readmission

Students who fail to register or voluntarily withdraw will be required to register for at least one full term, without possibility of a refund in the first term upon readmission.

9. Withdrawal

Students who are unable to participate in their program of study for more than two consecutive terms should officially withdraw from the program. By completing the proper procedures for withdrawal, students avoid the financial penalties incurred in failing to register and also ensure that they maintain their "good standing" status. When a student does not officially withdraw from the program, back fees must be paid if a student wants to re-enter the program at a later date. Please be aware that there is a withdrawal service charge after 3 weeks into the term. The University reserves the right to require a student to withdraw from a course or courses for academic or other reasons. [online link].

10. Course Drop/Add Dates

Students may drop or add courses on-line for the first six weeks of term. Beginning in week seven, approval of the Associate Dean of Graduate Studies is required and a Drop/Add form submitted. Courses cannot be dropped or added, nor can status changed after the examination period has begun.

11. Incomplete Coursework

A grade of incomplete ("INC" on your grade report) indicates that a student has not completed the requirements of a particular course. An incomplete may remain on any graduate, qualifying, non-degree, or diploma student's transcript for at most two terms of registration following the term in which the course was taken. If a grade has not been submitted by the end of the second term, after
the term the course was taken, the incomplete will automatically convert to an FTC. This FTC grade may not be removed from the transcript except on appeal to the Dean of Graduate Studies. Such appeals would be granted only in exceptional circumstances such as the failure to complete was the fault of the instructor and not the student. Students who are “inactive” will be exempt until they are enrolled again.

If a student is required to withdraw due to incomplete program requirements “May not Proceed” will be noted on their grade report.

**Full-time students who have incomplete courses are not eligible for scholarships.**

12. **Teaching Assistantships**

Shortly after you arrive, and each subsequent term until your TA allocation has been fulfilled, you will be notified concerning your TA responsibilities. TAs are assigned after the department's teaching needs for the term are determined and, when the opportunity arises, students' expressed preferences have been taken into account. If you have been granted a TA, please see the instructor as soon as possible to work out your duties and responsibilities.

Although TAs are allocated in terms of hours per week, you should realize that depending on the demands of a course, you will sometimes be working for less or more hours per week (e.g., more during exam times). However, the total amount of time devoted to your TA responsibilities over the entire term should average out to the number of hours per week you have been allocated.

**Conflict Management and Dispute Resolution**

The relationship between a Teaching Assistant and his/her instructor and a Research Assistant and his/her supervisor is based on collegiality and mutual respect.

As it is in the best interests of all parties to address concerns informally and in a timely manner, a TA/RA is encouraged to communicate with his/her instructor/supervisor when a question arises about a decision or action affecting him/her. This communication can be either in person or in writing and must be done within one month of the decision/action. If the supervisor/instructor requires it, the TA/RA shall put the communication in writing. Within 10 working days of receipt of the communication the instructor/supervisor shall respond. If the TA/RA is satisfied with the response, the matter is at an end.

If a TA/RA is not satisfied with the result, he/she may seek a resolution by taking the issue to the department graduate officer/associate chair within 10 days of the instructor’s/supervisor’s response.

If a TA/RA is not satisfied with the result, he/she may take the matter to the Dean of Graduate Studies, who will consult with the relevant Associate Dean, Graduate Studies within the Faculty, within 10 days of the graduate officer’s/associate chair’s response. The decision of the Dean is final.

The TA/RA and instructor/supervisor are entitled to be accompanied by a UW colleague of his/her choosing as a support person at any meeting.

Graduate Officers/Associate Chairs and the Dean of Graduate Studies are expected to report to the Graduate Operations Committee and the Graduate Student Relations Committee the sanitized details of any issues with which they have dealt. The purpose of this is to identify recurring or systemic
problems with a view to resolving them. Reports should occur regularly, ideally at the end of each term.

Note: Sexual harassment, discrimination and abuse of supervisory authority are covered by Policy 33 - Ethical Behaviour.

13. Procedures for Getting Paid

If you are receiving a teaching or research assistantship, you must complete a number of forms (e.g., income tax, unemployment insurance) before you will be paid. Human Resources has mandatory payroll sign up sessions usually in the first week of term (please see posted notices for dates) so all grad students can get these forms completed. Please contact the Graduate Studies Coordinator if you are unsure of the dates. If you complete this process during the first week on campus, you will be eligible for the first pay period at the end of September. Your pay will be deposited directly into your bank account on the last Friday of each month.

International students working on campus (employed through the University of Waterloo) are now exempt from needing an Employment Authorization provided the primary document is a valid Student Authorization. If authorizations have to be renewed, kits are available from the International Student Office, NH 2080.

14. Computer Use Policy

Waterloo offers a wide range of computer support for graduate students.

A Departmental graduate student lab (BMH 2210) with 6 workstations is always open. It provides all common software applications for word processing, statistical analysis, graphics, web browsing, email, printing, etc. To use this lab, login using your Nexus password.

All graduate students have email accounts on mailservices.uwaterloo.ca. To access your email account, use your Quest password to authenticate.

Software is available to graduate students either free or at a reduced cost. Details can be found at: http://ist.uwaterloo.ca/software For example, graduate students can obtain a copy of Microsoft Office 2010 for $5.

For further information contact, Lowell Williamson, IT Specialist (x.32326, BMH 2111, llwillia@uwaterloo.ca).

14.1 Introductory Courses Offered by Information Systems and Technology (IST)

Each semester, the IST offers courses for new users. It will probably be worth your while to take some of these which usually consist of a one or two hour lecture over two or three days. Topics range from software languages to computer program packages. Watch for the IST newsletters in the early part of each term - they contain announcements about courses.

In addition, occasional workshops and introductory courses related to the microcomputer labs in AHS are organised for our students. Watch for announcements and sign-up sheets related to these courses on the bulletin boards near the labs.
15. Evaluation and Monitoring of Student Progress

Your supervisor and the Associate Chair for Graduate Studies will review your progress each term. In May of each year, every graduate student is required to fill in a Graduate Student Annual Report form which will be reviewed in detail by the Associate Chair for Graduate Studies. Normally, graduate students admitted directly into the graduate program in the Fall term should have completed all course work by the end of their first two terms and should be progressing with either their thesis proposal (M.A. students) or their comprehensive examinations (Ph.D. students).

16. Maternity, Adoption and Parental Leave

Graduate students who have been registered for at least two academic terms are eligible to receive a Bursary for full or partial maternity or adoption leave for a four-month period. Guidelines for such leaves are available at http://www.grad.uwaterloo.ca/forms/Scholarships/Maternity%20Bursary.pdf. Students are advised to consult the Parental Leave Advisor, Elaine Garner, in the University Graduate Studies Office at an early stage in planning for a maternity/adoption/parental leave.

17. Publishing Graduate Student Research - Guidelines on the Ethics of Authorship

The Department of Recreation and Leisure Studies strongly encourages graduate students to publish their research findings. This includes publishing thesis and other research in academic and professional journals, as well as presenting at conferences.

Students may sometimes be unsure how to initiate this process, and in particular they may not be sure what the role of their faculty supervisor should be. Thus, the following guidelines have been developed to assist students and faculty in reaching mutually satisfactory agreements in terms of joint authorship of research papers and presentations.

The guidelines are based on the policy statement of the ethics committee of the American Psychological Association, but have been modified to make them more applicable to the Leisure Studies field. They are not meant as “rules” that have to be followed, but rather as points for students and supervisors to take into consideration. While the wording of the guidelines refers primarily to publications arising out of graduate thesis research, the intent is that the guidelines can also be applied to other situations as well, such as research based on reading courses or student involvement with faculty projects. It is recognized, too, that dual authorship is not always appropriate. In some cases, students may have worked very independently on their research project and single authorship is appropriate, whereas in other cases one or more faculty members or students may be included as authors because of the significance of their contribution to the research endeavour.

**Guidelines**

1. When student thesis research is published or presented only second authorship is acceptable for the thesis supervisor.

2. Second authorship would normally be expected if the supervisor makes a major intellectual contribution to the research study through the designation of concepts, variables, or theoretical applications and/or through the interpretation of the research findings and/or through a substantial contribution to the write-up of the published manuscript or conference paper.
3. Second authorship is a courtesy if the supervisor designates the general area of concern and/or is involved in development of the research design and/or provides the data base and/or provides financial support.

4. Second authorship is not normally acceptable if the supervisor only provides encouragement, critiques or editorial contributions.

5. In all instances, agreement should be reviewed between student and supervisor before the writing for publication is undertaken and at the time of submission of manuscripts of conference abstracts. Manuscripts or abstracts should not be submitted without the approval of both authors.

18. **Policy on Bicycles in Buildings**

This statement makes clear that bicycles are not to be taken into or parked in campus buildings. The only exceptions are the storing of bicycles in areas specifically designated for this purpose located in the residence facilities and the UW Bike Centre in the Student Life Centre.

Departments administering buildings and UW Police are authorized to remove any bicycles found within campus buildings and not parked in outside bicycle racks.

This policy is not intended to discourage bicycle use but to ensure UW’s compliance with fire and life safety requirements.

**D. Financial Assistance**

Financial support is always a concern for graduate students. In addition to your fees and living expenses, you will likely encounter costs associated with courses (e.g., reading material) as well as your thesis (e.g., data collection). To help offset some of these expenses, there are generally five sources of funding available: (1) teaching assistantships: TAs, (2) research assistantships: RAs, (3) scholarships, (4) undergraduate course teaching (available for PhD students only) and (5) research grants.

1. **Teaching Assistantship Support**

Full-time doctoral students are normally guaranteed three (3) years of teaching or research assistantship support when they enter the program. As far as possible, and as funding permits, incoming master’s students are given one year of such support (i.e., a full teaching assistantship in each of the first 2 terms of their program). If students have external scholarships (e.g. an OGS, or a SSHRC fellowship) they may be asked to relinquish all or part of their teaching assistantship in order to provide funding for other graduate students.

A full teaching assistantship for one term is 10 hours a week for approximately 15 weeks (the 12 weeks of the teaching term plus the 3 week exam period). A student will never receive more than 10 teaching assistantship hours per term because this is the maximum allowed by Provincial Government policy. Sometimes students receive partial or half TA’s (e.g. 5 hours per week for 15 weeks), in which case the rate of pay is pro-rated accordingly.
When a student is awarded a TA, he or she is assigned to a specific undergraduate course for 10 hours per week (or sometimes 2 courses for 5 hours per week each). As soon as you know your course allocation, it is your responsibility to meet with the course instructor to determine what your duties as a TA will be. These may include attending classes, running seminars, proctoring exams, grading exams or papers, and running office hours to meet with students. If you run into any problems in dealing with your TA responsibilities, you should talk to the class instructor and/or the Associate Chair for Graduate Studies.

Sometimes additional TAs become available beyond those guaranteed for PhD or first year MA students. When this happens, the TAs will be awarded by the Associate Chair for Graduate Studies to individual students taking into account 1) the student’s progress in his/her program, 2) the amount of funding already received by the student, 3) relevant background experience for the particular course requiring assistance, and 4) the student’s economic need.

2. Research Assistantship Support

Research Assistantships are often available from individual faculty members. You should make known to each faculty member your interest in becoming a Research Assistant, and the skills you can bring to this task. The needs of any particular faculty member with a research project may vary considerably, and the amount of research funding available from faculty members changes constantly due to the irregular availability of grants and contracts. Also note that it is completely up to the individual faculty member as to whom he or she hires as his or her RA. The decision also depends on your expertise and the nature of the project. RA payments are administered by the Department Administrative Assistant.

3. Scholarships

The University Graduate Studies Office (Second Floor, Needles Hall) maintains a database file of all scholarships and fellowships available to graduate students. You should consult this material for possible aid: [http://www.grad.uwaterloo.ca/scholarships/scholarships_main.asp](http://www.grad.uwaterloo.ca/scholarships/scholarships_main.asp).

Two of the most relevant scholarships to you are the Ontario Graduate Scholarship (OGS) and the Social Science and Humanities Research Council (SSHRC) Fellowship. See Tracy Taves, the Faculty Graduate Studies Coordinator who is also the Scholarship Coordinator, for application forms and note that the deadline for these applications is early in the Fall. Therefore, students must apply either a year before entering the program or in their first term in order to be considered for scholarship support in the following year. You should also apply for your transcripts from other universities well in advance of the scholarship application deadlines. (Students cannot apply for these scholarships with an incomplete mark on their transcript).

Each year in early March, the Associate Chair for Graduate Studies recommends selected graduate students to the Associate Dean for Graduate Studies to receive University of Waterloo Graduate Scholarships. These Scholarships are awarded to those students, normally in the second year of their M.A. program or the second or third year of their PhD program. The following criteria are used in awarding scholarships: (1) good academic performance in the program to date; and (2) good progress towards the completion of the degree requirements. Specific indicators pertaining to these criteria are: for M.A. students, all or most coursework completed and a thesis proposal successfully defended by October 15th deadline; for Ph.D. students, all or most coursework and comprehensive examinations completed. A student who is carrying an incomplete (INC) on his or her transcript cannot be considered for a UW Graduate Scholarship.
You should regularly check the Graduate Student Bulletin Boards (on the 2nd and 3rd floors of BMH), and visit the Graduate Studies Office for additional information on scholarships, bursaries, and fellowships.

4. **Departmental Support for Graduate Thesis Research**

The Department will provide partial support for costs related to data collection for graduate thesis work. The maximum amount of support available will be $300 for doctoral and $150 for master’s students. Students must apply for this support after successfully defending their thesis proposal and prior to the collection of data.

Applications, which should be no longer than 2 pages in length, and sent to the Associate Chair, Graduate Studies and include the following:

- the title of the proposed thesis
- the names of the thesis supervisor and committee members
- date on which thesis proposal was approved by the committee
- a short description of the study, including the purpose, the method, and type of data to be collected
- the date on which data collection is scheduled to begin
- whether or not ethical approval for the project has been sought and/or granted
- a detailed budget explaining how the funds are to be used
- a tentative date for the completion of the thesis

After completion of the data collection, and prior to the defence date, the student must submit a final budget, along with receipts, to the Departmental Administrative Assistant.

5. **Undergraduate Course Teaching**

Doctoral students are encouraged to teach at least one undergraduate course at some time during their program of study. This will generally be a third or fourth year course in the student’s area of research interest but occasionally Adjunct Lecturer appointments are posted for first or second year courses. While undergraduate teaching is negotiated between the student and Department Chair, and is based on departmental need as well as graduate student interest, you may wish to let the Associate Chair for Graduate Studies and/or the Undergraduate Chair know if there are specific courses that you would like to teach. Undergraduate teaching is renumerated at the standard university term rate. A faculty member will be assigned as a mentor to assist with this first teaching experience. Assistance is also available through the Centre for Teaching Excellence (CTE) as is the Teaching Certification Program.

6. **Research Grants**

Sometimes it is possible to obtain a research grant from an agency that is interested in your thesis topic. This is especially true if you are working on a project with a supervisor who has obtained a grant. When you are developing your thesis proposal, ask your thesis supervisor where you (or he/she) may apply for financial assistance. Once again, for further information, check with the Graduate Studies Office.

7. **Travel Assistance**
Full time students are eligible for these assistantships if they are presenting the results of research they conducted while at the University of Waterloo at professional or academic meetings. Students are normally expected to be the first author and must be the conference presenter. Confirmation of presentation and abstract do not need to be submitted prior to handing in the application. There are three deadlines to receive completed Research Travel Assistantship applications during the year:

April 1st = Spring  
August 1st = Fall  
December 1st = Winter

Only graduate students currently registered full time in a degree program at Waterloo are eligible. Priority will be given to Doctoral students who have not used the award twice and Masters students who have not received this award previously.

Graduate Travel Assistantships are cost shared by the student’s Supervisor (if possible), the Department, the Faculty of Applied Health Sciences and the Graduate Studies Office. Current stipends from the Department are $150 for master’s students and $200 for doctoral students, and from the Faculty are $100 for master’s students and $150 for doctoral students. The Graduate Studies Office will normally pay expenses up to the total amount paid within the Faculty, with a maximum of $300. These dollar amounts may be adjusted from time to time depending on the budget available and the number of travel requests.

Students are encouraged to acknowledge the assistance of funding from the Graduate Studies Office in their abstract and/or presentation.

Please note that a student will not normally receive funds more than once per fiscal year.

a. The student should reserve funds in advance of the conference by completing a Research Travel Assistantship form, [http://www.grad.uwaterloo.ca/forms/Scholarships/travel.pdf](http://www.grad.uwaterloo.ca/forms/Scholarships/travel.pdf), obtain the necessary signatures and funding support from Supervisor and Department. Submit the request form to the Faculty Graduate Studies Coordinator, with the following information:

i. the name, place and date of the conference;

ii. a budget outlining the expected costs to be incurred;

iii. students must also submit a one page summary of research experience and significance of the conference you attended.

b. When more than one student is presenting at the same conference, the applications for funds should be sent to the University Graduate Studies Office at the same time.

It should be clearly understood that the sum total of support from the Department Chair, Dean, Supervisor and Dean of Graduate Studies may not add up to the predicted budget. Hence, students must understand that they may incur personal expenses. In this regard, students should be sure that they seek places where accommodation and meals are cheap (i.e., university residence). Where this is not possible, students should double or triple up in hotel rooms.
Once the Associate Dean has approved the application, you will be notified.

8. **Salary Rates for Student and Non-Student Assistants Paid from Research Grants**

8.1 *Graduate Student Research Assistants (RA).* Graduate student research assistantships should be viewed as support for students while they are working on their academic program(s). The amount of research assistantships may vary depending on the research project.

8.2 *Assistants.* A person employed to work on a research project is classified as an Assistant in the following cases:

   i. If a faculty member is hiring someone to work full or part-time on a project and that person is a graduate student, but the work is not directly related to the student's program, then the employee is classified as an Assistant, rather than a Graduate Student Research Assistant (RA). Normal UW personnel policies must be followed. The approval of the Dean of Graduate Studies must be secured prior to hiring.

   ii. If a faculty member is hiring someone to work full or part-time on a project and that person is not registered as a full-time student, during the period of employment, then the employee is classified as an Assistant and the normal UW personnel policies must be followed. For example, a student who has been employed as an RA during the academic term would be paid as an Assistant for work undertaken during a non-academic term or in the summer.

8.3 *Statutory Deductions and Fringe Benefit Costs.*

In addition to the salaries of research personnel the employer's share of the cost of fringe benefits is to be paid from research grants. The statutory deductions which apply to all employees are UIC, CPP and vacation pay. Full-time research staff who are employed for more than one year may also be eligible for supplementary benefits (University pension, LTD, insurance, OHIP, UHIP, Dental Plan, and so on) For these employees the total benefit cost would be a minimum of 14%. The Department of Human Resources can advise the applicant of specific requirements.

8.4 *Annual Increments for Continuing Staff.*

Full-time Assistants may be eligible for increases annually at July 1st per normal University policy. Researchers applying for multi-year grants should include in their budgets an adjustment factor for salary expenses, consumables and travel to offset the effects of inflation in the subsequent years of the grant. For salaries it would be appropriate to allow for an annual increment of between 3 and 7 percent. This is assuming that the employee's starting salary was well below the maximum level. For non-salary items a 4% annual inflationary allowance is suggested.

**E. Getting Involved**

1. *Graduate Student Representation on Departmental, Faculty, and University Committees*
At the beginning of the Fall term, the graduate students in each Department elect representatives to a variety of committees and councils. In the Department of Recreation and Leisure Studies, graduate student representatives are elected to serve on the following committees:

- Recreation and Leisure Studies Graduate Studies Committee
- Department Meetings
- AHS Faculty Graduate Studies Committee
- AHS Faculty Executive and Faculty Council Meetings

The Associate Dean's office will appoint a graduate representative from the Faculty of AHS to the University Senate Graduate Council.

2. The Recreation and Leisure Studies Graduate Students' Association (GARLS)

All graduate students are automatically members of this association and a new executive is elected each Fall to serve you. The degree of formality of the association within the department varies depending on the current students' preferences. Prior to your arrival on campus you should have received some information about GARLS. In recent years, GARLS has organized a mentor program for incoming graduate students.

3. Other Organizations and Committees of Interest

Graduate students may wish to get involved with other committees on campus, including:

- The Graduate Student Association (GSA)
- The International Students' Association (ISA)
- The AHS Issues of Gender and Inclusivity Committee
- Feminists Acting to Connect, Educate and Transform Society (FACETS)
- T.R.A.C.E. Assistance for Teaching Assistants

4. Dealing with Problems

From time to time students encounter problems which may be personal, academic or relate to interactions with others in the work environment. There are various sources of help to which students can turn.

Within the Department, students may choose to talk to their supervisor or the Associate Chair for Graduate Studies for advice. If the problem is not resolved, the Associate Dean for Graduate Studies for the Faculty, or the Chair of the Department of Recreation and Leisure Studies can be approached for help.

The University also provides counselling services. Professionally trained counsellors are available to help students with educational and career decisions as well as with personal and social concerns. Individual interviews, group counselling and study skills classes are some of the services which Counselling offers to students.

In addition, the university has an Ethics Committee. The policy on Ethical Behaviour (Policy 33) covers problems related to equality and respect, discrimination, sexual harassment, abuse of supervisory authority, academic freedom, and interference. Individual members of the university Ethics Committee, and the Coordinator of Conflict Management and Human Rights, (Ext. 35671), are available on an informal and confidential basis to advise students on the application of Policy
33. In addition, there is a Sexual Harassment Counsellor for Students who can be reached at Counselling Services (Ext. 32655).

Below is a list of people who can be contacted for assistance.

Counselling Services  
Needles Hall 2080  
888-4567 (x. 32655)

Matt Erickson, Coordinator  
Office of Conflict Management and Human Rights  
Math and Computer Building, 4049  
888-4567 (x. 33765)

Student Resource Office  
Student Life Centre, RM 3104  
888-4567 (x. 32402)

Rose Padacz, Director  
Office for Persons with Disabilities  
Needles Hall, 1138  
888-4567 (x. 35231)

Members of the Ethics Committee  
For a list of individual members contact:  
University Secretariat  
Needles Hall, 3060  
888-4567 (x. 32749)

F. Additional Department Services

1. Photocopying and Supplies

In addition to the machines available in the libraries, graduate students may use the departmental copying machine for reasonable copying related to your TA/RA responsibilities or your degree program.

Please be aware that the department is not responsible for providing office supplies for graduate student use. In the case of teaching assistants, the supplies required to fulfil those responsibilities will be awarded to the respective faculty members. Departmental letterhead is to be used only for approved departmental activities such as approved research projects, correspondence regarding publication and presentation of papers, and responses to advertised job vacancies. For other uses, consult with the Department Administrative Assistant or the Department Chair.

A telephone for on-campus and local calls is located in the hall near the graduate student offices. It has a local number of extension 33894 accessible through the main switchboard of the University by dialing (519) 888-4567. A second phone is available in BMH 2210, the graduate student computer lab with the extension 32519.
2. Use of Department Staff Assistance and Equipment

Upon oral or written authorization from a faculty member, department staff will do work for you that is needed in conjunction with assigned TA or RA responsibilities. The staff should not be asked to undertake any personal tasks on behalf of the student during normal working hours.

Students are not allowed to use equipment such as computer workstations, and telephones provided for staff use unless special permission has been arranged beforehand.

3. Computer Lab

Applied Health Sciences maintains a network of Windows computers that are part of the campus-wide Nexus system. Nexus computers are located in three student computer labs throughout BMH with six computers dedicated to Recreation and Leisure Studies graduate students in BMH Room 2210. Nexus computers eliminate the need for students to supply their own software as the system provides simultaneous use of many popular Windows programs such as Microsoft Office (i.e., Word, Excel, and Powerpoint), SPSS for Windows, QSR NVivo, popular internet and email programmes, and printing services. For assistant, please contact the AHS Computing Consultant (BMH Room 2111, ext. 32326) or for MA Tourism Policy and Planning students based in ES, contact the Computing Help Desk (ES1 Room 163A, ext. 33416).

If you are planning to use your own laptop, all AHS graduate student offices have both wired and wireless Internet connectivity. You will need an ethernet card for your computer. You can register for this service by contacting any of the AHS Computing Personnel.

4. Access to Building after Hours

A building key is not necessary as B.C. Matthews Hall is open 24 hours a day except during the Christmas break. Corridor doors are locked between 4:30 p.m. and 8:30 a.m. on weekdays and all day on weekends, but your office key will give you access to the Department. Access to other buildings (e.g., Math & Computer, or the Physical Activities Complex) is possible most hours that you would have need to use these facilities.

G. Additional Information about the Campus

The information in this section is relatively up to date. If you require more accurate details, please refer to the latest edition of the Graduate Calendar.

1. Graduate Student Association and the Graduate Club

All graduate students are automatically members of The Graduate Student Association. The Grad House is situated in the centre of campus and serves lunches and alcoholic and non-alcoholic beverages at moderate prices. Consult your fellow graduate students for more information.

2. Libraries

There are a number of libraries on campus. The Dana Porter Arts Library, which is located in the centre of the campus, is the main library. The Engineering, Mathematics and Science (EMS) Library
is in the Davis Centre and contains materials related to mathematics, economics, physical science, and so on. For manuals and other materials related to computer software and its application, the IST has a special library on the first floor of the Math and Computer. The Faculty of Environmental Studies maintains a map library on the main floor of the Environmental Studies Building (ES1). Should you have questions concerning library facilities, contact Richard Pinnell, Librarian for RLS, rhpinnell@uwaterloo.ca, ext. 33412.

The University is linked to the Ontario Inter-University Library System whereby it is possible to obtain a copy of a book or journal which is not available in our library within 48 hours. Inter-library loan (ILL) service reaches across North America. An ILL office is located in the Dana Porter Arts Library (Room LIB 224).

The Faculty operates the Lois Matthews Reading Room in BMH 3035. It is available to faculty and graduate students for informal meetings and conversation as well as browsing.

3. Parking on Campus

You may park in any of the visitor parking lots and pay each time you enter. The current rate is $5.00 (lots N, W, X) or $6.00 (lot M). You may pay by the term in selected lots (depending on the availability of space), in which case you need to contact the Parking Office in the Security Department which is located in the Commissary (COM), ext. 33100.

4. Banking

Three of the major banking organizations have branch offices located close to the University. They are:

- **Canadian Imperial Bank of Commerce** located on the lower level of the Student Life Centre

- **TD Canada Trust** located at Westmount Mall near the corner of Westmount and University (50 Westmount Road North) and in Laurelwood Plaza (corner of Columbia St. and Fischer-Hallman Rd.).

- **Royal Bank of Canada** also located at Westmount Mall near the corner of Westmount and University (50 Westmount Road North)

Assistantship and scholarship payments are deposited directly into your local account. Please check with the Payroll Department to be sure that you have filled out the appropriate forms.

5. Living Accommodations for Graduate Students

As with most university cities, housing is at a premium. Therefore, the earlier you can arrange accommodation, the closer you will be to the University and the cheaper the rate. There is a Housing Office located in Village 1 (V1) which provides lists of apartments and rooms to rent. You should consult this source as soon as possible. Another good source of information is the current graduate students who, based on experience, may be familiar with upcoming vacancies. Columbia Lake Village is designed specifically for graduate students. Further information can be found at [http://www.housing.uwaterloo.ca/CLV/](http://www.housing.uwaterloo.ca/CLV/).
6. **Post-Graduate Careers Information Office**

Career Services provides assistance to students graduating with advanced degrees who are seeking employment. Types of employment and the organizations and agencies compatible with individual students' needs and abilities are discussed during personal interviews with career advisors. Group sessions for students are held on job-hunting techniques, resume writing and successful interviewing. Each year, several hundred employers are invited to conduct on-campus interviews for all graduating students. Post-graduate students may participate in interviews during the Fall and Winter terms. The offices are located in the Tatham Centre.

7. **Bookstore**

The Book Store, with three sales areas, is located in South Campus Hall. It provides for all of the student's textbook needs, more than 30,000 titles of non-required books, engineering, art and optometry supplies, stationery and crested merchandise.

Normal Bookstore hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Extended hours as posted as required. For general information, call extension 32902.

8. **International Student Office**

The International Student Office (ISO) aids international students through its special programs and by providing information on many aspects of living in Canada: immigration regulations, community services, personal problems, legal problems, cultural adjustment, orientation to university life, and so on. Programs include Host Families, English conversation class, English tutors, temporary housing, TOEFL preparation courses and U.S. visa service.

All students from outside Canada are invited to visit the International Student Office in Needles Hall, Room 1101. Hours are 9:00 a.m. to 4:30 p.m., Monday to Friday.

9. **Health Care**

*Health Services* – [www.healthservices.uwaterloo.ca](http://www.healthservices.uwaterloo.ca). Registered students can receive medical care, nursing care and counselling services at Health and Safety. A roster of family doctors attends Health and Safety each day to see students. A Health and Safety physician is on 24-hour call seven days a week for students.

Hours: Monday to Friday – Fall & Winter terms 8:30 a.m. – 7:30 p.m.; Spring term 8:30 a.m. to 5:00 p.m.
Allergy Injections: All terms 2 – 5:00 p.m. by appointment only

Health Insurance. Physicians' fees at Health and Safety as well as laboratory work and X-rays are paid for by the Ontario Health Insurance Plan (OHIP). For detailed information on OHIP, students can obtain a free booklet, "The Ontario Health Insurance Plan General Guide", at the Clinic. OHIP application forms are also available at the Clinic. Students from other Canadian provinces and foreign students should check with Health and Safety staff regarding their coverage.

With the exception of visa students, all full-time students are covered by a Student Supplementary Health Insurance Plan. Premiums are shown in the Schedule of Fees. Dependent (family) coverage
can be obtained by payment of an additional premium. A pamphlet detailing this plan is available at Health and Safety, the Registrar's Office, Financial Services, or the Federation of Students' Office.

International students are no longer covered under the Supplementary Health Insurance Plan and must enrol in the University Health Insurance Plan (UHIP). This plan can cover either the student alone, one dependent or more than one dependent at different costs. To apply for dependent coverage the student must apply for coverage within 30 days of arriving in Canada. After this time the student must seek coverage from another private insurer or be responsible for their medical costs. The Graduate Studies Office cautions that medical costs are very high, for example, one day in the hospital can cost as much as $2,000.00 in Canada. Please refer to your pamphlet on University Health Insurance Plan for more information.

10. Centre for Teaching Excellence

The Centre for Teaching Excellence fosters teaching and learning of the highest quality at Waterloo. They support the development of instruction by working collaboratively with departments and individuals at all career stages, and promote the importance of effective teaching and meaningful learning across the university.

They approach their work by listening to, questioning, encouraging, and celebrating Waterloo’s teachers. To achieve their mission, they:

- assist instructors with exploring, integrating, and evaluating different approaches to teaching and learning
- connect instructors to one another to create dialogue and build networks around teaching and learning
- respond to evolving needs and issues regarding teaching and learning within the university environment

Their programming is designed to support instructors at various points in their careers:

- Programming on course design, academic integrity, learning technologies, internationalizing the curriculum, and more.
- Course redesign workshops such as the Teaching Excellence Academy.
- An Open Classroom Series in which award-winning faculty members invite their colleagues to their class.
- Assistance with Curriculum Renewal projects for your department.
- CTE Faculty Liaisons who assist with the development of online tools and tasks for use in UW-ACE.
- Consultation on conducting research on the impact of teaching on student learning.
- One-on-one consultations with faculty members.

11. Child Care

There are a variety of child care services available through four centres on campus. The Early Childhood Education Centre provides half-day preschool programs for children ages 3-5. Hildegard Marsden Co-operative Day Nursery (HMN), Klemmer Farmhouse Co-operative Nursery, and Paintin' Place Co-operative Day Care provide full-day care for toddlers and pre-school children. HMN has spots available for infants.
APPENDIX A

Program Calendar Description, 2011-2012
Graduate Programs in the Department of Recreation and Leisure Studies
University of Waterloo

The Department of Recreation and Leisure Studies offers graduate programs leading to the degrees of Master of Arts (MA) and Doctor of Philosophy (PhD). These programs emphasize a multi-disciplinary approach with emphasis on high quality research applied to practical problems.

Because of the broad spectrum of research fields within the Department, candidates with degrees in such areas as business, geography, kinesiology, health studies, psychology and sociology as well as recreation and leisure studies will be considered. However, students whose previous degree programs do not supply them with sufficient backgrounds will normally enter the program as qualifying, probationary or transitional students and may be required to complete a program of courses before admission as regular graduate students. Successful completion of the qualifying program does not guarantee admission to the graduate program.

Full-time students enrolled in the Master's program normally take 2 years (6 terms) to complete the degree. Full time students enrolled in the Doctoral program normally take 3-4 years (9-12 terms) to complete the degree.

Curriculum and Research Themes
Graduate work in Recreation and Leisure Studies at the University of Waterloo provides the opportunity for students to study a variety of topics. Working with faculty advisors, students select, in addition to the core courses, elective courses related to one or more of five theme areas:

* Identity and Diversity
* Environment
* Health and Well-Being
* Community
* Service and Policy

Tourism Policy and Planning
The joint Masters in Tourism Policy and Planning Program with the Department of Geography and Environmental Management integrates the social, cultural, environmental, and economic political perspectives on tourism. The program provides a range of adaptable and transferable skills to prepare students for a wide variety of careers in both business and academia.

Aging, Health, and Well-being
The Collaborative Ph.D. Program in Aging, Health and Well-being provides students registered in any Department in the Faculty of Applied Health Sciences with an interdisciplinary platform upon which to develop a broad understanding of issues related to the health and well-being of our aging population. The program affords the opportunity to cross departmental boundaries to access courses and resources including dissertation committee members who can add different perspectives to penetrating research problems.

The program prepares doctoral students for careers in academic institutions as well as in the private sector and related non-university settings such as hospitals, research and policy institutes.

**Work and Health**

The Collaborative Ph.D. Program in Work and Health provides students registered in any Department in the Faculty of Applied Health Sciences with an interdisciplinary platform upon which to develop a broad understanding of issues related to work and health. The program affords the opportunity to cross departmental boundaries to access courses and resources, including dissertation committee members who can provide cross disciplinary perspectives on research questions related to work and health. The program prepares doctoral students for careers in academic settings or in other related non university settings, including Government Ministries of Labour or Health, policy analysis and workplace health and safety associations.

Students must fulfill the minimum requirements of their home department. They will normally complete a minimum of four half (0.50 credit) courses, consisting of two core/fundamentals course, a graduate level statistics/research methods course, and an elective which will be related to work and health. In addition, students will participate in the doctoral research seminar in work and health. Further information can be found at [http://gradcalendar.uwaterloo.ca/?pageID=9122](http://gradcalendar.uwaterloo.ca/?pageID=9122).

**Financial Assistance for Graduate Students**

Full-time students are encouraged to apply for Social Science and Humanities Research Council Scholarships, Ontario Graduate Scholarships, Mental Health Foundation Fellowships, and the like. Application deadlines are generally in the Fall prior to admission to a graduate program.

Teaching assistantships are available for full-time students. Research assistantships are also available but vary in amount depending upon the nature of the research project and its sponsor. A student may serve as both a teaching assistant and a research assistant in the same term, but may only work a maximum of 10 hours per week on the TA and/or the RA if the latter is not related to the student's own research. Support from various provincial departments may be available to conduct specified thesis research at the graduate level.

Students residing in countries other than Canada are advised that many of the above sources of financial aid are available only to those who are citizens of Canada. It is advisable to clarify your own situation with the Associate Chair for Graduate Studies when making application for admission. (See Graduate Studies application information)

**Areas of Research**

Currently, the areas of active research in the Department of Recreation and Leisure Studies include: cultural development and the arts, leisure and health, work, family, lifespan and leisure and disadvantaged groups, management and program evaluation, marketing and consumer behaviour, outdoor education, park planning, environmental assessment, resource management, policy development, social psychology and sociology of leisure, therapeutic recreation, tourism, and urban recreation. Areas of research for faculty in the Department are outlined on pages 5-9 of this document. Additional information can be found at the following website: [http://www.ahs.uwaterloo.ca/rec/research/facbio.html](http://www.ahs.uwaterloo.ca/rec/research/facbio.html)

**Master of Arts**

The Master's degree program in Recreation and Leisure Studies is designed to achieve three objectives: to increase knowledge of the theories and concepts of leisure, and of the contributions by the social sciences, the natural sciences, and the humanities for understanding leisure, to develop the ability to use research methods and designs in problem solving, hypothesis testing, and theory development.
understanding of the importance of the applications of theories, methods, and models associated with leisure in contemporary society. The MA program is designed for students who have demonstrated strong academic abilities at the undergraduate level. While there is a blend of applied and scholarly approaches, there is a strong emphasis on the ability to conceptualize and conduct independent research of high calibre. Graduates from this program often seek careers which have a research component with governmental, professional, business or community organizations, or they go on to study at the PhD level. Admission and degree requirements are outlined in the following information.

**Admission Requirements**

* A four-year honours bachelor's degree (or equivalent) in Recreation and Leisure Studies or related field with at least a B standing (75%). If the overall undergraduate average is below B, consideration may be given to the applicant's performance during the final year of academic work. Two letters of reference, at least one of which must be from academic sources.
* Proof of competency in English (if applicable), including a TOEFL score of 580 (90 in the computerized version with minimum 25 each writing and speaking) for students required to take the Test of English as a Foreign Language. (See Graduate Studies Calendar, Academic Regulations - English Language Proficiency Certification for other acceptable tests of English.)
* Competency in written expression - including evidence of ability to conceptualize, organize ideas and reason.
* Applicants must submit at least one substantial example of their work completed during the last two years of academic study. Students with professional experience may submit a professional report of which they were the sole or senior author.
* A curriculum vitae/resume indicating your past academic and professional experience.

Students who do not meet the requirements outlined above may be considered for admission to a transitional, probationary or qualifying program depending on their academic background. (See Graduate Studies Calendar, Academic Regulations - Categories of Admission to the Master's Program) Deadline for applications to the Master's program is February 1st. Admission is normally granted for the following Fall Term.

**Degree Requirements**
The MA program requires five courses (0.5 unit weight) plus an MA thesis. REC601, REC 672, REC 673 are required courses and at least two other graduate courses from within or outside the Department must also be successfully completed.

The MA can be completed either on a full or part-time basis. The degree requirements must be completed within the following time periods:

* Full-time - 6 terms
* Part-time - 15 terms

Students must obtain permission for the Department Graduate Committee and the Associate Dean, Graduate Studies, to continue registration beyond the maximum time period stipulated for the program in which they first registered. (See Graduate Studies Calendar, Academic Regulations, Time Limits)

**Faculty Advisors/Supervisors**
When each graduate student enters the Department, the Associate Chair for Graduate Studies serves as a temporary graduate advisor. The advisor will assist the student in the selection of courses and other matters relating to the program of study but will not necessarily act as the thesis supervisor. Normally, a
student will choose a thesis supervisor from faculty in the Department. Course work should normally be completed by the third or fourth term before registering for the thesis.

**Master's Thesis**

*What is a thesis?*

The thesis is the culmination of the master’s program, and normally takes two to three terms to complete. For many students the thesis is the first time that they have been involved in independent research and it is typically both a demanding and a rewarding process. Each student should work closely with his or her supervisor in selecting a research topic, writing a research proposal, conducting the research itself, and writing the final thesis.

**The Thesis Proposal**

Students are expected to start working on their thesis proposals as soon as they have completed their coursework, usually in the Spring term of their first year. Each student needs to think about a thesis topic and approach a faculty member who might be an appropriate supervisor for his or her research. Faculty members in the Department are involved in a wide range of basic, disciplinary, and applied research studies, providing students with many opportunities for choice with respect to thesis topics (see examples of previous thesis titles), as well as methodological and disciplinary approaches.

**The Thesis Committee**

In consultation with their thesis supervisor, students should put together a thesis supervisory committee and fill out the MA Thesis Topic and Supervisor Form. A minimum of one committee member* (in addition to the supervisor) is required for the MA proposal, both of whom must have an academic appointment (the committee member may be an adjunct appointment). The completed form should be submitted to the Associate Chair for Graduate Studies for approval.

For the final MA defense, an independent reader (selected by the supervisor in consultation with the student and Associate Chair for Graduate Studies) and independent chair (assigned by the Associate Chair for Graduate Studies) will be added.

**Student Evaluation**

A review of each student's progress takes place during the month of May each year. Students are evaluated on several criteria, i.e., coursework and resulting grades, and, where appropriate, reports submitted by the students regarding their research and teaching assistantship activity. A grade average of at least 75% must be maintained.

**Doctor of Philosophy**

The PhD program provides the opportunity for advanced study and research in the field of Recreation and Leisure Studies. The degree culminates in the completion of a doctoral thesis, which is expected to make an original and substantial contribution to the field of knowledge. Students are also provided with opportunities for teaching and research assistantships, and are encouraged to participate in undergraduate teaching. The primary objectives of the program are to foster each student's ability to: do quality research and to contribute to the growing body of knowledge in the field. analyse and evaluate programs, policies and organizational structures aimed at understanding and improving the use of free time and the quality of life apply and disseminate this knowledge to practitioners, policy makers and managers. The doctoral program is designed for students who plan to teach and/or pursue research careers. It provides a training
opportunity for students seeking careers as scholars, researchers, and policy analysts for government, private sector and university positions.

Admission Requirements
The requirements for admission to the PhD degree program include:

- an MA degree, (or its equivalent) in Recreation and Leisure Studies or related field, with a minimum 75% average in master's level coursework.
- completion of an MA thesis
- proof of competency in English (if applicable), including a TOEFL score of 580 (90 in the computerized version with a minimum 25 each in speaking and writing) for students required to take the Test of English as a Foreign Language. (See Graduate Studies Calendar, Academic Regulations - English Language Proficiency Certification for other acceptable tests of English.)

Each applicant must submit a written statement outlining his or her research interests, and three letters of reference from academic sources and a curriculum vitae. In addition, students must submit a copy of previous academic work, such as a term paper, published manuscript or master's thesis. Deadline for applications to the Doctoral program is February 1st. Admission is normally granted for the following Fall term.

Degree Requirements
The Doctoral of Philosophy degree is awarded by the Faculty of Applied Health Sciences to candidates who have demonstrated a broad knowledge and have demonstrated a satisfactory level of achievement in research. The normal requirements for the Recreation and Leisure Studies PhD program include coursework, comprehensive examinations and a doctoral thesis. Students can also enrol in the doctoral program as part-time students. (See Graduate Studies Calendar, Academic Regulations - Regular Part-time Graduate Students)

Faculty Advisors/Supervisors
Students seeking admission to the PhD program should indicate in the letter of application who would be appropriate as a faculty advisor. Based on student and faculty research interests and availability, each student will be assigned an interim advisor when first admitted. This interim advisor, in consultation with the Associate Chair for Graduate Studies, will assist in determining an individualized program of study for the student. The interim advisor may become the supervisor for the comprehensive examination and for the doctoral thesis.

Coursework
Doctoral students are required to take a minimum of 9 graduate courses (0.5 unit weight) beyond the Honours BA level. These must include:

- at least one course in each of the three areas of study (Administration and Management of Services, Leisure Behaviour and Cultural Studies, and Recreation and Leisure Resources)
- an advanced research methods course REC 792
- the doctoral seminar REC 700 (The Interplay of Behaviour, Resources, and Policy in Leisure Studies)

Students entering the PhD program following completion of the MA degree in the Department of Recreation and Leisure Studies (University of Waterloo), or its equivalent, will usually have already completed 5 of the 9 required courses, and therefore will need a minimum of 4 additional (0.5 unit
weight) graduate courses. Elective courses can be taken either within or outside the Department, and can
be at either the 600 or 700 level.

PhD Comprehensive Examination
The purpose of the comprehensive examination is to ensure that doctoral candidates have a broad and
comprehensive knowledge and understanding of the field of Recreation and Leisure Studies, including: 1)
different epistemological, methodological and analytical approaches used by leisure researchers, and 2)
the broad substantive areas of leisure and cultural behaviour, recreation and leisure resources, and
policy/management. The process is designed to enable candidates to develop/acquire a solid grounding in
and understanding of leisure studies. This then provides a foundation for the critical analysis demanded
by the dissertation proposal and final defence. Additional details regarding Comprehensive Examinations
are provided in Appendix G.

PhD Thesis Examination
A PhD thesis proposal is required of all PhD students after passing the comprehensive examinations, and
before proceeding to data collection. The proposal should contain a detailed statement of the research
problem and its significance for a body of leisure-related theory, a precise account of the methodology or
research techniques to be employed, plus a detailed outline of the proposed data analyses. The candidate
will be required to present and defend this proposal before the thesis committee. The final thesis report
based on the completed research must also be successfully defended to satisfy the thesis requirement. The
PhD thesis advisory committee is comprised of the Supervisor and two committee members who
normally will be drawn from faculty members of the Department of Recreation and Leisure Studies. The
proposal will be defended before the thesis committee; however, upon completion of the thesis, the final
document will be defended before a five person Examination Board made up of the Supervisor, three
other members of the University community (two of whom are normally the advisory committee
members and one other individual from outside the home department), and an external examiner. (See
Graduate Studies Calendar, Academic Regulations, Minimum Requirements for the PhD Degree)
Normally the doctoral program will be 3-4 years (9-12 terms), which is consistent with other PhD
programs in the Faculty of Applied Health Sciences. The University time limit for completion is 4 years
(12 terms). Students must obtain permission from the Department Graduate Committee and the Associate
Dean, Graduate Studies, to continue registration beyond this 12 term limit.

Student Evaluation
A review of each student's progress takes place during the month of May each year. Students are
evaluated on several criteria, i.e., coursework and resulting grades, progress with regard to the
comprehensive examination and thesis work and, where appropriate, reports submitted by the students
regarding their research and teaching assistantship activity. A grade average of at least 75% must be
maintained.
APPENDIX B

2011-2012 Graduate Calendar Course Descriptions
Department of Recreation and Leisure Studies
University of Waterloo

A listed course may not be offered in a particular year because of insufficient demand or the temporary unavailability of an instructor.

REC 600 Integrative Seminar in Recreation and Leisure Studies (0.50) SEM
An examination and discussion of the definitions, concepts and theories used in recreation and leisure studies. The seminar seeks to identify and discuss current theories, methods, and issues, and to examine the concepts of professionalism and scientific inquiry as they apply to the field of recreation.

REC 601 Epidemiological and Methodological Issues in Leisure Research (0.50) LEC
A critical examination of epidemiological and methodological issues in leisure research. Emphasis is placed on the main theoretical perspectives in the field, as well as on research design using different methodological approaches. The course includes discussions of issues and consideration in developing research proposals.

REC 603 Leisure and Social Policy (0.50) LEC
Borrowing from a variety of social science disciplines, this course centres on the politics of leisure policy and administrative practice, as well as the range of collective leisure-related responses to social problems and issues related to contemporary social life. In so doing, both the utility and countereffects of leisure, broadly defined, are considered. Where possible, Canadian examples are used to illustrate course content.

REC 605 Social and Psychological Analysis of Leisure (0.50) SEM
Social and psychological research on leisure and the interrelationships among leisure and other domains of contemporary life will be examined. Current issues relating to leisure as a dimension of lifestyle, human development and quality of life will also be explored, as will the relevance of this research to recreation practice.

REC 608 Seminar in Gender and Leisure (0.50) SEM
This seminar course will focus on research related to gender and leisure. This will include examination of the effect of gender on leisure meanings, constraints and participation, and the effect of leisure activities on gender relations. Particular attention will be given to gender and feminist theory and the intersections between paid work, unpaid work, family and leisure.

REC 609 Internship in Recreation Service (0.50) LEC
A structured experience in a specified community agency to provide the student with the opportunity to relate theory and practice. A minimum of 50 hours per term will be required. Approval of Faculty Supervisor and Field Supervisor; Faculty Supervisor to assign grade via final written report, in consultation with Field Supervisor.
Instructor Consent Required

REC 610 Administrative Practice in Recreational Service (0.50) LEC
An examination of the processes involved in policymaking, planning and management, and the
development of problem-solving skills with respect to leisure service delivery systems. Special attention
is given to settings under governmental auspices.

**REC 615 Consumer Research and Marketing Leisure Services (0.50) LEC**
Marketing philosophy, segmentation, and marketing mix issues will be explored in the context of leisure
services delivery with special attention given to public and not-for-profit contexts. Current consumer
research conducted in leisure contexts will be critiqued with focus on ego involvement, loyalty and
commitment, group decision making, and travel role preferences.

**REC 630 Policy and Planning of Nature-based Recreation and Tourism (0.50) LEC**
The course deals with the theoretical principles underlying recreation and tourism planning within
ecologically sensitive landscapes and areas. The social, economic and environmental impacts of tourism
are reviewed. Special emphasis is given to national parks and protected areas. The course has an
international emphasis.

**REC 640 Community Development, Capacity Building and Leisure (0.50) LEC**
Examination of community development and individual and collective capacity building related to leisure
behaviour and services. The analysis includes the role of the consumer in policy development and service
provision. The course will focus on non-governmental and governmental sponsored initiatives and will
include such topics as community organization, social development, leadership, participation, and
empowerment.

**REC 650 Critical Reflections on Disability, Illness and Leisure (0.50) LEC**
This course engages a critical disability perspective to examine leisure in the lives of persons labelled as
(dis)abled. Drawing on a multidisciplinary and historical approach, the course explores the intersection
with other experiences of marginalization such as age, illness, race and ethnicity, poverty, gender, and
sexual orientation and the blurred boundaries between these categories of experience.

**REC 672 Quantitative Research Data Analysis and Interpretation (0.50) LEC**
Examines and applies a variety of statistical techniques used in the analysis of leisure research data.
Emphasis is placed on the interpretation and implications of empirical research in the field. Note: An
undergraduate statistics course and permission of the instructor is required.

**REC 673 Qualitative Research Data Analysis and Interpretation (0.50) LEC**
This course examines and applies a variety of techniques used in the analysis of qualitative research data.
A range of traditions and approaches will be explored in the course of acquiring training in qualitative
analysis. An introduction to computer software to assist in the management and organization of
qualitative data will be included.

**REC 680 The Dynamics of Tourism (0.50) LEC**
An in-depth examination of behavioural factors related to tourists; including but not limited to issues of
community, environmental management and aspects of planning and policy. The course will also
critically examine research methods employed to assess these factors.

**REC 685 The Structure of Tourism (0.50) LEC**
An examination of the sectors, organizations, delivery systems (and provincial/federal strategies) that
comprise and shape contemporary tourism. The course will also explore the nature of the tourism product
and destinations. Concepts, methods, and data sources for measuring the magnitude of tourism as an
economic sector as well as basic performance indices for tourism destinations will also be covered. The emphasis of the course will be on tourism in Canada.

REC 695 Selected Topics in Leisure Behaviour and Cultural Studies (0.50) RDG
Topic(s) to be negotiated on an individual or small group basis with members of the faculty.

REC 696 Topics in Administration and Management for Services (0.50) RDG
Topic(s) to be negotiated on an individual or small group basis with members of the faculty.

REC 697 Selected Topics in Recreation and Leisure Resources (0.50) RDG
Topic(s) to be negotiated on an individual or small group basis with members of the faculty.

REC 700 Foundations of Knowledge (0.50) LEC
An examination of the different paradigmatic perspective that influence the multidisciplinary field of Leisure Studies. The interrelationships among paradigms, theories, epistemologies, and methodologies are explored, with particular attention to their application to current research in the field. Graded on a Cr/NCr basis.

REC 730 Fundamentals of Work and Health (0.50) LEC
(Cross-listed with HSG 730, KIN 730)
This course will provide an overview of current thinking on work and health by introducing students to major substantive topics in the area from a multi-disciplinary perspective. The course will critically examine a variety of topics that may be investigated from different disciplinary perspectives. Classes will include presentations by faculty members representing different disciplines in the collaborative program. Examples of topics discussed in a given term may include work-stress relationships, healthy workplaces, and vulnerable populations.

REC 731 Approaches to Research in Work and Health (0.50) LEC
(Cross-listed with HSG 731, KIN 731)
The purpose of this course is to introduce students to different ways of designing and implementing research within the topic area of work and health as well as some of the practical, political and ethical challenges. The course content will include an examination of the epistemological positions associated with different types of research questions, analysis of case studies of research in work and health, and discussions of proposed research questions and proposals that examine problems from a variety of disciplinary perspectives. The course will also include presentations by researchers and practitioners from the work and health domain, who will facilitate discussions on the challenges and opportunities of conducting and applying research in this area.

REC 732A Work and Health Research Seminar (I) (0.00) SEM
(Cross-listed with HSG 732A, KIN 732A)
This seminar is a forum for student presentations about results of or proposals for research. Invited speakers will also present results of research from time to time. Attendance at the seminar is required for two terms (i.e., during the candidates' first two years in the program). Attendance beyond that is encouraged. The range of topics that will be addressed in the seminar crosses all areas of investigation in the collaborative program. Grading will be on a credit/no credit basis.

REC 732B Work and Health Research Seminar (II) (0.00) SEM
(Cross-listed with HSG 732B, KIN 732B)
This seminar is a forum for student presentations about results of or proposals for research. Invited speakers will also present results of research from time to time. Attendance at the seminar is required for two terms (i.e., during the candidates' first two years in the program). Attendance beyond that is encouraged. The range of topics that will be addressed in the seminar crosses all areas of investigation in the collaborative program. Grading will be on a credit/no credit basis.

**REC 750 Fundamentals of Aging, Health and Well-being (0.50) LEC**  
*(Cross-listed with HSG 750, KIN 750)*  
This survey course will be team-taught by members of the collaborative program and will serve to introduce students to major sub-areas of aging, health and well-being research. Topics will be covered from each Department within the Faculty of Applied Health Sciences.

**REC 751 Aging, Health and Well-being Research Seminar (0.00) SEM**  
*(Cross-listed with HSG 751, KIN 751)*  
This seminar is a forum for student presentations about results of, or proposals for research. Invited speakers will also present results of research from time to time. Attendance at the seminar is required for two terms (i.e., during the candidates' first two years in the program). The range of topics that will be addressed in the seminar crosses all areas of investigation in the collaborative program. Grading will be on a credit/no credit basis. Must be registered in the PhD program in Aging, Health and Well-being.  
*Prereq: HSG, KIN, REC Graduate Level Plans equal to HSGAHWBD, KINAHWBD, RECAHWBD*

**REC 792 Advanced Research Methods (0.50) SEM**  
This is a supervised research experience. The student arranges to work on a research project under the supervision of a faculty member who utilizes specific methodological and/or statistical procedures of interest to the student. The course may involve aspects of data collection, analysis or interpretation within the purview of a research project. The exact nature of the experience will be determined in collaboration with the project supervisor.

**REC 798 Advanced Topics in Leisure Studies (0.50) SEM**  
An in-depth analysis of specific topics of interest. The particular topics for a given term will be determined by the interests of the faculty and participating students. The form of the study may include a literature review or the planning and execution of an independent research study leading to a major paper.
APPENDIX C
Checklist for M.A. Students

In summary, this checklist is designed to help you organize your program. The following tasks are your responsibility:

1. [ ] Register ACTIVE every term (Fall, Winter, and Spring). Inactive registration is exceptional. If you do request INACTIVE status, you must seek approval from your advisor, the Associate Chair for Graduate Studies, and the Associate Dean. Requests for INACTIVE status will not always be approved.

   If you fail to register for any term, you are automatically dropped from your program. Readmission is not guaranteed, and if granted, requires payment of fees for the term(s) you dropped out. If you are readmitted, you will be required to register for a minimum of one term without a tuition refund.

   **APPROVAL:** Supervisor, Associate Chair for Graduate Studies

2. [ ] Complete REC 601, and 672 and 673.

3. [ ] Complete a minimum of two additional graduate courses. Select from courses within the Department (including “Internship” and “Selected Topics” courses, and graduate courses offered by other departments).

4. [ ] Select a thesis topic, supervisor by April 30th of first year. Select a thesis committee and complete the “MA/PhD Thesis Topic and Supervisor” form and submit to the Faculty Graduate Studies Coordinator after signatures obtained.

   **APPROVAL:** Supervisor, Associate Chair for Graduate Studies

5. [ ] Start preparation for MA Thesis.

   **APPROVAL:** Supervisor, Associate Chair for Graduate Studies

6. [ ] Prepare a thesis proposal in close consultation with your supervisor. Several drafts and much rewriting are to be expected. You may wish to consult members of your supervisory committee.

   **APPROVAL:** Supervisor

7. [ ] Schedule an oral defence at least one month prior to your proposal. Your proposal must be scheduled by October 15th of second year. Distribute copies of your proposal to your committee and the Faculty Graduate Studies Coordinator. Arrange a time, date and place acceptable to your committee. Your Master’s proposal must be on display at least one week before the defence. The Faculty Graduate Studies Coordinator will distribute the notice (when informed by you of date, time, and so on). Be sure to book a room through Dean’s Office Assistant, ext. 32920. Obtain and submit a copy of the “Master’s Proposal and Defence Notification” form to the Faculty Graduate Studies Coordinator at least four weeks prior to the proposal.
**APPROVAL**: Thesis supervisory committee, Associate Chair for Graduate Studies

8. [ ] Pass proposal defence.

9. [ ] Make any necessary modifications of proposal.

**APPROVAL**: Thesis supervisory committee

10. [ ] Obtain approval for data collection from the Office of Human Research, if appropriate.

**APPROVAL**: Advisor, Office of Human Research

11. [ ] Collect and analyse data, write up results in close consultation with your supervisor. Several drafts and rewriting are to be expected.

12. [ ] Complete “Intention to Graduate/Program Completion” form. This form is due by the end of the term in which you complete your degree requirements.

**APPROVAL**: Supervisor, Associate Chair for Graduate Studies

13. [ ] Schedule your final defence at least one month in advance. Distribute copies of your thesis to the committee and the Faculty Graduate Studies Coordinator. Arrange a time, date and place acceptable to your committee and inform the Associate Chair for Graduate Studies who will appoint a Chair for the examination. Your final thesis must be on display at least **two weeks** before the defence. The Faculty Graduate Studies Coordinator will distribute the notice (when informed by you of date, time, and so on). Be sure to book a room through Dean’s Office Assistant, ext. 32920. Obtain and submit a copy of the “Master’s Proposal and Defence Notification” form to the Faculty Graduate Studies Coordinator at least **four weeks** prior to the defence.

**APPROVAL**: Thesis supervisory committee, Associate Chair for Graduate Studies

14. [ ] Pass final defence.

**APPROVAL**: Thesis supervisory committee

15. [ ] Make final modifications to thesis. Note that this often takes more time than expected.

**APPROVAL**: Thesis supervisory committee.

16. [ ] Complete “Intention to Graduate/Program Completion” form. This form is due by the end of the term in which you complete your degree requirements.

**APPROVAL**: Supervisor, Associate Chair for Graduate Studies

17. [ ] Pick up “MA Thesis Examination/Acceptance Report” from the Faculty Graduate Studies Coordinator and obtain final signatures. Once completed, take to the Graduate Studies Office. Upload your thesis to UWSpace.

**APPROVAL**: Supervisor, Associate Chair for Graduate Studies
18. [ ] Convocate!

19. [ ] Return your keys for your office space and departmental keys and leave a forwarding address with the Faculty Graduate Studies Coordinator in order to return your additional thesis copies that you requested.

20. [ ] Be sure to keep in touch with your supervisor and inform the Graduate Coordinator of your first job and position and your whereabouts. There is a listing on the AHS home page at http://www.ahs.uwaterloo.ca/alumni/directory/index.html to update your mailing address. This is a good mechanism in which to search for other graduates.
APPENDIX D
Checklist for Ph.D. Students

In summary, this checklist is designed to help you organize your program. The following tasks are your responsibility:

1. [ ] Meet with your supervisor and the Associate Chair for Graduate Studies to discuss individualized program of study including selection of appropriate courses.

2. [ ] Register ACTIVE every term (Fall, Winter, and Spring). Inactive registration is exceptional. If you do request INACTIVE status, you must seek approval from your advisor, the Associate Chair for Graduate Studies, and the Associate Dean. A letter addressed to the Associate Dean and copied to the Associate Chair for Graduate Studies explaining the reasons for the request should be submitted. Requests for INACTIVE status will not always be approved.

If you fail to register for any term, you are automatically dropped from your program. Readmission is not guaranteed, and if granted, requires payment of fees for the terms(s) you dropped out. If you are readmitted, you will be required to register for a minimum of one term without a tuition refund.

**APPROVAL:** Supervisor, Associate Chair for Graduate Studies

3. [ ] Complete REC 700 and REC 792.

4. [ ] Complete a minimum of 2 additional courses from the 600 or 700 levels. Make sure you have at least one course beyond the B.A. level in each of the 3 areas of study (leisure and cultural behaviour; recreation and leisure resources; policy/management).

Students registered in the Aging, Health, and Well-being collaborative PhD program, please see http://www.grad.uwaterloo.ca/acms/default.aspx?sectionID=4979&pageID=8818 for degree requirements.

Students registered in the Work and Health collaborative PhD program, please see http://www.grad.uwaterloo.ca/acms/default.aspx?sectionID=4983&pageID=9122 for degree requirements.

5. [ ] In consultation with your supervisor, set up your comprehensive examination committee. Meet with your committee to set up guidelines and dates for the comprehensive examinations. Refer to AHS Policies and Procedures for PhDs at http://www.ahs.uwaterloo.ca/facgrad/facpolicies.html (“PhD Comprehensive Examination Approval of Committee and Date of Examination” form 1 should be completed).

**APPROVAL:** Supervisor, Associate Chair for Graduate Studies

6. [ ] Complete Comprehensive Exam by the end of the fourth term (December of the 2nd year)

**APPROVAL:** Comprehensive Exam Committee
7. [ ] In consultation with your supervisor, select a thesis topic and thesis committee. Complete the “MA/PhD Thesis Topic and Supervisor” form and submit to the Faculty Graduate Studies Coordinator after signatures obtained.

**APPROVAL:** Supervisor, Associate Chair for Graduate Studies


**APPROVAL:** Supervisor, Associate Chair for Graduate Studies

9. [ ] Prepare a thesis proposal in close consultation with your supervisor. You may wish to consult with members of your supervisory committee as well.

**APPROVAL:** Supervisor

10. [ ] Schedule an oral defence of your proposal at least one month in advance. Distribute copies to your committee and the Faculty Graduate Studies Coordinator. Arrange a time, date and place acceptable to your committee and the Associate Chair for Graduate Studies. Your thesis proposal must be on display for at least two weeks before the defence. The Faculty Graduate Studies Coordinator will distribute the notice (when informed by you of date, time, and so on). Be sure to book a room. Obtain and submit a copy of the “PhD Thesis Proposal Notification” form (form 3) from the Faculty Graduate Studies Coordinator at least four weeks prior to the presentation.

**APPROVAL:** Thesis supervisory committee, Associate Chair for Graduate Studies

11. [ ] Pass proposal defence and make necessary modifications to the proposal.

**APPROVAL:** Thesis supervisory committee.

12. [ ] Obtain approval for data collection from the Office of Human Research, if appropriate.

**APPROVAL:** Advisor, Office of Human Research

13. [ ] Collect and analyse data, write up results in close consultation with your supervisor. Several drafts and rewriting are to be expected.

14. [ ] Arrange proposed examining board at least 8 weeks prior to defence, in consultation with your supervisor. The examining board must consist of 5 members: Supervisor (must hold appointment with the department (adjunct or cross-appointed if not a regular faculty member); advisory committee, and an internal/external member as well as the external examiner. A Chair will be appointed by the Dean of Graduate Studies. In consultation with your supervisor, obtain and submit a copy of the “PhD Proposed Thesis Examination Board” form 5 to the Faculty Graduate Studies Coordinator at least 8 weeks prior to your defence, and include suggested external examiners for approval by the Faculty Graduate Studies Committee. Include the suggested external’s CV and two other suggested external examiners and affiliations who are in fairly close proximity of the University. A copy of your abstract and an arm’s length statement from your supervisor must also be included. In consultation with the Associate Chair for Graduate Studies and/or Associate Dean, an internal/external member will
be appointed to the committee. This member is to be external to the department but internal to the University. See guidelines outlined in the Academic Regulations section of the current graduate calendar under the heading “Minimum Requirements for the PhD Degree” for further clarification on the examining board." Once the external examiner has been approved, your supervisor will be informed of the decision and will contact the external for her/his agreement and availability. It is expected that all members of the examining board, including the external, are available to attend the defence. In the event that a member cannot attend, the Department will appoint a delegate with the Associate Dean’s approval to ask the questions submitted by the absent examining member (submitted one week in advance of the defence). The delegate may not be an existing member of the examining board. The Associate Dean will give the Chair all written questions one week in advance of the defence.

15. [ ] In consultation with your supervisor determine a time, place and date for your thesis defence. The final defence must be set four weeks before Convocation. The Faculty Graduate Studies Coordinator will book a room in this case (most PhD defences are held in BMH 3119). Obtain “Approved PhD Thesis Examination Committee”, form 6, from the Faculty Graduate Studies Coordinator when you are ready to hand in your thesis for display. This form must be signed by committee members and returned to the Faculty Graduate Studies Coordinator. Your thesis must be on display five weeks prior to defence and at least 4 weeks prior to the registration day of the following term in the Office of the Associate Dean for Graduate Studies. Leave one display copy and one copy for the external examiner with the Graduate Coordinator. Arrangements for the Chair are appointed by the Dean of Graduate Studies and facilitated by the Faculty Graduate Studies Coordinator. A brief written report prepared by the external examiner is required one week in advance and sent to the Associate Dean’s Office. The supervisor will be allowed to convey any general concerns that are outlined in this report with the student. The student is allowed to read the report after the defence upon request.

**APPROVAL:** Thesis supervisory committee, Associate Chair for Graduate Studies, Faculty Graduate Studies Committee, Associate Dean

16. [ ] Pass final defence and make final modifications to the thesis.

**APPROVAL:** Thesis supervisory committee.

17. [ ] Complete “Intention to Graduate/Program Completion” form. This form is due by the end of the term in which you complete your degree requirements.

**APPROVAL:** Supervisor, Associate Chair for Graduate Studies

18. [ ] Pick up “PhD Thesis Examination/Acceptance Report”, form 8, from the Faculty Graduate Studies Coordinator and obtain final signatures. Once completed, take to the Graduate Studies Office. Upload your thesis to UWSpace.

19. [ ] Convocate!

20. [ ] Return your keys for your office space and departmental keys and leave a forwarding address with the Graduate Coordinator in order to return your additional thesis copies that you requested.
21. [ ] Be sure to keep in touch with your supervisor and inform the Graduate Coordinator of your first job and position and your whereabouts. There is a listing on the AHS home page at http://www.ahs.uwaterloo.ca/alumni/directory/index.html to update your mailing address. This is a good mechanism in which to search for other graduates.
APPENDIX E

Selected Topics Courses, the 695, 696, 697 Series and Advanced Research Methods Course 792

Selected Topics Courses

This section is in reference to the courses:

- REC 695  "Selected Topics in Leisure Behaviour and Cultural Studies"
- REC 696  "Selected Topics in Administration and Management for Services"
- REC 697  "Selected Topics in Recreation and Leisure Resources"

http://www.ahs.uwaterloo.ca/rec/pdf/rec695_6_7_selected_topics.pdf

1. Purpose of Selected Topics Courses

In each area of concentration, there are courses identified as "Selected Topics". A student may pursue a topic of special interest that is either not normally covered, or not covered in depth, in one of the existing graduate courses. The student should approach a member of the faculty and agree on a program of study which would be followed to meet the requirements for this course. The frequency of meetings, course content, and methods of evaluation should be determined at this time.

Alternatively, a group of two or three students might approach a professor with a topic of special interest to them. Again, this would be a topic that is not normally covered in a regularly scheduled course. In this approach, the students and faculty member may meet on a seminar basis or in any other arrangement that is mutually satisfying to the group.

In either instance, the specific course number selected should correspond generally to the topic to be studied.

2. REC 792 “Advanced Research Methods” course may be (a) a research project undertaken under the supervision of a faculty member who has expertise in specific methodological and/or analytical procedures of interest to the student, or (b) may be an existing doctoral level course offered by another department that focuses on advanced methods and/or analyses.

http://www.ahs.uwaterloo.ca/rec/pdf/rec792_proposal.pdf

3. Policy on Recording of Course Content

All instructors offering a selected topics course must file with the Faculty Graduate Studies Coordinator a brief synopsis of what the course will entail. The student is required to fill in a "Proposal Form" (see the example on the following page) and submit it to the Faculty Graduate Studies Coordinator within the first 3 weeks of the term or the course cannot be officially added.

The intent of this procedure is to ensure that we have a record of these specific courses so that if they are ever required by other instructors, other institutions, or by prospective employers of our graduate students we can describe the course composition.
APPENDIX F
Internship in Recreation Service (REC 609)

1. Course Objective

To offer the student the opportunity to relate theory to practice by working on a specific project during a supervised co-operative work or volunteer internship in a leisure service agency (minimum 50 hours per term).

2. Procedures

a. Under the supervision of a faculty member, a student will seek permission to do a co-operative work or volunteer internship with a leisure service agency.

b. A staff member from the host agency must agree to be the Field Supervisor. A student may then request an interview with the Field Supervisor concerning the nature of the internship and the specific project to be undertaken for REC 609.

c. The student will report back to the Faculty Supervisor to develop a reading list related to the internship project and to finalize the method of course evaluation.

d. Regular contact between the Faculty Supervisor with either the student, the Field Supervisor, or both, should be scheduled.

e. A REC 609 proposal form (http://www.ahs.uwaterloo.ca/rec/pdf/rec609_intern_proposal.pdf) must be submitted to the Faculty Graduate Studies Coordinator within the first 3 weeks of the term in which the course is taken.

f. At the end of the term, the student will submit 3 copies of a final paper (with an abstract) which combines a literature review with the practical experience gained during the internship project to the:

i. Field Supervisor
ii. Faculty Supervisor
iii. Faculty Graduate Studies Coordinator

2. The Faculty Supervisor will use the major paper and any other methods of evaluation (as stipulated in the proposal form) to assign a grade for the course. Consultation with the Field Supervisor regarding the student's performance is recommended at this stage.
APPENDIX G

Comprehensive Examination Procedures (for Doctoral students only)

Purpose

The purpose of the comprehensive examination is to ensure that doctoral candidates have a broad and comprehensive knowledge and understanding of the field of Recreation and Leisure Studies, including: 1) different methodological and analytical approaches used in the field, and 2) the broad substantive areas of leisure and cultural behaviour, recreation and leisure resources, and policy/management. The process is designed to enable candidates to develop/acquire a solid grounding in and understanding of leisure studies. This then provides a foundation for the critical analysis demanded by the dissertation proposal and final defence.

The Candidate

Students will normally be expected to undertake the comprehensive examination process in their third or fourth term. At this point, students should work with their advisor to set up their comprehensive examination committee.

The Examination Committee

The committee should consist of their faculty advisor, a minimum of two faculty members (at least one of whom should be from the department), and a chair appointed by the Graduate Associate Chair. (Note: this committee may be the same as the thesis examination committee, where appropriate). The comprehensive examination process normally will be completed over a period of six months.

Examination Procedures

The advisor will meet with the comprehensive examination committee to:

1. Determine the specific areas of student interest to be covered in the exams.

2. Review the examination procedures to be followed.

3. Determine, in consultation with the candidate, the timing of the exams (PhD Comprehensive Examination Approval of Committee and Date of Examination Form should be completed at this time).

4. Develop 3 questions (normally each of the three committee member will submit one question for review by the other committee members) and submit them to the Graduate Associate Chair for review. The Graduate Associate Chair will forward the questions to the candidate on the appointed date.

The candidate’s advisor will forward this schedule, along with the three questions, to the Graduate Associate Chair.

On the appropriate date, the Graduate Associate Chair will email the questions to the candidate (requesting confirmation that they have been received.) The examination process begins once candidates receive the questions.
Written responses to each question are all to be presented to the student’s committee normally not more than 4 months after the student has received the questions. Each question is considered separately, and the length of each answer should be the approximate length of a refereed journal article submission (approximately 15-30 double-spaced pages). Students enrolled part-time may request up to a 2-month extension for the written comps process by completing and submitting the PhD Comprehensive Examination Extension Form for Part-Time Students to the Graduate Associate Chair. Comprehensive Exam extension forms should normally be submitted at least one week prior to the student receiving the questions.

Students unable to comply with the four month (or part-time extended) requirement must submit a written request for an extension to the Graduate Associate Chair. Only under the most extraordinary circumstances will an extension be granted. Normally failure to submit written responses within the four month (or part-time extended) period will result in a failure.

The oral exam should be scheduled such that committee members have 2 weeks to read the student’s responses. The committee does not meet prior to the convening of the oral exam, thus students should not expect feedback regarding their written responses prior to the oral exam.

The candidate will arrange the location of the oral exam. Please reserve the meeting room for at least three hours. The oral examination will be based on the questions and answers provided in the written exam. This exam will be open to other members of the department. Upon successful completion of the oral defense, the student normally has a maximum of 2 months to make any changes or conduct re-writes as required. Part-time students may be given one additional month to make changes (total of 3 months) if deemed appropriate by the committee.

Any member of the comprehensive committee who cannot attend the oral defence must submit a written report (questions) to the Chair of the comprehensive exam committee before the defence and arrange that a delegate reads these questions. Following the oral, the committee members will determine the outcome of the exam, and will complete and sign the Ph.D. Comprehensive Examination Report provided by the AHS Graduate Studies Coordinator.

Last revised January 2008
APPENDIX H

Important Dates and Deadlines

Scholarships

OGS
- Tracy Taves will send out announcement email concerning scholarship beginning of September
- departmental deadline for completed applications mid-October

SSHRC (Master’s and Doctoral)
- Tracy Taves will send out announcement email concerning scholarship beginning of September
- departmental deadline for completed applications mid-October

Academic Term Deadlines 2011/2012 - see

http://gradcalendar.uwaterloo.ca/page/GSO-Academic-Deadlines-and-Events