Survival Guide for New Psych Grad Students

Welcome! This “survival guide” is intended to help new grad students find their way around the department and the university. We hope it provides information you may not have obtained elsewhere or may have forgotten. You will also find some helpful information on the newly developed “New Student to-do list”.

First, let us introduce you to some useful people who may be able to answer your questions.

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1Please note: All new graduate students will receive a copy of the latest version of “Description of Graduate Program Regulations: A Resource Document for Graduate Students and Faculty” in September. It can be also found at http://www.uvic.ca/socialsciences/psychology/assets/docs/current/gradRegs.pdf Note that this document is updated annually in August, and the regulations that apply to you are those that are in effect in the fall of the year in which you are admitted to your program (MSc and PhD, separately). Other useful information can be found on the Faculty of Graduate Studies webpage: http://web.uvic.ca/gradstudies/ and at Graduate Admissions and Records http://www.uvic.ca/graduatestudies/admissions/

Who are these people, and how do you get hold of them? Here’s the 2016-2017 list.

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<th>Office</th>
<th>Phone</th>
<th>e-mail</th>
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<tr>
<td>Department Chair</td>
<td>Dr. Ulrich Mueller</td>
<td>Corn A237</td>
<td>7522</td>
<td><a href="mailto:psychair@uvic.ca">psychair@uvic.ca</a></td>
</tr>
<tr>
<td>Graduate Advisor</td>
<td>Dr. Daniel Bub</td>
<td>Corn A185</td>
<td>4490</td>
<td><a href="mailto:psycgadv@uvic.ca">psycgadv@uvic.ca</a></td>
</tr>
<tr>
<td>Director of Clinical Training</td>
<td>Dr. Cathy Costigan</td>
<td>Corn A240</td>
<td>8771</td>
<td><a href="mailto:psycdct@uvic.ca">psycdct@uvic.ca</a></td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Ms. Annette Barath</td>
<td>via office</td>
<td>6142</td>
<td><a href="mailto:psycadm@uvic.ca">psycadm@uvic.ca</a></td>
</tr>
<tr>
<td>Graduate Secretary</td>
<td>Ms. Karen Kienapple</td>
<td>Corn A236</td>
<td>6109</td>
<td><a href="mailto:psychgrd@uvic.ca">psychgrd@uvic.ca</a></td>
</tr>
</tbody>
</table>
Student Reps

There are several positions for student involvement in the department. Three graduate students attend the departmental faculty meetings: one represents the Lifespan students, one for the Neuropsychology students, and one for the Social, Cognitive, and Individualized Program students. Self-nominations and elections typically occur during the first week of classes. Names of reps are posted by the mailboxes. Talk to yourrep about issues that you think should be discussed by graduate students or at faculty meetings, and watch for announcements from the reps about departmental issues of importance to graduate students. Several other department committees have a graduate student representative (e.g., curriculum committee, graduate executive committee). While you may think that you have no time to be a rep, there are many benefits to being involved. Also, it looks good on your curriculum vita.

A grad student Ombudsperson (elected in the fall) will listen to your concerns when you have a serious problem with the Department or the University, but don't know how to solve it. Also, matters can often be solved by talking with the Administrative Assistant and/or the Graduate Advisor, or, if you still need clarification, with the Chair. Don't feel you have no one to turn to: if you have a problem, please ASK someone! (Don't let it fester.) Issues of concern in the university community are taken to the Graduate Student Society (GSS: http://gss.uvic.ca/). Talk to the GSS rep about campus-wide issues, social events, and campus politics.

Student Cards

Student cards now known as ONECard are available from the University Centre Foyer. Your first card is free; replacement cards cost ($20.00). In order to obtain your student card you must be registered for classes. The student card also serves as your library card and a bus pass that can be used on all City of Victoria buses.

Office Space

Office space is at a premium in the department. Check first with your supervisor to find out if he or she can make office space available for you. A reading room is also available for graduate student use in the Halpern Centre for Graduate Students.

Storage space in the form of lockers is available in the basement hallway adjacent to A059 (you will need your own lock).

Keys

All keys are available from the receptionist in the Psych office. You need to obtain permission from your supervisor for keys to their labs. Ask your supervisor to contact the general office via email advising that you have permission to have keys to their lab space. Once the general office receives authorization you can pick up your keys from the receptionist. There is a deposit of $5 for each key. In addition to any office and lab space and key to the Lounge, if you need to get into the building after hours, you’ll need a key for the outside doors.

Telephones

Public access telephones (no charge for calls) are available across the campus and in the main entrance of the Cornett building near A129 and A158. Some of these phones have an emergency link directly to Campus Security (e.g., one outside between Cornett and the David Strong Building).
Parking

Parking permits are available from Campus Security services in the Security Services building located by the main bus terminal. Students may park in non-reserved spots in lots outside of Ring Road. The cost annually is $462.00 from Sept. 1 to Aug 31, $90.00 monthly, or $32.00 weekly (GST will be added at the point of sale). To get a permit, go very early or late in the day to avoid long line-ups. Daily rates are $8.00. (see http://www.uvic.ca/security/parking/index.php for more information).

Working at Night

Although UVic is generally considered a very safe campus, for your own personal safety, it is not recommended that you walk alone on campus at night. There is a 24-hour escort service available to all. Call the Safewalk Program at 721-7599 to have Campus Security escort you wherever you need to go on campus. For information see: http://www.uvic.ca/security/home/safewalk/index.php

Photocopying

Photocopy machines are located in several areas around campus:
- In the Psych Grad Mailbox Room, Corn A233: uses personal code numbers, set up by Wendy Davies (in the Psych office). This room also has a computer. For a key to this room contact Nicole in the main office.
  - Provide 4-digit code plus code for RA, TA, or personal use
  - Cost is 5 cents per copy for black and white, and 15 cents for colour (doubled sided is considered to be 2 pages) The Psych office bills you at the end of the term – it is important that this invoice be paid upon receipt
- At Computing services: http://www.uvic.ca/systems/facilities/printingrepro/index.php
- In the McPherson Library: http://www.uvic.ca/library/use/computers/inthelibraries/index.php
  - Copy cards can be purchased in the library (copying costs $.12/page)
- At Zap! in SUB (Student Union Building)
  - Costs vary depending on type of copying, but cost is cheapest on campus
  - Colour and specialty copying available, and faxing.

Setting up E-Mail and Internet Accounts

Once you know your student number, setting up an e-mail account and gaining access to the internet is quick and easy to do by yourself through UVic’s NetLink. Set up a Netlink-ID by accessing http://netlink.uvic.ca/ and click on NetLink ID: application form. Once you have a NetLink-ID you can use the same web page to apply for an e-mail account. The NetLink Main Menu page also tells you how to query the status of your accounts, how to change your passwords, how to forward e-mail messages to other e-mail accounts and enable or disable a spam blocker on your webmail accounts.

Once you have your accounts, you are ready to set-up your e-mail application and internet browser at school and/or home. At school, your office must have an ethernet port and your computer must have an ethernet card and the appropriate software. At home, you will need a modem and the appropriate software. If you are unsure of how to proceed, ask around or contact the computer help desk at 721-7687 or via their web-site ( http://helpdesk.uvic.ca/ ). The university now has wireless capabilities that are accessible in many spaces in Cornett. See http://www.uvic.ca/systems/support/internettelephone/wireless/ for information.
Access to Computer Labs

Once you have a netlink id you can use most or all of the student computing facilities at UVic. For a list of all the computer labs on campus, see http://www.sfg.uvic.ca/. Two of the closer and more commonly used labs are:

* in the Business and Economics Building (BEC; Room 165 on Level 1; 721-8910), and
* in the Human and Social Development Building (HSD; Room A131; 721-6392).

These labs contain a variety of word processing, statistical (e.g., SPSS, SYSTAT, SAS, Minitab), and internet applications. Colour printing is available in the BEC lab. There is a printing cost; check for current charges per page.

Macintosh users will want to check out the Mac labs located in the HSD and Clearihue Buildings.

Computer Problems and Questions

If you are having trouble with your computer or computer-related service, contact the University computer help desk at 721-7687 or via their web-site http://helpdesk.uvic.ca/

If you are having trouble with a computer in your office here at school, or need advice, there are two department staff members who may be able to offer assistance.

Contact: Doug Thomson with software-related queries (dthomson@uvic.ca; 721-7528; A260); Chris Darby with hardware-related queries (cdarby@uvic.ca; 721-7544; A083).

Psychat and Psycgrad: E-mail Discussion Lists at UVic

Once your email is set-up, you should subscribe to the two email discussion lists in the psychology department: Psychat and Psycgrad. Messages posted to discussion lists are sent out to all the members of that list. Psychat list members include faculty, grad students, and staff, and its messages are of department-wide interest. It's a great way to keep up to date with what is happening in the department. Psycgrad is a grad-student-only list in which students can post messages with social or academic content (e.g., organizing social events, posting job listings, asking for course information). Information on how to post messages to a list is sent after you subscribe. To subscribe to Psychat go to https://lists.uvic.ca/mailman/listinfo/psychat and complete the application. To subscribe to Psycgrad send an email to psycgrad-request@lists.uvic.ca with the word subscribe in the email body and nothing else. If you are having trouble subscribing by yourself, send an email to the list owner:

Psychat – dthomson@uvic.ca
Psycgrad – psycgrad-owner@lists.uvic.ca

Finding E-mail Addresses and Web Pages at UVic

There are many ways to find the e-mail addresses of faculty, grad students, and staff in the department (e.g., ask at the Psych office, check the UVic or Psych Dept websites). On the Psychology Department website click on the “our people” tab. On the UVic website, you can search for someone at http://www.uvic.ca/directories/, but note that the student directory is voluntary (i.e., students must register themselves if they want to be "searchable").

Faculty and student web pages can be accessed via the Psychology Department’s website. To post your own web page on the web site, please contact Doug Thomson (dthomson@uvic.ca) who maintains the Psychology Department’s website at this time.
Library Services

Information on library services can be easily accessed via the UVIC libraries website (http://library.uvic.ca/index.html). The phone # for the loans desk and hours of operation is 721-6673. The reference desk number is 721-8274. As mentioned above, your student card serves as your library card and your library code can be found on this card.

From the libraries home page you can search the UVic libraries holdings using their online catalogues. Use "Quick Links → Request an interlibrary loan" to submit requests to obtain journal articles and books that are not in UVic's holdings.

Graduate students can sign out books in the fall and keep them until April 30. However, if a book is recalled, and you do not return it, the fines are steep, so keep only what you really need. If you are urgently in need of a psych-related book and it is signed out, try sending a message to Psychat to see if someone in the department has it. Otherwise, contact the circulation desk to find out how to recall books.

If you are after reprints or preprints of journal articles, the best method is to e-mail the author directly. This is also a good way to network!

Access to PsycInfo/Psychological Abstracts

Searchable electronic databases can be accessed through the Library page at http://library.uvic.ca/index.html and then clicking on Search & find, then Databases and then clicking on the arrow to open the window for “Frequently Used Databases”. Training seminars are offered through the library. Access to these databases is available to all students on campus, as well as off campus by entering a NETlink ID and password.

Research Discussion Groups

There are a number of research seminars and groups of students and/or faculty that are currently meeting for the purposes of presenting and discussing research. These include: the Cognition & Brain Sciences seminar, the Social & Environmental Psychology seminar, and the Clinical Research Conferences. The Cognitive and Social groups normally meet once a week and the Clinical Research group meets once every two weeks. Announcements of upcoming meetings are posted to Psychat. See the following contact people for more information:

- for the Cognitive seminar: Daniel Bub (dbub@uvic.ca; phone 721-7527);
- for the Social Psychology Seminar: Frederick Grouzet (fgrouzet@uvic.ca; phone 721-7537);
- for the Clinical research conference: Cathy Costigan (psydct@uvic.ca; 721-7529)
- for the Longitudinal Modeling group: Stuart MacDonald (smacd@uvic.ca; 472-5297)
- or how about starting your own research group?

Special Awards and Bursaries

A number of awards and bursaries are available to graduate students in various disciplines at UVic, and several are ear-marked for psychology graduate students. Check out the Faculty of Graduate Studies web site http://www.uvic.ca/graduatestudies/finances/financialaid/index.php

For the Psychology and UVic Donor awards (e.g., May, Vickery, etc.), a student must be nominated by the department (the Grad Advisor sends out a memo requesting information in late August or early September).
To apply for bursaries, the student must fill out an application form available in the Student Financial Aid Office, 2nd floor, of University Centre. The deadlines are June 1 and October 15.

Many funding opportunities and various awards for which you may be eligible are available from website http://www.uvic.ca/graduates/studies/finances/financialaid/externalawards/index.php

You should seriously consider applying for external scholarships and awards even in your first year of studies. It is excellent practice, and potentially very rewarding. The worst that can happen is that you won’t get any money. Also note that once you’ve written one proposal, you can easily rewrite it and reuse it for another application. A word of well-intended advice: before sending off your application, have a friend and your supervisor read it over to get some feedback. And GOOD LUCK!!

**Travel Grants for Attending Conferences**

Presenting posters and papers at conferences is an important part of graduate school. The Faculty of Graduate Studies (FGS) and the Graduate Students’ Society (GSS) have established a Graduate Student Travel Grant Fund to support travel to conferences, meetings, workshops, or research activities. Once per academic year (April 1 – March 31) you can apply for travel grant funds. Awards are made on a first come, first served basis and priority is given to first time recipients. Note that this funding is somewhat limited and you may not receive an award, particularly if you’ve had one before. Application forms are available from http://www.uvic.ca/graduates/studies/assets/docs/docs/RevisedOct%202014%20Travel%20Grant%20APPLICATION_REGS1.pdf and should be submitted to the Office of the Dean of Graduate Studies well before the conference date. Travel grants provide up to $400 to students presenting a poster or paper within BC, Alberta, or Washington State; up to $600 to students presenting outside of BC, Alberta, or Washington State; up to $300 to attend conferences/workshops, or to conduct research outside of Vancouver, Vancouver Island or Seattle; and a maximum of $150 to present or attend conferences/workshops or do research in Vancouver, Vancouver Island or Seattle. Students should apply as early as possible to maximize the likelihood of receiving funding. Be sure to take advantage of these grants by attending at least one conference a year! If your advisor has funding, be sure to ask her or him if additional financial help is available.

**The Psych Lounge**

There is a lounge provided by the department for use by psychology graduate students in the Cornett building (A220). Grad students are welcome and encouraged to study, eat, or just hang out in the lounge. Currently, the lounge contains a fridge, microwave and sink. The lounge is there for you to enjoy, and is a great place to meet other students. To start lounging, simply obtain a key to A220 and A233 from the Psych office.

**General “Survival Guide” Information for Grad Students (University of Florida)**

Links to a variety of useful resources related to graduate school survival can be found at http://geog.ufl.edu/programs/grad/success-in-graduate-school/

**Social Life**

Although grad school is doubtless a very busy time for all, it is important to set aside time for having fun and getting to know one another. Perhaps the best way to find out what is happening socially is to subscribe to Psycgrad (described above). Often students post messages
on Psycgrad to organize events ranging from ski trips to Mt. Washington, to informal volleyball games, to plans to go out for movies, plays, dinners, or drinks. A bunch of us often head over to the Grad Students' Society (GSS) lounge on Friday afternoons for drinks, which often "spill" into plans for the evening. Watch for other special events organized by the GSS, such as GSS Nite; see http://gss.uvic.ca/. Messages regarding upcoming department-wide social events such as department barbeques and Halloween parties will likely be posted on Psychat. By getting to know the other students and the faculty in the department you will develop a sense of community and pride that can make the difference between a wonderful graduate school experience and an empty, stress-filled one.

To burn off excess energy, check out the CARSA; see http://vikesrec.uvic.ca/. If you are into films, Cinecenta located in the SUB offers a wide variety of popular and foreign films, and if you show your student card, you and your guest get a discount. Pick up a schedule of upcoming films on campus, or see http://www.cinecenta.com/ for schedule.

Finally, there is a lot to see and do in Victoria if you look hard enough. You can find out what's happening in town by picking up a copy of Monday Magazine (a monthly paper available for free around town). On campus, watch for posters in the hallways, or pick up copies of the various student newspapers to check for upcoming events. And if you see something good, why not let the rest of us in on it...

Hope to see you around!

Credits:
This guide was prepared and updated by a number of former students (who are now too numerous to mention individually – so, collectively, thanks for your help!) as well as the previous and current Grad Advisors. Any changes, corrections, suggestions should be addressed to Daniel Bub (psycgadv@uvic.ca) or to Karen Kienapple (psychgrd@uvic.ca).

Last update: June 2016