University of Victoria
Public Health & Social Policy

Graduate Program Handbook

We acknowledge and respect the Lekwungen Speaking People on whose traditional territories the University stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

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About the School of Public Health & Social Policy

The School of Public Health & Social Policy examines public health, health promotion, and the social, environmental, and structural determinants of health. It is designed to encompass interdisciplinary and inter-professional fields of study. Within this context, health is understood as a resource for everyday living emphasizing social and personal resources as well as physical capacities.

Our unique, online, program lets you learn and engage in practice where you live and work. You'll participate in dynamic practicum placements that will support your studies and allow you to make an impact on your community's health and community services.

We believe in:

- Collaborative action across all sectors (government organizations, non-government organizations, non-profit organizations, community coalitions, and knowledge development) to promote the health of populations
- Community-based approaches with a social justice ethic to reduce preventable disease and premature death
- Creating partnerships with people to influence change and improve the quality of life for all people
- Inter-professional and multi-disciplinary approaches to practice and research
- Critical analysis drawing on principles of social justice and equity
- Political awareness and political engagement as a basis for social change
- Community-based approaches to research and knowledge development
- Diversity and cultural safety
- Indigenous knowledge and the right to self-determination

Our program prepares graduates to:

- Work as a member of an inter-professional team to promote health and prevent disease
- Creatively analyze public health issues from diverse perspectives with a demonstrated understanding of the impact of complex systems on the health of the population
- Engage in public health-related decision-making at the level of the individual, community, population, and government
- Effectively work with community in strategic development of public health programs
- Demonstrate leadership in the design and implementation of public health strategies and policies
- Effectively communicate public health knowledge within inter-professional and public domains
- Critically analyze a broad range of public health policies and other intervention strategies from a social justice/equity perspective

- Demonstrate knowledge of public health principles including ethical dilemmas and debates
- Demonstrate knowledge and skills required to critically appraise public health strategies and research
- Apply public health research strategies in the design and evaluation of community-based initiatives
- Effectively use knowledge translation and dissemination strategies for individuals, communities, populations, and government.

Graduate Program

The School offers a Master's of Public Health (MPH) degree for both fulltime and part-time students). This program is offered via online/ distance learning methods. Students have the opportunity to focus their studies by selecting one of two areas of focus during their program: Indigenous Peoples' Health or Social Policy

You'll learn to creatively analyze public health issues and policies from diverse perspectives and explore the ethical, legal and social dilemmas impacting public health. Our program includes practicum placements that will help you put your skills into practice.

MPH Program Requirements

The MPH program can be completed full-time in 2 years and part-time in 3 or 4 years. You have up to 5 years to complete the program.

All students admitted to the MPH program are expected to attend three online synchronous intensives:

1. Orientation (end of August) to their program prior to program commencement in September;
2. During their initial area of focus course (this is dependent on which area of focus you choose));
3. A culminating student conference at the end of semester 5 (last week of April) where students will demonstrate and share their project outcomes and learning.

The MPH program requires a minimum of 21 units if you are completing a culminating report or 24 units if you chose the thesis option. The units are made up of 9.0 units of core courses, 4.5 units of courses from the chosen area of focus, 3.0 units of practicum, 1.5 units of electives and either 3.0 units for your project, or 6.0 units for your thesis. The areas of focus include Indigenous Health Studies or Social Policy. Please refer to the recommended Program Plans later in this guide for further information.

The MPH program also requires completion of a 450-hour practicum. This provides an opportunity for you to practice and demonstrate public health knowledge and skills within professional practice setting. A culminating project completes your program. All core courses must be successfully completed prior to commencing your practicum and your culminating report courses (PHSP 589 and 508B). Any courses required to be repeated during your program, must be repeated prior to practicum and culminating report courses; this includes area of focus courses or the elective.

MPH Course Requirements (21.0 or 24.0 units)

MPH Core Course Requirements (9.0 units)

PHSP 501 (1.5 units) Public Health Epidemiology
PHSP 502 (1.5 units) Public Health Biostatistics
PHSP 503 (1.5 units) Public Health Practice I: Population Health and Health Promotion
PHSP 504 (1.5 units) Supportive Environments and Healthy Public Policy
PHSP 505 (1.5 units) Public Health Practice II: Public Health Interventions
PHSP 506 (1.5 units) Public Health Research and Evaluation

Area of Focus

One of two Areas of Focus (4.5 units required in one area).

Indigenous Health Studies

INGH 520 (1.5) Community Engagement and Leadership
INGH 521 (1.5) Indigenous Public Health and Social Policy
INGH 522 (1.5) Indigenous Health Research Methodologies

Social Policy

PHSP 550 (1.5) Perspectives in Social Policy and Public Health
PSHP 551 (1.5) Social Values, Ideologies, and Policy Analysis
PHSP 552 (1.5) Healthy Public Policy Strategies

Additional Program Requirements

PHSP 589 (3.0) Practicum (450 hours)
PHSP 508B (3.0) Culminating Report (21-unit option)**OR** PHSP 599 (6.0) Thesis (24-unit option)

Course Descriptions

PHSP 501 Public Health Epidemiology (1.5 units)

An applied approach grounded in population-based data. Focuses on the distributions and determinants of health, disease, disability, and mortality. Topics include: characteristics and dynamics of health and disease in human populations, including epidemiological strategies in examining the natural history of disease and the impact of disease on the population; population health assessment, surveillance and emerging social epidemiological models that attend to complex models of causation.

PHSP 502 Public Health Biostatistics (1.5 units)

Uses an approach grounded in population-based data. Builds upon PHSP 501, and focuses on understanding health inequities across diverse settings and populations using biostatistics and epidemiological data to understand the life course determinants of health. Includes an overview of design and analysis of health-related data collection methods including survey methods. The basic concepts and methods of epidemiological biostatistical analysis are covered.

PHSP 503 Public Health Practice I: Population Health and Health Promotion (1.5 units)
Contributes to students' theoretical and practical understanding of population health and its determinants as well as diverse constructions of health as a foundation for health promotion. Considers health promotion principles, models and approaches as well as inequalities in health in the context of social justice and cultural safety. Fosters understanding of health and its determinants, health inequalities in Canada and globally, and a more in-depth understanding in at least one area of health promotion.

PHSP 504 Supportive Environments and Healthy Public Policy (1.5 units)
Social environmental factors that impact the health of the community. Using a social-ecological model, attends to understanding the integral role of policy in the development of supportive environments. With an emphasis on critical analysis of health policy, students explore the development of healthy public policy in the management of public health concerns.

PHSP 505 Public Health Practice II: Public Health Interventions (1.5 units)
Focuses on the range of evidence-informed public health interventions employed in public health practice. Based on the BC Core Public Health Functions Framework, examines strategiesused to improve the health of a population including provision of public health prevention and improvement programs, disease and injury prevention, environmental health and health emergency management; strategies for health protection, health promotion, disease surveillance; public health capacity and infrastructure; the impact of public health services on health inequity.

PHSP 506 Public Health Research and Evaluation (1.5 units)
Emphasis on evidence-informed practice, and examining community-based research strategies to explicate applied knowledge within the field of public health. Topics include literature synthesis approaches; program evaluation; qualitative research methods; and mixed methods.

PHSP 507 Practicum (1.5 units)
All graduate diploma students are required to complete a 225-hour practicum. This planned, supervised and evaluated practicum will usually be completed at the end of the student's program of study. Graduate diploma students who complete the diploma and wish to then complete the Master of Public Health will be required to take PHSP 589.

PHSP 508A Culminating Report (1.5 units)
As a culmination of the practicum experience all Graduate Diploma students are required to complete a report that demonstrates a synthesis and integration of coursework and other learning experiences in preparation for professional public health practice. Graduate diploma

students who complete the diploma and wish to then complete the Master of Public Health will be required to take PHSP 508B.

PHSP 508B Culminating Report (3.0 units)
As a culmination of the practicum experience all Master of Public Health students are required to complete a report that demonstrates a synthesis and integration of coursework and other learning experiences in preparation for professional public health practice.

PHSP 550 Perspectives in Social Policy and Public Health (1.5 units)
Informed by values of social justice, equity and diversity, focuses on a range of theoretical and practical perspectives that critically assess social policy and practice and public health issues in Canada in historical, contemporary and comparative contexts.

PHSP 551 Social Values, Ideologies, and Policy Analysis (1.5 units)
Addresses how social determinants of health and well-being, including existing patterns of cultural, economic and political relations and resources, impact public policies and practices; and, in turn, how healthy public policy can positively affect social environments and determinants in Canadian communities and society.

PHSP 552 Healthy Public Policy Strategies (1.5 units)
Examines an assortment of public health approaches, including policy techniques and plans relating to health promotion, policy analysis and advocacy, capacity building, forming partnerships and collaborations, and strengthening communities. Also considers the importance of healthy public policies for various groups facing health disparities.

PHSP 589 Practicum (1.5 or 3.0 units)
All MPH students are required to complete a 450-hour practicum. The practicum provides the opportunity to integrate learning and practice in a public health setting. The student contributes to a community's resources and to addressing a public health problem while developing personal confidence and skills as a public health professional. This is a a planned, supervised and evaluated experience with a practicum supervisor from the host organization and a practicum instructor from the program. PHSP 589 includes 450 hours at an approved organization as well as an accompanying online course, usually completed at the end of the student's program of study.

Prerequisites:

- All of PHSP 501, PHSP 502, PHSP 503, PHSP 504, PHSP 505, PHSP 506.

Corequisites:

- PHSP 508B.

Note:

- Students must take a total of 3.0 units of PHSP 589 in their MPH program.
- The PHSP 589 part-time practicum (1.5 units per term) is offered in the September and January terms.
- The PHSP 589 full-time practicum (3.0 units over one term) is only offered in the January term only.
- Students who register in PHSP 589 for 1.5 units over two terms may enrol in PHSP 506 concurrently.
- Students must pass both 1.5 unit sections of PHSP 589 in order to complete the course.

PHSP 590 Directed Studies (1.5 – 4.5 units)
Comprises individual studies involving directed readings, projects or special studies under the direction of a faculty member. A proposal is developed in consultation with a faculty member and includes a plan for the evaluation of the student's work. The proposal must be approved by the Director or Program Manager before students are allowed to register.
Note:

- May be taken more than once for credit in different topics with permission of the program to a maximum of 4.5 units.

PHSP 591 Special Topics in Public Health Studies (1.5 units)
This is a variable content course focusing on specific interests of students and faculty members in the School of Public Health and Social Policy.
Note:

- May be taken more than once for credit in different topics with permission of the program.

PHSP 599 Thesis (6.0 units)

Students, working independently, with faculty guidance, complete a thesis to meet specific professional and academic goals. The thesis will entail research in a topic area chosen in consultation with the student's supervisory committee. The thesis option is an alternative to the Culminating Project (PHSP 598). Evaluation of this course will be carried out as per Faculty of Graduate Studies regulations.
Grading: INP, COM, N, F

Practicum

All Master of Public Health students are required to complete a 450-hour practicum. Students must have completed all core courses in the MPH program prior to commencing their practicum and report/thesis.

Students must submit an application to complete their practicum placement two terms in advance of the practicum start date. Throughout the program, students will receive information from the practicum coordinator who will help to guide them in the placement process. Most students have the option to complete their practicum placement in the community of their choice, in either Canada or the US. This option is based on the capacity of organizations within communities to host and supervise a student. It is not possible to complete a practicum outside of Canada or the USA.

PHSP students completing a practicum must undergo a criminal record review. Students are responsible for providing authorization for the review prior to registration in their first course in the program and cooperating with the conduct of the review as needed.

Students may be required to complete their practicum in an agency requiring proof of immunization and or additional security checks as part of its student placement process. Costs related to these requirements and other agency costs associated with the practicum are the responsibility of the student.

Culminating Report

If you chose the Culminating Report option during your Master's Program, you will be required to complete 3.0 units of coursework (or in the case of the Diploma, 1.5 units) and compile a 20-page report based on your practicum experience. This report must demonstrate a synthesis and integration of coursework and other learning experiences in preparation for professional public health practice. The Culminating Report course is offered in the January term only. Culminating reports are presented online to classmates, faculty, and staff during a synchronous conference at the end of April during the final year of the program.

Thesis Option

The Master's thesis route is an option for MPH students who are interested in completing a thesis rather than a Culminating Report. Students who choose the MPH Master's thesis route

complete all courses required of Report-based MPH students, including the 450-hour Practicum (PHSP 589), except for the Culminating Report course (PHSP 508B). Instead of PHSP 508B, thesis-based students enrol in PHSP 599 (Thesis). Thesis program requirements are determined by the Faculty of Graduate Studies https://www.uvic.ca/graduatestudies/index.php. Students who intend to pursue the Master's thesis route are strongly advised to discuss this option with PHSP staff (Jeff Masuda, Graduate Advisor, and Heather Ulmer, Practicum Coordinator) before the end of their first year in the program.

Although thesis students are not required to participate in the Culminating Conference, if the timing allows, they are more than welcome to present their proposal informally to their peers during this event.

Deadlines:

a. MPH students must complete at least one term in the program prior to declaring the thesis route, i.e. no approvals will be granted prior to December 31 of the first year of the program.
b. MPH fulltime students must declare thesis route by August 1 of the first year of the program; MPH (part-time students must declare thesis route by August 1 of the second year of the program; late requests will not be considered (see further notes re supervisor choice below)).

A) Supervisor and Supervisory Committee

Full-time MPH students should approach a potential faculty thesis supervisor by the Spring/Summer of the first year in the MPH Program, and part-time MPH students should approach a potential faculty supervisor by the spring in the second year of the MPH program. Thesis students should consult regularly with their supervisors for guidance in thesis proposal development, and a minimum of once per term. Thesis students will be able to use some assignment work in PHSP 506 (Public Health Research) to assist in the development of thesis proposal drafts.

The structure of the supervisory committee must meet the requirements set out by the Faculty of Graduate Studies for interdisciplinary students. For master's students, two co-supervisors, who are members of the Faculty of Graduate Studies at least one of whom has successfully supervised candidates for graduate degrees in the past. Based on the graduate calendar, the primary academic supervisor must be from the academic unit offering the degree program.

Within the first two terms of attendance in a graduate degree program, a primary supervisor must be nominated. Within three terms of first registration in a thesis, project or dissertation, the remainder of the supervisory committee shall be nominated and recorded on the student's academic record.

B) Expected Meeting Frequency with your Supervisor

Supervisors and students should normally meet in person, virtual or in writing at least twice per term – unless a delay is required by field work, remote study, supervisor or student vacation, sick

leave, etc. This formal process review requires completion of the appropriate form at least once a year every summer (see Appendix 1.).

C) With your Supervisory Committee

The expected minimum frequency with which students would normally meet with their supervisory committee, either by direct meeting or virtual meeting, to discuss the student's research is at least once per year, with more frequency closer to completion.

D) Practicum Placements

Thesis students are encouraged to explore Practicum placement possibilities within research-intensive centres, organizations or community agencies. As thesis students will not be required to enrol in the Culminating Report course (PHSP 508B), they are strongly advised to continue the development of their thesis proposals during the term (or second term) they are in Practicum. After completion of the Practicum, a thesis student will be expected to submit a thesis proposal to her/his supervisor, and upon approval, to develop an ethics application for submission to the University of Victoria's Human Research Ethics Board (HREB) (http://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php).

E) Expected Turnaround Time of Annotated Thesis or Paper

The expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a thesis, dissertation or paper to a student will not exceed 20 business days from time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

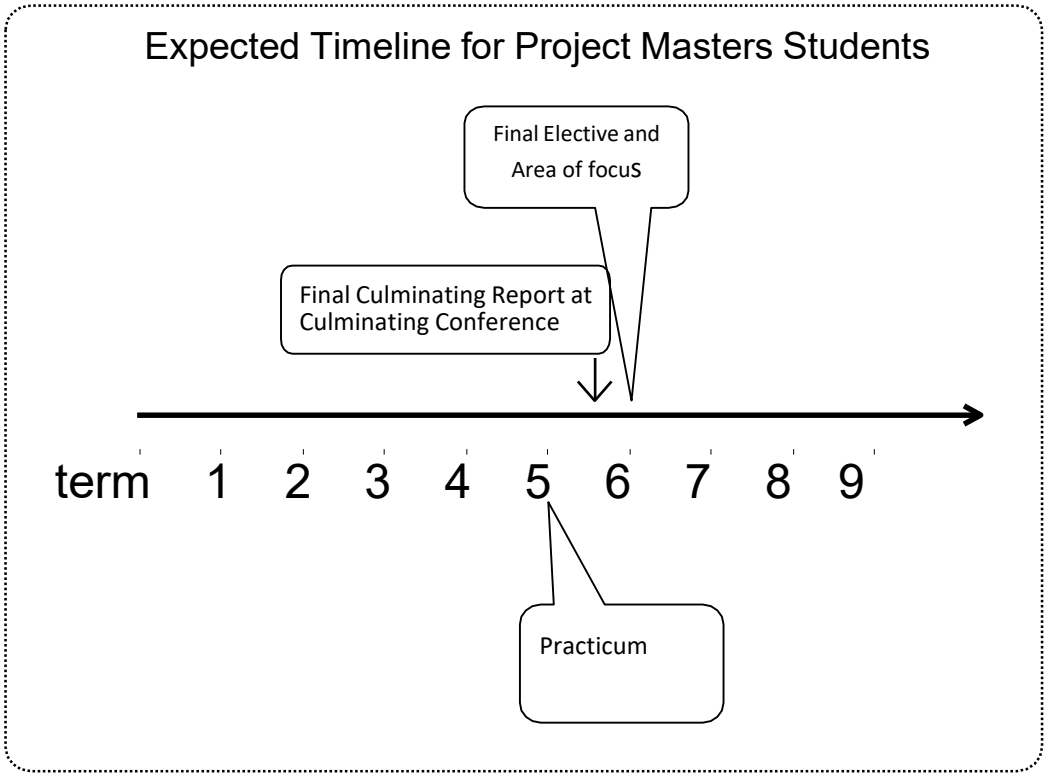
F) Required Thesis and Dissertation Formats

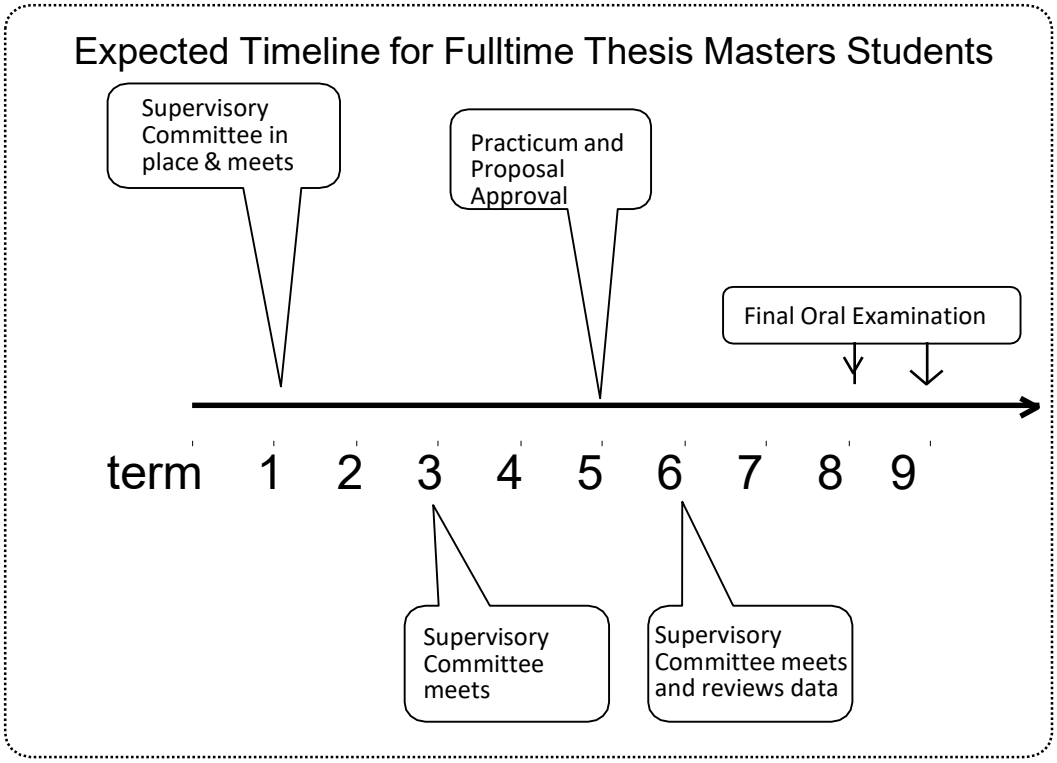
For permitted thesis format(s), please see:
https://www.uvic.ca/students/_assets/docs/thesis-format-checklist-and-sample.pdf

For general Faculty of Graduate Studies information on thesis submissions and associated resources, see "Thesis & dissertation":
https://www.uvic.ca/students/graduate/thesis-dissertation/index.php

Program Plans and Timelines

Please see the following pages for examples of our different program plans and expected completion timelines.


Expected Timeline for Project Masters Students
Final Elective and
Area of focuS
Final Culminating Report at
Culminating Conference
term 1 2 3 4 5 6 7 8 9
Practicum


Expected Timeline for Fulltime Thesis Masters Students
Supervisory Committee in place & meets
Practicum and Proposal Approval
Final Oral Examination
term 1 2 3 4 5 6 7 8 9
Supervisory Committee meets
Supervisory Committee meets and reviews data

PROGRAM PLAN (Full-time 2 years)

MASTER OF PUBLIC HEALTH (MPH)

For more information please visit http://www.uvic.ca/hsd/publichealthsocialpolicy/index.php

University of Victoria

Year One			Year Two		
September	January	May	September	January	May
PHSP 501 **(1.5 units)** Public Health Epidemiology	**PHSP 502** **(1.5 units)** Public Health Biostatistics	**PHSP 504** **(1.5 units)** Supportive Environments and Healthy Public Policy	**PHSP 506** **(1.5 units)** Public Health Research and Evaluation	**PHSP 508B** **(3.0 units)** Culminating Report	**Elective** **(1.5 units)**
PHSP 503 **(1.5 units)** Constructions of Health and Principles of Health Promotion	**PHSP 505** **(1.5 units)** Public Health Interventions	**Area Focus 1** **(1.5 units)** ONLINE Sychronous condensed course first week of May	**Area Focus 2** **(1.5 units)** ONLINE all term	**PHSP 589** **(1.5 units part time)** **(3.0 units full time)** Practicum (450 hours total required by all students)	**Area Focus 3** **(1.5 units)** ONLINE all term
ONLINE: Sychronous Orientation Required, last week of August			**PHSP 589 part time** **(1.50 units)** Practicum	**ONLINE:** Culminating Conference (Usually end of April, 2 days)	

PROGRAM PLAN (Part-time 3 years)

MASTER OF PUBLIC HEALTH (MPH)

For more information please visit http://www.uvic.ca/hsd/publichealthsocialpolicy/index.php

University of Victoria

Year One			Year Two			Year Three	
September	January	May	September	January	May	September	January
PHSP 501 **(1.5 units)** Public Health Epidemiology	**PHSP 502** **(1.5 units)** Public Health Biostatistics	**PHSP 504** **(1.5 units)** Supportive Environments and Healthy Public Policy	**PHSP 503** **(1.5 units)** Constructions of Health and Principles of Health Promotion	**PHSP 505** **(1.5 units)** Public Health Interventions	**Elective** **(1.5 units)**	**PHSP 506** **(1.5 units)** Public Health Research and Evaluation	**PHSP 508B** **(3.0 units)** Culminating Report
		Area Focus 1 **(1.5 units)** ONLINE Sychronous condensed course first week of May	**Area Focus 2** **(1.5 units)** ONLINE all term		**Area Focus 3** **(1.5 units)** ONLINE all term	**PHSP 589 part time** **(1.50 units)** Practicum	**PHSP 589** **(1.5 units part time)** **(3.0 units full time)** Practicum (450 hours total required by all students)
ONLINE: **Orientation** Required, last week of August							**ONLINE:** **Culminating Conference** (Usually end of April, 2 days)

PROGRAM PLAN (Part-time 4 years)

MASTER OF PUBLIC HEALTH (MPH)

For more information please visit http://www.uvic.ca/hsd/publichealthsocialpolicy/index.php

University of Victoria

Year One

September	January	May
PHSP 501 **(1.5 units)** Public Health Epidemiology	**PHSP 502** **(1.5 units)** Public Health Biostatistics	**PHSP 504** **(1.5 units)** Supportive Environments and Healthy Public Policy

Year Two

September	January	May
PHSP 503 **(1.5 units)** Constructions of Health and Principles of Health Promotion	**PHSP 505** **(1.5 units)** Public Health Interventions	**Area Focus 1** **(1.5 units)** ONLINE Sychronous condensed course first week of May

Year Three

September	January	May
Area Focus 2 **(1.5 units)** ONLINE all term	**Elective** **(1.5 units)**	**Area Focus 3** **(1.5 units)** ONLINE all term

Year Four

September	January
PHSP 506 **(1.5 units)** Public Health Research and Evaluation	**PHSP 508B** **(3.0 units)** Culminating Report
	PHSP 589 **(3.0 units)** **Practicum**
	ONLINE: Culminating Conference **(Usually end of April, 2 days)**

General Funding Information

Bursaries

Bursaries are non-repayable awards offered based on financial need and reasonable academic standing. Information on application and eligibility requirements for graduate bursaries is available through Student Awards and Financial Aid.

UVic Awards and Fellowships

The Faculty of Graduate Studies provides awards to graduate students of high academic standing. The distribution, value and duration of these awards and fellowships are determined by each academic unit. You do not need to apply as new students are evaluated at the time of application. Continuing students are evaluated for awards according to their progress in the program. Please contact your graduate adviser for information on how these award decisions are handled in your academic unit. Please see the Faculty of Graduate Studies website for information on UVic fellowship regulations and UVic grad award regulations.

External Awards and Fellowships

There are a number of national and provincial granting agencies that annually fund graduate students and their research. These are merit-based fellowships which must be applied for individually. Most of the agencies have specific application guidelines and deadlines.
The funding opportunities on the Faculty of Graduate Studies website all require an internal pre-selection process coordinated through the Faculty of Graduate Studies.

There are many other external funding competitions that you can apply for directly (they do not involve an extra pre-selection step at the university level). As we find out about opportunities, we forward the information to students through our email distribution lists.

Distance Graduate Student Travel Grant

The Graduate Students' Society, with the support of the Faculty of Graduate Studies, established a special travel grant to assist graduate students in distance programs. The objective of the fund is to support students in financial need to attend the on-campus residential workshops that are the requirement of many distance education graduate programs. Grants are awarded on a first-come first-served basis, with priority given to first time applicants. Eligibility and application details for the Distance Graduate Student Travel Grant can be found on the Faculty of Graduate Studies website.

Loans and grants

The federal and provincial/territorial governments provide student loan and grant assistance for Canadian citizens and permanent residents studying at the post-secondary level.

The funding is offered as repayable loans and non-repayable grants and is issued to you if you have demonstrated financial need. These loans are interest-free while you are a full-time student. You'll find full details on the Student Awards and Financial Aid site.

PHSP Funding Policies

The School of Public Health and Social Policy administers limited funds provided by the Faculty of Graduate Studies for graduate awards (or fellowships) upon admission as well as two donor funded PHSP-specific scholarships (London Drugs Foundation & the James & Phillippa Kerr Public Health Awards). At times, PHSP will nominate graduate students for other university level scholarships when students meet criteria (for example, the Mrs. Annie Greskiw Award or the Cassels Shaw Award). All nominees must meet the minimum UVic requirements for awards with a GPA of 7.0 or above on the UVic scale of 9.0.

Graduate students in PHSP are encouraged to apply for funding from the following sources, in addition to possible internal nomination for the above awards:

- UVic bursaries (usually based on financial need)
- Student loans (varies by province)
- Large funding agencies such as SSHRC & CIHR (requires nomination through the School of PHSP
- Employers
- Unions
- Private Foundations, Agencies, Organizations
- FGS travel grants for conferences
- FGS travel grants for online students attending required on site program components

Any additional funding opportunities, including occasional employment postings, are circulated to all graduate students by the School, as soon as we receive notification of the opportunity.

Graduate Awards

Graduate Awards/Fellowship nominations are forwarded to the Faculty of Graduate Studies in June of each year, and notification to incoming students is usually in July or August. The value of a graduate award (non-renewable) is between $5,000- $8,000. Selection is highly competitive, based on Admission ranking. The School is usually able to nominate about six incoming students. The Faculty of Graduate Studies makes the final decisions. Part time and full time students are eligible.

Scholarships

Donor scholarship nominations are forwarded to the Faculty of Graduate Studies in September of each year. Selection is highly competitive, based on Admission ranking, or in the case of current students, cumulative GPA in the program to date. Scholarships are non-renewable. Awards range from $1,000 to $5,000. The number of awards is dependent upon the total awardvalue which varies annually.

James Rossiter Practicum Award (Canadian Public Health Association – CPHA)

Eligible students may apply for the James Rossiter practicum award in November of each year. Students must be enrolled for full time practicum only, for the January-April semester. Notice of the award process, timelines and guidelines are sent to eligible students in October. The successful recipient of this award receives about $5,600.00 and is required to submit a final practicum report to the CPHA. All PHSP award nominations are made by a Selection Committee. The Director and ProgramManager administer the award process.

Research Assistantships (RA)

Occasionally, faculty members will have RA opportunities, although in an online program these are infrequent. At times however, there is work that may be done remotely (such as literature searches, etc.). Any remote or on campus RA opportunity postings will be sent to all graduate students. Faculty members usually have a formal application process for positions.

Teaching Assistantships (TA)

Occasionally, TA opportunities come up in the School, but primarily for a large undergraduate class, *HLTH 251 Healthy Sexuality*, with over 300 on campus students twice during the year. TA'ing for this course would be open to local residents only as on campus engagement is required. Other opportunities would be for graduate courses in the School, and would require PhD Candidacy to have been completed, or an awarded PhD.

PHSP Academic Policies

General Responsibilities for every Student and Faculty member in FGS

Every student and faculty member in the Faculty of Graduate Studies (FGS) has the fundamental responsibilities:

Academic integrity

- To conduct research in an honest search for knowledge, and designed to foster an environment of academic freedom, integrity, accountability, and public trust, and in amanner free from conflict of interest

- To observe the academic standards to which a publication, thesis, dissertation or creative project must conform.
- To share all research results from any experiment, protocol, study, or survey between any graduate student and supervisor who have substantially designed, executed, supervised or financially supported the experiment, protocol, study, or survey as per Board of Governors Policy GV0215 Policy on Intellectual Property and any other applicable University of Victoria policy.
- To respect the confidential nature of shared data.
- To identify appropriately (including through co-authorship) the contributions of all persons who make an intellectual or other substantive contribution to publications, conference presentations, exhibitions or other disseminations of scholarly works in a fashion appropriate for the field of study.
- To acknowledge in all publications and presentations the source of all fellowships, grants, or awards (or equivalent) that supported the research.

Professionalism

- To maintain professional and respectful communication and relationships with students, staff, members of the unit, the university community, and the general public.
- To deal directly with individuals whenever possible to resolve disagreements, dissatisfactions, issues, and conflicts. If for any reason the situation cannot be resolved directly, individuals may consult the appropriate University authority as per Section 3: *Accessibility and Assistance*.

All students in the School of Public Health and Social Policy must also follow the Faculty of Human and Social Development's (HSD) Guidelines for Professional Conduct. Students may be required to withdraw from their program for violatingthese provisions.

The Faculty of Human and Social Development expects students to develop and adhere to a professional code of conduct. The faculty supports models for professional conduct based on the following guidelines:

- Submission of oneself to a professional code of ethics
- Exercise of personal discipline, accountability, and judgement
- Acceptance of personal responsibility for continued competency and learning
- Willingness to serve the public, client, or patient and place them before oneself
- Ability to recognize the dignity and worth of all persons in any level of society
- Willingness to assist others in learning
- Ability to recognize one’s own limitations
- Maintenance of confidentiality of information (including all electronic communication) appropriate to the purposes and trust given when that information was acquired

- Acceptance that one's professional abilities, personal integrity, and the attitudes one demonstrates in relationships with other persons are the measure of professional conduct.

Academic Performance

All students must achieve a GPA of at least 5.0 (B) for every session in which they are registered. Students with a sessional or cumulative average below 5.0 will not be allowed to register in the next session until their academic performance has been reviewed by the Graduate Education Committee and continuation in the Faculty is approved by the Dean of Graduate Studies.

Conditions may be imposed by the Faculty (upon the advice of the supervisory committee) for continuation in the program; if not met within the specified time limit, the student will be withdrawn.

Academic Matters and Appeals

Once all the appropriate recourses have been sought within the academic unit, students may appeal to the Faculty on any matter within the jurisdiction of the Faculty as set out in the University Act, except those matters in which the sole question raised turns on the exercise of academic judgement. The Faculty shall review an academic decision only on the basis of specific procedural error.

Students requesting a review of an assigned grade should refer to the Faculty of Graduate Studies regulations for Review of an Assigned Grade.

Criminal Record Check

As a requirement for admission, PHSP students placed in practica must undergo a criminal record review. Students are responsible for providing authorization for the review prior to registration in their first course in the program and cooperating with the conduct of the review as needed. Registered Nurses in BC have a Criminal Record Review completed with their CRNBC registration.

Leaves of Absence

Leaves of absence are available to students for a variety of reasons or circumstances after completion of a minimum of one term. Normally, tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended. Students can neither undertake any academic or research work nor use any of the University's facilities during the period of the leave. All leave arrangements must be discussed as early as possible with supervisors so that appropriate adjustments can be made prior to the beginning of the leave. Leaves of absence are normally granted in 4-month blocks, to coincide with the usual registration terms. Short-term leaves of less than one term should be managed with the student's academic unit.
There are four types of leaves of absence:

1. Personal Leave
2. Parental Leave
3. Medical Leave
4. Compassionate Leave

1. Personal Leave

Students who are not on approved program extensions may take leaves for personal reasons. Students planning to take personal leave must inform their supervisor in writing in advance of the planned absences, and make appropriate arrangements for care of ongoing research projects if necessary before initiating personal leaves through the UVic portal. The time taken for personal leave will be counted toward the maximum time allotted to degree completion. All program requirements, academic unit expectations and deadlines will remain the same.

- Students in **regular Master's degree programs** may take a maximum of three terms within the maximum 5-year period allowed.
- Students enrolled in **Diploma programs** may take a maximum of two terms of personal leave.

2. Parental Leave

A graduate student who is bearing a child, and/or who has primary responsibility for the care of a child immediately prior to or following birth or an adoption is entitled to request parental leave. Parental leaves may be granted for a minimum of one term (four months) renewable to a maximum period of three terms (12 months). Requests should be made in writing by the student to the Dean of Graduate Studies and include appropriate documentation. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

3. Medical Leave

Graduate students are entitled to request medical leave. Students should forward their requests and appropriate documentation to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

For information on applying for a leave of absence for reasons associated with a disability, contact the coordinator of the Centre for Accessible Learning at 250-472-4947 or infocal@uvic.ca.

4. Compassionate Leave

Leaves of absence for compassionate reasons normally have a 3-term limit. Such leaves may be consecutive or cumulative (not to exceed 3 terms in total). Students requiring additional time

after 3 terms will need to officially withdraw from the Faculty of Graduate Studies. Students should forward their requests and appropriate documentation to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Documentation required for parental, medical, and compassionate leaves:

- a letter from the student outlining the circumstances
- written acknowledgement from the student's supervisor and graduate advisor
- a letter from physician or other qualified professional
- additional documentation as required depending upon the circumstances

Students granted parental, medical or compassionate leave will retain the full value of a University of Victoria Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and reinstated when the student reregisters. Other awards will be paid according to the conditions established by the donor or granting agency.

Program Withdrawals

There are three types of withdrawals:

1. Official Withdrawal
2. Withdrawal Without Permission
3. Withdrawal for Failing to Meet Academic Standards

1. Official Withdrawal

After completion of a minimum of one term, students who wish to withdraw indefinitely from their program in the Faculty of Graduate Studies must apply in writing to the Dean. A supporting memo from their graduate advisor or supervisor should accompany the application. The notation "Officially Withdrawn" will be placed on their permanent record. Should a student return to the program, the time spent "Officially Withdrawn" is not counted as part of the normal time allowed for completion of their program (see "Time Limits"). Students who have outstanding fees cannot be officially withdrawn.

Readmission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. Readmission does not guarantee that any courses or fee installments from the terminated program will be transferred to the reactivated program

2. Withdrawal Without Permission

Students who withdraw without permission prior to reaching the maximum time limit for their graduate degree program are considered to have abandoned their program. Students who wish to have their abandoned program reactivated must complete an application for reinstatement through the online My UVic Application system. A reinstatement application fee will be assessed.

Readmission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. Readmission does not guarantee that any courses or fee installments from the terminated program will be transferred to the reactivated program

3. Withdrawal for Failing to Meet Academic Standards

A student whose program of study, thesis or project is not progressing satisfactorily, or who otherwise fails to meet academic standards, will be withdrawn from the Faculty of Graduate Studies. Such students will not be eligible for re-admission to any graduate program in the Faculty of Graduate Studies. Withdrawals may not be initiated by a Department while a student is on an approved leave of absence.

Faculty & Staff Contact Information

Programs in the School of Public Health and Social Policy are delivered by fulltime faculty members, existing faculty from related schools within the Faculty of Human and Social Development, as well as experienced practitioners in the field of public health. The School is supported by an array of staff members, many of which who will provide support to you throughout your program.

Regular Faculty

Dr. Michael Prince, Acting Director and Lansdowne Professor
Tel: 250-472-4709 Email: mprince@uvic.ca
Areas of research: Disabilities, public health policy

Dr. Catherine Worthington, Director/Professor (on leave)
Tel: (250) 472-4709 Email: worthing@uvic.ca
Areas of research: Health services research; program evaluation; access to health care; recipient views of services; social-structural drivers of health; HIV/AIDS; homelessness; adolescent health; community-based participatory research; survey methods; qualitative methods; research ethics

Dr. Nathan Lachowsky, Assistant Professor
Tel: (250) 472-5739 Email: nlachowsky@uvic.ca
Areas of research: Sexual health; global health; lesbian, gay, bisexual, transgender, queer, and two-spirit (LGBTQ2S) people; HIV prevention and care; health equity; interdisciplinary approaches; indigenous health; mixed methods; community-based research; public health surveillance; infectious diseases; population health

Dr. Natalie Frandsen, Assistant Teaching Professor and Undergraduate Advisor
Tel: (250) 721-6625 Email: nfrandsen@uvic.ca/phspbaadvisor@uvic.ca
Areas of research: Community health; scholarship of teaching and learning; cultural safety; program evaluation; relational practice; health promotion; mental health, health education

Dr. Karen Urbanoski, Assistant Professor
Tel: (250) 853-3238 Email: urbanosk@uvic.ca
Areas of research: Development and course of substance use problems and addiction, and the role played by the treatment system in recovery

Dr. Renée Monchalin, Assistant Professor
Tel: (250) 472-4431 Email: rmonchalin@uvic.ca
Areas of research: Sexual health; HIV and AIDS; culturally safe health and social services; Indigenous reproductive/ environmental rights and justice; traditional medicinal knowledge and land-based healing; Métis Peoples health and identity; decolonizing and Indigenous research methodologies.

Dr. Matthew Little, Assistant Professor

Tel: (250) 472-5374 Email: matthewlittle@uvic.ca

Areas of research: Nutrition and diet-related non-communicable diseases; nutritional and environmental epidemiology; food security; food environments; global health; Indigenous health; mixed methods research; social and cultural determinants of nutrition and health

Dr. Tim Naimi, Professor

Tel: (250) 472-5445 Email: tnaimi@uvic.ca

Areas of research: Substance-use epidemiology; alcohol consumption, binge drinking, youth drinking, drinking and health; substance-use policies; public health policies; population-level health; alcohol policies, cannabis policies, opioid policies

Dr. Jeff Masuda, Professor

Tel: TBD Email: jeffmasuda@uvic.ca

Areas of research: Environmental health equity; social and ecological justice; housing justice; tenants' rights; community organizing; participatory action research; decolonizing and anti-racist methodologies; critical health promotion; health geography; qualitative and arts based methods

Dr. Robert Beringer, Assistant Professor

Tel: TBD Email: robertberinger@uvic.ca

Areas of research: Aging; Gerontology; Gerontechnology; 2SLGBTQ+ Aging; Health Equity; Diversity and Inclusion, Aging-in-Place; Indigenous research; Community-based research

Dr. Jaime Arredondo Sanchez, Assistant Professor. Canada Research Chair on Substance Use and Health Systems

Tell: TBD Email: jaimeasl@uvic.ca

Areas of research: Harm reduction; HIV prevention strategies; police and public health; Latin American studies; Community-based research

Dr. Lindsay DuPré, Assistant Teaching Professor

Tel: TBD Email: lindsaydupre@uvic.ca

Areas of research: Indigenous education and knowledge; digital pedagogies; cultural safety and trauma-informed change management; Indigenous mental health and life promotion; youth organizing and resistance to settler colonialism

Dr. Sarah Wright Cardinal, Associate Professor

Tel: TBD Email: swcardinal@uvic.ca

Areas of research: Spirit and land-based dimensions of Indigenous health, Indigenous

Resurgence, Decolonizing praxis, Indigenous Child Welfare (historical and current), Intersectionality & identity development, Storied and community engaged research.

Staff

Gillian Cornwall, Administrative Officer
Tel: (250) 472-5377 Email: phspdirasst@uvic.ca

Gillian Dolding, Student Academic Advisor
Tel: (250) 721-8204 Email: phsp@uvic.ca

Heather Ulmer, Practicum Coordinator
Tel: (250) 721-6628 Email: phsppracticum@uvic.ca

Laleh Mousavi, Program Assistant
Tel: (250) 472-5374 Email: phsp2@uvic.ca

Leila Bolouri, Assistant to the Director
Tel: (250)721.5377 Email: phspad@uvic.ca

Doug Thompson, Administrative Assistant CourseSpaces and Cascade
Tel: (250) 472-5208 Email: phsponline@uvic.ca

Appendix 1.

University of Victoria
Human and Social Development| Public Health and Social Policy
HSD B202 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
T 250-472-5377| F 250-472-4109 | phspdlrasst@uvic.ca | www.uvic.ca/phsp

Graduate Student Research Progress Evaluation Form

Student Name: _____ V#:_____ Year:_____

1. **Courses completed and grades:**

2. **Publications, scholarly and creative presentations:**

3. **Feedback on progress/development in thesis or dissertation research:**

☐ Satisfactory progress ☐ Unsatisfactory progress

4. **Expectations for the coming year:**

Signatures:

Supervisory committee:

_____	_____	_____	_____
Student	Date	Supervisor	Date
		_____	_____
		Co-supervisor or member	Date
		_____	_____
		Member	Date