

Survival Guide for New Psychology 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.

Questions about ... ¹	Ask the ...
Academic program requirements, Faculty of Graduate Studies regulations, CAPP forms, funding, or any concerns you feel should be brought to the attention of the faculty	Graduate Advisor
Teaching assistantships, other administrative issues related to grad students	Administrative Officer (Annette)
Administrative concerns, pro formas, TA inquiries, registration questions, defence paperwork	Graduate Secretary (Karen)
Issues related to the Clinical program	Director of Clinical Training
Other important department related issues	Department Chair

¹Please note: All new graduate students will receive a copy of the latest version of the Department of Psychology Graduate Training Handbook: A Resource and Policy 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/>

Who are these people, and how do you get hold of them? Here's the 2021-2022 list.

<i>Title</i>	<i>Name</i>	<i>Office</i>	<i>Phone</i>	<i>e-mail</i>
<i>Department Chair</i>	<i>Dr. Steve Lindsay</i>	<i>Corn A237</i>	<i>7522</i>	<i>psychair@uvic.ca</i>
<i>Graduate Advisor</i>	<i>Dr. Sarah Macoun</i>	<i>Corn A196</i>	<i>7534</i>	<i>psycgadv@uvic.ca</i>
<i>Director of Clinical Training</i>	<i>Dr. Erica Woodin</i>	<i>Corn A264</i>	<i>8590</i>	<i>psycdct@uvic.ca</i>
<i>Administrative Officer</i>	<i>Ms. Annette Barath</i>	<i>Corn A236</i>	<i>6142</i>	<i>psycadm@uvic.ca</i>
<i>Graduate Secretary</i>	<i>Ms. Karen Kienapple</i>	<i>Corn A236</i>	<i>6109</i>	<i>psychgrd@uvic.ca</i>

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 Clinical students, and one for the Social, Cognitive, and Individualized Program students. There are several other positions which require a student representative. Information about those and the Psychology Graduate Student Council who holds elections in May every year can be found on this link <https://onlineacademiccommunity.uvic.ca/pgsc/election-protocol> Names of reps are posted in the graduate student mailroom.

Talk to your rep 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 and it looks good on your curriculum vita.

A grad student **Ombudsperson** 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. 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 ONECard office located in 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 will be assigned to you. Check first with your supervisor or the Psychology general office to see what space has been assigned to you.

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 Psychology Department office – Cornett A236. 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 you will be given a key to the lounge/grad student mailroom and the outside doors (which you will need to enter the building after hours).

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. For information on the types of permits and purchasing refer to this link <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. You will be given a key to this room when you pick up your lab/office keys.
 - Provide 4-digit code 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>
 - Printing is paid for with funds on your ONECard account (copying costs \$.12 per side for black and white and \$.40 per side for colour)
- 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**), and

* in the Human and Social Development Building (**HSD; Room A140**).

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 is a staff member who may be able to offer assistance.

Contact: **Chris Darby** with hardware-related queries (cdarby@uvic.ca; 721-7544; A083).

Psychat and Psycgrad: E-mail Discussion Lists at UVic

Once your e-mail is set-up, you should subscribe to the two e-mail 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 e-mail to the list owner:

Psychat – abarath@uvic.ca or in the Administrative Officer's absence psycdept@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 Natalie Boardman (psycreception@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>). You can contact a librarian by phone 250-721-8230 or askus@uvic.ca. 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: Jordana Wynn (jordwynn@uvic.ca; phone 721-3789);
- for the Social Psychology Seminar: Frederick Grouzet (fgrouzet@uvic.ca ; phone 721-7537);
- for the Clinical research conference: Erica Woodin (psydct@uvic.ca; 721-8590)
- for the Longitudinal Modeling group: Stuart MacDonald (smaed@uvic.ca ; 472-5297)

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 <https://www.uvic.ca/graduatestudies/finances/graduate-student-funding/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.

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. More details and application forms are available from <https://www.uvic.ca/graduatestudies/finances/travel-and-conference-funding/index.php> 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 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, kettle and sink. The lounge is there for you to enjoy, and is a great place to meet other students.

Psychology Graduate Student Council (PGSC)

Please be sure to connect with the Psychology Graduate Student Council
<https://onlineacademiccommunity.uvic.ca/pgsc/>

Mandate

The purpose of the PGSC is to promote and represent graduate student interests within the Department of Psychology. The mandate includes:

- (a) Hosting monthly meetings, open to all psychology graduate students, to discuss issues and voice concerns related to the graduate student experience
- (b) Advocating for graduate student interests both at departmental meetings and by bringing forward students' issues of concern to the GEC
- (c) Organizing and facilitating orientation events for new students in collaboration with the department and administrative staff
- (d) Fostering community among psychology graduate students by promoting social events, professional development events, seminars, workshops, and research collaboration
- (e) Promoting and advancing graduate student work, in collaboration with the department

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.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...

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 Grad Advisors. Any changes, corrections, suggestions should be addressed to Sarah Macoun (psycadv@uvic.ca) or to Karen Kienapple (psychgrd@uvic.ca).

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