

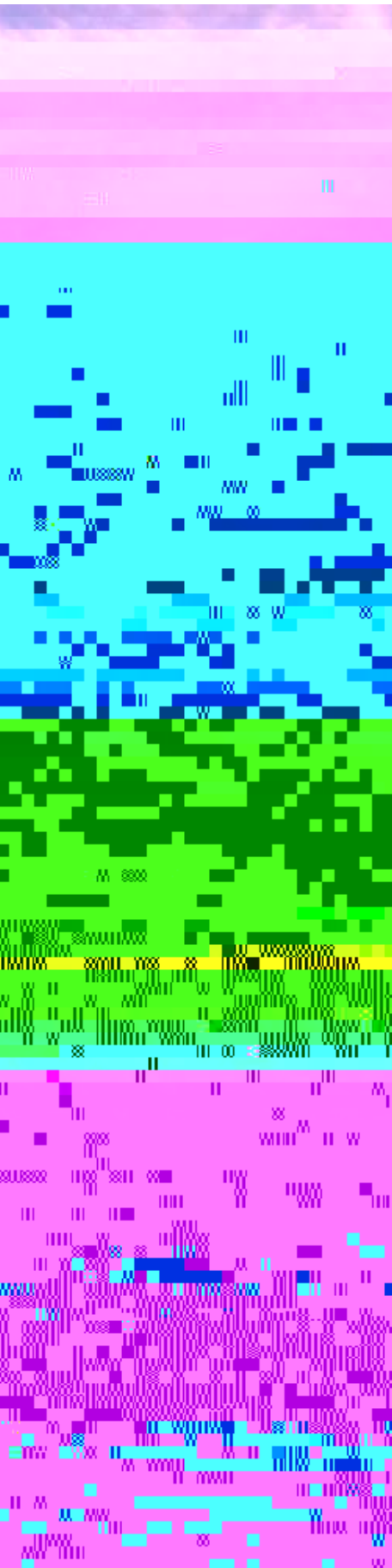
DEPARTMENT OF SOCIAL JUSTICE EDUCATION

SOCIAL JUSTICE EDUCATION STUDENT HANDBOOK



WWW.OISE.UTORONTO.CA/SJE

UNIVERSITY OF TORONTO
ONTARIO INSTITUTE FOR STUDIES IN EDUCATION
252 BLOOR STREET WEST
TORONTO, ON M5S 1V6



ABOUT SJE

- Organizing a series of scholarly seminars and panels each year, with speakers from Canada and internationally
- Providing students with research and networking opportunities through individual faculty projects

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CENTRE	DESCRIPTION
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GRADUATE STUDENT LIFE CYCLE

In this handbook, we highlight the

ADVISO VS. SUPE VISO

your advisor and/or supervisor are there to ensure that you are on the right track.

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Each student in the Department is assigned an advisor by the Admissions Committee at the time of admission. Your faculty advisor is there to provide information and suggestions on your academic program, and in general, to help you navigate the degree process (e.g., helping you select a thesis supervisor to approach). It is your responsibility to communicate with your advisor to discuss aspects of the program. Consult with your advisor before the end of your first term or earlier about your program of studies.

While your initial faculty advisor is assigned to you, you may have advisors. Permission must be received from the faculty member whom you wish to be your faculty advisor and you should consult with the department chair.

COURSES

The first stage of your academic journey is to build on your knowledge base in your field of study. During this stage, you should work with your faculty advisor to choose courses (including the core courses), to properly develop your course of study. It is important that you become familiar with your program requirements and ensure that e



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~~It is important to obtain ethical approval of your research or receive an exemption from the Education Ethics Review Committee (EERC) before you embark on your research. Conducting research with human subjects without prior approval of the EERC is a serious breach of the University of Toronto's ethical procedures. Thus, all graduate students writing a thesis or major research paper must submit a description of their proposed work, and the appropriate ethical review forms to the University's EERC.~~

A

Masters and Doctoral students in SJE work with their thesis/MR supervisor to prepare all the necessary documents describing ethical considerations in their proposed thesis/MR research. ~~The procedures and the pre-review forms, as well as a sample of completed forms [link]. You and your supervisor must both sign the appropriate ER documents. These documents (described below) are first submitted for pre-review to the SJE Departmental Coordinator. The departmental pre-review of students is designed to facilitate the review process by ensuring~~

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THESES/MR S

The thesis or MR is developed in consultation with your supervisor. When going through the Thesis/MR process, please ensure that you have read the [Guidelines or Theses and Orals](#). These guidelines provide information about policy and procedures concerning the normal thesis requirements or graduate degrees in education.

As in the other stages of the lifecycle, it is important to keep your social networks intact in this stage. Students often feel isolated when they are writing their thesis or MR so it is important to 'stay in touch' with other students. You may even want to form a study group or meet periodically to support each other through this important stage. Some thesis supervisors convene a support group for their students.

1.2

The following steps have been summarized and are described in more detail in the OISE [Guidelines or Theses and Orals](#). You should use this as a checklist and refer to the [Guidelines or Instruction](#) as you work on your thesis.

1. Selection / Definition of a Thesis Topic
2. Selection of a Thesis Supervisor
3. Developing the Thesis Proposal
4. Composition of the Thesis Committee
5. Official Formation of the Thesis Committee*
6. Securing Approval of the Thesis Proposal*
7. Ethical Review Procedures
8. Repairing the Thesis
9. Submission and Approval of Thesis to Thesis Committee
10. Doctoral Final Oral Examination (Ph.D. and Ed.D. students only)
11. Final thesis approval*
12. Submission of Final Copies of Thesis*

1.3

* Appropriate forms must be completed and submitted. Please consult the [Guidelines or Theses and Orals](#).

Every year, the Education Commons offers "Complete Your Thesis Workshop" that teaches you how to use Microsoft Word and EndNote bibliographic software to prepare a thesis or dissertation that conforms to the OISE guidelines and the academic style guide you are using. To register for this workshop, visit the Education Commons' Reception Office, on the third floor of the OISE building at 240 St. West or call



COLLABORATIVE SPECIALIZATIONS

<https://www.utoronto.ca/ide>

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SETTING UP YOUR ACCOUNTS

• 2> **ACE** (www.ace.utoronto.ca) is the University's **Accounting & Finance** system.

GETTING STARTED

University of Toronto
1. [Getting Started](#)
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user us is the University of Toronto's online teaching and learning environment. To access user us, p

GETTING STARTED

Enrolling in Courses

The first stage of your academic journey is to build on your knowledge base in your field of study. During this stage, you should work with your faculty advisor to choose courses (including the core courses), to properly develop your course of study. It is important that you become familiar with your program requirements and ensure that you fulfill them in a timely manner. Course enrolment is your responsibility.

To find the course schedule, see [OISE Course Enrolment](#). You can select departmental courses at SJE or other departments.

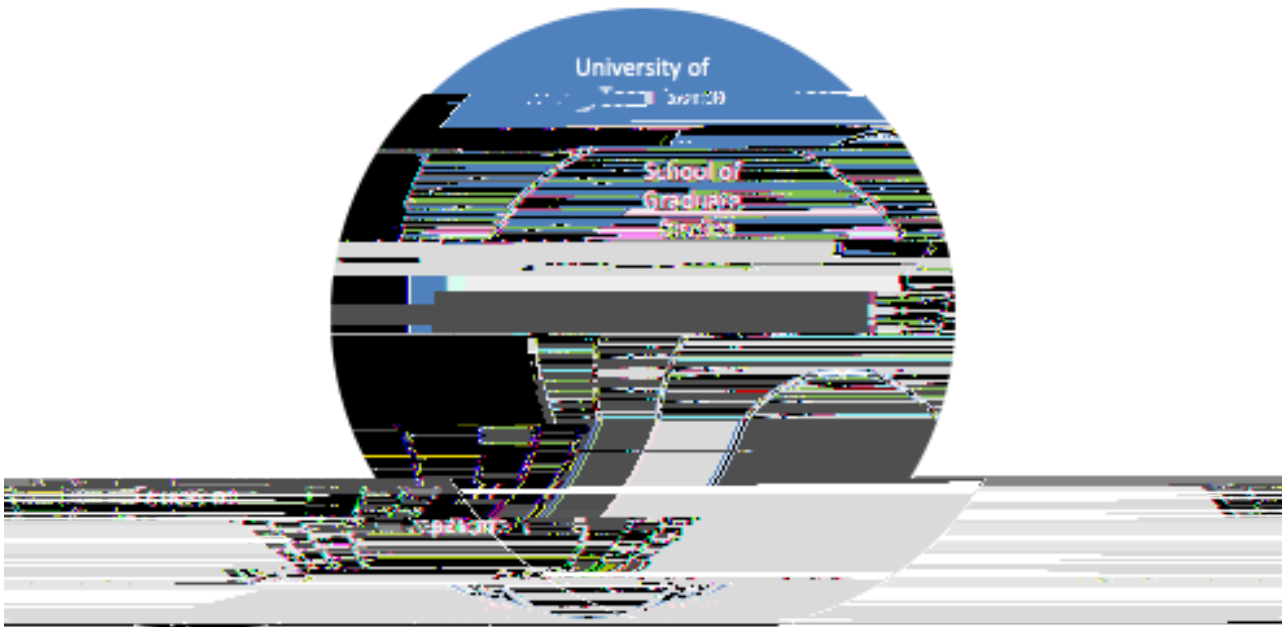
During the enrolment period, students are advised

NAVIGATING DEADLINES, FILING FORMS, AND CONTACTS

How to Contact Us

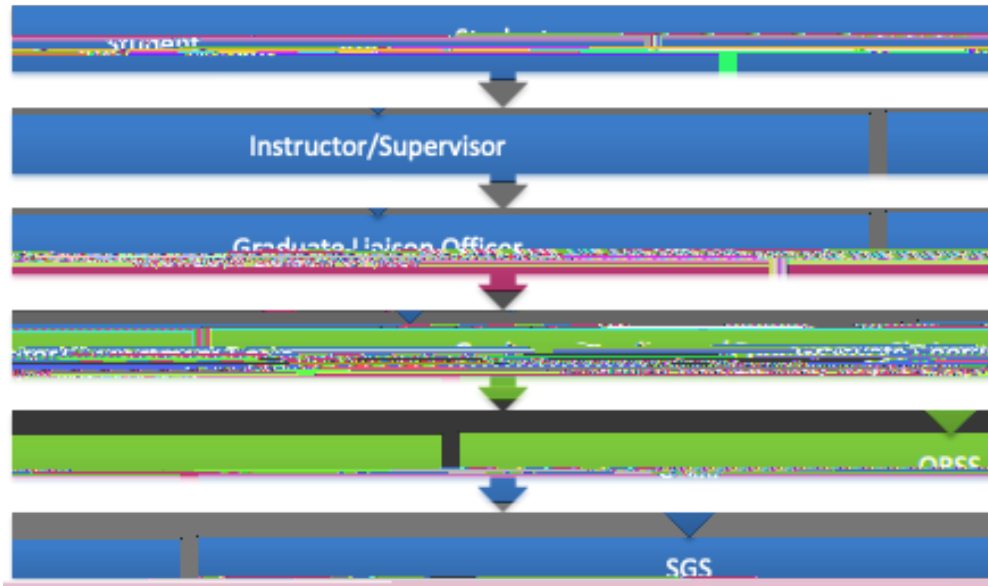
Rules, Regulations, Policies

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Approval Process

Typical



ORSS Transitioning to Electronic Forms

OISE is transitioning to fully online electronic forms, powered by DocuSign. For these forms, you will be prompted at the start of the process to provide your name and email address, and those of other people who must sign the form. Completed forms are automatically sent to the ORSS processing unit. If you complete a form and are unsure whether it has been processed, please contact the master's or doctoral registration specialists, as appropriate.

Until available as online forms, ORSS forms are provided in a fillable and printable PDF format.

Instructor names and email addresses can be found on the OISE course schedule webpages (if not there, check with the department offering the course).

If prompted for a Department Administrator, please make sure to use this email: SJE Graduate Liaison Officer oise.sje_grad@utoronto.ca

- **OISE Course Enrollment Add/Drop**

- Within the Sessional Deadline can use the OISE form
 - OISE students adding an OISE course within the sessional deadlines:
(master's students) (doctoral students)
 - OISE students dropping a course* by the sessional deadline: please use ACORN

-
- **Enrolling in Courses Outside of U of T**

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- Standard PhD programs: Students are required to maintain full-time, year-round registration for the duration of the program.
 - Flexible-time PhD programs: Students are required to maintain full-time, year-round registration for the first four years, after which part-time registration may be permitted.
 - EdD programs: The pattern of study varies for EdD programs. Most programs may be commenced on a part-time basis. However, a minimum period of 12 months of full-time registration is required. After, full-time registration must be maintained.
 - Full-time master's students undertaking Major ~~2~~^a

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- **Part-time master's students** register in those sessions in which they are completing course requirements for the degree. Once they have begun their last required course, these students must register annually and pay the part-time fee until all other requirements have been completed. Failure to register as required will cause a student's status to lapse.



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- **Leave of Absence** - C

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- **Program Transfer Form**

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- **MA Students - Recommendation for Master's Degree** - [Click here or orm](#)

- **SJE Annual Progress Report:** [Click here or orm](#)

- **Candidacy**

- **Coursework completed** - [Check ACORN and](#)

The time limit to achieve candidacy is set by the School and must be achieved by the end of :

- Year 3 for PhD and EdD (full time) students
- Year 4 for PhD Flex students

Doctoral students must achieve candidacy in a timely manner in order to maintain good academic ~~standards~~

- **Request for Extension to Achieve Candidacy** - Click here or [form](#)

- **Comprehensive Exam "Comps" – Requirements and Completion for PhD students**

-
- **OISE Thesis Guidelines** - Masters and Doctoral (pdf document)
 - **Thesis Supervision Approval QpA**



ACADEMIC OPPORTUNITIES

Conferences

Attending conferences in your field is a great way to find out about the latest research that has been developed in your field of expertise. It is also a good opportunity to meet and mingle with other researchers. Actually, presenting a paper or a poster at a conference should strengthen your CV as well as your academic prospects. See more

ACADEMIC SUPPORTS

There are many academic resources on campus that help students improve their reading, writing, and problem-solving skills. All students are welcome to make use of these facilities to help them achieve their academic goals. (These resources can be especially useful when you're writing your

GET INVOLVED

During the year, there are a number of workshops, conferences, and social gatherings sponsored by the department, OISE Student Services, SJE Student Caucus, etc. There are a number of ways you can find out about these events:

- Check your email regularly, including emails from the Department, OISE Student Services and the SJE Student Caucus
- SJE website and OISE Student Services website
- Watch for flyers on the bulletin boards in the Department
- Like the SJE Facebook account [@SocialJusticeEducationOISE](#)
- Follow the SJE Twitter account [@OISESJE](#)

SJE Department Communications

Bulletin Announcements

The Bulletin boards are located inside and outside the Department in order to keep students and faculty up-to-date with what's going on. The main area for notices is in the SJE Lounge and outside the department entrance.

Listserv Announcements

As an OISE student, you will automatically be added to many listservs. For example, you will receive emails from OISE Student Services, from the Department, and from the SJE Student Caucus. Email is the primary method of communication from SGS, the Dean, the Department, student associations, etc. so please be sure to check your email often. If you believe you have not been added to a listserv that you should be on, please contact the administrator of that listserv to be added.

GET INVOLVED

OISE Indigenous Education

The IEN is a self-determining organization established in 1989 by Aboriginal students. It provides an Aboriginal perspective on issues relating to Aboriginal education. The Indigenous Student Caucus, which is a peer support group, is also housed here, representing both faculty and students.

- Location: 252 Bloor Street West, Room 8-107
- Phone: 416-978-0732
- Website: <http://www.oise.utoronto.ca/indigenous>

OISE International Students' Association

The ISA represents all the international students at OISE. It provides a forum for cultural activities, and looks into the special needs of international students jointly with other organizations to serve the interests of international students. Counselling services are also provided by the ISA. It helps international students adjust to life in Toronto. The ISA has a number of programs and services woven into the fabric of the OISE community. The ISA is a member of the International Institutional of Women's Studies (IIWS) and the International Association of Women's Studies (IAWS).

- Location: 252 Bloor Street West, Room 8-107
- Phone: 416-978-2423
- E-mail: isa@oise.utoronto.ca

- Website: <https://www.studentlife.utoronto.ca/isa>
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FINANCIAL MATTERS

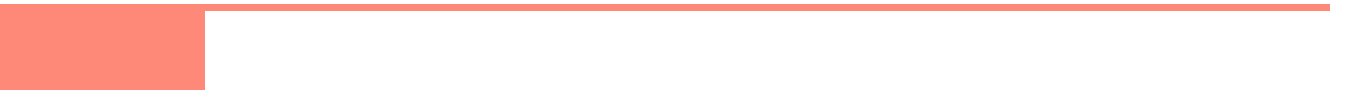
Guaranteed Minimum Funding Package

OISE provides guaranteed funding packages to full-time graduate students in the Ph.D. and non-professional MA programs. Detailed information on Guaranteed Funding for these specific students is available at the following [website](#).

To be eligible for guaranteed funding, you must be a Ph.D. student in Years 1 to 4 of your program, or a full-time student in year 1 of a non-professional M.A. program. In other words, your Masters program should be an option which actually does not prepare you for a teacher certification.

Based on this information, even if you think that you do qualify for the guaranteed minimum funding package, it is important to check out what would make you ineligible for the funding package. [Click here](#) to learn more.

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FINANCIAL MATTERS

CONFERENCE FUNDING

OISE GSA CONFERENCE FUNDING

Graduate students at OISE are eligible to receive conference support from the Graduate Students Association. You are allowed to have one application considered per term (fall, spring or summer). For this grant, you don't need a pre-approval confirmation prior to your participation in the conference of your interest. However, in order to claim the grant, you need to present the completed and signed application form, a proof of the presentation and a proof of travel no later than 30 days after the last day of the conference.

The amount of money that you are able to claim from this funding program depends on how far the conference from Toronto. If the conference is located between 0 to 50 kilometers from Toronto, you can get up to CDN\$ 60.00. If you are presenting in a conference is in between 51 to 500 kilometers from OISE, you can get up to CDN\$ 100.00. If the distance is from 501 to 999 kilometers, you are able to get CDN\$ 130.00. In addition, in the case the conference you are presenting at is inside North America with the exception of Hawaii and it is located more than 1,000 kilometers away from Toronto, you are eligible to get up to CDN\$ 150.00. Finally, if you are presenting somewhere in Hawaii, Africa, Europe, Asia, Central or South America, you can get CDN\$ 200.00 as funding for your presentation.

Please view their [website](#) for detailed information.

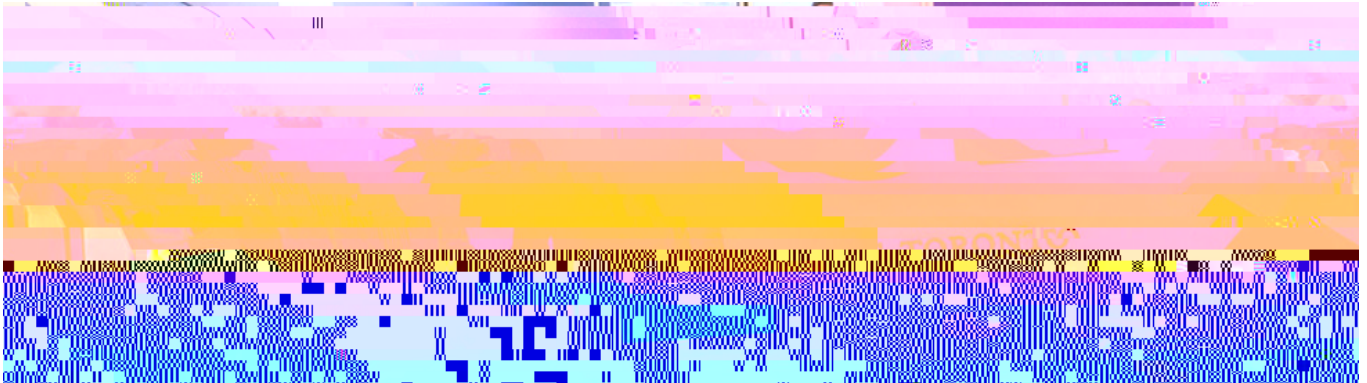
Departmental Funding

- **Departmental Funding:** These funds are available to students to present

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please view their website for detailed information.

FINANCIAL MATTERS



Master's Completion Bursary

The Master's Completion Bursary (MCB) was formerly named the Master's Tuition Fee Bursary (MTFB). The MCB is a financial aid program aimed to assist master's students who must register beyond the program length required or the m^{en}rays

FINANCIAL MATTERS

AWARDS

SSHRC

Doctoral Awards* offered by the Social Sciences and Humanities Research Council of Canada are available to Canadian citizens or permanent residents of Canada living in the country at the time of application. The value of an SSHRC doctoral fellowship is CDN\$20,000 per annum for the first four years of doctoral studies. In addition, some students may even be able to get CDN\$35,000 annually under the Joseph-Armand Bombardier Canada Graduate Scholarships program up to the first four years of doctoral studies as well.

If you get a SSHRC in your first year of doctoral studies, you will receive it for your first 4 years of study. However, if you do not get a SSHRC in your first year, you may reapply because you may then be eligible to get an SSHRC up to your first four years of doctoral studies.

FINANCIAL MATTERS

AWARDS

ONTARIO GRADUATE SCHOLARSHIP PROGRAM (OGS)

Ontario Graduate Scholarships are available to students with a high level of academic achievement, and international students are eligible for this scholarship.



STUDENT LOANS AND BUSA IES

Ontario Student Assistance Program (OSAP)

The Ontario Student Assistance Program is in place to supplement the financial resources of students and their families in order to help meet education-related costs. OSA loans are also interest-free while y

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OISE LIBRARY

Intercampus & interlibrary loans and lending

You can request delivery of books, journal articles, and other materials from another University of Toronto campus (UTM, UTSC, and Downsview) using the request link in the catalogue. The service cannot be used to deliver items between libraries located on the same campus.

The Interlibrary Loan

- Laptops, mobile chargers, headphones and adaptors day loans
- Copying ~~resources~~ and printing

OISE & OBA STUDY LIBRARY ROOM BOOKINGS

OISE Library Rooms

You can book a private individual or group study room temporarily when the library is open. Rooms can be booked online or ask for a key at the circulation desk.

There are also open study spaces around the library, which can be used by anyone while the library is open.

Robarts Library Carrel and Lockers

You may apply for a carrel and/or book a locker at the Robarts Research Library for the academic year. Books can be signed out to your carrel between September and May. You can apply for a carrel at Robarts by reading the instructions and filling out an application form.

EDUCATION COMMONS

Located at the third floor of OISE building, 252 Bloor Street West, Education Commons brings a highly integrated approach to providing information systems, resources, expertise and support for a wide range of educational projects. Their services to OISE include the library, with its extensive specialized collection in education and access to all University of Toronto-licensed electronic resources, computer labs for teaching and for student use, the institutional email system, multimedia creation and production abilities, training and seminars in technology, technical support for OISE computing systems and consulting, design and development of custom academic computing solutions. For the most up-to-date information, visit their website at: <http://www.oise.utoronto.ca/e/Home/index.html>.

Computer Skills

The Education Commons offers some non-credit workshops that are designed to meet the needs of students with different levels of computer knowledge. Workshops include online learning tools, social media platforms, data analysis and research design, and library and reference. To find out more about these workshops, visit the website at http://www.oise.utoronto.ca/e/Home/Workshops_Events/index.htm

EC Computer Labs and Drop-In Area

The computer labs are located on the third floor of the OISE building in the northwest corner of the building (room 3-320). The Drop-In Area is open 24 hours a day, 7 days a week. Labs 1 through 6 are available when the Help Desk is open unless they are reserved for classes. Software includes various Microsoft products such as Word and Excel, and a wide variety of Ontario ministry-licensed software products, including Claris Works, FileMaker, and Corel Suite. Printing is also available by a count at \$0.15/page black and white and \$1.00/page colour. Overhead/Transparency printing is available for black and white printing only. The labs are also home to six state-of-the-art teaching classrooms that can be booked for teaching and demonstrations. Lab reservation schedules are posted outside each lab.

SJE COMPUTE LAB

The SJE computer lab 12-235 is provided for the academic use of SJE students, faculty and staff only. Non-academic activities such as email and web surfing are permitted, but only during non-peak hours. We operate this lab on a first come, first serve basis.

Please be considerate and have any conversations as quietly as possible in the labs.

Printing

All SJE students, staff, and faculty are welcome to print on the student lab

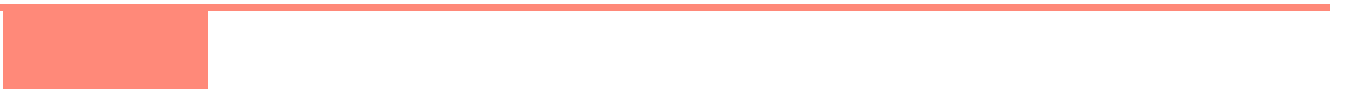


SPACE

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OISE building is located at







STUDENT RESOURCES & SUPPORTS

OISE STUDENT SERVICES

CENTRE	DESCRIPTION
<p>OFFICE OF THE LIBRARIAN & STUDENT SERVICES Location: email: website: https://www.utoronto.ca</p>	<p>In collaboration with the OISE Student Team, Graduate Students Association, and International Students Association, Student Services serves graduate students at OISE. This group provides individual student counselling on financial and academic matters as well as coordination of services to students with disabilities. This is a valuable information about financial assistance or organize workshops. Be sure to check their website regularly for a list of upcoming workshops and events.</p>

CENTRE

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2. Centre for Women and Trans People

The Centre for Women and Trans People is committed to providing a safe, harassment-free drop-in space for all women and trans people on campus. We provide free support, referrals, resources and advocacy on issues of sexism, racism, homophobia, transphobia, ableism, ageism, violence, health and poverty through our Peer Support Program, workshops and educational programming. The Centre is also wheelchair accessible.

Location: 563 Spadina Ave, North Borden Building, Room 100
Tel: 416-978-8201
Fax: 416-978-1078
Email: wtp@utoronto.ca
Website: <http://womensentre.sa.utoronto.ca/>

3. Sexual and Gender Diversity Office

The Sexual and Gender Diversity Office offers a range of resources and programming for LGBT students and works to develop supportive learning and working communities by challenging discrimination.

Location: 21 Sussex Ave, Rm 416-417
Tel: 416-946-5624
Email: sdo@utoronto.ca
Website: <http://sdo.utoronto.ca/>

4. First Nations House

First Nations House, located at the St. George Campus at the University of Toronto, is a dynamic place where Aboriginal students from many Nations across Canada can seek culturally appropriate services. It provides students the opportunity to create a space where Aboriginal people from across Canada and the United States can work and grow in a community environment, which reflects the distinctive cultures of Aboriginal Nations. The services and programs First Nations House provides include academic counselling, tutors, financial aid counselling, bursaries and scholarships, resource centre/library, work co-ops



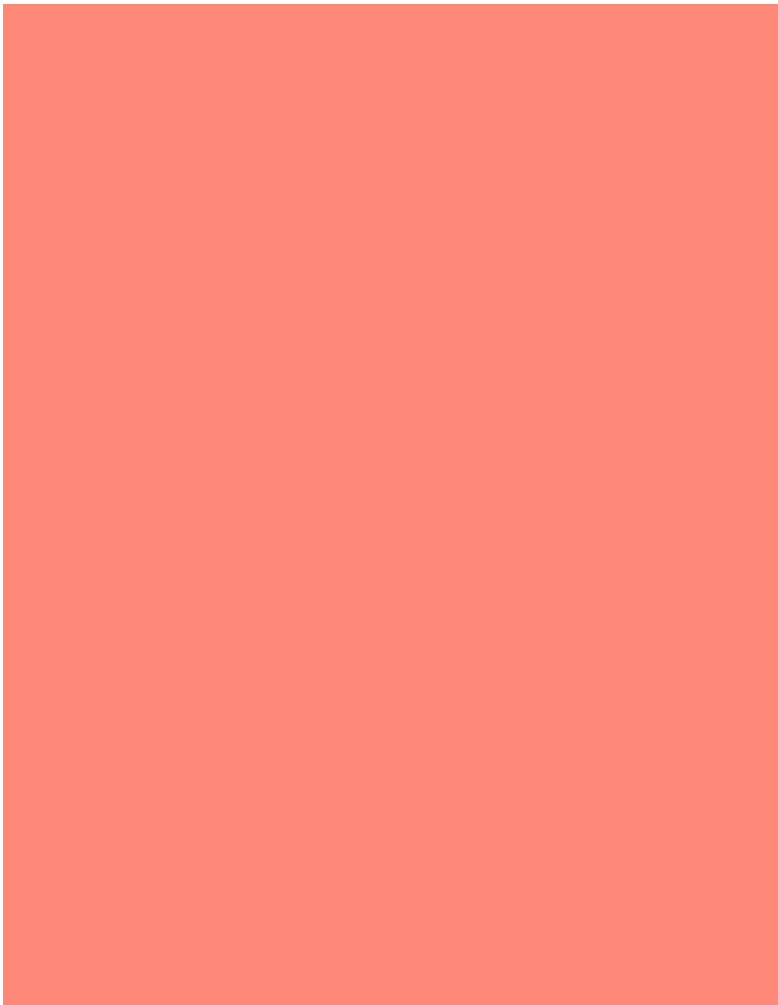
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- Confidential, non-judgmental, client-centered services
 - Coordination and navigation of University supports, services and accommodations

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HEALTH AND WELLNESS



SGS Graduate Counselling Services

To better meet the diverse needs of the graduate student population, graduate students can access counselling services at the School of Graduate Studies, 63 St. George Street. The Wellness Counsellor will offer brief counselling services tailored to the challenges presented by graduate-level university life. The focus of counselling is on strengths, resiliency, and skills-building.

<http://www.sgs.utoronto.ca/currentstudents/academic/Graduate-Counselling-Services.aspx>

OISE Counselling Services

OISE's Student Success Counsellor will work with you to manage challenges and minimize disruptions to your personal well-being and academic success. OISE students are welcome to meet with the counsellor, confidentially and one-on-one, to explore concerns, assess obstacles to academic success, and collaborate to develop support plans and strategies.

https://www.oise.utoronto.ca/orss/Counselling_Services.html

TEL: 416-977-3100 ext. 4000

Good 2 Talk

Good 2 Talk 1-866-925-5454 is a phone line for post secondary students

Talk 4 Healing

Talk 4 Healing is a culturally rounded, fully confidential helpline for Indigenous women available in 14 languages all across Ontario. Women can phone 1-855-554-HEAL and the website has a live chat.

For more information: <https://www.talk4healing.com/>

Talk 4 Healing is a culturally rounded, fully confidential helpline for Indigenous women available in 14 languages all

CONTACT US

Address

Department of Social Justice Education
Ontario Institute for Studies in Education
12th Floor, 252 Bloor Street West
Toronto, Ontario M5S 1V6
www.oise.utoronto.ca/sje

Office hours

Monday to Friday: 9:00 am - 5:00 pm
Summer Hours (July 1 to Labour Day): 9:00 am - 4:30 pm

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