

Benchmark Timetable for Trent-Carleton PhD Program

Dates indicated are for full-time students who began in September 2011

<i>Program Component</i>	<i>Duration</i>	<i>Start Date</i>	<i>Finish Date</i>
Course Work	8 months	1-Sep-11	30-Apr-12
CAST 6000	8 months	1-Sep-11	30-Apr-12
0.5 elective	4 months	1-Sep-11	30-Dec-11
0.5 elective	4 months	1-Jan-12	30-Apr-12

PhD Guidelines Section II

Comprehensive #1	8 months	1-May-12	31-Dec-12
Form Comp Committee	2 months	1-May-12	30-Jun-12
Compile Reading List	2 months	1-May-12	30-Jun-12
Preparation	5 months	1-Jul-12	30-Nov-12
Written Exam		1-Dec-12	15-Dec-12
Oral Exam		16-Dec-12	31-Dec-12

PhD Guidelines Section III

Language Requirement	15 months	1-May-12	30-Nov-13
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PhD Guidelines Section IV

Comprehensive #2	8 months	1-Jan-13	30-Aug-13
Form Comp Committee	2 months	1-Jan-13	28-Feb-13
Compile Reading List	2 months	1-Jan-13	28-Feb-13
Preparation	5 months	1-Mar-13	31-Jul-13
Written Exam		1-Aug-13	15-Aug-13
Oral Exam		16-Aug-13	30-Aug-13

PhD Guidelines Section III

Dissertation	24 months	1-Sep-13	31-Aug-15
Form Dissertation Committee	3 months	1-Sep-13	30-Nov-13
Dissertation Proposal Defence	3 months	1-Sep-13	30-Nov-13
Dissertation Writing	19 months	1-Dec-13	30-Jun-15
Dissertation Scheduling	6 - 8 weeks	1-Jul-15	15-Aug-15
Dissertation Oral Defence		16-Aug-15	31-Aug-15

PhD Guidelines Sections V, VI, VII

↑ YEAR 1
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↑ YEAR 2
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↑ YEAR 3
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↑ YEAR 4

Contact:

Julia Harrison,
Director, Frost Centre
Email: jharrison@trentu.ca

Community-Based Education

The Community-Based Education (CBE) Program can provide you with an opportunity to enhance your graduate degree. The program enables you to take your degree into Peterborough and Haliburton Counties by completing community-inspired projects for academic credit. A Community-Based Education (CBE) project may be carried out as an assignment within a particular course or may become the focus of a major research paper or thesis.

In coordination with a faculty supervisor, all CBE projects are supported by staff from the Trent Centre for Community-Based Education (Peterborough) and the U-Links Centre for Community-Based Research (Haliburton). A list of available projects is available at the link below; however, if you are interested in pursuing this opportunity as part of your graduate degree, you are encouraged to talk initially to the Frost Centre Director. The CBE can provide more detailed information about current projects, inform you of projects in development, and talk to you about your research ideas to determine if there is a community fit.

The TCCBE Program is designed to:

- Assist community organizations with community-based research and other services that otherwise might not be completed.
- Provide students with experience in their fields of study and enhance future employment prospects.
- Increase co-operation and partnership between Trent University and the broader communities it serves.

You must discuss your interest in doing such a project with the Director and your academic advisor before committing to do so.

 <http://www.trentcentre.ca>

Administrative Contact:

Julia Harrison
Frost Centre Director
Email: jharrison@trentu.ca

**Trent Centre for Community-
Based Education**
c/o Trent University
1600 West Bank Dr.
Peterborough, ON
Telephone: (705) 743-0523
E-mail: info@trentcentre.ca

Courses

This year's course offerings – including scheduling/timetable – is available at:

- the Frost Centre web page (follow web link below)
- listed on myTrent
- the Graduate Studies web page (follow web link below) [for Trent's full listing of Graduate course offerings]

Reading Course

If you wish to undertake a Reading Course CAST 6600H (0.5 credit) you must speak to the Director. A written justification, course outline and approval of the Graduate Program Director are required to take the course. A fillable form in Acrobat is available at the link below.



<http://www.trentu.ca/canadianstudiesphd/courses.php>



http://www.trentu.ca/graduatestudies/documents/Grad_Course_Sections_Aug30.11.pdf



http://www.trentu.ca/canadianstudiesma/documents/FrostCentreReadingapplication_fillable.pdf

Administrative Contact:

Cathy Schoel
Frost Centre Office
103.5 Kerr House, Trill
College
Telephone: 705-748-1011 x1750
Fax: 705-748-1801
Email: frostcentre@trentu.ca

Course Registration

All students must be registered in their program in each term, in addition to any registration in particular courses. Registration is made online through myTrent. Program registration consists of **GSFT – 800** (for full-time registration) or **GSPT – 800** (for part-time registration)

Click the link below for instructions (in Acrobat) on how to register.



<http://www.trentu.ca/graduatestudies/documents/newportalinstructions2011.pdf>

Problems registering?

Erin Davidson

Registration & Data
Management Officer

School of Graduate Studies
Science Complex Suite 102

705-748-1011 x6271

Email: eldavidson@trentu.ca

Program Guidelines

Your primary resource for questions about your program will be the document called **PhD Guidelines**. It is posted to the Canadian Studies PhD program web page under Policies & Guidelines, and also posted as web document. Both links are posted below.

Some of the topics covered include:

- Degree Requirements
- Comprehensive Exams
- Language Requirement
- Dissertation Proposal
- Dissertation
- Dissertation Defence



<http://www.trentu.ca/canadianstudiesphd/policies.php>



<http://www.trentu.ca/canadianstudiesphd/guidelines.php>

Contact:

Julia Harrison,
Director, Frost Centre
Email: jharrison@trentu.ca

Frost Centre for Canadian Studies and Indigenous Studies Mandate

- Administers the Ph.D. program in Canadian Studies (joint with Carleton University).
- Administers the M.A. program in Canadian Studies and Indigenous Studies.
- Promotes and funds new research initiatives under the Centre's liaison and facilitating umbrella.
- Supports research and faculty development through the sponsorship of colloquia, conferences and occasional publications.
- Facilitates inter-institutional communication, expanding opportunities for faculty in a small university to participate in large-scale research with larger centres.
- Creates opportunities for outside scholars to work at Trent on joint projects during periods of sabbatical or leave.
- Encourages young scholars and post-doctoral fellows through Centre-sponsored collaborative research programs.
- Publishes *Frost Report* annually which is posted to our web page
- Offers scholarships, awards, teaching assistantships and bursaries to qualified graduate students.

Frost Centre History and Background

Established in 1982, the **Frost Centre** is named in honour of Leslie Frost, Premier of Ontario from 1948-1961, and the first Chancellor of Trent University. The Centre aids and encourages interdisciplinary scholarship in the Humanities and Social Sciences on a broad range of thematics related to Canadian Studies and Indigenous Studies. The Centre is administered by a Director, an Administrative Assistant and a Board composed of graduate faculty and two graduate student representatives from its constituent theme groups. The Board meets regularly to decide matters of policy, to monitor research initiatives, and to oversee the M.A. and Ph.D. programs for which the Frost Centre has direct responsibility. The Frost Centre also works closely with Trent's existing interdisciplinary programs in Canadian Studies, Indigenous Studies, Environmental and Resource Studies, Cultural Studies, International Development Studies, Business Administration Studies and Women's Studies, and with the Humanities and Social Sciences departments at Trent.

The PhD program in Canadian Studies, which took in its first students in 2001, is offered jointly by the School of Canadian Studies at Carleton University and the Frost Centre for Canadian Studies and Indigenous Studies at Trent University. The joint PhD remains the only fully interdisciplinary doctoral program in Canadian Studies in Canada, combining the strengths of both institutions to create a program combining course work, comprehensives and a thesis for its requirements. The Ph.D. program is governed by a Trent-Carleton joint Ph.D. Committee composed of 6 members, two of whom are students.

Frost Report

The Frost Centre publishes an annual newsletter, *Frost Report*, which keeps Frost Centre members students, alumni, adjunct faculty research associates and other affiliates up-to-date with the research and scholarly activities and accomplishments of Frost Centre members and associates. Students are encouraged to submit opinion pieces, abstracts, and conference presentation articles. The Frost Report is posted on the Frost Centre website in the early fall of each new academic year. A limited number of copies are available for distribution in hard copy. If you are interested in contributing to the *Frost Report* contact Prof. Julia Harrison, Director, Frost Centre (fcdirector@trentu.ca).



<http://www.trentu.ca/frostcentre/frostreport.php>

Administrative Contacts:

Prof. Julia Harrison,
Director, Frost Centre
fcdirector@trentu.ca

Keys

Please see the Administrative Assistant of the Frost Centre for keys for the main door of Kerr House, student lounge/computer lab (1st Floor Kerr House), reading lounge (2nd Floor Kerr House), and office space at Wallis Hall.

You will be required to sign for these keys and will be responsible for them. If you lose your keys, you will be charged a fee to re-key the building.

When you complete your program you are required to return the keys to the Administrative Assistant.

Key Cards

Some building access is controlled by key cards. For example, Wallis Hall is locked in the evenings and on weekends, but you can access this building to get to your office using your key card access. This access should be built into your student card. If your card is not functioning properly, you may contact Patti Kidd.

Cathy Schoel
Frost Centre Office
103.5 Kerr House, Trill
College
Telephone: 705-748-1011 x1750
Email: frostcentre@trentu.ca

- Kerr House keys
- Wallis Hall keys

Patti Kidd
Risk Management/Security
Blackburn Hall
Telephone: 705-748-1011 x7431

- Key card access

Photocopy Cards

Photocopy cards are available for the convenience of students in the Administrative Assistant's office. The cost is applied directly to the student's Research Overhead fund (see below). Photocopy cards are also available for a fee at the Library and the Print Shop, Symons Campus.

At Trill College there are photocopiers available for student use in the following locations:

- first floor of Kerr House [maintained by Jeannine Crowe, 2nd fl. Kerr]
- second floor of Scott House [maintained by Deb Nichols, 1st fl Scott]
- lower level of Wallis Hall (across from mailboxes) [maintained by the UG English department, 1st fl. Wallis]

Cathy Schoel
Frost Centre Office
103.5 Kerr House, Trill
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Telephone: 705-748-1011 x1750
Email: frostcentre@trentu.ca

Student Lounge/Computer Lab (Kerr House 101)

The student lounge/computer lab is always available for Frost Centre students to read, have a snack, check their mail, etc. Some readings for courses will be kept in folders and can be copied or read in the lounge. We ask that you not remove any of the readings or the books that are on the shelves. Student mailboxes are also in the room. While most Frost Centre communication is done by E-mail or postings to the myTrent portal, it is important to check mailboxes regularly because pay stubs, formal letters, T4 slips, and other important documents get distributed through the mail system.

This room is specifically for Frost Centre students. It has a laser printer and several computers for your use.

- Please bring your own paper for the printer
- **Lock the room** when you leave
- Don't save anything on the computer hard drives, you have a network drive (:/H)
- If you open **windows**, please **make sure you close and lock them** (for security reasons) before you leave

Administrative Contact:

Cathy Schoel
Frost Centre Office
103.5 Kerr House, Trill
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Telephone: 705-748-1011 x1750
Fax: 705-748-1801
Email: frostcentre@trentu.ca

Student Offices

All PhD students have office space at Trill College either in Wallis Hall or in Kerr House. In Wallis Hall there is kitchen space as well to make tea/coffee, etc. Please make good use of your office space.

Administrative Contact:

Cathy Schoel
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Telephone: 705-748-1011 x1750
Fax: 705-748-1801
Email: frostcentre@trentu.ca

Frost Centre for Canadian Studies & Indigenous Studies Research Grants for PhD Students

A Call for Applications is distributed once per academic year for Frost Centre PhD students for funds to primarily support thesis/MRP research, although other projects for publication may be considered. Awards of up to \$1000 (subject to budgetary approval) per student will be made. Funds should be used primarily by students to complete their own research. For example, monies can be requested for travel, accommodation, and subsistence for library or archival work, to conduct interviews, as well as for reproduction of images and texts, library fees or ILL expenses. Funds are not available for the employment of other people (editors, transcribers, researchers) but can be used to pay informant fees, if these are customary in the research context.

In the 2010-11 competition year, \$6000 was available for PhD students in Frost Centre programs.

Cathy Schoel
Frost Centre Office
103.5 Kerr House, Trail
College
Telephone: 705-748-1011 x1750
Email: frostcentre@trentu.ca

Frost Centre Funding to attend Conferences, Workshops or Symposia

Canadian Studies PhD students can apply in writing in advance for support from the Frost Centre for conferences, workshops or symposia in which:

- they will be active participants
- the subject of the conference is directly relevant to their research interests
- they can demonstrate that they have applied for support from the conference/workshop organizers (where appropriate), CUPE II, and the Graduate Student Association.

Travel, accommodation (ideally based on shared accommodation or mid-range rates), and registration fees of up to a maximum of **\$750** will be reimbursed upon submission of expense claims and receipts. In exceptional cases a larger amount can be covered if a sufficient case for such support is made to the Frost Centre Director.

All students given such support must submit a 500 word report for the *Frost Report* before they will be reimbursed.

Normally only one application will be considered from a student in any one academic year.

Application forms are posted as fill-able pdf and are posted on the Frost Centre PhD Program web page at the link below. The pdf form is also directly linked below.



<http://www.trentu.ca/canadianstudiesphd/policies.php>



http://www.trentu.ca/canadianstudiesphd/documents/requestforfunding_conferences_workshops_symposia.pdf

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103.5 Kerr House, Trill
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Telephone: 705-748-1011 x1750
Email: frostcentre@trentu.ca

Julia Harrison
Director, Frost Centre
Email: jharrison@trentu.ca

Graduate Student Bursaries

In addition to funding already received through the Graduate Studies Office and the Frost Centre, students, if eligible, may apply for a bursaries twice a year through the Graduate Studies Office for funding from the Financial Aid Department. This bursary is based on identified financial need. For assistance in determining eligibility, application process and other bursary or external scholarship application opportunities, your contact is Jane Rennie in the School of Graduate Studies

Bursary forms available at the web link below:



<http://www.trentu.ca/graduatestudies/forms.php>

Jane Rennie
Finance Officer
School of Graduate Studies
Science Complex Room 201
705/745-1011x7075
Email: janerennie@trentu.ca

Overhead Accounts

A maximum of \$200/yr. for 4 years (\$100/year for 8 years for part-time students) is available to each student to cover research-related expenses. Research-related expenses include such things as travel, accommodation, meals, telephone, mail, photocopying, interlibrary loans, office supplies, and conference registration fees. Please keep in mind that though books or equipment such as computer programs or hand-held recorders are eligible expenses, such items are the property of the University and must remain behind once your studies are complete.

Reimbursement for such expenses is obtained by completing the appropriate expense form (in duplicate) and returning it to Cathy Schoel.

Expense Forms are available on-line through the link posted below.



[http://www.trentu.ca/purchasing/pdfs/Appendix B travel form short.pdf](http://www.trentu.ca/purchasing/pdfs/Appendix_B_travel_form_short.pdf) (for claims against only one account)

or

[http://www.trentu.ca/purchasing/pdfs/Appendix A travel form long.pdf](http://www.trentu.ca/purchasing/pdfs/Appendix_A_travel_form_long.pdf) (for claims against more than one account)

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Telephone: 705-748-1011 x1750
Email: frostcentre@trentu.ca

Reimbursements are processed through the Trent Finance Department. Cheque processing is 4-6 weeks. If you have questions about your reimbursement, please check first with Cathy Schoel.

Shelagh Grant Endowment for support of Frost Centre Graduate Student Research

The Shelagh Grant Endowment provides funds for Frost Centre graduate students for **travel costs** for dissertation/thesis/MRP-based research. Applications can also be made for some **translation and transcription costs**. The Frost Centre Research Committee will allocate these funds. Monies can be requested for travel, accommodation, per diem costs for both exploratory trips to develop a research project or to actually carry out research outside of southern Ontario. Translation and transcription costs are only to be used to render materials into English.

In the 2010-11 competition year, \$3500 was available for MA & PhD students in Frost Centre programs. The Call for Applications will be distributed at the same time as the call for FC Research Grant applications.

Cathy Schoel
Frost Centre Office
103.5 Kerr House, Trill
College
Telephone: 705-748-1011 x1750
Email: frostcentre@trentu.ca

Symons Trust Fund for Canadian Studies

The Symons Trust Fund for Canadian Studies was established in 1995 by friends and colleagues of Thomas H. B. Symons, the founding President of Trent University, to honour and to continue his work in the field of Canadian Studies. The purpose of The Symons Trust is to support and enhance the study of Canada, especially, though not exclusively, at Trent University. Under the direction of its Committee of the Trustees, the Trust provides funding to support imaginative new activities, to act as seed money for worthy new endeavours, or to foster important long range projects.

Applications, which are welcome from any and all disciplines, programmes, or individuals, are evaluated by the Trustees in terms of their originality, quality, and potential contribution to the study of Canada. Funding from The Symons Trust Fund for Canadian Studies is disbursed annually by the President of the University on the recommendation of the Committee of Trustees.

Please see the link below for eligibility and application details.



http://www.trentu.ca/administration/presidentsoffice_symons.php

Administrative Contact:

Winnie Janzen
Symons Trust Fund for
Canadian Studies
wjanzen@trentu.ca

Mailing address:
The Symons Trust Fund for
Canadian Studies
Catharine Parr Traill College
(mailbox in Wallis Hall)

Travel Funding

There are multiple sources for applying for funding to attend conferences. Details are described elsewhere in this document. Please see:

- Frost Centre Funding to attend Conferences, Workshops or Symposia
- Graduate Student Association
- CUPE 3908 Unit 2

RULES AND REGULATIONS

For a complete list of academic rules & regulations, please consult the current Graduate Academic Calendar (link at right)

A few rules & regulations are highlighted in this document.



<http://www.trentu.ca/calendar/documents/110318graduate.pdf>

Academic Integrity Policy

Information regarding the Graduate Academic Integrity Policy is described in the Graduate Academic Calendar beginning on page 27. The policy can also be found on the Graduate Studies page (linked below) under Resources.

Policies regarding Undergraduate Academic Integrity are found beginning on page 24 of the Undergraduate Calendar (link to pdf below). There is also a webpage for this policy that you may find helpful in your role as a GTA.



<http://www.trentu.ca/graduatestudies/forms.php>

Webpage to link to pdf of Graduate Policy



<http://www.trentu.ca/calendar/documents/110318graduate.pdf>

Link to pdf of Graduate Calendar



<http://www.trentu.ca/calendar/documents/110318undergraduate.pdf>

Link to pdf of Undergraduate Calendar



<http://www.trentu.ca/deanundergraduate/integrity.php>

Webpage: Undergraduate Academic Integrity

Course Grades

Grades for assignments/the course in total must follow the established marks template for the Frost Centre as follows

Marks Template

A+ 90-100

Extraordinary work that might be publishable, or a brilliant accomplishment that pushes the boundaries of scholarship in new areas. May be no essays (or final marks) that warrant this mark.

A 85-89

Absolutely excellent work; meritorious on absolutely all counts including research, writing, analysis. An original piece of work that offers new perspectives on a subject.

A- 80-84

Solidly first class work, not stellar and original, but excellent writing and research.

B+ 77-79

Very good work with some strong characteristics. Not accomplished and excellent on all counts.

B 73-76

Solid and capable, but demonstrates limited problems in writing, research and argument that need improvement.

B-70-72

A good effort, but there are some problems such as writing, research, conceptualization that must be improved.

C 63-66

Indicates some significant problems in one or more areas. Inadequate or unacceptable effort for the graduate level.

Incompletes

Graduate students may ask for an incomplete due to pressing medical, family or personal reasons. If the Professor agrees to grant an incomplete, the student has **4 months** after the end of the term in which the course was taken to complete the work for the course. If the student does not hand in work after 4 months, a mark based on existing work will be entered unless the student has withdrawn from the program. Under extenuating circumstances, the Dean of Graduate Studies may grant an extension to the incomplete.

Administrative Contact:

Cathy Schoel
Frost Centre Office
103.5 Kerr House, Traill
College
Telephone: 705-748-1011 x1750
Fax: 705-748-1801
Email: frostcentre@trentu.ca

University-Related Employment for Full Time Graduate Students

Full time graduate students should be in a position to devote their full time and energy to a coherent program of graduate study and research, and should make full time progress toward completion of the requirements of that program.

The common benchmark for the maximum acceptable time spent on university-related (or other) employment for full time graduate students is an average of ten hours per week. Versions of the ten-hour rule have been adopted by the federal granting councils and the Ontario Graduate Scholarships, as well as by the Ontario Council on Graduate Studies.

The Ontario Council on Graduate Studies has long upheld the ten hour rule: i.e., that every member university is committed that full time graduate students should not be permitted to work more than an average of ten hours per week on campus, and should be encouraged to limit their time spent on employment either inside or outside the university to an average of no more than ten hours per week.

Loretta Durst
Graduate Studies Coordinator
School of Graduate Studies
Science Complex Suite 102
705-748-1011 x7346
Email:ldurst@trentu.ca

Withdrawals and Re-registration

Courses: The final date for withdrawals from a course listed under *Important Dates* in the *Graduate Calendar*.

Program: A student who has withdrawn from the program, but now feels that the thesis is ready for examination, must reapply for admission to the program.

When a student applies for readmission he/she must include a detailed Plan of Study. This Plan of Study should include the names of his/her supervisor and committee members, a revised thesis topic description, any additional courses the student intends to take and proposed dates for completion of the various components of the program.

The thesis will then be looked at by the Thesis Committee if it is still available, to determine whether the thesis is ready for examination, and whether or not to readmit the student. If the original Thesis Committees not available, the application will go to the Admissions Committee.

All outstanding accounts must be settled in order for the application to be processed.

Further details under **Masters & Doctoral Degree Regulations** in the Graduate Academic Calendar:



<http://www.trentu.ca/calendar/documents/110318graduate.pdf>

Administrative Contacts:

Cathy Schoel
Frost Centre Office
103.5 Kerr House, Traill
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Telephone: 705-748-1011 x1750
Fax: 705-748-1801
Email: frostcentre@trentu.ca

Erin Davidson
Registration & Data
Management Officer
School of Graduate Studies
Science Complex Suite 102
705-748-1011 x6271
Email: eldavidson@trentu.ca

Academic Skills Centre

The Academic Skills Centre provides individual and small-group instruction to undergrads and grads in writing and study skills, including grammar and composition, critical reading and thinking, research and citation, time management, listening and note taking, oral presentations, exam preparation, and mathematics.

Academic Skills does hold office hours at Trill College. Please contact them for their schedule for 2011-12 or watch for posters.



<http://www.trentu.ca/academicskills/>

Administrative Contact:

Academic Skills Centre
Suite 206, Champlain College
Symons Campus
705-748-1720
Fax 705-748-1830
Email : acdskills@trentu.ca

Access to Instruction

It is Trent University's intent to create an inclusive learning environment. If a student has a disability and/or health consideration and feels that he/she may need accommodations to succeed in this course, the student should contact the Disability Services Office as soon as possible. Complete text can be found under Access to Instruction in the Academic Calendar.



<http://www.trentu.ca/disabilityservices/overview.php>

Disability Services Office

Bata Library, Suite 109

Symons Campus

Phone: 705- 748-1281

Fax: 705- 748-1509

Email:

disabilityservices@trentu.ca

Athletics & Recreation

When it comes to fitness and recreation, the Trent Community Sport & Recreation Centre (TCSRC) offers something no other community or university centre can – state-of-the-art indoor and outdoor facilities combined with access to the Otonabee River, diverse nature areas and kilometres of winding trails right at our doorstep. As a TCSRC member, you have access to it all.

Centre Highlights and Key Features

- New 12,000 sq. ft. cardio loft and weight room
- State-of-the-art 28 ft high indoor climbing facility
- North America's most advanced indoor rowing/paddling tank, the only combination training tank of its kind in the province
- Three squash courts including new international competitive squash court and two North American courts
- Warm therapy pool, equipped with state-of-the-art features
- Expanded therapy clinic offering on-site physiotherapy, rehabilitation, and sports health services
- Complete makeover of the Trent pool, the only 25m competitive pool in the region
- New family/accessible change room and varsity team change room, along with completely renovated men's and women's change rooms
- Two fitness studios, including new cycle fit facility
- Justin Chiu Stadium boasting artificial grass playing field, 405m all-purpose track, bleacher seating, media box, score clock and lighting
- Gymnasium, with basketball, volleyball and badminton courts
- Two beach volleyball courts
- Wildrock Outfitters Canoe Centre
- Wi-Fi equipped café
- Improved accessibility



<http://www.trentu.ca/athletics>

Contact:

Athletic Complex
Symons Campus
705-748-1011 x1257
Email: athletics@trentu.ca

Regular Hours

Monday to Friday
5:30 a.m. to 11:00 p.m.

Saturday and Sunday
7:00 a.m. to 9:00 p.m.

Quick Guide

Member Services Desk
(705) 748-1257

Aquatics Programs
(705) 748-1432

Intramurals and Campus Rec
(705) 748-1011 x7878

Counselling Centre

- *Professional* • *Confidential* • *Free* •

Personal counselling is available to all students through the Counselling Centre on campus in Peterborough and in Durham.

Please note that they do not book appointments by email.



<http://www.trentu.ca/counselling/>



Contact:

Counselling Centre
Blackburn Hall, Suite 113
705-748-1386

Fax 705-748-1137

Email: counselling@trentu.ca

CUPE 3908 Unit 2

3908 Unit 2 represents over 300 student academic workers. Most Unit 2 members are Graduate Teaching Assistants (GTAs), but many work as both graduate and undergraduate Student Markers, Academic Assistants, and Computer Lab Advisors. Unit 2 members have a particular relationship with Trent University, as the institution simultaneously acts as both their school and their employer.

As employees of Trent University, you have a number of particular rights outlined in the Ontario Employment Standards Act and the CUPE 3908 Unit 2 Collective Agreement. If you want to know anything about your work as a Unit 2 member, the Collective Agreement is the place to look. This is a legal document that outlines all the intricacies of your work such as:

Wages, Hours, Work Assignments, Grievance Procedures, Job Postings, Health & Safety, Discrimination & Harassment.

CUPE 3908 Unit 2 has recently created a Professional Development and Employee Assistance Fund. For more information, please see: <http://www.cupe3908.org/index.php?id=60#pdfunit2>

For further details please see the CUPE 3908 link below.



<http://cupe3908.org/>

Administrative Contact:

General Inquiries:

Yvonne LaRose
Office Manager
Room 203, Steward House,
Traill College
office@cupe3908.org

Mail:

CUPE 3908
Traill College, Trent University
Box 300, 310 London Street
Peterborough, ON
K9H 7P4

Frost Centre Administration

The Frost Centre's administrative offices -- Director, Professor Julia Harrison (fcdirector@trentu.ca) and the Administrative Assistant, Cathy Schoel (cathyschoel@trentu.ca) -- are also located at Kerr House, Trail College



<http://www.trentu.ca/frostcentre/contact.php>

Graduate Student Association

The Graduate Students' Association (GSA) has nine elected officers (president, vice-president, treasurer, secretary, two social directors, senator, and CUPE representative) and a student representative from each graduate department who organize social and informal academic events. Elections take place yearly. Graduate students are also represented on the University Senate, and the Research, Graduate Studies, Educational Development (COED), Animal Care, Academic Computer Services, Graduate Studies, Library Services, Nature Areas, Research (NSERC), Research (SSHRC), Special Appeals, Teaching Awards and Teaching Effectiveness committees.

The GSA provides grants & bursaries for Conference Travel <http://trentgsa.ca/grants-bursaries/>



<http://trentgsa.ca/>



<http://www.trentu.ca/graduatestudies/gsa.php>

GSA President
Karen Gillis
karengillis@trentu.ca

CAST rep
Julia Smith
juliasmith@trentu.ca

Health Services

Office Hours:

September - April:

Monday through Friday

9:00 am - 12:00 pm and 1:30 pm until 4:00 pm

Closed for lunch 12:00 pm - 1:30 pm

****Appointments are required to see Physicians****

Summer Hours (May and June)

Monday & Wednesday only

9:00 am - 12:00 pm and 1:30 pm until 4:00 pm

Closed for lunch 12:00 pm - 1:30

Please note that they do not book appointments by email.



[http:// www.trentu.ca/healthservices/](http://www.trentu.ca/healthservices/)

Contact:

Health Services

Blackburn Hall, Suite 111

705-748-1481

Fax 705-748-1055

Instructional Development Centre

The Instructional Development Centre (IDC) provides support for excellence and innovation in teaching and learning, academic initiatives in teaching, and pedagogical research. The IDC mounts a program of papers and workshops on professional development issues, pedagogical techniques and best practices; produces a newsletter and a web site; develops Trent's collection of teaching resource materials; and coordinates workgroups on pedagogical issues and projects.

Whether you are faculty or staff, full or part-time, IDC can provide the tools and tips you need to thrive in your teaching role. The IDC responds to faculty and staff requests for instructional development. For questions about myLearningSystem(WebCT) and for assistance with instructional design using technology teaching, contact Mary-Jane Pilgrim (mpilgrim@trentu.ca). For teaching development generally, please contact the Coordinator Angie Best (angiebest@trentu.ca). Also, local resources are at your service. Visit the Centre at Bata Library, BL 206 for personal consultations.

 <http://www.trentu.ca/idc/>

Administrative Contact:

Angie Best, Coordinator
Instructional Development
Centre
Suite 206, Bata Library
705-748-1011 x 7254/7255
Fax: 705-748-1143
E-mail: idc@trentu.ca

Payroll Office

Payroll is responsible for the management and maintenance of all employee related salary and wage information. In conjunction with our Payroll partner we are responsible for all transactions, and personal earnings reporting for all employees at Trent.

GTA funding is paid income, and therefore processed through Payroll. Your pay schedule as a GTA is once per month, on the 28th.

Forms and other information are available at their web page linked below.



<http://www.trentu.ca/humanresources/payroll.php>

Administrative Contacts:

Pauline Johnston
pmjohnston@trentu.ca
705-748-1011 x7301

Lina Halstead
linahalstead@trentu.ca
705-748-1011 x7352

Payroll Office
Blackburn Hall, Symons
Campus

Phone & Email Directory:

Trent Faculty & Staff contact information including office location, telephone extension & email address is available at:

 <http://www.trentu.ca/who>

Research with Human Subjects

All research conducted under the auspices of Trent University by faculty, staff, or graduate students, funded or unfunded, that involves human subjects require approval by the Research Ethics Committee of Trent University. *See* Application for Ethical Review of Proposed Research (link at right) **Prior to submitting the application** to the REB, Frost Centre students are required to have their proposal reviewed by the Frost Centre Ethics Liaison. Research conducted for course work within the Frost Centre requires approval by the Frost Centre Research Ethics Committee.

Forms & Guidelines posted at the link below.



<http://www.trentu.ca/research/certification.php>

Frost Centre Ethics Liaison:
Dr. Gillian Balfour
Otonabee College rm 226
Telephone. 705-748-1011 x7607
email: gillianbalfour@trentu.ca

Trent Research Office:
Suite 344 Gzowski College -
Symons Campus
Telephone: 705-748-1011 x7050
Fax: 705-748-1587
Email: research@trentu.ca

School of Graduate Studies Administration

The Graduate Studies Office (graduate@trentu.ca) is located in room 201 of the Science Complex, Symons Campus.



<http://www.trentu.ca/graduatestudies/contactus.php>

Trent University Campus

Trent University has buildings in both downtown Peterborough (Traill College) and the main campus at the north edge of town (Symons Campus) and a primarily undergraduate campus in Oshawa.

Most Frost Centre courses will be held in Kerr House at Traill. Traill College is home to Trent's five graduate programs in the Humanities and it houses all Frost Centre student graduate offices.

Most of the administrative departments that you will be in contact with are at Symons Campus in Julian Blackburn College. This building houses among other departments: Financial Aid (financialaid@trentu.ca), Payroll, and Accounts Receivable.



<http://www.trentu.ca/colleges/trail/>

Traill College web page



<http://www.trentu.ca/howtofindus/overview.php>

Symons Campus



<http://www.trentu.ca/oshawa/>

Oshawa Campus

Graduate Student Handbook

This is a Trent-wide resource available online at the links below that covers many of the items in the Frost Centre Handbook, but goes into detail on other useful rules, regulations & guidelines that you should make yourself aware of.

Topics covered include:

- Graduate Student Fees
- Graduate Student Funding
- Student Services
- Recreation and Culture
- Health and Safety Information for Graduate Students
- Trent University Guidelines for Graduate Students, Supervisors,
- Supervisory Committees and Graduate Programs
- Principles Governing Submission and Examination of Dissertations



<http://www.trentu.ca/graduatestudies/forms.php>



http://www.trentu.ca/graduatestudies/documents/2010Version_graduatestudenthandbook_weditsED.pdf

Loretta Durst
Graduate Studies Coordinator
School of Graduate Studies
Science Complex Suite 102
705-748-1011 x7346
Email: ldurst@trentu.ca