

THE DEPARTMENT OF  
**CURRICULUM, TEACHING & LEARNING**  
CURRICULUM & PEDAGOGY  
LANGUAGE & LITERACIES EDUCATION  
**STUDENT HANDBOOK**  
**2022-2023**



UNIVERSITY OF TORONTO  
OISE | ONTARIO INSTITUTE  
FOR STUDIES IN EDUCATION

# WELCOME TO CURRICULUM, TEACHING & LEARNING!

My name is Professor Doug McDougall and I am the Chair of the Department of Curriculum, Teaching and Learning (CTL) at the Ontario Institute for Studies in Education of the University of Toronto from July 2022 to June 2023.

The faculty, staff and students of CTL are delighted that you are joining our lively and innovative Department. CTL offers three graduate programs: Curriculum & Pedagogy (C&P), Language and Literacies Education (LLE), and Teaching (MT) Program. While each of these programs has its own courses and structure, we actively encourage interconnections among programs in terms of sharing and integrating aspects of our teaching and research. Through this integrative imagining of our program offerings, we are also working to more deeply engage our Research Centres with our programs. Such interconnections enrich your experience as students while it creates a more cohesive and creative research and teaching environment for faculty.

There are some fundamental principles guiding our academic goals in CTL which reflect current and emerging social issues relevant to educational research and teaching:

- Strong support of our students across all programs by all our Departmental personnel including faculty, administrators, staff, and student union representatives. We listen and care!
- Proactively examining our hiring and admissions practices to ensure they are inclusive and supportive of diversity. [See the UT statement on this issue:  
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppdec142006.pdf>
- Working across our programs to develop an anti-oppressive teaching and learning environment that supports all members of the community, including those from historically under-represented groups. We continue to respond to the Calls to Action in the report of the Truth and Reconciliation Committee and improve our support of indigenous learners, in our courses, our practices and our admissions processes, in authentic and respectful ways.
- Transparency and accountability in our interactions and in our processes with staff, students and faculty in the CTL community and with those in other Departments, institutionally and in the broader community.
- Supporting faculty and students in developing innovative, collaborative educational research with our school and community partners.
- Taking a perspective of continuous improvement toward our programs, where we gather and use feedback to increase accountability and enhance student experience.

This handbook was updated in June 2022 and so there are still unknowns for 2022-23 due to the COVID-19 pandemic. We will continue to adapt as a department in response to the continued public health emergency. Health and safety for everyone in our community is our guiding priority. For the time-being, the schedule in this handbook reflects a typical year. We continue to plan in accordance with the University of Toronto guidelines. If changes are required, all decisions will be guided by public health directions and institutional operations. As the situation evolves, we will communicate information and give as much advance notice as possible. This continues to be an exciting time to be in CTL and we look forward to getting to know each of you and having you be a member of our growing CTL community.

Sincerely, Doug McDougall



**Dr. Doug McDougall**

Chair, Department of Curriculum, Teaching and Learning  
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# ORGANIZATIONAL STRUCTURE

## OISE

### THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

OISE is Canada's only all-graduate institute of teaching, learning and research.

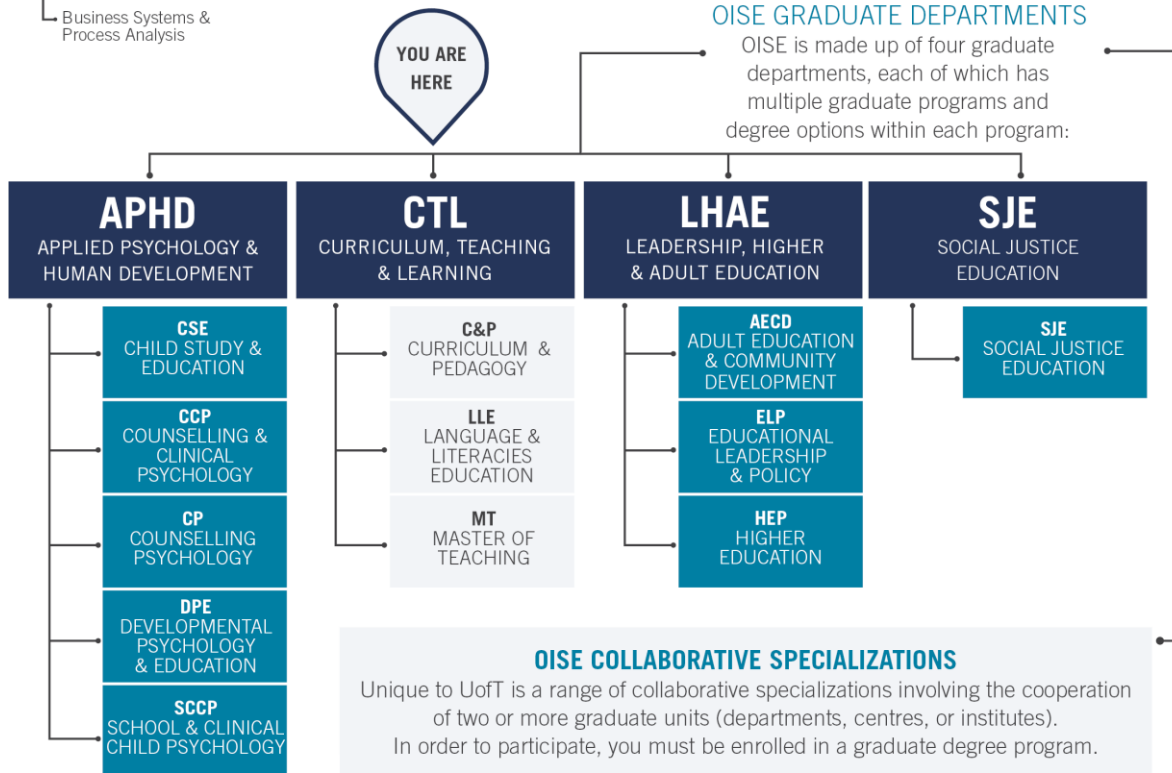
#### OISE NON-ACADEMIC DEPARTMENTS

In order to support our students, faculty, staff and our goals as an institute, OISE has numerous non-academic departments and offices which provide institutional leadership and specialized services:



#### OISE GRADUATE DEPARTMENTS

OISE is made up of four graduate departments, each of which has multiple graduate programs and degree options within each program:



#### OISE COLLABORATIVE SPECIALIZATIONS

Unique to UofT is a range of collaborative specializations involving the cooperation of two or more graduate units (departments, centres, or institutes). In order to participate, you must be enrolled in a graduate degree program.

#### OISE RESEARCH CENTRES & INSTITUTES

OISE is home to more than 16 research centres and institutes. Many are located in OISE, while others operate independently.

## FACULTY ADVISOR VS. THESIS SUPERVISOR

On your offer of admission, you were assigned a faculty advisor. Your Faculty Advisor is a faculty member assigned to provide you with assistance on course selection and navigating through the program. For MA and PhD students, your faculty advisor is not your Thesis Supervisor, but they may eventually become your Thesis Supervisor when you are ready to form your thesis committee. However, as you progress in your program and solidify your research, you may also decide to work with a different faculty member as your Thesis Supervisor. When the time comes to form your thesis committee, your Thesis Supervisor will be your main academic support.

CTL selects a faculty advisor at the point of admission, based on the student's application to the program. Your faculty advisor can assist you in selecting courses and defining your thesis topic. Master of Education students can benefit from the faculty advisor's advice on course selection and, although students in thesis track degrees such as the MA and PhD may decide to choose a different thesis supervisor, thesis track students should select a tentative thesis topic or problem as soon as possible and seek opinions regarding its suitability from their faculty advisor and other members of the faculty. When you select a topic or a particular area for thesis research, your plans will normally be discussed with your faculty advisor for the purpose of determining a suitable thesis supervisor. Your faculty advisor will usually become your thesis supervisor, but this is not a requirement.

A student must choose a thesis supervisor within the department in which you are registered who is able to provide adequate supervision. If this is not your faculty advisor, as a courtesy you should inform them. The main task of the faculty advisor at this stage is to facilitate contact between the student and a possible research supervisor. The decision regarding thesis supervision must be by mutual consent between the student and the potential supervisor and is subject to approval by your Department Chair. For more on thesis supervision see the [Final Oral Exam Guidelines](#) as well as our department's web page on [supervision](#). There is also a new online version of the [SGS Graduate Supervision Handbook](#).

### THESIS IN MOTION

Another resource for thesis development is the Thesis in Motion project which is a resource for Master of Arts and PhD candidates who would like additional support on developing their proposals and theses. Candidates may contact Professor Emerita Anne Jordan of Thesis in Motion project ([anne.jordan@oise.utoronto.ca](mailto:anne.jordan@oise.utoronto.ca)) if they require support either by joining a thesis writing group, or with individual support for developing their proposal or thesis.

# PROGRAM REQUIREMENTS

## CURRICULUM & PEDAGOGY (C&P)

### C&P MASTER OF EDUCATION (MED) REQUIREMENTS

The MEd program of study consists of 10 half-courses, at least five of which are undertaken in the Curriculum & Pedagogy Program (CTL1000-level or CTL5000-5299 courses) and may be taken on a full- or part-time basis. Additional study may be required either within the degree program or prior to admission, depending on previous experience and academic qualifications. Students are required to successfully complete CTL1000H. Students must satisfactorily complete all requirements within six years of first enrollment for part-time students, or within three years of first enrollment for full-time students.

*This MEd degree does not lead to certification with the Ontario College of Teachers*

**5 C&P HALF-COURSES**  
CTL1000-level or CTL5000-5299  
\*must include CTL1000H Foundations

**5 ELECTIVE HALF-COURSES**  
(C&P courses, LLE courses, collaborative specialization courses, courses in other OISE departments, etc.)

### C&P MED FIELD IN ONLINE TEACHING AND LEARNING

The C&P MEd Field in Online Teaching and Learning may be taken on a full- or part-time basis. Degree requirements consist of 10 half-courses. CTL1000H, CTL1620H and CTL1624H are required, as well as any three from the following list: CTL1603H, CTL1606H, CTL1608H, CTL1609H, CTL1615H, CTL1616H, CTL1617H, CTL1621H, CTL1622H, CTL1623H, CTL1625H or CTL1926H. As with the general C&P MEd, the remaining four electives can either be other Curriculum & Pedagogy Program courses, Language and Literacies Education program courses, courses taken as part of a Collaborative Specialization, course in other OISE departments or, with permission, courses from other U of T graduate units.

*This MEd Field does not lead to certification with the Ontario College of Teachers*

**3 REQUIRED COURSES**  
CTL1000H  
CTL1620H  
CTL1624H

**CHOOSE 3 COURSES**  
CTL1603H, CTL1606H,  
CTL1608H, CTL1609H,  
CTL1615H, CTL1616H,  
CTL1617H, CTL1621H,  
CTL1622H, CTL1623H,  
CTL1625H or CTL1926H

**CHOOSE 4 ELECTIVE COURSES**

- C&P Courses
- LLE Courses
- Collaborative specialization courses
- Courses in other OISE departments or graduate units

## C&P MASTER OF ARTS (MA) REQUIREMENTS

The MA may be taken on a full- or part-time basis and consists of eight half-courses, at least four of which are undertaken in the Curriculum & Pedagogy Program (CTL1000-level or CTL5000-5299 courses), and a thesis. Additional courses may be required of some applicants, depending on previous experience and academic qualifications. Students are required to successfully complete CTL1000H, and a course in research methods from an [approved course list](#). Students must satisfactorily complete all requirements within six years of first enrollment for part-time students, or within three years of first enrollment for full-time students.

<b>4 C&amp;P HALF-COURSES</b> CTL1000-level or CTL5000-5299 *must include CTL1000H Foundations + 1 Research Methods course	<b>4 ELECTIVE HALF-COURSES</b> (C&P courses, LLE courses, collaborative specialization courses, courses in other OISE departments, etc.)	<b>THESIS</b>
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## C&P FULL-TIME AND FLEXIBLE-TIME PHD REQUIREMENTS

Full-time PhD students must complete their degree within six years. Flexible-time PhD students must complete their degree within eight years. Degree requirements for both programs are the same. The PhD program of study normally consists of seven half-courses, at least four of which are ordinarily CTL1000-level, CTL5000-5299 or CTL6000-6299 courses undertaken in the Program. Students are also required to complete CTL1899H, the C&P doctoral proseminar course. Additional courses may be required of some candidates. Students are expected to take CTL1000H if they did not complete it at the master's level, one course in research methods from an [approved course list](#), as well as the Doctoral proseminar.

<b>5 C&amp;P HALF-COURSES</b> CTL1000-level or CTL5000-5299 or CTL6000-6299 *must include CTL1000H Foundations + CTL1899H Proseminar + 1 Research Methods course	<b>2 ELECTIVE HALF-COURSES</b> (C&P courses, LLE courses, collaborative specialization courses, courses in other OISE departments, etc.)	<b>C&amp;P COMPS EXAM</b>	<b>THESIS</b>
		<b>COMMITTEE FORMATION</b>	

### DOCTORAL 'CANDIDACY'

All doctoral students are subject to the requirements for good academic standing, including candidacy. To achieve 'candidacy', doctoral students are required to complete all coursework, comprehensive exams and thesis committee formation by the end of YEAR 3 for PhD full-time students and at the end YEAR 4 for PhD flexible-time students.



## LANGUAGE AND LITERACIES EDUCATION (LLE)

### LLE MASTER OF EDUCATION (MED) REQUIREMENTS

The MEd consists of 10 half-courses. Students must take a minimum of five CTL3000-level or CTL5300-5699 half-courses within the program. May be taken on a full- or part-time basis. Students must satisfactorily complete all requirements within six years of first enrollment for part-time students, or within three years of first enrollment for full-time students.

*The MEd degree does not lead to certification with the Ontario College of Teachers, and it **does not** lead to TESL Ontario certification.*

5 LLE HALF-COURSES  
CTL3000-level or CTL5300-5699

5 ELECTIVE HALF-COURSES  
(C&P courses, LLE courses, collaborative specialization courses, courses in other OISE departments, etc.)

### LLE MASTER OF EDUCATION (MED) LANGUAGE TEACHING FIELD REQUIREMENTS

The MEd Field in Language Teaching may be taken on a full-time basis only. Degree requirements consist of 10 half-courses. CTL3002H, CTL3010H and CTL3797H are required, as well as any two from the following list: CTL3000H, CTL3003H, CTL3008H, CTL3013H, CTL3020H, CTL3101H, CTL3039H. The remaining five half-courses can be LLE or non-LLE courses. The required practicum course (CTL3797H) is ordinarily offered after students have completed their first year. The placement will take place in a professional language education setting, and is overseen by an LLE faculty member, and an experienced language teacher in the practicum setting.

*This Field does not lead to certification with the Ontario College of Teachers, and it **does not** lead to TESL Ontario certification.*

3 REQUIRED COURSES  
CTL3002H  
CTL3010H  
CTL3797H

CHOOSE 2 COURSES  
CTL3000H, CTL3003H,  
CTL3008H, CTL3013H,  
CTL3020H, CTL3101H,  
CTL3039H

5 ELECTIVE HALF-COURSES  
(C&P courses, LLE courses,  
collaborative specialization courses,  
courses in other OISE departments,  
etc.)

## LLE MASTER OF ARTS (MA) REQUIREMENTS

The MA program of study may be undertaken on a full- or part-time basis and consists of eight half-courses and a thesis. Students must take a minimum of four CTL 3000-level or CTL5300-5699 half-courses within the program. Courses must include CTL3001H Research Colloquium in Language and Literacies Education, plus a course in research methods [RM] relevant to the topic of the thesis. Any of the following courses can fulfill this requirement: CTL1018H, CTL1041H, CTL1306H, CTL1810H, CTL1842H, CTL3019H, CTL3033H, CTL3807H, CTL3810H, APD1296H, APD3202H, APD3228H, SJE1905H. Students must satisfactorily complete all requirements within six years of first enrollment for part-time students, or within three years of first enrollment for full-time students.

<b>4 LLE HALF-COURSES</b> CTL3000-level or CTL5300-5699 *must include CTL3001H Research Colloquium in LLE + 1 Research Methods course	<b>4 ELECTIVE HALF-COURSES</b> (C&P courses, LLE courses, collaborative specialization courses, courses in other OISE departments, etc.)	<b>THESIS</b>
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## LLE FULL-TIME AND FLEXIBLE-TIME PHD REQUIREMENTS

Full-time PhD students must complete their degree requirements within six years. Students in the flexible-time PhD option must complete their degree requirements within eight years. Degree requirements for both programs are the same. The PhD normally consists of seven half-courses, comprehensive examination and a thesis embodying the results of an original investigation. Students must take a minimum of four CTL 3000-level, CTL5300-5699 or CTL6300-6999 half-courses within the Program. Students are required to take CTL3001H Research Colloquium in Language and Literacies Education as well as CTL3899H Proseminar in Language and Literacies Education, if not previously taken at the Master's Level. If CTL3001H or CTL3899H was taken at the Master's level, students are not permitted to take either course again and should substitute them with another CTL3000-level course. A Research Methods [RM] course relevant to the topic of the thesis is also a requirement of the PhD program. Any of the following courses can fulfill this requirement: CTL1018H, CTL1041H, CTL1306H, CTL1810H, CTL1842H, CTL3019H, CTL3033H, CTL3807H, CTL3810H, APD1296H, APD3202H, APD3228H, SJE1905H.

<b>5 LLE HALF-COURSES</b> CTL3000-level or CTL5300-5699 or CTL6300-6999 *must include CTL3001H Research Colloquium in LLE + CTL3899H Proseminar in LLE + 1 Research Methods course	<b>2 ELECTIVE HALF COURSES</b> (C&P courses, LLE courses, collaborative specialization courses, courses in other OISE departments, etc.)	<b>LLE COMPS EXAM</b>	<b>THESIS</b>
		<b>COMMITTEE FORMATION</b>	

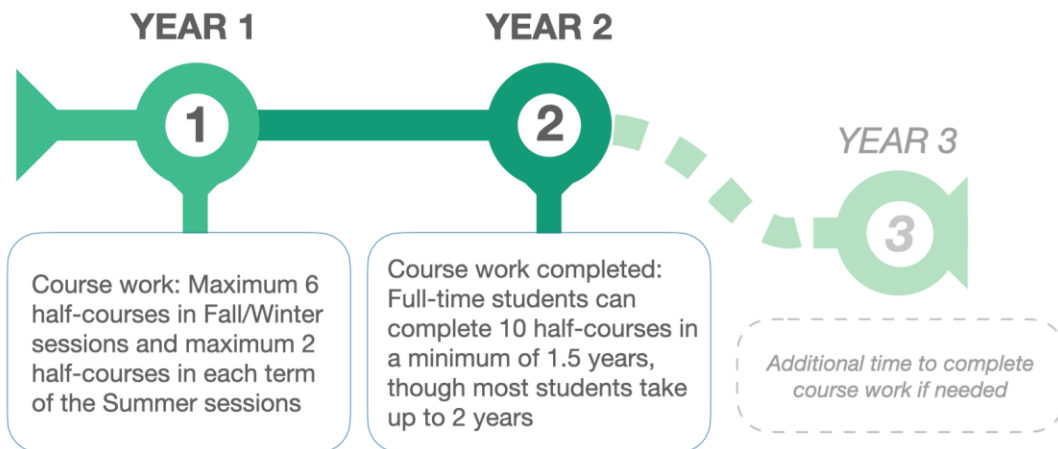
### DOCTORAL 'CANDIDACY'

All doctoral students are subject to the requirements for good academic standing, including candidacy. To achieve 'candidacy', doctoral students are required to complete coursework, comprehensive exams and thesis committee formation by the end of YEAR 3 for PhD full-time students and at the end YEAR 4 for PhD flexible-time students.

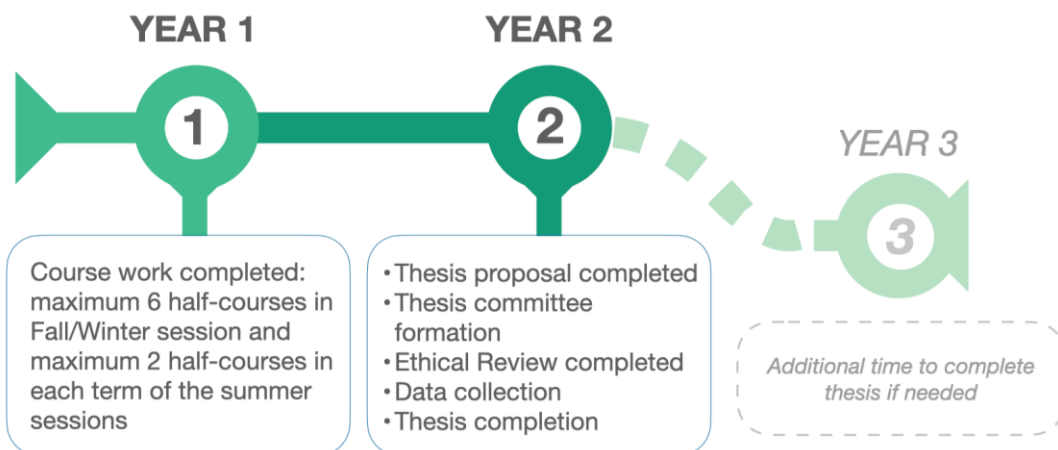
# SUGGESTED PROGRESS TO COMPLETION DEADLINES

## FULL-TIME DEGREES (MED, MA, PHD)

### FULL-TIME MASTER OF EDUCATION



### FULL-TIME MASTER OF ARTS



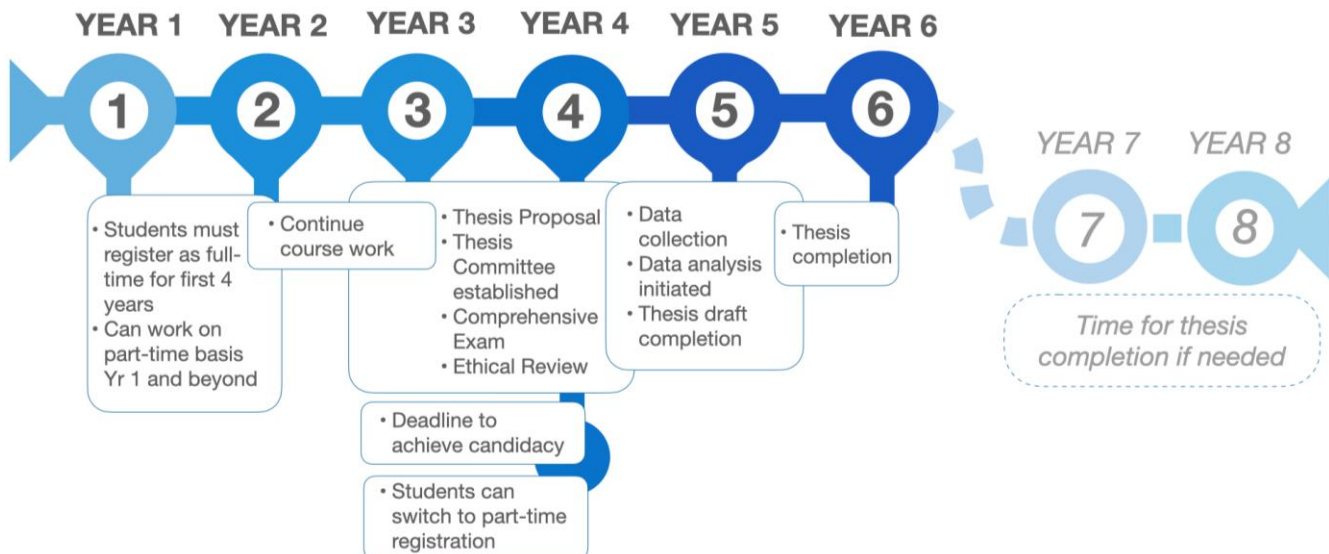
## FULL-TIME PhD



\*must enroll in a minimum 4 half-courses in Fall/Winter sessions to a maximum of 6 half-courses to meet the conditions of the graduate base funding package.

**Note:** All requirements in the full-time PhD except thesis must be completed by the end of the 3<sup>rd</sup> year or student can be denied registration. For more information, see the [SGS guidelines](#) on maintaining good standing.

## FLEXIBLE-TIME PhD

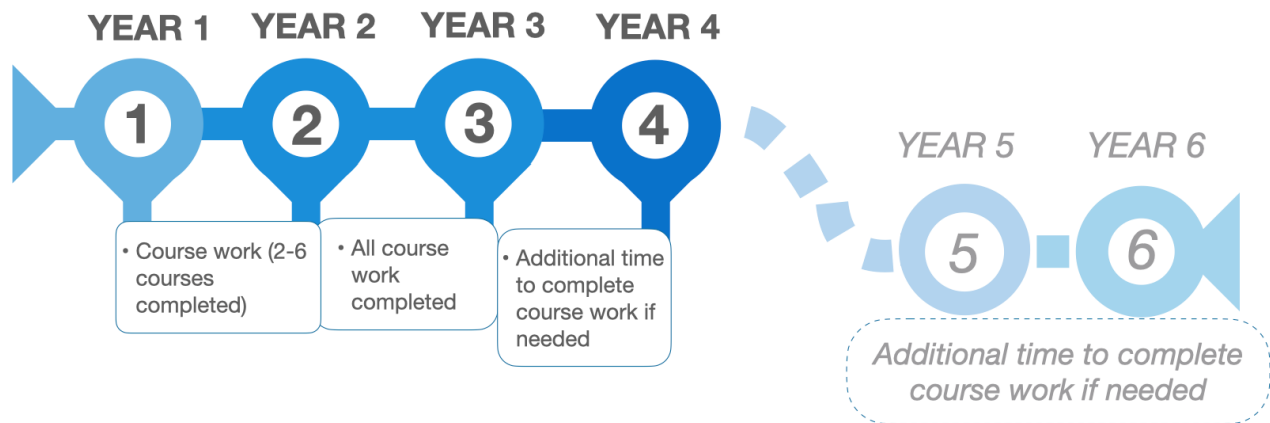


**Note:** All requirements in the flexible-time PhD except thesis must be completed by the end of the 4<sup>th</sup> year or student can be denied registration. For more information, see the [SGS guidelines](#) on maintaining good standing. Flex-time PhD students may apply to change their registration status to part-time at the end of 4<sup>th</sup> year to assume a part-time course load. During the first 4 years, students are still required to pay full-time registration fees.



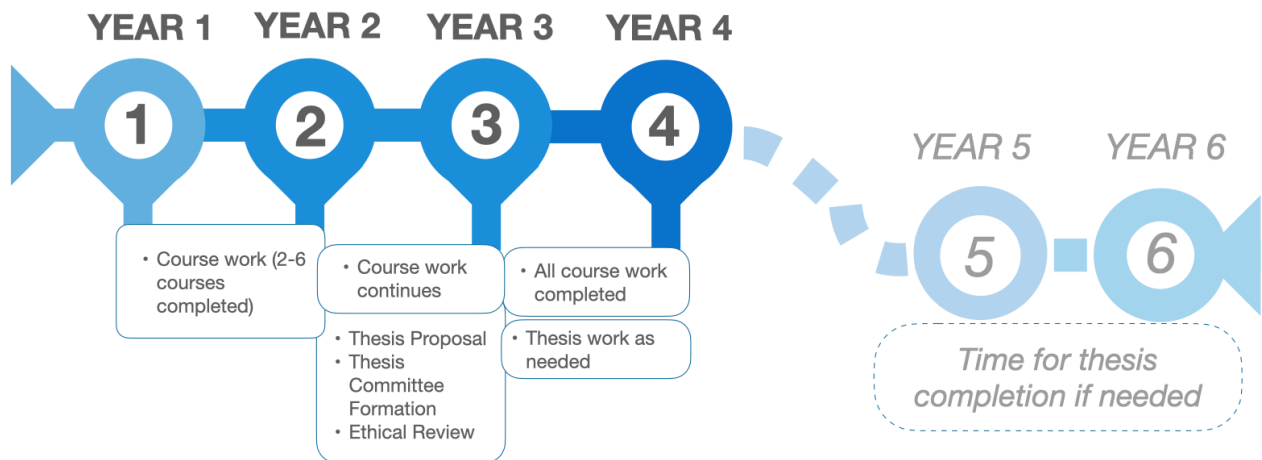
## PART-TIME DEGREES (MED, MA, PHD)

### PART-TIME MASTER OF EDUCATION



\*Maximum 1 half-course in each of the Fall and Winter Sessions and maximum of 1 half-course in the Summer Session (one in May-June OR one in July-August).

### PART-TIME MASTER OF ARTS



\*Maximum 1 half-course in each of the Fall and Winter Sessions and maximum of 1 half-course in the Summer Session (one in May-June OR one in July-August).

\*\*Form thesis committee by 2/3 point in coursework completion.

## PROGRAM EMPHASES IN C&P

### WHAT IS A PROGRAM EMPHASIS?

Students registered in the Curriculum & Pedagogy program have the opportunity to undertake concentrated study in a particular research area, which is referred to as a Program Emphasis. Students in the C&P program interested in one or more of these optional Emphases must complete 3 or more courses on a particular Emphasis course list to have the Emphasis added to their final transcripts. Please note that students must meet their degree requirements in addition to the course requirements for any Emphasis they wish to undertake. Students completing coursework for completion of an Emphasis may contact the department to have the Emphasis appear on final transcripts.

## ARTS IN EDUCATION

The Arts in Education Emphasis offers students specialized courses in the areas of music and sound, drama, theatre and performance, media and visual arts, and other courses that manifest social justice concerns reflected through the arts and cultural production. This Emphasis brings together students interested in the arts, elementary and secondary arts specialist teachers, and community-based educators interested in arts education in the broader community. We are a vibrant community of scholars and graduate students that thrive on collegiality, intellectual debate, critical analyses, and creative inquiry. Access the [course listings and affiliated faculty](#).

## CRITICAL STUDIES IN CURRICULUM PEDAGOGY

Critical Studies in Curriculum Pedagogy (CSCP) is an Emphasis in the C&P program that offers an optional CSCP Emphasis for MA, MEd and PhD students enrolled in the program. The CSCP Emphasis encourages a critical exploration of educational phenomena, within and beyond the scope of schools. CSCP courses focus on social justice issues in education, including those related to: environmental justice, globalization, colonialism, race, disability, gender, sexuality, and cultural and linguistic difference. Access the [course listings and affiliated faculty](#).

## DIGITAL TECHNOLOGIES AND EDUCATION

What are the emerging trends in the contemporary educational technology landscape? Given the thousands and thousands of educational apps and web-based technologies available to teachers, where are we seeing potential? The Digital Technologies and Education Emphasis engages educators in an examination of technology and its effective use in educational contexts. Drawing on research from the fields of the learning sciences, psychology, diversity studies, and information and communication technology, learners deepen their understanding of such topics as knowledge building, computational thinking, gamification of learning, online knowledge communities, social media, immersive technologies (VR, AR), technology and assessment, and mobile learning. Access the [course listings and affiliated faculty](#).

## INDIGENOUS EDUCATION AND DECOLONIZATION

The Indigenous Emphasis not only examines the complex and tangled histories of those on whose traditional lands OISE/University of Toronto is situated - the Ouendat (Wyandot-Huron), Onondowahgah (Seneca-) and the Misi-zaagiing (Mississaugas-Anishinaabek) nation but also extends to lands across Turtle Island and Abya-Yala. Tkaronto, as a starting place to understand Indigenous Education and Decolonization more globally, is subject to the Dish With One Spoon Wampum Belt Covenant, an agreement between the Hodenosaunee and the Anishinaabe and allied nations to peaceably share and care for the resources around the Great Lakes regions.

This Emphasis will provide an entry point into the knowledge systems that emerge from this particular land, with an emphasis on land itself as a teacher and a source of knowledge. The Emphasis will be grounded on a decolonial pedagogy, with a commitment to anti-colonization and decolonization practices. Recognizing that these lands have existed, and still do exist, first and foremost in relationship to Indigenous people requires a critical consciousness and acknowledgement of whose traditional lands we are now on as well as the historical and contemporary realities of those relationships. It is this understanding that forms the philosophical foundation upon which all of our courses position themselves within the emphasis. Access the [course listings and affiliated faculty](#).

## SCIENCE, MATHEMATICS AND TECHNOLOGY EDUCATION

The Science, Mathematics and Technology Education Emphasis is dedicated to exploring theory, practice and contemporary issues pertaining to science, mathematics and technology (SMT) education in diverse settings and contexts. We are a vibrant community of scholars and graduate students that thrive on collegiality, intellectual debate, critical analyses and inquiry. Drawing on research and practice, we explore and critique innovative science, mathematics and technology education, while supporting research, curriculum development, and teaching. With strong connections to the SMT Centre, and the collaborative engineering education program, we invite you to join us and engage deeply with topics such as STEM, mathematics pedagogy, equity, inclusion, diversity, activism, and social and environmental justice. Students will also engage in an exploration of how qualitative methodologies are applied in non-formal education context as social justice pedagogies. Access the [course listings and affiliated faculty](#).

## WELLBEING

The purpose of education should be to move people toward improved connectedness and happiness, as well as to further accomplish and to develop greater opportunities for growth. The Wellbeing Emphasis provides hope and healing for individuals and society through innovative educational experiences by helping people deal well and wisely with issues in their lives and times. Our mission is to provide critical educational experiences that awaken the best in the human spirit by addressing issues of public concern. Critical issues investigated through coursework may be related to mental health, environmental issues and destructive ethnocentric patterns of behaviour, as well as the wise and ethical use of technology. In addition, strategies for managing anxiety and depression, and for raising awareness of inequitable and discriminatory conditions are similar across differing contexts. Therefore, one must examine one's own life and circumstances, and larger societal and institutional contexts, before taking informed action for the greater good of all people. Our goal is agency through self-advocacy and advocacy for others. Through this process, one does not merely deconstruct but also reconstructs through learning about how one's belief structures and patterns may become more beneficial to oneself and to those around. More specifically, these holistic approaches involve various forms such as narrative/biography, phenomenology, meditation, mindfulness practice, body work, mental health, and conscious use of technology. Access the [course listings and affiliated faculty](#).

# REGISTRATION INFORMATION

## REGISTRATION FAQS

### Can I change my registration status from part-time to full-time (and vice versa)?

With departmental approval, students may request to change their status in the degree program in which they are registered; that is, from full-time to part-time or part-time to full-time study. However, students in the flexible-time PhD cannot transfer to the full-time PhD, or vice versa. Also, requests to change from part-time to full-time MA where the applicant would be entering the first year of the MA program is not permissible since the first year is part of the guaranteed funded cohort.

The following changes in status are permissible.

- Change from the part-time MEd to the full-time MEd and vice versa
- Change from the part-time MA to the full-time MA provided that the applicant is commencing the second year of the full-time MA for which there are no funding implications

Students who apply for such changes should make their request in writing and include a brief rationale for the change. Requests to change status in the MEd and in the MA as listed above, will be considered at any point in the year. A registered student wishing a change of status should email their request including a brief rationale for the change to Terry Louisy (terry.louisy@utoronto.ca). Once approved this change will be forwarded to the Registrar's Office and Student Experience (ROSE) for processing.

### Can I transfer from the MEd to the MA?

The department considers the MEd and MA degrees to be distinct and separate. Students wishing to transfer from one of these degrees to the other should apply to do so before completing no more than 2/3 of their course work. The MEd degree is geared towards professionals and practitioners and the MA degree, which requires a thesis, is considered a more research focused academic degree. Requests for transfer from the MEd to the MA program are considered on a case-by-case basis and not guaranteed.

To transfer, students must submit to their Program Assistants the following documentation:

- a statement of intent for the MA degree explaining why the new degree is more appropriate
- a [Degree Transfer form](#)
- a letter of support from the student's faculty advisor
- a note of support from a faculty member in the program willing to supervise the MA thesis.

The student's rationale should include reference to any research methods course(s) that the student has completed, or reference to any other evidence indicating an interest in completing a research-based degree. Prior to submitting your application, it is helpful to check in with your Registration Specialist in the Office of the Registrar and Student Services regarding the fee implications of a degree transfer.

MEd to MA transfer requests are considered by a committee established by your Program and are subject to approval. **Please contact your Program Assistant for deadline information.**



## PHD FULL-TIME COMPARED TO PHD FLEXIBLE-TIME PROGRAM

PhD Full-time and Flexible-time program requirements are the same, however, there are distinct administrative differences between the two programs. Here is a highlight of the PhD Flexible-time differences.

### LENGTH OF PROGRAM

PhD Flexible-time students are advised to complete by 6th year but have an 8-year maximum time to completion while Full-time students are advised to complete by 4th year but have 6 years maximum time to completion.

### REGISTRATION

Unlike the full-time PhD, students in a flexible-time program will normally register full-time during the first four years and can request to switch to part-time afterwards for the remaining years of the program. Like full-time students, flexible-time students are required to be registered for every successive session, including summers, following their first session of registration unless granted a leave of absence. Requests to change registration status to part-time should be sent to the Registrar's Office and Student Experience at [oise.registration@utoronto.ca](mailto:oise.registration@utoronto.ca). Please indicate your name, student number and Department in the Subject header when making the request.

### NUMBER OF COURSES PER SESSION

The maximum course-load restrictions are the same as for all full-time registered students - that is, maximum of 6 half-courses over the Fall and Winter sessions (3 in Fall, 3 in Winter). The Summer session has two terms and Full-time students may take a maximum of 4 in the Summer (2 in May-June and 2 in July-August). Normally full-time students must take a minimum of 2 half-courses in a session except in Summer, but flexible-time PhDs are permitted to take a minimum of only 1 half-course and still maintain their full-time status.

### DOCTORAL COMPREHENSIVE EXAM

Both the Full-time and the Flexible-time PhD degrees require completion of a comprehensive exam. [Guidelines for the Curriculum & Pedagogy \(C&P\) comprehensive exam](#) are different than that of the Language and Literacies in Education program. For more on the C&P comps exam please visit [https://www.oise.utoronto.ca/ctl/UserFiles/File/Comprehensive\\_Exam\\_Guidelines\\_2020.pdf](https://www.oise.utoronto.ca/ctl/UserFiles/File/Comprehensive_Exam_Guidelines_2020.pdf), or contact C&P program administrator, Danny Cavanagh at: [danny.cavanagh@utoronto.ca](mailto:danny.cavanagh@utoronto.ca)

For more on the Language and Literacies in Education program comprehensive exam, contact Acting LLE program administrator, Wendy Tang at: [huyia.tang@utoronto.ca](mailto:huyia.tang@utoronto.ca).

### FEES

Flexible-time is NOT part-time. Students pay full-time fees for the first 4 years and are therefore considered full-time registered students. After the first 4 years, PhD Flexible-time students can pay part-time fees, but they must make a written request to change to part-time. Approval is at the discretion of the Department. Once the Department has approved, it is sent to the Registrar's Office and Student Experience (ROSE) and your student record is changed (on ACORN). For information on fees, refer to the [Tuition and Financial Support](#) site.

## CANDIDACY

Once doctoral students have completed their coursework, comprehensive exam, and thesis committee formation they are eligible for candidacy. Full-time students must achieve candidacy by the end of year 3 or they are no longer enrolled. Flexible-time students have until the end of year 4 to achieve candidacy. Please contact Terry Louisy ([terry.louisy@utoronto.ca](mailto:terry.louisy@utoronto.ca)) when you have completed your coursework, successfully passed your comprehensive exam, and formed your thesis committee. Terry will contact the School of Graduate Studies so that your candidacy can be added to your academic record on ACORN.

## SUPPORT AVAILABLE TO PHD FLEXIBLE-TIME STUDENTS

- Eligible to apply for Vanier, SSHRC and OGS awards BUT you must assure those agencies that you will not be working full time at the point of taking up the award.
- Eligible for Research Assistantships from faculty grants.
- Eligible to apply for Teaching Assistantships. Refer to the CUPE3902 Unit 1 Collective Agreement.
- Eligible for ONE Graduate Assistantship (GA) or Research & Development GA (R & D GA). PhD Flexible-time students must provide documentation that you will not be working full time while employed as a Graduate Assistant. Refer to the CUPE3902 Unit 7 Collective Agreement Article 14:00.

# REGISTRATION CHECKLIST

Questions about registration, grades, fees, and programs can be directed to your Registration Specialist in the Registrar's Office & Student Experience (ROSE). Email [oise.registration@utoronto.ca](mailto:oise.registration@utoronto.ca).

1. GET STARTED		
<input type="checkbox"/>	Read important information for newly admitted students.	ROSE website: <a href="#">Information for Newly Admitted Students</a>
<input type="checkbox"/>	Bookmark the OISE Important Dates website.	ROSE website: <a href="#">Important Dates</a>
<input type="checkbox"/>	Set up and access my student Account.	ROSE website: <a href="#">Set Up and Access Your Student Account</a>
<input type="checkbox"/>	Activate my UTORid account & email. - see page 20.	UTORid website: <a href="http://www.utorid.utoronto.ca">www.utorid.utoronto.ca</a>
2. CHECK REGISTRATION STATUS		
<input type="checkbox"/>	My status says "Financial Cancelled" so I need to satisfy my conditions before I can proceed with fee payments.	ACORN: <a href="http://www.acorn.utoronto.ca">www.acorn.utoronto.ca</a> ROSE website: <a href="#">Information for Newly Admitted Students</a>
<input type="checkbox"/>	My status says "Invited" so I can proceed with fee payments.	ACORN: <a href="http://www.acorn.utoronto.ca">www.acorn.utoronto.ca</a>
3. COURSE ENROLMENT		
<input type="checkbox"/>	Activate my new ACORN password.	ACORN: <a href="http://www.acorn.utoronto.ca">www.acorn.utoronto.ca</a>
<input type="checkbox"/>	Check the course schedule listing and plan your courses (available July 6 for viewing) – see pages 21-23.	ROSE: <a href="#">Course Enrolment</a>
<input type="checkbox"/>	Enrol in Fall <u>and</u> Winter session courses (begins July 13 at 6:00 am)	ACORN: <a href="http://www.acorn.utoronto.ca">www.acorn.utoronto.ca</a>
4. REGISTER: PAY OR DEFER FEES		
<input type="checkbox"/>	Check my invoice on ACORN (tuition is posted at the end of July).	ACORN: <a href="http://www.acorn.utoronto.ca">www.acorn.utoronto.ca</a>
<input type="checkbox"/>	Pay fees through my bank (or financial institution) by the deadline. The deadline to pay fees is published in July each year and is usually late August.	ACORN: <a href="http://www.acorn.utoronto.ca">www.acorn.utoronto.ca</a> Student Accounts: <a href="http://studentaccount.utoronto.ca">studentaccount.utoronto.ca</a>
<input type="checkbox"/>	Check back in 1-2 weeks to see if my ACORN status says "REGISTERED" for the session.	ACORN: <a href="http://www.acorn.utoronto.ca">www.acorn.utoronto.ca</a>
OR		
<input type="checkbox"/>	Request a Tuition Fee Deferral because I have applied for OSAP, have a major scholarship, or I am receiving a graduate base funding package (MA or PhD full-time students only). – see page 24.	ROSE Registration Information: <a href="http://www.oise.utoronto.ca/orss/Registration.html">www.oise.utoronto.ca/orss/Registration.html</a>
<input type="checkbox"/>	Check to see if my ACORN status says "REGISTERED" for the session.	ACORN: <a href="http://www.acorn.utoronto.ca">www.acorn.utoronto.ca</a>

# GETTING A HEAD START

Two particularly important student resources granting students access are: TCard and a UTORid.

## TCARD

- Student identification
- Library card
- Student activities and services
- Facility access
- Memory chip provides 'cash value' for photocopies, computer printing and meal plan

## UTORID

- UTmail+, your @mail.utoronto.ca address
- Course content on **Quercus**, an online teaching platform
- **ACORN**, U of T's student information service for managing your student life
- Library resources (online)
- **Microsoft365** applications
- **WiFi** (on campus)
- **Network services** for international students to securely access U of T systems like Quercus and BB Collaborate from overseas

### GETTING YOUR TCARD

The TCard – the U of T student card – is our official university identification and is issued to all U of T students. You will need a TCard to get access to resources like the campus libraries, the Athletic Centre, and to activate your UTORid account.

For more on obtaining a T-Card visit the '[Get Your UTORid and T-card page](#)'. You can pick up your TCard when you arrive on campus

Visit the TCard website for more details: [www.tcard.utoronto.ca](http://www.tcard.utoronto.ca)

### GET YOUR UTORID ACCOUNT

Your UTORid is your digital student credential.

You can activate your UTORid by making a **virtual appointment with TCard Services**.

Many technology-related services that are supported centrally by the University of Toronto require a UTORid account.

As part of the UTORid setup process, you will be asked to setup an e-mail address on the UTmail+ system (firstname.lastname@mail.utoronto.ca).

Please note that once you set up your UT email address, your student record (on ACORN) will be updated to reflect your official university email. Therefore, we may be contacting you at the new email address. **Please regularly check your UT email for messages from us** (or forward your UT emails to another account that you access frequently).

Please visit the TCard website for information on activating your UTORid remotely: [www.tcard.utoronto.ca](http://www.tcard.utoronto.ca)

The UofT Policy on Official Correspondence with Students mandates that all students must have a university-issued e-mail address that is recorded in ACORN. Activating your UTmail+ is essential.

### Caution

Forwarding UTmail accounts to Hotmail tends to be unreliable – you should avoid forwarding to this service. Mail delivery to these accounts can often be delayed by several days or not be delivered at all. Refer to [Forwarding Email from UTmail+ guide](#) for more details.



# COURSE ENROLMENT

## ENROLLING IN YOUR COURSES

Course enrolment for the Fall 2022 and Winter 2023 sessions begins on July 13, 2022 via [ACORN](#) (Accessible Campus Online Resource Network). It is advisable to select your courses as soon as possible to improve your chances of adding all your choices. For Fall session courses, after August 31<sup>st</sup>, 2022, you will require the approval of the course Instructor to complete course enrolment. Please note that you can still enroll in Winter session courses online (via ACORN until mid-December 2022). **Refer to and bookmark the OISE [Important Dates](#) website.**

### **Adding a course after the enrolment deadline**

OISE uses DocuSign for many of its forms. To add a course after the deadline stated above, visit the student forms section of the ROSE website to direct the form to the instructor's email for signature and then to the appropriate department administrator for approval. Completed forms are sent directly to the ROSE for processing. Instructions and emails are on the form.

**FULL-TIME STUDENTS** can enroll in the following number of courses: Fall 2022/Winter 2023 Sessions – a minimum of 2 half-courses in each session up to a maximum of the equivalent of 6 half-courses over the Fall and Winter Sessions (i.e., a maximum of 3 half-courses in the Fall session, 3 in the Winter session). Students wanting to register in a 4th half-course in 1 of the 2 sessions must register with a “course add/drop” form and not on ACORN.

**FLEXIBLE-TIME PHD STUDENTS** can enroll in the following number of courses: Fall 2022/Winter 2023 Sessions – minimum of 1 half-course in each session up to a maximum of the equivalent of 6 half-courses over the Fall and Winter sessions (i.e., a maximum of 3 half-courses in the Fall session, 3 in the Winter session).

**PART-TIME STUDENTS** can enroll in the following number of courses: Fall 2022 Session – 1 half-course; and Winter 2023 Session – 1 half-course.

## CTL COURSE SCHEDULE

Visit the OISE Registrar's Office & Student Experience for [our course schedule](#).

The courses are listed in numeric order. You can filter the course schedule to see only courses in your home department. Your home department is "CTL" (Curriculum, Teaching and Learning) which offers 3 graduate programs. The numeric digit in the course code designates to which program the course belongs and the sequencing of the codes designates the degree level.

<b>CTL1000 SERIES</b>	Curriculum & Pedagogy (C&P) courses
<b>CTL3000 SERIES</b>	Language and Literacies Education (LLE) courses
<b>CTL7000 SERIES</b>	Master of Teaching (MT) courses, <i>only available to MT students</i>
<b>CTL5000 to 5299</b>	Special Topics in Curriculum & Pedagogy: Masters Level
<b>CTL5700H COURSES</b>	Master of Teaching (MT) Special Topics courses available to all students
<b>CTL6000 to 6299</b>	Special Topics in Curriculum & Pedagogy: Doctoral Level
<b>CTL5300 to 5699</b>	Special Topics in Language and Literacies in Education: Master's Level
<b>CTL6300 to 6999</b>	Special Topics in Language and Literacies in Education: Doctoral Level

Most Master's Level Special Topics courses will allow enrolment from both masters and doctoral students unless otherwise indicated on the online course schedule. In instances where course enrolment is limited to one degree level, course enrolment is normally possible only by permission of the course instructor.

### HOW TO INTERPRET OUR COURSE CODES

Course numbers (Activity Codes) are listed as a string of 9 characters (e.g., CTL1000H S)

- the first three letters indicate the department offering the course
- four numerals (course code)
- the first letter following the four numerals indicates the weight of the course (H = half-course; Y = full-course);
- the last letter (the Section Code) indicates when the course is offered:

<b>FALL/WINTER SESSIONS</b>	<b>SUMMER SESSION</b>
F = September-December	F = May-June
S = January-April	S = July-August
Y = September-April	Y = May-August

## COURSE ENROLMENT FAQs

### THE CLASS I WANT IS FULL. CAN I STILL ENROL?

You may review whether a course has space on the Student Web Service (SWS), otherwise known as ACORN (<https://acorn.utoronto.ca/sws>). If the course you wish to add is full, you may place your name on an ACORN managed waitlist if the course section is 'wait listable.' If space becomes available, you will automatically be placed in the course. Waitlists are managed on ACORN until the deadline to add courses without the instructor's permission which is August 31<sup>st</sup>, 2022. Note: Waitlisted courses are included in your maximum course load.

If you are unable to get into the course by the beginning of the session, email the faculty member listed on the course section in ACORN and see if there is room in the course. If you are accepted into the course, complete a [Course Add/Drop Form](#) with the course and section numbers, the session in which the course is offered, and the instructor's signature included on the form.

### WHAT DO I DO IF MY COURSE IS CANCELLED?

There is always a possibility a scheduled course(s) might be cancelled due to unanticipated low enrolment or staffing circumstances. The Department concerned will contact you as soon as possible if it is necessary to cancel any course that you have chosen. To find out about other courses you can take, visit the [OISE Course Schedule](#).

### WHAT IS RST9999YH ON ACORN? DOES IT COUNT TOWARD MY COURSE LOAD?

ACORN has the capability of automatically enrolling students in sets of courses at admission or when registration records are "rolled over" from one session to another. ACORN automatically loads the compulsory continuous course RST9999Y-Research for thesis track degrees like the MA or PhD. This course does not count towards a student's course load, but merely indicates that a student is enrolled in a thesis-track degree program.

# FINANCIAL MATTERS

## TUITION AND FEES

The [Tuition and Financial Support](#) website is a valuable resource to bookmark, providing you with up-to-date information on:

- Tuition Fees
- OSAP & Student Loans
- Scholarship, Award, and Bursaries
- Student Employment Opportunities

The Financial Aid Coordinator in the Registrar's Office & Student Experience is **Anne Marie Kwan**  
[oise.financialaid@utoronto.ca](mailto:oise.financialaid@utoronto.ca)

## GRADUATE FUNDING PACKAGE

**MA Full-time students in Year 1** and **PhD Full-time students in Years 1 to 4** are offered a graduate funding package and are referred to as the “funded cohort”. Refer to the terms and conditions outlined in your funding letter or on the [Graduate Funding Package](#) website. For questions related to the funding package, contact OISE's Graduate Funding Office at [oise.gradfinasst@utoronto.ca](mailto:oise.gradfinasst@utoronto.ca)

## AWARDS

**Note:** In addition to the award information found on the Tuition and Financial Support website, you may also want to review the awards listed on the [School Of Graduate Studies: Scholarships and Awards Website](#) and the full database of awards at the University of Toronto via the [Award Explorer](#).

When considering award opportunities, the following should be kept in mind:

- The Department of Curriculum, Teaching and Learning is considered your “graduate unit” with respect to awards. Pay attention to graduate unit application deadlines. They will be emailed to you and posted on the [CTL website](#). Your contact person in CTL is Michelle Pon, Graduate Liaison Officer. Email: [michelle.pon@utoronto.ca](mailto:michelle.pon@utoronto.ca) Phone: 416-978-0051.
- Most awards require you to be registered full-time at the time of taking up the award. Employment restrictions may apply. Refer to the eligibility criteria for each award to ensure that you are eligible.
- Students who are receiving a graduate funding package should refer to the terms and conditions outlined in their funding letter or on the [Graduate Funding Package](#) website.
- Flexible-time PhD students are eligible to apply for awards because you are enrolled Full-time for the first 4 years of your program. If you are unsure, contact Michelle Pon, Graduate Liaison Officer. Email: [michelle.pon@utoronto.ca](mailto:michelle.pon@utoronto.ca) Phone: 416-978-0051.

### Key Eligibility Requirement

As previously mentioned, students must be registered full-time to accept awards. If, at the time of application, you are in a part-time program, you can apply for these awards. If you are successful, you would need to change to full-time status to receive the award. Flexible-time PhD students are eligible to apply but there may be employment limits. Please read all eligibility criteria and application information on the agency websites.

# STUDENT FORMS

Along with important registration information, you will find forms necessary for various administrative tasks which you can download from the current student's section of the [Registrar's Office and Student Experience website](#). Below is a list of some of the forms that you may require during your program. It is recommended that you bookmark the 'student forms' page so that you can easily access it anytime.

STUDENT FORM CATEGORIES	
COURSES	<ul style="list-style-type: none"> <li>OISE Course Add/Drop</li> <li>SGS Add/Drop Course(s)</li> <li>Individual Reading and Research</li> <li>Transfer Credit and/or Course Exemption</li> <li>Extension to Complete Coursework</li> <li>Verification of Illness or Injury</li> </ul>
REGISTRATION	<ul style="list-style-type: none"> <li>Leave of Absence</li> <li>Full-Time Off-Campus Study</li> <li>Degree and/or Program Transfer</li> <li>Name/Gender Change</li> <li>Request to Re-register</li> <li>Reinstatement After Time Limit</li> <li>Program Extension (current regulation)</li> <li>Program Extension (prior regulation)</li> <li>Program Withdrawal</li> </ul>
APPEALS	<ul style="list-style-type: none"> <li>Notice of Appeal to the Graduate Department Academic Appeals Committee</li> <li>Notice of Appeal to the Graduate Academic Appeals Board</li> </ul>
SUPERVISION, THESIS, COMPREHENSIVE REQUIREMENT	<ul style="list-style-type: none"> <li>Thesis Supervision Approval</li> <li>Comprehensive Requirement (Doctoral) completion form</li> </ul>
GRADUATION	<ul style="list-style-type: none"> <li>Recommendation for Master's Degree</li> <li>Application to Graduate – Master's students (doctoral students do not need to apply to graduate)</li> <li>Doctoral Final Oral Exam Nomination</li> </ul>
REQUESTS FOR DOCUMENTATION	<ul style="list-style-type: none"> <li>Transcript request</li> <li>Letter request</li> <li>Degree Verification Service</li> </ul>

## ETHICAL REVIEW

The University of Toronto has an [online tool](#) for Ethics Review Protocol Submission. [Learn more](#) about the review process and how it relates to your CTL thesis-track program.

## CTL ANNUAL REVIEW

All thesis-track students must complete the [CTL Annual Review form](#).



## COURSEWORK EXTENSION

If you are struggling to finish course work for a particular course because of exceptional circumstances which you feel warrant some extra time, you can apply for an extension using the Extension to Complete Coursework form, found online at the link below. Your request needs to be supported (and the form needs to be signed) by your instructor, so it is best to speak with your instructor before undertaking the process. If your instructor approves the extension and signs your form, you will need to submit your form for graduate department approval to Terry Louisy, CTL Coordinator, Graduate Programs, at [terry.louisy@utoronto.ca](mailto:terry.louisy@utoronto.ca).

Link to Coursework Extension Form:

[www.oise.utoronto.ca/ro/UserFiles/File/Graduate%20Registration/ExtensiontoCompleteCoursework.pdf](http://www.oise.utoronto.ca/ro/UserFiles/File/Graduate%20Registration/ExtensiontoCompleteCoursework.pdf)

Please note that a course extension to complete work provides you extra time. The extension does **NOT** provide you with continued instructional support from the course instructor. You are expected to complete your coursework independently. If you require academic writing support, you can make an appointment with OISE's Student Success Center: [https://www.oise.utoronto.ca/orss/OISE\\_Student\\_Success\\_Centre.html](https://www.oise.utoronto.ca/orss/OISE_Student_Success_Centre.html)

## UNIVERSITY GRADING POLICIES FOR GRADUATE COURSES

Assessment and grading in the MEd, MA, and PhD programs is guided by the [University Assessment and Grading Practices Policy](#). As noted in the policy, final grades for graduate programs use the following letter grade scale: A+, A, A-, B+, B, B-, and FZ (replacing C, D, and F).

All graduate instructors use this scale. Please click the following link to consult as needed:

[www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/grading.pdf](http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/grading.pdf)

The MEd, MA and PhD programs are graduate degrees; therefore, courses must demonstrate to SGS the academic rigor of a Master's or Doctoral degree. In U of T's Assessment and Grading Practices Policy, it outlines the importance of consistency, "In assessing student performance and translating that assessment into grades, the University's standards and practices should be comparable to those of our academic peers."

The chart below demonstrates some benchmarks for each grade level.

GRADE	PERCENT
<b>A+</b>	90 - 100%
<b>A</b>	85 - 89%
<b>A-</b>	80 - 84%
<b>B+</b>	77 - 79%
<b>B</b>	73 - 76%
<b>B-</b>	70 - 72%
<b>FZ</b>	0 - 69%

## LATE SUBMISSION OF ASSIGNMENTS

Each course outline should specify how the instructor will handle work that is submitted late. The [University Assessment and Grading Practices Policy](#) notes that instructors are not obliged to accept late work. Instructors may, if they wish, apply a penalty, or simply assign a mark of zero if an assignment is submitted late once their late policy is fully disclosed in their course outline.

## APPEAL PROCESS FOR FINAL GRADES

The appeal process for a grade in a course is outlined on the School of Graduate Studies website at [www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx](http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx). As noted on this website, students must file an appeal within eight weeks after the date of the decision being appealed. In general, the first step to an appeal process is attempting to resolve the matter with the instructor. If the student is unable to resolve the issue with the instructor, and they want to move forward with a grade appeal, then the student can move to the next level and discuss the matter with their Program Coordinator.

## CODE OF BEHAVIOUR ON ACADEMIC MATTERS

### PLAGIARISM

The Office of Teaching Advancement of the University of Toronto posts the following definitions of plagiarism on its website: [academicintegrity.utoronto.ca](http://academicintegrity.utoronto.ca).

### WHAT IS PLAGIARISM?

Plagiarism, as defined in the [University of Toronto] Code of Behaviour on Academic Matters (Appendix A, Item p) is contained in the original (1621) meaning in English: "the wrongful appropriation and purloining, and publication as one's own, of the ideas, or the expression of the ideas ... of another." The most common, and frequently most elusive of academic infractions is normally associated with student essays. However, plagiarism can also occur in other mediums, such as online forums and presentations. Plagiarism can, however, also threaten the integrity of a studio and seminar room, as well as a laboratory and lecture hall. Plagiarism is at once a perversion of originality and a denial of the interdependence and mutuality which are the heart of scholarship itself, and hence of the academic experience. Instructors should make clear what constitutes plagiarism within a particular discipline.

### THE CODE OF BEHAVIOUR ON ACADEMIC MATTERS

The Code of Behaviour on Academic Matters (University of Toronto, Governing Council Secretariat, 1995, B.1. d-f) reads as follows:

It shall be an offence for a student knowingly:

- to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism [wherever in the Code an offence is described as depending on "knowing", the offence shall likewise be deemed to have been committed if the person ought to have known];
- to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere;
- to submit any academic work containing a purported statement of fact or reference to a source which has been concocted.

Please click on the link to read the [Code of Behaviour on Academic Matters](#).

## EQUITY & DIVERSITY POLICY

OISE is strongly committed to social justice in everything it does. This means that we are committed not just to the treatment of each individual member of our community and the communities we serve; it also means that we are especially vigilant to ensure that differences are not treated in ways that produce direct or indirect forms of discrimination. These differences have been named, for example, by the Ontario Human Rights Code and include: aboriginal ancestry, race, colour, culture, ethnicity, language, ability, disability, class, age, ancestry, nationality, place of origin, faith, religion, gender expression, sex, sexual orientation, family status, marital status or gender identity. Although we have named differences by using the terminology of the Ontario Human Rights Code, we understand that this terminology is often contested and in flux.

Our commitment to social justice also means that those with whom we work and live, who experience individual or systemic discrimination for whatever reason are provided with the means to overcome social and physical disadvantages, to the best of our ability. It should be understood that equitable treatment sometimes involves similar treatment and at other times involves differential treatment in order to bring about an equality of results.

In the CTL department, this means that every effort must be made to support the above statement and the [University of Toronto's Statement on Equity, Diversity and Excellence](#). If a student experiences discrimination of any kind, they should contact their Program Coordinator, the [University of Toronto's Anti-Racism and Cultural Diversity Office](#) (ARCD) at 416-978-1259, the [Sexual and Gender Diversity Office](#) (SGDO) at 416-946-5624 or the [Family Care Office](#) at 416.978.0951. See section above for more details on the Equity Offices.

Here is the link to [report an incident](#) to ARCD.

Here is the link to [report an incident](#) to SGDO.

## EQUITY OFFICES, OFFICE OF INDIGENEOUS INITIATIVES & STUDENT LIFE

Students at the University of Toronto, have access to a broad array of programs, supports and services. Many of the supports and services noted below fall under the [Equity Offices](#), [Office of Indigenous Initiatives](#) and the university's division of [Student Life](#). Being aware of supports and services proactively can facilitate reaching out if a need or crisis arises. Connecting with others and attending to wellness can also foster growth and learning and enhance a students' experience during their time in CTL.

The work of the [Equity Offices](#) supports the U of T community by engaging in Equity, Diversity and Inclusion (EDI) education and initiatives while implementing change to build capacity and knowledge. When students seek support, they are encouraged to connect with subject matter experts for guidance and advice. For assistance with understanding relevant policy, learning what supports are available and discussing specific situations, please send an email to the relevant Equity Office(s).

The [Office of Indigenous Initiatives](#) (OII) was established in response to the [report](#) by U of T's Truth and Reconciliation Commission Steering Committee. The Office's mandate is to support and guide the U of T community as it continues to work towards reconciliation. Efforts are directed towards listening, coordinating, advising, and collaborating with academic and non-academic communities in addressing the Calls to Action. The Office intersects with areas such as teaching and learning, student experience, Faculty and staff recruitment and engagement, and community-based research. The Office also

conducts a regular environmental scan, produces a report to establish the impact and progress of Indigenous Initiatives on campus, and manages the activities of the Council of Indigenous Initiatives. The OII also offers Indigenous Education Programming (available to register for under [CLNx](#)).

[Indigenous Student Services/ First Nations House](#), that is a part of Student Life, provides culturally relevant services to Indigenous students to support academic success, personal growth and leadership development. They offer learning opportunities for all students to engage with Indigenous communities at U of T and beyond.

The mission of [Student Life](#) is, “*To enrich the university experience for and with students by fostering learning, growth, connection, communities and support.*” CTL students are invited to review the list of services and supports beginning on page 39, and access a more complete list at the [Program and Service Directory](#).

### **A NOTE FROM THE COORDINATOR, DIVERSITY, EQUITY & STUDENT EXPERIENCE, CTL**

Máiri McKenna Edwards joined the CTL department in March 2022 in a new position of Coordinator, Diversity, Equity & Student Experience. This position grew out of student advocacy as part of the work of the MT Race and Inclusion Committee. Máiri will focus on building community, programming, communications, as well as supporting learning and anti-oppressive practice in CTL. Students will play an important role in designing the work as it is still developing.

You're welcome to [book a time](#) directly with Máiri one-on-one or in small groups. Máiri can provide support navigating related systems and resources at the university. You might be processing some of the many difficult things happening in the world and want to talk it out in the context of our learning community. You might be figuring out how to hold space in your classes for acknowledging painful moments that humanity faces. You might be feeling resistance to the discomfort of anti-colonial, anti-oppressive and anti-racist work or how different CTL's way of engaging with these issues is from where and what you come from, or what you had hoped for. You might want to talk about the ways that events of oppression and violence impact our teaching. You might be tired, and want to talk about the practice of healing and caring for ourselves as we do this work as educators.

*“I'd be glad to be in conversation with you.”*

**[Máiri McKenna Edwards](#)** (she/her)

Office 11-136

[mairi.mckennaedwards@utoronto.ca](mailto:mairi.mckennaedwards@utoronto.ca)

**To book a meeting please go to:** <https://calendly.com/mairi-mckennaedwards>

# SEXUAL VIOLENCE AND SEXUAL HARASSMENT POLICY

The [University of Toronto's Policy on Sexual Violence and Sexual Harassment](#) applies to all OISE Teacher Candidates.

Sexual violence is defined by Ontario Bill 132 and by the Policy as *“any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.”* Sexual harassment as defined by the Ontario Human Rights Code includes but is not limited to engaging in a course of vexatious comments or conduct that is known or ought to be known to be unwelcome. Sexual harassment includes any sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome. Sexual harassment also includes a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person. It is conduct that creates an intimidating, hostile, or offensive working or learning environment, and which a reasonable person would realize was unacceptable.

Sexual violence includes sexual assault and gender-based harassment, which may include, but is not limited to unwelcome behaviour such as:

- suggestive comments or gestures
- sexual innuendo or banter
- leering
- remarks about looks, dress, or lifestyle
- pressure for dates
- homophobic insults
- verbal abuse
- intrusive physical behavior or contact
- non-consensual kissing, touching, fondling, penetration
- sexual solicitation or advance made by a person in a position of power
- a course of vexatious comment or conduct related to a person’s sex, sexual orientation, gender expression or gender identity.

Some instances of sexual violence are clear and are intentionally demeaning or discriminatory; others are ambiguous and may result from thoughtlessness or incomprehension. The Policy requires people to treat one in a manner that is free of sexual violence or sexual harassment so that members of the University community can study, work, and live in a safe environment.

Students with sexual harassment concerns should immediately contact their Program Coordinator, or the University of Toronto’s Sexual Violence Prevention and Support Centre at [safety.utoronto.ca/sexual-violence-sexual-harassment](https://safety.utoronto.ca/sexual-violence-sexual-harassment).



## SEXUAL VIOLENCE PREVENTION AND SUPPORT CENTRE

The [Sexual Violence Prevention and Support Centre](#) works to create a campus environment where all members of the University community can study, work and live free from sexual violence.

Established as part of the University of Toronto's [Action Plan on Preventing and Responding to Sexual Violence](#), the Centre has locations on each campus to help students, staff and faculty who have been affected by sexual violence or sexual harassment access support, services and accommodations.

The Centre offers:

- Confidential, non-judgmental, client-centred [services](#)
- Coordination and navigation of University supports, services and accommodations
- Support in making a [disclosure](#)
- Assistance with [reporting](#)
- Referrals to on- and off-campus services
- Self-care resources

Office hours are Monday – Friday:

- 9 a.m. – 5 p.m. (September – June)
- 9 a.m. – 4 p.m. (July & August)

*If you require an appointment outside of these times, please e-mail or call us to discuss further.*

Note: The Sexual Violence Prevention and Support Centre, along with the University of Toronto, is committed to being a welcoming place for people with disabilities and their service animals. Please note that there may be a registered service dog present at the Centre in accordance with the University's [Service Animals Guideline](#). The service dog is not there to provide therapeutic support to clients of the Centre, and is registered with the tri-campus Health & Wellbeing Programs & Services Office. If you require an accommodation, please let them know in advance of an in-person appointment, training, or event.

**Main number 416-978-2266 (all locations – leave a voicemail and they will call you back), email: [svpscentre@utoronto.ca](mailto:svpscentre@utoronto.ca)**

## HOUSING SERVICES – ST. GEORGE CAMPUS

University of Toronto St. George Campus (UTSG) is in the vibrant downtown Toronto core, providing students with the ability to experience what the city has to offer while also providing a close-knit community feel. The following housing options are available on the St. George campus.

### U OF T HOUSING SERVICES

Visit the U of T Housing Services website for helpful information including Residence & Student Family Housing, Off-Campus Housing and Temporary & Summer Housing. You can also find Housing Tools or make an appointment: [www.studentlife.utoronto.ca/hs](http://www.studentlife.utoronto.ca/hs).

### GRADUATE HOUSE

Graduate House is a 423-bed, suite-style residence located at 60 Harbord Street and is home to both students from the School of Graduate Studies and students from six U of T faculties including Dentistry, Law, Medicine, Nursing, OISE, and Pharmacy. For more information, visit: [gradhouse.utoronto.ca/](http://gradhouse.utoronto.ca/).

## SERVICES FOR INTERNATIONAL STUDENTS

### CENTRE FOR INTERNATIONAL EXPERIENCE

The [University of Toronto's Centre for International Experience](#) (CIE) has International Transition Advisors to assist all international graduate students on a broad range of questions and concerns including: adjusting to Canadian life; where to find Citizenship & Immigration Canada support; accessing free resources for academic success; where to develop career strategies; or any other topic they may want to discuss. International students can visit the website to book an appointment with an Advisor for questions, support, etc.

### ORSS INTERNATIONAL RECRUITMENT AND STUDENT SUCCESS COORDINATOR

OISE's Registrar's Office and Student Experience (ROSE) has an International Recruitment and Student Success Coordinator available to support international students in CTL. International students in the CTL Department are invited to contact Viel Tolentino for questions, support, etc.



#### **Viel Tolentino**

International Recruitment and Student Success Coordinator  
Registrar's Office and Student Experience | OISE | University of Toronto  
Phone: 416-978-1601 | Email: [viel.tolentino@utoronto.ca](mailto:viel.tolentino@utoronto.ca) | [www.oise.utoronto.ca/orss](http://www.oise.utoronto.ca/orss)

## CONNECTIONS FOR OISE STUDENTS (A SAMPLING)

NAME	CONTACT	WEBSITE
<b>Black Graduate Students' Association</b> The Black Graduate Students Association (BGSA) engages in powerful discourse of local and international issues and experiences in the Black community. While empowering the community, BGSA also celebrates Black culture.	bgsa@utoronto.ca	<a href="#">Twitter</a> ; <a href="#">Facebook</a> ; <a href="#">Instagram</a>
<b>CTL Students' Association</b> Represents all graduate students in CTL. Works with OISE, the CTL Administration and the Graduate Students' Association to advance students' academic and professional needs.	oise.ctlsa@utoronto.com	<a href="#">CTLSA Online</a>
<b>CIDE Students' Association</b> The Comparative, International and Development Education Student Association (CIDE SA) is focused on the activities of the student body of CIDE. Though having distinct operations, the CIDE SA encourages students to participate in CIDE events & activities. The ways in which the CIDE SA supports and are involved in the larger CIDE community are numerous and depend on the interests/needs of students involved each year as well as the evolving needs of the program and the CIDE advisory council.	oisecidesa@gmail.com	<a href="#">CIDESA Online</a>
<b>CUPE3902 Unit 7</b> As of 2022, CUPE 3902 Unit 7 is the union that represents all Graduate Assistants (GAs) at OISE. (Prior to 2022, GAs were represented by CUPE3907.) If you have questions about your work as a GA, the terms of the collective bargaining agreement, or if you're looking for opportunities to get involved, feel free to contact CUPE 3902 Unit 7.	info@cupe3902.org	<a href="#">CUPE 3907 Online</a>
<b>INDIGENOUS EDUCATION NETWORK</b> The Indigenous Education Network (IEN) is a group of students, faculty and community members who share a common commitment to and passion for Indigenous Education and Research. The IEN: <ul style="list-style-type: none"> <li>- supports students and their study interests in Indigenous education</li> <li>- Advances education research on Indigenous issues.</li> <li>- Actively encourages the development of Indigenous curriculum.</li> <li>- Collaborates with campus and community groups to strengthen initiatives related to our mission.</li> </ul> The IEN hosts guest speakers, socials and teachings throughout the year as a way for Indigenous and non-Indigenous students to participate in experiential learning, establish relationships and network.	ien@utoronto.ca (416) 978-0732	<a href="#">IEN Online</a>

NAME	CONTACT	WEBSITE
<b>INTERNATIONAL STUDENTS' ASSOCIATION</b> OISE's International Students' Association (ISA) arranges "buddies" for incoming students from abroad. It works jointly with other organizations to serve international students' interests and represents international students on committees and councils established at OISE. It helps international students become woven into the fabric of the OISE community. The ISA represents the international students' perspective on issues, concerns and problems that require a collective solution and looks into the specific needs of the international students.	oiseisa@utoronto.ca	<a href="#">OISE ISA Online</a>
<b>QUEER/TRANS@OISE</b> Queer/Trans@OISE is an initiative from the Centre for Urban Schooling (CUS) that creates queer and trans culture within OISE. It is a space that is open for all 2SLGBTQIA+ OISE students and allies. Our meetings are part social, part information and resource sharing, and part queering and transing education. Meetings will likely take place every Wednesday from 12:00-1:30 pm (online).	Lindsay Cavanaugh ( <a href="mailto:lindsay.cavanaugh@mail.utoronto.ca">lindsay.cavanaugh@mail.utoronto.ca</a> )	<a href="#">CUS Online</a>

## STUDENT FACILITIES IN CTL

### STUDENT LOUNGE AND KITCHEN

The student lounge is located in Room 10-280 (10 North), and is equipped with a small fridge, a microwave oven and a telephone. Kitchen facilities (sink, cupboards, and electrical outlet) are located in 10-299 outside the Centre for Educational Research on Language and Literacies (CERLL)

### SHARED STUDENT OFFICES

Shared student office space is available on the 10th & 11th floors for students enrolled full-time in the Curriculum & Pedagogy (C&P) and Language and Literacies Education (LLE) MA and PHD programs.

As we have recently re-opened our spaces, it may take some time to re-assign student offices. To inquire into the application process and availability, contact Wendy Tang at [huiya.tang@utoronto.ca](mailto:huiya.tang@utoronto.ca).

# DIRECTORY

## DEPARTMENT OF CURRICULUM, TEACHING AND LEARNING

Location: 10<sup>th</sup> & 11<sup>th</sup> Floors

Website: [www.oise.utoronto.ca/ctl](http://www.oise.utoronto.ca/ctl)

ADMINISTRATION			
CONTACT	ROOM	EMAIL	PHONE
<b>Dr. Doug McDougall</b> Chair	11-142	doug.mcdougall@utoronto.ca	416-978-0132
<b>Dr. Kathy Broad</b> Associate Chair - Teacher Education	11-130	k.broad@utoronto.ca	416-978-0061
<b>Dr. Rob Simon</b> Associate Chair – Student Experience	11-134	rob.simon@utoronto.ca	416-978-0080
<b>Morgan Selvanathan</b> Executive Assistant	11-138	morgan.selvanathan@utoronto.ca	416-978-0034
<b>Terry Louisy</b> Coordinator, Graduate Programs	11-132	terry.louisy@utoronto.ca	416-978-0054
<b>Michelle Pon</b> Graduate Liaison Officer	11-126	michelle.pon@utoronto.ca	416-978-0051
<b>Bessie Giannikos</b> Manager, Finance & Administration	11-144	bessie.giannikos@utoronto.ca	416-978-0060
<b>Louise Schuch</b> Business Officer	11-146	louise.schuch@utoronto.ca	
<b>Máiri McKenna Edwards</b> Coordinator, Diversity, Equity & Student Experience	11-136	mairi.mckennaedwards@utoronto.ca	
<b>Alanna McKnight</b> (Acting) Research, Partnerships & Communications Officer	11-148	alanna.mcknight@utoronto.ca	416-978-0052
<b>Alex Andrei</b> Application Support Specialist	11-150	alex.andrei@utoronto.ca	416-978-0042

## CURRICULUM & PEDAGOGY PROGRAM

CONTACT	ROOM	EMAIL	PHONE
<b>Dr. Rubén Gaztambide-Fernández</b> Program Co-Coordinator	11-182	r.gaztambide.fernandez@utoronto.ca	416-978-0056
<b>Danny Cavanagh</b> Program Assistant	10-106	danny.cavanagh@utoronto.ca	416-978-0248
<b>Cheryl Clarke</b> Program Assistant	11-230	cherylj.clarke@utoronto.ca	416-978-0245

## LANGUAGE & LITERACIES EDUCATION PROGRAM

CONTACT	ROOM	EMAIL	PHONE
<b>Dr. Antoinette Gagné</b> Program Coordinator	10-248	antoinette.gagne@utoronto.ca	416-978-0303
<b>Wendy Tang</b> Program & Finance Assistant	10-244	huiya.tang@utoronto.ca	416-978-0275

## MASTER OF TEACHING PROGRAM

CONTACT	ROOM	EMAIL	PHONE
<b>Anne Marie Chudleigh</b> MT Associate Director and Academic Coordinator, P/J	11-122	a.chudleigh@utoronto.ca	647-300-1929
<b>David Montemurro</b> Policy, Governance, Admissions and Special Projects Coordinator	11-120	d.montemurro@utoronto.ca	416-978-0197
<b>Andrea Cuellar</b> Acting MT Graduate Liaison Officer	11-124	mtinfo@utoronto.ca	416-978-2312
<b>Lynette Lobo</b> Program Assistant – Partnership/Practicum	11-104B	lynette.lobo@utoronto.ca	416-978-0152



## REGISTRAR'S OFFICE AND STUDENT EXPERIENCE (ROSE)

Location: 8<sup>th</sup> Floor

Website: [www.oise.utoronto.ca/orss](http://www.oise.utoronto.ca/orss)

### ADMISSION INQUIRIES, SATISFYING CONDITIONS

CONTACT	EMAIL	PHONE
General inquiries	admissions.oise@utoronto.ca	416-978-4300

### REGISTRATION INQUIRIES, FEE QUESTIONS, DEADLINES

CONTACT	EMAIL	PHONE
<b>Registered Students</b> Registration Specialists	oise.registration@utoronto.ca (Please include your name, student number and program in the email subject header)	416-978-1658
<b>Final Oral Examination</b> OISE Doctoral Final Exams	oise.doctoral.exam@utoronto.ca	416-978-1639

### FINANCIAL ASSISTANCE

CONTACT	EMAIL	PHONE
<b>Anne Marie Kwan</b> Financial Aid Coordinator	oise.financialaid@utoronto.ca	416-978-2237

### STUDENT COUNSELLING, ACCOMMODATIONS, ACCESSIBILITY, EQUITY, ADVOCACY

CONTACT	EMAIL	PHONE
<b>Jeananne Robertson</b> Student Success Counsellor	jt.roberston@utoronto.ca	416-978-2448
<b>Ghayas Shams</b> Student, Career & Events Coordinator	ghayas.shams@utoronto.ca	416-978-1599

## GRADUATE FUNDING OFFICE

### GRADUATE ASSISTANTSHIPS, TEACHING ASSISTANTSHIPS, GRADUATE FUNDING PACKAGES FOR FUNDED COHORT

CONTACT	EMAIL	PHONE
Graduate Funding Officer	oise.gradfinasst@utoronto.ca	

## ADDITIONAL RESOURCES

OISE RESOURCES	
RESOURCE	WEBSITE
Accessibility Services and Academic Accommodations	<a href="http://www.oise.utoronto.ca/orss/Accessibility_Services_and_Academic_Accommodations.html">www.oise.utoronto.ca/orss/Accessibility_Services_and_Academic_Accommodations.html</a>
Course Information	<a href="http://www.oise.utoronto.ca/orss/Course_Enrolment/index.html">www.oise.utoronto.ca/orss/Course_Enrolment/index.html</a>
Ministry of Education	<a href="http://www.edu.gov.on.ca">www.edu.gov.on.ca</a>
OISE Library	<a href="http://www.oise.library.utoronto.ca">www.oise.library.utoronto.ca</a>
OISE Psychology Clinic	<a href="https://www.oise.utoronto.ca/aphd/Home/Psychology_Clinic/">https://www.oise.utoronto.ca/aphd/Home/Psychology_Clinic/</a>
OISE Student Success Centre	<a href="https://www.oise.utoronto.ca/orss/OISE_Student_Success_Centre.html">https://www.oise.utoronto.ca/orss/OISE_Student_Success_Centre.html</a>
ACADEMIC POLICIES AND SUPPORT	
RESOURCE	WEBSITE
Code of Behaviour on Academic Matters	<a href="http://governingcouncil.utoronto.ca/policies/behaveac.htm">governingcouncil.utoronto.ca/policies/behaveac.htm</a>
Code of Student Conduct	<a href="http://governingcouncil.utoronto.ca/policies/studentc.htm">governingcouncil.utoronto.ca/policies/studentc.htm</a>
Graduate Centre for Academic Communication	<a href="https://www.sgs.utoronto.ca/resources-supports/gcac/">https://www.sgs.utoronto.ca/resources-supports/gcac/</a>
SGS Supervision Guidelines for Students	<a href="http://sgs.utoronto.ca/resources-supports/supervision-guidelines/supervision-guidelines-for-students-section-1-introduction/">sgs.utoronto.ca/resources-supports/supervision-guidelines/supervision-guidelines-for-students-section-1-introduction/</a>
Writing Support	<a href="http://writing.utoronto.ca">writing.utoronto.ca</a>
STUDENT LIFE	
RESOURCE	WEBSITE
Academic Success Centre (UofT)	<a href="https://studentlife.utoronto.ca/departments/academic-success/">https://studentlife.utoronto.ca/departments/academic-success/</a>
Accessibility for Ontarians with Disabilities Act Office	<a href="https://people.utoronto.ca/inclusion/accessibility/">https://people.utoronto.ca/inclusion/accessibility/</a>
Accessibility Services (UofT)	<a href="http://studentlife.utoronto.ca/departments/accessibility-services/">studentlife.utoronto.ca/departments/accessibility-services/</a>
Anti-Racism and Cultural Diversity Office	<a href="http://antiracism.utoronto.ca/">antiracism.utoronto.ca/</a>
Athletic Centre	<a href="http://athletics.utoronto.ca/">athletics.utoronto.ca/</a>
Career Exploration and Education	<a href="http://studentlife.utoronto.ca/departments/career-exploration-education/">studentlife.utoronto.ca/departments/career-exploration-education/</a>
Community Safety Office	<a href="http://communitysafety.utoronto.ca/">communitysafety.utoronto.ca/</a>
Family Care Office	<a href="http://familycare.utoronto.ca/">familycare.utoronto.ca/</a>
First Nations House	<a href="https://studentlife.utoronto.ca/departments/first-nations-house/">https://studentlife.utoronto.ca/departments/first-nations-house/</a> (Academic Support, Financial Aid Advising, Elder and Traditional Teacher Advising)
Gradlife	<a href="https://studentlife.utoronto.ca/program/gradlife/">https://studentlife.utoronto.ca/program/gradlife/</a>

<b>Hart House</b>	<a href="https://harthouse.ca/">https://harthouse.ca/</a>
<b>Health and Wellness Services and Programs</b>	<a href="http://healthandwellness.utoronto.ca/">healthandwellness.utoronto.ca/</a> (Mental health support, Immunizations, Sexual and reproductive health, Nutrition counselling)
<b>Multi-Faith Centre</b>	<a href="https://studentlife.utoronto.ca/departments/multi-faith-centre-for-spiritual-study-practice/">https://studentlife.utoronto.ca/departments/multi-faith-centre-for-spiritual-study-practice/</a>
<b>Sexual and Gender Diversity Office</b>	<a href="http://sgdo.utoronto.ca/">sgdo.utoronto.ca/</a>
<b>Sexual Harassment Office</b>	<a href="http://safety.utoronto.ca/">safety.utoronto.ca/</a>
<b>Student Housing Office</b>	<a href="http://housing.utoronto.ca/">housing.utoronto.ca/</a>
<b>U of T Graduate Student Union</b>	<a href="http://utgsu.ca/">utgsu.ca/</a>
<b>U of T Libraries</b>	<a href="http://library.utoronto.ca/">library.utoronto.ca/</a>
<b>U of T Students' Union</b>	<a href="http://utsu.ca/">utsu.ca/</a>
<b>University Ombudsperson</b>	<a href="http://ombudsperson.utoronto.ca/">ombudsperson.utoronto.ca/</a>

## PROFESSIONAL DEVELOPMENT

RESOURCE	WEBSITE
<b>School of Continuing Studies</b>	<a href="http://learn.utoronto.ca/">learn.utoronto.ca/</a>
<b>SGS Centre for Graduate Professional Development</b>	<a href="https://www.sgs.utoronto.ca/resources-supports/cgpd/">https://www.sgs.utoronto.ca/resources-supports/cgpd/</a>
<b>Leadership Development</b>	<a href="https://studentlife.utoronto.ca/departments/clubs-leadership-development/">https://studentlife.utoronto.ca/departments/clubs-leadership-development/</a>

## ADDITIONAL UNIVERSITY OF TORONTO RESOURCES

RESOURCE	WEBSITE
<b>Campus Building Map</b>	<a href="https://www.utoronto.ca/__shared/assets/3D_Map1103.pdf">https://www.utoronto.ca/__shared/assets/3D_Map1103.pdf</a>
<b>Campus Safety</b>	<a href="https://www.campusafety.utoronto.ca/">https://www.campusafety.utoronto.ca/</a>
<b>Convocation Office</b>	<a href="https://governingcouncil.utoronto.ca/convocation">https://governingcouncil.utoronto.ca/convocation</a>
<b>Cyberbullying Help &amp; Resources</b>	<a href="https://www.utm.utoronto.ca/iits/information-security-risk-management/resources/cyberbullying">https://www.utm.utoronto.ca/iits/information-security-risk-management/resources/cyberbullying</a>
<b>Downtown Legal Services</b>	<a href="https://downtownlegalservices.ca/">https://downtownlegalservices.ca/</a>
<b>Information Commons</b>	<a href="https://oneseach.library.utoronto.ca/ic-home">https://oneseach.library.utoronto.ca/ic-home</a>
<b>Interactive Campus Map</b>	<a href="https://map.utoronto.ca/?id=1809#!ct/45469">https://map.utoronto.ca/?id=1809#!ct/45469</a>
<b>Parking &amp; Transportation Services</b>	<a href="https://transportation.utoronto.ca/">https://transportation.utoronto.ca/</a>
<b>Safety Abroad Office</b>	<a href="https://safetyabroad.utoronto.ca/">https://safetyabroad.utoronto.ca/</a>
<b>Student Accounts</b>	<a href="https://studentaccount.utoronto.ca/">https://studentaccount.utoronto.ca/</a>
<b>Student Organizations (Clubs and Groups)</b>	<a href="https://sop.utoronto.ca/">https://sop.utoronto.ca/</a>
<b>Transcripts Centre</b>	<a href="https://www.transcripts.utoronto.ca/">https://www.transcripts.utoronto.ca/</a>
<b>U of T Bookstore</b>	<a href="http://www.uoftbookstore.com/online/">http://www.uoftbookstore.com/online/</a>

# SECURITY AND PERSONAL SAFETY

SAFETY GUIDE - QUICK REFERENCE	
<b>EMERGENCY NUMBERS</b>	<p>(9) 911 – POLICE/FIRE/AMBULANCE            416-978-2222 or (8) 2222 – U of T CAMPUS POLICE            416-978-3636 – OISE Security            416-978-0031 – OISE Building Operations</p> <p>If you observe anyone in the building or on your floor who is acting suspiciously or who may not have legitimate presence in the building, immediately contact OISE Security at 416-978-3636 or call U of T Police at 416-978-2222.</p>
<b>EMERGENCY PLANNING</b>	<p>Familiarize yourself with the location of NEAREST exit stairs            Familiarize yourself with the location of FIRE PULL stations            Identify any mobility issues or others needing help            Keep aisles, hallways and doorways clear at all times</p>
<b>IN THE EVENT OF AN ALARM</b>	<p>Assume there is a real emergency            Evacuate the building quickly and completely            Use nearest stairs / DO NOT USE ELEVATORS            Exit the building entirely – stay away from the building            Do not re-enter the building            Wait for signal for U of T Responder before re-entering the building</p>
<b>PARKING GARAGE OR PARKING LOT</b>	<p>Red Emergency buttons in parking garage            Emergency button on red pole / blue light in Bedford St. Parking Lot            Staff or students who require an escort to their car, transit stop or to travel between University buildings are invited to utilize the <a href="#">University's Travel Safer</a> program. Note: there are time and day/date limitations for this service.</p>
<b>ACCIDENTS</b>	<p>All accidents, injuries, illnesses that occur on University of Toronto property MUST be reported. Contact your instructor/supervisor immediately. You can also contact Security at 416-978-3636 who will provide First Aid assistance.</p>
<b>ACCESSIBILITY</b>	<p>Accessible washrooms on Ground Floor (center stairs), on 5th Floor Student Lounge, and in the Ground Floor Library.            Accessible Parking spaces on P1, with accessible Pay Parking station.</p>
<b>PERSONAL SAFETY IN EVENINGS</b>	<p>Staff or students working at night can utilize the University's Working Alone Service. Register by calling 416-978-2323, give your location and you will be contacted periodically.</p>