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LHAE Welcomes You
Welcome to the Department of Leadership, Higher and Adult Education

On behalf of our faculty and staff, welcome to the Department of Leadership, Higher and Adult Education (LHAE)!

LHAE is one of the largest graduate departments at the University of Toronto. We are home to three of OISE’s programs: Adult Education & Community Development, Educational Leadership & Policy and Higher Education. If you wish to pursue interdisciplinary work, we have three excellent collaborative specializations: Comparative, International & Developmental Education (CIDE), Educational Policy (CSEP) and Workplace Learning & Social Change (WLSC).

We are extremely proud of the quality of our programs, the international reputation of our faculty and the dedication and commitment of our administrative staff and faculty. We hope that you will find that we are a collegial and welcoming community. While always seeking to improve the graduate student experience, we have the luxury of building on many years of very high quality teaching, research and service.

We are home to some of the best and brightest students at OISE and throughout the University of Toronto! You will immediately notice the exceptional quality of our students and their unwavering commitment to their academic pursuits.

This handbook is designed by students, staff and faculty. It aims to provide a starting place for incoming students to learn about our work and resources and services available to them. Because it cannot address all the issues pertinent to every student, we encourage you to contact your faculty advisor or academic liaison to discuss any questions you may have. Be assured that everyone in the department is here to help you.

We encourage you to take an active role in working with others. Do participate in departmental activities, and let us know how we can improve your student experience.

The LHAE Departmental Students Association is an active and integral part of our department. Members sit on committees, participate in organizing new activities and assist students in settling into their new academic environment.

Along with this handbook we encourage you to consult the most recent issues of the following:

- The OISE Bulletin
- The SGS Calendar
- The OISE Final Oral Exam Guidelines
- Graduate Supervision: Guidelines for Students, Faculty and Administrators

Once again, on behalf of all faculty and staff we welcome you to LHAE! We hope to have a chance to meet you as soon as you arrive.

All the very best,

Nina Bascia
Professor and Department Chair
nina.bascia@utoronto.ca

Peter Sawchuk
Professor and Associate Chair
peter.sawchuk@utoronto.ca
About the Department of Leadership, Higher and Adult Education

LHAE is composed of three programs, approved by the Ontario Council on Graduate Studies:

- Adult Education & Community Development
- Educational Leadership & Policy
- Higher Education

It is host to three collaborative graduate specializations within OISE:

- Collaborative Specialization in Comparative, International & Developmental Education
- Collaborative Specialization in Educational Policy
- Collaborative Specialization in Workplace Learning & Social Change

LHAE is one of the largest graduate departments in the University of Toronto and has the second highest graduate student enrolment in OISE.

The department boasts a research-intensive culture. Our highly productive, internationally-reputed scholars have made LHAE a leader in education research both in Canada and abroad. LHAE houses three Research Chairs: the Canada Research Chair in Data, Equity, and Policy in Education, the Ontario Research Chair in Postsecondary Education Policy and Measurement and the Davis Chair in Community College Leadership. It is also home to six research centres:

- Centre for Leadership and Diversity (CLD)
- Centre for Learning, Social Economy & Work (CLSEW)
- Centre for the Study of Canadian and International Higher Education (CIHE)
- Centre for Women’s Studies in Education (CWSE)
- Comparative International and Developmental Education Centre (CIDEC)
- Transformative Learning Centre for Community Activism (TLCCA)

Our research is complemented by extensive practical expertise. The department employs faculty members who are highly regarded for their work as educational leaders, builders and policy-makers in provincial, university, community, school, workplace and non-formal contexts. Senior administrators often teach here, and many of our graduates continue to maintain close relationships with the department. Our faculty’s practical expertise is demonstrated by the many active consulting projects they conduct for governments and agencies around the world (e.g., Brazil, Chile, China, India, the United States).

In addition to integrating theory and practice, we are interested in the social and ethical aspects of education. A concern for social justice and democracy runs through all our programs, moving them beyond traditional concepts of schooling and education and towards more socially-informed and collaborative approaches. The resulting interplay of scholarly, practical and critical and ethical concerns helps contribute to the department’s vitality and relevance.

Given these interests, it is not surprising that our graduate students come from a wide variety of backgrounds, bringing diverse attitudes and perspectives with them. Many come from the public education sector, aiming to become educational practitioners, scholars or policy-makers. Others come from community, government, non-profit, voluntary and private organizations. Still others come from the University’s administrative ranks, or from other universities and colleges. We have students from Brazil, Kenya, Namibia, China, Iran, India, Pakistan, South Korea, the
United States, and from every province in Canada. This diversity of backgrounds and experiences contributes greatly to the educational experience offered by the department.

LHAE graduates include scholars in universities around the world, administrators of public schools, presidents of community colleges and leaders in agencies concerned with education and community development. Our programs have had a strong influence on the development of related programs in colleges and universities across Canada. Indeed, it is hard to find a program in higher education, adult education or educational leadership and policy that does not boast at least one of our graduates on its faculty. With strong links to all these sectors, our three departmental programs have strong bases of support beyond the University, and strong demand for their services.

For more information about LHAE please visit our webpage.

Important Dates

One of the most important resources, one that you should refer to often, is the Important Dates schedule listed on the Office of the Registrar and Student Services website.

The schedule includes almost every date of relevance to you. It provides answers to critical questions such as “What is the last day to register and pay fees?” or “When does course enrolment begin?” or “What is the last day to drop a course without academic penalty?,” to give only a few examples.

Students are strongly encouraged to plan their year around the key dates outlined.
TCard and UTORid: your access to university services

The TCard and the UTORid will give you access to all university services and resources. They are critical to your ability to register, pay fees, enroll in courses, borrow library books, and access computers on campus as well as online course materials.

<table>
<thead>
<tr>
<th>TCard (ID/Access Card)</th>
<th>UTORid (Computer/Login Account)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student identification</td>
<td>UTmail+, your @mail.utoronto.ca</td>
</tr>
<tr>
<td>In-person library privileges</td>
<td>Online library privileges</td>
</tr>
<tr>
<td>Student activities and services</td>
<td>U of T Blackboard Learning Portal (the online home for your classes and groups)</td>
</tr>
<tr>
<td>Facility access</td>
<td>Computer access to OISE computer labs and all U of T libraries</td>
</tr>
<tr>
<td>Memory chip stores cash value for photocopies, computer printing and meal plan</td>
<td>Wireless internet access on campus</td>
</tr>
</tbody>
</table>

**Get Your TCard**

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

The TCard Office is located at 214 College Street - the Koffler Student Services Centre, at the corner of St. George St and College St. **Beginning in June** you may visit the TCard Office in order to avoid the long line-ups in September. For TCard office hours and required identification documentation, visit the TCard office website.

**University of Toronto Libraries**

**Athletic Centre**

**Student Housing**

**Get Your UTORid account after you obtained your TCard**

Many technology-related services that are supported centrally by the University of Toronto require a UTORid account. A UTORid gives you access to such services as the wireless network, computer access within the U of T libraries and OISE computer labs, and the U of T Blackboard student learning portal.

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). Activate your account on the UTORid main site by using the secret activation key received with your TCard.

**UTORid website**

**Blackboard Learning Portal**

**Wireless Internet information**

Please note that once you set up your U of T email address, your student record (on ACORN) will be updated to reflect your official university email. Therefore, we will be contacting you at the new email address. Please check your U of T email periodically for messages from us (or forward your U of T emails to another account that you access frequently).
Academic Success in LHAE
The Role of the Faculty Advisor versus Thesis Supervisor

Your faculty advisor is a faculty member assigned to provide you with assistance on course selection and help you navigate the program more generally. If you are an MA or PhD student, please note that your faculty advisor is not your thesis supervisor. He or she may, eventually, become your supervisor. However, as you progress in your studies and solidify your research direction, you may find that you prefer to work with a different faculty member. When the time comes to form your thesis committee, your thesis supervisor will be your main academic support. Formal descriptions of the advisor’s and supervisor’s roles can be found in the handbook *Graduate Supervision: Guidelines for Students, Faculty and Administrators* available through the School of Graduate Studies.

<table>
<thead>
<tr>
<th>Faculty Advisor</th>
<th>Thesis Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assigned when admitted to program based on student’s stated research interests and advisor’s expertise</td>
<td>• Works with you and provides guidance specifically on your thesis research or major research paper</td>
</tr>
<tr>
<td>• Knowledgeable about program, departmental and university procedures; can help you access generally available information resources</td>
<td>• May be the advisor originally assigned to you, if the relationship is positive and productive and your research interests match</td>
</tr>
<tr>
<td>• Provides academic direction with respect to the student’s career goals: course selection, clarification of program requirements (e.g., applying for funding, comprehensive exams, research papers/theses)</td>
<td>• May be a different faculty member with whom you share research interests and who agrees to be your thesis supervisor</td>
</tr>
<tr>
<td>• Responsible for formal reporting on student academic progress annually – advisors are your first recourse if any academic problem arises</td>
<td>• If not the original advisor, becomes the faculty advisor, as well as thesis supervisor, when agreeing to serve as supervisor</td>
</tr>
<tr>
<td>• Do not hesitate to contact your faculty advisor to request a meeting or telephone conversation about your course selections and other decisions you need to make (faculty advisors may not have received your contact information, so do not be shy about initiating contact)</td>
<td></td>
</tr>
</tbody>
</table>

Advisors and supervisors are not expected to be your sole source of information on academic opportunities. Watch your email for the LHAE Weekly newsletter and talk to your peers and other faculty members about opportunities.
Check the LHAE Faculty Profiles for an introduction to the work carried out by faculty members in the department. Talk to your peers to get a sense of which faculty members might share your research interests.

It is possible to present and/or publish papers that you write for your courses. Talk to your professors about it, and write well!

Course Selection

The first stage of your academic journey is to build a knowledge-base in your chosen field of study. Choose courses that will help you properly build this foundation, paying attention to those that are required by your program. It is important that you become familiar with your program requirements and ensure that you fulfill them in a timely manner. Program requirements can be found in the School of Graduate Studies Calendar.

Tips for choosing courses:

Read course descriptions ahead of time. The OISE Bulletin includes a listing of courses that may be offered. Note that not all listed courses are offered in a particular year. The OISE Course Schedule provides the most accurate and frequently updated listing of courses for the current year.

Carefully review course restrictions and any other relevant information (e.g., location, which may be off campus) on the course schedule before making your selection. Course restrictions do not always appear on ACORN so it is imperative that you cross-reference your selection with the OISE Course Schedule to ensure you are eligible to enroll in a particular course.

Check out course offerings beyond your program. You can take courses from any of the four departments at OISE as well as other University of Toronto graduate departments. Work with your faculty advisor to select the right courses for you. You can find a listing of all graduate programs on the School of Graduate Studies’ website. It is also possible to take courses outside of U of T and even abroad! Consult with the Program Assistants in LHAE for more information.

Consult the Important dates page to ensure that you do not miss any deadlines!

Talk to other students who have taken the course. Students can provide valuable insight about their experience with a particular course.

Investigate the option of doing an Individual Reading and Research Course (IRR) if you want to study an advanced topic for which no courses are available. If you think you may want to ask a specific faculty member to do an IRR with you, consider taking a regular course with that faculty member first, so they can get to know you and your work. Faculty will often consider an IRR if the topic closely aligns with their research interests.

Strategize! If a thesis or a major research paper is one of your program requirements, start thinking about a topic of interest as soon as you begin your coursework. Consider how you can incorporate some of that work (e.g., literature review) into your course assignments.
Course Enrolment & Timetable

Read the OISE Course Schedule to see what courses are on offer. Make sure you review the restrictions to ensure that you meet the enrolment criteria.

Course enrolment for the Fall 2017 and Winter 2018 sessions begins on June 21, 2017 at 6:00 am. Students enroll in courses via ACORN (Accessible Campus Online Resource Network) with the exception of courses that require instructor approval via hard copy Course Add/Drop Form. Instructions on how to use ACORN are available online.

You may begin enrolment as soon as you have been issued a Clear offer of admission or All conditions satisfied letter. It is advisable to select your courses as soon as possible to improve your chances of adding all your choices.

Full-time students can enroll in the following number of courses:
Fall 2017/Winter 2018 sessions: a minimum of 2 half-courses in each session up to a maximum of the equivalent of 7 half-courses over the Fall and Winter sessions (i.e., a maximum of 4 half-courses in one session, 3 in the other session)

Part-time students can enroll in the following number of courses:
Fall 2017 session: 1 half-course
Winter 2018 session: 1 half-course

To discuss your full-time or part-time status and how you might change it to accommodate new developments in your personal or academic situation, please contact the Program Assistants in LHAE.

How to Interpret Course Codes

Courses are listed in numeric order. On the OISE Course Schedule you can filter the courses to see only those offered by your home department. Your home department is “LHAE” (Leadership, Higher and Adult Education).

Your home department offers 3 graduate programs. The 2\textsuperscript{nd} digit in the course code designates to which program the course belongs.

LHA 1100, 3100, 5100, and 6100 series are Adult Education and Community Development (AECD) courses.
LHA 1000, 3000, 5000, and 6000 series are Educational Leadership and Policy (ELP) courses.
LHA 1800, 3800, 5800, 6800 series are Higher Education (Higher Ed) courses.

Course numbers (Activity Codes) are listed as a string of 9 characters (e.g., LHA1100H S). The first three letters indicate the department offering the course (e.g., LHA, SJE, etc). The subsequent four numbers specify the course offered as follows:

- the 1\textsuperscript{st} digit may specify the level (i.e., master’s level, doctoral level), although many courses are suitable for and open to both master’s and doctoral students
- the 2nd digit specifies the program (i.e., AECD, ELP, HE)
- the last two digits represent the course itself
- the 1st letter following the four digits indicates the weight of the course (H = half-course, Y = full-course; note that at the University of Toronto most session-long courses are half-courses)
- the last letter (the Section Code) indicates when the course is offered:

  Fall/Winter sessions:
  F = September-December;
  S = January-April;
  Y = September-April

  Summer session:
  F = May-June;
  S = July - August;
  Y = May-August

Exceptions: Special topics, distance education, on-line, and extended courses, which have a 10-character course number (e.g., LHA5800H S2). The last character represents a code for office use but must be included as part of the Section Code when adding or deleting courses.

**Research Methodology Courses**

Most graduate programs in LHAE require students to take one or more courses in research methodology, chosen in consultation with their Faculty Advisor. (See the OISE Bulletin for requirements of your program.) Additional courses in research methodology may be taken as electives.

The LHAE department—and OISE broadly—have a great deal of expertise in the area of qualitative, quantitative and mixed research methodology. We offer a wide variety of research methodology courses that range from introductory to advanced levels. We also offer courses that are specific to a particular topic or discipline.

When selecting research methodology courses, always consult first with your Faculty Advisor. Together, consider which research skills you need to develop for your future research, educational and professional goals.

Research methodology courses are indicated by [RM] in the OISE Bulletin and on ACORN/ROSI. Students may select research methodology courses from outside their program and from outside the LHAE department, but note that some courses are limited to students in a particular program. Additionally, some research methodology courses are offered not in one of the four OISE departments but as “joint” listings, indicated with the JOI course code. JOI courses are open to students in all OISE departments. The most up-to-date listing of research methodology courses offered for the year can be found by using the Research Methodology filter at OISE Course Schedules (don’t forget to check JOI courses too!):

[http://www.oise.utoronto.ca/ro/Graduate_Students/Continuing_Students/Course_Information/Course_Schedules/index.html](http://www.oise.utoronto.ca/ro/Graduate_Students/Continuing_Students/Course_Information/Course_Schedules/index.html)
Quantitative Research Methodology Courses

For students interested in learning quantitative/statistical methods for educational research, it is often important to begin taking statistics courses early in your program, as intermediate and advanced statistics courses have pre-requisites. The introductory course for students with NO prior experience with statistics is called JOI1287H Introduction to Applied Statistics. It is also important to plan your schedule early, as not all statistics courses are offered in every term. Introductory and intermediate statistics courses are typically offered once per year, while advanced courses are offered less frequently.

There is an email list for LHAE students interested in quantitative methodology. To join the list, please contact Vesna Bajic at vesna.bajic@utoronto.ca. For more information about quantitative research methodology courses in LHAE, see http://www.oise.utoronto.ca/lhae/Students/Quantitative_RM_Courses.html.

How to Access Courses on Blackboard

Most instructors (although not all) use Blackboard, which is an online platform available to all students at U of T. Instructions on how to use Blackboard on both desktops and mobile devices are available on the Blackboard webpage.

Many offices and extra-curricular programs also use Blackboard. It is a useful tool to get involved at U of T.
Degree Requirements

MED

The Master of Education is a course-based, professional degree that can be pursued on a full time or part time basis.

Full time students are typically in the program for 1.5 years and take, on average, 2-3 half courses per term. Part time students can take 1 half course per term, but are not required to do so. In other words, part time students can elect not to take a course in a particular session, provided that they complete their degree within their time limit.

Students are strongly encouraged to consult the SGS Calendar and the OISE Bulletin for detailed program requirement information. Talk to your advisor and Program Assistants and plan your courses accordingly.

In Adult Ed, MED students are registered in Option IV – i.e. course based master's program.

In ELP, there are three Master of Education Options:

- Option II – MRP
- Option III – Thesis
- Option IV – Course based

Students initially apply to and register in the MED Option IV. For registration in Option II, department permission is required. Speak with your advisor and PAs for more information.

In Higher Ed, The Heath Professional field is offered in two options: Option II and Option IV. Students initially apply to and register in the MED Option IV. For registration in Option II, department permission is required. Speak with the Health Professions Faculty Coordinator, Professor Linda Muzzin, for more information.

Students in collaborative specializations are strongly encouraged to review both home program and collaborative specializations requirements and plan courses accordingly.

MA

The MA degree is a research-stream thesis program that can be pursued on a full time or part time basis.

Students are strongly encouraged to consult the SGS Calendar and the OISE Bulletin for detailed program requirement information. Talk to your advisor, the Program Assistants and plan your courses accordingly. Strategize as much as possible so that your coursework paves the way for your thesis work.

Students whose research will involve human participants will be required to submit a research proposal to the Research Ethics Board of at U of T. See Ethics for more information.
Students in collaborative specializations are strongly encouraged to review both home program and collaborative specializations requirements and plan courses accordingly.

**Doctoral**

The PhD degree is a doctoral research-stream thesis program that can be pursued on a full time or flex time basis. The EdD degree is a professional doctoral program that can be pursued on a full time or part time basis.

Students are strongly encouraged to consult the SGS Calendar and the OISE Bulletin for detailed program requirement information. Talk to your advisor and plan your courses accordingly. Strategize as much as possible so that your coursework paves the way for your thesis work.

In addition to coursework, doctoral students must achieve candidacy before they hold the title “candidate” and proceed to conduct their research.

Students in collaborative specializations are strongly encouraged to review both home program and collaborative specializations requirements and plan courses accordingly.

**Candidacy**

Doctoral students must achieve candidacy in a timely manner in order to maintain good academic standing. Failure to achieve candidacy by the appropriate deadline will result in blocked registration and jeopardized funding. Familiarize yourself with the regulations stipulated in the SGS Calendar.

<table>
<thead>
<tr>
<th>Doctoral degree program categories</th>
<th>Time limit to achieve candidacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD, four-year</td>
<td>by end of year 3</td>
</tr>
<tr>
<td>PhD, flexible-time</td>
<td>by end of year 4</td>
</tr>
<tr>
<td>EdD, full-time</td>
<td>by end of year 3</td>
</tr>
<tr>
<td>EdD, part-time</td>
<td>by end of year 4</td>
</tr>
</tbody>
</table>

To achieve candidacy, LHAE students must have:

- Completed all coursework
- Passed the Comprehensive Examination or Requirement for their program
- Had their thesis topic approved (as determined by a thesis proposal and/or hearing)
- Formed an official Thesis/Supervisory Committee

Once these 4 milestones are achieved, students are nominated by LHAE to SGS and become “PhD candidates.” This stage is colloquially known as “ABD” (all-but-dissertation).

**Comprehensives – “Comps”**
Doctoral Comprehensive Examinations (or Comprehensive Requirements) typically take place after the completion of your course requirements and before your thesis proposal. The precise timeline should be determined in consultation with your advisor/thesis supervisor as it can vary by program.

To this end, each program in LHAE has its own Comps procedure. Detailed information can be found on the LHAE website in the respective program sections:

- Adult Education & Community Development
- Educational Leadership & Policy
- Higher Education

**Proposal**

As the third doctoral candidacy requirement, the thesis proposal (i.e., the formal approval of your thesis topic) must be completed before you can achieve candidacy and begin to write your thesis. Each program in LHAE has its own procedures for approving thesis proposals. For example, the Educational Leadership & Policy program has a formal Thesis Proposal Hearing that is open to the public.
Research-Related Information

Student Research

At OISE, students engage in a wide variety of research projects. Across graduate studies at the University of Toronto, our students are among the top researchers in the fields of higher and adult education, urban schooling, and aboriginal education.

Ethics

A summary of the LHAE research ethics procedures can be found below. The full version, including information on renewal, amendment and study completion, is available in the Student Ethical Reviews section of the departmental website.

Any research that involves human participants requires written approval from the Social Sciences, Humanities and Education Research Ethics Board (REB). The REB is administered by the University of Toronto Research Services (UTRS). In order to get approval to conduct research for your thesis or MRP, you need to create an Ethics Review Protocol. You should work closely with your supervisor to develop your protocol. Once it has been developed and you and supervisor have signed it, please send it to the LHAE Program Assistants. They will obtain the Chair’s signature and submit the protocol to the Board on your behalf.

Please submit your signed protocol by 5:00pm on Wednesday for receipt by the REB by the following Monday. It can take between 4-6 weeks for a delegated review (i.e., if there is no or minimal risk to participants) by the REB, longer if full review is required. Depending on the result of the review, the REB may contact you with questions and suggestions for amendments. Make the necessary changes and address their questions and concerns in your reply. At this stage, you are communicating with the REB directly.

OISE Letterheads

OISE and LHAE letterhead paper and envelopes should only be used with permission and for department-related projects such as graduate assistantship work and correspondence related to theses, term papers, or job searches. There may be a charge for letterhead and envelopes if you require large quantities. Please ask your supervisor to approve the use of the letterhead and envelopes. The LHAE Program Assistants will provide them to you.

Conference Funding

Attending conferences is a great way to find out about the latest research in your field. Presenting a paper or a poster at a conference looks good on your CV and may help you when applying for funding. It is also a good opportunity to meet other researchers. Partial funding of conference costs may be available through the OISE Dean’s Office, SGS, GSA, and other sources.
OISE Dean’s Office Graduate Students Conference Travel Program
SGS Conference Grant
OISE GSA Conference Funding Assistance Program

Other potential sources:

International Students Association (OISE Room 8-107)
Ontario Teachers’ Federation
Organization/Association that is hosting the conference

Important: Deadlines, eligibility requirements and amounts of awards are subject to change. You should contact these funding sources directly for the most recent information.

Most funding sources require you to be an active participant at the conference. Merely attending is often not enough – you need to present a peer-reviewed paper or poster.

Research Jobs at OISE

There are various positions at OISE that you may apply for that provide research experience, including Graduate Assistantships (GAs), Research Fellowship Graduate Assistantships (RFGAs), etc. Your funding package may, for example, include a Research Fellowship in the fall term, and a Graduate Assistantship in the winter term.

Most full-time, funded, research-stream students are offered a Graduate Assistantship (GA) as part of their funding package. Some GA opportunities are available to non-funded students.

Some students in the funded cohort may be offered the opportunity to work as an RFGA with a specific faculty member, on their research, as part of their funding.

TAships may also be available to students in the doctoral program. Students in the funded cohort may apply for OISE TAships to replace their Graduate Assistantships. For detailed information on research positions, please visit the webpage dedicated to student funding.
Award Opportunities

At the beginning of the academic year students receive via email an awards schedule outlining the deadlines for all awards available during that year. You can get a head start by perusing the School of Graduate Studies Scholarships and Awards website and the OISE Scholarship Opportunities website for award descriptions and eligibility. The latter includes all the LHAE-specific awards.

“Major Awards” – both federal and provincial – are briefly outlined below. Note that students must be registered full-time to accept these awards. If, at the time of application, you are in a part-time program, you can apply but if you are successful you will need to change to full-time status in order to receive the award. Flexible-time PhD students are eligible to apply but there may be employment-related limitations. Please read all eligibility criteria and application information on the agency websites.

Doctoral level

**SSHRC Doctoral Fellowships** (deadline: beginning of October)
$20,000 per year for 12 to 48 months
Students must be registered full-time to accept an award unless registered part-time because of a disability
Canadian citizen or permanent resident at time of application
Pursuing a first doctoral degree
Overall average of at least A-, 80%, or a GPA of 3.7/4.0
Applicants can be in Years 1 through 4

**Joseph-Armand Bombardier Canada Graduate Scholarship (CGS)**
$35,000 a year for 36 months
SSHRC selection committee only considers the top-ranked SSHRC Doctoral Fellowship applicants
Must be in Year 1 or 2 when taking up the award

**Vanier CGS Program** (deadline: early–mid September)
$50,000 per year for 24 or 36 months
Not transferable to other universities
Domestic, Permanent Residents and International Students
Must be seeking support to pursue your first doctoral degree (full-time registration)
Only tenable at Canadian Universities
Non-renewable
Check each granting council website for eligibility

**Ontario Graduate Scholarship (OGS)** (deadline: TBA, typically early Winter)
Minimum of $10,000 (2 consecutive terms) to $15,000 (maximum 3 consecutive terms)
Open to Visa and domestic students
Overall average of at least A-, 80%, or a GPA of 3.7/4.0 (calculations differ depending on what year you are currently in)
Students must be registered full-time at the time of taking the award
Master's level

**Canada Graduate Scholarship – Master's Program (CGS-M)** (deadline: December 1, 2017)
CIHR – Frederick Banting and Charles Best Canada Graduate Scholarships
NSERC – Alexander Graham Bell Canada Graduate Scholarships
SSHRC – Joseph-Armand Bombardier Canada Graduate Scholarships

CIHR, NSERC and SSHRC support and promote high-quality research in a wide variety of disciplines and areas, which are divided into broad fields of research (health, natural sciences and engineering, and social sciences and humanities). Applicants must ensure that they select the most appropriate granting agency for their field of research.

- $17,500 for 12 months, non-renewable
- Students must be registered full-time to take an award. May not hold full-time employment.
- Canadian citizen or permanent resident at time of application
- Applicants must have completed no more than 12 months at the graduate level by the expected start date of the award
- Pursuing a first graduate degree
- Overall average of at least A-, 80%, or a GPA of 3.7/4.0 in most recent 2 years.

**Ontario Graduate Scholarship (OGS)** (deadline: TBA, typically early Winter)

- Minimum of $10,000 (2 consecutive terms) to $15,000 (maximum 3 consecutive terms)
- Open to Visa and domestic students
- Overall average of at least A-, 80%, or a GPA of 3.7/4.0 (calculations differ depending on what year you are currently in)
- Students must be registered full-time at the time of taking the award
Money Matters
Fees Schedule

The detailed fees schedules that list the tuition, ancillary and incidental fees for students by academic session are posted on the student accounts website. Once on the site, follow these steps to access your program-specific tuition table:

1. Choose Fall/Winter or Summer
2. Choose “Divisional Tuition Fee & Refund Schedules” under the heading “Tuition & Other Fees”
3. Choose “Graduate Studies, School of”
4. Find the category that applies to you

Past years’ fee schedules are available here.

Where to Find Funding

OISE Bursary Program

The OISE Bursary Program provides financial assistance to students who qualify on the basis of financial need. Bursaries are non-repayable. The program takes care to adhere to the University of Toronto Policy on Student Financial Support but is also sensitive to extenuating personal circumstances and may take these into account when assessing bursary applications. OISE students might also be eligible for other sources of financial support administered by the University of Toronto (e.g., UTAPS and the Work-Study Program).

Ontario Student Assistance Program (OSAP)

If you require additional financial resources, you may apply for OSAP or an out-of-province Student Loan Program. OSAP is the acronym for the Ontario Student Assistance Program, which is in place to supplement the financial resources of students and their families in order to help meet education-related costs.

- Apply for OSAP online
- While you wait for your OSAP loan to come in, you can defer your fees online using ACORN
- It may be possible to retain interest-free status on previous OSAP loans while you are a student. Visit the OSAP webpage for more information.

Emergency Student Loans

Short-term emergency loans are available for graduate students who are facing an unanticipated emergency. Contact OISE’s Financial Aid Coordinator, Lise Watson, to see if you can qualify for a loan.

Funding Information for Full Time MA (Year 1) and PhD Students
Each student in the graduate funded cohort will receive a personalized kit confirming the composition of their funding package and information on the processes and documentation to be completed in order to access their funding. The basics of the funding model, including how it works and strategies to increase income, are available here.

**Working on Campus**

There are fewer funding opportunities for course-based MEd students. Outside of some awards, need-based grants or student loans, an on-campus job or work study position may be your best bet. Both full-time and part-time domestic and international students are eligible. Work-study positions are available during the Fall/Winter sessions and the summer.

The majority of on-campus jobs are posted on the Career Learning Network (CLN).

Library jobs are posted on the U of T libraries webpage.
Student Support at LHAE
Support for International Students

OISE has partnered with the Centre for International Experience at U of T to host an international transition advisor at OISE. The advisor is available to assist all international graduate students on a large range of questions and concerns:

- adjusting to Canadian life
- where to find Immigration, Refugees and Citizenship Canada support
- accessing free resources for academic success
- where to develop career strategies
- or any other topic they may want to discuss

Location & time:

Mondays 12:00 p.m. – 2:00 p.m. by appointment
Ontario Institute for Studies in Education (OISE)
252 Bloor Street West, Room 8-202 (OISE Student Success Centre)

Contact:

Yaseen Ali
416-708-1208
Book an appointment

Student Services at a Glance

Your success is not defined solely by your studies and research activities. At OISE, we want to make sure that your health and wellness are well supported, and that your co-curricular needs are met. We encourage you to take advantage of the following services available on campus.

OISE Office of the Registrar and Student Services (ORSS)
8th Floor – 252 Bloor St. W. | Phone: 416-978-8157 | Fax: 416-978-8382

The ORSS serves all students at OISE in collaboration with the various OISE student groups and associations. Check their website regularly for a list of upcoming events. Their services include:

- Individual student counseling on financial, personal and academic matters
- Coordination of special services for students with disabilities
- Information about financial assistance
- Workshops on various topics (e.g. thesis writing, funding application, career paths)

Division of Student Life at U of T
214 College St. | Phone: 416-978-6839 | Fax: 416-971-2152

Dedicated to student success and development, the Division of Student Life on the St. George Campus provides the supports, opportunities and resources students need to reach their full
potential. One service highly relevant to LHAE students is Gradlife. It features a blog along with useful information and resources. You can attend social events and enjoy discount tickets to games and plays through Grad Escapes, or develop skills by attending Grad Talks or Grad Leadership workshops.

The Division of Student Life consists of 12 departments dedicated to supporting a variety of personal and learning needs:

1. **Academic Success Centre**  
   1st Floor – 214 College St. | Phone: 416-978-7970 | Email
   - Information and resources, workshops, drop-ins and individual appointments to improve your academic skills (e.g., time management, note-taking, writing, stress and anxiety management)

2. **Accessibility Services**  
   Robarts Library, 1st Floor – 130 St. George St.  
   Phone: 416-978-8060 or 416-978-1902 (TDD) | Fax: 416-978-8246 | Email
   Accessibility Services facilitates the inclusion of students with disabilities into all aspects of university life. Services are provided to students with a documented physical, sensory, and/or learning disability, or a temporary or long-term mental health condition.
   - Intake interview to discuss their individual needs
   - Referral to a professional (e.g., Adaptive Equipment Consultant, Learning Disability Specialist, Occupational Therapist) where appropriate and for those eligible
   - Collaborate with professionals, academic and administrative units, students, and off-campus agencies to establish strategies and determine accommodations (e.g., alternative test/exam arrangements, note-taking services, sign language interpreters, on-campus transportation, assistive devices, alternative format for printed materials)
   - Educational campaigns to raise awareness of the needs of students with disabilities in the wider U of T community

3. **Career Centre**  
   214 College St. | Phone: 416-978-8000 | Fax: 416-978-8020
   - Career development/planning resources, workshops & seminars
   - Job search tips and strategies
   - Networking and employer events, including job fairs
   - Postings of current work opportunities on- and off-campus

4. **Health and Wellness Centre**  
   214 College St. 2nd floor | Phone: 416-978-8030
   The Health and Wellness Centre offers resources, assessment, treatment and referrals for a wide range of health and emotional problems for a diverse body of students, staff and faculty: general health, difficulties adjusting to university life, anxiety, depression, relationship problems, disturbances resulting from abuse and assault, prolonged stress, disordered eating, attention and concentration difficulties, phobias and sleep problems.
   Services include:
• Individual psychotherapy and group therapy
• **Counselling** online and face-to-face-counselling
• Assault counselling
• Pharmacotherapy
• Educational workshops

5. **Centre for Community Partnerships**
   #315 – 569 Spadina Ave.
   - Join CCP listserv and consult the Community Service Resource Guide to stay up-to-date with new community-based opportunities
   - Volunteer with Serve & Learn Program to build leadership skills and contribute to local communities

6. **Centre for International Experience**
   33 St. George St. | Phone: 416-978-2564
   - Information, advice and social activities for international students
   - Social and academic programs for Canadian students interested in international opportunities
   - Newsletter with information on adjustment and settlement issues: university community, taxes, immigration, sightseeing, and social events
   - Safety Abroad information sessions and database

7. **Family Care Office**
   214 College St., Main Floor | Phone: 416-978-0951 | Email
   - Information on pregnancy, child care, eldercare, parental leave, bereavement
   - Resources for various types of student families: international, LGBTQ
   - Access and referrals to community programs and agencies for families
   - Peer mentorship and support groups
   - Educational workshops and guest speakers
   - Out-of-business-hours return calls and follow-ups if requested

8. **First Nations House**
   3rd Floor – 563 Spadina Ave. | Phone: 416-978-8227 | Fax: 416-978-1893 | Email
   - Provide culturally-relevant services to Aboriginal students to support academic success, personal growth and leadership development
   - Provide learning opportunities for the larger U of T community to engage with Aboriginal communities through Indigenous Education Week and other events, as well as the Elder and Traditional Teacher in Residence

9. **Hart House**
   7 Hart House Cir. | Phone: 416-978-2452
   - Cultural programming: Hart House Theatre, Justina M. Barnicke Gallery, creative classes and guest lectures, etc.
• Wellness and recreation: gym facilities, swimming pool, drop-in and registered fitness classes
• Food: Monthly 5-Buck Lunches, community kitchens, special events and buffets, Hart House Farm

10. **Housing Service**  
    #203 – 214 College St. | Phone: 416-978-8045

    • On-campus residence for single students and families, including Grad House, Knox College, Wycliffe College, and 30 and 35 Charles St. W.
    • Off-campus Housing and Roommate Finders
    • Tenant resources about various topics: Tenants’ rights and responsibilities, housing search tips and process, bed bugs, utilities, lease and sublet

11. **Multi-Faith Centre**  
    569 Spadina Ave.

    • Support students’ spiritual development and faith-based practices through its many Campus Chaplains, and by connecting students to various student groups
    • Directory of multi-faith spaces at U of T (Note: OISE’s multi-faith space is located in Room 4-409)
    • Provide multi-faith information and resources (e.g. grief support) and engage local communities in interfaith dialogue through projects and events

12. **Sexual & Gender Diversity Office**  
    #416-417 – 21 Sussex Ave. | Phone: 416-946-5624 | [Email](#)

    • Organize social events and educational workshops (e.g. Pride @ U of T)
    • Connect students to on- and off-campus resources, spaces, and student groups/listservs; drop-in and individual advising available
    • Information and resources on different topics (e.g. coming out, trans people, directory of on-campus single-user washrooms, reporting harassment on campus)

13. **Graduate Professional Skills (GPS) Program**

    • (GPS) program, an initiative of the School of Graduate Studies, is designed to help all graduate students become fully prepared for their future.
    • GPS focuses on skills beyond those conventionally learned within a disciplinary program, skills that may be critical to success in the wide range of careers that graduates enter, both within and outside academe.
    • The program can help you to communicate better, plan and manage your time, learn entrepreneurial skills, understand and apply ethical practices, and work effectively in teams and as leaders.
    • GPS consists of a range of optional "offerings" with a time commitment roughly equivalent to 60 hours of work. Its successful completion will be recognized by a transcript notation.
    • Subscribe to our [newsletter](#) for GPS Program updates and track our progress with the [GPS Tracking Completion Form](#).
Health Insurance

ALL students should have basic health insurance. Make sure you are insured.

Health Insurance Information for U of T students

Ontario Health Insurance Plan (OHIP)

Residents of Ontario must apply for their own OHIP card in person at a Service Ontario Centre. Check your eligibility. This is free insurance that covers medically necessary services (e.g., doctor and hospital visits). Coverage normally becomes effective 3 months after the date you established residency in Ontario.

- **Students from other Canadian provinces**: Check with your home province to see if you should arrange to continue your coverage with them or switch over to OHIP. It will likely depend on how long you plan to live in Ontario.
- **Leaving Ontario or Canada for an extended period of time to travel or study**: Double check with OHIP’s website and ServiceOntario to see what kind of coverage you are entitled to and for how long, and purchase alternate coverage accordingly.
- **International students**: You are not eligible for OHIP, and must purchase the University Health Insurance Plan (UHIP) for yourself and your dependents within 30 days of your arrival in Canada. You are also covered under the Graduate Student Union (GSU) Supplementary Health Insurance Plan. See below for details on both.

University Health Insurance Plan (UHIP)

International students, exchange students, and Canadians returning from abroad who are without coverage from another province and in their 3-month wait period before OHIP is activated **must** be covered by UHIP.

It is a mandatory health insurance comparable to OHIP. International and exchange students are automatically enrolled and the charges will be listed on ACORN/ROSI.

International students must pick up UHIP cards as soon as possible from the UHIP Office (#202 – 214 College St.; 416-978-0290, uhip.information@utoronto.ca). Coverage for your family must be purchased within 30 days of arrival in Canada.

For more information, please visit:

U of T Health Service
U of T Centre for International Experience
UHIP
U of T Graduate Student Union (GSU) Supplemental Health Insurance Plan

Most University of Toronto students have access to supplementary health insurance for some health-related expenses and prescription drugs that are not covered by OHIP or UHIP.

All full-time and part-time registered students are automatically covered. The cost of supplementary health insurance is included in your incidental fees.

If you would like to opt-out of the GSU plan, you must do so by the deadlines set by the GSU. You must have equivalent coverage through other supplemental health insurance plans and be able to provide details of your insurance policy to opt-out. To opt-in your dependents, you must opt-in them in annually, at the beginning of the term you are first registered in. This is an annual plan. You cannot opt-in your dependents for one semester only. To purchase a 12 Month Extension after Graduation please visit www.studentcare.ca. Please check GSU’s website for details.

ALL students have access to the same services as a family physician provided by the U of T Health and Wellness Centre (e.g. clinic hours) – just remember to bring your OHIP or UHIP card.

The GSU plan offers some travel emergency medical insurance coverage for 120 days of each trip. Consult the insurance booklet for more details.
Safety, Security

University Police Emergency 416-978-2222
University Police General Line 416-978-2323
OISE Security Front Desk 416-978-3636
WalkSmart 416-978-SAFE (7233)
Community Safety Office 416-978-1485

Safety and security in the OISE building and on the U of T campus should not be taken lightly. Crimes do occur, and we encourage you to visit the website of U of T Campus Community Police for tips on crime prevention and safety alerts.

The only individuals who should have access to the department are those who have been issued keys, with the exception of students attending classes held in department seminar rooms. Visitors can be present if LHAE community members are also present but should respect the privacy and need for concentration of others working in the department.

A peephole has been installed in the front door of the department. Please use it if someone is knocking on the door and only let in those that you know are part of the LHAE community. The door should always be locked after regular business hours.

Since the building is open until 11:00 PM on weekdays and until 9:00 PM on weekends and holidays, there are some safety measures that have been put in place by the Operations Manager at OISE. We encourage students to use these services when staying after hours.

WalkSmart Escorts

From September to April, Monday to Friday from 7 p.m. to 3:30 a.m., you can ask a security guard to escort you to any building or parking lot on campus, or to a TTC station. Let the OISE security guards know in advance of your walk (Front desk, 416-978-3636). Response time is about 5-10 mins.

Thefts

Do not leave your wallets, electronic devices or other items unattended for any length of time, even if you have asked the stranger next to you to keep an eye on it. If you are stepping out of your office “for a bit,” lock the door behind you. Report any theft to Security immediately (416-978-3636).

Please note: OISE disclaims responsibility of theft occurs to any personal equipment (e.g., computers, typewriters, lamps, etc.).
Fire Drills

OISE has occasional fire drills but these are normally announced in advance. If you hear the alarm, leave the building by one of the two stairways accessible from each floor (the south stairway is generally less congested than the north one).

Community Safety Office

The Community Safety Office is one of U of T’s Equity Offices (http://www.equity.utoronto.ca). It responds to any person in the U of T community who has personal safety concerns (e.g., stalking, bullying, violence and assaults, thoughts of suicide). Their services include confidential referral and individual support, self defence classes, workshops and information on personal safety. They also coordinate an ad hoc group called U of T Men Against Violence.
Administrative Details and Housekeeping

Student Offices

Each LHAE MA or PhD student in the funded cohort is entitled to a desk in a shared interior office. Students who are not in the funded cohort but can demonstrate a need for office space may request a desk. Such requests must be submitted in writing to LHAE’s Business Office. The requests will be reviewed by the department Chair within four weeks of receipt. All students who have been assigned shared space are responsible for maintaining the cleanliness of the space, as outlined in the “Cleaning” section below.

Desk allocation takes place every September. Students who are interested in getting/keeping a desk in one of the offices on the 6th floor should pay attention to emails about desk requests and renewal deadlines, or speak directly to the LHAE Finance & Operations Assistant. Desk allocations are done on an annual basis, and will be finalized by the end of September. Preference is normally given to funded students and students who do not have desk space elsewhere on campus. Successful applicants will receive an email confirmation and instructions on how to obtain an office key.

OISE Library Carrels

If you are not assigned a desk at LHAE, you may try to obtain study space elsewhere on campus. OISE Library Carrels are temporary, private spaces that you can reserve for the day, provided that the library is open. Ask for a key at the circulation desk. Public, open carrels are also available around the library.

Robarts Library Carrels and Book Lockers

You can consider applying for a carrel and/or book locker at Robarts library for the academic year. Books can be signed out to your carrel between September and May.

Department Keys

The department is locked outside of office hours (Monday - Friday, 9:00 a.m. - 5:30 p.m.). Keys are issued to LHAE students whose desks and offices are on the 6th floor. The same key may be used to open the main department door after office hours. Please see the LHAE Finance & Operations Assistant, to obtain a key. A refundable deposit is required. Please remember to return the key when you no longer need your office space or when you graduate.

6th and 7th Floor Lounges

The LHAE lounges are located on the 6th and 7th floors. This is a shared space, so please feel comfortable using it for reading, socializing, lounging and having a cup of coffee or tea! Some
LHAE events, such as afternoon teas, graduation receptions and departmental parties, are held in the 6th floor lounge and/or the 7th floor Peace Lounge.

**Booking Spaces**

Students wishing to reserve one of the LHAE meeting or social spaces or a space outside the department (e.g., the Nexus lounge) for a student-led event must complete the “Space Booking Request Form for LHAE Students.” The form must be signed by a faculty member, who assumes responsibility for any costs for cleaning of the space, repair of furniture or equipment, or moving of furniture. The completed form should be submitted to LHAE’s Business Officer at least a week prior to the proposed event. Students should not reserve space for events that are not led by LHAE students.

Four seminar rooms are available for booking by LHAE students. These are 6-259, 6-184, 6-272 and 7-162. All rooms are booked online by the LHAE Finance & Operations Assistant. For room bookings elsewhere in the building, please see the Program Assistants, who will liaise with the Office of the Academic and Campus Events (ACE) on your behalf.

**Telephone**

There are telephones for outgoing, local calls in the main lounge area. It is advisable not to rely on these phones as a place for people to reach you, as we do not have an established system for receiving phone messages for students.

**Mail Folders**

Student mail folders are near the front desk of the department. Please see the LHAE Program Assistants to get a folder set up for yourself.

**Cleaning**

Any food in offices must be stored in tightly sealed containers. Trash containers in offices should not be used for food waste. The department may deny access to office space to those who fail to meet these requirements.

**Scents**

All LHAE spaces are scent-free. Students, staff, and faculty are asked to avoid using scented hand lotions and other personal care products, as well as colognes and perfumes.

**Security**

All users of LHAE space, including faculty, staff and students, are responsible for
maintaining the security of the space. This may be as simple as ensuring doors are locked in the evening and on weekends.

**Accessibility**

Faculty, students and visitors can request accommodation as needed.

**Refrigerators and Microwaves**

A refrigerator and a microwave are found in the room across from the front desk, which is reserved for student use. Please use them responsibly. Remember to clear out any old food that you have not eaten. It is the responsibility of every member of the LHAE community to ensure that the refrigerators and microwaves are clean.

**Business Cards**

If you need U of T business cards for networking events and conferences, please speak to the LHAE Finance & Operations Assistant. There is a charge for the service. Please request these cards far in advance as production can take up to a month.
Getting Involved at LHAE
Stay Informed and Updated

LHAE website
LHAE Facebook page
- Find out about the latest news and upcoming events. Access program information, resources, faculty profiles and course schedules.

OISE website
- Check out the webpages for the ORSS for great information on program requirements and services available to students.

Announcements
- Read notices on the bulletin boards and check your email regularly to stay current on events at OISE, course offerings, scholarships, calls for papers, upcoming conferences and employment opportunities. The main area for notices is in the LHAE Lounge.

💡 Ensure that the ORSS is informed of any address or phone number changes via ACORN/ROSI.
Welcome from the LHAE Departmental Students Association!

Welcome to OISE and to the Department of Leadership, Higher and Adult Education. We aren’t going to lie to you – obtaining a graduate degree is no easy task. We are here to work with the staff and faculty in order to help ensure that students have the support and resources needed to succeed and to create a little extra fun along the way.

At the departmental level our aim is to create direct lines of communication between the administration/faculty and students, create more spaces for the meaningful participation of students in departmental decisions that directly impact students, and create an inclusive and active student community within the department.

Who are we?

The LHAE Departmental Students Association (LHAE-DSA) is comprised of students from each of our three programs: Adult Education & Community Development, Educational Leadership & Policy, and Higher Education.

What do we do?

The LHAE-DSA is responsible for some key aspects of day-to-day student life including:

- Working with LHAE administration and faculty to address students’ needs and concerns
- Assisting with student orientation
- Providing mentorship to new students
- Organizing workshops, events and celebrations
- Providing funding for social and academic student initiatives within the department

How can you get involved?

Come to our meetings: The LHAE-DSA meets regularly throughout the year and all students are welcome to attend at any time.

Take on a leadership role: Elections are held each spring for DSA executive positions for the following year. Executive members help organize and support departmental events, represent LHAE student interests by participating in various committees, councils and associations, and work with LHAE staff and faculty to help create and maintain a supportive community environment here in our department.

Attend LHAE and LHAE-DSA sponsored events: Come out and get to know your fellow LHAE students as well as our staff and faculty at various events held throughout the year, including our annual orientation social, welcome back party, holiday party, and end of the year party.

Become a mentor to support incoming students: If you are looking for a volunteer opportunity that requires only a small amount of your time but can make a big impact, consider
becoming a student mentor. Mentors will be paired with incoming students in the same program and stream who are interested in connecting with a senior student in order to learn more about OISE, our department and graduate studies here at OISE. If you have ever had a senior student provide you with guidance that helped you navigate through your degree, then why not pay it forward and help make a new student’s graduate experience a little easier!

**Contact us**

You can reach the DSA at any time by email or in person by attending one of our regularly scheduled meetings.

**AECD student organization – Students on Seven (SOS)**

Students on Seven (SOS) is the Program Association for the Adult Education and Community Development program within LHAE. The group works to build community within the program, foster connections between students and faculty, address student concerns, and generally improve student life within the program. This is done through various events and activities carried out throughout the year. SOS is open to all students within the AECD program. To contact the group, please email us.

**Higher Education student organization – Student Affairs Society (SAS)**

The Student Affairs Society (SAS) is an OISE-based, University of Toronto recognized campus organization that programs for all U of T students (at all degree levels) who are interested in pursuing a professional and/or academic career in Canadian Student Affairs/Services and Higher Education.

Our main goals are to foster a sense of community and connectedness, provide platforms to share and discuss knowledge, research, and resources, and develop opportunities for professional and research development within the field of Canadian Higher Education and Student Affairs and Services.

SAS [website](#)  
Facebook page

**Other ways to get involved in the OISE community**

There are many opportunities for students to become involved in the OISE community. You can learn about the everyday happenings and ways to get involved by looking at the notice boards around the building, reading the regular LHAE departmental, OISE GSA and U of T GSU newsletters, which will come to your email, signing up for some of the other listservs across OISE that interest you, and by following @OISEnews on Twitter.

In addition, there are tons of informal comps groups, thesis groups, reading groups and special interest groups across OISE. If you can’t find a group that reflects your need or interest, we encourage you to start your own!
Here are some of the formal opportunities to get involved in the OISE community:

**OISE Graduate Students’ Association (GSA)**

The [Graduate Students’ Association](#) (GSA) is the official graduate student government at OISE and is affiliated with the Graduate Students’ Union of the University of Toronto. All OISE students belong to the GSA. It is an advocacy group that lobbies on behalf of students in any and all social, cultural, and political events of interest.

The GSA promotes and coordinates activities for students in various departments and decision-making bodies of OISE.

The GSA works with the DSAs across OISE as well as other student groups to distribute funding to support student activities. It hosts various events throughout the year and provides conference funding to students.

If you are interested in becoming involved with the OISE GSA, please visit our [website](#).

Location: 8-105, 252 Bloor St. West
Email us

**OISE Faculty Council**

OISE's Faculty Council sets and approves academic policies, principles and priorities. It provides general direction for teaching and research activities of OISE. Students can get involved with the Council itself or sit as a member of one of the Council’s standing committees including the Appeals Committee, the Bylaws Committee, the Nominations & Elections Committee, the Equity Committee, the Executive Committee (agenda-setting committee of Council), the Graduate Education Committee, the Initial Teacher Education Committee, and the Research Committee.

Calls for nominations for the Faculty Council are put forth each fall. For more information visit their [webpage](#).

**University of Toronto Graduate Students’ Union (GSU)**

OISE’s GSA is officially affiliated with the University of Toronto’s [Graduate Student Union](#). You are automatically a member of the GSU when you pay your incidental fees. The GSU provides a wide range of services for graduate students, including political representation at all levels of university government and assistance in cutting through bureaucratic red tape. It also manages the GSU Supplemental Health Insurance, to which full-time students have access. The GSU runs a bar, a cafe and a gym. It also publishes the GSU Survival Handbook annually.

Location: 16 Bancroft Ave.
Phone: (416) 978-2391
General Inquiry [Email](#)
Health and Dental [Email](#)
CUPE Local 3907

All students holding a graduate assistantship (GA) at OISE are represented by the Canadian Union of Public Employees (CUPE) 3907. The union assists members with problems relating to their employment at OISE by ensuring that the GA ranking process is fair. It also mediates any conflicts that arise with the employer, supports member interests and educates members about their rights and responsibilities.

CUPE notice boards are located on each floor throughout OISE. The union is only as strong as their members are active, so please consider getting involved!

Location: Room 8-104, 252 Bloor St. West
Phone: (416) 926-4728
Email

OISE International Students’ Association (ISA)

OISE’s International Students’ Association (ISA) arranges "buddies" for incoming students from abroad, holds an orientation meeting and monthly luncheon meetings for academic exchange, and looks into the specific needs of existing and potential international students. It also organizes cultural exchange activities on a regular basis, e.g., celebrations of St. Patrick’s Day, Chinese New Year, and Now-Rooz, etc. The ISA is represented on the GSA Council and other committees.

Location: 8-107, 252 Bloor St. West
Phone: (416) 926-4733
Email
## LHAEE Departmental Directory

<table>
<thead>
<tr>
<th>Chair</th>
<th>Phone #</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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<tr>
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<tr>
<td>Sawchuk Peter</td>
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<tr>
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<tr>
<th>Staff</th>
<th>First Name</th>
<th>Phone #</th>
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<th>Email</th>
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As of July 1, 2017