



School of Nursing Graduate Programs (MScN, PHCNP, PhD)

Guide for Graduate Students and Academic Advisor/Supervisors

*Due to COVID-19 pandemic, most graduate courses are offered
by distance (synchronously) for Fall 2021.*

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Direction of the Faculty of Health Sciences and the School of Nursing

Lucie Thibault
Dean, Faculty of Health Sciences
538-540 King Edward Avenue 203
613-562-5432

Jean – Daniel Jacob
Director, School of Nursing
Associate Dean, Faculty of Health Sciences
Office: RGN 3052; 613-562-5426

Administration of the School of Nursing Graduate Programs

Dawn Stacey
Assistant Director, Graduate Programs
Office: RGN 3038; 613-562-5800 ext. 8422
esi.grad.dir@uottawa.ca

Linda Fulton
Academic Administrator
Office: MNT 232; 613-562-5800 ext. 7533

Falonne Elimo
Administrative Assistant, Graduate Programs
Office: RGN 3051; 613-562-5800 ext. 8430
graduate.nur@uottawa.ca

Academic Office
Office: MNT 240; 613-562-5853
scsante@uottawa.ca

Important Contact Information

Sylvie Leclerc
Clinical Coordinator
Office: RGN 3041; 613-562-5800 ext. 8411
Sleclerc.@uottawa.ca

Kathleen Jean
Site Coordinator, PHCNP Program
Office: B-153C – 200 Lees Avenue
kjean@uottawa.ca

Ryan Cox
Student Placement Risk Manager
Room: 840 – 1 Stewart; 613-562-5800 ext. 2378
rcox2@uottawa.ca

Baha Tilouche
Administrative Assistant, NP Program
613-562-5800 ext. 7174

Victoria Cole
Reference Librarian
RGN 1020F; 613-562-5800 ext. 8515
vcole@uottawa.ca

Rossana Rebecani
Clinical Placement Coordinator, PHCNP
613-562-5800 ext. 8650
sbyer@uottawa.ca

Graduate Student Association (GSAED)
Association
601 Cumberland, 613-562-5935
gsaed@uottawa.ca

Registered Nurses' Graduate Student
Graduate-nursing@uottawa.ca

Finance Office
Office: KE 112; 613-562-5800 ext. 8432
538-540 King Edward (102), 613-562-5800 poste 8432

esi.fin@uottawa.ca

INTRODUCTION

This guide is intended for students registered in one of the Graduate Programs in the School of Nursing and academic advisors/supervisors. In this guide, we aimed at presenting some key information about graduate studies in the School of Nursing at the University of Ottawa.

This School of Nursing Graduate Programs Guide should be used in conjunction with the information on the University of Ottawa website. Some of the important links are listed in this guide. The University of Ottawa policies and regulations for graduate studies are available at <http://www.uottawa.ca/administration-and-governance/policies-and-regulations>.

Our graduate programs are administered by the School of Nursing (Assistant Director for Graduate Programs) and the Faculty of Health Sciences in collaboration with the University of Ottawa Office of Graduate and Postdoctoral Studies.

University of Ottawa Website – Important Webpages

For graduate student access to key resources: <https://www.uottawa.ca/en/students>

For professor access to key resources: <https://www.uottawa.ca/en/employees>

School of Nursing (SON) <http://health.uottawa.ca/nursing/>

Nursing Programs <http://health.uottawa.ca/programs>

Nursing Graduate Courses <http://catalogue.uottawa.ca/en/graduate/master-science-nursing/index.html#Coursestext>

Nursing Graduate Student Resources, Guidelines, & Forms
<https://health.uottawa.ca/nursing/graduate-programs/guidelines-forms>

Graduate and Postdoctoral Studies <https://www.uottawa.ca/graduate-studies/>

Graduate Student Forms <https://www.uottawa.ca/graduate-studies/students/forms>

Theses <https://www.uottawa.ca/graduate-studies/graduate-studies/students/theses>

University of Ottawa Academic Regulations <https://www.uottawa.ca/administration-and-governance/policies-and-regulations>

Important Academic Dates and Deadlines <https://www.uottawa.ca/important-academic-dates-and-deadlines/>

General Information for Students & uoZone <http://www.uottawa.ca/en/students>
Campus Maps <http://www.uottawa.ca/facilities/maps>

Shuttle Bus Schedule <http://www.uottawa.ca/parking/shuttle-bus>

GENERAL INFORMATION

Faculty of Health Sciences

The School of Nursing (SON) is located within the Faculty of Health Sciences. More information including resources and services is provided [on their website](#).

School of Nursing

Information and news about the SON at the University of Ottawa is [available online](#) and many professors tweet about their research and SON news.

Graduate Programs Committee

Matters concerning the graduate programs of the SON are addressed by the Graduate Programs Committee. The Graduate Programs Committee consists of the Assistant Director (who is the Chairperson), full-time professors, joint appointees, the Nurse Practitioner Program Site Coordinator, and students from both the Master's and PhD program.

Graduate and Postdoctoral Studies in Nursing

Overviews of all graduate programs, admission requirements, degree requirements and course descriptions are available on the [University of Ottawa's graduate program website](#). Academic regulations applicable to all levels of studies and those that are applicable to graduate studies are available on the [Administration and Governance website](#).

Graduate Student Association (GSAÉD)

All full-time and part-time students enrolled in a graduate program are members of the University of Ottawa GSAÉD. Consult [their website](#) to learn more about the Association, the elected executive members, what they are doing, and how to get involved.

Graduate Nurses' Association (GNAIID)

The GNAIID represents graduate nursing students in the Master's, Doctoral, and Primary Health Care Nurse Practitioner programs within the SON at the University of Ottawa. The GNAIID is a department association of the University of Ottawa GSAED. The purpose of the GNAIID is to pursue a supportive environment for excellence in education and to promote participation of graduate nursing students regarding decisions and activities at the University of Ottawa. As a community, the GNAIID supports diversity, inclusivity, and respect for all members.

Throughout the academic year, the GNAIID hosts a number of free social and educational events. Each semester, the GNAIID offers bursaries for students in all graduate nursing programs. The GNAIID also co-hosts events with the School of Nursing, such as the Supervisor Panel where students can learn more about working with a thesis supervisor.

Contact the GNA directly at graduate-nursing@uottawa.ca.

ACADEMIC ADVISOR/THESIS SUPERVISOR

Academic Advisor

Upon admission to the program, every student who does not have a thesis supervisor is assigned an academic advisor who acts as a resource person for the duration of the student's studies. The assignment of academic advisors is done according to the number of students that professors already have under their responsibility, research practice interests and the student's language preference. Students are assigned academic advisors based on the information provided in the graduate students' application. The number of students assigned to each professor usually varies. The SON aims to fairly distribute the graduate students among all professors.

In August, the academic advisors are assigned and each professor is sent a list of the students' names. As well, the students receive an email message notifying them of their academic advisor's name and contact information. Students are expected to contact their academic advisor (or thesis supervisor) initially to schedule an appointment during their first term (refer to [Appendix A](#) for ways to prepare for this meeting). For advisors, [Appendix B](#) is a fillable outline for information to be discussed in the first meeting.

Graduate students registered in the MScN thesis option can speak with their advisor about finding an appropriate thesis supervisor. A complete list of professors and their research interests is available on the [SON website](#).

Role of Academic Advisor

Besides acting as a resource for the student, the role of the academic advisor is to guide students academically. To fulfill this role, the academic advisor must possess a basic knowledge of the various aspects of graduate programs at the School of Nursing such as program descriptions, course information, and student program plans.

Other Resources Within Nursing

The academic advisor or supervisor is the main contact if graduate students have any questions or concerns about their studies. For concerns or questions about the program, contact the Administrative Assistant for Graduate Program at graduate.NUR@uOttawa.ca or the Assistant Director – Graduate Programs, School of Nursing at esi.grad.dir@uottawa.ca

GRADUATE COURSES

Course Descriptions

The Master's and PhD course descriptions are on the [Graduate and Postdoctoral Studies website](#).

Course Equivalencies

Course equivalencies for courses that were taken prior to admission to the program may only be approved by the Assistant Director of Graduate Programs Studies. To initiate this process, contact the Academic Office at healthsc@uottawa.ca.

Course Registration

Students register for courses online through uoZone. The registration procedure is outlined [online](#). To check the status of course registrations, refer to [uoZone](#). All courses at distance are provided in real time also called synchronously.

Registration Requirements for Clinical Courses and Clinical Placements

In order to register for a course with a clinical component (all MScN and PHCNP), students must comply with the Faculty of Health Sciences requirements. A description of the requirements and the required forms to be completed are available on the [Office of Risk Management website](#). The completed forms must be submitted to the Risk Management Nurse at NsgOttawa@uottawa.ca. These requirements are taken very seriously. If the SON does not comply with students meeting the requirements, they risk losing access to healthcare facilities.

Modification and Cancellation of Registration

Students wishing to modify and/or cancel a course must complete the [Modification/Cancellation of Registration](#). This form must be submitted under "Modification or Cancellation of Registration" on uoZone for approval. Consult the University calendar for modification and cancellation deadlines or visit the [Important Academic Dates and Deadlines webpage](#). If changes are made, students should update their course plan.

Course Schedules

The course schedules for all graduate programs are available on the University of Ottawa [Course and Exam Timetables webpage](#). Please view both tabs – Basic Search and Advanced Search.

Fast-track to PhD

MScN students have the option to Fast Track into the PhD program after they have completed their four core Master's courses with a CGPA of at least 8.0. The application deadline for this transfer is the first Monday in May.

More information on the Fast-track from Master's to PhD is [available here](#). Graduate students should discuss the advantages and disadvantages of the fast-track by reviewing the [decision aid](#) and discussing it with their thesis supervisor. Feel free to contact healthsc@uOttawa.ca with questions or concerns and/or the Assistant Director – Graduate Programs, School of Nursing at esi.grad.dir@uottawa.ca

Time Limit or Deadline for Graduate Studies

The MScN course must be completed within 4 years for both full time and part time students. The PhD in nursing program must be completed within 6 years but fast track doctoral students have 5 years. If graduate students have not completed their program by the deadline, they must submit a service request under “**Extension of the time limit**” in uoZone and have this approved. These extensions are approved under extenuating circumstances. For approved leave of absence (e.g. parental leave, medical leave), the time on leave is not counted within these time limits.

MASTERS OF SCIENCE IN NURSING PROGRAM – MScN

The goal of the program is to educate registered nurses for an advanced practice role and/or doctoral studies. Graduates of the program are prepared to assume leadership roles in improving the quality of nursing care in various health care settings. The program provides rigorous academic preparation based on theory and research to address health-related phenomena experienced by individuals, families, groups, aggregates, and communities.

Program learning outcomes are available in the self-assessment document and you are encouraged to use this self-assessment yearly to monitor the progress with your learning.

Program Options: Thesis or Clinical

Graduate students enter the MScN program by applying to the thesis or clinical stream. Then by April of the first year, full time students need to choose a stream for 2nd year (the dates are later for part-time). The choice of thesis or clinical stream revolves around several issues and we have created a [decision aid](#) to help you consider the 2 options. Then, the graduate student should discuss the decision with their academic advisor or supervisor. If necessary, graduate students can make a request in UOZone to switch between thesis option and clinical option

Program Duration and Course Sequence

A full-time student is expected to take 24 months (6 sessions) to complete the program. The program can be taken on a part-time basis over a maximum of four years. Not all courses are necessarily offered in each term. Electives can be taken at any point; therefore, it is important for graduate students to plan carefully with their academic advisor in order to meet all of the requirements within the time limit. Electives can be taken in nursing or in other graduate programs at the University of Ottawa. More information on electives is available [on the SON website](#).

It is strongly recommended that graduate students follow the [course sequence provided on our website](#). A template that can be use to document progress through the program is available for both the [MScN](#) and [PhD](#). Graduate students are encourage to bring their completed program plan to the first meeting with their academic advisor or thesis supervisor. And when discussing any changes from the recommended sequence.

Research Rounds

Graduate students are [expected to participate in research rounds](#) to expand their knowledge on research methods and to network with other graduate students and professors. The SON offers research rounds [monthly](#) and there are other research rounds presented in the School of Epidemiology and Public Health and the Clinical Epidemiology Program at the Ottawa Hospital Research Institute.

Distance Education

All core and most elective courses are offered by distance modalities to students registered in the Master's distance program. Any questions regarding access to courses should be addressed to the professor of the specific course. Also consult the [Distance Education](#) webpage for a wide variety of useful tools for distance students.

Course Delivery

*Due to COVID-19, course delivery methods (face-to-face) will be by distance only for Fall 2021 academic year. There are plans to return to campus in January 2022 but this also depends on the professors.

Distance Courses

Courses where the professor and some students are in class and the remaining students from different regions are present and connected by audio **and** video during scheduled class hours. Within the MScN program, the distance option is available for most courses (only for students enrolled in the distance program). The course materials are usually available on Virtual Campus (Brightspace).

Online Courses

Online Courses. Courses where the professor is not physically present in the classroom; the course content is usually available on Virtual Campus (Brightspace). Courses are rarely provided as online courses. However, the professor may require virtual or physical presence in class during specific times (e.g., discussion periods, exams). Consult the professor's Brightspace course page for specific directives."

Master's of Science in Nursing with Diploma in Primary Health Care for Nurse Practitioner (PHCNP)

The Master's of Science in Nursing with Diploma in Primary Health Care Nurse Practitioner is a graduate level program that prepares students to be eligible for writing the extended class license. There are a total number of 45 credits. The courses require on-campus attendance (fall 2021 has some courses available at a distance due to COVID-19) and provide a virtual link to the other sites in the consortium of universities providing this program. The program may be completed in 12 months for PHCNP diploma only, 24 months as a full-time MScN+PHCNP program or 36 months as a part-time MScN+PHCNP student. To qualify to write the examination consult [College of Nurses of Ontario website](#).

Specialization in Feminist and Gender Studies

The Master's program in nursing (thesis option) participates in the collaborative program in the Institute of Feminist and Gender studies at the master's level. This program was established for students wishing to enrich their training in nursing by including an interdisciplinary component. The specific requirements of the collaborative program include two core "FEM" courses and a thesis on a topic related to Feminist and Gender Studies. In Fall 2021, the program is being modified to reduce the number of credits such that students in the collaborative program will only need to complete 3 credits in addition to those required in the regular MScN program.

Students should normally apply for acceptance in the Feminist and Gender studies collaborative program at the same time as they apply for admission to the master's program in nursing. Consult the [Institute of Feminist and Gender Studies](#) website for more information.

MSCN PROGRAM PLAN

STUDENT'S NAME: _____ **STUDENT NUMBER:** _____

PROGRAMS – Choose a program and one option (if applicable). Ensure that the student meets <u>all</u> the program requirements in the designated time frame.					
Master of Science in Nursing <input type="radio"/>	Master of Science in Nursing/ PHCNP <input type="radio"/>	Master of Science in Nursing with a Specialization in Feminist and Gender Studies <input type="radio"/>		Master of Science in Nursing for Nurse Practitioners <input type="radio"/>	Diploma in Primary Health Care for Nurse Practitioners <input type="radio"/>
Thesis Option 15 cr core courses, 3 cr elective + Thesis <input type="radio"/>		Thesis Option 15 cr core courses,	Plus 6 cr FEM		30 cr core courses
Clinical Option 21 cr core courses, 9 cr elective <input type="radio"/>					
	FALL	WINTER		SPRING	
COURSE(S) PRIOR TO ADMISSION					
YEAR 1 20__ - 20__					
YEAR 2 20__ - 20__					
YEAR 3 20__ - 20__					
YEAR 4 20__ - 20__					

Student Signature: _____ **Date:** _____
Submit as a service request (under "research related" then "plan of study") on uoZone for approval once completed and signed.

DOCTORATE IN PHILOSOPHY – NURSING – PhD

The goal of the doctoral program in nursing is to prepare scientists capable of conducting innovative research that results in new and significant contributions to nursing knowledge. The students engage in creative thinking, critical appraisal, and synthesis of scholarly work in their field of interest using a wide range of philosophical, theoretical, and methodological perspectives.

Program Learning Outcomes are available in the self-assessment document and you are encouraged to use this self-assessment yearly to monitor the progress with your learning.

Program Duration and Course Sequence

The PhD program is full-time and students are expected to complete the program in four years. Not all courses are necessarily offered in each term; therefore, it is important for graduate students to plan carefully with their thesis supervisor in order to meet all of the requirements within the time limit. [Electives](#) can be taken in nursing or in other graduate programs at the University of Ottawa. Given you are already paying full-time fees, there should not be any extra charges for taking an elective for credit or for auditing purposes. For auditing, graduate students require permission from the professor.

It is strongly recommended that graduate students follow the course sequence provided [on our website](#). A template for documenting progress through the program is available within [this document](#). The completed program plan should be discussed with the thesis supervisor and particularly if making any changes from the recommended sequence.

Course Delivery

*Due to COVID-19, course delivery methods (face-to-face) may be by distance only for Fall 2021 and the professors will choose if classes will return to face to face on campus in January 2022.

"All courses are offered on-campus to students registered in the PhD program. After the student completes the required courses, they register for the Comprehensive Exam (NSG 9998). The comprehensive exam is typically completed in the 4th term of the program. Once the comprehensive exam is completed, students may register for the Thesis (THD9999)."

Research Rounds

Graduate students are **expected to participate in research rounds** to expand their knowledge on research methods and to network with other graduate students and professors. The School of Nursing offers research rounds monthly. There are other research rounds presented in the School of Epidemiology and Public Health and the Clinical Epidemiology Program at the Ottawa Hospital Research Institute.

PhD PROGRAM PLAN

STUDENT'S NAME: _____

STUDENT NUMBER: _____

PROGRAMS – Choose a program <u>and</u> one option (if applicable). Ensure that the student meets <u>all</u> the program requirements in the designated time frame.			
Doctorate in Nursing 15 credits of core courses, Comprehensive Exam + Thesis			
	FALL	WINTER	SPRING
COURSE(S) PRIOR TO ADMISSION			
YEAR 1 20____ - 20____			
YEAR 2 20____ - 20____			
YEAR 3 20____ - 20____			
YEAR 4 20____ - 20____			

Student signature: _____ Date: _____

Graduate Studies Office: _____ Date: _____

Submit as a service request (under "research related" then "plan of study") on uoZone for approval once completed and signed.

MScN or PhD THESIS

Preparing a Thesis

[The Guidelines thesis process](#) of the Graduate and Postdoctoral Studies webpage introduces most aspects of preparing a master's or PhD thesis including: thesis supervision, topic registration, writing, annual progress reports, submission and evaluation, oral defence, university regulations, and information about many other helpful resources. The School of Nursing provides a document online describing a [thesis by article\(s\) or monograph](#) and describes when it is necessary to submit thesis information or progress reports into UOZone.

Thesis Regulations

The University academic regulation II-7 Theses are [available online](#). Please follow these regulations.

FINANCIAL SUPPORT, AWARDS, PRIZES AND RESOURCES

Information about awards and financial support relevant to nursing graduate students can be found on the [university website](#).

Financial Aid and Awards Service

The [Financial Aid and Awards Service](#) encourages University of Ottawa students to fulfill their dream of pursuing postsecondary education. The Service accomplishes this by providing students with access to a variety of financial resources, tools and information; by rewarding academic excellence with awards; offering valuable expertise on government loans and creating job opportunities for students through the Work-Study program. On the SON website, you can find a list of awards and another document demonstrating how to submit your [application](#).

Conference and Research Travel Grants

The Office of the Vice-Provost, Graduate and Postdoctoral Studies recognizes the importance of sharing with the broader scientific community the work of graduate students and postdoctoral fellows; therefore, travel and research grants are available for students. For more information, consult [the form under Awards and Financial Support](#). There may also be funding available from the Graduate Students Association (GSAIID) and the Faculty of Health Sciences.

Teaching Assistantships (TAs) and Research Assistantships (RAs)

The SON offers teaching and research assistantships. Although priority is given to University of Ottawa admission scholarship holders, the School also awards assistantships to other students based on the availability of positions. These positions are posted under [Student Jobs](#) each semester (usually August, November/December, and March/April). Do not hesitate to contact the Administrative Assistant, Graduate Programs at graduate.nur@uottawa.ca for additional information. For full time graduate students, holding such employment must not exceed an average of 10 hours per week per semester.

Examples of Other Awards and Prizes for Graduate Students in Nursing

- Helen K Mussallem Prize (for travel)
- Yolande Maranger Sylvain Scholarship
- Doctor Maria O. Leite-Ribeiro Prize
- Alumni Nursing Scholarship Fund
- Dawn A. Smith Award
- Community Health Scholarship
- Jean Jenny Excellence Prize in Tertiary Health Care
- The McGee Trophy: Awarded annually to a student in the Doctoral program with the highest academic standing in the NSG 7100 – Theoretical and Philosophical Perspectives in Nursing course. This prize emphasizes the exceptional knowledge and utilization of innovative theoretical concepts in practice and research.
- Angéline Lefebvre memorial bursary

Please consult the University of Ottawa's [webpage Online Scholarships and Bursaries](#). This online tool gives access to a directory of the numerous scholarships and bursaries offered at the

University of Ottawa. Many of these funding opportunities are only available to graduate nursing students so we encourage them to apply!

USEFUL LOCATIONS

- School Administrative Office Room RGN 3051; 613-562-5473
- Mail Room for graduate student mail RGN 3051
- Academic Office Room MNT 240; 613-562-5853
- Health Sciences Library; Room RGN 1020
- Information Services; 613-562-5800 ext 8294
- Circulation Desk 613-562-5407; fax 613-562-5401
- Interlibrary Loans 613-562-5210
- Computer Laboratory Room RGN 2015
- Staff and Graduate Student Lounge Room RGN 3004
- Graduate Student Work Stations Room RGN 3036
- Request with the Administrative Assistant Room RGN 3036B; Room RGN 3046; Room RGN 3046B
- [Campus maps](#)

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: What services are available to promote student success?

A: The University of Ottawa offers services in: a) Student Mentoring b) academic writing help c) Academic Accommodations d) personal counselling. For more information, [view their website](#).

Q: What is uoZone?

A: [UoZone](#) is the student portal for uOttawa's main online tools, including:

- Course enrolment
- Student Centre
- Finances (e-bill, statement of account, tax information)
- Personal course schedule
- Admission application tracking

Q: How often do graduate students need to complete and submit a progress report?

A: Graduate students registered in a thesis stream need to complete a progress report yearly. This report is due by the end of April. The approval process often takes 1 to 2 weeks for approval of the supervisor, assistant director from the School of Nursing, and the vice-dean academic in the Faculty. We encourage graduate students to submit their progress report anytime between March and the middle of April to avoid any negative consequences.

Negative Consequences:

- Please note that if the progress report is not submitted and approved at all the levels, access to register for the next term will be blocked until the progress report is approved.
- Any scholarship may be suspended or cancelled.
- Not registering on time could have a major financial impact and may eventually lead to the academic file being closed. The academic file is automatically closed if you do not register for 2 consecutive terms, unless you have an approved leave of absence.
- Another reason access to registering for the next term will be blocked is if graduate students have run out of time. MScN thesis students have 4 years and PhD students have 6 years. When graduate students have run out of time, they need to request an extension and explain the extenuating circumstances justifying the need for an extension.

Q: If I am enrolled in full-time graduate studies, how many hours per week can I work as a TARA and work elsewhere?

A: According to the University of Ottawa, full-time graduate students can only work to a maximum of 10 hours per week. If they are working >10 hours per week, they need to have it approved by completing the following form: https://www.uottawa.ca/graduate-studies/sites/www.uottawa.ca.graduate-studies/files/10h_e.pdf

The procedures to follow for this request can be found at the following link: <https://www.uottawa.ca/graduate-studies/students/forms/request-exception>

Q: What is the Virtual Campus (e.g. Brightspace)?

A: The Virtual Campus is the online spaces for graduate courses. The current program used for the virtual campus is [Brightspace](#). Most courses will have a page on the Virtual Campus, where professors may post readings, lecture slides, or other useful information. Depending on what the professor has set up, graduate students may also be able to find their grades, submit assignments, and participate in forum discussions with classmates.

Q: How do I get my uOttawa card?

A: Students can order their uOttawa cards through the [online order form](#). You can pick up your card in person at Info-Service or Card Service without an appointment.

Additional information about the uOttawa cards can be found at the following link:
<https://www.uottawa.ca/uottawacard/get-a-card>.

Q: What are inter-university library cards?

A: Inter-university library cards allow graduate students to borrow library resources from participating libraries. In order to obtain a card, you can go to any University of Ottawa library site – it is a quick and easy process. Simply present your student identification, and then graduate students will receive an inter-university library card as well as a SmartLibrary Card (allows borrowing from the college libraries as well as Ottawa Public Libraries). Faculty may access these cards as well. For more information please see:

SmartLibrary Card: <https://smartlib-bibliogen.ca>

Canadian University Reciprocal Borrowing Agreement: <http://www.curba.ca>

Q: Is there financial support for publishing in online journals?

A: Financial support for open access publishing:
<https://scholarlycommunication.uottawa.ca/uottawa-initiatives/financial-support>. But there are many predatory journals that also ask for financial payments. Speak to your advisor, supervisor or course professors about tips for choosing a good journal.

Q: What modules do RA/TAs have to complete?

A: All TAs and RAs must complete the following workplace safety and preparedness modules prior to the end of the contract date. The following are examples:

- [Worker Health and Safety Awareness](#)
- [Supervisor Health and Safety Awareness](#)
- [Violence Prevention](#)
- [Respect in the Workplace](#)
- [Accessibility Standards for Customer Service](#)
- [Working Together: The Code and the AODA](#)

Students who successfully complete these modules received around \$200 compensation. Thus, the hours do not count towards the RA/TA position hours.

Q: Are there any resources for international students?

A: The UO-ISA is an association run by students for international students with the aim to promote the well-being of international students and increase intercultural exchanges on uOttawa campus. More information about this association can be found at the following link: <https://www.cvu.ca/en/clubs-list-eng/university-of-ottawa-international-students-association-uo-isa>

For resources for international students, please visit the following:

<https://www.uottawa.ca/graduate-studies/international/study-uottawa/resources-international-students>

Q: How can I arrange to have workspace in the School of Nursing?

Please note: these workstations are temporarily unavailable due to the COVID-19 pandemic; they will be available after the University reopens and resumes regular services.

A: Typically, we assign students workstations for the year. To request a workstation, please contact the Administrative clerk at sec.ESI.NUR@uottawa.ca and let him/her know how many days per week the workspace will be used. Some space is assigned to students who are using it regularly and we have 'hotel' space for students needing it less often/intermittently.

Q: How can I further develop my skills for teaching at the University?

A: The TLSS-Teaching and Learning Support Service at the University of Ottawa has a Certificate in University Teaching for students registered in a graduate program or as a postdoctoral fellow. <https://tlss.uottawa.ca/site/en/attestation-en-pedagogie-universitaire>

APPENDIX A

Student Check List

Contacting a Supervisor or Academic Advisor

When emailing a potential Supervisor (MScN thesis and PhD students):

- Refer to the School of Nursing's list of Professors to see who may be eligible to supervise graduate students
- Look through their biographies and recent publications to see if their areas of research align with your research interests
- When emailing a Professor, be sure to include the following:
 - What program you are in (e.g., MScN thesis stream, or completed etc.)
 - Your updated CV
 - How your interests align with their research
 - Request a time to meet

When emailing your Academic Advisor (if you do not have a supervisor):

- Once they have been assigned, email them to schedule an appointment
- Be sure to include your name, program, current occupation, and any other pertinent information
- Include an updated CV

Preparing for your first meeting with your Academic Advisor or Supervisor:

- Share the following documents:
 - A current CV
 - The Narrative Report that was submitted with your admission package (as per the law on confidentiality, this document in your student file is not accessible to the advisors or supervisors)
 - A copy of your completed personalized [program plan](#)

Students are responsible for keeping their program plan up to date and planning subsequent meetings with their academic advisor. The student and the academic advisor should discuss the frequency of meetings as well as topics to be covered at each meeting. Most graduate students meet with their advisor during each term and as needed.

APPENDIX B
Interview Guide for the Academic Advisor

Student name: _____

Cell: _____ Work : _____

E-mail : _____

Status:

Option:

Part-time

Thesis

Full-time

Clinical

Scholarship: No

Yes Specify: _____

Topic of interest: _____

Employment in Nursing:

Agency: _____

Working hours/Week: _____

Date of the first meeting: _____

In person By phone

Discussion topics: