

The University of British Columbia



**DEPARTMENT OF EDUCATIONAL STUDIES
NEW STUDENT HANDBOOK
(Updated September 6, 2006)**



Welcome to the Department of Educational Studies (EDST). This document provides useful information for those who have been admitted to one of our graduate programs. UBC is a large and dynamic place with many programs, services and opportunities for growth. The information below is intended to help you make a smooth transition into your program. Some of this information will be important to act on as soon as possible while other information will be more relevant closer to the beginning of classes.

Accepting Our Offer of Admission

In most cases, students admitted to graduate programs at UBC receive a letter from the department and an e-mail and letter from the Faculty of Graduate Studies (FoGS). The letter from Graduate Studies is your official offer of admission. It is very helpful to know as soon as possible whether you will be accepting the offer of admission, so please send us an e-mail (addressed to grad.edst@ubc.ca), letter or fax (604-822-4244) once you make your decision. If you decide to not accept our offer, this may open a space in the program for another applicant, so please let us know as soon as you can. If you find that you cannot begin the program when you expected, please contact the Graduate Secretary or Graduate Advisor to discuss deferring your admission or reapplying for a later start date.

Contacting Your Pro Tem Advisor

In the admission letter you received from the department you will find the name and contact information of your pro tem (temporary) advisor. This person is responsible for answering questions you have about the department and your program, for advice about applying for scholarships or fellowships, for completing a program of study worksheet with you, and for providing guidance in the early stages of your program. *It is important to contact your pro tem advisor as soon as possible after being admitted, but certainly before you register for courses.* Once courses are opened for registration, many fill up quickly, so to avoid disappointment, meet with your advisor and make sure you understand the requirements of your program.

Preparing to Meet with Your Pro Tem Advisor

Before meeting with your pro tem advisor, there are several things you should do to prepare. First, read the “Sequence of Events” document for your degree program on the “Policies and Forms” section of our departmental Web site (www.edst.educ.ubc.ca). This document lists the important events in your degree program from acceptance through to graduation. The timeline for your degree gives you a good idea of the “normal” sequence in which these events occur and highlights policies and procedures you should know about. Second, download and read the “Program of Studies Worksheet” for your degree program and specialization (also from the “Policies and Forms” sections of the Web site). This worksheet contains information about required courses and provides space to indicate what elective courses you intend to take. If you don’t find the worksheet for your specific program on the Web site, please contact the Graduate Secretary. Third, visit the “Courses” section of the department’s Web site for the session you intend to begin your program. Review the course offerings for that session and list the required courses that are scheduled and any elective courses that are attractive to you. You can also visit the Web sites of other departments to see what courses they are offering that might be of interest. Research methods courses are offered by several departments in the Faculty of Education. To see a consolidated listing of all research methods courses, visit the Web site of the Office of Graduate Programs and Research (OGPR) at www.educ.ubc.ca/ogpr.

When you meet with your pro tem advisor, he or she will complete the Program of Studies Worksheet with you. It is not necessary to identify all courses in your program before you begin, but completing this form is an important first step in getting started with your studies. You can complete the top half of the form before meeting with your advisor. A copy of the signed worksheet should be provided to you by your advisor and the original will be placed in your file.

Registering for Courses

You can register for courses online through the Student Service Centre (www.students.ubc.ca/ssc). Incoming students receive a date on which they can begin the registration process. In order to access the Student Service Centre, you will need to set up your Campus-Wide Login (CWL). This provides you with an ID and password that you can use to access the SSC along with other secure electronic services on campus including the Web-based e-mail system “my.ubc.ca.” To create a CWL account, visit www.cwl.ubc.ca. We encourage

students to register in courses as soon as possible for two important reasons. First, by registering as soon as you can, you get the best selection of courses. Some courses do fill up quickly so registering early gives you greater choice. Second, courses with low enrolments may be cancelled, so registering early will decrease the chances of this happening.

If a course you wish to take is “full” when you attempt to register, it is a good idea to check back periodically to see if the course has “new” spaces. Some students add and drop courses as they make final decisions about what to take and these decisions can open up space for additional students. If you absolutely need a course (it may be a required course in your program) and it is full, contact the instructor, explain your circumstances, and ask if you can show up at the first class session to see if space is available. It is also the case that students add and drop courses during the first week of classes, so check occasionally during the first week to see if space has opened up in the course you want.

Obtaining your Student Library Card

At UBC, your UBCCard is your library card, your student ID card and your voting identification for student elections. Students who are registered on the Student Service Centre (SSC) and require a UBCCard with photo should apply in person at the UBC Bookstore. Students should know their student number and must bring one piece of photo ID, such as a passport or driver’s licence. Please visit www.ubccard.ubc.ca for open hours and more information.

Paying Tuition and Fees

Tuition and fees are due three times a year...typically in the first week of September, January and May. The amount of tuition and fees you owe will appear in your account on the Student Service Centre Web site. Students are expected to register and pay fees continuously from the time of initial enrolment until they complete program requirements.

Please note, too, that you can opt out of the Alma Mater Society (AMS) Medical/Dental plan if you can provide evidence of other coverage. There are deadlines for opting out of this program, so if you intend to opt out, call the Health and Dental Plan Information Line at 1-877-795-4421 to learn about the process and the deadline. You can also opt out of some other fees by making a special application. Details about opting out can be found in the “Fees” section of the *University Calendar* (www.students.ubc.ca/calendar).

Students in both PhD and EdD programs are regarded as full-time, but master’s students who are Canadian citizens or permanent residents have a choice of paying fees on a full-time (Schedule A) or part-time (Schedule B) basis. See the “Fees” section of the *University Calendar* for details on the differences between these two payment schedules. All beginning students are assumed by the university to be full time, so if you plan to be a part-time student paying on Schedule B, you must complete a form available on the Faculty of Graduate Studies website and submit it to the EDST Graduate Secretary **before you begin your program**. This form can be downloaded from the FoGS website (www.grad.ubc.ca) by clicking on “Students” then “Student Forms.” The form you need is the “Application for Part-time Payment Schedule B.” Read the application carefully because paying on Schedule B means you will **not** be eligible for certain forms of financial support. Please note that you cannot change your payment schedule once you begin your program, that is, you cannot switch to full time payment if you have signed the “Application for Part-time Schedule B” form at the beginning of your program and conversely, you cannot switch from Schedule A or full time payment of fees to paying part time fees, once your program has begun.

Fees for 2006-2007:

Master's programs: Canadian: \$3861.92 per year full time tuition +\$776.11 student fees = \$4638.03 total (student fees include u-pass for the year, graduate society fees, athletic, medical services plan (for domestic students)).
International Master's students: \$7200 per year tuition plus \$776.11 student fees = \$7976.11 per year.

PhD students: \$3861.90 per year plus student fees \$776.11. Currently all full time PhD students receive a tuition waiver.

EdD in Educational Leadership: \$26,502.66 over 3 years.

For more information about fees see:

<http://www.students.ubc.ca/calendar/index.cfm?tree=14,0,0,0>

Subscribing to EDST Listservs

We encourage all students to subscribe to departmental listservs that are used to distribute important information. As soon as you are accepted into the department, you can subscribe to our general distribution list “edst-net.” This list is used to distribute information of general interest to faculty, staff and students in the department. To subscribe, send an e-mail message with a blank subject line to:

majordomo@interchange.ubc.ca. In the body of the message, type the following text only:

subscribe edst-net

You should then receive an automated reply confirming your subscription and providing information on how to unsubscribe to the list.

You can also subscribe to “edst-students” in the same way. This list is for students only and provides a forum for students to discuss issues of concern and post announcements that may be of interest only to students.

There are also other specialized listservs (like ADHE-net and EADM-net) you may wish to join once you begin taking courses.

Please remember that any listserv you can subscribe to, you can also “unsubscribe” to, but in doing so you will likely miss some important information. If you find yourself on a list that is not as relevant as you hoped, you can simply send another message to majordomo@interchange.ubc.ca with the following text in the body:

unsubscribe [name of listserv]

If you wish to unsubscribe to edst-students, for example, the message should be:

unsubscribe edst-students

Important messages sent to students such as information about funding opportunities or deadlines will also be posted on a specific page called ‘Information’ on the department’s website: www.edst.educ.ubc.ca/info.

Updating Your Contact Information

Please remember to send any change of contact information to the Student Information System (SIS) and to the Department so we can maintain an accurate data base on our students. Send you change of contact information to our student records clerk at edst.records@interchange.ubc.ca

Taking a Leave from Graduate School

If you find that for health, work or other reasons, you must put a hold on your studies for a time, please speak with your advisor about requesting a leave of absence from your program. Students are generally permitted a total of 12 months of leave during their graduate programs, not including parental leave to care for an infant. You can request a leave for 4, 8 or 12 month periods. It is best to

Snail Mail

Each student in the department is given a mail folder in the mail room in Ponderosa G for the more traditional forms of transmittals, e.g. those on paper. The mail room also holds pigeon holes for professors making this a good place to meet people after the mail arrives.

Photocopiers

Students are charged for copying – be sure to arrange for a student access code; check with Jeannie Young, the Facilities Secretary for a code. For voluminous copies, try SUB Copyshop or off-campus services (it might be cheaper!).

Attending New Student Orientations

Each September EDST holds an all-day orientation for new students to the department and a ‘refresher’ orientation in January. All newly admitted students will be notified of the date, time and location of the orientations. The orientation presents an overview of the department, introduces people in various administrative and academic roles, provides an opportunity to meet other students in your program, and to get answers to your questions. In addition to the department orientation, the Faculty of Graduate Studies and other units also schedule sessions for new students. We will do our best to notify all new students about these opportunities to learn more about UBC and the services available to you. This year the department’s new student orientation will be held on Saturday, September 9, 2006. All incoming students will be sent e-mail notifications of the schedule for this orientation, so please be sure that we have a current e-mail address for you.

Applying for Scholarships/Fellowships

Many incoming students are interested in applying for a scholarship or fellowship to support their studies. The most substantial support is provided through two programs. The Social Science and Humanities Research Council of Canada (SSHRC) administers several scholarships/fellowships for masters and doctoral students. Eligible master’s students can apply for a Canada Graduate Scholarship (CGS) that is currently worth \$17,500 per year. Eligible doctoral students can apply for either a Canada Graduate Scholarship (CGS), currently worth \$35,000 per year, or a SSHRC Doctoral Fellowship that is worth \$20,000 per year. The University Graduate Fellowship (UGF) Program is administered by UBC and is open to both master’s and doctoral students. A full UGF is currently worth \$16,000 per year but partial UGFs are also awarded. Eligible master’s and doctoral students apply for both a SSHRC Fellowship and UGF on the same application.

The departmental deadline for receiving SSHRC/UGF applications is September 25th, so students new to UBC in September face a serious time crunch to prepare a competitive application, arrange for letters of reference and to have supporting materials such as original transcripts in by the deadline. Canada Graduate Scholarships and SSHRC Fellowships are open to Canadian Citizens and Permanent Residents while UGFs are open to all full time students. The competition for these awards is keen so only very strong applications are forwarded by the department to the university adjudication committee. For CGS and SSHRC programs, only the strongest applications are forwarded by the university adjudication committee to Ottawa for consideration.

If you are interested in applying for a CGS, SSHRC or UGF, we urge you to check out the following Web sites for information on eligibility, criteria for assessing applications and the process. You should also speak to your advisor early about applying and seek her or his advice about your application. There will also be information sessions offered for applicants by the Department, the Faculty and possibly by the Faculty of Graduate Studies so watch the listservs for announcements and deadlines.

SSHRC/CGS information: www.sshrc.ca

UGF information: www.grad.ubc.ca (follow the links to “merit-based graduate awards”)

Applying for Teaching, Research and Academic Assistantships

Each year there are a limited number of assistantships available in the department. All teaching assistantships are posted to the department's Web site and distributed on one or more of the listservs described above. Most teaching assistantships for the winter session that begins in September are filled during the prior spring and summer, but occasionally a teaching assistantship will be posted and filled on short notice during the winter session. Most teaching assistantships are awarded to "experienced" students in the second or later year of their program. Research assistantships can become available throughout the year and may or may not be posted. The best way to learn about research assistantships is to talk with faculty members who have projects you may be interested in working on. Make your interest in serving as a research assistant known to these faculty and ask them to notify you if an assistantship becomes available. A few academic assistantships are also available each year and are posted on the EDST Web site and via EDST-net. These are usually posted and filled in the spring and summer.

Travel Grants

There are two sources of funds to support the travel costs of students who are the first authors of an accepted paper for presentation at a conference; each award can be accessed once per student's programme. The Faculty of Graduate Studies travel grant provides for up to \$400 per award. In the Faculty of Education, the Office of Graduate Programmes and Research (OGPR) offers a similar grant for a value of \$750. For more information on FOGS awards go to: www.grad.ubc.ca/awards and for OGPR awards, visit them in Scarfe 2601, or at their website: <http://educ.ubc.cca/ogpr> There are also, on occasion, other forms of travel and conference grants available through the Faculty of Graduate Studies. Keep in touch with them at www.Grad.ubc.ca and through notices posted to EDST-Net.

Information about Housing and Transportation

The Web site for UBC Housing and Conferences (www.housing.ubc.ca) provides information about on-campus housing options and application procedures, as well as information about child care programs operated by UBC. The AMS operates Rentsline (www.ams.ubc.ca/services/rentsline), a Web site with off-campus rental listings.

All students attending classes on campus have a monthly charge included in their fees to pay for a pass, called the U-Pass. It is valid from September through April on all public transit routes in the Lower Mainland. You can find details about how to get your pass and its other benefits on the TREK Web site (www.trek.ubc.ca). Information on getting to the UBC campus from the airport, or by car, bus or train, and the shuttle service between campus residences and the closest grocery store is also available on the TREK Web site. You can also view a detailed campus map at www.maps.ubc.ca or download a campus map with our departmental location highlighted at www.educ.ubc.ca and follow the links to "Contact Us."

Special Resources for International Students

If you are an international student, you will find a great deal of useful information at the Student Services Web site (www.international.ubc.ca). From this site you can download a "Pre-Arrival Guide," the detailed "International Student Handbook," the "The Grad Guide," and follow links to additional on-campus resources. This site also has information on the International Student Orientation (highly recommended for all incoming international students) and the services, programs and events at International House. International Student Advisors there can provide information about visas, immigration and employment, medical insurance, and your cultural transition to Canada and UBC.

In addition, the Faculty of Education has an International Office that offers an orientation for new international students each year. Included in this orientation is information on the organization of the Faculty of Education, departments and other units within the Faculty, resources to help students better understand public schooling in Canada, and information on "cultural adjustment" processes when students live and study in a new country. For students in our department, we have also prepared a list of tips for success for international students which you can review and download from: <http://www.edst.educ.ubc.ca/tips.htm>

Who Does What?

It may be useful to know who holds different administrative and support roles in the department.

Administrative Posts:

Acting Head	Dr. Graham Smith, graham.smith@ubc.ca , 604-822-5359; oversees all administrative matters for the department
Deputy Head	Dr. Daniel Vokey, Daniel.vokey@ubc.ca , 604-822-2085; responsible for student Hiring and appointments, course scheduling
Graduate Advisor	Dr. Shauna Butterwick; shauna.butterwick@ubc.ca , 604-822-3897; working collaboratively with program chairs and EDST colleagues, responsible for admissions and graduation, request for student leaves and extensions, policy and curriculum development.

Peer Advisor

The peer advisor is a graduate student hired to assist other students as they navigate the seas of graduate school. She/he maintains regular office hours to meet with students to discuss any concerns they may have about their programs. She/he also keeps up to date information on university resources available for students including those specifically designed to support international students. She/he can help new students link up with a buddy, if requested. She/he can also help new students establish e-mail accounts and subscribe to EDST-Net and EDST-Students. She/he also posts information relevant to graduate students on EDST-Net and EDST-Students and assists in organizing departmental orientation sessions and workshops. All meetings between peer advisor and students are confidential.

Erin Graham is the 2006-07 Peer Advisor. Contact her at voices@interchange.ubc.ca or 604-822-6103

Programme Coordinators:

Each programme area has a designated coordinator who can answer programme-specific questions. The 2006-2007 coordinators are:

Adult Education and Higher Education	Dr. Pierre Walter, pierre.walter@ubc.ca , 604-822-9231
Educational Administration and Leadership	Dr. David Coulter, david.coulter@ubc.ca , 604-822-6196
Society Culture and Politics in Education	Dr. Mona Gleason, mona.gleason@ubc.ca , 604-822-4762
Director of Ts'Kel	Dr. Michael Marker, Michael.marker@ubc.ca , 604-822-6627
Co-Chairs, Phd D Management Committee	Dr. Don Fisher, Donald.fisher@ubc.ca , 604-822-5295 Dr. Jo-Anne Dillabough, jdillabo@interchange.ubc.ca , 604-822-4504
Chair, EDD Management Committee	Dr. Tom Sork, tom.sork@ubc.ca , 604-822-5702

Again, welcome to the department. If you have other questions about getting started in your program, please contact your pro tem advisor or the EDST Graduate Secretary.

Support Staff:

EDST is blessed with a high caliber of hard-working support staff who keep the place rolling and things running smoothly. Be sure to say hello and get to know them – they are wonderful people and valuable allies! From a student's perspective, here is who you may wish to contact:

Administrative Manager	Mabel Yee, mabel.yee@ubc.ca , 604-822-6538 Is the person to see for things like office space, financial matters and student work contracts.
Graduate Secretary	Christine Adams, grad.edst@ubc.ca , 604-822-56647 handles admissions, inquiries, leave/extension requests, and all the other matters related to graduate students.
Facilities Secretary	Jeannie Young, jeannie.young@ubc.ca , 604-822-5881, oversees supplies & equipment, student mail, responsible for photocopier codes and

Liaison Secretary	Roweena Bacchus, roweena.bacchus@ubc.ca , 604-822-5374, has her office in the reception area and is the person you see if you don't know who to see and if you need to fill in key forms, make room bookings; she is secretary to the Educational Administration programme and to Society, Culture and Politics in Education programme.
Faculty Secretary	Sharon Hu, Sharon.hu@ubc.ca , 604-822-6349, is responsible for the department's website, among other things!
Student Records Clerk	Isla Smith, edst.records@interchange.ubc.ca , 604-822-5759, is responsible for filing student information, maintaining student data base, sending out annual progress report forms, updating departmental listserves
Head's Secretary	Gail Gudmundson, gail.gudmundson@ubc.ca 604-822-8994, is secretary to the head and the person to see if you can't find the department head!

Office Space

Student office space is available but, regrettable, scarce. Because of this, space is assigned according to need, following the priority list below:

1. Graduate students with teaching assignments
2. Graduate student research assistants on faculty grants
3. Graduate student representatives and peer academic advisors
4. senior PhD or MA students, admitted to candidacy
5. All other full-time graduate students
6. Part-time students

Keys

Students who need them may be Ponderosa keys for access after hours (most buildings are locked by 6:30 or 7:00 pm and on weekends). See Roweena Bacchus about the forms you need to fill in to obtain building keys which are picked up, once the proper forms have been filled in, at Parking and Security Services office at the General Services Administrative Building (GSAB), 2075 Wesbrook Mall. This is a very crowded office at the beginning of each term so bring a big book, or wait a few weeks before going to get keys.

Computers

EDST has its own student computer lab in Ponderosa H. Here you will find a selection of both Windows and Mac PCs with a wide variety of software loaded on each. A Graduate Assistant is appointed each term to take care of the lab and answer any questions you might have about the use of the software. In the EDST lab you can access your e-mail, 'surf the Web' for those citations you just need to have, and access the UBC library to find out if those books the prof mentioned last class are available. Printing at costs is also available.

The Faculty of Education maintains several large Windows and Mac labs in the basement of the Scarfe Building for the use of all the students in the faculty. Hours are posted on the doors, since classes sometimes occupy the rooms. Printing allotments can be purchased from the Education Computing Services during office hours. The labs are open 24 hours a day but printing closes down in the evening and outside doors to Scarfe are locked at night. If you think you'll want to work all night, get a key for the Scarfe building—see the info above re keys.

Graduation

OK, now you are almost done; courses finished and all marks submitted; graduating papers completed and signed, defenses completed (MA & doctoral students) and final theses (MA and Doctorate) sent to FOGS and a receipt obtained. To graduate, these steps **must** be completed:

1. Send an email to the Graduate Secretary (grad.edst@ubc.ca) indicating that you plan to graduate and by what date, she will prepare a checklist (for masters students only) to be sent to FOGS; make sure all of your grades have been submitted and are on your transcript. Tell her the title of your theses or major paper so we can add that to our checklist.
2. Fill in and submit the Application to Graduate form available online through the Student Services System (by the deadline).
3. Submit a loose copy of your graduating paper or masters or doctoral thesis to the EDST Graduate Secretary for binding. Pay the binding fee.

Helpful Web sites

AMS Rentsline	www.amsrentsline.com
Educational Studies	www.edst.educ.ubc.ca
Faculty of Education	www.educ.ubc.ca
Faculty of Graduate Studies	www.grad.ubc.ca
Graduate Student Society	www.gss.ubc.ca
Housing and Conferences	www.housing.ubc.ca
Office of Research Services	www.ors.ubc.ca
Student Services	www.students.ubc.ca
International Students	www.students.ubc.ca/international
International House	www.students.ubc.ca/international/ihouse.cfm
Student Service Centre	www.students.ubc.ca/ssc (to register, check fees payable, etc.)
Teaching and Academic Growth	www.tag.ubc.ca (for TAs and Instructors)

Glossary of Commonly Used Acronyms and Terms

AMS	Alma Mater Society
EDST	Department of Educational Studies
FoGS	Faculty of Graduate Studies
GAA	Graduate Academic Assistant
GSS	Graduate Student Society
OGPR	Office of Graduate Programs and Research, Faculty of Education
Pro tem advisor	Temporary advisor
RA	Research Assistant
SSC	Student Services Centre
SSHRC	Social Science and Humanities Council of Canada
CGS	Canada Graduate Scholarship
TA	Teaching Assistant
TAG	Teaching and Academic Growth (The UBC Instructional Improvement Centre)
TREK	Department providing transportation services and information
UGF	University Graduate Fellowship

Contact Information:

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