

# **DEPARTMENT OF PHYSICAL THERAPY FACULTY OF MEDICINE Student Handbook 2020- 2021**

## **A Guide for MScPT Students**



Physical Therapy  
UNIVERSITY OF TORONTO





# Physical Therapy UNIVERSITY OF TORONTO

*Ontario's response to the COVID-19 pandemic continues to evolve. Changes will likely occur as the province and its municipalities adjust to new data about the virus. In these circumstances, please be advised that the manner of delivery of courses, co-curricular opportunities, programs, and services is subject to change, in accordance with university policies. The University thanks its students, faculty, and staff for their flexibility during these challenging times as we work together to maintain the standards of excellence that are the hallmark of the University.*

This Handbook outlines the policies and regulations within the Department of Physical Therapy, Faculty of Medicine. Regulations and policies are subject to change.

The Student Handbook will be updated throughout the year to reflect changes in Department of Physical Therapy and University of Toronto procedures. References to specific Units and courses denote the current curriculum, unless noted otherwise.

Additionally, information on housing, finances, awards, and many other student services can be found within this Handbook.

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November 2020

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## **Welcome from the Chair and Program Director**

Welcome to the Department of Physical Therapy and to the home of Rehabilitation Sciences Sector at 500 University Avenue. Faculty and staff are looking forward to seeing returning students and meeting the incoming Class of 2022.

This Handbook has been designed to provide essential information for both new and continuing PT students and faculty. We encourage you to read it in its entirety and refer to it frequently. The Handbook is designed to inform you about the rules and regulations that guide your time in the Department and provide you with helpful information to ensure your studies are productive.

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## **An Update from the Chair and Program Director**

We look forward to welcoming you to exciting academic and co-curricular learning opportunities. As part of our preparations for welcoming you, we are very carefully considering the implications of the current COVID-19 worldwide pandemic on the learning environment in the fall term. We understand this is a stressful time for everyone – a time of many questions, challenges and uncertainties – and you may be wondering what the year will look like for you as a student.

Ontario's response to the COVID-19 pandemic continues to evolve. Changes will likely occur as the province and its municipalities adjust to new data about the virus. In these circumstances, please be advised that changes to your program, including the manner of delivery of courses, services and possible limits on co-curricular and clinical opportunities, may become necessary. We thank you in advance for your flexibility during these challenging times as we work together to maintain the standards of excellence that are the hallmark of the Master of Science in Physical Therapy program.

Your health and the health of the community remain our priorities during this pandemic and throughout the gradual lifting of current restrictions. Although we would very much like to return to in-person educational settings in September, if our public health officials recommend against this, we will deliver educational content remotely. Your clinical skills development labs and anatomy will be face-to-face learning. Fortunately, as a world-class university, we have high-quality resources available to instructors and students to teach and learn effectively in remote environments.

Academic Orientation sessions will continue to be delivered as planned. Student-led social orientation events are being planned with safety and inclusivity as the top priorities. For some students, access to placements, internships and other experiential learning opportunities may continue to be restricted in the fall term. If this occurs, your graduate coordinator will be able to provide you with an alternative plan of study, such as postponing these endeavours until a later date or meeting the learning outcomes of these experiences in alternative ways. If your placement, internship, or fieldwork is required for accreditation purposes, your graduate unit will develop an alternative plan for you to meet these requirements.

We are working closely with public health authorities to determine when and how to facilitate a safe return to classrooms and research spaces this fall. Although on-campus activities may be modified, we want to assure you that your University of Toronto experience will begin this September. Some classes may be delivered partially through remote instruction, however no matter what approach is taken, be assured that our world-class faculty will continue to work with students, offering the high quality of teaching and mentorship that the University of Toronto is known for. There will also be many valuable opportunities for you to interact and collaborate with your peers and to engage in important co-curricular activities to round out an exceptional student experience. You may wish to review the [Recommended](#)

[Technology Requirements for Remote/Online Learning](https://www.viceprovoststudents.utoronto.ca/covid-19/tech-requirements-online-learning/), posted by the Office of the Vice-Provost, Students at <https://www.viceprovoststudents.utoronto.ca/covid-19/tech-requirements-online-learning/>. This page details the minimum technical requirements, recommended accessories, internet connectivity information, and provides answers to frequently asked questions. The School of Graduate Studies has posted a [FAQ page](#) that you may find helpful at <https://www.sgs.utoronto.ca/covid19/>.

Although there is uncertainty today about the extent of disruption we will all face before normal activities can resume, we assure you that we are committed and well-equipped to provide you with an exceptional graduate student experience.

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## Welcome from the Graduate Coordinator

It is with great pleasure that I welcome you as a graduate student to the Department of Physical Therapy at the University of Toronto. I hope that your time in this program is one of the most rewarding experiences of your educational career. You were admitted to the Department of Physical Therapy because you have a strong desire to learn, have worked hard to excel, have made a commitment to contribute and have excellent people skills. We have every confidence that you will be successful in the program and become future leaders in the physical therapy profession.

As your Graduate Coordinator, I, along with Sarah McMahon, Student Liaison Officer, will advise you about the many services and programs that are available to you while studying at the University of Toronto. These services and programs include funding in the form of bursaries and scholarships, and academic and personal counseling related to issues that affect your ability to perform in the program as well as your overall health and well-being. Please feel free to drop by my office anytime to discuss matters regarding the academic program, personal issues, financial concerns or any issues affecting your progress in the program. My door is also open for all students looking for an ear to listen.

Faculty, staff, clinicians and students have great pride in our curriculum, which is constantly growing and evolving as the evidence guides us. Our renewed curriculum will even better prepare you for your journey of becoming a physiotherapist in our constantly changing healthcare system. You will continue to be part of this dynamic process now as you enter the program and the physical therapy profession.

This program will help you to become a physical therapist supremely equipped to practice in your chosen profession. You and your classmates will be encouraged to strive for excellence and guided toward a future that matters to you and to your future patients. I encourage you to participate in extracurricular activities as well as academic pursuits to ensure you have a balanced, enjoyable and healthy two years.

I look forward to meeting and getting to know each one of you as you progress through the program. Please remember I am here to help you, my door is always open.

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## **IMPORTANT NOTICES**

### **Regulations and Policies**

The University has several policies that are approved by its Governing Council which apply to all students. Each student must become familiar with these policies. The University will assume that each student has done so. Some of these policies are enclosed in this Handbook and the remaining policies are [published by Governing Council](#). The rules and regulations of the Department of Physical Therapy are contained in this Handbook. Regulations and policies are subject to change.

### **Turnitin.com**

Normally, students will be required to submit their course essays to [Turnitin.com](#) for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service can be reviewed [online](#).

### **Course Changes**

In applying to the Department of Physical Therapy, University of Toronto, the student assumes certain responsibilities to the Department and the University and, once admitted and registered, shall be subject to all rules, regulations, and policies cited in this Handbook, and as amended from time to time.

For each program of study offered by the Department, the courses necessary to complete the minimum requirements of the program will be made available annually. The Department reserves the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, prerequisites and co-requisites, grading policies, requirements for promotion, and timetables without prior notice.

It should be understood that the program and regulations regarding units of study and examinations contained in the Handbook apply for this year only, and the Faculty of Medicine, while fully aware of its obligations toward the students, does not hold itself found to adhere absolutely, for the twenty-four months of a student's program, to the conditions laid down here.

### **Religious Observances**

The University welcomes and includes students, staff and faculty from a wide range of backgrounds, cultural traditions and spiritual beliefs. To learn more about the University's policies, please visit [Religious Observances](#).

### **Tuition/ Fees**

The University reserves the right to alter the fees and other charges described in this publication.



## INTRODUCTION TO THE DEPARTMENT

### Our Goal

The goal of the University of Toronto MScPT Curriculum is to develop highly competent academic practitioners who will consistently demonstrate the essential competencies of a practicing physical therapist in a wide range of settings upon graduation. Central to this goal is the assumption that graduates will be able to gather and analyze evidence, identify professional issues, practice sound decision-making, exercise good judgment and engage in best practices as well as lifelong learning. Our graduates will practice in unique and complex situations that demand insight and understanding of conflicting values and a variety of ethical stances in social, cultural and organizational contexts. They will develop confidence, competence and ethical sensitivity toward individuals and groups, and demonstrate these attributes in their clinical practice.

To achieve the Curriculum's goal, we have revised the mission of the MScPT program. Our **shared educational values** of the educators and learners consist of three foundational pillars:

1. Critical thinking,
2. An inquiry mindset and
3. A strong sense of professionalism.

**Critical thinking** is the ability to interpret, integrate, analyze and evaluate various forms of knowledge to make judgments/inferences in order to make the best evidence-informed decisions for clients, families and communities. The diverse knowledge we draw on includes clinical and life sciences, humanities and social sciences, and global and indigenous knowledge. Critical thinking requires learners to embrace ambiguity and to reflect and make changes to self and one's practice. A critical thinker is receptive to new ideas and ways of thinking, challenges conventional practices and will innovate new ones.

An **inquiry mindset** is characterized by the learner taking initiative to access relevant information and viewpoints. This mindset equips the learner to strive for the highest level of competence by employing the habits of mind needed to succeed throughout one's professional careers. Habits of mind that support an inquiry mindset include self-directed and life-long learning, flexibility in thinking, creativity and innovation, and persistence and resilience in the face of difficulties.

**Professionalism** means acting with integrity and respect, demonstrating leadership within and outside the profession and working towards the development of a physical therapy identity that reflects these core values. We are committed to principles of equity and diversity. This means implementing a process where learners are engaged in learning to become systemic advocates for the clients, families and diverse communities that we serve.

Based on these values, our goal is to graduate academic physical therapy practitioners who will demonstrate:

### 1. Critical-Thinking Skills

We define critical thinking as encompassing 3 distinct but related domains of:

- Clinical reasoning
- Critical appraisal
- Critical reflexivity

### 2. Inquiry Mindset

- A flexible and open mind to learning new knowledge
- Taking the initiative in their learning
- Being self-directed in their learning

### 3. Professionalism

- Ability to act as self-regulating professionals who exhibit strong personal, moral and ethical values
- Cognizant of the changing laws, codes and guidelines that impact themselves and their clients
- Creative entrepreneurs with sound business acumen capable of excelling in professional practice in a wide variety of venues

## The Nature of the Teaching and Learning Environment

Based on the revised educational mission of the MScPT program and the three overarching pillars, we aim to generate a teaching and learning environment that consists of the following specific values and actions.

The learning environment will enable learners to:

- Embrace complexity
- Deal with uncertainty
- Develop and practice resilience and perseverance

Instructors will develop a teaching environment to facilitate learning by modeling these educational values:

- Cultivating a supportive learning environment
- Providing opportunities for creativity and innovation
- Supporting and challenging the learners
- Using a common language to explicate our educational values (e.g., critical thinking, integration and inquiry-mindset)
- Ensuring our shared language reflects our educational values
- Integrating diverse content and practice settings
- Supporting learners with diverse learning needs through multimodal teaching and learning methods
- Creating and using authentic cases

In addition, the MScPT program integrates the following:

**Clinical and Foundational Sciences**

The curriculum provides opportunities to integrate knowledge from both the clinical and foundational sciences in order to understand and apply the concepts of evidence-based practice. Students learn to utilize the concepts and applications in the context of the changing health care system. An emphasis is placed on movement, which occurs on a continuum from the microscopic level to the level of the individual in society. Movement is influenced by lifespan. Both the client and the physical therapy delivered are affected by human development, growth and the aging process.

**Evidence-Based Practice**

Scientific inquiry skills and the integration of evidence-based principles into clinical decision-making are fundamental in the curriculum. Students develop their critical analysis and problem-solving skills, and their ability to integrate information from empirical and scientific literature and practical experience. Physical therapy is practiced across a continuum of care where therapeutics are delivered in acute, rehabilitative, chronic and community settings to address impairments, disabilities and, in some instances, handicaps. Students are able to render sound clinical judgments and to continually evaluate their findings and therapeutic approaches.

**Professionalism and Interprofessional Education**

Students learn and develop the skills essential to become health care professionals. Professional values, responsibility, accountability, sensitivity and ethical attitudes toward both the consumer and health care community are emphasized. Development of effective verbal and written communication is fostered throughout the program. Students learn to evaluate and consider the implications of their professional actions. Students are provided with opportunities to have interprofessional mentoring, learn from faculty from diverse disciplines and interact with small groups of interprofessional students in the clinical setting.

**Multiple Educational Strategies**

Professional education requires students to engage in diverse and varying learning experiences and types of evaluation. The complexity of the learning experiences evolves throughout the program. Students are also encouraged to develop a sense of responsibility for their education and professional development. Collaborative learning experiences are fostered with students, faculty, physical therapy practitioners and other members of the health care system.

The MScPT curriculum is designed to integrate physical therapy practices, research and internship components, organized into 14 units to maximize educational principles. Five major themes are integral to the curriculum. Educational strategies for the program will include lectures, seminars, tutorials, laboratories, case-based learning, simulation, active clinical exposure (ACE) sessions, integrated sessions and clinical internships. An enhanced research component is also integrated into the curriculum. Students are required to take all units.

## Interprofessional Education (IPE) Curriculum

Interprofessional education (IPE) encompasses a learning continuum that stretches from the University to clinical practice in many types of settings. It involves numerous stakeholder groups, among them students, faculty, clients/patients/families, clinicians and administrators. IPE expands the traditional uniprofessional education model to an educational process where two or more professional groups are brought together to “learn about, from and with each other to enable collaboration and improve health outcomes” (World Health Organization, 2008). In current strategic planning that is occurring at Health Canada, the Ontario Ministry of Health and Long-Term Care, and the University of Toronto, IPE is seen as key to developing well-prepared professionals who will assume leadership roles in health care upon graduation.

### *The University of Toronto IPE Curriculum/ Program*

The University of Toronto IPE curriculum/program builds upon a rich history of IPE and is focused on the development of specific values and core competencies across ten health professional programs (dentistry, medical radiation sciences, medicine, nursing, occupational science and occupational therapy, pharmacy, physical education and health, physical therapy, social work and speech-language pathology). The knowledge, skills, behaviours and attitudes developed through the IPE curriculum/program will enable students to provide collaborative patient/client-centered care in an interprofessional context.

The IPE curriculum/program runs across the health professional faculties and departments. This comprehensive curriculum/program includes the following four core learning activities:

1. Year 1 - Teamwork
2. Conflict in Interprofessional Life
3. Case-Based: Pain or Palliative Care
4. IPE Component in a Clinical Placement

As well, students complete elective learning activities in order to cover all IPE values and core competencies and to meet individual learning needs and interests. Student learning will be assessed to ensure successful completion.

Successful completion of two elective learning activities of any colour is required across the two-year Master's program in order to complete the curriculum.

### *Registration Process*

Students will register for the IPE elective sessions by contacting the [Office of IPE](#). Students will likewise be expected to contact the Office of IPE if they need to cancel their registration, so that students on waitlists may be accommodated. Confirmation of registration will be sent to students ahead of the session.



## Department of Physical Therapy: Rehabilitation Sciences Sector

The Department of Physical Therapy is a graduate unit within the School of Graduate Studies (SGS) and the Faculty of Medicine. Within SGS, the Department is located in the Life Sciences Division. Within the Faculty of Medicine, the Department is also a member of the Rehabilitation Sciences Sector (RSS). See [Appendix 2: Structural Flowchart](#) for a full diagram. The RSS consists of four departments: the Department of Occupational Science and Occupational Therapy, the Department of Physical Therapy, the Rehabilitation Sciences Institute and the Department of Speech-Language Pathology. We are located in the Rehabilitation Sciences Sector, Centre for Function and Well-Being at 500 University Avenue.

### Programs

#### *Master of Science in Physical Therapy*

The Master of Science in Physical Therapy is a twenty-four month professional program leading to entry-to-practice, accredited by Physiotherapy Education Accreditation Canada (PEAC). Graduates will be eligible to write the Physiotherapy Competency Examination (PCE) of the Canadian Alliance of Physiotherapy Regulators (CAPR), which qualifies them to practice physical therapy in Canada. Graduates will be eligible to register in the Canadian Physiotherapy Association (CPA) and the Colleges of Physiotherapy in all Canadian provinces.

#### *Master of Science in Physical Therapy, Advanced Standing Option*

The Master of Science in Physical Therapy, Advanced Standing Option is a professional graduate degree program that allows eligible physical therapists with a BScPT from a Canadian university or international equivalent to acquire the master's degree in an online environment with two on-campus residencies. There is a strong focus on research and best practices integrated throughout the program. Applicants to the 12-month MScPT Advanced Standing Option who are physical therapists will be considered if they have completed a four-year undergraduate BScPT degree program or equivalent with a minimum mid-B average in the final year. Additionally, applicants must be registered as independent practitioners with a relevant physiotherapy regulating body and/or have completed the Physiotherapy National Exam (PNE) and are awaiting results.

*The Master of Science in Physical Therapy, Advanced Standing is not accepting applications for the 2020 – 2021 academic year.*

### History of the Department of Physical Therapy

The professional education for Physical Therapists in Canada was initiated at Hart House of the University of Toronto in 1917. By 1929, a two-year program followed by six months of clinical practice, leading to a diploma in Physiotherapy, was established in the Department of Extension. In 1946, the two-year program was lengthened to three years with three months of clinical practice. It remained in the Department of Extension and a diploma was granted in Physiotherapy.

In 1950, the program was transferred into the Faculty of Medicine and combined with Occupational Therapy. The impetus behind combining the programs was financial; in the period following World War II, hospitals often did not have the financial resources for two separate positions. It was also thought that the two professions had a great deal of similarities and the combination of the two would produce a more diversified professional. This program was three years in length with eight months of clinical practice to be completed before graduates could be recognized by the professional associations. Graduates achieved a diploma of Physical and Occupational Therapy.

The combined program continued until 1971, when a four-year Bachelor of Science in Physical Therapy was introduced in the Department of Rehabilitation Medicine, Faculty of Medicine. At this time, 16 weeks of clinical practice were required in two eight-week Modules. The program underwent continual modification throughout the years.

In 1993, the Division of Physical Therapy became the Department of Physical Therapy, thereby achieving increased autonomy over the curriculum and the direction of the program. The four-year direct-entry program consisted of Basic Science courses, Clinical Science courses, Core Physical Therapy courses, seven and a half electives from Arts and Science, and a total of thirty weeks of clinical practice. This curriculum was referred to as the 'Classic Curriculum'.

As of 1995, the program became a second-entry level program, three years in length, leading to a Bachelor's of Science in Physical Therapy (BScPT). The program emphasized evidence-based practice, critical thinking and integration of basic and clinical sciences. The program provided a unique exposure to a variety of educational strategies within the University and the community.

A twenty-six month program of the Master of Science in Physical Therapy (MScPT) replaced the BScPT program in 2001. In 2007, the program was consolidated into twenty-four months including twenty-eight weeks of full-time clinical internships plus 66 hours of clinical structure skill sessions that are integrated into the curriculum. The MScPT is a professional program that requires the completion of a four-year undergraduate degree for admission. It enhances and expands upon the foundations of the Evidenced-Based Curriculum through implementation of the enhanced Best Practices.

The renewed Master of Science in Physical Therapy (MScPT) was launched in September 2019. It remains as a twenty-four month program with the **educational values** of the educators and learners focused on of three foundational pillars: i) critical thinking, ii) an inquiry mindset and iii) a strong sense of professionalism. Our teaching and learning environment will enable learners to: embrace complexity, deal with uncertainty and develop and practice resilience and perseverance.

## Department of Physical Therapy Administration

The Department of Physical Therapy is located at 500 University Avenue, 8<sup>th</sup> floor, in the Rehabilitation Sciences Sector. Student study space and a lounge area are located throughout the building. Please refer to *Table 1: Chair, Faculty and Staff Contacts* and *Table 2: Unit Contacts*, for specific contact information.

The mailing address is:

Department of Physical Therapy, University of Toronto  
#160-500 University Avenue  
Toronto, ON M5G 1V7  
Tel: (416) 946-8641  
Fax: (416) 946-8562  
General Information: [pt.reception@utoronto.ca](mailto:pt.reception@utoronto.ca)  
Admission Information: [physther.facmed@utoronto.ca](mailto:physther.facmed@utoronto.ca)  
Web site: [physicaltherapy.utoronto.ca](http://physicaltherapy.utoronto.ca)

Table 1: Chair, Faculty &amp; Staff Contacts

Position	Name	Email	Phone	Room
Interim Chair	<a href="#">Susan Jaglal</a>	<a href="mailto:pt.chair@utoronto.ca">pt.chair@utoronto.ca</a>	416 946 3941	874
Program Director	<a href="#">Sharon Switzer-McIntyre</a>	<a href="mailto:s.switzer.mcintyre@utoronto.ca">s.switzer.mcintyre@utoronto.ca</a>	416-946-3591	856
Associate Program Director	<a href="#">Brenda Mori</a>	<a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a>	416-948-8640	826
Director of Clinical Education & Community Affairs	<a href="#">Brenda Mori</a>	<a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a>	416-948-8640	826
Academic Coordinator of Clinical Education	<a href="#">Jaimie Coleman</a>	<a href="mailto:jaimie.coleman@utoronto.ca">jaimie.coleman@utoronto.ca</a>	416 946 2768	862
Graduate Coordinator	<a href="#">Jaimie Coleman</a>	<a href="mailto:jaimie.coleman@utoronto.ca">jaimie.coleman@utoronto.ca</a>	416 946 2768	862
Administrative Assistant to the Chair: Executive & Information Assistant	<a href="#">Traci Pegg</a>	<a href="mailto:pt.chair@utoronto.ca">pt.chair@utoronto.ca</a>	416 978 2769	872
Student Liaison Officer & Graduate Administrator	<a href="#">Sarah McMahon</a>	<a href="mailto:ptstudent.services@utoronto.ca">ptstudent.services@utoronto.ca</a>	416 978 5476	870
Administrative Assistant: Clinical & Community and Student & Business Affairs	<a href="#">Jane Kean</a>	<a href="mailto:ptclined@utoronto.ca">ptclined@utoronto.ca</a>	416 946 3793	866
Administrative Curriculum Assistant: Reception & Departmental Support	<a href="#">Shane Brandon</a>	<a href="mailto:pt.reception@utoronto.ca">pt.reception@utoronto.ca</a>	416 946 8641	8 <sup>th</sup> Floor Reception
Business Manager	<a href="#">Amanda Patterson</a>	<a href="mailto:pt.busofficer@utoronto.ca">pt.busofficer@utoronto.ca</a>	416 946 3233	868
Administrative Coordinator, Professional Education Program	<a href="#">Ningsha Zhong</a>	<a href="mailto:ningsha.zhong@utoronto.ca">ningsha.zhong@utoronto.ca</a>	416 978 7763	864

## **The Interim Chair**

The Interim Chair is appointed by the Dean of the Faculty of Medicine, and in keeping with the Haist Rules, by the Dean of the SGS. The Interim Chair reports dually to the two Deans, reporting in academic matters primarily to the Dean of the SGS and the Dean of the Faculty of Medicine in administrative and budgetary matters. The Interim Chair is responsible for all academic and administrative aspects of the Department of Physical Therapy (including faculty and students), in accordance with the University of Toronto policies and procedures. The Interim Chair is assisted by the Program Director, Graduate Coordinator and the Administrative Assistant to the Chair, each of whom has special designated responsibilities.

## **Program Director**

The MScPT Program Director, Dr. Sharon Switzer-McIntyre, is a Physical Therapist with the responsibility and authority for the administration, management and budgeting of the professional entry-level MScPT graduate program. The MScPT Program Director has the authority to develop and ensure policies related to the entry-level professional program are implemented by faculty, staff and students.

## **Associate Program Director**

Working with the MScPT Program Director, the Associate Director leads the clinical education and faculty development for the Department of Physical Therapy and contributes to the program's continuous quality improvement through curriculum renewal and accreditation.

## **Director of Clinical Education and Community Affairs & Academic Coordinator for Clinical Education**

Together, the Director of Clinical Education and Community Affairs (DCE) and the Academic Coordinator for Clinical Education (ACCE) lead the clinical education component of the MScPT program. They recruit clinical internship opportunities, site visits and prepare students for their clinical education learning experiences. In addition, they work to prepare the clinical community to host students in the environment and build partnerships to advance clinical education.

## **Graduate Coordinator**

The Department of Physical Therapy Graduate Coordinator is responsible for the graduate program activities for all students in the Department. Accordingly, the Department of Physical Therapy Graduate Coordinator sits on the relevant Committees of the Faculty of Medicine and the SGS.

## **Administrative Assistant to the Chair: Executive and Information Assistant**

The Administrative Assistant to the Chair updates and maintains academic appointments, promotions/tenures and research infrastructure, is responsible for updating and circulating the departmental newsletters, and provides general assistance to the Chair.

**Student Liaison Officer and Graduate Administrator**

The Student Liaison Officer (SLO) assists in all matters related to the master programs, including admissions, registrations, student records maintenance (including class lists, student files, grades, convocation lists, etc.), funding, progress through the program and day-to-day running of the Department. Students requiring student services assistance may make an appointment or drop by the office.

**Administrative Assistant: Clinical & Community and Student & Business Affairs**

Working under the direction of the Academic Coordinator of Clinical Education, the Business Officer, and the SLO, the Administrative Assistant assists with student internships, health forms, financial matters, admissions, and is responsible for locker assignments.

**Administrative Curriculum Assistant: Reception & Departmental Support**

The Administrative Curriculum Assistant: Reception & Departmental Support provides administrative support for the curriculum and reception for the Department by assisting students and visitors and handling all incoming general inquiries. The Administrative Curriculum Assistant: Reception & Departmental Support also handles room bookings and supports faculty in research and teaching activities.

**Business Manager**

The Business Manager handles all business, financial, personnel and physical plant matters.

**Administrative Coordinator: Professional Education Program**

The Administrative Coordinator: Professional Education Program assists the Department with curriculum planning, development and implementation, handles accreditation processes, assists Physical Therapy's Academic Coordinator of Clinical Education, handles correspondence related to the above, and handles requests for curriculum verification.

## Other Departmental Information

### *Timetables & Program Schedule*

Prior to the beginning of each academic unit, the Academic Lead will provide students with timetables via [Quercus](#). If there are any changes to the timetable in regards to a particular course, including room changes, class cancellations, or rescheduled classes, the relevant Academic Lead will provide this information. Once informed, students must keep track of these changes.

### *Quercus*

To facilitate teaching in the MScPT program, the Department of Physical Therapy uses Quercus, the University of Toronto's Learning Management Engine. Academic Leads use Quercus to post course schedules, outlines, readings, assignments and student marks, and conduct interactive activities including live synchronous lectures, online quizzes and surveys, communication via email, and discussion boards. This is a user-friendly system and is easy for students to use for communication and interactive learning.

Student access to Quercus is activated automatically through registration on [ACORN](#). To log into Quercus, students need their [UTORid](#). Students must activate their UTORids before the first day of class otherwise they will be unable to access courses. Additionally, an @mail.utoronto.ca email address must be recorded in ACORN in order to use the built-in email feature within Quercus.

Once logged into Quercus, the main page is the '*Dashboard*'. All courses in which students are enrolled for the current academic session will be listed here. If courses are not visible, please contact the [SLO](#).

To log out of Quercus, students must exit the browser window completely. Without exiting completely, someone else who uses the same computer will be able to access the account. To protect privacy and prevent unauthorized use, students must **completely exit the browser** to log off.

To learn more about Quercus, students can click the Help button on the left navigation bar once logged in, and choose Quercus Support Resources. Questions about access or requests for technical support should be directed to the IT Manager, [Rob Page](#).

### *Unit Texts*

Units will often have required texts, as well as required or recommended articles from journals or books ('reading packages'). The Unit Instructor will provide a copy of the articles to the class for individuals to review. Students are responsible for the cost of any photocopying of these readings, which they do personally. Students should expect to spend approximately \$1,000 for required texts and photocopying of articles in each year of the program.

## **Copyright in Unit Lectures**

The unauthorized use of any form of device to audiotape, photograph, video-record or otherwise reproduce lectures, course notes or teaching materials provided by instructors is covered by the Canadian Copyright Act and is prohibited. Students must obtain prior written consent to such recording. In the case of private use by students with disabilities, the instructor's consent must not be unreasonably withheld.

## **Policy on Online Etiquette**

Many of the courses in the MScPT curriculum have online components and activities. Students are expected to [enter your policy on online etiquette here].

## **University of Toronto Code of Behaviour on Academic Matters**

All students are expected to be familiar with the University of Toronto's [Code of Behaviour on Academic Matters](#). Here are some brief reminders directly from the code.

- The Code outlines responsibilities of all parties [students and faculty] to the integrity of the teaching and learning relationship.
- This relationship is informed by honesty and fairness and the basis remains one of mutual respect for the aims of education.
- It is important to acknowledge that seeking credit or other advantages by fraud or misrepresentation, or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work or record of a student.
- Any student deemed breaching the Code is at risk of receiving a grade of zero "0" or a failure of the academic work.

It is an offence for students to forge, alter or falsify documents; to use or possess an unauthorized aid(s) in any academic test or examination; to personate another person; to represent other's ideas or work as your own; to submit academic work which was previously submitted for credit; or purport a statement which has been concocted. Please be informed that the university has supports and resources to assist students such as the [How Not to Plagiarize](#) document. The [Code](#) also includes procedures that need to be followed should any of the parties be in violation of the [Code](#). As a student enrolled in the department of Physical Therapy, it is an expectation that you are very familiar with the policies regarding academic integrity. Sharing quiz questions without permission is an example of offence (b) in the [Code](#) and a direct infringement of academic integrity. Please contact your Unit Coordinator or the Program Director if you have any questions or concerns regarding academic integrity.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If students have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, they are expected to seek out additional information on academic integrity from their instructors or from other institutional resources.



## ***Policy on Video and Audio Recordings***

The University of Toronto provides information about [recording lectures](#). Students who wish to request to record a lecture/classroom session as an accommodation for a disability should contact [Accessibility Services](#).

The Department of Physical Therapy supports the responsible use of recordings for the purpose of augmenting the learning experience of students within the program. For the purposes of this policy, 'recordings' include video recordings, audio recordings, and photographs.

The Department Policy related to the acquisition, storage and dissemination of recordings is as follows:

1. Students who require a recording of a lecture/ classroom session that is not otherwise being recorded must obtain permission from the Academic Lead and/ or instructor prior to the session.
2. For further clarity, storage, transfer, and/ or distribution of recordings in any form is prohibited, unless a student obtains such permission.
3. If a student requires recordings and if these recordings will capture other students in the class, then informed consent should also be obtained from those other students. Further guidance around privacy considerations, and sample Consent forms, may be obtained from the [Centre for Teaching Support & Innovation](#).
4. Outside of the context of an accommodation for a disability, once an instructor gives permission to record, it may nonetheless be rescinded at a later time, or for particular lectures or class sessions.

## ***Room Bookings***

All room booking requests for students' special events and group meetings must be made via email to [Shane Brandon](#), Administrative Curriculum Assistant: Reception & Departmental Support. Rooms should be returned to their standard set-up and left tidy for the next users.

The Department encourages students to make use of the lecture/ small group rooms for independent studies whenever they are not booked for classes or faculty meetings. Please make room reservations through the Receptionist. The schedule for the week will be published on the doors of these rooms. Students cannot generally book rooms on the schedule; however, students should feel free to use any Physical Therapy room that is free with the understanding that they might be asked to leave if necessary. It is very important that rooms are returned to their standard set-up and left tidy for the next group.



## **ACADEMIC INFORMATION**

### **Registration**

All students are required to be registered (REG) on a full-time basis until all degree requirements have been completed. Occasionally, students are unable to complete the program requirements within the 24-month period for reasons of failure, injury, illness, or other exceptional personal circumstances. Students will have a one-month grace period to complete any outstanding program requirements to remain eligible for the next convocation. However, students must be registered full-time during this grace period and will be required to pay the full-time tuition and fees for the entire semester. Students should visit the SGS website for information on [Emergency Funding](#).

At any point in the program, a student is considered to be registered (REG) as soon as he/ she has paid the minimum payment to register and, if applicable, cleared any outstanding conditions on their offer of admission. Students who are receiving provincial student loans or certain awards (e.g., an Ontario Graduate Scholarship) may defer payment using [ACORN](#). This must be done by the deadline as indicated by the SGS (see Important Dates & Deadlines 2020/2021 for this year's registration dates). For more details on registering and deferring fees, refer to the section on Paying Tuition.

### **Courses and Course Enrolment**

For information pertaining to the previous curriculum, for students who began the program prior to September 2019, please contact the Department.

The graduate courses offered in the Department of Physical Therapy are listed below in Table 4: Course Information. Note that a 70% is a passing grade for graduate students, and H/P/FZ represents Honours/Pass/Fail.

All courses are mandatory and must be completed sequentially. As such, students normally do not need to enrol in courses using [ACORN](#). However, it is the students' responsibility to ensure that they are enrolled in the appropriate courses at all times. Students should check their timetables using ACORN.

Changes to student timetables must be requested in writing by submitting a signed [Add/Drop form](#) to the [SLO](#) before the applicable add/drop deadline. Any student, who anticipates being off-cycle for any reason, should consult with the [Graduate Coordinator](#) to complete an Add/Drop form prior to the beginning of the unit(s) in question. The Add/Drop form must be submitted to the SLO before the applicable add/drop deadline.

*Table 2: Course Information*

Course Code	Course Title	Weight	Grade
PHT 1101H	Critical Foundations of Physical Therapy	0.50	GRADE
PHT 1102Y	Physical Therapy Practice I	3.00	GRADE
PHT 1103Y	Physical Therapy Practice II	3.00	GRADE
PHT 1104Y	Physical Therapy Practice III	3.00	GRADE
PHT 1105Y	Clinical Internship I	0.75	H/P/FZ
PHT 1106H	Advanced Critical Thinking in Physical Therapy	0.50	GRADE
PHT 1107H	Scholarly Practice I	0.50	GRADE
PHT 1108Y	Clinical Internship II	0.75	H/P/FZ
PHT 1109Y	Clinical Internship III	0.75	H/P/FZ
PHT 1110Y	Physical Therapy Practice IV	3.00	GRADE
PHT 1111H	Selected Topics in Physical Therapy	0.50	GRADE
PHT 1112Y	Clinical Internship IV	0.75	H/P/FZ
PHT 1113Y	Scholarly Practice II	1.00	GRADE
PHT 1114Y	Clinical Internship V	0.75	H/P/FZ

## Academic Calendar for Class of 2022

Dates to withdraw from Units without academic penalty are set by SGS. Students who think they may need to withdraw should contact the Academic Leads (see *Table 3: Unit Contacts*) or [Graduate Coordinator](#) to discuss their special circumstances. Please also refer to *Appendix 7: Important Dates & Deadlines 2020/2021*.

Unit	# Weeks	Credits	Start Date	End Date	Final date to drop the course
Unit 1 - Critical Foundations in PT	4	0.5	Monday, August 31, 2020	Friday, September 25, 2020	Friday, September 11, 2020
Unit 2 - Physical Therapy Practice I	12	3.00	Monday, September 28, 2020	Friday, December 18, 2020	Friday, November 06, 2020
Unit 3 - Physical Therapy Practice II	9	3.00	Monday, January 04, 2021	Friday, March 05, 2021	Wednesday, February 03, 2021
Unit 4 - Physical Therapy Practice III	11	3.00	Monday, March 15, 2021	Friday, May 28, 2021	Wednesday, April 21, 2021
Unit 5 - Clinical Internship I	6	0.75	Monday, May 31, 2021	Friday, July 09, 2021	Friday, June 04, 2021
Unit 6 - Advanced Critical Thinking in PT	5	0.50	Monday, July 12, 2021	Friday, August 13, 2021	Wednesday, July 28, 2021
Unit 7 - Scholarly Practice I	3	0.50	Monday, September 06, 2021	Friday, September 24, 2021	Friday, September 10, 2021
Unit 8 - Clinical Internship II	6	0.75	Monday, September 27, 2021	Friday, November 05, 2021	Friday, October 01, 2021
Unit 9 - Clinical Internship III	6	0.75	Monday, November 08, 2021	Friday, December 17, 2021	Friday, November 12, 2021
Unit 10 - Physical Therapy Practice IV	12	3.00	Monday, January 03, 2022	Friday, March 25, 2022	Friday, February 11, 2022
Unit 11 - Selected Topics in PT	3	0.50	Monday, March 28, 2022	Friday, April 15, 2022	Friday, April 01, 2022
Unit 12 - Clinical Internship IV	6	0.75	Monday, April 25, 2022	Friday, June 03, 2022	Friday, April 29, 2022
Unit 13 - Scholarly Practice II&III	6	1.00	Monday, June 06, 2022	Friday, July 15, 2022	Friday, June 24, 2022
Unit 14 - Clinical Internship V	6	0.75	Monday, July 18, 2022	Friday, August 26, 2022	Friday, July 22, 2022
Overall Total	95	18.75			

Table 3: Unit Contacts

Unit	Academic Lead(s)	E-mail Address	Telephone	Room
Unit 1 - PHT1101H	<a href="#">Sharon Switzer-McIntyre</a>	<a href="mailto:s.switzer.mcintyre@utoronto.ca">s.switzer.mcintyre@utoronto.ca</a>	416-946-3591	856
Unit 2 - PHT 1102Y	<a href="#">Tricia Twogood</a>	<a href="mailto:t.twogood@utoronto.ca">t.twogood@utoronto.ca</a>	416-946-8557	852
Unit 3 - PHT1103Y	<a href="#">Sunita Mathur</a>	<a href="mailto:sunita.mathur@utoronto.ca">sunita.mathur@utoronto.ca</a>	416-978-7761	824
Unit 4 - PHT1104Y	<a href="#">Meredith Smith</a>	<a href="mailto:meredith.smith@utoronto.ca">meredith.smith@utoronto.ca</a>	416-946-8549	816
Unit 5 - PHT1105Y	<a href="#">Brenda Mori</a> <a href="#">Jaimie Coleman</a>	<a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a> <a href="mailto:jaimie.coleman@utoronto.ca">jaimie.coleman@utoronto.ca</a>	416-946-8646 416-978-2768	858 862
Unit 6 - PHT1106H	<a href="#">Kristin Musselman</a>	<a href="mailto:kristin.musselman@utoronto.ca">kristin.musselman@utoronto.ca</a>	416-978-0173	820
Unit 7 - PHT1107H	<a href="#">Kelly O'Brien</a> <a href="#">Nancy Salbach</a>	<a href="mailto:kelly.obrien@utoronto.ca">kelly.obrien@utoronto.ca</a> <a href="mailto:nancy.salbach@utoronto.ca">nancy.salbach@utoronto.ca</a>	416-978-0565 416-946-8558	852 854
Unit 8 - PHT1108Y	<a href="#">Brenda Mori</a> <a href="#">Jaimie Coleman</a>	<a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a> <a href="mailto:jaimie.coleman@utoronto.ca">jaimie.coleman@utoronto.ca</a>	416-946-8646 416-978-2768	858 862
Unit 9 - PHT1109Y	<a href="#">Brenda Mori</a> <a href="#">Jaimie Coleman</a>	<a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a> <a href="mailto:jaimie.coleman@utoronto.ca">jaimie.coleman@utoronto.ca</a>	416-946-8646 416-978-2768	858 862
Unit 10 - PHT1110Y	<a href="#">Melanie MacKinnon</a>	<a href="mailto:melanie.mackinnon@utoronto.ca">melanie.mackinnon@utoronto.ca</a>	416-946-8557	852
Unit 11 - PHT1111H	<a href="#">Stephanie Nixon</a> <a href="#">Darlene Reid</a>	<a href="mailto:stephanie.nixon@utoronto.ca">stephanie.nixon@utoronto.ca</a> <a href="mailto:darlene.reid@utoronto.ca">darlene.reid@utoronto.ca</a>	416-946-3232 416-978-0301	834 844
Unit 12 - PHT 1112Y	<a href="#">Brenda Mori</a> <a href="#">Jaimie Coleman</a>	<a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a> <a href="mailto:jaimie.coleman@utoronto.ca">jaimie.coleman@utoronto.ca</a>	416-946-8646 416-978-2768	858 862
Unit 13 - PHT 1113Y	TBA			
Unit 14 - PHT 1114Y	<a href="#">Brenda Mori</a> <a href="#">Jaimie Coleman</a>	<a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a> <a href="mailto:jaimie.coleman@utoronto.ca">jaimie.coleman@utoronto.ca</a>	416-946-8646 416-978-2768	858 862

## Course Descriptions

### Year 1

#### **PHT 1101H Critical Foundations of Physical Therapy** (4 weeks)

This 4-week unit lays the foundation and reinforces the three pillars that underpin the curriculum: critical thinking, professionalism, and an inquiry mindset. The Unit introduces the *Competency Profile for Physiotherapists in Canada (2017)* and explores the Canadian health care system. Diverse forms of critical thinking will be applied across the varied contexts in which physical therapists play a critical role. The constructs of 'social', 'political', 'ethics', 'culture', 'critical reflexivity' and 'critical disability studies' will be introduced in relation to health and healthcare. The foundational principles of the Essential Competencies and Entry-to-Practice Milestones will focus on basic physiotherapy assessment and management principles incorporating anatomy, movement and exercise science, and motor learning. Students will have opportunities to apply the theoretical constructs at the level of the individual client / family within the community and a range of institutional settings.

#### **PHT1102Y Physical Therapy Practice I** (12 weeks)

The primary goal of this 12-week course is to introduce and develop the physical therapy knowledge, critical thinking, assessment and treatment skills required to address common orthopedic complaints. The assessment framework introduced in Unit 1 will be further explored using case based examples to provide students with opportunities to become proficient with the application of the framework. Students will consider the biopsychosocial context of each individual client as they create client-centered management plans. Integration of the broader concepts of physical therapy practice introduced in Unit 1, will be expanded on across the varied learning experiences Unit 2 such as the anatomy curriculum, clinical skills labs, large group critical thinking sessions, small group PT Logic sessions and online learning modules. Clinical reasoning skills will be practiced regularly, students will be challenged to clearly articulate and justify their assessment, and management choices as they work through case based scenarios of varying complexity. It is both intentional and imperative that students experience the complexity and ambiguity of physical therapy practice early in Unit 2 as this is the reality of the profession. Students will be supported by instructors to practice resiliency, with an inquiry mindset to navigate this complexity and create robust learning that will provide a strong foundation for the subsequent units.

#### **PHT 1103Y Physical Therapy Practice II** (9 weeks)

This 9-week course will build on foundational knowledge and skills developed in previous courses and provide students with the opportunity to integrate principles of cardiovascular and respiratory anatomy and physiology, exercise

physiology, clinical pathobiology and dysfunction into the assessment and treatment of clients with cardiovascular, respiratory, and multi-morbidity conditions. The content presented in this course is critical to the holistic and comprehensive management of all clients. This course will continue to foster critical thinking, an inquiry mindset and professionalism and students will be expected to integrate the essential physical therapy competencies throughout (i.e., physiotherapy expertise, communication, collaboration, management, leadership, scholarship and professionalism).

### **PHT 1104Y Physical Therapy Practice III (11 weeks)**

This 11-week unit will continue to build on integrating fundamental physiotherapy knowledge, skills and behaviors into evidence-informed practice. It is designed to prepare a well-rounded generalist in physical therapy to provide transformational and responsive care to clients with neurological and multisystem challenges across the lifespan and continuum of care. Learners will have the opportunity to generalize previous learning common to all clients and integrate new learning from basic and clinical neurosciences into physical therapy practice. The course design offers active learning experiences including interactive online sessions, applied neuroanatomy, peer teaching and clinical labs focused on clinical reasoning and applying and adapting skills to clinical scenarios. Building learner resilience and tolerance of ambiguity will be a feature of this competency-based course, as neurological physical therapy remains a field of ongoing discovery. Innovation, creativity, critical thinking, an inquiry mindset, professionalism, and a commitment to excellence are the cornerstones of this unit.

### **PHT 1105HY Clinical Internship I (6 weeks)**

This is the first clinical internship in the MScPT program. This clinical unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy. Students who have successfully completed all components of the program up to Unit 4 are given the opportunity to apply their skills in a clinical setting. Students will be required to spend six full-time weeks in approved Physical Therapy sites coordinated by the Director of Clinical Education & Community Affairs and the Academic Coordinator of Clinical Education.



**PHT 1106H Advanced Critical Thinking in Physical Therapy (5 weeks)**

The purpose of this course is to continue advancing students' capacity to interpret, integrate, analyze and evaluate the various forms of knowledge and skills introduced in previous clinical teaching units (musculoskeletal, cardiorespiratory, neurology). Students will further develop their skills in making evidence-informed, patient-centred decisions to meet the needs of individuals with conditions/diseases that affect one or more body systems. An emphasis will be placed on fostering flexibility in thinking, tolerance for ambiguity, reflective practice, and creativity within familiar and unfamiliar practice contexts across the continuum of care and across the lifespan.

**Year 2****PHT 1107H Scholarly Practice (3 weeks)**

This course is the first of two units integrating physical therapy practice with research and program evaluation to develop competence to fulfil the scholarly practitioner role. The purpose of this course is to facilitate the ability to understand and promote research and program evaluation in physical therapy in the context of the social, political and economic forces that influence the delivery of physical therapy services in Ontario and across Canada. The focus of the course involves developing learners' skills in critical analysis, critical thinking, problem solving, analysis and writing. This course involves a combination of lectures, tutorials and independent study time for groups of learners to work on the development of a research protocol under the supervision of advisors. Learning strategies include in-depth analysis of the literature, research protocol development, and written and oral presentations. Learners will be introduced to a range of research designs spanning qualitative and quantitative research methodologies. At the conclusion of this course, learners will present their protocol and submit the research protocol and supporting documents for marking. They will also submit an application to the appropriate research ethics board to obtain approval to conduct their proposed research project throughout the remainder of the year.

**PHT 1108Y Clinical Internship II (6 weeks)**

This is the second clinical internship in the MScPT program. This clinical internship unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy. Students who have successfully completed all components of the program up to Unit 7 are given the opportunity to apply their skills in a clinical setting. Students will be required to spend six full-time weeks in approved physical therapy sites coordinated by the Director of Clinical Education & Community Affairs and the Academic Coordinator of Clinical Education.

**PHT 1109Y Clinical Internship III (6 weeks)**

This is the third clinical internship in the MScPT program. This clinical unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy. Students who have successfully completed all components of the program up to Unit 8 are given the opportunity to apply their skills in a clinical setting.

Students will be required to spend six full-time weeks in approved Physical Therapy sites coordinated by the Director of Clinical Education & Community Affairs and the Academic Coordinator of Clinical Education.

### **PHT 1110Y Physical Therapy Practice IV (12 weeks)**

This fourth and final clinical unit will provide students with the opportunity to build on their foundational knowledge and skills in promoting musculoskeletal health. Students will integrate and expand their understanding of the 'basic sciences' (e.g., anatomy, exercise physiology, pathophysiology) with clinical sciences (e.g., physical therapy principles, pain science education, behavioural change models, exercise prescription) that support client-centred, best practices in physical therapy for clients with select neuromusculoskeletal conditions. A strong emphasis will be placed on equipping students to exercise critical thinking and habits of mind to succeed in an ever-changing health care environment. Learning strategies that support these aims will include synchronous and asynchronous sessions, large and small group discussions, laboratories, and self-study modules.

### **PHT 1111H Selected Topics in Physical Therapy (3 weeks)**

The purpose of this course is to allow students to develop a deeper understanding of topics in physical therapy and / or rehabilitation beyond the level expected for entry-level to practice. Each student will participate in two modules of their choice on selected topics in which they will explore an area of interest in more depth. This course also allows for an agile curriculum that meets the interests and needs of the students as well as emerging professional issues. In addition, all students will participate in a module to advance and consolidate their critical reflexivity skills as they apply to physiotherapy ethics.

### **PHT 1112Y Clinical Internship IV (6 weeks)**

This is the fourth clinical internship in the MScPT program and this clinical unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy. Students will be required to spend six full-time weeks in approved Physical Therapy sites coordinated by the Director of Clinical Education & Community Affairs and faculty and the Academic Coordinator of Clinical Education.

### **PHT1113Y Scholarly Practice II (6 weeks)**

This course has an emphasis on developing and applying knowledge, skills and behaviors relevant to students' research, focusing particularly on the data analysis, interpretation of findings and writing components of their projects. Learning strategies include seminars, self-directed group work and individual consultation with research faculty and advisors. At the completion of this unit, students will develop a scientific poster presentation of their projects results

that will be presented at a formal Research Day, and complete the writing of a major paper according to the publication guidelines for a research article for a scientific journal.

### **PHT 1114Y Clinical Internship V (6 weeks)**

This is the fifth and final clinical internship of the MScPT program. This clinical unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy. Students who have successfully completed all components of the program up to Unit 13 are given the opportunity, in this final clinical internship, to apply their skills in a particular interest area of clinical practice or an area needed for completion of the program (e.g., geriatrics). Students will be required to spend six full-time weeks in approved Physical Therapy sites coordinated by the Director of Clinical Education & Community Affairs and the Academic Coordinator of Clinical Education.

## **Cancelling or Withdrawing from Courses**

Students may cancel or withdraw from individual courses up to certain deadline dates without academic penalty. **The Department of Physical Therapy has modular courses with non-standard start/end dates. The deadlines to drop courses are clearly stated on each course outline.** Please note that dropping a course may impact progression in the program. Before doing this, students are advised to consult with the [Graduate Coordinator](#). Please note that withdrawing from all courses does not constitute a withdrawal from the program. To withdraw from the program, students must complete a [Program Withdrawal Form](#). Dropping courses prior to deadlines or withdrawing from a program without academic penalty does not guarantee a refund. [Information on fee refunds and deadlines](#) is detailed online.

Students who miss the deadline to drop a course must complete an [Add/Drop Form](#) and submit it to the [SLO](#), along with a letter of rationale with supporting documentation (e.g., a medical certificate). The Department will then forward the request to the SGS for review. Dropping courses may have implications for progression in the program. For details consult with the [Graduate Coordinator](#).

## **Final Results**

Final grades in courses can be accessed in [ACORN](#) by selecting Academic History. Grades for standard SGS courses can be viewed after the following dates.

- **2020 Summer Session** (full summer and second term) September 9, 2020
- **2020 Fall Session** January 13, 2020
- **2020 Winter Session** May 19, 2020
- **2020 Summer Session** (first term) July 14, 2020

**Please note that due to the modular (non-standard) nature of the MScPT program, grades may not be released according to the deadlines stated above.**

## **Class Times, Cancellations and Rescheduling**

### ***Class Times, Classrooms and Teaching Times***

Each year the Department of Physical Therapy must determine the unit schedules to be offered for the following year. The process is very time consuming and involves a considerable amount of work. The major factors in setting the timetable are:

- a) The need to design a course schedule giving students maximum opportunity to learn
- b) The availability of rooms
- c) The need to coordinate the teaching times for instructors who teach in several years of the program.

The timetable generally attempts to give students a reasonable timetable. Final timetables are available on [Quercus](#). Room assignments are made in late summer once classroom bookings are confirmed.

### ***Departmental Cancellation of Classes***

In the event of an emergency, if it becomes necessary to inform students of a cancelled class, instructors will advise the [Administrative Coordinator, Professional Education Program](#) at 416-978-7763 (or as backup, the [SLO](#) at 416-978-5476). A notice will be posted as soon as possible outside the scheduled classroom. It is left to the discretion of the individual instructor as to whether or not cancelled classes should be rescheduled.

### ***Rescheduling***

In the event that a class needs to be rescheduled, instructors must inform students and advise the [Administrative Coordinator, Professional Education Program](#) at 416-978-7763 to book a room and determine a suitable time for the rescheduled class.

### ***University Closure/ Cancellation of Classes***

The University has procedures governing the cancellation of classes and/or University closure owing to adverse weather conditions. There are separate procedures for each. Cancellation of classes may happen without closure of the University. When adverse weather conditions are severe enough to force consideration of the need to close University of Toronto buildings and cease normal operations, such action will be taken in conjunction with the decision to cancel classes. Until the decision to close all operations is announced, the University is to be considered open and normal non-teaching operations should continue even when classes have been cancelled. In the event that the decision to cancel classes or to close the University is taken overnight, this will be communicated to the University community through local radio stations by the Public Affairs office. Notification of the decision will also be recorded on the 978-SNOW line (978-7669), and on the University of Toronto [website](#). Faculty, staff and students are advised to use the hotlines. They should not call Simcoe Hall or the Human Resources Department.

Classes should normally not be cancelled by individual instructors or by division heads. In the event that an instructor does hold a class after notice of cancellation has been

given, it should be viewed as supplementary and not part of the course requirement. The University or any location of the University that has been closed will be automatically re-opened on the day following the closure. Should it be necessary to continue closure beyond the first day, the above procedure would again be followed in its entirety.

## Course/ Faculty Evaluations

Course/ faculty evaluations are scheduled into the curriculum as a formal process to collect students' feedback on the program and teaching. The evaluations for all units are administered by the [Administrative Coordinator, Professional Education Program](#), who is assisted by the class representative. The result of the evaluations is made available to the Chair of the Department and the instructor only after the final marks for the unit have been submitted and approved.

## Requirements for Standing in the MScPT program

Students must successfully complete all of the academic requirements of a given unit. Completion is dependent on having obtained *standing* in all of the components of the unit. There will be no promotion to a subsequent unit until all units/ internships are successfully completed. Please refer to [Assessments, Grading, Promotions and Failure](#) for complete details.

The following serves to clarify the requirements for standing in the MScPT Program, Department of Physical Therapy, Faculty of Medicine, University of Toronto.

### **Units 1, 2, 3, 4, 6, 7, 10, 11, 13**

The unit structure is organized to facilitate incremental learning. A student must achieve 70% in each unit prior to proceeding to the next unit (including proceeding to an internship). A student who is unsuccessful in obtaining 70% in any of the above units may have the opportunity for remedial work and a supplemental evaluation to cover the material of that unit. This privilege may be awarded only after due consideration by the Evaluation and Awards Committee. This supplemental evaluation will normally be administered within 2 - 4 weeks of the commencement of the next unit. Please see additional details regarding [supplemental evaluations](#). If the student is unsuccessful in obtaining standing in the supplemental evaluation, he/ she will withdraw from the in-class unit or internship unit into which he/ she has moved and will be required to repeat the failed in-class unit or internship in its entirety.

Each unit will consist of multiple evaluations. The mark allocation and grading practices for each unit will be made available to the students in the course outline at the beginning of each unit.

### **Clinical Internships 5, 8, 9, 12, 14**

Evaluation will be based on the Assessment of Clinical Performance (ACP), a standardized evaluation by the clinical instructor. The DCE/ ACCE will determine the final grade: Honours, Pass or Fail. A passing grade is Pass or Honours. In the case where a student is unsuccessful in obtaining the internship objectives in the above

internship units, refer to the section on [Failure, Supplemental Evaluations and Termination](#).

### ***Part-Time Studies; Transfer to Program; Exemptions***

The integrated nature of the curriculum does not allow for part-time study in, or transfers to, this program. Part-time status may be granted only to those individuals who are returning to repeat a unit/ internship (depending on percentage of program load) however, the authority to grant part-time privileges lies with the SGS.

### ***Attendance***

Students must attend a sufficient proportion of lectures, seminars, laboratories, and clinical sessions to ensure that their performance can be adequately assessed. Students are discouraged from scheduling extended absences due to personal circumstances, as there are multiple points of evaluation throughout each unit. Evaluations will only be rescheduled under exceptional circumstances following submission of a [Request for Special Consideration form](#). Students who miss classes, small groups, clinical skills labs, and clinical exposure sessions are responsible for all material missed; faculty will not be responsible for recreating the learning experience. Students unable to attend due to illness, domestic affliction, or other exceptional circumstances must inform the Academic Lead(s) to have these circumstances taken into consideration.

### ***Interruption of Studies***

Students who experience a prolonged interruption in their studies, due to situations such as academic difficulty or personal circumstances, must demonstrate academic competency to the satisfaction of the relevant Academic Lead(s) before they commence a clinical internship. The Evaluations and Awards Committee will advise students on remediation requirements for re-enrollment in the event that students are granted a temporary absence, such as a leave of absence, from the program.

### ***Missed Tests/ Assignments & Requests to Reschedule***

Students who miss a test(s)/ assignment(s) or require an extension due to circumstances beyond their control (e.g., illness or an accident) can request that the Department grant them special consideration. Students must contact the Academic Lead(s) immediately and then complete and submit a Request for [Special Consideration form](#) to the [Graduate Coordinator](#). Original supporting documentation (e.g., a medical certificate, accident report, etc.) must accompany the form. Students must have their physician complete the University of Toronto [Verification of Student Illness or Injury form](#).

Requests for special consideration related to personal circumstances will only be considered in exceptional circumstances and are strongly discouraged. Students who are not granted special consideration related to personal circumstances are required to:

- Complete the test on the scheduled date or a grade of zero will be assigned;
- Submit the assignment on the due date, subject to the regulations for assignments including late submissions.

## ***Medical Documentation for Missed Tests/ Assignments and Extensions***

Students must have their physician complete the University of Toronto [Verification of Student Illness or Injury form](#). This MUST include the statement:

- "This Student was unable to write the test on date(s) for medical reasons" and/or
- "This student was unable to complete the assignment due to an illness"
- Extension of more than one day must specify the length of the period during which the student was unable to carry out the academic work.

Documentation must show that the physician was consulted within one day of the test or assignment due date. A statement merely confirming a report of illness made by the student is unacceptable.

### **Decisions**

Academic Leads will make decisions regarding requests for special consideration, in consultation with the Graduate Coordinator and/ or the EAC. The Academic Lead(s) and/ or the Graduate Coordinator will inform students of the decision.

### **Missed Tests**

If special consideration is granted and a make-up test is required, students must write within two weeks of the original test date. The instructor will contact the student when a make-up date has been arranged. The department will try to give 2-3 days' notice of a make-up date, however this is sometimes not possible and students must prepared for the make-up.

## ***Missed Assignments/ Extensions***

If special consideration is granted, timelines will be negotiated between the student and the instructor.

## ***Deferred Examination Deadlines and Fees***

Students have 48 hours from the date of a missed test to submit their request for special consideration and accompanying fees. Students who defer an examination due to extenuating circumstances are required to pay a non-refundable fee of \$70 per exam, as set out by the Planning and Budget Office's [Administrative User Fees and Fines](#) schedule. This fee is required upon submission of the [Request for Special Consideration Form](#). Forms will not be processed without the accompanying fee. Forms and fees should be submitted to the [Graduate Coordinator](#).

## ***Pattern of Missed Tests and/ or Assignments***

Students are permitted to reschedule a test or assignment in exceptional circumstances with supporting documentation as per the above processes. A pattern of missed/ rescheduled tests and/ or assignments will be considered as a student's inability to meet the standards of the program. When students are unable to meet the standards of the program, their situation will be reviewed by the EAC. As per the University of Toronto Governing Council's [Standards of Professional Behaviour for all](#)



[Health Professional Students](#), a breach of any of these Standards may, after appropriate evaluation of a student, and in accordance with applicable procedures, be cause for dismissal from a unit or program or for failure to promote.

### **Notice of Collection**

The University of Toronto respects students' privacy. The information on the Request for Special Consideration form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering accommodations for academic purposes based on medical grounds. The Department will maintain a record of all medical certificates received. At all times this information will be protected in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

For more information, please refer to the [University's Freedom of Information and Protection of Privacy Office](#) at 416-946-5835. Address: Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.

## **Assessments, Grading, Promotions and Failure**

### **Assessments**

The nature of the curriculum requires the use of a variety of assessments, which may include written, oral, practical skill evaluations, and clinical evaluations.

### **Academic Units**

Academic Leads in collaboration with the Continuous Quality Improvement Committee are responsible for determining the content and method of evaluation, and the weighting given to the various components of the assessment that determine the final grade. At the beginning of each Unit, students will be provided with a Unit outline, which specifies all elements of assessment for that Unit. The methods and weighting of assessments may not be changed without consent of a simple majority of all students enrolled in the Unit. If changes are required and agreed upon as stated above, written notice of the changes will be given to each student in the class concerned, as far ahead as possible of the time at which the changes are to be implemented.

Students are encouraged to contact Academic Leads to discuss plans for remediation if they feel/ detect that they may be in academic difficulty. Academic Leads are also responsible for attempting to identify, as early as possible, students who are in academic difficulty and to recommend remediation for these students. The Academic Leads are obliged to notify the Graduate Coordinator forthwith of the names of students so identified.

### **Clinical Internships**

The supervising CI will complete the Assessment of Clinical Performance (ACP) and recommend a grade of Credit with Exceptional Performance, Credit, Credit with Reservation, or Fail. The DCE/ ACCE determines the final grade. It is important to note that a CI's recommendation of Credit or Reservation will trigger an automatic review of the ACP for the student (completed by the CI) and may result in an assigned grade of



Fail. The student and the CI are required to contact the DCE/ ACCE in all circumstances when the category of Credit with Reservation is recommended. The overall performance of each student includes an evaluation of knowledge, skills and attitudes. These are assessed in the clinical setting and are documented on the ACP.

## Grading

No grades can be considered as final until verified by the EAC. Grades may be altered by the EAC in its review of the student's total performance. The adjustment and assignment of final grades will, in no case, be governed by a quota system. In the Department of Physical Therapy, Faculty of Medicine, 70% is accepted as a passing grade in individually graded Units/ components. Final grades in Units/ components in the SGS are normally reported to students in letter form, the letter equivalents being as follows (see *Table 4: School of Graduate Studies Grading Scale*):

*Table 4: School of Graduate Studies Grading Scale*

Grade Meanings	Refined Letter Grade Scale	Grade Point Value	Numerical Scale of Marks
Excellent	A+	4.0	90-100%
	A	4.0	85-89%
	A-	3.7	80-84%
Good	B+	3.3	77-79%
	B	3.0	73-76%
	B-	2.7	70-72%
Inadequate	FZ	0.0	0-69%
(*70% is a passing grade for all graduate students)			
Honours (H), Pass (P), Fail (FZ)			

Some subjects may be graded as H (Honours), P (Pass) or FZ (Fail) only.

## Request for Informal Review

Students have five business days to request an Informal Review after the grade has been made available. Note that students are advised of sub-standard performance as quickly as possible. Informal Review requests should be submitted by the student directly to the Academic Lead(s) in writing (including by e-mail).

If a request for an Informal Review of an examination, evaluation, or component grade is submitted, the Academic Lead(s) will determine the process by which the Review will take place. As a result of an Informal Review, the score on that assessment may be raised, be lowered, or remain unchanged. In all cases, the Academic Lead(s) will provide a written decision to the student regarding the outcome of the Review (i.e., whether any changes have been made and why).

Students should be aware that the entire test or assignment will be re-graded at the discretion of the Academic Lead and that a fee for re-marking may apply.

**After five days, if no request for an Informal Review of a provisional grade or assessment has been made by a student, that grade or assessment can be considered part of the student record, that is, it is no longer provisional and is instead deemed final (pending customary approval by the Evaluation and Awards Committee).**

### ***Grading and Promotion***

All Units are mandatory and must be completed in sequence prior to graduation from the program. Promotion is dependent upon meeting the standards of performance as outlined in this document. Final decisions regarding whether students progress through the program rests with the EAC.

The Academic Lead(s) is responsible for submitting student grades to the EAC. The Academic Lead(s) provides the EAC with additional information as needed (e.g., raw scores, adjustments, data describing the performance of the entire class, observations by teachers who have taught the students during the year, etc.).

Students who have failed any Unit will receive a grade of Fail (FZ) on the transcript.

Students may be provided the opportunity to submit documentation related to their performance, which will be taken into consideration by the EAC during their deliberations regarding failure, repeating a Unit, supplemental evaluation, and/ or termination. In addition, the EAC will take into consideration overall performance in the program, compliance with policies in this handbook, policies of the Faculty of Medicine, and relevant University policies, such as the [Standards of Professional Behaviour for all Health Professional Students](#).

All decisions with regard to privileges including supplemental evaluations, repeating Units, and with regard to advancement/ termination in the program, made at the EAC level are final. A student has the right to [appeal](#) decisions made by the EAC.

### ***Failure, Supplemental Evaluations and Termination***

#### **In-Class Units**

Students who have not achieved 70% in any of units 1, 2, 3, 4, 6, 7, 11, and 13 may, on the recommendation of the EAC:

- Be permitted to complete a supplemental evaluation.
  - This supplemental evaluation will be taken into consideration before the final Unit grade is recorded on the transcript;
  - Students who do not achieve at least 70% or a Pass on a supplemental evaluation will have failed the Unit and will receive a grade of Fail (FZ) on the transcript. Conditions of provisional continuation in the program will then apply if this is the first Unit failed, during which time the students will be on academic probation.
  - Students who achieve a minimum of at least 70% or a Pass on a supplemental evaluation will have passed the Unit.

OR

- Be permitted to repeat the Unit in question in full during a future academic session.
  - Students will receive a grade of Fail (FZ) on the transcript for the first attempt of the Unit. Conditions of provisional continuation in the program will then apply if this is the first Unit failed, during which time the students will be on academic probation.

OR

- Be terminated from the program.

## Internship Units

Students who have not achieved the internship objectives of a clinical internship Unit (Units, 5, 8, 9, 12, and 14) may, on the recommendation of the EAC:

- Be permitted to complete a supplemental internship during a future academic session
  - This supplemental internship will be taken into consideration before the final Unit grade is recorded on the transcript;
  - Students who achieve a Pass on this supplemental internship will have passed the Unit.
  - Students who do not achieve a Pass on this supplemental internship will have failed the Unit and will receive a grade of Fail (FZ) on the transcript. Conditions of provisional continuation in the program will then apply, during which time the students will be on academic probation. Students who fail a supplemental internship will not be permitted to continue to the next unit.

OR

- Be permitted to repeat the internship Unit in question in full during a future academic session.
  - Students will receive a grade of Fail (FZ) on the transcript for the first attempt of the Unit. Conditions of provisional continuation in the program will then apply, during which time the students will be on academic probation.

OR

- Be terminated from the program.

## Failure of In-Class Units and Internship Units

### Consequences of Failing a Unit

Students who fail any Unit for the *first time* will be ineligible to proceed in the program until which time they have met the conditions of provisional continuation in the program (see below for further details), if granted. Students may be granted a

maximum of one opportunity to repeat any one single failed Unit throughout the duration of the program. Students who fail a Unit for a second time will be terminated from the program.

If granted permission to repeat a Unit and continue in the program with conditions of provisional continuation, students will be required to take a Leave of Absence, until the next point in time that the Unit in question is offered by the Department. Students should be aware that most Units are only offered once a year and Units must be completed sequentially. If the failed Unit is an internship, the student may be permitted to continue to the next Unit upon recommendation from the EAC.

Students will be placed on academic probation until they successfully pass the failed Unit and have met the conditions of provisional continuation. Students will be required to submit all evaluations in a repeated Unit for grading, according to the current course outline. Students are not permitted to re-use any part of assignments previously submitted. For complete details on academic integrity, refer to the [University of Toronto's Code of Behaviour on Academic Matters](#). Students will be required to register in the program for any and all additional terms needed to complete the program and must pay fees accordingly. Students who successfully pass the repeated Unit, may proceed in the program. See [Assessments, Grading, Promotions and Failure](#) for details.

Students who are permitted to repeat a failed Unit:

- a) Must achieve at least 70% in a repeated In-Class Unit or achieve a Pass in a repeated Internship Unit in order to proceed in the program;
- b) Will be terminated from the program if they do not achieve a minimum of at least 70% or a Pass in the second attempt at any Unit;
- c) May be granted a maximum of one opportunity to repeat any single Unit (inclusive of internships) throughout the duration of the program;
- d) Are advised to be aware of their rights in regards to academic [appeal](#).

Students who have failed any Unit may be given written conditions of provisional continuation in the program. It is the students' responsibility to meet with the Academic Lead(s) and the [Graduate Coordinator](#) to develop an academic plan to improve and monitor performance while remaining on probation and to meet the conditions set out in the provisional continuation document. If the provisional conditions are not met by the dates set by the Department in the written conditions of provisional continuation in the program, students will be terminated from the program and will not be granted the degree of MScPT.

## **Remedial Support and Supplemental Evaluations**

Remedial support will be determined in collaboration with the Academic Lead(s), [Graduate Coordinator](#), and the EAC. Supplemental evaluations will be under the direction of the appropriate Academic Lead(s) with guidance from the [Graduate Coordinator](#) and the EAC. The arrangement of supplemental work and/ or examinations is the responsibility of the Graduate Coordinator in collaboration with the Academic Lead.

## Termination

A student will be terminated from the program in the following situations:

a) Academic Issues:

- Has been granted two supplemental evaluations and is not successful on a subsequent unit, internship or supplemental evaluation;
- The student fails a Unit for a second time (i.e., fails a repeated attempt at a Unit or fails a second unit at any point throughout the duration of the program)
- The student has failed an In-Class Unit or Internship Unit and does not achieve a pass on a subsequent Unit (less than 70% on an In-Class Unit; does not achieve a Pass on an Internship unit)

b) Violation of professional standards and/ or academic offences.

- Violation of Professional Standards: as outlined in the [Professional Behaviours Code for Health Professional Students](#)
- Academic Offences: as outlined in the University of Toronto's [Code of Behaviour on Academic Matters](#)

## Termination Guidelines

Students can find information on [termination](#) on the SGS website.

## *Re-Application Policy*

Please refer to the School of Graduate Studies website for information on re-application to the program.



## **CLINICAL EDUCATION**

It is our mandate to educate Physical Therapy students who are competent to practice as generalists. The clinical component of the program provides for the integration and application of learning in current academic studies to the clinical environment, leading to the development of clinical competence.

### **Clinical Sites**

The clinical education component of the curriculum takes place at approximately 320 exemplary and diverse clinical sites associated with the department in the University of Toronto catchment area. Students may also have opportunities to expand their clinical learning experience through out-of-catchment and international internships. For the most up-to-date version of this list, visit our [Clinical Partners](#) webpage.

### **Clinical Education Requirements**

Each student is required to complete 30 weeks of approved full-time clinical practice as well as active clinical exposure (ACE) visits throughout the curriculum. Students must complete six weeks in Unit 5, 8, 9, 12, and 14. The number and length of internships have been selected to provide students with an opportunity to develop skills at the various stages of their education, while allowing adequate opportunity for exposure to different areas of physical therapy practice.

Throughout the 30 weeks of clinical education, students are required to demonstrate significant opportunities to work in the following areas of practice: cardiorespiratory care, neurology and musculoskeletal practice. Students will also need to complete an internship in each of the following practice settings: acute care, rehabilitation (may include complex continuing care, long-term care) and or community-based care. Community-based care includes private practice, community health clinics, industry opportunities, and community service agencies. Students must also accumulate sufficient geriatric experience throughout the clinical education curriculum. Unless there are extenuating circumstances, no more than two internships in the curriculum may be in any one practice area/setting.

Students are required to keep a record of their internship experiences on the Clinical Experience Record Forms (available on the Clinical Education course shell on [Quercus](#)). It is the students' responsibility to record the caseload variety experienced during internships on the electronic tracking form. This information is used as supporting documentation for accreditation by the department and used by the DCE and/ or the ACCE to determine whether clinical requirements have been met and whether future internship requests are appropriate.

Internship requests will be reviewed by the DCE/ ACCE and every attempt will be made to meet the needs of each student's program. Where difficulties arise in meeting these exact requirements, the DCE/ ACCE will attempt to arrange the most suitable alternative. Students are encouraged to meet with the DCE/ ACCE to discuss their particular circumstances where necessary.

Satisfactory completion of all clinical units is required for graduation. For a breakdown of clinical internship placements during the two-year program, see Appendix 1: MScPT Curriculum Class of 2022.

## Clinical Internships

The DCE/ ACCE is responsible for arranging all clinical internships in the program. No student may undertake to make her/ his own arrangements with any clinical site. Doing so will inhibit one's opportunity to be placed at that site in the future.

Although every effort will be made to place students in their preferred area, the Department of Physical Therapy reserves the right to place students as necessary to meet the needs of that student's program based on availability.

Students are reminded that internships are limited and subject to availability. Students, therefore, may be required to complete their clinical unit requirements outside of their area of preference/residence. In this situation, accommodation and travel expenses are the responsibility of the student. Accommodation and travel allowance information and application may be obtained from the DCE/ ACCE and is available on the Clinical Education course shell on [Quercus](#).

### Clinical Internship Selection

A list of all available clinical internships will be made available to the students whereby they may make their selections on the appropriate forms. In most circumstances, students may identify up to ten internship options of interest per session.

The DCE/ ACCE will attempt to match the students to one of their ten choices through a computerized, random assignment process once specific learning needs and/ or clinical site requirements are considered. Since internship availability is dependent upon the group selection process, students may not necessarily receive one of their selected options. Some internships may change or be cancelled due to uncontrollable circumstances and in this event, the DCE/ ACCE will attempt to re-assign the student. These situations are often beyond the University's control.

Certain specialty internships may require previous experience in a suitable rotation (e.g., cardiorespiratory, outpatient orthopedics). Only students who meet these criteria will be eligible for internships in these particular facilities.

Note: If a student declines an internship, such action may lengthen the student's program, delay graduation and be associated with additional tuition fees.

### Disclosure

The DCE/ ACCE will require that students who have failed placements disclose this to the supplementary unit CI. The DCE/ ACCE will be forwarding information to CIs to support successful completion of learning objectives.



## ***Absences from Clinical Internships***

Students must attend all clinical practice sessions in the MScPT program. In the event of medical illness, injury, or extenuating circumstances where the student will be absent from their clinical internship, the student is required to inform the CI and the CCCE before clinical hours so that patients may be re-assigned. The student is also required to inform the DCE of any absences from clinical internships. If, due to illness, a student is unable to attend clinical practice for three or more consecutive days, they must provide the CCCE and DCE/ ACCE at the Department of Physical Therapy with a medical note. A student who misses any time during a clinical internship must make up the time lost. A lengthy absence or repeated absences may necessitate withdrawal from an internship at the discretion of the DCE/ ACCE and clinical site.

In the exceptionally rare circumstance that there is a necessary and unavoidable absence, the student must request this time off in writing to the DCE/ ACCE before the start of the internship. If approved by the DCE/ ACCE, the student may request the time off from the CCCE and CI. **Students are required to make up all lost time** from planned absences.

Arrangements for making up time lost from clinical practice are the responsibility of the student with the CI and CCCE. It is the responsibility of the student to inform the DCE/ ACCE of the plan to make up time lost from the clinical internship. No student may arrange with their CI to make up time lost outside of designated clinical hours unless this has been approved by the CCCE and DCE/ ACCE.

Students are not excused from clinical practice sessions to attend courses or conferences outside of the clinical site unless clinically relevant to their internship. The student must obtain approval from the CCCE and CI prior to registering for the course/conference.

## ***Absence from Clinical Internship due to Written Component of PCE***

There are instances when the written component of the PCE is scheduled on a weekday during an internship course. The Department of Physical Therapy will permit students to take the day off from their internship to write the exam provided the student has signed the declaration form ([Appendix 3](#)) and the student is able to make-up time for this day. The student is required to sign this declaration to ensure that they are fully aware of the factors in choosing to complete the exam during an internship. Once they have read through and understand all statements, they sign their name, date the declaration, and return it to the DCE / ACCE.

Options for make-up time in lieu of time absent from clinical placements include:

- evening and weekend clinical time
- extended hours of a significant critical mass of time (i.e., at least one hour duration) at the beginning or end of a regular work day

We fully acknowledge that the availability of type and amount of make-up time activity varies with each clinical facility, and **must not cause undue hardship for the CI or the site** in trying to accommodate this.

## Student Dress Code

Being a health care professional within the clinical setting carries many responsibilities, including professional dress and behaviour. The dress code exists for student safety as health professionals and the safety of patients. A dress code policy exists in all clinical facilities and students MUST abide by the policy of the site that they are attending. A student may be sent home from their clinical internship for the day if the site deems her/his dress to be unacceptable. In the event that the site wishes the student to comply with the University of Toronto, Department of Physical Therapy dress code policy, it is as follows:

- Conservative, professional and non-revealing attire is expected (e.g., clothes must be neat and ironed; shirts sleeves must be at or longer than the mid-humerus level; shorts and skirts must be knee length). No denim, jeans, track pants, training pants, shirts with logos, sleeveless shirts nor shirts with cap sleeves.
- Flat shoes must be clean and presentable with a closed heel and toe.
- Smooth rings that are not at risk of scratching a patient, a short necklace, watch and small stud earrings may be worn; any other visible cosmetic body piercings are not allowed.
- Hair must be neat and tidy with long hair tied back.
- Nails must be short and smooth. Nail polish is not permitted, nor are acrylic and gel overlay nails.
- Makeup should be discreet.
- Chewing gum may not be chewed when in the presence of patients.

## Student Identification

All students are required to identify themselves as Physical Therapy students throughout the program. Students must wear the [Clinical ID Card](#) at all times in clinical facilities. Students must introduce themselves as Physical Therapy students to all clients and staff. Written documentation must clearly be signed 'Physical Therapy University of Toronto student' with the year. If students lose their Clinical ID Card, they must replace it immediately.

## Health Requirements

In certain patient-care settings or institutions where students are assigned for clinical units, documentary proof of a current Tuberculin Test and/ or negative chest X-ray, as well as proof of current immunization against specific diseases, may be required. Please be aware that some sites (e.g., paediatric sites, long-term care sites) require all staff to receive the flu vaccine. Students in such an environment will be required to produce evidence of this vaccination. In addition, special requirements regarding infection control may be required.

**Note: All students are expected to keep a copy of their health record** as clinical sites may request proof of immunization. It will be the responsibility of the student to submit a copy of his/ her immunization record to the facility with the letter of acceptance.

## ***Infection Control***

The Ministry of Health and Long Term Care and Department of Physical Therapy strongly recommend the influenza vaccine. Clinical facilities encourage all staff and students to receive the influenza vaccine. Students, who choose to not receive the influenza vaccination, will be required to wear a procedure mask in patient care areas during the influenza season. If there is an outbreak and a student is not vaccinated, they may be redeployed by the site or, when appropriate, dismissed from the clinical site for the safety of the student and patients. If students are unable to achieve the objectives of the internship, they will have to repeat the clinical internship, which may delay graduation, and be associated with increased fees.

## ***Guidelines Regarding Infectious Diseases and Occupational Health***

[Guidelines Regarding Infectious Diseases and Occupational Health](#) apply to applicants and all learners with patient contact within the Faculty of Medicine, including students within the Department of Physical Therapy. This document is intended to minimize the risk and impact of infectious diseases that may pose a threat to learners and those with whom they may come into contact. It is intended to address education requirements on methods of prevention, outline procedures for care and treatment after exposure, and outline the effects of infectious and environmental disease or disability on learning activities.

## ***Student Safety Training***

A new regulation requires health and safety awareness training for every worker and supervisor under Ontario's Occupational Health and Safety Act (OHSA). Under Bill 18, students completing an unpaid work term are now considered employees and need to complete Health and Safety Education Modules. Students in the Department of Physical Therapy are required to complete the following modules:

- Hand Hygiene Module
- Workplace Hazardous Materials Information System (WHMIS) Module
- Workplace Violence and Harassment Module
- Confidentiality and Privacy Module
- Occupational Health and Safety Awareness Training
- Accessibility for Ontarians with Disabilities Act (AODA):
- College of Physiotherapist of Ontario: Infection Control and Equipment Maintenance Standard

Students need to submit proof of completion of these modules. In addition, students might be required to complete site-specific modules prior to starting their internship.

## ***Criminal Record Checks***

Increasingly, some sites (e.g., school boards, community care agencies, hospitals) require that employees, including students, have a completed criminal record check or Vulnerable Sector Check prior to the start of the clinical internship. Students assigned to clinical sites which require these checks are required to complete the checks at their own expense and submit the results of the completed check to the clinical site. Students will be informed by the Department of Physical Therapy if this check is

necessary prior to the beginning of the placement. Please note that failure to obtain a satisfactory police record check may result in an alternate or delayed placement, delay graduation, and be associated with additional tuition and fees.

### ***Standards of Professional Behaviour for all Health Professional Students***

Students on internship and site visits are expected to abide by the [Standards of Professional Behavior for all Health Professional Students](#) at all times.

### ***Clinical Internship Requests Outside of University of Toronto Catchment Area***

Following successful completion of the first clinical internship of Unit 5, students may request a total of two out-of-catchment (OOC) internships while in the program. Students must have a minimum of a 75% overall average, and have progressed through the program with no academic concerns or conditions nor concerns in any of their previous clinical experiences. Students granted a supplemental practical exam in a subject area will not be permitted to go OOC for the internship relevant to that unit.

There must be favourable consensus from both the appropriate academic and clinical faculty that the student demonstrates professional behaviour in both academic and clinical situations (e.g., independence, maturity).

Students wishing to undertake a clinical learning experience OOC (within Canada) may request three choices of city, type and area of practice in one other university catchment area. Students may not request specific sites, although under special considerations sites may be mentioned. A map of Ontario catchment areas and list of cities as well as the OOC Student Internship Request Form can be found on the Clinical Education Course on [Quercus](#).

Out-of-Catchment requests are forwarded to the appropriate University DCE/ ACCE for matches. Deadlines are set each year for OOC requests. The DCE will inform students of date deadlines. Students who request OOC internships will be expected to accept the offered internship. If a student declines an internship, such action may lengthen the student's program, delay graduation and be associated with additional tuition fees. When possible, an internship will be secured in the Toronto catchment until OOC internships are confirmed.

All costs incurred with OOC internships are the responsibility of the student. Currently, the University of British Columbia, the University of Alberta, the University of Saskatchewan, McMaster University, the University of Ottawa and McGill University charge a \$50 administration fee, and the University of Montreal charges a \$75 fee, for arranging internships of OOC students. This fee is non-refundable and should be paid by cheque, payable to the requested University, at the time of submitting the request form. Students going to the University of Ottawa, the University of Montreal, and the University of Laval's catchment must be fully bilingual. Students going to the British Columbia, Alberta and Manitoba must join the Provincial College of Physiotherapists before the internship commences. Several provinces also require a criminal reference check. In addition, some facilities also charge an additional fee to host a student. These fees are the responsibility of the student.

Note: If a student declines an internship, such action may lengthen the student's program, delay graduation and be associated with additional tuition fees.

### ***International Clinical Internships***

Students may request one six-week internship outside of Canada. The request will be considered for Units 8, 9, 12, or 14 for students with no previous academic concerns. The request requires the approval of the DCE. Students interested in arranging an internship in a country outside of Canada should meet with the DCE/ ACCE prior to the initiation of any contact with international facilities. This will ensure the appropriate documentation is forwarded to the sites for their review. It is the student's responsibility to research and make initial contact with international facilities. Once the student has received written confirmation of a facility's interest, the DCE/ ACCE will follow-up with the facility to confirm arrangements and forward the appropriate documents. On the Clinical Education website, a specific section has been dedicated to international clinical internships, including the international site requirements and student requirements. Students should review this section and make an appointment to see the DCE/ ACCE. Please note that costs associated with international internships are not funded by the Departmental bursary program. Students are encouraged to review clinical learning opportunities with the [International Centre for Disability and Rehabilitation](#).

### **Safety Abroad for Intentional Clinical Internships**

Please note that international student internships will not be approved in countries that have an *Avoid all Travel* warning issued by Foreign Affairs and International Trade Canada as per the [University of Toronto Safety Abroad Guidelines](#).

When a country has high degree of risk or an *Avoid all Non-Essential Travel* warning, the internship will not be approved as internships can be completed in Canada. When a country has moderate degree of risk, an *Exercise High Degree of Caution* warning, approval will depend on the degree of stability, safety concerns and faculty contacts in the area.

Students are advised to delay the purchase of airline tickets to unstable countries pending approval of the internship by the DCE closer to the date of the internship. Additional requirements for students choosing to do an international internship are detailed on the Clinical Education Course on [Quercus](#).



## **POLICIES, REGULATIONS, AND STUDENT SUPPORTS**

Graduate studies at the University of Toronto exist in the context of many overall University of Toronto policies and regulations, including:

- [University of Toronto \(set by Governing Council\)](#)
- [School of Graduate Studies \(SGS\)](#)
- Department of Physical Therapy (policies outlined in this handbook and on the Clinical Education website, for all clinical education related matters)

### **The University of Toronto and SGS**

Students should become familiar with University of Toronto policies and regulations. The following list contains specific policies from all three areas listed above; however, this list is not inclusive. Other important policies can be found on the [Governing Council site](#), the [SGS](#) site, and within this handbook:

- a) [Academic Appeals](#) (SGS Regulation - choose Academic Appeals Policy)
- b) [Access to Student Academic Records](#)
- c) [Code of Behaviour on Academic Matters](#)
- d) [Code of Student Conduct](#)
- e) [Policy on Official Correspondence with Students](#)
- f) [University Policy on Sexual Harassment](#)
- g) [Departmental Examinations: A Code of Good Practice](#)
- h) [Course Work Extensions](#)
- i) [Policy on Student Financial Support](#)
- j) [University Assessment and Grading Practices Policy](#)
- k) [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)
- l) [Appendix 4: Guidelines on Classroom and Laboratory Conduct & Management of Physical Therapy Laboratories](#)

### **Name/ Gender Change**

If a student has changed name or gender, he/ she must complete the [SGS Name/ Gender Change form](#) and bring it along with the required identification (as per the instructions on the form) to the Student Services Desk at the [SGS](#). The [SGS](#) will then forward a copy of the form to the Department of Physical Therapy where the change will be made in the departmental student database and the hard copy of the student academic record. This process is especially important prior to Convocation.

### **Academic Appeal**

Students may, on occasion, dispute substantive or procedural academic matters, including grades. The [graduate appeals process is set by SGS](#). This process can also be found in the current edition of the [SGS Calendar](#). Students are advised to review this process and to carefully note the timelines for each of the four steps in the process. The first two steps, which occur at the departmental level, are outlined below. If a student wishes to take an appeal to step three, they should refer to the [SGS Calendar](#) or [website](#).

### ***Step One: Informal Stage***

In the case of dispute at the Unit level, students must attempt to resolve the matter with the Academic Lead(s), instructor or other person whose ruling is in question.

### ***Step Two: Departmental Level Appeal***

If the student does not agree with the EAC decision, the student may pursue the matter with the Department Chair.

### ***Step Three: Sector-Level Appeal***

Should discussions with the Department Chair fail to resolve the matter, the student may make a formal appeal in writing to the RSS Academic Appeals Committee (RSSAAC). Further details about this appeal process should be requested from the [Graduate Coordinator](#) or [SLO](#).

### **Rehabilitation Sciences Sector Academic Appeals Committee**

#### **Members and Quorum:**

The Committee shall have a total membership of five: four graduate faculty members and one graduate student; in addition, there will be alternate graduate student members, as set out below. One of the faculty members will serve as Chair of the Joint Committee. The Joint Committee Chair may assign a Secretary to the RSSAAC, as required. Quorum for the Joint Committee is three members, including the Joint Committee Chair. For the purposes of an individual appeal, the Joint RSSAAC would report to the Chair of the Department in which the appeal is being launched.

- a) **Members:** There shall be four graduate faculty members, one representative from each of the four rehabilitation departments (Department of Occupational Science and Occupational Therapy (OS&OT), Department of Physical Therapy (PT), Rehabilitation Sciences Institute (RSI) and Graduate Department of Speech-Language Pathology (SLP). There shall also be four graduate student members, one representative from each of the four rehabilitation departments listed above. Neither the Chair nor the Graduate Coordinator of the Department within the Rehabilitation Sciences Sector should be a member of the RSSAAC.
- b) **Chair of the Committee:** The Rehabilitation Council of Chairs will nominate and appoint a Chair of the Joint Committee from amongst the faculty membership of RSSAAC.
- c) **Student Member:** There will be four graduate student members, one representative from each of the four rehabilitation departments in OS&OT, PT, RSI and SLP. The graduate students in each Department normally will choose the student member to serve on the Joint Committee. The four graduate student members will then rotate amongst themselves to have one student representative on the Joint Committee. The student representative will not be in the same department in which the individual appeal is being launched and will continue to hear the same appeal until it is resolved.



- d) **Alternate Members:** Alternate Committee members shall be appointed by the Chair of the Department every year, renewable once to serve on the Joint Committee. The alternate Chair of the Joint Committee will be rotated every year, renewable once between the four graduate faculty members. The graduate students in each Department should choose an alternate student member to serve on the Joint Committee every year, renewable once. Once an alternate member is involved in an appeal, that alternate member shall continue to hear that same appeal until it is resolved.
- e) **Secretary:** The Chair of the Joint Committee will assign a Secretary to the RSSAAC as required. The Secretary should be a non-academic who comes from the Sector pool of talents.

### ***Step Four: School of Graduate Studies Level Appeal***

#### **School of Graduate Studies Academic Appeals Committee**

If the issue is still unresolved, the student may initiate an appeal in writing to the SGS. Please refer to [University of Toronto School of Graduate Studies Appeals](#) process.

### **Standards of Professional Behaviour for all Health Professional Students**

Within the Physical Therapy program, students are involved in training in ethics and engage in the profession and practice of physical therapy under supervision. At all times, students will adhere to the Standards of Ethical Behaviour for the Profession of Physical Therapy (please refer to the [CPA Code of Ethics](#)). Her/his professional activities will be characterized by honesty, integrity, conscientiousness and reliability. Students will recognize that their involvement in the health care system may put them in positions of power with clients. Students must not take advantage of this position to advocate for their personal gain, values or beliefs. Additionally, students must also adhere to the [Standards of Professional Behaviour for all Health Professional Students](#), as required by The University of Toronto's Governing Council.

### **Supports for Students Experiencing Difficulties**

The Department realizes that it is not unusual for students, especially in the first year of the program, to be dealing with a number of difficulties that affect one's ability to carry out their program of study. These may include living away from home, living in a large city for the first time, trying to remember what one learned in a second year Statistics class, getting used to new methods of teaching and learning, financial problems, time management issues arising from an intense curriculum, being a parent or a caregiver to sick or elderly parents, developing a different style of essay writing or critical thinking skills, coping with medical or mental health issues such as depression, and overcoming communication issues when English is not a first language, grieving, relationship issues and others.

There are University resources which may be helpful to students, as outlined in the [Support & Resources section](#). Students are advised to review this section as soon as

possible so that they will be more likely to access the services when in need of support. The Department and the Faculty of Medicine, have systems of support to assist students whenever possible, as indicated below:

### **Within the Department:**

- i. First contact: Academic Lead (if the student is having difficulty in a particular unit)
- ii. Second contact: [Graduate Coordinator](#)
- iii. Third contact: [Program Director](#)
- iv. Fourth contact: [Chair](#) of the Department

### **Outside the Department:**

- i. [Student Life Programs and Services](#)
- ii. [Community Safety Office](#)
  - The Community Safety Office responds to students, staff, and faculty members of the University of Toronto community who have personal safety concerns.
  - The Office provides consultation to those dealing with difficult behaviours.
  - They can be reached at 416-978-1485
- iii. [Laurie Coleman](#) offers counselling at 500 University Avenue for rehabilitation students. Please contact Health and Wellness at 416-978-8030 to set up an appointment.
- iv. [Health and Wellness Centre](#), 416-978-8030

### **Remedial Work**

If students have knowledge or skill deficits in a particular area, they are responsible for self-study. The student can develop a self-study plan on his/her own, or ask the Academic Lead for advice on how to improve understanding of certain material or competence in skills.

Remedial work will only be allowed for serious health problems or exceptional personal circumstances which may adversely affect the student's performance in the program. See the following section on [Academic Information](#) for required procedures.

### **Students Requiring Accommodation**

The term disability is used here as defined by [Section 10 \(1\)](#) of the Ontario Human Rights Code.

(We) are committed to facilitating the integration of students with disabilities into the University community. Each student with a disability is entitled to reasonable accommodation that will assist her/him to meet the standards. Reasonable accommodation will be made to facilitate student's progress. However, such accommodation cannot compromise (client) safety and well-being. Reasonable accommodation may require members of the University community to exercise creativity and flexibility in responding to the needs of students with disabilities, while maintaining the academic and technical standards. The student with a disability must

be able to demonstrate the knowledge and perform the necessary skills independently. There are a few circumstances in which an intermediary may be appropriate. However, no disability can be accommodated if the intermediary has to provide cognitive support, substitute for cognitive skills, perform a physical examination and/or in any way supplement clinical judgment. The appropriateness of an intermediary will be assessed on a case-by-case basis.

In some cases, accommodations may be required during an internship when no such accommodation is required in an academic setting. ***Students must be registered with Accessibility Services prior to receiving accommodations in a clinical environment. Without these accommodations in place, students should be aware that an internship may be delayed or cancelled if there is a concern with client safety or well-being.***

### **Evaluation**

Student progress will be reviewed at the end of each Unit during a competency review/marks meeting of the EAC. Any competencies not being met will be monitored, and conditions placed on a case-by-case basis. The means of identification and measurement of these essential competencies are integral to this Department's policies on [Requirements for Standing and Promotion](#) and The University of Toronto's [Standards of Professional Behaviour for all Health Professional Students](#). Therefore, consequences for students who are unable to meet the expectations for practice upon graduation will be in accordance with the consequences of breaches to either one or both of these policies.

### **Guidelines for Student Accommodations through Accessibility Services**

Communication and cooperation between the student, his/her course instructors, and the staff of the University's Accessibility Services (AS) office is necessary to enable the University to make reasonable accommodations for students with disabilities as defined by the Ontario Human Rights Code. Services are provided to students with a documented disability, which can be physical, sensory, a learning disability, or a mental health disorder. Students with temporary disability (e.g., a broken arm) are also eligible for this service.

According to AS, the term accommodation refers to any service, equipment, or special arrangement that is put in place to support students with a disability in the University setting. In general, AS considers any medical condition or disorder that affects functionality to be a condition which could require accommodation. Some of these may include:

- Learning Disabilities
- Mobility Impairments
- Functional/ Fine Motor Disabilities
- Acquired Brain Injuries
- Blindness & Low Vision
- Chronic Health Conditions
- Deafness & Hearing Loss
- Psychiatric Disabilities (including eating disorders, acute or chronic depression, etc.)

- Communication Disorders
- Temporary conditions: such as fractures and severe sprains, recovery from an operation, serious infections or pregnancy complications

As a professional faculty, it is the responsibility of the Department of Physical Therapy to graduate students who meet the essential competencies of the profession. If a student's disability is of a nature that could compromise (client) safety and well-being in any area of physical therapy practice, the student may be denied accommodation.

### **Student Responsibilities:**

- Students requiring special accommodations of any kind must register with AS who will assign the student an Accessibility Advisor, and will provide an assessment to identify the needs and accommodations required for the student. AS staff will not disclose the student's disability to anyone outside of the Service without his/her permission.
- Any student wishing to implement accommodations must provide documentation from AS to the [SLO](#) specifying the accommodations to ensure that there is correct and up-to-date information on file.
- All accommodations are subject to annual renewal. Fall Session accommodation, including Test/Exam & Notes, for returning students will not be put in place until the Annual Renewal has been completed. Students must book an appointment between May and September to meet with their AS advisor to ensure that his/ her accommodations are renewed for the upcoming academic year.
- Students must speak with each of his/ her Academic Leads at the beginning of each term, and discuss any specific requirements that may be needed courses. Exam and assignment schedules should be reviewed in case modifications will be necessary (e.g., moving the date of an exam or assignment, writing the exam in a different location).
- Students will review their specific needs with their Advisor at AS and make arrangements with their Advisor for any necessary accommodations (e.g., writing exams separately). Students should note that AS has deadlines for the registration of these arrangements. Registration at the Exam Centre is also required to receive accommodations on virtual examinations.
- Students will notify the Graduate Coordinator of any accommodations relevant to each course. The Graduate Coordinator will communicate accommodations to Academic Leads and Instructors as required.
- Students registered to take tests at the Exam Centre are requested to inform Academic Leads of their arrangements.
- Students should also refer to the [Financial Assistance for Students with Disabilities](#) section for more information on funding.
- Students sustaining a concussion are requested to discuss their situation with their Unit instructor. Students are encouraged to access the [David L. MacIntosh Sport Medicine Clinic](#), which provides access and care from the leaders in sport medicine with [specific expertise of concussion](#). Students are required to provide documentation for accommodations and for return to class and/or internship.

### **Academic Leads Responsibilities:**

- Academic Leads will do their best to accommodate all requirements for special needs identified by the AS Advisor (e.g., moving the date of an assignment or test). In the event that certain needs are unable to be met or are difficult to meet, the student, the Academic

Lead, the Graduate Coordinator and the SLO will meet to address these needs on a case-by-case basis.

- When the accommodations have an impact on clinical internships, the DCE will discuss the reasonable accommodations with the site prior to the site agreeing that they can accept the student. In the event that a clinical site cannot be found, the Graduate Coordinator, the DCE and the student will meet to address these needs on a case-by-case basis.
- When a separate exam space is required, the Academic Lead will submit the exam to the Accommodated Testing Services upon request.

### **Accessibility Services Responsibilities:**

- AS Advisors will provide an assessment to identify the needs and accommodations required for each individual student registered.
- AS Advisors and Accommodated Testing Services will organize alternate exam-writing facilities and invigilators at AS when necessary. This information will be communicated directly with individual Unit instructors.
- All accommodation arrangements will be copied to the Graduate Coordinator and the SLO to ensure all parties are aware of any special needs and accommodations.
- The Department requires that all accommodations are arranged through and provided by AS in order to ensure that all requirements are met.
- The Graduate Coordinator and the SLO will be able to advise any of the above parties in regards to meeting the responsibilities outlined, as necessary. They will maintain a database listing the accommodations required for individual students as Recommended by AS.

### ***Accessibility for Ontarians with Disabilities Act (AODA)***

Students who are having difficulty in the Department of Physical Therapy due to a disability who would like assistance or have concerns should contact the [SLO](#) at 416-978-5476. We would be happy to work with students to resolve any issues. Further information on the AODA can be found [online](#).

## **Other Regulations**

### ***Regulations for Assignments***

Assignments must be completed and submitted by the due date and time specified by the Academic Lead and must be electronically date-stamped by the receptionist at the time of submission, unless otherwise specified by the instructor.

For late assignments, where no extension has been granted by the course instructor beforehand, 5% of the total possible marks for the assignment will be subtracted from the student's mark for each regular weekday that an assignment is late. After seven days, no mark will be given for the assignment. The Unit instructor will indicate whether she/he will accept submissions electronically and whether additional marks will be deducted for weekends and holidays at the time the assignment is given.

Assignments submitted in an unacceptable form may be returned to the student to be re-done and will be considered late if submitted after the original due date.

## Code of Behaviour on Academic Matters

Plagiarism and other academic offences will not be tolerated. Students should make themselves familiar with the [Code of Behaviour on Academic Matters](#). Students should also review the [Academic Integrity website](#).

An excerpt from the [Code of Behaviour on Academic Matters](#) (2016):

- 1) It shall be an offence for a student knowingly:
  - d) To represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism.
  - e) To engage in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

An example of academic dishonesty would be the copying, distribution or use of exam questions.

*Wherever in the Code an offence is described as depending on knowing, the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.*

More information can be found at the following sites:

- [How Not to Plagiarize](#)
- [Academic Integrity](#)

## Academic Integrity

All students are expected to be familiar with the University of Toronto's [Code of Behaviour on Academic Matters](#). University of Toronto places a strong emphasis on integrity – in both their teaching and their research. Plagiarism is not tolerated. Student conduct is governed by both a [Code of Student Conduct](#) and a [Code of Behaviour on Academic Matters](#). Learners are advised to review the University of Toronto policy on [academic integrity](#). Here are some brief reminders directly from the code.

- The Code outlines responsibilities of all parties [students and faculty] to the integrity of the teaching and learning relationship.
- This relationship is informed by honesty and fairness and the basis remains one of mutual respect for the aims of education.
- It is important to acknowledge that seeking credit or other advantages by fraud or misrepresentation, or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work or record of a student.
- Any student deemed breaching the Code is at risk of receiving a grade of zero "0" or a failure of the academic work.

Any test, exam or assignment not provided by the instructor as a study aid to all students is considered to provide unfair academic advantage and therefore is an academic offence. Students who share or use unauthorized tests or assignments are considered to have breached the University's [standards of academic integrity](#).

It is an offence for students to forge, alter or falsify documents; to use or possess an unauthorized aid(s) in any academic test or examination; to personate another person; to represent other's ideas or work as your own; to submit academic work which was previously submitted for credit; or purport a statement which has been concocted. Whether in-person or online, it is an offence for students to retaining copies of the exam in any manner or form, receiving any assistance from others, and/or using electronic communication or document sharing/collaboration of any kind with other students (e.g., texting, Google Doc, Facebook). This applies to the time during the exam (on-line or in-person) as well as after in case some students write at different times. Sharing quiz questions without permission is an example of offence in the [Code](#) and a direct infringement of academic integrity.

Please be informed that the university has supports and resources to assist students such as the [How Not to Plagiarize](#) document. The [Code](#) also includes procedures that need to be followed should any of the parties be in violation of the [Code](#). As a student enrolled in the department of Physical Therapy, it is an expectation that you are very familiar with the policies regarding academic integrity. Please contact your Academic Lead or the Program Director if you have any questions or concerns regarding academic integrity. All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If students have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, they are expected to seek out additional information on academic integrity from their instructors or from other institutional resources.

Students will be required to submit their course assignments to [Turnitin.com](#) for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their assignments to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described [online](#). Information on [setting up an account and submitting papers](#) is also available online.

## **Academic Integrity in the Learning Environment**

### ***Posting of Marks***

Official final grades are reported as letter grades only in [ACORN](#). However, students generally receive unofficial numerical grades on their evaluations through [Quercus](#) Grade Centre. Students can calculate their own unofficial preliminary final numerical mark and confirm that with their letter grade in [ACORN](#). If the student is concerned that there is a discrepancy, they should email the Academic Lead and [SLO](#) as soon as possible.





## **GETTING STARTED AS A STUDENT**

### **JOINid**

Every applicant to the University of Toronto is assigned a JOINid. It was provided through an email from the [School of Graduate Studies](#) (SGS). When students begin their studies at the University of Toronto, their JOINid becomes their [UTORid](#), which allows students to access a number of services such as email, library resources, and Quercus, the University's student portal and learning management system.

Students must enable their JOINid and create a password if they wish to access the Accessible Campus Online Resource Network (ACORN) before activating their UTORid. This can be done [online](#). The JOINid will not work until it is enabled and a password for it has been created.

Students who lose their JOINid password, can use the enabling site to change their password. Please note that updates to passwords can take 24 hours to roll over in the system. If students are unable to reset their password using the enabling site, they can call 416-978-HELP or email the [Help Desk](#) to reset their password. When phoning, students should specify that they have already enabled their JOINid.

### **TCard (Student ID)**

A TCard is the official University of Toronto Student identification and library card. It is recommended that students obtain their TCard before classes begin, if possible. Students are required to submit a photo and attend a scheduled online appointment to verify documentation and identity. Students should review the [instructions and required documentation](#). New students are required to show legal status and identity documents to obtain their first TCard. A TCard will not be issued unless documentation matches one's legal status.

Please note the following:

- A TCard will not be issued without original supporting documentation.
- The photograph in the government-issued photo identification may be no more than five years old.
- The name on the documents must match the name in the University's record systems. Name changes must be reported with supporting document and photo identification to the SGS before visiting the TCard Office.
- TCards should always be stored in a protective case away from other cards and vinyl windows.

It is the student's responsibility, in case of loss, to have their library account blocked by phoning the Central Library Reader Registration Office (416-978-7694). If the TCard has access to a campus meal plan or printing funds for the St. George or Scarborough campuses, students can deactivate the funds using the [Online Meal Plan Management System](#) (log in with UTORid or click on Lost TCard). Students can also [report the loss](#) by email or phone (416-978-1309). For students with a meal plan or funds on their TCard for the Mississauga campus, they can manage their account online by visiting the [Mississauga Hospitality and Retail](#) website or call 905-569-4795. Until students inform the Library or meal plan provider about the lost or stolen card, the TCard can be used for these services. Student who need to replace their TCard, need to visit the TCard office with their student number or UTORid, one piece of valid government-issued photo identification and the \$20 replacement fee (credit or debit only).

## Student Email and UTORid

Under [University policy](#), students are required to maintain a University based email account (i.e., ending in mail.utoronto.ca), record it in ACORN, and regularly check for messages. That account may be forwarded to another personal account, but it is the University account to which the University will send official correspondence.

The Department of Physical Therapy and other University offices may send important information by email. It is the students' responsibility to ensure that their mail.utoronto.ca email address, mailing/permanent address, and telephone numbers are up to date in ACORN at all times.

[Instructions](#) on how to activate your UTORid and set up the [student email account](#) are provided to students when they obtain their [TCard](#). New students are advised to activate their UTORid and set up their email account early. If students are unable to obtain their TCard and activate their UTORid before September, they must enable their JOINid to gain access to University of Toronto resources, such as ACORN and [Housing Services](#).

## Accessible Campus Online Resource Network (ACORN)

ACORN was launched on June 22, 2015. Students use their UTORid and password (or JOINid and password) to [log onto ACORN](#). The purpose of ACORN is to provide a more convenient, personalized and guided experience for students using The University of Toronto's online services. Students should review the [detailed, step-by-step guide to using ACORN](#) available online. Please note that students must set up their ACORN account in order to pay tuition. Paper invoices are not mailed.

### **Graduate students in the Department of Physical Therapy are able to access ACORN to:**

- View courses
- View personal timetable
- View/change address, telephone numbers, email, safety abroad address, and emergency contact information
- View academic history, including final grades
- Order transcripts
- View financial account information (invoices, account details, payments)
- Defer payment of tuition (available to recipients of a funding commitment from the graduate unit and to students with approved Ontario, Canada and some US government student loans – see note below)
- Update direct deposit details
- Print "Educational Credit" tax forms (T2202A)
- Order convocation tickets
- And more

## Student Responsibility

While academic advisors, faculty, and staff are available to assist and advise, it is ultimately the student's responsibility to keep personal and academic information up to date at all times and to follow all University, SGS, departmental and program regulations, requirements and deadlines. [ACORN](#) makes it easier for students to check and correct this information. If questions arise about requirements, policies and procedures, students are responsible for seeking answers to these questions from staff and advisors.

## Declaration

Use of [ACORN](#) to enrol in courses means that the student agrees to abide by all of the academic and non-academic rules and regulations of the University, the SGS, and the graduate unit in which he/she is registered. It also means that students agree to assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto. **Please note that the Department of Physical Therapy will enroll you in courses but it is the students' responsibility to ensure that their timetable is accurate.** Please DO NOT use ACORN to enroll in courses, unless directed otherwise by the Department.

Students are expected to be responsible when using the system and should not attempt to flood it with requests, or to automate the process of course enrolment. Such activity may clog the system so that other students may be denied access or experience degraded performance. Any student(s) attempting such activity may be denied access to ACORN until after the relevant registration period.

## Paying Tuition

Tuition and incidental/ ancillary fees are posted to students' ACORN accounts in mid-July. Paper invoices are not mailed. Once posted, students may log into their accounts using their UTORid (or JOINid) and [view their invoice](#) and pay fees. Information on how to make fee payments is available on the [Student Accounts](#) website. To avoid a late registration fee, students should make the minimum payment required to register or defer their fees on or before **Friday, August 28, 2020**.

## Fee Deferrals

A student may register without payment based on proof of pending funding to be received. This temporary deferral allows the student extra time to pay fees before interest will start accruing and can be requested under the following circumstances:

- **[Ontario Student Assistance Program \(OSAP\)](#) and other provincial loans:** The minimum payment to register can be deferred online via [ACORN](#). This option is available under the Financial Accounts area, where students can select OSAP/Govt Deferral.
- **[Ontario Graduate Scholarship \(OGS\)](#):** Students are required to complete a [Register without Payment](#) form for the fall session available at and submit it to the [Student Liaison Officer](#) prior to the end of August.
- **[USA loans](#):** Fees are deferred at The University of Toronto's office of [Enrolment Services](#), 172 St. George Street.

- **All other loans and awards:** The student must go to [SGS](#), Student Services Counter, first Floor, 63 St. George Street.

## OSAP, Canada Student Loans and US Student Loans

Students who have received notification of an award through OSAP for their University of Toronto program may make their fee deferral through [ACORN](#) up to the registration deadline, as long as the amount of the loan covers the minimum payment and no outstanding fees are owing. The online arrangements may also be available for recipients of Canada Student Loans (CLS) and some US government loans. Please see the [Office of Student Accounts website](#) for details.

## Registration

In order to be officially registered students need to pay the minimum amount required to register or have requested to register without payment (e.g., fee deferral). Please note that students must clear all outstanding conditions before June 30 on their offer of admission in order to register. To clear conditions, students must arrange for all final transcripts to be sent directly to the [Ontario Rehabilitation Program Application Service](#) (ORPAS) from the issuing institution. The SLO will then clear the conditions from each student's account.

## **THE FIRST WEEK OF CLASSES**

### **Health Form – Deferred until January 2021**

A copy of the Health (Immunization) Form with instructions for all health requirements, First Aid and CPR is available on the [Information for New Students](#) page. The original completed Health Form and a photocopy of the First Aid and CPR certification card with the date, must be submitted. Students need to keep a photocopy of their health form for their personal records, as most clinical facilities will want a copy of the completed health form. Contact [Jane Kean](#), Clinical & Community – Student & Business Affairs Assistant with any questions regarding Health Forms and CPR.

### **Clinical Internship Catchment Form**

The Clinical Internship Catchment form is available on the [Information for New Students](#) page. Students are required to sign and submit this form to [Jane Kean](#) by **Friday, August 28, 2020**.

### **Workplace Safety and Insurance Board (WSIB) Form**

The WSIB Form is available on the [Information for New Students](#) page. This package must be completed and submitted to [Jane Kean](#) by **Friday, August 28, 2020**.

### **Student Training Form**

On the [Information for New Students](#) page, is information about required Student Safety Training. A signed copy of the form and a copy of the safety training results must be submitted to [Jane Kean](#) by **Friday, August 28, 2020**.

### **Clinical Identification Card**

Students are required to submit an appropriate headshot photo by **Monday, August 17, 2020** to be used to create a class composite that helps staff and faculty familiarize themselves with the new students. **The photos will also be used for student Clinical ID cards.** When students are on clinical placements, it is mandatory that clinical ID cards are worn and visible at all times. If a student loses their Clinical ID card, they must replace it immediately by contacting the [SLO](#) to request a replacement card. A replacement fee will be charged.

### **Mask Fit Testing – Deferred Until November 2020**

Healthcare providers have adopted infection control procedures including the wearing of personal protective equipment. One of the key pieces of personal protective equipment is a properly fitted mask. The Ministry of Health has developed directives for health care professionals to wear an approved respirator/ mask when droplet protection (as in the cases of SARS and H1N1) is required. In order to protect the health and safety of health care learners, the use of respirators/ masks may be required if there is evidence of potential exposure to airborne infectious agents.

As part of a student's clinical/fieldwork education criteria, mask fit testing and an education session is mandatory for all students. The Rehabilitation Sciences Sector has arranged mask fit testing for all students. Fit test data must be updated every 18 months – two years or when facial characteristics change due to weight gain/ loss or facial trauma. For an adequate mask-to-face seal, learners must be clean-shaven at the time of the mask fitting. Accommodation requests should be directed to the Director of Clinical Education (DCE)/ [Academic Coordinator of Clinical Education](#) (ACCE) and will be considered on a case-by-case basis.

Students will receive a memorandum from the SLO regarding the education session and mask fit-testing. Students will be provided with principal documents regarding the policies and procedures for completing the education session and mask fit testing. In addition, all students will receive notification regarding the date, time and room number of the education session and the mask fit testing at 500 University Avenue. No additional fees are required. Students are required to bring their mask fit testing card with them to all clinical/ fieldwork placements.

**Timing for Mask Fit testing: TBA;** appointment times are emailed to students in year 1 of the program.

**Recording/ Reporting on Mask size and details:** Mask fit appointments are arranged by the Rehabilitation Sciences Sector and records are kept in the Rehabilitation Sciences Sector Office in room 160.

**Important Notice:** Failure to attend the scheduled date and time of the education session and mask fit-testing will result in the student taking full responsibility for making alternative mask fit-testing arrangements and paying the required mask fit-testing fee at a private clinic (approximately \$45). If a student's mask-fit card expires prior to completing the program, it is the student's responsibility to ensure that it is updated. Contact the [SLO](#) for more details.

## Orientation, Student-Run

Students in the second year of the program will organize orientation activities for the first year students – both social and informative. Some of these will have costs attached to them. If students wish to participate in these events, they should follow the instructions given by the Student Council.

## Life as a Physical Therapy Student

### Access to 500 University Avenue

Access to the exterior doors and elevators is controlled by an electronic security system and is managed by both the Rehabilitation Sector and the Department of Physical Therapy. Students will require a key fob in order to gain access to the building, stairwells and/or elevators outside of regular business hours, which includes weekday evenings, weekends, and holidays. Key fobs will be programmed to provide all rehabilitation students with access to the Rehabilitation Sciences Building, elevators, and computer lab 24 hours/ day, 7 days/ week. Key fobs will be distributed by the Department of Physical Therapy at the beginning of the school year and will be valid for the duration of the program.

For security purposes, students should not prop open the stairwell doors, as the silent alarm will engage during non-business hours. In addition, students who have lost their key fob or have encountered access problems should inform the [SLO](#) immediately. Students who lose a key fob and require a replacement will need to pay a \$15 replacement fee.

### Department of Physical Therapy Student Council

All students registered in the Department of Physical Therapy are automatically members of the Department of Physical Therapy Student Council. A portion of each student's incidental fees goes to the Graduate Students Union (GSU), which in turn funds the Council. The Department of Physical Therapy Student Council is an elected body that represents students' views and interests and organizes various academic, professional, and social events throughout the year. The Council meets to plan these events and discuss issues of relevance to students. The new Student Council Co-Presidents will address new students during Orientation Week to discuss the elections, which are generally held in the first two weeks of the academic year to fill the remaining Student Council positions. Please refer to *Table 4: Department of Physical Therapy Student Council*.

Table 4: Department of Physical Therapy Student Council

Position	Name	Year
Co-Presidents	Jenn Hutter	PT2
	Sukh Manku	PT2
Treasurers	Eva Cusimano	PT2
	TBA	PT1
CPA/Professional Development Directors	Lauren Rimmer	PT2
	Laura Gelowitz	PT2
	TBA	PT1
	TBA	PT1
Interprofessional Education Representatives	Kelly Challinor	PT2
	TBA	PT1
Communications Officer	Sarah Hill	PT2
Social Director	Madeline Aarts	PT2
Athletic Directors	Ross Cameron	PT2
	TBA	PT1
GSU Representatives	Megan Zhu	PT2
	TBA	PT1
Yearbook Director	Dayna Bercovitch	PT2
Clothing Representative	Carissa Siu	PT2
Community Philanthropic Directors	Joseph Cacoilo	PT2
	TBA	PT1
First Year Representatives	TBA	PT1
	TBA	PT1

## Health Coverage & the Graduate Students' Union Insurance Plan

All students should ensure they have basic health insurance. Permanent residents of Ontario should be covered by the Ontario Health Insurance Plan (OHIP). Students from other Canadian provinces should maintain their home province coverage.

### The GSU Health & Dental Insurance Plan

Physical Therapy students are automatically covered by the [UTGSU Health & Dental Insurance Plan](#). The cost is included in the UTGSU fee. The plan pays for some medical expenses not covered by OHIP, along with some dental expenses. Coverage runs from September 1 to August 31. Students who have coverage under a parent or family member may opt-out of the plan. For more information, please visit the [UTGSU](#) website.

### Extended Coverage

Students' health and dental coverage through the UTGSU ends on August 31st of their second year. Graduating members may extend their coverage for 12 consecutive



months by applying for extended coverage within 30 days of termination of their UTGSU insurance (end of term).

## Email & Internet

Email is one of the main forms of communication between the faculty, staff, and students. Important notices and academic instructions will be communicated to students from faculty and staff via UTmail+. Students are required to monitor their email on a regular basis. All students must have a University of Toronto email account by the first day of classes. Students will be asked by the Department to present this email address during the first week of school. [Students can create their own University of Toronto email account](#) after obtaining their TCard. The Department will only accommodate for problems arising from the University of Toronto email servers. If students forward their @mail.utoronto.ca account to another server (e.g., Hotmail or Sympatico), the onus will be on the individual student to ensure they did not miss messages if their email account is full or if the server is down.

## Accommodation

Toronto offers an assortment of student accommodation, ranging from campus residences to shared and private accommodation off-campus.

### *Housing Services*

Students' first stop for housing information should be the [University of Toronto's Housing Services](#), where students will find up-to-date information on campus residences, lists of rooms, apartments and houses for rent by property owners throughout the city, and lists of students seeking roommates. Graduate students should apply directly to the residences for which they are eligible. Demand is high, so it is best to apply early.

### **Graduate House Residence**

[Graduate House](#) is located at the western entrance to the University of Toronto St. George Campus. Situated on the northeast corner of Harbord Street and Spadina Avenue, the residence is a ten-minute walk to any point on the campus. [Graduate House](#) is designed with three and four bedroom apartment style suites for full-time graduate and second-entry professional students.

Telephone: 416-946-8888

Fax: 416-946-8887

E-mail: [admissions.gradhouse@utoronto.ca](mailto:admissions.gradhouse@utoronto.ca)

Web: <http://gradhouse.utoronto.ca/>

### **Other On-Campus Housing**

[Housing Services](#) publishes list of residences, both [University](#) and [independent](#), that accommodate graduate students. Information and application forms for residence accommodation should be obtained as early as possible and the application forms promptly completed and returned by the student to the appropriate residence office.

## Independent Residences

There are a number of [residence facilities](#) in downtown Toronto that are not owned or operated by the University of Toronto or any of the city's other post-secondary institutions. These residences accept applications from all University of Toronto students as well as students from other post-secondary institutions and, in some cases, the general public. The residences vary in location, facilities, and cost.

## University Family Housing

The University has a limited number of unfurnished apartments for [full-time students who need a place that can accommodate a spouse/ partner and/ or children](#). Students should complete an application as soon as possible to increase the chances of obtaining a spot.

## Off-Campus Housing

Students can access [Off-Campus Listings](#) through [Housing Services](#). This site also has valuable information regarding student housing options, rights, and responsibilities as tenants.

## Roommate Finder

Housing Services offers a [roommate finder service](#) to assist with finding other University of Toronto students with whom to share housing. It is useful to those who are looking for or have shared housing available.

## Toronto Neighborhoods

To learn more about Toronto's neighbourhoods, visit [Toronto Neighbourhoods Overview](#) (archived) or [Toronto Neighbourhoods Map](#) (the Downtown area is closest to 500 University Avenue).

## Transportation

### GO Train Forms

Student discounted travel privileges are available for registered full-time students requiring transportation to and from campus on the GO Transit System. Students can apply for their GO Transit Student Identification Card [online](#).

### Toronto Transit Commission Metropass

Students are able to purchase a Toronto Transit Commission ([TTC](#)) [Student Metropass](#). To purchase this pass, students must obtain a TTC Issued Photo Identification Card. The TTC Photo Identification Card will be available for an annual fee. Students must show this card every time they use the Student Metropass.

## Pandemic Planning

The University of Toronto is engaged with other educational, governmental, and health care agencies in preparing a [plan of action](#) in the event that a global pandemic occurs.

The goal of the University of Toronto and the Department of Physical Therapy during a pandemic will be to make every effort to continue the educational activities of students with the minimum disruption possible. The Department will establish lines of communication with students, faculty, and clinical educators to provide up-to-date information during any disruption of normal educational activities caused by a pandemic.

## Fire Emergency Procedures

All students should be aware of the [fire emergency procedures](#). Additionally, there are procedures for [mobility-impaired persons](#).

## International Student Identity Card (ISIC)

As members of the Canadian Federation of Students, full-time graduate students are entitled to a free International Student Identity Card (ISIC), which provides discounts throughout the world. The [University of Toronto Graduate Students' Union](#) (UTGSU) can provide students with the ISIC Card.

## Income Tax Receipts

Income Tax receipts and Tuition, Education and Textbook Amounts Certificates (T2202A) will be available on [ACORN](#) in late February. Students can view and print forms as needed. If a student has paid fees that are applicable to academic sessions attended in a previous calendar year, tax receipts are not automatically produced. Students, who require an official receipt for income tax purposes for a previous tax year, can contact [Student Accounts](#).



## **FINANCES**

### **Fees/ Tuition**

For the most comprehensive information about fees, invoices, payments, refunds (and refund schedules), service charges, and other financial matters, students should visit the [Student Accounts website](#).

Fees for the current year will be posted on the Student Accounts website under the appropriate session and are generally available by early August. Although the deadlines are similar from year-to-year, for specific deadline dates (for payment of fees, fee arrangements, final registration, first assessment of interest charges, etc.) students should refer to the SGS [Sessional Dates](#) for the current academic year.

Students are required to pay tuition fees as established by the Governing Council and set out in the Schedule of Fees. Tuition fees normally consist of three parts: academic fees (including instruction and use of libraries), incidental fees (including Hart House, Health Services, athletics and student organizations) and ancillary fees (UHIP, program charges). Students may not register unless they have either made the minimum payment listed on their ACORN invoice or have made the appropriate financial arrangements.

In the case of unpaid fees, monthly service charges (at a monthly rate of 1.5% compounded, e.g., 19.56% per annum) are billed to the student starting on the 15<sup>th</sup> of every month until paid in full. For a breakdown of MScPT tuition for the 2020-2021 academic year, see Appendix 6.

Students in the MScPT program will be invoiced for Fall and Winter sessions only. Students in the MScPT program, who have registered for Winter, are not charged summer tuition and fees.

### ***Fall Fee Deadline***

#### **If You Registered Without a Deferral**

For students who paid the minimum required payment amount displayed on their ACORN invoice to register for the Fall-Winter session, the deadline to pay for Fall term tuition and non-tuition fee amounts is **September 30, 2020**.

#### **If You Registered by Deferring – OSAP**

For students who obtained a tuition deferral to register based on receiving OSAP, the deadline to pay for Fall term tuition and non-tuition fee amounts is **September 30, 2020**.

#### **If You Registered by Deferring - Other Provincial Government Loan**

For students who obtained a tuition deferral to register based on receiving an Other Provincial Government Loan, the deadline to pay for Fall term tuition and non-tuition fee amounts is **September 30, 2020**.

### **If You Registered by Deferring – Major Award (OGS)**

For students who obtained a tuition deferral to register based on receiving an Ontario Graduate Scholarship (OGS), the deadline to pay for Fall-Winter session tuition and non-tuition fee amounts is **April 30, 2021**.

### **Winter Fee Deadline**

#### **If You Registered Without a Deferral**

For students who paid the minimum required payment amount displayed on their ACORN invoice to register for the Fall-Winter session, the deadline to pay for Winter term tuition and non-tuition fee amounts is **November 30, 2020**.

#### **If You Registered by Deferring – OSAP**

For students who obtained a tuition deferral to register based on receiving OSAP, the deadline to pay for Fall term tuition and non-tuition fee amounts is **January 31, 2021**.

#### **If You Registered by Deferring - Other Provincial Government Loan**

For students who obtained a tuition deferral to register based on receiving an Other Provincial Government Loan, the deadline to pay for Fall term tuition and non-tuition fee amounts is **January 31, 2021**.

### **If You Registered by Deferring – Major Award (OGS)**

For students who obtained a tuition deferral to register based on receiving an Ontario Graduate Scholarship (OGS), the deadline to pay for Fall-Winter session tuition and non-tuition fee amounts is **April 30, 2021**.

## **Financial Timeline & Tips**

### **September**

#### **Deadline for Registration**

Students are considered officially registered as soon as they have cleared their conditions and paid the minimum payment to register (or have requested to register without payment). For students starting the program in Fall 2020, the registration deadline is **September 11, 2020**. Students who are not registered by the deadline will be required to register at the SGS by showing proof-of-payment and paying a late registration fee. For additional details, please refer to [Paying Tuition](#).

Under certain circumstances, students may register before making the minimum payment. Generally, students requesting to defer minimum payment expect to receive OSAP or other provincial student loans, a US loan, or have won a major award that covers at least the minimum first payment, such as an Ontario Graduate Scholarship (OGS). Students receiving OSAP or other provincial student loans can request to

register without payment using [ACORN](#). Students who wish to defer the minimum payment to register on the basis on an OGS should contact the [SLO](#).

### **Master Student Financial Assistance Agreement (MSFAA)**

Canada and Ontario have a multi-year student loan agreement, called the Master Student Financial Assistance Agreement (MSFAA). This agreement is personalized and can be printed after submitting an OSAP online application. The MSFAA should be submitted to a designated Canada Post Outlet. Students only need to submit the MSFAA once to cover the duration of their studies (unless a student takes a two-year break or establishes residency in another province). Once the MSFAA is received and if the OSAP application is complete, funding will be provided once the University confirms enrolment. A portion of OSAP funding may be sent to the University to be applied directly towards outstanding tuition and fees. Any funding that is not going directly to the school will be deposited into students' bank accounts. For more information on OSAP, please visit the [OSAP website](#) or the [University of Toronto Mississauga's website](#).

### **Continuation of Interest-Free Status/ Confirmation of Enrolment (Schedule 2)**

The Continuation of Interest-Free Status/ Confirmation of Enrolment (Schedule 2) form is for students currently studying full-time, who have had OSAP in the past, and who are not receiving OSAP for the current study period. Forms must be submitted during your current study period, according to the deadlines set by the ministry. Completion of this form ensures that loans maintain interest free status. The form can be obtained with one's OSAP account and should be submitted to Student Services, SGS, The University of Toronto, 63 St. George St., Toronto, ON, M5S 2Z9. Questions regarding OSAP/ student loans should be directed to [osap.staff@utoronto.ca](mailto:osap.staff@utoronto.ca) or [can.oop@utoronto.ca](mailto:can.oop@utoronto.ca) for out-of-province students.

### **University of Toronto Advanced Planning for Students**

Students in the MScPT program are not eligible for University of Toronto Advanced Planning for Students (UTAPS).

### **Bursary Preparation**

In order to apply for a departmental bursary, students must have exhausted all means of financial support including the receipt of provincial student loans and having applied for (but students may have been refused) a line of credit. In the event that students apply for but are refused a line of credit, they should retain this written refusal as it will be required for bursary applications. It is recommended that students apply for a line of credit no later than September.

## **October**

### **Confirm Income for OSAP**

Students must confirm their income before the release of their second disbursement, which is generally halfway through the study period (e.g., January). Instructions will be sent to students sometime during the fall term. For more information on OSAP, please visit the [OSAP website](#).

## Complete the Out-of-Province Financial Aid Application Form

Students who are receiving provincial student loans other than OSAP should complete the [Out-of-Province Financial Aid Application Form](#) on or before the deadline of **October 30, 2020** in order to be eligible for bursary funding from the Department. Students who are receiving OSAP do not need to complete this form.

### November

The deadline to apply for a Fall bursary is **November 20, 2020**. This deadline is subject to change and details will be emailed to students.

### January

#### OSAP

Typically, the second instalment of OSAP is released during January. For more information on OSAP, please visit the [OSAP website](#).

## Ontario Graduate Scholarship Applications

The Departmental deadline for current year one students to submit an application for a 2021 – 2022 OGS is **January 8, 2021**. Current students will be notified of dates and details via email in the fall term. Please note that the deadline may change slightly from year to year.

### February

In February, students receive a T2202A education tax credit form from the University of Toronto for income tax purposes. The form is available online via [ACORN](#) for the previous tax year. If fees are paid or deferred after the SGS deadline, the income tax receipt for that academic year will be affected, as tax credit for that month will be lost. The SGS can print out a duplicate if the form is lost or not received.

### March

The deadline to apply for an OGS is typically the end of March. Please note that the deadline may change slightly from year to year. Students will receive full details by email.

### May/ June

The deadline to apply for a summer bursary is typically mid-May. This deadline may vary slightly from one year to the next and full details will be emailed to students.

Students entering first or second year in September should apply for [OSAP](#). Please note that the application should be available by the end of May. Out-of-province students should apply to their [provincial funding program](#). Students who have applied for OSAP will start receiving their Notice of Assessment (NOA) approximately six to 12 weeks after submitting an application.



## July/ August

All students must pay any outstanding tuition amounts in order to register for the upcoming academic year.

### Paying Tuition

Fee Invoices will be available on [ACORN](#) at the end of July. The minimum payment required to register will be indicated on the invoice. Once the minimum payment is made or deferred and outstanding admission conditions are cleared, students are considered registered. For additional details, please refer to [Paying Tuition](#).

### Register without Payment

Students may request to register without payment (make a fee deferral) through ACORN if they have no outstanding fees from previous sessions and are the recipient of one of the following, which exceeds the minimum payment to register amount on their ACORN invoice:

- Ontario Student Assistance Plan (OSAP) loan
- Other provincial government loan
- US government loan
- University funding package (major award, research stipend or teaching stipend)

Students who are not receiving loans or a university funding package, but have proof of university funding (TA, RA, major award, etc.) which exceeds the Minimum Payment to Register may request a fee deferral by submitting the [Register Without Payment \(Fee Deferral\) form](#) to their graduate unit. If students are registering late, they must go to the SGS Student Academic Services office in person and request to register without payment (i.e., make a fee deferral). Late registration fees will be assessed. Please see [Fee Deferrals](#) for additional details.

## August

### Fee Deadline

Fall tuition and incidentals/ ancillary fees are posted to student accounts in mid-July and the minimum payment to register (or fee deferral) for the 2020–2021 academic year is **due on August 28, 2020**. The minimum payment must be paid or deferred by the August deadline to allow time for the payment to be processed by the deadline for registration (generally mid-September). For more details on deadlines, visit the [SGS Essential Grad Guide](#) and the [SGS Sessional Dates](#).

### Tips from Physical Therapy Students

- If paying off the full tuition in the fall to save on the interest charges, students should ensure that they will have enough funds to last until their second instalment of OSAP.
- Students should use the Graduate Students' Union Health Insurance Plan to have prescriptions reimbursed whenever possible. Please note that GSU Health

Plan tends not to cover brand name drugs so ask the pharmacist if a generic drug exists before filling a prescription.

- Students should keep in mind that they may need to pay for transit, accommodation, and other costs associated with clinical placements.
- Students can make an appointment with a Financial Counsellor at SGS, 63 St. George Street, 416-946-0808.

## **Paid Work Positions at the University of Toronto**

Generally, 15 hours per week of paid work is the maximum average recommended for physical therapy students.

### ***Research Assistantships***

Although a rare occurrence, faculty will occasionally have a budget for research assistants in their grants. Positions will be emailed to students and will be posted on the seventh floor bulletin board as they arise. Information on how to apply will be included in the posting.

### ***Teaching Assistantships***

Teaching Assistant positions at The University of Toronto are generally offered first to University of Toronto graduate students and may involve conducting tutorials, grading undergraduate essays or exams, and acting as a resource person for undergraduate students. To learn about available positions, a student should write directly to the Chair of the department concerned, providing full particulars of their academic training and experience. Alternatively, the student could visit the department they wish to work in to find out if any positions are available. Within the Department of Physical Therapy, these positions are not available to current physical therapy students for various reasons, such as confidentiality.

### ***Work Study Program***

[The University of Toronto Work-Study Program](#) provides opportunities for eligible students to be employed part-time on campus from September to March. These jobs are available to both undergraduate and graduate students. Positions are posted at the Career Centre. The program opens each year in early September.

There are many jobs on campus available under this program, including some within the Department of Physical Therapy. In September, positions for the Department of Physical Therapy under the Ontario Work-Study Program will be emailed to students and will be available on the [Career Centre](#) website. Work-Study students will be assigned various tasks and will generally be assigned to one or more faculty for other tasks during the year. Hours of work are up to a maximum of 15 hours/ week, from September to March 5 (to a maximum of 200 hours). Within the Department of Physical Therapy, the program is coordinated by Amanda Patterson, Business Manager. For positions within other departments, visit the Career Centre website for full information.

## Student Financial Counselling

[Financial Counsellors](#) are trained to assist students in all aspects of financial management including planning a budget and debt load management. Counseling is available from 10 AM to 4 PM, Monday to Friday and can be conducted in person, via email or via telephone. Please contact the [SGS](#) at 416-978 2893 to schedule an appointment with a Counsellor.

Recommended preparation includes a statement of projected income and expenditure. The Counsellor will go over the budget and offer suggestions and may direct the student to funding sources she or he may not be aware of or may not have yet accessed.

Alternatively, the [SLO](#) in the Department of Physical Therapy is able to provide financial counseling.

Enrolment Services also offers financial counselling and can be reached at 416-978-2190. They are located at 172 St. George Street.

## Bursaries & Grants (Non-Repayable)

### *Professional Masters Financial Aid – Physical Therapy*

The Professional Masters Financial Aid – Physical Therapy (PMFA-PT) bursary, which has been made possible by funding granted through the Faculty of Medicine, is administered through the Department of Physical Therapy and the Faculty of Medicine. These funds provide relief for students who encounter financial difficulty during their graduate program. Recipients must be in the MScPT program and demonstrate financial need. Applicants must have applied to OSAP (or equivalent; or state the specific reason for their ineligibility) and have applied for a line of credit (if refused, students should retain the refusal letter for inclusion with the bursary application). Students from other provinces should have applied for provincial funding from their home province and completed an [Out-of-Province Financial Aid Application](#) form. This bursary is generally offered twice a year (deadlines are usually in late November and mid-May; please note deadlines may vary from year to year) and students will be emailed application information by the SLO.

### *Year One and Year Two Bursaries & Awards*

There may be some [departmental bursaries and awards](#) available throughout the program. Students will be notified via email of available awards and deadlines. Some of these bursaries are partially or entirely funded through the Ontario Student Opportunity Trust Fund (OSOTF) Program. OSOTF bursaries are restricted to residents of Ontario who demonstrate financial need, according to the provincial government's guidelines. Although these bursaries represent separate funds, students who apply for the PMFA-PT bursary in March will automatically be considered for these bursaries. These funds are generally distributed on an annual basis in spring.

## SGS Emergency Grant Program

The intent of the [Emergency Grant Program](#) is to assist currently registered, full-time, graduate students beyond their first year of studies who generally are not part of the funded cohort, and who encounter an unanticipated serious financial emergency. It is not considered a source of routine or long-term funding. However, if students have any sort of unanticipated emergency, they should contact the Graduate Awards Office at SGS, which runs this program. Students can call 416-978-2839 to make an appointment with a Financial Counsellor. Deadlines are ongoing. The Graduate Awards Office aims to notify applicants of their application status within two weeks.

## Loan Programs (Repayable)

### SGS Emergency Loan

The [SGS Emergency Loan](#) alleviates temporary cash flow problems for students who are expecting to receive a payment in the near future. The average loan amount is \$1,000 to \$1,500 but may be requested and approved for a larger amount depending on the value of the expected funds, the current outstanding balance on the student's fees account, and any relevant circumstances. The loan is interest free until the mutually agreed upon repayment date, which is typically within one to four months from the date of issue. An [application form](#) must be completed and submitted to the SGS Graduate Awards Office, which is located at 63 St. George St., 2<sup>nd</sup> floor. They can also be reached at 416-978-2839.

### Student Line of Credit

Many banks, trust companies, and credit unions offer students a line of credit. This allows the student to withdraw the amount of funds needed, when required, up a certain limit. Students pay the monthly interest on the amount of credit used, not the entire available limit. The amount that can be borrowed differs from bank to bank and can range from \$4,000 to \$20,000 per year, so it is wise to shop around. ***Please note that having applied for a line of credit is a requirement to receive PMFA-PT bursary funding.***

### Ontario Student Assistance Program (OSAP)

[OSAP](#) assists Ontario residents who are Canadian citizens or permanent residents (non-residents of Ontario are eligible for Canada Student Loans through their home province). The Ontario Student Opportunity Grant provides partial loan forgiveness on an annual basis for students who have incurred large debt loads. Additionally, Enrolment Services offers financial planning and assistance. For more information, please see [Financial Counselling](#).

The University of Toronto also has a [self-assessment tool](#), which can assist in estimating and planning the costs of graduate education. The assessment is based on current OSAP policies and educational costs at the University of Toronto, and is intended to help budget for university expenses. Actual OSAP entitlements may be different.

**Tips:**

- OSAP (and other provincial funding) is paid in two instalments, and is generally split 60/ 40 between September and January.
- The OSAP application process should be easier going into second year; students just need to log-on and edit the information that has changed from the previous year. Students must update all relevant information including living status (e.g., home versus away).
- The sooner students apply to OSAP, the sooner they will receive their funding (but not prior to school starting in September).
- Students are responsible to check the OSAP site for updates, especially if waiting for the Notice of Assessment. Students should monitor their online application to stay informed of any outstanding requirements, such as missing documentation.

## Financial Assistance for Students with Disabilities

### *SGS Accessibility Grant*

The purpose of the [SGS Accessibility Grant](#) is to assist with accommodations necessary to meet unexpected needs arising from the particular demands of a graduate program. This grant supports significant educational expenses not normally covered by the student, the graduate unit, provincial or federal agencies. Each student's situation is unique and funding will be assessed on a case-by-case basis. Students with known disabilities are expected to plan for their own long-term expenses; the grant is intended only to help provide for needs that could not reasonably be anticipated.

### *SGS List of Funding*

SGS publishes [a list of additional funding resources](#) (both internal and external to the University of Toronto) for students with disabilities.

### *Bursary for Students with Disabilities and the Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities*

The [Bursary for Students with Disabilities](#) (BSWD), [Canada Student Grant for Persons with Permanent Disabilities](#), and the [Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities](#) (CSG-PDSE) provide non-repayable financial assistance to full- and part-time students for disability-related services and equipment that they need to participate in postsecondary education.



## **AWARDS & SCHOLARSHIPS**

Students are strongly encouraged to apply for all awards for which they are eligible. Scholarships represent non-repayable funding and may require a high level of academic merit. Students should start looking for awards as soon as they decide to apply to the program, as some awards have early deadlines for the following year. Students should also keep looking for potential funding after they are enrolled.

The Department would like to highlight the awards listed below. More information on each award category can be found in the sections following this list.

- Department of Physical Therapy: Students will be emailed information concerning all available Department of Physical Therapy awards.
- [Ulife](#): A database of awards and other opportunities for University of Toronto students.
- [SGS Internal Awards](#): Students will be forwarded information by email as it becomes available.

### **Departmental Awards**

Students will be notified of available departmental awards and associated application information by the Department via email.

#### ***Year One and Year Two Awards***

There may be some [departmental awards](#) available throughout the program. Students will be notified via email of available awards and deadlines.

#### ***Convocation Awards***

There are various [convocation awards](#) presented to graduating students at the Departmental Convocation and Awards Ceremony. Students will be notified of any awards requiring nominations via email.

### **School of Graduate Studies Awards**

The SGS website [lists many awards](#) offered by the University.

### **External Awards**

#### ***Ontario Graduate Scholarships (OGS)***

The OGS Program recognizes academic excellence in graduate studies at the master's and doctoral levels in all disciplines of academic study. The OGS program at the University of Toronto is jointly funded by the Province of Ontario and the University of Toronto.

The value of the OGS is \$5,000 per term. Thus, awardees may receive \$10,000 for two consecutive terms or \$15,000 for three consecutive terms. Students in the Department of Physical Therapy are enrolled for three terms per year, and therefore

usually receive the full \$15,000. In all instances, the awarding graduate unit will contribute to one third the cost of the total award received by the students.

The University of Toronto is responsible for the awarding of the scholarships held at The University of Toronto and will provide a centralized online application available to students in early November accessible via the SGS website. Information on how to apply is available on the [Department of Physical Therapy's website](#).

### ***School of Graduate Studies***

The School of Graduate Studies provides a [list of external awards](#).

### ***Student Opportunities at Holland Bloorview Kids Rehabilitation Hospital***

Various graduate scholarships are available at Holland Bloorview Kids Rehabilitation Hospital. [Holland Bloorview Kids Rehabilitation Hospital provides eligibility and application details](#).

### ***Soroptimist Foundation of Canada Grants for Canadian Women Graduate Students***

The [Soroptimist Foundation of Canada annually offers several \\$7,500 grants](#) to female graduate students in Canada to assist them with university studies, which will qualify them for careers that will improve the quality of women's lives. Examples include but are not limited to providing services, providing legal counselling and assistance, counselling mature women entering or re-entering the labour market, counselling women in crisis, counselling and training women for non-traditional employment, and positions in women's centres. Details on eligibility requirements and how to apply are found on the [Soroptimist Foundation of Canada](#) website.

### ***Ontario Council on Graduate Studies - Women's Health Scholars Awards***

Funded by the Ontario Ministry of Health and Long-Term Care, a [Scholar Awards Program in Women's Health](#) was established to ensure that Ontario attracts and retains pre-eminent women's health scholars. The community of women's health scholars fostered by this Awards program excels, according to internationally accepted standards of scientific excellence, in the creation of new knowledge about women's health and the improvement of women's health, more effective health services and products for women, and a strengthened health care system.

### ***Additional External Sites***

Below are additional links for general external award searches.

- [www.canlearn.ca](http://www.canlearn.ca) (one-stop resource from the federal government)
- [www.scholarshipscanada.com](http://www.scholarshipscanada.com)
- <https://yconic.com>
- [http://pivot.cos.com/funding\\_main](http://pivot.cos.com/funding_main)



## **SUPPORT & RESOURCES**

Similar to the way in which the academic policies and procedures are multi-layered, an MScPT student has access to multi-layered student support and resources from many different sources. In this section, we have listed many of these services, dividing them into four main categories:

- Communication
- Our Building
- Technology and Research
- Well-Being

### **Communication**

#### ***Graduate Coordinator***

The Graduate Coordinator is a faculty member who takes responsibility for dealing with program/ curriculum issues pertinent to a particular year. The Graduate Coordinator is available to meet with students at any time regarding issues related to the program, financial issues or personal matters. For 2020-2021, the Graduate Coordinator is Professor [Jaimie Coleman](#).

#### ***Faculty Mailboxes***

Messages for faculty can be left in faculty mailboxes. However, e-mail is one of the easiest ways to leave a message for faculty. Students may also call the faculty member directly and leave a voice-mail message. Students should be sure to leave a number where they can be reached and specify the times that they will be there.

#### ***Bulletin Boards on 7<sup>th</sup> Floor***

Bulletin boards are arranged according to year. Please consult the boards regularly as important information (e.g., clinical education information, job postings, events, etc.) is posted on a regular basis.

#### ***Departmental Website***

The Department of Physical Therapy has a [webpage for current students](#), which includes academic dates, information on curriculum, student life, etc. Important program procedures and grading practices can also be found on this site. [Course descriptions](#) and unit pages can be found in [Quercus](#) and are set up by Coordinators for each Unit.

#### ***Email as a Communication Tool and Procedure for Use***

All students are required to obtain a UTmail+ address by the first week of school. The faculty use email as a means of communicating official information to students about the Program, such as Units, scheduling, examinations, dates, etc. Each student will be considered to have received any communication sent to her/ him by the faculty, using the email address provided by that student.

## ***Communication of Student Concerns Regarding Program & Curriculum***

### **Concerns Related to the Specific Unit**

- a. For curricular concerns requiring immediate attention:
  - i. Student representative(s) should first approach the Academic Lead or course instructor for discussion and resolution of concerns.
- b. If all reasonable attempts to negotiate with the Academic Lead/ instructor fail, students should express their concerns to the Graduate Coordinator. The Graduate Coordinator will attempt to facilitate resolution of the concern between Academic Lead/ instructor and student(s). Students may also make an appointment to see the Program Director of the Department.
- c. If the issues remains unresolved, the student may make an appointment to see the Chair of the Department.

### **General Curricular Concerns**

- a. Students in each year should discuss their concerns with their student representatives on the Continuous Quality Improvement Committee. This Committee addresses issues raised by students or faculty, and meets once per month.
- b. Concerns related to Future Curriculum Planning: The appropriate students should, through their representative on the Continuous Quality Improvement Committee, bring forward their concerns.

## ***Peer Mentor Program***

Peer mentors are assigned to students when they enter the program and are an invaluable source of support, information, and advice throughout the program. These peer mentors are students in their second year of the MScPT program. Study groups and study partners have also proven effective for some students in preparing for exams and learning Unit materials.

## **Our Building**

### ***Location of Rehabilitation Sciences Building***

The RSS building, where most of the physical therapy classes occur, is 500 University Avenue, located on the corner of University Avenue and Dundas Street. A key fob is required for entry after hours and for access to certain rooms. The nearest subway station is St. Patrick, on the Yonge-University-Spadina Line. To get here via Go Transit, please visit [www.gotransit.ca](http://www.gotransit.ca) for full schedules. For more information on the TTC, please visit [www.ttc.ca](http://www.ttc.ca).

### ***Administrative Staff in the Rehabilitation Sciences Sector***

Each of the Departments in the RSS has a variety of services available for its students. In addition, the RSS has administrative staff who support the activities of the Rehabilitation departments, faculty and students (see below). The RSS Offices are on the first floor, Room 160, and IT support is on the eighth floor. Unless otherwise

stated, administrative office hours are Monday to Friday between 8:30 am to 4:30 pm (September-June) and 8:30 am - 4:00 pm (July-August). Please feel free to contact the RSS staff any time for assistance or information.

*Table 5: Administrative Staff in the Rehabilitation Sciences Sector*

Title	Name	Contact Information	Services
Receptionist	Anwaar Hsan-Gowdie	Room 160 416-946-8554 <a href="mailto:rehabsector.reception@utoronto.ca">rehabsector.reception@utoronto.ca</a>	General inquiries, lost and found, room bookings, mask fitting, key FOB updates & building access, clinical placement agreements, external room booking
Administrative Assistant	Annmarie Riley	Room 160 416-978-4648 <a href="mailto:rehab.sector@utoronto.ca">rehab.sector@utoronto.ca</a>	OT/ PT Alumni, status-only appointments
Infrastructure Analyst	Chanh Diep	Room 809 416-946-3308 <a href="mailto:chanh.diep@utoronto.ca">chanh.diep@utoronto.ca</a>	IT and AV support
IT Manager	Rob Page	Room 809 416-946-8544 <a href="mailto:rob.page@utoronto.ca">rob.page@utoronto.ca</a>	Oversees all IT functions

## **Accessibility**

The RSS building, Centre for Function and Well-Being at 500 University Avenue is fully accessible and inclusive by and for persons with disabilities. There is an elevator located at the main entrance on University Avenue, with a secondary wheelchair ramp entrance on Simcoe Street.

## **Bicycle Storage**

Bicycles are not permitted inside the RSS building. Students may use the bicycle racks available on both University Avenue and Simcoe Street. For security purposes, please remember to lock bicycles.

## **Facilities**

The RSS building houses state of the art facilities including: case classrooms; case study rooms; teaching laboratories; study spaces; learning resource centers; student computer lab; discipline specific research facilities; shared laboratory facilities for collaborative, across the Sector research and faculty; administrative offices for each of the Departments and the Sector; Alumni Office; and the Alumni Café (lounge). Through its architectural representation, the facility is testimony to the values of the professions, which comprise The University of Toronto's RSS, showcasing state-of-the-art technology for accessibility and inclusion. The facility will allow linkage to over 500 Practice Educators from the Toronto Health Science Community that plays an active role in the clinical education aspects of the program.

### ***Computer Resource Lab (Room 250)***

The RSS building houses a small student computer lab. There are eight computers, and the lab is available 24 hours a day, 7 days per week.

### ***Student Lounge (Room 254) and Quiet Study Space (Room 260)***

Located on the second floor of 500 University Avenue, the Student Lounge and Quiet Study Space are available 24 hours a day, 7 days per week to all rehabilitation sciences students. The Student Lounge (Room 254) is equipped with a sofa, tables, and chairs where students can gather and have lunch. The Quiet Study Space (room 260) is equipped with chairs and desks for students to work on assignments or study.

### ***Clinical Laboratories (Rooms 730/ 750)***

Great opportunities for students to practice their clinical skills and do group work are provided in the Clinical Laboratories. Students can use their key fob to gain access to the laboratories anytime when they are not scheduled for classes. In the laboratory, students must abide by the regulations set up by the department and RSS. Students are requested to demonstrate professionalism when handling equipment and to keep the room clean. Equipment from the storage room (Room 755) must be signed out prior to being utilized in the laboratories after class. A student card will be required as deposit by the Laboratory Supervisor or a designated staff in the department. No equipment is to leave the building. Please refer to the [Guidelines on Classroom and Laboratory Conduct and Management of Physical Therapy Laboratories](#) for details.

Small group rooms are open for self-study when not in use by classes. Again, please clean up after using rooms so that they are ready for classes.

### ***Additional Building Information***

Eating and drinking are not permitted in the clinical laboratories (Rooms 730/ 750). Smoking is not permitted in the RSS building. The doors are locked daily between 6 pm and 7:30 am. A FOB is required to access the building during this time.

### ***Rollerblades***

Please note that rollerblading (or in-line skating) is not allowed in any of the University buildings or the RSS building. If rollerblading to class, students need to change into proper footwear before entering a University building.

### ***Lockers***

Lockers are located in the basement, second, fourth and seventh floor of the RSS building. All professional rehabilitation sciences students will be assigned a locker by their home department. Some students may have to share a locker due to limited number of lockers on-site. Questions/ concerns regarding lockers can be directed to [Jane Kean](#).

## Lost and Found

### Light Schedule

The lights at 500 University Avenue have been programmed to turn on and off at designated times. The lights are generally on from 7:00 am to 10:00 pm. **NOTE:** As a friendly reminder, the lights will flash on and off 15 minutes prior to shut off. To delay the lighting schedule, please follow ALL of the steps.

- Step 1: Dial this phone number: 416-946-5246
- Step 2: Wait for 2 phone beeps
- Step 3: Enter this password: 123456
- Step 4: Wait for 2 phone beeps
- Step 5: Press the pound key [#]
- Step 6: Press the star key [\*]
- Step 7: Enter the floor code (see right)
- Step 8: Press the pound key [#]
- Step 9: Enter the timeout minutes [0- 999 minutes]  
you would like to delay the lights being turned off.  
[i.e., if you press 90 - the lights will shut off  
exactly 90 minutes from the time you make  
the call after executing all steps (Steps 1 -  
11)]
- Step 10: Press the star key [\*]
- Step 11: Hang up the phone

#### Floor Codes:

2273: Basement  
02: 2<sup>nd</sup> floor  
07: 7<sup>th</sup> floor  
08: 8<sup>th</sup> floor  
09: 9<sup>th</sup> floor  
10: 10th floor



## Technology & Research

### *Research Help at Gerstein Science Information Centre*

#### **Database/ Article Help**

Gerstein provides online tutorials, including PDF documents and training videos, for many research databases and article and journal resources. Visit the following sites to access these resources:

- [Database Help](#)
- [Article Help](#)

#### **Receive Help in Person, via Email, or by Chat**

[Research help](#) is available in person at the Gerstein Information Desk as well as by email and instant messaging.

#### **Consultations**

The University of Toronto students, faculty, and staff may make appointments with Gerstein librarians to discuss research questions and search strategies. Appointments can be made through the Consultation Service at [Gerstein](#) (416-978-2280).

### *Audiovisual Equipment in Physical Therapy Classrooms*

Audiovisual (AV) aids for teaching are installed permanently in the lecture rooms and laboratories. Students can use the equipment for course work under supervision of the Academic Lead. For assistance, please contact IT Support at 416-978-7345.

### *Faculty of Medicine Research Office (FMRO)*

This [FMRO](#) site provides varied information on research ethics and includes a listing of ethics workshops and a schedule of upcoming brown bag ethics discussions at the Medical Sciences Building. It also provides links to the Faculty of Medicine's policies on Ethical Research and Guidelines to Address Research Misconduct.

### *Information Commons*

#### **Help Desk Services**

[Help Desk Services](#) are available in the Robarts Library, First Floor, 130 St. George Street or by phone at 416-978-HELP (978-4357), or by [email](#).

#### **Information Commons Computer Access Facility (CAF)**

The [Information Commons Computer Access Facility](#) (CAF) is located on the first floor of Robarts Library and is available during regular Robarts Library hours.

## ***Intellectual Property Guidelines***

[Intellectual property guidelines](#) should be understood within the framework of research policies of the University of Toronto. It is the responsibility of every graduate student and graduate supervisor to be aware of these policies and to be sure that they are engaged in research in a manner that is consistent with them.

## ***Graduate Centre for Academic Communication (GCAC)***

Housed at 63 St. George Street within the School of Graduate Studies, the [Graduate Centre for Academic Communication](#) (GCAC), provides graduate students with advanced training in academic writing and speaking. Graduate students need to be able to communicate sophisticated information to sophisticated audiences and will need stronger communication skills than those needed in undergraduate work. By emphasizing professional development rather than remediation, GCAC can help students to cultivate the ability to diagnose and address the weaknesses in oral and written work. The program is not an editing service. Individual consultations can be booked online or by phone at 416-946-7485. For further information, visit the [GCAC](#) website.

## ***SPSS Online Tutorial***

This [SPSS online tutorial](#) includes a brief explanation of what SPSS for Windows is capable of doing. The tutorial includes examples from Statistical Methods for Psychology by David C. Howell. The tutorial should give students a feel for the SPSS program and how to navigate through the many options. For instance, it includes an overview of descriptive statistics, chi-square and t-tests, and correlation and regression analyses.

## ***The Office of Research Ethics***

The [Office of Research Ethics](#) at the University of Toronto provides information for faculty and students conducting research with human or animal subjects, or using biohazards. Their policies on ethical conduct in research and conflict of interest are useful to all University of Toronto researchers. There are links to information on whether research needs to be reviewed, when and how to apply, and whether or not the research qualifies for expedited review. There is also information relevant to informed consent documents available.

## ***TCPS 2—Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2010)***

This [guidance document](#), created by the three Canadian granting councils and adopted by the University of Toronto Human Subjects Review Committee, contains detailed information on ethical issues in human subjects' research. Investigators are encouraged to consult the Statement while preparing their University of Toronto ethics submission.

## ***Writing at the University of Toronto***

The University of Toronto [writing website](#) contains tips on academic writing, links to other web resources and further information about writing instruction at the University of Toronto. Examples of some of the useful research and writing tips on this site include taking notes from research reading; writing a literature review, abstract or thesis proposal; developing critical reading skills; the American Psychological Association (APA) system; and improving oral presentation skills.

## **Well-Being**

There are several departments and organizations within and beyond the University of Toronto that offer many services and programs. These areas include the Department of Physical Therapy, the Faculty of Medicine, Student Life Programs & Services, the University of Toronto at large, and the City of Toronto. See Tables 6 – 9 for more information.



*Table 6: Contacts for Student Well-Being in the Department of Physical Therapy*

Program/ Service	Contact Info	Resources
<b>Graduate Coordinator</b>	Professor <a href="#">Jaimie Coleman</a>	Please contact Professor Coleman to discuss issues such as academic or career planning (e.g., scholarships, study habits, course work and career opportunities, or personal concerns) that may impact one's academic program.
<b>Department of Physical Therapy Student Council</b>	2020-2021 Co-Presidents: <a href="#">Jenn Hutter</a> <a href="#">Sukh Manku</a>	The Department of Physical Therapy Student Council encourages participation in variety of activities and events: athletic, social, academic, community, and professional.
<b>Student Services Office, Department of Physical Therapy</b>	<a href="#">Sarah McMahon</a>	Please contact Sarah for assistance with any ACORN issues; financial advice; and general student concerns.

Table 7: Contacts for Student Life Programs & Services at the University of Toronto

Program & Service	Contact Info	Resources
<b>My Student Support Program</b>	1-844-451-9700  Outside of North America 0014163806578  <b>Download the My SSP app: <a href="#">Apple App Store</a>   <a href="#">Google Play</a>.</b>	My SSP provides students with immediate and/or ongoing confidential, 24-hour support for school, health, or general life concerns. It's available over the phone in 35 languages and over chat in 6 languages
<b>Student Life Programs &amp; Services</b>	214 College Street 416-978-6839 <a href="http://www.studentlife.utoronto.ca">www.studentlife.utoronto.ca</a>	<a href="#">Student Life Programs and Services</a> are dedicated to enhancing the student experience by providing academic, health and personal support services and opportunities to participate in the campus and wider community.
<b>Academic Success Centre (ASC)</b>	214 College Street 416-978-7970 <a href="http://www.studentlife.utoronto.ca/asc">www.studentlife.utoronto.ca/asc</a>	The <a href="#">Academic Success Centre</a> (ASC) is dedicated to making sure students achieve their highest possible learning potential. Through lectures, workshops, groups and counselling, the ASC helps students become better learners. The Centre is open to students at all levels, and has specialized programming for both undergraduate and graduate students. Staff members at the ASC also collaborate with student groups to develop tailored programs on a wide range of learning topics.
<b>Accessibility Services (AS)</b>	455 Spadina Avenue, 4th Floor, Suite 400 416-978-8060 <a href="http://www.studentlife.utoronto.ca/as">www.studentlife.utoronto.ca/as</a>	<a href="#">Accessibility Services (AS)</a> provides services and programs for students with a documented disability, be it physical, sensory, a learning disability or a mental health disorder. Students with a temporary disability (i.e., broken arm or leg) also qualify. Services include alternative test and exam arrangements, note-taking services, on-campus transportation, adaptive equipment and assistive devices and skills development.
<b>Campus Chaplains Association</b>	<a href="http://www.studentlife.utoronto.ca/mf/denominations">www.studentlife.utoronto.ca/mf/denominations</a>	University chaplains representing major world religions are available for consultation on a range of issues, from religious practice to personal concerns.



Program & Service	Contact Info	Resources
<b>Career Centre</b>	214 College Street 416-978-8000 <a href="http://www.studentlife.utoronto.ca/cc">www.studentlife.utoronto.ca/cc</a>	The <a href="#">Career Centre</a> offers employment and volunteer listings, career development workshops, seminars, an Extern job shadowing program and a Career Resource Library and Resume Clinic.
<b>Counselling for Rehabilitation Students</b>	<a href="mailto:laurie.coleman@utoronto.ca">laurie.coleman@utoronto.ca</a> 500 University Avenue, room 184 416-978-1511	Physical Therapy students are able to access individual time-limited supportive solution-focused counselling/ psychotherapy within a holistic approach to wellness, with <a href="#">Laurie Coleman</a> , a registered clinical social worker. Students can self-refer and can book an appointment through Health and Wellness services 416-978-8030.
<b>Family Care Office (FCO)</b>	214 College Street 416-978-0951 <a href="http://www.familycare.utoronto.ca">www.familycare.utoronto.ca</a>	The mission of the <a href="#">Family Care Office (FCO)</a> is to assist individuals who are navigating the challenges of balancing family responsibilities with education and/ or work. Workshops on a wide range of topics are also available.
<b>First Nations House (FNH)</b>	563 Spadina Avenue, 3 <sup>rd</sup> Floor 416-978-8227 <a href="http://www.studentlife.utoronto.ca/fnh">www.studentlife.utoronto.ca/fnh</a>	<a href="#">First Nations House (FNH)</a> provides culturally supportive student services and programs for Indigenous students and the general university community, including academic and financial supports, housing/ daycare/ employment referrals, tutoring, a resource centre, and numerous cultural events throughout the year.
<b>Health &amp; Wellness Centre (includes mental health services)</b>	214 College Street, 2 <sup>nd</sup> Floor 416-978-8030 <a href="http://www.studentlife.utoronto.ca/hwc">www.studentlife.utoronto.ca/hwc</a>  <a href="#">Administrative inquiries about Health &amp; Wellness</a>	<p>The multidisciplinary team at the <a href="#">Health &amp; Wellness Centre</a> offers confidential, student-centred health care, just like a family doctor's office, including comprehensive medical care, travel education, immunization, counselling, and referrals.</p> <p>The office also provides a variety of mental health services including psychotherapy, pharmacotherapy, group therapy and embedded counsellors in locations across campus.</p>



Program & Service	Contact Info	Resources
<b>Assault Counselling &amp; Education (offered through Health &amp; Wellness Centre)</b>	416-978-0174 (leave a name and number, and state whether it is safe to leave a message) <a href="http://www.studentlife.utoronto.ca/hwc/services-offered">www.studentlife.utoronto.ca/hwc/services-offered</a>	The Assault Counsellor/ Educator meets with students who have experienced sexual assault, partner violence or sexual harassment, to assess their needs, explore the impact of trauma, and assist with safety planning and appropriate referrals.
<b>Multi-faith Centre for Spiritual Study &amp; Practice</b>	569 Spadina Ave. <a href="http://www.studentlife.utoronto.ca/mf">www.studentlife.utoronto.ca/mf</a>	The University of Toronto's <a href="#">Multi-faith Centre</a> accommodates a variety of spiritual and faith-based practices, and encourages interfaith dialogue and spiritual development as part of the learning experience for all students.
<b>Housing Services</b>	214 College Street, Room 203 416-978-8045 <a href="http://www.studentlife.utoronto.ca/hs">www.studentlife.utoronto.ca/hs</a>	<a href="#">Housing Services</a> provides an online registry for family, shared and private accommodation in all three University of Toronto communities, temporary accommodation, buy and sell boards, street maps, legal information and residence information.
<b>Emergency Housing, Housing Service</b>	214 College Street, Room 203 416-978-8045 extension 0. Outside of regular business hours, call Campus Police at 416-978-2323 <a href="http://www.studentlife.utoronto.ca/hs/housing-emergencies">http://www.studentlife.utoronto.ca/hs/housing-emergencies</a>	One-on-one assistance and referrals are available for students who have lost, or are at risk of losing their current housing situation; whose current housing is untenable or who may not have the resources (personal, financial, etc.) to find housing on their own.



*Table 8: Contacts for Student Well-Being at the University of Toronto*

Program & Service	Contact Info	Resources
<b>Anti-Racism &amp; Cultural Diversity Office</b>	Simcoe Hall, 27 King's College Circle 1 <sup>st</sup> Floor, Room 128 416-978-1259 <a href="http://www.antiracism.utoronto.ca">www.antiracism.utoronto.ca</a>	The <a href="#">Anti-Racism and Cultural Diversity Office</a> is responsible for dealing with discrimination and harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship or creed.
<b>Community Safety Office</b>	21 Sussex Ave., 2 <sup>nd</sup> Floor 416-978-1485 <a href="http://www.communitysafety.utoronto.ca">www.communitysafety.utoronto.ca</a>	The <a href="#">Community Safety Office</a> responds to students, staff, and faculty members of the University of Toronto community who have personal safety concerns.
<b>Sexual &amp; Gender Diversity Office</b>	21 Sussex Avenue Suite 416 & 417 416-946-5624 <a href="http://www.sgdo.utoronto.ca">www.sgdo.utoronto.ca</a>	Core services provided by the <a href="#">Sexual &amp; Gender Diversity Office</a> are: Information and Consultation; Education; Direct Services and Leadership Development; Programs and Events. A key focus and outcome of these services is the development and improvement of community on campus which supports questioning and LGBTQ students, staff and faculty in fulfilling their pursuits, in and out of the classroom.
<b>Sexual Harassment Office</b>	215 Huron Street 6th floor, Suite 603 416-978-3908	The Sexual Harassment Office receives complaints under the University's Policy & Procedures: Sexual Harassment. Members of the University may also contact the office on an informal basis for information or assistance in resolving an issue.
<b>Status of Women Office</b>	416-978-2196	The Office supplies information on policies, procedures, resources, services, statistics, and initiatives regarding women and women's issues at the University and provides confidential assistance to anyone experiencing a problem that may be related to gender, sexism or heterosexism.
<b>The Centre for Women and Trans People</b>	563 Spadina Avenue Room 100 416-978-8201 <a href="http://womenscentre.sa.utoronto.ca/">http://womenscentre.sa.utoronto.ca/</a>	The <a href="#">Centre for Women and Trans People</a> provides a welcoming atmosphere, resources and support for women and trans people; discussion groups and workshops;



Program & Service	Contact Info	Resources
		and referrals for services both on and off-campus.
<b>University of Toronto Campus Community Police</b>	416-978-2222 (emergency) 416-978-2323 (information) <a href="http://www.campuspolice.utoronto.ca">www.campuspolice.utoronto.ca</a>	Available on-campus 24 hours a day, 365 days a year, the University of Toronto <a href="#">Campus Community Police</a> can be contacted for: suspicious persons; unsafe conditions; personal safety concerns; prior criminal incidents on campus (thefts, assault, mischief); break & enters on campus; property damage; insecure premises; noise complaints; possession of drugs; non-life threatening violations of federal, provincial laws, municipal by-laws & university policies.
<b>TravelSAFER</b>	416-978-SAFE (7233)	Offers a reliable, safe alternative to walking alone on campus 7 days a week, 365 days a year, from dusk until dawn. Escorts are available to walk students to any building on the St. George Campus, including 89 Chestnut and the Charles Street Residences, and to surrounding TTC locations.



*Table 9: Contacts for Student Well-Being in the City of Toronto*

Program/ Service	Contact Info	Resources
<b>Toronto Distress Centre</b>	416-408-HELP (4357) <a href="http://www.torontodistresscentre.com">www.torontodistresscentre.com</a>	The <a href="#">Toronto Distress Centre</a> provides a 24-hour, 7 days a week telephone crisis hotline.
<b>Emergency and Crisis Services</b>	<a href="http://www.211toronto.ca">www.211toronto.ca</a>	Services for individuals in distress who require urgent medical or emotional care. Includes services for individuals who have been physically or sexually assaulted or who are at risk of being assaulted.
<b>Gerstein Centre</b>	Crisis Line: 416-929-5200 Referrals Only: 416-929-9897 <a href="http://www.gersteincentre.org">www.gersteincentre.org</a>	The <a href="#">Gerstein Centre</a> offers crisis intervention to adults living in the City of Toronto who experience mental health problems. Services include telephone support, community visits and a short-stay residence. All services are free of charge and can be accessed through the Crisis Line, 24 hours a day, 7 days a week.
<b>Toronto Police</b>	911 (fire, ambulance, police) 416-808-2222 (non-emergency) <a href="http://www.torontopolice.on.ca">www.torontopolice.on.ca</a>	



# CONVOCATION & BEYOND

## Convocation

Information on time, location, and tickets for convocation ceremonies are normally emailed to students approximately three weeks prior to convocation.

### *Office of Convocation*

The [Office of Convocation](#) website will be updated approximately mid-October with fall convocation details. It includes a guide for graduation, which provides further information about the items listed below. The details below remain consistent from year-to-year; however, graduating students must review updates prior to their own convocation. **The onus is on the student to ensure that they do not miss any critical deadlines;** doing so could jeopardize the student's attendance at their convocation. Information on the website includes:

- **Convocation schedule**
- **RSVP & ticket requests:** Students will be required to complete an online RSVP and Ticket Request form via ACORN if he/ she wishes to attend the convocation ceremony. Deadline dates are critical. Replies must be submitted before the deadlines posted on the website to ensure the student's participation in the ceremony, as well as ensuring they will be allowed tickets for their guests. There is a very short time to RSVP and request tickets, generally one week in late October – early November. Details on how and when to pick up tickets is also available.
- **Extra tickets:** If tickets become available because members of the graduating class are not attending their convocation, students may be able to obtain one extra ticket on certain dates. Tickets are released on a first-come first-served basis and must be picked up.
- **Rental of academic costume (hood and gown):** An online ordering system exists for students to rent academic costumes.
- **Ceremony information:** Details such as where and when to report are provided.
- **If not attending convocation ceremony:** How to obtain diploma is explained.
- **Name on diploma:** Each student's name, as it appears in the University's official student records is the name that will appear on the diploma. This section allows the student to add accents and upper/ lower case to their names, as they will appear on their diploma. Any other name changes must be dealt with in the usual fashion through the SGS in advance of convocation, by the deadline indicated.
- **Graduation timelines and checklist:** A helpful summary to ensure the student does not miss any required steps.
- **Parking, flowers, convocation photography**



## ***Department Award Ceremony and Reception***

Each year the Department of Physical Therapy organizes a Department Award Ceremony and Reception for the MScPT graduates and their families, and all those from the University who have contributed towards this goal. The Department event is generally held immediately prior to the MScPT Convocation Ceremony. Convocation awards are presented and several brief addresses will be made, including the traditional speech by the class valedictorian as chosen by his/ her classmates.

## ***Diploma***

If a student does not attend their Convocation, they may obtain their diploma in one of two ways listed below

- By completing the [Request for Mailing of Diploma](#) form. Students must include a payment in the amount shown on the form.
- By [collecting the diploma in person](#), beginning one business day, following the last day of the Convocation period. Additional details are available on the [Office of Convocation](#) website.

All [unclaimed diplomas](#) can be obtained by following the steps set out by the Office of Convocation.

## **Registration for Practice & Physiotherapy Competency Examination (PCE)**

The profession of physical therapy is regulated in Canada through provincial regulatory organizations. In order to become registered to work, students will need to contact the provincial regulatory organization in the province in which they wish to practice. In most provinces, one of the requirements that students will need to meet is the successful completion of the Canadian Alliance of Physiotherapy Regulators, Physiotherapy Competency Exam (PCE).

## ***Working in Ontario***

To work in Ontario as a Physical Therapist, students must first successfully complete the Canadian Association of Physiotherapy Regulators, Physiotherapy Competency Exam and then register with the [College of Physiotherapists of Ontario](#). To register for this exam, students must also have completed a degree in Physical Therapy obtained from an accredited university program, like the MScPT at the University of Toronto, which includes having successfully completed 1000 hours of clinical internship. Please direct any questions regarding registration to the [College](#).

## ***Registering and Working before the Exam***

Students, who wish to begin work in Canada before writing the practical component of the exam, should contact the [College of Physiotherapists of Ontario](#). Students must complete degree requirements and successfully complete the written component of the exam prior to registering with the College.

## ***Working in the United States***

In the U.S., as in Canada, the right to work as a physical therapist is regulated at the state level. To be able to work in the U.S., students must meet all the requirements of the appropriate licensing body. Contact the state board about the dates of any examinations, credentialing and other information on how to appropriately begin working as a physical therapy in the U.S. The Department of Physical Therapy is able to assist with [curriculum verification](#) for a fee.

## ***Notification to the College of Physiotherapists of Ontario***

The Department of Physical Therapy provides a list of all students to the College of Physiotherapists of Ontario who have successfully completed all degree requirements once the final marks have been approved and entered into ACORN (generally by August 31 of each year).

The College states that it could take up to 15 business days to process student requests once they have received the names. Students are strongly encouraged to pre-submit documents so that all the College has to do once they receive our notification is upload the eligibility status. Please plan employment start dates accordingly using the above date as the date information will arrive at the College and thus when the College will begin processing students' registration to practice.

Please note: Students who are not planning to work in Ontario and as such, require that their name be sent to a different provincial college, must inform the [SLO](#) in writing with the appropriate contact person so that we can accommodate such requests.

NOTE: We will also send electronic notification of students' eligibility to graduate to: (1) The Canadian Alliance of Physiotherapy Regulators to facilitate applications to register for the PCE; (2) The Canadian Physiotherapy Association to facilitate the ability to apply for membership and any relevant insurance coverage and (3) the Ontario Physiotherapy Association to facilitate licensure applications.

## ***Confirmation of Degree Letters***

Students who are applying to a program/ country/ organization other than those mentioned above who require further documentation, must order a [Confirmation of Degree Letter](#) from the SGS. The SGS prepares letters for both Master's and Ph.D. students requesting confirmation that all degree requirements have been met. To request a letter as a master's student, please fax a completed Request for Confirmation of Degree Form to 416-971-2864.

## ***Professional Associations***

- OPA [Ontario Physiotherapy Association](#)
- CPA [Canadian Physiotherapy Association](#)
- Alliance [Canadian Alliance of Physiotherapy Regulators](#)
- APTA [American Physical Therapy Association Inc.](#)

## **Alumni Privileges**

As a University of Toronto alumnus, recent students are eligible for numerous privileges from the University of Toronto. The details below are fairly consistent from year-to-year but new alumni should refer to the following websites for the latest details:

- [The University of Toronto Alumni](#)
- [Physical Therapy Alumni](#)
- [PT/ OT Alumni Association](#)
- [Faculty of Medicine Alumni Web Page](#)
- [The University of Toronto Alumni & Friends](#)

## **Alumni Email Accounts**

After students graduate, their student email address will change to their.name@alum.utoronto.ca. Students can continue to access their alumni account with their UTORid and password. Messages sent to student email accounts will be forwarded to alumni accounts for two years after graduation so there is time to alert contacts.

## **The University of Toronto Alumni Identification Card**

[The University of Toronto Alumni Identification Card](#) allows students to access the closed stacks at Robarts Library, the University of Toronto's flagship library. All other libraries have open stacks. To borrow materials and access digital collections, alumni can upgrade to an Alumni Reader card, or to an Alumni Research Reader card. If one prefers to have Robarts Library book stacks access only, an Alumni Identification Card can be purchased. Alumni can also purchase six months or one-year access to the digital library for alumni.

## **Athletic Centre**

[Memberships are available](#) for an annual fee to all alumni.

## **Hart House**

[Membership at Hart House](#), including use of the athletic facilities and access to all activities and clubs — from jazz and yoga to bridge and photography — are available with a valid Alumni Identification Card. There are three levels of membership privileges and a fee reduction for new graduates.

## **Faculty Club**

The [Faculty Club](#) offers a comfortable atmosphere for all alumni social and professional needs, from casual refreshments to formal receptions. Annual membership for Alumni Identification Card holders is available for an annual fee.

## ***Extended Health & Dental Insurance***

Students' coverage through the GSU supplementary health plan ends on August 31 of their second year. Graduating members of the plan may apply to [extend their coverage](#) for 12 consecutive months if he/ she will be residing in Ontario for the year after graduation. The additional fee is non-refundable. Students are advised to review details and deadlines well in advance of the termination of their coverage.



# APPENDIX 1: MScPT CURRICULUM CLASS OF 2022

Current as of August 20, 2020

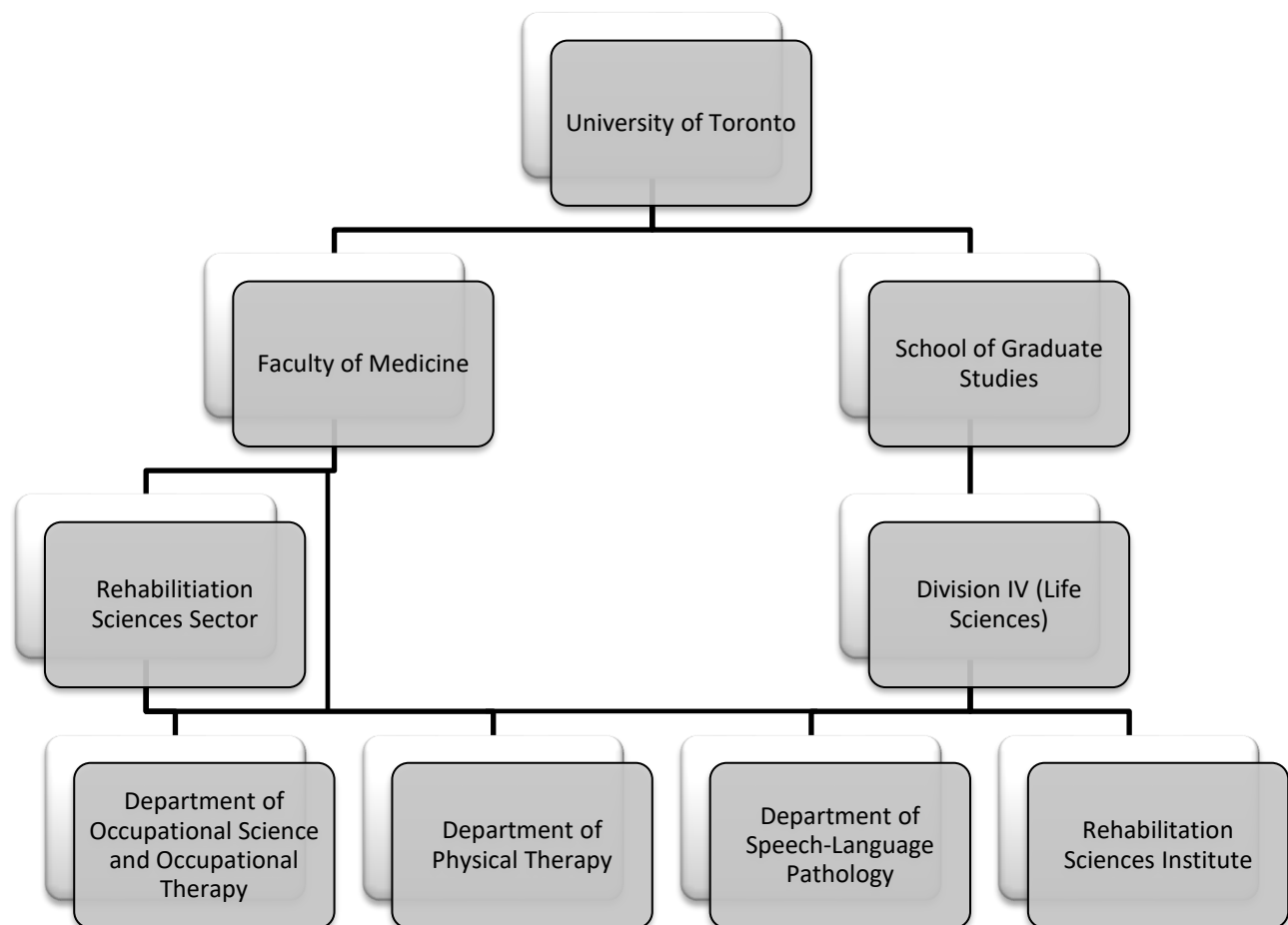
Year 1 Class of 2022																																																				
2020																2021																																				
September				October					November				December			January				February				March				April				May				June				July				August								
1	2	3	4	1	2	3	4	5	6	7	8	9	10	11	12	1	2	1	2	3	4	5	6	7	8	9	1	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	1	2	3	4	5	1	2	3
Unit 1-Critical Foundations in PT				Unit 2 - Physical Therapy Practice I (MSK)												V	V	Unit 3 - Physical Therapy Practice II (CR)								V	Unit 4 - Physical Therapy Practice III (neuro)												Unit 5 - Clinical Internship I						Unit 6-Advanced Critical Thinking					Vacation		

Year 2 Class of 2022																																																					
2021																		2022																																			
6 Sep	13 Sep	20 Sep	27 Sep	4 Oct	11 Oct	18 Oct	25 Oct	1 Nov	8 Nov	15 Nov	22 Nov	29 Nov	6 Dec	13 Dec	20 Dec	27 Dec	3 Jan	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	14 Feb	21 Feb	28 Feb	7 Mar	14 Mar	21 Mar	28 Mar	4 Apr	11 Apr	18 Apr	25 Apr	2 May	9 May	16 May	23 May	30 May	6 Jun	13 Jun	20 Jun	27 Jun	4 Jul	11 Jul	18 Jul	25 Jul	1 Aug	8 Aug	15 Aug	22 Aug			
September				October				November				December				January				February				March				April				May						June				July				August							
1	2	3	1	2	3	4	5	6	1	2	3	4	5	6	1	2	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	1	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6			
Unit7- Schol. Practice I			Unit 8 - Clinical Internship II						Unit 9 - Clinical Internship III						V		V		Unit 10 - Physical Therapy Practice IV Mondays-Scholarly Practice												U11- Selective			V		Unit 12-Clinical Internship IV						Unit 13 - Scholarly Practice II						Unit 14 - Clinical Internship V					





## APPENDIX 2: STRUCTURAL FLOWCHART







## APPENDIX 3: ABSENCE FROM CLINICAL INTERNSHIP DUE TO WRITTEN COMPONENT OF PCE

Should students elect to complete the written component of the Physiotherapy Competency Examination (PCE) scheduled during the PHT1012 Internship IV course, students will be required to sign a declaration before requesting the exam day off from their clinical site. Students are permitted to request the exam date off from the internship provided that they are able to **make-up time** for this day.


### **Options for 'make-up' time in lieu of time absent from clinical placements:**

- evening and weekend clinical time
- extended hours of a significant critical mass of time (i.e. at least one-hour duration) at the beginning or end of a regular work day

We fully acknowledge that the availability of type and amount of make-up time activity varies with each clinical facility, and **must not cause undue hardship** for the Clinical Instructor or the site in trying to accommodate this.

In addition, if choosing to complete the written exam on the May date, students will need to sign this declaration. Signing this declaration ensures that students are fully aware of the factors in choosing to complete the exam in May.

An example of the declaration is provided below.



**Physical Therapy  
UNIVERSITY OF TORONTO**

**DECLARATION**

As you are aware, the May 2020 written component of the Physiotherapy Competency Exam (PCE) has been scheduled for Monday May 4, 2020. This exam date falls on the Monday of the final week of your PHT1009Y Outpatient MSK-2 Internship.

You are able to take the time off from your internship to write the exam provided you are able to **make-up** time for this day.

**OPTIONS FOR 'MAKE-UP' TIME IN LIEU OF TIME ABSENT FROM CLINICAL PLACEMENTS:**

- evening and weekend clinical time,
- extended hours of a significant critical mass of time (i.e. at least one hour duration) at the beginning or end of a regular work day,

We fully acknowledge that the availability of type and amount of make-up time activity varies with each clinical facility, and **must not cause undue hardship** for the Clinical Instructor or the site in trying to accommodate this.

In addition, if you choose to complete the written exam on Monday May 4, 2020, you will need to sign this declaration (or check the box on the survey that you agree). We are asking that you sign this declaration to ensure that you are fully aware of the factors in choosing to complete the exam in May.

Please read through the following statements concerning the Physiotherapy National Exam and clinical placements. Please check off all boxes to acknowledge that you have read and understand each statement. If you do not understand any statements please ask for clarification. Once you have read through and understand all statements please sign your name and date the declaration and return it to Brenda Mori, Director of Clinical Education.

☐ I am choosing to write the Physiotherapy Competency Exam (PCE) on Monday May 4, 2020.

☐ I acknowledge that this exam date occurs during my scheduled PHT1009Y internship.

☐ I acknowledge and understand that writing an exam can be stressful.

☐ I acknowledge that I could instead choose to complete the PCE Written exam in July or September.

☐ I acknowledge that my full attention is required during internship hours for the benefit of my own learning, and for the care being provided to the patients to whom I am accountable.

☐ I acknowledge that if I am not fully focused on my clinical internship, and deemed to be not fully present by my clinical instructor because I am distracted by my preparation for the PCE, that this may constitute professional misconduct or unprofessional behaviour, which according to the course outline is grounds for failure of an internship.

☐ I acknowledge that missed time from clinical placement for illness or other reasons must be made up.

I have read and understood all statements on this declaration. I understand that clinical internships are an important part of my learning and that I am accountable to my patients, to my clinical instructor, to the clinical facility that hosts me, and to myself as a professional in training.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **APPENDIX 4: GUIDELINES ON CLASSROOM & CLINICAL SKILLS LAB CONDUCT & MANAGEMENT**

### **Overview**

During COVID-19 Pandemic, the teaching activities in the Department of Physical Therapy are running under the directives of the [University of Toronto](#) and the [Department of Physical Therapy's COVID-19-Guiding Principles](#) while at 500 University Ave (PT Guiding Principles).

Please direct any inquiries about using classrooms and clinical skills labs to [Sharon Switzer-McIntyre](#), Director of MScPT Program. For those areas that this Guideline does not cover, please refer to the University and Rehabilitation Sciences Sector's policies on the building management, room rental and audio/ visual aids.

Students are expected to conduct themselves professionally during curriculum delivery sessions according to the [Canadian Physiotherapy Association Code of Ethics and Rules of Conduct guidelines](#), the [Department of Physical Therapy Standards of Professional Behaviour guidelines](#), and the [Code of Behaviour on Academic Matters](#).

Students are expected to attend all lectures, seminars, small group discussions, clinical skill labs, and clinical practice in the program, online or in person. Admission to a lecture, small group discussion or clinical skills lab session may be refused by the instructor/ tutor if the student is late. If a student misses a session, she/ he is responsible for obtaining materials from other students. Students are expected to attend lab sessions for which they are scheduled. If a student needs to change a lab section on a particular day, it is her/ his responsibility to find another student to switch with and provide a written notification to the course academic lead and lab instructor involved prior to class.

Students in the Department of Physical Therapy are granted 24/7 access to Laboratories (132, 730, 750), lecture room (140) and small group rooms (721, 727, 738, 740, 744, 753, 758, 758, 218, 220). **Currently these rooms are used only for scheduled class.** Students must follow the instructions in the **PT Guiding Principles** to ensure safety and hygiene in the learning environment.

### **PT Guiding Principles Regarding Classroom and Clinical Skills Lab Conduct and Cleaning**

#### ***Personal Protective Equipment (PPE)***

- Please review the PPE Checklist below for proper procedures related to PPE and physical distancing during COVID-19.

- Students are responsible for reviewing ALL of the links in this checklist PRIOR to arriving onsite the first day
- Students/ faculty/ TAs/ CIAs should wear a non-medical mask or other face covering to enter the building and progress to your assigned room.
- All students/ faculty/ TAs/ CIAs will be provided with medical grade masks, face shields and gloves.
- Students will be provided with a medical grade mask as you enter the lab room for each session; this mask is to be donned after performing proper hand hygiene (sanitizer will be provided at the door); this mask is to remain on at all times while in the building (with the exception of drinking)
- Students will also receive a re-useable face shield and cleaning instructions on the first day of the onsite activities; students are responsible for bringing the face shield to each onsite session as well as to clinical placement activities as directed
  - It is highly recommended that every student:
    - Writes their name on a portion of the face shield
    - Brings a clean bag / container to store your face shield
    - Store your face shield in your locker when you are not in clinical skills labs
    - Do NOT leave the visor in the car during hot weather (they can melt!)
  - In the event that your face shield is broken over the course of the onsite activities or during placement please reach out as soon as possible to arrange to pick up a replacement
  - Face shields are to be worn in the lab rooms; prior to leaving the class each day, students will clean their face shield both before and after each use.
- Students are asked to come dressed accordingly for clinical skills labs. You will have access to your lockers to leave all personal belongings with the exception of a device to take notes during the lab.
  - If you need to change onsite, students are asked to use the washrooms (one student at a time) for this purpose

### ***Cleaning of Surfaces***

- All students/ faculty/ TAs/ CIAs will be adhering to the regular infection control procedures as well as additional precautions to address the method of transmission of COVID. After each encounter, students/ faculty/ TAs/ CIAs will be disinfecting all surfaces that have been touched, including seats, counters, door handles (inside and outside), light switches etc. All students/ faculty/ TAs/ CIAs will clean their areas prior to the start of a session, between every encounter, and then at the end of the session.
- All clinical skills labs have been cleared of items that could be additional sources of transmission.
- If using exercise equipment in the clinical skills lab, the wipe twice method will be employed meaning that it will be disinfected prior to use and then disinfected immediately after use.

- Students/ faculty/ TAs/ CIAs who are using their iPad / tablet / laptop for taking notes are expected to wipe the surfaces upon entering the lab and prior to leaving the lab with disinfecting wipes.
- Increased frequency of cleaning of contact areas will be done by students/ faculty/ TAs/ CIAs after they have touched a surface, as students change roles from patient to clinician, at the end of each session, and at the end of the day.
- Each bed will be accompanied by a tray that includes hand sanitizer, spritzer bottle with disinfectant and a towel. Following each time on the bed, the student is to sanitize the bed and any equipment using the disinfecting spray and towel provided.
- In addition to routine cleaning, surfaces that come into contact frequently with hands should be cleaned and disinfected twice per day and when visibly dirty. Special attention should be paid to commonly touched surfaces such as doorknobs, light switches, counters, handrails, touch screen surfaces, and shared materials, equipment, workstations, keypads, etc. All equipment should be cleaned and disinfected after each use.
- Cloths used for disinfecting should be placed in the bin by the door upon exiting a session and will be laundered and dried on the highest temperature setting possible.

### ***Equitable Access to Sessions***

To ensure equitable access for those who are unable to attend a session in person, a link (Zoom, Bb Collaborate etc.) will be provided to follow the session remotely. You will also be expected to remotely connect with another classmate during the practice sessions to allow engagement in the critical thinking process. Practicing skills and techniques on someone in your home/ location will also facilitate the development of your cognitive motor skills. If you can practice on someone in your home / location that will also facilitate the development of your cognitive motor skills.

### ***Review of Health and Safety Considerations***

- Students must wear closed-toe shoes and socks at all times while onsite. Socks must be worn when lying on the plinths.
- Please refrain from bringing food into the building. If you do bring food into the building please ensure you maintain a safe distance when removing your mask to eat and that you carry your food garbage out of the building with you.
- Please bring a sealable water bottle with you to class;
  - When a drink is required, please exit the classroom after performing hand hygiene, ensure that you are at least 2 m away from anyone else, remove your mask following the proper doffing process, and take a drink. Once finished, please reapply the mask, and perform hand hygiene as you are re-entering the classroom space.
- Every student has been assigned a partner(s), a plinth and a room number for each onsite session. PLEASE DO NOT SWITCH.
  - This information is important for attendance purposes to assist with contact tracing if this is required at a later date.

- In the case of a partner who is absent, faculty will determine an alternative arrangement that minimizes exposures.
- Equipment and plinths MUST be wiped down between each student use.
- Meticulous hand hygiene is required by everyone at all times; gloves are available for use if desired/ preferred.
- Please only bring what is required into the clinical skills lab; leave all additional personal items at home or in your locker.
- There is one stairwell designated as UP and one designated for DOWN (i.e., stair cases will be uni-directional); please maintain physical distancing on stairs. In the event of a fire alarm, all staircases may be used for exiting.
- We recommend avoiding use of the elevators; however, if you do require one, each elevators is restricted to two persons at a time.
- Please pay attention in hallways in lab spaces to maintain physical distancing when possible.
- Washrooms have been reassigned as 'All-Gender Washrooms' with restricted capacity.
  - Signs are posted outside the doors requesting that individuals knock loudly or call into the space to identify if there is someone in the washroom already ("Knock and Talk" procedure).
- Water fountains are to be used to refill bottles only; we strongly discourage drinking directly from the fountain.

### ***Common Spaces***

Upon completion of your class, please immediately exit the building following the designated process. Dispose of your medical mask prior to exiting the building and don a non-medical mask or other face covering to leave the building. There is currently no gathering in any common spaces at 500 University Ave.

### ***Absent from Class***

We request that if you feel unwell or experiencing symptoms that you STAY HOME.

- Contact [Sharon Switzer-McIntyre](#) or the Academic Lead for the Unit.
- We will work with each individual student within the context of their own case to ensure their learning needs are met.

### ***University of Toronto Health and Safety Policies and Resources***

- [Office of Environmental Health and Safety](#)
- [Health and Safety Policy](#)
- [School of Graduate Studies Recovery and Adaptation](#)

## Department of Physical Therapy Other Regulations

### *I. Clinical Skills Labs*

In this current pandemic situation, there are three large clinical labs (Rooms 132, 730 and 750) and a simulation lab on the fourth floor (Room 490A). These labs are for teaching practical skills and running practical skills exams. **During the COVID-19 pandemic, these rooms are open only for scheduled classes.**

Students are NOT allowed to lend their fob access to any non-PT students to get into laboratories (Rooms 730/750). Please report to the Department immediately if you notice anyone who is not a PT student in the laboratories.

**In a non-pandemic situation**, students may book a clinical skills lab for group activities related to the program (e.g., a CPR course). To book a clinical skills lab, you must complete a [request form](#). Your request will be reviewed by the Department for approval. Any additional supplies other than the permanent equipment (e.g., plinth or stool) in the clinical skills lab are the user's responsibility.

Please observe the following guidelines:

- Do not load back bags or hard objects (and your shoes) on the plinth. Do not sit on either end of the plinth (you can sit only on the middle section). The capacity of the plinth is for one person only.
- Be cautious when sitting down on the rolling stools, as they can easily slide out from underneath you and cause a fall.
- No food or drink is allowed in the labs.
- Do not leave any items (like water bottles, Kleenex boxes, back packs) on the windowsill as this may disturb the moving electric blinds and result in damage to the blinds.
  - Do not prop the door open with any object (e.g., a chair or a garbage can) as it may block the door in case of emergency. If there is fire emergency, all students must follow the instructor's order or superintendent's announcement and get out of the building quickly.
- No pets are allowed in classrooms / laboratories, with the exception of guide / working dogs required for special needs or teaching purposes. In-line skates may not be worn inside any University of Toronto building.

### *II. Equipment and Supplies*

All the equipment and supplies in the clinical skills lab must be used under supervision of / or permission by academic leads, lab instructors, teaching assistants, or student monitors. No equipment is allowed to be taken out of the laboratories without permission.

Supplies are stored by area of study in the cupboards within the laboratories (Room 730 for Cardiorespiratory and Electrotherapy, Room 750 for Musculoskeletal and Neuroscience). The cupboards in each room should be always locked after usage. It is the responsibility of academic leads in each unit to keep an up-to-date inventory of



supplies and equipment in the cupboards and storage room (Room 755). Room 755 is accessible only by faculty and staff.

The existing set-up of the clinical skills lab should not be changed without permission. If there are needs to change the set-up for a special session, such as a Practical Skills Examination, the user must put everything back in order right after the event.

If someone notices that any equipment is missing or damaged, please report to an academic lead, and the academic lead will notify the specific offices in the Department: [Ningsha Zhong](#) for Physical Therapy equipment, [Shane Brandon](#) for audio/visual aids, and [Amanda Patterson](#) for general conditions on the 7<sup>th</sup> floor.

### *III. External Use and Accessibility*

There is limited opportunity for external users. For inquiry and reservation, please contact the [Rehabilitation Sciences Sector](#).

A user fee charge is applied (refer to the rates set up in the Rehabilitation Sector Room Rental Policy, available in the Rehabilitation Sector Office). Any additional supplies other than the permanent equipment in the clinical skills lab are at the user's own cost. Clean up, re-arrangement of furniture and equipment and prevention of damage are also the user's responsibility. The Department reserves the right to charge for any damages made by the users.

## **PPE RESOURCE CHECKLIST**

This resource list provides a summary of Department of Physical Therapy recommendations that students will need to enable them to comply with the infection control and health and safety measures to safely engage in the face-to-face element of our educational program. Please note that it is your responsibility to ensure you are acting in alignment with any organizational policies that have not been captured in the items below.

### *Primary Principles*

All learners are to:

- Use designated entrances and sign in and out as per protocol.
- Conduct self-screening daily using the [University of Toronto Self-Screening Tool](#). On placement, you must adhere to any screening tools used at the site.
- Maintain a healthy work environment and uphold physical distancing of greater than 2 meter (6 ft.) in public areas, lunch rooms, and in clinical areas where possible. [Physical distancing](#) must be maintained when not engaged in clinical skill development activities.
- Adhere to provincial, municipal and university practices regarding the use of a mask in public spaces.
- Surgical masks will be provided by the Department. You are expected to wear a mask and face shield at all times except when eating or drinking. You are

expected to wear both your mask and face shield when engaging in clinical skills development activities.

- Report immediately to faculty any hazardous situation, injury or illness

### ***Infection Prevention and Control (IPAC) Protocols***

The following curriculum **must be completed** prior to returning to on-site learning.

- Review of PT COVID Curriculum, loaded on Quercus

The following Optional Additional Resources may be helpful to you:

- Hand Hygiene Video 1- [4 moments of hand hygiene](#)
- Hand Hygiene Video 2- [just clean your hands](#)
- Hand Hygiene Video 3- [7 steps for hand hygiene](#)
- [Cough Etiquette Protocol](#)
- [College of PT of Ontario- Practice Guidelines](#)

### ***Personal Protective Equipment (PPE) Hygiene***

- ☐ Ensure PPE is worn appropriately. [Donning](#)
- ☐ Ensure PPE is removed appropriately. [Doffing](#)
- ☐ [Storing your face shield](#)
- ☐ [Cleaning your reusable face shield](#); please also review cleaning instructions received within your visor packaging

### ***Additional Resources***

[Modules](#) - World Health Organization

[Modules](#) - Environmental Cleaning Toolkit -Public Health Ontario



## **APPENDIX 5: REQUEST FOR SPECIAL CONSIDERATION FORM**

**Department of Physical Therapy  
Faculty of Medicine, University of Toronto**

### **INSTRUCTIONS FOR STUDENTS**

**You must check one of the following two categories that best fits this request:**

- ☐ 1. You have experienced health problems or other personal circumstances which have adversely affected (or may adversely affect) your participation or performance in, or ability to, complete course work, examinations, or other departmental assessments:
- You must complete this form and submit it to the Academic Lead before (if possible) or within 48 hours of the deadline or date of assessment. In the case of a test or exam, you may be required to sign a non-disclosure form by the Academic Lead. You may be asked to supply additional documentation to support this request for special consideration, including (but not limited to):
    - Medical certificate: Must confirm that you were adversely affected by the health problem(s), indicate dates of illness and that the physician was consulted at the time of the illness.
    - If you have met with Accessibility Services, The University of Toronto, the department needs to be informed by Accessibility Services that you have a documented disability and what specific accommodations they recommend. This can be done via email, which can then be submitted as documentation. Accessibility Services will require your permission before any information is forwarded to a third party. The parameters of the information they forward will be determined by your instructions to them.
  - Please note that you may be required to pay a fee of \$70.00 per test or exam, as set out by the Planning and Budget Office's [Administrative User Fees and Fines](#) schedule. You will be informed by either the Academic Lead, Graduate Coordinator, or Student Liaison Officer if this applies to you.
- ☐ 2. Your request is general in nature and you want this information to be shared with your (please check and provide names):
- ☐ Current Academic Lead(s)
  - ☐ All Academic Leads for the remainder of the year
  - ☐ Graduate Coordinator

Names:

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**INSTRUCTIONS FOR FACULTY**

Inform the student of your decision, record that decision on the form, ensure the appropriate evidence is attached, and then forward the form to the Graduate Coordinator for co-signature. He/she will forward the form to the Student Liaison Officer to be placed in the student's file. Copies of the form will be distributed by the Student Liaison Officer as requested by the student. Please note: If the form is emailed by the student, the signature is not required but a copy of the originating email must be sent in lieu to the Student Liaison Officer.

**Department of Physical Therapy**  
**Faculty of Medicine, University of Toronto**  
**Request for Special Consideration**

Student Name:	Student Number:
Date:	Year: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2
Email Address:	Telephone:
Unless this request falls under category (general in nature), indicate which unit(s) it concerns, and corresponding Academic Lead(s):	
State your request and any extenuating circumstances:	
Date:	Signature of Student:

The section below to be filled out by Academic Lead

Record the details of your response to the student in regards to his/her request:

Date:

Signature of Academic Lead:

Date:

Signature of Graduate Coordinator:

Last Revised: September 1, 2012





## **APPENDIX 6: MScPT TUITION BREAKDOWN FOR THE 2020-2021 ACADEMIC YEAR**

Category	Amount	Description
<b>Academic Fees</b>	\$10,550.00*	<p>Charges for an academic program; may be assessed by course or by program. There is a domestic and an international rate.</p> <p>MScPT students do not pay fees per individual course, but rather a program fee, which covers the entire year of the program (Fall, Winter and Summer terms). When the fee is posted to a student's account in ACORN (which normally occurs in July), it will be split equally between the Fall and Winter sessions. No fees will be posted to the Summer session.</p>
<b>Incidental fees</b>	\$1,603.65*	<p>Consists of campus and student society fees. These are charges for campus organizations and services.</p> <p>Campus fees include: Charges for campus organizations and services; Athletics, Hart House, Health Services, Student Life Programs &amp; Services, CANCOPY License, etc.</p> <p>Student society fees include:</p> <ol style="list-style-type: none"> <li>1) Charges for membership in student societies. All students are members of various student societies as determined by their program of study and full-time or part-time status, e.g., GSU, GSU health insurance, etc.</li> <li>2) Fees charged to members of a specific college, faculty or program, e.g., OT/PT Students' Council etc.</li> </ol>
<b>Ancillary fees</b>	\$412.00*	<p>Charges related to participation in a specific program of study or a specific course (this refers to certain physical therapy publications, mask fit testing, building access, clinical ID cards, CPA kit, etc.). A student system access fee is also included in the fall term.</p>

**\*Note: All fees listed are for domestic MScPT year-one students only**





## **APPENDIX 7: IMPORTANT DATES & DEADLINES**

### **2020/2021**

Changes to the schedule can occur during the year. Award and bursary application deadlines are subject to change. Please also see Academic Calendar for curriculum dates and drop dates.

#### **Fall Session 2020**

<b>M July 20</b>	<b><u>Registration</u> for Fall session begins</b>
<b>F July 31</b>	PT1 incoming class survey due
<b>M August 3</b>	Civic Holiday (University closed) <sup>(1)</sup>
<b>M August 17</b>	PT1 headshot due
<b>F August 28</b>	PT1 Student Safety Training, WSIB, and Clinical Catchment Forms due  Recommended tuition fee payment deadline for students registering or starting their program in the Fall session to ensure payment is received by the registration deadline of September 11, and to avoid cancellation of registration and course enrolment. International students must make a payment by this date to ensure they are covered by UHIP at the beginning of September. <sup>(2)(3)</sup>
<b>M August 31</b>	PT1 Orientation day  PT2 first day of 2020-2021  PHT 1101H starts
<b>F September 4</b>	Coursework must be completed and grades submitted for Summer session courses and extended courses <sup>(4)</sup>
<b>M September 7</b>	Labour Day (University closed) <sup>(1)</sup>
<b>T September 8</b>	PHT 1110Y starts  Most formal graduate courses and seminars begin <sup>(5)</sup>
<b>W September 9</b>	Grades for all Summer session courses available for viewing by students on ACORN
<b>F September 11</b>	Final date to drop PHT 1101H  Registration deadline for students registering or starting their program in the Fall (September to December) session; after this date, a late registration fee will be assessed. Minimum required payment due (unpaid fees from previous session[s] + 100% of current Fall tuition fee charges). <sup>(2)</sup>
<b>M September 21</b>	Final date to add full-year and Fall session courses
<b>F September 25</b>	PHT 1101H ends

<b>M September 28</b>	PHT 1102Y starts
<b>W September 30</b>	Payment deadline to avoid service charges on unpaid Fall (September to December) session tuition and non-tuition fees for students registered in the Fall session only, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on October 15. <sup>(3)</sup>
<b>F October 2</b>	Final date for receipt of degree recommendations and submission of any required theses for master's degrees for Fall Convocation without fees being charged for the Fall session <sup>(7)</sup>
<b>M October 12</b>	Thanksgiving Day (University closed) <sup>(1)</sup>
<b>M October 21</b>	Final date to drop PHT 1110Y
<b>M October 26</b>	Final date to drop Fall session courses without academic penalty <sup>(8)</sup>
<b>F October 30</b>	Final date to submit Out-of-Province Financial Aid Form, if applying for bursaries
<b>F November 6</b>	Final date to drop PHT 1102Y  PHT 1110Y pauses
<b>M November 9</b>	PHT 1105 starts
<b>November 9-13</b>	Fall Convocation information and dates are posted at <a href="http://governingcouncil.utoronto.ca/convocation">governingcouncil.utoronto.ca/convocation</a> .
<b>F November 13</b>	Final date to drop PHT 1105Y
<b>F November 20</b>	Deadline to submit PT Fall Bursary application
<b>M November 30</b>	Payment deadline to avoid service charges on unpaid Winter (January to April) session tuition and non-tuition fees for students registered in the Fall and Winter sessions, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on December 15. <sup>(3)</sup>
<b>F December 18</b>	PHT 1102Y ends  PHT 1105Y ends  Recommended tuition fee payment deadline for all tuition fees billed for the 2020 tax year (Winter 2020, Summer 2020, and Fall 2020) for students who want eligible 2020 tuition fee payments to be reported on the 2020 calendar T2202 tax certificate, available for students to view and print on ACORN on February 21, 2021
<b>F December 18</b>	Recommended tuition fee payment deadline for students registering or starting their program in the Winter session (i.e., those who were not registered in the previous Fall session) to ensure payment is received by the registration deadline of

	January 18, and to avoid cancellation of registration and course enrolment. International students must make a payment by this date to ensure they are covered by UHIP at the beginning of January. <sup>(2)(3)</sup>
<b>W December 23</b>	University closed for the winter break from Wednesday, December 23 to Friday, January 1 inclusive. For the last day of classes before the winter break, consult your graduate unit(s). <sup>(1)</sup>

### Winter Session 2021

<b>M January 4</b>	<b>University re-opens</b>  PHT 1103Y starts  PHT 1110Y resumes
<b>M January 4</b>	Most formal graduate courses and seminars begin <sup>(5)</sup>
<b>F January 8</b>	Deadline to submit an OGS application for 2021-2022  Coursework must be completed and grades submitted for Fall session courses <sup>(4)</sup>
<b>W January 13</b>	Grades for Fall session courses available for viewing by students on ACORN
<b>F January 15</b>	Final date to submit doctoral theses without payment of incidental Winter session fees <sup>(9)</sup>
<b>M January 18</b>	Registration deadline for students registering or starting their program in the Winter (January to April) session; after this date, a late registration fee will be assessed. Minimum required payment due (unpaid fees from previous session[s] + 100% of current Winter session tuition fee charges). <sup>(2)</sup>
<b>M January 18</b>	Final date to add Winter session courses
<b>F January 22</b>	Final date for receipt of master's degree recommendations from graduate units and submission of any required theses for March or June graduation for master's students without fees being charged for the Winter session <sup>(7)</sup>
<b>F January 22</b>	Final date for all students to request that their degrees be conferred <i>in absentia</i> in March
<b>F January 29</b>	PHT 1110 ends
<b>S January 31</b>	Payment deadline to avoid service charges on unpaid Winter (January to April) session tuition and non-tuition fees for students registered in the Winter session only, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on February 15 <sup>(3)</sup> .
<b>M February 1</b>	PHT 1108Y starts
<b>W February 3</b>	Final date to drop PHT 1103Y
<b>F February 5</b>	Final date to drop PHT 1108Y

<b>M February 15</b>	Family Day (University closed) <sup>(1)</sup>
<b>M February 22</b>	Final date to drop full-year and Winter session courses without academic penalty <sup>(8)</sup>
<b>March</b>	March graduation <i>in absentia</i> information is posted at <a href="http://governingcouncil.utoronto.ca/convocation">governingcouncil.utoronto.ca/convocation</a>
<b>F March 5</b>	PHT 1103Y ends
<b>F March 12</b>	PHT 1108Y ends
<b>M March 15</b>	PHT 1104Y starts
	PHT 1109 starts
<b>F March 19</b>	Final date to drop PHT1109Y
<b>April - TBA</b>	PT2 CAP Reading Day
<b>F April 2</b>	Good Friday (University closed) <sup>(1)</sup>
<b>F April 16</b>	For students obtaining degrees at June Convocation, coursework must be completed and grades submitted for full-year and Winter session courses
<b>F April 16</b>	Final date for receipt of master's degree recommendations from graduate units and submission of any required theses from master's students for June Convocation <sup>(7)</sup>
<b>F April 21</b>	Final date to drop PHT 1104Y
<b>F April 23</b>	PHT 1109Y ends
	Recommended tuition fee payment deadline for students registering or starting their program in the Summer session to ensure payment is received by the registration deadline of May 7, and to avoid cancellation of registration and course enrolment <sup>(2)(3)</sup>
<b>M April 26</b>	PHT 1111Y starts
<b>F April 30</b>	Final date to drop PHT 1111Y
	Payment deadline to avoid service charges on unpaid Fall/Winter (September to April) session tuition and non-tuition fees for students who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, and/or sponsorships. Monthly service charges will begin accruing on May 17. <sup>(2)(3)</sup>

### Summer Session 2021

<b>May</b>	<b>For the first day of Summer classes, consult your graduate unit(s)</b>
<b>F May 7</b>	Registration deadline for students registering or starting their program in the Summer (May to August) session; after this date, a late registration fee will be assessed. Minimum required payment due (unpaid fees from previous session[s] + 50% of Summer session tuition fees). <sup>(2)</sup>
<b>M May 10</b>	Final date to enrol in May-to-June or May-to-August session courses

<b>F May 14</b>	<p>PHT 1111Y ends</p> <p>Deadline to submit PT Summer Bursary application</p> <p>Coursework must be completed and grades submitted for full-year and Winter session courses (except for extended courses)<sup>(4)</sup></p>
<b>W May 19</b>	Winter session grades available for viewing by students on ACORN
<b>F May 21</b>	Presidential Day (University closed) <sup>(1)</sup>
<b>M May 24</b>	Victoria Day (University closed) <sup>(1)</sup>
<b>T May 25</b>	PHT 1112Y starts
<b>F May 28</b>	<p>PHT 1104Y ends</p> <p>Final date to drop PHT 1112Y</p> <p>Final date to drop May-to-June F section courses without academic penalty<sup>(8)</sup></p>
<b>M May 31</b>	<p>PHT 1105 starts</p> <p>Payment deadline to avoid service charges on unpaid Summer (May to August) session tuition and non-tuition fees for students registered in the Summer session, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on June 15.<sup>(3)</sup></p>
<b>June</b>	June Convocation information and dates are posted at <a href="http://governingcouncil.utoronto.ca/convocation">governingcouncil.utoronto.ca/convocation</a>
<b>F June 4</b>	Final date to drop PHT 1105Y
<b>F June 11</b>	PT2 Olive Wallace Pester Fellowship applications due
<b>M June 14</b>	Final date to drop May-to-August session Y section courses without academic penalty <sup>(8)</sup>
<b>Th July 1</b>	Canada Day (University closed) <sup>(1)</sup>
<b>F July 2</b>	PHT 1112Y ends
<b>M July 5</b>	<p>PHT 1113Y starts</p> <p>Final date to enrol in July-to-August courses<sup>(11)</sup></p>
<b>F July 9</b>	<p>PHT 1105Y ends</p> <p>Coursework must be completed and grades submitted for May-to-June F section courses<sup>(4)</sup></p>
<b>M July 12</b>	<p>PHT 1106H starts</p> <p>Final date to drop July-to-August S section courses without academic penalty<sup>(8)</sup></p>
<b>W July 14</b>	Grades for May-to-June F section courses available for viewing by students on ACORN

<b>F July 23</b>	Final date to drop PHT 1113Y
<b>W July 28</b>	Final date to drop PHT 1106H
<b>July 31</b>	PT2: Nominations for the Carlos Melendez Award, Mountain Challenge Book Award, and CPA Student Leadership Award due
<b>M August 2</b>	Civic Holiday (University closed) <sup>(1)</sup>
<b>F August 13</b>	PHT 1106H ends  PHT 1113Y ends
<b>M August 16</b>	PHT 1114Y starts <sup>(12)</sup>
<b>F August 20</b>	Final date to drop PHT 1114Y
<b>F August 27</b>	Final day of registration for 2020-2021 academic year

## Footnotes

<b>1</b>	<a href="#">University holiday schedule</a>
<b>2</b>	Students are considered registered when tuition and non-tuition fees have been paid or when their request to register without payment (fee deferral) is approved. A student's status will change from "Invited" to "Registered" on ACORN when registration is complete. Students who successfully register without payment should arrange to make payments throughout the academic year as they receive funding from their scholarship, award, or other sources. Full payment of Fall and Winter session tuition and residence fees is due by April 30 at the latest. Students registered in the Fall and Winter sessions are not normally charged Summer fees. For students starting in the Summer, fees will appear in their ACORN invoice accordingly.
<b>3</b>	This allows up to 10 business days for processing and recording of the fee payment in the student's ACORN account before the monthly service charge billing date for unpaid tuition and non-tuition fees. More information on service charges can be found on the <a href="#">Student Accounts website</a> .
<b>4</b>	Graduate units may establish earlier deadlines for completion of coursework and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes known to the class the methods by which student performance shall be evaluated.
<b>5</b>	The precise dates of commencement of courses are determined by the graduate units; students are advised to contact the relevant graduate units for information. SGS maintains the 13-week graduate instruction period; however, if a course does not fall into the traditional 13-week period, the graduate unit will inform students of important dates and deadlines in the course syllabus. The University welcomes and includes students, staff, and faculty from a wide range of cultural, traditional, and spiritual beliefs. As per the <a href="#">Policy on Scheduling of Classes and Examinations and Other Accommodations for Religious Observances</a> , the University will "...arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays." For more information, please refer to <a href="#">Accommodation: Religious Observances</a> . The obligation not to discriminate on the basis of religion is a statutory duty arising from the <i>Ontario Human Rights Code</i> , which carries an obligation to accommodate religious requirements. Graduate students may only enrol in undergraduate courses with the approval of their supervisor or graduate unit. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate division's calendar. Graduate students will be graded under the graduate grading scale. Students should consult the appropriate undergraduate calendar for enrolment and dates.
<b>6</b>	A final thesis is the corrected, approved version of the thesis which is submitted to SGS following the Final Oral Examination.
<b>7</b>	Graduate units may establish earlier deadlines for completing degree requirements. Students are advised to consult their own graduate unit for information.
<b>8</b>	Graduate units may establish earlier deadlines to add/drop courses but these dates must clearly be communicated to students. The last date to cancel a course or registration with no

	academic penalty is not the same as the last date to be eligible for a refund. Please refer to the Tuition Fee & Refund Schedules for Graduate Studies on the <a href="#">Student Accounts website</a> .
<b>9</b>	Academic fees for full-time doctoral students in the final year of their program, and who are before their maximum time limit, are pro-rated based on the 12-month academic year. Sessional incidentals will be charged at a full rate. Academic fees for doctoral students in the final extension year, and who are beyond their maximum time limit, are prorated based on 50% of the annual domestic fee for the 12-month academic year. Sessional incidentals will be charged at a full rate. For details, visit <a href="#">Final-Year Fees</a> .
<b>10</b>	Please refer to the SGS policy on Dual Registration under <a href="#">General Regulations section 6.1.13</a> .
<b>11</b>	Students who start their program in the Summer and returning OISE students who are only enrolled in July-to-August Summer courses are required to register by this date by paying the minimum tuition amount stated in their invoice.
<b>12</b>	PHT 1114Y ends F September 24, 2021





