

**DEPARTMENT OF PHYSICAL THERAPY
FACULTY OF MEDICINE**
Student Handbook 2019-2020
A Guide for MScPT Students



Physical Therapy
UNIVERSITY OF TORONTO



Physical Therapy UNIVERSITY OF TORONTO

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.

**Updated
Summer 2019;
Revised October
2019**

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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 2021.

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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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. This year is a special year for our curriculum as we embark on a complete renewal to 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 bound 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 2019 – 2020 academic year.

Department of Physical Therapy Administration

The Department of Physical Therapy is located at 500 University Avenue, 8th 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:

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 #160-500 University Avenue
 Toronto, ON M5G 1V7
 Tel: (416) 946-8641
 Fax: (416) 946-8562
 General Information: pt.reception@utoronto.ca
 Admission Information: physther.facmed@utoronto.ca
 Web site: physicaltherapy.utoronto.ca

Table 1: Chair, Faculty & Staff Contacts

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

Table 2: Unit Contacts

Unit	Academic Lead(s)	E-mail Address	Telephone	Room
Unit 1 - PHT1101H	Karen Yoshida	karen.yoshida@utoronto.ca	416-978-1739	838
Unit 2 - PHT 1102Y	Tricia Twogood	t.twogood@utoronto.ca	416-946-8557	852
Unit 3 - PHT1103Y	Mireille Landry	mireille.landry@utoronto.ca	416-978-2180	830
Unit 4 - PHT1104Y	Meredith Smith	meredith.smith@utoronto.ca	416-946-8549	816
Unit 5 - PHT1105Y	Brenda Mori Jaimie Coleman	brenda.mori@utoronto.ca jaimie.coleman@utoronto.ca	416-946-8646 416-978-2768	858 862
Unit 6 - PHT1106H	TBA			
Unit 7 - PHT1107H	Kelly O'Brien Nancy Salbach	kelly.obrien@utoronto.ca nancy.salbach@utoronto.ca	416-978-0565 416-946-8558	852 854
Unit 8 - PHT1108Y	Brenda Mori Jaimie Coleman	brenda.mori@utoronto.ca jaimie.coleman@utoronto.ca	416-946-8646 416-978-2768	858 862
Unit 9 - PHT1109Y	Brenda Mori Jaimie Coleman	brenda.mori@utoronto.ca jaimie.coleman@utoronto.ca	416-946-8646 416-978-2768	858 862
Unit 10 - PHT1110Y	Melanie MacKinnon	melanie.mackinnon@utoronto.ca	416-946-8557	852
Unit 11 - PHT1111H	Stephanie Nixon Darlene Reid	stephanie.nixon@utoronto.ca darlene.reid@utoronto.ca	416-946-3232 416-978-0301	834 844
Unit 12 - PHT 1112Y	Brenda Mori Jaimie Coleman	brenda.mori@utoronto.ca jaimie.coleman@utoronto.ca	416-946-8646 416-978-2768	858 862
Unit 13 - PHT 1113Y	TBA			
Unit 14 - PHT 1114Y	Brenda Mori Jaimie Coleman	brenda.mori@utoronto.ca jaimie.coleman@utoronto.ca	416-946-8646 416-978-2768	858 862

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.

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 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.

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 3: Department of Physical Therapy Student Council](#).

Table 3: Department of Physical Therapy Student Council

Position	Name	Year
Co-Presidents	Laurin Black	PT2
	Jyoti Mann	PT2
Treasurers	Selvia Magharious	PT2
	TBA	PT1
CPA/Professional Development Directors	Mo Wright-Stein	PT2
	Sam Yentin	PT2
	TBA	PT1
	TBA	PT1
Interprofessional Education Representatives	Emma Swaffield	PT2
	TBA	PT1
Communications Officer	Shirley Luong	PT2
Social Director	Anne Wyrrough	PT2
Athletic Directors	Eldon Thieu	PT2
	TBA	PT1
GSU Representatives	Emily Chen	PT2
	TBA	PT1
Yearbook Director	Rochelle Alexander	PT2
Clothing Representative	Megan Leong	PT2
Community Philanthropic Directors	Phil Lee	PT2
	TBA	PT1
First Year Representatives	TBA	PT1
	TBA	PT1

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.

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 can obtain their T card from the TCard Office located in the Koffler Student Services Centre at 214 College Street, first floor (behind Second Cup). Students should review the [instructions and required documentation](#). New students are required to bring 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 pick up 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 both [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 23, 2019.**

Fee Deferrals

A student may register without payment on the basis of 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, 1st 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

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 on the first day of class. 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 return this form on the first day of class.

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 on the first day of class.

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 on the first day of class.

Clinical Identification Card

Headshot photos will be taken during the first week of classes 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

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.

In summer, all 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: Tuesday, September 3, 2019; appointment times were 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

Registration

All students are required to 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 2019/2020](#) for this year's registration dates). For more details on registering and deferring fees, refer to the section [Paying Tuition](#).

Courses and Course Enrolment

For information pertaining to the previous curriculum, for students who began the program prior to September 2019, please refer to [Appendix 7: Curricular Information for Class of 2020](#) and to the [2018-2019 MScPT Student Handbook](#).

The graduate courses offered in the Department of Physical Therapy are listed below in [Table 4: Course Information for Class of 2021](#). 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 4: Course Information for Class of 2021

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 and III	1.00	GRADE
PHT 1114Y	Clinical Internship V	0.75	H/P/FZ

Course Descriptions Class of 2021

Year 1

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

This is the first course of the MScPT program and will cover general topics related to physical therapy theory, frameworks of critical thinking and inquiry mindset, interviewing, documentation, basic skills and professionalism will be introduced in this course.

PHT1102Y Physical Therapy Practice I (12 weeks)

This is the first clinical course in the program and focuses on basic musculoskeletal issues.

PHT 1103Y Physical Therapy Practice II (9 weeks)

This course focuses on cardiorespiratory physical therapy practice.

PHT 1104Y Physical Therapy Practice III (11 weeks)

The focus of this course is neurological physical therapy practice.

PHT 1105HY Clinical Internship I (6 weeks)

This is the first clinical internship in the MScPT program.

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

This course focuses on advanced critical thinking with an emphasis on interpreting, integrating, analyzing, and evaluation the various forms of knowledge and skills introduced in previous clinical units (musculoskeletal, cardiorespiratory, neurological) with more complex pathologies.

Year 2

PHT 1107H Scholarly Practice (3 weeks)

This course focuses on integrating practice in physical therapy with research and program evaluation.

PHT 1108Y Clinical Internship II (6 weeks)

This is the second clinical internship in the MScPT program.

PHT 1109Y Clinical Internship III (6 weeks)

This is the third clinical internship in the MScPT program.

PHT 1110Y Physical Therapy Practice IV (12 weeks)

The focus of this course is advanced neuromuscular physical therapy practice.

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

In this course, students select two modules where they will explore areas of interest and develop a deeper understanding of topics in physical therapy and/or rehabilitation beyond the level expected for entry-level to practice.

PHT 1112Y Clinical Internship IV (6 weeks)

This is the fourth clinical internship in the MScPT program.

PHT1113Y Scholarly Practice II and III (6 weeks)

This course has an emphasis on developing and applying knowledge, skills, and behaviours relevant to students' research, focusing particularly on the data analysis, interpretation of findings, and writing components of their projects.

PHT 1114Y Clinical Internship V (6 weeks)

This is the final clinical internship in the MScPT program.

Academic Calendar for Class of 2021

MScPT Curriculum Class of 2019-2021																																																																	
2019																				2020																																													
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													
PHT 1101H- Critical					PHT1102Y - Physical Therapy Practice I										V		V		PHT1103Y - Physical Therapy Practice II										V		PHT 1104Y - Physical Therapy Practice III										PHT 1105Y - Clinical Internship I										PHT 1106H- Advanced Critical Thinking										Vacation				
2 ACE					8 ACE														4 ACE												6 ACE																																		

Year 2 Class of 2021																																																		
2020															2021																																			
9/14/20	9/21/20	9/28/20	10/5/20	10/12/20	10/19/20	10/26/20	11/2/20	11/9/20	11/16/20	11/23/20	11/30/20	12/7/20	12/14/20	12/21/20	1/4/21	1/11/21	1/18/21	1/25/21	2/1/21	2/8/21	2/15/21	2/22/21	2/29/21	3/7/21	3/14/21	3/21/21	3/28/21	4/4/21	4/11/21	4/18/21	4/25/21																			
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
PHT 1107H Schol. Practice I			PHT 1108Y - Clinical Internship II			PHT 1109Y - Clinical Internship III			V			V			PHT 1110Y - Physical Therapy Practice IV Mondays-Scholarly Practice									PHT 1111H- Selective			V			PHT 1112Y - Clinical Internship IV			PHT 1113Y - Scholarly Practice II			PHT 1114Y - Clinical Internship V														

Cross Curricular Content
1. PT Context and Practice
2. Electrophysical Agents
3. Exercise Science
4. Interprofessional Education
5. Pain Science
6. Social, Political, Ethical and Cultural (SPEC) dimensions of health and health care

Quercus

To facilitate teaching in the MScPT program, the Department of Physical Therapy uses the University of Toronto's [Quercus](#) Learning Management Engine. Academic Leads use [Quercus](#) to post course schedules, outlines, readings, assignments and student marks, and conduct interactive activities including online 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](#).

Important Dates & Deadlines 2019/2020

Changes to the schedule can occur during the year. 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 or [Graduate Coordinator](#) to discuss their special circumstances. Award and bursary application deadlines are subject to change.

Fall Session 2019

- **July 15** Registration for Fall session begins
- **August 5** Civic Holiday (University closed)
- **August 12** Class of 2020: Unit 5 resumes
- **August 23** Recommended tuition fee payment deadline for students registering or starting their program in the Fall session
- **September 2** Labour Day (University Closed)
- **September 3** Class of 2020: First day of year 2 of the program; Class of 2021: First Day of School, Orientation, Mask-Fitting, and Photographs

- **September 6** Class of 2020: PHT 1005 Neurological Physical Therapy Practice ends
- **September 9** Class of 2020: Program Week begins
- **September 11** Summer session grades available for viewing by students on ACORN
- **September 13** 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; Class of 2021: Final date to drop PHT 1001 Critical Foundations in Physical Therapy
- **September 20** Class of 2020: Program Week ends
- **September 23** Class of 2020: PHT 1006 Research and Program Evaluation for Physical Therapy Practice I begins
- **September 27** Class of 2020: Final date to drop PHT 1006 Research and Program Evaluation for Physical Therapy Practice I; Class of 2021: PHT 1001 Critical Foundations in Physical Therapy ends
- **September 30** Payment deadline to avoid service charges on unpaid Fall session tuition/fees. Service charges begin accruing on October 15; Class of 2021: PHT 1002 Physical Therapy Practice I begins
- **October 11** Class of 2020: PHT 1006 Research and Program Evaluation for Physical Therapy Practice I ends
- **October 14** Thanksgiving Day (University closed)
- **October 15** Services charges begin accruing on unpaid fall tuition and fees; Class of 2020: Unit 4B Clinical Internship (Cardiorespiratory/ Musculoskeletal) begins
- **October 18** Class of 2020: Final date to drop Unit 4B Clinical Internship (Cardiorespiratory/ Musculoskeletal)
- **October 30** Final date to submit Out-of-Province Financial Aid Form, if applying for bursaries
- **November 5** [Convocation](#), Class of 2019
- **November 8** Class of 2021: Final date to drop PHT 1002 Physical Therapy Practice I
- **November 15** Class of 2020: Unit 4B Clinical Internship (Cardiorespiratory/ Musculoskeletal) ends

- **November 18** Class of 2020: PHT 1007 Clinical Internship (Neurological) begins
- **November 22** Class of 2020: Final date to drop PHT 1007 Clinical Internship (Neurological)
- **November 29** Final date to submit Fall Bursary application
- **November 30** Payment deadline to avoid service charges on unpaid Winter (January to April) session tuition and non-tuition fee amounts for all students registered in the Fall and Winter sessions, except those who have registered without payment because they are receiving an Ontario Graduate Scholarship; Service charges begin accruing on December 16
- **December 16** Service charges begin accruing on unpaid winter tuition and fees
- **December 20** Recommended tuition fee payment deadline for students registering in the Winter session (i.e., those who were not registered in the previous Fall session); Class of 2020: PHT 1007 Clinical Internship (Neurological) ends; Class of 2021: PHT 1002 Physical Therapy Practice I ends
- **December 23** **University closed for winter break from Monday, December 23 to Friday, January 3 inclusive**

Winter Session 2019

- **January 6** Class of 2020: PHT 1008 Advanced Neuromusculoskeletal Physical Therapy Practice A begins; Class of 2021: PHT 1003 Physical Therapy Practice II begins
- **January 15** Fall session grades available for viewing by students on ACORN
- **January 20** Registration deadline for students registering in the Winter (January to April session); after this date, a late registration fee will be assessed
- **January 31** Payment deadline to avoid service charges on unpaid Winter (January to April) session tuition and non-tuition fee amounts for all students registered in the Winter session only, except for those who have successfully registered without payment because they are receiving an Ontario Graduate Scholarship; Service charges will begin accruing on February 18
- **February 5** Class of 2021: Final date to drop PHT 1003 Physical Therapy Practice II

- **February 18** Family Day (University closed); Services charges begin accruing on unpaid winter tuition and fees
- **February 21** Class of 2020: Final date to drop PHT 1008 Advanced Neuromusculoskeletal Physical Therapy Practice A/B
- **March 6** Class of 2021: PHT 1003 ends
- **March 16** Class of 2021: PHT 1004 Physical Therapy Practice III begins
- **March 20** Class of 2020: PHT 1008 Advanced Neuromusculoskeletal Physical Therapy Practice A ends.
- **March 27** Final date to submit Ontario Graduate Scholarship application
- **March 30** Class of 2020: PHT 1009 Clinical Internship (Musculoskeletal II) begins
- **April 3** Class of 2020: Final date to drop PHT 1009 Clinical Internship (Musculoskeletal II)
- **April 10** Good Friday (University closed)
- **April 22** Class of 2021: Final date to drop PHT 1004 Physical Therapy Practice III
- **April 24** Recommended tuition fee payment deadline for students registering in the Summer session (i.e., those who were not registered in the previous Fall and Winter sessions)
- **April 30** Payment deadline to avoid service charges on unpaid Fall-Winter (September to April) session tuition and non-tuition fee amounts for all students who have successfully registered without payment because they are receiving an Ontario Graduate Scholarship; Monthly service charges begin will begin accruing on May 15

Summer Session 2020

- **May 8** Registration deadline for students registering in the Summer (May – August) session; after this date, a late registration fee will be assessed; Class of 2020: PHT 1009 Clinical Internship (Musculoskeletal II) ends
- **May 11** Class of 2020: PHT 1008 Advanced Neuromusculoskeletal Physical Therapy Practice B begins
- **May 13** Grades for Winter session courses available for viewing by students on ACORN

- **May 15** Final date to submit Summer Bursary application; Services charges begin accruing on unpaid Fall-Winter session tuition and non-tuition fee amounts for all students who successfully registered without payment because they are receiving an Ontario Graduate Scholarship
- **May 18** Victoria Day (University closed)
- **May 29** Class of 2021: PHT 1004 Physical Therapy Practice III ends
- **June 1** Class of 2021: PHT 1005 Clinical Internship I begins
- **June 5** Class of 2020: PHT 1008 Neuromusculoskeletal Physical Therapy Practice B ends; Class of 2021: Final date to drop PHT 1005 Clinical Internship I
- **June 8** Class of 2020: PHT 1010/12 Research and Program Evaluation for Physical Therapy Practice II/II begins
- **June 12** Class of 2020: Olive Wallace Pester Fellowship applications due
- **June 26** Class of 2020: Final date to drop PHT 1010/12 Research and Program Evaluation for Physical Therapy Practice II/III
- **June 29** Presidential Day (University closed)
- **June 30** Presidential Day (University closed)
- **July 1** Canada Day Holiday (University closed)
- **July 10** Class of 2021: PHT 1005 Clinical Internship I ends
- **July 13** Class of 2021: PHT 1006 Advanced Critical Thinking in Physical Therapy begins
- **July 15** Grades for May to June F section courses available for viewing by students on ACORN
- **July 17** Class of 2020: PHT 1010/12 Research and Program Evaluation for Physical Therapy Practice II/III ends
- **July 20** Class of 2020: PHT 1011 Clinical Internship (Selective) begins
- **July 24** Class of 2020: Final date to drop PHT 1011 Clinical Internship (Selective)
- **July 31** Class of 2020: Nominations for the Carlos Melendez Award and the Mountain Challenge Book Award due; Class of 2021: Final date to drop PHT 1006 Advanced Critical Thinking in Physical Therapy
- **August 3** Civic Holiday (University closed)
- **August 14** Class of 2021: PHT 1006 Advanced Critical Thinking in Physical Therapy ends

- **August 28** Class 2020: PHT 1011 Clinical Internship (Selective) ends, last day of program; Class of 2021: Final day of registration in year 1 of the program

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.

- **2019 Summer Session** (full summer and second term) September 11, 2019
- **2019 Fall Session** January 15, 2020
- **2020 Winter Session** May 13, 2020
- **2020 Summer Session** (first term) July 15, 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.

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. **Key fobs should be returned at convocation.**

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.

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](#).

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.

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.

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](#).

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).

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 landlords 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

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).

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 230 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 also 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 the [Academic Calendar](#).

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 certificate. 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 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 and 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 on the first day of class. 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](#).

ACADEMIC INFORMATION

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. A student who is unsuccessful in obtaining the internship objectives in the above internship units may have the opportunity for remedial work and a supplemental internship to cover the material of that unit. This privilege may be awarded only after due consideration by the Evaluation and Awards Committee.

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

Instructors 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 be 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 Curriculum ommittee 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:

Table 5: 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 instructor 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

1. 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

2. 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.

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.

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. She can be contacted at 416-978-8030.
- 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 choose a self-study program of 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 a Counselor, 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. (**Note: 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 Unit instructors 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 Counselor at AS and make arrangements with their Counselor for any necessary accommodations (e.g., writing exams separately). Students should note that AS has deadlines for the registration of these arrangements.
- Students will notify each course instructor of any accommodations relevant to each course.
- Students registered to take tests at the Test 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 Counselor (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 Counselor at AS upon request.

Accessibility Services Responsibilities:

- AS Counselors will provide an assessment to identify the needs and accommodations required for each individual student registered.
- AS Counselors 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 strongly recommends 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

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](#).

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](#).

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 accounts and submitting papers](#) is also available online.

Posting of Marks

Final grades are reported as letter grades only in [ACORN](#). However, students generally receive numerical grades on their evaluations through [Quercus](#) Grade Centre. Students can calculate their own 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.

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 fairly 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.

For a breakdown of MScPT tuition for the 2019-2020 academic year, see [Appendix 6](#).

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 2019, the registration deadline is **September 13, 2019**. 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 or 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

MScPT students are able to apply for a number of bursaries at various times throughout the program. Much of this bursary money requires that students 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.

Fall Fees

For students who registered by deferring fees based on OSAP or who paid the minimum balance to register, full payment of fall term tuition is due by **September 30, 2019**. In the case of unpaid fall term fees, monthly service charges (at a monthly rate of 1.5% compounded, e.g., 19.56% per annum) are billed to the student starting October 15th and are billed on the 15th of every month thereafter until full payment has been made or the unpaid account has been transferred to an external collections agency.

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](#) or the [University of Toronto Mississauga's 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 (usually in mid-October) in order to be eligible for bursary funding from the Department. Students who are receiving OSAP do not need to complete this form.

November

Winter Fees

For students who registered by paying the minimum balance to register, full payment of winter term tuition is due by **November 30, 2019**. In the case of unpaid winter term fees, monthly service charges (at a monthly rate of 1.5% compounded, e.g., 19.56% per annum) are billed to the student starting December 15th and are billed on the 15th of every month thereafter until full payment has been made or the unpaid account has been transferred to an external collections agency.

The deadline to apply for a Fall bursary is typically the end of November. The deadline is subject to change from year to year. 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](#) or the [University of Toronto Mississauga's website](#).

Ontario Graduate Scholarship

The Departmental deadline for current year one students to submit an application for a 2020 – 2021 OGS is usually late January. 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 2019 – 2020 academic year is **due on August 23, 2019**. The exact deadline will be posted by both Student Accounts and SGS. 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 7th 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 also 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 also 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 to be 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., 2nd 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](#) provides assistance to 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 (one-stop resource from the federal government)
- www.scholarshipscanada.com
- <https://yconic.com>
- 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 2019-2020, 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 7th 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 UMail+ 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:
 - 1. Student representative(s) should first approach the Academic Lead or course instructor for discussion and resolution of concerns.
- 1. 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.
- 2. 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 all 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 for full schedules. For more information on the TTC, please visit 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 8:45 am to 5:00 pm (September-June) and 8:45 am - 4:30 pm (July-August). Please feel free to contact the RSS staff any time for assistance or information.

Table 7: Administrative Staff in the Rehabilitation Sciences Sector

Title	Name	Contact Information	Services
Receptionist	Anwaar Hsan-Gowdie	Room 160 416-946-8554 rehabsector.reception@utoronto.ca	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 rehab.sector@utoronto.ca	OT/ PT Alumni, status-only appointments
Infrastructure Analyst	Chanh Diep	Room 809 416-946-3308 chanh.diep@utoronto.ca	IT and AV support
IT Manager	Rob Page	Room 809 416-946-8544 rob.page@utoronto.ca	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.

Phones for Student Use (Rehab Sector)

There is a free phone in the Student Lounge, Room 254, however, long distance calls are only possible with a personal calling card.

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

Located on the 2nd 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, chairs, two internet computers for students to check their email, a fridge, microwaves, cash top up machine, and a telephone (local calls only) 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 period.

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, 2nd, 4th and 7th 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

Lost and found is located in room 160, RSS Reception area. Found items will be stored for up to six months. Enquiries should be directed to the [Sector Receptionist](#).

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: 2nd floor
 07: 7th floor
 08: 8th floor
 09: 9th 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 9 – 12 for more information.

Table 8: Contacts for Student Well-Being in the Department of Physical Therapy

Program/ Service	Contact Info	Resources
Graduate Coordinator	Professor Jaimie Coleman	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.
Department of Physical Therapy Student Council	2019-2020 President:	The Department of Physical Therapy Student Council encourages participation in variety of activities and events: athletic, social, academic, community, and professional.
Student Services Office, Department of Physical Therapy	Sarah McMahon 500 University Ave, Room 870 416-978-5476	Please contact Sarah for assistance with any ACORN issues; financial advice; and general student concerns.

Table 9: Contacts for Student Life Programs & Services at the University of Toronto

Program & Service	Contact Info	Resources
Student Life Programs & Services	214 College Street 416-978-6839 www.studentlife.utoronto.ca	Student Life Programs and Services 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.
Academic Success Centre (ASC)	214 College Street 416-978-7970 www.studentlife.utoronto.ca/asc	The Academic Success Centre (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.
Accessibility Services (AS)	455 Spadina Avenue, 4th Floor, Suite 400 416-978-8060 www.studentlife.utoronto.ca/as	Accessibility Services (AS) 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.
Campus Chaplains Association	www.studentlife.utoronto.ca/mf/denominations	University chaplains representing major world religions are available for consultation on a range of issues, from religious practice to personal concerns.
Career Centre	214 College Street 416-978-8000 www.studentlife.utoronto.ca/cc	The Career Centre offers employment and volunteer listings, career development workshops, seminars, an Extern job shadowing program and a Career Resource Library and Resume Clinic.



Program & Service	Contact Info	Resources
Counselling for Rehabilitation Students	laurie.coleman@utoronto.ca 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 Laurie Coleman , a registered clinical social worker. Students can self-refer and can book an appointment through Health and Wellness services 416-978-8030.
Family Care Office (FCO)	214 College Street 416-978-0951 www.familycare.utoronto.ca	The mission of the Family Care Office (FCO) 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.
First Nations House (FNH)	563 Spadina Avenue, 3 rd Floor 416-978-8227 www.studentlife.utoronto.ca/fnh	First Nations House (FNH) 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.
Health & Wellness Centre (includes mental health services)	214 College Street, 2 nd Floor 416-978-8030 www.studentlife.utoronto.ca/hwc Administrative inquiries about Health & Wellness	The multidisciplinary team at the Health & Wellness Centre offers confidential, student-centred health care, just like a family doctor's office, including comprehensive medical care, travel education, immunization, counselling, and referrals. The office also provides a variety of mental health services including psychotherapy, pharmacotherapy, group therapy and embedded counsellors in locations across campus.
Assault Counselling & Education (offered through Health & Wellness Centre)	416-978-0174 (leave a name and number, and state whether it is safe to leave a message) www.studentlife.utoronto.ca/hwc/services-offered	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



Program & Service	Contact Info	Resources
		safety planning and appropriate referrals.
Multi-faith Centre for Spiritual Study & Practice	569 Spadina Ave. www.studentlife.utoronto.ca/mf	The University of Toronto's Multi-faith Centre 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.
Housing Services	214 College Street, Room 203 416-978-8045 www.studentlife.utoronto.ca/hs	Housing Services 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.
Emergency Housing, Housing Service	214 College Street, Room 203 416-978-8045 extension 0. Outside of regular business hours, call Campus Police at 416-978-2323 http://www.studentlife.utoronto.ca/hs/housing-emergencies	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 10: Contacts for Student Well-Being at the University of Toronto

Program & Service	Contact Info	Resources
Anti-Racism & Cultural Diversity Office	Simcoe Hall, 27 King's College Circle 1 st Floor, Room 128 416-978-1259 www.antiracism.utoronto.ca	The Anti-Racism and Cultural Diversity Office is responsible for dealing with discrimination and harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship or creed.
Community Safety Office	21 Sussex Ave., 2 nd Floor 416-978-1485 www.communitysafety.utoronto.ca	The Community Safety Office responds to students, staff, and faculty members of the University of Toronto community who have personal safety concerns.
Sexual & Gender Diversity Office	21 Sussex Avenue Suite 416 & 417 416-946-5624 www.sgdo.utoronto.ca	Core services provided by the Sexual & Gender Diversity Office 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.
Sexual Harassment Office	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.
Status of Women Office	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.
The Centre for Women and Trans People	563 Spadina Avenue Room 100 416-978-8201 http://womenscentre.sa.utoronto.ca/	The Centre for Women and Trans People 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.
University of Toronto Campus Community Police	416-978-2222 (emergency) 416-978-2323 (information) www.campuspolice.utoronto.ca	Available on-campus 24 hours a day, 365 days a year, the University of Toronto Campus Community Police 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.
TravelSAFER	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 11: Contacts for Student Well-Being in the City of Toronto

Program/ Service	Contact Info	Resources
Toronto Distress Centre	416-408-HELP (4357) www.torontodistresscentre.com	The Toronto Distress Centre provides a 24-hour, 7 days a week telephone crisis hotline.
Emergency and Crisis Services	www.211toronto.ca	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.
Gerstein Centre	Crisis Line: 416-929-5200 Referrals Only: 416-929-9897 www.gersteincentre.org	The Gerstein Centre 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.
Toronto Police	911 (fire, ambulance, police) 416-808-2222 (non-emergency) www.torontopolice.on.ca	



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 fairly 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 doesn't 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 made a contribution 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.

Student key fobs must be returned to the SLO at the Department Award Ceremony and Reception.

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.](#)
- FSBPT [The Federation of State Boards of Physical Therapy](#)

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 grads.

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 2021

MScPT Curriculum Class of 2019-2021																																																																	
2019																		2020																																															
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	10	11	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6													
Unit 1 - Critical Foundations in												Unit 2 - Physical Therapy Practice I												V	V	Unit 3 - Physical Therapy Practice II												V	Unit 4 - Physical Therapy Practice III												Unit 5 - Clinical Internship I						Unit 6-Advanced Critical Thinking						Vacation		
2 ACE												8 ACE												4 ACE												6 ACE																													

Year 2 Class of 2021																																																		
2020													2021																																					
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
Unit 7- 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												

Cross Curricular Content	
1. PT Context and Practice	
2. Electrophysical Agents	
3. Exercise Science	
4. Interprofessional Education	
5. Pain Science	
6. Social, Political, Ethical and Cultural (SPEC) dimensions of health and health care	

MScPT Vision: To develop highly skilled and competent physical therapy practitioners

Critical Thinking

Inquiry Mindset

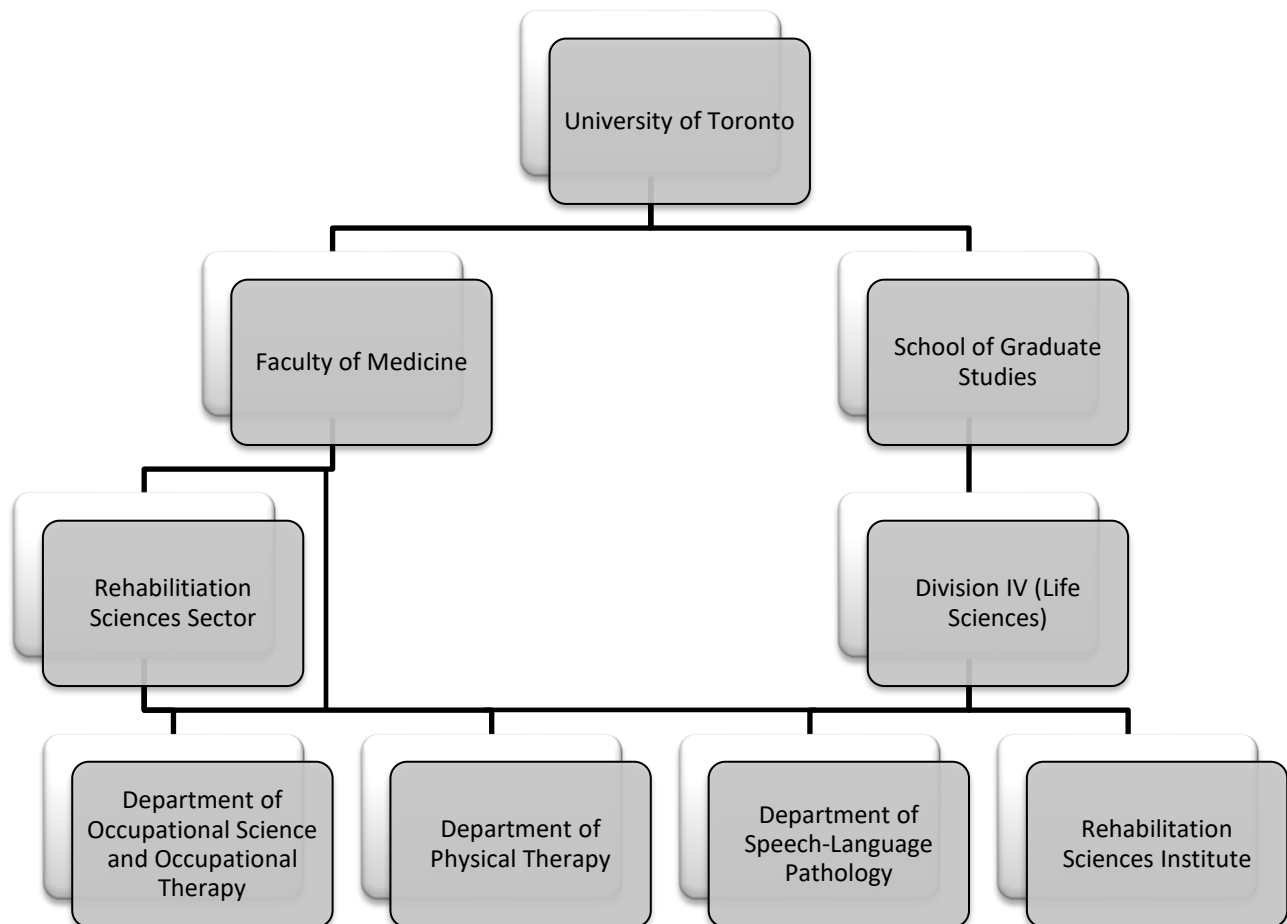
Professionalism

Enabling students to:
embrace complexity,
deal with uncertainty,
develop and practice resilience and
perseverance.

Draft - July 29, 2019



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.



DECLARATION

As you are aware, the May 2019 written component of the Physiotherapy Competency Exam (PCE) has been scheduled for Monday May 6, 2019. This exam date falls on the Monday of the final week of your PHT1009V 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 6, 2019, 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 6, 2019.
- ☐ I acknowledge that this exam date occurs during my scheduled PHT1009V 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 & LABORATORY CONDUCT & MANAGEMENT OF PHYSICAL THERAPY LABORATORIES

Overview

All the faculty, students and staff using classrooms and laboratories must abide by this Guidelines and direct any inquiry to [Ningsha Zhong](#). For those areas that this Guidelines does not cover, please refer to the University and Rehab Sector's policies on the building management, room rental and audio/visual aids.

Students are expected to attend all lectures, seminars, small group discussions, clinical skill laboratories, and clinical practice in the program. Admission to a lecture, small group discussion or laboratory 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 lab instructor involved prior to class.

Currently students in the Department of Physical Therapy are granted 24/7 access to Laboratories – Room 730/750 (size 80 for each) when they are not used for class. There are ten small rooms (721, 727, 738, 740, 744, 753, 758, 758, 218, 220), which can be used for small group practice. Students are encouraged to use these facilities to excel learning. This access policy is reviewed annually and the Department has the right to adjust it any time based on utilization reviews.

Classroom and Laboratory Conduct

Please observe the following while in the classroom/laboratory:

- Laboratory sessions are conducted as a means to teach physical therapy students clinical skills required for the practice of physical therapy. Students are expected to conduct themselves professionally during the sessions according to the [Canadian Physiotherapy Association Code of Ethics and Rules of Conduct guidelines](#) and the [Department of Physical Therapy Standards of Professional Behaviour guidelines](#).
- In the laboratory sessions, students are required to wear shorts and t-shirts. During certain lab sessions involving examination of the upper quadrant, students will need to remove their shirt, therefore women are requested to wear the appropriate underclothing (jog-bras and bathing suit tops are acceptable). During certain lab sessions involving examination of the lower quadrant, students will be required to remove their shorts, therefore all students are requested to wear appropriate underclothing. (Biking shorts, tights, boxer shorts are **NOT** appropriate.) Protection of the modesty of your fellow student partners is expected AT ALL TIMES.
- In order to maximize instructional time, students are requested to leave any announcements to the end of class. Please request permission from the

instructor for five minutes (or less) at the end of class for this purpose, as required.

- In-line skates may not be worn inside any University of Toronto building.

Occupational Health and Safety

Safety is of paramount concern in the laboratory sessions and clinical settings for students, clinical therapists, instructors and clients alike. Students are expected to conduct themselves appropriately to ensure the utmost safety for themselves and others.

Students are strongly encouraged to take initiatives to improve hygienic conditions in the laboratories and abide by the following rules:

- There is a no eating and drinking policy to the laboratories (Rm 730, 750, 720), and to Rm 140 as well, with the exception of closed drink containers i.e. water bottles. Students may eat in the seminar rooms, the student lounge (on the second floor) and the eating area on the main floor (area 125). It will be expected that students clean up and dispose of all of their garbage in a tidy fashion before leaving any of these areas.
- Do not put shoes, sharp objects, or heavy loads on the treatment table.
- Do not leave any items (like water bottles, Kleenex boxes, backpacks) on the windowsill as this may disturb the moving electric blinds and result in damage to the blinds.
- Remove any wet boots, shoes etc., prior to entering the laboratory rooms.
- Leave the classroom/laboratory in the best possible condition following a lab session, return all equipment to the lab instructor/supervisor and tidy your area (return chairs and plinths to appropriate positions, neatly arrange pillows and sheets, etc.).
- Use alcohol based hand sanitizer and surface disinfection cloth for self-cleaning. Change clean pillowcases and bed sheets if needed.

Please handle the equipment carefully and follow the instructions strictly when dealing with any dangerous materials. Be careful when sitting on the black wheeled stool as the base is designed in such a manner that it is very easy to slip out from under you and may cause a fall.

Do not prop the door open with any object (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.

Equipment and Supplies

All the equipment and supplies in the laboratory 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 laboratory should not be changed without permission. If there are needs to change the set-up for a special session, i.e. Practical Skills Examination, the user must put everything back in order right after the event.

If one notices that any equipment is missing or damaged, please report to an academic lead, and through the academic lead, to 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 7th floor.

Student Accessibility and Sign-out of Equipment

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.

Students are encouraged to use laboratories (Rooms 730 & 750) for practice. If a laboratory is not booked for a class, an exam, or the scheduled self-directed practice, it is open to all the students 24 hours a day, 7 days a week, including holidays and weekends. The use of these rooms is based on the first come first served principle.

Students can book a laboratory for fee for group activities related to the program (e.g., a CPR course). To book a laboratory, 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 laboratory are the user's responsibility.

Students [can book a small room](#) in Rehabilitation Sciences Building (500 University Avenue) for group activities related to the curriculum (e.g., research project discussion, preparation for Practical Skills Examination). Note if any small rooms booked under the class schedule or by student groups, are unoccupied after 15 minutes, they will become available to other users.

Students can borrow certain equipment or supplies for practice after class. Currently equipment and supplies are stored at the PT Reception Desk, PT Storage Room (Room 755), and laboratories (Rooms 730 & 750). Academic leads will provide instructions how to access them in the beginning of each unit.

External Use and Accessibility

Under the premise that the internal needs are guaranteed first, the Department of Physical Therapy considers external needs of using physical therapy laboratories to promote transmission and development of knowledge. For inquiry and reservation, please contact [Rehabilitation 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) and a damage deposit of \$250.00 is required in advance for booking a laboratory. Any additional supplies other than the permanent equipment in the laboratory 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. Please contact [Ningsha Zhong](#) if you have any questions about the Guidelines.

Clinical Labs

There are two large clinical labs on the 7th floor (rooms 730 & 750) and a simulation lab on the 4th floor (room 490A). These labs are for teaching practical skills, running practical skills exams. Rooms 730 and 750 are also available for students to practice various skills during non-teaching hours.

Access

Students have 24/7 access to the 7th floor labs using their FOB key whenever a class or external course is not in progress. There is a weekly schedule posted outside the lab rooms listing times that are booked for classes and courses. Students do not have access to the simulation lab and a faculty or TA/CIA must be present at all times.

Multi-Users

In addition to the two current MScPT classes, students from the Ontario Internationally Educated Physiotherapy Bridging Program and MScPT graduates studying for the national exam may use these labs during non-instructional time.

Practice Equipment

There are practice boxes of equipment left in the labs for students to use. You may also sign out equipment (i.e., a blood pressure cuff) for a few days from an academic lead. Students do not have access to the equipment storage room (Room 755) on the 7th floor, and are not to take equipment from this room if the doors are left open. Please contact an academic lead if you require specific equipment with which to practice.

Lab Plinths and Chairs

Please 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. Do not use the lab as a rest place and sleep on the plinth any time. Please be cautious when sitting down on the rolling stools, as they can easily slide out from underneath you and cause a fall.

General Guidelines

No food or drink is allowed in the lab rooms. Please return any practice equipment to the designated boxes, and clean up any items before leaving, and return plinths and chairs to their regular position.

Preparation for Labs

Review and bring clinical lab notes and review any posted clinical skills videos prior to lab. Bring appropriate equipment (i.e., stethoscopes, goniometers) and clothing (i.e. shorts, sports bras). Please note there are curtained areas for privacy as needed.

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:

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 2019-2020 ACADEMIC YEAR

Category	Amount	Description
Academic Fees	\$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>
Incidental fees	\$1,595.90*	<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 & Services, CANCOPY License, etc.</p> <p>Student society fees include:</p> <ol style="list-style-type: none"> 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. 2) Fees charged to members of a specific college, faculty or program, e.g., OT/PT Students' Council etc.
Ancillary fees	\$146.00*	<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, 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: CURRICULAR INFORMATION FOR CLASS OF 2020

Course Information for Class of 2020

Course Code	Course Title	Weight	Grade*
PHT 1001H	Introduction to Professional Physical Therapy Practice, Evaluation and Research	0.00	H/P/FZ
PHT 1002Y	Cardiorespiratory & Exercise Physical Therapy Practice	3.00	GRADE
PHT 1003Y	Musculoskeletal Physical Therapy Practice	3.00	GRADE
PHT 1004Y	Clinical Internship - Cardiorespiratory	0.75	H/P/FZ
PHT 1014Y	Clinical Internship – Musculoskeletal I	0.75	H/P/FZ
PHT 1005Y	Neurological Physical Therapy Practice	3.50	GRADE
PHT 1006Y	Research & Program Evaluation for Physical Therapy Practice I	0.75	GRADE
PHT 1007Y	Clinical Internship - Neuroscience	0.75	H/P/FZ
PHT 1008Y	Advanced Nueromusculoskeletal Physical Therapy Practice	2.75	GRADE
PHT 1009Y	Clinical Internship – Musculoskeletal II	0.75	H/P/FZ
PHT 1010Y	Research & Program Evaluation for Physical Therapy Practice II	0.75	H/P/FZ
PHT 1011Y	Clinical Internship - Selective	0.75	H/P/FZ
PHT 1012Y	Research and Program Evaluation for Physical Therapy Practice III	1.00	GRADE

* B- (70%) is a passing grade for MScPT students. H/P/FZ = Honours/ Pass/ Fail

Course Descriptions for Class of 2020

PHT 1001H and PHT 1002Y Introduction and Cardiorespiratory & Exercise Physical Therapy Practice (14 weeks)

In this unit, students are introduced to the field of Physical Therapy, disability studies and how science, practice, evaluation, research, business and ethics are integrated into the field. This unit also integrates the principles of cardiopulmonary anatomy and physiology, exercise physiology, clinical pathobiology and dysfunction with the assessment, analysis and management of clients with acute or chronic respiratory and/or cardiovascular conditions. The content in this unit is critical to the holistic and comprehensive management of all clients. Evaluation of practice and clinical problem solving provide opportunities to develop an understanding of both the science and practice of Physical Therapy.

PHT 1003Y Musculoskeletal Physical Therapy Practice (13 weeks)

This unit introduces the principles of assessment and treatment of the musculoskeletal system based on an approach that integrates scientific and biomechanical principles with basic clinical skills. Content includes connective tissue structure and pathophysiology as they relate to musculoskeletal disorder, a systematic study of joints (peripheral and central), posture and gait. Professional and ethical practice

issues are expanded from topics in Unit 2 and integrated throughout the unit. Learning strategies include small-group work, seminars, lectures, structured independent study units, clinical skills laboratories, tutorials and structured clinical sessions.

Structure and Function Component

The structure and function component (Anatomy, Biomechanics, Physiology and Pathology) runs concurrently and integratively with Units 1, 2 and 3. Lectures, laboratories, tutorials and case-based learning approaches are provided to assist with the integration of the clinical and basic sciences.

PHT 1004Y Clinical Internship – Cardiorespiratory & Exercise Physical Therapy Practice (5 weeks)

This clinical unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy, focusing on general Physical Therapy practice including themes of exercise and cardiorespiratory Physical Therapy practice. 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 five 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 1014Y Clinical Internship – Basic Musculoskeletal Physical Therapy Practice (5 weeks)

This clinical internship unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy, focusing on themes of mobility and basic musculoskeletal Physical Therapy practice. 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 five full-time weeks in approved physical therapy sites coordinated by the Director of Clinical Education & Community Affairs and the Academic Coordinator of Clinical Education.

PHT1005Y Neurological Physical Therapy Practice (14 weeks)

Unit 5 integrates the principles of neuroanatomy and neurophysiology, neuropathology and movement dysfunction to the assessment, analysis and management of clients with neurological disorders. The Unit promotes a client-centred approach to the management of neurological clients, across the lifespan, based on the best available evidence. The Unit also emphasizes a multidisciplinary approach to the care of clients with neurological dysfunction and provides exposure to the various roles of the multidisciplinary team. Learning strategies include small group work reviewing cases, interactive lectures, clinical skills laboratories, structured clinical sessions as well as independent study time.

Program Week (1 week)

Occurs after Unit 5 and includes review and assessment of the first year's learning.

PHT1006Y Research and Program Evaluation for Physical Therapy Practice I (3 weeks)

This is the first of three units integrating practice in physical therapy with research and program evaluation. The focus of this unit is on further developing student's skills in critical appraisal, critical thinking and problem solving. Students will be introduced to a wide range of research designs currently being applied in the field of physical therapy spanning both qualitative and quantitative methodologies. Learning strategies include seminars, small group work, in-depth analysis of the literature and both written and oral presentations. Students will develop their protocol for a clinical research project, which will be conducted in the remainder of the year.

PHT 1007Y Clinical Internship – Neurological Physical Therapy Practice (5 weeks)

This clinical unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy, focusing on neurological Physical Therapy practice. 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 five 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 1008Y: Advanced Neuromusculoskeletal Physical Therapy Practice (16 weeks)

This unit will provide students with the opportunity to expand their knowledge relating to the pathophysiology and management of selected neuromusculoskeletal conditions and to further develop basic physiotherapeutic skills in assessment and management of neuromusculoskeletal conditions. The unit promotes a client centred approach to management and a progressive professional perspective by providing strategies and opportunities for the integration of knowledge from across the curriculum. Learning strategies include lectures, laboratories, small group work and structured clinical sessions. The unit is divided into two sections with an internship in the middle to enhance skills (Unit 9).

PHT1009Y Clinical Internship – Advanced Musculoskeletal Physical Therapy Practice (6 weeks)

This clinical unit is embedded within Unit 8 to provide the opportunity for students to integrate the theory and science of the field of neuromusculoskeletal into practice. The foci will be on the development of advanced clinical neuromusculoskeletal skills as they relate to the complex client and evolution towards the advanced practitioner. Students will be required to spend five 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.

PHT 1010Y & PHT 1012Y Research and Program Evaluation for Physical Therapy Practice II & III (6 weeks)

The Unit 10 Research Internship gives students the opportunity to develop and apply knowledge, skills and behaviors relevant to their research focusing particularly on the data analysis, interpretation of findings and writing components of their project. Learning strategies include seminars, self-directed group work and individual

consultation with research faculty and advisors. At the completion of this unit, students complete and submit a draft of their final paper and a poster that they will use for knowledge exchange.

In the first week of Unit 12, the students will focus on the dissemination of the results of their research projects in written and oral formats. In addition, students will learn about the principles of knowledge transfer regarding research findings. The primary goals of the unit are for the students to develop a scientific poster presentation of their projects results that will be presented at a formal Research Day. Students will also complete the writing of a major paper according to the publication guidelines for a research article for a scientific journal. During the second week of the unit, the emphasis will be on specific ethical/professional and health system issues for the graduating physical therapist.

PHT 1011Y Clinical Internship – Selective Physical Therapy Practice (6 weeks)

This clinical unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy, focusing on the varied roles of the Physical Therapist across the health care system. Students who have successfully completed all components of the program up to Unit 11 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 five 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 1015Y Clinical Internship – Physical Therapy Practice (selective unit; 5 weeks)

This clinical unit provides the opportunity for students to integrate the theory and science into the practice of Physical Therapy, focusing on a specific area of Physical Therapy. It may replace any of PHT1004Y, PHT1014Y, PHT1007Y, PHT1009Y, or PHT1011Y. Students who have successfully completed PHT1001H, PHT1002Y, and PHT1003Y are given the opportunity to apply their skills in a clinical setting. Students will be required to spend five 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.

Academic Calendar for Class of 2020

Class 2020 Physical Therapy Curriculum Schedule													
Month	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	
Class 2020	Unit 1 & 2			Unit 3	Break 2w	Unit 3		Break 1w	Clinical I	Unit 5a		Break 3w	Unit 5b
	Intro to PT and Cardioresp and Exs Physiology			MSK		Musculoskeletal PT			CR or MSK	Neurological PT			Neuro
Sep-Aug	Sep 4-Dec5					Dec 6-21, 2018 & Jan 7-Mar 22, 2019			Apr1-May10	May 13-July19			Aug12-Sep6
Month	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	
Class 2020	Unit 5b Review 2w	Unit 6	Clinical II	Clinical III	Break 2w	Unit 8a		Break 1w	Clinical IV	Unit 8b	Unit 10&12	Clinical V	
		Research1	CR/MSK/Neuro	CR/MSK/Neuro		Neuomusculoskeletal PT			MSK2	NMSK	Research2&3	Selective	
Sep-Aug			Sep23-Oct11	Oct14-Nov15	Nov 18-Dec20		Jan6-Mar20			Mar30-May8	May11-June5	June8-July17	July20-Aug28
Course	Course Code		Course Name										
Units 1&2	PHT1001H&PHT1002Y		Intro and Cardiorespiratory & Exercise Physical Therapy										
Unit 3	PHT1003Y		Musculoskeletal Physical Therapy Practice										
Unit 4a	PHT1004Y		Clinical Internships I - Cardiorespiratory										
Unit 4b	PHT1014Y		Clinical Internships II - Musculoskeletal										
Unit 5	PHT1005Y		Neurological Physical Therapy Practice										
Unit 6	PHT1006Y		Research & Program Evaluation for Physical Therapy Practice I										
Unit 7	PHT1007Y		Clinical Internship III – Neurological										
Unit 8	PHT1008Y		Advanced Neuromusculoskeletal Physical Therapy Practice										
Unit 9	PHT1009Y		Clinical Internship IV - Neuromusculoskeletal Best Practices										
Unit 10&12	PHT1010Y&PHT1012Y		Research & Program Evaluation for Physical Therapy Practice II&III										
Unit 11	PHT1011Y		Clinical Internship V - Selective										

