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

Additionally, information on housing, finances, awards, and many other student services can be found within this handbook.
**Welcome from the Chair**

Welcome to the Department of Physical Therapy and to the home of Rehabilitation Sciences at 500 University Avenue. Faculty and staff are looking forward to seeing returning students and meeting the incoming class of 2014.

This Handbook has been designed to provide essential information for both new and continuing PT students and faculty. You are invited to read it in its entirety and refer to it frequently. It will inform you about the rules and regulations that guide your time in the Department and provide you with helpful information to make your studies pleasurable and productive.

Katherine Berg, PhD PT  
500 University Ave, Rm. 874  
416-978-0173, katherine.berg@utoronto.ca

**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, and have made a commitment to contribute. 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 Daniela Pirraglia, 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, 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.

Faculty, staff, clinicians and students have great pride in our curriculum which is constantly growing and evolving as the evidence guides us. You will be part of this dynamic process 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.

Cathy Evans, PhD, MSc, BScPT  
500 University Ave, Rm. 862  
416-978-2768, cathy.evans@utoronto.ca
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, the remainder can be found at http://www.governingcouncil.utoronto.ca/policies.htm. 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 are described on www.turnitin.com.

Course Changes
In applying to the Department of Physical Therapy, University of Toronto, the student assumes certain responsibilities to the Department and the University, and, once admitted and registered, shall be subject to all rules, regulations, and policies cited in this Handbook, and as amended from time to time.
For each program of study offered by the Department, the courses necessary to complete the minimum requirements of the program will be made available annually. The Department reserves the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, prerequisites and co-requisites, grading policies, requirements for promotion, and timetables without prior notice.

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

Religious Observances
The Governing Council resolution stipulates that no examinations should be scheduled “on the first and second days of Rosh Hashanah or on Yom Kippur or on the first two days and the last two days of Passover.” It also states that “the first day of classes in the fall term in all teaching divisions should not be scheduled on the first and second days of Rosh Hashanah or on Yom Kippur”. This resolution is interpreted to apply to the first day of classes in any given course and not only to the first day of the fall term. While the Governing Council resolution makes no special provision for other Holy Days, it is most important that no student be seriously disadvantaged because of her or his religious observances.

Tuition/Fees
The University reserves the right to alter the fees and other charges described in this publication.
TABLE OF CONTENTS

IMPORTANT NOTICES ..........................................................3
  Regulations and Policies ..................................................4
  Turnitin.com ......................................................................4
  Course Changes ..............................................................4
  Religious Observances ....................................................4
  Tuition/Fees .....................................................................4
INTRODUCTION TO THE DEPARTMENT ....................................8
  Our Mission .....................................................................8
  Our Vision .......................................................................8
  Our Goals .......................................................................8
    1. Best Practices ..........................................................8
    2. Professionalism ......................................................8
    3. Leadership ..................................................................8
    4. Citizenship ..................................................................8
  Structure of the Best Practices Curriculum ......................9
    Components .....................................................................9
  Interprofessional Education (IPE) Curriculum ..................10
    The University of Toronto IPE Curriculum/Program ........10
  Registration Process ......................................................10
  Department of Physical Therapy: Rehabilitation Programs Sector ...........................................11
  Master of Science in Physical Therapy ..............................11
  Advanced Standing Option .............................................11
  Department of Physical Therapy Administration ..........11
    Chair, Graduate Coordinator & Staff Contacts ................12
    Internal Faculty ................................................................13
    Unit Contacts ..................................................................13
  PT Student Council .......................................................15
  History of the Department of Physical Therapy ...............15
BEING A PHYSICAL THERAPY STUDENT ..........................17
  Registration .....................................................................17
  Courses and Course Enrolment ......................................17
    Course Descriptions ......................................................17
  Academic Calendar ........................................................21
  Important Dates & Deadlines 2012/2013 ............................22
  Using the Student Web Service, ROSI ...............................23
    Student Responsibility ..................................................23
    Declaration .....................................................................23
    Personal Identification Number ......................................23
    Services Available ........................................................25
    Updating & Checking Personal Information ....................25
    Request to Register Without Payment (Deferrals) ............25
    Final Results ..................................................................25
    System Availability ........................................................25
    ROSI URL .......................................................................26
    TCard (Student ID) ........................................................26
    Lost and Stolen TCards ..................................................26
    Access to 500 University Ave .........................................26
    Clinical ID Card ............................................................27
    Lost Clinical ID Card .....................................................27
    Email & Internet ............................................................27
    Mask Fit Testing ............................................................27
    Other Departmental Information ....................................28
      Timetables & Program Schedule ....................................28
      Unit Texts .....................................................................28
      Policy on Photocopying Unit Materials ..........................28
      Copyright in Unit Lectures ............................................28
      Faculty Advisor ...........................................................28
      Health Form ..................................................................28
      Orientation, Student-Run ..............................................28
      Room Bookings ............................................................28
      Go Transit, TTC & ISIC Discount ....................................29
      GO Train Forms ..........................................................29
      TTC Metropass ............................................................29
      International Student Identity Card (ISIC) ......................29
      Income Tax Receipts .....................................................29
      Health Coverage & the Graduate Students’ Union Insurance Plan ..............................................29
        The GSU Health & Dental Insurance Plan .................29
        Blackout Period ........................................................29
        Opting Out ...............................................................29
        Extended Coverage ...................................................29
      Accommodation ..........................................................30
      Housing Services .........................................................30
      Off-Campus Housing ....................................................31
ACADEMIC INFORMATION ...................................................32
  Class Times, Cancellations and Make-ups ........................32
  Class Times, Classrooms and Teaching Times ..................32
  Departmental Cancellation of Classes ...............................32
  University Closure/Cancellation of Classes ......................32
  Break Time ......................................................................32
  Pandemic Planning ..........................................................33
  Course/Faculty Evaluations ............................................33
  Requirements for Standing for the 2012/2013 Academic Session ...............................................33
    Units 1, 2, 3, 5, 6, 8, 12 ................................................33
    Research Internship Unit 10 ............................................33
    Clinical Internships 4a, 4b, 7, 9, 11 ..............................33
    Part-Time Studies; Transfer to Program; Exemptions ..........34
    Attendance .................................................................34
    Interruption of Studies ....................................................34
    Examinations, Grading, Promotions and Failure ................34
    Examinations ...............................................................34
INTRODUCTION TO THE DEPARTMENT

Our Mission
To educate future and current physical therapists, advance practice, foster leadership, contribute to our communities and improve the health of individuals and populations through the discovery, application and exchange of knowledge.

Our Vision
International leadership in education and research in Physical Therapy and Rehabilitation Science.

Our Goals
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 of the program 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, 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 towards individuals and groups and demonstrate these attributes in their clinical practice.

In addition, the purpose of the MScPT program is to graduate academic physical therapy practitioners who will demonstrate:

1. Best Practices
   • share their knowledge with students, clients, policy makers, and other professionals in academic health science environments
   • have enhanced competency in clinical skills
   • participate in clinical and health care research, contributing to the overall body of scientific knowledge
   • be cognizant of advanced technological practice

2. Professionalism
   • have ability to act as self-regulating professionals who exhibit strong personal, moral, and ethical values
   • be cognizant of the changing laws, codes, and guidelines that impact on themselves and their clients
   • be creative entrepreneurs with sound business acumen capable of excelling in professional practice in a wide variety of venues

3. Leadership
   • serve as role models for students and other health professionals as expert consultants in the fields of movement and physical capacity
   • serve as strong players with exemplary interpersonal skills, secure in their evolving role within changing health service delivery

4. Citizenship
   • be innovative leaders in physical therapy, rehabilitation, and the health system
• be strong negotiators, advocates, and collaborators who proactively address interprofessional practice and health policy with an eye to maintaining and improving not only the health of clients but of the health system as a whole

**Structure of the Best Practices Curriculum**

Our curriculum challenges the students to engage in systematic inquiry, fosters critical thinking, enhances moral reasoning, encourages problem solving and nurtures the integration of scientific knowledge, physical therapy skills and professional attitudes.

![Figure 1. Physiotherapy Curriculum Content Framework](image)

The MScPT curriculum is consistent within the national curriculum content framework (see figure 1). It is designed to integrate Systems, Research and Internship Components organized in twelve units to maximize educational principles. Four major themes are integral to the curriculum. Educational strategies for the program will be lectures, seminars, tutorials, laboratories, case-based learning, structured clinical sessions, integrated sessions, structured site visits, and clinical internships. An enhanced research approach has been added to the curriculum. Students are required to take all units. See Appendix 1: MScPT Best Practices Curriculum, U of T for a diagram.

**Components**

All units use cases and clinical questions to provide clinical context and introduce professional interaction skills.

1. **Systems Component (Units 1, 2, 3, 5 and 8):** This component is designed to integrate the foundations and clinical sciences of physical therapy; the principles of assessment, management, measurement and outcomes of evidence-based practice for the major systems that are integral to the practice of physical therapy. Therapeutic approaches are incorporated into the curricular design. These include: health promotion and disability prevention, therapeutic intervention, minimization of disability and optimization of ability, and restoration of functional capacity.

---

2. **Research Component (Units 6, 10 and 12):** This component is designed to integrate practice in physical therapy with research and program evaluation. The focus of this unit is on developing student’s skills in critical appraisal, critical thinking and problem solving. A research project is introduced as part of the requirement of the program, under supervision of a practitioner and an academic faculty. The project will be presented at a formal Research Day.

3. **Internship Component (Units 4, 7, 9 and 11):** This component is designed to provide the opportunity to integrate the systems components, professional systems and research components while continuing to learn in practice settings, and develop clinical competence.

**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 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-centred 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.

For students entering Physical Therapy in 2011, 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: rsvp.ipe@utoronto.ca. 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, Department of Physical Therapy, Graduate Department of Rehabilitation Science and the Department of Speech-Language Pathology. We are located in the Rehabilitation Sciences Building, 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 Accreditation Council for Canadian Physiotherapy Academic Programs. Graduates will be eligible to write the Physiotherapy Competency Examination of the Canadian Alliance of Physiotherapy Regulatory Boards, which qualifies them to practice physical therapy in Canada. Graduates will be eligible to register in the Canadian Physiotherapy Association and the Colleges of Physiotherapy in all Canadian provinces. As the MScPT program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, graduates are also eligible to apply for licensure in the United States.

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 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 at a Canadian university 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 PNE and are awaiting results.

Department of Physical Therapy Administration
The Department of Physical Therapy (PT) is located at 500 University Ave., 8th floor, in the Rehabilitation Sciences Centre. Student study space and a lounge area are located throughout the building. The mailing address is: Department of Physical Therapy University of Toronto 160-500 University Avenue Toronto, ON M5G 1V7 Tel: (416) 946-8641 Fax: (416) 946-8562 Email: pt.reception@utoronto.ca (for general information) physther.facmed@utoronto.ca (for admission information) Web site: http://www.physicaltherapy.utoronto.ca
### Chair, Graduate Coordinator & Staff Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Katherine Berg</td>
<td><a href="mailto:katherine.berg@utoronto.ca">katherine.berg@utoronto.ca</a></td>
<td>416 978 0173</td>
<td>874</td>
</tr>
<tr>
<td>Graduate Coordinator</td>
<td>Cathy Evans</td>
<td><a href="mailto:cathy.evans@utoronto.ca">cathy.evans@utoronto.ca</a></td>
<td>416 946 2768</td>
<td>862</td>
</tr>
<tr>
<td>Student Liaison Officer &amp; Graduate Administrator</td>
<td>Daniela Pirraglia</td>
<td><a href="mailto:ptstudent.services@utoronto.ca">ptstudent.services@utoronto.ca</a></td>
<td>416 978 5476</td>
<td>870</td>
</tr>
<tr>
<td>Administrative Assistant: Clinical &amp; Community &amp; Student &amp; Business Affairs</td>
<td>Jane Kean</td>
<td><a href="mailto:ptclined@utoronto.ca">ptclined@utoronto.ca</a></td>
<td>416 946 3793</td>
<td>866</td>
</tr>
<tr>
<td>Administrative Assistant: Reception &amp; Departmental Support</td>
<td>Shane Brandon</td>
<td><a href="mailto:pt.reception@utoronto.ca">pt.reception@utoronto.ca</a></td>
<td>416 946 8641</td>
<td>8th Floor Reception</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Amanda Patterson</td>
<td><a href="mailto:pt.busofficer@utoronto.ca">pt.busofficer@utoronto.ca</a></td>
<td>416 946 3233</td>
<td>868</td>
</tr>
<tr>
<td>Administrative Assistant to Chair</td>
<td>Cindy Mallory</td>
<td><a href="mailto:pt.chair@utoronto.ca">pt.chair@utoronto.ca</a></td>
<td>416 978 2769</td>
<td>872</td>
</tr>
<tr>
<td>Administrative Coordinator, Professional Education Program</td>
<td>Ningsha Zhong</td>
<td><a href="mailto:ningsha.zhong@utoronto.ca">ningsha.zhong@utoronto.ca</a></td>
<td>416 978 7763</td>
<td>864</td>
</tr>
</tbody>
</table>

### The Chair
The Chair is appointed by the Dean of the Faculty of Medicine, and in keeping with the Haist Rules, by the Dean of the School of Graduate Studies (SGS). The 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 Chair is responsible for all academic and administrative aspects of the Department of PT (including faculty and students), in accordance with the University of Toronto policies and procedures. The Chair is assisted by the Graduate Coordinator and the Administrative Assistant to the Chair, each of whom has special designated responsibilities.

### Graduate Coordinator
The Department of PT Graduate Coordinator is responsible for the graduate program activities for all students in the Department. Accordingly, the PT Graduate Coordinator sits on the relevant Committees of the Faculty of Medicine and the School of Graduate Studies.

### Student Liaison Officer
The Student Liaison Officer (SLO) assists in all matters related to the master programs, including: admissions, registration, 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 Student & Business Affairs
Working under the direction of the Academic Coordinator of Clinical Education, the Business Officer, and the Student Liaison Officer, the Administrative Assistant assists with student internships, health forms, financial matters, admissions, and is responsible for locker assignments.
Administrative Assistant to Chair
The Administrative Assistant to 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 Chair.

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

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

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

Internal Faculty

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chair of Education</td>
<td>Sharon Switzer-McIntyre</td>
<td><a href="mailto:s.switzer.mcintyre@utoronto.ca">s.switzer.mcintyre@utoronto.ca</a></td>
<td>416-946-3591</td>
<td>856</td>
</tr>
<tr>
<td>Vice Chair of Research</td>
<td>Susan Jagal</td>
<td><a href="mailto:susan.jagal@utoronto.ca">susan.jagal@utoronto.ca</a></td>
<td>416-978-0315</td>
<td>850</td>
</tr>
<tr>
<td>Director of Clinical Education &amp; Community Affairs</td>
<td>Brenda Mori</td>
<td><a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a></td>
<td>416-946-8646</td>
<td>858</td>
</tr>
<tr>
<td>MScPT Advanced Standing Option Coordinator</td>
<td>Cathy Evans</td>
<td><a href="mailto:cathy.evans@utoronto.ca">cathy.evans@utoronto.ca</a></td>
<td>416 946 2768</td>
<td>862</td>
</tr>
</tbody>
</table>

Unit Contacts

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Coordinator(s)</th>
<th>E-mail Address</th>
<th>Telephone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 - PHT1001H (Intro to Professional PT Practice, Evaluation &amp; Research) &amp; Unit 2 - PHT1002Y (Cardiorespiratory &amp; Exercise PT Practice)</td>
<td>Dina Brooks Lisa Wickerson Mireille Landry</td>
<td><a href="mailto:dina.brooks@utoronto.ca">dina.brooks@utoronto.ca</a> <a href="mailto:lisa.wickerson@utoronto.ca">lisa.wickerson@utoronto.ca</a> <a href="mailto:mireille.landry@utoronto.ca">mireille.landry@utoronto.ca</a></td>
<td>416-978-1739 416-978-2180 416-978-2180</td>
<td>848 830 830</td>
</tr>
<tr>
<td>Unit 3 – PHT1003Y (Musculoskeletal Physical Therapy Practice)</td>
<td>Esther Waugh Helen Lee</td>
<td><a href="mailto:e.waugh@utoronto.ca">e.waugh@utoronto.ca</a> <a href="mailto:h.lee.a@utoronto.ca">h.lee.a@utoronto.ca</a></td>
<td>416-978-8640 416-978-1816</td>
<td>820 826</td>
</tr>
<tr>
<td>Unit 4 - PHT1004Y (Clinical Internship – Cardiorespiratory and Exercise PT)</td>
<td>Brenda Mori</td>
<td><a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a></td>
<td>416-946-8646</td>
<td>858</td>
</tr>
<tr>
<td>Unit 4 - PHT1014Y (Clinical Internship –</td>
<td>Brenda Mori</td>
<td><a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a></td>
<td>416-946-8646</td>
<td>858</td>
</tr>
<tr>
<td>Unit</td>
<td>Unit Coordinator(s)</td>
<td>E-mail Address</td>
<td>Telephone</td>
<td>Room</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
<td>----------------</td>
<td>------------</td>
<td>------</td>
</tr>
<tr>
<td>Unit 5 – PHT1005Y (Neurological Physical Therapy Practice)</td>
<td>Meredith Smith, Josh Williams</td>
<td><a href="mailto:meredith.smith@utoronto.ca">meredith.smith@utoronto.ca</a>, <a href="mailto:josh.williams@utoronto.ca">josh.williams@utoronto.ca</a></td>
<td>416-946-8549, 416-978-1816</td>
<td>828, 826</td>
</tr>
<tr>
<td>Unit 6 – PHT1006Y (Research and Program Evaluation for Physical Therapy Practice I)</td>
<td>Nancy Salbach, Kelly O’Brien</td>
<td><a href="mailto:nancy.salbach@utoronto.ca">nancy.salbach@utoronto.ca</a>, <a href="mailto:kelly.obrien@utoronto.ca">kelly.obrien@utoronto.ca</a></td>
<td>416-946-8558, 416-978-0565</td>
<td>854, 852</td>
</tr>
<tr>
<td>Unit 7 – PHT1007Y (Clinical Internship – Neuroscience)</td>
<td>Brenda Mori</td>
<td><a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a></td>
<td>416-946-8646</td>
<td>858</td>
</tr>
<tr>
<td>Unit 8 – PHT1008Y (Advanced Neuromusculoskeletal Physical Therapy Practice)</td>
<td>Robyn Davies, Euson Yeung</td>
<td><a href="mailto:robyn.davies@utoronto.ca">robyn.davies@utoronto.ca</a>, <a href="mailto:euson.yeung@utoronto.ca">euson.yeung@utoronto.ca</a></td>
<td>416-946-8557, 416-978-8575</td>
<td>832, 822</td>
</tr>
<tr>
<td>Unit 9 – PHT1009Y (Clinical Internship – Musculoskeletal II)</td>
<td>Brenda Mori</td>
<td><a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a></td>
<td>416-946-8646</td>
<td>858</td>
</tr>
<tr>
<td>Unit 10 – PHT1010Y (Research and Program Evaluation for Physical Therapy Practice II)</td>
<td>Karen Yoshida, Cathy Evans</td>
<td><a href="mailto:karen.yoshida@utoronto.ca">karen.yoshida@utoronto.ca</a>, <a href="mailto:cathy.evans@utoronto.ca">cathy.evans@utoronto.ca</a></td>
<td>416-978-6589, 416-978-2768</td>
<td>838, 862</td>
</tr>
<tr>
<td>Unit 11 – PHT1011Y (Clinical Internship – Selective)</td>
<td>Brenda Mori</td>
<td><a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a></td>
<td>416-946-8646</td>
<td>858</td>
</tr>
<tr>
<td>Unit 12 – PHT1012Y (Research and Program Evaluation for Physical Therapy Practice III)</td>
<td>Karen Yoshida, Cathy Evans</td>
<td><a href="mailto:karen.yoshida@utoronto.ca">karen.yoshida@utoronto.ca</a>, <a href="mailto:cathy.evans@utoronto.ca">cathy.evans@utoronto.ca</a></td>
<td>416-978-6589, 416-978-2768</td>
<td>838, 862</td>
</tr>
</tbody>
</table>

For a complete list of all Department of PT administrative personnel and faculty, including contact information, see Appendix 3: Contact List.
PT Student Council
All students registered in the Dept of PT are automatically members of the PT Student Council. A portion of the student’s incidental fees goes to the Graduate Students Union (GSU), which in turn funds the Council. The PT Student Council is an elected body that represents students’ views and interests and organizes various academic and social events throughout the year. The Council meets to plan these events and discuss issues of relevance to students. The new Student Council President 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 (e.g. 1st year reps, etc).

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT President</td>
<td>Nadir Mawji</td>
<td><a href="mailto:nadir.mawji@mail.utoronto.ca">nadir.mawji@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>PT Vice-President</td>
<td>Amy Gildner</td>
<td><a href="mailto:amy.gildner@mail.utoronto.ca">amy.gildner@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Egda Escorcia</td>
<td><a href="mailto:egda.escorcia@mail.utoronto.ca">egda.escorcia@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>PT Communication Officer</td>
<td>Allison Condren</td>
<td><a href="mailto:a.condren@mail.utoronto.ca">a.condren@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>PT GSU Representative</td>
<td>Ali Hassan</td>
<td><a href="mailto:as.hassan@mail.utoronto.ca">as.hassan@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>CPA Representative (includes Job Fair)</td>
<td>Abdullah Imam</td>
<td><a href="mailto:mullz.imam@mail.utoronto.ca">mullz.imam@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>Social Chair</td>
<td>Ellen McCurry</td>
<td><a href="mailto:ellen.mccurry@mail.utoronto.ca">ellen.mccurry@mail.utoronto.ca</a></td>
<td>PT1</td>
</tr>
<tr>
<td>Athletic Director (Intramurals)</td>
<td>Tracy Tan</td>
<td><a href="mailto:t.tan@mail.utoronto.ca">t.tan@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>Interprofessional Education Rep.</td>
<td>Rachel Lee</td>
<td><a href="mailto:rachelwt.lee@mail.utoronto.ca">rachelwt.lee@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>Yearbook Editor</td>
<td>Sana Goldan</td>
<td><a href="mailto:sana.goldan@mail.utoronto.ca">sana.goldan@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>Clothing Representative</td>
<td>Amanda Rancourt</td>
<td><a href="mailto:amanda.rancourt@mail.utoronto.ca">amanda.rancourt@mail.utoronto.ca</a></td>
<td>PT2</td>
</tr>
<tr>
<td>1st Year Reps</td>
<td>TBA</td>
<td></td>
<td>PT1</td>
</tr>
</tbody>
</table>

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.
BEING A PHYSICAL THERAPY STUDENT

Registration
All students are required to register annually on a full-time basis until all degree requirements have been completed. In both the first and second years of the program, a student is considered to be registered as soon as he or she has paid tuition and incidental fees, or has made appropriate arrangements for deferral of payment. This must be done by the deadline as indicated by SGS (see Important Dates & Deadlines 2012/2013 for this year’s registration dates). For more details on registering and deferring fees, refer to the “July” section of Financial Timeline & Tips.

Courses and Course Enrolment
The graduate courses offered in the Dept of PT are listed below. All courses are mandatory, and students are enrolled in courses by the Student Liaison Officer. Note that a 70% is a passing grade for graduate students, and H/P/FZ equals Honours/Pass/Fail.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Weight</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT1001H</td>
<td>Intro to Professional PT Practice, Evaluation and Research</td>
<td>0</td>
<td>H/P/FZ</td>
</tr>
<tr>
<td>PHT1002Y</td>
<td>Cardiorespiratory &amp; Exercise Physical Therapy Practice</td>
<td>3.00</td>
<td>GRADE</td>
</tr>
<tr>
<td>PHT1003Y</td>
<td>Musculoskeletal Physical Therapy Practice</td>
<td>3.00</td>
<td>GRADE</td>
</tr>
<tr>
<td>PHT1004Y</td>
<td>Clinical Internship – Cardiorespiratory</td>
<td>0.75</td>
<td>H/P/FZ</td>
</tr>
<tr>
<td>PHT1014Y</td>
<td>Clinical Internship - Musculoskeletal I</td>
<td>0.75</td>
<td>H/P/FZ</td>
</tr>
<tr>
<td>PHT1005Y</td>
<td>Neurological Physical Therapy Practice</td>
<td>3.5</td>
<td>GRADE</td>
</tr>
<tr>
<td>PHT1006Y</td>
<td>Research &amp; Program Evaluation for Physical Therapy Practice I</td>
<td>0.75</td>
<td>GRADE</td>
</tr>
<tr>
<td>PHT1007Y</td>
<td>Clinical Internship – Neuroscience</td>
<td>0.75</td>
<td>H/P/FZ</td>
</tr>
<tr>
<td>PHT1008Y</td>
<td>Advanced Neuromusculoskeletal Physical Therapy Practice</td>
<td>2.75</td>
<td>GRADE</td>
</tr>
<tr>
<td>PHT1009Y</td>
<td>Clinical Internship - Musculoskeletal II</td>
<td>0.75</td>
<td>H/P/FZ</td>
</tr>
<tr>
<td>PHT1010Y</td>
<td>Research &amp; Program Evaluation for Physical Therapy Practice II</td>
<td>0.75</td>
<td>H/P/FZ</td>
</tr>
<tr>
<td>PHT1011Y</td>
<td>Clinical Internship – Selective</td>
<td>0.75</td>
<td>H/P/FZ</td>
</tr>
<tr>
<td>PHT1012Y</td>
<td>Research &amp; Program Evaluation for Physical Therapy Practice III</td>
<td>1.00</td>
<td>GRADE</td>
</tr>
</tbody>
</table>

Course Descriptions

♦ PHT1001H and PHT1002Y: Introduction and Cardiorespiratory & Exercise Physical Therapy Practice
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. 14 weeks in length.

♦ PHT1003Y: Musculoskeletal Physical Therapy Practice
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. This unit also includes a three week clinical internship focusing on mobility, transfers, interviewing, interacting with patients and health care teams while demonstrating safe and professional practice. 16 weeks in length.

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.

♦ PHT1004Y: Clinical Internship – Cardiorespiratory & Exercise Physical Therapy Practice
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. 5 weeks in length.

♦ PHT1005Y: Neurological Physical Therapy Practice
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. 14 weeks in length.

♦ PHT1006Y: Research and Program Evaluation for Physical Therapy Practice I
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. 3 weeks in length.
PHT1007Y: Clinical Internship – Neurological Physical Therapy Practice
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. 5 weeks in length.

PHT1008Y: Advanced Neuromusculoskeletal Physical Therapy Practice
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). 17 weeks in length.

PHT1009Y: Clinical Internship – Advanced Musculoskeletal Physical Therapy Practice
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. 5 weeks in length.

PHT1010Y & PHT1012Y: Research and Program Evaluation for Physical Therapy Practice II & III
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. 6 weeks in length.

PHT1011Y: Clinical Internship – Selective Physical Therapy Practice
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. 5 weeks in length.

♦ PHT 1015Y: Clinical Internship – Physical Therapy Practice (selective unit)
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, 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. 5 weeks in length.

University of Toronto Learning Portal (Blackboard)
To facilitate teaching in the MScPT program, the Department of Physical Therapy uses the University of Toronto Learning Portal at http://portal.utoronto.ca/. Unit Coordinators post course schedule, outline, readings, assignments and student marks, and conduct interactive activities including on-line 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 the UofT Learning Portal is activated automatically through registration on the Repository of Student Information (ROSI). To log into the UofT Learning Portal, you need your UTORid. For new students (Units 1&2), your UTORid is your University of Toronto ID given to you when you pick up your TCard. Please follow the instruction given to you by the TCard Office to activate your UTORid by registration day or you will not be able to access your courses. **Additionally, you must update your email address on ROSI** (http://www.rosi.utoronto.ca) with your “@mail.utoronto.ca” email address in order to use the built-in email feature within the UofT Learning Portal.

Once you are logged into the UofT Learning Portal, you will be on “My Page”. Within this landing page, you will see a section titled “My Courses”. All courses you are enrolled for in the current academic session will be listed here. If you cannot see any courses, please contact the Daniela at ptstudent.services@utoronto.ca to check your registration status on ROSI.

To log out of the UofT Learning Portal, you should always click on the Log-out button at the top of the screen, then exit the browser window completely. If you just log out without closing the browser, you are still logged into the Web Login server, and someone else who uses the same computer will be able to access your account. To protect your privacy and prevent unauthorized use, you must **completely exit your browser** after logoff.

To learn more about the UofT Learning Portal, please click the help button at the top of the screen once you are logged in, and you will be directed to a User Manual. If you have any questions about your access or for technical support, please contact rob.page@utoronto.ca.
# Academic Calendar

## 2012/2013 Department of Physical Therapy Curriculum Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Sep '12</th>
<th>Oct '12</th>
<th>Nov '12</th>
<th>Dec '12</th>
<th>Jan '13</th>
<th>Feb '13</th>
<th>Mar '13</th>
<th>Apr '13</th>
<th>May '13</th>
<th>Jun '13</th>
<th>Jul '13</th>
<th>Aug '13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of 2014</td>
<td>Intro to PT &amp; Cardiorespiratory Physiology</td>
<td>Unit 1 &amp; 2</td>
<td>Unit 3</td>
<td>MSK 1</td>
<td>Internship-1</td>
<td>Unit 3</td>
<td>Internship-2</td>
<td>CR or MSK 2</td>
<td>Internship-3</td>
<td>Unit 5</td>
<td>Neurological PT</td>
<td>VACN Aug 5-22</td>
</tr>
<tr>
<td>Class of 2015</td>
<td>Neuro PT</td>
<td>Unit 5</td>
<td>Internship-1</td>
<td>CR/MSK I</td>
<td>Internship-2</td>
<td>CR/MSK I</td>
<td>Internship-3</td>
<td>CR/MSK I</td>
<td>Internship-4</td>
<td>CR/MSK I</td>
<td>Internship-5</td>
<td>CR/MSK I</td>
</tr>
</tbody>
</table>

Dates are subject to change.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 &amp; 2</td>
<td>PHT 1001Y &amp; 1002Y</td>
<td>Introduction to Physiotherapy &amp; Cardiorespiratory and Exercise Physical Therapy</td>
</tr>
<tr>
<td>Unit 3</td>
<td>PHT 1003Y</td>
<td>Musculoskeletal PT Practice</td>
</tr>
<tr>
<td>Internship-1</td>
<td>PHT 1003Y</td>
<td>Application of Basic Skills Internship within Unit 3</td>
</tr>
<tr>
<td>Internship-2</td>
<td>PHT 1004Y or 1004Y</td>
<td>Cardiorespiratory or MSK I PT Practice Internship</td>
</tr>
<tr>
<td>Unit 5</td>
<td>PHT 1005Y</td>
<td>Neurological PT Practice</td>
</tr>
<tr>
<td>Internship-3</td>
<td>PHT 1006Y</td>
<td>Research and Program Evaluation for Physical Therapy Practice I</td>
</tr>
<tr>
<td>Internship-4</td>
<td>PHT 1007Y</td>
<td>Cardiorespiratory or MSK II PT Practice Internship</td>
</tr>
<tr>
<td>Unit 6</td>
<td>PHT 1008Y</td>
<td>Advanced Neuro Musculoskeletal PT Practice</td>
</tr>
<tr>
<td>Internship-5</td>
<td>PHT 1009Y</td>
<td>Cardiorespiratory or MSK I or Neurological PT Practice Internship</td>
</tr>
<tr>
<td>Unit 10/11</td>
<td>PHT 1010Y &amp; 1011Y</td>
<td>Research and Program Evaluation for Physical Therapy Practice II and III</td>
</tr>
<tr>
<td>Internship-6</td>
<td>PHT 1011Y</td>
<td>Selective PT Practice Internship</td>
</tr>
</tbody>
</table>

Clinical internship course names are shaded in grey.
**Important Dates & Deadlines 2012/2013**

Changes to the schedule can occur. Dates to withdraw from Units without academic penalty are set by SGS. Students in situations which they perceive require withdrawal should contact the Unit Coordinators or Graduate Coordinator to discuss their special circumstances.

### Fall Session 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6</td>
<td>Civic Holiday (University closed)</td>
</tr>
<tr>
<td>August 31</td>
<td>Last date for payment of tuition fees to meet registration deadline</td>
</tr>
<tr>
<td>September 3</td>
<td>Labour Day (University closed)</td>
</tr>
<tr>
<td>September 4</td>
<td><strong>Class 2014</strong>: First day of class</td>
</tr>
<tr>
<td>September 14</td>
<td>Registration for September session ends; after this date, a late registration fee will be assessed</td>
</tr>
<tr>
<td>September 26</td>
<td>Summer Session grades available for viewing by students on the Student Web Service</td>
</tr>
<tr>
<td>September 28</td>
<td><strong>Class 2013</strong>: Final date to drop PHT1006Y without academic penalty</td>
</tr>
<tr>
<td>October 8</td>
<td>Thanksgiving Day (University closed)</td>
</tr>
<tr>
<td>October 19</td>
<td><strong>Class 2014</strong>: Final date to drop PHT1001H and PHT1002Y without academic penalty</td>
</tr>
<tr>
<td>October 19</td>
<td><strong>Class 2013</strong>: Final date to drop PHT1007/4/14Y (fall term, Oct-Nov placement only) without academic penalty</td>
</tr>
<tr>
<td>November 14</td>
<td>Convocation information and dates are posted at <a href="http://www.convocation.utoronto.ca">www.convocation.utoronto.ca</a>, choose Fall Service charges on outstanding items for the 2012-13 fall/winter session begins. Accounts with an outstanding balance are subject to a monthly service charge of 1.5% compounded (19.56% per annum) assessed as of the 15th of every month</td>
</tr>
<tr>
<td>November 15</td>
<td><strong>Class 2013</strong>: Final date to drop PHT1007/4/14Y (fall term, Nov-Dec placement only) without academic penalty</td>
</tr>
<tr>
<td>December 24</td>
<td>University closed for winter break from Monday, December 24 to Friday, January 4 inclusive</td>
</tr>
</tbody>
</table>

### Winter Session 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7</td>
<td>University re-opens, all units resume</td>
</tr>
<tr>
<td>January 16</td>
<td>Fall session grades available for viewing by students on the Student Web Service</td>
</tr>
<tr>
<td>February 15</td>
<td><strong>Class 2014</strong>: Final date to drop PHT1003Y without academic penalty</td>
</tr>
<tr>
<td>February 18</td>
<td>Family Day (University closed)</td>
</tr>
<tr>
<td>March 8</td>
<td><strong>Class 2013</strong>: Final date to drop PHT1008Y without academic penalty</td>
</tr>
<tr>
<td>March 29</td>
<td>Good Friday (University closed)</td>
</tr>
<tr>
<td>April 8</td>
<td><strong>Class 2013</strong>: Students on break from Monday April 8 to Friday April 12, inclusive</td>
</tr>
<tr>
<td>April 19</td>
<td><strong>Class 2014</strong>: Final date to drop PHT1004/14Y (summer term only) without academic penalty</td>
</tr>
<tr>
<td>April 19</td>
<td><strong>Class 2013</strong>: Final date to drop PHT1009Y without academic penalty</td>
</tr>
</tbody>
</table>

### Summer Session 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>Winter Session grades available for viewing by students on the Student Web Service</td>
</tr>
<tr>
<td>May 20</td>
<td>Victoria Day (University closed)</td>
</tr>
<tr>
<td>May 20</td>
<td><strong>Class 2014</strong>: Students on break from Monday May 20 to Friday May 24, inclusive</td>
</tr>
<tr>
<td>June 28</td>
<td><strong>Class 2014</strong>: Final date to drop PHT1010Y &amp; PHT1012Y without academic penalty</td>
</tr>
<tr>
<td>July 1</td>
<td>Canada Day Holiday (University closed)</td>
</tr>
<tr>
<td>July 12</td>
<td><strong>Class 2014</strong>: Final date to drop PHT1005Y without academic penalty</td>
</tr>
<tr>
<td>July 24</td>
<td>Grades for May/June F Section Courses available for viewing by students on Student Web Service</td>
</tr>
<tr>
<td>August 2</td>
<td><strong>Class 2013</strong>: Final date to drop PHT1011Y without academic penalty</td>
</tr>
<tr>
<td>August 5</td>
<td>Civic Holiday (University closed)</td>
</tr>
<tr>
<td>August 5</td>
<td><strong>Class 2014</strong>: Students on break from Monday August 5 to Friday August 23, inclusive</td>
</tr>
<tr>
<td>August 26</td>
<td><strong>Class 2014</strong>: Unit 5 resumes</td>
</tr>
<tr>
<td>August 30</td>
<td><strong>Class 2013</strong>: Last day of program</td>
</tr>
</tbody>
</table>
Using the Student Web Service, ROSI
Graduate students in the Department of Physical Therapy are able to access the student web service to change personal information (addresses and telephone numbers), view their academic record and current courses and to enrol in, request or drop courses.

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. The student web service 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 for these questions from staff and advisors.

The Department of Physical Therapy and other university offices may send important information to you by email. Please make sure that your email address, your mailing/permanent address and telephone number are up to date at all times. Under University policy, students are required to maintain a University based email account (i.e., ending in mail.utoronto.ca), record it in ROSI, 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. New students are advised to validate their UTORID at the University Library early. The UTORID provides access not only to the @.mail.utoronto.ca email account but also to Blackboard, the University’s student portal and learning management system. Many courses use the portal to provide online materials, discussion groups, quizzes etc. It is also used by the University and various student groups to make important announcements and administer elections.

Declaration
Use of the SWS to enrol in courses means that you agree to abide by all of the academic and non-academic rules and regulations of the University, the School of Graduate Studies and graduate unit in which you are registered, and assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto. You normally use the SWS to add or cancel courses. If, for extraordinary reasons, you are unable to use the SWS contact your graduate unit as soon as possible.

Users of the Student Web Service are expected to be responsible when using the SWS and should not attempt to flood the system 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 the SWS until after the relevant registration period.

Personal Identification Number
Students must log into the SWS using their student number and a personal identification number (PIN). The first time the student logs in, this will be derived from their date of birth (format YYYYMMDD). However, at that point the student will be required to change the PIN. Subsequent access to the system will require this new number which should be known only to the student. The student number and PIN together constitute an "electronic signature". Never give your PIN or student number to someone else.

Forgotten PIN numbers can be reset by the graduate office. To avoid having to contact the office in person or having to wait for office hours, students can enter answers to a set of questions on the SWS. When they
first access the ROSI, the SWS will prompt students to choose three questions from a list. If at a later date the student forgets the PIN, it can be reset online if two of the three questions are answered correctly.
**Services Available**

- Change PIN number
- View/Change address, telephone number, email
- View final grades
- View academic history or current timetable
- View student account information and invoices and update direct deposit details
- Defer payment of tuition (available to recipients of graduate funding commitments and for OSAP, CSL and US student Loan recipients)
- Print “Educational Credit” tax forms (T2202A)
- Order transcripts
- Order graduation tickets
- View transaction log

**Updating & Checking Personal Information**

Students may view or update their address, telephone number or email address through the Student Web Service. When entering new information, the "add" option should be used. "Change" should only be used to correct information in an otherwise correct record (e.g. typos). Students can also check other personal information (immigration status, title, etc.). As immigration status affects fees, all students are advised to check this information at the beginning of each year.

**Request to Register Without Payment (Deferrals)**

**For graduate funding commitments**

Students who are receiving funding outside of the funding commitment (e.g., OGS) must make their request with the graduate unit using the request form found on the SGS website. This form will also be sent to all OGS recipients.

**For OSAP, CSL and US student Loan recipients**

Students who have received notification of an award through the Ontario Student Assistance Program for their U of T program may make their fees arrangements through the SWS up to the registration deadline instead of having to appear at SGS, if 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 and some US government loans. Please see the Office of Student Accounts website (www.fees.utoronto.ca) for details.

**Final Results**

Final grades in courses can be accessed through “Transcripts and Academic History”. Grades can be viewed after the following dates. If a grade is not available, contact your instructor or the graduate unit offering the course.

- **2012 Summer Session** (first term) July 25
- **2012 Fall Session** (full summer and second term) September 21
- **2013 Winter Session** (and Fall/Winter courses) May 15

**System Availability**

The student web service is normally available at the following times:

- **Monday** 6:00 to 23:45
- **Tuesday to Thursday** 0:15 to 23:45
- **Friday** 0:15 to 18:00
- **Saturday** midnight to midnight
- **Sunday** midnight to 23:45

Occasionally hours must be reduced for system maintenance. Please check the Student Web Service for details.
**ROSI URL**
The Student Web Service can be accessed at www.rosi.utoronto.ca. Instructions on how to log in are located can be found on the ROSI main page. Remember to log out after each use.

**TCard (Student ID)**
This photo ID card serves as a student TCard and library card. The TCard can be obtained from Robarts Library, at Room 2054A, 130 St. George Street. You will need to show two pieces of identification to obtain your TCard: photo ID (e.g., Driver’s License) and a University of Toronto offer of admission for the current or upcoming session (you do not need to produce proof of tuition payment). Your T-Card will give you 24/7 access to the departmental specific teaching spaces in the Rehab Sciences Building, as well as to the Computer Lab. It can also be used as a cash card for the student photocopier in the Student Lounge and for the printer in the Computer Lab. There is a cash-to-card machine in the Student Lounge, where you can load cash value on to your card.

For information on how to obtain a TCard, visit http://www.utoronto.ca/TCard/. For information on how your TCard works within the library system, visit www.library.utoronto.ca/services/.

**Lost and Stolen TCards**
Your student T-Card is like a credit card and a key to the computer lab combined. If your T-Card is lost or stolen, it is mandatory that you immediately report it to the Rehab Sector Office, which is located on the 1st floor. You will need a replacement card in order to access the computer lab at 500 University. It is also your responsibility to report the loss of your TCard to the Central Library Reader Registration Office (416-978-7694) or the TCard Office (416-946-8047). The TCard office is able to issue replacement cards. The replacement fee is $12 (GST and PST included).

A damaged card will be replaced at no charge if damage to the card is the result of normal use. When there is excessive damage to the card that is determined not to be the result of normal use a replacement fee of $12 (GST and PST included) will apply. Physically altering the card will result in the replacement fee.

Until you inform the Library about your lost or stolen card, the old TCard is still valid which means that anyone can use your card for library privileges such as borrowing material as well as access into the Rehabilitation Sciences Building (500 University Avenue). A temporary library card could be issued to you upon request by the Rehabilitation Sector Office until you are able to replace your TCard. If there is any stored value on the card it should be treated the same way as cash. If you lose the card, you lose the cash on it. The card should not be loaned to anyone, and it should be kept in a safe place at all times.

**Access to 500 University Ave**
Access to the exterior doors and elevators is controlled by an electronic security system. You will require a card key or 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. Card keys/fobs will be programmed to provide all rehabilitation students with 24/7 access to the Rehab Building, case study rooms, and student lounge located on the 2nd floor. Card keys/fobs will be distributed by the PT Department at the beginning of the school year. Your card key/fob will be valid for the duration of your program.

For security purposes, please do not prop open the stairwell doors, as the silent alarm will disengage during non-business hours. In addition, if you have lost your card key/fob or have encountered access problems, please inform the Rehab Sciences Sector office, located in Room 160 on the 1st floor. Lost card keys/fobs
will be replaced with card keys only, and the replacement cost will be $15. The telephone number for the Rehab Sector is 416-946-8554.

**Clinical ID 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. It will also be used for your Clinical ID card. When you are on clinical placements, it is mandatory that your Clinical ID card be worn and visible at all times.

**Lost Clinical ID Card**
If you lose your Clinical ID card you must replace it immediately. Contact Daniela, the Student Liaison Officer, at ptstudent.services@utoronto.ca to request a replacement card. A fee of $10 may be required.

**Email & Internet**
Email is a main form of communication between the faculty, staff, and students. Important notices and academic instruction 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 U of T 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 U of T email account* after obtaining their T-card. The Department will only accommodate for any problems arising from the U of T email servers. If students forward their 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 was full or if the server down.

**Mask Fit Testing**
Healthcare providers adopt infection control procedures including the wearing of personal protective equipment. One of the key pieces of personal protective equipment is a properly fit tested mask. The Ministry of Health has developed directives for health care professionals to wear an approved respirator/mask when droplet protection (as in the case of SARS) is required. In order to protect the health and safety of health care students, the use of N95 respirators may be required if there is evidence of potential exposure to airborne infectious agents, chemicals, etc.

Please note, 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. Students must be clean shaven for the mask fitting. If students are unable to shave due to religious practices, they must alert the ACCE so arrangements can be made for SCS’s and clinical internships.

All students will receive a memorandum from the Student Liaison Officer in reference to the education session and mask fit-testing. Students will be provided with principal documents regarding the policies and procedures for completing your 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.

*Important Notice:* Failure to attend the scheduled date and time of the education session and mask fit-testing, in your respective department, 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 $30).
Other Departmental Information

**Timetables & Program Schedule**
Prior to the beginning of each academic unit, the Unit Coordinator will provide students with timetables via Blackboard. If there are any changes to the timetable in regards to a particular course, including room changes, class cancellations, or rescheduled classes, the relevant Unit Coordinator will provide this information. Once informed, students must keep track of these changes.

**Unit Texts**
Units will often have both 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.

**Policy on Photocopying Unit Materials**
Journal articles and book chapters that comprise a reading package for a unit will be photocopied for students provided they are free of copyright regulations. A photocopying charge will be made for these materials. If copyright has not been obtained, then one set of readings will be made available to students. The fee paid by students at registration covers only the cost of handouts actually used during class.

**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.

**Faculty Advisor**
Students will be informed of the name of their Faculty Advisor during the first week of school. For further details, see the Faculty Advisors section.

**Health Form**
A completed Health Form, which will be provided by the Department in your orientation package, must be submitted at registration. It includes instructions for all health requirements and First Aid and CPR certification (a photocopy of the certificate identifying successful completion of First Aid and CPR). You should keep a photocopy of your health form for your records as you most clinical facilities will want a copy of your completed health form. Contact ptclined@utoronto.ca with any questions regarding Health Forms and CPR.

**Orientation, Student-Run**
Students in 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 submit the Orientation forms that are provided in their registration package, as well as a cheque if required.

**Room Bookings**
All room booking requests for students’ special events and group meetings must be made via email to pt.reception@utoronto.ca. 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. You cannot generally book rooms on the schedule; however, you should feel free to use any Physical Therapy room you find free with the understanding that you might get “evicted” if necessary. It is very important that rooms are returned to their standard set-up and left tidy for the next group.

**Go Transit, TTC & ISIC Discount**

**GO Train Forms**
Full-time Canadian university and college students are eligible for GO Transit student fares. To obtain the pass, students must complete an application for the Student Identification Card for GO Transit which must be signed by the Student Liaison Officer. Forms are available in the Student Liaison Officer in the Department of PT. With a GO Student ID card, students are able to purchase 10-ride passes and monthly passes at a discounted rate. Students must carry official GO Student ID when travelling to show for ticket checks.

**TTC Metropass**
Full-time students enrolled in a diploma or degree granting program are able to purchase a Student Metropass. In order to purchase a Student Metropass, students must obtain a TTC issued photo I.D. card. The TTC Photo I.D. Cards will be available for an annual charge of $5.25. You must show this card every time you use the Student Metropass. Visit the University of Toronto Students’ Union (UTSU) website at www.utsu.ca and click on “Services”, then “TTC Metropass” for information on how to obtain TTC issued photo I.D. and how to purchase this pass.

**International Student Identity Card (ISIC)**
As members of the Canadian Federation of Students, full-time graduate students are entitled to a free ISIC. It’s good for discounts throughout the world. The ISIC provides members with a 30% discount for VIA Rail and reduced fares on Air Canada when booked through Travel Cuts. To receive an ISIC you must make an appointment by calling the GSU at 416-978-2391 or 416-946-8699.

**Income Tax Receipts**
Income Tax receipts and Tuition, Education and Textbook Amounts Certificates (T2202A) will be available on the Student Web Service in late February. Students can view and print forms as needed. There is a charge of $5.00 for the University to produce an official duplicate form. If you paid fees that are applicable to academic sessions attended in a previous calendar year, tax receipts are not automatically produced. If you require an official receipt for income tax purposes for a previous tax year, 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 OHIP. Students from other Canadian provinces should maintain their home province coverage.

**The GSU Health & Dental Insurance Plan**
PT students are automatically covered by the GSU Health & Dental Insurance Plan. The cost is included in the Graduate Student Union fee. The plan pays for some medical expenses not covered by OHIP or UHIP, along with some dental expenses. Coverage runs from September 1 to August 31.
**Blackout Period**
Claims processing is delayed for students during the first two months of the Fall and Winter semester, while the broker waits for complete enrolment lists (after opt-outs and enrolments have been processed). During this time, you can use your coverage, but claims should not be sent to Green Shield until November 15 (for students enrolled in the Fall Session) and March 15 (for students enrolled in the Winter Session). Claims will be processed and reimbursement cheques will only be mailed once the Blackout Period ends. You can also sign up for online services after this period, and provide your banking information for your claim to be deposited directly into your account.

**Opting Out**
If you are a student with equivalent insurance elsewhere, you may opt-out of these plans. A refund cheque will be sent in the mail. Students are generally able to opt out starting September and ending early October.

**Extended Coverage**
Students’ health and dental coverage through the GSU ends on August 31st of their second year. Graduating members may extend their coverage for 12 consecutive months by applying for extended coverage within 35 days of termination of your GSU insurance (end of term).

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

**Housing Services**
The student’s first stop for housing information should be the U of T’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 they are eligible for. Demand is high, so it is best to apply earlier, even before you are admitted.

**Graduate House Residence**
Graduate House, 60 Harbord Street, Toronto, Ontario, M5S 3L1, 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 Faculty single students. Applicants enrolled in full-time Master's and Ph.D. programs are students of the School of Graduate Studies (SGS). The current allocation of space for SGS is 361 beds, half of which will be used by graduate units for recruitment purposes.

Telephone: 416-946-8888  
E-mail: admissions.gradhouse@utoronto.ca  
Fax: 416-946-8887  
Web: [http://ghcommunity.info/gradhouse/](http://ghcommunity.info/gradhouse/)

**Other On-Campus Housing**
Housing Services publishes list of residences, both University and independent, that accommodate graduate students. The cost of the residence, as well as the contact address and phone number, is available at this website. 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 U of T 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. Complete an application as soon as possible to increase your chances of obtaining a spot.

Off-Campus Housing
Ample accommodation, affordable to most students, is available in Toronto. Students can access Off-Campus Listings through Housing Services. This site also has valuable information regarding your housing options, rights, and responsibilities as tenants. Students who are attending U of T but do not have a UTORid yet (which is required to access the listings) are able to access the site by following the Housing Services instructions.

Roommate Finder
Housing Services offers a roommate finder service to assist you with finding U of T Students who are looking for or have shared housing available.

Other Resources
- **Apartment Corner**: A web site that lists apartments located in the Greater Toronto area. [www.apartmentcorner.com](http://www.apartmentcorner.com)
- **Co-operative Housing Federation of Toronto**: A federation of non-profit co-op housing in Toronto. Spaces may be offered at market rental rates or with a subsidy (for people with low incomes). Applications are processed on a first-come, first-served basis. Most co-ops have a waiting list of people who would like to move into the co-op. [www.coophousing.com/](http://www.coophousing.com/)
- **craigslist**: A centralized network of online communities, featuring free online classified advertisements. [http://toronto.en.craigslist.ca/](http://toronto.en.craigslist.ca/)
- **kijiji**: Kijiji offers a convenient, and easy way for people in the same city to buy, sell, trade and help each other out in areas such as goods, cars, services, housing and jobs. [www.kijiji.ca](http://www.kijiji.ca)
- **Homes4Students**: Online housing database run by the Canadian Federation of Students. [http://homes4students.ca/](http://homes4students.ca/)
- **Now Entertainment magazine**: A free weekly magazine - The classifieds section usually has good number of ads, including a number of lofts and studio spaces. [http://toronto.nowtoronto.com/online/classifieds/index](http://toronto.nowtoronto.com/online/classifieds/index)
- **ViewIt.ca**: Free online housing ads for the Greater Toronto area, with multiple photos of each accommodation advertised. [www.viewit.ca](http://www.viewit.ca)
- **Classified Sections of Newspapers (and their associated websites)**: Globe & Mail, Toronto Star, Toronto Sun, National Post

Toronto Neighborhoods
To learn more about Toronto’s neighbourhoods, visit Toronto Neighbourhoods Overview at [http://www.crwork.com/jd/shared/torontohoods.htm](http://www.crwork.com/jd/shared/torontohoods.htm) or Toronto Neighbourhoods Map at [http://www.torontoneighbourhoods.net/](http://www.torontoneighbourhoods.net/) (the Downtown area is closest to 500 University Avenue).
ACADEMIC INFORMATION

Class Times, Cancellations and Make-ups

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 Blackboard. 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 of Professional Education Program at 416-978-7763 (or as backup, the Student Liaison Officer 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.

University Closure/Cancellation of Classes
The University has procedures governing 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 web site: www.utoronto.ca. 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.

Break Time
All classes are suspended for a period of one to three weeks during the year for students attending academic courses. This time is to be used by the student for self-directed time or for the completion of formal remediation if failure occurs.
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 U of T and the PT Department 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. Visit www.preparedness.utoronto.ca for U of T updates.

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 for the 2012/2013 Academic Session
Students must successfully complete ALL 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.

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, 5, 6, 8, 12
The unit structure is organized to facilitate incremental learning. A student must achieve 70% in each of the required components of a unit. A student must therefore obtain "standing" in each of the required components prior to proceeding to the next unit. A student must meet all unit requirements and obtain a final grade of at least 70% in each unit. A student who is unsuccessful in obtaining a passing grade 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 evaluation will normally be administered within 2 - 4 weeks of the commencement of the next unit. If the student is unsuccessful in obtaining "standing" in the supplemental evaluation, he/she will withdraw from the unit into which he/she has moved.

The method for determining the final grade for each unit will be the responsibility of the Unit Coordinator. Each unit will consist of multiple evaluations. These evaluations will be graded according to specific criteria and successful completion of a given evaluation may be required to obtain "standing" in the given unit. The breakdown pertaining to allocation of marks and grading practices will be made available to the students in writing at the beginning of each unit.

Research Internship Unit 10
The standing within the clinical internship will be "Honours", "Pass", “Fail" based on an the research advisors.

Clinical Internships 4a, 4b, 7, 9, 11
Evaluation will be based on the Clinical Performance Instrument, a standardized evaluation by the clinical instructor. The student will receive a grade of Honours, Pass or Fail.
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 School of Graduate Studies.

Attendance

Students must attend a sufficient proportion of lectures, seminars, laboratories, and clinical sessions to ensure that their performance can be adequately assessed. Students unable to attend due to sickness, domestic affliction, or other circumstances must inform the Unit Coordinator 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 Unit Coordinator(s) before they commence a clinical internship. The Evaluations and Awards Committee will advise students on these remediation requirements for readmission when they are granted a temporary absence/withdrawal from the program.

Examinations, Grading, Promotions and Failure

Examinations

The nature of the curriculum requires the use of a variety of forms of assessment, including written, oral practical skill evaluations, and clinical evaluations. Clinical evaluations may have an effect on the grading of a student. Whenever such an assessment is used, it will be made available to the student, along with comments supporting that evaluation. Students should be aware that their attitude and behaviour in clinical settings will have an influence upon their clinical assessments.

Units have different weights dependent on the magnitude, complexity and comprehensiveness of the content. Successful completion of Units and subcomponents is required prior to advancement to the next unit. For details regarding the regulations for passing units and components please also refer to unit/component outlines.

Grading

No grades can be considered as final until verified by the Evaluations and Awards Committee. Grades may be altered by the Evaluations and Awards Committee 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 School of Graduate Studies are normally reported to students in letter form, the letter equivalents being as follows:

<table>
<thead>
<tr>
<th>Grade Meanings</th>
<th>Refined Letter Grade Scale</th>
<th>Grade Point Value</th>
<th>Numerical Scale of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>90-100%</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>85-89%</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80-84%</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>77-79%</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>73-76%</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70-72%</td>
</tr>
<tr>
<td>Inadequate</td>
<td>FZ</td>
<td>0.0</td>
<td>0-69%</td>
</tr>
</tbody>
</table>

(*70% is a passing grade for all graduate students)

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

**Promotion**

Due to the structure of the program there are no opportunities for withdrawals as all units are mandatory and must completed in sequence prior to graduation from the program. Promotion is dependent upon an acceptable standard of performance. The Evaluations and Awards Committee, responsible for the complete review of a student's performance, may, after consideration of all the evidence, recommend promotion even though certain deficiencies have been identified, and conversely, in the light of all the evidence, recommend a student not be promoted even though the student may have achieved a passing grade in each subject.

The Evaluations and Awards Committee is also responsible for assigning the overall year standing (Honours, Pass or Fail), after considering each student's performance in all subjects. The Unit Coordinator will not only submit student grades, but will be responsible for making recommendations to the Evaluations and Awards Committee regarding failures and the awarding of supplemental privileges in their unit. The Unit Coordinator also provides the Evaluations and Awards Committee with additional information that might help the Committee reach its decision (for example, raw scores, adjustments, data describing the performance of the entire class, observations by teachers who have taught the students during the year, etc.).

**Delayed Assessment and Aegrotat Standing**

Delayed Assessment may be granted to a student by the Department Chair upon acceptance of a petition that substantiates that a student was unable to submit to full evaluation due to illness or other excusable circumstances. The Evaluations and Awards Committee may grant Aegrotat Standing without assessment in cases in which evaluation of a student cannot be completed due to illness (proved to the satisfaction of the Committee), but where there is adequate evidence of the student's ability.

**Deferred Examination Fee**

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.
**Failure and Supplemental Privileges**
Students who have achieved a pass (70%) as their overall unit grade but who have failed one required component of a Unit may on the recommendation of the Evaluation and Awards Committee, be permitted to complete a supplemental test.

Students who have not achieved a pass (70%) as their overall unit grade and who have failed one required component of a Unit may in exceptional circumstances, on the recommendation of the Evaluation and Awards Committee, be permitted to complete a supplemental test.

Students who fail a clinical internship may, on the recommendation of the Evaluation and Awards Committee, be permitted to complete a supplemental internship.

Students who are not successful in the supplemental examination will have failed the unit, and a grade of “Fail” will appear on the student’s transcript. In this case, a student would be required to request permission to repeat the unit the following year. Students will be ineligible to proceed to the next unit until he or she has obtained “standing” in the component.

Students who are unsuccessful in more than one of the required components of a unit will not be granted supplemental privileges and will have failed the unit. In this case, the student would be required to request permission to repeat the unit the following year.

All decisions with regard to supplemental privileges and advancement are made at the Evaluation and Awards Committee level.

**Supplemental Work and/or Examinations**
Supplemental work and/or examinations will be under the direction of the appropriate unit coordinator with guidance from the Evaluations and Awards Committee. The arrangement and conduct of supplemental work and/or examinations is the responsibility of the Graduate Coordinator.

**Withdrawal**
A student will be required to withdraw from the program in the following situations:
- has had a total of two (2) failures and again fails a unit/component
- has failed more than one unit in a given year
- has failed any one of the units/components being repeated

**Re-Application Policy**
A student who withdraws from the program may apply for consideration for re-entry to the program after the period of one year.
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 2012

The clinical education component of the curriculum takes place in the following 159 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 Sites

**Fully Affiliated Teaching Centres**

Baycrest
Centre for Addiction and Mental Health - Queen Street Site
Holland Bloorview Kids Rehabilitation Hospital
Mount Sinai Hospital
St. Michael’s Hospital
Sunnybrook Health Sciences Centre
Sunnybrook Health Sciences Centre - Holland Orthopaedic & Arthritic Centre
The Hospital for Sick Children
Toronto Rehabilitation Institute - Cardiac Rehab Program at Rumsey
Toronto Rehabilitation Institute - E. W. Bickle Centre for Complex Continuing Care
Toronto Rehabilitation Institute - Hillcrest Centre
Toronto Rehabilitation Institute - Lyndhurst Centre
Toronto Rehabilitation Institute - Rumsey Centre
Toronto Rehabilitation Institute - University Centre
University Health Network - Altum Health
University Health Network - Princess Margaret Hospital
University Health Network - Toronto General Hospital
University Health Network - Toronto Western Hospital
Women's College Hospital

Providence Healthcare
Royal Victoria Hospital
Southlake Regional Health Centre
St. John's Rehab Hospital
St. Joseph's Health Centre
The Scarborough Hospital - Birchmount Campus
The Scarborough Hospital - General Campus
Toronto East General Hospital
Trillium Health Centre - Mississauga
Trillium Health Centre - West Toronto
West Park Healthcare Centre

Other Hospital - Acute Hospitals

Collingwood General and Marine Hospital
Halton Healthcare Services - Oakville-Trafalgar Memorial Hospital
Mackenzie Richmond Hill Hospital
Rouge Valley Health System - Ajax and Pickering
Rouge Valley Health System - Centenary
Runnymede Healthcare Centre
William Osler Health System - Brampton Civic Hospital
William Osler Health System - Etobicoke General Hospital

Other Hospital - Rehab Centres & Long Term Care Centres

The Salvation Army Toronto Grace Health Centre

Other Hospital - Paediatric Centres

ErinoakKids Centre for Treatment and Development – South Millway Site
ErinoakKids Centre for Treatment and Development – Torbram Site
Silver Creek Pre-School
Zareinu Educational Centre
Clinical Education

School Boards
Toronto District School Board
York Region District School Board

Community-Based Rehab
Closing the Gap Healthcare Group
Four Villages Community Health Centre
Saint Elizabeth Health Care
The Arthritis Society - Metro Toronto
VHA Rehab Solutions

Private Practice Clinics
31 Canadian Forces Health Service Centre
Achieva Health
ACT Health Group - Britannia Centre
ACT Health Group - Pickering Centre
ACT Health Group - Scarborough North Centre
ACT Health Group - Thornhill Location
Albion Hills Physiotherapy
Athlete's Care - Beaches Site
Athlete's Care - King & Yonge
Athlete’s Care - Yonge & Sheppard
Athlete’s Care - York University Accolade East
Athlete’s Care - York University Track and Field Centre
Atrium Physiotherapy
Balance Physiotherapy East
Balance Physiotherapy West
Barrie Core Studio Wellness Centre
Bayview Physiotherapy & Sports Medicine Clinic
Bloor-Jane Physiotherapy
Body 'n Balance Physiotherapy
Canadian Knee Institute
CBI Health Group - Barrie
CBI Health Group - Brampton
CBI Health Group - Brampton North
CBI Health Group - Chrysler Plant
CBI Health Group - Danforth
CBI Health Group - Etobicoke
CBI Health Group - King
CBI Health Group - Mississauga
CBI Health Group - Oak Ridges
CBI Health Group - Richmond Hill
CBI Health Group - Scarborough
CBI Health Group - Yonge/Eglinton
Club Physio Plus
Cornell Physiotherapy
David L. MacIntosh Sport Medicine Clinic
Doug Freer & Associates
Epic Health Sciences Rehab Inc.
Fairview Physiotherapy and Rehabilitation Centre
Four Seasons Physiotherapy and Rehabilitation Centre
High Tech Physiotherapy & Rehabilitation
InsideOut
Kick Physiotherapy & Sports Medicine Inc.
LifeMark Health - Brampton
LifeMark Health - Mississauga
LifeMark Health - Physiotherapy On Bay
LifeMark Health - Pickering Rehab Clinic
LifeMark Health - Scarborough
LifeMark Health - Woodbridge
LifeSpring Physiotherapy
Main and Gerrard Physiotherapy
Mapleview Family Physiotherapy Centre
Markham Physiotherapy Clinic - Markham
Markham Physiotherapy Clinic - Unionville
Neurocore Physiotherapy & Pilates Centre
North Bramalea Physiotherapy Clinic
O'Connor Rehab & Wellness Clinic
Paramount Physiotherapy and Sports Injuries Clinic
Performance Physiotherapy & Wellness
Physical Edge Physiotherapy
Physiocare and Rehab
Physio-Logic Neurological Rehabilitation
Physiotherapy Active Rehab
Physiotherapy Associates
Physiotherapy One
Pivot Sport Medicine and Orthopaedics
Prime Physiotherapy & Sports Rehabilitation Centre
Pro Motion Physiotherapy
Progressive Rehab
Queen West Physiotherapy & Acupuncture
Rylander Physiotherapy & Acupuncture Centre
Scarborough Injury Rehab Centre
Sheddon Physiotherapy and Sports Clinic
Sian Owen Physiotherapy
Six Points Physiotherapy and Rehabilitation
Spine and Sport Physiotherapy - CBI
Sport-Medic Physiotherapy Clinic
Sports & Exercise Medicine Institute - Sheppard Centre
Sports & Exercise Medicine Institute - St. Clair Clinic
Sports Medicine and Rehabilitation Centre - Angus
Sports Medicine and Rehabilitation Centre - Barrie
Stouffville Physiotherapy Clinic
The Centre for Health & Sports Medicine
The Orthopaedic Therapy Clinic
The Physio Solution
The Sports Clinic - University of Toronto Mississauga
The Sports Clinic at Winston Park
The Sports Medicine Specialists - Brampton
The Sports Medicine Specialists - Toronto
Therapeutic Mobility Inc.
Toronto Physiotherapy
Clinical Education Requirements

Each student is required to complete 28 weeks of approved full-time clinical practice as well as structured clinical sessions throughout the curriculum. Students must complete 3 weeks in Unit 3, ten weeks in Unit 4 (two five-week internships), and five weeks in Unit 7, 9, and 11. 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.

These internships may be across the continuum of care in acute care, rehab, long term care or community care. Community based care includes private practice, WSIB community clinics, industry opportunities, and community service agencies. You may also have the opportunity to do a special interest internship provided you have met all curriculum requirements. These opportunities may be selected by the student according to personal interest based on available internship opportunities. This may be an additional cardiorespiratory, musculoskeletal or neurology internship, provided it is not a repeat of an internship already completed. (For example, a student who has completed a medical/surgical internship could select another cardiorespiratory internship as a selective, but it would have to be in a different area, e.g., respiratory rehabilitation.) Students also may choose an internship in:

- paediatrics (cardiorespiratory, neurology, musculoskeletal)
- palliative care
- a regional evaluation centre
- sports medicine
- mental health/psychiatric setting
- occupational health

Students are required to complete at least one internship in cardiorespiratory care, neurology and two internships in musculoskeletal practice. One internship must be in acute care, another in rehabilitation care, and a third must be in community care which may include out-patient practice. Unless there are extenuating circumstances, no more than two internships in the curriculum may be in outpatient musculoskeletal practice.

Students are required to keep a record of their internship experiences on the Clinical Experience Record Forms (available on the Clinical Education website, which is located on Blackboard). It is the students’ responsibility to record the caseload variety experienced during internships in the electronic tracking form. This information will be used by the DCE to determine whether clinical requirements have been met and whether future internship requests are appropriate.

Internship requests will be reviewed by the DCE and every attempt will be made to meet the needs of the student’s program. Where difficulties arise in meeting these exact requirements, the DCE will attempt to arrange the most suitable alternative. Students are encouraged to meet with the DCE 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 is responsible for arranging all clinical internships that will involve travel throughout the University of Toronto catchment area. No student may undertake to make her/his own arrangements with any clinical site. Doing so will inhibit your 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 where and when it finds it necessary to meet the needs of that student's program.

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.

Clinical Internship Selection
In most circumstances, students may request up to five internship options (e.g., five cardiorespiratory sites or five neurology sites) per session. A list of all available clinical internships will be made available to the students whereby they may make their selections on the appropriate forms.

The DCE will attempt to match the students to one of their five choices through a computerized, random assignment process once specific learning needs or clinical site requirements are considered. Since internship availability is dependent upon the group selection process, students may not necessarily receive one of their preferred options. Some internships may change or be cancelled due to uncontrollable circumstances and we will attempt to rematch you. These situations are often beyond the university's control.

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

Clinical Attendance Policy
Unexpected Absence
Students must attend all clinical practice sessions in the Physical Therapy 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 Centre Coordinator for Clinical Education (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, s/he must provide the CCCE & DCE at the Department of Physical Therapy with a medical certificate. A student who misses more than one day of a full-time clinical internship must make up the time lost. A lengthy absence may necessitate withdrawal from an internship.
Planned Absence
In the rare circumstance where there are extraneous circumstances and there is a planned absence (i.e. medical appointment), the student must request this time off in writing to the DCE before the start of the internship. Once approved by the DCE, you may request the time off from the CCCE and CI. All clinical hours missed for a planned absence must be made up.

ALL 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 his/her CI to make up time lost outside of designated clinical hours unless this has been approved by the CCCE and DCE.

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.

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 your safety as a health professional and the safety of your 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:

The Dress Code for all students is:
- 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. Your Clinical ID Card must be worn at all times in clinical facilities. Students must introduce themselves as PT students to all clients and staff. Written documentation must clearly be signed ‘PT U of T student’ and ‘year’. If you lose your Clinical ID Card you must replace it immediately. See Lost Clinical ID Card for details.

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 (for example paediatric sites, long term care sites) require all staff to receive the flu vaccine. As a student in such an environment, you
are required to produce evidence of your 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 & Department of Physical Therapy strongly recommend the influenza vaccine. Clinical facilities strongly encourage all staff and students to receive the influenza vaccine. If there is an outbreak and the 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.

**Criminal Record Checks**

Increasingly, some sites (for example school boards, community care employers) require that employees, including students, have a completed criminal record check prior to the start of the clinical internship. Students assigned to placements at these locations will be required to complete and submit the results of a Basic or Vulnerable Persons Criminal Record Check, at their own expense. 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 and may affect the graduation date. You may wish to obtain two original copies of your report so that you have one for your own records.

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

Following successful completion of the first clinical internship of Unit 4, students may request two out-of-catchment internships while in the program. Students must have a minimum of 75% overall average, and have progressed through the program with no conditions and no problems in any of their previous clinical experiences. Students granted a supplemental practical exam in a subject area will not be permitted to go out of catchment 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 outside of the University of Toronto catchment area (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 Out-of-Catchment Student Internship Request Form can be found at the Clinical Education website.

Out-of-catchment requests are forwarded to the appropriate University DCE for matches. Deadlines are set each year for out-of-catchment requests. The DCE will inform you of date deadlines. Students who request out-of-catchment 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 out-of-catchment internships are confirmed.
All costs incurred with out-of-catchment internships are the responsibility of the student. Currently University of British Columbia, University of Alberta, University of Saskatchewan, University of Ottawa and McGill charge a $50 administration fee, and University of Montreal charges a $75 fee, for arranging internships of OOC students. This fee is non-refundable. Please attach a cheque along with your request form, payable to the requested University. Students going to McGill or U of Montreal must be fully bilingual. Students going to 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 out of catchment facilities also charge a fee to host an out of catchment 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 undertake one five week internship outside of Canada. The request will be considered for Unit 7, Unit 9 or Unit 11 only. Students interested in arranging an internship in a country outside of Canada should meet with the DCE 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 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. Please review this section and make an appointment to see Prof Brenda Mori if you are interested in an international opportunity.

**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 policy.

When a country has high degree of risk, "Avoid all non-essential travel", the internship will not be approved as internships can be completed in Canada. When a country has moderate degree of risk, "Exercise high degree of caution", 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.

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

Within the Physical Therapy program, students are involved in training in ethics and the engaging of the students 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 U of T’s Governing Council.
POLICIES & REGULATIONS

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)

U of T 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 UofT Governing Council site, the SGS site, and within this handbook.

- Academic Appeals (SGS Regulation - choose “Academic Appeals”)
- Access to Student Academic Records
- Code of Behaviour on Academic Matters
- Code of Student Conduct
- Policy on Official Correspondence with Students
- University Policy on Sexual Harassment
- Departmental Examinations: A Code of Good Practice
- Course Work Extensions
- Policy on Student Financial Support
- Graduate Grading and Evaluation Practices Policy
- FIPPA
- Appendix 4: Guidelines on Classroom and Laboratory Conduct & Management of Physical Therapy Laboratories
- Appendix 5: Instructions on Using the Blackboard Academic Suite, 2012-2013

Name Change

Students must go to the Student Services Desk at the School of Graduate Studies where they will be required to complete a “Change or Correction of Name in the Records of the University of Toronto” form. He/she must bring original supporting document(s) to indicate the reason for the change, e.g., a marriage certificate/birth certificate, which SGS will photocopy for their records. SGS will then forward a copy of the form to the PT Department 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.

Faculty of Medicine and the Department of PT

Students can be asked to withdraw from the MScPT program based on the following grounds:

a) Academic Issues:
   as outlined in Part I: Requirements for Academic Standing and Promotion, sections 1.1 and 1.2 (see below)

b) Professional Standards Issues:
   as outlined in Part III: Standards of Professional Behaviour for all Health Professional Students and in the University of Toronto’s Code of Student Conduct
c) Academic Offences:
   as outlined in the University of Toronto's Code of Behaviour on Academic Matters

**Part I: Requirements for Academic Standing and Promotion**

1.1: Academic Standing & Promotion

a) Students will be considered to be in good academic standing if they complete all of the required unit components and attain a minimum pass of B- (70%) in each unit.

b) Promotion is from one complete academic unit to the next, culminating in graduation.

c) Eligibility to graduate from the program is considered at the end of Unit 12. Students will be considered eligible for graduation if they attain a minimum pass of B- (70%) in each unit. All units in the program must be passed for eligibility for graduation to be approved.

1.2: Consequence of Failure of a Unit

If a student fails a unit (e.g., obtains less than 70% or does not pass all required components of a unit), the student will not be eligible to proceed in the program. The student may be permitted to repeat the failed unit. In order to repeat a unit, the student will have to step out the program until the next year when he/she can re-enrol in the failed unit. (This is due to the nature of the program as most units are only offered once a year and must be completed sequentially.) If granted permission to repeat the unit the following year, a study plan will be established by the Department, on a case-by-case basis, to make explicit how the student will complete the program. The student will also be put on academic probation. The student will be required to submit all assignments & exams in the repeated unit for grading according to the course outline then in use. The student will be required to register in the program for all additional terms and must pay fees accordingly. If the student is successful he/she can proceed with the program of study. See Examinations, Grading, Promotions and Failure for details.

In each case the student will be given conditions of provisional continuation in the program in writing. It is the student’s responsibility to meet with his/her Faculty Advisor and the Graduate Coordinator to develop an individual academic plan to improve and monitor performance while remaining on probation and to clear the provisional status. If provisional status is not cleared by the dates set by the department, the student will be asked to withdraw from the program and will not be granted his/her degree.

For students who are permitted to repeat a failed unit, note that:

a) The student must be successful in all required components of the repeated unit
b) Failed units can only be retaken once
c) If a student fails two or more units in an academic year, the student will be asked to withdraw from the program immediately
d) Students are advised to be aware of their rights in regards to academic appeal as outlined below

A student who is not permitted to repeat the unit and has been asked to withdraw from the program may appeal to the Chair and petition to repeat the failed unit.

1.3: Academic Appeal

Students may on occasion dispute substantive or procedural academic matters, including grades. The complete graduate appeals process is set by SGS (Academic Appeals found at http://www.sgs.utoronto.ca/governance/policies.htm). 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:**

a) In the case of dispute, students must first attempt to resolve the matter with the instructor or other person whose ruling is in question.

b) Should the matter not be resolved with the instructor, and should the student wish to pursue the matter, the student must discuss the matter with the Graduate Coordinator and the Department Chair.

c) Students may be permitted to attend an Evaluation and Awards Committee (EAC) meeting to present their circumstances.

**Step Two: Sector-Level Appeal:**
Should such discussions fail to resolve the matter, the student may make a formal appeal in writing to the Rehabilitation Sciences Sector Academic Appeals Committee (RSSAAC). Further details about this appeal process should be requested from the Graduate Coordinator or Student Liaison Officer.

**1.4: 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 Rehabilitation Sciences Sector Academic Appeals Committee (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 Therapy (OT), Department of Physical Therapy (PT), Graduate Department of Rehabilitation Science (GDRS) 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 OT, PT, GDRS 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 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.

**Part II: Standards of Professional Behaviour for all Health Professional Students**

Within the Physical Therapy program, students are involved in training in ethics and the engaging of the students 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 U of T’s Governing Council.

**Part III: Support 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 the student’s ability to carry out their program of study: e.g., 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 the student, 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 in the following section.

**2.1: Contacts**

**Within the Department:**

i. First contact: Unit Coordinator (if the student is having difficulty in a particular unit)

ii. Second contact: Faculty Advisor (if it is not possible to approach the Course Instructor, or if the issue is not necessarily an academic issue)

iii. Third contact: Graduate Coordinator

iv. Fourth contact: Chair of the Department

**Outside the Department:**

i. Student Life Programs and Services (U of T): [https://www.studentlife.utoronto.ca/](https://www.studentlife.utoronto.ca/)
   - Counselling and Psychological Services (CAPS), 416-978-8070
• Laurie Coleman offers counselling at 500 University Ave for rehabilitation students. She can be contacted at laurie.coleman@utoronto.ca.
• Health Service, 416-978-8030

2.2: Faculty Advisors
Each MScPT student is assigned to a Faculty Advisor upon entry into the program. The Faculty Advisor Program is designed to provide students access to faculty who can discuss issues such as academic/career planning (e.g. scholarships, study habits, course work and career opportunities, or personal concerns, such as illness or financial issues) that may impact the student’s academic program.

Role of the Faculty Advisor
It is expected that the Faculty Advisor will:
1) Provide guidance for the assigned students throughout their program
2) Be responsive to students requests to meet with them
3) Suggest academic, financial and/or personal resources available to the students within the University of Toronto environment
4) Refer to the Graduate Coordinator or Chair any critical or emergency student issues

Role of the Student
It is expected that the Student will:
1) Make initial email contact with their assigned advisor and ensure that a first meeting occurs in a timely manner
2) Contact the Faculty Advisor by email or in person once per term to indicate their status regarding academic, financial and/or personal well-being
3) Request a meeting with their Faculty Advisor if there are significant issues regarding academic, financial and/or personal issues

For more information on Faculty Advisors, please contact your faculty advisor assigned during the first week of school.

2.3: 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 Unit Coordinator or his/her Faculty Advisor 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 2.4: Exceptional Circumstances for required procedures.

2.4: Exceptional Circumstances
a) As outlined in U of T’s Governing Council policy website under the Graduate Grading and Evaluation Practices Policy (specifically in the General Regulations section), students with health problems or other personal circumstances, which might adversely affect their performance in, or ability to complete course work, tests, examinations, or other departmental assessments, may request special consideration. The student should complete the departmental Request for Special Consideration form which can also be downloaded from the department website or obtained from the Student Liaison Officer. 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. The student may also be required to sign a non-disclosure form by the Course Instructor. The student should also attach appropriate evidence
such as a medical certificate, and submit all documentation to the Course Instructor as early as possible before or within 48 hours following the test, examination, or due date of assessment. Where medical certificates are supplied, they must confirm that the student was adversely affected by the health problems and must show the dates of illness and that the physician was consulted at the time of the illness. The instructor will inform the student of his/her decision, record this decision on the form, and forward the form to the Student Liaison Officer to be placed in the student’s academic file.

b) U of T policy requires that accommodations will be provided to any student with a documented disability that affects their ability to function in an academic setting. If this policy is relevant to a student’s circumstance, he/she should refer to the Students Requiring Special Accommodation section.

c) Students in this program are registered full-time and are expected to be committed to full-time studies. Requests for special consideration for personal circumstances which are NOT exceptional are strongly discouraged (e.g., taking care of domestic business such as banking or taking a pet for shots, going on a vacation, employment, participating in sports events, preoccupation with other courses, etc.) and will be denied. Requests for special consideration will only be considered if:

- the request is made in advance
- the situation is entirely out of the control of the student
- the student has made every effort to find an alternative solution
- the student makes a strong case for the issue to be considered exceptional
- explanations of each of the above points are included on the Request form along with supporting documentation

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. The student may also be required to sign a non-disclosure form by the Course Instructor.

Part IV: Students Requiring Special 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.

Evaluation
Student progress will be reviewed at the end of each term during a competency review/marks meeting. 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 U of T’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. broken arm) are also eligible for this service.

According to Accessibility Services, 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 PT Department to graduate students who are able to practice PT in a clinical capacity. If a student’s disability is of a nature that could compromise (client) safety and well-being in any area of PT practice, the student may be denied accommodation.

**Student Responsibilities:**

- Students requiring special accommodations of any kind must register with Accessibility Services. Accessibility Services 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 registering with Accessibility Services must notify the Graduate Coordinator and the Student Liaison Officer to ensure they have correct and up-to-date information on required accommodations as recommended by AS. *(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 or her unit instructors at the beginning of each term, and discuss any specific requirements that may be needed in his or her 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 Accessibility Services, 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 should also refer to the Financial Assistance for Students with Disabilities section for more information on funding.

Unit Coordinators Responsibilities:
• Unit Coordinators will do their best to accommodate all requirements for special needs identified by the Accessibility Services 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 Unit Coordinator, the Graduate Coordinator and the Student Liaison Officer will meet to address these needs on a case-by-case basis.
• When a separate exam space is required, the Unit Coordinator will submit the exam to the Counselor at Accessibility Services upon request.

Accessibility Services Responsibilities:
• Accessibility Services Counselors will provide an assessment to identify the needs and accommodations required for each individual student registered.
• Accessibility Service Counselors will organize alternate exam-writing facilities and invigilators at Accessibility Services when necessary. This information will be communicated directly with individual Course instructors.
• All accommodation arrangements will be copied to the Graduate Coordinator and the Student Liaison Officer 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 Accessibility Services in order to ensure that all requirements are met. However, if students choose to opt for modified arrangements (i.e. tests written at 500 University Avenue), and Accessibility Services is able to accommodate these requests, students are responsible for this coordination and room allocation.
• The Graduate Coordinator and the Student Liaison Officer 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 Accessibility Services.

Accessibility for Ontarians with Disabilities Act (AODA)
If you are having difficulty in the Department of Physical Therapy due to a disability and would like assistance or have concerns please contact Daniela Pirraglia (ptstudent.services@utoronto.ca or 416-978-5476). We would be happy to work with you to resolve any issue. Further information on the AODA can be found at www.aoda.utoronto.ca.

Part V: Other Regulations

Regulations for Assignments

All written assignments must:
• be word-processed or typewritten, double spaced, on one side of the paper, and on good paper. Papers, which are legibly hand-written in ink on lined paper, using every other line, on one side of the paper, may be accepted, at the discretion of the course instructor, with prior agreement.
• include a Title Page with the Title of the Assignment, Course Code and Course Name, Course Instructor’s Name, Date of Submission, and Student Number. The student’s name should not appear anywhere on the assignment.
• have the title of the assignment indicated at the top of the 1st page of text.
• be stapled in the upper left corner; no paper clips are allowed. Large projects or reports must be securely bound.

All references and sources of information are to be cited according to the guidelines specified by the instructor.

Assignments must be completed and submitted by the time specified by the Unit Coordinator of the due date, and must be 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 7 days, no mark will be given for the assignment. The course instructor will indicate whether she/he will accept submissions via email 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 redone and will be considered late if submitted after the original due date.

A minimum of 10% of the mark for every assignment will be based on style. Style refers to organization, flow, sentence and paragraph structure, typographical accuracy, grammar, spelling, clarity of expression, and use of A.P.A. style for citations, and references, etc. Helpful resources include The Elements of Style (3rd ed.) (1979) by Strunk & White, published by Macmillan, and A Canadian Writer’s Reference (1996) by Diana Hacker, published by Nelson.

A component of the mark for every assignment will be based on the inclusion of supporting evidence and critical analysis of that evidence; the specific proportion to be determined by the course instructor.

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 booklet they received from the Department.

An excerpt from the Code of Behaviour on Academic Matters:
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
- Standard Documentation Formats

Pick-Up of Marked Assignments
Assignments not distributed during class will be available for pick-up during office hours at Reception. If the assignment is to be picked up by a friend, an email must be sent to pt.reception@utoronto.ca indicating the name of the friend, permission for pick-up of the assignment(s), and the relevant course code(s).

Posting of Marks
Final grades are reported as letter grades only in ROSI. However, students generally receive numerical grades on their assignments. If students are given their participation marks in a similar fashion, they can calculate their own final numerical mark and confirm that with their letter grade in ROSI. If the student is concerned that there is a discrepancy, they should email the Unit Coordinator and SLO as soon as possible.
**MONEY MATTERS**

**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 Calendar 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 library) and incidental fees (including Hart House, Health Service, 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 ROSI invoice or have made the appropriate financial arrangements.

For a breakdown of MScPT tuition for the 2012-2013 academic year, see Appendix 7.

**Financial Timeline & Tips**

**September**

**Deadline for Registration**: students are considered officially registered as soon as they have paid tuition and incidental fees or have requested to register without payment. Generally, students requesting to register without payment either have OSAP or other provincial student loan, a US loan, or have won a major award that covers at least the minimum first payment, such as the Ontario Graduate Scholarship (OGS). Students receiving OSAP or other provincial student loans can request to register without payment using ROSI. Students who are not registered by the registration deadline in mid-September will be required to register at SGS by showing proof-of-payment and paying a late registration fee of approximately $44 plus $5 per day, to a maximum of approximately $94.

**Master Student Financial Assistance Agreement (MSFAA) or “loan agreement”**: The process of picking up and signing loan documents before each term of study has ended. Canada and Ontario are implementing a lifetime loan agreement that will cover you for all the time you are in full-time postsecondary studies; this lifetime loan agreement is called the “Master Student Financial Assistance Agreement (MSFAA) or “loan agreement”. With the new loan agreement you can print out your lifetime loan agreement anytime after you submit your online OSAP application, and submit the agreement and your identification to any participating Canada Post outlet in your area. This only needs to be done ONCE, and will be in place throughout your time as a full-time postsecondary student. The biggest change that you will notice is that you no longer have to line up at your school’s financial aid office to get your OSAP loan document before each term, and then submit it to the National Student Loan Service Centre (NSLSC). The other change you will notice is that once your completed application and loan agreement loan agreement are submitted, funding will be deposited directly into your account once your school confirms your enrolment. For your second term funding, we only ask that you update your estimated income on your online OSAP account if it has changed.
**Continuation of Interest-Free Status/Confirmation of Enrolment (Schedule 2):** This form is for students currently studying full-time, 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 downloaded from the OSAP site at https://osap.gov.on.ca/prodconsum/groups/forms/documents/forms/tcont003388.pdf. Complete Section 1 of the form, and submit it to Student Services, SGS, U of T, 63 St. George St., Toronto, ON, M5S 2Z9. Questions regarding OSAP/student loans should be directed to osap.staff@utoronto.ca.

**UTAPS (out-of-province students):** Out-of-province students should apply for UTAPS as soon as they receive their official Notice of Assessment from their provincial student aid office. The deadline is generally November 30, however students should apply as soon as possible to receive funding earlier in the term.

**October**

**Ontario Graduate Scholarship:** Departmental deadline is usually in early October. Students will be notified of dates/details via email.

**Confirm Income for OSAP:** You must confirm your income before the release of your second disbursement, which is generally halfway through your study period (e.g., January). Instructions will be sent to you from Admissions and Awards.

**November**

**Service Charges:** A service charge (interest) of 1.5% per month compounded (19.56% per annum) is assessed on all fees and charges posted to your student account on November 15th and as of the 15th of every month thereafter until paid in full.

**UTAPS:** Towards the end of the month, students will start to get their UTAPS instalments. Out-of-province students may also receive their UTAPS funding around this time, however it will depend on when they applied for funding. If the student had unfunded OSAP need, he/she will be advised in writing of the amount of UTAPS funding to be received. After deduction of any outstanding fees (which will be indicated in the student’s account) a cheque for the remaining amount is mailed to the student’s mailing address. The UTAPS program is administered by the office of Admissions & Awards.

**January**

Students will be able to pick up the second instalment of their OSAP (or other provincial funding) from SGS. The same process from September should be followed.

**February**

T2202A is the education tax credit form a student receives from U of T for income tax purposes. They are available online at Student Web Service for the previous tax year. If fees are paid/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. SGS can print out a duplicate if the form is lost or not received.

**May/June**

Students entering first and second year in September should apply to 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) approx 6 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.

**Invoices + Fee Payment or Register without Payment form (aka fee deferral) = Registration**

Fee invoices will be available on Student Web Service (ROSI) at the end of July. The minimum payment required to register will be indicated on the invoice. Fee payment is accepted at most Canadian financial institutions. Students outside Canada can forward fee payment by certified cheque or money to the Student Accounts office. Once the minimum payment is made or deferred, students are considered registered. For fee deferral, see below.

**Register without payment**

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 (generally November 15th) to pay fees before interest will start accruing.

- **OSAP and other provincial loans**: Can be deferred online via ROSI at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca). The option is available under the “Financial Accounts” area, where you 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 U of T’s office of Admissions and Awards, 172 St. George Street.
- **All other loans and awards**: The student must go to SGS, Student Services Counter, 1st Floor, 63 St. George St.

**August**

**Fee Deadline**: All fees and charges posted to your student account (e.g., the entire PT tuition fee) are due at the end of August. The exact date will be posted by both Student Accounts and SGS. The minimum payment must be paid or deferred by the end of August 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](https://www.utoronto.ca/sgs/graduate-students/essential-grad-guide).

**Tips from PT Students**

- It’s a good idea to look into a line of credit with a bank prior to receiving your OSAP when you start the program.
- If you are considering paying off the full tuition in the fall to save on the interest charges, you should also consider whether you will be short of funds before receiving your second instalment of OSAP.
- Remember to make use of your GSU Health Insurance Plan to get your prescriptions reimbursed whenever possible. Please note that GSU Health Plan tends not to cover brand name drugs if a generic exists so you should check with the pharmacist before filling a prescription.
- Keep in mind that you may need to pay for transit to clinical placements.
- You can make an appointment with a Financial Counsellor in Fellowships and Loans at SGS, 2nd floor, 63 St. George Street, 416-946-0808.

**Paid Work Positions at U of T**

Generally, 12 hours per week of paid work is the maximum average recommended for PT 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 U of T are generally offered first to U of T 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 TA with to find out if any positions are available. Within the Department of PT, these positions are not available to current PT 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 PT. In September, positions for the Department of PT under the Ontario Work-Study Program will emailed to students and will also be available on the Career Centre website at [http://www.careers.utoronto.ca/](http://www.careers.utoronto.ca/). 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 12 hours/week, from September to March 5 (to a maximum of 200 hours). Within the Department of PT, 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**

It’s best to seek help early so your problems don’t get out of control. Most financial problems only get worse unless you seek help. Financial counselling can help relieve your stress, resolve your immediate financial problems and help you plan for the future. Financial Counsellors are trained to assist students in all aspects of financial management including planning a budget and debt load management. Counseling is available 10AM to 4PM, Monday to Friday (if this time is not suitable, alternate arrangements can be made). Please contact the Graduate Awards Office at SGS to schedule an appointment with a Counsellor.

Contact Information:  Graduate Awards Office (located on the 2nd floor of SGS, 63 St. George St.)
Tel:  416 946 0808
E-mail:  graduate.awards@utoronto.ca

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 s/he may not be aware of or may not have yet accessed.

Alternatively, the Student Liaison Officer in the PT Department may be able to provide financial counseling. Contact the officer for details.
Bursaries & Grants (Non-Repayable)

Professional Masters Bursary
This bursary, which has been made possible by funding granted through the Faculty of Medicine, is offered through the Department of PT. 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. Generally applicants must have applied to OSAP (or state the specific reason for their ineligibility) and have a line of credit. Students from other provinces should have applied for provincial funding from their home province and for UTAPS using the paper application available on the Admissions and Awards website. This bursary is generally offered twice a year (usually in November and May) and students will be emailed application information by the Student Liaison Officer.

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. Note that 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 (i.e. an Ontario resident is either a Canadian citizen or a permanent resident of Canada who has an Ontario mailing address at the time the award is made). Although the bursaries below represent separate funds, students who apply for the Professional Masters Bursary will automatically be considered for these bursaries. There is no separate application for any of these funds. Note that funds are generally distributed on an annual basis.

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 416-946-0808 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.

University of Toronto Advance Planning for Students (UTAPS)
UTAPS is a financial aid program for full time students who are Canadian citizens, permanent residents or protected persons (recognized convention refugees) and are eligible for need-based government student assistance or funding from a First Nations band. The University’s Policy on Student Financial Support states that students should have access to the resources required to meet their financial needs as calculated by the Ontario Student Assistance Program (OSAP). UTAPS funding is based on OSAP methodology as it provides a uniform, verified way of assessing student need. For students who are assessed by OSAP as requiring maximum assistance and whose assessed need is not fully covered by government aid, the University will ensure that the unmet need is met. Students receiving funding from another province/territory or a First Nations band are also eligible for consideration.

UTAPS is a non-repayable grant. Students who applied for OSAP and have picked up their first installment of UTAPS are automatically considered for this grant.
Residents of other provinces and territories and First Nation students must apply for UTAPS by completing a paper application, which can be found at. The paper application is available in July and the deadline to apply is the end of November.

Questions regarding UTAPS should be directed to osap.staff@utoronto.ca and not the Student Liaison Officer.

**Loan Programs (Repayable)**

**SGS Emergency Loan**
This loan alleviates temporary cash flow problems for students who are expecting to receive a payment in the near future. The maximum loan amount is $500 and is interest free until the mutually agreed upon repayment date, which is typically within a month of the date of issue. The application form can be obtained from the Fellowships Office at the School of Graduate Studies (SGS). If the application is approved, a cheque is usually issued within 48 hours. Applications are available in person at SGS, which is located at 63 St. George St., 2nd floor. You can also reach them at 416 946 0808, or by email at graduate.awards@utoronto.ca.

**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 you can borrow differs from bank to bank and can range from $4,000 to $20,000 per year, so it is wise to shop around.

**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). Students in course loads of sixty per cent or greater are considered for both federal and provincial interest-free loans. The Ontario Student Opportunity Grant provides partial loan forgiveness on an annual basis for students who have incurred large debt loads. Additionally, Admissions & Awards offers financial planning and assistance information.

The University's Admissions and awards website 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 out in two instalments, and is 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
- The sooner students apply to OSAP, the sooner they will receive their funding (but not prior to school starting in September)
- Keep checking the OSAP site for updates, especially if waiting for the Notice of Assessment, as your online application will inform you of outstanding requirements, such as missing documentation
Financial Assistance for Students with Disabilities

**SGS Accessibility Grant**
The purpose of SGS Accessibility Grant is to assist with accommodations necessary to meet unexpected needs arising from the particular demands of the graduate program. The Grant supports significant educational expenses not normally covered by the student, the graduate unit, provincial or federal agencies. We recognize that 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. For more information, including application information, visit:

**SGS List of Funding**
SGS publishes a list of additional funding resources (both internal and external to U of T) for students with disabilities.

**Bursary for Students with Disabilities and Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities (OSAP)**
Ontario’s Bursary for Students with Disabilities (BSWD), the 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 imply a high level of academic merit that may help the student in the future. 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 draw the awards listed below to the attention of their students. More information on each award category can be found in the sections following this list.

- **PT Dept:** Students will be emailed all available Department of PT awards
- **Ulife:** A database of awards and opportunities for University of Toronto students
- **SGS Internal Awards:** Normally occurs in April/May for the following academic year. Students will be contacted via email once the award competition opens
- **Faculty of Medicine:** certain major graduate awards
- **U of T Admissions and Awards:** Internal and external award postings
- **Faculty of Medicine Research Office:** recent updates about new and existing awards
- **University of Toronto Research Services:** Finding Funding
- **Student Life Programs & Services:** Students with Disabilities

**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 a Convocation Reception hosted by the OT & PT Alumni Association. 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.

**Faculty of Medicine Awards**

Some major graduate awards are listed by the Faculty of Medicine. Additionally, the Faculty of Medicine Research Office publishes recent updates about new and existing awards.

**OSOTF & Other Awards, Office of Graduate & Inter-Faculty Affairs**

Application forms and/or guidelines are available in hard or electronic copy from Graduate & Inter-Faculty Affairs. For the purpose of applying for an OSOTF award, financial need can be demonstrated by applying for OSAP or by completing and attaching a Needs Assessment form, available at the Office of Graduate and Inter-Faculty Affairs or through Graduate Unit Offices. If you have already been assessed for the Ontario Student Assistance Program (OSAP) or the University of Toronto Advance Planning for Students (UTAPS), complete the indicated sections of the Needs Assessment Form. If you have applied for OSAP, but did not
receive the result of assessment, complete the entire form. If you have not applied for OSAP, complete the form also. Deadlines for competitions are generally announced early in the spring.

**U of T Admissions and Awards**

The U of T Admissions and Awards site posts both internal and external award competitions. Note that undergraduate and graduate awards are posted together, so review award criteria carefully.

For more information on U of T awards please see the following sites:
- Ulife
- University of Toronto Research Services: Finding Funding
- Accessibility Services: Students with Disabilities

**External Awards**

**Ontario Graduate Scholarships (OGS)**

The Ontario Graduate Scholarship (OGS) program encourages excellence in graduate studies at the master’s and doctoral levels. It is a merit-based scholarship. 3,000 awards are available to students in all disciplines of academic study. An Ontario Graduate Scholarship is awarded for one academic year, which may consist of two or three consecutive terms. The OGS program is jointly funded by the Province of Ontario and the postsecondary institution. The Province of Ontario contributes two-thirds of the value of the award and the university provides one-third.

An Ontario Graduate Scholarship is awarded for one academic year, which may consist of two or three consecutive terms. One-term awards are not granted. The value of the OGS is $5,000 per term. Thus, you may receive $10,000 for two consecutive terms or $15,000 for three consecutive terms. Generally, students in the PT department enroll for three terms within a year, so winners of the OGS who attend the MScPT program here at U of T can expect to receive $15,000 over the academic year.

The OGS website has eligibility and application details.

**How to Apply**

- Current students of the PT Department will be notified via email of application details and deadlines in early September.
- All other applicants, including students from other universities and programs, recent graduates, and students who are not currently enrolled in an Ontario university and did not graduate recently should review the OGS "Step by Step" section at [https://osap.gov.on.ca/OSAPPortal/en/OSAPStarttoFinish/GraduateStudents/index.htm](https://osap.gov.on.ca/OSAPPortal/en/OSAPStarttoFinish/GraduateStudents/index.htm) for full details on how to apply and where your application should be submitted.

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

Six (6) graduate student scholarship awards - five Holland Bloorview Foundation Graduate Student Awards, and one funded in memory of Whipper “Billy” Watson – are available at Holland Bloorview Kids Rehabilitation Hospital. Scholarship awards comprise $5,000 (CDN), for one year, and are not renewable. [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 which 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.

**Naomi Grigg Fellowship for Postgraduate Studies in Gerontology**
Soroptimist International of Toronto is a service club of business and professional women. The club offers a Fellowship of $7,500 to a person enrolled as a full-time student in a post-graduate degree program: Masters or PhD or a post-graduate program leading to a specialized professional degree. All programs must have application to an area related to Gerontology – health care, social services, housing, legal services, psychological services, or recreational services. Applications are normally due in March. For application forms and information contact Soroptimist Toronto at soroptimisttoronto@live.ca. Soroptimist International also provides information on their organization.

**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 more links useful for general external award searches.

- [www.canlearn.ca](http://www.canlearn.ca) (one-stop resource from the federal government)
- [www.cos.com](http://www.cos.com) (information on awards in all disciplines)
- [www.scholarshipscanada.com](http://www.scholarshipscanada.com)
- [www.studentawards.com](http://www.studentawards.com) (database of scholarships, bursaries and grants)
**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**

*Faculty Advisors*

Each MScPT student is assigned to a Faculty Advisor upon entry into the program. The Faculty Advisor’s role is to meet with the student on a regular basis during the program to review the student’s progress. These meetings can be initiated by either party. The faculty advisor and student may want to discuss academic successes (e.g., scholarships, course grades), difficulties (e.g., study habits, organization, course work), or personal issues (e.g., illness, financial concerns) that impact on the student’s academic program. Faculty Advisors may provide practical suggestions, liaise with other faculty members on the student’s behalf, or refer students to the Department of Physical Therapy Graduate Coordinator or Chair, appropriate personnel in the Faculty of Medicine Student Services Office, or the Koffler Student Centre.

Each student should contact his/her advisor to set up a meeting time early in the fall term. The onus is on the student to arrange subsequent meetings with his/her faculty advisor and students will be advised to arrange to meet with their faculty advisors at least twice a year. Each student should see his/her advisor to discuss progress in the program. The student should get to know his/her faculty advisor who is available for discussions and practical support in any situation affecting the student’s studies. Situations commonly discussed include academic and career opportunities, academic problems, housing and financial worries, or anything that may impinge on a student’s studies toward career and personal goals. If an advisor: advisee relationship becomes unsatisfactory, please advise the Graduate Coordinator.

*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 you at any time regarding issues related to the program, financial issues or personal matters you require assistance with. For 2012-2013, the Graduate Coordinator is Professor Cathy Evans.

*Mailboxes: Faculty*

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

*Bulletin Boards– 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 the U of T Learning Portal (Blackboard) and are set up by Coordinators for each Unit.

**Email as a Communication Tool, Procedure for Use**
All students are required to obtain a UTmail+ address and notify the Student Services Office of that address during 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 on Program & Curriculum**

**Concerns Related to the Specific Unit**
- For curricular concerns requiring immediate attention
  1. Student representative(s) should first approach the unit coordinator/component instructor for discussion and resolution of concerns.
  2. If all reasonable attempts to negotiate with the instructor/coordinator fail, students should express their concerns to the Faculty Advisor. If there still are unresolved issues, students may see the Graduate Coordinator. The Graduate Coordinator may pursue one or both of the following options:
    i. Attempt to facilitate resolution of the concern between instructor/coordinator and student(s); and/or
    ii. Bring the concern before the Student Affairs Committee.
    iii. Students may also make an appointment to see the Chair of the Department

**General Curricular Concerns**
- Students in each year should discuss their concerns with their student representatives on the Curriculum Committee. This Committee addresses issues raised by students or faculty, and meets once per month.

**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 PT 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 Rehabilitation Sciences Building, where most of PT classes occur, is 500 University Avenue. We are located on the corner of University Avenue and Dundas Street. The nearest subway station is St. Patrick, on the Yonge-University-Spadina Line. To get here via Go Transit, please visit [www.gotransit.ca](http://www.gotransit.ca) for full schedules. For more information on the TTC, please visit [www.ttc.ca](http://www.ttc.ca).
Administrative Staff in the Rehab Sector

Each of the Departments in the Rehab Sciences Sector has a variety of services available for its students. In addition, the RSS has administrative staff that supports the activities of the Rehab departments, faculty and students (see below). You will find the RSS Offices on the first floor, Room 160, and IT support in the Student Computing Lab on the fourth floor in Room 444. 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 you need assistance or information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Prince</td>
<td>Receptionist</td>
<td>Room 160, 416-946-8554, <a href="mailto:rehabsector.reception@utoronto.ca">rehabsector.reception@utoronto.ca</a>, Hours: Mon-Fri, 10:30-2:30</td>
<td>General enquiries, lost and found, room bookings</td>
</tr>
<tr>
<td>Annmarie Riley</td>
<td>Administrative Assistant</td>
<td>Room 160, 416-978-4648, <a href="mailto:rehab.sector@utoronto.ca">rehab.sector@utoronto.ca</a></td>
<td>Clinical Placement Agreements, status-only appointments, affiliation agreements</td>
</tr>
<tr>
<td>Chanh Diep</td>
<td>Infrastructure Analyst</td>
<td>Room 809, 416-946-3308, <a href="mailto:chanh.diep@utoronto.ca">chanh.diep@utoronto.ca</a></td>
<td>IT and AV support</td>
</tr>
<tr>
<td>Rob Page</td>
<td>IT Manager</td>
<td>Room 809, 416-946-8544, <a href="mailto:rob.page@utoronto.ca">rob.page@utoronto.ca</a></td>
<td>Oversees all IT functions</td>
</tr>
</tbody>
</table>

Building Access

Access to the exterior doors and elevators is controlled by an electronic security system. Please note that you will require a card key in order to gain access to the building, stairwells and/or elevators outside of regular business hours: this includes weekday evenings, weekends, and holidays. Card keys will be programmed to provide all rehabilitation students with 24/7 access to the Rehab Building, case study rooms, and student lounge located on the 2nd floor. There will be a $15 cost per student for card keys. This fee is included in your total fees on ROSI. Replacement cards will cost $15. Card keys will be distributed by your departments at the beginning of the school year, most likely on registration day. Please contact your registration package or your departmental administrator for more information. Your card key will be valid for the length of your program.

For security purposes, please do not prop open the stairwell doors, as the silent alarm will disengage outside of business hours. In addition, if you have lost your card key or have encountered access problems, please inform the Rehab Sciences Sector office (Room 160). The replacement cost will also be $10.

Accessibility

The Rehabilitation Sciences 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 Rehabilitation Sciences Building. Students may use the bicycle racks available on both University Avenue and Simcoe Street. For security purposes, please remember to lock-up your bicycle.
Cafeteria
Veda is located on the main floor and offers healthy Indian-inspired takeout. Veda is open Monday to Friday from 7:30AM to 5:00PM.

Facilities
The Rehabilitation Sciences 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. Through its architectural representation the facility is testimony to the values of the professions, which comprise U of T’s Rehabilitation Sciences Sector, 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.

Student Photocopier
The student photocopier is located in the computer lab, room 444. To access the photocopier, you must swipe your T-Card. The cost per copy is 8 cents per copy. The Sector will review the top-up machine request once we generate more funds. The photocopier is user friendly and easy to operate by following the touch screen panel. Please follow the instructions posted by the copier and do NOT make copies using transparencies as the wrong type of transparencies will melt and damage the photocopier. If you have any questions about the photocopier, please contact the Sector Receptionist at 416-946-8554 or stop by room 160.

Computer Resource Lab –Room 444
The Rehabilitation Sciences Building houses a fully equipped student computer lab. The computer lab is a satellite of the computer labs in the Medical Sciences Building. There are 44 computers of which 4 stations have full wheelchair accessibility, 1 printing station, 1 scanning station, 2 virus scanning stations and an IT help desk. Among the programs available on the Computer Lab machines are Microsoft office, SAS, SPSS, NVivo, and internet access. The lab will be available 24/7.

Phones for Student Use (Rehab Sector)
Payphones are available on the main floor of 500 University near the Alumni Café. There is also a free phone in the Student Lounge, Room 254, however, long distance calls are only possible with a personal calling card.

Student Lounge and Quiet Study Space
Located on the 2nd floor of 500 University Avenue, the Student Lounge and Quiet Study Space are available 24/7 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 cardkey 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 Rehabilitation Sector. 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. The student card will be returned to you upon return of the equipment. 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 Toronto Rehabilitation Institute and 500 University Avenue.

**Rollerblades**

Please note that rollerblading (or in-line skating) is not allowed in any of the University buildings or Toronto Rehab Institute. If you rollerblade to class, please ensure that you change into proper footwear before entering a University building or the Toronto Rehab Institute.

**Lockers**

Lockers are located in the basement, 2nd, 4th and 7th floor of the Rehabilitation Sciences 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 ptclined@utoronto.ca.

**Lost and Found**

Lost and found is located in room 160, Rehab Sector 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 be "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. If you are planning to work late and would like 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 [*]  

**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 Instant Messaging
Research help is available in person at the Gerstein Information Desk as well as by email and instant messaging.

Consultations
U of T 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 or ask.gerstein@utoronto.ca).

Audiovisual Equipment in PT Classroom
Audiovisual aids for teaching are installed permanently in the Lecture room and laboratories. Students can use the equipment for course work under supervision of the unit coordinator. Laptops are available for students to sign out through the receptionist. The use of the Departmental AV equipment may be requested in person or via email directed to chanh.diep@utoronto.ca. Ad hoc bookings can be made in person, Office 809, and equipment will be issued based on availability. Planning ahead is recommended. The student’s ID card will be required while picking up the equipment.

The Department has the following AV equipment which is made available to students for their use, including practicing presentations, doing research work, etc.

- 1 Laptop
- 2 LCD Data Projectors
- 3 TV + VCRs
- 1 Camcorder
- 1 Polycom Teleconferencing Machine

The use of the Departmental AV equipment is limited to business hours only. After-hours or overnight usage is not allowed. If there is a problem with the equipment, please notify the Chanh Diep or the PT Receptionist immediately so that a technician visit can be arranged.

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

- Walk-In: Robarts Library, First Floor, 130 St. George Street
- Telephone: 416-978-HELP (978-4357)
- Email: help.desk@utoronto.ca
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.

Office of English Language and Writing Support (ELWS)
Housed in 63 St. George Street within the School of Graduate Studies, ELWS provides graduate students with advanced training in academic writing and speaking. Graduate students need to be able to communicate sophisticated information to sophisticated audiences. As you prepare to attend your first conference, to write your first proposal, or to publish your first paper, you will need stronger communication skills than those needed in undergraduate work. By emphasizing professional development rather than remediation, ELWS can help you cultivate the ability to diagnose and address the weaknesses in your oral and written work. The program is not an editing service. Individual consultations can be booked by calling 416-946-7485. For further information, contact the ELWS Administrative Assistant at english.sgs@utoronto.ca or at 416-946-7485.

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 you 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 U of T researchers. There are links to information on whether or not your research needs to be reviewed, when and how to apply, and whether or not your research qualifies for expedited review. There is also information relevant to informed consent documents available here.

This guidance document, created by the three Canadian granting councils and adopted by the U of T Human Subjects Review Committee, contains detailed information on ethical issues in human subjects’ research. Investigators are encouraged to consult the Statement while preparing their U of T ethics submission.

Writing at the University of Toronto
The writing site 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 includes: taking notes from research reading; writing a literature review, abstract or thesis proposal; developing critical reading skills; the APA system; and improving oral presentation skills.
**Well-Being**

There are several departments and organizations within U of T (and the City 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.

**The Department of Physical Therapy**

<table>
<thead>
<tr>
<th>Program/Service</th>
<th>Contact Info</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisors</td>
<td>Contact the Faculty Advisor assigned to you at registration. If you cannot find contact for you Advisor, please see the Student Liaison Officer for assistance.</td>
<td>Each MScPT student is assigned to a Faculty Advisor. This program is designed to provide you access to faculty who can discuss issues such as academic/career planning (e.g. scholarships, study habits, course work and career opportunities, or personal concerns) that may impact your academic program.</td>
</tr>
<tr>
<td>PT Student Council</td>
<td>2012-2013 President: Nadir Mawji, <a href="mailto:nadir.mawji@mail.utoronto.ca">nadir.mawji@mail.utoronto.ca</a></td>
<td>The PT Student Council encourages participation in variety of activities and events: athletic, social, academic, community, and professional.</td>
</tr>
<tr>
<td>Student Services Office, Department of PT</td>
<td>Daniela Pirraglia 500 University Ave, Room 870 416-978-5476</td>
<td>Assistance with any ROSI issues; financial advice; enrolment letters; general student concerns</td>
</tr>
</tbody>
</table>

**Student Life Programs & Services, U of T**

<table>
<thead>
<tr>
<th>Program/Service</th>
<th>Contact Info</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Life Programs &amp; Services</td>
<td>214 College Street 416-978-6839 <a href="mailto:student.life@utoronto.ca">student.life@utoronto.ca</a> <a href="http://www.studentlife.utoronto.ca">www.studentlife.utoronto.ca</a></td>
<td>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. For a complete list of contact information for all offices within Student Life and Programs, please visit the A-Z Directory at <a href="http://www.studentlife.utoronto.ca/about/departmentsaz.htm">http://www.studentlife.utoronto.ca/about/departmentsaz.htm</a></td>
</tr>
<tr>
<td>Academic Success Centre (ASC)</td>
<td>214 College Street 416-978-7970 <a href="http://www.asc.utoronto.ca">www.asc.utoronto.ca</a></td>
<td>The ASC is dedicated to making sure you achieve your highest possible learning potential. Through lectures, workshops, groups, counselling and online, 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.</td>
</tr>
<tr>
<td>Accessibility Services (AS)</td>
<td>Robarts Library 130 St. George St., 1st Floor 416-978-8060</td>
<td>AS provides services and programs for students with a documented disability, be it physical, sensory, a learning disability or a</td>
</tr>
<tr>
<td>Program/Service</td>
<td>Contact Info</td>
<td>Resources</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mental Health &amp; Assistance Services</td>
<td><a href="http://www.accessibility.utoronto.ca">www.accessibility.utoronto.ca</a></td>
<td>Services include alternative test and exam arrangements, note-taking services, on-campus transportation, adaptive equipment and assistive devices and skills development.</td>
</tr>
<tr>
<td>Campus Chaplains Association</td>
<td><a href="http://www.multifaith.utoronto.ca/Campuses-Chaplains-Association.htm">www.multifaith.utoronto.ca/Campuses-Chaplains-Association.htm</a></td>
<td>University chaplains representing major world religions are available for consultation on a range of issues, from religious practice to personal concerns.</td>
</tr>
<tr>
<td>Career Centre</td>
<td>214 College Street 416-978-8000</td>
<td>The Career Centre offers employment and volunteer listings, career development workshops, seminars, and an Extern job shadowing program. Also check out the Career Resource Library and Resume Clinic.</td>
</tr>
<tr>
<td>Counselling and Psychological Services (CAPS)</td>
<td>214 College Street 416-978-8070</td>
<td>CAPS offers students short-term individual counselling, psychotherapy, Cognitive-Behavioural Therapy, group therapy, workshops, and psychiatric medication services. The interprofessional team offers assessment, treatment and referrals for a wide range of emotional and psychological problems, including: Difficulties adjusting to university life; Anxiety; Depression; Relationship problems; Disturbances resulting from abuse and assault; Prolonged stress; Disordered eating; Attention and concentration difficulties; Phobias; Problems with sleep. All services are confidential.</td>
</tr>
<tr>
<td>Counselling and Psychological Services (CAPS) for Rehab Students</td>
<td>To inquire about or make use of these services, contact Laurie Coleman at <a href="mailto:laurie.coleman@utoronto.ca">laurie.coleman@utoronto.ca</a></td>
<td>The CAP Office also supports rehabilitation sciences students. They are committed to support and nurture students through a wide range of services, programs and initiatives such as: Academic Enrichment, Personal development, Crisis Intervention and Outreach.</td>
</tr>
<tr>
<td>Assault Counselling &amp; Education (offered through CAPS)</td>
<td>416-978-0174 (leave your name and number, and whether it is safe to leave a message for you)</td>
<td>Provides assistance to students who have experienced abuse or violence in their lives</td>
</tr>
<tr>
<td>Family Care Office (FCO)</td>
<td>214 College Street 416-978-0951 <a href="mailto:family.care@utoronto.ca">family.care@utoronto.ca</a></td>
<td>The mission of the FCO is to assist individuals who are navigating the challenges of balancing family responsibilities with</td>
</tr>
<tr>
<td>Program/Service</td>
<td>Contact Info</td>
<td>Resources</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>First Nations House (FNH)</td>
<td>563 Spadina Avenue, 3rd Floor</td>
<td>FNH provides culturally supportive student services and programs for Aboriginal 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.</td>
</tr>
<tr>
<td>Health Service</td>
<td>214 College Street, 2nd Floor</td>
<td>The multidisciplinary team at the Health Service offers U of T students and their partners the same services as a family doctor's office, and more. We provide confidential, student-centred health care, including comprehensive medical care, travel education, immunization, counselling, and referrals.</td>
</tr>
<tr>
<td>Multi-faith Centre for Spiritual Study &amp; Practice</td>
<td>569 Spadina Ave.</td>
<td>U of T’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.</td>
</tr>
<tr>
<td>Housing Services</td>
<td>214 College Street, Room 203</td>
<td>Housing Services provides an online registry for family, shared and private accommodation in all three U of T communities, temporary accommodation, buy and sell boards, street maps, legal information and residence information.</td>
</tr>
<tr>
<td>Emergency Housing, Housing Service</td>
<td>214 College Street, Room 203</td>
<td>Emergency housing information and assistance is available if you are experiencing a housing crisis due to domestic violence, financial problems, eviction, family or relationship problems, or short-term homelessness.</td>
</tr>
</tbody>
</table>

**The University of Toronto**

<table>
<thead>
<tr>
<th>Program/Service</th>
<th>Contact Info</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anti-Racism &amp; Cultural Diversity Office</td>
<td>Simcoe Hall, 27 King's College Circle</td>
<td>Responsibility for dealing with discrimination and harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship or creed.</td>
</tr>
<tr>
<td>Community Safety Office</td>
<td>21 Sussex Ave., 2nd Floor</td>
<td>The Community Safety Office responds to students, staff, and faculty members of the University of Toronto community who have personal safety concerns.</td>
</tr>
<tr>
<td>Sexual &amp; Gender</td>
<td>21 Sussex Ave.</td>
<td>Core services provided by the Office are:</td>
</tr>
<tr>
<td>Program/Service</td>
<td>Contact Info</td>
<td>Resources</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Diversity Office</td>
<td>Suite 416 &amp; 417 416-946-5624 <a href="http://www.sgdo.utoronto.ca">www.sgdo.utoronto.ca</a></td>
<td>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.</td>
</tr>
<tr>
<td>Sexual Harassment Office</td>
<td>40 Sussex Avenue, 3rd Floor 416-978-3908 <a href="http://www.utoronto.ca/sho/">http://www.utoronto.ca/sho/</a></td>
<td>The Sexual Harassment Office receives complaints under the University’s Policy &amp; Procedures: Sexual Harassment. Members of the University may also contact the office on an informal basis for information or assistance in resolving an issue.</td>
</tr>
<tr>
<td>Status of Women Office</td>
<td>27 King’s College Circle, Room 109B, Simcoe Hall 416-978-2196 <a href="http://status-women.utoronto.ca/">http://status-women.utoronto.ca/</a></td>
<td>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.</td>
</tr>
<tr>
<td>The Centre for Women and Trans People @ U of T</td>
<td>563 Spadina Avenue, Room 100 416-978-8201 <a href="http://womenscentre.sa.utoronto.ca/">http://womenscentre.sa.utoronto.ca/</a></td>
<td>Provides a welcoming atmosphere, resources and support for women and trans people; discussion groups and workshops; referrals for services both on and off-campus.</td>
</tr>
<tr>
<td>University of Toronto Campus Community Police</td>
<td>416-978-2222 (emergency) 416-978-2323 (information) <a href="http://www.campuspolice.utoronto.ca">www.campuspolice.utoronto.ca</a></td>
<td>Available on-campus 24 hours a day, 365 days a year, and can be contacted for: suspicious persons; unsafe conditions; personal safety concerns; prior criminal incidents on campus (thefts, assault, mischief); break &amp; enters on campus; property damage; insecure premises; noise complaints; possession of drugs; non-life threatening violations of federal, provincial laws, municipal by-laws &amp; university policies.</td>
</tr>
<tr>
<td>WALKsmart</td>
<td>416-978-SAFE (7233) <a href="http://www.campuspolice.utoronto.ca/safety/walkSmart.htm">www.campuspolice.utoronto.ca/safety/walkSmart.htm</a></td>
<td>Offers a reliable, safe alternative to walking alone on campus from 7PM to 12AM, Monday to Friday, by providing escorts to walk you from one campus building to another or from one campus building to the nearest TTC stop.</td>
</tr>
<tr>
<td>City of Toronto</td>
<td>Program/Service</td>
<td>Contact Info</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
<td>Toronto Distress Centre</td>
<td>416-408-HELP (4357)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.torontodistresscentre.com">www.torontodistresscentre.com</a></td>
</tr>
<tr>
<td></td>
<td>Emergency and Crisis Services</td>
<td><a href="http://www.211toronto.ca">www.211toronto.ca</a></td>
</tr>
<tr>
<td></td>
<td>Gerstein Centre</td>
<td>Crisis Line: 416-929-5200 Referrals Only: 416-929-9897</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.gersteincentre.org">www.gersteincentre.org</a></td>
</tr>
<tr>
<td></td>
<td>Toronto Police</td>
<td>911 (fire, ambulance, police)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>416-808-2222 (non-emergency)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.torontopolice.on.ca">www.torontopolice.on.ca</a></td>
</tr>
</tbody>
</table>
Convocation & Beyond

Convocation

Convocation Package
Information on time, location, and tickets for convocation ceremonies are normally sent to the student approximately three weeks prior to convocation. Please ensure your address is correct on ROSI. Information and updates regarding Convocation are also sent to students via email so be sure to check your UTOR account.

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 own convocation.

Information on the website includes:
- **Convocation schedule**
- **RSVP & ticket request:** Students will be required to complete an online RSVP and Ticket Request form via the Student Web Service (ROSI) 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 here.
- **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):** Online ordering system.
- **Ceremony information:** Details such as where and when to report.
- **If not attending convocation ceremony:** How to obtain diploma.
- **Name on diploma:** Your name as it appears in the University’s official student records is the name that will appear on your 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 SGS Student services.
- **Graduation timelines and checklist:** Helpful tool to ensure the student doesn’t miss any required steps.
- **Parking, flowers, convocation photography**

Convocation Reception
Each year the Department of Physical Therapy organizes a reception for the MScPT graduates and their families, and all those from the university who have made a contribution towards this goal. The ceremony is generally held in the afternoon of the actual day of the PT Convocation Ceremony. Convocation awards are presented and several brief addresses will be made, including the traditional speech by the Class valedictorian as chosen by his/her classmates.
**Diploma**

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

- By completing the [Request for Mailing of Diploma](#) form. You must include a certified cheque, bank draft or money order ONLY, made payable to the University of Toronto in the amount shown on the form.
- By collecting diploma in person, at the office indicated above, beginning one (1) business day, following the last day of the Convocation period. Another person may collect the diploma if they have an original (not faxed) letter of authorization from the graduate, which is available at. Photo and signature identification will be required in either case. Check their site for office hours.

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

**Registration for Practice & PCE**

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

**Working in Ontario**

To work in Ontario as a Physical Therapist, you 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, you must also have completed a degree in Physical Therapy obtained from an accredited university program, like the one here at the University of Toronto, which includes having successfully completed 1000 hours of clinical internship. Please direct any questions you may have regarding registration to the College at [info@collegept.org](mailto:info@collegept.org).

**Registering and Working before the Exam**

If you wish to begin work in Canada before you write the exam, you should contact the [College of Physiotherapists of Ontario](#) at [info@collegept.org](mailto:info@collegept.org).

**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. you must complete all our academic and fieldwork requirements for the physical therapy degree, and meet all the requirements of the appropriate licensing body. Contact the state board you are interested in for about the dates of this examination and other information as how to appropriately begin your work as a PT 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 ROSI (generally by August 31 of each year).

The College states it could take up to 10 business days to process your requests once they have received the names. I strongly encourage you to pre-submit your documents so all the College has to do once they receive our notification is upload the eligibility status. Please plan your employment start dates accordingly.
using the above date as the date information will arrive at the college and thus when they will begin processing your registration to practice.

Please note: For those of you who are not planning to work in Ontario and thus will require your names be submitted to another provincial College please inform the Student Liaison Officer at ptstudent.services@utoronto.ca in writing with the appropriate contact person so that we can accommodate your requests.

NOTE: We will also send electronic notification of your eligibility to graduate to: (1) The Alliance of Physiotherapy Regulators to facilitate your application to register for the PCE and (2) The Canadian Physiotherapy Association to facilitate your ability to apply for membership and any relevant insurance coverage you might want.

**Confirmation of Degree Letters**

If you are applying to a program/country/organization other than those mentioned above who require further documentation you must order a Confirmation of Degree letter from SGS. 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. There is a $7.00 fee for a confirmation of degree letter.

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

- U of T Alumni
- Physical Therapy Alumni
- PT/OT Alumni Association
- Faculty of Medicine Alumni Web Page
- U of T Alumni & Friends

**Alumni Email Accounts**

You may have finished your education here, but you can still share your pride in being affiliated with the University of Toronto. After you graduate, your student email address will change to your.name@alum.utoronto.ca. You can continue to access your alumni account with yourUTORid and password. Messages sent to your student email account will be forwarded to your alumni account for two years after graduation so you have ample time to alert your contacts. Additionally, there are answers to many FAQs on alumni email accounts.
**U of T Alumni Identification Card**

Your [Alumni Card](#) is your gateway to the closed stacks in the Robarts Library, U of T’s flagship library. All other libraries have open stacks. To borrow materials and access digital collections, you can upgrade to an Alumni Reader card for $60/annually, or to an Alumni Research Reader card for $125/annually. If you prefer to have Robarts Library book stacks access only, an Alumni ID card can be purchased for $22.60 (one-time fee).

**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 — can be yours with a valid Alumni ID 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 ID 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 BEST PRACTICES CURRICULUM

### MScPT BEST PRACTICES CURRICULUM

**University of Toronto**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship (5 wks)</td>
<td>Internship (5 wks)</td>
<td>Internship (5 wks)</td>
<td>Internship (5 wks)</td>
<td>Research 1 day/3 wk</td>
<td>Research 1 day/3 wk</td>
<td>Research 1 day/3 wk</td>
<td>Research 1 day/3 wk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRACTICE EVALUATION & RESEARCH

- Ethics & Professional Roles & Issues
- Business & Practice Management
- Workplace Health
- Pain
- Health and Well-being for Individuals and Diverse Communities

- The Best Practices Curriculum is designed to integrate Systems, Research and Internship Components.
- Six themes incorporate and build on educational principles important to the MScPT Program throughout the curriculum.
- The curriculum is structured to develop highly competent academic practitioners who will be equipped with the knowledge, skills, and attitudes to provide best practices in both private and public funded environments.
APPENDIX 2: STRUCTURAL FLOWCHART

University of Toronto

Faculty of Medicine

Rehabilitation Science Sector

Department of Occupational Therapy

Department of Physical Therapy

School of Graduate Studies

Division IV (Life Sciences)

Department of Speech and Language Pathology

Graduate Department of Rehabilitation Sciences
APPENDIX 3: CONTACT LIST

* Area code is 416  ** Numbers beginning with 6 are preceded by 94  *** Numbers beginning with 8 are preceded by 97

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>Tel No.</th>
<th>Room #</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berg</td>
<td>Katherine</td>
<td>Chair</td>
<td>8-0173</td>
<td>874</td>
<td><a href="mailto:katherine.berg@utoronto.ca">katherine.berg@utoronto.ca</a></td>
</tr>
<tr>
<td>Brooks</td>
<td>Dina</td>
<td>Professor</td>
<td>8-1739</td>
<td>848</td>
<td><a href="mailto:dina.brooks@utoronto.ca">dina.brooks@utoronto.ca</a></td>
</tr>
<tr>
<td>Cott</td>
<td>Cheryl</td>
<td>Professor</td>
<td>8-0301</td>
<td>844</td>
<td><a href="mailto:cheryl.cott@utoronto.ca">cheryl.cott@utoronto.ca</a></td>
</tr>
<tr>
<td>Davies</td>
<td>Robyn</td>
<td>Lecturer</td>
<td>6-8557</td>
<td>832</td>
<td><a href="mailto:robyn.davies@utoronto.ca">robyn.davies@utoronto.ca</a></td>
</tr>
<tr>
<td>Evans</td>
<td>Cathy</td>
<td>Assistant Professor</td>
<td>8-2768</td>
<td>862</td>
<td><a href="mailto:cathy.evans@utoronto.ca">cathy.evans@utoronto.ca</a></td>
</tr>
<tr>
<td>Gabison</td>
<td>Sharon</td>
<td>Lecturer</td>
<td>8-8575</td>
<td>822</td>
<td><a href="mailto:shar.gabison@utoronto.ca">shar.gabison@utoronto.ca</a></td>
</tr>
<tr>
<td>Gibson</td>
<td>Barbara</td>
<td>Assistant Professor</td>
<td>8-1819</td>
<td>846</td>
<td><a href="mailto:barbara.gibson@utoronto.ca">barbara.gibson@utoronto.ca</a></td>
</tr>
<tr>
<td>Howe</td>
<td>Jo-Anne</td>
<td>Lecturer</td>
<td>(416) 597-3422 ex3514</td>
<td>826</td>
<td><a href="mailto:howe.jo-anne@torontorehab.on.ca">howe.jo-anne@torontorehab.on.ca</a></td>
</tr>
<tr>
<td>Hunter</td>
<td>Judith</td>
<td>Assistant Professor</td>
<td>8-5934</td>
<td>857</td>
<td><a href="mailto:judith.hunter@utoronto.ca">judith.hunter@utoronto.ca</a></td>
</tr>
<tr>
<td>Jaglal</td>
<td>Susan</td>
<td>Professor</td>
<td>8-0315</td>
<td>850</td>
<td><a href="mailto:susan.jaglal@utoronto.ca">susan.jaglal@utoronto.ca</a></td>
</tr>
<tr>
<td>Landry</td>
<td>Mirielle</td>
<td>Lecturer</td>
<td>8-2180</td>
<td>830</td>
<td></td>
</tr>
<tr>
<td>Lee</td>
<td>Helen</td>
<td>Lecturer</td>
<td>8-1816</td>
<td>826</td>
<td><a href="mailto:h.lee.a@utoronto.ca">h.lee.a@utoronto.ca</a></td>
</tr>
<tr>
<td>Mathur</td>
<td>Sunita</td>
<td>Assistant Professor</td>
<td>8-7761</td>
<td>824</td>
<td><a href="mailto:sunita.mathur@utoronto.ca">sunita.mathur@utoronto.ca</a></td>
</tr>
<tr>
<td>Mochizuki</td>
<td>George</td>
<td>Assistant Professor</td>
<td>8-8640</td>
<td>820</td>
<td><a href="mailto:mochizuki.george@torontorehab.on.ca">mochizuki.george@torontorehab.on.ca</a></td>
</tr>
<tr>
<td>Mori</td>
<td>Brenda</td>
<td>Director of Clinical Education &amp; Community Affairs, Senior Lecturer</td>
<td>6-8646</td>
<td>858</td>
<td><a href="mailto:brenda.mori@utoronto.ca">brenda.mori@utoronto.ca</a></td>
</tr>
<tr>
<td>Nixon</td>
<td>Stephanie</td>
<td>Assistant Professor</td>
<td>6-3232</td>
<td>834</td>
<td><a href="mailto:stephanie.nixon@utoronto.ca">stephanie.nixon@utoronto.ca</a></td>
</tr>
<tr>
<td>Nussbaum</td>
<td>Ethne</td>
<td>Associate Professor</td>
<td>(416) 586-4800 ex 8833</td>
<td>828</td>
<td><a href="mailto:e.nussbaum@utoronto.ca">e.nussbaum@utoronto.ca</a></td>
</tr>
<tr>
<td>O'Brien</td>
<td>Kelly</td>
<td>Assistant Professor</td>
<td>8-0565</td>
<td>852</td>
<td><a href="mailto:kelly.obrien@utoronto.ca">kelly.obrien@utoronto.ca</a></td>
</tr>
<tr>
<td>Phadke</td>
<td>Chetan</td>
<td>Assistant Professor</td>
<td>(416) 243-3600 ex 2716</td>
<td>820</td>
<td><a href="mailto:chetan.phadke@westpark.org">chetan.phadke@westpark.org</a></td>
</tr>
<tr>
<td>Salbach</td>
<td>Nancy</td>
<td>Assistant Professor</td>
<td>6-8558</td>
<td>854</td>
<td><a href="mailto:nancy.salbach@utoronto.ca">nancy.salbach@utoronto.ca</a></td>
</tr>
<tr>
<td>Sauriol</td>
<td>Mary</td>
<td>Lecturer</td>
<td></td>
<td></td>
<td><a href="mailto:m.sauriol@utoronto.ca">m.sauriol@utoronto.ca</a></td>
</tr>
<tr>
<td>Schleifer Taylor</td>
<td>Jackie</td>
<td>Assistant Professor</td>
<td>6-8557</td>
<td>832</td>
<td><a href="mailto:jackie.schleiftaylor@utoronto.ca">jackie.schleiftaylor@utoronto.ca</a></td>
</tr>
<tr>
<td>Smith</td>
<td>Meredith</td>
<td>Lecturer</td>
<td>6-8549</td>
<td>828</td>
<td><a href="mailto:meredith.smith@utoronto.ca">meredith.smith@utoronto.ca</a></td>
</tr>
<tr>
<td>Switzer-McIntyre</td>
<td>Sharon</td>
<td>Assistant Professor</td>
<td>6-3591</td>
<td>856</td>
<td><a href="mailto:s.switzer.mcintyre@utoronto.ca">s.switzer.mcintyre@utoronto.ca</a></td>
</tr>
<tr>
<td>Verrier</td>
<td>Molly</td>
<td>Associate Professor (Emeritus)</td>
<td></td>
<td></td>
<td><a href="mailto:m.verrier@utoronto.ca">m.verrier@utoronto.ca</a></td>
</tr>
<tr>
<td>Waugh</td>
<td>Esther</td>
<td>Assistant Professor</td>
<td>8-8640</td>
<td>820</td>
<td><a href="mailto:e.waugh@utoronto.ca">e.waugh@utoronto.ca</a></td>
</tr>
<tr>
<td>Wickerson</td>
<td>Lisa</td>
<td>Lecturer</td>
<td>8-2180</td>
<td>830</td>
<td></td>
</tr>
<tr>
<td>Williams</td>
<td>Josh</td>
<td>Lecturer</td>
<td>8-1816</td>
<td>826</td>
<td><a href="mailto:josh.williams@utoronto.ca">josh.williams@utoronto.ca</a></td>
</tr>
<tr>
<td>Yeung</td>
<td>Euson</td>
<td>Lecturer</td>
<td>8-8575</td>
<td>822</td>
<td><a href="mailto:euson.yeung@uhn.on.ca">euson.yeung@uhn.on.ca</a></td>
</tr>
<tr>
<td>Yoshida</td>
<td>Karen</td>
<td>Associate Professor</td>
<td>8-6589</td>
<td>838</td>
<td><a href="mailto:karen.yoshida@utoronto.ca">karen.yoshida@utoronto.ca</a></td>
</tr>
<tr>
<td>Zabjek</td>
<td>Karl</td>
<td>Assistant Professor</td>
<td>8-5072</td>
<td>840</td>
<td><a href="mailto:k.zabjek@utoronto.ca">k.zabjek@utoronto.ca</a></td>
</tr>
</tbody>
</table>
### Administrative Staff

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>Tel No.</th>
<th>Room No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kean</td>
<td>Jane</td>
<td>Clinical Community and Student &amp; Business Affairs</td>
<td>6-3793</td>
<td>866</td>
<td><a href="mailto:ptclined@utoronto.ca">ptclined@utoronto.ca</a></td>
</tr>
<tr>
<td>Patterson</td>
<td>Amanda</td>
<td>Business Officer</td>
<td>6-3233</td>
<td>868</td>
<td><a href="mailto:pt.busofficer@utoronto.ca">pt.busofficer@utoronto.ca</a></td>
</tr>
<tr>
<td>Mallory</td>
<td>Cindy</td>
<td>Administrative Assistant to the Chair</td>
<td>8-2769</td>
<td>872</td>
<td><a href="mailto:pt.chair@utoronto.ca">pt.chair@utoronto.ca</a></td>
</tr>
<tr>
<td>Pirraglia</td>
<td>Daniela</td>
<td>PT Student Liaison Officer</td>
<td>8-5476</td>
<td>870</td>
<td><a href="mailto:ptstudent.services@utoronto.ca">ptstudent.services@utoronto.ca</a></td>
</tr>
<tr>
<td>Brandon</td>
<td>Shane</td>
<td>PT Reception/Department Support</td>
<td>6-8641</td>
<td>875</td>
<td><a href="mailto:pt.reception@utoronto.ca">pt.reception@utoronto.ca</a></td>
</tr>
<tr>
<td>Zhong</td>
<td>Ningsha</td>
<td>Professional Education Program Admin Coordinator</td>
<td>8-7763</td>
<td>864</td>
<td><a href="mailto:ningsha.zhong@utoronto.ca">ningsha.zhong@utoronto.ca</a></td>
</tr>
<tr>
<td>Bonnyman</td>
<td>Alison</td>
<td>IEPT Program Coordinator</td>
<td>8-5682</td>
<td>805</td>
<td><a href="mailto:lept.manager@utoronto.ca">lept.manager@utoronto.ca</a></td>
</tr>
<tr>
<td>Quesnel</td>
<td>Martine</td>
<td>IEPT Clinical Education and Mentorship Coordinator</td>
<td>8-5658</td>
<td>814</td>
<td><a href="mailto:lept_clined@utoronto.ca">lept_clined@utoronto.ca</a></td>
</tr>
<tr>
<td>Percival</td>
<td>Nicole</td>
<td>IEPT Administrator</td>
<td>6-8560</td>
<td>860</td>
<td><a href="mailto:iep@utoronto.ca">iep@utoronto.ca</a></td>
</tr>
</tbody>
</table>

### REHAB SECTOR STAFF

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>Tel No.</th>
<th>Room No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riley</td>
<td>Annmarie</td>
<td>Administrative Assistant, Clinical Affairs</td>
<td>8-4648</td>
<td>162</td>
<td><a href="mailto:ptotalumnifacmed@utoronto.ca">ptotalumnifacmed@utoronto.ca</a></td>
</tr>
<tr>
<td>Prince</td>
<td>Robin</td>
<td>Rehab Sector Receptionist</td>
<td>6-8554</td>
<td>160</td>
<td><a href="mailto:rehabsector.reception@utoronto.ca">rehabsector.reception@utoronto.ca</a></td>
</tr>
<tr>
<td>Page</td>
<td>Rob</td>
<td>Network Systems Administrator</td>
<td>6-8544</td>
<td>809</td>
<td><a href="mailto:rob.page@utoronto.ca">rob.page@utoronto.ca</a></td>
</tr>
<tr>
<td>Diep</td>
<td>Chanh</td>
<td>Computer Analyst</td>
<td>6-3308</td>
<td>809</td>
<td><a href="mailto:chanh.diep@utoronto.ca">chanh.diep@utoronto.ca</a></td>
</tr>
</tbody>
</table>

### STUDENT COUNCIL

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT President</td>
<td>416-767-3936</td>
<td></td>
</tr>
<tr>
<td>OT President</td>
<td>416-622-2375</td>
<td></td>
</tr>
</tbody>
</table>

### CONFERENCE ROOMS & OTHER ROOMS

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Tel No.</th>
<th>Room No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT Conference Room</td>
<td>6-7393</td>
<td>841</td>
</tr>
<tr>
<td>GDRS/SLP Conference Room</td>
<td>6-8581</td>
<td>1016</td>
</tr>
<tr>
<td>OT Conference Room</td>
<td>6-8569</td>
<td>954</td>
</tr>
<tr>
<td>Professional Masters Student Lounge</td>
<td>6-0011</td>
<td>254</td>
</tr>
</tbody>
</table>

### EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 University Security Desk</td>
<td>416-977-3904</td>
<td></td>
</tr>
<tr>
<td>U of T Police Non-Emergency</td>
<td>8-2323</td>
<td></td>
</tr>
<tr>
<td>U of T Police Emergency</td>
<td>8-2222</td>
<td></td>
</tr>
<tr>
<td>Emergency Maintenance (Mon-Fr, 8am-4:30pm)</td>
<td>416-978-3000</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment Office</td>
<td>416-978-3909</td>
<td><a href="mailto:Laurie.coleman@utoronto.ca">Laurie.coleman@utoronto.ca</a></td>
</tr>
<tr>
<td>Laurie Coleman</td>
<td>8-1511</td>
<td>184</td>
</tr>
<tr>
<td>Rehab Sector Reception</td>
<td>6-8554</td>
<td></td>
</tr>
</tbody>
</table>
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, Professional Education Program Administrative Coordinator (416-978-7763, email: ningsha.zhong@utoronto.ca). 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 structured clinical sessions (S.C.S.) 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 40 for each) when they are not used for class. There are ten small rooms (721, 727, 738, 740, 744, 753, 758, 758, 218, 220), each of which can be used as a small practice room. 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 asked 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 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 encouraged to take initiatives to maintain and improve hygienic conditions of laboratories and abide by the following rules:

- Do not take food and liquid refreshments inside.
- Do not put shoes, sharp object, or heavy loads on the hi-lo bed
- Remove any wet boots, shoes etc. prior to entering the lab rooms
- Leave the room in the best possible condition following a lab session, return all equipment to the 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 pillow cases and bed sheets if needed

Please handle the equipment carefully and follow the instructions strictly when dealing with any dangerous materials. It is noted that a few black wheeled stools in lab room 730/750 have a special design 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 bin) 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 Unit Coordinators, lab instructors, teaching assistants, or student monitors. No equipment is allowed to be taken out of the laboratory 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 Unit Coordinator’s responsibility to keep an up-to-date inventory of supplies and equipment in the cupboards and storage room (Room 755).

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 any one notices that any equipment is missing or damaged, please report to the Unit Coordinator, and through the Unit Coordinator, specific offices in the Department must be notified: Ningsha Zhong (ningsha.zhong@utoronto.ca) for Physical Therapy equipment, Shane Brandon (pt.reception@utoronto.ca) for audio/visual aids, and Amanda Patterson, Business Manager (pt.busofficer@utoronto.ca) for general conditions on the 7th floor.

**Student Accessibility and Sign-out of Equipment**

Students are not allowed to lend their access card 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 the 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.

Students are allowed to book a laboratory for free for group activities related to the program (e.g., a CPR course). To book a laboratory, please email to ningsha.zhong@utoronto.ca a written request approved by a Unit Coordinator. Any additional supplies other than the permanent equipment (e.g., plinth or stool) in the laboratory are the user’s responsibility.

Students are allowed to book a small group room for group activities related to the curriculum (e.g., research project discussion, preparation for Physiotherapy Competency Examination).

Students are allowed to borrow certain equipment or supplies for practice after class. Currently equipment and supplies are stored at the PT Reception Desk, in Rehab Sector Resources Centre (Room 459), PT Storage Room (Room 755), and laboratories (Rooms 730 & 750). The unit coordinator will provide instructions how to access them in the beginning of the 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. An external user must contact the Rehabilitation Sector at 416-946-8554 to book a laboratory. A user fee charge is applied (Please refer to the rates set up in the Rehab Sector Room Rental Policy).

A damage deposit of $250.00 is required, payable to the Department of Physical Therapy, under a separate cheque. Clean-up, rearrangement of furniture and equipment, and prevention of damage are the user’s responsibility.

An external user must provide the following information at the time when sending in the room booking request:

1. Name of the organizer who is responsible for the group and is understood to be responsible for any damages to the equipment and laboratory.
2. Course/event title and the purpose for using the lab.
3. The equipment and supplies that will be used for this event. Please note that any additional supplies other than the permanent equipment in the laboratory are at the user’s own cost.

Please contact Ningsha Zhong (416-978-7763) in the Department of Physical Therapy if you have any questions about the Guidelines.
APPENDIX 5: INSTRUCTIONS ON USING THE UNIVERSITY OF TORONTO LEARNING PORTAL (BLACKBOARD), 2012-2013

To facilitate teaching in the MScPT program, the Department of Physical Therapy uses the University of Toronto Learning Portal at http://portal.utoronto.ca/. Unit Coordinators post course schedule, outline, readings, assignments and student marks, and conduct interactive activities including on-line 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 the UofT Learning Portal is activated automatically through registration on the Repository of Student Information (ROSI). To log into the UofT Learning Portal, you need your UTORid. For new students (Units 1&2), your UTORid is your University of Toronto ID given to you when you pick up your TCard. Please follow the instruction given to you by the TCard Office to activate your UTORid by registration day or you will not be able to access your courses. Additionally, you must update your email address on ROSI (http://www.rosi.utoronto.ca) with your “@mail.utoronto.ca” email address in order to use the built-in email feature within the UofT Learning Portal.

Once you are logged into the UofT Learning Portal, you will be on “My Page”. Within this landing page, you will see a section titled “My Courses”. All courses you are enrolled for in the current academic session will be listed here. If you cannot see any courses, please contact the Daniela at ptstudent.services@utoronto.ca to check your registration status on ROSI.

To log out of the UofT Learning Portal, you should always click on the Log-out button at the top of the screen, then exit the browser window completely. If you just log out without closing the browser, you are still logged into the Web Login server, and someone else who uses the same computer will be able to access your account. To protect your privacy and prevent unauthorized use, you must *completely exit your browser* after logoff.

To learn more about the UofT Learning Portal, please click the help button at the top of the screen once you are logged in, and you will be directed to a User Manual. If you have any questions about your access or for technical support, please contact rob.page@utoronto.ca.

The Department of Physical Therapy is committed to excellence of teaching and student learning and we hope that the application of the UofT Learning Portal in teaching will enhance your learning experience in the MScPT program.
APPENDIX 6: 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 Unit Coordinator 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 Unit Coordinator. 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, U of T, 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 Unit Coordinator, 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 Unit Coordinator(s)
☐ All Unit Coordinators for the remainder of the year
☐ Faculty Advisor
☐ 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

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Year: ☐ Year 1 ☐ Year 2</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

Unless this request falls under category (general in nature), indicate which unit(s) it concerns, and corresponding Unit Coordinator(s):

State your request and any extenuating circumstances:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature of Student:</th>
</tr>
</thead>
</table>

The section below to be filled out by Unit Coordinator

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

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature of Unit Coordinator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Signature of Graduate Coordinator:</td>
</tr>
</tbody>
</table>

Last Revised: September 1, 2012
# APPENDIX 7: MSCPT TUITION BREAKDOWN FOR THE 2012-2013 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Fees</strong></td>
<td>$8,863.00*</td>
<td>Charges for an academic program; may be assessed by course or by program. There is a domestic and an international rate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 your student account in ROSI (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. The entire tuition is considered due by the end of August each year, but students are allowed to register as long as they pay the minimum fee as indicated on the invoice.</td>
</tr>
<tr>
<td><strong>Incidental fees</strong></td>
<td>$1,206.52*</td>
<td>Consists of campus and student society fees. These are charges for campus organizations and services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus fees include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Charges for campus organizations and services; Athletics, Hart House, Health Services, Student Life Programs &amp; Services, CANCOPY License, Student Life, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student society fees include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Fees charged to members of a specific college, faculty or program, e.g., OT/PT Students’ Council etc.</td>
</tr>
<tr>
<td><strong>Ancillary fees</strong></td>
<td>$170.00*</td>
<td>Charges related to participation in a specific program of study or a specific course (this refers to certain PT publications, mask fit testing, Student System Access, building access, clinical ID cards, etc.)</td>
</tr>
</tbody>
</table>

*Note: All fees listed are for domestic students only*