

Survival Guide for Graduate Students:

**Your informal guide to graduate studies in Linguistics at the
University of Toronto**

2016-2017

Message from the Graduate Coordinator

Welcome to the Department of Linguistics at the University of Toronto, the hub of an amazing community of research and teaching in Linguistics that spans three campuses, many departments and an exhilarating variety of subfields and theoretical approaches. Whether you are here for just a year or two, or for five or six years, I hope that you will expand your horizons, deepen your knowledge and interest in linguistics, and gather lifelong friends and colleagues as well as fond memories.

Completing a graduate degree is a complex process. You will have a great deal of academic work to do, some of which is inherently difficult and complex (if it weren't, someone would probably already have done it!). At the same time, there are a surprisingly large number of less purely academic things you will have to keep track of as you move through the program—deadlines to meet, fellowships to apply for, forms to fill out, workshops to attend, and so on. This Survival Guide was created by some of our graduate students to help you navigate these waters successfully. It serves as a companion to the official Department of Linguistics Graduate Handbook, which lists program requirements, course offerings, and other useful information.

As Graduate Coordinator, I serve as the faculty “go-to” person for all graduate students in the department. Please don't hesitate to come to see me with any questions or problems (or comments, or complaints, or praise...) that you may have. If I can't sort things out for you, I can probably direct you to someone who can help.

Best wishes for a happy and productive year!

*Michela Ippolito
Graduate Coordinator
gradlin@chass.utoronto.ca*

June, 2016

IMPORTANT NOTE:

Thanks to Alex Motut for writing this Survival Guide, to Mary Hsu for guidance and to Brenna Haimes-Kusomoto and the rest of the 2008-09 MA class for inspiration.

Note on using this guide:

New PhD students and MA students should refer to the “Incoming students” checklist.

Continuing graduate students (who have been at U of T as a graduate student for 1 year or more) should refer to the “Continuing students” checklist.

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Important Note:

This handbook has been prepared for the use and convenience of graduate students and faculty in the Department of Linguistics. Every effort has been made to ensure that it accurately represents not only departmental policy and practice, but also the regulations of the School of Graduate Studies. If there is any conflict between this handbook and the SGS Calendar (<http://www.sgs.utoronto.ca/calendar/Pages/default.aspx>), the SGS Calendar is to be taken as authoritative.

I. Calendar/Check-list for Incoming Graduate Students:

May/June:

- Apply for Graduate Residence accommodation if necessary
- Entering the MA/PhD program directly from another university program?
Send complete official transcript(s) to the department to fulfill the conditions on your offer of admission.

July/August:

- Apply for Fall and Winter TA-ships
Make sure the department has your current email address, as notification of TA applications will be sent by email.
Forms can be found at Form Directory:
<http://linguistics.utoronto.ca/forms/index.html>
New PhDs: see “Important Info about TA Hours” at the end of this guide. Click [HERE](#).
- Fill out fee deferral form and return to department. Link:
<http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx>
“Register without payment” form under “Registration, Enrolment, & Program Status”
- Set up direct deposit with Mary Hsu, Business Officer for payroll
Form Directory: <http://linguistics.utoronto.ca/forms/index.html>
‘Direct Deposit Authorization Form,’ under ‘Personnel Forms’
‘New Employee Form’ under ‘Personnel Forms’
- Set up direct deposit on ACORN for your fellowship installments and scholarships.
ACORN Link: <https://acorn.utoronto.ca/>
You will need your student number to sign in.
- Update Current Mailing Address on ACORN
Go to ACORN at this link: <https://acorn.utoronto.ca/>
Click on “Profile and Settings” to update address.
If you don’t update your current mailing address, you may not receive your fellowship installments, *even if you are using direct deposit.*

- Get your University of Toronto T-Card
Get your card on the second floor of Robarts Library.
Bring identification and proof of admission (see link below)
Hours and more info found here: <http://tcard.utoronto.ca/>

Note: to get your T-Card you must be physically present in Toronto; if you are coming from far away and want to arrive in early September, you can delay getting your card until then, as long as you get it done as soon as you arrive. You will need your UTORid (issued with the T-Card) to do the next item in the checklist.

- Activate your UTORid and set up your UTOReil email address
Your UTORid is issued to you with your T-Card
Go to the following link, under 'First Time Users' to activate your UTORid: <https://www.utorid.utoronto.ca/>
Set up your UTOReil address.

August/ September:

- Meet with the Graduate Coordinator (Michela Ippolito)
Email Michela to set up a meeting: gradlin@chass.utoronto.ca

Don't plan to arrive in Toronto at a time when either Michela or Jennifer McCallum, [the Graduate Administrator](#) is away. You need to meet with them first.
- Enroll in courses on ACORN (as discussed with Grad Coordinator)
Link: <https://acorn.utoronto.ca/>

Note: meeting with the Graduate Coordinator to select courses does not constitute *registering* for those courses. You must personally go to ACORN and add them to your course list.
- Pay for tuition fees (at the bank); view financial account on ACORN
Link: <https://acorn.utoronto.ca/>

See "Important Info About Funding" below for info on paying and deferring your fees.
- Have out-of-province student loans? You may need a confirmation of registration form, found at SGS forms page:
Link to form:
<http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx>

"Confirmation of Registration" under "Confirmation Letters"
Note you must be registered to properly complete this form.

For more information on maintaining interest-free status on your student loans, see the following link, or go in person to SGS:
<http://www.sgs.utoronto.ca/currentstudents/Pages/Government-Financial-Assistance.aspx>

- Locate your classes: see current schedule at:**
<http://linguistics.utoronto.ca/courses/g16-17.html>
 Check that your course schedule does not clash with your tutorial/ TA schedule.

- Find your desk, your mailbox; get your desk key from the current 'Space Cowboy'**
 Mailboxes are located in the mail/printer room on the 4th floor (Room 4078).
 Desks are in the grad student areas on the 4th floor and the ground floor (Rooms 566 and 567).

- Make sure you are on the following listservs:**
 LGCU (lingrad)
 LINGDEPT-L (linguistics department)
 Any [research groups](#) you intend to be a part of.

 Some of these you are automatically added to, some not. If you are not on all of these listservs, you should contact Jennifer McCallum and request to be added (she will forward your request to the relevant person).

 Note that PhDs are expected to participate in the research groups that correspond to their area(s) of study.

 Interested MAs are also encouraged to join.

- Attend welcome lunch and department tour for new graduate students**
 (Date, time and location varies each year: you will be contacted by the organizer.)

- Attend Linguistics Graduate Course Union (LGCU) Meeting**
 Sign up for committees.

 Everyone must volunteer for at least one committee.
 If you do not volunteer, you'll be assigned to one!

- Attend meeting/workshop about Graduate Student Funding (SSHRC, OGS, etc.) for the following year.**
 Meeting/workshop is usually in September: get started on your applications early!

 To make sure you meet the deadline, you should do the following as soon as possible:
 - Order official transcripts
 - Request reference letters from referees
 - Begin your statement of interest

You *must* apply for external funding if you will be continuing in the program the next year, (and you should still apply even if you're just considering continuing), so attend this meeting!

- Set up your computer so that you can print on the departmental printers.

See the admin staff for your printer code so you can print/photocopy on department printers.

- Sign your Fellowship, and TA/ RA contracts and return them to departmental office.
- Get "fob" and mailroom/lounge key from the admin staff to let you into the department after hours.

TIPS for using the FOB: There is a black box outside both east and west entrances to Sid Smith, and at the doors to the tower. Use the fob when the light on these boxes is red. Don't just wave the fob in front of the black box. This will not work. Hold it pressed against the box for a few seconds, underneath the light. Green = open; red = locked.

- Email the current LGCU President to get the key-pad code(s) for the graduate student rooms and computer room. (For security reasons, the numbers are not posted here.)
- Sign up for library workshops if you are interested in getting more acquainted with the resources at Robarts. See the following link for details: <https://onesearch.library.utoronto.ca/robarts-reference-and-research-services> .

Problems?

- See Jennifer McCallum, the Graduate Administrator for administrative issues, computer problems, and info about financial matters
- See Michela for info about courses, program requirements, etc.

Important Info About Funding:

- Note that some of your funding is given in installments, and some is earned through your TA/RA work. The fellowship portion of your funding arrives in three installments in September, January, and May.

- For the earned portion, you will receive a direct deposit into your account each month. You can estimate (not including vacation pay or deductions) the amount of this deposit by the following:

$$\frac{\text{Total hours TA-ing/grading} \times \text{Rate per hour}}{\text{Number of months of TA/grader appointment}}$$

- Calculate each semester separately.

- Note that fellowship installments may not be deposited until a week or two into the month when funding is due: you may need some of your own personal funds to tide you over until then.

- You can choose not to pay any fees in September, but you are responsible for paying them, and even though you've requested a deferral to April, your January installment of funding will go directly into paying your fees (so effectively, you are only allowed to defer fees until January). This means that if you don't pay your fees in full at the beginning of the year, all or some of your second installment, and possibly some of your third installment (in May), will go directly into your student account to pay what you owe.

- September installments are usually larger than January and May installments, so make sure you budget accordingly. See the Graduate Administrator for details.

- If you've properly set up direct deposit, then your September installment will go into your account; if not, you will receive a cheque in the mail.

- See Jennifer to discuss anything about funding that you're not sure about! Each individual's funding may work slightly differently, depending on what external awards you have, etc., so it's a good idea to meet with her at the beginning of the year to figure out how yours will work.

October/November:

- Apply for funding for the next year – SSHRC, OGS, etc

SSHRC Link: <http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>

OGS Link: <http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx>

Remember to attend the September meeting/workshop for information.

- Stressed? Running out of time? See Student Services – they often run workshops on time management skills, have counseling services, etc.

Health Services Link: <http://www.healthservice.utoronto.ca/>

Tip: You can save time by booking appointments at the Health Services Centre online (this is a HUGE time-saver!). But you need to go to the clinic in person to sign a form before you can use this service! For more info:

<http://healthservice.utoronto.ca/Health-Service-Web-Access.htm>

Counseling and Psychological Services:

<http://www.studentlife.utoronto.ca/hwc/services-offered - node-2039>

MA

- Meet with Forum Paper advisors, set up regular meeting schedule. See section below for more info on Forum and Advisors.

December:

- Finish first semester of coursework!
If you are a grader/TA, you may have to put in significant hours in December marking finals, so plan accordingly!

MA

- Prepare application for PhD program (due date is January 15), if you are planning on applying.

Program Info Link: <http://linguistics.utoronto.ca/graduate/PhD.html>

Applications Info Link:

<http://linguistics.utoronto.ca/graduate/applications.html>

January:

- Call Student Services for a refund if any remaining installment money is in your account

Link: <https://acorn.utoronto.ca/>

Phone number (Student Accounts): 416-978-2142

Note: You must call to have this refunded efficiently; it is refunded automatically, but this could take a month or two. Even if the balance on your student account is \$0.00, your January installment will still be put into your student account, which you can check on ACORN:

Link: <https://acorn.utoronto.ca/>

You cannot request a refund until the funds have been deposited in your student account. Remember that you will likely not receive your January installment on Jan 1st. It could take a couple of weeks, so be prepared to wait, and have some money saved from the previous installment or cheque to tide you over.

MA

- Submit application for PhD program (if applying)
- Register for language exam unless you have already taken it or are exempted from it.

PhD1

- Register for 1st language exam unless you have already taken it or are exempt.

April:

- Finish MA coursework/ PhD I coursework
If you are a grader/TA, you might have to spend significant hours grading final exams around April/May, so make sure you plan for that!
- Apply for Summer TA-ships.
There are generally fewer TA hours available in the summer, and these hours do not count towards your subsequent hours (for those continuing in the program), nor are they included as part of your funding package. Summer TA hours are on top of the funding package.
- Write language exam.
- File your taxes by the end of April. You can view and print your T2202A and T4A forms from ACORN: <https://acorn.utoronto.ca/>

MA

- Create a timeline with your advisor for writing your final Forum Paper

May:

- Call Student Services to request refund of your third installment
Phone number (Student Accounts): 416-978-2142
- Reapply for interest-free status on your student loans, if applicable.

PhD1

- For further information, refer to the Checklist for Continuing Graduate Students (April/May). Click [HERE](#).

May – August:

MA

- Write your forum paper! Remember when you finally finish making the last revisions to your final version of your Forum Paper, to submit the title of your final Forum paper to the department so that you can be recommended for convocation in November.

The Forum Paper:

Choosing your forum topic:

Your topic needs to be chosen very quickly after you begin the program; however, don't panic if you don't know what you want to work on right away. Some start with a clear idea of their forum topic, some don't, and their topic is revised over several weeks.

Working with your advisor:

All advisors work differently! Some have more experience than others being MA Forum advisors, so take some time in your meeting(s) with your advisors to find out what s/he expects from you, and to discuss what you expect from him/her. Some students meet with their advisors every week; some meet less often. Talk to your advisor and decide on a meeting schedule that works for both of you.

The MA Forum: The MA Forum is your support group! They know what you're going through, and they're in the same boat! If you're having problems, talk to your peers—chances are they're having similar difficulties. Past forum cohorts have held weekly events such as Breakfast Forum (breakfast and coffee provided by a rotating member of Forum

each week, when Forum is held in the morning), and Drinking Forum (weekly Friday pub-nights).

Previous Forum Papers: Papers from past cohorts can be found on a bookshelf behind the Linguistics Department office, directly across from office 4072. Check them out to get a sense of what a finished Forum Paper should look like.

Forum Presentations: Forum presentations are meant to show your progress on your research. Your first one or two presentations may be introductory, as you get into your topic and clarify your project. Those students planning to run experiments may spend significant time working on experimental design. Your supervisor will be present for all presentations except the first one. Remember to ask questions when others present: this is a good place for everyone to get feedback on their work.

MA FORUM PAPER TIMELINE:

Sept: Assigned forum advisor; choose topic

Early Oct: First presentations

Mid/Late Oct: Second presentations

Nov: Third presentations

Jan: Fourth presentations

Feb/March: Fifth presentations

April – August: Write forum paper

General Guidelines for Writing:

June 15th: First draft due to advisor

July 15th: Second draft due to advisor

August 15th: Final draft due to advisor and second reader

August 30th: Final copy due to graduate coordinator

For more info on writing the forum paper, see pp. 8 – 9 of the Graduate Handbook.

* Remember if you are TA-ing in the summer, the grading will have a faster turnaround than during the normal semester; plan accordingly, especially with regards to your forum writing.

* For those who require Ethics approval for their research, be aware that it takes a significant amount of time to fill out the required forms, and have them approved by the committee.

See more info at the end of this document, in the section “Advice from Senior Students” or go to the Ethics Page at:

http://linguistics.utoronto.ca/research/Overview_of_Departmental_Research_Ethics.html.

You can also find ethics forms at the Ethics Page.

* SIGS money may be available to help fund your research (i.e., if you need to pay participants, etc.) or to offset the cost of traveling to conferences if you are presenting. Watch for deadline notifications on the departmental listserv.

II. Essential Info for new and returning PhD students:

The most important information you need—the Timeline:

Timeline (Deadlines)

Year I: May	Complete PhD coursework; Register for 1 st Generals: LIN2201
Year II: December 15 th	Complete 1 st Generals paper
Year II: January	Register for 2 nd Generals: LIN2202
Year II: Aug. 15 th	Complete 2 nd Generals Paper
Year III: April 15 th	Present Thesis Proposal (preferably sooner)

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Year 1	COURSEWORK								1st Generals			
Year 2	1st Generals Paper				2nd Generals Paper							
Year 3	Thesis Proposal								THESIS			
Year 4	THESIS											

Achieving Candidacy: You have achieved candidacy once you have:

- completed all coursework
- completed two Generals Papers
- satisfied two language requirements

- established a thesis committee and have an approved thesis topic.

See p. 10 of the Handbook for more info on the Language Requirement

See pp. 11 – 13 of the Handbook for more info on Generals papers

See p. 15 of the Handbook for more info on the Thesis committee

SGS Time Limits:

- You must have achieved candidacy by the end of Year 3 (September 15)
- You must have completed the PhD by the end of Year 6

III. Calendar/Check-list for Continuing Graduate Students (PhD1 and above)

September:

PhD1

- Meet with the Graduate Coordinator (Michela Ippolito)
Note: this meeting may take place earlier, in August.
- Enroll in courses on ACORN (as discussed with Grad Coordinator)
Link: <https://acorn.utoronto.ca/>

PhD1 and above

- Pay tuition fees (at the bank); view financial account on ACORN
Link: <https://acorn.utoronto.ca/> OR
- Fill out fee deferral form and return to department
Link: <http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx>
“Register without payment” form under “Registration, Enrolment, & Program Status”
- Have out-of-province student loans? You may need a proof of registration form, found at SGS forms page, at the following link:
<http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx>

“Confirmation of Registration” under “Confirmation letters” Note you must be registered to properly complete this form.

For more information on maintaining interest-free status on your student loans, see the following link, or go in person to SGS:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Government-Financial-Assistance.aspx>

- Attend Linguistics Graduate Course Union (LGCU) Meeting
Sign up for committees.
- Update Current Mailing Address on ACORN
Go to ACORN at this link: <https://acorn.utoronto.ca/>
Click on “Profile and Settings” to update address.
- Students without external funding for next year:* Attend meeting/workshop about Graduate Student Funding (SSHRC, OGS, etc.) for the following year.
Meeting/workshop is usually in September: get started on your applications early!

To make sure you meet the deadline, you should do the following as soon as possible:

- Order official transcripts
- Request reference letters from referees
- Begin your statement of interest

You *must* apply for external funding (unless you already have it for the following year), so attend this meeting/workshop!

See tips below (“Advice from Senior Students”) on writing your statement of interest.

SSHRC Eligibility:

PhD1: Eligible for 3 years of SSHRC-CGS or SSHRC Doctoral

PhD2: Eligible for 2 years of SSHRC Doctoral

PhD3: Eligible for 1 year of SSHRC Doctoral

OGS Eligibility:

PhD1 and above: Eligible if you haven’t already had the maximum number of OGS awards (4 for doctoral students), up until year 5 of the program.

- Sign your Fellowship, and TA/ RA contracts and return to departmental office.

PhD 2

- You should be making good progress on your 1st Generals by now.

Don’t get behind! You don’t want a delay in your 1st Generals to then delay your 2nd Generals!

If you feel like you're running into problems or delays, talk to your supervisor or the Graduate Coordinator. They are there to help you!

PhD 3

- Deadline for finishing 2nd Generals paper: August 15th

See required completion form at:

<http://linguistics.utoronto.ca/forms/grad.html>

- Establish Thesis Committee, start working on Thesis proposal (see pp. 13 - 15 of the Handbook)

Find required form at:

<http://linguistics.utoronto.ca/forms/grad.html>

- Are you on track?

If you are, you will have achieved candidacy by now, meaning you only have your thesis left to go (!)

Check that you have also satisfied both of your language requirements (must be done in order to be a candidate).

If you are behind, keep in mind that the School of Graduate Studies (SGS) imposes a deadline for achieving candidacy of 3 years.

You **MUST** achieve candidacy by the end of Year 3.

PhD 4

- Take stock of where you are in the program:
- If you are planning on graduating at the end of this year, you will want to begin thinking about job and post-doc applications and reference letters.
- If you are *not* planning on graduating at the end of year IV, read on:

Next year, you will be outside of the funded cohort.

You will not be considered first priority when TA-ships are assigned, (unless you have remaining subsequent appointments), which will likely result in reduced TA hours. There may or may not be any additional work (instructorships) available in the department.

Also consider that the School of Graduate Studies imposes a strict limit for PhD completion. The limit for completing your PhD is 6 years.

October/November:

PhD 1 and above

- Students without external funding for next year:* Send in your SSHRC, OGS, etc. applications.
SSHRC Link: <http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>
OGS Link: <http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx>

PhD 2 (& 3)

- Attend Senior Forum, convened by the graduate coordinator, usually twice in the first semester, to share and present work on your (1st or 2nd) Generals Papers.

If you are still working on your Generals papers in Year 3, you will be included in Senior Forum, which is intended for all students currently at this stage.

December:

PhD2

- Finish and defend 1st Generals Paper by December 15th.
- Find Generals Paper Completion form at:
<http://linguistics.utoronto.ca/forms/grad.html>

PhD3

- Thesis proposal should be presented by 6 months after defending your 2nd Generals Paper.
See pp. 13 - 15 of the Handbook for more info.

January:

PhD1

- Register for 1st language exam if you haven't already, unless you are exempt or have already taken it.

PhD 1 and above

- Call Student Services for refund if any remaining installment money is in your account

Link: <https://acorn.utoronto.ca/>

Phone number (Student Accounts): 416-978-2142

PhD 2

- Register for Generals Paper 2.

Go to ACORN and register for LIN2202H (Spring semester)

Link: <https://acorn.utoronto.ca/>

- Register for 2nd language exam if you haven't already, unless are exempt or have already taken it.

- Attend Senior Forum, convened by the graduate coordinator, usually twice in the second semester, to share and present work on your Generals Paper(s).

Note: if you are beyond PhD2 and are still working on your Generals Papers, you will also be included in Senior Forum.

April/May:

PhD1

- Finish PhD I coursework.
- Begin work on your first Generals paper. *You must register* for your first generals papers on ACORN.

Go to ACORN: <https://acorn.utoronto.ca/>

Register for LIN2201H for the SUMMER & FALL SEMESTERS.

Tip: It's often a good idea to try to use a course paper or coursework as the basis for a Generals Paper.

See p. 12 – 15 of the Handbook for more info on Generals Papers.

- Take 1st language exam/requirement if not exempt, have already taken it, etc.

PhD 1 and above

- Apply for Summer TA-ships / Instructorships
- Call Student Services at the beginning of May to request refund of your third installment

Phone number (Student Accounts): 416-978-2142

- Reapply for interest-free status on your student loans, if applicable.

- May Monitoring:**

Meetings convened in May with Graduate Coordinator and two other members of the department to check on progress and provide advice.

Prepare a current CV.

See May Monitoring Form at Forms page:

<http://linguistics.utoronto.ca/forms/grad.html>

- File your taxes by the end of April. You can view and print your T2202A and T4A forms from ACORN: <https://acorn.utoronto.ca/>

PhD 2

- You should be making good progress on 2nd Generals Paper by now.
- Take 2nd language exam/requirement if not exempt, have already taken it, etc.

PhD 3

- The deadline for presenting your Thesis proposals is April 15th of the Year 3.

Find Thesis proposal form at:

<http://linguistics.utoronto.ca/forms/grad.html>

Find more info on the thesis proposal on pp. 15– 17 of Handbook.

Note, if you are behind, the SGS deadline of 3 years for achieving candidacy: you need to have two Generals Papers completed, two language requirements completed, all coursework completed, and a thesis committee and approved topic established to have achieved candidacy, by the end of PhD3.

- Submit plan for completion during May Monitoring.

PhD 4

- Finish writing your dissertation!

June – August:

PhD1

- Work on 1st Generals Paper.

PhD 2

- Finish 2nd Generals Paper.

PhD 3

- Writing Dissertation

PhD 4

- Completing Dissertation.

Tips for PhD students:

- Let the Timeline be your guide!
- Attend Thesis proposals of other PhDs in the department
 - This will help you understand what is expected of you, and PhD students are expected to attend.
- All eligible PhDs are expected to apply for external funding (if you do not already have such funding).
 - Attend SSHRC/OGS funding meeting/workshop in the department in September
 - For eligibility, see following links:
 - SSHRC: <http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>
 - OGS: <http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx>
- Attend LGCU Meetings
 - Sign up for committees!
 - If you were on a particular committee last year, make sure this year's committee understands their responsibilities.
- Participate in the research groups that are related to your area of study
 - Ensure you're on the listservs for the research projects in your field(s) of study.
 - Research groups are a good place to do trial runs of presentations you are planning to present later at conferences. The atmosphere in these groups is generally supportive and informal, making them a good place to receive feedback.

- **Once you start presenting at conferences, set up a graduate student webpage. You might include the following:**
 - **A list of your presentations,**
 - **Pdfs or titles of papers you've written,**
 - **A summary of your research interests,**
 - **An up-to-date CV.**

**You can request webspace from the university, using your UTORid.
See the following link:**

<http://sites.utoronto.ca/ns/utorweb/request.html>

IV. Advice from Senior Students:

Important Info about TA hours:

Subsequent Appointments:

The number of TA hours you have in your first year as a PhD student (or in the first year of your PhD program that you're given TA hours) is the number of hours the department must guarantee you for subsequent years (this is based on your union's contract). This is especially important to SSHRC holders and those who may not need to do as much TA-ing in their first year. If you only have 50 hours your first year, you may end up with only 50 hrs in subsequent years when you really need more, so be aware of this!

Are you outside the funded cohort?

Some things you need to know:

- If you are outside the funded cohort *and* have used up your subsequent appointments, you are considered lower priority (i.e. below all students in the funded cohort/students who have subsequent appointments) when TA-ships are assigned. You may receive reduced TAship hours.
- You should consider applying to UTM and UTSC, and for instructorships, to increase your chances of getting work.
- If you don't work 50 hours (minimum), you won't receive CUPE benefits like the health care spending account.

Get Money! (Advice on Using your Benefits)

- *Order of claims:* send claims to the GSU Insurance *first*, anything they don't cover, send to your CUPE Health Care Spending Account. This way, you don't waste the Spending Account money on things that GSU will cover a percentage of.
 - Link GSU Health Insurance: <https://www.utgsu.ca/insurance/>
 - Link CUPE Health Care Spending Account Info: <http://cupe3902.org/unit-1/unit-1-benefits/>
- If you haven't used up your entire Health Care Spending Account by the end of August, claim the premium you paid in your GSU fees on your Account (approx. \$300 free money for domestic students!

[International students receive more because they pay more in premiums.]

Link: <http://cupe3902.org/wp-content/uploads/2011/05/Unit-1-Benefits-Pamphlet-2012.pdf>

Getting a Student Discount on your TTC Metro Pass

- You qualify for a discounted monthly student Metro pass. To make it financially worthwhile, you'd need to take the subway, bus, or streetcar approximately 40 times/month (TTC tokens are available 5 for \$14.50 or 10 for \$29).

How to get it:

- Go to <http://utsu.ca/office/> and click on "TTC Metropass & Tokens".
- You need to first get a TTC Student ID card (check UTSU website for times when the cards are being processed). Only then can you purchase the discounted (\$112) monthly pass.

Got Ethics?

Think you don't need Ethics approval to ask your roommate for grammaticality judgments? Think again!

All research done by graduate students that involves human participants requires an ethics protocol. This includes elicitation, interviews, psycholinguistic experiments, phonetics experiments, etc.

If you're only doing elicitation, the ethics protocol can be approved within the department. All other ethics protocols must be approved through the university's Research Ethics Board. Find more info and the forms you need at:

<[http://linguistics.utoronto.ca/research/Overview of Departmental Research Ethics.html](http://linguistics.utoronto.ca/research/Overview_of_Departmental_Research_Ethics.html)>.

Writing a SSHRC (or OGS) Application?

It can be very, very helpful to read the statements of interest written by successful applicants in the past. Ask around the department to see if you can get some examples. Also, have multiple faculty members read your statement if you can: this will greatly help you with the clarity of your statement.

For more info....

Check out the official Graduate Student Handbook:

Link: <http://linguistics.utoronto.ca/graduate/index.html>

(Click on “[Graduate Handbook](#)” on the left side of the page.)

Check out the SGS website:

Link: <http://www.sgs.utoronto.ca>

Trying to track down forms?

Forms page at SGS:

Link:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx>

Forms Directory at departmental page:

Link: <http://linguistics.utoronto.ca/forms/index.html>