

MSc in Applied Science Program Guide

Regular students are required to take the following courses:

1. APSC 6600.0 Graduate Seminar (runs from September to April—full-year course)
2. APSC 6601.2 Research Techniques (runs from January to April (in 2012)—half course)
3. APSC 6603 Thesis I (you would probably register for this next summer if you are starting your program in September) This is not a “real” course, but is a pass/fail grade assigned by your supervisory committee after you present your progress report (generally after one year in the program)
4. APSC 6604 Thesis II (pass/fail grade assigned when you defend your thesis; you should enrol in this course the semester you intend to defend your thesis)
5. Two more half courses (electives); these can be directed studies courses or regular graduate courses. Contact your Department chair or equivalent for elective courses offered at the graduate level. The MSc Program Office only deals with APSC courses and directed studies.

Directed studies courses require a directed studies form:

<http://www.smu.ca/registrar/documents/ApplicationforDirectedStudy-Update0708.pdf>

1. Make sure the supervisor of the directed study attaches a course outline, or at least a grading scheme, or it will get sent back.
2. If your directed study course is a 4000-level course, it usually requires some kind of extra assignment, or something else to bring it up to the graduate level. This should be clearly indicated on the directed study form or as an attachment.
3. Bring the form to the Program Office (Susan Doré in the Dean of Science office) to be signed by the Program Coordinator, who will forward this to the Registrar to create an official entry for the course on Banner.
4. Enrol in the course after it is created in Banner.
5. When the course is finished, make sure the supervisor of the course submits a letter grade, again using Banner.

Your course schedule gets determined by you and your supervisory committee when you meet in September (see below). These two elective courses are usually in areas related to your thesis topic. You are able to take courses at other institutions as well. To get credit for these, you have to fill out a Letter of Permission form: <http://www.smu.ca/registrar/downloads/lop.pdf> Usually, you have to pay the other institution for tuition, and you will get money back from Saint Mary's after you fill out some forms. **To get money back for courses taken at other institutions**, you need to a) request that your official transcript from the other institution be sent to the SMU Registrar's Office/Service Center; b) bring a receipt for the tuition you paid at the other institution to the MSc in Applied Science Program Office (Susan Doré).

Co-op students

Require the above APSC courses only (ie. no electives are necessary).

Please note that another change to our program, now in effect, is that co-op students **only require a single co-op work term** to be in the Co-op program. Students **are allowed to take more co-op work terms**, but the minimum requirement has been reduced to a single term. Students need to contact the co-op office to be briefed on how the program works, and what forms need to be filled out when. We recommend that students interested in co-op contact a co-op officer as soon as possible after joining the program. The first form is an Admission form, which must be returned to the Co-op office (Room 417 in the Student Centre)

before anything else happens: http://www.smu.ca/administration/coop/documents/ApplicationforCo-op_masterofscienceinappliedscience.pdf

Since co-op work terms need to be scheduled around student research projects and TA assignments, it is important to discuss this with both the co-op office and your supervisory committee to ensure the best schedule for your research. We ask that you inform the MSc in Applied Science program office if you are planning to join the co-op program.

Year 1

1. Registration

New students beginning in September should register, using Banner

https://husky31.smu.ca:9061/pls/NLIVE/twbkwbis.P_WWWLogin

for APSC 6600 (under “Applied Science”) Graduate Seminar, APSC 6601 (under “Applied Science”) Research Techniques, FGSR 9000 (under “Faculty of Graduate Studies”) this is not really a course, just required to show that you are registered in the MSc program.

2. Supervisory Committee Meeting

Within the first month of starting your program, you should convene a first meeting of your advisory committee and together with your committee, fill out this form:

<http://www.smu.ca/academic/science/department/documents/M.ScSupervisoryCommittee2011.doc>

and make sure it gets returned to the MSc in Applied Science Program Office (to Susan Doré, in the Dean of Science office, second floor, Science building). This is where you indicate which courses you are planning to take, and when, and some other general information about your committee.

Committee Membership

You need at least three people in your supervisory committee: your supervisor, someone from a different discipline than your main supervisor, and a third, who can be from the same discipline/department as your supervisor. You are allowed to have more committee members, but be advised that scheduling meetings becomes more difficult the more committee members you have.

3. Thesis I (APSC 6603)

For students beginning in September, you should enrol in Thesis I (APSC 6603) in the summer after the winter semester is finished. For students beginning at other times or taking co-op work terms, you should consult your supervisory committee to determine the best time to sign up for this. Basically, you should be enrolled in APSC 6603 in the first semester you are conducting full-time research. To get a grade for the course, you need to convene another meeting of your Supervisory committee where you will present an “annual report” on your research progress so far, typically at the end of the semester in which you enrolled in APSC 6603. This is usually a short (10-20 minutes) presentation where you re-introduce the key research questions of your project, explain the current state of the project, describe what you have done so far, and what the next steps are. You should submit a written version of the presentation to your committee in advance of the meeting. For more details of the presentation and report see:

<http://www.smu.ca/academic/science/department/documents/AnnualAssessment-APSC6603ReportGuidelines.doc>

Your committee will evaluate your progress and must fill out this form:

<http://www.smu.ca/academic/science/department/documents/M.ScAnnualAssessment.doc>

Make sure your supervisor sends this form to the Program Office in immediately after the meeting.

Year 2

Preparing for the Thesis Defense.

1. Several months before your anticipated defense date, you should encourage your supervisor to begin making a list of potential external examiners (if this has not happened already) for your thesis. Make sure you enroll in the Thesis II course (APSC 6604) in the semester you plan to defend in.

2. At least two months in advance of your expected defense date, choose an external examiner. Your supervisor will confirm the availability of the examiner for the expected date. Your committee must agree that you will likely be ready to defend by then and fills out this form (submit to Program Office):

<http://www.smu.ca/academic/science/department/documents/MScExternalExaminerNominationdue2monthsbeforeDefenseform2011.doc>

This form alerts the Program Office in order to help schedule thesis defense dates.

Usually your supervisor should have seen a full draft of the thesis by this point. Some committee members will want to read the whole thing before signing, others may defer to the supervisor on this, and not view an entire draft of the thesis until the Examination Copy is submitted. It is worthwhile getting your thesis into proper format for binding now, so that revisions are as quick and painless as possible. For format guidelines see:

http://www.smu.ca/administration/archives/documents/th005_masters_procedures.pdf

3. At least one month in advance of your expected defense date, submit this form:

<http://www.smu.ca/academic/science/department/documents/ExternalExaminer-NominationForm2005.doc>

along with the Examination Copy of your thesis. Your committee and external examiner will have one month to review your thesis and prepare questions for the defense. **Here are more details on the defense process:** http://www.smu.ca/academic/fgsr/documents/ThesisDefenseProcedures-BehindtheScenes2008-01_000.doc

4. Thesis Defense

The student prepares a ~25 minute presentation, delivered orally and open to the public. The public is given 5 minutes for questions, then asked to leave. The examination committee then asks questions for 60-90 minutes, with roughly equal time given to each member of the Examination Committee. The Examination Committee consists of the supervisor, the rest of the supervisory committee, and the external examiner. There will be an independent chair of the defense, and an observer who represents the MSc in Applied Science Program. After the questioning is over, the student leaves the room for about 10 minutes while the Examination Committee comes to a decision on the outcome, and nature of required revisions, then conveys the results to the student. The Program Coordinator submits a pass/fail grade for the Thesis II course.

5. After your revisions are complete, submit the final document, including cover sheet with signatures to FGSR, following this protocol:

<http://www.smu.ca/academic/fgsr/documents/Howtosubmitmycompletedthesisafterthedefense.pdf>

Contact information for MSc in Applied Science program:

Susan Doré, Program Manager, Dean of Science office (Science 221); 491-6214;
Science@smu.ca

Dr. Jeremy Lundholm, Program Coordinator, Science 320; 420-5506; jlundholm@smu.ca
Office hours: Wednesday 9:00-11:30; 12:30-4:00. To set up an appointment for another time, please send me an email.

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