



Master of Science in Public Health Sciences Specialization Biostatistics

Department of Public Health Sciences
Student Handbook
2022-2023 Academic Year

Queen's University

Kingston, Ontario, Canada

<https://phs.queensu.ca/graduate-programs/msc-biostatistics>

epid@queensu.ca



Department of Public Health Sciences
Queen's University, Carruthers Hall
62 Fifth Field Company Lane
Kingston, Ontario
K7L 3N6

Dear MSc Students,

The collaborative MSc, specializing in biostatistics is a 12-month program. It is intended to meet the growing national and international demand for qualified Master's level biostatisticians in academia and industry, and in epidemiologic and health-services research. Graduates of this program will be capable of working as biostatistical data analysts within multi-disciplinary health-research teams.

This objective will be achieved through coursework that equips students with a sound knowledge of observational and experimental study designs, statistical theory, statistical models for analyzing health data, and statistical computing. A four-month practicum provides students opportunities to apply their knowledge and obtain consulting expertise within an academic or industrial health setting.

The Department of Public Health Sciences and the Department of Mathematics and Statistics jointly offer the collaborative MSc program with a specialization in Biostatistics. The two departments offer strong graduate programs that include a broad range of courses in statistics, biostatistics, epidemiology, and health-service research.

By combining these resources, students in the collaborative program will have unique opportunities to develop the analytical skills and practical experience needed to interact with practitioners and to work on current research projects in a variety of health areas.

If you have any questions or require further information, please feel free to contact me or the graduate assistant, and we will be happy to assist you.

Sincerely,

Paul Peng, PhD
Program Director, Collaborative MSc Program
Specializing in Biostatistics
pengp@queensu.ca

Table of Contents

Departmental Overview	5
MSc Program Overview	6
MSc Program Contacts	6
MSc Program Organization and Structure	6
Department of Public Health Sciences.....	6
Department of Mathematics and Statistics.....	7
MSc Degree Requirements	7
Electives Offered by the Department.....	8
Electives Offered Outside the Department.....	8
Elective Selection Process.....	9
EPID 888: Master’s Practicum	9
Academic Policies	9
Appeal of an Assigned Grade in a Graduate Course.....	9
Course Failure.....	10
Accommodation of Graduate Students with Disabilities.....	10
Conflict of Interest.....	10
Guidelines to Intellectual Property.....	10
Opportunities for Student Involvement in the Department	11
Workplace, Equipment, and Facilities	11
Professional Skills Development for Graduate Students	12
Expanding Horizons.....	12
Career Services.....	13
Centre for Teaching and Learning.....	13
Dissertation Boot Camp.....	13
Three-Minute Thesis (3MT).....	13
Student Academic Success Services.....	13
Tips and Resources Webpage.....	13
Queen’s University International Centre (QUIC).....	13
Queen’s Libraries.....	13
Handbook for International Students.....	14

Student Wellness Services	14
Health Services.....	14
Counselling Services.....	14
School Graduate Studies On-Site Counsellor.....	15
Accessibility Services.....	15
Peer Advising (Society for Graduate and Professional Students, SGPS).....	16
Academic Counselling, Confidential Advising.....	16
Athletics and Recreation Centre	16
Appendices	16
Practicum Proposal Form.....	17
Practicum Report Presentation Scheduling Form.....	18

Departmental Overview

Established in 1968, the Department of Public Health Sciences (formerly Community Health and Epidemiology) was created to study the incidence of diseases in Canadian communities and to find ways to help reduce public health risk. Since then, the fields of community health and epidemiology have broadened considerably. Department members now conduct research and teach in areas as diverse as health economics, mental health, program evaluation, and biostatistics. The Departmental offices are in Carruthers Hall at the center of the Queen's campus.



Carruthers Hall, Queen's University

The mission of the department is to advance scientific knowledge relevant to research in epidemiology, public health and biostatistics, and to participate in the dissemination and application of scientific knowledge to address health, health care, and health system issues.

To achieve this mission, the department is home to several graduate programs:

- **PhD Public Health Sciences** - a four-year thesis-based program with an option to specialize in Epidemiology or Biostatistics
- **MSc Public Health Sciences, Field of Study Epidemiology** - a two-year, thesis-based Master of Science program
- **MSc Public Health Sciences, Specializing in Biostatistics** – a one-year course-based Master of Science program with a research practicum, offered collaboratively with the Department of Mathematics and Statistics.

- **Master of Public Health** – a 16-month course-based Master’s program with a practicum, and a 12-month option for experienced health professionals.

MSc Program Overview

The Department of Public Health Sciences and the Department of Mathematics and Statistics jointly offer the collaborative Master of Science Specializing in Biostatistics program based on a broad range of courses in statistics, biostatistics, epidemiology, and health-services research. This program builds on the strong MSc programs in epidemiology and statistics (home programs) offered in the two departments.

This is a 12-month, non-thesis-based program (full-time study) that requires students to complete eight term-courses (six mandatory courses and two electives) in the Fall and Winter terms followed by a four-month practicum in the summer months. The practicum will involve a placement working on a project pertaining to some aspect of biostatistics applications or methodological research affiliated with the work of the supervisor.

With combined resources in the two departments, students in the collaborative program will have unique opportunities to develop the biostatistical skills and practical experience needed to interact with practitioners and to work on research projects in a variety of health areas.

MSc Program Contacts

MSc Program Director: Paul Peng, PhD yingwei.peng@queensu.ca

MSc Program Administrator: Sue Preston epid@queensu.ca

MSc Program Organization, Structure, and Supervision

The Department of Public Health Sciences and all of its graduate programs fall under the School of Medicine in the Faculty of Health Sciences. The Department of Public Health Sciences is regulated by The School of Graduate Studies and Post-Doctoral Affairs. The MSc of Public Health Sciences, Specialization in Biostatistics program is under the direction of Dr. Paul Peng.

Biostatistics students will be registered in their home program with a pre-determined supervisor(s). At least one of the supervisors is a biostatistics faculty member in their home program. A full list of core, cross-appointed, and adjunct faculty members, as well as information about their research interests, in the Department of Public Health Sciences can be found at <https://phs.queensu.ca/faculty-staff>. The information about faculty members in Mathematics and Statistics can be found at <https://www.queensu.ca/mathstat/people>. Following is a list of biostatistics faculty members in the two departments:

Department of Public Health Sciences

- **Dr. Bingshu Chen**, Professor, research interests: *survival analysis, computational statistics, Bayesian statistics, biomarker-treatment interaction, design and analysis of clinical trials and epidemiology.*

- **Dr. Keyue Ding**, Associate Professor, research interests: *in sequential analysis; statistical quality control procedures; statistical computing.*
- **Dr. Zihang Lu**, Assistant Professor, research interests: *statistical methods for disease clustering and classification; design and analysis of observational studies; longitudinal and functional data analysis; Bayesian statistics.*
- **Dr. Paul Peng**, Professor, research interests: *survival models, cure models, longitudinal data modeling, statistical methods for analyzing data from observational and controlled clinical studies, statistical computing.*
- **Dr. Dongsheng Tu**, Professor, research interests: *clinical trials; resampling methods and applications of censored data; meta-analysis; biostatistical theory and methods.*
- **Dr. Wei Tu**, Assistant Professor, research interests: *personalized medicine, robust dimensionality reduction, data privacy and its application in clinical trials, interpretable machine learning.*

Department of Mathematics and Statistics

- **Wenyu Jiang**, Professor, research interests: *statistical analysis of genomic data; statistical methods in clinical trials; survival analysis; resampling models.*
- **Devon Lin**, Professor, research interests: *theory and applications of fractional factorial designs, design computer experiments, uncertainty quantification, interface between data collection and modelling.*
- **Brian Ling**, Assistant Professor, research Interests: *survival analysis, shape-constrained inference, latent variable models*
- **Yanglei Song**, Assistant Professor, research Interests: *sequential analysis; multiple testing with sequential data; change detection with experimental design; rare event simulation*
- **Glen Takahara**, Associate Professor, research interests: *Bayesian methods and applications; orientation data analysis, and functional data.*

The School of Graduate Studies and Post-Doctoral Affairs' Guide to [Graduate Supervision](#) - offers graduate students, faculty, and other departmental members the guidelines needed to foster productive working relationships between supervisors and graduate students.

MSc Degree Requirements

Through a combination of coursework and practicum, this program will equip students with a sound knowledge in observational and experimental study designs, statistical theory, statistical models for health data analysis, and statistical computing. A four-month practicum will provide students opportunities to apply basic knowledge and develop consulting expertise within a health research group in an academic or industry setting. To fulfill the requirements of the program, students must complete:

Fall

- Introduction to Epidemiology (EPID 801)
- Statistical Inference (STAT 853)
- Statistical Learning I (STAT 862), or an elective if taking Applied Regression Analysis (EPID 822) in the winter term.
- One Elective

If EPID 822 is selected as a core or elective course in the Winter, you are encouraged to check whether you need to attend EPID 821 SAS labs in the Fall to make you ready for EPID 822 SAS labs.

Winter

- Intermediate Epidemiology (EPID 804)
- Advanced Biostatistics (EPID 823)
- Survival Analysis (STAT 886)
- Applied Regression Analysis (EPID 822), or an elective if taking Computational Data Analysis (STAT 862) in the fall term

Spring/Summer

- Submit practicum proposal – by March 31st
- Conduct practicum placement between May 1st and August 31
- Present practicum report – end of August

See MSc Biostatistics Practicum Guide on the program website for more information.

Potential Electives Offered in the Department of Public Health Sciences

EPID 802 (F) Foundations in Public Health
EPID 803 (W) The Canadian Health System
EPID 805 (F) Leading Evidence Informed Action
EPID 806 (W) Applied Research Methods for Program Planning & Evaluation
EPID 810 (F) Controlled Clinical Trials
EPID 824 (F) Applied Statistical Learning for Health Data
EPID 828 (W) Infectious Disease Epidemiology
EPID 829 (F) Foundations of Global Health
EPID 831 (W) Chronic Disease Epidemiology
EPID 832 (F) Mental Health/Critical Inquiry
EPID 837 (F) Health Services Research
EPID 852 (W) Fundamentals of Infection Prevention and Control and Environments of Care

Potential Elective Offered in the Department of Mathematics and Statistics

STAT 855 (F) Stochastic Processes and Applications
STAT 856 (W) Bayesian Analysis
STAT 857 (W) Statistical Learning II
STAT 864 (F) Discrete Time Series Analysis
STAT 871 (W) Sampling and Experimental Design
STAT 873 (W) Generalized Linear Models
MATH 896 (F) Core Mathematical Statistics I
MATH 897 (W) Core Mathematical Statistics II

Potential Electives Offered Outside the Department

Suitable electives may also be found in the School of Computing, Department of Economics, Department of Biology, or the Department of Geography and Planning

Elective Selection Process

Before each of the Fall and Winter terms, students should consult their supervisor(s) to determine which electives are best suitable for their program/their upcoming practicum. Although it is possible to finalize the electives soon after the term starts, students are encouraged to finalize their electives earlier so that their space in the selected elective courses can be secured. Elective selection should be approved by the supervisor(s). Any electives taken outside the two home departments require approval from the MSc Program Director.

EPID 888: Master's Practicum

After successfully completed the required coursework (six core courses and two elective courses) in fall and winter terms, the students will start the four-month practicum placement in the summer term.

Practicum Proposal Forms (Appendix A) must be submitted by March 31, 2022 to epid@queensu.ca. Students should start the practicum on May 1st and complete the practicum in the end of August by submitting and defending a practicum report. The student and supervisor should submit a Practicum Report Presentation Scheduling Form (Appendix B) one month before the report defense with suggested report reviewers. The student should submit the report to the report reviewers and the Graduate Assistant at least 10 business days before the report defense.

For more information, please use the Practicum Guide on the program website.

Academic Policies

Students are expected to be aware of and adhere to Queen' academic integrity policy:

<https://www.queensu.ca/academic-calendar/graduate-studies/academic-integrity-policy/>

See for further information on academic policies:

<https://www.queensu.ca/grad-postdoc/grad-studies/policies>

Appeal of an Assigned Grade in a Graduate Course

Any student wishing clarification about, or who is dissatisfied with, an assigned grade in a graduate course should first discuss the matter with the course instructor, who will review the work in question. This discussion should take place within 14 days of the grades being available. If the instructor agrees to change a grade, a change of grade form shall be processed in the usual way.

If the instructor confirms the original grade, and if the student is still dissatisfied, then the student should appeal to the Department Head or Graduate Coordinator in the department, stating clearly the grounds on which the grade should be raised. If the Head or Graduate Coordinator believes the grounds to be reasonable, then the Head or Graduate Coordinator should initiate a review of the grade.

If the Head or Graduate Coordinator does not agree to a review of the grade, then the student has the right to formally request a review of the grade through the Dean of the School of Graduate Studies and Post-Doctoral Affairs. The Dean will forward the request to the Head or Graduate Coordinator in the department, who will conduct a review of the grade.

The grade determined by means of the review shall be recorded as the final official grade, irrespective of whether it is identical to, or higher or lower than, the original grade. The Head or Graduate Coordinator will inform all parties, including the Dean of the School of Graduate Studies and Post-Doctoral Affairs, of the result of the review.

Further appeal of an assigned grade can be made only on the basis of a specific procedural error or errors made in the departmental grade review procedures. This would be done through convening the Academic Appeal Board of the School of Graduate Studies and Post-Doctoral Affairs.

Course Failure

If a student fails a required course, Queen's University states that the Head of the Department recommend one of the following:

1. Repeat the examination within one year after the original examination
2. Repeat the course
3. Take a substitute course
4. Withdraw from the program

Other School of Graduate Studies and Post-Doctoral Affairs policies can be found at:

<https://www.queensu.ca/sgs/graduate-calendar/general-regulations> and at:

<https://www.queensu.ca/sgs/graduate-calendar>

Accommodation of Graduate Students with Disabilities

Queen's University is committed to providing accommodation for graduate students with disabilities. University administrators, faculty, staff and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans that preserve the program's academic standards and adhere to the principles of academic integrity. For the policy click the following link: <https://www.queensu.ca/grad-postdoc/wellness/accommodations-academic-considerations>.

Conflict of Interest

If a member of the faculty has a close relationship with a student (family or close friendship) and is required to teach that student, the faculty member will provide detailed answer keys/instructions for all tests and assignments to another faculty member so that they may mark that student's work. Said faculty member will also recuse themselves from membership on the comprehensive exam committee for that student.

Guidelines to Intellectual Property

These guidelines are intended to support your study and research at Queen's and to provide you with a general overview of what intellectual property is, what you should know, and how to find out more. You will find practical guidance about issues associated with intellectual property (IP) including patents, copyright and ownership of IP on the School of Graduate Studies and Post-Doctoral Affairs website: <https://www.queensu.ca/grad-postdoc/>.

Opportunities for Student Involvement in the Department

Students play an important role in the administrative life of the Department and are represented on key Departmental Committees. Each year students choose representatives for:

- Public Health Sciences Student Association (PHSSA)
The PHSSA fosters experiences that support students on their path to becoming successful researchers and practitioners. PHSSA members organize activities that build student community and connect students to alumni and professional associations:
<https://www.facebook.com/queensphssa/>
- Departmental Committees
This Committee provides a broad forum for communication and discussion for all members of the department. One student from each cohort will be elected by their peers to bring forward questions, comments, concerns and suggestions of the class at monthly departmental meetings.
- Education Committee
The Education Committee (GEC) advises the Graduate Coordinator on matters pertaining to the administration of Graduate Programs, ranging from participation in admissions, assessment of scholarship and funding applications, review of student progress, strategic planning, participation in internal and external program reviews, and development of program policies and procedures. Elected program student representatives sit on this committee. Students participate in all discussions, except those on individual student progress.
- Sub-Committees, Special Committees and Task-Forces
From time to time students will be asked to sit on sub-committees, special committees and task forces struck in response to specific policy or procedural issues.
- Student Business Meetings
Student representatives will arrange regular meetings of the student body to provide a forum for general communication and discuss matters of departmental business. All full-time and part-time students are encouraged to attend.

Workspace, Equipment and Facilities

It is the responsibility of the primary supervisor to request and/or allocate each full-time doctoral student his or her own workspace and computer. These are usually located in the research environment of the supervisor. Students have access to a variety of software applications either through Queen's software licenses or through the supervisor's purchased software (SAS, SPSS, STATA, NVivo, Endnote, Epi-Info etc). Many licenses for the most common data management and analysis software are provide for Queen's students or can be purchased at reduced student costs.

Students are provided with a computing account that affords them access to Queen's server and network for e-mail, internet, library, and archival resources. Some of the department's affiliated research groups are linked to the Queen's network through Kingston General Hospital or other computing networks.

Queen's Information Technology Services maintains a number of computing sites on campus. Students can use computers in these sites for e-mail, internet, or to run certain site-licensed software. The Department provides computer lab sessions on SAS programming corresponding to biostatistics teaching in one of these computing labs located at Jeffrey Hall. Students working on geographic analyses also have access to the Geographic Information Systems computing laboratory through the Department of Geography.

Bracken Library also has a Centre for Health Education Electronic Resources (CHEER) which provides students with access to over 100 workstations.

The Graduate Student Helen Howard Reading Room is located in Stauffer Library (north east corner on the 3rd floor).

The main offices for the Department of Public Health Sciences are located at Carruthers Hall at 62 Fifth Field Company Lane.



The following equipment and facilities are available for student use in Carruthers Hall:

- **Kitchen:** A small kitchen, equipped with a microwave and sink, is available for student use.
- **Desk Space:** Shared areas are available to all students on the 3rd floor of Carruthers Hall.
- **Computers:** Students are required to have their own computers. In order to facilitate group work and allow for students to access desk space in the common rooms, laptops are ideal. Two communal computers are available for use, one in the classroom and one in the lounge. These computers are equipped with internet access, word processing, SAS and SPSS software.
- **Email:** All Public Health Sciences students are required to obtain a Queen's student e-mail account. The computer help desk phone number is: 613-533-6666
- **Wireless internet:** Carruthers Hall is equipped for wireless communication so that students may check their emails and work on the web from their workstations, classroom, and common room.
- **Photocopier:** A photocopy machine is located in the student common room. All students will be provided with a photocopy code which is required in order to use the machine.
- **Access:** For access to Carruthers Hall after regular business hours, students may purchase a key fob from the Campus Bookstore. This fob can be programmed by the PHS Department Manager.
- **Fax:** Students may fax material using the photocopier located in the student common room in Carruthers Hall on the 3rd floor.

Professional Skills Development for Graduate Students

Expanding Horizons

The School of Graduate Studies and Post-Doctoral Affairs, in partnership with student service providers at Queen's, offers Expanding Horizons - a series of workshops and seminars to support the academic, personal, and professional success of graduate students. Graduate students are encouraged to participate

according to their needs and interests, and may attend as many workshops/seminars as desired.
<http://www.queensu.ca/sgs> (see Professional Development).

Career Services

Career Services provides career education and employment support services at Queen's for undergraduate and graduate students in all disciplines. A comprehensive range of services are offered including drop-in career advising, supporting graduate students in making informed decisions about career options, job search strategies, and CVs/resumes. For a full description of services see: <http://careers.queensu.ca/>

Centre for Teaching and Learning

The Queen's Centre for Teaching and Learning (CTL) offers a wide array of programs and services that are designed to meet the teaching and learning needs of students, post-doctoral fellows, staff, and faculty members. For a full description of programs, services and supports, see: <http://www.queensu.ca/ctl/>

Dissertation Boot Camp

The School of Graduate Studies and Post-Doctoral Affairs hosts two Dissertation Boot Camp events throughout the year. The primary aim of the 5-day Boot Camp is to write and to make substantial headway on your thesis. Advice and tips about writing, one-on-one consultation and snacks and lunch are provided. For details and how to register go to: <http://www.queensu.ca/sgs/dissertation-bootcamp>

Three Minute Thesis (3MT)

The 3MT is a university wide competition for Master's students (thesis or research project) and doctoral students in which participants present their research and its wider impact in 3 minutes or less to a panel of non-specialist judges. This is an excellent opportunity to develop strong communication skills and convey the significance of your research work. <https://www.queensu.ca/grad-postdoc/research/share/three-minute-thesis>.

Student Academic Success Services

These services include thesis writing support in small groups covering topics of interest to the participants, learning strategies for graduate students, and through the writing centre graduate students can get assistance with academic writing and one-on-one consultations. SASS works with students in all disciplines and provide specialized support for English language learners: <http://sass.queensu.ca/>

Tips & Resources Webpage

Queen's School of Graduate Studies and Post-Doctoral Affairs have many valuable resources and events in place to assist you in progressing toward degree completion. Take advantage of the many services available to you during your time at Queen's. <http://www.queensu.ca/sgs/>

Queen's University International Centre (QUIC)

QUIC is a support service for all members of the Queen's Community and through its activities promotes an internally informed and cross-culturally sensitive learning environment. The centre offers support for international students in finding housing, it provides a relaxing and welcoming space for conversation, and provides information about study permits, visas, health insurance coverage, taxes and living in Kingston. Visit: <https://quic.queensu.ca/>.

Queen's Libraries

Students can access library materials on-site or via the internet with a Queen's NetID. In addition, students can book study and meeting space, borrow materials from other libraries, seek advice on searching for the information you need, and access information about copyright, open access and scholarly communications. On the third floor of Stauffer Library, the Helen Howard Reading Room is a dedicated space for graduate

students. It holds two breakout rooms equipped with televisions, and a lounge area in the front.
<https://library.queensu.ca/help-services/services-graduate-students>

Handbook for International Students

This handbook provides valuable information and resources that will help students find what they need upon arrival and throughout their stay in Kingston. Sections include student services, academic life, housing, money matter, cross-cultural transition, and community and recreation.
<https://www.queensu.ca/sgs/prospective-students/international-students>

Student Wellness Services

Student Wellness Services provides a welcoming, confidential and integrated service that is responsive to the needs of students be it health services, counselling services, disability services or advice on maintaining or improving your overall well-being. For a full listing of services visit:

<http://www.queensu.ca/studentwellness/home> and <https://www.queensu.ca/sgs/sgs-habitat/staying-well>

Health Services

Student Health Service provides Queen's students with quality, comprehensive health care in a convenient campus location. Student Health Service provides confidential, student-centered health care, including comprehensive medical care, travel medicine and education, immunization and referrals for specialized treatment. The multidisciplinary health team includes family physicians, psychiatrists, registered nurses and support staff. Appointments are available for students, provided they have not opted out of the health coverage provided by the university.

Appointments can be scheduled by calling 613-533-2506 and are available at the following times:

Monday - 9:00 am to 4:30 pm

Tuesday - 9:00 am to 7:30 pm

Wednesday - 9:00 am to 4:30 pm

Thursday - 9:00 am to 7:30 pm

Friday - 9:00 am to 3:00 pm

Counselling Services

Counselling Services supports the personal, academic and social development of students at Queen's University by providing a range of programs and services appropriate to student needs. Some reasons why students seek counseling:

- Abuse and assault issues
- Academic engagement or direction
- Substance use
- Anxiety and mood problems
- Coping with grief or loss
- Relationships
- Eating/body image difficulties
- Self-harm
- Homesickness/loneliness
- Self-confidence and self-esteem issues
- Sexuality and sexual orientation
- Stress
- Transition to university

- Social functioning
- Dealing with racism

Students are urged to seek guidance and assistance before the issue escalates and becomes more difficult to handle.

To make a counseling appointment, call 613-533-6000 ext. 78264. Appointment times fall within 9:00 am – 4:30 pm Monday through Friday. The School of Graduate Studies and Post-Doctoral Affairs has two embedded counsellors (see below). More information on counselling services, including urgent help, are here: <http://www.queensu.ca/studentwellness/counselling-services>

School of Graduate Studies and Post-Doctoral Affairs On-Site Counsellor

As part of Student Wellness Services, the School of Graduate Studies and Post-Doctoral Affairs has an on-site Counsellor who provides an additional access point for graduate students to counselling services. Located in the School of Graduate Studies and Post-Doctoral Affairs, graduate students have access to individual counselling services, group programs and various health and wellness events. Strict standards of confidentiality are upheld. Visit: <https://www.queensu.ca/sgs/sgs-habitat/staying-well>

Accessibility Services

With other members of the Queen's community, Accessibility Services works to ensure the university and its programs are accessible to students with disabilities. Supports and services include:

- Transition programming specially designed for students with disabilities
- Initial assessments to determine eligibility for services and academic accommodations
- Individualized accommodation planning
- Referrals to on and off-campus services and supports
- Coaching in self-advocacy to promote autonomy and independence
- Counseling support related to one's disability, self-concept, disclosure, and self-advocacy
- Advice to students, faculty, and staff on disability, accessibility, and accommodation matters
- Education and awareness training to the Queen's community

Students seeking academic accommodations for reasons of a disability or health condition at Queen's University are required to provide documentation from a qualified health care or other professional verifying the presence their disability or health condition. Individual accommodation plans may include:

- Special examination arrangements
- Use of computers for exams and an adaptive technology lab and equipment loan
- Special classroom arrangements
- Alternate formats for course material

The following link has helpful information for students about how to register with the Accessibility Services office, required documentation, consent and confidentiality policies etc:

<https://www.queensu.ca/studentwellness/accessibility-services>. Accessibility Services can be reached by email at accessibility.services@queensu.ca, by phone at 613-533-6467.

Peer Advising (Society for Graduate and Professional Students, SGPS)

The Student Advisor program provides advocacy and support for graduate and professional students. The program's primary goal is to assist SGPS members negotiate their many roles as students, researchers, teachers, employees and colleagues. Services are strictly confidential. <https://sgps.ca/>

Academic Counselling, Confidential Advising

The Associate Deans in the School of Graduate Studies and Post-Doctoral Affairs are available to graduate students who wish to talk about any academic issue they have. The Associate Deans will offer advice and lay out options to manage the specific issues. These meetings are in confidence and actions are only taken with the student's consent. To make an appointment please contact the Administrative Assistant at: sgsasst@queensu.ca

Athletics and Recreation Centre

The Athletic and Recreation Centre – also known as “The ARC” - is a hub of activity on campus. This facility offers a number of opportunities for students to contribute to and enhance or maintain their health. The ARC provides students, faculty, staff and community members with a selection of eating establishments, a student run café, a small market stocked with fresh produce and meat and a prescription dispensing, fully supplied pharmacy. All of these amenities are situated alongside the 24,500 square feet of cardiovascular and strength-training space, pool, racquet courts, gymnasiums, exercise, dance and spin studios and combative rooms. More information on facility options, programming, and hours of operation can be found at: <https://rec.gogaelsgo.com/index.aspx>

Appendices

1. Practicum Proposal Form
2. Practicum Report Presentation Scheduling Form

QUEEN'S UNIVERSITY

**DEPARTMENT OF PUBLIC HEALTH SCIENCES
Collaborative MSc Program in Biostatistics**

Practicum Proposal Form – Submit to epid@queensu by March 31st

Student's name: _____ **Supervisor's name:** _____

Practicum site (please specify, name, address and web site) – *(only for application practicum)*

Practicum Supervisor (please specifies, name, address and email) – *(only for application practicum)*

Dates of placement – from: _____ to: _____

Time commitment: _____ hours per week

Main objectives of the project and background:

Main activities that the student will perform

Signatures:

Date: _____

Student: _____

On-site supervisor: _____
(for application practicum)

Supervisor: _____

Program director: _____

PHS - Practicum Report Presentation Scheduling Form

To be submitted to epid@queensu.ca

Student Name:									
Student Number:									
Supervisor:									
Practicum Report Title:									
Confirmed Submission Date:									
Presentation Date: <i>Please circle preferred dates and times</i>									
Mon		Tues		Wed		Thurs		Fri	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Reviewer (Suggestion #1):									
Reviewer (Suggestion #2):									
Reviewer/Chair (Suggestion #1):									
Reviewer/Chair (Suggestion #2):									
Primary Supervisor Signature:									
Student Signature:									
Program Director Signature:									