

SKHS Graduate Seminar Series Terms of Reference

Background

The Queen's University School of Kinesiology and Health Studies (SKHS) values the interplay between disciplinary and professional areas within our program. The SKHS Graduate Seminar Series is a primary forum to promote this value among our Graduate Students and Faculty Members. As such, the specific objectives of the SKHS Graduate Seminar Series are to:

- foster critical academic discussion between students and faculty members from all disciplines within our School;
- expand knowledge about topics from the broad field of Kinesiology and Health Studies;
- develop graduate students' communication skills by providing opportunity for them to present and to ask questions during seminars; and
- provide opportunities for professional development related to but not limited to topics such as grant applications and life after graduate school.

Attendance

Attendance at the SKHS Graduate Seminar Series is required at a level of 80% for all full-time SKHS graduate students in 1st and 2nd year master's studies and 1st to 4th year doctoral studies. Other SKHS graduate students are encouraged to attend as their schedules permit.

Faculty Member Attendance

Faculty members play an influential role in affecting whether their students attend the SKHS Graduate Seminar Series. Thus, it is expected that Faculty members will a) actively promote and require attendance among their students, and b) regularly attend seminars themselves.

Attendance Exemption - Planned

Planned graduate student attendance exemption will be permitted at a supervisor's discretion. In this instance the graduate student is required to submit an SKHS Graduate Seminar Series Attendance Exemption Form. This Form must be prepared and signed by the graduate student, signed by the student's graduate supervisor, and submitted to the SKHS Graduate Assistant in advance of that seminar date.

Attendance Exemption - Unplanned

Students may be unable to attend a specific seminar date due to unplanned circumstances such as health issues or other emergencies. In these instances the graduate student is still required to submit an SKHS Graduate Seminar Series Attendance Exemption Record.

Attendance - Virtual

Where possible, all seminars will be broadcast live using WebEx software. In order for students who have been granted permission to attend a seminar virtually, the student must arrange their own access to a computer and an internet connection. Students attending from an off-campus location must notify

the SKHS Graduate Assistant two days in advance of the seminar (i.e., on the Monday preceding that Wednesday's seminar). These students will be sent a WebEx invitation the morning of the seminar. There are a limited number of virtual attendance spots available, identified on a first-request basis. Virtual attendance quality cannot be guaranteed as it is reliant upon available technology.

Format

The SKHS Graduate Seminar Series will meet four times in the Fall Term and four times in the Winter Term for one hour. The Seminars will be organized by SKHS Graduate Seminar Series Subcommittee which consists of two SKHS faculty member and two SKHS Graduate Students. The format will vary to include internal speakers, lab group presentations, external speakers, panel formats, etc. at the discretion of the Subcommittee.

Organization

1. By September 1 each year the Graduate Assistant will circulate the complete SKHS Graduate Seminar Series agenda for the upcoming academic session to all SKHS graduate students and faculty members, and will post the Agenda to the School website.
2. On the Monday of the week of an SKHS Graduate Seminar Series event, the Graduate Assistant will forward an attendance reminder to all SKHS graduate students and faculty members in the form of an email. The reminder will include instructions and deadlines for virtual attendance sign up and exemption form submission for that week's seminar.

Available Resources

\$1,000 is available each academic session for recruitment of external speakers. The Subcommittee will submit their external speakers support requests in writing complete with a clear justification to the SKHS Graduate Assistant. The SKHS Graduate Assistant will maintain a declining budget for that academic session.