

## **SKHS Graduate Seminar Series Terms of Reference 2020-2021**

### **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; and
- develop graduate students' communication skills by providing opportunity for them to present and to ask questions during seminars.

### **Attendance**

Attendance at the SKHS Graduate Seminar Series is required at a level of 80% for all full-time SKHS graduate students in 1<sup>st</sup> and 2<sup>nd</sup> year master's studies and 1<sup>st</sup> to 4<sup>th</sup> 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 via zoom. Students must arrange their own access to a computer and an internet connection.

### **Format**

The SKHS Graduate Seminar Series will meet five times in the Fall Term and five 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 members and two SKHS Graduate Students. The format will vary to include internal speakers, lab group presentations, 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.