**Graduate / Post-Graduate Research Fellowship (GRF) Learning Plan**

This form is to be used when providing a Research Fellowship to support a graduate student / PDF while they develop the research, professional and/or technical skills needed to complete their degree requirements. The Learning Plan supports trainees in developing and articulating their learning experiences and skill development. It should be completed by the supervisor and the trainee in consultation, discussed at advisory committee meetings (if applicable), and reviewed annually and revised as needed.

There are many different facets to becoming a successful researcher / professional. One must develop a wide range of intellectual and interpersonal skills as well as a strong knowledge base. Some aspects of the training are not found in textbooks, journals, and courses, or in the work documented in a thesis. A researcher must learn to develop new ideas and new approaches to succeed. They must be able to respectfully engage research participants and communicate their findings. They must also learn how to be an effective and supportive team member, mentor and, at the PhD/PDF level, take ownership of a research effort.

The Learning Plan is designed to help the trainee to plan, and reflect upon, the activities that will be undertaken during the academic year, and to consider how these activities will contribute to the degree and program requirements as well as professional goals. Think about it first and come up with a list of goals. Then meet with your supervisor to discuss. A copy of the completed form should be submitted to the Graduate Coordinator or Lucy Russo-Smith (russol@queensu.ca) at the beginning of the academic year.



**Graduate / Post-Graduate Research Fellowship (GRF) Learning Plan**

**Graduate Program Name: Centre for Neuroscience Studies**

**Date:**

**Program/year:**

**Supervisor’s Name:**

**Trainee’s Name:**

**Part A** Learning Plan: Outline of Goals, Skills & Requirements

**COURSE REQUIREMENTS**

List here the required courses (including WHMIS, WHMIS Refresher, Animal Care, Boating, Radiation Safety, BioSafety) that the student has already completed and the marks obtained (where applicable). MSc students must take 4 half-term academic courses (2.0 credits), but none are required for the PhD unless the supervisory committee says otherwise

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| --- | --- | --- | --- | --- | --- | --- |
| **COURSE** | **Term taken** | **Mark** |  | **COURSE** | **Term taken** | **Mark** |
| WHMIS |  |  |  |  |  |  |
| AODA |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**OTHER USEFUL WORKSHOP/SKILLS RECOMMENDATIONS:**

Nature of activities, goals and relevant learning outcomes (approx. 3-4): (Examples of activities and goals could include, but are not limited to: performing a literature review, acquiring a specific technical skill, completing course work, giving a conference presentation, participating in a professional development workshop or event, completing the qualifying/comprehensive examination)

 (The learning outcomes listed below, organized according to the Queen’s Learning Outcomes Framework, provide a possible list of knowledge, skills and habits of mind that a student might gain by the end of their graduate degree. The list is meant to promote reflection and discussion about the activities that the student will undertake during a given academic year, and how they will contribute to the student’s mastery of some of these degree level expectations. For example, the student may be reading the literature to learn more about a new area and will thus improve their ability to critically evaluate and synthesize the research literature, identifying gaps in our current knowledge.)

Note: A guide that can be used is provided. The guide should provide guidance for you to think about your career and your future in a constructive and creative way so maximize your chances of success!

Advice: come up with a prioritized list of attainable goals and a plan on how to reasonably achieve them!

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| --- | --- | --- | --- |
|  | Description | Timeline | Completed |
| Goal |  |  |  |
| Steps/Training |  |  |  |
| Outcomes |  |  |  |

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|  | Description | Timeline | Completed |
| Goal |  |  |  |
| Steps/Training |  |  |  |
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|  | Description | Timeline | Completed |
| Goal |  |  |  |
| Steps/Training |  |  |  |
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|  | Description | Timeline | Completed |
| Goal |  |  |  |
| Steps/Training |  |  |  |
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|  | Description | Timeline | Completed |
| Goal |  |  |  |
| Steps/Training |  |  |  |
| Outcomes |  |  |  |

Feel free to add more if required.

**Part B**: Consent

**TRICOUNCIL CONSENT for HIGHLY QUALIFIED PERSONNEL (HQP)**

When faculty apply to NSERC, SSSHR, or CIHR for research grants they are required to provide a list of students (HQP) they have supervised. They cannot use your name without your consent. If you consent to this, please sign the following statement:

[ ] I hereby allow my supervisor to include limited personal data about me in grant applications submitted for consideration to NSERC for the next six years. This limited data will only include my name, type of HQP training and status, years supervised or co-supervised, title of the project or thesis and, to the best of my supervisor's knowledge, my position title and company or organization at the time the application is submitted. I understand that NSERC will protect this data in accordance with the Privacy Act, and that it will only be used in processes that assess my supervisor’s contributions to the training of highly qualified personnel (HQP), including confidential peer review.

[ ]  Give permission for my name and email address to be provided to the Student Leadership Committee\*

\*Permission can be withdrawn at any time by contacting the graduate office.

**Student Checklist:**

[ ] Have read the CNS Student Handbook <http://neuroscience.queensu.ca/sites/default/files/Student%20Handbook_2019_Apr2020.pdf>

[ ] Have read the SGS Graduate Student Supervision Handbook [https://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students/Aug%202018%20Graduate%20Supervision%20Handbook-electronic(1).pdf](https://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students/Aug%202018%20Graduate%20Supervision%20Handbook-electronic%281%29.pdf)

[ ] Have read and agree to abide by the Queen’s Student Code of Conduct and the CNS Code of Etiquette (CNS Student Handbook).

[ ] Have read and understand Queen’s University Policy on Workplace Harassment <http://www.queensu.ca/humanresources/policies/workplace-issues/interim-workplace-harassment-discrimination-policy>

**Supervisor Checklist:**

[ ] Have read the CNS Student Handbook <http://neuroscience.queensu.ca/sites/default/files/Student%20Handbook_2019_Apr2020.pdf>

[ ] Have read the SGS Graduate Student Supervision Handbook [https://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students/Aug%202018%20Graduate%20Supervision%20Handbook-electronic(1).pdf](https://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students/Aug%202018%20Graduate%20Supervision%20Handbook-electronic%281%29.pdf)

[ ] Have read and agree to abide by the Queen’s University Code of Conduct [University Code of Conduct | University Registrar (queensu.ca)](http://www.queensu.ca/registrar/resources/policies/university-code-conduct) and the CNS Code of Etiquette (CSN Student Handbook).

[ ] Have read and understand Queen’s University Policy on Workplace Harassment <http://www.queensu.ca/humanresources/policies/workplace-issues/interim-workplace-harassment-discrimination-policy>

**Part A and B of this form has been reviewed by both the Trainee and Supervisor.**

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| --- | --- | --- |
| Trainee Signature: |  | Supervisor Signature: |
| Date: |  | Date: |