APPOINTMENT BOOKING INSTRUCTIONS

Please email ug.psys@queensu.ca to book an advising appointment.

In the email we ask that you provide: name, student number, and question/reason. We will respond to your email with either a response to your question(s) or an appointment time. If you would like to make an appointment with the Undergraduate Chair, Dr. Meghan Norris, please email ug.psys@queensu.ca for an appointment. We are always available in the Undergraduate Office for drop-in appointments.

OFFICE HOURS/CLOSURES:
Hours: Monday through Friday 8:30 am to 12:00 pm and 1 pm to 4:30 pm.
Closures: Closed for lunch usually from 12 pm to 1 pm and Monday, October 9th for Thanksgiving.

UPCOMING EVENTS & KEY DATES

<table>
<thead>
<tr>
<th>DATE</th>
<th>Time</th>
<th>EVENT</th>
<th>TARGET YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 4th, 24th, &amp; Nov 1st</td>
<td>5:30 pm – 6:30 pm</td>
<td>Exchange Information Sessions, Kingston Hall</td>
<td>2nd Years</td>
</tr>
<tr>
<td>Oct 9</td>
<td></td>
<td>Thanksgiving Day – No Classes</td>
<td>All</td>
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<tr>
<td>Oct 15</td>
<td></td>
<td>Application to graduate this Fall 2017</td>
<td>4th Years</td>
</tr>
<tr>
<td>Oct 26</td>
<td></td>
<td>QUIP Information Sessions – sign up through Career Services, My Career Events Calendar</td>
<td>3rd Years</td>
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</tbody>
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REMEMBER

When emailing the Psychology Undergraduate Office, please remember to use your Queen’s email address as Queen’s ITS filters non-Queen’s emails. All emails should include: name, student number and your plan (MAJ, MED, GEN or MIN). This helps us tailor our answer to your specific plan and year! Thank you!

KEY WEBSITES

It is important that you use the website with the most up-to-date information. It is best if you bookmark these websites and use them when you are researching information. Sometimes by just using google you end up with out-of-date information.

Psychology Undergraduate Office: http://www.queensu.ca/psychology/undergraduate/current-students/course-information
Faculty of Arts and Sciences: http://www.queensu.ca/artsci/
Faculty of Arts and Science Academic Calendar: http://www.queensu.ca/artsci/students-at-queens/academic-calendar#section-degree-plans-course-lists-and-certificates
\textbf{2\textsuperscript{ND} YEARS}

Participating in psychological research is a unique opportunity for experiential learning. Until now, this opportunity was available only for students in Psychology 100. Starting this year, many 200-level courses will be offering extra credit for research participation to the students enrolled in them. We hope that you will take advantage of this option to enhance your first-hand knowledge of research in our field. If you are enrolled in a 200-level course that offers extra research credit, most of the mechanics of participation will be familiar to you from Psyc 100. Please check out your course syllabi, look out for an invitation to participate in prescreening and for an email about your SONA account. Further information is provided on the Participant Pool webpage: \url{http://www.queensu.ca/psychology/undergraduate/participant-pool-information}. Should you have objections to participating in research, you can fulfill an alternative assignment (a walk through a study or a paper project).

Requesting an alternative assignment is described in the Instructions for Students in PSYC 200 Level Courses. We can only gradually implement this option and is currently only available to students in 200-level courses. If you have any questions, comments, or concerns related to the Participant Pool, please contact the Participant Pool Coordinator, Cheryl Hamilton, at participant.pool@queensu.ca or fitneva@queensu.ca Stanka Fitneva, Participant Pool Officer.

\textbf{3\textsuperscript{RD} YEARS}

QUIP internship opportunities are 12 or 16 months long, paid and full time. Students who complete a QUIP internship graduate with a “Bachelor of Science (Honours) with Professional Internship” or “Bachelor of Arts (Honours) with Professional Internship”. \url{http://careers.queensu.ca/students/looking-job/internships}

The City of Kingston is hiring an Event and Outreach Intern for January 2018 who will coordinate events, special meetings, and all aspects of the multi-residential waste programs for the City’s Solid Waste department. This position will act as a complement to the Public Education and Promotion Coordinator to promote and educate residents, businesses, municipalities and other government organizations regarding solid waste programs and services. The position will work with the Communications & Customer Experience department in the strategic planning of external and internal communications. The position is open across Arts & Science and may be of interest to students interested in a career in municipal government or public education. \textbf{Closes October 9}.

Agnico Eagle Mines in Nunavut is hiring a Training Intern for January 2018 who will coordinate and manage projects, develop and modify training content/materials, assist in the planning and tracking of training activities, and assist in the management of the E-Learning platform. This may be of interest to students interested in a career related to education/corporate training. \textbf{Closes October 11}.

Canadian Security Intelligence Service (CSIS) in Ottawa is hiring for various internships to start in September 2018. They are specifically targeting French/English bilingual students in the social sciences. Students must first register in QUIP to apply to the positions and can email quip@queensu.ca for more information. Note that current 2\textsuperscript{nd} year students need to request special permission to apply to January 2018 internships. \textbf{Closes October 20}. 
4TH YEARS

Degree List Fall 2017: If you plan to meet your degree requirements in order to be on the Fall 2017 degree list please ensure you submit your application to graduate in SOLUS by Sunday, October 15. You will find full details on how & when to apply as well as ceremony information on the web at the link included below. **Please note that compatibility issues with Google Chrome have been identified. When accessing SOLUS to enter your application, we recommend an alternate web browser, such as Internet Explorer, Safari, or Mozilla Firefox**. Information on Applying to Graduate (OUR) Ceremonies for PSYC students will be held on Thursday, November 16th at 10:00 am in Grant Hall. http://www.queensu.ca/registrar/students/convocation-graduation/ceremonies/fall-2017-convocation

Have you ever considered an Academic career in Business? Have you ever thought about pursuing a research-based graduate degree in Business? Or maybe you never even thought this would be right for you? The Smith School of Business offers a research based Master’s degree (MSc in Management) and a Doctoral degree for those seeking to pursue an academic and research-based career in business. If you are curious about pursuing research-based graduate work in Business, we invite you to join us for an information webinar where you can get an idea if this is right for you and how the programs at Smith School of Business can help you build a research-based career in Business. We are offering a one-hour webinar in each of our Areas of Specialization. To register for a webinar please go to:

- https://smith.queensu.ca/grad_studies/PhD/contact/info_sessions.php or
- https://smith.queensu.ca/grad_studies/MSc/contact/info_sessions.php

If you wish further information on our Master of Science in Management Program go to https://smith.queensu.ca/grad_studies/MSc/index.php and PhD Program in Management https://smith.queensu.ca/grad_studies/PHD/index.php

If you have questions about the application process please contact Teresa Touchette at tat@queensu.ca

ALL YEARS

Homecoming 2017 opportunities! In just a few short weeks, alumni from around the world will return to campus for Homecoming 2017 from October 13th to 15th. Alumni Relations is looking for enthusiastic Queen’s students help welcome alumni home, and to make Homecoming a fun, safe and successful event! Don’t miss this opportunity to be a part of a Queen’s tradition, network with incredible alumni AND get great volunteer gifts and free food! Reference letters available upon request. Learn more and register now at queensu.ca/alumni/homecoming to secure your spot, or contact the Volunteer Coordinator with questions.

Dean’s Honour Lists for 2016-17 Academic Regulation 12 –Dean’s Honour Lists explains that the required GPA of 3.50 for the academic year of 2016-17 includes Summer Term 2017. The Faculty of Arts & Science runs the reports for grades at the end of August and it takes a couple weeks beyond that for the rulings to be confirmed and entered on individual transcripts. The rulings of “Dean’s Honour List” or “Dean’s Honour List with Distinction” (top 3% of all students within their program group – see above regulation) will start appearing on transcripts from mid- to late September, so check your transcript after that date.
ALL YEARS

Telephone Aid Line Kingston (TALK) is a volunteer listening service that is looking to hire new volunteers for Fall 2017. Applications can be found on our website and are due October 3, 2017.

Visit SASS online: We hope that your fall term is off to a great start! Remember that Student Academic Success Services (SASS) is here to help you with any and all aspects of academic writing and learning, whatever your year, discipline or proficiency level. Explore our website, SASS.QUEENSU.CA, for information about booking 1:1 appointments, using peer writing support, finding a helpful workshop, or accessing free learning and writing resources.

COMMUNITY NOTICES

Mitacs is accepting applications for competitive international research opportunities, including student travel to and from Canada. The deadline to apply is November 8, 2017, at 5 p.m. PT. Projects last 12–24 weeks and are open to graduate students in all disciplines. Select destinations are also open to senior undergraduates. Funding varies by destination. Students in Canada can do research in: Brazil, China, France, India, Israel, Korea, Mexico and Tunisia. Students from the following countries can do research in Canada: France. Graduate students can also apply to the Mitacs-JSPS Summer Program, which supports travel to Japan for a 10-week research project in Summer 2018. To learn more about these initiatives, visit the Globalink web page or contact Mitacs International at international@mitacs.ca.

Opportunity: Reduced Cost MCAT Prep Course @ Queen’s School of Medicine. For the first time ever, the Queen’s School of Medicine is offering an MCAT Preparatory Course. The course is designed to be a reduced cost option for students who are unable to afford commercial courses. If you are a motivated student, are planning on writing the MCAT in the next year, and are able to demonstrate financial need, you may be a candidate! The course will run Tuesdays and Thursdays 6–8PM from January 15 – May 7, 2018. It will include all MCAT subjects. If you are interested in applying, email mcatprep.qmed@gmail.com with any questions and to receive the application form when it becomes available.

ALS Queen’s is now accepting applications for new committee members! We are looking for motivated, creative and original students to join this awesome new club for a great cause. We raise awareness and hold fundraisers across campus for The ALS Society. You can join our amazing team of like-minded students, and get involved in the Queen’s community by filling out this quick application: https://docs.google.com/forms/d/184I8bH0qij49HdYWGshuG6Gnf5pgg82qdn6BYqMcqAA/viewform?edit_requested=true We look forward to hearing what you have to say!

Personal Interest Credit In order to encourage students to explore subject matter outside their program of study and to promote interdisciplinary study, all upper-year Arts and Science students will be permitted to designate up to 6.0 units of degree-credit courses for pass/fail grading, thereby minimizing any risk to the students’ GPA. Such courses designated for pass/fail grading will be referred to as Personal Interest Credits (PICs). Click the above link to learn more. Deadline: Nov 3rd.
Participate in the Semester in Development and gain career-relevant experience, travel abroad, and experience living in a developing country without delaying your graduation. Over the course of 12 weeks, program participants will explore a wide variety of global and local issues, while interning with changemakers in Uganda, Fiji or Ecuador. Learn more... Join them for their online info session, Weds. Sept. 27th at 5 pm PST/8 pm EST – Deadline to apply is November 5th, 2017, for more information visit their website or contact Jared Lim at jared@insightglobaleducation.com

The OceanPath Fellowship provides money for graduating students to do a year-long, community-focused project. Successful recipients show promise in becoming active and effective change-makers, bringing new ideas and working closely with communities to foster sustainable and positive social change in Canada and around the world.

To learn more about the OceanPath Fellowship, visit: https://coadynet.stfx.ca/oceanpath

Can’t get (or wait for) an appointment? Come to: Drop-in Career Advising
Monday to Thursday 1:30 pm to 3:30 pm on the 3rd floor of Gordon Hall
Obtain immediate help with career or further education-related questions from a career advisor. No appointment required.
In addition to our regular drop-in career advising, we offer:

QUIP Advising
Want to learn more about the Queen’s Undergraduate Internship Program (QUIP)?
Every Tuesday and Thursday, 11:00 am - Noon

Location: Please check in with reception (Gordon Hall, 3rd floor)
Information Sessions This Week:
Please register in MyCareer. Locations may vary.

Monday October 2nd
- Student Works Painting, 10:00am-3:00pm (Kingston Hall Room 202 and 310)
- Capital One Info Session, 6:30pm-8:30pm, (Clark Hall Pub)

Tuesday October 3rd
- Student Works Painting, 10:00am-3:00pm (Kingston Hall Room 202 and 205)
- Loblaw Info Session, 5:30pm-6:30pm, (Ellis Hall Room 327)

Wednesday October 4th
- Student Works Painting, 10:00am-3:00pm (Kingston Hall Room 202 & 310)
- Scotiabank Internal Strategy Group Info Session, 5:00pm-6:30pm, (Goodes Hall Room 141)
- Agriculture and AgriFood Canada Info Session, 6:00pm-7:00pm (Dunning Hall Room 11)

Workshops This Week:
Signup in MyCareer. Please note which room your session is in.

Monday October 2nd
- Winning Interviews, Part 1, 11:30am-12:20pm (3rd Floor Gordon Hall, Room 324)
- Winning Interviews, Part 2: Communicating Your Skills and Experiences, 12:30pm-1:20pm (3rd Floor Gordon Hall, Room 324)
- Ramp Up Your Resume, 2:30pm-3:20pm (3rd Floor Gordon Hall, Room 324)
- Conquer the Cover Letter, 3:30pm-4:20pm (3rd Floor Gordon Hall, Room 324)
- QUIP EVENTS: Interview Workshop, 5:30pm-7:00pm (3rd Floor Gordon Hall, Room 324)

Tuesday October 3rd
- From Panic to Power, 1:30pm-2:20pm (3rd Floor Gordon Hall, Room 324)
- LinkedIn 1: Creating an Effective Profile, 2:30pm-3:20pm (3rd Floor Gordon Hall, Room 324)
- LinkedIn 2: Using LinkedIn Strategically, 3:30pm-4:20pm (3rd Floor Gordon Hall, Room 324)
- QUIP EVENTS: Find Your Own Internship Workshop, 5:30pm-7:00pm (3rd Floor Gordon Hall, Room 324)

Wednesday October 4th
- Ramp Up Your Resume, 11:30am-12:20pm (3rd Floor Gordon Hall, Room 324)
- Conquer the Cover Letter, 12:30pm-1:20pm (3rd Floor Gordon Hall, Room 324)
- Winning Interviews, Part 1, 2:30pm-3:20pm (3rd Floor Gordon Hall, Room 324)
- Winning Interviews, Part 2: Communicating Your Skills and Experiences, 3:30pm-4:20pm (3rd Floor Gordon Hall, Room 324)
- Resumes and Cover Letter Basics for International Students, 4:30pm-6:00pm (Queen’s University International Centre, Workshop Room)
- QUIP EVENTS: Resume and Cover Letter Workshop, 5:30pm-7:00pm (3rd Floor Gordon Hall, Room 324)
STUDENT ACADEMIC SUCCESS SERVICES

Our workshops are in full swing, as are our free, drop-in scheduling events at various locations around campus. See our [http://sass.queensu.ca/](http://sass.queensu.ca/) for more details.

Have questions? Email [academic.success@queensu.ca](mailto:academic.success@queensu.ca) or give us a call at 613-533-6315.

Remember that Student Academic Success Services (SASS) is here to help you with any and all aspects of academic writing and learning, whatever your year, discipline or proficiency level.

Explore our website: [http://sass.queensu.ca/](http://sass.queensu.ca/) for information about booking 1:1 appointments, using peer writing support, finding a helpful workshop, or accessing free learning and writing resources.