KBH Lab Academic Survival Guide

This survival guide is intended to help KBH lab members navigate their time at Concordia and academia in general. It is largely targeted to graduate students and postdocs, but will also have relevant information for undergraduates. It is a living document that should be updated as needed, with extra resources, links, updated information, new headings, etc. Make sure to use "headings" style for new headings to get them to appear in the Table of Contents (click on the table of contents then the refresh button to get it to refresh).

Research

Open Science

The lab embraces open science practices, which includes pre-registration (see this paper for a great introduction to pre-registration in infant Research, including this checklist), open materials, data, and scripts. Make sure you have an account on the Open Science Framework.

All papers should be posted, either at acceptance to the journal or prior to submission, on PsyArXiv. This should be linked to the lab website.

Analysis code for many of our projects is hosted on Github. Git and github are good skills to learn. You can find some lab members' Github repositories here:

The lab: https://github.com/kbhlab
Krista: https://github.com/kristabh
Hilary: https://github.com/hilary-rose
Melanie: https://github.com/mbrouillard
Rodrigo: https://github.com/RodDalBen
Esther: https://github.com/e-schott
Lena: https://github.com/lvkremin

Organizing your projects and data

Lab members should read "Good enough practices in scientific computing" which gives a great overview of how to organize and document your projects and data. Implementing these suggestions will save time later!

Code review

Please make sure to get your code reviewed by an experienced lab member prior to submitting for publication. A great person is our research coordinator. During code review, your code will be checked to make sure it does what it is intended to do. Be strategic about when you ask for code review, to avoid having to make major (or even minor) changes if errors are detected.

Journals and publishing

Here are some journals we have submitted to in the past:

Infancy
Developmental Psychology
Developmental Science
Cognition
Journal of Child Language
Frontiers (open-access)
Collabora Psychology (open-access)
Infant Behavior and Development
Bilingualism: Language and Cognition
Infant and Child Development (now more open-sciency)

The library will pay for open-access publication charges via the Open Access Author Fund

Following the literature

Here are some journals that Krista regularly follows to see what's new:

Child Development
Cognition
Developmental Science
Developmental Psychology
Infancy
Journal of Memory and Language
Applied Psycholinguistics
Bilingualism: Language and Cognition
International Journal of Behavioral Development
Psychological Science
Psychological Bulletin
Language and Speech
Language Learning
Language Learning and Development
Journal of Experimental Child Psychology

Journal of Cognitive Development
International Journal of Bilingualism
PNAS
SRCD monographs

Tip: To get regular updates, use an RSS feed like Feedly. You can subscribe to table of contents updates to your favourite journals, blogs, etc.

To set up Google Scholar to automatically find articles that are available through Concordia's library system, see this How To. This will make your life so much easier!

Organizing your PDFs

Your collection of PDFs will only grow! As of summer 2019, the lab has chosen Zotero as our common reference manager. This is an excellent setup guide for zotero, particularly for using zotero from multiple computers but still get free pdf syncing, and for using zotero with rmarkdown.

If you're working on a project or thesis, consider compiling all your references and some details into an excel file (or something similar) that will allow you to search by meaningful categories and get a quick overview of a paper. Using filters on excel allows you to quickly identify papers within a category. This type of sheet can also be great if you remember a paper's findings, but not the author's name or title - just skim through your summaries to find the info you need! Here you can see how Lena did it for her MA thesis (Mel uses something similar to Dr. Pacheco-Vega's Conceptual Synthesis Excel Dump method, which is very similar).

Writing

Barbara Sarnecka's Blog: Start here for chapter 1 of her writing guide. This is a fabulous resource, and is tailored to psychology. The blog has now been transformed into a book The Writing Workshop, which is great.
How to Write a Lot (Paul Silvia). This is a printed book, but ask around the lab for a pdf.

Learning R

There are free workshop programs at Concordia with Data Scientifique https://www.datascientifique.ca/ and through GradProSkills https://www.concordia.ca/students/gradproskills.html
Hadley Wickham's R for Data Science (free!)
Danielle Navarro's Intro to R: https://learningstatisticswithr.com/ (great for total beginners! Some honour students used this and said this is very helpful!)
Data Science online course: https://www.coursera.org/specializations/jhu-data-science (you can take Coursera courses for free or pay a subscription to obtain a certificate)
All you need for pretty graphs: http://www.cookbook-r.com/Graphs/
www.stackoverflow.com

A list of colors for R: http://www.stat.columbia.edu/~tzheng/files/Rcolor.pdf

Google is your best friend for learning R. If you find other examples online of people who had the same problem, try to execute the code for their example + solution into your R environment. Look at their input and output, how is it similar/different to yours? How can you adapt their solution to your specific dataset?

Other Stats Resources

There's plenty of online courses for stats if you want to get a refresher/dive in more deeply. Here's an example: https://www.coursera.org/learn/statistical-inferences
Discovering Statistics using R
Improving your statistical inferences
STEP, which is a week-long psycholinguistics workshop hosted at the University of Alberta in Edmonton. There are courses offered in analyzing eyetracking data in R, GAMMs, how to use Praat, and more.

Postdocs and non-lab research and teaching

Postdocs often arrive in the lab with research/manuscripts/revision from their PhD lab or previous postdoc (i.e., posters and publications that Krista is not an author on). You are welcome to spend up to 1 hour/day (5 hours/week) during your regular workweek on these other projects, as long as excellent progress is being made on lab-related projects (given that this is what is supporting your salary)! You should nonetheless be spending 35 hours per week on lab-related work, as per postdoc contracts. Postdocs can consider teaching departmental courses, but will need to discuss this with Krista ahead of time. Salary will be adjusted to take into account time spent teaching.

Professional development

Listservs you might want to join

Consider getting updates from the following listervs (add information about how to sign up)

CCD (Cognitive and cognitive development brownbag)
> To subscribe: Send an email with "Subscribe ccd-brownbag" in the BODY of the email, using plain text format, to majordomo@lists.concordia.ca

Bilingualism Interest Group
> To subscribe, send "subscribe bilingualism" in the same way as for CCD to the same email address

CRDH (Michelle Cormier adds new grad students to mailing list, but good to check whether it was successful)

CRBLM (see their website)

CogDevSoc

dpNet

International Symposium on Bilingualism https://groups.google.com/forum/#!forum/isb_list
ISISLIST@LISTSERV.NEU.EDU

Podcasts

Krista (and some other lab members) like to listen to geeky/science/statistics podcasts

The Black Goat - No new episodes lately :-(
Everything Hertz
The juice and the squeeze
Two Psychologists Four Beers
Acadames
The Effort Report
Not So Standard Deviations
The Corresponding Author

Your CV

Students at all levels should maintain and up-to-date CV. This is different from a resumé.
Check out The Professor is In CV Guidelines. Keep in mind that CVs evolve as you move
from undergraduate, to MA, to PhD to Post-doc. New things will appear and some things will
disappear as you gain more experience. Also ask Krista to review your CV, or organize a
lab-wide "CV Smackdown".

Grad students, always consider your time in terms of CV building activities. Not every
activity has to be able to go on the CV, but if it doesn't contribute to your CV, you should
think carefully about it. Karen Kelsky of The Professor Is In says to aim for one new line in
your CV per month.

If you're applying to jobs outside academia, Alison Green and her blog Ask a Manager are a
great resource: see here

Your online presence: Personal websites & social media

Personal websites: Graduate students and post-docs should make a website as early as
possible. Here are some ways to do so easily: Google Sites (Melanie), R Academic
template (Lena), Esther used Github. We can link to it from the lab website - ask the
research coordinator to help you do this.

Make sure to manage your Google Scholar profile - turn off auto updating to avoid errors
from appearing on your google scholar profile.

Consider making accounts on ResearchGate and Academia.edu, although note that these are proprietary. Be careful uploading manuscripts, due to copyright issues.

Twitter can be a good idea for Academic networking. You can also follow lab members (add your twitter handle!). This is a great resource for how to get started: https://t4scientists.com/

Krista Byers-Heinlein @krista_bh
Esther Schott @estSchott
Lena Kremin@LVKremin
Elizabeth Morin-Lessard @emorinlessard
Melanie Brouillard @Mel_Brouillard
Hilary Killam @Hilary_Rose_
Andrea Sander-Montant @andreasander12
Rachel Tsui @rachelkytsui
Rodrigo Dal Ben @RodDalBen

Time management

Krista uses Rescue Time to track her time usage across different devices. Note that this is a major invasion of your privacy! But you can see how much productive vs. distracting time you spend per day/week/month.

Toggl is similar but less invasive: you track yourself what you're working on. Fun if you're doing an accountability group with others.

Paper planners are cool! Krista uses the "Moleskine Weekly Notebook" with 4" x 6" Post-Its with that week's to-do list.

You can use Boomerang to schedule e-mails, and have messages "boomerang" back to your inbox at a later time. GMail also has this feature integrated. Krista has a goal of "Inbox Zero"

Some lab members have liked the Getting Things Done approach.
Esther likes https://kanbanflow.com/ for to-do lists, project management,..
Eisenhower Decision Matrix helps decide what your priorities are and what you should be working on.

The lab uses Trello to keep track of lab projects (request access to our Study board to keep track of your studies), and Krista also uses this to organize current and future to-dos

Conferences

Conferences to consider attending

This is a list and description of conferences to consider attending. Grad students and post-docs attend at least one major conference per year, and usually more local conferences (if travel costs are minimal)

International Conference on Infant Studies (ICIS): Every two years in Spring/Summer, often in the US. This is our main conference.

Boston University Conference on Language Development (BUCLD): Every year, first weekend in November. This conference is highly selective: only ⅓ to ½ of abstracts are accepted, and presenting is considered prestigious. If you are selected, you have the option to submit a short paper to the conference proceedings. But this is not necessarily a good use of your time - ask Krista. Abstract deadline is usually around May 15th, and decisions are sent in July.

Society for Research in Child Development (SRCD): A big conference held every year in Spring/Summer usually in the US. Deadline is usually in August of the previous year (almost a full year ahead!).

International Symposium on Bilingualism (ISB): Held every two years, often outside of North America. Deadline for 2019 was October 15th 2018.

Workshop on Infant Language Development (WILD): Held every two years, somewhere in Europe. Next is 2021. Small conference, great for meeting people in infant language

International Association for the Study of Child Language (IASCL):

Society for the Improvement of Psychological Science (SIPS): https://www.improvingpsych.org/SIPS2020/

Association francophone pour le savoir (ACFAS): This annual conference is held in French, and ranges across a wide variety of fields. Downside is that there are not so many talks/posters that are related to our work, and registration fees are high. Can be good when somebody is organizing a symposium and invites us to be a part.

Association for Psychological Science (APS)**:** This is a conference for all of psychology, with lots of interesting talks.

Psychology Undergraduate Research Expo (PURE): Held every year in April, not very selective.

CRDH annual conference: Held every year in February, not very selective. A great experience for undergrads' first conference!

Conference funding

Typical conference expenses are travel (airfare, bus, taxi), accommodation, registration, poster printing costs, and per diem (money for food). Given that resources are limited, students are expected to choose the least-expensive options, for example shared accommodation, shuttle busses from airport, etc. Always ask Krista about applying to a conference before you draft and abstract. This should be done in advance as there is often a lot of back-and-forth perfecting things. Krista must approve the final abstract before submission. Send her a final copy for her records (ideally in Microsoft Word).

Concordia has different sources of conference funding for undergraduates, graduates, and post-docs. Each has different deadlines and requirements (detailed below):

Faculty of Arts and Sciences (FAS) & Department of Psychology: This is a combined application, you submit the application materials for the FAS award (see https://www.concordia.ca/content/dam/sgs/docs/funding/applications/arts-and-science-stud-conf-travel.pdf) to the Department and the department reviews the application and provides the required letter from the departmental chair. Then you submit to FAS. Usually it takes a couple of days to get the letter from the department, and 3+ weeks to hear back from FAS, so apply early! Can only be awarded once during master`s, and 2 times during the first four years of the PhD (so best to keep this for more expensive/ international conferences - note that prior to 2022 it was 3 times). As of May 2022, FAS no longer requires a separate form, and students can submit the same form as for SGS funding. There is a matching funds requirements from unitis (e.g., the department). Also, funds will be provided as an award direct to the student eliminating the expense claim process.

School of Graduate Studies (SGS): up to $1000. Single PDF must be submitted with application form, CV, copy of abstract, proof of acceptance, and evaluation form completed by supervisor. Download form here. **Applications must be received before the conference start date.** Applications must be submitted in one of the following competition cycles:

> May 1 to August 31 Conferences (Summer term)
> September 1 to December 31 Conferences (Fall term)
> January 1 to April 30 Conferences (Winter term)

Centre for Research on Mind, Language and Brain (CRBLM): up to $700. Application deadline is August 30th for conferences in the fall term, December 31st for conferences in the winter, etc.
http://crblm.ca/resources/funding-opportunities/graduate-student-travel-awards/

To give you an idea of deadlines, in 2019-2020 they were:
- Round 1 – For conferences falling between May 1st and August 31 (Deadline for application: April 30);
- Round 2 – For conferences falling between September 1st and December 31. (Deadline for application: August 31);
- Round 3 – For conferences falling between January 1st and April 30 (Deadline for application: December 31)

Note: if you have an award from CRBLM and from somewhere else (e.g., SGS), keep all receipts, even food. You can't claim a per diem for food with them, and they will want to see that if you get 1000 from SGS and 700 from CRBLM that your total conference expenses were equal to or more than 1700.

Note: CRBLM travel awards are good to apply to even if you are applying to other funding sources because they cover whatever amount is not covered by other awards (up to 700$) and you can apply multiple times (once per Round).

Centre for Research in Human Development (CRDH): One award per year up to $1000. Deadlines are March 1st and September 1st each year, although were more flexible during the COVID-19 pandemic. Include application form (not posted online at this time), CV, transcript, and optional statement from supervisor about financial need. After the end of the conference, send all receipts to Michelle Cormier, including abstract acceptance email and she we will guide you through the process. You can claim a per diem for food.

Lab: The lab usually tops-up funding obtained from other sources, in many cases to reduce the cost to the student of 0. For local conferences with only printing and registration costs, often the lab will cover 100% (it is usually not worth it to apply to other sources of funding - save them for more expensive conferences!). Don't assume what the lab will cover- always ask Krista, and make your case for why you should attend. Lab funds for conferences depend on our grant situation.

Expense reports

Expense reports are how you get reimbursed for things like conference and travel expenses, poster printing, etc. If there is any doubt as to whether the lab will cover an expense, ask Krista first. All expense reports are now filled out online: https://www.concordia.ca/content/dam/concordia/docs/IITS/financial-services/Online%20Expense%20User%20Guide.pdf

If you have an employee ID, login to myconcordia with your employee ID to create the expense report! (if you don't have an employee ID, just use your student login)

Options for expense report: standard/ travel (choose this for conferences)/ research travel (this would be travelling somewhere to test participants etc)

Fill out the form, save a draft and give it to the research coordinator to check (including all receipts etc), then send to Krista to approve. If all is good, click submit on myconcordia to get the final version (you cannot undo this), print out and give to Krista to sign, photocopy so we have a copy for our records (sometimes original receipts get lost during processing!) then follow the instructions on printout to submit expense report (send to Account Payable by putting the documents in a brown mail envelope and address it to them).

Note that travel justifications have to be accompanied by a document written by the lab manager saying why the conference is related to the funding source. Posters should be accompanied by a copy of the poster if you are asking for printing reimbursement, and print out the page on which you appear of the conference program and highlight it. Plane boarding passes should be kept as they will need to be submitted as well. When driving, print the Google Maps directions to your destination and back and highlight the number of KMs traveled- you will get a reimbursement per KM (currently 49c per km, but check with research coordinator for current rate).

Specifics for conference travel:

For undergraduate students:
https://www.concordia.ca/content/dam/artsci/psychology/docs/Policies/Expense%20report%20guidelines%20for%20undergraduate%20student%20travel.pdf

For graduate students:
https://www.concordia.ca/content/dam/artsci/psychology/docs/Policies/Expense%20report%20guidelines%20for%20graduate%20student%20travel.pdf

Poster printing

- CRBLM: Free/cheap printing (usually free, or $20 if something goes wrong and poster needs to be reprinted, regardless of size) can be done at CRBLM. Needs **5 working days** to print poster, can only be printed through grad students/post docs. Pickup is at McGill. Note that they won't print when there is a large color block, like #betterposters. Not great with colour accuracy, avoid subtle blue/green contrasts in posters. Need to have the CRBLM logo on the poster! Height is max 42 inches, max length is 50 inches. Here is the form: http://crblm.ca/wp-content/uploads/2019/04/PosterRequestForm2019_newfinal.pdf
- Poster pick-up is from room S3/31 Stewart Biology, McGill University, Monday 12-1pm, Wednesday 4-5pm (find the form here if the above link no longer works: http://crblm.ca/resources/infrastructure/services/)

- Same-day option for poster printing: Concordia Print Shop . For local conferences, try to print through CRBLM (keep in mind lead time for CRBLM).
- Fabric posters (barry@pdfenviro-smart.com). pickup is usually one day after you sent the poster, downtown. Cost ~ 70-90 dollars (incl. 20% student discount)

Paper vs. Fabric posters: For local conferences paper makes more sense (cheaper!). If you're travelling by plane to the conference, fabric can be easier because you can fold it and fly it in your suitcase (& iron it once you're there if necessary). Unless you have full funding for the conference, ask Krista before you pay for poster printing if the lab will cover it - you'll need a good justification since a free option is available.

Next career steps

Applying to graduate school

Excellent advice from the [Professor Is In](link), including how to e-mail profs, get a letter of recommendation (see also the Recommendation Letters section in this doc), etc.
Krista is a great resource- talk to her early and often!
Check out tips on "Graduate Fellowships" in this document

Applying to post-docs and faculty positions

Book: The [Professor is In](link) (Karen Kelsky)

Applying to industry positions

If you're thinking of a career outside academia, there are a few things to keep in mind before you graduate:

1) Career exploration/discovery
Concordia's career center
https://www.concordia.ca/students/success/career-planning/career-counselling.html
Meet with an advisor early if you're thinking about industry positions. They can help you discover which career paths fit with your skills and interests.

Versatile PhD / Options for Success
https://www.concordia.ca/students/gradproskills/events/versatile-phd.html

2) Internship possibilities
Many companies have internships available specifically for PhD students (with the condition they return to school in the semester following the internship). Look early in your program if you're interested! Suggestions: Google, Meta, Microsoft, Mitacs

3) Networking!
This is such a key thing. Recent stats estimate 70-80% of jobs are never even posted. Get on LinkedIn, reach out to people, and ask for a quick 15-30min chat to learn about their experiences. The topics you discuss will develop as your job search progresses (from

general "what do you like about X?" to "I'm applying to a job at your company, how do you like working there, can I get a reference?"). When connecting with people, always include a message! Try to find some commonality and state your ask from the beginning. You'll be surprised how many people are willing to chat.

Funding

You can find a bank of successful funding applications from previous lab members here. These samples are a great guide for your writing!

The website Million Dollar PhD has great tips for finding and "stacking" funding opportunities to maximize your funding levels, plus it's Canadian!

Graduate Fellowships

Provincial:

FRQSC: Deadlines are in October (2018 deadline was October 10th) for the "Bourses de maîtrise en recherche". Quebec Residents (6+ months) are eligible regardless of citizenship

PBEEE: This is for non-Canadian students. Deadlines are way earlier than you expect- typically in the summer. Usually it's July to send your application to the department and then if you have been selected for the next round, you will be notified in late September, and required to fill out an electronic form by early November. Talk to Esther and/or Lena to find out more!

Federal:

Tri-Council (NSERC, SSHRC, CIHR): Deadlines are usually on the first business day of December, by 8PM (2018 deadline was December 3rd)
    NSERC: We have good luck
    SSHRC: Can also apply
    CIHR: Our research usually doesn't fit under this mandate
    If you hold a Vanier or CGS (funing over $35K), you can get a Michael Smith Foreign Study Supplment of $6000
    https://nserc-crsng.gc.ca/students-etudiants/pg-cs/cgsforeignstudy-bescetudeetranger_eng.asp

CRBLM: http://crblm.ca/resources/funding-opportunities/graduate-student-stipends/
    Amount: $5000 (one-time)
    Deadline to apply is usually in the Fall of the year the funding starts.
    Since this is only awarded to students with less than $15,000 in current funding, you need to carefully time your application

Concordia Accelerator Award:

Concordia Internal Awards:

Forces Avenir Quebec: https://www.forcesavenir.qc.ca/
    We have never applied for this, but apparently they fund both people and projects
SSHRC Storytellers Competition:
    https://www.sshrc-crsh.gc.ca/society-societe/storytellers-jai_une_histoire_a_raconter/index-eng.aspx#prizes-prix
A total of 25 $3000 prizes

Postdoctoral Funding

The Faculty of Arts and Sciences provides a $5000 top-up for post-docs who bring their own funding

Tri-council post-docs: Deadline is usually in mid to late September (SSHRC Sept. 15).

FRQSC: Deadline is usually early in October. Quebec Residents (6+ months) are eligible regardless of citizenship

TAships

 In 2018, a full TAship is approx 24.93 for 180h (?). A list of courses seeking TAs is circulated in the summer. Talk to advanced grad students about which TAships are better (some have really high workload, others are more reasonable)

Concordia Infant Research Lab Laptop Bursary program

This program will provide a once-per-student $1000 bursary intended to help graduate students and post-docs purchase a computer for themselves within 60 days of the bursary award. The bursary can be requested at any time in the trainee's tenure in the lab, and will be awarded as long as lab funds permit.

Completing the graduate program

Graduate Course Sequence

See here for info from the department:
    https://www.concordia.ca/content/dam/artsci/psychology/docs/grad/graduate-program-policies-and-procedures-manual.pdf

MA students have to take 12 credit courses, including:

- Stats 601 (3 credits year 1)
- Central topics 714 (6 credits, year 1)
- Area seminar I (3 credits year 1) This course consists of attendance at interest area colloquia, seminars, and lab meetings.
- Special topics seminar (3 credits year 1 or 2) you can choose with the approval of Krista one of the special topic seminars, multivariate statistics class, advanced human development or psychopathology.

MA students will receive 30 credits automatically after they defend their thesis. If you are choosing to fast-track to the PhD you won't defend your thesis and your Master's credits will be transferred to the PhD program. To fast-track to the PhD you need:
- 12 credits
- Online application to the PhD program by December first of the year prior to the fall you plan to start your PhD program (e.g. December 2020 to start in the fall 2021).
- A meeting with your thesis committee before August 15 of the same year you are planning to enter to the program (e.g. August 2021 to start in Fall 2021) in which you present your research advances and plans for future research (20-30 minute presentation).
- A recommendation for accelerated admission from your thesis committee to be delivered after your meeting with them.
- A form of withdrawal from the master's program that is to be sent alongside the committee recommendation to the program's secretary (current secretary Kim Breux).
- Provide an Interim Research Report that provides background information, research question, description of the progress made, future plans (structure similar to a thesis manuscript) Max 30 pages double spaced.

PhD students have to take
- PSYC 801 Research Seminar I (3 credits, Year 1, winter)
- PSYC 802 Research Seminar II (3 credits, Year 2, winter)
- 2 Special Topic Seminars (PSYC 721, 724, 725, 726, or 727)
- 18 additional elective credits.
  - Be sure to register for an Area Seminar II course (PSYC 846) every year in order to receive credit for lab meetings and departmental colloquia
- PSYC 880 - You will automatically be registered for, and receive a passing grade after completing PhD Comprehensive Exam Requirements (0 credits) by the end of the summer of the first year.
  - The course that accompanies the comprehensive exams is PSYC 801 (listed above). However, discussions of topics for comprehensive exams begin in the fall of the first year. Make sure to discuss with Krista.
- You will automatically be registered for, and receive credit for PSYC 890 Research and Thesis (60 credits) after the oral defense of your thesis.

Some PhD course planning tips:
- Once you complete your coursework, your tuition fees go way down, so it's advantageous to complete your coursework soon, except that every year you basically get free course credit for the Area Seminar II course. Most students complete their coursework in 2-3 years
- If you're transferring in or starting at the PhD level, check if you can get any of your master's credits transferred or if you have any additional requirements based on your background
- There are also ways to earn credit by learning or teaching a skill! Lena got 3 credits for teaching herself R (psyc 850). To do this, you need to come up with some sort of a syllabus/semester plan and get it approved by Krista and the GDP (currently Andrew Chapman)

It's possible to take grad courses at other universities in MTL through the [CREPUQ](#) program.
Apply early (before the semester starts ideally)!
It's a great idea to take a course in linear mixed-effects models. McGill offers one through the Psychology department (Jessica Flake) and one through the linguistics department (Morgan Sonderegger)

Comprehensive exams

Find a topic that excites you for your essay. You'll spend a couple of months on it so make sure you're passionate about it.

You have two options: (1) two long essays and (2) an essay and a teaching syllabus. Liz and Esther did (1) and were happy with their decision. In Esther's year, some of the students who chose (2) had to do an additional paper because the oral presentation of their teaching syllabus was not what committee expected - the teaching syllabus expectations are a bit artificial. Talk to Esther if you want to know more.

Open Science topics can be a great option - talk to Krista for ideas.

Graduate supervisory committee

-Forming your committee
-Committee meetings

Concordia Info

Keys, badges and ID cards

A form must be completed for the key to the lab, and a badge that will open the doors on the weekends. The form for the key is available in the psychology undergraduate office, there is

a pad in the mailroom (above the recycling bin), and the form for the access pass is available at the security desk in SP (glass desk on ground floor near Tim Hortons). Make sure to run it by the lab manager - you will need Krista's signature.

If you want to bypass getting a keycard the traditional way you can also obtain one by joining the Concordia Emergency Response Team (CERT), in which you are a volunteer emergency responder at the university. It looks great on your CV (especially if you are considering medical school, nursing, or intervention related paths), and it's free to join. You need to attend one 4 hour orientation session, a fire-safety workshop (you get to blast stuff with extinguishers - super fun!), and an 8-hour CPR and first-aid course, all of which are paid for by the university. You can find out more here:
http://www.concordia.ca/campus-life/emergency/cert.html

Your Concordia ID card lets you on the shuttle bus, and must be obtained at Birks Student Center.

Connecting to the lab server

You can connect to the lab server from your personal laptop any time you are on the Concordia wifi network. Ask the lab manager for the address and password to connect.

Life

Food

Free Vegan Lunch: The Hive at Loyola offers a free vegan, nut-free lunch every weekday between 12:30 and 1:30 PM during both the fall and winter semesters.

Some decent food options around Loyola campus:
-Tim Hortons and the Market on the bottom floor of SP is the fast go-to for most people
-Second Cup is also a frequent drinks/ expensive food spot (turn West on Sherbrooke street, it is 1 corner away)
-The Hive also has a café which sells food (you can find it behind Vanier library)
-Coffee shop in the basement of AD building (in front of health services) - where to get pastries and jamaican patties
-Coffee/snack spot in the G-Lounge (top floor- CC-408)
-Subway's on the corner of Sherbrooke and Elmhurst (near the train stop)
-Dagwood's if you walk East on Sherbrooke along with Souflaki George, Ca Lem ice cream, a Korean food spot "the dumpling place" (with vegetarian and vegan options), etc.
- NDG Hot Dog right on Sherbrooke near Second Cup (second best hot dogs and poutine in Montreal after the Orange Julep)

Food prep delivery companies deliver fresh ingredients + recipes for you to prepare single meals at home (a bit expensive but saves time because you don't have to browse for recipes and ingredients at the grocery store):

- https://www.makegoodfood.ca/en/home
- https://www.missfresh.com/fr

Funny stuff
PhD Comics
Lego grad student

Health

Flu vaccine: All lab members must get a flu shot each fall, unless you have a specific medical condition where your physician recommends against vaccines (dislike of needles, skepticism about the efficacy of vaccines, etc. are NOT acceptable reasons to skip vaccination). You can be vaccinated for free because we work with young children. Places to get vaccines:

Concordia Health provides a vaccine clinic every fall. Many pharmacies have the vaccine available.

While you're at it, check if your routine vaccines are up to date at Concordia Health

Coping and stress

Phinished: An old-school online bulletin board support group for graduate students and beyond

Resources at Concordia: https://www.concordia.ca/students/health/topics.html

10 tips for overcoming imposter syndrome:
https://www.girlsguidetopm.com/10-tips-to-overcome-imposter-syndrome/

Really helpful books if you're feeling stressed:
- https://bookshop.org/books/burnout-the-secret-to-unlocking-the-stress-cycle/9781984818324 (targeted towards women)
- https://books.google.ca/books/about/Mind_and_Emotions.html?id=AfwCpFVzvG8C&redir_esc=y

Yoga online: There are lots of YouTube videos, but Lena can recommend Yoga with Adriene for beginners and Movement by Lara.

Meditation apps: Calm and Headspace are both good options. They have (limited) free versions, and the possibility to purchase full access. Insight Timer app has a large library of meditations and is completely free! Buddhify is another great mindfulness app that has lots of short, situation-specific meditations (like when you can't sleep, when you're waiting in line, when you're walking somewhere, etc.). It's about $5.

Never underestimate the value of a good night of sleep. [Sleep Cycle](#) can be useful in tracking your sleep habits/ waking you up at the best time within a time-window so you feel less groggy (free, with possibility of purchasing premium features).

Fellow lab members are a *great* support system! Most lab members will be happy to discuss their academic experience with you, and share tips that have been helpful to them in difficult situations or in times of particularly high stress.

Supervisor tips and tricks

Meetings and supervision

Meetings with Krista can be booked at [kristabh.youcanbook.me](#) If none of the availabilities work for you, send an email. Grad students, post-docs, and project students without a grad student/post-doc supervisor should meet about once a week, except when there's not much to say. Project students with a grad student/post-doc supervisor should meet about twice a month.

You can get a lot of things done with Krista over e-mail. For non-urgent matters, keep a list on your shared Google Drive agenda document (see below), and speed through items quickly during in-person meetings rather than sending a million small e-mails.

Don't be shocked the first time you get feedback from Krista on a document - everything will look totally red and full of track changes. It's the way she shows she cares. If she didn't care, she wouldn't spend so much time giving feedback.

Come to meetings prepared with an agenda. The preferred workflow is to keep a single Google document that gets updated, putting the most recent agenda and notes at the top of the file - be ready to take notes on this file (thanks to Esther for developing this idea). Put this agenda in a shared Google Drive folder - that way you can always upload other shared documents to the same folder without needing to share again. It's always a good idea to summarize where the project is and what decisions were made most recently. Krista will check your shared agenda sometime the day of your meeting. If there are items that she might want to think about a bit or find more info before the meeting, e-mail her a few days in advance.

Krista tends to be very fast on turning things around, but doesn't like to be up against a deadline. She will be happier if you send things far in advance. Even conference abstracts are likely to take 3++ drafts, especially the first few.

If you have a question, make sure to do a bit of research yourself beforehand, and bring what you have learned to a meeting. Do not ask questions that are easily Googleable!

Requesting a reference letter

Krista is happy to provide reference letters for lab members including post-docs, graduate students, paid research assistants, honours/specialization/project students, and volunteers who have fulfilled their 1-year commitment to the lab (others will be considered on a case-by-case basis). In some cases, she is also able to write letters for students who have been in their class, if they have had strong performance (usually A-range). If you ask her for a letter, she will usually respond yes enthusiastically if she is able to write you a strong letter. If she is not able to write you a strong letter, she will likely communicate this directly, by asking whether there are other letter-writers who might be able to provide a stronger letter.

If it is your first time asking for a letter, please do so at least **1 month** in advance of the first deadline. Many letters are due in the fall, and so it is a busy time. If she has previously written a letter for you, 2 weeks notice will usually do, although in all cases more time is better.

If you are an undergraduate, it is a good idea to make an appointment via kristabh.youcanbook.me to discuss your career goals, so that she can address this directly in the letter (i.e., comment on your enthusiasm and suitability for becoming a graduate student/clinical psychologist/social worker/physician/speech language pathologist/professor/astronaut). You can ask for your letter either at this meeting, or in an e-mail beforehand while also mentioning that you've booked a meeting to discuss it further with her.

Once she has agreed to write you a letter, she will need the following documents, ideally as attachments in a single e-mail:

1. Your current CV (see also section on CVs, above). Ideally, you will have already attended a lab "CV smackdown" so that this is in good shape.
2. Your unofficial Concordia transcript.
3. A document/table of places where you need letters. This should include columns:
    a. Where you are applying (which school/department/program/funding agency/fellowship program)
    b. When the letter us due
    c. How the letter should be submitted. Many programs send letter writers a link to an online form, and if so indicate this. Other programs ask for an e-mail to a specific address. More occasionally, a physical copy will need to be sent via mail. You may have heard the advice to give your referees pre-addressed, stamped envelopes. You'll welcome to do this, but it's not necessary.
    d. Any other details that might be relevant.
4. For undergraduates only, please create a document (not in the body of the e-mail) reminding Krista of anecdotes or examples that she could use in her letter. What research projects did you work on and what contributions did you make? Did you give any poster presentations, research talks, or co-author any papers? Did you show leadership in the lab in a specific way ? Did you handle a situation particularly

well, for example a parent showing up unexpectedly? Did you create a resource such as a how-to guide or documentation? Did you ask a good question during lab meeting/class? Did you do particularly well on a paper/assignment in class?

Keep in mind that Krista prefers to sit down and do all of your letters at once if possible, so ideally you should have everything ready on application portals so you can send everything in one batch. Many of these portals have referee questions that take quite a bit of time to answer (it's not as simple as uploading a generic letter). Some portals will not allow requests to be sent to referees before applicants complete their own portions.

Reference Letters FAQ:

Q: Can graduate students write a reference letter?
A: If you have been working closely with a graduate student or post-doc, the best option is for the graduate student to co-write and co-sign the letter with Krista. Letters coming directly from graduate students are post-docs are not viewed strongly in an academic context, unless you know that individual from outside the lab, for example you took a course from them. Similarly, if a graduate student was your TA, you should request the letter from the course instructor, which the TA could potentially help to write.

Supervising research students for grad students/ post docs

This guide is really helpful: 📄 P&N Mentoring Handbook (Living Document)