`

School of Indigenous and Canadian Studies
CARLETON UNIVERSITY

M.A. Program Guidelines

CONTENTS

1. INTRODUCTION

These guidelines are intended to help you see what lies ahead in your M.A. program and plan your progress through the degree. For general information about graduate studies in the School of Canadian Studies ("the School" or SCS), consult the **SCS Graduate Student Handbook**, found under "Graduate Student Resources" on the School website: https://carleton.ca/sics/grad-resources/. A copy of the *Handbook* is distributed each year at the School Orientation.

The following guidelines provide an unofficial overview of the M.A. program in SCS. The official word on all graduate program policies at the university comes from the Faculty of Graduate and Postgraduate Affairs (FGPA). In addition to reading our own *Handbook* and these M.A. Guidelines, you should **consult FGPA's *Current Grad Students* website** at https://gradstudents.carleton.ca/. There is a "Checklist for New Graduate Students" at https://gradstudents.carleton.ca/new-students/orientation/

You will see that the "Resources" Page on the FGPA *Current Grad Students* webpage https://gradstudents.carleton.ca/resources-page/ has sections on "Forms and Policies," "Awards and Funding," and "Thesis Requirements," as well as a link to the graduate calendar, where you can find the list of courses offered by the School and other academic units. Follow the link to "The Academic Year" to find important dates and deadlines. Also read FGPA's bi-monthly newsletter, "The Graduate@Carleton," which contains announcements and alerts that may directly affect you. Click on "Student Newsletter" on the Resources page.

There is material on the FGPA website that is not mentioned in these School M.A. Guidelines, so be sure to familiarize yourself with the FGPA page and its links. If after doing that, you still require advice on what to do, ask the School's Program Administrator or Graduate Supervisor for help.

2. PROGRAM TIMELINE

The chart on the next page gives you a rough outline of how the program requirements of your M.A. degree are scheduled from one academic year to the next. Everyone starts the program in the Coursework stream. If you wish to do a Masters' Research Paper or a Thesis, you must apply to the graduate committee for permission to do so. There is more in information on this process in Section 7, "Program of Study," below.

August 2023

YEAR 1 Fall	Coursework option	Research Paper option	Thesis option
	CDNS 5001 [0.5 credit] + 0.5 or 1.0 additional credits	CDNS 5001 [0.5 credit] + 0.5 or 1.0 additional credits	CDNS 5001 [0.5 credit] + 0.5 or 1.0 additional credits
		December Secure a prospective supervisor and meet with them about proposed research.	
Winter	1.0 – 1.5 credits	**Early January** Submit CDNS 5908-5909 REQUEST FORM if you would like to do a Research Paper or Thesis.	
		1.0—1.5 credits	
		April Submit your MRP or Thesis proposal.	
Spring	Spring/Summer credits?	Register in the MRP course, CDNS 5908 Research Essay [1.0 credit]	Register in the M.A. thesis course, CDNS 5909 M.A. Thesis [2.0 credits]
		Ethics Review (if required)	
YEAR 2	Take whatever combination of credits, research paper or thesis is required to complete your program requirements.		

Note: Students are responsible for knowing and following the program regulations in these Guidelines and on the FGPA website.

3. ADMISSION

To be admitted into the M.A. program you need an Honours B.A. with at least an **A-** average in your last ten full credits. Exceptions to these two basic criteria are allowed occasionally when there are equivalent qualifications or extenuating circumstances. It helps tremendously to have a solid undergraduate education in the humanities and/or social sciences. You will be taking graduate seminars in which class discussion and written assignments feature prominently, so evidence of skills in research, critical analysis, and oral and written communication strengthen your application. If you want

to take on a larger research project such as an M.A. Research Paper or a Thesis, it helps if you can identify faculty who are qualified to supervise work in your area of interest.

The deadline to apply and be guaranteed consideration for funding for the next academic year is **February 1**.

Often there are conditions placed on your offer of admission. A common condition, for instance, is completion of a prerequisite degree that was still in progress when you applied to SCS. The "New Grad Students" tab on the FGPA *Current Grad Students* web page has a section on "Terms and Conditions." Consult it to find out how to address any conditions on your admission prior to registration: https://gradstudents.carleton.ca/new-students/terms-and-conditions/

4. FULL TIME STUDY AND OUTSIDE EMPLOYMENT

Completing a graduate program requires a substantial and sustained commitment of time. Studying as a full-time M.A. or PhD student is at least a 35-40 hour per week full-time job. Teaching Assistantships, an important part of many graduate students' professional training, take an additional 10 hours per week. Ideally you should also do self-guided research and background reading to satisfy your own intellectual curiosity in your area of interest. In addition, you may encounter times when personal responsibilities or issues demand your time and attention.

As a result, there is little time for full-time students to take on paid employment outside the program. Overcommitting to outside work will impair your academic performance. If work commitments require you to prioritize your job and you begin to fall behind in your studies, and/or your supervisors raise serious concerns about the quality of your performance, be prepared to reassess the viability of your time commitments to avoid further suboptimal academic performance. If you plan to try to study full time while working, please consult the Graduate Supervisor about the viability of your plans.

5. YOUR CONTACTS IN SCS

The School's Program Administrator is available to assist you with administrative issues. The Graduate Supervisor is there for you to consult with on academic matters.

6. REGISTRATION

After you have been admitted into the program, the first big step is registration, which requires you to pay tuition and other fees and choose your courses. You register through Carleton Central, the university's online administrative portal. (Carleton Central will be an essential administrative tool for you, so familiarize yourself with it as soon as possible.) Registration generally opens in **early summer** and closes in early September. Go to the FPGA *Current Grad Students* website and click on the New Grad Students tab on the left for the opening and closing dates for the upcoming academic year.

All incoming M.A. students take the **M.A. core course, CDNS 5001** (0.5 credits), in the Fall of their first year. Students in the **Heritage Planning and Studies Concentration** in addition are required to take CDNS5401, CDNS5402, CDNS5403 and CDNS5400 in the course of their degree. Information about other courses being offered in the Fall and Winter terms is posted on the School's website.

Since your M.A. is in an interdisciplinary program, you are encouraged to take at least a half credit in a department outside of SCS at Carleton. You may also take a half credit course from the University of Ottawa. It is generally a good idea to focus on courses within SCS in the first term of your program, then look outside SCS in subsequent terms. Often there is limited space in graduate seminars, so you may also need to contact the department offering them and/or the instructor in order to get permission to register. If you wish to take *more* than 0.5 credits outside the School or a 4000-level course, get approval from the Graduate Supervisor first to be sure that the course will count towards your degree. Provide the Graduate Supervisor with the course designation, title and description and a brief explanation as to how it contributes to your studies. Approval is decided on the basis of whether taking the course makes sense in relation to the rest of your program of study.

7. DECIDING ON YOUR PROGRAM OF STUDY

i. The School offers three M.A.'s in Canadian Studies:

- *M.A. Canadian Studies*
- *M.A. Canadian Studies with Concentration in Heritage Planning and Studies*
- *M.A. Canadian Studies with Collaborative Specialization in Digital Humanities*

These M.A. programs differ slightly in their core course requirements, but in each of them you are initially admitted into the **Coursework** Option, in which you complete the degree entirely through courses. In each of these programs, you also have the option of completing the degree through a combination of courses and M.A. Research Paper, or courses and Thesis.

Full-time students following the Coursework Option usually take **two to three courses** (each worth 0.5 credits) **per term** for the Fall and Winter terms for two years in order to meet the **5.0** credits required to graduate.

If you switch to the **M.A. Research Paper** (MRP) Option, the required number of regular course credits drops to **4.0**; with the **M.A. Thesis Option**, they drop to **3.0**. The number of allowed credits in Practicum or Directed Studies courses diminishes if you pursue the MRP or Thesis option as well.

A grade of **B-** or better must normally be obtained in each course credited towards the M.A..

In deciding whether to pursue the Coursework, MRP, or Thesis M.A., consider your goals and strengths. Most students choose coursework because of the exposure it gives them to a broad range of topics

and assignments. The MRP and Thesis options are best suited to students who enter the program wanting to engage in-depth with a particular subject, are self-directed, excellent writers, and (especially in the case of the Thesis option) effective at managing a large project.

In order to change to the MRP or Thesis Option, you must apply to the School's graduate committee. You apply by filling out the "CDNS 5908-5909 MRP Thesis Program Option Request Form" posted on the School's website under Resources/Documents and Forms at: https://carleton.ca/sics/resources/documentsforms/. You must complete 1.0 credits with a GPA of 10.5 or higher in your first term in order to be eligible for the MRP or thesis streams. You **apply in early January of your first year.** Along with the application form, you should submit a two-page statement of intent that sets out whether you wish to do an MRP or a Thesis, your topic, research question, methodology, and a suggested supervisor. Your MRP or Thesis supervisor should be knowledgeable about the field in which you are working. Finding the supervisor requires initiative on your part. (See "Choosing a Supervisor" below).

The SCS Graduate Committee adjudicates your application for the MRP or Thesis option and communicates the results to you, normally within two weeks of your submitting the application. Its evaluation is based on your academic performance in the program, your statement of intent, and the availability of suitable supervision. If the application is approved, you, in consultation with the faculty member who has agreed to be your supervisor, prepare an MRP or thesis **proposal**. The proposal is **due on the last day of classes of your second term in the program**. See "SCS Research Proposal Guidelines" under Graduate Student Resources on the SCS website: https://carleton.ca/sics/grad-resources/

The SCS Program Administrator also has copies of previous proposals that you may consult. If your proposal is approved, you then register in the MRP course, **CDNS 5908 Research Essay** [1.0 credit], or M.A. thesis course, **CDNS 5909 M.A. Thesis** [2.0 credits]. Approval to register in these courses is given on the understanding that you will be in regular contact with your supervisor and actively engaged in researching and writing your MRP or thesis in each subsequent term of registration.

Begin the process by thinking about a topic that would be appropriate for such a paper. It should emphasize subject matter relating to Canada or Turtle Island and be amenable to interdisciplinary analysis. It should be something you are equipped to investigate and a faculty member is qualified to supervise. Give careful consideration to what types of research and analysis it demands. Set reasonable parameters for the work, ensuring that it can be done with the time and resources available. All of this takes time, so begin to plan your project early in your program. Take courses related to your research interests and consider writing term papers that will advance your knowledge of the field. Identify faculty members who would be appropriate supervisors for your paper, and approach them to discuss the possibility of them supervising your work. Talk to the Graduate Supervisor to get advice about your plans.

Here are the **specific requirements for the different types of M.A.** along with some additional comments on the MRP and the Thesis and what differentiates them:

ii.   COURSEWORK OPTION (STANDARD M.A.)

5 credits of coursework

➢ CDNS 5001 M.A. Core Seminar: Conceptualizing Canada [0.5 credit]
➢ 1.0 credit chosen from: CDNS 5101, CDNS 5102, CDNS 5201, CDNS 5202, CDNS 5301, CDNS 5302, CDNS 5401, CDNS 5402, CDNS 5501, CDNS 5601
➢ An additional 3.5 credits chosen from the courses listed above, or CDNS 5800, CDNS 5801, CDNS 5900, CDNS 5901, or an approved course listed in the Selection of Courses

Note:
-      In the Coursework option you may take up to 1.0 credit in Directed Studies (CDNS 5900 or CDNS 5901) and a 1.0 credit Practicum (CDNS 5800 or CDNS 5801).

If you are in the Concentration in Heritage Planning and Studies you are required to take not only the Core Seminar, CDNS5001, but also: CDNS5401, CDNS5402, CDNS5403, and CDNS5400. This leaves you with 2.5 credits to complete the degree through approved electives and/or a 0.5 or 1.0 credit Directed Studies course (5901) and/or a 0.5 or 1.0 credit Practicum (5801).

There is also an option to do an **M.A. in Canadian Studies with a Collaborative Specialization in Digital Humanities.** To see the course requirements for this degree, go to the Graduate Calendar: https://calendar.carleton.ca/grad/gradprograms/canadianstudies/#MA_Canadian_Studies__with_Collaborative_Specialization_in_Digital_Humanities

iii.   M.A. RESEARCH PAPER (MRP) OPTION

4.0 credits of coursework plus a **1.0** credit Research Paper

➢ M.A. Research Paper CDNS 5908 [1.0 credit]
➢ CDNS 5001 M.A. Core Seminar: Conceptualizing Canada [0.5 credit]
➢ 1.0 credit chosen from: CDNS 5101, CDNS 5102, CDNS 5201, CDNS 5202, CDNS 5301, CDNS 5302, CDNS 5401, CDNS 5402, CDNS 5501, CDNS 5601
➢ An additional 2.5 credits chosen from the courses listed above, or CDNS 5801 (Practicum) or CDNS 5901 (Directed Studies), or an approved course listed in the Selection of Courses or approved by the Graduate Supervisor.

Note that in the M.A. Research Paper option you may take a maximum of 0.5 credits in Directed Studies (5901) and a maximum of 0.5 credits in Practicum courses (5801).

If you are in the Concentration in Heritage Planning and Studies and you take the MRP option, beyond your required courses of CDNS5001, CDNS5401, CDNS5402, CDNS5403 and CDNS5400 and the MRP (1.0 credits), you earn the remaining 1.5 credits in the electives listed above (or approved by the Graduate Supervisor) and/or (to a maximum of 1.0 credits) through a Directed Studies course (5900 or 5901) and/or a Practicum course (5800 or 5801).

The MRP option allows you to undertake a scholarly paper more extensive than a normal term paper but less elaborate than a formal thesis. The paper should be approximately **40 to 50 pages** in length. It should demonstrate scholarly command of a subject area and sustained analysis of it. While both the MRP and the thesis must be well-written, rigorously argued, and focused on a central research question, the MRP is necessarily much narrower in scope than a thesis. It may incorporate original research in primary sources, but these need not constitute its core if it features strong engagement with secondary sources and insightful interpretation.

In order to have a fair chance of developing your MRP into a form suitable for submission **by the end of the Winter term of your second year**, you should have a complete draft ready to submit to your supervisor by the beginning of the Winter term of your second year. The exact timing is to be determined in consultation with your supervisor. The research paper is **evaluated by three readers, one of whom is your supervisor**. It is assigned a mark that goes on your transcript. Revisions made in response to readers' comments are restricted to matters of form (grammar, typos, spelling, notation, apparatus) rather than interpretation or content. For more information on writing an MRP and its evaluation, see section 14 below.

iv.   M.A. THESIS OPTION

> 3.0 credits of coursework plus a **2.0** credit Thesis

- M.A. Thesis CDNS 5909 [2.0 credits]
- CDNS 5001 M.A. Core Seminar: Conceptualizing Canada [0.5 credit]
- 1.0 credit chosen from: CDNS 5101, CDNS 5102, CDNS 5201, CDNS 5202, CDNS 5301, CDNS 5302, CDNS 5401, CDNS 5402, CDNS 5501, CDNS 5601
- An additional 1.5 credits chosen from the courses listed above, or CDNS 5901, or an approved course listed in the Selection of Courses or approved by the Graduate Supervisor.

Note that in the Thesis Option you may take a maximum of one 0.5 credit Directed Studies course (5901) and are *not* eligible for a Practicum course.

If you are in the Concentration in Heritage Studies and Planning and you take the Thesis option, beyond your required courses of CDNS5001, CDNS5401, CDNS5403 and CDNS5400/5003 and the Thesis (2.0 credits), you earn the remaining 0.5 credits either through an approved elective or a Directed Studies course (5901) or a Practicum (5801).

August 2023

A thesis involves substantially more independent research and analysis and a more rigorous and elaborate evaluation process than an MRP. The M.A. thesis should be approximately **110 pages**. Your work will be **read by an examination committee** composed of your thesis supervisor, the Director of the School (or designate), another faculty member of the School, and an external examiner from a different unit at Carleton. The committee decides whether the thesis can proceed to an oral examination. At the **oral examination**, you will be asked questions about your work by the examination committee. If the committee accepts your thesis, you may be required to make revisions to it before final submission to FGPA. For more information, please refer to Section 12 of the FGPA General Regulations at https://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#9

Planning is required to **complete the thesis by the Spring of your second year** in the program. You should plan to have a draft of your thesis ready to submit to your supervisor by early in the Winter term so you will have enough time for the revisions that will be necessary to get it into a form **ready for defence by March 1, the FGPA deadline for thesis submission for Spring graduation**. For more information on writing a thesis and its evaluation, see section 11 below.

v.   CHOOSING A SUPERVISOR

The student-supervisor relationship is critical to the successful completion of your degree. See the "Thesis Requirements" section of the FGPA *Current Grad Students* website. There is a section called Graduate Supervision – Responsibilities & Expectations": https://gradstudents.carleton.ca/resources-page/thesis-requirements/

As you are developing a topic for your **MRP or Thesis**, you should also begin the process of finding a supervisor. See **Appendix A: "Finding a Supervisor: Who Qualifies"** at the end of this document. The supervisor can come from any faculty or department in the university. They must be a faculty member who is approved for graduate supervision. You will know some of the faculty in the School from your coursework. Check out the research profiles of other faculty in and outside the School for other possibilities. You should also ask your course instructors or the Graduate Supervisor for advice about an appropriate supervisor. Approach a potential supervisor with a written outline of your project. This will help them decide whether they would be an appropriate supervisor.

Adjunct research professors may supervise, but only in a co-supervisory arrangement with a regular graduate faculty member. A co-supervision may also be advisable if your topic involves areas of study in which different faculty members have expertise. Co-supervisions tend to complicate communications and reporting, however. It is very important for everyone to communicate regularly and meet at critical junctures to ensure that co-supervisors do not have different expectations. You would be wise to discuss co-supervisions with the Graduate Supervisor before proceeding.

Sometimes supervisory relationships just don't work out. If you feel the need to change supervisors, inform the Graduate Supervisor right away. Let them help you sort out the problem.

8. FUNDING

i)   Admissions Funding Packages

You may be offered a funding package as part of your offer of admission to the program. Admissions funding packages can include scholarship funding and employment opportunities. Unlike other types of funding, you do not apply independently of your application to the program for an admission funding package or any of its constituent elements. Rather, any applications received by the annual February 1 deadline are automatically considered for an admissions funding offer. The various components of admissions funding packages are described individually below.

a) Departmental Scholarships

These provide the largest source of scholarship funding for most incoming M.A. students.

> Type 1 – Provided for your first year in the program
> Type 2—Provided for your first and second years in the program

b) Domestic Entrance Scholarships

These are one-time awards made by FGPA upon admission to students with a GPA of 10.5 or higher.

c) Endowment Awards

Entrance scholarships assigned by SCS from donations made to the School for such scholarships.

d) Teaching Assistantships

You may be offered a teaching assistantship as part of your admissions funding offer. These are **10-hour a week** paid positions in which you are assigned to assist a faculty member in course delivery. Most of these positions are attached to first- and second-year undergraduate courses. A TA position may involve attending lectures, leading discussion groups (usually 20-25 students per group), assisting with in-class exercises, grading course assignments, or other duties. Some involve regular office hours while others require office hours only around the due dates and return dates of assignments.

If you have been offered a TA, before classes begin you will be asked to provide information through Carleton Central on your experience, interests and other background information relevant to your course assignment. You may indicate courses for which you would like to TA. The Graduate Supervisor tries to accommodate these preferences when assigning TAs to courses. However, be forewarned that many factors (conflicts with your course schedule, enrolment fluctuations, other students with the same preferences, etc.) constrain assignment options, so you may be assigned to a course outside your

preferences. These assignments are made as early as possible, but usually rogue variables make it impossible to finalize them until classes have started. Once you have been assigned a course and you have **accepted** the TA assignment on Carleton Central, you are expected to meet with the instructor of the course to discuss your duties as a TA and sign a **contract** indicating the scope and nature of your workload. This is the **"Assignment of Duties" form**, also on Carleton Central. Remember that this is an employment relationship: it is important to be very reliable and professional as you carry out your assigned TA responsibilities.

Recipients of TA offers generally receive one Priority Teaching Assistantship (PTA) for each Fall and Winter term of full-time enrolment during the two years of their M.A. program. The university needs PTAs to assist with teaching in the regular academic year and rarely allows them to be transferred to summer courses. All teaching assistantships are **130 hours per term**. This employment is regulated by a collective agreement between the university and the Canadian Union of Public Employees (CUPE): http://carleton.ca/hr/wp-content/uploads/CUPE_4600_u1.pdf If this is your first time being employed by Carleton, you will need to **set up an account with Payroll Services**. See https://carleton.ca/hr/payroll/new-employees/

Students who are not offered PTAs as part of their admissions package can apply through Carleton Central for a position as an Out of Priority Teaching Assistant (OPTA). When there is no PTA available for a course, the position will be offered to an OPTA. This happens infrequently.

TAs should take advantage of **training** offered by the university. Training sessions are held every year. Initial **required** sessions take place early in the Fall term. Further pedagogical training in the form of voluntary paid hours (up to five per year) can be pursued in forms such as workshops and peer mentoring. See the "Pedagogical Training" section at: https://carleton.ca/tasupport/

Please acquaint yourself fully with what is involved in working as a TA by reading the FGPA Teaching Assistants web page at https://gradstudents.carleton.ca/teaching-assistants/

e) Research Assistantships

RAs are paid positions in which you are hired by a faculty member to assist them with a research project. If a faculty member pledges prior to admission to employ you with their own funds as a research assistant for a set minimum number of hours, FGPA will top up your admission funding package with funds of its own. An RA position that pays $3,000 or more will be topped up with $1,000 of FGPA funding; a position that pays at least twice that will have $2,000 of FGPA funding added.

RA opportunities may also emerge while you are in the program. Usually a faculty member who has research funding chooses RAs from graduate students working in their area on the basis of their background, skills and expertise. It does not hurt, however, to ask the Graduate Supervisor for leads on faculty members who have funding and may need assistance. Keep in mind, however, that, as described in Section 4 above, having too much paid work may negatively affect your academic performance.

August 2023

Again, check FPGA's *Current Grad Students* web page for more information.

iv.   External Awards

There are a large number of scholarship programs that offer funding support for graduate students. Check out the different types of awards listed under "Awards and Funding" on the FGPA *Current Grad Students* web page: https://gradstudents.carleton.ca/awards-and-funding/external-awards/. The Social Sciences and Humanities Research Council (**SSHRC**) Canada Master's Scholarship (CGS) and Ontario Graduate Scholarships (**OGS**) programs offer the largest number of substantial awards every year. Our students have a good track record of securing support from SSHRC and OGS. SSHRC scholarships pay more than OGS, but both provide substantial support for your studies. Carleton does not claw back its internal scholarship awards if you win one of these external awards.

If you have a **high A- average** or better you should consider applying for OGS and SSHRC. If you are not sure of your GPA, please ask the Program Administrator. Be sure to start your application early because developing it takes substantial time and effort. You will need to fill out an online application, solicit letters of reference, and develop a research proposal. You should share your research proposal with the Graduate Supervisor and other faculty knowledgeable in the subject area and incorporate their feedback as you finalize it. Be sure to prepare a draft proposal well in advance of the application deadline so that you are giving these faculty members sufficient time to read and comment. The deadline for Master's OGS applications is generally in **November**; for SSHRC, **December**. Information, application forms and deadlines can be found through the FGPA *Current Grad Students* web page (see link given above).

Scholarship applications are similar in form to MRP or Thesis proposals, to grant applications in general, indeed, to any situation (private or public sector) in which you try to convince a funder to support a project. How to write such applications is an important part of the skills development offered by our graduate program. For information on how to write a proposal, see "**SCS Research Proposal Guidelines**" under the "Graduate Student Resources/Documents and Forms" section of the School website at https://carleton.ca/sics/resources/documentsforms/. The School places a great deal of emphasis on assisting students in applying for these major awards. The Graduate Supervisor offers a workshop on how to apply in late September. FGPA also provides workshops where students can receive important advice that complements what the School provides.

v.   **Internal Awards**

a)   Donor-Funded Awards

Donor awards are scholarships and bursaries that donors have funded through gifts to the university. Those not designated as entrance scholarships are adjudicated during the academic year on the basis of academic merit, financial need and how well your background and research area match the criteria for the award set by its donor.

There are two types of these awards, Carleton (university-wide) donor-funded awards and SCS donor-funded awards. The application process for university-wide awards takes place in the **early Fall**, for SCS-specific awards in **early Winter**. You are permitted to apply for a limited number of these awards. We will inform you about the awards available, eligibility criteria for each, and the deadline to apply, and ask you to submit an application outlining your interests and how you fit the award criteria. You submit your application for these awards through Carleton Central.

More information about these awards can be found at FGPA's *Current Grad Students* web page under Awards and Funding, Internal Awards at https://gradstudents.carleton.ca/awards-and-funding/internal-awards/.

b) Travel/Research Bursary

FGPA provides the School with limited funds to support graduate student travel for research or conference presentations. The Program Administrator will announce deadlines for applications. There is usually one in the Fall and one in the Spring. You must apply at least one month **in advance** of the anticipated expense (not after the fact). If you plan to apply in the Spring, please let the Program Administrator know before the Fall adjudication so funds can be reserved in anticipation of your application.

To qualify, you must:

i. Be registered full-time in the term in which the application is approved and paid
ii. Access and complete the application form through Carleton Central (Awards and Financial Assistance)
iii. Provide a statement of support from your supervisor
iv. In cases of conference travel, once your bursary has been approved and you have attended the conference, you must submit proof of attendance (as specified on the application form) or repay the bursary in full if the travel does not occur
v. Submit a report on your travel experience to the Graduate Supervisor

Funds are limited and only part of the cost of your travel can be reimbursed. FGPA has more information about this bursary on its *Current Grad Students* web page under "Awards and Funding, Internal Awards."

vi. Funding and Registration

Please note that you must be registered full-time **to be eligible** to receive payment for scholarships and teaching assistantships. Continuation of funding from year to year is dependent upon satisfactory academic performance. You will not be eligible to receive payments if you:

i. Withdraw from the program

ii.   Change to part-time status

iii.   Take a leave of absence from the program

In the case of backdated withdrawals, you may have to refund scholarship payments already received.

9. PRACTICUM (CDNS 5800/5801)

A practicum course is a part-time placement in a work environment related to your field of study. The purpose of a practicum is to provide experiential learning that complements your scholarly engagement and enriches your education. Students may find placements on their own or by asking faculty and School administrators for leads. Your choice of a practicum workplace should be based on your career interests. Ideally a practicum will involve a **project** that allows you to work relatively independently while still experiencing, engaging with and learning from the workplace. You also have to secure a SCS faculty member to serve as the **academic evaluator** of your practicum.

You are expected to spend **130 hours a term** (the equivalent of an average of ten hours per week) with the host institution. You earn a half credit (0.5) for successful completion of a one-term placement (CDNS 5801) and a full credit (1.0) for completion of a two-term placement (CDNS 5800). The academic evaluator determines your final mark on the basis of end of **term reports** from you and your workplace supervisor.

For a practicum to be approved you must secure the cooperation of a workplace supervisor in the host institution and an academic evaluator in the School. Once a placement is agreed to in principle by the student, the workplace supervisor, and the academic evaluator, the **practicum contract form** should be filled in and signed off by these three parties as well as the Graduate Supervisor of the School. You also have to fill out two forms that provide you with workplace injury insurance. One secures workplace acknowledgement that this insurance is covered by the province for student placements and provides the workplace with instructions on how to report any claims. The second requires you to acknowledge that you are aware of and in agreement with the workplace insurance arrangements. The practicum contract is posted on the School's website under "Graduate Students' Resources." https://carleton.ca/sics/grad-resources/ Links to the workplace insurance forms are in the practicum guidelines at the same location.

This paperwork can raise unexpected complications. The registration system won't let you register in a practicum course without School approval, and the School needs time to process everything prior to the registration deadline, so plan well ahead of time. For information more detailed than what is provided here, consult the **Practicum Guidelines** that are posted on the School website under "Graduate Students' Resources."

There are a number of restrictions on taking practicum courses. They are not open to new students until the Winter term. **Practicum credit is not granted for paid employment**. The practicum workplace may not be your current or former place of employment. Under normal circumstances, you should not be working remotely (i.e. you need to have a work space in the office of the organization that sponsors

your practicum). If you are doing a Thesis, you are not allowed to take a practicum course. If you are doing an MRP, you are allowed to do only a half-credit practicum. (For those in the Concentration in Heritage Planning and Studies, a Practicum of up to 1.0 credits is permitted.)

10. DIRECTED STUDIES (CDNS 5900/5901)

If you wish to study in-depth a topic on which there is no regular course available for you to take, it may be possible to arrange a Directed Studies course with a faculty member who is knowledgeable in that area. Normally those teaching Directed Studies courses are SCS Faculty or those listed on the website as Affiliated Faculty members: https://carleton.ca/sics/our-team/faculty/. If you want to do a Directed Studies course with a faculty member not listed there, you must consult with the SCS Graduate Supervisor before embarking on the design of the course and submitting the form for CDNS5900/5901. Remember that faculty offer directed studies instruction over and above their regular teaching duties so be aware that it is not always possible to provide you an individualized course of this kind. Sometimes a Directed Studies course is set up by your MRP or Thesis supervisor to instruct you in a subject area that is essential background to your research topic.

Once you have secured a faculty instructor for your Directed Studies course, plan with them the workload and assignments for the course. Then fill out the application form accompanied by supporting documentation well **in advance of the course registration deadline for that term**. The application form for Directed Studies can be found on the School's website under "Graduate Students' Resources." https://carleton.ca/sics/grad-resources/ The documentation should include the rationale for setting up this individualized course, as well as its reading list, assignments, and evaluative criteria. Submit everything to the Graduate Supervisor and the Program Administrator.

The registration system will not allow you to sign up for a Directed Studies course until approval has been given by the School.

11. APPLICATION TO GRADUATE

If you have fulfilled all program requirements by the Spring of second year, you will qualify for the June graduation ceremony. You need to **apply to graduate** through Carleton Central. If you wish to graduate in the Spring Convocation, the application deadline is April 1. For the Fall Convocation, it is September 1; for Winter Convocation, December 1. The SCS Program Administrator will notify you of the deadlines annually.

12. STEPS TO COMPLETION OF THE MRP AND THESIS

i) Submission and Evaluation of the MRP

The MRP is evaluated by **two readers and the supervisor**. The supervisor, in consultation with you, recruits the two readers from graduate faculty in the university. Usually at least one of the readers is a

School faculty member. When the supervisor of your MRP deems the paper ready for evaluation, they submit it to the Graduate Supervisor and the Program Administrator along with the names of the two readers. The Program Administrator sends the final copy of the paper to the readers along with instructions on how to submit their assessments. If a reader requests a hard copy of your paper, you will be asked to provide one for them. Readers should be given **at least two weeks** to complete their evaluation. Plan ahead so that you leave yourself at least a week to complete any minor revisions the committee may require before the term's grade submission deadline.

You will receive written comments (unsigned) from each reader and a final grade. The grade is an average of the grades submitted by the readers and the supervisor. A grade of **B-** or better is required to pass. You may be asked to revise the MRP to make minor corrections identified by the readers: fixing typos, adding a missing reference, correcting errors of fact, rephrasing a word, adding a sentence. Once you have completed these, you submit the corrected version to your supervisor. The supervisor confirms that all required corrections have been made and submits the revised, supervisor-approved copy to the Program Administrator (copied to the Graduate Supervisor). The above steps are conducted via email. The Program Administrator then enters the final grade via the E-Grades system in Carleton Central. The entire process, from submission to entry of the final grade, takes about a month.

You will not be asked to undertake substantial revisions unless the grade received is below a B-. In this case, you may request in writing the privilege of revising and resubmitting your essay for an improved grade. This is a privilege, which can be granted only once and may take you into the following term.

ii)   Submission and Evaluation of the Thesis

A thesis usually goes through at least one round of revisions before it is approved for final submission. Often three or more revisions are required. As the submission date approaches, your supervisor will recruit the members of your **Thesis examination committee**, including another faculty member of the School and an external examiner who must come from another department at Carleton.

The deadline to apply to graduate is also the last day for you to submit your supervisor-approved thesis, in examinable form, to the department for Spring graduation. Again, this is usually **April 1** (or **August 1 and December 1** respectively for Fall or Winter graduation). If you miss this deadline you have to register for another term.

Remember to allow time between the date of your **oral defense** and the university's deadline for the **final deposit** of all theses for that term. You may need to make any revisions to the thesis arising out of your oral defense and your supervisor will need to review and approve these revisions.

After you have submitted your supervisor-approved and defense-ready thesis, FGPA will approve the thesis examination board. The board members read the thesis and decide if you can proceed to an oral defence. At the end of the defence the board decides if the thesis is acceptable, acceptable with minor revisions, acceptable with major revisions, or unacceptable.

August 2023

You submit the final post-defence version of the thesis (with required revisions completed) to FGPA via Carleton Central. Your supervisor must sign off on this final version in Carleton Central. If you miss the deadline you will not be eligible to graduate that term.

For detailed instructions on timelines, examination policy, submission of your thesis for defense and the final deposit of your successfully defended thesis, **see "Thesis Requirements" on the FGPA *Current Grad Students* website** at https://gradstudents.carleton.ca/resources-page/thesis-requirements/.

13.   DO'S AND DON'TS FOR THE MRP AND THESIS WRITING PROCESS

The MRP and thesis options give you the opportunity for independent research and learning. Here are some do's and don'ts about the research and writing process:

Stay in Touch: In your second year of study, you will no longer have the structure of a regular course load to keep you connected regularly with the School. Do not drop out of sight. Create mechanisms to maintain personal and academic interchange. Seek out like-minded colleagues who will be able both to encourage you and critique your work. Consider convening a research paper/thesis writing support group with fellow students.

Maintain a Schedule: Meet regularly with your supervisor(s). Establish a tentative schedule for the completion of draft chapters. Feel free to request additional meetings as necessary, but recognize that it is unlikely that substantial progress can be made in the absence of new written material. Provide drafts well ahead of scheduled meetings.

Write Right: Even the best research is wasted if it is not effectively communicated. Careless organization and unclear prose are not mere superficial flaws; they are symptoms of sloppy thinking. It is a mistake to regard them as unconnected to the quality of your analysis and research. Your examiners will expect clearly written and logically arranged work. Friends, members of your writing support group, a professional editor, and the writing tutorial service are all resources that you can draw upon to assist you with your writing.

Budget Time for Revisions: One of the most important phases in completing a paper is **revision and rewriting**. You may have to produce several versions of your work before it is accepted by your supervisor.

Professional Format: In consultation with your supervisor, decide upon a scholarly style guide (e.g. *APA, MLA, or the Chicago Manual of Style*). Make sure you have the latest version. Follow it scrupulously for all components of your paper's critical apparatus. In addition, there are rules about the format of your final manuscript that are specific to Carleton. See "Thesis Requirements" on the FGPA *Current Grad Students* website.

Be Aware of Deadlines: It is your responsibility to be aware of deadline dates and schedule your work to meet them. Your supervisor must approve the final version of your MRP or thesis before you can submit it for evaluation. This makes it all the more critical to work out with them a schedule for submitting drafts and receiving feedback in the months leading up to the submission deadline. If you miss the submission deadline you will not qualify for graduation in that term and must re-register and pay tuition for the next term.

14.   PROGRAM REQUIREMENTS & CHANGES OF STATUS

As a full-time M.A. student, you are expected to complete your degree requirements within two calendar years of the start of your first term in the program. You are responsible for ensuring that you are progressing through your program satisfactorily and that you are fulfilling all its requirements. You may access your academic audit online through Carleton Central to keep tabs on whether you are meeting program requirements on schedule.

If you are a part-time M.A. student, you must complete your degree requirements within six calendar years after the initial term of registration. Part-time graduate students normally register in 0.5 to 1 credit per term, including audit courses.

If you encounter adverse circumstances (personal or family matters, emotional distress, or illness physical or mental) that prevent you from attending to your academic responsibilities, it is vital that you address the problem promptly. It is better to take a leave of absence or withdraw from the program in good standing (perhaps to return later) than to end up with marks on your transcript that do not reflect your ability and/or jeopardize your academic future.

The form used most often to request a change in your student status is the Change of Registration Status Form. It is posted on the FGPA grad student website under "Forms and Policies." Use it for:

  i.   Withdrawing from a program or course
  ii.   Requesting a leave of absence
  iii.   Late registration
  iv.   Requesting Reinstatement
  v.   Changing your status (e.g. full-time to part-time, or vice versa)

If you do not finish your program within the specified number of terms, you have to request an **extension**. Use the Extension Request Form (posted under "Forms and Policies" on the FGPA *Current Grad Students* web page at https://gradstudents.carleton.ca/resources-page/forms-policies/).

Once you register as a full-time student, you remain a full-time student *regardless of how many credits you take*. For medical reasons or the reason of full-time employment, permission is sometimes granted for you to switch to part-time status. Prior to registration for the term in question you must a) write to the Dean of FGPA stating the reason(s) for your request and b) fill out the Change of Registration

Status Form, including a statement from the Graduate Supervisor and your own supervisor, if applicable. Approval is granted only in exceptional cases and normally only for one term. You will also have to confirm that you will be on campus infrequently for the term ahead, that you will be using university facilities (i.e., library, laboratories, computer centre, etc.) only on a part-time basis, and that you will be receiving supervision (including supervision at a distance) part-time as well. Please consult the Graduate Calendar Regulations on the FGPA website for more information:

Whether you are part-time or full-time, after initial registration in a thesis or research paper you must maintain registration in all successive terms (including the term in which your MRP or Thesis is examined) until your program requirements are completed. If you remain unregistered in your degree program for three terms (twelve months) you will lose your status as a student in your program. If you are dropped from the program for this reason, you must apply to be allowed back in. If your application is successful, you will have to pay a reinstatement charge, plus the equivalent of 1.0 credit tuition fees for each term in which you failed to register.

Appendix A: Finding a Supervisor: Who Qualifies

Carleton Faculty *-Supervision status is granted automatically based on rank*		
	Master's Level	**PhD Level**
Assistant Professor without a PhD (term appointment)	Yes	Advisory Committee only
Assistant Professor without a PhD (preliminary appointment)	Yes	Advisory Committee only
Assistant Professor with a PhD (term appointment)	Yes	May co-supervise
Assistant Professor with a PhD (preliminary appointment)	Yes	May co-supervise
Tenured Assistant Professors without a PhD	Yes	Advisory Committee only
Tenured Assistant Professors with a PhD	Yes	Yes
Associate Professor without a PhD	Yes	May co-supervise
Associate Professor with a PhD	Yes	Yes
Full Professor	Yes	Yes
Lecturer	Yes	Advisory Committee only
Instructor I, II, or III	No†	No
† *Except with express permission from line Dean*		
Faculty and Honourary Ranks at other universities who are involved with Joint Institutes (The University of Ottawa or Trent University)	May co-supervise if they have supervisory privileges at home institution	
Honourary Ranks	* denotes that eligibility must be confirmed by FGPA. i.e., potential supervisor must apply for graduate supervision status	
Adjunct Professor	May* co-supervise	Advisory Committee only
Adjunct Research Professor	May* co-supervise	May* co-supervise
Professor Emeritus	May* co-supervise	May* co-supervise
Distinguished Research Professor	May* supervise	May* supervise
For all categories, members may only (co)supervise graduate students in the academic program(s) for which they have been formally granted supervisory privileges.		