WELCOME TO A NEW ACADEMIC YEAR

GRADUATE ORIENTATION 2018-19

Message from the Director

Dear Students,

It’s my pleasure to welcome new and returning graduate students to the School of Indigenous and Canadian Studies (SICS). I have no doubt that you will find the School to be an enriching and challenging place to study. Established as the Institute of Canadian Studies in 1957, the School has undergone a number of changes over the past few years, including changing our name to recognize the central place of Indigenous Studies to our academic mission. Over the decades, the School has been a hub for cutting edge, critical, and interdisciplinary research and teaching.

We have a number of events planned this year, including the annual Vickers-Verduyn lecture, the Herb Stovel lecture in Heritage Conservation, and the annual Heritage Symposium. We also regularly offer special events and workshops to assist with students preparing for the job market and managing the demands of graduate school.

Our students have been very successful recently in competitions for external funding and have disseminated their research at conferences both in Canada and abroad.

We have a dynamic faculty, all of whom are engaged in exciting research projects and innovative teaching methods. It’s a great time to be at the School of Indigenous and Canadian Studies. I wish you every success and hope you find this to be a rewarding and memorable experience. Welcome!

Peter Thompson, Director
School of Indigenous and Canadian Studies

Meet the SICS Administrative Team

Director: Peter Thompson
1207 DT, 520-2600 ext 1151
Peter.Thompson@carleton.ca

Graduate Supervisor: Paul Litt
1208 DT, 520-2600, ext. 4134
Paul.Litt@carleton.ca

Acting Program Administrator: Leigh-Ann Butler
1205 DT, 520-2600 ext. 4034
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School Administrator: Donna Malone
1206 DT, 520-2600 ext. 2366
Donna.Malone@carleton.ca

For information on faculty members’ interests, research and publications see our web site: https://carleton.ca/sics/facultyandstaff/

Office hours: Monday to Friday, 8:30 a.m. – 12:00 and 1:00 - 4:30 p.m.
1. Faculty
2. Program Overview
3. Registration
4. Admissions and Funding Policies
5. MA Program Options
6. PhD Program
7. Directed Study and Practicum
8. Student Services
9. Student Requests
10. PhD Student Orientation
11. Funding
12. EXTERNAL Funding
13. Funding Deadlines
14. Language Requirement
15. Miscellaneous Information
16. Additional resources
17. DT 12th floor
18. Appendix 1

1. Faculty

Here is a list of the core contributors with whom you are likely to interact:

- Professor Jerzy (Jurek) Elzanowski
- Professor Peter Hodgins
- Professor Paul Litt
- Professor Carmen Robertson
- Professor Allan Ryan
- Professor Zoe Todd
- Professor Jennifer Henderson
- Professor Kahente Horn-Miller
- Professor Eva Mackey (on sabbatical until July 2019)
- Professor Susan Ross
- Professor Peter Thompson
2. **Program Overview**

Since its inception, the School of Indigenous and Canadian Studies at Carleton has constantly reinvented itself to incorporate new knowledge and new approaches in order to understand the creative tensions and diversity that characterize Canada and the people who occupy its space. We have established a strong reputation in interdisciplinary research and teaching in areas related to and intersecting with heritage conservation, Canadian cultural studies, Indigenous studies, settler studies, identities and social movements, gender and women's studies, environment and place, and issues related to public policy, politics, language, economy, and society.

The School’s academic programs are extremely well placed to help us understand and explain the challenges faced by Canadians, Indigenous peoples, and other groups. Throughout its history, the School has participated in reshaping an understanding of Canadian society by confronting historical and current affairs and helping students to become vital participants and astute critical thinkers in Canada’s liberal democracy. The primary goal of our program is to provide students with a comprehensive education – refining critical, research, and problem-solving skills – that allows for critical engagement in a rapidly changing academic, professional, and community-oriented work environment.

Our faculty engage in research and teaching across a number of thematic areas including Heritage Conservation; Culture, Memory, and Place; Nation-building, Nationalisms, and Nation-branding; Indigenous Studies; Social Justice: Voice, Power, and Policy; Critical Settler Studies; Gender and Sexualities; and Identity, Representation, and Performance. In the emerging global economy, the development of Canada-centred knowledge has become even more relevant and in demand. What better place to study Canada than in Ottawa?

3. **Registration**

**Tuesday, September 18th** is the last day for registration and course changes for fall-term and fall/winter courses. Course outlines for Indigenous and Canadian Studies courses will be available on cuLearn by the first class.

4. **Admissions and Funding Policies** – all students need to be aware of and comply with the terms and conditions surrounding their admission and funding offers. Refer to [this document](#) for clarification.

5. **MA Program Options**

Candidates undertake one of the following three program patterns:

- Coursework Option (Standard MA) OR
- Research Essay Option OR
- Thesis Option

All students are initially admitted into the Standard MA - Coursework option. In order to pursue the Research Essay or Thesis option, you must apply and be approved by our Graduate Committee. The application process involves the submission of a clear and sophisticated proposal. The Graduate Committee then assesses your grades and the proposal.
Full-time MA students should determine their stream of choice by *the end of the 1st term*. This decision should be made in consultation with the Grad Supervisor.

► **Coursework Option (Standard MA)**

4.0 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 2.5 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 that in the Coursework option you may take a 1.0 credit Directed Reading (5900 and 5901) and a 1.0 credit Internship (5800 and 5801).

► **Research Essay Option**

3.0 credits of coursework plus a 1.0 credit Research Essay

- M.A. Research Essay 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 1.5 credits chosen from the courses listed above, or CDNS 5801 or CDNS 5901, or an approved course listed in the Selection of Courses

Note that in the Research Essay Option you may take a 0.5 credit Directed Reading course (5901) and a 0.5 credit Internship course (5801).

► **Thesis Option**

2.0 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 0.5 credits chosen from the courses listed above, or CDNS 5901, or an approved course listed in the Selection of Courses.

Note that in the Thesis Option you may take only 0.5 credit of a Directed Reading course (5900 or 5901).
6. PhD Program

Our Ph.D. Program began in 2001 and is offered jointly between the School of Indigenous and Canadian Studies at Carleton University and the Frost Centre for Canadian Studies and Indigenous Studies at Trent University in Peterborough, Ontario. This unique joint Ph.D. is the only fully interdisciplinary doctoral program in Canadian Studies in Canada, combining the longstanding strengths of both institutions in this field.

The program is founded on the premise that many complex problems and issues cannot be understood satisfactorily from the vantage point of a single discipline and that a more comprehensive understanding of Canada can be achieved through integrated and systematic interdisciplinary scholarship.

The program draws on the faculty from both universities and offers five fields of study: Culture, Literature, and the Arts; Environment and Heritage; Policy, Economy and Society; Identities; and Women’s Studies.

Our PhD program requires a combination of course work, comprehensive examinations, and a thesis.

Doctoral candidates must successfully complete 10.0 credits. The specific requirements are as follows:

- 1.0 credit for successful completion of CDNS 6900, the mandatory core seminar;
- 1.0 credit for successful completion of two courses or tutorials (or the equivalent) drawn from the graduate list offered by the School with one 0.5-credit course drawn from each of the candidate’s two major fields of study; a GPA of 9.0 or better must be obtained in these courses for students to be allowed to proceed to the comprehensive examinations;
- 1.0 credit for successful completion of two 0.5-credit written comprehensive examinations. Students will be examined in two fields;
- Satisfactory demonstration of an understanding of a language other than English. Although French is the preferred second language, students may be permitted to substitute an Aboriginal language indigenous to Canada or another language if it is demonstrably relevant to their research interests;
- A public defense, in English, of a written thesis proposal. Following the completion of their comprehensives, students will be expected to defend a proposal of the research and analysis they plan to undertake in completing their Ph.D. thesis. The thesis proposal defense should normally occur within six months after completion of a student’s comprehensive examinations. The thesis committee will be composed of three faculty members, always including one from each university;
- A 7.0-credit thesis, which must be successfully defended in English at an oral examination.

► Comprehensive Examinations

Full-time students are expected to complete their comprehensive examinations within 24 months of their initial registration in the Ph.D. program. Part-time Ph.D. students should finish their comprehensive examinations within 36 months of completing course work. Both full-time and part-time students should complete their comprehensive examinations before defending their dissertation proposal.

Each comprehensive exam begins with a written component in which the student answers questions set by their committee. The committee reviews the written exam answers and decides if the student should proceed to an oral exam.
In the oral exam the student may be asked to expand on certain aspects of their written answers or aspects of the field not covered in the written exam. Both the written and oral portions of the exam must be passed in order to complete the comprehensive exam.

Comprehensive exam reading lists are based on areas of research agreed upon between the student and the comprehensive examination committee. Students have worked on a broad range of topics, including critical settler studies; colonialism and reconciliation; the complexities of understanding and preserving heritage; nation-branding; cultural studies and cultural policy; critical nationalism; and the representation and performance of identity.

Students may also register in graduate courses offered outside CDNS. The PhD Coordinator must pre-approve all graduate courses offered outside CDNS.

► **Collaborative Ph.D. with a Specialization in Political Economy**

The School of Indigenous and Canadian Studies and the Institute of Political Economy offer a Collaborative Program in Political Economy at the Ph.D. level. For further details, see the Institute of Political Economy’s Collaborative Ph.D. with a Specialization in Political Economy section of the Graduate Calendar.

► **Thesis Proposal**

All students must defend publicly a thesis proposal after completing their comprehensive examinations. Full-time students must complete this requirement within the first two years of registration in the program.

**The School’s PhD Progress Chart** (up until Proposal Approved) is Appendix 1 found at the end of this Handbook.

We encourage you to review our [PhD Guidelines](#), which can be found on the school website.

**7. Directed Study (CDNS 5900/5901) and Practicum (CDNS 5800/5801)**

Our Directed Study and Practicums are not available to NEW STUDENTS until the winter term. Students planning to do a Directed Study or Practicum must have the proper paperwork completed prior to registering in the course. The registration system will not allow access to these courses until approval has been given by the School.

Application forms are on the SICS website and must be approved by the Graduate Supervisor.

[Resources, Documents and Forms](#)

*You should start the application process at least one month in advance of the term in which you are registering.*

Students doing a Directed Study with a supervisor in another department (Art History, Political Science, etc.) should note that their registration will reflect a Canadian Studies course registration and must receive prior approval from the Graduate Supervisor of Indigenous and Canadian Studies.

Internships or unpaid practicum placements are for students in the coursework or research essay stream. For further information, follow these links and take note of the requirements:

- [Practicum Guidelines](#)
- [Practicum Proposal](#)
- [Practicum Contract](#)
All students participating in a practicum placement are required to complete two insurance forms:

**Letter to Placement Employers**  This form must be signed by both student and Employer.

**Student Declaration**  This form must be completed by the student.

N/B. Practicums cannot be initiated until both forms have been submitted to our Program Administrator.

8. **Student Services**

Grad Navigate is the Faculty of Graduate and Postdoctoral Affairs’ (FGPA) professional development initiative for graduate students. It provides a hub of graduate-specific workshops including: Research and Writing; Professional Skills; Career Planning; Teaching Skills; and Wellness Workshops. It also offers an A-Z listing of all campus services. Bookmark the link!

9. **Student Requests**

**Only use your email account when communicating by email with faculty and staff. ALWAYS include your student number**

Submit all requests to our Program Administrator. Student requests may take up to two weeks to process.

**All communication will be sent to your Carleton email account**

**BEFORE** you make an inquiry, refer to the Graduate Calendar:

- [http://gradstudents.carleton.ca/](http://gradstudents.carleton.ca/) to review policies and regulations

Proper forms required by FGPA:

The form you will likely use most is FGPA’s [Academic/Registration Change Form](http://gradstudents.carleton.ca/)

Use this form to:

1. Withdraw from a program or course
2. Request a leave of absence
3. Late registration
4. Request Reinstatement
5. Change of status: F/T – P/T

The [Extension Request form](http://gradstudents.carleton.ca/) should be completed in consultation with our Program Administrator.

[Academic Policies](http://gradstudents.carleton.ca/) includes info on co-op, FIPPA, supervision and grade appeals.
10. **PhD Student Orientation with Grad Supervisor**

PhD students are required to attend an orientation on **Thursday, September 13, 2018** at 12:00 in 1212DT. In this session Professor Litt will address any questions you may have about being a graduate student at Carleton, the doctoral program in the School, conferences, publishing, and academia more broadly, and careers for PhD graduates.

11. **Funding**

**Teaching Assistantships and Scholarships** have already been awarded for this academic year. Later in the year we have competitions for endowment funds. We will let you know about deadlines and criteria. For other awards, see “External Funding” below.

The University has an emergency bursary for students who are experiencing "unexpected" financial difficulties. Applications are available from the Faculty of Graduate and Postdoctoral Affairs. **Students must have been registered on a full-time basis for at least six weeks to be eligible.**

The University also has funds available to graduate students for travel to conferences where the student is presenting a paper. Letters of support are required from both the Supervisor of Graduate Studies in the home department, as well as the thesis supervisor. **Students must apply a month in advance of the anticipated expense (not after the fact).** Only one application per student, per academic year will be considered. **Students must be registered full-time in the term in which the application is approved and paid.**

Students who travel to **present papers at a conference** must submit proof that they attended the conference as specified on the application form and will be required to repay the bursary in full if the travel does not occur. Students should expect to submit a report or summary of their travel experience.

Access and complete the application form through Carleton Central (Awards and Financial Assistance).

We will announce our deadlines for these travel/conference bursaries – usually one in the Fall and one in the Spring. **Please let the Program Administrator know if you are planning on attending a conference.**

FGPA also has a limited number of **internal scholarships** (aka endowed awards). Students do not apply for these awards; they are nominated by faculty in the School. You will be advised of the types of awards available and be required to submit an application outlining your interest and rationale. Consult the FGPA website for information on these awards: [http://gradstudents.carleton.ca/awards-and-funding/](http://gradstudents.carleton.ca/awards-and-funding/)

12. **EXTERNAL Funding**

Students with an overall GPA of A- in their last ten credits should definitely apply for **Ontario Graduate Scholarship (OGS)** and **Social Sciences and Humanities Research Council of Canadian Fellowship** (SSHRC) grants. Applications are now posted online.

**Note:** we will have departmental workshops on writing these applications. Dates TBA. If interested and eligible, please contact the Program Administrator.

The electronic application forms, including program information for OGS and SSHRC Doctoral Fellowships will be available through the FGPA website: [http://gradstudents.carleton.ca/](http://gradstudents.carleton.ca/)
Please make note of applicable deadlines for submission of these applications.

Instructions and eligibility requirements for OGS and Tri-Council funding are also available at: http://gradstudents.carleton.ca/awards-and-funding/external-awards/

These scholarships and funding awards are very competitive, so to apply you must have minimum overall GPA of 10.0, the equivalent of an A- average. If you are not sure of your GPA, please ask the Program Administrator.

13. Funding Deadlines

<table>
<thead>
<tr>
<th>Competition</th>
<th>Due in Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGS</td>
<td>November 15, 2018</td>
</tr>
<tr>
<td>SSHRC Doctoral</td>
<td>October 12, 2018</td>
</tr>
<tr>
<td>SSHRC Masters</td>
<td>December 1, 2018 (fully online)</td>
</tr>
</tbody>
</table>

For more information: http://gradstudents.carleton.ca/awards-and-funding/external-awards/

14. Language Requirement

The School requires a reading knowledge of a second language for both MA and PhD candidates. This is a program requirement and not an admission requirement. This requirement may be satisfied in the following ways:

- Successful completion of FINS 3105 or its equivalent (with a grade of B- or better).
- Successful completion of a French language examination.
- Alternatively, a student may fulfil this requirement with a demonstrated knowledge of an Indigenous language.

The School conducts the French language examinations in September and January. There is no cost involved in taking this test.

Should you choose to take a French language exam to meet this requirement, please connect with our Program Administrator before September 14. At the same time, provide her with your research area/interests.

The goal of this language exam is to prove that you can read and understand the ideas conveyed in an academic article written in French. Proficiency in the French language is an essential skill for studying Canada. The test duration is two hours. You can use a bilingual dictionary.

On the day of the test, you will be provided with a recent French academic article focused on your topic. You will need to write a 250 word abstract of the article in English.

Scoring: The test is Pass or Fail. You can take it again if the first attempt is not successful.

Students choosing to take FINS 3105 should note that examination results in this course form part of their record, although they are additional to the course requirements for the degree.
15. **Miscellaneous Information**

The Graduate Academic Caucus (GAC) is looking for student reps. The School of Indigenous and Canadian Studies is entitled to two representatives, one at the M.A. and one at the Ph.D. level. This Graduate Student Association initiative seeks to draw together the student representatives from departmental boards to coordinate responses to academic issues of our growing graduate student body. At this time, more than ever, it is vital to have as much feedback on the student academic experience as possible. We hope the GAC will help open up lines of communication and enable us to respond quickly to students’ academic concerns in cooperation with the students’ association.

If you are interested in becoming a GAC representative in the School, please contact the GSA office at ext. 6616 or by email at gsa@carleton.ca to enquire about nomination processes. Nomination forms are available at the GSA office.

As graduate students in Canadian Studies, you will also receive news from the **Canadian Studies On-Line Report (CASTOR)**. **CASTOR** is a list whose membership comprises students, staff and faculty in the School of Indigenous and Canadian Studies at Carleton. **CASTOR** is used as a way of informing the School community about issues and events of interest and importance, as well as a 24/7 means of letting us share our ideas, concerns, and successes. Since the list has a wide membership, we ask you to please not use CASTOR for one-on-one communication, as the REPLY feature will send the message to the entire List.

Join our Facebook page! [https://www.facebook.com/groups/110822418954802/](https://www.facebook.com/groups/110822418954802/)

16. **Additional resources:**

- **MacOdrum Library**: [https://library.carleton.ca/](https://library.carleton.ca/)
- **FGPA New Grad Student and TA Orientation**: [https://gradstudents.carleton.ca/new-grad-students/orientation/](https://gradstudents.carleton.ca/new-grad-students/orientation/)
- **FGPA Teaching Assistants**: [https://gradstudents.carleton.ca/teaching-assistants/](https://gradstudents.carleton.ca/teaching-assistants/)
- **CUPE 4600 (Teaching Assistants’ Union)**: [https://www.cupe4600.ca/](https://www.cupe4600.ca/)
- **Teaching Assistants’ Collective Agreement**: [https://carleton.ca/hr/labour-relations/academic-staff-agreements/](https://carleton.ca/hr/labour-relations/academic-staff-agreements/)
- **Paul Menton Centre for Students with Disabilities**: [https://carleton.ca PMC/](https://carleton.ca PMC/)
- **FASS Student Research**: [https://carleton.ca/fass/research/students/](https://carleton.ca/fass/research/students/)
- **Grad Students Association**: [http://gsacarleton.ca/](http://gsacarleton.ca/)
- **Office of Research Ethics – Ethics Application details**
17. **DT 12th floor:**

- The School has a lounge in **Room 1212A** which is open during normal office hours to all Indigenous and Canadian Studies students.

- There is a refrigerator and microwave in Room 1212A, which can be used by students.

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Please respect these facilities and keep them clean --- especially the microwave and fridge. Forgotten containers will end up in the garbage.
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- The School also has its own **Resource/Reading Room**, which is accessible during normal office hours in Room 1212. Students can borrow material from this room for a two-week period on an honour sign-out basis. Theses and research essays can also be borrowed for the same period. Please see the Program or School Administrator to sign these out.

- **Teaching Assistants** are entitled to desk/carrel space in one of our T.A. rooms (1210, 1213, 1215 or 1215A). There is a **$5.00 deposit for keys** to the room and carrel, which will be refunded on the return of keys. Mail will be put on your desk (ensure that your desk is clearly labelled).

- **Telephones:** 1210, 1213, and 1215 have phones which are for student use. Do not give out the School's general number for messages. **We will only take messages in emergencies.** The telephone number for the student phones is (613) 520-2600 plus the four-digit extension.

  - Room 1213 is ext. 4592
  - Room 1215 is ext. 3592
  - Room 1210 is ext. 1319

- The photocopier in Room 1211 **is not** for student use (i.e. for readings, etc.) There are photocopiers for student use in the University Library, Map Library and Unicentre. Photocopying of T.A. course materials for Canadian Studies courses is permitted on this machine (with authorization from the course instructor).

- **Never leave your belongings out in the open or in unlocked locations.** Dunton Tower is notorious for its ease of access and exit (aside from the elevators, which can take forever at class changeover times).

- **We recommend that you do not work in the building alone after hours.** If you must stay late, work out a buddy system with other students so that you won't be alone in the building. If you must be alone, work in an area with a telephone. There are services available to people working after hours such as the **Foot Patrol (613) 520-4066** or **University Safety at (613) 520-3612**, if the Foot Patrol is not available. Please make use of these if you plan to be on campus after hours. Should you have to reach the University Safety Office in an emergency, their number is ext. 4444.
Appendix 1: PhD Progress Chart (up until Proposal Approved)

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1 (Fall)</th>
<th>Term 2 (Winter)</th>
<th>Term 3 (Summer)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Core course plus 0.5 graduate course</td>
<td>Core course plus 0.5 graduate course</td>
<td></td>
<td>Full-time students must complete at least 2.0 credits of graduate course work within 9 months of entering the program (for part time students it is 21 months). They must obtain at least a B+ standing in each course to remain in the program. Students who fail to meet the requirements as laid out above will be withdrawn from the program.</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
<td>February Comprehensive Exam 1 completed</td>
<td>End of August Comprehensive Exam 2 completed</td>
<td>To remain in the program, full-time students must complete both comprehensive exams within 24 months of registration. The first exam is held in February of year 2 and the second exam is held at the end of August of year 2. Part time students must complete them within 48 months of completing course work. Students who fail to meet the requirements above will be withdrawn from the program.</td>
</tr>
<tr>
<td>Year 3</td>
<td>Thesis proposal</td>
<td>Thesis proposal must be defended before end of Winter term.</td>
<td>Research and Writing of Dissertation</td>
<td>All students must complete their comprehensive exams before defending their dissertation proposal. For Full-time students, approval and oral defense of the dissertation proposal must take place within 32 months of initial registration in the program.</td>
</tr>
<tr>
<td>Year 4</td>
<td></td>
<td></td>
<td>Full working draft completed.</td>
<td>Full working draft dissertation to be completed and submitted to committee by end of 4th year.</td>
</tr>
<tr>
<td>Year 5</td>
<td></td>
<td></td>
<td>Defend Dissertation</td>
<td>Submit and defend dissertation by end of Year 5th. Students who fail to meet the requirements above will be withdrawn from the program.</td>
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</tbody>
</table>