



# School of Indigenous and Canadian Studies

CARLETON UNIVERSITY

2019-2020

## Graduate Student Handbook

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613-520-2366

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[www.carleton.ca/sics](http://www.carleton.ca/sics)

***WELCOME TO A NEW ACADEMIC YEAR***  
**GRADUATE ORIENTATION 2019-20**

**Meet the SICS Administrative Team**

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School Administrator: Donna Malone  
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[Donna.Malone@carleton.ca](mailto:Donna.Malone@carleton.ca)

**Office hours: Monday to Friday, 8:30 a.m. – 12:00 and 1:00 - 4:30 p.m.**

## **SICS ORIENTATION HANDBOOK**

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### ***1. Faculty***

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

- Professor Jerzy Elzanowski
- Professor Jennifer Henderson
- Professor Peter Hodgins
- Professor Anna Hoefnagels
- Professor Kahente Horn-Miller
- Professor Geraldine King
- Professor Paul Litt
- Professor Eva Mackey
- Professor Carmen Robertson
- Professor Susan Ross
- Professor Allan Ryan
- Professor Sophie Tamas
- Professor Zoe Todd
- Professor Julie Tomiak (on leave)
- Professor Anne Trépanier

The School has many Affiliated and Adjunct Professors.

Visit <https://carleton.ca/sics/facultyandstaff/faculty/> for the complete list.

## **2. Registration**

**Tuesday September 17th** is the *last day* for registration and course changes.

**Monday September 30<sup>th</sup>** is the last day to withdraw and receive a refund.

## **3. Admissions and Funding Policies**

All students need to be aware of and comply with the **terms and conditions** surrounding their admission and funding offers.

**N.B.** If your funding package extends over three terms (F, W and S), you need to maintain full-time status in all three terms.

Refer to [Terms and Conditions of Admission and Funding](#) for clarification.

## **4. MA Program**

Candidates undertake one of the following three program streams:

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

Full-time MA students should determine their stream of choice **by the end of the 1<sup>st</sup> term.** This decision is to be made in consultation with the Grad Supervisor.

See the **MA Milestones** charts at the end of this document for a **snapshot** of your program.

We encourage you to review our [MA Guidelines](#), found on the SICS website.

**MA students** are required to attend an orientation on **Wednesday, September 11, 2019** at **12:00** in 581 ML (MacOdrum Library). In this session, Professor Hodgins will address any questions you may have about being a graduate student at Carleton, the MA program in the School, conferences, publishing, academia more broadly, and careers for MA graduates. Lunch will be provided.

## **5. PhD Program**

Our Ph.D. Program 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 an interdisciplinary doctoral program in Canadian Studies, combining the longstanding strengths of both institutions in this field.

The program 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.

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

See the **PhD Progress Chart** at the end of this document for a **snapshot** of your program.

We encourage you to review our [PhD Guidelines](#), found on the SICS website.

**PhD students** are required to attend an orientation on **Thursday, September 12, 2019** at **12:00** in 581 ML (MacOdrum Library). In this session, Professor Hodgins will address any questions you may have about being a graduate student at Carleton, the doctoral program in the School, conferences, funding, publishing, academia more broadly, and careers for PhD graduates. Lunch will be provided.

## **6. 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 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 for **SSHRC** Doctoral Fellowships will be available at: <https://gradstudents.carleton.ca/awards-and-funding/external-awards/sshrc/>

Instructions and eligibility requirements for **OGS** are available at: <https://gradstudents.carleton.ca/awards-and-funding/external-awards/oqs/>

Students are also eligible to apply for *university and departmental endowments* due September 30, 2019 and January 15, 2020 respectively.

*These financial awards are valued from several hundred dollars to a maximum of \$20,000 and are provided by an individual or organization to Carleton. Administered by Carleton, these are awarded based on academic merit, financial need and/or specific research areas. Apply online through Carleton Central.*

For information, please go to: <https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>\*

\*This endowment site will be open on August 23.

## **7. Funding Deadlines**

<b><u>Competition</u></b>	<b><u>Due in Department</u></b>
<b>OGS</b>	<b>15 November 2019</b>
<b>SSHRC Doctoral</b>	<b>11 October 2019</b>
<b>SSHRC Masters</b>	<b>20 December 2019</b>

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

## **8. 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. Registration is restricted until the School has granted access.

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.

**Both forms must be submitted to the Program Administrator prior to initiating the Practicum.**

## 9. 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
TA Support	Wellness Workshops

It also offers an **A-Z** listing of **all campus services**. **Bookmark the link!**

The **Educational Development Centre (EDC)** also offers a variety of teaching development programs and workshops.

## 10. 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:

- A demonstrated knowledge of an Indigenous language.
- Successful completion of [FINS 3105 \(online course offered in Winter 2020\)](#) or its equivalent (with a grade of B- or better).
- Successful completion of a **French language examination**.

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**.

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. 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.

## **11. Additional resources:**

**MacOdrum Library:** <https://library.carleton.ca/>

**FGPA New Grad Student and TA Orientation:**  
<https://gradstudents.carleton.ca/new-grad-students/orientation/>

**FGPA Teaching Assistants (TA):** <https://gradstudents.carleton.ca/teaching-assistants/>

**CUPE 4600 (TA and CI Union):** <https://www.cupe4600.ca/>

**Teaching Assistants' Collective Agreement:**  
<https://carleton.ca/hr/labour-relations/academic-staff-agreements/>

**Paul Menton Centre for Students with Disabilities:** <https://carleton.ca/pmc/>

**FASS Student Research:** <https://carleton.ca/fass/research/students/>

**Grad Students Association:** <http://gsacarleton.ca/>

**Office of Research Ethics –** [Ethics Application details](#)

**Important Info from Carleton University Research Ethics Boards** [\(CUREB\)](#)

**Join our Facebook page!** <https://www.facebook.com/groups/110822418954802/>

## 12. DT 12<sup>th</sup> floor:

- The School lounge in **Room 1212A** is open during normal office hours.
- There is a refrigerator and microwave in Room 1212A can be used by students.

**Please respect these facilities and keep them clean --- especially the microwave and fridge.  
Forgotten containers will end up in the garbage.**

- The **Resource/Reading Room** 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 Lori or Donna 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 desk, which will be refunded on the return of keys. Mail will be put on your desk (ensure that your desk is clearlylabelled).
- **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

- 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 (with authorization from the course instructor). Contact [Donna Malone](#) for assistance.
- **Never leave your belongings out in the open or in unlocked locations.** Dunton Tower is notorious for its ease of access and exit.
- **We recommend that you do not work in the building alone after hours.** If you 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**.



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