

## SCHOOL OF INDIGENOUS AND CANADIAN STUDIES

### Information and Key Dates for Graduate Students 2020-2021

Welcome to the School of Indigenous and Canadian Studies. Whether you are here for a master's or a doctoral degree, you will find the community of the School to be stimulating, engaging, at times challenging, and rewarding. You will make new friendships, develop new ideas and be exposed to innovative ways of thinking. It is important for you to take advantage of the programming of the School, as well as initiatives across Carleton University and the city of Ottawa.

The 2020-2021 academic year will be very unusual and unprecedented, as much of the programming and student support will be conducted virtually, due to the University's response to the COVID-19 pandemic. The School is committed to supporting all students during their studies and we strive to deliver high quality instruction and mentoring. We are unable to make concrete plans for in-person events, but we do anticipate creating opportunities online to connect with students, to bring in guest speakers, and to foster a sense of community among members of our School. Please reach out to faculty and staff if you have any questions, concerns, or if you just want to talk.

This brief document is intended to list important deadlines and key people who should guide you through the program; for full descriptions of regulations, courses, and other program information, you should always consult the online **Graduate Calendar** (<http://www.carleton.ca/calendars/grad/current/>) and the **SICS website** (<https://carleton.ca/sics/>). Please see these online documents that provide detailed information and guidelines for the degree in which you are registered:

- MA program guidelines: <https://carleton.ca/sics/wp-content/uploads/SICS-MA-Program-Guidelines-.pdf>
- PhD program guidelines: <https://carleton.ca/sics/wp-content/uploads/SICS-PhD-Guidelines.pdf>

In addition to the information available online, there are several offices and individuals on campus that you should get to know; you will be able to access these offices and people virtually when in-person meetings are not possible.

To make sense of all these contacts, remember that there are several levels of administration involved with running the School of Indigenous and Canadian Studies (SICS). While SICS is a School within the Faculty of Arts and Social Science (FASS), all graduate programs at Carleton are overseen by the Faculty of Graduate and Postdoctoral Affairs (FGPA) – the main Faculty with which you will be interacting for questions pertaining to your program, scholarships, registration, etc.

As you become familiar with the myriad acronyms at Carleton, you'll also discover that there are a few key people who will assist you through your time here. The two most crucial contacts for you are the **Graduate Supervisor** (Anne Trépanier) and the **Program Administrator** (Lori Dearman), as it is their job to be aware of all program features and regulations, and to guide you in whatever you need to get done. You are strongly advised to use the program guideline documents listed above as the first place to find answers to your queries.

If you cannot find the information you are looking for regarding issues such as your TA assignment, scholarships, your courses and program, and other academic matters pertaining to your studies you can reach out to one or both of these people:

Dr. Anne Trépanier  
Graduate Supervisor  
1204 DT, (613) 520-2600, ext. 8924  
[Anne.Trepanier@carleton.ca](mailto:Anne.Trepanier@carleton.ca)

Ms. Lori Dearman  
Program Administrator  
1205 DT, (613) 520-2600, ext. 4034  
[Lori.Dearman@carleton.ca](mailto:Lori.Dearman@carleton.ca)

The **Graduate Supervisor** administers the graduate program on behalf of the School's **Director** and the **Graduate Committee**, which consists of a number of faculty members in the School. The Graduate Committee reviews admissions and practicum applications, approves directed reading, thesis and research essay proposals, determines curriculum, helps establish policy, and generally provides a "legislative" body for graduate program decisions. Students access the Graduate Committee through the Graduate Supervisor. The **Program Administrator** supports the Graduate Supervisor and all graduate students around detailed administrative issues, such as registration, student academic records, and thesis submission.

Contact information for all **full-time faculty members** of the School of Indigenous and Canadian Studies is available on the School website (<https://carleton.ca/sics/facultyandstaff/>). For the 2020-21 academic year it is best to initiate contact with faculty members via email.

Under normal circumstances, most activities of the School take place on the 12<sup>th</sup> floor of Dunton Tower (DT); until we are allowed on campus, all buildings are inaccessible to faculty, staff and students. However, once we can get to campus, you'll find that on the 12<sup>th</sup> floor of Dunton there are grad-student-designated offices to which you will have access, there is a lounge, classrooms, and most faculty offices. There is a refrigerator in the lounge in which you can keep your food cold, but as with all shared space, it is important to be considerate of others and ensure that you dispose of your garbage, food containers, etc. in an appropriate manner.

### **The Indigenous and Canadian Studies Graduate Community (ICGC)**

Students in SICS are invited to engage in the student life of the School. The ICGC is a student-run association for all graduate students in the School of Indigenous and Canadian Studies. Funded by the Carleton University Student Association (CUSA), the ICGC provides a forum for the discussion of academic and program-related issues and for the advancement of knowledge and skills through special events and professional development workshops. More information is available from the ICGC itself ([icgcofficial@gmail.com](mailto:icgcofficial@gmail.com) or [www.facebook.com/ICGC.Carleton](http://www.facebook.com/ICGC.Carleton)).

Other offices on campus support graduate students and their research. In order to connect with these offices, click on the link for each office to find its contact information:

- 1) **The Graduate Students' Association** and your **GSA Representative**: The GSA is a student-run organization that provides assistance of all kinds for grad students, and also provides grad student representation on various Faculty- and University-level administrative bodies. The GSA representative for graduate students in SICS for the 2020-2021 academic year has yet to be determined at the time of printing ([www.gsacarleton.ca](http://www.gsacarleton.ca)).

- 2) **The Faculty of Graduate and Postdoctoral Affairs:** You may need to deal with Graduate Studies for practical matters connected to being enrolled at Carleton. ([www.carleton.ca/graduate-studies](http://www.carleton.ca/graduate-studies), 512 Tory Building).
  - a. See professionalization programming offered through FGPA: <https://carleton.ca/gradpd/>
  - b. FGPA also offers counselling and wellness services: <https://gradstudents.carleton.ca/counselling-and-wellness-services/>
  - c. Grad Navigate serves as a hub for graduate-specific workshops and services that support your learning, teaching and professionalization while at Carleton: <https://carleton.ca/gradpd/grad-navigate/>
- 3) **The Carleton University Research Office:** CURO is a good source of information about scholarships and other funding opportunities. You will also need to work with this office if your research requires ethics clearance (<http://www1.carleton.ca/curo/>, Tory 509 and Tory 510).
- 4) **The Educational Development Centre:** This Centre offers many programs to help you develop your university teaching skills and integrate them into an overall plan of professional development, including a certificate program and various workshops on a wide range of teaching-related topics. (<http://www2.carleton.ca/edc>, 410 Dunton Tower).

**Key dates for the 2020-2021 academic year:**

September 8	Academic and TA orientation
September 8	SICS grad student orientation
September 9	Fall and fall/winter classes begin
October 1	Completed* SSHRC doctoral applications due in SICS
October 12	Statutory holiday; University closed
October 26th-30 <sup>t</sup>	Fall break; classes are suspended
November 15	Completed* OGS applications due in SICS
December 11	Last day of fall term classes (classes follow a Monday schedule)
December 14	Completed* MA SSHRC doctoral applications due in SICS
January 6	Winter term classes begin
February 15-19	Winter break; classes are suspended
April 2	Statutory holiday; University closed
April 9	Last day of winter term and fall/winter classes

\*Please note that it is the responsibility of students to order transcripts and contact referees. You are advised to do this as early as possible (e.g., September) to ensure that these items are on hand by these deadlines.

**EXTERNAL AWARD APPLICATION DEADLINES**  
**2020-2021 Award Competition**

Competition	Due to Departments	Due to FGPA	Due to Selection Committee	Due to Agency
NSERC PhD	28-Sep-20	12-Oct-20	26-Oct-20	21-Nov-20
SSHRC PhD	1-Oct-20	14-Oct-20	26-Oct-20	21-Nov-20
CIHR PhD	N/A	14-Oct-20	26-Oct-20	21-Nov-20
Vanier	N/A	25-Sept-20	23-Oct-20	03-Nov20

**Masters Competition use the Research Portal. All students must submit their application by December 1, 2019**

Competition	Apps due to Depts from FGPA	Due to FGPA	Due to Selection Committee	Decisions announced thru Portal
NSERC MA	04-Dec-20	15-Jan-21	24-Jan-21	01-Apr-21
SSHRC MA	14-Dec-20	22-Jan-21	05-Feb-21	01-Apr-21
CIHR MA	14-Dec-20	22-Jan-21	05-Feb-21	01-Apr-21

**The Michael Smith Foreign Study Supplement is a travel supplement for students holding a valid Canada Graduate Scholarship**

Competition	Due to Departments	Due to FGPA	Due to Selection Committee	Due to Agency
CGS MSFSS October	N/A	30-Sep-20	01-Oct-20	10-Oct-20
CGS MSFSS June	N/A	31-May-21	4-Jun-21	10-Jun-21

Competition	Due to Departments	Due to Faculty Rep
OGS	15-Nov-20	15-Jan-21

Competition	Due to Departments	Due to FGPA	Due to Selection Committee
Endowments	30-Sep-20	19-Oct-20	30-Oct-20
Dept Endowments		01-Feb-21	