

Guide for Graduate Students in Applied Linguistics and Discourse Studies

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Purpose of this Guide

Welcome to grad school at Carleton University and to the School of Linguistics and Language Studies. This orientation guide is written specifically for incoming graduate students in Applied Linguistics and Discourse Studies (ALDS). There is a lot of information available on the Carleton University website, but it is not always easy to locate it as it can be scattered in various places. This guide aims to provide a map to help you find your way and assist you with your transition into our program. It is a good complement to the departmental and university orientation sessions that will be given early in September. You may also want to keep it as a useful resource to consult whenever the need arises.

This guide is organized in four main sections:

- Finding your bearings (getting oriented)
- Understanding your program structure (getting a handle on the MA and the PhD programs in ALDS)
- Learning more about resources and regulations (the fine print)
- Getting involved in graduate student organizations (an essential part of your graduate student life)

We hope you will find this guide helpful and welcome your input on how to make it even more helpful for future cohorts. Do not hesitate to ask questions to the Graduate Administrator (Joan Grant), the Graduate Supervisor (Jaffer Sheyholislami), your MA program advisor (indicated on your letter of admission), or your doctoral supervisor/advisor (indicated on your letter of admission).

All the best in your graduate studies at Carleton!

Part I: Finding your Bearings

Commonly Used Abbreviations and Acronyms

ALDS	Applied Linguistics and Discourse Studies
CCDP	Communication Courses for Disciplines and Professions (a common TA placement for ALDS students)
CUPE 4600	Local 4600 of the Canadian Union of Public Employees (CUPE 4600; represents Teaching Assistants and Contract Instructors at Carleton University)
DP	Doctoral Project
EDC	Education Development Centre (for TA support)
ESLA	English as a Second Language for Academic Purposes (a common TA placement for ALDS students)
FASS	Faculty of Arts and Social Sciences
GS	Graduate Studies (formerly FGPA)
GSA	Graduate Students' Association
ISSO	International Students Services Office
ITS	Information Technology Services (for computing support)
LING	Linguistics
PTA	Priority Teaching Assistant
OGS	Ontario Graduate Scholarship
OPTA	Out-of-Priority Teaching Assistant
TA	Teaching Assistant
TLS - LS	Teaching and Learning Services, Learning Spaces
RA	Research Assistant
RE	Research Essay
SALaDS	Society of Applied Linguistics and Discourse Studies (graduate student society in the School of Linguistics and Language Studies)
SLALS	School of Linguistics and Language Studies
SSHRC	Social Sciences and Humanities Research Council (provides graduate scholarships)
WS	Writing Services (a place to find writing support and a common TA placement for ALDS students)

Who's Who

Graduate Supervisor, ALDS: Angel Arias

The **Graduate Supervisor** oversees the MA and PhD programs in ALDS. He is a good person to turn to if you have questions about academic advising (e.g., course selection, program paths). He also signs off on various forms such as the course approval form or leaves of absence. He can also advocate for you for special requests with Graduate Studies. Do not hesitate to contact him. You will find his contact information on the staff directory: <https://carleton.ca/slals/directory/staff/>

Graduate Administrator

The **Graduate Administrator** provides administrative support to the Graduate Supervisor and graduate students. They are the best go-to-person for questions of administrative nature (e.g.,

course overrides, forms and requests, policies). You will find their contact information on the staff directory: <https://carleton.ca/slals/directory/staff/>

Program Advisors (MA students only)

Newly admitted MA students are assigned to a **Program Advisor** (also called a Faculty Advisor), whose role is to help you in making a variety of decisions related to your program. It is a good idea to discuss your proposed program (course selection, timing, and program “path”, i.e., Thesis, Research Essay or All Coursework) with the Graduate Supervisor or Faculty Advisor early in your first term of study. It is a good idea to maintain a close relationship with your Faculty Advisor until the point at which you have a **Thesis or Research Essay Supervisor** (if you follow one of these paths). Your thesis or RE supervisor and Program Advisor do not have to be the same person. The Program Advisor assists the Graduate Supervisor in providing academic advice to incoming students. Feel free to ask for advice from either or both. If you do not know who your program advisor is, you can ask the Graduate Administrator.

Thesis Supervisors (PhD students)

All incoming PhD students are assigned a **thesis supervisor** (or in some cases two **co-supervisors**). Thesis supervisors provide one-on-one guidance to the students they supervise (course selection, doctoral project, funding application, etc.) throughout the program. In case of co-supervision, one co-supervisor generally takes the lead in initiating communication, but it is a good idea to always keep both co-supervisors in the loop.

Thesis or RE Supervisors (MA students)

By default, all incoming students are admitted into the coursework path. Some students apply for the thesis or RE path toward the end of the first year (see program paths). When this happens, they begin to work closely with their **thesis or RE supervisor**, who then takes on the role of the program advisor.

Getting Set Up

A good place to start is this Checklist for New Graduate Students:

<https://gradstudents.carleton.ca/new-students/>

One of the items in the checklist is **activating your Carleton email**. Please do so as soon as possible and always use it to communicate with us (when you communicate with FGPA, it is also a good idea to include your student ID number: It will help them respond faster).

For help in setting up your Carleton **computing** account and learning more about Carleton’s computing environment, check the ITS get started pages:

<https://carleton.ca/its/get-started/> (overview)

<https://carleton.ca/its/get-started/new-students-2/> (helpful for all students)

<https://carleton.ca/its/get-started/new-grad-students/> (more info specific to grad students)

<https://carleton.ca/its/help-centre/> (for more help and to contact the help desk)

Of note, as a Carleton user, you are eligible to download and install **Microsoft Office 365**, which includes Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams. You may find these apps very useful for your coursework. Teams allows you to share documents, write collaboratively, and meet online.

New Student Orientations

It is a good idea to attend the orientation sessions the university offers for all new graduate students and for international students: <https://gradstudents.carleton.ca/new-students/orientation/>

For information specific to your graduate program in applied linguistics and discourse studies, please attend our departmental orientation, which usually takes place the day before classes begin. More information will be provided during the summer term.

Where to Find Information

Carleton's website is complex. It becomes easier to navigate when you have a better idea of its overall structure. To find the information you are looking for, you will likely need to navigate among

- **departmental pages**, which provide program-specific information
- pages maintained by **Graduate Studies** for graduate students across the university
- and other **university pages** relevant to all Carleton members or specific offices (e.g., International Student Services Office, Office of Research Ethics)

Although the website is designed to be consulted through various platforms including phones and tablets, you may find it easier to navigate it on a computer.

ALDS and Departmental Pages (SLALS Pages)

For an overview of the School of Linguistics and Language Studies and all its main components: <https://carleton.ca/slals/>

For an overview of programs in applied linguistics and discourse studies (including **research areas** and **alumni bios**): <https://carleton.ca/slals/applied-linguistics-discourse-studies/>

To submit your own profile as a current graduate student:

<https://carleton.ca/slals/graduate/current-grad-students-alds/>

To find out more about research areas in SLALS, faculty's profiles, staff and their contact information, and forms and resources:

- <https://carleton.ca/slals/research/>
- <https://carleton.ca/slals/directory/>
- <https://carleton.ca/slals/forms-resources/>

The Graduate Calendar

General information about **course offerings**, **program requirements**, and **regulations** for graduate students is found in the **Graduate Calendar**. It is a good idea to familiarize yourself with it as it is the go-to place for official policies and regulations: <https://calendar.carleton.ca/grad/>

The Hub for Graduate Students (Graduate Studies' website)

Whereas the Graduate Calendar provides official regulations, the hub for information and resources relevant to current graduate students is this site, maintained by Graduate Studies (GS):

<https://gradstudents.carleton.ca/>

On that site you will find pages on and links to:

- Academic dates and deadlines

- Awards and funding
- Counselling and wellness services
- Info for new grad students
- Latest graduate student news and events from the University
- Professional development opportunities
- The Graduate Calendar
- Thesis requirements, forms, and policies
- TAs/ships
- And more!

The Graduate@Carleton and Email Announcements

Once you have registered, you will receive a copy of TheGraduate@Carleton newsletter (every Thursday). For past copies, visit our archives: <https://gradstudents.carleton.ca/newsletter/>

The newsletter is not spam mail! It will help you keep up to date on deadlines, news, and resources for graduate students. Take a minute to read each issue.

Please also read the occasional announcements by the Graduate Supervisor and the Graduate Administrator, which we hope you will find helpful too.

International Students

The International Students Service Office is the go-to place for international students, particularly questions about regulations specific to them (student permit, health insurance, etc.):

<https://carleton.ca/isso/>

You may find their arrival checklist helpful: <https://carleton.ca/isso/arrival-checklist/>

To keep up to date, subscribe to the **ISSO newsletter**: <https://carleton.ca/isso/news/>

Also useful for international students: <https://graduate.carleton.ca/international/> (about cost and fees, financial support, immigration support...)

SLALS News

<https://carleton.ca/slals/news/>

The Academic Year and Course Registration

For an overview of the academic year, including when to register, when classes begin and end, and when to submit theses, you should find this page extremely useful:

<https://calendar.carleton.ca/academicyear/>

Of note: The exact deadlines for course registration and withdrawals vary from term to term: please check the latest version of the Academic Year that applies to your term of study. However, you will notice that each term, you have about 10 days to register for courses and make changes to your course selection after classes have begun, and you can still withdraw from courses after that. This gives you some flexibility in your course selection.

For more information about course registration: <https://gradstudents.carleton.ca/new-students/course-registration/>

SALADS Graduate Students' Lounge

Graduate students in SLALS have an equipped (fridge, microwave, computer with email, tables, etc.) Graduate Students' Lounge located at **160 Paterson Hall**.

You can get a key for the Grad Lounge from the Graduate Administrator in PA 236 with a deposit of \$20.

Part II: Understanding Your Program Structure

The MA Program in ALDS

Where To Start... and Go Back To

You should find most of the information you need about the MA program in ALDS on this page:

<https://carleton.ca/slals/applied-linguistics-discourse-studies/ma-program/>

This page includes program-specific subpages about **funding**, **program paths** (theses, research essays, all coursework), **program options** (specializations in African Studies and Digital Humanities, TESL accreditation), **MA ALDS courses** and **course regulations**.

For the **official degree requirements** and **regulations**, the go-to source is the **Graduate Calendar**:

<https://calendar.carleton.ca/grad/gradprograms/appliedlinguisticsanddiscoursestudies/>

Regardless of the options, the MA program consists of a minimum of **5.0 credits**. At Carleton, a semester-long course is generally worth 0.5 credits. Therefore, 5.0 credits are equivalent to **10 courses**. There are a few exceptions, however: some courses are worth 1.0 credit (they typically run over two terms), other courses are worth 0.0 credit (e.g., DIGH5800, which is graded satisfactory/unsatisfactory based on attendance and engagement in public talks), and MA theses are worth 2.0 credits.

Program Duration and Extension

Full-time MA students have up to six terms to complete their degrees. However, many students complete in four terms:

- by registering in the fall and winter terms of year 1 and year 2 and taking the summer off
- by registering in the fall and winter terms of year 1, the summer term of year 1, and the fall of year 2

It is also common to complete in five terms: fall, winter, summer, fall, winter.

Students registered in thesis path generally need more time (up to five or six terms). Students who want to combine program options (e.g., thesis and TESL accreditation) also typically need more time (up to six terms) and could end up with 0.5 cr extra to the minimum 5.0 cr needed to graduate (the courses required for the TESL accreditation limit the choice in the elective courses you can take).

Extensions beyond six terms are possible in extenuating circumstances, but there is a hard limit of 3 terms for MA program extensions.

If a need for an extension arises, students should contact the Graduate Supervisor as soon as possible.

Part-time students have more time.

You can check your “time limit” (the last possible term by which your program must be completed) on your audits. The time limit is shown as the year followed by the term. For example:

- 202510 means your last term is the winter of 2025
- 202520 means your last term is the summer of 2025
- 202530 means your last term is the fall of 2025

To find out more about time limit and extension (both for part-time and full-time students), please refer to **Regulation 13 in the Graduate Calendar**:

<https://calendar.carleton.ca/grad/gradregulations/#timelimits>

Program Paths

There are three program paths: coursework, research essays, and theses. The default is all coursework. **All incoming students are in the coursework path.**

Decisions about switching to the thesis or RE path are made no earlier than in the third term (i.e., spring of year 1). The reason for this is that:

- You'll learn how to write a proposal for a Research Essay or a thesis in ALDS 5002
- You'll get an opportunity to explore your research interests, learn about faculty members' research areas, and interact with prospective supervisors in the fall and winter of year 1.

To find out more about program paths and how and when to apply for the thesis or RE path:

<https://carleton.ca/slals/applied-linguistics-discourse-studies/ma-program/select-program-path/>

If you are interested in the MA Thesis path, you should learn more about **thesis requirements**, the **Thesis Examination Policy**, **research ethics**, **academic integrity and copyright**, and **responsibilities and expectations for graduate supervision**:

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/>

Unlike MA theses, there is no formal oral examination and no centralized electronic deposit for Research Essays. However, **expectations and responsibilities for graduate supervision**, **academic integrity and copyright**, **research ethics**, and some of the **thesis requirements** (e.g., formatting) still apply: <https://gradstudents.carleton.ca/resources-page/thesis-requirements/> Unlike MA theses, there is no centralized electronic deposit for Research Essays, but an electronic copy of your final RE should be submitted to the Graduate Administrator for our departmental repository.

Program Options

There are four main program options:

- **No specialization.** This offers maximum flexibility in course selection.
- **African Studies**
 - Check the [calendar for requirements](#)
 - And this page: <https://carleton.ca/africanstudies/>
- **Digital Humanities**
 - Check the [calendar for requirements](#)
 - And this page: <https://carleton.ca/dighum/>
- **TESL accreditation option**
 - Check this page: <https://carleton.ca/slals/applied-linguistics-discourse-studies/ma-program/tesl-accreditation/>

How Many Courses Should I Take Per Term?

Normally, full-time students take three courses (1.5 credits) per term, so in addition to ALDS 5001, you can take any two other courses you wish from the list of our offerings in the fall. Similarly, in the winter, you'll take ALDS 5002 and any two other courses.

When in doubt, err on the side of caution: better to take fewer courses than too many, especially in the first term.

Full-Time Load: Exceptions

The African Studies and the Digital Humanities specializations include zero-credit courses:

- **AFRI 5800 [0.0 credit]**
Scholarly Preparation in African Studies
 This course will provide scholarly preparation in African Studies by requiring participation in public talks as both audience member and presenter.
 Includes: Experiential Learning Activity

- **DIGH 5800 [0.0 credit]**
Digital Humanities: Professional Development
 This course allows students to participate with Digital Humanities scholars and professionals in public discussions of topics in the Digital Humanities, as both presenter and audience member. The course is graded satisfactory/unsatisfactory based on attendance and engagement.

These zero-credit courses can be taken as a **fourth course**.

- When in doubt, err on the side of caution: better to take fewer courses than too many
- Best to plan your MA program over four terms: fall/winter twice (or fall-winter-summer-fall)
- More terms may be needed when completing both a thesis and courses for TESL accreditation

How Should I Choose My Courses?

As you will see in the program requirements, there are only two required courses: ALDS 5001, which must be taken in the fall, and ALDS 5002, which must be taken in the winter. These serve as introductions to subfields and research methodologies within applied linguistics and discourse. They also provide a common experience and meeting place for students from the different areas of concentration. That's why you are expected to take them in the first year of your MA program.

Feel free to choose your electives according to your academic interests and professional goals. When in doubt, consult the Graduate Supervisor, your thesis supervisor, or your program advisor.

In the Graduate Calendar, you'll find a complete list of course offerings:

<https://calendar.carleton.ca/grad/courses/ALDS/>

Of course, not all courses are offered each given term. In **Carleton Central**, you'll find a list of courses offered each term. Here is a link to the **public class schedule**:

https://central.carleton.ca/prod/bwysched.p_select_term?wsea_code=EXT (this link is difficult to remember; the easiest way to find it is to Google "public class schedule Carleton")

Courses At the 4000 Level and Other Course Regulations

On our MA program page, you'll find more specific information about the courses you can take:

<https://carleton.ca/slals/applied-linguistics-discourse-studies/ma-program/courses/>

On this page, you'll learn more about

- Tutorials
- How to take graduate courses in other departments at Carleton, at the University of Ottawa, and at other universities

- Special rules for taking courses at the 4000 level.

Before you can register in tutorials or courses in other departments, you will be required to submit a course approval form signed by the instructor and the graduate supervisor:

<https://carleton.ca/slals/forms-resources/>

For courses outside of Carleton, there is additional paperwork (described in the ALDS MA program course page; for additional questions, please ask the Graduate Administrator).

Because tutorials are resource intensive, we expect a well-articulated and compelling rationale for a tutorial from the student along with a course description and a preliminary bibliography. A maximum of 1.0 course credits for tutorials may be included in your MA program.

Road Maps

The suggested timelines below are for **full-time students** registered in the **regular MA program**.

If you take the **Digital Humanities option**, it is a good idea to take DIGH 5000 in fall of year 1. Consult both with the Coordinator for Digital Humanities and the Graduate Supervisor for ALDS.

<https://carleton.ca/dighum/contact/>

If you take the **African Studies specialization**, it is a good idea to take AFRI 5000 in fall of year 1. Consult both with the Coordinator for African Studies and the Graduate Supervisor for ALDS.

<https://carleton.ca/africanstudies/contact/>

If you are interested in the **TESL accreditation option**, consult this page and ensure that you take the courses you need for the TESL accreditation among the electives for the MA program:

<https://carleton.ca/slals/applied-linguistics-discourse-studies/ma-program/tesl-accreditation/>

If you are a **part-time student**, you have more time to complete your degree: often part-time students take no more than 0.5 cr. per term, and they cannot register in more than 1.25 credits per term, including audited courses ([Regulation 7.9](#) of the Calendar).

All Coursework

When	What to do	Credits completed
Fall of Year 1	Take 5001 Take 1 or 2 electives Apply for external funding and donor-funded awards (early fall; note that external funding awards are more geared toward students planning a thesis or RE)	1.0 to 1.5
Winter of Year 1	Take 5002 Take 1 or 2 electives (Consider applying for Lynne Young Graduate Award)	1.0 to 1.5
Summer of Year 1	Several options: Take the summer off Register in a scheduled course Register in a tutorial	0.0 cr. if taking a break 0.5 cr. if taking a course or tutorial
Fall of Year 2	Take electives as necessary (in total, you'll need 5.0 cr. in coursework). (you can apply for the donor-funded awards; if planning to continue on a PhD, apply for external funding)	1.0 to 1.5
Winter of Year 2	Take electives as necessary (in total, you'll need 5.0 cr. in coursework; if you have taken 0.5 cr. in the summer, you may be able to graduate by the end of Fall of Year 2, without having to register in Winter of Year 2) (Consider applying for Lynne Young Graduate Award)	0.5 to 1.5

Research Essay Path

When	What to do	Credits completed
Fall of Year 1	Take 5001 Take 1 or 2 electives (explore your interests, learn about faculty's research, and interact with faculty who could become potential supervisors) Apply for external funding and donor-funded awards (early fall)	1.0 to 1.5
Winter of Year 1	Take 5002 Take 1 or 2 electives (Consider applying for Lynne Young Graduate Award)	1.0 to 1.5
Summer of Year 1	Several options: a) Submit a proposal for a RE by May 1 st to begin your MA thesis in the summer; if approved, register in ALDS 5908 RE b) Prepare a proposal in May-June and submit by mid-July (registering in a tutorial with a potential supervisor may be an option to consider if you were not able to take a course with them) c) Take the summer off (generally students in the thesis path register in the summer to have more time to design their thesis, collect and analyze data, and write their theses, especially if it involves an ethics review)	0.0 cr. if taking a break 0.5 cr. if taking a course or tutorial If registering for ALDS 5908, which counts for 1.0 cr., you must be continually registered each term until you defend
Fall of Year 2	Register in ALDS 5908 RE Take 0.5 to 1.0 cr. in electives as necessary (in total, you'll need 4.0 cr. in coursework + 1.0 cr. 5908 = 5.0 cr.).	5908 + 0.5 to 1.0 cr.
Winter of Year 2	Register in ALDS 5908 RE Take 0.5 cr. in electives as necessary (if you can, try to complete all electives by the end of fall of year 2 so that you can devote yourself to your RE) The RE is due the last day of final examination when all take home examinations are due (toward the end of April, check exact date in Academic Year). The RE is not defended but must be read by a second reader.	5908 (+0.5 cr.)
Summer of Year 2	If you need more time for your RE, you can register in the summer. The RE is due the last day of final examination in full summer courses when all take home examinations are due (around August 25, check exact date in Academic Year).	5908

Thesis Path

When	What to do	Credits completed
Fall of Year 1	Take ALDS 5001 Take 1 or 2 electives (explore your interests, learn about faculty's research, and interact with faculty who could become potential supervisors) Apply for external funding and donor-funded awards (early fall)	1.0 to 1.5 cr.
Winter of Year 1	Take 5002 Take 1 or 2 electives (Consider applying for Lynne Young Graduate Award)	1.0 to 1.5 cr.
Summer of Year 1	Several options: a) Submit a proposal for a MA thesis by May 1 st to begin your MA thesis in the summer; if approved, register in ALDS 5909 MA Thesis b) Prepare a proposal in May-June and submit by mid-July (registering in a tutorial with a potential supervisor may be an option to consider if you were not able to take a course with them) c) Take the summer off (generally students in the thesis path register in the summer to have more time to design their thesis, collect and analyze data, and write their theses, especially if it involves an ethics review)	0 cr. if taking a break 0.5 cr. if taking a course or tutorial If registering for ALDS 5909, which counts for 2.0 cr., you must be continually registered each term until you defend
Fall of Year 2	Register in ALDS 5909 MA Thesis (collect data) Take another elective if necessary (in total, you'll need 3.0 cr. in coursework + 2.0 cr. ALDS 5909 = 5.0 cr.).	ALDS 5909 (+0.5)
Winter of Year 2	Register in ALDS 5909 MA Thesis (analyze data; write up thesis) Defend by early May and submit final thesis copy by mid-May (check exact date in Academic Year) OR register in the summer term	ALDS 5909
Summer of Year 2	It is common for thesis students to register in the summer to complete their theses. Defend by early September and submit final thesis copy by mid-September (check exact date in Academic Year)	ALDS 5909

The PhD Program in ALDS

Where To Start... and Go Back To

You should find most of the information you need about the PhD program in ALDS on this page:

<https://carleton.ca/slals/applied-linguistics-discourse-studies/phd/>

This page includes program-specific subpages with:

- A **Program Overview** with a roadmap and suggested timeline
- Important **program milestones** (to help you stay on track)
- A detailed description of the **Doctoral Projects** (DP1, DP2, DP3), a unique feature of our program (DP1 is equivalent to the comprehensive exams in other programs, but the questions are tailored to your research interests)
- Important information about the **praxis** course and placements, another unique feature of the program.
- The **bios and profiles of current and past graduate students** (do not hesitate to submit your **own profile** online: it's easy; you only have to complete an online form and, if you wish, submit a photo)
- Links to the full program requirements, manuscript thesis policies, ALDS faculty's research areas, and career options in ALDS

For the **official degree requirements and regulations**, the go-to source is the **Graduate Calendar**:

<https://calendar.carleton.ca/grad/gradprograms/appliedlinguisticsanddiscoursestudies/>

Program Duration and Extension

The duration of the PhD program is now set at **six years** for full-time students. This means that taking six years does not count as an "extension," but most funding and TAsip packages are shorter than that, typically four or five years. Therefore, it may be in the student's best interest to finish earlier than the maximum possible time. Extensions are also possible in special circumstances.

If a need for an extension arises, students should contact their thesis supervisor and the Graduate Supervisor as soon as possible.

To find out more about time limit and extensions (both for part-time and full-time students), please refer to **Regulation 13 in the Graduate Calendar**:

<https://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#13>

Important Steps in The First Year

To get off on a good start, here are important steps in your first year:

- Take ALDS 6101 (fall) and ALDS 6102 (winter)
- Meet with your supervisor to discuss your advisory committee and DP1, your praxis plans, and your electives
- Apply for major external funding awards (SSHRC, OGS) in the fall
- Participate in professional development opportunities offered at Carleton

More information about courses, praxis, DP1, and the advisory committee is given in the next sections. You'll find more information about funding and professional development opportunities in Part III of this guide.

Required Courses and Electives

Please consult the program overview on our PhD program page and our program requirements in the calendar to learn more about required and elective courses and review your course selection with thesis supervisor.

What's important to know is that in **the first year**, you must take **ALDS 6101 in the fall** and **ALDS 6102 in the winter**. These courses are essential foundational courses for our program. They also provide a common experience and meeting place for students from the different areas of concentration. You can also, if you wish, take an elective in one or both terms, although students find that 6101 and 6102 keep them busy! Consult with your thesis supervisor as to what is most appropriate for you.

In the Graduate Calendar, you'll find a complete list of course offerings:

<https://calendar.carleton.ca/grad/courses/ALDS/>

Of course, not all courses are offered each given term. In **Carleton Central**, you'll find a list of courses offered each term. Here is a link to the **public class schedule**:

https://central.carleton.ca/prod/bwysched.p_select_term?wsea_code=EXT (this link is difficult to remember; the easiest way to find it is to Google "public class schedule Carleton")

Directed Readings and Courses in Other Departments or Universities

It is possible to take graduate courses in other departments at Carleton, at the University of Ottawa, and at other universities. If the need arises, it is also possible to take a reading course, ALDS 6105. Reading courses are arranged to allow students to take full advantage of all the resources of the University in areas or fields of a very highly specialized nature.

Before you can register in a reading course or courses in other departments, you will be required to submit a course approval form signed by the instructor and the graduate supervisor:

<https://carleton.ca/slals/forms-resources/>

For courses outside of Carleton, there is additional paperwork: the Graduate Administrator (Joan) can help you with this.

Because reading courses are resource intensive, we expect a well-articulated and compelling rationale for a tutorial from the student along with a course description and a preliminary bibliography.

Planning Your Doctoral Program: Doctoral Student Progress Reports

It is a good idea to meet with your supervisor early in your program and regularly after that to discuss your doctoral plans and chart a path ahead. A useful planning tool for this purpose is "**Doctoral Student Progress Report—ALDS Supplement**," which you will find on the ALDS PhD page here: <https://carleton.ca/slals/wp-content/uploads/PhD-Progress-Report-ALDS-Supplement-2023.pdf>. You should review and complete this report with your supervisor twice in the first year, in the fall as you begin the program and then in the spring, as you review progress to date and plan ahead, and then once a year, preferably in the spring.

While the ALDS Supplement to the Doctoral Student Progress is a recommended but optional planning tool, the **University Student Progress Report** is mandatory once a year, by the end of April:

<https://gradstudents.carleton.ca/wp-content/uploads/PHD-Progress-Report-Feb-15-2018-1.pdf>

Once completed and signed by the student and their thesis supervisor, completed reports should be submitted to the Graduate Supervisor and the Graduate Administrator.

These reports are meant to help you stay on track. FGPA will require Progress Reports for any missed milestones.

Planning for the Praxis Course

The praxis is a unique feature of our PhD program in ALDS. You will find a detailed description of it in our PhD program page. The main idea is that praxis aims to contribute to your professional development as an academic by combining a work placement with guided reflection.

Although praxis placements generally take place in the **second year** of the program, some placements (e.g., teaching an undergraduate course in our program) require **advance planning in the first year**. Consult with your thesis supervisor early.

Doctoral Projects

In most cases, you will be expected to complete your first doctoral project, DP1, in the summer of year 1, after you have completed ALDS 6101 and 6102. Toward the end of the winter term, it is a good idea to discuss with your thesis supervisor both the composition of your advisory committee (see next section) and your evolving research interests, to help ensure that the questions you will be given for DP1 are aligned with them.

Advisory and Examination Committees

There are two kinds of entities called “committees.” An **advisory committee** is an informal group of two (or more) advisors who assist your thesis supervisor in guiding your research throughout its progress. The members of the advisory committee may be faculty members at Carleton or at other universities. They also can include an expert in the field of study from outside of academia. They are chosen by the student and the supervisor. They play a key role in the doctoral projects. Therefore, you will find more information about the advisory committee and its role in the description of the doctoral projects (on our departmental PhD page). It is the student’s and/or the supervisor’s responsibility to contact potential members and ask them to participate on such committees. The Graduate Supervisor can provide input when needed. The Graduate Supervisor should be informed of the committee membership when it is finalized but does not formally approve it. Advisory committees can easily change membership over time and from one stage of the student’s progress to the next, though it would make sense to continue with the same group if things are working well.

The second, more formal kind of committee, is an **examination committee**. This is a group of internal and external faculty members who participate in thesis defences. There are regulations about the composition of these committees, especially for the PhD. You will find these regulations in the **Thesis Examination Policy**, which itself can be found on the **Thesis Requirements page**.

Examinations committees do not need to be established until relatively close to the defence:

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/>

On this page, you will also find out more about **responsibilities and expectations for graduate supervision, research ethics, and academic integrity and copyright**.

Part III: Learning more About Resources and Regulations

Regulations and Forms

Complete and official regulations can be found in the Graduate Calendar:

<https://calendar.carleton.ca/grad/gradregulations/>

It is worth spending some time to preview these regulations so that you know where to look for the information you need when the need arises. This orientation guide only draws attention to some of the regulations that students most frequently asked about.

In some cases, you will need to fill out **forms**. For example, to request an extension, a status change, or a leave of absence, you will need to submit an **Academic Change Form Request**. The Graduate Administrator can direct you toward the right form and procedure, but here are three places where you can find forms:

- FGPA forms and policies: <https://gradstudents.carleton.ca/resources-page/forms-policies/>
- SLALS forms: <https://carleton.ca/slals/forms-resources/>

Courses with Continuous Registration

Some courses, including **theses and research essays**, require **continuous registration**. This means that once you have registered in them for a term, you must maintain this registration in all successive terms (including summer terms). (See Regulation 8.2 for more details)

Grading in Graduate Classes

Carleton uses a twelve-point system of letter grades. To find out more about Carleton's Grading System, including special grading notations (such as CTN, CUR, IP):

<https://calendar.carleton.ca/grad/gradregulations/#grading>

In our graduate programs, a passing grade is a B-. Any lower grade will normally result in the course not counting toward the degree, similar to receiving an F in an undergraduate course. For complete and official rules, see **Regulations 11. Academic Standing**:

<https://calendar.carleton.ca/grad/gradregulations/#academicstanding>

In some MA programs, a C+ may be considered exceptionally but it is not the case according to our program-specific regulations:

<https://calendar.carleton.ca/grad/gradprograms/appliedlinguisticsanddiscoursestudies/#regulationsmatext>

Part-Time vs. Full-Time Status

Full- or part-time status is established at the time of admission to a program, and students are required to continue and complete their program with the same full- or part-time status for the duration of their programs.

Only in exceptional circumstances may a change of status from full-time to part-time be considered.

For more information, see regulation 7.9 Status in the Calendar:

<https://calendar.carleton.ca/grad/gradregulations/>

Circumstances when FGPA may consider a switch from full-time to part-time status include students who request extensions past their time limits, when they have only 0.5 cr., a thesis, or a research essay left to graduate. Also, full-time international students who have only 0.5 cr. left may also apply

for part-time status in their last term of study. However, before applying, international students should consult with ISSO to assess how switching to part-time may affect their status in Canada, particularly if they are interested in the Post-Graduate Work Permit. The graduate supervisor and the graduate administrator can assist you with your application to switch to part time, but the final decision rests with FGPA.

Maintaining Status

Any student who remains unregistered in his/her degree program for three continuous terms (twelve months) will lose his/her graduate status. If you lose status, you can apply for reinstatement. You'll find more details on these rules under **Regulation 8. Continuous Registration**.

Summer Term

The **summer term is special** for two reasons. First, it is broken down into three terms: early summer (May-June), later summer (July, August), and full summer (May-August). Second, compared to the fall or winter terms, there is generally only one 5000 level course scheduled in the summer term, and this course is more intensive than courses scheduled in the fall or in the winter (classes generally take place over 6 or 7 rather than 13 weeks).

For these reasons, many students opt to **take the summer off**: that is, they do not register in the summer term. Students who register in the summer work on research or doctoral projects (e.g., theses, Research Essays, DP1), take one scheduled course, or register in a tutorial. Because courses scheduled in the summer tend to be intensive (trying to do in two months what is typically done in four), it is not advisable to take more than one course in the summer.

Not registering in the summer can have implications for your admissions funding: departmental scholarships that may be included in your offer of admission are given in three even installments in the fall, winter, and summer term. If you do not register in the summer, you will not receive the summer installment. However, you will not pay tuition either. Furthermore, students who are entitled to a TAsip in the fall and winter as part of their offers of admission (for more on Priority TAsips, see the section "Money Matters") normally cannot TA in the summer (one main exception to this rule is that you have been approved for a medical leave in the fall or winter and your TAsip has been deferred to the summer). On the other hand, students who do not automatically receive a TAsip in the fall or winter can apply for Out-of-Priority-TAsips in all terms, including the summer term (for more on Out-of-Priority TAsips, see the section "Money Matters").

Therefore, when the time comes you'll have to ponder your options and decide whether to register in the summer or not.

Important Note for International MA Students

For **immigration purposes**, the summer term (May to August) for the M.A. Applied Linguistics and Discourse Studies including all specializations/concentrations is considered a regularly scheduled break approved by the University. Students should resume full-time studies in September.

International MA students can, however, register in the summer if they wish.

Please consult with ISSO to find out what the best options are for you.

Thesis Requirements

You will find information about thesis requirements in these two places:

- <https://calendar.carleton.ca/grad/gradregulations/#thesis>

- <https://gradstudents.carleton.ca/resources-page/thesis-requirements/>

Transfer of Credit

Please refer to Regulation 6:

<https://calendar.carleton.ca/grad/gradregulations/#transferofcredit>

Money Matters

Tuition fees are payable once you register in your courses. Full-time students pay full-time fees irrespective of the number of courses they are registered in. Part-time students pay fees according to the number of credits they are taking.

Fee tables can be found on the [Student Accounts](#) web site. You will also find the [fee estimator](#) useful.

Useful hubs of information to find out more funding opportunities available to graduate students include

- <https://gradstudents.carleton.ca/awards-and-funding/> (specific to graduate students)
- <https://carleton.ca/awards/> (for all students; includes additional bursaries)
- <https://carleton.ca/slals/applied-linguistics-discourse-studies/ma-program/funding/> (for an overview geared at **MA students** in ALDS; much of this information is relevant for **doctoral students** as well)

The Graduate Students' Association (GSA) also offers grants and awards:

- <http://gsacarleton.ca/> (check the awards and grants under "services")

Additional information about costs and fees and financial assistance is available on the Graduate Admissions page:

- <https://graduate.carleton.ca/financial-assistance/> (buried in there, you'll find a tuition fee estimator)

External Awards: Mind the Fall Deadlines!

Students are generally expected to apply for external funding, even if they already have an admissions funding package. In ALDS, the main external awards are **Ontario Graduate Scholarships (OGS)** and the **Social Sciences Humanities Research Council (SSHRC) awards**. The latter are also referred to as **Tri-Council funding** and, at the MA level, the **Canada Graduate Scholarship (CGS) Master's awards**. Watch for communication from FGPA (the Graduate@Carleton newsletter) and/or the Graduate Supervisor about deadlines. They vary slightly from year to year but based on previous year, here is what you can expect:

- SSHRC PhD: beginning of October
- OGS: mid-November
- SSHRC MA: beginning of December

These awards are competitive, but even if you may not be successful the first time, applying is an excellent exercise. Given the work involved, however, the first step is to verify your **eligibility**. SSHRC awards are restricted to **domestic students** (Canadian citizens or permanent residents of Canada). Both domestic and international students with a student permit can apply to OGS.

Doctoral students and MA students who have a thesis or RE supervisor should seek help from their thesis supervisors. If you do not have a supervisor, you may want to seek help from a faculty member you have worked with (for example, the supervisor of an undergraduate research project or Honours thesis) and/or an ALDS faculty member whose research interests are closely aligned with yours (you can learn about ALDS faculty members' research profiles on our departmental pages).

Internal Awards

There are numerous internal awards: for more information, please refer to the webpages referred to at the beginning of this section. Below are just a **few highlights**.

One main category of internal awards are the **Donor-Funded awards**. The application deadline for most of these is **late September** (watch for announcements).

One special donor-funded award is [Lynne Young ALDS Graduate Award](#), in memory of former ALDS professor Lynne Young. Only ALDS graduate students can apply for this award. The application deadline is **early February**.

Graduate Student Travel/Research Bursaries are available to help you conduct or present your research (e.g., at conferences). You can apply at any time during the year, but students can normally submit only one application for one conference per academic year (May-April). Applications are considered on a case-by-case and first-come-first served basis. If funds remain, a second application may be considered within the same academic year. Applications must be submitted through Carleton Central, but email the Graduate Administrator after you have applied (the system does not send automatic notification when applications are submitted).

Students encountering unexpected severe financial need may apply for an **emergency bursary from Graduate Studies**. Students finding themselves in unexpected dire straits should speak to the Graduate Supervisor or Graduate Administrator about preparing an application.

RAships

Some faculty members may have funding and need for research assistants. They may hire students they supervise or circulate a call for applications. If you are interested in a research assistantship, discuss opportunities with your supervisor or your program advisor. Unlike TAs, RAships are not subject to a collective agreement. Rates vary with tasks and qualifications.

TAs

As part of their admissions offer, some students receive TAs (funded in large part by government subsidies): they are considered "**Priority TAs (PTAs)**". These PTAs run in Fall and Winter semesters. The Graduate Supervisor assigns TAs to courses based on preferences and needs. PTAs do not always receive their preferred assignments if their qualifications are needed in other courses or programs.

Students who are not considered PTAs may apply for TAs as "**out-of-priority TAs (OPTAs)**".

Opportunities for OPTA positions arise when needs for TA support remain unfulfilled after all PTAs have been assigned. This regularly happens for some courses, for example in American Sign Language and other languages. Students who are not PTAs can apply for OPTA positions in all terms: fall, winter, summer. Only in exceptional cases can students with PTA status apply for OPTA positions. International students with a PTA may apply for an OPTA in the summer term.

If you have PTA status but choose not to take up your TAship in a given term, you must apply from a **leave from duties**. In some cases (e.g., documented medical reason), your TAship may be deferred to another term (often a summer). Deferrals are at the discretion of FGPA.

If you do not have PTA status and want to be considered for an OPTA position, **you must apply** in Carleton Central prior to each term you would like to be considered for a position. Applications deadlines are announced in the Graduate@Carleton newsletter and posted on the FGPA website.

If you are going to be a **Teaching Assistant**, you will want to visit

- the Graduate Studies' TA website at <https://carleton.ca/deputyprovost/faculty-affairs/teaching-assistants/> and
- the Educational Development Centre's TA Support page at <https://carleton.ca/tls/teaching-assistants/>

If you are a PTA, please be sure to complete your [Graduate TA profile](#) in Carleton Central as soon and as accurately as possible so as to help ensure that your TA assignment matches your background and interests. You should also update your profile each year.

Depending on needs, areas of expertise, and student preferences, ALDS TAs are generally assigned to one of the following:

- Applied Linguistics and Discourse Studies courses (ALDS)
- Communication Courses for the Disciplines & Professions (CCDP)
- ESL for Academic Purposes courses (ESLA)
- Linguistics courses (LING)
- Modern Languages
- Writing Services
- Other departments (Psychology, English, French, etc.)

It takes some time to match needs, qualifications, and preferences and assign all TAs. You should expect confirmation of your TA assignment by the first week of class each term.

Professional Development Opportunities

It's never too early to start thinking about life after graduation. The Faculty of Graduate and Postdoctoral Affairs offers a wide range of professional development opportunities:

<https://carleton.ca/gradpd/>

Opportunities for professional development include:

- The "Establish your career narrative" development program
- Networking and community (including the Grad Café and graduate peer support program)
- Skill development workshops
- Writing support

Join their mailing list to keep up to date on workshops, news and events!

University Resources

Campus Services

For a complete list of campus services: <https://carleton.ca/gradpd/campus-services/>

Below are a **few highlights** and ALDS-specific information.

Health, Counselling, and Wellness Services

- <https://carleton.ca/health/>
- <https://carleton.ca/wellness/>

Library

- <https://library.carleton.ca/>

Margaret McLeod, the Subject Specialist for Applied Linguistics and Discourse Studies, can assist you with library searches: <https://library.carleton.ca/guides/subject/applied-linguistics-and-discourse-studies>

The University offers help guides and workshops, in particular:

- <https://library.carleton.ca/services/services-graduate-students>
- <https://library.carleton.ca/research>
- <https://library.carleton.ca/guides/help/citation-management>
- For a complete list of guides: <https://library.carleton.ca/guides/help>

Paul Menton Centre for Students with Disabilities

- <https://carleton.ca/pmc/>

Teaching and Learning Services, Learning Spaces

Learning Spaces can provide classroom orientations for TAs, loan equipment needed for teaching (including iPads and Microsoft Surface Pros, HMDI cables, adapters, web cams, document cameras, etc.)

- For classroom orientations: <https://carleton.ca/tls/learning-spaces/classroom-orientations/>
- For equipment loans: <https://carleton.ca/tls/educational-technology/equipment-loans/>

Writing Support

ALDS graduate students not only seek help but also often provide help as tutors (especially when they specialize in the study and teaching of writing in a first or an additional language).

- <https://library.carleton.ca/services/writing-services> (for all students)
- <https://carleton.ca/gradpd/writing-support/> (for graduate students)

Part IV: Getting Involved in Graduate Student Organizations

There are several graduate student organizations at Carleton, and we hope you will get involved in them.

SALaDS

At the departmental level, we have been very fortunate to have a dynamic society, SALaDS, the Society of Applied Linguistics and Discourse Studies, a volunteer-run graduate student society in the School of Linguistics & Language Studies that have offered a range of activities throughout the year, including

- The **ALDS Graduate Symposium**, a student-run symposium featuring work by ALDS graduate students (always a highlight of the year; for information about last year's symposium: <https://carleton.ca/slals/cu-events/19th-annual-graduate-student-symposium/>)
- Talks and Tipples (an opportunity to get feedback on your work and then socialize for drinks and snacks)
- Social events and activities
- Workshops (e.g., for OGS and SSHRC applications)

You can follow SALADS on Facebook ("Grad Studies in ALDS") and on Twitter (@SALaDS_Carleton). You can also email salads.carleton@gmail.com

We hope you will keep the momentum going and **get involved in SALADS**.

Graduate Students' Association (GSA)

The GSA is a body which seeks to represent the interests and needs of graduate students to the administration at Carleton University and beyond:

<https://gsacarleton.ca/>

Departments have GSA representatives who are responsible for attending monthly GSA meetings, providing students with information regarding GSA events and services, and ensuring that information about applying for support grants is available to students should they choose to organize an event. You as a SLALS graduate student have unique needs and suggestions regarding how the GSA and the University should be run—share them with your rep or become a rep!

Graduate Academic Caucus (GAC)

GAC is a GSA committee that draws together dedicated student representatives from each department/school to coordinate responses to the academic issues of the student body. Get involved by becoming a SLALS rep on GAC!

<https://gsacarleton.ca/committees/>

CUPE4600

Local 4600 of the Canadian Union of Public Employees (CUPE 4600) represents Teaching Assistants and Contract Instructors at Carleton University:

- <https://www.cupe4600.ca/>