

# **Sociology MA Handbook**

## Department of Sociology and Anthropology

### Carleton University

Starting in 2017, we have two separate Handbooks: one for the MA program and one for the PhD program. The Department is grateful to students, staff, and faculty for their support and assistance with preparing the Handbook.

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## **Welcome to your program, the Department and Carleton!**

We extend a warm welcome to you, and look forward to working with you.

An important part of the introduction to your graduate studies is the recognition that Carleton University, and the Department of Sociology and Anthropology, occupy land that is the traditional, unceded territory of the Algonquin Anishnaabeg people. Moving towards living justly on stolen land is an ongoing task to which we must all contribute. We encourage you to engage in the relationships, dialogues and actions for change that contribute to social, economic and environmental justice.

The purpose of this handbook is to provide information and guidelines for various aspects of your graduate studies. We are proud of the student-led character of our Sociology graduate programs. This means that while there are some features of your program that are determined by existing University and Department regulations, there are many aspects about which you have options and choices. We encourage you to discuss these options and choices with your First Year Advisor (if you are a first year student) or Supervisor and Committee (if you are beyond your first year).

### **About the MA Handbook**

The Sociology MA Handbook is meant to be an easy-to-use guide to help students navigate their Sociology MA Program at Carleton University. The Handbook is revised and updated as needed. Any corrections or suggestions should be submitted to the Sociology Graduate Programs Coordinator, and/or the Graduate Administrator. An electronic copy of the Handbook is sent to all sociology MA students at the beginning of the Fall and Winter terms.

PLEASE NOTE: The Handbook is not the official Graduate Calendar and while we have tried to be as accurate as possible, the Graduate Calendar contains official University policy and will be deferred to in any cases of conflict.

Please check the official Graduate Calendar for important dates and deadlines (for payment, application for graduation etc.) for the current year. Important dates can be found at: <http://gradstudents.carleton.ca/dates/>. Be aware that in some cases there are Departmental deadlines that are in advance of the University deadlines (i.e. external funding deadlines).

### **Useful General Contact Information and Websites**

#### ***Departmental Contacts:***

Department of Sociology and Anthropology  
Room B742, Loeb Building  
1125 Colonel By Dr.  
Ottawa, ON K1S 5B6  
Phone: 613-520-2582 Fax: 613-520-4062

Alexis Shotwell, Sociology Graduate Coordinator  
Phone: 613-520-3082  
Email: alexis.shotwell@carleton.ca

Patricia Lacroix, Graduate Administrator  
Room B753, Loeb Building  
Phone: 613-520-2587  
Email: [patricia.lacroix@carleton.ca](mailto:patricia.lacroix@carleton.ca)

### ***Websites:***

Department of Sociology and Anthropology  
<http://carleton.ca/socanth/>

Faculty of Graduate and Postdoctoral Affairs  
<https://gradstudents.carleton.ca/>

Graduate Calendar  
<http://calendar.carleton.ca/grad/>

CUPE 4600 (Teaching Assistants' Union)  
<http://www.cupe4600.ca/>

## **Key Resources for Graduate Students**

### ***Graduate Administrator and Sociology Graduate Programs Coordinator***

The Graduate Administrator (Patricia Lacroix) and Sociology Graduate Programs Coordinator (Dr. Alexis Shotwell) are located in the Loeb Building, room B753. They are both available to help you with questions or concerns about your program. Patricia's office hours are 8:00 to noon and 1:00 to 4:00 p.m., Monday to Friday. She is the person to contact for assistance with administrative issues. The Sociology Graduate Coordinator holds regular office hours (see the posting on the door of B753) and will arrange appointments with students outside of these hours when required. The Coordinator is there to help you with decisions regarding the academic side of your program, with any glitches that are of concern to you, and with thinking about the next steps you might take after you graduate.

### ***Your First Year Advisor***

When you are admitted you are assigned a first year advisor. This is a person who you can contact over your first year to discuss course selection, program questions or any other issues about your studies. The first year advisor is not the supervisor of your thesis or research essay. Choosing your thesis/research essay supervisor is something you should do in the Winter term of your first year. Of course, your first year advisor may be someone who you would like to be your supervisor. If so, this would need to be discussed with them.

The First Year Advisor has the important role of mentoring graduate students as you start your program. The mentoring role has three dimensions: routine contact, program advice and

personal support. It is recommended that you meet with your first year advisor at least four times over the course of your first year - two in the Fall term and two in the Winter term. If they do not contact you to set up meetings, you can email them to find a time. They will be happy to answer your questions about the program, give you advice about course selections, and review your grant application materials.

### ***Your MA Supervisor***

Your supervisor is a key person in your MA program. Supervisors help students at every stage of their program, from finding committee members, identifying research topics, formulating research projects, designing research activities, discussing analyses, providing constructive suggestions, to disseminating thesis research through possible conference presentations or publication. Supervisors also write reference letters for students when they apply for scholarships, further studies, or employment.

It is your responsibility to seek out and secure a supervisor. When considering candidates for this position, it is important to think about areas of academic expertise and supervisory styles. We encourage students to get to know faculty research interests through consulting the Department website, taking courses or auditing them, attending colloquia and other events. However, to really assess whether someone will be the right supervisor for you, it is important to meet them and discuss this possibility with them. Let them know what sort of supervision you need and want, and find out from them what sort of supervisory style they have to offer. If you are meeting someone you have not taken a course with, bring along some material that will help to introduce you to them (for example, a short [1 page] information sheet with your courses and grades, and a statement of your research interests). You can also bring along a small sample of your writing to show them. You can have a meeting like this as a way to gather information - arranging a meeting to discuss supervision does not commit you or the faculty member to anything.

In addition to a supervisor, for an MA thesis you will need one committee member. Find your supervisor first, and then discuss possible committee members with them. If you are doing an MRP you will work only with the supervisor, and a second reader will come in at the end of the process to review your work and determine a grade for it in consultation with your supervisor.

A satisfactory relationship between a graduate student and a supervisor is critical to the student's success. The relationship should be one of mutual respect, openness, a shared commitment to the completion of the student's research project, and high professional integrity. FGPA provides clear guidelines about responsibilities and expectations of supervisors and graduate students (<http://gradstudents.carleton.ca/thesis-requirements/graduate-supervision-responsibilities-expectations-policy/>).

Your supervisor and committee members should normally give you feedback on any writing you submit within two weeks; if this will not be possible for them because of vacation time or leaves of absence, they should communicate any delays to you in a timely way. Because they frequently have a large number of deadlines, many faculty respond well to including with your drafts notes of the form "Dear Dr. Supervisor/Committee Member, I will plan to send you a reminder to send feedback on this draft two weeks from today."

Concerns may rise in the supervisory relationship. Some of these can be avoided if the supervisor and student have conversations early on and reach an agreement on responsibilities and expectations. Students are also strongly encouraged to approach the Graduate Coordinator to talk about any concerns and get advice.

Occasionally students may wish to change supervisors. If this happens, students are invited to approach the Graduate Coordinator for assistance in transitioning to a new advisor.

### ***Your Peers***

Your fellow students are a wonderful resource for information and support. The Department has been fortunate to attract dedicated and supportive graduate students who are full of enthusiasm for their work, the research of their peers, the activities of the Department and the discipline of Sociology. Enjoy their company, and don't hesitate to draw on their considerable expertise in navigating graduate life at Carleton.

### ***Department Website***

The Department website is an excellent place to find information on program details, course offerings, useful links, faculty and staff listings, and other issues that are of interest to students enrolled in the Department (i.e. upcoming events, Department news, research blog posts by faculty and graduate students, award recipients, job opportunities, etc.).

There is also a listing of graduate students and a brief discussion of their research areas and interests. We would like to include you in this list. Please send your name, a brief statement or list of your areas of interest, and whether you would like your email address to be made available online, to the Graduate Program Administrator, Patricia Lacroix, at [patricia.lacroix@carleton.ca](mailto:patricia.lacroix@carleton.ca).

The Department is developing its website on an on-going basis in order to enhance its content and usefulness. Pass on any ideas for improvements!

### ***Faculty of Graduate and Postdoctoral Affairs (FGPA)***

FGPA is the faculty with ultimate responsibility for graduate programs at Carleton. Their office is 512 Tory Building. More information about them - and about graduate matters, services, requirements and activities is at <http://carleton.ca/fgpa/>.

### ***Library Resources***

The Carleton Library has many resources available to students. These include: unlimited interlibrary loans through the "Racer" program, immediate article access and downloading via a number of databases, off-campus access to the library catalogue including online journals, access and borrowing privileges at the University of Ottawa, laptop loans and wireless connection anywhere in the library, and pay printers and photocopiers. For more information and instructions for graduate students, see <https://library.carleton.ca/services/services-graduate-students>. The library resource person for Sociology is Robert Smith ([robert.smith@carleton.ca](mailto:robert.smith@carleton.ca)). He is very enthusiastic, helpful and efficient resource for reading and research materials.

### ***Faculty Offices***

All Sociology faculty offices are on the 7<sup>th</sup> floor of the Loeb Building.

### ***Teaching Rooms***

Most graduate courses are taught in the Department in rooms A715 and A700 Loeb Building. Many undergraduate courses (for which you might TA) are taught in A720 Loeb Building.

### ***Student Office Space***

Students awarded a Teaching Assistantship can request office space for holding office hours with their students. Each office has a computer with printer and Internet access. Office allocation normally occurs towards the end of September.

### ***Department Lounge***

The Department lounge is room B742 on the 7th Floor of the Loeb Building. You are welcome to use the lounge during regular office hours. The key to the Student Mailroom also opens B742.

### ***Mail***

You will have a mailbox for both internal and external post. These boxes are located in B754 Loeb Building. The mailing address is the same as the Department's.

### ***Keys***

You will be supplied with keys to the Student Mail Room, Department Lounge and your office. There is a \$20 deposit that is refundable with the return of the keys.

### ***IT Services***

See <http://carleton.ca/ccs/get-started/new-grad-students/> for information about your computing account, email, network connections, and file storage on network drives. Please note - all communication between students and Carleton staff, faculty and administration must occur via your Carleton student email account.

## **Teaching and Research Assistantships**

### ***Teaching Assistantships***

Teaching Assistantships (TAs) are awarded through the Faculty of Graduate and Postdoctoral Affairs. If you are admitted to the graduate program as a full-time student you will automatically be assessed for eligibility for a Teaching Assistantship. Generally, assistantships are awarded on an annual basis. MA students are eligible for teaching assistantships for 4 terms. A full (1.0) teaching assistantship requires 260 hours of work over two academic terms, or an average of 10 hours per week during the Fall and Winter terms. In addition, TAs have the opportunity to complete up to five hours of paid pedagogical training each academic year (September-April) in which they are assigned as TAs. Over and above all of these hours, new TAs need to complete one-time, mandatory training in the first 4-6 weeks of employment (e.g., by October 15 for Fall and Fall/Winter TAs; by February 15 for Winter-only TAs; and by June 1 for Spring/Summer TAs). After completion, TAs are compensated for 5 hours of

pay (article 23.03). Note that TAs can only complete and be compensated for this compliance training once during their tenure as a TA.

Students holding Teaching Assistantships are members of CUPE 4600. The Collective Agreement between Carleton University and CUPE 4600 governs Teaching Assistantships. The Agreement covers in part working conditions, workloads, scheduling and duties. Students are urged to read the Handbook for Assistants issued by local 4600 for details concerning rights and other duties. TA assignments are handled by the Department Administrator in consultation with the Department Chair.

According to the Collective Agreement, the employer has the right to assign TA duties. In practice, that right is delegated in the first instance to the Department Chair (assisted by the Department Administrator) who assigns TAs to courses, and in the second instance to the course instructor who supervises the work of a TA, and actually sets specific duties. The Department will respect seniority in making TA assignments and will also alter them when a TA's duties conflict their own course work.

As a full time student you are expected to be available on a weekly basis for TA duties. If you intend to conduct fieldwork outside of Ottawa, or if you plan for other reasons to take a leave of absence, you need to decline your teaching assistant position. This involves filling out an Application for Leave from Duties on Carleton Central.

The TAship funds are paid through payroll, twice per month. However in September, January, and May, the first payroll (Sept 14, January 14, May 14) is held over to the end of the month for registration purposes.

### ***Research Assistantships***

Some faculty members hold external research grants or contracts that enable them to hire qualified students as research assistants. While the nature of the work required will differ, ten hours of work per week is the normal maximum. Eligibility for research assistantships generally includes competence in various aspects of qualitative or quantitative research methods, bibliographic software, literature reviews, as well as a substantive interest in the topic with which the research project deals.

In contrast to the assignments of Teaching Assistants to undergraduate courses, the selection of Research Assistants (RAs) is at the discretion of those faculty members who are running funded research projects. If you are interested in a RA position, please contact faculty directly, or let the Graduate Coordinator know of your interest and availability.

## **Scholarships, Awards, Travel Funds**

### ***Internal Scholarships***

University scholarships may be awarded to qualified incoming graduate students. Their financial value varies and is a function of the student's academic performance. Internal scholarships are awarded to full-time Master's students usually for both years.

Scholarships are normally paid out over three terms –Fall, Winter, and Spring/Summer. To

receive payment of your scholarship you must be registered as a full-time graduate student during the Fall, Winter, and Spring/Summer terms. In essence, this means that you must pay tuition fees during the summer in order to receive your scholarship during the summer.

For more information on internal scholarships, see <https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>.

### ***External Scholarships***

Applications must be submitted in the Fall term prior to the academic year for which the scholarships are granted. Students should regularly consult the FGPA website and funding agencies' websites (see below) to keep themselves informed about eligibility criteria, deadlines, availability of applications forms, and so on. The University offers workshops in September on writing applications for Social Sciences and Humanities Research Council (SSHRC) scholarships and Ontario Graduate Scholarships (OGS). In addition, the Department offers assistance to applicants including a scholarship application workshop for all graduate students.

Information on SSHRC's scholarship programs can be found at <http://www.sshrc-crsh.gc.ca/funding-financement/apply-demander/index-eng.aspx>. Information on Ontario Graduate Scholarships can be found at <https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/PRDR013089.html>.

There are also a variety of other external awards and scholarships available. For a list of these contact the Graduate Administrator, the Faculty of Graduate and Postdoctoral Affairs( <https://gradstudents.carleton.ca/awards-and-funding/external-awards/>).

FGPA offers information about funding online at <https://gradstudents.carleton.ca/new-grad-students/>; new student information at <https://gradstudents.carleton.ca/new-grad-students/>; and the Terms & Conditions booklet at <https://gradstudents.carleton.ca/new-grad-students/terms/> (and the e-newsletters as mentioned).

### ***Research Bursary/ Travel Funds***

Students have access to a limited amount of funding to support their academic activities. Conference and research travel funds are available from the Department. Generally we try to offer \$300 for domestic travel and \$600 for international travel; we get a limited disbursement from FGPA and normally offer only one of these per year per student. There are also conference funds separately available from the Faculty of Graduate and Postdoctoral Affairs and the Graduate Student Association. To be eligible for these funds forms must be submitted well in advance of intended travel. Occasionally, additional funds may be available through your supervisor's research grants. In practice the bulk of the money available to graduate students for research-related travel comes from the Faculty of Graduate and Postdoctoral Affairs, but it is important to apply to all possible sources. Funding from the Faculty of Graduate and Postdoctoral Affairs can also be used to support other types of research activities such as travel for interviews or archive research.

## **Intellectual Activities in the Department**

### ***Department News and Blog***

We are looking forward to announcing news related to your intellectual activities as a graduate student at Carleton. Please write to the Graduate Coordinator or the Department staff about refereed presentations at scholarly/governmental conferences, invited presentations, or publications so that we can share your news on the Department website.

The Departmental Blog is another place where the Department profiles graduate student and faculty research. The posts are generally about 500 words in length. We hope some of you will be interested in contributing. For more information, contact the Graduate Coordinator.

### ***Graduate Conferences***

There are one or two graduate student conferences held each year which are organized by graduate students from this Department. These conferences allow students to present their work to a supportive audience and gain valuable experience at both presenting and responding to academic work. There are also interdisciplinary graduate student conferences at Carleton hosted in other departments that will be of interest for students, notably the ones hosted by the Institute of Political Economy and ICSLAC.

### ***Research-in-Progress Brown Bag Lunch Meetings***

Informal work-in-progress meetings are held over lunch in the Department lounge. These are more informal occasions to present your work and get feedback. Both faculty and graduate students present their work at these meetings.

### ***Graduate Workshop Series***

Throughout the year there are a number of workshops offered by the Department for both M.A. and Ph.D. students, on topics including writing, specific research methods, conference presentations, and publishing. While these workshops are not mandatory, your attendance is important. The workshops are organized by a committee made up of graduate students and faculty, and are announced at the beginning of each term. Notices of upcoming workshops will be posted on the Department's website and outside of the Graduate Coordinator's office.

### ***Emerging Scholars' Colloquium Series***

The Sociology and Anthropology Emerging Scholars Colloquium Series provides an opportunity for more advanced PhD and MA students to present their thesis work, normally anywhere from just before submitting their thesis to soon after the defence. The objectives of the colloquium are: 1) to celebrate graduating students' research accomplishments; 2) to disseminate graduating students' research to an audience of faculty, students, alumni, and community; 3) where desired, to provide an opportunity for PhD graduates to give a "job talk" and to receive constructive feedback. If you are interested in presenting in the series, please contact the Graduate Coordinator.

### ***Graduate Student Transitions Seminar***

This series of workshops and events was launched by the Department in 2016-2017 to provide students with support in regards to post-graduate employment—job searching, job and postdoctoral applications, CV and resumé writing, interviewing, networking, and proposal writing in both academic and alternative-to-academic (or alt-ac) fields. The Graduate

Transitions Mentor – the individual responsible for this seminar - will provide much needed, disciplinary specific, career support for graduate students who often find themselves isolated when it comes to finding a career post-graduate degree.

## ***Professional Development Opportunities***

### **Departmental Training Opportunities**

The Department offers many professional development opportunities including the Graduate Workshop Series, the Teaching Sociology seminar, events about teaching, the Emerging Scholars' Colloquium Series, and the Graduate Student Transitions Seminar. For more detailed descriptions about these, please go to the section on Intellectual Activities in the Department. These are announced on the Department website and updated regularly <http://carleton.ca/socanth/information-for-students/graduate-students/announcements/>, so be sure to check often.

Department-specific pedagogical training can be found on Carleton Central under the “TA Training” tab. For more information, please contact the TA Mentor.

### **FGPA Training**

Carleton University's Faculty of Post Doctoral and Graduate Affairs offers a number of opportunities for professional development. Many of these opportunities count toward your paid TA training.

#### Teaching Workshops

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

#### Career Planning Workshops

<https://gradstudents.carleton.ca/professionaldevelopment/career-planning/>

#### Writing Workshops

<http://gradstudents.carleton.ca/professionaldevelopment/research-writing/>

#### MyGradSkills.ca

Carleton University graduate students can also complete online workshops on [MyGradSkills.ca](http://MyGradSkills.ca). These workshops include a number of self-paced, online modules on a range of topics, including teaching & learning, to career development, to community engagement, and entrepreneurship.

### **Enrichment Mini-Course Program (EMCP)**

Each year, Carleton University offers a week-long series of mini-courses students in grades 8-11 (Ontario) and Sec. 2-5 (Québec). These mini-courses are taught by instructors and graduate students. This is an excellent opportunity to develop your teaching skills and test out classroom materials. More information can be found here <http://carleton.ca/emcp/>.

### **CO-OP**

The Master's in Sociology Concentration in Quantitative Methodology has the option of completing a co-operative education designation by registering as a co-op student. Adding a co-op designation requires an addition of two work terms that may be

taken successively or be separated by one or more study terms. While on a work term the co-op office will register students in SOCI 5913. Please visit the Co-operative Education Program website for further details.

### **Others**

*Career Advising* [<https://carleton.ca/cc/career/careeradvising/>]

*Job Postings* [<https://carleton.ca/cc/career/jobpostingsinfo/>]

## **Sociology and Anthropology Graduate Student Caucus (SAGSC)**

The SAGSC is a representative body of graduate students in the Department of Sociology and Anthropology. It is a student-run caucus that works to promote graduate student issues, enhance student communication, and ensure proper representation at Departmental and student governance meetings. The SAGSC provides a safe(r) space for Sociology and Anthropology graduate students to work together in a collegial, friendly, and constructive manner. Caucus membership offers a platform for individuals to contribute to the overall graduate student experience at Carleton University, as well as provides a means for students to add credentials to their academic profiles and CVs.

The SAGSC maintains a listserv (electronic mailing list) that is available to all enrolled graduate students. Subscription to this listserv is voluntary, but it is a valuable tool for communicating with peers around areas such as job and funding opportunities, social and activist events, caucus meetings and concerns, upcoming conferences, lectures, etc. The listserv is only for graduate students (faculty and administrative staff are not subscribed) so it also serves as a place for discussion and community building around issues/concerns that are of interest to Sociology and Anthropology graduate students.

The SAGSC is involved in organizing many academic and social events throughout the year. In the spring, the caucus puts on its annual graduate student conference that showcases the interdisciplinary work of graduate students from different universities across Canada. Our annual themed conference allows students to present their work to a supportive audience and gain valuable experience at both presenting and responding to academic work.

Elections for positions in the SAGSC take place in early September. Sociology and Anthropology graduate students are asked to attend the elections in order to nominate themselves and/or their colleagues for caucus committee positions. Usually positions within the Caucus go to those who volunteer for them. However, if there is more than one candidate for a single position, those convening during the first SAGSC meeting will vote in favour of a single representative. These positions vary in duty and time commitment, and can range from a few hours a week to less than one hour a week. The SAGSC meets monthly so that members can update each other on what they have been up to in their differing positions and share valuable information. All positions in the Caucus are certified in the Carleton University co-curricular record.

### **SAGSC Positions**

Co-Chairs (2 positions, preferably 1 Anthropology and 1 Sociology student)

Equally and jointly responsible for:

1. alternating chairing of all regular caucus meetings (one per month);
2. co-chairing the Orientation Committee (next year).

The two elected Co-Chairs work together to ensure that their workloads are divided equally. Normally, the Co-Chairs are not members of the Departmental Board, nor are they responsible for fulfilling any of the duties of other members of the SAGSC as outlined in the constitution. The co-chairs are the go-to people for the Caucus. They draft agendas for each meeting, send out official communications, round up volunteers for Caucus initiatives when none are available, and delegate tasks to others where they cannot complete them alone.

Social Coordinator / Committee

Carried out by a single person or a group, this position entails planning all social events, with the help and input of others in the Department and on the Caucus executive. Normally, there is at least one social event per term, and these have included pub nights, sporting events (bowling, curling etc.), parties and so on. The position also requires effort to entice students to attend the events by drafting emails, as well as creating posters and announcements.

Graduate Student Association (GSA) Reps (2 positions)

GSA reps are responsible for attending all GSA meetings (one per month) and for representing the interests of Sociology and Anthropology graduate students on the GSA. Following each GSA meeting, they report the proceedings and related GSA activities at regular caucus meetings or by e-mail when urgent issues are raised. If they choose, they may become members of the GSA executive or committees.

Attendance at GSA meetings is crucial—we get \$200 if we attend each one. Proxies are allowed, so long as they are worked out in advance of the meeting.

Secretary

The secretary takes the minutes at each regular caucus meeting and, within two weeks of each meeting, distributes those minutes to all in attendance and to those who sent their regrets. This individual also keeps all caucus records.

Student Resource Liaison

The student resource liaison is responsible for:

- a. working with the Chair of the Department (or representative) to advocate for student resources such as computers and office renovations;
- b. communicating the status of resource allocation to the Caucus; and
- c. communicating student needs to the Chair (or representative).

Communications Coordinator

The communications coordinator is responsible for:

- a. acting as primary liaison between the graduate student body and the Caucus executive, and fielding general enquiries from graduate students that are not clearly under the purview of another member of the caucus;
- b. advising the graduate student body of Caucus activities and events, including all meetings, via the soc-anth graduate list-serve;
- c. creating notices for Caucus activities and events, and posting them throughout

the Department.

*As often as possible, the Communications Coordinator should be solely responsible for writing and sending emails from the SAGSC executive to the soc-anth graduate listserv.*

Treasurer

- a. keeps records of caucus funds and expenditures;
- b. administers caucus funds; and
- c. makes reports of the caucus's financial situation at the regular caucus meetings in January, April, and September, and at other times as required.

Departmental Board Representative Co-ordinator

As a Departmental board representative, the Co-ordinator is responsible for:

- a. acting as primary liaison between the Departmental faculty (including the Departmental Chair) and the Caucus Executive on all matters directly related to the activities of the Departmental Board;
- b. ensuring that all Departmental Board Representatives (see below) are aware of upcoming Board meetings and that the Representatives attend Board meetings on a regular basis;
- c. informing the Executive if Board Representatives are not fulfilling their responsibilities in attending Departmental Board meetings;
- d. ensuring that all Departmental Board Representatives become registered New University Government (NUG) representatives upon their election; and
- e. making regular reports to the Caucus regarding the monthly meetings of the Departmental Board.

Departmental Board Representatives (Board Reps) (6 positions) Representatives are responsible for attending all Board meetings and voting (or abstaining) on all motions. Regular attendance at Board meetings is required.

When possible, the composition of the Board Representatives should be reflective of the composition of the graduate student body, with representation from M.A. Anthropology, M.A. Sociology, as well as Ph.D. Anthropology and Sociology students.

Graduate Committee Representatives (3 positions)

- a. Anthropology Graduate Committee Representatives are responsible for attending all meetings of the Anthropology Graduate Committee, save those regarding admissions and scholarships.
- b. Sociology Graduate Committee Representatives are responsible for attending all meetings of the Sociology Graduate Committee, save those regarding admissions and scholarships.

All reps are expected to provide brief synopses of meetings at each regular meeting of the caucus.

Conference Committee

Although designated to one person in the constitution, this position has, in recent history, been taken on by a number of people working as a committee. The committee is responsible for:

- a. organizing the annual graduate student themed conference held in the Spring;
- b. working with (and coordinating) other interested people in planning the conference;
- c. soliciting funds from various sources including all the Departments and Faculties involved;
- d. soliciting abstracts and participants from all the participating Departments;
- e. advertising and promoting the conference to both faculty and students; and
- f. setting up the proceedings and related activities (e.g. lunches) on the day of the conference.

#### Outreach and Advocacy Coordinator

Recent events have fostered the need for a more politically-oriented caucus. The O&A Coordinator works on mobilizing graduate students in our Department to become involved in the broader University, community, and global political issues of concern to students. This might include keeping students informed of current events via the list-serve, organizing meetings, and helping to connect students to movements outside the Department.

#### Union Stewards (3 positions)

As stewards of CUPE 4600 (our TA union), union stewards are responsible for attending the Stewards' Council of CUPE 4600 on behalf of Sociology and Anthropology graduate students who are employed as teaching or research assistants. The stewards will convey information and concerns between the Department and the Executive Council of CUPE 4600, and will act as resource people for teaching and research assistants should any grievance arise. They will also provide updates to the Caucus at regular meetings, in person or via email.

#### Colloquium Organizer

This position entails working with two to four faculty members (to be announced) to bring academic speakers to the Department to discuss their research, academic work, etc. It involves planning (booking the room, refreshments), soliciting speakers and overseeing the events as they happen.

#### Graduate Student Workshop Series Committee

Members of this committee work with graduate students and faculty to organize workshops aimed at enhancing the professional knowledge of MA and PhD students. In the past, workshop themes have included conference presentations, academic writing, building a CV, the job talk, teaching, and other issues.

#### Brown Bag Lunch Lecture Series Coordinator

The Brown Bag Lunch Series Coordinator solicits presentations featuring the research of graduate students and faculty in the Department. The position also entails selecting faculty and student discussants for each presentation, booking a digital projector and room for the lectures, and sending announcements for each event using the Department and graduate student list-serves.

## **Professional Associations**

As a graduate student in the Department of Sociology at Carleton University you are a member of a number of professional associations. These associations provide services and advocate for your interests to a number of different administrative bodies.

### ***The Graduate Student Association (GSA)*** [<http://gsacarleton.ca/>]

The Graduate Student Association is your main source of representation, advocacy and support services on campus.

The GSA represents the collective interests and the general welfare of the graduate students of Carleton University. Its primary goals are to establish and maintain a barrier free academic and social environment in which all students can thrive. It acts as a line of communication between the graduate student community and the administration. It also strives to support the professional development of its members in addition to their emotional and financial wellbeing. Finally, they are a centre of political, intellectual and social contact for graduate students.

The Graduate Students' Association is governed by a Council [<http://gsacarleton.ca/council/>] made up of graduate student representatives from each Department.

#### *Did you know?*

- The GSA is Local 78 of the Canadian Federation of Students [[www.cfs-fcee.ca](http://www.cfs-fcee.ca)].
- The GSA administers your health plan [<http://gsacarleton.ca/healthplan/>]
- The GSA offers low cost printing and photocopying.
- The GSA can make you an International Student Card [<http://gsacarleton.ca/isic-cards/>]

### ***CUPE 4600***

It is likely the case that you will be a Teaching Assistant for some period of time during your time in the Department. Local 4600 of the Canadian Union of Public Employees (CUPE 4600), represents all Teaching Assistants, internally-funded Research Assistants, and Contract Instructors at Carleton University.

#### *CUPE 4600 Resources*

Download a work log

[[http://media.wix.com/ugd/b510f3\\_d3f75a53cfab498da64eae468ee5f381.pdf](http://media.wix.com/ugd/b510f3_d3f75a53cfab498da64eae468ee5f381.pdf)]

#### *Your T.A Collective Agreement*

[[http://carleton.ca/hr/wp-content/uploads/CUPE\\_4600\\_u1.pdf](http://carleton.ca/hr/wp-content/uploads/CUPE_4600_u1.pdf)]

#### *TA Benefits*

[\[http://www.cupe4600.ca/teaching-assistant-benefits/tif9e](http://www.cupe4600.ca/teaching-assistant-benefits/tif9e)

## ***Canadian Federation of Students (CFS) & CFS-ONTARIO***

In addition to your membership in the GSA you are also a member of the Canadian Federation of students [[www.cfs-fcee.ca](http://www.cfs-fcee.ca)]. The main goal of the Canadian Federation of Students is to establish a system of post-secondary education, in Canada, that is accessible to all, which is of high quality, which is nationally planned, which recognizes the legitimacy of student representation, and the validity of student rights, and whose role in society is clearly recognized and appreciated.

The CFS operates at two levels, the provincial (CFS-ON) [[cfsontario.ca](http://cfsontario.ca)] and federal (CFS national) [[www.cfs-fcee.ca](http://www.cfs-fcee.ca)].

### *Graduate Student Caucus*

Within CFS Ontario is a Graduate Student Caucus (OGC) [<http://cfsontario.ca/about/structure/ontario-graduate-caucus/>] whose main purpose is to promote the interests of its member graduate constituencies to the provincial government and all other external authorities whose jurisdiction affects graduate student affairs; and to act as a forum for the exchange of information and ideas between Ontario member associations.

The OGC meets twice a year in conjunction with the Ontario Annual General Meeting and Ontario Semi-Annual General Meeting to discuss issues prevalent to graduate students. At this time, the Caucus collectively reviews matters that affect students on member locals' campuses, as well as campaigns and policies that may be implemented within the Canadian Federation of Students-Ontario.

## **Wellness Information and Resources**

While graduate school can be intellectually stimulating and personally fulfilling, it is not without its struggles. Graduate school takes a lot of time, money, and effort. It is important to remember to practice self-care in ways that feel good to you and fit into your everyday life. Below are some resources that promote mental, emotional, financial, and physical wellness.

Also, if you find that something in the program just isn't working for you, you might want to talk to your supervisor, committee, or the Graduate Coordinator about the possibility of creating alternative plans that make graduate school more conducive to your lived experiences.

### **Mental, Emotional and Social Wellness**

#### *Carleton Health and Counselling Services*

Full-time and part-time graduate students can access both medical and counselling services through Carleton University. The costs for these services are included in your tuition.

a. Medical services

The team of medical professionals at Carleton University include family physicians and registered nurses. These individuals provide outpatient medical services to all graduate students. Appointments can be made for general health concerns. Walk-in-Clinic services are offered to individuals who need more immediate care.

<http://carleton.ca/health/medical-care/>

b. Counselling Services

Confidential and private counselling services are offered to current graduate students. Different services are available to students living off-campus, on-campus, and for international or exchange students.

<http://carleton.ca/health/counselling-services/>

c. Crisis Support

Health and Counselling Services also provides online information for crisis situations and support. Please see links below.

<http://carleton.ca/health/counselling-services/crisis-support/>

<http://carleton.ca/health/emergencies-and-crisis/>

d. Health Promotion Services

Health Promotion Services "...educate, promote and advocate for optimal student health and academic success by working in collaboration with students, faculty, services and community agencies, while providing opportunities for student engagement in individual and community health and wellness issues." There are five health promotion teams: mental health; sexual health, drug and alcohol, healthy lifestyles, and leave the pack behind.

<http://carleton.ca/health/health-promotion-services-new/>

### **Equity Services**

Equity Services "...supports Carleton University's commitment to diversity as a source of human excellence, cultural enrichment and social strength." Equity Services works to create a safe(r) work and academic environment that is free of discrimination, injustice, and violence. Equity Services promotes understanding, respect, peace, trust, openness and fairness.

Equity services addresses some of the following important social justice issues: academic and employment accommodations, discrimination and harassment, gender neutral bathrooms, Aboriginal education, and many others. The work of Equity Services is attached to the [Carleton University Human Rights Policies and Procedures](#) that were implemented in 2001 and updated in 2010.

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

<http://carleton.ca/equity/wp-content/uploads/human-rights-report-updated-2010-approved-Sept-29-final.pdf>

### **Sexual Assault Support Services**

Sexual Assault Support Services are free, confidential, and available to all students, faculty, and

staff at Carleton University. The Sexual Assault Support Services are located in 503 Robertson Hall. Some of the services offered include: short term counselling; safety planning; public education and training; information on sexual violence; peer support volunteers (mid-Sept to April); and many others.

<http://carleton.ca/equity/sexual-assault-support-services/>

<https://www.facebook.com/carletonsasc>

### **Womyn's Centre**

The Womyn's Centre is a safe(r) and inclusive space located on the third floor (Rm 308) of the University Centre. They offer free pregnancy tests, menstrual products, and condoms, as well as provide peer support. It is the only space on campus that has a room dedicated solely to woman-identified folks. This woman only space can be used for prayer, breastfeeding, napping, homework, and peer support. The Centre also houses the largest feminist library on campus.

<http://www.carletonspc.ca/womyns-centre-community-service/>

<https://www.facebook.com/cusawomynscentre/>

### **Gender and Sexuality Resource Centre (GSRC)**

The GSRC aims to provide a safe(r) space for students of all gender identities, gender expressions, and sexual orientations. They offer peer support and mentorship programs, free safer sex supplies, and referrals to community resources. They also provide information on topics such as healthy sexuality and sexual violence prevention. The GSRC houses the second largest queer library in Ottawa. <http://www.cusaonline.ca/services/servicecentres/gsrc/>

<https://www.facebook.com/carletongsrc/?fref=ts>

### **International Student Centre**

The International Student Centre celebrates Carleton's international community. The Centre provides resources for international students, as well as host social events, workshops, and an annual gala. <http://www.cusaonline.ca/services/servicecentres/isc/>

### **Foot Patrol**

Foot patrol provides patrols and safe walks for students on campus and in the Ottawa community. Foot patrollers walk with students anywhere on campus and up to 30 minutes off campus. Safe walk services are available from 6pm to 12am on weekdays and 6pm to 2am on Thursdays. <http://www.cusaonline.ca/services/servicecentres/footpatrol/>

### **Paul Menton Centre (PMC)**

PMC provides academic accommodations and support services for students with disabilities. PMC "...is committed to facilitating the integration of students with disabilities into all aspects of Carleton's University life."

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

### **Race, Ethnicity, and Cultural Hall (REC Hall)**

REC Hall "...aims to be a safe(r) space for Carleton students of all racial, ethnic and cultural identities through peer-to-peer dialogue, programming, and support." REC Hall hosts a number of events and workshops throughout the school year that are open to all Carleton students.

<http://www.cusaonline.ca/services/servicecentres/rechall/>

### **OPIRG-Carleton**

OPIRG is a student-run public interest groups that focuses on important social justice issues, works to address community issues, and pushes for social change. It is the centre for student organizing and activism on campus. This space stresses the need for critical social dialogue and engagement on campus.

<http://www.opirgcarleton.org/>

### **Carleton Disability Awareness Centre (CDAC)**

CDAC provides information and awareness about disability by working to challenge misconceptions through events and programming. CDAC accommodates the needs of diverse individuals with visible and non-visible disabilities.

<http://www.cusaonline.ca/services/servicecentres/cdac/>

### **Ojigkwanong**

Ojigkwanong, Carleton's Aboriginal Centre, is located in Paterson Hall (Rm 228). Ojigkwanong provides a space to learn about and practice First Nations, Inuit, and Metis cultures, traditions, and worldviews. During the school year, the Centre hosts social gatherings, cultural events, and visiting elders. The Centre has a kitchenette, lounge, study spaces, computer lab, printer, phone booth, Elder's room, and smudge room.

<http://carleton.ca/aboriginal/about-cace/ojigkwanong/>

## **Financial matters**

### ***CUPE 4600***

#### **a. TA Advance**

In the months of September, January, and May, graduate students receive a single lump sum pay at the end of month. This may cause financial struggles and uncertainty for some graduate students as there is no pay cheque coming in mid-month. In an attempt to assist graduate students who may be experiencing financial struggles during these three months, CUPE 4600 offers a TA advance to all graduate TAs with a regular position (130 hours per term). TAs are to fill out the "TA Advance" form found on the CUPE 4600 website and drop it off at the CUPE 4600 office (511A UniCentre). TAs can receive up to \$750.00 in advance. The amount given to students via the TA advance is subtracted off the TAs first 3 pay cheques.

<http://4600old.cupe.ca/Benefits-and-Funds/TA-Advance>

**b. Emergency Loan**

CUPE 4600 offers an emergency loan to Unit 1 and Unit 2 members who experience unexpected financial need. TAs, RAs, and CIs are to fill out the “Emergency Loan” form found on the CUPE 4600 website and drop it off at the CUPE 4600 office (511A UniCentre). Successful applicants may be awarded an emergency loan of up to \$700. Unit 1 and Unit 2 members create payment plans with CUPE 4600 in order to pay off the emergency loan.

<http://4600old.cupe.ca/Benefits-and-Funds/TA-Emergency-Loan>

***Graduate Student Association (GSA)***

**a. Emergency Grant**

The GSA offers an Emergency Grant of up to \$250 for graduate students who find themselves in dire financial need due to unexpected circumstances such as fire, theft, personal or family emergencies. The application form for the emergency grant is located on the GSA website.

<http://gsacarleton.ca/emergency-grant/>

**b. Family Leave Grant**

The Family Leave Grant provides financial support for full-time and part-time Masters and PhD students who require academic leave of absence for parental leave or other family related issues. To be eligible to apply, individuals must: 1) demonstrate financial need; 2) not be receiving other forms of leave pay; and 3) show proof of registration for two terms prior to the start of leave. The family leave grant provides graduate students with a one-time payment of \$1500.

<http://gsacarleton.ca/family-leave-grant/>

**c. Travel Grant**

The GSA provides Travel Grants to graduate students to help cover some of the costs of participating in academic conferences or conducting research outside the Ottawa area. The GSA gives graduate students 50% of the travel costs that are not covered by other sources (i.e. FGPA or Department) to a maximum of \$200.00. The minimum cost to the student must be higher than \$50.00. Graduate student may apply for more than one grant per year (May 1<sup>st</sup> to April 30<sup>th</sup>) to a maximum of \$200.00.

<http://gsacarleton.ca/travel-grant/>

***Food Centre***

The food centre promotes food security for all students, faculty, and staff at Carleton University.

**a. The Good Food Box**

The Good Food Box provides students and other Carleton community members with produce from local farmers at a significantly reduced cost in comparison to retail prices. Students can select food boxes that range in price from \$5.00 to \$20.00.

**b. Emergency Food Assistance Program**

The Emergency Food Assistance Program offers students food hampers when they are in

need. To order a hamper, you must fill out the hamper request form located on the Food Centre website. If you are requesting a hamper for the first time, you need to fill out the Food Bank Intake Form. You must request your hamper 24 hour prior to pick-up. You are limited to one food hamper request every three weeks.

<http://www.cusaonline.ca/services/servicecentres/foodcentre/>

### ***FGPA Graduate Student Travel / Research Bursary***

FGPA provides funds to graduate students who need financial assistance to conduct their research or disseminate their research. Approval of the bursary is considered on a case- by-case and first-come-first serve basis. In most cases, students can only submit one application per budget year (May through April); however, in rare cases and if funds are available, students may apply for a second bursary. The form is found at <https://gradstudents.carleton.ca/forms-policies/>.

## **Physical Wellness**

### **Carleton Athletic Centre**

a. All full-time and part-time graduate students have access to the Carleton fitness centre, pool, jogging track, and squash courts located in the Athletic Centre on University Road. Fees for these athletic services are included in your tuition costs. <http://athletics.carleton.ca/>

b. The Athletic Centre offers fitness classes, personal training sessions, and private swimming lessons; however, students must pay additional fees to access these services and classes. At the beginning of each semester, students are invited to try out all fitness classes at no charge for a week-long period before making decisions about which classes they might want to join. All Carleton students receive a 25% discount on all fitness classes offered.

<http://athletics.carleton.ca/aquatics/>

<http://athletics.carleton.ca/fitness/>

c. If fitness classes or personal training sessions do not appeal to you, graduate students also have the option to join an adult rec league or an intermural league. Each of these leagues has many different sports for you to choose from. If you do not feel like committing to a league or joining a team, you can participate in open recreation sports. The open recreation options allow you to drop in during designated times to play your favourite sport with no commitment.

<http://athletics.carleton.ca/leagues/>

### **Graduate Student Association (GSA)**

a. Grad Recreational Softball League (GRSL)

GRSL "...is a slow pitch league, open to interested players of any calibre, with a minimum of seriousness and a maximum of fun. The league is strictly recreational and non-competitive. Those of all skill levels are welcome to play. Weeknights from early May to the end of August, a variety of teams come out to the baseball diamond behind the Nesbitt Biology Building."

<http://gsacarleton.ca/softball/>

The Department of Sociology and Anthropology has its own softball team – the Barflies - that has been a star of the GRSL for many years.

**b. Kitigànensag (Algonquin for “little gardens”)**

Kitigànensag is a student-run garden that encourages “...local, organic food production, education, and community building.” Garden plots are free and include two wheelchair accessible plots. Applications for plots are available to the entire Carleton community but preference tends to be given to graduate students. The planting season starts in May and ends in October.

<http://gsacarleton.ca/garden/>

***Off Campus Wellness Resources***

Mental Health Crisis Line

613-722-6914

[www.crisisline.ca](http://www.crisisline.ca)

Good2Talk: Post-Secondary Student Helpline 1-

866-925-5454

[www.good2talk.ca](http://www.good2talk.ca)

Kind (LGBTQ supports)

613-563-4818

[www.kindspace.ca](http://www.kindspace.ca)

Ottawa Distress Centre (24-hour help line)

613-238-3311

Gay Line Ottawa

(613) 238-1717

Ottawa Coalition to End Violence Against Women

613-237-1000

[www.octevaw-cocvff.ca](http://www.octevaw-cocvff.ca)

Ottawa Rape Crisis Centre

Office line 613-562-2334

Crisis line 613-562-2333

[www.orcc.net](http://www.orcc.net)

Sexual Assault Support Centre of Ottawa

Support line 613-234-2266

Office line 613-725-2160 [www.sascottawa.com](http://www.sascottawa.com)

Odawa Native Friendship Centre  
613-722-3811  
[www.odawa.on.ca](http://www.odawa.on.ca)

Wabano Centre for Aboriginal Health  
613-748-0657  
[www.wabano.com](http://www.wabano.com)

Minwaashin Lodge – Aboriginal Women’s Support Centre  
Crisis line 613-789-1141  
Office line 613-741-5590 [www.minlodge.com](http://www.minlodge.com)

Immigrant Women’s Services Ottawa  
Help line 613-729-1119  
Office line 613-729-3145  
[www.immigrantwomenservices.com](http://www.immigrantwomenservices.com)

Planned Parenthood Ottawa  
613-226-3234  
Options counselling, pregnancy tests, sexual health resources [www.ppottawa.ca](http://www.ppottawa.ca)

Morgentaler Clinic  
613-567-8300  
[www.morgentaler.ca](http://www.morgentaler.ca)

Family Services Ottawa (Counselling, LGBTQ supports)  
613-725-3601  
[www.familyservicesottawa.org](http://www.familyservicesottawa.org)

Sexual Health Centre  
613-234-4641  
STI tests & treatment, HIV testing, pregnancy testing  
[www.ottawa.ca/en/residents/public-health/sexual-health/sexual-health-centre](http://www.ottawa.ca/en/residents/public-health/sexual-health/sexual-health-centre)

AIDS Committee of Ottawa (ACO)  
613-238-5014  
[www.aco-cso.ca](http://www.aco-cso.ca)

Centretown Community Health Centre  
613-233-4443  
[www.centretownchc.org/en/home.aspx](http://www.centretownchc.org/en/home.aspx)

South-East Ottawa Community Health Centre  
613-737-5115  
[www.seochc.on.ca/](http://www.seochc.on.ca/)

## ***“How to Survive Graduate School” Resources***

### ***Books***

Haggerty, K. D., & Doyle, A. (2015). *57 Ways to Screw up in Grad School: Perverse Professional Lessons for Graduate Students*. Chicago: The University of Chicago Press.

Goldsmith, John A., Komlos, John, and Schine Gold, Penny. (2001). *The Chicago Guide to Your Academic Career: A Portable Mentor for Scholars from Graduate School through Tenure*. Chicago, Illinois: University of Chicago Press.

Silvia, Paul. (2007). *How to Write a Lot: A Practical Guide to Productive Academic Writing*. Washington, DC: American Psychological Association.

Rossmann, Mark H. (2002). *Negotiating Graduate School: A Guide for Graduate Students* (2<sup>nd</sup> edition). Thousand Oaks, California: Sage Publications, Inc.

Peters, Robert L. (1997). *Getting What You Came for: The Smart Student's Guide to Earning a Master's or Ph.D.* (2<sup>nd</sup> edition). New York City, New York: Farrar, Straus and Giroux.

Lamott, Anne. (1995). *Bird by Bird: Some Instructions on Writing and Life*. Toronto, Ontario: Random House.

Bolker, Joan. (1998). *Writing Your Dissertation in Fifteen Minutes a Day: A Guide to Starting, Revising, and Finishing Your Doctoral Thesis*. New York, New York: Henry Holt and Company LLC.

Eco, Umberto. (2015). *How to Write a Thesis*. Cambridge, Massachusetts: Massachusetts Institute of Technology.

Becker, Howard S. (2007). *Writing for Social Scientists: How to Start and Finish Your Thesis, Book, or Article* (2<sup>nd</sup> edition). Chicago, Illinois: University of Chicago Press.

Booth, Wayne C., Colomb, Gregory C., and Williams, Joseph, M. (2008). *The Craft of Research* (3<sup>rd</sup> edition). Chicago, Illinois: University of Chicago Press.

Cham, Jorge. (2002). *Piled Higher and Deeper: A Graduate Student Comic Strip Collection*. Los Angeles, California: Piled Higher and Deeper Publishing.

Cham, Jorge. (2005). *Life is Tough and then You Graduate: The Second Piled Higher and Deeper Comic Strip Collection*. Los Angeles, California: Piled Higher and Deeper Publishing.

Cham, Jorge. (2007). *Scooped! The Third Piled Higher and Deeper Comic Strip Collection*. Los Angeles, California: Piled Higher and Deeper Publishing.

Belcher, Wendy Laura. (2009). *Writing Your Journal Article in Twelve Weeks: A Guide to Academic*

*Publishing Success.* Thousand Oaks, California: Sage Publications, Inc.

***Online Resources***

1. Surviving Grad School (and hopefully thriving) (Blog)
  2. Inside Higher Ed (Online Resource)
  3. Finish your Thesis with Dora (Blog)
  4. The Thesis Whisperer (Online Newspaper)
  5. Dissertation Diva.com (Blog)
  6. The Professor is In (Blog)
  7. Gradhacker Industries, Inc. (Collaborative Blog)
  8. The Grad Student Way (Blog)
  9. My Graduate School (Blog)
  10. PhD Life: A Blog about the PhD Student Experience (Blog)
  11. Get a Life, PhD (Blog)
  12. Alternative PhD: Finding New Paths in Academia and Outside the Ivory Tower (Blog)
  13. Everyday Sociology (Blog)
  14. Tenure, She Wrote (Blog)
  15. Emerging Scholars (Blog)
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# The Master's Degree in Sociology - General Information

## Program Requirements (in typical chronological order)

- Course work (number of courses depends on program option). Courses run for one term and are each worth a 0.5 credit.
- Completion of a research essay, thesis, or additional course work.
- An oral defence of the research essay or thesis if applicable

## Academic Standing

Candidates must obtain a grade of B- or better in each credit, however grades of A- and above are expected.

## Registering

Registration deadlines are firm. It is your responsibility to confirm that all documentation associated with completion of an undergraduate degree has been received by the Faculty of Graduate and Postdoctoral Affairs.

Registration is not automatic; you must register every July/September (for Fall and Winter) and May (for Summer). Late registration carries a steep fee. Registration is done online through *Carleton Central* which is accessed through the Carleton University homepage.

## Course Work

The Department makes available the current course offerings before every Fall term (changes can still occur early in the Fall term and also before the Winter term) and posts them on the Department homepage. All students can also check Carleton Central for a current list of offerings. NB: There are often special topics sociology courses offered by academic visitors to the Institute of Political Economy. Please note that not all courses that appear in the Graduate Calendar are offered every year. Students have the option of taking up to one (1.0) full credit worth of courses outside the Department (this includes courses at Ottawa University). Other options for satisfying the course work requirement (such as reading courses/tutorials) can be negotiated with the Graduate Coordinator.

SOCI 5809 (Logic of the Research Process) and SOCI 5005 (Recurring Debates in Social Thought) are required in your MA course work.

You must signal an intention to begin thesis work by registering in SOCI 5909 (equal to two [2.0] credits). Registration for thesis work should not start until after other course work is completed. Once registration for SOCI 5909 begins, continuous registration is required in every subsequent term (including Spring/Summer) until your program is completed.

If you opt to do a research essay you must register for SOCI 5908 (equal to one [1.0] credit). Registration for the research essay must begin no later than the start of the second full year. You cannot be registered for the research essay for more than three consecutive terms.

If you are doing a Thesis or MRP, you must have your supervisor in place by the end of August (the beginning of your second academic year in the program) and have a project

proposal that they agree is a workable MA project.

### ***Thesis, Research Essay and Course Work Program Options***

The Master's degree in Sociology is a research-based degree. The research component can be achieved by a thesis (worth 2.0 credits), a research essay (worth 1.0 credits), or coursework. All options require five (5.0) full credits and differ in the proportion of credits allocated to course work versus research. The choice between these programs depends on many factors and should be discussed with your first year advisor, your supervisor and/or the Sociology Graduate Programs Coordinator. Both the thesis and the research essay program options are good preparation for further graduate work at the Doctoral level.

Note that for administrative purposes, you are automatically enrolled in the thesis option at the start of your program. However, toward the end of your first year you should be actively deciding what form your MA will take. If you decide to do the research essay or coursework option, you must take administrative action to change your program as well as planning to take further courses in your second year. If you do not have a workable project proposal and a supervisor in place by the end of the summer of your first year, you should plan to move into the MRP or coursework stream.

The **course work program** option allows students to engage in critical reflection by taking courses and being involved in smaller writing projects. We counsel students to take up this option if they have wide-ranging interests that are not settling on a specific research project, are experiencing particular difficulties with writing longer-form work, or if the cadence of taking courses works best in their life.

Both the thesis and research essay are meant to demonstrate the student's strong engagement with a body of theoretical and/or substantive research. They both aim to be creative and innovative in their offering of sociological insights. They both develop a standpoint that represents the voice of the student. The two main differences between the research essay and the thesis are of scope and the type of claim they make.

A **research essay** assesses and evaluates existing research. Its primary material is a critical reflection on the work of others, organized around a clearly specified topic. In some cases, a research essay may consist of a preliminary exploration of original or secondary data (for example a small number of key informant interviews, or a review of a Stats Can survey). While guided by a broad research question, its main purpose is to raise new questions and issues. The research essay can have a wider scope than a thesis because it can be more speculative and agenda-setting. Its role is to provide illustrative evidence, rather than definitive, well-documented answers. The end result of a research essay could be a well-grounded set of new research questions or the initial exegesis and preliminary development of a working argument. We advise students to take this option if they are interested in mapping out an area of research, if they know they do not want to spend several months collecting primary data, if they are daunted by the length of the MA thesis, or if they've changed their project focus significantly and wish to take more courses to build their foundation of understanding before embarking on writing.

The overall scope of a **thesis** is quite focused, and the standards and evidence are higher. The expectation is that, as an original contribution to an ongoing conversation in Sociology, the

thesis will identify ways to push ideas forward by providing evidence, argumentation, and critical commentary addressing the research questions posed. There are many ways to do an MA thesis. Those in the past include interrogation of a particular theorist or theoretical tradition, of a significant sociological concept, and of substantive issues. Theses can draw on and produce many different sorts of information – for example, archive material, visuals, internet text, field research, survey data – as well as combinations of evidence in a mixed method approach. They frequently include some form of data collection and reflection, but this is not required. We counsel students to engage the thesis option when they have a clear sense of a doable research project, have made a connection with a supportive supervisor by the end of their first year, have completed their coursework requirements in a timely way, and feel inspired to take up a more substantive piece of writing.

### **Master’s Thesis and Research Essay – Main Differences Summarized**

	<b>Thesis</b>	<b>Research Essay</b>
<b>Credits</b>	2.0	1.0
<b>Proposal</b>	10 pages	1-2 pages
<b>Manuscript Length</b>	100 pgs	50 pgs
<b>Content</b>	original application of new or existing knowledge to a new research question, problem, or setting; may be based on fieldwork, literature review, archives, artefacts, etc.	raises issues based on review of others’ work; primarily a research paper drawing on already-existing research materials
<b>Final manuscript deposit</b>	An electronic copy is deposited via the Faculty of Graduate and Postdoctoral Affairs	A hard copy is deposited in the Department library [in the grad office]
<b>Grade</b>	Satisfactory, or Unsatisfactory	Letter grade

### **Thesis / Research Essay Proposal**

After your MA course work is completed, you will need to prepare a proposal for your thesis or research essay. A thesis proposal has a working title and should be a compact document (maximum 10 pages). It specifies the subject for investigation which frames the research and identifies the procedures to be followed. In order to develop a proposal you must have a sense of the field, i.e. what is ‘known’ and ‘claimed’ about the issue, and a well-specified research question. You need to be explicit about how you’ll approach your research questions and the strategies you plan to use to support your own claims. A research essay proposal is a more concise document, normally 1-2 pages. A handout that outlines each component of the thesis/research essay proposal is distributed and discussed in courses and workshops throughout the first year.

### **Thesis Program Option- Further Details**

The Master’s thesis provides an original contribution on a specific topic located within a wider

research field.

**Thesis supervisor and committee membership:**

The Master's thesis is directed by a supervisor and one committee member. The supervisor must be a member of the core faculty at Carleton. Co-supervision is possible. One co-supervisor and/or a committee member can be drawn from the broader academic community. Additional committee members are permitted but this is an exceptional practice. Once you have identified your supervisor and committee member, you should have them sign the Advisory Committee Form. You must then take it for filing to the Graduate Administrator's office. Please see <https://gradstudents.carleton.ca/forms-policies/> for graduate supervisor guidelines and appointment policies.

**Thesis proposal:**

After you complete 3.0 credits of course work, you'll write a thesis proposal (maximum length 10 pages) in consultation with, and approved by, your supervisor and committee member. Upon approval, the supervisor and the committee will sign the thesis proposal approval form, and you will take the form and a copy of the proposal to the Graduate Administrator's Office to be placed in your file. The draft of your proposal should be complete by the first week of September of your second year.

**Research Ethics approval:**

If you will be doing interviews or otherwise engaging in original research involving human subjects you will need to complete a research ethics application. Normally you'll go over this in the winter term of your second year, but there are also substantial resources at the Research Ethics site, along with templates and forms. It is not unusual to begin the research ethics process at the end of Winter term, with many students beginning interviews over the summer. This approach can save a lot of time, since REB only meets monthly and they are frequently overloaded at the start of term. See submission dates and so on here: <https://carleton.ca/researchethics/>

**Writing the thesis:**

As you begin your writing process, which will frequently include reflecting on your interviews or data collection as you do it, you may feel unmoored - the process of writing the thesis is the biggest and frequently the least scaffolded writing task you'll ever have taken on. We offer a thesis writing class that you are welcome to attend. It is also a good idea to set up your own process and collective support system. Many students find having writing groups, partners, and teams very useful in the second year of the MA. You should avoid dropping out of touch with your supervisor, even if you feel that you haven't done as much work as you had intended to at any particular point. Even if - and perhaps especially if - you are having a hard time with your writing, meet with your supervisor and committee member regularly.

**Completing and defending the thesis:**

It can be several months between when you submit the first complete draft of your thesis to your supervisor and committee member and the actual defence date and submission of the final version of your thesis after the defence. However, we have noticed that sometimes students tend to underestimate the length of time needed for these final steps. To assist you making plans, below we have outlined these steps and suggested time usually needed for each of them:

### **Preparing your thesis:**

Producing an M.A. thesis that meets the high standards of the department and an external examiner is a challenging (and rewarding) process that normally requires multiple rounds of revisions. You should allow your supervisor and committee member sufficient time to comment on at least one full draft of your thesis, and for you to revise the draft substantially based on these comments. Often, before submitting a draft of the entire thesis, students submit individual chapters of the thesis for comments by the supervisor and committee member, and then revise them based on those comments. Sometimes supervisors look at chapters before you send them to the committee member. However, this should not be an unbreakable rule - your committee member is there to support you and will want to work with you as you write the thesis. Normally you should allow 2 weeks and perhaps longer depending on the time of the term and the number of chapters, for the supervisor and committee member to comment on your draft. You should then allow time for the supervisor and committee member to review any revised drafts, before they give you the OK to submit the examination copy of the thesis on Carleton Central. Multiple rounds of revisions are not unusual.

### **Planning your defence:**

In addition to completing the thesis, you must carefully work out a plan with your supervisor in order to make sure you can schedule your defence, submit the defence copy of your thesis, and then submit the final thesis copy by the end of a particular term. Discuss with your supervisor and committee member about whom to have as the internal/external examiner. Once the internal/external examiner and the date has been confirmed, please submit the attached form “Submission of MA Thesis for Defence” to provide us with information needed for setting up your defence, at least **4 weeks** before the proposed defence date.

### **Submitting your defence copy:**

In addition to completing the thesis, you must carefully work out a submission timeline with your supervisor in order to make sure you can schedule your defence, submit the defence copy of your thesis, and then submit the final thesis copy by the end of a particular term. Please note that the defence copy of the thesis must be uploaded to Carleton Central **at least 3 weeks before the defence**. Thesis preparation information can be found on the Graduate Studies website at <http://www1.carleton.ca/fgpa/thesis/>. Please do not include acknowledgements in the defence copy – this page should be left blank and acknowledgements added in the final deposit only.

In most cases, an electronic copy of your thesis will be acceptable to the examination committee (the supervisor, the committee member, the internal/external examiner, and the defence chair). In some cases, one or some members of the examination committee may require a hard copy. If that happens, students will be asked to produce a hard copy soon after uploading the defence copy.

### **Submitting your final thesis copy:**

After your defence, you may be asked to do further revisions before uploading your final copy to Carleton Central. This can take as short as several hours to as long as a few days or more, depending on the extent of revisions you will be asked to do. The deposit of final thesis copy **must** be received by the set due date for any given term (before the close of registration for the next term) in order to be recommended for Graduation.

We no longer have hard copies printed for the libraries or the department. If you would like copies printed and bound like the department copies (red with gold lettering), personal copies (for yourself and your supervisor) may be dropped off directly to Graphics. Supervisor and student copies are copied and bound at the student's expense. The cost of binding through Graphic Services is estimated at \$26.00 per copy plus tax or a coiled bound copy at \$4.75 plus tax and is payable at the time of deposit;

**Timelines in summary:**

- start making plans to defend and submit your thesis by the end of a particular term at the latest in order to graduate as scheduled (please see Graduate Calendar for specific due date in each term for submitting your final thesis copy);
- discuss with your supervisor and committee member about whom to have as an external examiner **8-10 weeks** before your proposed defence date (**if you plan to defend in April, you and your supervisor should identify the external examiner in March**);
- submit the Submission of MA Thesis for Defence form (attached) at least **4 weeks** before the proposed defence date (**if you plan to defend in April, you should submit the form early March**);
- upload the defence copy **3 weeks** before the defence date (**if you plan to defend at the end of April, you should upload the defence copy by early April**);
- the department will assign a defence chair, make the room reservation, and circulate the electronic copy of your thesis, and paperwork to all examination board members (**if you plan to defend in April, it would be best if you have a defence date in late April or very early May**);
- Once you have successfully defended the thesis, the revisions (if applicable) must be made and the final copy must be deposited into Carleton Central by the deadline applicable in a given term

**Thesis oral examination:**

After completion and submission of the written thesis, there is an oral examination which you attend, along with your supervisor, committee member, an external examiner from another academic program in the University (arranged by the supervisor in consultation with the Graduate Coordinator) and the Graduate Coordinator (or a designated Alternate). The Graduate Coordinator (or a designated Alternate) chairs the oral examination. The chair of the oral exam is responsible for the conduct of the examination, and ensures that the required forms are signed by all parties and returned to the Graduate Administrator's office. With the oral examination chair's permission, you may invite other students or family to attend.

You begin the oral examination with a brief statement outlining the research process which produced the document under examination, and which locates your thesis work in your academic career. The defence is about an hour and a half in length. Revisions to the thesis document may be required following the defence. The thesis is evaluated on a distinction/pass/fail basis. The External Examiner from outside Sociology must agree with the evaluation of the thesis. An electronic copy of the successfully examined thesis is uploaded. For more information about the defence, please see FGPA's Thesis Examination policy [<http://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-February-2016.pdf>.] For tips on preparing for and surviving the thesis oral

examination, also known as the thesis defence, please see this document on the Department website: <http://carleton.ca/socanth/wp-content/uploads/Soc-MA-defence-tips-2013.pdf>.

The thesis program requires 3 (3.0) credits of course work (6 courses including SOCI5005 and SOCI5809). At least two of the course work credits (4 courses) must be at the graduate (5000) level. The remaining credit (2 courses) may be selected from either courses offered at the senior undergraduate (4000) level, or courses offered outside the Department, subject to the approval of the advisor and the Graduate Coordinator. Outside courses must be related to your area of interest.

Detailed guidelines for the format of the thesis can be found at: <https://gradstudents.carleton.ca/thesis-requirements/thesis-forms-templates/>  
These guidelines provide a technical framework for the preparation of theses.

### ***Research Essay Program Option – Further Details***

The primary material for the Master's Research Essay is the work of others organized around a clearly specified topic and focus. While guided by a broad research question, a major part of a research essay's purpose is to raise new questions and issues.

#### **Supervision and committee member:**

For the Master's research essay, the committee consists of one supervisor drawn from core faculty and a second reader, selected from core faculty or the broader academic community. You may identify a second committee member early on, but this is not required until the essay is to be examined. Once you have identified a supervisor, you should have the supervisor sign the Advisory Committee Form. You must then take it for filing to the Graduate Administrator's office. Please see <https://gradstudents.carleton.ca/thesis-requirements/graduate-supervision-responsibilities-expectations-policy/> for graduate supervisor guidelines and appointment policies.

#### **Research essay proposal:**

While there is no formal requirement for a research essay proposal, writing one is strongly recommended. A short 1-2 page statement of your research objectives and investigative strategies can help to clarify the topic of your essay and focus your efforts. The draft of your proposal should be complete by the first week of December of your second year.

#### **Writing the MRP:**

As you begin your writing process, you may feel unmoored - the process of writing the MRP is the biggest and frequently the least scaffolded writing task you'll ever have taken on. We offer a thesis writing class that you are welcome to attend if you're writing an MRP. It is also a good idea to set up your own process and collective support system. Many students find having writing groups, partners, and teams very useful in the second year of the MA. You should avoid dropping out of touch with your supervisor, even if you feel that you haven't done as much work as you had intended to at any particular point. Even if - and perhaps especially if - you are having a hard time with your writing, meet with your supervisor regularly.

#### **Research essay oral examination:**

Upon completion and submission of the research essay, there is an oral examination which

includes you, your supervisor, and a second reader. The oral examination begins with your brief statement outlining the research process which produced the document under examination, and locates the work in your academic career. The defence is about an hour in length. The research essay will be assigned a letter grade that is agreed upon by the supervisor and the second reader. You need to deposit a hard copy of the graded essay in the Graduate Administrator's office.

The research essay requires 4 (4.0) credits of course work (8 courses including SOCI5005 and SOCI5809). At least 3 (3.0) of the credits (6 courses) must be at the graduate (5000) level. The remaining credit (2 courses) may be selected from either courses offered at the senior undergraduate (4000) level, or courses offered outside the Department, subject to the approval of the course instructor, your advisor and the Graduate Coordinator. Outside courses must be related to your area of interest.

### ***Course Work Program Option – Further Details***

The normal requirements for completing a Master's Degree through the course work program are 5 (5.0) credits (10 courses including SOCI5005 and SOCI5809). At least 4 (4.0) of the credits must be at the graduate (5000) level. SOCI 5005 and SOCI 5809 are normally required. The remaining credit may be selected from those offered at the senior undergraduate level (4000). You may also take up to 1 (1.0) credit outside the Department, including courses offered at another University, subject to the approval of the course instructor, your supervisor and the Graduate Coordinator. Outside courses must be related to your area of interest. Students normally take 3 (3.0) credits (6 courses) during their first year and 2 (2.0) credits (4 courses) during their second year.

### ***Concentration in Quantitative Methodology***

The concentration in quantitative methodology can be combined with the thesis and research essay programs (see above). There are prescribed courses that must be taken (see Graduate Calendar). If you are doing this option, you can also take part in up to two work placements, where each work placement counts as 0.5 credit (one course). You must organize work placements yourself, although placements must be approved by the Graduate Coordinator.

Please see the Graduate Coordinator as soon as possible when you start your program (and regularly afterwards) to keep on top of specific deadlines and requirements.

### ***How to Change your Program***

Everyone enrolled in the Master's program is automatically assigned to the thesis program. This is for administrative purposes only, and you are able to change to the research essay or coursework option if you decide this is a better fit for you. If you wish to change to the research essay program at the end of the second term of study (and before initiating registration in SOCI5909 (2.0 cr Thesis), you would create this change by registering in SOCI5908 (1.0 cr Research Essay). Students who have initiated the registration in SOCI5909 must notify the department of their wish to change to the Research Essay.

A change in program must normally be done before your third full-time term (or fifth part-time term). This should be done in consultation with your first year advisor or supervisor and the Graduate Coordinator.

## ***Timelines for Completing the Sociology Master's Programs***

The following are activities and suggested timelines for completing the Master's program in Sociology. These are based on the Department's requirements. Please see the Graduate Calendar for specific dates and official regulations. Each timeline corresponds to one of the three streams open to MA students: thesis, research essay, and course work program options (see above).

### **Thesis Program Timeline**

#### **Year 1**

##### **July/August**

-Select courses and register for the Fall and Winter terms. It is recommended that Master's students take 6 courses in the Fall and Winter terms (3 courses per term) in their first year. Courses SOCI 5005 (Recurring Debates in Social Thought) and SOCI 5809 (The Logic of the Research Process) are required as part of the MA course selections.

Please see timetable for course offerings. Note: One course equals 0.5 credit and the thesis equals 2.0 credits.

##### **August/ September**

-Deadline for fee payment and registration (see

<http://carleton.ca/registrar/registration/dates-and-deadlines> for the precise dates).

##### **September – Start of Fall term**

-Contact assigned first year advisor to review program requirements and discuss/agree on course selections.

##### **October/November**

-Complete preparation for external scholarship applications for MA 2<sup>nd</sup> year (OGS, SSHRC).

-Deadline for OGS applications is November 15 (applicable for 1<sup>st</sup> year MA)

##### **December**

-Deadline for SSHRC applications is December 1 (applicable for 1<sup>st</sup> year MA)

-Review course selection for Winter term

##### **January - Start of Winter term**

- - Check in with your first year advisor.
- - Make final course selection for Winter term.

##### **January -April**

-Confirm your decision to pursue the thesis option.

-Start exploring in more detail possibilities for a) the thesis research as well as b) faculty candidates for thesis supervisor and committee member.

-Talk with potential thesis supervisors; decide on a supervisor and committee member.

##### **May-August**

-Prepare thesis proposal (and ethics application if needed). Begin fieldwork if possible.

-If registering in Spring/Summer, discuss implications for scholarships and other funding with the Graduate Administrator.

#### **Year 2**

### **August/ September**

-August 31: For thesis option: have supervisor in place with preliminary approval for thesis project.

-Deadline for fee payment and registration (see

<http://carleton.ca/registrar/registration/dates-and-deadlines> for the precise dates).

### **September-April**

-Continue to conduct research and write thesis or MRP.

### **September**

-Optional - Prepare SSHRC application for PhD studies (due mid-October).

### **October**

-Optional: Prepare OGS applications for PhD studies (due November 15).

### **April (registration for spring/summer also possible)**

-Submit defence copy of thesis to Graduate Office and orally defend thesis.

## **Research Essay Program Timeline**

### **Year 1**

#### **July/August**

-Select courses and register for the Fall and Winter. It is recommended that Master's students take 6 courses in the Fall and Winter terms (3 courses per term) in their first year. Courses SOCI 5005 (Recurring Debates in Social Thought) and SOCI 5809 (The Logic of the Research Process) are required as part of the MA course selections. Please see timetable for course offerings. Note: One course equals 0.5 credit and the MRP equals 1.0 credit.

#### **August/ September**

-Deadline for fee payment and registration (see

<http://carleton.ca/registrar/registration/dates-and-deadlines> for the precise dates).

#### **September – Start of Fall Term**

-Contact assigned temporary advisor to review program requirements and discuss/agree on course selections.

#### **October/November**

-Complete preparation for external scholarship applications for MA 2<sup>nd</sup> year (OGS, SSHRC).

-Deadline for OGS applications is November 15 (applicable for 1<sup>st</sup> year MA)

#### **December**

-Deadline for SSHRC applications is December 1 (applicable for 1<sup>st</sup> year MA)

-Review course selection for Winter term

#### **January - Start of Winter term**

- - Check in with your temporary advisor.
- - Confirm course selection for Winter term.

#### **January -April**

-Confirm your decision to pursue the research essay option.

- Start exploring in more detail possibilities for a) the focus of the research essay, as well as b) faculty candidates for a supervisor.
- Confirm a supervisor for the research essay.

### **May-August**

To complete course requirements, students may be able to arrange reading courses with faculty over the Spring/Summer terms. Sociology graduate courses are not taught in Spring/Summer. Discuss implications of spring/summer registration for scholarships and other funding with grad office.

## **Year 2**

### **August/ September**

-August 31: select courses for Fall term and ideally have MRP supervisor and proposed project in place. Inform Graduate Administrator if you are making any program changes.

-Deadline for fee payment and registration (see <http://carleton.ca/registrar/registration/dates-and-deadlines> for the precise dates ).

### **September-December**

-Select remaining courses.

-If courses have been completed, register for the Research Essay (SOC 5908) for Fall and Winter terms and begin research. Note: Once registration for the Research Essay has started, you must complete the essay within three consecutive terms

### **September**

-Optional - Prepare SSHRC application for PhD studies (due mid-October).

### **October**

-Optional: Prepare OGS applications for PhD studies (due November 15).

### **April (registration for spring/summer also possible)**

-Submit defence copy of research essay to your supervisor, and orally defend research essay. Submit final, revised copy to the department.

## **Course Work Program Timeline**

### **Year 1 July/August**

-Select courses and register for the Fall and Winter. It is recommended that Master's students take 6 courses in the Fall and Winter terms (3 courses per term) in their first year. Courses SOC 5005 (Recurring Debates in Social Thought) and SOC 5809 (The Logic of the Research Process) are required as part of the MA course selections. Please see timetable for course offerings. Note: One course equals 0.5 credit.

### **August/ September**

-Deadline for fee payment and registration (see <http://carleton.ca/registrar/registration/dates-and-deadlines> for the precise dates).

### **September -Start of Fall Term**

-Check in with the assigned advisor to review program requirements and discuss/agree on course selections.

### **January - Start of Winter term**

- - Check in with your temporary advisor.
- - Confirm course selections for Winter term.

### **May-August**

-To complete course requirements, students may be able to arrange reading courses with faculty over the Spring/Summer terms. Sociology graduate courses are not taught in Spring/Summer.

-Discuss implications of spring/summer registration for scholarships and other funding with grad office.

## **Year 2**

### **August/ September**

- August 31: select courses. Inform Graduate Administrator if you are making any program changes.

-Deadline for fee payment and registration (see <http://carleton.ca/registrar/registration/dates-and-deadlines> for the precise dates ).

### **September**

-Check in with the assigned Advisor to review/agree on course selections for Fall term.

### **January**

-Check in with the assigned Advisor to review/agree on course selections for Winter term.

## **Going on extension, leaves of absence, part time status, and withdrawing in good standing**

### ***Extension:***

If you won't finish your degree in the university-dictated timeline, you will need to apply to go on extension. This requires the sign-off of your supervisor and the Grad Coordinator. Students are no longer eligible for research or travel funding, do not receive, internal scholarships, and are out of the Priority TA category (but can still apply for Out of Priority TAs). Usually the extension request includes a timeline for the planned work - here is a sample:

### Sample of Time-line for extension Request

I have completed/will complete by [date] the data collection/primary analytic work/substantive theoretical engagement for my dissertation/thesis

My dissertation/thesis will be [number] of chapters long. My supervisor has read x/y chapters; my committee members have provided feedback on x/y. I plan to defend by January/June.

August/January – submit revisions of chapters 2-5 to committee

September/February – review feedback and revise chapters. Draft introduction and conclusion

October/March – submit chapters 1 (introduction) 8 (conclusion) and revisions of chapters 6&7

November/April – revisions and feedback, submit full draft to supervisor and committee

Early December/May – submit final draft to external examiners

January/June – defend dissertation/thesis

***Leave of absence:***

If you encounter health difficulties, personal challenges, family developments, exciting non-academic career possibilities, or any other life circumstance that gets in the way of grad school there are many good options. You may apply for a Leave of Absence, which pauses your time to completion clock, scholarships, and TAships. Some documentation may be needed (if this is a medical LOA you may need a letter from your doctor, or if it is a professional LOA an offer of employment, and so on). We are happy to help you figure out what's needed and help you work with FGPA on this. It is frequently better to go on LOA while you still have time in your program than to need to go on extension.

***Going part-time:***

Changing to part-time status is frequently also a good option if you are working outside of campus, particularly if you will otherwise be forced to apply for extension. You cannot receive scholarships or committed funding (such as priority TAships) if you're on part-time status, however.

***Withdrawing and re-admitting:***

Withdrawing in good standing, continuing to work on the thesis, and then returning to defend, is also a real option and some people prefer it to applying for an extension. If student withdrew in good standing we expect the supervisor to verify that the thesis or dissertation will be ready to defend within two terms in order to readmit - your supervisor should have seen a complete draft of the thesis, and the committee should have also seen at least a significant portion of it, including any substantive chapters that fall within their area of expertise.

The Grad Coordinator will be happy to talk with you about any of these options.

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## Sociology Master's Programs - Student's Checklist

This check list will help you to keep track of your program progress and remind you of important and mandatory steps on your way to getting your Master's degree. These and any other forms can also be obtained from the Department's Graduate Office and online at either the Faculty of Graduate and Postdoctoral Affairs, or the Department, websites.

### FIRST YEAR ADVISOR

Initial consultation re: course selection (complete by 2<sup>nd</sup> week in September of your 1<sup>st</sup> year) \_\_\_\_\_ date

### COURSE APPROVAL FORM

Signed by First Year Advisor (complete by 2<sup>nd</sup> week in September of your 1<sup>st</sup> year) \_\_\_\_\_ date

### REVISION OF PROGRAM REQUIREMENTS

Students who wish to enrol in research essay or course work options must inform the Graduate Administrator (complete by end of 2<sup>nd</sup> term) \_\_\_\_\_ date

### ADVISORY COMMITTEE (THESIS AND RESEARCH ESSAY OPTIONS)

Selected and confirmed (form signed and filed with Graduate Administrator) \_\_\_\_\_ (complete by end of 2<sup>nd</sup> term) \_\_\_\_\_ date

### SUPERVISOR FORM (COURSE WORK OPTION)

(complete upon transfer to the Course Work Option) \_\_\_\_\_ date

### RESEARCH PROPOSAL FORM (THESIS and RESEARCH ESSAY OPTIONS)

Approved by advisory committee/supervisor and form signed; form filed with Graduate Administrator (complete by end of 2<sup>nd</sup> term) \_\_\_\_\_ date

### THESIS or RESEARCH ESSAY (DEFENCE DRAFT)

Electronic copy of MA thesis submitted at least 4 weeks before defence date. Hard copies may also be required depending on preferences of examiners. Hard or electronic copies of a research essay due at least one week before defence date.

\_\_\_\_\_ date

### ORAL DEFENCE

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

