

# Carleton University

## Graduate Guidelines for Anthropology (M.A. Program)

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# Carleton University

## Graduate Guidelines for Anthropology (M.A. Program)

(Based on the 2025/26 Graduate Calendar. This Guide is available online at <https://carleton.ca/socanth/student-life/graduate/resources-forms/>)

### GENERAL INTRODUCTION

The Department of Sociology and Anthropology at Carleton University offers four distinct graduate programs: a Master's program in Anthropology, a Master's program in Sociology, a Ph.D. program in Anthropology, and a Ph.D. program in Sociology. Each of these programs has certain distinguishing features. This Guide focuses on information required for students who have applied, been admitted, or are about to apply, to the Master's program in Anthropology.

In addition to pursuing the general Master's program in Anthropology, where relevant to the student's area of interest, a student may apply to complete the M.A. in Anthropology with a Specialization in African Studies, Accessibility, Latin American and Caribbean Studies, Digital Humanities, and Climate Change. See the Graduate Calendar for information on these options.

**The dates and program requirements listed in this Guide were accurate at the time it was prepared (2025/26 Graduate Calendar). This Guide is not a substitute for the current Calendar. It is the student's responsibility to ensure dates and regulations are accurate. The Graduate Calendar is available online at <https://calendar.carleton.ca/grad/gradprograms/anthropology/>.**

### 1.0 QUALIFYING YEAR PROGRAM

The qualifying year is intended to prepare students interested in pursuing work in the Master's program, but whose background has certain deficiencies such that they need additional anthropology course work at the undergraduate level before admission to the M.A. program can be considered. Some students who have minor deficiencies in their background may also choose to take several courses as a Special Student, rather than completing an entire Qualifying Year, before applying to the Master's Program. If you are considering applying to the M.A. program and are concerned about possible deficiencies in your background (e.g., your undergraduate degree is from another discipline, or your GPA does not meet the minimum admission standard), you should consult the Graduate Coordinator for Anthropology to discuss what additional preparatory work you may need for admission.

If you are admitted to a qualifying year, your Advisor during this year is the Anthropology Graduate Coordinator. (See also the Graduate Calendar, General Regulations, section 2.3 and 5.2: <http://calendar.carleton.ca/grad/gradregulations/>).

## 1.1 Courses

You normally have to take five (5.0) credits (the equivalent of ten regular courses worth 0.5 credit) during the qualifying year, some of which may be specified at the time of your admission. They should normally be senior undergraduate courses, i.e., at the 3000 or 4000 level, with the exception of any required lower level courses specified at the time of your admission or recommended by the Graduate Coordinator. It is normally expected that you will take some undergraduate courses in anthropological theory and methods, in particular, which will enhance your skills as a graduate student. It is possible to take courses at the graduate level (numbered 5000), but only with direct permission from the instructor. If you wish to take one or more graduate courses during the qualifying year, you should first seek advice from the Graduate Coordinator, as graduate courses entail a heavy workload, and a poor grade in a graduate course for which you do not yet have the background preparation could hurt your chances of graduate admission.

## 1.2 What is Expected During the Qualifying Year?

The qualifying year is an opportunity for you to develop your anthropological skills, to define a research interest you might like to pursue, and to become familiar with the department and its faculty. You should make use of the occasions provided by public lectures, brown bag talks, and other events in the department and around the university. This is a year in which you should also identify potential M.A. Supervisors and/or Advisory Committee Members and become familiar with the graduate student caucus. In short, you should use the year to find out if you want, and are able, to pursue further work in anthropology at Carleton or elsewhere.

## 1.3 Applying to the M.A. Program

Following admission to the qualifying year, you must still apply for subsequent admission to the Master's program. In order to be considered for funding, you should apply by the normal application date – February 1. The online application is available through a link from the Department of Sociology and Anthropology website, under graduate programs (<https://carleton.ca/socanth/anthropology-program/anthropology-graduate-program>). You may apply after February 1 and be accepted in the program if you qualify, **but you will not automatically be eligible for funding unless you apply by the normal date. We also advise to apply by the deadline of February 1st to be considered in the first round of offers.**

## 2.0 MASTER'S PROGRAM IN ANTHROPOLOGY

## **2.1 Introduction to the Program**

Students who successfully complete the Master's program are expected to have a solid grasp of the main theoretical and methodological underpinnings of the discipline. You are also expected to be familiar with the academic literature in your particular areas of specialization. You should demonstrate an ability to work independently on theoretical or research issues. You will develop this knowledge and these abilities during the process of completing the requirements of the Master's program. They are intended to prepare you to pursue further graduate training at the Ph.D. level, or a relevant career outside the university.

You will be assigned a Temporary Advisor when admitted. This Advisor will assist you with the initial decisions you need to make when first entering the program. Your Temporary Advisor can provide information about the department and its programs and advise you in selecting courses. Your Temporary Advisor will also be able to identify faculty members you might consider as potential Supervisors or Advisory Committee Members. We recommend that you contact your Temporary Advisor, in person or by email, to seek advice on choosing courses before you register. If this is not possible, you should consult the Anthropology Graduate Coordinator for advice. Your Temporary Advisor must sign your Course Approval Form by the second week of classes. Beyond an initial discussion, students are not tied to the Temporary Advisor assigned to them nor do students have any ongoing obligation to them. Their role usually ends once the student has selected a Supervisor. Your Temporary Advisor, however, can be very helpful during your first few days or weeks in the program, and very often, Temporary Advisers turn into Supervisors. You should get in touch with your Temporary Advisor as soon as possible and take advantage of the knowledge and advice they have to offer.

## **2.2 Program Options for Completing the Master's Degree**

The Master's program in Anthropology offers three different programs of study: 1) the Thesis option, 2) the Research Essay option, and 3) the Course Work option. All three programs require five (5.0) credits; they differ in the proportion of those credits allocated to course work versus research and write-up of a major project. All three options are designed to promote the acquisition and development of theoretical and methodological competence in anthropology. The option that is best for you depends on your background preparation, research interest and career plans. The similarities and differences between the three options will be explained in greater detail below. This information will help you to decide which option is most appropriate for you. You should consult the Temporary Advisor assigned to you when you enter the program, as well as other faculty members you meet as you begin taking courses in the department. Note that the Thesis program is the 'default option' when you enter the program. At the end of the second term of fulltime study (or fourth term for part-time students), you will be sent a form and decide which option you opt for.

There are two research-oriented programs for the M.A. degree—the Thesis and Research Essay options. The main differences between them are: 1) the balance of course work and

research activities, and 2) the scope and nature of the major project (Thesis or Research Essay) as well as the research proposal and oral examination requirements associated with it. A third possible route to the M.A. degree is the Course Work option, which involves course work alone.

In general, students take from 18 to 30 months of full-time study to complete the program, with an average time of 24 months no matter the option chosen.

Typically, students in the **Thesis** option take their course work during the first two terms of enrolment, i.e., the first Fall and Winter term, and conduct their thesis research in the Spring/Summer, or if they have jobs during the Spring/Summer, sometimes in the following Fall term. Research, analysis, writing and defending the Master's thesis normally take two to three additional terms. This means that a typical student needs four to five full-time terms (or 18 to 30 months) to complete the program under the Thesis option. Some students who work on their thesis during the Spring/Summer may be able to complete the program in 18 months, that is, by December of their second year in the program, although this is rare and more commonly students defend the thesis in either May or August of the second year.

Students in the **Research Essay** option follow a similar pattern, except that they will normally extend their course work into their second year. Thus, they may work on their research essay in the summer after their first two terms, and/or concurrently with their final remaining credits of course work, completed over their second year. Typically, they would take three credits (3.0) of course work over the first Fall and Winter terms, begin their research essay over the Spring and Summer, and complete their research essay work over the following Fall and Winter terms while also completing their final one (1.0) credit of course work. As with the Thesis option, efficient use of time over the Spring/Summer working on the research essay and defending it in the Fall term while completing one credit of course work (two courses) could allow for completion of the program in 18 months, by December of the second year although this is rare and typically students defend their research essay in May or August of the second year.

Students in the **Course Work** option also normally take three (3.0) credits of course work during their first year of enrolment, followed by two (2.0) additional credits in their second year. A student who completes a tutorial over the Spring/Summer months and takes a normal, three-course (1.5 credit) load for three terms could complete this program in 18 months, by December of the second year. Typically, however, students in the course work option complete their program in the Winter term of their second year.

The following three sections describe the three options in more detail. This is followed by additional sections that describe in further detail the requirements for the thesis and research essay in particular.

### **2.2.1 The Master's Thesis Option**

The Master's Thesis option requires you to complete a number of courses, to write a thesis proposal, to write a Master's thesis, and to defend that thesis in an oral examination.

For the Thesis option, the normal requirements are that you take three (3.0) credits worth of course work and write a thesis for two (2.0) credits. Our graduate courses are usually one term courses, worth one half [0.5] credit each, running in Fall or Winter. You should note that not all courses listed in the Calendar are offered each year. At least two (2.0) of the course work credits should be at the 5000 level. One (1.0) credit may be selected from those offered at the senior undergraduate level (that is, courses at the 4000 level).

Students may normally also take up to one (1.0) credit outside the department, including courses offered at another university, subject to the approval of their Supervisor. For the Master's Degree in Anthropology, there are two specific course requirements: ANTH 5401 (Theories and Methods I) and ANTH 5402 (Theories and Methods II). Students in the Thesis option are reminded of the following: ANTH 5909 is a two (2.0) credit "thesis course," but it is only necessary to enrol in this course when you have completed all of your other course work. **Please note:** if you enrol in ANTH 5909 earlier than this, you are *required* to register (and pay fees) for each subsequent term, including Spring/Summer.

Students are advised to select a thesis topic and prepare a proposal in consultation with their Supervisors. It is advisable that you complete this during your second term of study. For more information regarding a Supervisor, see section 3.3 below. If your proposed thesis research involves human "subjects" (e.g., as interviewees or people you interact with), you must obtain approval from your Advisory Committee as well as from the university's Ethics Committee before you will be allowed to collect data. The process of applying for ethics clearance may take a fair amount of time; students should include this phase in their planning when they prepare their timetables and consult with their Supervisor as to when to submit their application.

Information about ethics requirements is available from Carleton University Office of Research Ethics (website: <https://carleton.ca/researchethics/>; email: [ethics@carleton.ca](mailto:ethics@carleton.ca)).

If you hold a Teaching Assistantship and you intend to conduct fieldwork outside of Ottawa during the academic year, you are eligible to apply for a T.A. to RA conversion awards, and to substitute scholarship money for your T.A. position for a single term, at a rate of 80% of your normal T.A. salary. If this situation applies to you, please contact the Graduate Administrator in the Department of Sociology and Anthropology for more information.

### **2.2.2 The Master's Research Essay Option**

The Research Essay option requires you to complete a number of courses, to write a proposal, to write a research essay, and to present that essay for oral examination.

For the Research Essay option, the normal requirements are that students take four (4.0) credits worth of course work and write a research essay for one (1.0) credit. Course work

may consist of a mixture of formal courses and seminars. Our graduate courses are usually one term courses, worth one half [0.5] credit each, running in Fall or Winter. You should note that not all courses listed in the Calendar are offered each year. At least three (3.0) of the course work credits should be at the 5000 level. One (1.0) credit may be selected from those offered at the senior undergraduate level (that is, courses at the 4000 level). Students may normally also take up to one (1.0) credit outside the department, including courses offered at another university, subject to the approval of their Supervisors. For the Master's Degree in Anthropology, there are two specific course requirements: ANTH 5401 (Theories and Methods I) and ANTH 5402 (Theories and Methods II).

Students should select a research essay topic and prepare a proposal in consultation with their Supervisors. It is advisable that you complete this during your second term of study. For more information regarding a Supervisor, see section 3.3, below. Although research essays are often literature-based and do not involve human "subjects," if your proposed research does involve human "subjects" (e.g., as interviewees or people you interact with), you must obtain approval from your Advisory Committee as well as from the university's Ethics Committee before you will be allowed to collect data. The process of applying for ethics clearance may take a fair amount of time; students should include this phase in their planning when they prepare their timetables and consult with their Supervisors as to when to submit their application.

Information about ethics requirements is available from the Carleton University Office of Research Ethics (website <https://carleton.ca/researchethics/>; email: [ethics@carleton.ca](mailto:ethics@carleton.ca)).

### **2.2.3 The Master's Course Work Option**

The normal requirements for completing a Master's Degree through the Course Work option are five (5.0) full credits of course work. Our graduate courses are usually one term courses, worth one half [0.5] credit each, running in Fall or Winter. You should note that not all courses listed in the Calendar are offered each year. At least four (4.0) of the credits should normally be at the 5000 level. The remaining one (1.0) credit may be selected from those offered at the senior undergraduate level, i.e., at the 4000 level. Students may also take up to one credit outside the department, including courses offered at another university, subject to the approval of their Supervisor. For the Master's Degree in Anthropology, there are two specific course requirements: ANTH 5401 (Theories and Methods I) and ANTH 5402 (Theories and Methods II).

Students in the Course Work option normally take three (3.0) full credits during their first year and two (2.0) full credits during the second year in the program. (While there are some possibilities to complete some of this course work during the Spring/Summer terms, students should not expect graduate courses to be offered in these terms)

Once a student selects the Course Work option, they should select a Supervisor, who will help with course selection and support the student throughout their graduate study. A



form indicating the name of the Supervisor should be signed by the Supervisor and the student, and filed with the Graduate Administrator.

### **2.3 The Master's Thesis and Master's Research Essay: Characteristics, Requirements and Process**

#### **Thesis:**

A Master's thesis is worth two (2.0) credits. It is normally 90-125 pages, and is organized into chapters. It may involve fieldwork in combination with a literature review, or it may involve an extensive review of literature, other documentary evidence, archives, or artefacts. The thesis is characterized by an original application of new or existing knowledge to a new research question, problem, or setting, and will generally identify new questions for future research.

The Thesis option requires that the student produce an approximately 10 to 15 page (excluding bibliography) research proposal in advance of commencing the project. The student must meet with the Advisory Committee to discuss and approve the proposal.

The thesis is supervised and examined by the student's Advisory Committee, normally consisting of (minimally) a Supervisor and second Committee Member (or two CoSupervisors and an additional committee member). Once the thesis has been approved for defence, it also involves the addition of an External Examiner from outside the department for the oral defence. The Supervisor and second Committee Member should both be involved in guiding the evolution of the research and writing process. Prior to the oral defence, the Supervisor must sign off indicating that the thesis is ready for defence, and a public notice of the examination must be posted at least two weeks prior to the examination.

The oral defence is chaired by the Graduate Coordinator (or delegate) and normally takes from 1.5-2 hours. The oral defence is graded as Satisfactory/Unsatisfactory, and the thesis itself is graded Satisfactory or Unsatisfactory.

The thesis is formally submitted to Graduate Studies by uploading it online as a PDF file, through Carleton Central, and is deposited in Carleton's library. It may also be deposited in the National Library and Archives.

#### **Research Essay:**

A Master's research essay is worth one (1.0) credit. It is normally 50-70 pages, and is organized into sections rather than chapters. It does not normally entail fieldwork, although it may involve some limited consultation with key informants. A typical research essay is a library research paper, organized around a clearly specified topic. Its primary source material is the work of others. Its purpose is both to review the literature on a topic and, importantly, to raise new questions or issues.

The Research Essay option requires that, in advance of commencing the project, the student produce a 6 to 8 page (excluding bibliography) research proposal that must be approved by his/her Supervisor.

The research essay is supervised and examined by the student's Advisory Committee, normally consisting of (minimally) a Supervisor and a Second Reader. The Second Reader may be identified early on and be involved in the ongoing supervisory process, or the student may work primarily with the Supervisor, with the Second Reader's role limited to reading, examining, and grading the paper toward the end of the process. The oral defence is conducted by the Advisory Committee and chaired by the Supervisor, and normally takes 45-60 minutes. The oral defence does not involve an External Examiner. There is no public notice of the examination. The research essay is assigned a letter grade, with a minimum pass of B-.

The final copy of the research essay is submitted to the student's Committee and to the departmental library only.

#### **Master's Thesis and Research Essay Compared:**

|                                   | <b>Thesis</b>  | <b>Research Essay</b>   |
|-----------------------------------|--|---|
| <b>Credits</b>                    | 2.0  | 1.0   |
| <b>Length</b>                     | 90-125 pages   | 50-70 pages   |
| <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 library-based research paper |
| <b>Proposal</b>                   | 10-15 pages plus bibliography; proposal approval meeting with committee  | 6-8 pages plus bibliography; proposal approved by Supervisor                            |
| <b>Committee/<br/>examination</b> | 1 Supervisor and 1 Committee Member (or 2 Co-Supervisors); 1.5-2 hour publicly announced oral examination with Committee Members and External Examiner                     | 1 Supervisor and 1 Second Reader; 45-60 minute oral examination with Committee Members  |

|                   |   |                      |
|-------------------|---|----------------------|
| <b>Submission</b> | University library, Graduate Studies; may be deposited with National Library and Archives | Departmental library |
| <b>Grade</b>      | With Distinction, Satisfactory, or Letter grade; minimum pass is B-Unsatisfactory         |                      |

### 2.3.1 The Proposal

#### Thesis:

Students are required to submit a thesis proposal before commencing their thesis research. Generally, this proposal should not exceed fifteen (15) pages in length, excluding the chapter outline and bibliography. Once completed, the proposal must be approved in a meeting with your Advisory Committee, and a form must be signed by your Advisory Committee and filed with the Graduate Administrator. You may then begin working on your thesis. When you are working on your thesis, it is important that you work closely with the members of your Advisory Committee. They can help you to deal with the questions you will address while undertaking your research project.

The expected components of a thesis proposal should be discussed with your Advisory Committee, as it is your Advisory Committee that will approve the proposal. The proposal might include the following components, but you should keep in mind that proposals vary from student to student depending on their project:

The expected components of a thesis proposal might include:

| <b>Section</b>               | <b>Components</b>   |
|------------------------------|---|
| Introduction                 | overview of the issue, what this research aims to do, research question(s)                            |
| Background to the research   | review of relevant ethnographic and theoretical literature  |
| Project description          | research objectives; scope; research site; contacts established; relationship to past work/experience |
| Methodology                  | description of methods to be used; specifics of methods, samples, etc.; approach to data analysis     |
| Significance of the research | importance to the field and society   |

|  |   |
|--|---|
| Timeline                                   | anticipated research, analysis, and writing activities, by month; anticipated completion and defence dates        |
| Chapter outline                            | anticipated chapter titles, subtitles, and/or themes  |
| Bibliography                               | a bibliography that includes both sources cited in the proposal, and other sources relevant to the project        |
| Sample interview questions (if applicable) | if employing interviewing as a method, a list of the types of interview questions you will ask study participants |

You should consistently use a standard style for references and citation of sources in both the thesis proposal and the final thesis. Acceptable style guides generally include those found in anthropological journals (e.g., *American Anthropologist*, see <https://americananthro.org/publications/publishing-style-guide/>), or any of the major style guides found on the Carleton library website—for example, APA or Chicago (see <http://www.library.carleton.ca/help/citing-your-sources>). For certain types of projects (e.g., archival research), other style guides may also be acceptable. You should consult your Supervisor to ensure that the style guide you are using is appropriate.

## Research Essay

The research essay proposal is similar to the thesis proposal (section 2.3.1, above). There are, however, some differences in length and content. The proposal for a research essay should be six to eight (6-8) pages in length, excluding bibliography. Its content should be consistent with writing a research essay of 50-70 pages in length. In contrast to a thesis proposal, the content may be briefer in certain sections, for example, less discussion of methodology will be required for a research essay that is library-based than for a thesis that includes fieldwork. Once completed, the proposal must be approved and a form must be signed by your Supervisor and filed with the Graduate Administrator.

The expected components of a research essay proposal should be discussed with your Supervisor. The proposal might include the following components, but you should keep in mind that proposals vary from student to student depending on their project:

| Section                                      | Components   |
|--|--|
| Introduction                                 | overview of the issue, what this research aims to do, research question(s)   |
| Background to the research                   | review of relevant ethnographic and theoretical literature   |
| Project description and approach/methodology | research objectives; scope; data/literature sources to be employed; importance of the topic to the field and society |

|              |   |
|--------------|---|
| Timeline     | anticipated writing schedule/completion and defence dates   |
| Bibliography | a bibliography that includes both sources cited in the proposal and other sources relevant to the project |

You should consistently use a standard style for references and citation of sources in both the thesis proposal and the final thesis. Acceptable style guides generally include those found in anthropological journals (e.g., *American Anthropologist*, see <https://americananthro.org/publications/publishing-style-guide/>), or any of the major style guides found on the Carleton library website—for example, APA or Chicago (see <http://www.library.carleton.ca/help/citing-your-sources>). For certain types of projects (e.g., archival research), other style guides may also be acceptable. You should consult your Supervisor to ensure that the style guide you are using is appropriate.

### 2.3.2 The Completed Thesis or Research Essay

Specific information about the format of the thesis is available from Graduate Studies (<https://gradstudents.carleton.ca/resources-page/thesis-requirements/formatting-guidelines/>). The office also has information about deadlines for completed theses for Fall and Spring graduation/convocation periods.

The oral defence will be scheduled when the student's Advisory Committee Members have approved the completed thesis or research essay.

#### **Thesis:**

Students must upload the defence copy of the thesis through Carleton Central at least two weeks before the oral defence can be held. The thesis will then be approved online by your Supervisor, and distributed electronically to Committee Members and the External Examiner by the Graduate Administrator.

Once the thesis has been submitted, a notice must be posted in the department at least two weeks before the date on which the oral examination has been scheduled, giving the names of the members of the examination committee and the date and time of the oral examination. Once the Examining Board has been appointed, the External Examiner will be contacted and informed (in writing) of the procedures which will be followed in the defence, and outline the judgements which are to be made. If an examiner has serious reservations about the quality of the thesis he or she must submit written comments in the form of a report to the departmental Graduate Coordinator in advance of the oral examination.

#### **Research Essay:**

Once the Supervisor and Second Reader have signed a form stating that the research essay is ready to be examined, an oral examination will be scheduled. There is no External Examiner or public notice of the examination.

### **2.3.3 The Oral Examination**

#### **Thesis:**

A thesis oral examination is normally 1.5-2 hours in length.

The examination committee consists of: the student's Supervisor (or Co-Supervisors), the other member(s) of the Advisory Committee (additional Committee Member beside Supervisor(s)), an External Examiner from outside the department who is familiar with the thesis topic and a representative of the Graduate Committee, who chairs the defence. In addition, the Chair of the department or their representative, and a person representing Graduate Studies are officially (*ex officio*) members of the Examining Board, but in the majority of thesis examinations, these persons will not, in fact, take part. You may discuss the selection of the External Examiner with your Advisory Committee. You are encouraged to make suggestions about suitable examiners; you are also allowed to "veto" a potential External Examiner if you anticipate that you will be uncomfortable with that person on your Examining Board. However, the final responsibility for selecting an appropriate External Examiner lies with your Supervisor.

You are allowed to invite others to observe the oral examination, such as fellow students, friends, spouses, and parents. If you wish to be present at another student's oral examination, common courtesy would demand that prior permission be granted by that student. These observers are not entitled to participate in the examination process itself (e.g. they may not ask questions, nor comment on the proceedings). Faculty members who wish to attend thesis examinations are entitled to attend; however, faculty members who are not members of the examining board are not allowed to ask questions, unless they submit comments in writing at least 24 hours before the examination.

It is the function of the examining board to make a recommendation to the department and to Graduate Studies regarding the acceptability of the thesis and the candidacy of the student for the Master's degree. The Examining Board may recommend that your thesis be accepted "as submitted." That decision may still require you to correct any remaining spelling errors in your manuscript, as well as make some minor adjustments to your text. A second potential outcome is that the thesis is "accepted with minor revisions." Such minor modifications generally involve you adding one or more short sections to your text, e.g., by inserting a paragraph at a point where the examining board thought that the text needed clarification. Your Supervisor should approve such minor changes; no further examination is needed, nor do other members of the examining board need to be consulted. A more demanding recommendation by the examining board is "accepted with major revisions." This may require you to rewrite an entire chapter (or more), or even re-analyze your data. Such changes require that a subset of the members of your examining

board approve them, to be agreed upon by the examining board during the defence deliberations; in some instances, a new examination by the same board will be required. The Chair of your examining board always indicates the minor or major revisions required in written form.

Since revisions may be required, you should allow time, when scheduling the oral examination, to make these revisions before the final date for upload of the thesis to Carleton Central (see the Graduate Calendar for this deadline).

In addition to the assessment of the thesis manuscript, the examining board makes a few other decisions. It evaluates your oral defence as “Satisfactory” or “Unsatisfactory.” It also evaluates the overall performance (i.e., the combination of the written document and the oral defence) as “Satisfactory,” or “Unsatisfactory.”

Following the defence, when you have completed your revisions, you should send them to your Supervisor for approval first, and once approved, upload the final thesis to Carleton Central. Your Supervisor will then sign off in Carleton Central that the thesis has been approved for deposit with the university.

### **Research Essay:**

A research essay oral examination is normally 45-60 minutes in length. The examiners include the Advisory Committee Members only (i.e., your Supervisor and Second Reader), and the exam is chaired by the student’s Supervisor.

At the completion of the oral examination, you will be informed of the letter grade to be assigned to the research essay and whether or not minor revisions are required before the final copy is submitted to the Graduate Administrator and the grade is submitted. The minimum passing grade for a research essay is a B-. If the examining committee feels that major revisions are required before the research essay will be acceptable, then you may be asked to make substantive revisions, and given a deadline for submission of the revised essay. The revisions required will be specified for you in writing. You will also be informed as to whether or not an additional oral examination will be required before a final letter grade can be assigned. The third possible outcome of the oral examination, though rare, would be a fail (i.e. a letter grade between C+ and F).

### **2.3.4 What to Expect in the Oral Defence**

Many students find attending an oral defence an interesting and informative experience. You should consider attending one or more defences as you prepare for your own. As a matter of courtesy, you should ask for permission to attend from the student involved. The oral defence is intended as a friendly, not an antagonistic discussion, enabling you to demonstrate your competence with the material and to give you an opportunity to elaborate on the interesting, significant and novel aspects of your work. Since a particular piece of research can be organized and carried out in different ways, a student may be asked to assess the advantages and disadvantages of the particular methodological or

theoretical approach they have taken. This allows the student to demonstrate their competence by showing that they have considered alternative strategies and can explain the reasons for specific decisions made in completing the project. If there are serious reservations about the thesis or research essay, they are usually raised and addressed by the student's Advisory Committee well before any oral defence is scheduled.

Defences are organized on a question-response basis. You will be asked to make a brief opening statement (about 10 minutes), after which the examining committee will ask you questions. Two rounds of questioning are held. The first round begins with the External Examiner (in the case of a thesis) and proceeds with members of the Advisory Committee, ending with the student's Supervisor. During the first round, each examiner questions the student without being interrupted by other members of the examining committee. The second round is much more free-flowing and intended as an exchange of ideas. It begins again with the External Examiner (or Second Reader in the case of a research essay) but other members of the examining committee may participate in the discussion.

The student (and guests, if any) is then asked to leave the room while the examining committee decides on the acceptability of the defence. See the previous section for the possible outcomes of oral examinations.

### **3.0 WHAT AM I EXPECTED TO DO?**

#### **3.1 Working with the Temporary Advisor**

In order to help new students become acquainted with the department, the Graduate Committee, which has recommended a student for admission, assigns each student to a Temporary Advisor. The role of this Temporary Advisor is to provide you with information about the department and its programs and to assist you in selecting courses. In most cases, the Temporary Advisor assigned to you has expertise in areas that are similar to those you identified in your application for admission. Your Temporary Advisor will be able to identify faculty members you might consider as potential Supervisors or Advisory Committee Members. You should get in touch with your Temporary Advisor as soon as possible and take advantage of the knowledge and advice they have to offer. You are expected to discuss your program (e.g., course selection) with your Temporary Advisor, before registering, and to reach out to your Temporary Adviser when you have questions about the program, coursework, selecting your Supervisor, etc. If this person is unavailable, you should discuss your program with the Graduate Coordinator. Your Temporary Advisor must sign your Course Approval Form by the second week of classes.

#### **3.2 Selecting and Registering for Courses**



When you enter the Master's program, one of your first tasks is to select your courses. As stated above, your Temporary Advisor can offer assistance and valuable advice. There are a number of strategies for identifying which courses to take. Some students attend several different courses during the first two weeks of the term to explore which courses will best meet their needs. Another strategy is to meet with the faculty members teaching the courses you have tentatively identified and discuss their courses with them, or to request a copy of their course syllabus. Before making a final decision, you should look at course outlines, reading lists, assignments and other requirements for each of the courses you are thinking about taking. You have some latitude for changing your mind in the first week or so of the term. Official deadlines to effect such changes without financial or academic penalty are listed in the Graduate Calendar. When making your course selections, please note that not all courses are offered in each term, not even in each academic year – so be sure to check to see what is on offer each term.

### **3.3 Selecting a Supervisor**

After an initial period – ideally by the beginning of your second term in the program – you should select a faculty member to be your Supervisor. This should be done with care since your Supervisor will play an important role as you complete your Master's Degree. You should consider a variety of factors when deciding who will be a good Supervisor for you, including whether that individual is working in your area of interest, either substantively, theoretically or methodologically; your own background and work habits; and what you feel a beneficial relationship with your Supervisor would be. Information about faculty "supervision styles" and availability can often be garnered from other graduate students, your Temporary Advisor, the Graduate Coordinator or other faculty members.

Research interests and publications of the faculty are listed on their web pages, accessible from the departmental website under 'People.' You should also attend the various departmental functions held at the beginning of the academic year, especially those designed for new students. These functions provide an opportunity for you to meet various faculty members in an informal setting and talk to them about their research, courses they teach, the department, and its programs.

A good way of getting to know faculty members is to make appointments to meet with them. These meetings are ideal for discussing your program and exploring common research interests. You may want to start by arranging meetings with the faculty members from whom you are taking courses. Besides talking about the course, you can discuss your broader interests in the discipline and acquire information about potential Supervisors and program requirements. If you have a Teaching Assistantship or Research Assistantship, you will want to make an appointment with the faculty members for whom you work as well.

The information you gather during these meetings as well as what you learn from fellow graduate students will go a long way in helping you decide who to ask to be your

Supervisor. Once you have identified several possible candidates, you should make an appointment and approach them. Since faculty members usually have a number of ongoing commitments, including numerous graduate supervisions, it is wise to approach potential Supervisors **early** in your program. You should arrange a meeting with them to discuss your plans, exploring their interest in your work and your compatibility with them. You should note that there are certain limitations on what categories of professors, instructors, and adjunct faculty can serve as Supervisors or Committee Members. This information is listed on the department website (<https://carleton.ca/socanth/our-people/anthropology-faculty/#supervise>). If there is any doubt about the eligibility of particular faculty members, see the Graduate Administrator for clarification.

Once you have made your decision, you should ask the faculty member if they are willing to be your Supervisor. If they agree, you should spend some time discussing the expectations they have of you and what you, in return, can expect from them. Be clear about expectations from the outset, including in terms of regularity of meetings, kind of supervision, ways to communicate, etc. This will help you avoid difficulties later. The relationship you have with your Supervisor should be cordial and conducive to completing your work. Your Supervisor will play a major role in helping you through the program. Graduate Studies provides clear guidelines about responsibilities and expectations of supervisors and graduate students, you can see here: <https://gradstudents.carleton.ca/thesisrequirements/graduate-supervision-responsibilities-expectations-policy/>.

Soon after the initial meeting, students should work with their Supervisor to develop a tentative work plan that outlines the various stages of the program they are undertaking, including expected completion dates for each stage. This is a good time for students to begin to clarify exactly what is expected of them. For example, if the Thesis option is chosen, discussions should begin about the form and content of the thesis and how it is to be completed. Since this is probably the first time most students have been required to write a thesis, they will have little more than a vague idea of what a thesis is about. One suggestion is to spend some time with the departmental library to read recently completed Master's theses and thesis proposals. Look at several of them to get an idea of the range of work done by other students. Ask your Supervisor or the Graduate Coordinator to identify some of the more notable examples of recent Master's theses and M.A. thesis proposals, so that you can get a sense of what you will be expected to produce. Read them carefully to see how theses and thesis proposals are organized and how different students have approached writing their literature reviews or methodology chapters.

### **3.4 Composing the Advisory Committee**

Once you have selected your courses, identified a Supervisor, and a program option, you will need to establish an Advisory Committee (not required for the Course Work option). At the Master's level, the committee usually consists of one additional faculty member from within the department. Some students have more than two members on their Advisory Committees with some including faculty members from outside the department.

The reasons for selecting Advisory Committee Members vary. In some cases, faculty members are asked to be on an Advisory Committee because of their theoretical or methodological expertise. In other cases, they are area experts who can assist the student in completing their program in other ways. You should discuss the selection of the Advisory Committee Member(s) with your Supervisor. They can identify potential members and help you to construct an Advisory Committee that will work for you. Some students choose to have two Co-Supervisors as part of their Advisory Committee; this is an option you might want to consider if your project relies equally on the expertise of two faculty members. Students should be aware, however, that if they choose to have two CoSupervisors, they will need a third Advisory Committee Member to meet Graduate Studies regulation.

Once you have selected a Supervisor and Advisory Committee, you are required to record these decisions with the department by filling out the appropriate committee form. Remember, your Advisory Committee Member and Supervisor are both there to assist you in completing your program. If the committee you have constructed is not working well for you, a discussion about your committee with the Graduate Coordinator might be worthwhile in order to consider your options and get some advice as to how to proceed. You can change your Advisory Committee or Supervisor at any time. However, such a decision should be made with care and in consultation with the Graduate Coordinator and your other Committee Member(s). A form has to be signed indicating the change(s) made. Before you arrange for the signing of this form by various people, it is considered a matter of common courtesy for you to discuss the changes you are planning with the faculty member you want to replace. If a face-to-face meeting is not appropriate - for example, if you feel very uncomfortable in the presence of that person - you should inform the faculty member in writing as soon as possible. Under such circumstances, it is advisable that you give a copy of your letter to the Graduate Coordinator, who will put it in your student file. The bureaucratic procedure required when you change the membership of your committee is:

1. talk to the faculty member you are asking to leave your committee and have them sign your committee form;
1. talk to the faculty member you are asking to join your committee and have them sign your committee form (this is, naturally, under the assumption that this person is indeed willing to join your committee);<sup>19</sup>
2. take the form, duly signed by both persons, to the Graduate Administrator to give to the Graduate Coordinator. The Graduate Coordinator will sign your form as well and ensure that a copy of the form is placed in your student file.

You should also be aware of the fact that you may be able to change the program option you have selected after you are in the program. However, the rules governing such changes are restricted (see Graduate Calendar). Again, this is a serious decision and you should discuss it with your Supervisor and the Graduate Coordinator. Such changes of program options, if approved, always require some formal paperwork between the Graduate Coordinator and Graduate Studies.

## **4.0 FUNDING AND OTHER RESOURCES AVAILABLE TO STUDENTS**

A variety of resources are available to graduate students in the department. Students awarded a Teaching Assistantship will normally be assigned office space and have a place to hold office hours with their students. Library privileges and access to computer facilities are two other important resources available to graduate students. Since the availability of these resources is constantly changing, you should get up to date information from the Graduate Administrator when you are admitted (Some of this information is typically included in your welcome package/emails). Students also have access to a limited amount of funding to support their academic activities (e.g., conference and research travel funds available through the department, and from the Graduate Student Association).

The majority of full-time domestic graduate students receive financial support from the university. Although the policies governing the allocation of the awards as well as specific dollar amounts awarded change from year to year, a general pattern can be specified. As a rule, three forms of financial support are available:

### **4.1 Teaching Assistantships**

Teaching Assistantships are awarded to qualified incoming graduate students (domestic) through Graduate Studies. A Teaching Assistantship requires an average of 10 hours per week of work during the Fall and Winter terms only, for 130 hours per term. Currently, M.A. students in good standing who have been awarded a Teaching Assistantship have priority for four terms of assistantships over five consecutive terms. Domestic applicants admitted to the M.A. program will automatically be assessed for eligibility for a Teaching Assistantship.

Students holding Teaching Assistantships are members of CUPE 4600. (Consult your CUPE local 4600 Collective Agreement for more information. It is on the Union website at <https://www.cupe4600.ca/>). 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 CUPE Local 4600 for details concerning rights and other duties.

If you have been awarded a Teaching Assistantship, the Chair of the department, in consultation with the administrative staff and graduate coordinators, will handle the assignment to a particular course and section. The criteria for specific assignments are: 1) enrolments; 2) course content; 3) the backgrounds of the graduate assistant; and 4) student interests. Given that these cannot be determined until after registration, Teaching Assistantship assignments are typically made just before the beginning of the Fall term.

While graduate students may receive Teaching Assistantships as part of their offer of acceptance at Carleton, the primary purpose of these positions is to support the delivery of undergraduate courses. Teaching Assistantships are paid employment subject to the

CUPE 4600 (1) Collective Agreement. According to that agreement, the employer has the right to assign duties. In practice, that right is delegated in the first instance to the Department Chair 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 is willing to alter them when a TA's duties conflict with their own course work. We endeavour to assign TAs to courses for which they are suited, but this is not always possible.

The course instructor supervises the TA's work and assigns duties according to the requirements of the course. A full TA position entails 130 hours of work over a term. The weekly distribution of those hours may fluctuate over the term, but will normally not exceed 15 hours in any calendar week. However, instructors can ask TAs to work more than 15 hours in a calendar week provided they specify at the time of appointment when such periods of peak workload will be. Within these limits, TAs are expected to perform their assigned duties conscientiously and competently. For a full account of TA rights and responsibilities, please refer to the Collective Agreement.

In accordance with the most recent Collective Agreement, 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. If you hold a TAship in both the Fall and Winter terms you can earn these five hours over the course of both terms, but if you hold a TAship in a single term only, then you must earn the hours in the term in which you hold the assistantship. In addition (i.e. over and above these hours) new TAs need to complete a one-time, mandatory training in their first weeks of employment. After completion, TAs are compensated for 5 hours pay (see article 23.03). There are helpful steps for completion of the compliance training on the Carleton TA Support website. Please see the TA Mentor (if there is one) and/or union representatives with questions regarding compulsory training, or anything that relates to your rights, benefits, and responsibilities.

Teaching Assistants are further encouraged to discuss all aspects of their duties with the faculty member to whom they have been assigned.

You should be aware that your role as Teaching Assistant is in some respects different from that of a graduate student. As a Teaching Assistant, you are an employee of the University. Working conditions are regulated by CUPE 4600 and Carleton University. Any difficulties you encounter as a Teaching Assistant should therefore be handled by means of the procedures described in the Collective Agreement. CUPE 4600 has shop stewards with whom you should discuss such problems. If problems arise, discussions with (or concerning) a faculty member overseeing the TA's responsibilities, should involve the Chair of the Department, not the Graduate Coordinator.

If you intend to conduct fieldwork outside of Ottawa and you need to decline a TA position for one term, remember to consult the Graduate Administrator about this. There is the possibility of substituting scholarship (research) money for your TA position for one term, through application to one of our limited TA to RA awards, for students

conducting research outside Ottawa. Otherwise if you need to decline, you will need to fill out an application for Leave from Duties on Carleton Central (which is different from a Leave of Absence).

## **4.2 Departmental Scholarships**

University scholarships may be awarded to qualified incoming graduate students. Their value varies and is determined by the Anthropology Graduate Committee, in consultation with Graduate Studies, upon application and admission to the program. The student's academic performance, reference letters, statement of interest, and budgetary factors serve to guide this decision. 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.

## **4.3 Travel Funds and Other Internal Funding**

**Travel Funds:** The anthropology graduate program is given a small annual budget of funds by Graduate Studies to distribute to students who are travelling either, 1) to present a paper at an academic conference, or 2) for research purposes. Students apply for these funds as soon as travel is planned or, in the case of conference travel, upon receiving an email from the organizers stating that their paper has been accepted on the conference program. Normally, students are allowed to apply for a travel bursary once per fiscal year (i.e., from May 1 until April 30 of the following calendar year). Travel in early May should be applied for in March or April, as this funding is typically assigned to the previous fiscal year since funds need to be allocated several weeks in advance.

Those who plan to travel for two different purposes in a single fiscal year (e.g., research and a conference) should probably choose to apply for support for the more expensive trip, since funds are allocated according to the budget required for the travel. Travel grants provided through the Department may change annually, but these have recently ranged from \$300 to \$900, depending on the annual budget allocation from FGPA and the student's travel expenses. In addition to a budget and other supporting documentation, the application requires a statement of support (e.g., an email) from the student's Supervisor. The completed form and supporting documentation must be submitted several weeks before any planned travel.

Students may also apply to the Graduate Student Association (GSA) for supplemental funds. For more information, see: <http://gsacarleton.ca/travel-grant/>.

## **4.4 External Scholarships**

Many Carleton students in anthropology have won external scholarships, mainly Ontario Graduate Scholarships (OGS) and the Canada Graduate Scholarship from the Social Sciences and Humanities Research Council (SSHRC). However, there are a variety of other scholarships students may apply for as well. In the past, Carleton students in anthropology have won competitive external scholarships, mainly Ontario Graduate Scholarships (OGS) and the Canada Graduate Scholarship from the Social Sciences and Humanities Research Council (SSHRC). These are highly competitive and only a few students per year are awarded these scholarships.

Note that SSHRC is one of three federal granting agencies, alongside the Canadian Institutes of Health Research (CIHR), and the Natural Sciences and Engineering Research Council of Canada (NSERC), collectively known as the “Tri-Council.” SSHRC and CIHR are relevant for anthropological research. Most doctoral students in our Department apply to SSHRC, but if a research project is health-related, the student must apply to the Canadian Institutes of Health Research (CIHR) instead. Applications must be submitted in the Fall Term prior to the academic year for which the scholarships are granted.

The department offers a yearly workshop in August or September on writing applications for Social Sciences and Humanities Research Council (SSHRC) scholarships and Ontario Graduate Scholarships (OGS).

Links to information and deadlines re: scholarships and other funding opportunities are listed below:

- Awards webpage of Graduate Studies: <http://gradstudents.carleton.ca/awards-and-funding/>
- SSHRC’s MA scholarship programs: [https://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM\\_eng.asp](https://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp)
- CIHR health-related research program: <https://cihr-irsc.gc.ca/e/50513.html>
- Ontario Graduate Scholarships: <https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/PRDR019245.html>
- Ontario Student Assistance Program: <https://www.ontario.ca/page/osap-ontario-student-assistance-program>

There are also a variety of other external awards and scholarships available on the Awards webpage of Graduate Studies, noted above.

#### **4.5 Research Assistantships**

Some faculty members hold external research grants or contracts that enable them to hire qualified students as Research Assistants. The value of such assistantships may be similar to Teaching Assistantships, or the assigned wage may differ, depending on the faculty member’s available funding. While the nature of the work required will differ, ten hours of work per week is still the maximum (except during the summer months).

Qualifications for Research Assistantships generally include competence in various aspects of research methods, writing ability, organization, time management skills, 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 is the monopoly of those faculty members who are running funded research projects. The Department has developed some guidelines for RA work you may consult, available on our website here: <https://carleton.ca/socanth/information-forstudents/graduate-students/resources-forms/>

Normally, a student cannot hold both a Teaching Assistantship and a Research Assistantship simultaneously during the Fall and Winter terms, unless the Research Assistant work is directly related to their own research area of interest (e.g. to the thesis or research essay), and therefore complements and advances their scholarly program of study.

#### **4.6 Other available resources in the Department and on campus**

The department recognizes that there are unique struggles associated with graduate school and being a graduate student, and we want to make sure that you have access to the support that you need to help you through some of those tough moments. Support include various peer mentor positions, grad cafés, TA training, professional development, as well as selfcare support.

We have compiled various resources on our website, and given that these are changing depending on funding and other issues, we provide an up-to-date list here: <https://carleton.ca/socanth/student-life/support/>

### **5.0 EXTENSIONS, LEAVE OF ABSENCE, PART-TIME STATUS, WITHDRAWING IN GOOD STANDING**

#### **5.1 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.

#### **5.2 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 TAs. 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.

### **5.3 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 TAs) if you're on part-time status, however.

### **5.4 Withdrawing in good standing:**

Withdrawing in good standing and then returning to complete your program and defend is also an option. If a student withdrew in good standing, they can return within 10 years to complete their program, picking up where they left off. Sometimes when facing challenges with no specific timeline, it is best to withdraw and focus on these issues and then return when you are able to refocus on completing your program.

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

## ANTHROPOLOGY M.A. STUDENT CHECK LIST

This check list will help you to keep track of your administrative progress and remind you of important and mandatory steps on your way to getting your M.A. degree. The date may vary from student to student, and are indicative rather than prescriptive.

The forms referenced here are found at the end of this manual. These and any other forms can also be obtained from the department's Graduate Administrator. Some of them are also available on our website, here <https://carleton.ca/socanth/student-life/graduate/resources-forms/>

### TEMPORARY 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 Temporary Advisor (complete by 2<sup>nd</sup> week in September of your 1<sup>st</sup> year)

\_\_\_\_\_ date

### SELECTION OF PROGRAM OPTION

Students make decisions about their program option- Thesis, Research Essay or Course Work options

\_\_\_\_\_ date

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

One Supervisor and one Committee Member (complete by middle to end of 2<sup>nd</sup> term)  
Selected and confirmed (form signed and filed with Graduate Administrator)

\_\_\_\_\_ date

### SUPERVISOR FORM (COURSE WORK OPTION ONLY)

(complete upon selecting the Course Work option)

\_\_\_\_\_ date

### COURSE WORK

Three, four, or five credits (depending on program option) completed

\_\_\_\_\_ 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 (DEFENSIBLE DRAFT)

Approved by Advisory Committee/Supervisor; for Thesis option, uploaded through Carleton Central and required copies of draft filed with Graduate Administrator; the examinable copy must be received at least three weeks in advance of the actual date of the examination

\_\_\_\_\_ date

### ORAL DEFENCE (THESIS and RESEARCH ESSAY OPTIONS)

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

## **USEFUL CONTACT INFORMATION AND WEBSITES (2014/15)**

### **Departmental Contacts:**

#### **Department of Sociology and Anthropology**

Room B750, Loeb Building  
1125 Colonel By Dr.  
Ottawa, ON K1S 5B6  
Phone: 613-520-2582 Fax: 613-520-4062

#### **Professor Jen Pylypa, Graduate Coordinator**

Room C772, Loeb Building  
Email: [jenpylypa@cunet.carleton.ca](mailto:jenpylypa@cunet.carleton.ca)

#### **Kiley Johnston, Graduate Administrator**

Room B753, Loeb Building  
Phone: 613-520-2600 ext. 2587  
Email: [kileyjohnston@cunet.carleton.ca](mailto:kileyjohnston@cunet.carleton.ca)

### **Related Websites:**

#### **Department of Sociology and Anthropology**

<http://carleton.ca/socanth/>

#### **Graduate Studies**

<http://gradstudents.carleton.ca/>  
[graduate.studies@carleton.ca](mailto:graduate.studies@carleton.ca)

#### **Graduate Calendar**

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

#### **Carleton University Office of Research Ethics**

<https://carleton.ca/researchethics/>  
[ethics@carleton.ca](mailto:ethics@carleton.ca)

#### **CUPE 4600 (Teaching Assistants' Union)**

<https://cupe4600.ca/>

#### **Graduate Studies: Information on Applying for Awards and Funding**

<https://gradstudents.carleton.ca/awards-and-funding/>

#### **SSHRC Canada Graduate Scholarship: TriCouncil's web page**

[http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp)

#### **Ontario Graduate Scholarships: Ontario government web page**

<https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/PRDR019245.html>

CARLETON UNIVERSITY  
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

**COURSE APPROVAL**

Name: \_\_\_\_\_

Student Number: 100\_\_\_\_\_

Advisor: \_\_\_\_\_

Suggested Courses:

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---

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Advisor's Remarks: \_\_\_\_\_

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Advisor's signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions to the candidate:** \_\_\_\_\_

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## M.A. Advisory Committee Form

To be completed in Triplicate: Original - Graduate Programs Coordinator

2 - Supervisor's copy

3 - Student's copy

The following committee has agreed to advise

\_\_\_\_\_  
(Candidate's name - please print) (Student number)  
on his/her work in the M.A. program in the Department of Sociology and Anthropology at Carleton University subject to the regulations of the Graduate Faculty Board of the University and the Department.

Correspondingly, the M.A. candidate: \_\_\_\_\_

(Signature)

having enrolled in, and been admitted to the program, signifies in the selection and acceptance of these Committee Member, his/her willingness to accept the committee's advice and voluntarily carry out the program of study and the examination which they have jointly formulated.

### COMMITTEE MEMBERS:

Supervisor:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Members:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Approval of Graduate Programs Coordinator**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### COMMITTEE CHANGES:

I \_\_\_\_\_ have withdrawn from participation in the above named student's  
(Signature)

Advisory Committee: I \_\_\_\_\_ have agreed to work with the above named  
(Signature)

M.A. candidate as a member of the committee identified above. The Supervisor of the committee has been informed and consented to this change.

Approval of Graduate Programs Coordinator \_\_\_\_\_  
(Signature) (Date)



# THESIS/RESEARCH PROPOSAL APPROVAL

Department of Sociology and Anthropology, Carleton University

**DATE:** \_\_\_\_\_ **Program:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Student #:** \_\_\_\_\_

Title of Thesis:

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**The Thesis/Dissertation proposal has been satisfied.**

**Members of Examining Committee:**

**Supervisor:** \_\_\_\_\_  
(Print) (Signature)

**Members:** \_\_\_\_\_  
(Print) (Signature)

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