

## **PJIWGS Master's Research Essay (1.0 credit):**

### **Guidelines for PJIWGS MA students and Supervisors**

The Master's Research Essay (MRE) is an academic essay (worth 1.0 credit) that is an original contribution to the research area. The topic is open to any historical or contemporary subject, but must be focused on a theme relevant to women's and gender studies, and it must demonstrate an appropriate and sophisticated use of theoretical and methodological approaches to the discipline. MREs are normally between 50 to 75 pages in length. All MREs may employ either the Chicago, MLA, or APA style for citation and all MREs must include a 100 to 150 word abstract.

Students are encouraged to build on and develop aspects of their completed course work for the MRE, but the MRE must differ demonstrably from course work already submitted for credit.

The MRE will be examined by the Research Essay Supervisor and a Second Reader, normally a PJIWGS faculty member. A Second Reader is to be named no later than the end of the month immediately preceding the month in which the grade is due. The Second Reader Approval Form is to be filled out and filed with the Institute once a Second Reader has been selected. The selection of a Second Reader is done by the MRE Supervisor and PJIWGS Graduate Supervisor in consultation with the student. No formal defence is required.

Individual faculty members are available to consult with students on their MRE even if that faculty member is not the student's primary supervisor. Students and supervisors are encouraged to work closely together to produce a strong final document. A significant block of time (e.g. 4-5 months) should be set aside for writing and revising the essay. Typically, Master's students tend to submit 3 or 4 draft versions of their essay before it is finally accepted, and as supervisors and committee members have a range of other responsibilities and are working with many students, turnaround time may not be immediate.

Grading of the MRE will follow the Faculty of Graduate Studies and Post-Doctoral Affairs grading system. The expectations of an exceptional MRE (A+) are that it, or parts of it, will be of publishable quality in an academic peer-reviewed journal. The MRE will be assigned a letter grade once both readers have read the document and have reached an agreement on the grade. In the event that the MRE Supervisor and Second Reader cannot agree on a grade, the PJIWGS Graduate Supervisor becomes a third reader and determines the final grade. If the PJIWGS Graduate Supervisor feels unable to adequately assess the quality of the MRE due to a lack of expertise in the topic concerned, he/she may seek out a qualified third reader who

will advise the PJIWGS Graduate Supervisor on the final grade. Once a final grade has been agreed upon, the student will make any required changes to the document and submit one electronic copy to the PJIWGS Graduate Supervisor.

### **Due Dates for Spring Submissions of PJIWGS MREs:**

- 1) April 6** – submission of the final draft to the MRE Supervisor and Second Reader

The final draft of your MRE is the version that will be graded by your Supervisor and your Second Reader.

- 2) April 19** – submission of final grade by the MRE Supervisor and Second Reader to the PJIWGS Graduate Supervisor and the return of the final drafts to the student for correction

The MRE Supervisor and Second Reader are to consult each other and submit their agreed upon grade to the PJIWGS Graduate Supervisor.

- 3) April 20-29** – submission by the student of one final electronic copy to the PJIWGS Graduate Administrator

A student's Supervisor and Second Reader may request changes to the final draft, such as the correction of typos, minor syntax errors, and so on. These corrections should be made by the student so that the final copy of the MRE represents a 'clean' version of it. The two paper versions of the final copy will be distributed to the MRE Supervisor and Second Reader, and the electronic copy will be kept by the PJIWGS.

- 4) Grades must be submitted by** the last day for submission of grades for the winter term by the PJIWGS Graduate Supervisor for students to graduate in June.

If a student's MRE grade is not in by this date the student must register for the summer or the fall term to complete the MA.

### **Due Dates for Summer Submissions of PJIWGS MREs:**

- 1) August 6** – submission of the final draft to the MRE Supervisor and Second Reader

The final draft of your MRE is the version that will be graded by your Supervisor and your Second Reader.

- 2) August 19** – submission of final grade by the MRE Supervisor and Second Reader to the PJIWGS Graduate Supervisor and the return of the final drafts to the student for correction

The MRE Supervisor and Second Reader are to consult each other and submit their agreed upon grade to the PJIWGS Graduate Supervisor.

**3) August 20-29** – submission by the student of one final electronic copy to the PJIWGS Graduate Administrator

A student's Supervisor and Second Reader may request changes to the final draft, such as the correction of typos, minor syntax errors, and so on. These corrections should be made by the student so that the final copy of the MRE represents a 'clean' version of it. The electronic copy will be kept by the PJIWGS.

**4) Grades must be submitted by** the last day for submission of grades for the summer term by the PJIWGS Graduate Supervisor

If a student's MRE grade is not in by this date the student must register for the fall term to complete the MA.

**MA in Women's and Gender Studies**  
**Master's Research Essay Second Reader Approval Form**

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

Proposed MRE Title: \_\_\_\_\_  
\_\_\_\_\_

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

Second Reader's name, department, and contact information (if the reader is in the PJIWGS at Carleton only the reader's name is required):

Second Reader's Signature: \_\_\_\_\_

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

MRE Supervisor's Signature: \_\_\_\_\_

PJIWGS Graduate Supervisor's Signature: \_\_\_\_\_