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Do not underestimate the usefulness (and final authority!) of the FGSR Graduate Manual, available on the FGSR website.

SEEK CLARIFICATION CONCERNING ANY POINTS OF CONFUSION OR DISCREPANCY (E.G. BETWEEN THIS UPDATED MANUAL AND THE WGS WEBSITE) FROM THE GRADUATE COORDINATOR.
Department Contacts

Susanne Luhmann, Associate Professor & Department Chair
1-22 Assiniboia Hall, 780-248-1732
susanne.luhmann@ualberta.ca

Felice Lifshitz, Professor & Associate Chair (Graduate) – aka “Graduate Coordinator”
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Michelle Meagher, Associate Professor & Associate Chair (Undergraduate)
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joanne.mckinnon@ualberta.ca

Gail Mathew, Graduate Administrator
2-29 Assiniboia Hall, 780-492-2368
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4-32A Assiniboia Hall, 780-492-4190
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Heather McDonald, Undergraduate Administrator
3-37 Pembina Hall, 780-492-2836

Lex Bos, Executive Assistant to the Chair / Administrative Assistant
1-17 Assiniboia Hall, 780-492-3459
lex.bos@ualberta.ca

Note on space: GSJ graduate students will receive individualized office space assignments from Lex; these assignments will be valid for one year. Additionally, ASH 1-09 and 1-26 can be booked by GSJ students for meetings and office hours. Lex manages the calendars for both rooms.
Program Progression and Timelines

There are two options for completing the MA in Gender and Social Justice Studies:
1) as a course-based degree, which requires 21 credits (7 courses) plus a capping project; or
2) as a thesis-based degree, which requires 18 credits (6 courses) plus a thesis.

The course-based option is the default and preferred option in our program. In exceptional circumstances, students will be considered for admission to a thesis-based program of study. Both the department chair and the associate chair (graduate) would be happy to discuss the matter of course vs thesis MA programs with interested students.

You may complete the MA as a full time or a part time student, though please do note that FGSR requires that students who initially register as full time thesis students must register full time for the remainder of the program. In other words, FGSR will not permit thesis-based MA students to switch from full time to part time study, though you may switch from part time to full time.

Deadlines
Students are expected to complete the requirements for degree in a timely manner. However, if you think that you are not going to be able to meet the deadlines set out in the charts below, it is very important for you to discuss the situation with the Graduate Coordinator and your supervisor. FGSR regulations stipulate that full time students in the thesis route may not switch to part time status.

Note that you may be required to register in additional semesters and your convocation date will be affected if you do not complete your coursework, thesis and/or capstone project in a timely manner. See FGSR chart of deadlines.

Part time Study, course based or thesis based
Students are permitted to complete the MA on a part time basis. In order to accommodate the completion of coursework, all efforts will be made to offer at least one GSJ course as a 3 hour evening or late afternoon seminar. Part time study requires flexibility on the part of the student and supervisor, but students are urged to complete GSJ 501 and GSJ 502 early on in their programs.

Time limit for completion of programs.
FGSR provides clear regulations regarding the time limit for completion of MA programs. Thesis based students must complete all requirements for the degree in 4 years, and course based students must complete requirements in 6 years. In extreme situations, students may apply for extensions. If you think that you will have trouble fulfilling the requirements of the degree, please discuss the matter with your advisor or the Graduate Coordinator sooner rather than later so that we can be of help with your program planning. For information about Leaves of Absence from your graduate program, see the FGSR webpage.
Digital Humanities Option
The course-stream in the MA program now offers a specialization in Digital Humanities (DH - formerly Humanities Computing). In order to earn the specialization, course-based MA students will take *9 of DH courses and their final portfolio project will entail a DH component. The portfolio project will be supervised by both a WGS and a DH faculty member. This specialization will appeal to students interested in the expanding field of digital and online activism and social justice work. Should you wish to pursue this option, you will have to make a separate application to the DH program. Here is the link to DH: https://www.ualberta.ca/interdisciplinary-studies/digital-humanities.
### MA degree timeline: Full time study, course-based

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Activities</th>
</tr>
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<tbody>
<tr>
<td>Year one</td>
<td>Fall</td>
<td>Coursework must include GSJ 502</td>
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<tr>
<td></td>
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<td>If your capping project research involves human subjects, you must apply for ethics approval. As this process can take some time, it is important to get started as soon as possible. You can initiate the process online through links on the webpage of the Research Ethics Office (<a href="http://www.reo.ualberta.ca/">http://www.reo.ualberta.ca/</a>).</td>
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<td></td>
<td>Winter</td>
<td>Coursework must include GSJ 501 and, if noted in your letter of admission, WGS 302 (as an auditor)</td>
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<td>March 1st: Confirm capping project supervisor by sending an email to Graduate Coordinator and Graduate Administrator</td>
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<td>Spring and summer</td>
<td>Register in GSJ 900 for either Spring or Summer term</td>
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<td>Capping project should be submitted to your supervisor and a second examiner, chosen by the supervisor, by August 31st.</td>
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<td>All requirements for the degree must be completed before the deadline to apply for convocation, September 30th. Submit the “Report of Completion of Course-based Master's Degree” form to FGSR by the appropriate convocation deadline</td>
</tr>
<tr>
<td>Year two</td>
<td>Fall</td>
<td>Convocation in December</td>
</tr>
</tbody>
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### MA Degree Timeline: Full time study, thesis based

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Activities</th>
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<tbody>
<tr>
<td>Year one</td>
<td>Fall</td>
<td>Coursework must include GSJ 502 Canadian (citizen or PR) Students in the Thesis route must prepare grant applications (note SSHRC internal deadlines)</td>
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<td>Winter</td>
<td>Coursework must include GSJ 501 and, if noted in your letter of admission, WGS 302 (as an auditor)</td>
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<td>March 1st: Confirm thesis supervisor by sending an email to Graduate Coordinator and Graduate Administrator</td>
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<td>Spring and summer</td>
<td>Thesis students are automatically registered in THES 906 for Spring and Summer terms</td>
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<td></td>
<td>May 1st: Submit annual report to Graduate Administrator</td>
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<td>You should work with your supervisor to determine mutually agreeable dates for the production of a thesis proposal and a thesis document.</td>
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<td></td>
<td>If your research involves human subjects, you must apply for ethics approval. As this process can take some time, it is important to get started on it as soon as possible. You can initiate the process online through links on the webpage of the Research Ethics Office (<a href="http://www.reo.ualberta.ca/">http://www.reo.ualberta.ca/</a>).</td>
</tr>
<tr>
<td>Year two</td>
<td>Fall</td>
<td>Thesis students must register in THES 909</td>
</tr>
<tr>
<td></td>
<td>Winter</td>
<td>Thesis students must register in THES 909</td>
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<tr>
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<td>Schedule oral defense of thesis well before April 1st. Note that June convocation requires completion of oral defense and submission of the “Thesis Approval/ Program Completion” form to FGSR, normally by April 1st. See current FGSR deadlines <a href="http://www.reo.ualberta.ca/">here</a>.</td>
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<tr>
<td></td>
<td>Spring and Summer</td>
<td>Convocation in June</td>
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<td>To avoid paying spring/summer tuition students are strongly encouraged to defend by April 1. However, no formal extension is required from FGSR until Fall of Year 3.</td>
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General Student Information

Course selection
There are two mandatory courses in the MA in GSJ program: GSJ 501 Praxis Seminar, and GSJ 502 Research Seminar.

- GSJ 502 Research Seminar (aka “Gender Research Workshop”) is a seminar course that will expose students to the wide array of theoretical and methodological approaches to feminist and social justice research currently practiced by faculty members across the University of Alberta. This course will be offered in the Fall term.
- GSJ 501 Praxis Seminar (aka “Social Justice Workshop”) entails a weekly seminar plus 20 hours of placement with a community non-profit organization. This course will be offered in the Winter term. Students who plan to take the course in Winter 2019 are encouraged to contact the instructor, Susanne Luhmann, to discuss their placements.

These two courses, combined with attendance at the Feminist Research Speaker Series (FRSS - see below), will integrate students into cultures of interdisciplinary feminist research across campus.

As outlined in the University Calendar, students in the MA in GSJ program who have not completed a feminist research methods course may be required to audit WGS 302. This requirement will have been noted on admission letters where applicable. Note that WGS 302 is not a graduate course and it must be declared “extra to degree.” Please see the Graduate Administrator (Gail Mathews) for assistance declaring the course as extra to your degree, and for the auditing form (to be signed by the instructor, Mebbie Bell).

Remaining courses required for the degree program may be selected from among the GSJ courses or from graduate level (500+) courses in other departments. Note that course-based students may take as many as three courses (9 credits) from outside the department of Women’s and Gender Studies (whereas thesis-track students may only take two external courses). Please note that some departments do not permit students to register on-line and you may need to contact the course instructor or graduate coordinator directly in order to complete registration. Be ready to provide an argument for how the course that you are interested in fits into your program of study.

The specific topics of courses and the relevance of courses to a student’s research is a key factor in course selection. However, beyond that there is a hierarchy of course appropriateness that should be taken into account: full graduate courses, followed by split graduate/undergraduate courses, followed by “special circumstance” courses. The latter (which – unlike the first two types of courses – have a number of disadvantages as well as advantages) include Independent Reading classes and piggy-backed graduate sections attached to undergraduate lecture courses. Both must be arranged individually with instructors and should be used sparingly. As a matter of policy, the Department of Women’s and Gender Studies
strongly discourages (although does not outright forbid) ATS (ie non regular faculty) from accepting this sort of additional instructional burden.

Information about additional GSJ courses is available in the University Calendar, Bear Tracks (the U of A's online registration system), and the graduate section of the WGS webpage. Note that full descriptions for topics courses (i.e., GSJ 598) are available on the WGS department webpage. For the most complete and up to date information about course times and locations, be sure to check Bear Tracks.

Please direct any questions about course selection to the Graduate Coordinator.

**Graduate Supervision**

Although the Graduate Coordinator is responsible for helping you select classes to fulfill your program requirements, she does not supervise your research *ex officio* (although she can do so as a regular professor). When you were admitted into the program, the Graduate Committee matched you with a research supervisor, whose name was included in your admission letter. This supervisor can also advise you on other matters such as course selection, and you are encouraged to seek their input on all matters of importance (with the understanding that the Graduate Coordinator bears ultimate responsibility for and knowledge of program requirements).

Graduate Committee supervisor-student matches are not set in stone. Everyone understands that interests may evolve under the impact of coursework and other factors, and that personalities do not necessarily mesh just because research interests appear to line up. Thus, the supervisor-student match is provisional and can be changed. It is even possible to be supervised by someone outside of the Department of Women's and Gender Studies. Feel free to consult the Graduate Coordinator if you wish to discuss alternative supervisors.

By March 1st of your first year in the program, you will be asked to confirm your graduate supervisor by sending an email to the Graduate Coordinator and Graduate Administrator. As March 1st is the date by which the identity of your supervisor must be formally declared, you must begin to cultivate a relationship with your “recommended” supervisor, and possibly with alternative supervisors, well before that date, above all by discussing potential capping project or thesis topics with them. Again, given the interdisciplinary nature of our field, and the variety of projects that students will be working on, supervisors may be selected from WGS faculty or faculty members from other departments as makes sense for a specific project, with approval of the Graduate Coordinator.

**Feminist Research Speaker Series**

The speaker series features current feminist research activity by U of A researchers and visitors. Each year’s schedule will be circulated by email and available on the department webpage. Please note that students in the MA program are expected to attend these lectures, and are encouraged to participate actively in discussion afterwards.
Graduate Student Conference
Our first two cohorts organized Graduate Student conferences in Winter term, and we hope that Winter 2019 will again witness such an event. Presentations by students do not necessarily have to relate to their thesis or portfolio project.

Email contact and lists
All contact with students in our department and across the University is conducted via email. It is therefore vital that you regularly check your @ualberta.ca email address. Many, but not all, courses will involve an on-line component. Additionally, you have been invited to join a departmentally administered listserv for graduate students. Please accept this invitation so that you will stay up to date on department matters, including public events and administrative issues.

Annual Report
Students are required to complete an annual report, to be submitted to the Graduate Administrator by June 1st of each year that they are in the program. This report is used for a number of purposes, including award nominations and departmental statistical reporting. The report has been produced as a google form which will be circulated to students by email well before the June 1st deadline. Please recognize that this sort of annual reporting of activities is required for all academic positions; your professors fill out extremely detailed accountings of our activities each year. Please take the obligation to report your activities seriously, and try to include any and all relevant activities.

Fees
For fee-related enquiries, please contact gradfees@ualberta.ca. Please be aware that graduate students are responsible for paying Spring/Summer tuition during their time in the program. Please consult the Grad Administrator (Gail Mathew) if you have any questions regarding tuition and fees.

Awards & Fellowships:
The disbursement of graduate awards and fellowships is a central part of the admissions process. Students entering our program will be considered for RA (Research Assistant) and TA (Teaching Assistant) positions, as well as for university-administered awards and fellowships. Graduate assistantships are employment relationships and also a key component of professional development. The department provides a detailed Time Use Sheet to help students and professors engage in a discussion about the work that will be expected of the student, and an overview of how the hours will be spent. These details should be clarified in a face-to-face meeting at the beginning of the appointment with the professor to whom you have been assigned. Graduate assistantships are real employment situations, governed by contracts negotiated by graduate student representatives, with (e.g.) regulations concerning vacations.

Note that all TA and RA fellowships are comprised of both an award component and a salary component. See the [graduate student salary chart](#) on the Graduate Student Association webpage.
It is the role of the Graduate Coordinator to notify students of awards and fellowships for which they may be eligible, and to support students in the preparation of award applications. A SSHRC (Social Science and Humanities Research Council of Canada) grant proposal workshop will normally be held in the Fall, well in advance of the internal application deadline, normally December 1st. All eligible thesis-based students (Canadian citizens and permanent residents) are strongly encouraged to apply for SSRHC grants to fund the second year of their program.

Both FGSR and the GSA offer awards for travel and research, disbursed on a first-come, first-served basis, so be sure to apply early. In May of each year, the Department of Women’s and Gender Studies Graduate Committee awards the Dallas Cullen Scholarship in Gender and Social Justice Studies ($2000) to a GSJ student; there is no application process. Finally, the Graduate Committee also awards a research travel award ($925) to one or more GSJ student; applications will be solicited in April 2019.

For additional information about award opportunities, see the Scholarships and Awards section of the FGSR webpage. The School of Library and Information Sciences has prepared a list of Scholarships and Bursaries for Women and Minorities that may be of interest.

Ethics training
FGSR requires students in all programs to fulfill an Ethics Training Requirement that consists of at least 8 hours of structured academic activity. For students in the MA in GSJ, this requirement will be fulfilled by:

- The completion of the FGSR on-line ethics training course. Information and access to the GET course can be found on the FGSR webpage. After completion of the on-line course print off the completion certificate and give it to the Graduate Administrator as she will keep a record of completion of the ethics requirements.
- The completion of GSJ 501, which will include at minimum 3 hours of ethics training with an emphasis on ethical issues related to community based research and engagement. Note also that discussions of ethical approaches to feminist research and practice will be included in GSJ 502 and throughout course offerings in GSJ.

*Please note that you will not be able to graduate without fulfilling this requirement.*

Ethics-related resources for graduate students at the University of Alberta:

- The Tri-Council’s Ethical Conduct for Research Involving Humans Online Tutorial will be of particular value to students whose research will involve human subjects;
- FGSR Professional Development, including links to Professional Practice tips and Teaching Development workshops;
- Truth in Education: Academic Integrity Guides for instructors, graduate students, and undergraduate students;
- University of Alberta Code of Student Behaviour.
Students are strongly encouraged to discuss matters of ethical concern that arise in the course of their own studies, or when they are serving as instructors, with their supervisor, the Graduate Coordinator, or the Department Chair.

**Professional development:**
FGSR requires all students to complete 8 hours of professional development training. Graduate students must design an Individual Development Plan for themselves, and are urged to take advantage of the IDP workbook templates on the FGSR website. All students are required to fill out the IDP and PD Completion form. See FGSR’s ABCDEFG graphic below.

From cultivating a teaching portfolio to preparing for careers outside academia, there are sessions and workshops offered by FGSR year-round to help you work towards creating a professional development footprint. Please explore their website at the earliest opportunity.

All master’s students at the University of Alberta are required to submit an individualized professional development plan to the department for their program of studies within 12 months of the program's commencement. The department has extended the time to complete the IDP to 24 months for part-time master’s students, but still encourages everyone to complete the process as expeditiously as possible.

**Please note that you will not be able to graduate without fulfilling this requirement.**
Guidelines for Capping Project (Portfolio) and Thesis

Portfolio
Students in the course based route must complete a capping project, which is, in the MA in GSJ program, a portfolio. The portfolio is a synthesizing document that highlights students' learning in the program and that will include a major research paper, a field statement, a creative project, or a policy/program/legal analysis.

Although specific contents will vary, all portfolios will include:
- 7-10 page (2,800 to 4,000 word) introduction (synthesizing document)
- academic or policy-based research work totaling 25-30 pages (10,000 to 12,000 words), or the equivalent in creative work.

Work towards the portfolio will be supervised by the capping project supervisor. One additional faculty member must serve as an examiner for the completed portfolio, and it is the duty of the supervisor to select the examiner. There is no oral examination of the capping project portfolio.

Thesis
Students in the thesis based route must complete a thesis proposal in their first year and a thesis in the second year.

Students will work closely with their supervisor and, where appropriate, a supervisory committee to produce the thesis proposal, which will be followed by the final thesis document. Though the nature of the thesis proposal will vary, the final thesis will be an 80-100 page (32,000-40,000 words) document that is based upon original research. Theses must be formatted according to FGSR guidelines and it’s a good idea to review these guidelines well before the agreed upon submission date for your final thesis.

All theses must pass through an oral examination by a committee that includes at least three members: supervisor, second reader, and an arms length examiner. The supervisor will be identified by the student by March 1st of the first year of the program. The second reader will be identified by the supervisor as the thesis proposal is being developed, in time for the student to benefit from the expertise of that individual. The arms length examiner will be identified by the Supervisor when a final draft is imminent. FGSR provides clear regulations regarding the composition of graduate defense committees.

At least one full time continuing WGS faculty member must be on each thesis examination committee, and committee compositions will be approved by the Graduate Coordinator.

The thesis defense will be scheduled by the thesis Supervisor. In order to ensure the student’s ability to convocate in June, all requirements for the degree, including the oral examination of the final thesis, must be complete by April 1st.

We encourage all our graduates to make their capping projects and theses available through the university’s ERA (Education and Research Archive) - https://era.library.ualberta.ca/
Campus Resources to Assist Graduate Students

In addition to the help you can receive directly from our department faculty and staff, there are many resources available on campus to help with various aspects of graduate student life.

**Aboriginal Student Services Centre** – ASSC offers a variety of programs and services to Aboriginal students at the University of Alberta, including advising services, funding for tutoring, and mentoring services.

**Calendar** – Available online only, the calendar includes program and course information.

**The U of A Career Centre** - The Career Centre (formerly CAPS) offers a variety of career services to University of Alberta undergraduate and graduate students, postdoctoral fellows, alumni and the University community. They can help students explore career options, connect with employers, write a resume, prepare for a job interview and find work.

**Centre for Teaching and Learning** - CTL offers a wide range of programs and services to support teaching and learning. With the exception of the August Teaching Orientation, all CTL sessions and symposia are open to graduate students. The CTL Resource Library has a number of books, journals and videos on teaching and learning topics that can be borrowed by graduate students.

**Centre for Writers** – Offers free one-on-one writing support to all students, staff and instructors on campus, in any subject or discipline, and at all levels of study.

**Chaplains Association** - The Chaplains are available for guidance, care and support to any student or staff member, whether or not he or she identifies with a particular faith. They also offer information and referral regarding religious groups and activities on campus, as well as marriage preparation courses and assistance in memorial services.

**Code of Student Behaviour**

**Counselling & Clinical Services** – Counselling & Clinical Services aims to provide high quality, accessible and compassionate psychological and psychiatric services to students to improve their personal, social and academic well being. They also offer a number of drop-in workshops on specific mental health topics.

**Faculty of Graduate Studies and Research** – The FGSR is open from 8:30-4:00 (but closed for lunch from 12:00-1:00) on all university business days to assist graduate students with academic matters, including registration issues and scholarship notices. Appointments can be made with Triffo Hall staff to meet with an FGSR Associate Dean (who are part-time). FGSR also organizes a series of professional development workshops for graduate students.
Financial Support - Financial support services are now provided by Student Connect as a result of the amalgamation of the Student Awards within the Office of the Registrar, the Financial Aid Office (FAO) and the University Bursaries and Emergency Funding (UBEF) into a single, new unit in the Office of the Registrar.

A Guide to Academic Integrity for Graduate Students

Graduate Students’ Association – The GSA is the student group that represents all graduate students at the University of Alberta. (The equivalent organization for undergraduate students is the Students’ Union). The GSA exists to help students on an individual and group level. The GSA also offers a Graduate Student Assistance Program (GSAP) which provides all graduate students with 24/7 access to psychological counselling services through a company called Homewood Human Solutions. The GSA also provides emergency bursaries based on need.

Graduate Student Internship Program – This program provides paid internships for graduate students. New positions are continuously added.

Graduate Teaching Program (GTL) - Supported by FGSR, the GTL program provides support to graduate students in the development of teaching skills. Their webpage provides teaching tip sheets and information about workshops, round table discussions, and other activities that support teaching.

International Student Services—Part of University of Alberta International (UAI), International Student Services is the main campus resource for international students seeking assistance with immigration matters as well as financial, academic, or personal issues.

Institute for Sexual Minority Studies and Services - Housed in the Faculty of Education, iSMSS leads groundbreaking research that affects policy development, intervention, education and community outreach for sexual and gender minorities. It is involved in educational outreach, especially to youth, through the Family Resilience Project, Camp Fyrefly, and CHEW - the Comprehensive Health Education Workers’ Project.

The Landing -- The Landing offers support for gender and sexual diversity on campus in the form of peer mentoring, education sessions, advocacy and awareness campaigns. The Landing’s office in the basement of SUB hosts drop in hours, trans meetups, and a resource library.

Office of Student Judicial Affairs – The Office of Student Judicial Affairs is one of the offices (along with Deans, Directors and Protective Services) delegated by General Faculties Council (GFC) to deal with violations of the Code of Student Behaviour. The office promotes awareness of the Code, compliance with the rules, and ethical behaviour.

Office of Safe Disclosure and Human Rights Office – This office provides staff and students with a safe, neutral and confidential space to express concerns regarding issues of treatment or
ethics. They help identify the issue and make referrals, or help individuals explore the area of concern without formal intervention.

**Sexual Assault Centre** -- The Sexual Assault Centre strives for a campus community free of sexual violence. It provides free of charge services that include drop in, email, and phone support for survivors of sexual assault as well as their partners, family, and friends, and runs educational campaigns throughout the year.

**Specialized Support and Disability Services** (SSDS) – SSDS promotes and coordinates the efforts of University departments and off-campus agencies in meeting students’ needs and provides services, which help to equalize educational opportunities for students. SSDS serves prospective and current students at the University of Alberta, as well as staff and faculty, whose disabilities involve any number of conditions affecting mobility, vision, hearing, learning, and physical or mental health.

**Student Legal Services of Edmonton** - SLS is a student-managed, non-profit society dedicated to helping low-income individuals in Edmonton understand their legal issues and solve their legal problems. The services are offered by law student volunteers, and include advice on criminal and family law matters, as well as academic and discipline appeals.

**Student Ombudsman** - The Student Ombudsman is a confidential service focused on ensuring that university processes related to students operate as fairly as possible. Student Ombudsman staff offer information, advice, and support to students as they deal with academic, discipline, interpersonal, and financial issues related to student programs. The Student Ombudsman has a designated ombudsperson for graduate students as well as a section on its website for “Student Resources” that includes a section on: “Documents Every Graduate Student Should Read”.

**Student Success Centre** – The Student Success Centre Resources (previously known as the Academic Support Centre) offers Learning Resources and Writing Resources to enhance students’ learning and writing skills, including exam-writing skills. The Centre offers in-person workshops and seminars throughout the term, online workshops, and one-on-one sessions. It does offer specific graduate student oriented workshops.

**University Wellness Services** – Staff with University Wellness Services can assist students in need of medical advice in a friendly and confidential manner. The **University Health Centre** is part of University Wellness Services, as is the **University Health Centre Pharmacy**, the **Sexual Assault Centre**, and **Counselling & Clinical Services**.

**Virtual Wellness** – This website from Human Resource Services has various resources to assist with a variety of matters. The “Assist U” link provides easy, direct access to external resources for a variety of topics including Parenting and Child Care, Adult Care, Emotional Wellbeing, and Legal and Financial matters.