

Faculty of arts and social sciences

Graduate Studies Guide

2011/2012

Doctoral Program

Updated August 2014

Departmental Secretary She provides information about the program and if she is unavailable you may please contact the Manager, Academic and Administrative Services. Most questions are answered in this guide and on the website. There is a FIVE working day turnaround time for documents you may require or signatures you may need, please keep this in mind if there are deadlines you need to meet. Much of the information from other departments, centres and offices on campus is routed through the Departmental Secretary. Often this will be information about special awards, training about teaching courses at the Learning and Instructional Centre for graduate students, workshops or applying for external scholarships, e.g. SSHRC for MA and Ph.D. students. So, please read the information she forwards to you.

Manager:

- TATI contracts
- Undergraduate Liason
- Payroll
- All outreach and speaking tours under the Maggie Benston Program
- The RWWP Program

Getting Started

Registration: <https://go.sfu.ca/>

Adding and Dropping Courses

You are permitted to add and drop courses through the on-line registration system, but only up until a certain date which is noted in the SFU Calendar usually within the first two weeks. After that date you must use an ADD/DROP form, collect all the required signatures and give the completed form to the Departmental Secretary who will keep a copy for your file and give the original to Graduate Studies office.

Auditing Courses at SFU

To audit a course you need the permission of the instructor, your Supervisor and the Chair of the GSWS Graduate Program Committee. Use the ADD/DROP form from the Departmental Secretary. A course outline must be given to the Departmental Secretary for your file. NOTE: Auditing Undergraduate Courses at SFU: Same procedure as auditing graduate courses.

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Gender, Sexuality, and Women's Studies Departmental Administrative Information

SFU Library/Identification Card and U-Pass: You have to line up in the Maggie Benston Building to get your photograph taken for your ID and U-Pass. Take proof of your registration.

SFU Email Identification: Once you are registered in courses, have to get your SFU email ID online. Ensure your account is activated (<http://my.sfu.ca>, click on "Activate your SFU Computing ID") An SFU email ID is required to access many SFU resources and is used for department email lists and other communication. There is a way to automatically forward all messages fr

Governance

Meetings:

The department of Gender, Sexuality, and Women's Studies has monthly department meetings during the Fall and Spring semesters, normally the third Wednesday of the month, and an Annual General Meeting April/May of each year.

Student representation and power of voting

There are three student representatives that attend the department meetings an undergraduate student, a MA student and a Doctoral Student. If you have concerns you want brought to the department please contact your representative who will be elected at a Graduate Caucus meeting in September.

Gender, Sexuality, and Women's Studies Constitution

<http://www.sfu.ca/~wsweb/documents/SCConstitutionUpdatedFebruary1720091045am.pdf>

Teaching Assistantships/Tutor Markers

Duties of Teaching Assistant

- Attending course lectures
- Facilitating tutorials
- Holding office hours
- Marking assignments
- Marking exams
- Tracking grades
- Other duties as assigned by the course instructor

Duties of Tutor Markers

- Collecting and returning assignments from Distance Education
 - Marking assignments
 - Holding telephone office hours
 - Marking exams
 - Tracking grades
 - Other duties as assigned by the course instructor
- TA/TM application procedure

TA/TM Hiring

- Approximately 12 weeks before the beginning of the semester for which the positions are available, job postings and application forms are emailed to graduate students. The deadlines are firm.
- At least one month before the beginning of the semester, you will be informed whether or not your application has been successful.
- All appointments are made in compliance with TSSU policy on priority.

TA/TM Training

- TA/TM Day: The Teaching Orientation Program for Teaching assistants and tutor markers occurs at the beginning of each semester you will receive information about dates and times by email.
- Throughout the semester, the Learning and Instructional Development Centre (LIDC) runs teacher training days. These are announced by email. If you are interested in developing your teaching skills, please watch out for these emails.

Teaching Support Staff Union (TSSU) When you work as a teaching assistant or tutor marker you become a member of the TSSU who will provide you with a copy of the union contract. Or copies of the TSSU contract are available from the TSSU office – TSSU/TA day Friday, September 9, 2011 is a must see

Sessional Teaching Positions

Doctoral students who have completed their comprehensive exams are eligible to apply for sessional positions to build their teaching portfolio. The department normally offers 3 positions in the Fall and 3 positions in the Spring semesters each academic year.

Research Assistantships

Each academic year the department has a small number of RA positions through individual funding. Announcements of RA positions will be emailed to graduate students as they become available.

Resources on Campus

Important Web Links

University Research Ethics (SFU Policies and Procedure, R 20.01)
<http://www.sfu.ca/policies/gazette/research/20-01.html>

Department of Gender, Sexuality, and Women's Studies
<http://www.sfu.ca/gsws/>

SFU Calendar on-line
<http://students.sfu.ca/calendar/>

Office of the Dean of Graduate Studies
<http://www.sfu.ca/dean-gradstudies/>
email: dgs-sfu@sfu.ca

Teaching Support Staff Union (TSSU)
http://www.sfu.ca/human-resources/hr_services/positions_benefits/benefits/tssu/index.html

Recreation Facilities (swimming, fitness centre, etc)
<http://students.sfu.ca/recreation/>

SFU Library General Information
Home Page: <http://www.lib.sfu.ca/>
Writing and Style Guide: <http://www.lib.sfu.ca/help/writing>

Liaison Librarian

Contact: [Moninder Butts](mailto:Moninder.Butts@sfu.ca) (416) 291-1144 and [Styuart Liaison](mailto:Styuart.Liaison@sfu.ca) (416) 291-1144 (Liaison: 416.6951.8)

The Doctoral Program

Welcome to the GSWS Doctoral Program. We are committed to mentoring you as a future faculty member at a university as fully as possible and advising on your doctoral program which is carefully designed and directed to your needs.

You have already likely been attracted to this program by a Senior Supervisor, and will now want to experiment by working with them or by taking a course with them in the near future. You will also want to begin the process of finding the “perfect” mix of other supervisors in areas of complementary research interests, personalities, and commitment to you to design an effective committee process.

Remember you have no longer than eight years to completion. In the history of this department, no one has ever taken that long. The foregoing model is based on four years to completion.

Thinking out the Critical Path

In the first year, you complete your residency and at least three courses which you will select in careful consultation with your Senior Supervisor. One of those courses is the required advanced feminist theory course. If you have not obtained a graduate level methods course, you should take one here as well. The other two courses are usually one breadth course and a depth course in your area of your dissertation area of research. Take the time to also participate fully in TAing and TAs in the program, as far as possible, and engage in departmental and/or university governance to get the lay of the land. Remember, doctoral students are allowed great latitude in the institutions they may attend under the Western Deans' agreement, so consider courses from other universities and programs. By the end of the first year, you should have finalized the supervisory committee members after having had an opportunity to meet or study with them.

In the first three years of your program, you should apply to the SSHRC for a Doctoral Fellowship. (If your GPA is 4.0 or above: deadline is usually the end of October). In your second year, you are preparing and completing your comprehensive examinations in close consultation with your Senior Supervisor and Committee members. You will select three major scholarly areas of study; see sample reading lists and guidelines for comprehensives in the department.

The overall goal is to use the summer to prepare and finalize the comprehensive plan by the end of September of the second year. Comprehensive exams usually contain a breadth requirement (so you can teach in the field, and position your work in the field easily), a depth requirement (so the specialized theory in which you locate your dissertation research is well-founded) and a complementary area needed.

GSWS offers a non-traditional and exceptional range of selection among modes of examination (Guidelines on website). While you are required to do at least one exam, one literature review, a third exam may take the format of the preparation of a course outline, papers submitted for publication or a video or art/project installation/performance.

It should be noted that the comprehensive year of reading is one of the most intensive, unstructured and pleasurable ones in your chosen academic career (unlike you would encounter another similar one until the occasion of your first sabbatical more than ten years out). Not surprisingly, the comprehensives exams

Very occasionally, your research interests may change, you may find working styles are dissimilar, or there are communication difficulties. Students are not obligated to stay with their senior supervisor, and the Department must make reasonable accommodations in changing direction. If you may find you need to seek another senior supervisor, it is important to speak to the outline the reasons for your change, and consult with the Grad Chair. Change of supervisory forms requires the Senior Supervisor to accept the new direction, and signatures from both are required. Minor changes can be made to your committee to reflect new needs in specialization. These are normal, even routine, but be managed with clear and regular communication and a high degree of confidentiality and professionalism.

Appeals/of Course Grades or Other Advice

In the event a grade is unsatisfactory to you, ask for a remarking and reasons from your instructor. Once reasons are obtained, see if your instructor will agree to re-evaluate your submission. In the event the matter is not remedied to your satisfaction, you have a right to appeal to the Grad Chair, who will have the paper regarded, anonymously. Keep in mind the grade can stay the same, go up or down. In the unlikely event you still decide to pursue the appeal, you would normally go to the 0021 D