



Faculty of arts and social sciences



Graduate Studies Guide

2011/2012

Masters of Arts Program

Revised August 2014

About The Department

Welcome to the Department of Gender, Sexuality, and Women's Studies

The Department of Gender, Sexuality, and Women's Studies at Simon Fraser University welcomes students interested in the study of women, gender, sexuality, and feminism. The department's interdisciplinary degree programs and faculty offer courses in a wide range of subject areas in the social sciences, humanities, natural/applied sciences, and contemporary arts.

The department's courses focus on expanding traditional scholarship by studying the ways gender has structured intellectual and social traditions and by exploring how knowledge can be reshaped when women are included. The programs also examine ways that issues of gender intersect with other structures of power, such as class, race, ethnicity, species and disabilities to shape social structures and ways of thinking.

Situating Gender, Sexuality, and Women's Studies in the wider community is a very important feature of the Department. This is facilitated through the endowed Ruth Wynn Woodward Chair, a program that brings community activists and scholars to SFU to teach and to deal with issues of academic and social activism. Public seminars, conferences and lectures foster links outside the university, as do the collaborative research projects of the faculty and students.

Staff & responsibilities

Title	Name	Email	Office	Phone Number
Graduate Program Chair	Helen Leung	Helen_leung@sfu.ca	AQ 5104A	778-782-5526

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 to you is routed through the Departmental Secretary. Often this will be information about special awards, 'learning about teaching' courses at the Learning and Instructional Centre for graduate students, workshops about applying for external scholarships, e.g. SSHRC for MA and Ph.D. students. So, please read the information she forwards to you.

Manager:

- TA/TI 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 and 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 deliver the original to Graduate Studies office.

Auditing Courses at SFU

To audit a course you need the permission of the instructor, your Senior Supervisor and the Chair of the GSWS Graduate Program Committee. Use the ADD/DROP available 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.

Time Extensions & Readmission of Graduate Students

The Graduate General Regulation 1.12 (see the SFU Calendar) specifies maximum time limits for completion of graduate degrees. Students are expected to finish their programs in less than the maximum time. The maximum time anticipates that a small number of students may need extra time to complete their degrees as a result of factors such as family circumstances, employment or illness. From time to time the Dean is asked to make exceptions to the maximum time limit. There are two ways in which this can be done: through an extension semester and through withdrawal followed by readmission.

Extension Semester

A request for a one-semester extension should be made to the Dean of Graduate Studies by the Chair of the Department Graduate Program Committee at least one month before the end of the final semester. The request should confirm that you can complete the degree requirements in one semester. The request should be accompanied by a memo from your Senior Supervisor describing the stage that you have reached in your program.

For a program that requires completion of a project or thesis, the Dean will grant an extension only to students who have completed a first draft of their thesis or project

Depending on the program and its fee structure, students may have to pay higher tuition fees for this semester.

Readmission

Under Graduate General Regulation 1.12A, students who were required to withdraw because they had reached

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

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 TA and TM appointment correspond with TSSU policy on priority (see below)

TA/TM Training

- TA/TM Day: The Teaching Orientation Program for SFU teaching assistants and tutor markers occurs at the beginning of each semester you will receive more 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/TM day Friday, September 9, 2011 is a must see

Research Assistantships

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

Resources on Campus

Student Learning Commons

<http://learningcommons.sfu.ca/>

LIB 3020 - Visit the Student Learning Commons (SLC) for friendly

Important Web Links

University Research Ethics (SFU Policies and Procedure, R 20.01)

<http://www.sfu.ca/policies/gazette/research/r20-01.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/pensions_benefits/benefits/tssu/index.html

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The MA Program

Masters' Studies lead to a number of places: work in government, public policy, the voluntary sector, self employment as a consultant, perhaps even as an artist/creator. Rather than think of the MA program as a transition to a job, think of it as an opportunity to explore in more depth the ideas that have challenged you in your undergraduate study, or perhaps your work life. There are a number of mature students who reenter GSWS to pursue a Masters' degree, if only to reorient, reinvent and discover new directions in their life. Of course, Masters' degrees also transition to further doctoral study, if you want to become a professor and teach in the academy or perhaps move into the senior ranks of government or research institutes.

In GSWS we offer two options for Masters' Studies:

Thesis Option

Students who choose this option normally will complete a minimum of 20 units of graduate seminar courses, including at least one of the following while maintaining at least a 3.0 CGPA.

- GSWS 800-5 Methodology in Women's Studies Research (or equivalent from another department)
- GSWS 822-5 Graduate Seminar in Feminist Theory

Students will submit a thesis showing independent research and critical abilities. An MA thesis is expected to be an in-depth empirical or theoretical study. The normal thesis length is 80-100 pages.

The student will be required to complete an oral examination on the thesis at the end of the MA program. (see guidelines on website <http://www.sfu.ca/gsws/CurrentGraduateStudents/index.html>)

Course Based with Field Examination Option

Students who choose this option will complete a minimum of 30 units of graduate seminar courses (2 of which may be taken in another department if necessary), while maintaining at least a 3.0 CGPA, including:

- GSWS 822-5 Graduate Seminar in Feminist Theory
- GSWS 811-3 Graduate Professional Development
- GSWS 812-3 Graduate Professional Development

In addition, students are also required to write an examination of two questions, based upon the subject areas of two of the completed GSWS courses.

MA Supervision: Course-based and Thesis

The Graduate Chair is the Senior Supervisor of all course-based M.A. students. In general, courses will include a range of options, including theory, methods, specialized interest courses, community-based learning internships (self directed), and/or a directed reading. Course based M.A. programs are very good preparation for later graduate study, and for grounding in theoretical and applied inquiry. All course-based M.A. students

are taken home, and they are designed to help students synthesize and reflect on the main issues, debates, and themes in the graduate program.

MA thesis students are pre-assigned to Senior Supervisors at the time of their acceptance in the program. The student and supervisor should decide on a second committee member by the end of the second semester in the program. From time to time, students may change their research direction; be sure to consult with the Graduate Chair on the need to change the Supervisory Committee.

MA Timelines

Generally, all M.A. course work is completed by the end of the third semester. Course-based students may complete the program in 12 months (3 semesters), though others may wish to take 16 months (4 semesters).