

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, Se

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, but additional tuition may need to be paid.

Reactivation & Readmission of Graduate Students

Reactivation

Students who are *not* enrolled or on leave (see [1.8.4](#)) by the end of the 6th week of classes within a term, will be discontinued from their program. Students who have not reached the time limit for their program and are discontinued from their program, may apply for reactivation in the same term in which they were discontinued and be retroactively enrolled. Applications for reactivation are submitted to the relevant graduate program committee for consideration and approval by the graduate program chair.

Readmission

Students who have passed the deadline for reactivation, and are within the time limit for their program plus three terms of possible extension time, can apply for readmission through the regular admission process for new students. When a student is discontinued from their program, the time away continues to count towards the time limit and possible extension time for program completion. Students who are readmitted to their program maintain the same start date and time limit from when they were first admitted to the program.

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, you 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.

Graduate Student Departmental Mailboxes: These are located in the Computer & Graduate Room AQ 5101. Any mail delivered to you at the department is delivered to these mailboxes.

Access to Graduate Student Computers: AQ 5101 contains three computers which are networked for email and the internet and printing. You have access to the room and computers at anytime. The combination to the lock will be provided to you at the beginning of September.

Access to Teaching Assistants Office: AQ 5094 and AQ 5095 are the Teaching Assistants office and are shared; TA's office hours are coordinated by the Departmental Secretary.

Photocopying on the Department Copier: The department allows you 600 free photocopies an academic year on the departmental copier. The log in is your computing ID and password.

SFU Calendar is useful for information about program requirements
<http://www.sfu.ca/students/calendar/2019/fall.html>

Graduate Dates and Deadlines is useful for information about dates, deadlines and funding.
[https://www.sfu.ca/dean-gradstudies/c\(s\)4T6>>BDC-/18\(tu:.15Td\[\(ht1/\)-2\(s\)-12\(.s\)->>BDC-/18/h\(t\)-2\(iu\)2](https://www.sfu.ca/dean-gradstudies/c(s)4T6>>BDC-/18(tu:.15Td[(ht1/)-2(s)-12(.s)->>BDC-/18/h(t)-2(iu)2)

Governance

Meetings:

The department of Gender, Sexuality, and Women's Studies has 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:

Can be provided upon request.

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 10 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.
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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 Teaching a Learning Centre has workshops
<http://www.sfu.ca/tlc/services.html#graduatestudents>

Resources on Campus

Student Learning Commons

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

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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: gradstdy@sfu.ca

Teaching Support Staff Union (TSSU)

<https://www.tssu.ca/>

http://www.sfu.ca/human-resources/hr_services/pensions_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/>

Student Learning Commons: <https://www.lib.sfu.ca/about/branches-depts/slc>

Research Commons: <https://www.lib.sfu.ca/about/branches-depts/rc>

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MA Supervision: Course-