

Graduate Studies Guide

For the

Department of Sociology & Anthropology

2017-2018

FACULTY OF ARTS AND SOCIAL SCIENCES

Graduate Studies Program
Department of Sociology and Anthropology
Simon Fræer University

Graduate Program Chair s Message:

On behalf of myself and the Graduate Program Committee (GPC) I would like to officially welcome you to the Sociology & Anthropology Graduate Program! We look forward to working together to make your experience as a graduate student inspiring, provocative, productive, and successful.

Feel free to contact any member of the GPC if you have any questions throughout the duration of your program.

| Dr. Dara Culhane | Chantelle Lorieau | Dr. Lindsey Freeman | Dr. Nicholas Scott | Michelle La |
|---------------------------|-------------------------------|--------------------------------------|--------------------------------------|------------------------------------|
| Graduate Program Chair | Graduate Program Assistant | Graduate Program Committee Member | Graduate Program Committee Member | Graduate Student Representative |
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For updated current forms please follow the links below:

Appendix 'A' – Approval of Supervisory Committee Form

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html

Appendix 'B' - Graduate Plan of Study

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html

Appendix 'C' – Application for Library Study Room:

https://www.sfu.ca/dean-gradstudies/current/thesis/LibraryStudyRoom.html

Appendix 'D' - Library Study Room - Conditions of Use

Appendix 'E -1' - Qualifying Examination Outline

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html

Appendix 'E -2' - MA Research Plan

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html

Appendix 'F' - Western Deans Agreement Process

https://www.sfu.ca/dean-gradstudies/future/exchange_programs/visiting-research-students.html

Appendix 'G' – Western Deans Agreement Form

https://www.sfu.ca/dean-gradstudies/future/exchange_programs/visiting-research-students.html

Appendix H- MA & PhD Student Annual Review Form

Appendix 'J' – Approval of Examining Committee for a Masters Student

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html

Appendix 'K' – Approval of Examining Committee for a Doctoral Student

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html

Appendix 'L' - Leave of Absence Request

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html

Appendix 'M' - Directed Readings Template

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html

Appendix 'N' - Dr. Hilal Ozcetin Conference and Research Travel Graduate Funding

for current forms please see:

https://www.sfu.ca/sociology-anthropology/grad-studies/funding.html

Sociology and Anthropology Graduate Program

Department Information

| Title | Name | E-Mail | Office | Phone # |
|----------------------------|-----------|------------------------------|---------|--------------|
| Graduate Program Committee | | | | |
| Member | S | | | |
| Graduate Program | Dara | culhane@sfu.ca | AQ 5072 | |
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| Graduate Program | Lindsey | lindsey_freeman@sfu.ca | AQ 5075 | |
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| Committee Member | Scott | | | |
| Graduate Student | Michelle | michelle_la@sfu.ca | | |
| Representative | La | | | |
| | | | | |
| OFFICE Admin | istration | | | |
| Graduate Program | Chantelle | gradsecsa@sfu.ca | AQ 5054 | 778-782-3518 |
| Assistant | Lorieau | M-Thurs, Alternating Fridays | | |
| | C. d. d. | M-Fri 8:30 a.m 4:30 p.m. | | |

Department Manager

Sylvia

PhD Assigned Shared Offices- AQ 5088, 5089, 5090.

These rooms are not equipped with telephones or computers. For access, please see the Graduate Program Assistant in AQ 5054.

Lockable study rooms in the W.A.C. Bennett Library are available for masters or doctoral students writing their theses under the following conditions:

SOCIOLOGY AND ANTHROPOLOGY GRADUATE STUDIES GUIDE

INTRODUCTION

thesis research to enter PhD programs, pursue academic careers, or obtain professional positions in public, private and non-profit sectors.

Students are required to maintain a minimum CGPA of 3.0 to remain in good academic standing.

2.3 Formation of the Supervisory Committee

Students must submit an Approval of Supervisory Committee form (see forms for current students)

https://www.sfu.ca/sociology-anthropology/ grad-studies/ forms.html and a Graduate Plan of Study (see forms for current students)
https://www.sfu.ca/sociology-anthropology/ grad-studies/ forms.html
to the graduate program assistant by December 1 of the first year; for more information please see Section 4.

2.4 Degree Requirements

The minimum requirements for completion of the degree program are the completion of required and elective course work as specified below; completion and public presentation of an MA thesis prospectus; and a thesis that will normally consist of 75 pages, inclusive of bibliographies, appendices and tables. At the discretion of the supervisory committee, the maximum number of pages may be increased, normally only to facilitate the inclusion of

Our goal in requiring this timeline is to facilitate *timely completion* of the degree. Timely completion requires a realistic combination of commitment, capacity, and responsibility on the part of both the students and the supervising faculty. Supervisory committees and students should meet at least twice during each semester (once at the beginning and once at the end) to monitor their programs and to encourage course completion and development.

MA Anthropology:

SA 840-2 Graduate Seminar, Semester 1, Sat/Unsat (Satisfactory or Unsatisfactory)

SA 870-5 Theories in Anthropology, graded

SA 875-5 Ethnographic Methodology: Social/ Cultural Anthropology, graded

SA 898-10 MA Thesis, IP/CO (In Progress or Complete)

and two of

SA 815-4 Theories of Latin American Development, graded

SA 835-4 Social and Political Change in Latin America, graded

SA 850-5 Selected Topics in Social Theory, graded

SA 871-5 Readings in Anthropology I*, graded

SA 872-5 Readings in Anthropology II*, graded

SA 886-5 Selected Problems in Social Analysis, graded

SA 887-5 Special Topics in Sociology/ Anthropology, graded

^{*} Students may also choose a graduate course or graduate directed readings course in another Simon Fraser University department, or from another university F3 12 Tf1 0 0 1 15(m anothnoth

2.7 MA Thesis Prospectus

A thesis prospectus should present a thesis of intellectual rigour that can be completed within the time frame of the degree. The Prospectus will situate the project within the relevant literature, fields, and theoretical frameworks. The thesis prospectus will consist of a written statement (maximum 10 pages, double-spaced exclusive of abstract, notes, appendices, and bibliography).

External Examiner, thesis title and abstract, date, time and place, to the Graduate Program Assistant to reach the Dean of Graduate Studies at least four weeks prior to the examination date.

Please note: You are required to submit digital copies of the thesis at least two weeks before the defense date, and a bound hard copy (must have at least one for the external examiner, check with senior supervisor if a hard copy is required for the committee members other than external) shortly thereafter. The student is responsible for the costs of any hard copies.

The defense will be chaired by the Chair (or delegate) of the Graduate Program Committee, who shall be a non-voting member of the Examining Committee. In addition, the

faculty at SFU or a person otherwise suitably qualified who is not a member of the supervisory committee. It is the responsibility of the senior supervisor, in consultation with the student, to select an external examiner (can be internal to SFU) and confirm the defense date.

The external examiner shall be free from potential conflict of interest that may arise, for example, from research collaboration with the student or prospective employment of the student.

Please check this link for direction concerning appointment of external examiners. http://www.sfu.ca/dean-gradstudies/current.html

The general format for an MA Thesis defense in the Department of Sociology/ Anthropology is as follows:

- a) introduction of candidate, External Examiner, members of the committee;
- b) brief outline of steps (c) through (g);
- c) request candidate to give a short (10-15 minute) summary of the argument of the thesis;
- d) questioning begins with the External Examiner, proceeds to the second supervisor and, lastly, to the senior supervisor;
- e) second round of questions;
- f) open to questions from the floor;
- g) request all but the Examining Committee to leave while the Committee deliberates on the quality of the defense and the thesis.

MA defenses generally are between 1.5-2 hours in length. Following the defense, the thesis Examining Committee will recommend one of the following possibilities:

- i. thesis passed;
- ii. thesis passed with minor revisions (to be completed to the satisfaction of the senior supervisor);
- iii. thesis decision deferred until: ______ (The Examining Committee requires formal re-examination or will reach its decision by examination of the revised thesis):
- iv. thesis failed (candidate is required to withdraw).

3. DESC

3.5 Time Limits and Timelines for PhD Degree Completion

The time limit for students in a doctoral program to complete all of the requirements is 18 terms from the start of the program.

Elective courses (2 in total):

The additional graded elective course may be chosen from the following courses, subject to availability, and by permission of the instructor, or may be chosen from graduate courses in other departments, including those offered at other BC universities, as per the Western

Western Deans A greenent process (retrieved at:

http://wcdgs.ca/western-deans-agreement.html

Western Deans

Agreement form (retrieved at https://www.sfu.ca/dean-gradstudies/current/forms.html).

Please note the WDA paperwork must be submitted to the Dean of Graduate Studies Office at least 6 weeks before the course begins.

broad critical knowledge of the relevant literature by the student should be seen as sufficient preparation to undertake the qualifying examination.

All PhD courses, including required courses and electives must be completed before the student may enroll in SA 897 (PhD Qualifying Examination).

SA 897 (PhD Qualifying Examination) must be successfully completed before a PhD dissertation prospectus may be defended.

Required process and recommended time frame:

QUALIFYING EXAMINATION (QE) PREPARATION, PHASE ONE

Spring and Summer semester, year 1:

In preparation for enrollment in SA 897 (PhD Qualifying Examination), the student must prepare a QE course outline - for discussion and negotiation with the supervisory committee. This QE course outline should be prepared during the semester previous to the initial enrolment in SA 897 (PhD Qualifying Examination) (typically Spring semester of Year 1 for initial enrolment in Summer semester of Year 1).

To enroll in SA 897 (PhD Qualifying Examination) in Summer semester of Year 1, the student and supervisory committee must agree upon the details of a Qualifying Examination

of literature that the student will be examined upon. The QE Course Outline must include dated milestones, times and dates for committee meetings, and contact information for both students and supervisors. This QE Course Outline is to be signed by the student and their supervisor(s) and submitted to the graduate program assistant by the end of the 2nd week of

papers, annotated bibliographies, or bibliographic essays on specific questions may constitute elements of the QE Course Outline. The goal should be to facilitate student progress towards examination readiness, recognizing individual situations.

At the end of the first semester of enrolment in SA 897 (PhD Qualifying Examination), the student, supervisor and supervisory committee will submit a brief progress report to the GPC, via the graduate program assistant, indicating whether goals set out in the QE Course Outline have been achieved or renegotiated.

QUALIFYING EXAMINATION PREPARATION, PHASE TWO

Fall semester, year 2 of PhD program:

The student must prepare a 4 page QE Course Outline that reflects the work to be completed in Phase Two, the research statement and proposed examination bibliography of approximately 40-70 titles for the qualifying exams. This QE Course Outline must be submitted to the Graduate Program Committee, via the graduate program assistant, for reenrolment in SA 897 (PhD Qualifying Examination), before the end of the 2nd week of the semester. The supervisory committee members may then request additions to the bibliography. A final bibliography, agreed upon by student and supervisory committee members, should be completed by the end of the first month of the second semester of enrolment in SA 897 (PhD Qualifying Examination).

The External Committee member for qualifying examinations (a member of SA or other SFU department) should be invited by the senior supervisor and participation confirmed by October 15 for Fall completion of the QE.

Any changes to the examining committee after it has been confirmed must be approved by the GPC through a written request to the GPC Chair. This request should include a rationale for changing the composition of the examination committee.

The External committee member may add titles (books and articles) to the bibliography

maximum total of 600 additional pages, and must provide this by November 1 for Fall

bibliography for a maximum total of 600 additional pages.

By November 15: The student submits a finalized research statement and bibliography to their supervisory committee and the Graduate Program Assistant. Mid-late November: The Senior Supervisor informs the Graduate Program Assistant of the Q.E. start date and provides them with the Q.E. questions for distribution via email on the start date.

Early Mid December: The student writes the Q.E. Late December

prospectus must be given to the Graduate Program Assistant for distribution to the Examining Committee; one copy will be available in the department.

Please note: The student should contact their senior supervisor regarding the binding preferences of the committee. If the committee does not want or prefer their copies to be bound then the student only needs to bind the copy for the external examiner.

The prospectus defense will be done in the spirit of constructive dialogue and criticism. It is assumed that the selection of a research topic, conceptualization and focusing of the research problem, situating it within a theoretical framework, and identifying the appropriate

supervisor and committee members must submit a signed Approval of Examining Committee form , with the names of the dissertation Examining Committee, including the curriculum vitae of the External Examiner, the dissertation title and abstract, date, time and place, to reach the Dean of Graduate Studies no later than six weeks prior to the examination date.

It is the responsibility of the senior supervisor to select an External Examiner and confirm the defense date. Please check this link for direction concerning appointment of external examiners: http://www.sfu.ca/dean-gradstudies/current.html

The student is responsible for providing the Graduate Program Assistant with a digital copy of the dissertation at least six weeks before the defense date, and a bound hard copy shortly thereafter. Please note: the student must have a bound hard copy for the internal examiner and external examiner. Check with your senior supervisor if a hard copy is required for the committee members other than externals. The departmental copy can be unbound.

The dissertation defense will be public. Defenses must take place at least two weeks before the Library submission deadline, which changes each semester, in order to allow time for revisions and thesis formatting. See http://www.lib.sfu.ca/help/writing/theses website for Library rules/ etc.

The defense will be chaired by the Chair (or delegate) of the Graduate Program Committee, who shall be a non-voting member of the Examining Committee. In addition, the

faculty at SFU or a person otherwise suitably qualified who is not a member of the supervisory committee (sometimes referred to as the Internal/ External), together with an External Examiner who shall be specifically qualified in the field of the dissertation and not be an SFU faculty member. The External Examiner shall be free from potential conflict of interest that may arise, for example, from research collaboration with the student or prospective employment of the student. Adjunct faculty members are not eligible for appointment as an External Examiner.

The general format for a PhD oral examination in the Department of Sociology/ Anthropology is as follows:

- a) introduction of candidate, External Examiner, members of the committee;
- b) brief outline of steps (c) through (q);
- request candidate to give a short (15 minute) summary of the argument of the dissertation;

c) Professorial Rank and Supervision

It is normal practice in the department that PhD students have as their senior supervisors, faculty members who are associate or full professors. However, assistant professors who have had their contracts renewed are also eligible to supervise PhD students. MA students may have senior supervisors from any rank.

d) Choice of Topic

On application for admission to the department the student will have indicated her/ his interest in a

6. GRADUATE PROGRAM INFORMATION

a) Graduate Seminar

All full-time graduate students must attend and actively participate in the graduate seminar during their first program term.

b) Language Requirement

Although knowledge of a foreign language is desirable for advanced studies, there is no prescribed language requirement. However, where a language other than English is necessary for field work or reading, proficiency will be required.

7. DIRECTED READINGS COURSES: GUIDELINES

Guidelines for directed readings courses are as follows:

- A student must receive prior agreement from a supervisor before the Graduate Program
 Assistant will grant them permission to register in a directed readings course. Students must
 fill out a directed reading template with the course supervisor (see appendix L).
- 2. Only full-time faculty members can act as supervisors of directed readings courses, unless special department permission is obtained.
- No faculty member shall undertake the supervision of more than three directed readings courses in any one semester - unless more than three students are together pursuing the same directed readings course.
- 4. You will need to submit a syllabus with the name of the faculty member who has agreed to supervise the readings course, a topic and brief outline of the field(s) of literature to be covered (include a one page bibliography), and a breakdown of the grading requirements for the course which should be signed by the student and the supervisor and given to the graduate program assistant by the beginning of the second week of the semester in order to obtain permission to register in the directed readings course.
- Student and faculty member should consult several times throughout the semester. The faculty member must be available and able to provide supervision or the directed readings course will not be approved.

8. EXTRA-DEPARTMENTAL COURSE APPROVALS

Elective courses taken outside of supervisory committee and included in the Graduate Plan of Study

Work-Plan; this approval must be given before the student enrolls in the course. Students are required to submit a Graduate Course Change Form, course outline, name of the instructor

are required to submit a *Graduate Course Change Form*, course outline, name of the instructor and department, and the course requirements to the Graduate Program Assistant, prior to the start of the term. Once permission has been given the student may register for the course.

<u>Please note: Extra elective courses cannot be taken prior to core course work being completed, and can only be taken if the supervisory committee and the GPC provides written approval.</u>

9. STYLE GUIDES FOR USE IN THE S/A DEPARTMENT

Students must apply a recognized citation style to their written work, including term papers and theses. The following academic associations have made available style guides for students:

Anthropology

AAA style guide http://www.aeanet.org/publications/guidelines.cfm

Sociology

CSAA style guide - www.blackwellpublishing.com/ cars

Style guides for SFU theses must adhere to the SFU-specific formatting standards. Refer to the Library Thesis website (http://www.lib.sfu.ca/help/writing/thesis) for access to templates and formatting information.

10. COURSE GRADE APPEALS

For the University regulations on the reconsideration of a grade, students should refer to the DGS Graduate General Regulations (https://www.sfu.ca/dean-gradstudies/current.html)

Normally, the first line of appeal should be to the instructor. The student should in a timely manner request an explanation for the grade or a reassessment. If differences surrounding the grade cannot be resolved between the instructor and the student, then the matter should be taken to the Chair of the department -- following the procedures outlined in the DGS Graduate General Regulations section 1.16 at: https://www.sfu.ca/dean-gradstudies/current.html

11. GRADUATE STUDENT RESOURCES

The Graduate Research Commons in the Library offers many services to our graduate students free of charge. Students are encouraged to use these services in order to help facilitate their progress in their graduate program.

Writing Services Offered by the Library Research Commons http://www.lib.sfu.ca/about/branches-depts/rc/services/writing-services/

Read-Ahead Service: Students are invited to request a Read Ahead to get intensive writing support that may include one-on-one in-person or electronic consultations with a Graduate Facilitator or the Writing Services Coordinator. Graduate Facilitators and the Writing Services Coordinator comment on student writing (but do not edit student work) and suggest resources and ways of making progress.

Writing Consultations:

12. FINANCIAL SUPPORT

With respect to financial support, it has been department practice to treat all students as equitably as possible, and all students are eligible to apply for support as long as they meet the terms of reference for the award. Apply online at: https://gradawards.sfu.ca/

Teaching Assistantships (TA)/Tutor Marking Positions (TM)

Several TA/TM positions (for both MA and PhD students) are available in the fall and spring semesters, but very few are available for the summer semesters. (Please request the document 'Information for Teaching Assistants' from the departmental assistant or graduate program assistant. Additional TA/TM postings can be found on the Dean of Graduate Studies website -

The Purpose of the Dr. Hilal Ozcetin Conference and Research Travel Graduate Funding is to support the travel component of the scholarly activity of graduate students related to their research. This funding is for reimbursement for travel only. It is processed as an expense claim (see the terms of reference on For current form please see: https://www.sfu.ca/sociology-anthropology/grad-studies/funding.html

13. THE WORKING ENVIRONMENT OF THE DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY

Faculty and students should strive to be tolerant of conflicting points of view and changing perspectives. This is not to say that open and honest discussion of differences should be limited; on the contrary, frank debate of all issues pertinent to subject matters related to the disciplines is to be encouraged. In other words, no point of view is beyond criticism; indeed, constructive criticism made in a reasoned manner is an essential part of teaching and

DGS SUMMARY TABLE - Leave of Absence (at https://www.sfu.ca/dean-gradstudies/current/registration_status/leaves_withdrawals.html)

| Category | Reason | Characteristics | Limit |
|-------------------------|---|--|-----------------|
| Personal Leave | Any reason other than those defined below | no fee counts towards time limit departmental approval SFU scholarships/ awards are interrupted during leave; | Maximum 3 terms |
| Academic Break | Course availability (no courses offered | no fee does not count towards time limit | |
| (or scheduled break) | for program within that term) scheduled break within a program (i.e. summer term) | departmental approval SFU scholarships/ awards are interrupted during leave; duration of the award will not be changed international students may be | |

<u>APPENDICES</u>

'A' through 'N'

Available on our Website under Sociology/ Anthropology Graduate Studies Forms https://www.sfu.ca/sociology-anthropology/grad-studies/forms.html