



Lakehead  
UNIVERSITY

Social Justice  
Studies

## Graduate Program Handbook

Master of Arts Degree

Lakehead University, Thunder Bay ON Canada

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Last updated: August 6, 2024

## Introduction

Thank you for your interest in the Graduate Program (MA) in Social Justice Studies (SJS) at Lakehead University. This Handbook serves as a guide to help prospective and enrolled students successfully navigate the SJS program and the rules and regulations laid out by the Faculty of Graduate Studies and the Research Office at Lakehead University.

For application information, please use the Faculty of Graduate Studies [webpage](#).

The SJS [website](#) contains up-to-date information on program changes, course offerings, and other news. If you find inconsistencies between the handbook and the website, please bring them to the attention of the Program Advisor and those inconsistencies will be resolved. This handbook is a living document and subject to change.

If you have any questions or would like to discuss any aspect of the SJS program please contact:

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For further information about programs, research, academics, forms and procedures, be sure to visit the [Faculty of Graduate Studies](#) website.

Questions about graduate studies at Lakehead can be directed to the Graduate Office located on the Thunder Bay campus in CASES (FB 2010) or by phone at (807) 343-8785.

Lakehead offers a number of [Indigenous Initiatives](#).

International students should visit [Lakehead International](#) to learn about studying and living in Thunder Bay, Orillia, or Canada more generally.

## Mission Statement for the Social Justice Studies Program

“The intellectual project of decolonization has to set out ways to proceed through a colonizing world. It needs a radical compassion that reaches out, that seeks collaboration, and that is open to possibilities that can only be imagined as other things fall into place”

-Linda Tuhiwai Smith

The program is firmly grounded in critical theory and community-based research that reflects both a politicized praxis in teaching and a transformative approach to research and knowledge as tools for social change and advocacy. Engaging with social justice means actively working towards eradicating settler colonialism, structural inequalities and violences, gender inequality, white supremacy and racism, homophobia, transphobia, poverty, and more; this program is committed to helping students do just that through social learning.

The program is officially offered through the Thunder Bay campus, which is ideally situated to offer students hands-on opportunities in community-based engagement through participation in local grassroots movements and organizations. We encourage our students to be actively engaged and to know that they can make a difference for the better. Course delivery, however, is a mix of face-to-face classes, online classes (Zoom and asynchronous), and telepresence classes delivered from a classroom in either Thunder Bay or Orillia. Please talk with the program advisor about the course delivery options for the year you are applying.

Located within the territories of the Anishinaabe peoples, Lakehead University's MA in Social Justice Studies (SJS) is an interdisciplinary graduate program housed in the **Faculty of Social Sciences and Humanities**. SJS delivers a transformative education by asking students to think critically about the values, cultural assumptions, and actions that maintain the current economic, political, and social structures that shape our day-to-day lives. Our program empowers students with the practical skills and theoretical knowledge necessary to challenge the informal and formal configurations of power and oppression within local, national, and global contexts.

## Getting started: preparation and application

### 1. Familiarize yourself with the program and faculty.

- Keep reading the Handbook to learn about the program and visit the website for additional information.
- Visit the [SJS Supervisor Faculty webpage](#) and contact faculty members who teach and research in areas of interest to you if you have specific questions.
- Be sure to see what kind of [projects previous students](#) have undertaken.
- For students with undergraduate degrees in English and Sociology, consider earning an MA degree from the appropriate department but add the SJS specialization:
  - [English](#)

- [Sociology](#)
- Contact the Program Advisor to talk with them about your interests in the program.
- Explore scholarships and other funding opportunities [see below] that you can apply for both as you enter the program and as you continue your studies into the second year.

## 2. Prepare your application.

The program asks you to answer three application questions, submit your transcripts and English language tests for those students who do not speak English as their first language or have not been attending higher education delivered in English. You will need to ask for two academic references, although one academic reference and one professional reference is acceptable. The three application prompts are:

1. **Your preparation for the program.** How have your schooling and /or lived experiences prepared you for the SJS Program at Lakehead? Please reference relevant coursework, relevant scholars you have read or studied with, specific papers or projects you have completed, specific work or volunteer experiences relevant to social justice studies, and specific personal life experiences that have prepared and motivated you to pursue an MA in Social Justice Studies.
2. **Your goals while enrolled in the program.** What are your research, creative, practicum and/or course interests (address one or two, not all)? What specific learning goals do you have for your time in the program? How might you use your time in the program to deepen your engagement with social justice efforts locally or globally?
3. **Your goals for post-graduation, whether professional, personal, and community-minded.** How will an MA in SJS contribute to your next steps? That could mean your next educational step, your professional or career development, your civic participation goals, and/or your personal goals.

For admission to the Gender and Women's Studies (GWS) Specialization, students must complete the additional section within the application portal.

## 3. Submit all your application materials by February 1 for Fall semester start (most common).

The Program will begin reviewing applications on or close to February 1, so please submit all your application materials by or before that date. Be sure that those writing letters of reference have submitted their evaluation. You will receive notification of the admissions committee's decision from the Faculty of Graduate Studies; you will be asked to accept or decline your offer. Please read all correspondence from FGS carefully and follow their instructions.

International students, it is particularly important to meet the February 1 deadline because the program is only able to offer a Graduate Assistantship to the top international applicant who submits by February 1.

If you miss the deadline, applications will be accepted until the program meets its acceptance goals for the academic year. Applications are likely to close by the end of May. Those considering applications after February 1 should contact the Program Advisor before submitting materials. Late applicants may not be eligible for assistantships, and course registration typically opens in late June.

The program does not do a winter intake.

### **You've been accepted: now what?**

1. Ask more questions! We know you have been holding back the nitty-gritty questions like “What courses should I take?” “Who is my advisor?” “what course will I be a Graduate Assistant for?” Now is the time to ask any questions you might have. You will be asked to commit to the program in your letter of offer, so be sure you have all the information you need to make this decision.
2. The most frequently asked questions are “What is an FCE?” and “Why is the program only 4.0 FCEs?” FCE stands for “full course equivalent.” A course that is only one semester is worth .5 FCE; a full-year course, including a course that bridges spring and summer, is worth 1.0 FCE. Graduate classes often have significantly higher reading and writing expectations than undergraduate classes, so taking only one class per semester is considered full-time, but two courses per term is recommended for timely completion of the program. Graduate Assistants work 10 hours a week on top of the 20-30 hours a week that goes into course work. The year-long options like Research Project, Creative Project, and Practicum are time-consuming undertakings worth 1.0 FCE.
3. Consult the “Important Dates” section of the handbook so you can find information like when you can sign up for classes, when you should be on campus for orientation, when classes start, etc..
4. Consult the [University Calendar](#) to become familiar with Lakehead University's rules and regulations.

The Calendar is the definitive reference for any Lakehead University regulations and should be consulted if you have questions about University regulations or policies. The Graduate Coordinator or the Administrative Assistant can assist you in clarifying Lakehead University regulations and policies that are relevant to your program of study, but it is essential for students to familiarize themselves with the regulations and policies.

See the policies and regulations section below for more information.

### **Registration and Full-Time Status**

SJS is officially a two-year program (six terms), but most students can complete their studies in five terms. Students who are willing and able to take Spring / Summer courses can potentially finish the program in four terms, especially when pursuing the coursework stream. Students can complete the program within one calendar year (three terms), almost always via the coursework stream, and with

limited other commitments (e.g. GA or work). Students should talk to the Program Advisor for details about how to arrange their schedule to meet the timeline that best suits their needs.

The program does not have a part-time option. As long as a student is enrolled in one course, they are considered full-time. The program can offer a flextime option: students pay for the program in two years (six terms) but they have twelve terms (or four years) to finish their degree.

SJS is officially a Thunder Bay Campus program, but Orillia-based students are encouraged to consult with the Program Advisor about options for completing the degree in whole or in part from Orillia. SJS is not fully developed as an online degree, but please contact the Program Advisor if online delivery is right for you. We would love to know more about student interest in this option.

Regardless of which timeline students choose, students are expected to be enrolled full-time throughout and complete all the program requirements.

Students are required to be **registered and pay tuition** for all three terms in a calendar year. Over the spring/summer semesters, students **must** register in the appropriate placeholder course (i.e. coursework, practicum, research or creative project). Students **may** also take a course or two; students may **complete** their creative / research project or practicum. If there is student interest, staff availability, and willing practicum partners, students may consider completing their practicum in the spring/summer semester.

Students must be registered full-time for all three terms to stay in the program. The only exception to being enrolled full-time is a leave of absence. Staying enrolled allows continuous access to the library and other university services. See Policies and Regulations below. **Students will be billed for tuition in all three semesters**, even if a student only chooses a placeholder course.

## Choosing Your Program Stream

SJS offers four program streams:

1. Coursework
2. Research project (this is not a thesis)
3. Creative project
4. Practicum

All students are initially admitted into the coursework stream of the program and must apply for admission into the other streams following the successful completion of the first semester of the program. Students are encouraged to begin discussing their research and program interests with the Program Advisor as soon as possible. Students are asked to identify their intended stream and rationale by the end of their first semester via the [Stream Selection](#) form.

To enter into the research project or creative project stream, students must have an average of 80% or higher, must not have any incompletes on their transcript, and must have their supervisor and tentative project approved by the SJS Academic Review Committee (ARC). Regardless of which stream students pursue they must complete 4 FCEs to graduate from the program.

Students will normally complete 2 FCEs per year, with the research project, creative project or practicum being completed in the second year of study. The research/creative projects and practicums are worth 1 FCE. Therefore, students will also need to take one FCE of coursework to complete the four full FCEs required to graduate.

### SJS Streams and Course Requirements

All students, except for those students pursuing the GWS Specialization (please see the Specialization in GWS for further details), must complete *SJS 5030: Theories of Social Justice* and *SJS 5090: Methods and Methodologies in Social Justice*, during the first year of study regardless of the program stream they pursue. The program requires students to complete a total of 4 FCEs.

SJS STREAMS	Course Work	Research Project	Creative Project	Practicum
Required courses	5030 SJS Theory (.5). F or W term. 5090 SJS Research Methods (.5). F or W term.	5090 SJS Research Methods (.5) F or W term. 5030 SJS Theory (.5). F or W term.	5090 SJS Research Methods (.5) F or W term. 5030 SJS Theory (.5). F or W term.	5030 SJS Theory (.5). F or W term. 5090 SJS Research Methods (.5). F or W term.
Unique to stream	N/A	SOCJ-5800 / 9800 (1.0 ) 2 <sup>nd</sup> year	SOCJ-5821/ 9821 (1.0 ) 2 <sup>nd</sup> year	SOCJ-5601/ 9601 (1.0 ) 2 <sup>nd</sup> year
Electives	3.0 FCEs	2.0 FCEs	2.0 FCEs	2.0 FCEs
Totals	4.0 FCEs	4.0 FCEs	4.0 FCEs	4.0 FCEs

Students in their second year will register in the placeholder courses for creative and research projects, or the placeholder for practicum. Students will be provided with a change of mark at the end of the project/practicum, and the mark will be assigned to the 5000 course relevant to their stream.

Twenty LU Graduate Courses are cross-listed with Social Justice Studies, but the schedule for offering these courses is unpredictable. The program offers 5011 (Special Topics) frequently, and students can take 5011 multiple times.

Social Justice Studies will typically offer four special topics courses per year, and will potentially offer cross-listed courses with departments in Social Sciences and Humanities.

Working with the SJS Program Advisor, students can request to enrol in those courses that are not offered by SJS nor cross-listed, but enrollment will be constrained by the other program's capacity and needs. Electives must come from the 5000-level courses being offered.

### ***Coursework stream***

In addition to completing the core SJS courses (5030 and 5090), students will take an additional 3.0 FCEs (or six half-credit courses). This stream works well for students who are working significant hours, students who enjoy coursework on a wide range of topics, and students who might not excel with the open-ended nature of a research project or creative project.

Students are automatically enrolled in the coursework stream, therefore students in this stream do not need to find an advisor, write a proposal, or change streams. Students in this stream are encouraged to think of the Program Advisor as their stream advisor.

### ***Research project stream***

To enter into the research project stream, students must have an average of 80% or higher, must not have any incompletes on their transcript, and must have their supervisor and tentative project approved by the SJS Academic Review Committee (ARC).

In addition to the core SJS courses (5030 and 5090) taken in the first year of the program and SOCJ-9800: Research Project, is taken in the second year of the program, students will complete a further 2.0 FCE (four half-credit courses) of course work.

For the research project, students will produce an original research paper. The research project requires a sustained and detailed analysis of a specific body of literature within Social Justice Studies and an exploration of a question or problem in the field. The project will be marked by the supervisor and a second faculty member and assigned a final grade.

Some students may come into the program because they have been recruited by an advisor or have established a working relationship with an advisor. However students wishing to do a research project who do not have a supervisor at the start of the program will work with the Program Advisor to find a faculty member



affiliated with the Social Justice Studies Program who is willing to supervise their project and submit the Supervisor Approval Form to the Academic Review Committee for approval. The project proposal must be submitted to and approved by the SJS Academic Review Committee (see the important date section for deadlines).

Students must choose supervisors from the list of faculty affiliated with Social Justice Studies, complete the initial stream selection form, the supervisor approval form, and the Graduate School Change of Program form. All are linked below:

- Social Justice Studies [approved faculty supervisors](#).
- Initial [stream selection form](#). Complete by the end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Project Proposal Form](#). Complete by June 1, Sept. 15, or Jan. 15th. Students should follow the [Guide to Research and Creative Projects](#).
- [Project Evaluation Form](#). Complete at the end of the project.

Students enrolled in the GWS specialization will produce a research project that addresses issues relevant to both GWS and social justice. Please see the GWS guidelines below.

### ***Creative project stream***

To enter the creative project stream, students must have an average of 80% or higher, must not have any incompletes on their transcript, and must have their supervisor and tentative project approved by the SJS Academic Review Committee (ARC).

In addition to the core SJS courses (5030 and 5090) and SOCJ-5821: Creative Project, students will complete 2.0 FCE (four half-credit courses) of coursework.

For the creative project, students will produce a creative work (broadly defined) using one of the following mediums: visual arts, music or non-academic/creative writing or other creative work. Projects can be participatory and community-based. The creative project must be a substantial, unified, and original work that addresses issues of social justice and activism and engages with critical praxis. Creative projects must demonstrate advanced skill in one of the following mediums: visual arts, music or non-academic/creative writing or other creative work and a command of relevant genre conventions. To be successful, a creative project must be recognized by the supervisor and second reader as a fully-fledged contribution to the aesthetic forms in which it participates.

Students will also write a 20-page artist statement/report that situates the project in relation to the existing body of contemporary creative work. It must explain and justify the poetics of the project and how the form of the project functions to serve creative and/or critical ends. The work will be marked by the supervisor and a second faculty member and assigned a final grade. Because of the small size of the Creative Arts programs at Lakehead, Faculty from other Universities, and/or

professional experts from the community may be used to evaluate a student's work.

Students will work with the Program Advisor to find a faculty member affiliated with the Social Justice Studies Program who is willing to supervise their project and submit the Supervisor Approval Form to the Social Justice Studies Academic Review Committee for approval. The project proposal must be submitted to and approved by the ARC (see the important date section for deadlines). Creative project proposals should be accompanied by a portfolio of relevant, recent creative work.

Students must choose supervisors from the list of faculty affiliated with Social Justice Studies, complete the initial stream selection form, the advisor agreement form, and the Graduate School Change of Program form. All are linked below:

- Social Justice Studies [approved faculty supervisors](#).
- Initial [stream selection form](#). Complete by the end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Project Proposal Form](#). Complete by June 1, Sept. 15, or Jan. 15th. Students should follow the [Guide to Research and Creative Projects](#).
- [Project Evaluation Form](#). Complete at the end of the project.

Students enrolled in the GWS specialization will produce a creative work that addresses issues relevant to both GWS and SJS.

### ***Practicum stream:***

In addition to the core SJS courses (5030 and 5090) and SOCJ-5601: Practicum, students will complete 2.0 FCE (four half-credit courses) of coursework.

For the practicum, students are expected to complete 200 hours of placement plus class time. Unlike an on-the-job training internship, the project carried out during the practicum will combine class-based knowledge, practical research skills, and reflection to apply them in the field. The placement will be with an agency or non-profit organization engaged in social justice work and will be arranged collaboratively with the student, agency, Program Advisor and the instructor for SOCJ-5601. The project to be completed during the practicum will be outlined in a Memorandum of Understanding (MOU) with the agency or non-profit organization.

Students considering the Practicum Stream are encouraged to get to know local agencies early in their program. Conduct site visits, get to know program directors, and ideally volunteer at the organization to develop familiarity with the staff and operations. Students might be able to indicate interest in the stream by November of their first year and continue to work towards a placement throughout the spring and summer. The MOU will ideally be written and signed off on by all stakeholders before the start of the fall semester.

In addition to the required coursework, the student will keep a log describing the work conducted during the placement. The log will also include a list of hours worked and be submitted to the course supervisor every week. The work of the practicum will be completed in the second year of study. Although the norm will be that students will complete 10 hours of work a week, some flexibility will be allowed to enhance the usefulness of the practicum for participating organizations and accommodate class time. Potential partners include Faye Peterson House, Kinna-aweya Legal Clinic, the Northwestern Ontario Women’s Centre, and others.

Not all practicums need to have a faculty supervisor, but many faculty have connections with local nonprofits, so they can provide guidance, research opportunities, and mentoring. Students should try to identify supervisors from the list of faculty affiliated with Social Justice Studies, complete the initial stream selection form, the advisor agreement form, and the Graduate School Change of Program form. All are linked below. Practicum students should also consult the Practicum Handbook and familiarize themselves with the Memorandum of Understanding used to formalize relationships with host organizations.

- Social Justice Studies [approved faculty supervisors](#).
- Initial [stream selection form](#). Complete by the end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Practicum Handbook](#)
- [Memorandum of Understanding](#)

Students in the GWS Specialization will complete the practicum in an organization that supports feminist and social justice practices.

## Specialization in Gender and Women’s Studies (GWS)

The GWS Specialization allows students to engage in interdisciplinary work focused on gender.

In the first year of their program, all students in the GWS Specialization must complete WOME 5101: *Theory and Methods in Gender and Women’s Studies* and SOCJ 5030: *Theories of Social Justice* (regardless of the stream they intend to pursue).

GWS Spec.	Course Work	Research Project	Creative Project	Practicum
Required Courses	SJS 5030 Theory (.5) Fall WOME 5101	SJS 5030 Theory (.5) Fall WOME 5101	SJS 5030 Theory (.5) Fall	SJS 5030 Theory (.5) Fall

	Theory and Methods (1.0 )	Theory and Methods (1.0 )	WOME 5101 Theory and Methods (1.0 )	WOME 5101 Theory and Methods (1.0 )
Unique to stream	N/A	SocJ-5800 (1.0 )	SocJ-5821 (1.0 )	SOCJ-5601 (1.0 )
Electives	2.5 FCEs. Coursework should allow for feminist and/or gender analysis or methods.	1.5 FCEs. Coursework should allow for feminist and/or gender analysis or methods.	1.5 FCEs. Coursework should allow for feminist and/or gender analysis or methods.	1.5 FCEs. Coursework should allow for feminist and/or gender analysis or methods.
Totals	4.0 FCEs	4.0 FCEs	4.0 FCEs	4.0 FCEs

**NOTE:** Students enrolled in the GWS specializations are not required to take SOCJ 5090: Methods and Methodologies in Social Justice, but they may choose this course as an elective.

### ***Coursework stream:***

Students in the GWS Specialization must take the GWS Core Course (WOME 5101) worth 1 FCE and an additional 3 FCEs in Social Justice Studies (including SOCJ 5030). **Two of the major papers written for these graduate course(s) must be focused on a subject related to GWS. One-page proposals must be approved by a Social Justice-based GWS subcommittee no later than six weeks into the term(s).**

Students are automatically enrolled in the coursework stream, but by the end of their first semester, all students are encouraged to choose supervisors. Students who wish to remain in the coursework stream do not need to find an advisor, write a proposal, or change streams. Students in this stream are encouraged to think of the Program Advisor as their stream advisor.

### ***Research project stream:***

To enter into the research project stream, students must have an average of 80% or higher, must not have any incompletes on their transcript, and must have their supervisor and tentative project approved by the SJS Academic Review Committee (ARC).

Students in the GWS specialization must take the GWS Core Course or WOME 5101 (1 FCE) and the Social Justice Studies Core Course 5030 (0.5 FCE), take an additional 1.5 FCEs in Social Justice Studies, and write a research project (1.0 FCE) on a subject related to both Social Justice Studies and GWS, for a total of 4 FCEs. The Research Project must incorporate feminist scholarship. The proposed topic must be approved by representatives of both the primary Program and the GWS Graduate Committee. If deemed appropriate, there may be joint supervision by a member of the student's academic unit and a person named by the GWS Graduate Committee.

Students in the GWS Specialization have a specific list of advisors they need to choose from. Students also need to complete the initial stream selection form, the advisor agreement form, and the Graduate School Change of Program form. All are linked below:

- GWS [Core Supervisors](#) (note those who are also SJS Supervisors)
- Initial [stream selection form](#). Complete by end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Project Proposal Form](#). Complete by June 1, Sept. 15, or Jan. 15th. Students should follow the [Guide to Research and Creative Projects](#).
- [Project Evaluation Form](#). Complete at the end of the project.

### ***Creative project stream:***

To enter into the creative project stream, students must have an average of 80% or higher, must not have any incompletes on their transcript, and must have their supervisor and tentative project approved by the SJS Academic Review Committee (ARC).

Students in the GWS Specialization must take the GWS Core Course (WOME 5101) for 1 FCE and the Social Justice Studies Core Course 5030 (0.5 FCE), take an additional 1.5 FCEs in Social Justice Studies, and undertake a Creative Project (1.0 FCE) of relevance to both Social Justice and GWS.

Because of the small size of the Creative Arts programs at Lakehead, faculty from other Universities, and/or professional experts from the community may be used to evaluate student's work.

Students in the GWS Specialization have a specific list of advisors they need to choose from. Students also need to complete the initial stream selection form, the advisor agreement form, and the Graduate School Change of Program form. All are linked below:

- GWS [Core Supervisors](#) (note those who are also SJS Supervisors)
- Initial [stream selection form](#). Complete by the end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.

- [Project Proposal Form](#). Complete by June 1, Sept. 15, or Jan. 15th. Students should follow the [Guide to Research and Creative Projects](#).
- [Project Evaluation Form](#). Complete at the end of the project.

***Practicum stream:***

Students in the GWS Specialization must take WOME 5101 (1.0 FCE), SOCJ 5030 (0.5 FCE), SOCJ 5601 (1.0), and an additional 1.5 FCE (three half-credit courses). For the practicum, students are expected to complete 200 hours in the placement plus class time. Unlike an internship which focuses primarily on on-the-job training, the project carried out during the practicum will combine class-based knowledge, practical research skills and reflection on how to apply them in the field. The placement will take place at an approved agency or non-profit organization relevant to GWS and engaged in social justice work. Placement can be found by students or chosen from the approved list. They will be arranged by the Program Advisor for SJS and the instructor for SOCJ 5601 in cooperation with the student and the Graduate Coordinator of GWS. The project to be completed during the practicum will be outlined in a MOU with the agency or non-profit organization.

In addition to the required coursework, the student will keep a log describing the work conducted during the placement. The log will also include a list of hours worked and be submitted to the Practicum Instructor every week. The work of the practicum will be completed in the second year of study. Although the norm will be that students will complete 4 -10 hours of work a week, some flexibility will be allowed to enhance the usefulness of the practicum for participating organizations and accommodate class time. Potential partners include Faye Peterson House, Kinna-aweya Legal Clinic, Northwestern Ontario Women’s Centre, and others.

Not all practicums need to have a faculty supervisor, but many faculty have connections with local nonprofits, so they can provide guidance, research opportunities, and mentoring. Students should try to identify supervisors from the list of faculty affiliated with GWS and Social Justice Studies, complete the initial stream selection form, the supervisor approval form, and the Graduate School Change of Program form. All are linked below. Practicum students should also consult the Practicum Handbook and familiarize themselves with the Memorandum of Understanding used to formalize relationships with host organizations.

- GWS [Core Supervisors](#) (note those who are also SJS Supervisors)
- Initial [stream selection form](#). Complete by end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Practicum Handbook](#)
- [Memorandum of Understanding](#)

## **Additional information relevant to the program**

### ***Switching Streams / Withdrawing from the Program***

Students may change streams during their program. Please consult with the Program Advisor whenever you are considering making a significant change within your program.

Students will need to fill out a "[Graduate Request for Change/Withdrawal](#)" form. This form is to be used by graduate students who would like to change their program route/option or would like to officially withdraw from their graduate program. The form can be accessed online (link above) or through [myInfo-For Students](#), under Forms - select Graduate Program Change/Withdrawal." Only students with Lakehead credentials (ID and password) will be able to access MyInfo.

The form says that a \$50 fee will be charged for a change of program, but please write in the textbook "A change of program is part of the SJS program and the fee should not be applied."

### ***Choosing a Supervisor***

In consultation with the Program Advisor, students choose a supervisor for the research and creative projects, but they are also encouraged to choose a supervisor who can support their practicums or coursework. When selecting a supervisor, choose someone who conducts research and/or teaches in your area of specialization or interest, and is a member of the [SJS graduate faculty](#). If you are in the GWS Specialization, you must choose someone who is both a member of SJS and a member of the [Core Graduate Faculty of Gender and Women's Studies](#)

You can talk to several professors about the possibility of supervising your project to see whether or not they would be a good fit, and will feel comfortable supervising your particular area of interest. Understand that professors may be unable to supervise you if a) they are going on leave, b) they are currently supervising multiple graduate students, or c) they do not feel that their expertise is the best fit for the proposed project.

You can switch supervisors during your degree but please talk to your supervisor and the Program Advisor to see if this is the right choice.

Once the person in question has agreed to supervise you, please fill out the following [Supervisor Approval Form](#).

### ***Research Ethics***

Conducting research with people and communities, especially when working with vulnerable and marginalized communities, requires that researchers conduct themselves in accordance with the rules and guidelines established under the Tri-Council Policy Statement regarding Ethical Conduct for Research Involving Humans, 2010 (TCPS2).

Students must complete the online Ethics Training [TCPS2](#)

Upon completing the tutorial students will receive a pdf copy of a TCPS2 certificate, please save it. You will need to submit a copy of this certificate when you make a research ethics application to Lakehead University's Research Ethics Board (REB).

Before conducting any research with people and communities, students must complete, submit, and have approved a research ethics proposal to Lakehead's REB.

Research ethics applications can be found at [Lakehead Research and Innovation](#) website.

Further Information:

- Lakehead University's [Ethics and Integrity](#) guides (Guidelines and Policy and includes Procedures for Investigating Misconduct)
- Lakehead University's Research Ethics and Administration Officer, Sue Wright, can be contacted at [susan.wright@lakeheadu.ca](mailto:susan.wright@lakeheadu.ca) or (807) 343-8010 Ext. 8283.

### ***Application to Graduate***

Students must be registered for the calendar year in which they intend to graduate. Students must apply to graduate. Application forms are available through [myInfo-For Students](#). Refer to the current [Lakehead University calendar](#) for deadlines and fees.

## **Grading System and Related Issues**

### ***Grading Scale***

Course standings in the graduate programs will be reported as follows:

Letter Grade	minimum %	maximum %
A+	90	100%
A	80	89%
B	70	79%
C	60	69%
Fail	1	59%
F	Academic Dishonesty	0
INC	Incomplete	



To maintain registration as a graduate student, a student must achieve and maintain satisfactory academic standing at all times. A student whose academic performance does not meet the minimum standing will be required to withdraw from the program. Graduate students can only have one full course equivalent graded C. A mark of less than 60% in a graduate course constitutes failure. Students with grades under 60% may repeat the course or assignments to improve their grades.

### ***Incomplete Grades***

An incomplete grade, at the discretion of the instructor and in consultation with the student, may be assigned to a course when the instructor believes that the student has not yet completed all the requirements of the course for a valid reason. In such cases, when a percentage grade would normally be assigned to the course, the instructor must also assign a numeric grade for work completed to the point of submission, unless stipulated in the course syllabus that a student will be deemed to have failed the course if a particular component had not been completed, in which case the student would be assigned a failing grade expressed as a portion of the entire course mark. Incomplete grades will not be included in the calculation of the student's average.

The instructor is obliged to set the due date for the additional work to permit submission of the revised grade to the Registrar's Office by the dates listed below:

Fall term grades: June 1<sup>st</sup> (or May 1<sup>st</sup> if the student plans to convocate in the Spring)

Winter term grades: September 1<sup>st</sup>

Summer term grades: January 1<sup>st</sup> or November 1<sup>st</sup>

To clear an incomplete grade, the student must complete the outstanding work and a *Change of Grade* form from the instructor must be received in the Registrar's Office by the appropriate date (above). Grades that are not cleared by the appropriate date will be converted to the numeric grade assigned (students who have not completed the required component needed to pass the course will receive the failing grade) and at that point will be included in the student's average. Pass/Fail courses with a grade of INC will be converted to F.

### ***Minimum Satisfactory Academic Standing***

Graduate students must maintain at least a B overall average in their courses with no more than one full course equivalent graded C. A mark of less than 60% in a graduate course constitutes failure. A graduate student with a mark of 50 - 59% in a graduate course may repeat the course. No more than one full course equivalent may be repeated. If, after exercising this avenue for improving course marks, a student is still unable to achieve the minimum B overall average, the student will not be permitted to continue in the program.

Course marks below 50% are unacceptable in a graduate program. A graduate student with such a mark will not be permitted to continue in the program. Courses with a mark below 50% may not be repeated. See [Master's Regulations](#) for more details.

A graduate student who does not complete the required courses, portfolio, or thesis within one of the prescribed periods of study and does not receive an approved time extension is considered to have failed the program and must withdraw.

### ***Reappraisal***

If you would like a grade appeal, please refer to the [Student Reappraisal and Appeals Policy \(Pdf\)](#) for detailed information.

### ***Academic Integrity***

The Social Justice Studies program, in accordance with University regulations, maintains a strict policy regarding academic integrity. Rules and penalties for infractions are outlined in the [Student Code of Conduct--Academic Integrity](#). A detailed PDF with the policy can be found [here](#).

## **Policies and Regulations**

### ***Leaves of Absence***

A leave of absence can be granted for maternal/paternal/parental leaves, for health reasons, on compassionate grounds, or to allow a student to gain practical experience. Leaves of absence must be supported by details and external supporting documentation. Leaves of absence must be requested prior to the leave (i.e. they are not retroactive).

A student is eligible for a maximum of three Leaves of Absence in addition to an unlimited number of Maternal/Parental leaves, provided that no single Maternal/Parental Leave extends beyond three consecutive terms. If additional time away is required (more than the three-term limit), the student is advised to withdraw from the program and apply for re-admission at a time more suitable for completion.

The [leave of absence](#) can be found on the Graduate Office Forms webpage.

### ***Time Extensions***

A Time Extension in a graduate program will be granted for exceptional circumstances on a per-term basis, for up to three terms. Recommendations for the first term beyond the allowed Period of Study require approval by the Department, which then sends notice along with the recommendation, including reasons, to the Faculty of Graduate Studies.

Recommendations for the second term and for the final term must be sent to the Faculty of Graduate Studies Council for consideration and final approval.

A graduate student who does not complete the required courses and/or research and creative project or practicum within the prescribed periods of study and does not receive an approved [Time Extension](#) is considered to have failed the program and must withdraw.

### ***Meeting/Work Spaces***

There is space reserved for graduate students in the Chancellor Paterson Library: the Graduate Reading Room on the 4th Floor (LI 4016). For access, students must request a key at the Library Circulation Desk.

The Graduate Student Lounge, located in CASES (technically known as FB 2002), is open to all Lakehead University graduate students.

In consultation with work supervisors and departments, students have been assigned a specific space for meeting with students and performing work as required under GA assignments, BB0029D.

### ***University Regulations***

Students should familiarize themselves with the general [University regulations](#).

### ***Harassment and Discrimination Policy***

Lakehead University has established a comprehensive [policy on harassment and discrimination](#), including sexual harassment. This document is available from the Office of Human Resources. Students who have concerns may consult with the Program Advisor for SJS, the Dean of Graduate Studies, the Director of the Office for Human Rights and Equity, or arrange an appointment with an officer in Human Resources.

Lakehead University's Sexual Misconduct Policy and Procedures document can be found here:

<https://www.lakeheadu.ca/about/policies-procedures/policies/list/node/51593>

## **Scholarships and Bursaries**

Details for awards and bursaries for Lakehead students can be found [here](#).

SSHRC and OGS provide the most extensive support for students (approximately \$17,500 per year and \$15,000 per year, respectively) – **all eligible students are**

**strongly encouraged to apply.** Please consult with the Program Advisor regarding applications and funding possibilities.

In order to be eligible for SSHRC and OGS students must hold an 80 average or more during their last two years of studies.

The [Kate McInturff Fellowship in Gender Justice](#) funds a four-month fellowship with the Canadian Centre for Policy Alternatives.

The [Mackenzie King Scholarship](#) could help fund an incoming student or a completing student seeking to continue their studies.

[MITACS.CA](#) funds a variety of research and innovation projects, including research collaborations with not-for-profit organizations.

## Important Dates

Please refer to the current [Lakehead University Calendar](#) for dates for registration and withdrawal from courses, and for the application to graduate deadline. The University operates on a July 1-June 30 calendar.

**Late June to mid-July:** registration for graduate courses opens. The exact date varies from year to year. Watch for announcements in MyInfo. Work with the Program Advisor on course selection.

**Late August:** all students working on projects over the summer must submit the final version to their supervisor and second reader.

Graduate Assistantships for the year are assigned.

**The week before classes start:** Orientations for international students and new SJS Students.

**Tuesday after Labour Day:** The first day of classes each fall semester.

**Sept. 15. Proposal Submission.** This is one of three dates students may submit their research or creative project proposal to the Academic Review Committee.

**Early September:** graduate orientation and marking workshop; submit GA Statement of Work form (filled out with the instructor to which the GA is assigned) to graduate coordinator.

At the start of each year (or semester), GA supervisors and students must complete the [GA Assignment of Work](#) Form.

At the end of each year (or semester), GA supervisors and students must complete the [Performance Review](#) Form.

**Early September:** SJS Faculty and students meet and greet. The exact date is announced each year.

**Late September or early October:** scholarship workshop for SSHRC, OGS scholarship. Students applying to PhD programs will have a mid-October deadline for SSHRC PhD scholarships.

**Mid-October:** Thanksgiving Monday and fall reading week: no classes. SSHRC Doctoral Fellowship applications are due.

**October 15:** The deadline for re-submitting research or creative project proposals that were submitted Sept. 15.

**Early November:** last day to drop fall courses.

**End November:** First-year students should be in discussion with a potential supervisor regarding their projects/practicums. Complete the [Program Stream Selection Form](#).

**Late November / Early December:** prospective students may start applying for the following fall semester via the [FGS Application Portal](#).

**Early December:** OGS scholarship application due for those applying to or continuing in Master's programs.

**Early December:** SSHRC scholarship applications are due for those applying to or continuing in Master's programs. SSHRC PhD Deadlines were mid-October.

**Mid-December:** all students working on projects over the Fall term must submit the final version to their supervisor and second reader.

**Early January:** classes resume; date varies from year to year. Consult the academic calendar.

**January 15: Proposal Submission.** This is one of three dates students may submit their research or creative project proposal to the Academic Review Committee.

**February 1:** Prospective students should submit application materials by this date to be considered during the first review of applicants.

**February 15:** Students in their first year should submit supervisor approval forms. Students who submit research or creative project proposals should submit revisions if requested.

**Mid-February:** Family Day and week-long Winter Study Break.

**Mid-April:** Research Day. Research and Creative Projects shared with the program. Practicum students share experiences with organizations. Dates vary.

**Mid-April (final semester of program):** all students working on projects over the Winter term must submit the final version to their supervisor and the second reader to graduate.

**May-August:** For those students enrolled in the practicum stream, work with the Program Advisor to solidify placement and complete the MOU with the hosting organization.

**May 1:** Submit the Program Change form if moving out of the coursework stream. Register in the appropriate placeholder section to retain full-time status over the spring and summer sessions.

**June 1: Proposal Submission.** This is one of three dates students may submit their research or creative project proposal to the Academic Review Committee.

**June 30:** Submit revisions to research or creative stream proposals if revisions were requested.

**Note:** students completing projects will also have timelines that are set up in consultation with their supervisors. Keeping up with this timeline is crucial in terms of successfully completing your program.

## Appendix A: Forms

Tuition fees: Applicants can calculate their fees [here](#).

Most Faculty of Graduate School forms can be found [here](#).

- Change in registration.
- Graduate request for program change.
- Graduate request for program withdrawal.
- [Leave of Absence Requests](#)
- [Time Extension Requests](#)
- [Application to Graduate & Convocation Fees](#)

The SJS Program currently supports a Research Project, not a fully developed Master's thesis, but the guidelines for completing a thesis can be informative. Master's Thesis [information](#).

## Social Justice Specific forms.

- GA [Assignment of Work](#) form.
- GA Performance Review [form](#).
- SJS Stream Selection [Form](#).
- SJS Program [Proposal Form](#)
- SJS Program [Supervisor Form](#)
- SJS Research and Creative Project [Guide](#).

## **Appendix B: MA in English with SJS Specialization**

All students in the specialization will be required to complete English 5770 (Advanced Scholarly Methods) and Social Justice 5030 (Theories of Social Justice) and select one of the options listed below:

**Coursework:** 2 FCEs in English at the graduate level and 1 FCE in Social Justice Studies at the graduate level.

**Research Project:** 2 FCEs in English at the graduate level and a research project (10,000 words, 1 FCE) on a subject related to both English and Social Justice Studies.

**Creative Project:** 2 FCEs in English at the graduate level and a creative project (10,000 words or the equivalent, 1 FCE) of relevance to both English and Social Justice Studies.

As is the case with our existing programs, with permission of the English Graduate Coordinator, students may take up to 1 FCE in graduate courses from other disciplines and/or courses at the fourth-year level.

See the [Graduate Social Justice Studies program](#).

Note:

It is possible for a student to change from one MA program to the other provided that he/she secures the approval of the Graduate Studies Committee.



## **Appendix C: MA in Sociology with a Specialization in Social Justice Studies.**

The Social Justice Studies specialization enables students to conduct original research on social justice issues by drawing on the disciplinary tools provided by Sociology. Students may investigate any topic relevant to social justice studies, by utilizing appropriate theoretical frameworks and research methodologies from Sociology. While a strong foundation in Sociology is emphasized, interdisciplinary work, public engagement, and community activism are also encouraged where appropriate.

For additional information on the Interdisciplinary Graduate Specialization in Social Justice Studies, please review the MA Sociology (Social Justice Studies) [Thesis Calendar Regulations](#). Please note that students will first be accepted to Sociology, and if accepted, will be reviewed by the Social Justice Studies Committee.