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ENGLISH AND CULTURAL STUDIES GRADUATE STUDENT



HANDBOOK

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EXCEPTIONAL.
UNCONVENTIONAL.



Table of Contents

Registration, Full-Time Status, and Cost of the Program.....	3
Leave of Absence	3
Continuous Registration and Placeholders.....	4
English Graduate Lounge / Alternate Work Spaces.....	4
Scholarships and Bursaries	5
Choosing your program.....	5
Specialization in Gender and Women’s Studies	6
Specialization in Social Justice Studies.....	7
Switching Streams / Withdrawing from Program.....	8
Choosing a Supervisor.....	9
Important Dates.....	10
Career Prospects	11
Appendix A: Forms.....	12
Contact Information.....	13

Appendix A: Forms and Links

Tuition fees: [Graduate Student Tuition](#) fees webpage, select appropriate citizenship for fees

GA Statement of Work form: Available from the Department and completed only in direct consultation with instructor to which the GA is assigned

Details on [Leave of Absence Request](#)

Scroll to bottom of page for the **Request form**

Details on [Time Extension Request](#)

Scroll to bottom of page for the **Request form**

Graduate [Request for Program Change](#) can be downloaded from this page.

Graduate [Request for Withdrawal form](#) can be downloaded from this page.

[Master’s Thesis information](#)

Details on [Application to Graduate and Convocation](#) fees

Complete details:

- ◆ [Social Sciences and Humanities Master’s Regulations](#)
- ◆ [Grading System](#)

Complete details:

[Student Code of Conduct and Academic Integrity](#)

Career Prospects

A degree in English is a flexible degree – that is, it is not geared towards a specific industry or profession, but instead gives you the skills to succeed in a wide-range of choice of careers.

While students may find the openness of this degree a bit daunting because it requires students to market themselves and be open to new and challenging areas of work, they should remember that being flexible on the job market is a crucial skill in a world in which jobs and areas of employment are rapidly changing.

When marketing yourself for a career, focus on the skills this program has given you, such as:

- superior writing and communication skills
- superior analytical skills
- superior research skills
- time-management
- critical thinking
- grant-writing and proposal writing experience
- project development / planning experience
- self-directed learning
- teamwork and collaborative skills (from seminars)
- professionalism and attention to detail

Students should keep the job market in mind when they are presented with opportunities within the program, such as the chance to volunteer for event planning, to serve on departmental committees, or to work on student-centered projects, such as the English Student's Association's literary journal *The Artery*, or the undergraduate open access journal, *The Post*.

Graduates from this program are currently employed in, but not limited to, the following fields:

Human Resources	Government Policy Development
Civic politics	Community Activism
Law	Grant & Proposal writing
Research	Administration

Registration, Full-Time Status, and Cost of the Program

The MA in English is a two-year program, but it can also be completed in one year, or in a year and a half. Students should contact the graduate coordinator for details on how to arrange their schedules to meet the timeline that best suits their needs.

Regardless of which timeline students choose, they must be enrolled continuously. Students are required to be registered for all three terms each year to maintain continuous registration.

For the cost per year see [Tuition Fees - Graduate Fees](#).

In the summer term, students must be registered in one of the following placeholders: course work 9701; Research project 9801; Creative-project 9821; Thesis 9901 or Women Studies Research project 9921.

Students may either complete a creative- or research-project over the summer, or they **must** be registered in the placeholder. Either way, students must be registered for all three terms to stay in the program. (See page 4).

The only exception to “continuous registration” is a leave of absence. A leave of absence can be granted for maternity/parental leave, health reasons, compassionate grounds, or to allow a student to gain practical experience.

Leave of Absence

Applications for leave of absence must include full details & supporting documentation.

Leaves of absence must be requested **PRIOR** to the leave (i.e. they cannot be granted retroactively).

A student is eligible for a maximum of three Leaves of Absence. There is no limit on Maternity/Parental leaves, provided that no single Maternity/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. See Graduate Studies website or the English Admin office for the form.

Continuous Registration & Placeholders

Placeholder codes are used to help with the "continuous registration" as per graduate studies regulations. A graduate student must be registered in at least one course **and/or** placeholder for each term. For any term (including Spring/Summer) in which you are not registered in a course you register in one of the following placeholders:

ENGL 9701 - Continuing Course Registration
ENGL 9801 - Research Project Research/Writing
ENGL 9821 - Creative Project Research/Writing
ENGL 9901 - MA Thesis Research/Writing
ENGL 9921 - Writing Research Paper (Women's Studies)

Intent to Graduate

Students must apply to graduate when they are nearing completion of the MA requirements. Submit your Intent to Graduate through **myInfo** by **February 28th** (for Spring Graduation) If you intend to graduate in the fall, all program requirements must be completed by **August 31st** (the end of spring/summer term). You can submit the online *Intent to Graduate (Fall)*. You can find this in **myInfo** For Students under Graduation & Convocation. Only students who have submitted the *Intent to Graduate (Fall)* will be included in the Fall assessments.

English Graduate Lounge and Alternate Meet/Work Space

Students have access to the grad lounge (RB3032), which includes a mail-slot for each student, a fridge, coffee maker, desks, computers, a printer, space for working, meeting with students, and socializing.

Keys for the graduate lounge are available at the beginning of September –students will be notified by the English Administrative Assistant when keys are ready for pick up. Generally, students must have photo I.D. and provide a \$20.00 deposit. If the key is returned to Campus Security you must have your receipt to receive a \$10.00 refund. Otherwise, return the key to the Department Admin (RB3029).

At the beginning of the academic year, MA students with Graduate Assistantships should post a schedule of office hours on the door of the lounge.

There is also space reserved for MA students in the CASES building as well as in the Paterson Library (4th Floor—LI 4016).

Note: students are responsible for keeping the grad lounge tidy – and should speak with the Graduate Coordinator should there be concerns related to the room itself, or of its use.

Important Dates *continued*

Early January – winter term classes begin

Mid January – final date to register for Winter courses

January 30th – Winter term GA Statement of Work form due (completed with instructor to which the GA is assigned)

February 1st – If pursuing the thesis option, secure a supervisor.

March 1st – deadline for submission of proposals for creative or research projects to be completed over the summer term

Early March – final date to withdraw from Winter courses without academic penalty

Mid-April – all students working on projects over the Winter term must submit final version to supervisor and second reader

Late April – Students must register in the placeholder section, English 9701, 9801, 9821, 9901, or 9921 to maintain continuous registration.

May 15th – deadline for submission of thesis proposals

July 1st – deadline for submission of proposals for creative or research projects to be completed over the fall term

Note: students completing projects or theses 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.

Note: Students opting to complete a thesis; examiners may take 3-4 weeks to review and submit comments on your paper. Should an examiner take more time, the student may appeal or request an extension.

Students completing a thesis who wish to graduate must submit their final .pdf plus all forms, to Grad Studies on or before the final day to register for the next up-coming term. For example: the 2020 Spring term is May 1st, 2020.

Important Dates

- Mid July** – registration opens for graduate students
- Late August** – all students working on projects over the summer must submit final version to supervisor and second reader
– Graduate Assistantships assigned for fall term
- Early September** – fall term classes begin;
– deadline for re-submitting thesis proposals that were originally submitted in May
- Early September** – graduate orientation and marking workshop
- Mid September** – final date to register for Fall courses
- Late September** – scholarship workshop for SSHRC, OGS, etc.
- September 30th** – Fall GA Statement of Work form due (completed with instructor to which the GA is assigned)
- Mid October** – scholarship applications for those applying to Doctoral programs
- November 1st** – deadline for Research- / Creative- project proposals to be completed in the Winter term
- Early November** – final date to withdraw from Fall courses without academic penalty
- Early December** – scholarship applications for those applying to or continuing in Masters programs:
- ◆ [Ontario Graduate Scholarship](#) – (OGS)
 - ◆ [Social Sciences and Humanities Research Council of Canada](#) (SSHRC)
- Mid-December** – all students working on projects over the Fall term must submit final version to supervisor and second reader
– Graduate Assistantships assigned for winter term

Scholarships and Bursaries

Details for awards and bursaries for students can be found [on this webpage](#): **SSHRC** and **OGS** provide the most extensive support for students (\$17,500 per year and \$15,000 per year, respectively) – **all eligible students are strongly encouraged to apply**

Eligibility for SSHRC and OGS: students must hold an 80 or over average for the previous two years of study. Contact the Graduate Co-ordinator for more info.

Choosing your program

We offer three program options: coursework, research- or creative-project, and thesis. The course selection for a **two-year program** for each of these is below. Those students wishing to complete their program in one year, or in a year and a half, must consult with the Graduate Coordinator to plan their program. Note: each one-term seminar course is 0.5 FCE.

Coursework:

Year 1 Fall: 5770 and one additional .5 FCE

Year 1 Winter: 2 x .5 FCE

Year 2 Fall: 2 x .5 FCE

Year 2 Winter: 2 x .5 FCE

Research- / Creative-Project:

Year 1 Fall: 5770 and one additional .5 FCE

Year 1 Winter: 2 x .5 FCE

Year 2 Fall: 2 x .5 FCE

Proposal Submission Date: Nov. 1 of Year 2

Year 2 Winter: Completion of Project (1 FCE)

Submit: mid April for May convocation

Thesis:

Year 1 Fall: 5770 and one additional .5 FCE

Year 1 Winter: 2 x .5 FCE

Proposal Submission Date: May 15th

Year 2: Fall and Winter: Thesis (2 FCE)

Submit: Final version by mid-March for May convocation

For complete program details, [see here](#).

Specialization in Women's Studies

- The Women's Studies Specialization gives students the opportunity to engage in interdisciplinary work focused on gender.
- To fulfil this specialization, students must successfully complete Women's Studies 5101 and English 5770, as well as completing one of the following programs (see pacing of these courses and projects above):
- For Thesis and Research or Creative project options, students must choose supervisors from English who are members of the [Women's Studies Core Graduate Faculty](#) and the supervisor must also be approved by Women's Studies).
- For admission to the Women's Studies Specialization, students write a 1-2 page statement of interest, submitted as part of their application along with this form [Women's Studies Collaborative Application Form](#)

Coursework:

Students will take five elective half-courses (or the equivalent) in English at the graduate level for a total of 4 FCEs. Two of the major papers written for these graduate course(s) must be focused on a subject related to Women's Studies. One-page proposals must be approved by an English-based Women's Studies subcommittee no later than six weeks into the term(s).

Research-Project:

Students will take three elective half-courses (or the equivalent) in English at the graduate level and write a research project (1 FCE) upon a subject related to both English and Women's Studies, for a total of 4 FCEs.

Creative-Project:

Students will take three elective half-courses (or the equivalent) in English at the graduate level and write a creative project (1 FCE) of relevance to Women's Studies, for a total of 4 FCEs

Thesis:

Students will take an elective half-course in English at the graduate level and write a thesis (2 FCEs) upon a subject related to both English and Women's Studies, for a total of 4 FCEs.

Switching Streams / Withdrawing from Program

Students may change streams at any point in their program. You must discuss this with the Graduate Coordinator.

Students who would like to change their program route/option will need to complete a **Graduate Request for Program Change** form. Students who would like to officially withdraw from their graduate program, must complete the **Graduate Request for Withdrawal from Program** form. Either form can be accessed online through *myInfo*, or request a hard copy in the English office (RB3029).

Choosing a Supervisor

- Students choose their own supervisors for research- / creative-projects and thesis streams.
- Talk to several professors about the possibility of supervising your project. See whether or not they are a good fit and will feel comfortable supervising your particular area of interest. Understand that professors may refuse if a) they are going on leave, b) they are currently supervising the maximum allowed number of graduate students, or c) they do not feel that their expertise is the best fit for the proposed project.
- Choose someone who researches and/or teaches in the area of specialization in which you are writing your project (please see: "[English graduate faculty](#)").
- If you are in the Women's Studies Specialization, you must choose a member of the [Core Graduate Faculty of Women's Studies](#).
- You can switch supervisors during the course of your study; however, it is best to talk to your supervisor and to your graduate coordinator to see if this is the right choice.
- Second readers should be selected in consultation with the supervisor – the second reader must be someone who has some level of interest and expertise in the area on which the project or thesis is written. Second readers must be members of the Core Graduate Faculty and should, in most instances, be members of the English department.
- External readers for theses can be chosen from either another department at Lakehead or from another university. These should also be chosen in consultation with the supervisor, and must be someone who has significant expertise on the subject.