At Simon Fraser University,
we live and work on the
unceded traditional territories
of the Skwxwú7mesh (Squamish),
xʷməθkʷəy̓əm (Musqueam)
Səl̓ílwətaɬ (Tsleil-Waututh),
Katzie and Kwikwetlem Nations.
# Table of Contents

1. **INTRODUCTION** .................................................................................................................. 2
   Areas of expertise .................................................................................................................. 2

2. **MESSAGE FROM THE GRADUATE PROGRAM CHAIR** ........................................... 4

3. **MA PROGRAM REQUIREMENTS** .................................................................................. 6
   - MA Course Requirements ................................. 6
   - MA Program Length ........................................... 7
   - MA Program Schedule ........................................ 7
   - MA Thesis, Essay and Project Requirements .................................................................. 7
   - MA Thesis Guidelines .......................................... 8
   - MA Extended Essay Guidelines ................................................................................. 8
   - MA Project Guidelines .......................................... 8
   - MA Examining Committee ..................................... 9
   - Procedures for Oral Examinations and Defences .................................................... 9
   - Evaluation of Thesis .................................................. 9
   - Defence Planning .................................................. 9

4. **PHD PROGRAM REQUIREMENTS** ........................................................................... 10
   - PhD Course Requirements ................................... 10
   - PhD Program Length ............................................. 10
   - PhD Program Schedule .......................................... 11
   - PhD Comprehensive Examination Guidelines .................................................. 11
   - PhD Comprehensive Exam Timetable ............................................ 15
   - PhD Thesis .............................................................. 15
   - Dissertation Proposal ................................................ 15
   - Thesis Scope ............................................................. 16
   - Thesis Examination Committee .................................... 16
   - Procedures for Oral Defences ...................................... 17
   - Evaluation of Thesis ................................................... 17
   - Defence Planning ................................................... 17

5. **COURSES & COURSE PLANNING** ....................................................................... 18
   - Course Selection ....................................................... 18
   - Course Load ............................................................. 19
   - Completing Coursework ........................................... 19
   - Course offerings ........................................................ 19
   - Communication Graduate Courses By Number .................................................. 20

6. **STUDENT, SUPERVISOR AND COMMITTEE** ................................................... 24
   - Finding a Senior Supervisor ........................................ 24
   - Guidelines for Responsibilities in the Supervisory Relationship ................................ 25
   - Responsibilities of the Senior Supervisor ............................................................. 25
   - Responsibilities of the Supervisory Committee .................................................. 27
   - Responsibilities of the Student ................................................... 27
   - Responsibilities of the Graduate Chair ............................................................. 28
   - Responsibilities of the Dean of Graduate Studies .............................................. 28

7. **GRADUATE STUDENT PROGRESS** ................................................................. 29
   - Satisfactory Progress Criteria ........................................ 29
   - Graduate Progress Report ........................................... 29
   - Program Progress Timetable ........................................... 31
   - Academic Progress Report ........................................... 31
8. DEFENCE PLANNING.................................................................32
   Prior to the Defence .................................................................. 32
   After the Defence ..................................................................... 33
9. FINANCIAL SUPPORT AND AWARDS .................................35
   Teaching Assistant / Tutor Marker employment ........................ 35
   Term Lecturer employment ..................................................... 35
   Research Assistant employment .............................................. 36
   Entrance Scholarships ............................................................ 36
   Graduate Fellowships ............................................................. 37
   FCAT Graduate Fellowships ..................................................... 37
   KEY Big Data Scholarships ...................................................... 37
   Travel and Minor Research Awards ......................................... 38
   External Awards – SSHRC ......................................................... 38
   External Awards – other .......................................................... 39
   SFU’s Private Awards .............................................................. 40
10. EXTENSIONS, REACTIVATIONS, READMISSIONS, AND LEAVES.41
    SFU’s Extension Policy .......................................................... 41
    School of Communication’s Criteria and Procedures for Requesting Extensions ......................................................... 42
    Extension Procedure ............................................................ 42
    SFU’s Reactivation Policy ......................................................... 43
    The School of Communication’s Reactivation Procedures ...................................................................................... 43
    SFU’s Readmission Policy ......................................................... 44
    The School of Communication’s Readmission Procedures ...................................................................................... 44
    SFU’s Leave of Absence Policy ................................................ 45
    The School of Communication’s Procedures for Requesting Leaves of Absence ......................................................... 45
    An Engaged University ............................................................ 46
    Academic Integrity .................................................................. 46
    Student Conduct ..................................................................... 47
12. GOVERNANCE: GRADUATE PROGRAM COMMITTEE AND
    GRADUATE STUDENTS ..........................................................48
    Communication Graduate Program Governance ......................... 48
    Graduate Program Committee (GPC) ........................................ 48
    Graduate Student Representation on Committees ...................... 49
    The Graduate Caucus (CMNS Graduate Student Association) ...................................................................................... 49
    The Teaching Staff and Support Union ..................................... 50
    The Graduate Student Society .................................................. 50
13. UNIVERSITY RESOURCES AND SUPPORT ........................51
14. SCHOOL OF COMMUNICATION CONTACT LIST ....................54
1. Introduction

The School of Communication has an international reputation for its critical scholarship on urgent social and political problems affecting contemporary societies, locally and globally. With rapidly changing communication systems, media and practices, we offer graduate students rigorous training in the critical foundation of communication theory, political economy, policy, the study of culture and media, and technology and data studies. Committed to social justice and innovative collaborations with NGOs, social movements, community groups, government, industry, cultural institutions, policy makers, artists and media producers, our programs offer graduate students the opportunity to work with faculty members who are leaders in the field. Our programs emphasize learning through direct engagement, whether through faculty-led projects, our media and soundscape laboratories, community collaborations, or participating in ongoing public seminars, public talks and annual conferences. Our graduates have gone on to successfully pursue careers in academia, government, NGOS, cultural institutions, communication industries and the media.

Founded in 1973, the School was instrumental in establishing the Canadian Communication Association in 1980 and pioneered one of the first PhD programs in the field. As SFU’s Vice-President Academic, Professor Jon Driver, stated on the occasion of the School’s 40th anniversary, “the School has always moved with the times, mirroring (and sometimes anticipating) important developments in media, publishing, popular culture, the creative arts, political economy, theories of identity, critical theory, and the role of technology. As a result, the School has contributed significantly to important debates in the public sphere, and attracts large numbers of undergraduate and graduate students.”

Areas of expertise
Faculty expertise and supervisor availability includes (but may not be limited to) the following areas:

Data and Technology Studies

- Big Data
- Cyberwars
- Genomics
- Philosophy of technology
- Algorithmic cultures
- Software Studies
- Science and Technology Studies

Media and culture

- Documentary Media Studies and community-based media and art
- Indigenous Media Studies
- Intersectional Feminist & Queer Media Studies
- Memory and Museum Studies
- Asian and Middle Eastern Cultural Studies
- Migration, diaspora, and critical race studies
- Social Media, Gaming and Popular Culture
- Sound Studies and Soundscape Research
- Visual Studies and Sensory media
Political Economy

- Media campaigns
- Social Movements and Revolutions
- Environmental Communication Studies
- Emergency Communication
- Critical Communication Theory
- Political Communication, News Media and Journalism Studies
- Labour in the Media and Communication Industries

Communication and Cultural Governance

- International perspectives in Communication Governance
- Communication Policy, Law and Regulation
- Communication Rights
- Platform Governance
- Local to Global Cultural Policies
2. Message from the Graduate Program Chair

The decision to pursue a graduate degree is a life-changing decision that requires dedicating from two to six years of a student’s life to full-time study. It requires not just financial resources but finding the “time” in one’s life to pursue graduate studies, often changing one’s life course. It means selecting this pathway rather than another pathway. Graduate work is demanding, which is what makes it transformative. It requires going beyond what and how we think we know. Academia is characterized by rigorous questioning, argumentation and explanation as well as the ability to listen with care and consideration and the bravery to explore difficult issues and develop new methods for creating knowledge that can challenge our own understanding of the world (thus the importance of learning the skill to listen) established institutions, our own identity and popular ideas. The School has a long legacy of critically challenging power whether destructive discourses and technologies that shape the lives, in some cases, small (often threatened or emerging) communities and in other cases, millions; and studying as well as proposing new models for policies, communication practices, media, platforms, theories and organizations that contribute to creating just and environmentally sustainable societies.

As such, creating a respectful and supportive intellectual and research culture in the School is important. Graduate school provides training and support to learn, explore and develop new ways of understanding the world. It is both individualistic (individual students must complete their research and be able to concentrate and dedicate themselves to spending hours labouring to find the words, analyzing their research and synthesizing theories in order to write the essays and theses required for completion) and collaborative (whatever a researcher produces depends on the critical feedback, the support, the advice, the willingness of interviewees, communities and organizations to participate in studies, and the mentorship and support of others, whether professors or other graduate students or members of one’s community, friends, co-workers, elders and family).

• Remember that graduate school is and should be demanding: it will challenge you in unexpected ways;

• Be proactive: graduate school is about solving problems and adapting to new and changing circumstances as well as learning new methods and theories;

• Build community: it is never survival of the fittest but rather those who succeed, succeed as part of a larger community and a support network with people you trust but who also encourage you to grow and develop and find solutions; the community you build should reflect the type of academic and research culture and institution you value;

• Communicate: talk about your concerns and the challenges you face with your support network, other students, your Senior Supervisor, the Graduate Chair, and the Graduate Coordinator. There are also services at SFU like Health and Counselling and International Student Services (see sources below). Also raise concerns at Graduate Student Caucus meetings. Seek the feedback from a range of different graduate students. You are not alone and definitely not the only student who has faced challenges (academic, personal, financial or health). Sharing knowledge and building community can be empowering and the people you meet in graduate school often will play important roles in the years to come (as a network of knowledge, support, friendship and opportunities, including career opportunities).

• Keep informed: be aware of how the program and university works; it has rules, regulations, standards, deadlines, resources and funding opportunities as well as the workshops and, for example, thesis boot camp. The Graduate Coordinator regularly sends email announcements to graduate
students about important deadlines etc.; in order to succeed at the university, you need to be part of its information network and understand what is required of you as well as the opportunities available.

- Keep in mind why you decided to pursue a graduate degree and your plans after graduating; graduate school can become all-consuming and it is important to remember life beyond the institution as the program will come to an end and you need put thought into planning how it will enable you to pursue bigger and better things beyond SFU’s halls.

- Remember academic work involves not just ideas and generating data but also labour, creative design and notably practical planning and skills: for instance, setting up timelines and deadlines with your Senior Supervisor; your committee in a sense is your research team and as such, you also need to keep them apprised of deadlines, meetings, etc. (note though, every professor has their own approach to supervision so discuss what works best for them).
3. MA Program Requirements

The School of Communication specializes in critical scholarship on urgent social and political problems affecting contemporary societies, locally and globally. The MA program provides training at a graduate level that will equip students with the skills and experience required to design and conduct original research in the field of Communication Studies. The expectation is that students will develop the competency to use established theoretical and methodological frameworks to design a project and analyze the research findings and/or theoretical issues, meeting the rigour and standards of academic research. In addition, students are expected to be able to effectively communicate and explain their research in essays and in academic forums like seminars and graduate conferences.

There are four options for the MA Program:

- 4 courses and a thesis (defended before 2 examiners and another faculty member)
- 4 courses and a project + paper (defended before 2 examiners and another faculty member)
- 5 courses and 2 extended essays (examined by two supervisors)
- 5 courses and a project (examined by two supervisors)

MA Course Requirements

This program consists of course work and the option to either complete two extended essays, a project or a thesis for a minimum of 30 units. Students typically take two courses per term.

Students must complete
CMNS 801 – Design and Methodology in Communication Research
and one of
CMNS 800 – Contemporary Approaches in Communication Studies
CMNS 802 – History of Communication Theory
CMNS 804 – Seminar in Advanced Communication Theory

and either 10 credits (for the thesis or project options with a defence that has an external examiner) or 14 credits (for project or essays options with an examination by two readers who can be from the supervisory committee) of graduate courses as stated in Graduate General Regulation 1.7.2. In both cases, one course must be in CMNS.

and one of
CMNS 893 – MA Project (6 cr; examined by two supervisors)*
CMNS 896 – MA Extended Essays (6 cr; examined by two supervisors)*
CMNS 897 – MA Project (10 cr; defended before 2 examiners and another faculty member)**
CMNS 898 – MA Thesis (10 cr; defended before 2 examiners and another faculty member)**

*CMNS 893 & 896 require 24 credits of coursework
**CMNS 897 & 898 require 20 credits of coursework

No more than one course may be completed with the same instructor, except by permission of the Graduate Program Committee.
MA Program Length
Students are expected to complete the program requirements in 6 terms.

MA Program Schedule

| Term 1 & 2 | complete coursework; confirm senior supervisor and confirm second committee member |
| Term 3    | develop research proposal and conduct research * |
| Term 4 & 5| conduct research and write or produce project |
| Term 6    | examination of thesis, essays or project. |

*If research involves human subjects, after their research proposal is approved, students are required to submit an ethics applications to the Office of Research Ethics.

MA Thesis, Essay and Project Requirements
Theses are expected to be 75 to 100 pages long. Extended Essays are no more than 40 pages each, while the length of projects (which may take different media forms, such as video documentaries) will vary. Projects normally include a written component of approximately 40 pages. After completion and examination, students are required to submit their thesis, extended essays, or project to SFU’s library.

MA Thesis, Essay and Project Proposal
The MA proposal identifies the research plan the student will follow to answer the research question the student aims to examine. To develop a question, the student needs to first identify the problem that will be examined, outlining relevant academic studies as well as the methods used to research the problem. The student needs to draw on these studies to justify why and how the student plans to research the problem, which can include pointing to the lack of research on the problem, oversights in the published studies or the need to examine the particular case study the student proposes to research. The proposal is reviewed and approved by the student’s Supervisory Committee before the student begins full-time research. While there is no one model for an academic proposal, the aim of the proposal is to present the general/specific research question, problem or hypothesis; the position taken with respect to the key arguments in the field; and the expected contributions of the research (keeping in mind the central requirement of academic research is to make an original contribution to knowledge).

Proposal Contents
The proposal must clearly demonstrate the relationship between the thesis, essays or project and existing scholarship in Communication Studies as well as identify the methodological approach(es) and steps in the research process, including, for example, a time-line to indicate when the research, interviews or field work will be conducted and, where applicable, how media texts will be selected and interpreted or the project will be produced. Proposals for MA theses, projects, or extended essays will normally be a written document of 8-15 pages, including the following components:

- outline of the research question
- a description of the study's contribution to the field (noting its significance to the field of Communication Studies, or its wider social, cultural and political significance)
- methodological approach(es)
- steps in research and timeline for completion
- chapter outline
- bibliography
Preparation of the full proposal is normally completed no later than one semester after the student’s coursework is completed. When the Senior Supervisor finds the proposal satisfactory it is circulated to all committee members for comment and may be discussed individually or by Committee in a meeting with the Senior Supervisor and the other committee member (preferable), depending on the student and supervisor’s preference.

**MA Thesis Guidelines**

The purpose of the MA thesis is to demonstrate the theoretical and methodological mastery required to research a topic or the use of a method of analysis specific to the field of Communication. The research question as well as the methodological and theoretical frameworks used to examine that question are formulated in consultation with the Senior Supervisor with input from the student’s Committee. The MA thesis is typically organized as an argument, justifying each component of its design and analysis. MA theses are 75-100 pages (including endnotes and bibliography), normally featuring an introduction, three chapters of about 20-25 pages each, and a conclusion. The thesis can take other forms, depending on the methodological and epistemological frameworks used, like ethnography or Indigenous epistemologies.

**MA Extended Essay Guidelines**

Like the thesis, the topics and theoretical and methodological frameworks for each essay are determined in consultation with the Senior Supervisor. Care should be taken to prevent the essays from expanding to the length or scope of a thesis. The essays must be must be significantly different than the essays completed for coursework to meet the graduating requirement. For example, they must draw on new research subsequently conducted by the student or use analytical frameworks not used in course essays or they must be used in a much more in-depth and theoretically informed, nuanced and rigorous manner. Graduate coursework can provide conceptual, theoretical and practical background preparation for the research required for the essays but the essays (this also applies to projects) completed for courses cannot be simply submitted for their graduating essays requirement. Also note that paid contract work, or work done during Co-op program placements, is not admissible.

**MA Project Guidelines**

The project needs to be informed by the academic studies relevant to the issues explored by the student and it also must be informed by academic research on the technologies, media, format, genres and distribution and reception of similar projects. Projects can involve formats such as video, audio documentaries, or digital storytelling. They can be prototypes (otherwise there can be ethical issues) or pilots for social campaigns, radio programs or podcasts, interactive on-line archives or other media and/or technology-based formats. It may also take a written form that differs from the normal thesis structure. Students should familiarize themselves with the facilities and technical support offered by the School and the University. However, students are expected to have the necessary technical skills to undertake the project. Students are also generally responsible for any direct costs incurred working on the project.

All projects need to be documented in a written form, not to exceed 40 pages, determined in consultation with the Senior Supervisor. This documentation should include the rationale behind the project, a description of the research undertaken, how it differs from or has been inspired by similar (or a lack of such) projects as well as a description and evaluation of the project itself. A short summary of the project will function as the abstract required by the Dean of Graduate Studies. The written documentation may include an appendix of visual or other materials relevant to the project. A copy of this documentation, plus any audio-visual material involved in the project, is submitted to the library in a manner similar to a thesis.
MA Examining Committee

For students completing CMNS 897 or 898, who are defending their thesis or project, the MA Examining Committee is comprised of a chair (normally a CMNS faculty member), their supervisory committee (Senior Supervisor and second committee member), and an “an examiner who is a member of faculty, or a person suitably qualified, who is not a member of the student's supervisory committee” (per SFU’s Graduate General Regulations). The examiner is selected in consultation with the Senior Supervisor and student at the time of scheduling the defence. The student should not have any prior academic, professional, personal or working relation with the examiner and must not contact or be in correspondence with the examiner before the defence.

For students completing CMNS 893 or 896, whose essay or project are examined by two faculty members, the MA Examining Committee is comprised of the Senior Supervisor who is a tenured or tenure-track member in the School of Communication and a second reader within the School or another department or research institution or an expert with equivalent qualifications.

Procedures for Oral Examinations and Defences

For students completing CMNS 897 or 898, who are defending their thesis or project, the Senior Supervisor and all members of the examining committee must agree that the students’ thesis, project or two essays are ready for examination. The examination copy of the thesis should be circulated to the examining committee at least one month before the defence. At the defence, the student takes 15-20 minutes to present their work, justifying and explaining what the thesis or project accomplished. They then answer two or more rounds of questions by the Examining Committee. The Examining Committee decides whether or not the student has successfully defended the thesis or project. Note that the format can be changed in consultation with the Senior Supervisor, Indigenous experts and the Dean of Graduate Studies to ensure it conforms to Indigenous protocols or other principles if the integrity of the student’s project requires alteration of the examination.

For students completing CMNS 893 or 896, whose essay or project are examined by two faculty members, examinations include the Senior Supervisor and the second reader and do not require a Chair or external examiner, but can (but do not need to) include additional examiners, witnesses, Indigenous elders, research participants or collaborators. While the format for these examinations is more flexible and as long as the Senior Supervisor approves the format, at minimum, the student is required to present the research and/or project and the Senior Supervisor and second reader must examine the student.

The thesis and project defence with an examiner is open to the public; the examination by two faculty may be invitation-only, though students are encouraged to use this opportunity to share their achievements and welcome discussion of their work.

Evaluation of Thesis

There are four options: pass without revisions, pass with revisions to be approved by the Senior Supervisor, deferred judgment, or failure.

Defence Planning

Please refer to Chapter 8 for important details regarding planning the defence.
4. PhD Program Requirements

The School of Communication specializes in critical scholarship on urgent social and political problems affecting contemporary societies, locally and globally. The PhD program provides training at an advanced graduate level that aims to develop and broaden the knowledge, research skills and expertise students already have acquired so they are able to independently design and conduct original research in the field of Communication Studies and also apply Communication methods and theories to other areas beyond the field of Communication. The expectation is that students will develop the competency to develop either new theoretical and/or methodological frameworks to design research projects on pressing areas of research that meets the rigour and standards of academic research. Students are expected to further develop their skills to effectively communicate their research in essays, publications, conference presentations and dialogues with academic colleagues, at forums with stakeholders and with live audiences and through other media.

PhD students are required to successfully complete 5 courses, comprehensive exams, a research proposal, original research culminating in a thesis and a thesis defence.

**PhD Course Requirements**

PhD students must complete 5 graduate courses, taking two courses per term. As a PhD student these courses not only prepare the student for their research project but also assist them in developing competency more broadly in the field of Communication Studies since a PhD requires expertise across the field, not just in one area of specialization. Knowledge about how to design a research project is essential, even if the student plans to focus on theoretical questions in their thesis. Likewise, knowledge of the main theoretical frameworks in Communication Studies is necessary even if a student plans to conduct empirical research, as different theoretical frameworks will have different repercussion for their methodological decisions. Courses are normally completed before taking the comprehensive examinations and developing a thesis proposal. The course requirements are as follows:

Students must complete
CMNS 801 - Design and Methodology in Communication Research (5)

and two of
CMNS 800 - Contemporary Approaches in Communication Studies (5)
CMNS 802 - History of Communication Theory (5)
CMNS 804 - Seminar in Advanced Communication Theory (5)

and one graduate course in CMNS

and one graduate elective 5 unit course

and a comprehensive exam
CMNS 895 – Comprehensive Examination (6)

and a thesis
CMNS 899 – PhD Thesis (6)

**PhD Program Length**

Students are expected to complete the program in 18 terms.
PhD Program Schedule

<table>
<thead>
<tr>
<th>Terms</th>
<th>Coursework/Comprehensive Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms 1 &amp; 2</td>
<td>coursework; confirm senior supervisor and committee</td>
</tr>
<tr>
<td>Terms 3 &amp; 4</td>
<td>coursework and comprehensive preparation</td>
</tr>
<tr>
<td>Terms 5 &amp; 6</td>
<td>comprehensive examination</td>
</tr>
<tr>
<td>Terms 6-8</td>
<td>PhD proposal, research*</td>
</tr>
<tr>
<td>Terms 8-11</td>
<td>research and writing</td>
</tr>
<tr>
<td>Terms 11-14</td>
<td>writing</td>
</tr>
<tr>
<td>Terms 14-15</td>
<td>revisions</td>
</tr>
<tr>
<td>Term 15 or 17</td>
<td>defence</td>
</tr>
</tbody>
</table>

*If research involves human subjects, after their research proposal is approved, students are required to submit an ethics applications to the Office of Research Ethics.

PhD Comprehensive Examination Guidelines

Students are expected to demonstrate their “comprehension” of Communication Studies in their comprehensive exams. In particular, they must show their understanding of Communication as a field of knowledge defined by its epistemological and methodological approaches. Students are required to identify two fields or areas of research in Communication Studies for their comprehensive examinations. These areas should complement their research project and/or provide the opportunity for students to gain a preliminary level of expertise in the fields. Given the fact that Communication is a relatively new and interdisciplinary field in contrast to Sociology, Political Science, History or English, comprehensive exams can be challenging. Thus it is important to work closely with the Supervisory Committee to identify and define the parameters of each field.

The student should be able to identify what distinguishes the field as an area of research, tracing the genealogy of a field’s development and identifying the main scholars in the field, the key concerns, debates, controversies and frameworks. Competence requires a more extensive than intensive treatment of the defined fields. The ability to effectively delineate the fields and synthesize the main ideas in each field rather than originality is the goal. Originality is expected in the thesis, not in demonstrating comprehension of the fields, which is an important skill in and of itself. Historically, comprehensive exams have been intended to prepare doctoral students for developing fields of competence in teaching and research, as well as the foundations of the dissertation itself.

As explained below there are three components in the comprehensive exams: (1) definition of two separate fields in the form of two concise field essays; (2) written responses to four examination questions (two per field); and (3) an oral examination. The preparing the field essays and writing the exams and the oral examination should not take more than three semesters and ideally two.

Composition of the Comprehensive Exam Committee

The Senior Supervisor lays out the procedures the student will follow in bringing the essays to fruition, identifies deadlines and expectations for student progress, and coordinates meetings of the committee. The committee is established by the Senior Supervisor in consultation with the student no later than one term in advance of the intended examination. The Committee will normally be comprised of two faculty members, at least one selected on the basis of expertise in the examination fields. Typically, one professor will take the lead in each field area; this may or may not be the senior supervisor. The student is responsible for delineating the field and consulting especially with the professor with expertise in the area who is leading the area. Again, though, it is important for the Senior Supervisor to oversee the process
and ensure that, for instance, the committee members and student remember that a demonstration of comprehension rather than originality is required and the exams are finished within two and a maximum of three semesters.

The members of the Comprehensive Exam Committee will usually, but not always, serve on the student’s Supervisory Committee to maintain continuity of supervision from the early stages of the development of the dissertation proposal.

**Number of Fields**

Students are required to complete examinations in two distinct comprehensive fields. Fields may be related to the dissertation topic itself or carved out of an area of potential teaching competence. At least one examination should survey theoretical or methodological frameworks in a field that pertains to the students’ dissertation research. The other may relate to other substantive aspects of the student’s research or teaching. The Comprehensive Exam Committee must ensure that the two areas are distinct from each other; neither too broad (too difficult delineate as a field and identify the key problems and debates that define the area) nor too narrow (which won’t give the students sufficient insight into the larger field or discipline); and appropriate both to the students’ needs and the committee’s competence.

**Preparation for the Comprehensive Exams**

Preparation for the comprehensive exams often begins far in advance with the selection of particular courses that give overviews of the fields. Introductory readers and research journals on specific research areas (technology studies, media studies etc.) are also useful resources. Many students have notebooks or journals to record comprehensive ideas starting with their first course, continually refining them. Students often use a directed studies course to help begin preparations for their comprehensive exams, and may audit additional courses related to their fields of research where appropriate.

Preparing for comprehensive exams normally includes the following steps:

- Meeting with the Senior Supervisor in which the student presents ideas for the definition of the two areas.
- Preparing draft definitions or “field essays” and reading lists on the topics agreed upon with the supervisor and committee.
- Meeting with each of the committee members to discuss the definitions and then collectively meeting with all the committee members to agree on the parameters of the fields and the readings. To ensure that all committee members and the student are in agreement, committee meetings are helpful.
- Additional feedback and revisions as required by the committee.
- Final approval by the Senior Supervisor and committee.
- Submission of approved definitional essays and reading lists to the Graduate Program Coordinator.

The design of comprehensive fields and drafting of the field definitions will normally be completed by the 5th term.

**Definitions of the Comprehensive Fields: Detailed Overview**

The student drafts two field essays that delineate the parameters and scope of each area and synthesize the main ideas and developments. Each statement should not exceed 1,000 words and should make evident the types of questions that frame the student’s choice of readings (for example, rather than just media studies, the field may specify feminist or queer media studies or Asian media studies).
Each definitional essay includes a reading list or bibliography that the student will be responsible to “comprehend” (the relation and differences between the readings) for the exams. Each bibliography contains 30-35 titles, including a mix of books, journal articles and other materials essential that cover the central issues relevant to the field as defined. Most reading lists contain both titles the student has read and others that still need to be read. Many supervisors counsel against reading in a totally new field. The final bibliography is the result of careful negotiation between the student and supervisors.

Students are encouraged to consult the archived definitions to review the scope and type of synthesis required (available on the School’s web site or from the Graduate Program Coordinator). While the definition of the field remains the intellectual property of the student, the definitional essays and bibliographies are available to other School of Communication students and may be used by others in designing their own lists.

Once the student has drafted the field essays, the student than initiates a discussion with their committee, who may suggest revisions, additions or deletions to the readings. If the candidate and the supervisor with expertise in the area cannot agree, they turn to the Senior Supervisor to resolve the scope of the definition. Normally, there should not be more than three Committee meetings regarding revisions to the field essays and reading lists.

The schedule for the comprehensives normally entails on a two-term model. The process of developing the field essays and the final bibliography should take one term. The process of reading, synthesis and writing the comprehensive exams should take place the next term.

Registration

The student registers in CMNS 895 during the terms in which the comprehensive exams are prepared and written.

Submission and Scheduling

After the Senior Supervisor receives the Comprehensive Exam Committee’s final approval of the two field essay and reading lists, the student must submit a copy of the definitional essays to the Graduate Coordinator.

The student must submit copies of the two definitions to the Graduate Coordinator by the last working day of the first month of the semester of the examination (September, January or May). The Senior Supervisor provides the coordinator with the examination dates for the written exam and oral defence.

Note that the dates for the written examination and oral defence are set by the Senior Supervisor in consultation with the student and the Comprehensive Committee. Once the examination dates for writing the exam and the oral defence are confirmed, they must be submitted to the Graduate Coordinator by the last day of the first month of the semester of the exam and defence. After the Senior Supervisor gives the Coordinator the exam questions two weeks before the written exam, the Coordinator distributes the exam questions to the student on the day and at the time when the exam commences and also books the oral examination room.
Written Examination Procedures

The written examination will occur during a period convenient to the student and agreeable to the committee. Students are given a list of questions and are asked to complete two written answers for each field, for a total of 4 answers. Students should note that the initial comprehensive definition often details the central debates to be addressed, and thereby, helps “set the agenda” for the supervisors’ likely questions.

The Senior Supervisor is responsible for compiling the list of questions. The committee member leading each field area submits two to four examination questions for their respective field based on the approved comprehensive definitional essays and reading lists. The questions test the students’ comprehension of the areas or fields the student has delineated in the field essays. The Senior Supervisor assembles and reviews the final questions for the examination, ensuring that they are sufficiently clear and distinct. The Senior Supervisor sends all of the examination questions to the Graduate Coordinator who is responsible for delivering the questions to the student at the exact time the examination is scheduled to begin.

Students are given seven days to write the two comprehensive examinations. For example, if the questions are delivered Monday at 8 am, the examination is due to the committee by 8 am the following Monday. The answers are expected to range between 2,500-3,000 words for each of the four questions. Students are encouraged to take both exams in a single week (over seven days) so they can develop linkages across areas where possible and sustain the momentum of writing.

Alternatively, students may schedule the two examinations separately in a series, but the exams must be completed within the same term with each exam not exceeding three days, amounting to a six and not a seven-day period.

Students must email the exam questions and answers with full citations to all members of the Comprehensive Exam Committee and to the Graduate Coordinator by the specified time on the day the answers are due. Extensions are not permitted.

Procedures for Oral Examination

After submission of the written component for the comprehensive exams, an oral examination will be held with all the members of the Comprehensive Committee present. The oral component will normally occur within three weeks of submission of the written component. The Senior Supervisor chairs the examination in the presence of the other committee members and the student. The student will answer questions by the committee members regarding the written answers in each field. Committee members will use this opportunity to seek clarification of the student’s answers and engage in dialogue about the student’s interpretation of key debates, ideas, etc.

Evaluation

Assessment of the student’s performance is recorded as pass or fail. The standard for a successful comprehensive exam is, on the one hand, the ability of the student to clearly and systematically demonstrate her or his knowledge of the field, and, on the other hand, the quality of the dialogue about the fields during the oral examination.

The Senior Supervisor will complete and then submit the Comprehensive Exam Completion Form describing the Committee’s assessment of the student’s performance on both the oral and written components within 10 days of the exam. This form is copied to the student. Performance is judged to either pass or fail. In the event of failure to pass one or both of the two exams, clear areas for
improvement will be identified. Rewriting of the failed examination(s) (which must contain the same
questions) will be completed within three months following the initial examination and follow the same
procedures.

**Failure of Comprehensive Exams and Withdrawal from the Program**

Failure to complete the comprehensive exams in a timely fashion – normally during the first two years of
the program – may result in an unsatisfactory progress report and initiate the Procedure for the Review of
Unsatisfactory Progress indicated in GGR 1.8.2. Failure to pass the comprehensive exams upon the
second attempt will normally lead to the student being required to withdraw from the PhD program.

**Comprehensive Exam Timetable**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Term</th>
<th>MA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Fall–Summer</td>
<td>Coursework, preliminary discussions with senior supervisor, refinement of areas of focus</td>
</tr>
<tr>
<td>3</td>
<td>Summer</td>
<td>Meeting(s) with senior supervisor to confirm topics and committee</td>
</tr>
<tr>
<td>4</td>
<td>Fall</td>
<td>Student prepares draft definitions and reading lists; registers in 895</td>
</tr>
<tr>
<td>4</td>
<td>Fall</td>
<td>Review, revision, resubmission of definitions and reading lists</td>
</tr>
<tr>
<td>5</td>
<td>Fall</td>
<td>Committee approval of definitions and reading lists</td>
</tr>
<tr>
<td>5</td>
<td>Spring; last day of 1st month</td>
<td>Student submits approved definitions to Graduate Coordinator + Senior Supervisor provides dates for written and oral exams</td>
</tr>
<tr>
<td>5</td>
<td>Spring</td>
<td>Senior Supervisor prepares list of exam questions with committee and submits to Coordinator 2 weeks before exam; registers in 895</td>
</tr>
<tr>
<td>5</td>
<td>Spring</td>
<td>Student reads and synthesizes, preparing for written exam</td>
</tr>
<tr>
<td>5</td>
<td>Spring</td>
<td>Student writes the written exam (4 answers in 7 days)</td>
</tr>
<tr>
<td>5</td>
<td>Spring</td>
<td>Student submits hard and electronic exam answers to committee</td>
</tr>
<tr>
<td>5</td>
<td>Spring</td>
<td>Oral defence of written exam, within 2 weeks of written exam</td>
</tr>
<tr>
<td>5</td>
<td>Spring</td>
<td>Senior Supervisor fills in evaluation, pass/fail, and copies to student within 10 days</td>
</tr>
</tbody>
</table>

**PhD Thesis**

To formally begin the dissertation phase, students must register in CMNS 899.

**Dissertation Proposal**

Research projects require planning and design. The dissertation proposal explains and justifies why and
how the student has designed their project. It is developed in consultation with the student’s committee
and is also reviewed and approved by the committee before the student begins full-time dissertation
research. While there is no one model for a dissertation proposal, the aim of the proposal is to present the
project’s main research question, problem or hypothesis; situate the approach the student plans to take in
relation to the key arguments in the pertinent fields; and outline the expected contributions to both
academic research and larger society.
Proposal Contents

The proposal must clearly identify the research questions guiding the study and outline how the approach to the research problem draws on or differs from existing scholarship on the topic as well as in relation to the study of communication while identifying the theoretical and methodological approach(es) and steps in the research process, including, for example, a timeline to indicate when the research, interviews or field work will be conducted and, where applicable, how media texts, platforms, interviews, images, etc. will be selected and interpreted. Influential theoretical, methodological and other academic sources need to be identified and the originality of the research should be made evident. Generally, a dissertation proposal is a written document of about 25-30 pages, including the following components:

- outline of the research question
- a description of the study's contribution to the field (noting its significance to the field of Communication Studies, and its wider social/ and or political significance)
- theoretical and methodological approach/es
- steps in research and timeline for completion
- whether an ethics application is required
- chapter outline
- bibliography

Preparation of the full proposal is normally completed by term 6 or 7, and should be completed and approved no later than term 8. When the Senior Supervisor considers the thesis proposal ready for assessment and feedback, it is circulated to all committee members for comments. The Senior Supervisor should schedule a meeting with the Supervisory Committee where the students has the opportunity to present the proposal (like the oral exam for the comprehensives this is a rehearsal for the thesis defence) and can answer questions from the Committee; the Committee can then discuss and come to an agreement on any revisions.

Thesis Scope

PhD theses are expected to be between 200 and 300 pages, inclusive of all endnotes and the bibliography. The thesis typically includes an introduction, five chapters and a conclusion but varies according to the research topic and is determined in consultation with the Senior Supervisor and the Supervisory Committee who must approve the scope of the project.

Thesis Examination Committee

The PhD thesis Examination Committee is comprised of

- the chair – a CMNS faculty member who serves as a non-voting committee member;
- all members of the student’s supervisory committee;
- an internal external examiner who a faculty member at SFU who is not a member of the student's supervisory committee;
- an external examiner who “should be a distinguished scholar with particular research and supervisory experience in the field of the thesis research. The examiner shall be free from potential conflict of interest which may arise, for example, from research collaboration with the student or prospective employment of the student.” (see GGR 1.9.5).
**Procedures for Oral Defences**

The members of the Supervisory Committee must all agree if the thesis is ready for examination. Once there is agreement that no more revisions are required and once the Dean of Graduate Studies approves the external examiner, the Dean’s office circulates the thesis to the Examining Committee. The defence is chaired by a faculty member in the School who is not on the Committee. The defence involves a brief presentation by the student of the thesis work – normally 20 minutes – followed by an oral examination with questions from each member of the Examining Committee (consisting of at least two rounds) and finally, the floor is opened and members of the audience who can also ask questions.

**Evaluation of Thesis**

There are four options: pass without revisions, pass with revisions to be approved by the Senior Supervisor, deferred judgment, or failure.

**Defence Planning**

Please refer to Chapter 8 for the details regarding planning the defence.
5. Courses & Course Planning

MA and PhD students should aim to complete their coursework by the end of their third term. Normally, students take 2 courses per term until their coursework requirements are completed, then they enroll in either their comprehensive exams (for PhD students) or degree capstone (MA thesis, project, or extended essays).

Graduate students at SFU are required to maintain continuous registration in their programs. Note that there are three types of registration: full-time, co-op, and on-leave. Students must enroll in one of these options each semester. On-leave and co-op enrollment, which may negatively impact, slowing down students’ program progress, should be discussed with the student’s Senior Supervisor and must be approved by the Senior Supervisor and Graduate Program Chair.

**Course Selection**

PhD students are required to take 5 courses. MA students are required to take either 4 or 5 courses depending on what type of capstone they plan to complete and whether or not they undergo an examination with an external examiner (see chapter 3 and below). Students should consult with their Interim or Senior Supervisor to discuss course selection. In the first three terms, students will normally take the required theory and/or history courses, the required methods course and two electives.

During the summer term fewer graduate courses are offered but if faculty members are available and not on research leave, students may also ask them to supervise a directed readings course on topics related to the student’s research project. A directed readings application form, including a brief topic statement, reading list, and indication of the work to be graded, must be completed in consultation with the faculty member supervising the course and submitted to the Graduate Coordinator for approval by the Graduate Chair.

Examine the course offerings carefully. Be aware that many courses are offered once every 6 terms and sometimes less often depending on instructor availability. Students are encouraged to complete their coursework as quickly as possible while maintaining a high level of performance.

For elective courses, students may consider courses offered by other departments, several western Canadian universities, or as mentioned, create a directed readings course with a faculty member. Courses may be taken for credit from other universities through the Western Dean’s Agreement with the Senior Supervisor and Graduate Program Chair’s approval. Western Dean’s Agreement applications should be submitted as early as possible and at least one month before the course starts. Similarly, courses take from other departments at SFU require completing a Course Add Form to secure the approval of the instructor, Senior Supervisor, and Graduate Program Chair.

Students can also take additional courses (beyond their degree requirements) at no extra charge. These may be taken for credit or audited with the permission of the course instructor. The instructor will specify the terms for auditing but when auditing the student will usually complete the course readings, attend all classes, participate in class discussions, presentations and other in-class assignments, but won’t be required to complete major assignments (essays etc.). No credit is issued for audited courses, but they are listed on the student’s transcript with an indication of “AU” in place of a grade.

Graduate students are invited to attend the first two weeks of each graduate course in the term to learn more about the course. The last day to add courses online through the Student Information System (SIM) is usually the end of the second week of classes. This is also the last day to drop courses without a notation on the transcript. Check the deadlines each term.
Course Load

In order to ensure students’ timely progress through the program, it is important for them to complete their coursework requirements by the end of the third semester, or at the very latest, the fourth semester for PhD students. To determine the best approach, students are strongly encouraged to discuss their course load and course selection with their Interim or Senior Supervisor.

Completing Coursework

It is very important to complete coursework during the term of instruction and avoid extensions and deferrals. Time management, organization, prioritization and the ability to commit to the task at hand are key to successfully completing a graduate program. Students who think they will have difficulty completing their coursework by the deadlines assigned by the instructor should discuss this with the instructor as early as possible. Only the instructor can grant permission to extend course deadlines and assign deferrals (DE). Always send an email to confirm the instructor’s agreement to grant and extension and the new deadline so there are no misunderstandings. Students should also meet with their Senior Supervisor for support and advice. Seeking support and advice is also key to successfully running research projects, writing and completing a graduate program.

If a student is facing difficulties meeting deadlines, normally, it is not permissible to grant an extension of more than one month to complete their work to earn a grade in a course. Again, it is important to be proactive and to speak with the instructor as soon as possible to seek solutions. Also note that if students have a DE (deferral) or N (incomplete) on their transcript, it can affect their ability to receive funding.

Course offerings

Course offerings are usually determined approximately six months in advance. Normally the courses are first circulated to graduate students and faculty members via email, and when finalized, they are published on the School of Communication web site. Typically two required courses are taught in the fall (History and Theory) and the required methodology course is taught in the spring.

Communication Graduate Courses by Group

Group 1 Courses: Surveys of History and Theory
CMNS 800 – Contemporary Approaches in Communication Studies (5)
CMNS 802 – History of Communication Theory (5)
CMNS 804 – Seminar in Advanced Communication Theory (5)

Group 2 Courses: Research Design and Methods
CMNS 801 – Design and Methodology in Communication Research (5)

Group 3 Courses: Research Area Courses
CMNS 815 – Social Construction of Communication Technologies
CMNS 820 – Media, Democratic Communication and the Concept of the Public
CMNS 824 – Colonialism, Culture and Identity
CMNS 830 – Media & Cultural Studies
CMNS 840 – Political Economy of Communications
CMNS 855 – Selected Topics in Communication Studies
CMNS 856 – Graduate Seminar
CMNS 857 – Selected Topics in Communication Studies
CMNS 858 – Selected Topics in Communication Studies  
CMNS 859 – Acoustic Dimensions of Communications  

**Group 4 Courses: Research Internship and Fieldwork**  
CMNS 881 – Research Internship  
CMNS 882 – Research Field Work  

**Group 5 Courses: Directed Readings and Studies**  
CMNS 850 – Directed Readings and Research  
CMNS 851 – Directed Studies  
CMNS 880 – Directed Readings and Research  

**Group 6 Courses: Colloquia, Comprehensives and Theses**  
CMNS 893 – MA Project*  
  – examined by two readers per GGR 1.7.2; requires 24 credits of coursework  
CMNS 896 – MA Extended Essays  
  – examined by two readers per GGR 1.7.2; requires 24 credits of coursework  
CMNS 897 – MA Project  
  – examined per GGR 1.9.1; requires 20 credits of coursework  
CMNS 898 – MA Thesis  
  – examined per GGR 1.9.1; requires 20 credits of coursework  
CMNS 895 – Comprehensive Examination (6)  
CMNS 899 – PhD Thesis (6)  

*CMNS 893 will be available beginning Spring 2019  

**MA Double Degree Program in Global Communication Courses**  
CMNS 844 – Communication and Global Power Shifts  
CMNS 848 – Communication and Global Social Justice  
CMNS 860 – Graduate Colloquium in Global Communication  
CMNS 881 – Research Internship  

**Communication Graduate Courses By Number**  
CMNS 800 – Contemporary Approaches in Communication Studies (5)  
This course surveys current interdisciplinary perspectives in Communication Studies and theory. It is normally offered in the fall term, and expected in the first year of graduate study.  

CMNS 801 – Design and Methodology in Communication Research (5)  
A survey course which examines the problems, methods and theoretical assumptions in communication research using case studies of research design and methods. Students may design a research project and conduct a small pilot study in a selected area. Normally offered in the spring term and expected in the first year of graduate study.  

CMNS 802 – History of Communication Theory (5)  
A survey of classic works, issues and debates in communication theory.  

CMNS 804 – Seminar in Advanced Communication Theory (5)
CMNS 815 – Social Construction of Communication Technologies (5)
A study of the social theory of information technologies, examining issues affecting computer–mediated communication.

CMNS 820 – Media, Democratic Communication and the Concept of the Public (5)
This course examines and evaluates the media (such as journalism, film, community media, or digital media) as fields of political and cultural practices, in relation to debates, concepts and models of the public sphere, democratic communication, and alternative media practices.

CMNS 824 – Colonialism, Culture and Identity (5)
A study of colonialism, culture, and identity with a focus on the strategies used by diasporic communities and (neo)colonial subjects to address the impact of colonial violence as well as create ethical communities. Historical and contemporary case studies will be examined. Students who took CMNS 855 in Term 1071 may not take this course for further credit.

CMNS 830 – Media & Cultural Studies (5)
Examines current debates in media and cultural studies, including hegemony, biopower, affect, subjectivity, cultures of capitalism and cultures of resistance.

CMNS 840 – Political Economy of Communications (5)
A study of the political, economic and social process that produces the structure and policies of mass media, and of telecommunication agencies in their historical setting.

CMNS 844 – Communication and Global Power Shifts (5)
This course examines the mutually constitutive relationship between rapidly transforming global communication systems and shifting structures of global political economic and cultural power. Competing claims of global power shifts – between the West and the Rest, between labour and capital, and between established institutions and networked "multitudes" – are analyzed in relation to enduring patterns and emerging dynamics in global communications.

CMNS 848 – Communication and Global Social Justice (5)
Examines communicative responses to transforming global communications systems and shifting structures of global economic and cultural power. Considers how communicators and producers of knowledge and culture interact with and produce these systems and structures and the implications of these processes for social justice. Note: Priority will be given to students enrolled in Global Communication Double MA Degree program. Students with credit for CMNS 858 (Special Topics: CMNS & Global Social Justice) in Spring 2014 & Spring 2015 may not take this course for further credit.

CMNS 850 – Directed Readings and Research (5)
Pursuance of particular areas of interest related to a student's program.

CMNS 851 – Directed Studies (5)
Pursuance of interest in specific areas, including field studies related to the student's program. May include work and study in supervised professional settings.

CMNS 855 – Selected Topics in Communication Studies (5)
Specialized one-time graduate course offerings on topics related to the current research of school faculty of visiting professors.

**CMNS 856 – Graduate Seminar (5)**
Advanced work in an area of specialization. Review and evaluation of research in progress.

**CMNS 857 – Selected Topics in Communication Studies (5)**
Specialized graduate course offering on a topic related to the current research of school faculty or visiting professor.

**CMNS 858 – Selected Topics in Communication Studies (5)**
Specialized graduate course offering on a topic related to the current research of school faculty or visiting professor.

**CMNS 859 – Acoustic Dimensions of Communications (5)**
Special topics in sound and Communication Studies with emphasis on specific problems in psycho-acoustics, theories of sound cognition and information processing, soundscape studies, acoustic design, community noise surveys, media analysis and related technology. Students will gain experience in designing and conducting research projects in one of these areas. Prerequisite: CMNS 359 or equivalent.

**CMNS 860 – Graduate Colloquium in Global Communication (2)**
Discussion of essentials of researching, writing, and presenting papers. Students will present drafts of an extended essay for critical review by course supervisor and fellow students. Enrollment restricted to Global Communication Graduate Double Degree Program MA students. Course will be graded S/U.

**CMNS 880 – Directed Readings and Research (5)**
Supervised enquiry in concentrated areas of specialization.

**CMNS 881 – Research Internship (5)**
Work and study in an approved professional setting.

**CMNS 882 – Research Field Work (5)**
External research beyond regular contact with the University.

**CMNS 891 – Co–op Practicum I**
Graded on a satisfactory/unsatisfactory basis.

**CMNS 892 – Co–op Practicum II**
Graded on a satisfactory/unsatisfactory basis.

**CMNS 894 – MA Extended Essay (5)**
MA Extended Essay (for SFU–CUC double degree students).

**CMNS 895 – Comprehensive Examination (6)**
Examination of three areas of which one must be on the theoretical or methodological framework/procedures indicated by the proposed dissertation. S/U standing only. The exam may be retaken once in the event of unsatisfactory performance.
CMNS 896 – MA Extended Essays (10)
MA Extended Essays.

CMNS 897 – MA Project (10)
MA Project.

CMNS 898 – MA Thesis (10)

CMNS 899 – PhD Thesis (6)
6. Student, Supervisor and Committee

Each incoming graduate student is assigned an interim supervisor by the Graduate Program Committee. The GPC matches students with advisors who are available to supervise (some are on research leave or have reached their capacity and cannot accept any new students until some of their current students graduate) and have expertise in the student’s research areas. Students should arrange to meet their interim advisors as soon as they start the program in September (and contact them at least one term before they start their program to introduce themselves and ask for advice on course selection). While interim supervisors will normally contact students shortly after they are accepted, it is the student’s responsibility to arrange meetings with their supervisor.

Finding a Senior Supervisor

Often students’ interim supervisors become their Senior Supervisors, although students can also approach other faculty members (tenure-track or tenured) in the School of Communication. There is no assumption that the interim advisor will necessarily become the Senior Supervisor. During the first two terms, students should try to get to know a range of different faculty members to meet prospective committee members and supervisors. Ideally, before finalizing the decision, students should take a course with, or work as a teaching or research assistant for their prospective Senior Supervisor to familiarize themselves with the professor’s supervisory style and determine if their theoretical and methodological approaches are compatible.

By the end of their first term, graduate students should confirm their Senior Supervisor. To confirm the Senior Supervisor, the student must ask the Senior Supervisor to sign the Approval of Supervisory Committee form, and then submit it to the Graduate Coordinator to obtain the Grad Chair’s approval.

By the end of their second term, graduate students should confirm their Supervisory Committee. To confirm additional committee members, the Senior Supervisor must sign the Change of Supervisory Committee form, and then submit it to the Graduate Coordinator to obtain the Grad Chair’s approval.

It is important for students to meet regularly with their interim and/or Senior Supervisor to review their research projects and the timeline for completion. This is also an opportunity to discuss the roles, responsibilities and expectations of both the professor and student (see below). It is important to ask about the number of students the professor already supervises. Supervision requires a considerable investment of time and resources and so it is not advisable to work with professors who are already supervising large numbers of students. This could result in prolonging the time it takes for the student to complete their degree by one or more years as well as less mentorship, for example, with regard to guidance and the development of their research project, and guidance about conferences and publications.

During the summer semester most faculty members have their research semesters so are not regularly on campus and some may not be regularly available because they are working on their own projects or are out of town so the sooner students confirm their Senior Supervisors in the spring semester, the better.

Student Responsibilities: students are responsible for arranging regular meetings, meeting deadlines, asking for critiques and feedback on their research, and replying promptly to correspondence. See the list of guidelines for outlining expectations, though the supervisor might have their own list. It is useful to set up a meeting to discuss these expectations before formally asking a professor if they would consider becoming the Senior Supervisor.

Supervisor Responsibilities: Senior Supervisors are responsible for overseeing and guiding the student
through each stage of the program, providing feedback and advice on their research project. The Senior Supervisor is also the primary reference for letters for scholarships and jobs; authorizes requests for Graduate Fellowships, leaves, travel funding, etc.; approves annual progress report and the successful completion of program requirements like the PhD comprehensive exams, the thesis proposal and the final revisions to the thesis.

See also: SFU’s general guidelines for supervision on the Office of Graduate Studies web site.

**Changing supervisors:** There are times when (1) an incoming student chooses a Senior Supervisor other than their interim supervisor or (2) due to an irreconcilable conflict or difference later in the program, a student might make the difficult decision to find a new Senior Supervisor. Like any professional relation, the student should first make attempts to resolve the conflict and students facing these circumstances should also consider meeting with the Graduate Chair for advice. To confirm changes to the Senior Supervisor and/or committee members, the student must complete the Change of Supervisory Committee form, and then submit it to the Graduate Coordinator to obtain the Grad Chair’s approval.

**Maintaining good relations:** If a student decides to approach another faculty member to become their Senior Supervisor, it is a good idea to either meet with their current interim or Senior Supervisor (best practice) or at least email them to let them know the decision (less ideal). There is nothing untoward about selecting a Senior Supervisor who is not one’s interim supervisor. By thanking supervisors for their time and support and informing them about the decision to change supervisors, the student is ensuring the possibility of maintaining good relations (vital in academia).

**Faculty relations:** It is also important for the prospective Senior Supervisor to communicate to the student’s current interim or Senior Supervisor. Faculty members can invest time in mentoring as well as funding from their grants, and if another professor takes over the student’s project, this can be viewed as poorly and lacking in collegiality where the new Senior Supervisor takes the credit for the labour and resources another professor has invested in the student. On the other hand, the current Senior Supervisor might gladly support the change. Either way, it is best to be upfront and avoid the former supervisor finding out indirectly.

**Check Before Changing topics:** Likewise, if a student changes their original research topic (which is different than developing the topic) and the Senior Supervisor does not have expertise in that area, it might mean the Senior Supervisor has to step off the committee. If no other available faculty members have the required expertise this could mean the student cannot complete her or his program.

**Guidelines for Responsibilities in the Supervisory Relationship**

This list is meant to offer guidelines (rather than specify regulations, though some points reflect regulations; see SFU’s General Graduate Regulations GGR) for Graduate Students and their Senior Supervisors regarding their supervisory relationship. The list is not exhaustive. It is recommended that students meet with their Senior Supervisor (or potential supervisor) by the second term to discuss the specific details of the guidelines as they pertain to each of their expectations.

**Responsibilities of the Senior Supervisor**

The Senior Supervisor is a mentor and advisor who develops a professional relationship with the student conducive to research and intellectual growth.
In particular, the Senior Supervisor should

1. assist the student in forming a supervisory committee; Senior Supervisor approval is required to add members to the committee;

2. chair meetings of the committee and, if necessary, arbitrate decisions by the committee in ways that aids the student develop their research in accordance with their theoretical and methodological frameworks;

3. be aware of the rules, procedures, and deadlines of the School and University and make the student aware of them;

4. ensure that the student is aware of the University’s expectations concerning the volume, quality, style, and presentation of their extended essays, project, thesis, or dissertation;

5. maintain contact with the student through mutually agreed upon regular meetings and be reasonably available for consultation, feedback and reviewing the student’s work and progress. The supervisor will at a minimum meet with the student once per term. Depending on the stage of the program, the student might need to meet more. The student is responsible for arranging the meetings;

6. advise on appropriate course work for the program and involve the Supervisory Committee in the development of the student's research program;

7. advise the student on setting timelines for completing their program requirements;

8. inform the student about the Tri-Council Guidelines for Ethical Research in Humans and provide source material as needed;

9. ensure that, where appropriate, the student submits their research proposal if it involves human subjects to the Office of Research Ethics and confirm receipt of ethics approval before the commencement of the research project;

10. guide the student in developing their research proposal and ensure that the Supervisory Committee provides timely feedback and agrees with the final draft of the proposal;

11. thoroughly examine written material submitted by the student and provide timely and constructive comments for improvement; the Senior Supervisor oversees the feedback, and works to ensure that committee members also submit timely and constructive comments for improvement. Delayed feedback can create unnecessary delays for the student. The Senior Supervisor should also inform the student of the time required to evaluate and return material; the student must provide the committee with sufficient time to review their material if there is a deadline;

12. determine whether a draft of the thesis, project or extended essays is ready for submission to the Supervisory Committee;

13. make satisfactory arrangements for supervising the student during extended absences;

14. make arrangements for the defence of the comprehensive exams, thesis, project or extended essays in accordance with School procedures and graduate regulations. The student and Graduate Coordinator should be consulted well in advance regarding planning and scheduling of defences;

15. when appropriate, direct the student to the Office of Graduate Studies and Postdoctoral Fellows and/or Office of VP Research for advice regarding intellectual property;

16. discuss financial support with the student and assist with scholarship applications;

17. advise the student on attending conferences, publishing, and otherwise disseminating their work;

18. provide letters of reference for awards and other academic applications in a timely fashion;

19. not withdraw monetary support from student without reason and due notice;

20. acknowledge contributions of the student in published material if their work contributed to the publication or research.

21. evaluate the student’s Graduate Progress Report annually and consult with the Graduate Chair as necessary to confirm corrective steps or withdrawal if progress is unsatisfactory;

22. be aware of conflict of interest rules and situations with potential conflict and manage them according to University policies and procedures.

23. be aware of the support services and resources for graduate student, including Health and Counselling, Indigenous Student Centre, the Student Learning Commons, the Centre for Students...
24. contribute constructively to a productive, safe, and equitable work and study environment, demonstrating respect and support for the rights of the student and others.

**Responsibilities of the Supervisory Committee**

Although the Senior Supervisor serves as the student's primary advisor, the entire committee should be involved in the student's program. The Supervisory Committee should be led by the Senior Supervisor; any disagreement between members of the Supervisory Committee should be dealt with by the Senior Supervisor who will arbitrate the situation and communicate decisions to the student.

**Members of the Supervisory Committee should**

1. be aware of the requirements, regulations, and procedures of the School of Communication, the Office of Graduate Studies and Postdoctoral Fellows, the University, and external granting agencies;
2. be aware of university expectations concerning the volume, quality, style, and standard presentation of the extended essays, project, thesis, or dissertation;
3. be available for supervisory committee meetings, with reasonable notice, at either the student's or supervisor's request; and at minimum, be available for an annual supervisory meeting;
4. guide the student in conducting research and developing the student’s research project;
5. evaluate, and provide feedback for the research proposal, comprehensive exams, and penultimate and final drafts of the thesis, extended essays or project; take part in the student’s defences;
6. make satisfactory arrangements for supervision of the student during extended absences; and
7. assist, when appropriate, in the neutral arbitration of problems which might arise between the student and the Senior Supervisor or refer concerns to the Graduate Chair.

**Responsibilities of the Student**

The student must accept the rules, procedures and standards in place in the program at SFU and is responsible for staying apprised of all requirements, regulations, and procedures of the School of Communication, the Office of Graduate Studies and Postdoctoral Fellows, the University, and external granting agencies regarding academic and non-academic matters; from the student, the supervisor should be able to expect reasonable effort, initiative, respect, and receptiveness to suggestions and criticisms.

**The student should**

1. make dedicated efforts to gain the knowledge and skills needed to pursue the research project successfully;
2. develop, in conjunction with the senior supervisor, a plan and a timetable for completing each stage of the degree program, and work studiously to adhere to the schedule and to meet deadlines;
3. maintain contact with the senior supervisor through regular and mutually agreed upon communication and be reasonably available for consultation as needed; inform the senior supervisor if they plan to be absent from the university whether for research or personal reasons;
4. initiating and confirming meetings with the Senior Supervisor and other committee members;
5. maintain registration throughout the program and (for international students) ensure study permits and employment authorizations are up to date; inform their Senior Supervisor of any temporary withdrawal from the program and reason for the absence; keep the Supervisor, Graduate Coordinator and Student Services informed about how the student can be contacted;
6. seriously consider and respond to the advice and criticisms from the Senior Supervisor and other members of the Supervisory Committee; respond to them in a timely and constructive manner;
7. pursue internal and external funding opportunities where appropriate; use funding according to the
terms and expectations of the University and funders;
8. conform to School and University requirements, including those related to deadlines, dissertation style, conflict of interest, professional conduct, including but not limited to acknowledging assistance, ideas, research material and/or data provided by others, etc.;
9. recognize that the Senior Supervisor and other members of the Supervisory Committee may have other teaching, research and service obligations which may preclude immediate responses, though the student should expect timely feedback from their Senior Supervisor and Supervisory Committee;
10. provide the Senior Supervisor and Committee with sufficient time to (a) review material that requires feedback or approval and (b) prepare letters of reference (aim for four weeks before the deadline) (discuss with the Senior Supervisor).
11. contribute constructively to a productive, safe, and equitable work and study environment, demonstrating respect and support for the rights of others;
12. seek opportunities to participate in academic forums, such as workshops, conferences, public lectures, panel discussions, etc., to develop networks, receive feedback on research, and learn about developments in the field or in the broader discipline of Communication.

Responsibilities of the Graduate Chair

The Graduate Chair in the School of Communication is required by the Dean of Graduate Studies, among other duties to

1. ensure SFU general graduate regulations (GGR) and all additional within-unit SGSC-approved academic performance criteria are followed, and that students, faculty and staff are made aware of these GGR and criteria;
2. ensure the program provides support for the efficient progress of all graduate students in line with their own academic and personal interest in the unit, from recruitment through degree completion;
3. ensure open lines of communication exist between graduate students and their supervisors, as well as other faculty members as required, and develop capacity and experience within the unit to facilitate solutions for graduate student related disagreements within the unit;
4. be available to meet with graduate students to discuss concerns about any of the above items or other issues that their Senior Supervisor; the Graduate Coordinator can advise on practical matters regarding funding, program requirements and deadlines for their programs.

Responsibilities of the Dean of Graduate Studies

Graduate programs at Simon Fraser University are under the jurisdiction of the Office of the Dean of Graduate Studies and Postdoctoral Fellows. All Graduate Programs must comply with this Office’s General Graduate Regulations (GGR), which can be found on the Dean’s website. Concerns and issues, including those regarding a student’s inability to meet and/or comply with the General Graduate Regulations, the regulations and policies of the University and the student’s Graduate Program, which cannot be resolved first by the Senior Supervisor and second, by the Graduate Chair, can be brought forward to the Office of the Dean of Graduate Studies and Postdoctoral Fellows. Likewise, issues involving any alleged failure of faculty members to meet the expectations of the Office Dean of Graduate Studies and Postdoctoral Fellows regarding supervision and professional academic conduct, which the Graduate Chair cannot resolve, can be brought forward to the Office of the Dean of Graduate Studies and Postdoctoral Fellows.
7. Graduate Student Progress

SFU has strict time limits for the students in the MA and PhD programs but in addition, scholarships and access to funding and job opportunities also depend on the student’s ability to demonstrate their ability to efficiently plan their time and resources to produce rigorous research and complete the course requirements in timely manner.

Satisfactory Progress Criteria

Students should be proactive in ensuring regular contact with their interim/senior supervisor. Securing support, guidance and rigorous feedback on a regular basis is necessary for progressing through the program successfully. If the student’s research interests change, and the senior supervisor no longer has the required expertise, it is the student’s responsibility to initiate changes in her or his the supervisory committee. But the student needs to be cautious and first be sure that there is a professor with the required expertise in the School who is willing and has the time to supervise the new project.

Student progress is measured in two areas:

Coursework. Graduate courses require extensive critical reading and research. Given the heavy time commitment, time management is a crucial component of success. A typical course load for graduate students is two courses per term. Normally, students should not take more than two courses per term. Students are required to maintain a CGPA above 3.0 to remain in the program.

Research progress. The CMNS program is a research program. This means that a substantial part of the program is devoted to working on the research problem that culminates in a thesis or project. Students are expected to progress steadily in their research, from identifying a topic, developing it into research question(s), selecting and applying research method(s), generating or collecting data, analyzing and interpreting results, and writing and defending the thesis or project. For PhD students the process has additional important milestones such as comprehensive exams and the dissertation proposal.

Graduate Progress Report

Progress is formally evaluated once per year at the end of the Spring term. The annual Graduate Progress Report is online and should be completed by the end of April. Graduate Progress Reports are completed and evaluated through the Student Information System. Instructions on SFU’s online graduate progress reporting system are available online.

For progress reporting purposes, students are strongly advised to include a careful record of their academic activity, including courses taken and grades, papers presented at conferences and/or published, study groups they have organized or participated in, research or travel for their thesis project, etc. Students to complete the progress report annually. Senior Supervisors are required to comment on each student’s progress statements and assess whether the student’s overall progress is satisfactory, should be improved, or is unsatisfactory. Anything other than satisfactory progress jeopardizes sources of financial support.
It is essential that students’ progress is classified by their Senior Supervisor as satisfactory. Unsatisfactory progress evaluations have a negative impact on access to awards, appointments, and resources. Two unsatisfactory progress reviews may result in removal from the program. The following timetable should be used as a guideline. Note: On-Leave terms count when determining progress unless the leave is due to extenuating (medical/compassionate or parental) circumstances.

**MA students:**
- Senior supervisor should be selected (or the interim supervisor confirmed as the senior supervisor) by end of term 1
- A supervisory committee must be selected by end of term 2. The MA Declaration form (which includes a brief topic description) and Approval of Supervisory Committee Form must be signed by the Senior Supervisor and submitted to the Graduate Program Coordinator
- All required courses should be completed by the end of term 3

**PhD students:**
- Senior supervisor should be selected (or the interim supervisor confirmed as the senior supervisor) by end of term 1
- A supervisory committee must be selected by end of term 2. The PhD Declaration form (which includes a brief topic description) and Approval of Supervisory Committee Form must be signed by the Senior Supervisor and submitted to the Graduate Program Coordinator
- All required courses should be completed by the end of term 3
- Comprehensive exam field essays and reading lists should be approved by the end of term 5
- Comprehensive exam(s) are normally completed by end of term 6
- A detailed dissertation proposal should be presented and approved one term after comprehensive exam(s) or by the end of term 8 (whichever is sooner)

If students fail to meet the criteria listed above, the student and Senior Supervisor must provide a written statement to the Graduate Committee explaining the reasons for the delay and outline a timetable for meeting those requirements. The Graduate Committee is the body that accepts or rejects such appeals.

**Consequences of unsatisfactory progress**
Students whose progress has been reviewed as unsatisfactory:
- May not receive recommendation for graduate fellowships
- May not receive matching travel grants
- May be placed at the end of the priority list for TA or Sessional Instructor positions
- May be removed from their program at SFU

Below is a table that provides an outline of MA and PhD students’ timeline for progress through their respective programs.
### Program Progress Timetable

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>MA</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall</td>
<td>Coursework + Senior Supervisor</td>
<td>Coursework+ Senior Supervisor</td>
</tr>
<tr>
<td>1</td>
<td>Spring</td>
<td>Coursework + Second Supervisor</td>
<td>Coursework+ Second and Third Supervisors</td>
</tr>
<tr>
<td>1</td>
<td>Summer</td>
<td>Coursework/Thesis Proposal</td>
<td>Coursework</td>
</tr>
<tr>
<td>2</td>
<td>Fall</td>
<td>Research</td>
<td>Comprehensive Examinations</td>
</tr>
<tr>
<td>2</td>
<td>Spring</td>
<td>Research</td>
<td>Comprehensive Examinations</td>
</tr>
<tr>
<td>2</td>
<td>Summer</td>
<td>Research/Defence</td>
<td>Comprehensive Examinations</td>
</tr>
<tr>
<td>3</td>
<td>Fall</td>
<td>PhD Thesis Proposal</td>
<td>Research</td>
</tr>
<tr>
<td>3</td>
<td>Spring</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Summer</td>
<td><strong>Time Limit for MA Degree</strong></td>
<td>Research</td>
</tr>
<tr>
<td>4</td>
<td>Fall</td>
<td>Research</td>
<td>Research</td>
</tr>
<tr>
<td>4</td>
<td>Spring</td>
<td>Research / Writing</td>
<td>Research / Writing</td>
</tr>
<tr>
<td>4</td>
<td>Summer</td>
<td>Research / Writing</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fall</td>
<td>Writing</td>
<td>Writing</td>
</tr>
<tr>
<td>5</td>
<td>Spring</td>
<td>Writing</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Summer</td>
<td></td>
<td>Defence</td>
</tr>
<tr>
<td>6</td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Summer</td>
<td></td>
<td><strong>Time Limit for PhD Degree</strong></td>
</tr>
</tbody>
</table>

### Academic Progress Report

To assist students in keeping track of their progress toward fulfilling their degree requirements, the Academic Progress Report (APR) is an online inventory of student’s degree and program requirements which shows which requirements have been fulfilled and which are still outstanding as students progress through their program. The APR uses courses that a graduate student has taken during their current academic career and shows which courses have been taken, or could be taken to satisfy the requirements.

To access the APR, log in to the Student Information System, select the “Academic Progress” link, and click “View my academic progress report”.

Every effort is made to ensure the accuracy of this report. However, if a student believes some information is incorrect, please contact the Graduate Program Coordinator.

It is a recommended that students review their APR at least once per term or anytime that new grades have been recorded in order to ensure that the system accurately reflects their courses and grades in relation to their program requirements.
8. Defence Planning

Planning an MA or PhD thesis defence should begin at least 3 months before the anticipated defence date.

Prior to the Defence

The Senior Supervisor is required to submit information regarding the examination committee well in advance of the defence (at least 8 weeks for PhDs and 6 weeks for MAs). The defence should be scheduled so there is enough time for revisions before the student submits the thesis to the library by the end-of-semester deposit deadline.

The Senior Supervisor is responsible for (1) consulting with the committee to confirm the thesis’s readiness for examination; (2) inviting the examiner(s) (for MA defences an examiner external to the supervisory committee and for PhDs, an internal-external and an examiner external to SFU); (3) and confirming a date, time, and campus location for the defence that everyone can attend. This information must be submitted to the Graduate Coordinator along with external examiners’ CV. The Dean of Graduate Studies approves the external examiner. In addition, (4) if a conference call or skype connection is required for one of the examiners, the Senior Supervisor needs inform the Graduate Coordinator who is responsible for making the necessary arrangements.

Under no circumstances should the student contact or correspond with the examiner(s) and thus the student may not arrange the defence details.

The student is responsible for (1) submitting their thesis title; (2) abstract (3) key research words; and (4) ethics approval document (if applicable) to the Graduate Coordinator at least 8 weeks before the defence date. They must submit the (5) examination copy of their thesis to the Graduate Coordinator as a PDF at the very latest 6 weeks before the defence for PhD students or 4 weeks before the defence for MA students. These dates are the final deadlines for submission. Take into account the fact that the Graduate Coordinator might be away or have other pressing deadlines so it is best to hand in the material in advance of the final deadline.

The Graduate Coordinator (1) books the defence room, (2) makes arrangements for any necessary technology (A/V, video conferencing, etc.), (3) confirms a chair for the defence, (4) gathers required signatures for and submits the Examination Committee Approval Form, PhD thesis, and the other required documents to the Dean’s Office, (5) advertises the defence publicly in the School and on the university website, and (6) delivers the forms for the defence to the chair of the defence.

The Graduate Coordinator distributes MA theses to the examining committee; the Dean of Graduate Studies Office distributes PhD theses to the examining committee.

Additional details on defences are available from the Office of Graduate Studies and Postdoctoral Fellow’s policies and procedures on defences.
After the Defence

Library thesis submission: The Senior Supervisor or Chair delivers the signed defence documents to the Graduate Coordinator. The student is responsible for making any required revisions, which must be approved by the Senior Supervisor and in some cases, the entire Examining Committee. Once the revisions have been approved, the student obtains the defence documents from the Coordinator and then submits the thesis to the library. The student needs to use the library’s thesis formatting specifications and submission process, which are outlined on the SFU Library Thesis web site.

Applying to graduate: Students must also apply to graduate and confirm convocation attendance. Instructions regarding graduation and convocation are available on the Office of Graduate Studies and Postdoctoral Fellows web site.

Project and Extended Essays Procedures

For MA Projects and MA Extended Essays an examination is also required. For MA projects where the student takes 4 courses, an examination by an external examiner is required (external to the supervisory committee). For MA students who produce two essays or a project where they take five courses, an examination by two readers is required. A Scheduling of Master's Degree Completion form should be completed and submitted to the Graduate Coordinator a minimum of four weeks before the examination along with the project/essays and other necessary documentation. The Graduate Coordinator submits the scheduling form to the Dean of Graduate Studies Office.

The rest of the process, including applying to graduate and submitting the approved project and/or essays document to the Library is the same as for theses.

For additional information, please contact the School’s Graduate Program Coordinator at gradcmns@sfu.ca and consult the School of Communication’s Handbook.
<table>
<thead>
<tr>
<th>Deadline</th>
<th>Actor</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
</table>
| > 8 weeks pre-defence (for PhD) | Senior Supervisor              | • Submits date, time, & campus of the defence to the Graduate Coordinator  
• PhD: Submits name, title & institutional affiliation of the Internal & External Examiners to Graduate Coordinator  
• MA and PhD: Submits name, title, institutional affiliation (and for PhD defences the CV) of the External Examiner to Graduate Coordinator  
• Confirms Defence Chair to the Graduate Coordinator | • Ensure sufficient time after the defence for revisions to be completed and approved before the library submission deadline  
• Internal and External examiners required for PhD; just one examiner for MA  
• A faculty member or an adjunct professor from the School chairs the defence |
| > 6 weeks pre-defence (for MA) | Student                        | • Submits final dissertation title, abstract, & ethics approval to Graduate Coordinator |                                                                     |
| > 6 weeks pre-defence (for MA) | Graduate Coordinator           | • Sends Examination Committee Approval package to Graduate Studies      | • Form needs to be signed by Supervisor and Grad Chair               |
| > 4 weeks pre-defence (for PhD) | Student                        | • Delivers exam copy of thesis (as PDF) to Graduate Coordinator for distribution |                                                                     |
| > 1 week pre-defence | Graduate Coordinator           | • Delivers approval pages and forms to defence Chair                    | • Chair obtains committee signatures and returns paperwork to Graduate Coordinator |
| After defence        | Chair                           | • Delivers paperwork to graduate coordinator                           |                                                                     |
|                      | Student & Supervisor           | • Confirms completion of revisions requested by examining committee     |                                                                     |
|                      | Graduate Coordinator           | • Once revisions are confirmed, delivers paperwork to student           |                                                                     |
| Before end of term   | Student                         | • Submits the revised, correctly formatted thesis to the library        | • Library Submission Deadline  
• Graduation Application Deadline |
9. Financial Support and Awards

The School of Communication’s MA and PhD students are funded through a combination of paid teaching and research positions and awards from SFU and external agencies.

This page outlines the main funding opportunities available, but many other awards and paid positions are available within and beyond the university. Students looking for funding should also search for awards and opportunities offered by community organizations, charities, businesses (including banks and credit unions), and governments (including Indigenous students’ Nation’s governments and associations) and government departments as well as international students’ governments and academic institutions.

After perusing the information available online about awards and other positions, students are encouraged to contact the School’s Graduate Coordinator and/or their Senior Supervisor as early as possible before the application deadline (aim for at least four weeks before the deadline but larger scholarships like SSHRCs require up to 4 or more months of preparation) to confirm their eligibility and make arrangements to deliver application materials, including letters of reference, in a timely manner.

Teaching Assistant / Tutor Marker employment

MA and PhD students are eligible for employment as Teaching Assistants (TAs) and/or Tutor-Markers (TMs). These positions are posted, allocated, and compensated according to the collective agreement between SFU and the Teaching Staff Support Union (TSSU).

The School’s Manager emails a call for applications that is submitted to the FCAT appointments database. The call for applications is normally circulated to the School’s graduate students’ list-serve, cmns-grad@sfu.ca, during the second month of the term before the term when the TA and TM positions start (June for the fall term, October for the spring, and February for the summer). Applications are due two weeks later, and applicants are normally informed of their assignments by three weeks before the commencement of the teaching term.

Normally, the School is able to provide TA or TM positions to MA students during four of their first six terms and to PhD students during six of their first nine terms. TA and TM positions normally pay $4,800 per term or more, depending on the number of students, tutorials and contact hours assigned.

Term Lecturer employment

Advanced PhD students who have completed their Comprehensive Exams are eligible to apply to teach undergraduate courses as Term Lecturers. Term Lecturer positions are posted, allocated, and paid according to the collective agreement between SFU and the SFU Faculty Association (SFUFA).

The School’s Manager circulates a call to the cmns-grad email list during the second month of each term for applications to be submitted to the FCAT appointments database. Applications are
due two weeks later, and applicants are normally informed of their assignments by three weeks before the commencement of the teaching term.

Typically, Term Lecturers’ are paid $9,600 per term or more. PhD students who have completed their Comprehensive Exams who want to be considered for Term Lecturer appointments should discuss this possibility with their Senior Supervisor and/or with the School’s Manager.

**Research Assistant employment**

Some MA and PhD students work as Research Assistants (RAs) on faculty-led projects. Often these positions become available when a faculty member has a research grant with funds to hire research assistants. RAs are also sometimes available to work on projects led by the School’s Program Chairs or Director. The payment and the timing of the payments (bi-weekly or a lump sum, for instance) and the amount of work (from 5 hours to full-time employment) depends on the project.

Students interested in working as research assistants should ask their Senior Supervisors and other faculty members about opportunities. Postings within the School of Communication are sometimes circulated to the School’s list-serve for graduate students. In addition, some university-wide RA openings are posted on the Office of Graduate and Postdoctoral Studies’ job board.

Also note that occasionally there are other work opportunities, for example, through the Student Engagement & Retention (SER) unit and other SFU units.

**Entrance Scholarships**

The Dean of Graduate Studies assigns the School of Communication a very limited number of Graduate Dean’s Entrance Scholarship (GDES) packages for exceptional students.

The School’s Graduate Program Committee nominates these candidates. Successful applicants to our MA and PhD programs can also be nominated for a variety of other competitive, university-wide entrance scholarships. These scholarships include though are not necessarily restricted to the following:

- Arthur and Ancie Fouks Graduate Entrance Award in Public Service
- Bert Henry Memorial Graduate Entrance Scholarship
- Faculty of Science Graduate Entrance Scholarship
- Graduate Aboriginal Entrance Scholarship
- Graduate Dean's Entrance Scholarship
- Judy Graves Graduate Award
- Kruger Products Bicultural Graduate Entrance Fellowship
- Provost Prize of Distinction (PPD)
- Provost International Fellowship (PIF)
- Robert Russell Family / First Nations Graduate Award
- Simons Foundation Doctoral Entrance Fellowship
- Special Graduate Entrance Scholarship (SGES)
Normally, the School’s Graduate Program Committee considers all admitted students for these awards as part of the admissions process. The School’s nominees are sent to the Dean of Graduate Studies Office, which adjudicates nominees from departments across the university.

Please see the Office of Graduate and Postdoctoral Fellows Entrance Scholarships page for further details.

**Graduate Fellowships**

The Dean of Graduate Studies’ Office provides funding for Graduate Fellowships, which are valued at $6,500. Normally, MA students are eligible for one GF during their first nine terms in the program and PhD students are eligible for two GFs during their first fifteen terms.

The Graduate Program Coordinator emails graduate students the call for GF applications around the middle of the second month of each term (October, February and June). Successful applications are awarded GFs the following term. Applications are made through SFU’s Graduate Awards, Application, and Adjudication System (GA3). Applicants must ask their Senior Supervisors for a recommendation. The deadline is usually around the middle of the third month of each term.

GF terms of reference are available online, and additional details about the departmental application process and adjudication criteria are distributed with the call for applications sent by the Graduate Coordinator.

**FCAT Graduate Fellowships**

The Faculty of Communication, Art and Technology allocates a number of FCAT Graduate Fellowships (FCAT-GFs) to the School each year. They are valued at $3,250. These merit-based awards are different from the Dean of Graduate Studies’ graduate fellowships and are adjudicated on a competitive basis.

The call for applications for FCAT-GFs is normally distributed by the Graduate Program Coordinator in the second month of the Fall term, along with the call for applications for GFs and TMRAs. Applications are submitted through GA3. FCAT-GF applications require a research statement and a letter of recommendation from the student’s Senior Supervisor.

FCAT-GF terms of reference are available online, and additional details about the departmental application process and adjudication criteria are distributed with the call for applications each term.

**KEY Big Data Scholarships**

KEY, SFU’s Big Data Initiative, provides scholarships for MA and PhD students to incorporate big data approaches, tools, and analysis into their research. These merit-based awards are valued at $6,500 for one term.

Applications require a CV, Research Statement, and reference letter. For information on this program and details on applying, including deadlines for the next round of applications, please see the Key Big Data Scholarships web site.
Travel and Minor Research Awards

The Faculty of Graduate and Postdoctoral Studies also provides Travel and Minor Research Awards (TMRAs). They are available to MA and PhD students travelling either to conduct field research or to attend or present research at conferences.

The call for applications for TMRAs is distributed by the Graduate Program Coordinator around the middle of the second month of each term for awards and are allocated during the following term. Applications are submitted through GA3, including a recommendation from the Senior Supervisor, are usually due around the middle of the third month of each term. To apply for a TMRA, students must also provide travel dates and destination, a budget, confirmation of their conference acceptance, and/or a description of their proposed research.

TMRA terms of reference are available online. Normally, MA and PhD students are eligible to receive one TMRA per year. Applications may be submitted the term before or after travel occurs. Awards are up to $700 for travel within Canada and the United States, and up to $1,000 for travel to international destinations. Half of the funds are paid as an award from the Faculty of Graduate Studies and half of the funds are paid as a reimbursement from the School.

Students seeking funding to travel to conferences should also explore whether funding opportunities are available from the association sponsoring their conference and consider whether they are eligible to apply for a Professional Development Grant from SFU’s Graduate Student Society and or an Indigenous Graduate Student Travel Award from the Office of Graduate and Postdoctoral Studies.

External Awards – SSHRC

The most substantial and significant external funding for the School’s MA and PhD students comes from the Canadian government’s Social Science and Humanities Research Council (SSHRC). Most of these awards are limited to Canadian citizens and permanent residents.

MA awards are valued at $17,000 for 12 months, and PhD awards are valued at either $20,000 per year or $35,000 per year for a period of one to four years. We strongly encourage all eligible students to apply for SSHRC Awards.

The deadline for Doctoral applications is usually November 1 and the deadline for Master’s applications is usually December 1 (Please see SFU’s tri-council awards page for current deadlines). Because of the highly competitive nature of these awards, it is important to begin preparing statements (including a well-developed research proposal with a well-defined question, rationale, methodology, and description of the contribution to the field, which requires some knowledge of publications and research in the field) as early as possible. Eligible applicants should begin discussing their applications and request letters of appraisal from their Senior Supervisor and other academic mentors as early as possible and, at the very latest, by the beginning of the Fall term. Applicants are also encouraged to attend workshops offered by the Office of Graduate Studies and Postdoctoral Fellows as well as by the School. These workshops normally occur in October.
One of the largest and most prestigious scholarships is SSHRC’s Vanier Canada Graduate Scholarship, which is open to exceptional Canadian and international students. The award is valued at $50,000 per year, and applications are normally due in mid-September. Eligible applicants should begin discussing their applications and request letters of appraisal from their Senior Supervisor no later than the beginning of the Summer term. Applicants are also encouraged to attend the Vanier Scholarship workshop offered by the Office of Graduate Studies and Postdoctoral Fellows, which normally occurs in August.

For additional details on SSHRC award competitions, please consult the following resources:

- Office of Graduate Studies and Postdoctoral Fellows Tri-Council Awards Page
- Tri-Council Canada Graduate Scholarships-Master’s Program Page
- SSHRC Doctoral Awards Page
- Vanier Canada Graduate Scholarship Page

**External Awards – other**

MA and PhD students may be eligible for other external awards. Students can apply for some of these awards through SFU; for others, they must send their applications directly to the funding agency. It is important to research scholarship opportunities that may be available from government, corporate, non-profit, and other sectors. The Office of Graduate Studies and Postdoctoral Fellows maintains a list of major Canadian external awards and lists other external awards on its awards timeline. Students should also search for awards offered by community organizations, businesses (including banks and credit unions) governments and Indigenous students’ Nation’s governments and associations.

Some of the most prominent and relevant external awards include:

- China Scholarship Council
- Connect Canada Internships
- Government of Canada International Scholarships
- IODE War Memorial Scholarship ($20,000)
- Mackenzie King Memorial Scholarships
- New Relationship Trust Scholarships (First Nation students from BC)
- Northern Scientific Training Program (NSTP)
- RBC Aboriginal Student Awards Program ($4,000 a year for 2-4 years)
- RBC Royal Bank Scholarships
- Rhodes Scholarship in Canada
- Schwarzman Scholars
- Trudeau Foundation Doctoral Scholarship
- WorksafeBC Research Training Award

For an updated list of external awards, please see the Office of Graduate and Postdoctoral Studies’ Awards Timeline.
SFU’s Private Awards

A variety of competitive private awards (usually, awards funded by donors to the University) are available to MA and PhD students. Some of these awards are exclusively allocated to students in the School. Students are encouraged to apply for all the awards for which they are eligible. This makes it possible for the Graduate Program Committee to distribute awards between more students.

- Asper Graduate Fellowship in Communications ($19,000)
- COGECO Graduate Scholarship in Communication ($17,000)
- Cable Television Pioneer Graduate Scholarship ($1,100)
- Emergency Preparedness Conference Scholarship in Emergency Communications ($4,200)
- Orient Star Media Graduate Scholarship in Global Communication (exclusive to students in the Global Communication MA program)
- Patricia Graham Annual Graduate Scholarship in Global Communication (exclusive to students in the Global Communication MA program)
- Rogers Communications Inc. Graduate Scholarship in Communication ($6,900)
- Shahrgon Annual Graduate Award in Critical Independent Journalism Studies for the Promotion of Citizenship and Democracy ($2,000)

Also note the Dean of Graduate Studies new scholarship for Ph.D. students who are close to finishing their degrees (starting Fall 2018)

There are other awards that are available to students across the University. Applications for these awards are first adjudicated within the School of Communication, then adjudicated against nominees from other programs across the University. They include but are not restricted to the following awards:

- Dr. Hari Sharma Foundation Annual Graduate Scholarship ($10,000)
- IODE Seaman Morley Scott Memorial Graduate Scholarship for females ($1,000)
- Michael Stevenson Graduate Scholarship ($21,000)
- Steel Memorial Graduate Scholarship ($15,000 + $2,000 for travel expenses)

The School’s Graduate Program Coordinator normally emails students the call for applications for private awards in mid-March with an application deadline in mid-April. Students must submit their applications through GA3. Each private award has specific terms of reference, often including a research statement, writing sample, transcript, CV, and up to three letters of recommendation from academic supervisors and mentors.

A complete list of SFU Private Awards is available from the Office of Graduate Studies and Postdoctoral Fellows web site, including a list of the awards that are specific to the School (see the drop down menu for “School of Communication”).
10. Extensions, Reactivations, Readmissions, and Leaves

Students are responsible for monitoring their enrolment status, time limits, and program requirements as specified by the General Graduate Regulations. When students exceed their time limit, or their enrolment lapses, students may apply for extension, reactivation and readmission. When students are unable to engage in their coursework or research and must interrupt their studies, they may apply for a leave.

Effective Fall 2016, SFU implemented new regulations regarding extensions, reactivals, and readmissions for the two-year MA and PhD programs.

**Extension** refers to extending the time permitted for completing the MA or PhD program beyond the time limit specified in SFU’s Graduate General Regulations.

**Reactivation** refers to reactivating an MA or PhD student’s enrollment if they have been automatically discontinued for not enrolling; the process for reactivation must be completed within the term the student is discontinued.

**Readmission** refers to readmitting a student to the MA or PhD program in the period following the term in which they were discontinued.

**Leave of Absence** refers to when students find it necessary to interrupt their studies and apply for a leave of absence. Leaves include but are not limited to personal (counts towards the maximum time limit); parental, medical and compassionate leaves (do not count towards maximum time limit). Students can apply for a maximum of three leaves of absence per reason. They will not necessarily be granted. Students on extensions may not apply for leaves (see 1.8.4).

Questions about these policies and procedures should be directed to students’ Senior Supervisors, the Graduate Program Coordinator, or the Graduate Program Chair.

**SFU’s Extension Policy**

**Graduate General Regulation 1.12.1 Time Limit**
The time limits for graduate students to complete their MA or PhD program are specified in SFU’s Graduate General Regulations.

*For students entering in Fall 2016 and after:*

“The time limit for students in a...Master's program to complete all of the requirements is nine terms from the start of the program. The time limit for students in a Doctoral program to complete all of the requirements is 18 terms from the start of the program, or in the case of a student who has transferred from a master's into the Doctoral program, without completing the master's, 18 terms from the start of the Master's program.”

*For students entering before Fall 2016:*
Prior to Fall 2016, the Graduate General Regulation permitted MA students up to 12 terms to complete their program and PhD students up to 24 terms to complete their program. These time limits apply only to students who started their program in Summer 2016 and earlier.

**Graduate General Regulation 1.12.2 Extensions**

“Students may apply for an extension to the time limit if they are enrolled in a Master's or Doctoral program and need more time to complete the program requirements. A single extension may be for one to three terms, and students may be granted more than one extension. [In total they can apply for up to] six terms of extended time. Extensions may be less than the maximum of six terms and must meet the criteria established by the academic unit. Students should contact their academic unit to confirm the specific extension policy for their program.

….Extensions are not available to students who are discontinued from their program. Students are required to maintain continuous enrollment throughout their extension and are eligible to go on medical/compassionate or parental leave (see 1.8.4). Extensions are approved by the Senior Supervisor, graduate program chair and the Dean of Graduate Studies.”

**School of Communication’s Criteria and Procedures for Requesting Extensions**

**Criteria for Extensions**

The School’s Graduate Program Committee will normally consider requests for extensions if the student has completed their coursework and is in the process of completing their final requirements, including but not restricted to the following:

1. completing thesis or dissertation-related work, including additional literature reviews and refining the methodological design or analytic framework;
2. finalizing or updating research and/or finishing the production and editing of media projects;
3. receiving approval from university and/or other research ethics boards;
4. receiving consent and/or agreements about collaboration with research participants and/or partners;
5. completing revisions requested by supervisory committee members;
6. completing formatting, copy editing, or the presentation of visual or audio material;
7. completing a project where changes in the supervisory committee composition have led to substantial modifications in the student’s project;
8. defending their thesis or dissertation and/or completing revisions requested by the examining committee and/or formatting for the library.

**Extension Procedure**

Students must submit an application for an extension to the Graduate Coordinator before their time limit is reached. Applications are expected no later than two months before the end of the last term of their program:

- Fall term deadline – November 1
- Spring term deadline – March 1
- Summer term deadline – July 1

Extension applications shall include the following items:
• An Extension Application form, signed by the student and Senior Supervisor;
• A work plan (2-3 pages) that includes the following:
  • a description of their thesis topic, methodology, theoretical framework and the chapters in their thesis;
  • a list of the components that need to be completed during the extension;
  • an itemized timeline of the work required to complete the components.
• A letter of recommendation from the Senior Supervisor supporting the extension and approving the proposed work plan.
*In cases where a Senior Supervisor is not available, please see note below.

The Graduate Program Chair, in consultation with the Graduate Program Committee, will assess the application and determine whether the extension will be recommended and for how long. If approved, the application will be forwarded to SFU’s Dean of Graduate Studies Office for final approval.

The student must ensure she or he receives written confirmation of the recommendation and the final decision from the Graduate Coordinator.

Students must complete their program requirements by the end of their final extension to be considered for a degree.

Students may appeal the refusal to grant an extension. See SFU’s Graduate General Regulations.

**SFU’s Reactivation Policy**

**Graduate General Regulation 1.4.8 Reactivation**

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

Students who are not enrolled or have not been registered on leave will be discontinued from their program after the sixth week of each term. Students who have not reached the time limit for their program and have been discontinued may apply for reactivation in the same term in which they were discontinued and be retroactively enrolled. Applications for reactivation will normally be approved for students in good standing. Once reactivated, students must maintain continuous enrollment for the duration of their program.

**The School of Communication’s Reactivation Procedures**

The student must complete a Reactivation Form, have it signed by their Senior Supervisor, and submit the form to the Graduate Program Coordinator. The form must be received as soon as possible before week 13 of the term in which the student is deactivated. After week 13, the student will need to apply for readmission (see below). If everything is in order, the Graduate
Chair will review and sign the completed forms, which will then be submitted to the Dean of Graduate Studies Office for final consideration and approval.

The student must ensure she or he receives written confirmation of the decision.

**SFU’s Readmission Policy**

**Graduate General Regulation 1.4.9 Readmission**

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

*Students discontinued between the Fall 2013 and Summer 2016 term* may apply for readmission for one term to defend their thesis. Students discontinued from their program must complete their degree within 9 terms of their final term in the program (thus they must apply for readmission within 8 terms after the term in which they were discontinued). *Students discontinued in Fall 2016 or after* may apply for readmission within three terms after the term in which they are discontinued from their program.

**The School of Communication’s Readmission Procedures**

To apply for readmission, the student or their Senior Supervisor must notify the Graduate Program Chair and Coordinator of their intent to reapply as soon as possible before the deadline for submitting an application (see next point);

The student must submit an online readmission application through OASIS, which is expected no later than two months before the semester in which they intend to return to their program:

- Fall semester return deadline – July 1
- Spring semester return deadline – November 1
- Summer Semester return deadline – March 1

The readmission application will include:

a work plan (2-3 pages) that includes the following:

1. a description of their thesis topic, methodology, theoretical framework and the chapters in their thesis;
2. a list of the components that need to be completed during the extension;
3. an itemized timeline of the work required to complete the components.
4. a letter from the Senior Supervisor that recommends their readmission and approves the proposed work plan
5. a copy of the student’s unofficial SFU transcript and transcripts of all other post-secondary education.

*In cases where a Senior Supervisor is not available, please see note below.*
The Graduate Program Chair and faculty members on the GPC will assess the readmission application and determine whether the student will be recommended for readmission. If approved, recommendation for readmission will be forwarded to SFU’s Dean of Graduate Studies Office for final approval.

The student must ensure she or he receives written confirmation of the recommendation and the final decision from the Graduate Coordinator.

Students must complete their program requirements by the end of the final extension to be considered for a degree.

Students may appeal the refusal to grant an extension. See General Graduate Regulations.

**SFU’s Leave of Absence Policy**

SFU’s policy and procedures for applying for leaves is outlined on the Office of Graduate Studies and Postdoctoral Fellows web site. If you are considering applying for an on-leave term, please consult the rules and regulations therein carefully. If you have any questions, please contact the Graduate Coordinator.

**The School of Communication’s Procedures for Requesting Leaves of Absence**

The student must complete a Leave of Absence Request Form, have it signed by their Senior Supervisor, and submit the form to the Graduate Program Coordinator. The form must be received as soon as possible before the enrolment deadline of the term for which the student is requesting leave. Ideally, forms should be submitted by the end of the preceding term. After week 13, the student will need to apply for readmission (see above). If everything is in order, the Graduate Chair will review and sign the completed forms, which will then be submitted to the Dean of Graduate Studies Office for final consideration and approval.

The student must ensure she or he receives written confirmation of the decision.

*If the student’s assigned Senior Supervisor is unable to serve either temporarily or permanently, then (a) the student can ask another member of their committee to step forward to act as their interim Senior Supervisor and oversee the student’s application for an extension, reactivation or readmission, or; (b) if none of the student’s committee members are available to stand in for the Senior Supervisor temporarily or permanently, the student must meet with the Graduate Chair to examine options for assigning a new Senior Supervisor and forming a new committee. The meeting with the Graduate Chair should take place as early as possible as time will be required to make arrangements for a temporary or new Senior Supervisor.*
11. An Engaged University, Academic Integrity and Student Conduct

An Engaged University
SFU aims to foster supportive learning and campus environments. Combining the best traditions of academic and teaching excellence, SFU will provide students with diverse and transformative learning opportunities that enable them to gain the knowledge, critical capacities, research skills and civic understanding required to become engaged global citizens and to thrive and adapt in demanding and dynamic environments.

SFU will seek opportunities to transfer the results of its research to the broader society, including policy-makers, civil society leaders, and the community.

SFU’s underlying principles include

- Academic and Intellectual Freedom: SFU will be an open and inclusive university whose foundation is intellectual and academic freedom.
- Diversity: SFU will foster a culture of inclusion and mutual respect, celebrating the diversity and multi-ethnic character reflected amongst its students, staff, faculty, and our society.
- Internationalization: SFU will value international knowledge, understanding and engagement, and will seek to engender an active global citizenship among its students, faculty and staff, and to ensure that SFU is an engaged partner and contributor on the international stage.
- Respect for Aboriginal Peoples and Cultures: SFU will honour the history, culture and presence of Aboriginal peoples. The university will welcome and nurture Aboriginal students and seek opportunities for greater representation of Aboriginal peoples amongst its faculty and staff.
- Supportive and Healthy Work Environment: SFU will recognize, respect and value the essential contribution made by staff and faculty, and will seek to build and sustain a work environment that is equitable, supportive, rewarding and enjoyable.
- Sustainability: SFU will pursue ecological, social and economic sustainability through its programs and operations. Through teaching and learning, research and community engagement, SFU will seek and share solutions. In its own operations, it will develop and model best practices, from minimizing its ecological footprint, to maximizing its social health and economic strength.

Academic Integrity
Simon Fraser University is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety, and freedom from harassment and discrimination.

You have a responsibility to ensure you are familiar with the generally accepted standards and requirements of civility, diversity, mutual respect, freedom from harassment and discrimination (see the VP Academic’s statement on equity, diversity and inclusion, https://www.sfu.ca/vpacademic/equity-diversity-and-inclusion.html) as well as academic honesty
(http://students.sfu.ca/academicintegrity.html). All members of the university community share the responsibility for upholding SFU’s academic standards and reputation.

Academic honesty is a cornerstone of the development and acquisition of knowledge. Academic honesty is a condition of continued membership in the University community. SFU’s code of academic honesty is contained in policy S10.01–S10.04 can be found at www.sfu.ca/policies/gazette/student.html. Please go to the SFU Library website at www.lib.sfu.ca/help/tutorials/plagiarism-tutorial to try their online tutorial on plagiarism. It will only take you a few minutes, and will help you gain a better understanding of academic honesty and issues like plagiarism as it is defined at Simon Fraser University.

**Student Conduct**

The code of student conduct is intended to define your basic responsibilities as a valuable member of the academic community, to define inappropriate student conduct, and to provide procedures and penalties to be invoked and applied, should you engage in unacceptable behaviour. You are responsible for your conduct as it affects the University community. The code shall not be construed to unreasonably prohibit peaceful assemblies, demonstrations or free speech. The University’s code of student conduct is contained in policy S10 and can be found at www.sfu.ca/policies/gazette/student/s10-01.html
12. Governance: Graduate Program Committee and Graduate Students

The School of Communication is under the administrative jurisdiction of SFU’s Faculty of Communication, Art, and Technology (FCAT). SFU has a total of eight faculties, each with their own Departments, Programs and Schools. FCAT encompasses 5 Schools and Programs and is run by the FCAT Dean. In addition to the School of Communication, FCAT includes the School of Interactive Arts and Technology, School for the Contemporary Arts, Publishing Program, and Master of Digital Media Program.

Communication Graduate Program Governance

The Office of Graduate Studies and Post-Doctoral Fellows is responsible for administering SFU’s Graduate General Regulations (GGR). All graduate programs at SFU must comply to the GGR. They regulate admissions, student progress, degree requirements, merit-based financial awards, and a variety of other matters. The Dean of Graduate Studies has final oversight on decisions regarding admissions, awards, degrees, and all other aspects of SFU’s graduate programs.

The School of Communication’s Graduate Program Committee (GPC) is responsible for the operation of the School’s MA and PhD programs and ensuring the programs comply with SFU’s GGR. The Global MA Double Degree Program (with the Communication University of China) has its own co-Directors, Graduate Coordinator and admissions committee as well as program requirements but these students participate in and contribute to the intellectual and research culture of the School, like the students in the other programs.

Graduate Program Committee (GPC)

The Graduate Program Committee is run by the Graduate Program Chair. There are six voting members: the Graduate Program Chair, three continuing faculty members, an MA representative and a PhD representative. The Chair of the Graduate Student Caucus also sits on the committee but in an advisory capacity with no vote. The Graduate Program Coordinator records the minutes and has updated information on graduate policies and procedures. Outcomes of GPC Meetings are reported to the School of Communication’s monthly meeting by the Graduate Program Chair.

The Graduate Program Coordinator assists in the administration and daily operation of the programs and is responsible for informing students about graduate courses, program requirements and deadlines as well as funding opportunities adjudicated by the GPC; processing funding applications and the documentation required for each stage of their program; organizing graduate defences; advising students; running the orientation for new students; managing the programs’ records and archives; keeping the program and committee apprised of changes to graduate regulations and procedures, among other things.

Under the direction of the Graduate Program Chair, the responsibilities of the GPC include (but are not limited to) adjudicating applications for the MA and PhD programs, adjudicating funding applications and other awards; assigning interim supervisors to new students; reviewing and making proposals to improve curriculum and program requirements; advising the Director on scheduling graduate courses and which faculty will teach the courses; providing workshops for graduate training; responding to complaints and problems; ensuring the School follows the
university’s GGR and the School is informed about changes to GGR, policies and procedures; and overseeing supervisory relationships. The GPC is also responsible for monitoring and reporting students’ progress as required by the Office of the Dean of Graduate Studies.

Members of the Graduate Program Committee and all others attending GPC meetings must strictly practice the discipline of confidentiality given the sensitive and private nature of the information that can be disclosed. This applies to GPC students, faculty members and the Graduate Coordinator.

The Graduate Program Committee meets at minimum, once a month and reports to the School’s monthly meeting and the School’s Director and when necessary establishes working groups and subcommittees for additional projects and tasks.

Decisions made by the GPC regarding structural or other substantial changes to the programs (including approval of new courses proposed by faculty) are discussed with the student representatives on the GPC and when relevant, asks them to provide feedback from the Graduate Student Caucus; these proposed changes are also discussed with other faculty members and must be reported at the School meetings. Even if there is no vote beyond the GPC on substantive changes in the School, such changes require the support of faculty if they are going to be implemented. There is a formal process for all such changes that additionally requires approval from FCAT, the Dean of Graduate Studies, and/or SFU Senate.

Graduate students within the School of Communication have their own representative body, the Graduate Caucus, which elects representatives for School meetings, the Graduate Program Committee (GPC and the Graduate Admission’s Committee), Hiring Committees, SFU’s Graduate Student Society, and the Teaching Staff and Support Union (see below).

The Principles and Procedures of Governance for the School of Communication are available for viewing in the general office. SFU’s Graduate General Regulations are available on the SFU web site as part of the University’s calendar. It is essential to be familiar with the GGR and all policies and procedures outlined in this document and on the Graduate Studies Office web site. It is the responsibility of the student to be informed of and adhere to SFU’s policies and procedures pertaining to graduate students (and as employees).

**Graduate Student Representation on Committees**

Graduate student representation in the School of Communication is as follows:

- one representative on the Committee of the Whole (School meetings)
- three representatives on the GPC (MA, PhD and Caucus Chair)
- one representative on search committees to hire faculty members as needed.

**The Graduate Caucus (CMNS Graduate Student Association)**

The objectives of the School’s Graduate Caucus are to promote and represent graduate student interests in and within the School; identify and promote the academic, intellectual and career concerns of the membership; provide social and recreational activities for the membership; undertake projects and activities to benefit the members; and to undertake such other activities as
the members may from time to time decide. The Graduate Caucus is the main forum for students to discuss issues and make proposals for changes in policies, procedures, and practices, or make requests for redress of collective grievances.

Automatic membership is extended to all graduate students in the School, including Global MA students. New grad students are strongly encouraged to attend Graduate Caucus meetings and become involved. The GPC depends on Graduate Caucus input to design policies and improve the School’s graduate programs. When students have a problem or suggestion, often the most effective route way to get action is to approach Caucus reps. While any student may directly approach the Graduate Program Chair, the Director of the School, or any faculty member, matters raised by Graduate Caucus carry much weight because they are assumed to represent the views of a significant number of students.

**The Teaching Staff and Support Union**

Certified in 1978, the Teaching Support Staff Union represents teaching assistants (TAs), tutor markers (TMs), sessional instructors (SIs) and language instructors (LIs) at Simon Fraser University. The Union functions as the sole bargaining agent for these employees during contract negotiations and represents any and all members in work-related conflicts and problems.

Every TA should obtain a copy of the TSSU current agreement. This agreement outlines the terms of employment between the University and the Teaching Assistant, Tutor-Marker, or Sessional Instructor. Additional guidelines on carrying out TA, TM, or Sessional work are outlined on the TSSU web site. Additional information may be obtained from the School’s Manager, the Graduate Program Coordinator, or a Grad Caucus Representative with the TSSU.

**The Graduate Student Society**

The Graduate Student Society (GSS) is the student society and government for all graduate students at SFU. As indicated by the BC Universities Act, the GSS serves as the primary representative of graduate students in university affairs. GSS collects and administers dues on its members’ behalf. It uses these fees to provide a group benefit plan, grants and other funding, socials, student spaces, and support to departmental caucuses. The School’s Grad Caucus is a part of the GSS and elects representatives to the GSS Council.
13. University Resources and Support

**Campus Public Safety**
Campus Public Safety (CPS) is committed to engaging our community to make SFU a safe and secure environment to live, learn, and work. The CPS division is dedicated to providing the best public safety and resource protection services to our University community. Through our campus stakeholders and external partners, our goal is to facilitate a culture of security awareness, crime prevention and general safety at our University.
http://www.sfu.ca/srs/security.html | (see web site for email & phone numbers)

**Centre for Students with Disabilities**
The Centre for Students with Disabilities provides disability related information, support and counselling; reviews eligible students’ disability documentation and recommends reasonable academic accommodations; acts as liaison between students and faculty in the implementation of disability related services and accommodations; facilitates student growth, independence and leadership skills; and advocates on issues related to diversity, equity and academic achievement.
http://www.sfu.ca/students/disabilityaccess.html | csdo@sfu.ca | 778.782.3112

**Communication Liaison Librarian – Sylvia Roberts**
https://www.lib.sfu.ca/users/sylvia-roberts | sroberts@sfu.ca | 778.782.5043

**Graduate Students Society**
The Graduate Students Society offers tools, resources, and other types of assistance to its members.
http://sfugradsociety.ca | info@sfugrasociety.ca | 778.782.3899

**Health and Counselling Services**
Health and Counselling Services operates two health clinics, one on the Burnaby campus and one at Harbour Centre (walk-in and appointment), and offers vaccinations, physiotherapy, and chiropractic services.
http://www.sfu.ca/students/health (see web site for email & phone numbers)

**Human Rights and Equity**
The Human Rights website provides links to FAQs, guides, and protocols related to SFU’s human rights policy. The policy covers rights and equity around such issues as discrimination, harassment based on a prohibited ground of discrimination, sexual harassment, and/or personal harassment.
http://www.sfu.ca/humanrights.html | mbrunell@sfu.ca | 778.782.4446

**Indigenous Student Centre**
The Indigenous Student Centre (ISC) is a welcoming gathering space that provides holistic student support and services to Indigenous students from the First Nations, Métis, and Inuit Nations.
http://www.sfu.ca/students/indigenous/ | ask_isc@sfu.ca | 778-782-6929

**International Services for Students**
The International Services for Students office provides support and services such as advising, international orientation, assistance with medical insurance and visas, and much more.
https://www.sfu.ca/students/iss.html | iss_office@sfu.ca | 778.782.4232

Ombudsperson
The Office of the Ombudsperson provides confidential, informal, independent, and neutral dispute-resolution advice and assistance to all members of the SFU community. The website provides an informative list of issues with which the office can and cannot help. It also links to a website with useful tips for graduate students.
www.sfu.ca/ombudsperson.html | ombuds@sfu.ca | 778.782.4563

Out on Campus
Out on Campus is committed to creating an equal and welcoming space for everyone. We do this by facilitating a Safer Space for all folks. This means that, ideally, everyone is welcome, included, and shown respect. Inside the space, discriminatory, offensive, or disrespectful behavior of any type is not tolerated.
http://sfss.ca/ooc/ | ooc2@sfss.ca | 778.782.5933

Sexual Violence Support and Prevention Office
https://www.sfu.ca/sexual-violence.html | sv-support@sfu.ca | 778.782.7233
The SVSPO is the University's central hub for accessing supports, education and leadership concerning sexual violence and sexual misconduct.

Simon Fraser Student Society
The Simon Fraser Student Society is a student-led organization that represents and advocates for the interests of the 25,000+ undergraduate students at SFU. We are your not-for-profit support network and voice at SFU and provide services and support to make your student life better.
http://sfss.ca/ | (see web site for email & phone numbers)

SFPIRG
The Simon Fraser Public Interest Research Group (SFPIRG) is a student-funded and student-directed resource centre dedicated to social and environmental justice.
https://sfpirg.ca/ | info@sfpirg.ca |

SFSS Copy Centre
Your one stop shop for all your: thesis printing, defense copies, discretionary copies, hardcover binding, posters, etc.
http://sfss.ca/services/copy-centre/ | copycentre@sfss.ca | 778.782.3186

SFSS Women’s Centre
The SFSS Women’s Centre at SFU grew out of the Simon Fraser Student Society’s Women’s Caucus, which held its first meetings in 1968. The Women’s Centre first opened in 1974. We are and have always been primarily run by a collective of campus women, and some of our key early issues included childcare, access to birth control and abortion, and sexual assault support.
http://sfss.ca/wctr/ | womenscentre@sfss.ca | 778.782.3670
**Student Learning Commons**
The Student Learning Commons assists with a wide range of academic writing, learning, and study strategies, which may be useful for you or for your students. The Research Commons offers support specifically for graduate students.
https://www.lib.sfu.ca/about/branches-depts/slc | learning-commons@sfu.ca | 778.782.4648

**Teaching and Learning Centre**
The Teaching and Learning Centre (TLC) offers assistance to enhance teaching. The TLC also offers the Certificate Program in University Teaching and Learning.
http://www.sfu.ca/tlc.html | tlcentre@sfu.ca | 778.782.3910

**Teaching Support Staff Union**
TSSU is the union representing TAs and sessional instructors from all SFU campuses.
http://www.tssu.ca/ | tssu@tssu.ca | 778.782.4735
## 14. School of Communication Contact List

### Administrative Staff

<table>
<thead>
<tr>
<th>Role</th>
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</thead>
<tbody>
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