DEPARTMENT OF
GENDER, SEXUALITY,
AND WOMEN’S STUDIES

Graduate Studies Guide
2011/2012
Doctoral Program
Updated August 2014
Welcome to the Department of Gender, Sexuality, and Women's Studies
The Department of Gender, Sexuality, and Women’s Studies at Simon Fraser University welcomes students interested in the study of women, gender, sexuality, and feminism. The department’s interdisciplinary degree programs and faculty offer courses in a wide range of subject areas in the social sciences, humanities, natural/applied sciences, and contemporary arts.

The department’s courses focus on expanding traditional scholarship by studying the ways gender has structured intellectual and social traditions and by exploring how knowledge can be reshaped when women are included. The programs also examine ways that issues of gender intersect with other structures of power, such as class, race, ethnicity, species and disabilities to shape social structures and ways of thinking.

Situating Gender, Sexuality, and Women’s Studies in the wider community is a very important feature of the Department. This is facilitated through the endowed Ruth Wynn Woodward Chair, a program that brings community activists and scholars to SFU to teach and to deal with issues of academic and social activism. Public seminars, conferences and lectures foster links outside the university, as do the collaborative research projects of the faculty and students.

Staff & responsibilities

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Graduate Program Committee:
The Graduate Program Committee shall consist of the Chair of the Graduate Program, the Departmental Secretary, at least one other faculty member and a graduate student representative. The graduate student representative will not take part in matters concerning confidential information about students. The Graduate Program Committee shall meet regularly and is responsible the following:
1. examining the existing curriculum, approving course outlines and requirements;
2. reviewing the progress of individual students;
3. selecting and ranking students who will be recommended for research grants, scholarships, fellowships and awards, etc. except where time constraints prohibit the committee meeting in which case the Graduate Program Chair will make the decisions;
4. appointing teaching assistants and tutor markers, according to Section II, Appointment Procedures;
5. reviewing the operation of the graduate program and developing policy, administrative, and course and program change recommendations for the Chair to bring forward to the Department for approval as necessary;
6. recommending procedures concerning teaching credit for graduate courses and supervision for the Graduate Program. Chair to bring forward as necessary to the department.

The Gender, Sexuality, and Women’s Studies faculty members will act as the selection committee for incoming graduate students.
**Departmental Secretary:** She provides information about the program and if she is unavailable you may please contact the Manager, Academic and Administrative Services. Most questions are answered in this guide and on the website. There is a FIVE working day turnaround time for documents you may require or signatures you may need, please keep this in mind if there are deadlines you need to meet. Much of the information from other departments, centres and offices on campus to you is routed through the Departmental Secretary. Often this will be information about special awards, ‘learning about teaching’ courses at the Learning and Instructional Centre for graduate students, workshops about applying for external scholarships, e.g. SSHRC for MA and Ph.D. students. So, please read the information she forwards to you.

**Manager:**
- TA/TI contracts
- Undergraduate Liaison
- Payroll
- All outreach and speaking tours under the Maggie Benston Program
- The RWWP Program
Registration: https://go.sfu.ca/

Adding and Dropping Courses
You are permitted to add and drop courses through the on-line registration system, but only up until a certain date which is noted in the SFU Calendar and usually within the first two weeks. After that date you must use an ADD/DROP form, collect all the required signatures and give the completed form to the Departmental Secretary who will keep a copy for your file and deliver the original to Graduate Studies office.

Auditing Courses at SFU
To audit a course you need the permission of the instructor, your Senior Supervisor and the Chair of the GSWS Graduate Program Committee. Use the ADD/DROP available from the Departmental Secretary. A course outline must be given to the Departmental Secretary for your file. NOTE: Auditing Undergraduate Courses at SFU: Same procedure as auditing graduate courses.

Time Extensions & Readmission of Graduate Students
The Graduate General Regulation 1.12 (see the SFU Calendar) specifies maximum time limits for completion of graduate degrees. Students are expected to finish their programs in less than the maximum time. The maximum time anticipates that a small number of students may need extra time to complete their degrees as a result of factors such as family circumstances, employment or illness. From time to time the Dean is asked to make exceptions to the maximum time limit. There are two ways in which this can be done: through an extension semester and through withdrawal followed by readmission.

Extension Semester
A request for a one-semester extension should be made to the Dean of Graduate Studies by the Chair of the Department Graduate Program Committee at least one month before the end of the final semester. The request should confirm that you can complete the degree requirements in one semester. The request should be accompanied by a memo from your Senior Supervisor describing the stage that you have reached in your program.
For a program that requires completion of a project or thesis, the Dean will grant an extension only to students who have completed a first draft of their thesis or project
Depending on the program and its fee structure, students may have to pay higher tuition fees for this semester.

Readmission
Under Graduate General Regulation 1.12A, students who were required to withdraw because they had reached their maximum time limit, may reapply for readmission for one semester in order to complete their degree requirements. You will need to submit the Application for Graduate Student Readmission /Reinstatement Form
Students should be aware that the fees for the readmission semester are higher than regular tuition fees.
**SFU Library/Identification Card and U-Pass:** You have to line up in the Maggie Benston Building to get your photograph taken for your ID and U-Pass. Take proof of your registration.

**SFU Email Identification:** Once you are registered in courses, you have to get your SFU email ID online. Ensure your account is activated. ([http://my.sfu.ca](http://my.sfu.ca), click on "Activate your SFU computing ID") An SFU email ID is required to access many SFU resources and is used for department email lists and other communication. There is a way to automatically forward all messages from one email account to another, if you have hotmail, Gmail or other accounts.

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

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

**Access to Teaching Assistants Office:** AQ 5093 and AQ 5092 are the Teaching Assistants office and are shared; TA’s office hours are assigned by the Departmental Secretary

**Photocopying on the Department Copier:** The department allows you 300 free photocopies an academic year on the departmental copier. The Departmental Secretary will give you a 5-digit number for your copy code.

**SFU Calendar** is useful for information about program requirements, courses, dates and funding. [http://students.sfu.ca/calendar/for_students/grad_regulation.html](http://students.sfu.ca/calendar/for_students/grad_regulation.html)

**Security:** At the beginning of each semester, but more especially the Fall Semester, we have a lot of new students, many of whom are not familiar with the Campus. Thieves take advantage of this and, masquerading as lost students, go into offices, labs, the library and such and steal books, wallets and even food. You may want to consider getting a locker, information regarding lockers can be found at [http://students.sfu.ca/recreation/member_reg/lockers.html](http://students.sfu.ca/recreation/member_reg/lockers.html)
Governance

Meetings:
The department of Gender, Sexuality, and Women's Studies has monthly department meetings during the Fall and Spring semesters, normally the third Wednesday of the month, and an Annual General Meeting April/May of each year.

Student representation and power of voting
There are three student representatives that attend the department meetings an undergraduate student, a MA student and a Doctoral Student. If you have concerns you want brought to the department please contact your representative who will be elected at a Graduate Caucus meeting in September.

Gender, Sexuality, and Women's Studies Constitution:
http://www.sfu.ca/~wsweb/documents/WSConstitutionUpdatedFebruary1720091045am.pdf
Teaching Assistantships/Tutor Markers

Duties of Teaching Assistant
- Attending course lectures
- Facilitating tutorials
- Holding office hours
- Marking assignments
- Marking exams
- Tracking grades
- Other duties as assigned by the course instructor

Duties of Tutor Markers
- Collecting and returning assignments from Distance Education
- Marking assignments
- Holding telephone office hours
- Marking exams
- Tracking grades
- Other duties as assigned by the course instructor

TA/TM application procedure

TA/TM Hiring
- Approximately 12 weeks before the beginning of the semester for which the positions are available, job postings and application forms are emailed to graduate students. The deadlines are firm.
- At least one month before the beginning of the semester, you will be informed whether or not your application has been successful.
- All appointments are made in compliance with TSSU policy on priority.

TA/TM Training
- TA/TM Day: The Teaching Orientation Program for SFU teaching assistants and tutor markers occurs at the beginning of each semester you will receive more information about dates and times by email.
- Throughout the semester, the Learning and Instructional Development Centre (LIDC) runs teacher training days. These are announced by email. If you are interested in developing your teaching skills, please watch out for these emails.

Teaching Support Staff Union (TSSU) When you work as a teaching assistant or tutor marker you become a member of the TSSU who will provide you with a copy of the union contract. Or copies of the TSSU contract are available from the TSSU office – TSSU TA/TM day Friday, September 9, 2011 is a must see

Sessional Teaching Positions
Doctoral students who have completed their comprehensive exams are eligible to apply for sessional positions to build their teaching portfolio. The department normally offers 3 positions in the Fall and 3 positions in the Spring semesters each academic year.

Research Assistantships
Each academic year the department has a small number of RA positions through individual funding. Announcements of RA positions will be emailed to the graduate students as they become available.

Resources on Campus
**Student Learning Commons**
http://learningcommons.sfu.ca/
LIB 3020 - Visit the Student Learning Commons (SLC) for friendly and knowledgeable assistance with a wide range of academic writing, learning, and study strategies. Our goal is to provide you with resources and tools for academic success. The SLC encourages collaboration, discussion, and peer learning.

**SFU Women’s Centre**
http://www.sfu.ca/womenscentre/
TC3013 - A Lounge Area includes a meeting place, study space, carrels, notice boards for community and campus events, jobs and advocacy, a free phone, a full kitchen and microwave, free clothes, books, and much more! Our Resource Office has campus and crisis referrals and community resource information. Outreach offers discussion and support groups and workshops and other events.

**Centre for Students with Disabilities**
http://students.sfu.ca/csd/
1250 Maggie Benston Centre - The Centre for Students with Disabilities is part of Student Services. If you are a current student with a disability, or are applying for enrollment in the future, you may request information either by regular mail, E-mail or telephone

**SFU Health Services**
http://www.sfu.ca/hccc/
0101 Maggie Benston Centre - The Health and Counseling Centre, otherwise known as HCC, provides all SFU students with access to basic medical services, physiotherapy, personal counseling, and health promotion programming. Additionally, HCC hosts numerous special events from wellness fairs to theatrical performances, and publishes tons of resources.

**Graduate Benefit Plan**
2201 Maggie Benston Centre - A service provided by the Simon Fraser Student Society (SFSS), the Graduate Benefit Plan provides eligible graduate students with dental and extended health benefits. Graduate students are automatically enrolled provided they are a member of the Simon Fraser Student Society a graduate student (in a graduate career)

**Ombuds Office**
2205 Maggie Benston Centre,
778.782.4563 Tel, 778.782.3899 Fax, ombudsoffice@sfu.ca
The Ombuds Office is dedicated to promoting fairness for all University community members. The Ombudsperson provides information about existing review or appeal procedures, and advises on, and assists with, informal complaint resolution and problem solving processes. The Ombudsperson may also inquire into the administration of University practices, procedures, processes and policies.

**Residence on-campus housing**
http://students.sfu.ca/residences/
For traditional residences, studios, townhouses, apartments: Residence Administration Building, 778.782.4201 Tel, 778.782.5903 Fax, http://students.sfu.ca/residences/

**Off Campus Housing**
http://sfu.myidealhome.com/
This website contains a current listing of all types of student housing in the neighboring community. The listing service is free to students. Listings are not inspected. http://sfu.myidealhome.com/

**Graduate General Regulations**
http://students.sfu.ca/calendar/for_students/grad_regulation.html
(Policies governing graduate studies & students at SFU) See the SFU Calendar
Important Web Links

**University Research Ethics** (SFU Policies and Procedure, R 20.01)
http://www.sfu.ca/policies/gazette/research/r20-01.html

**Department of Gender, Sexuality, and Women’s Studies**
http://www.sfu.ca/gsws/

**SFU Calendar on-line**
http://students.sfu.ca/calendar/

**Office of the Dean of Graduate Studies**
http://www.sfu.ca/dean-gradstudies/
email: dgs-sfu@sfu.ca

**Teaching Support Staff Union (TSSU)**
http://www.sfu.ca/human-resources/hr_services/pensions_benefits/benefits/tssu/index.html

**Recreation Facilities (swimming, fitness centre, etc)**
http://students.sfu.ca/recreation/

**SFU Library General Information**
Home Page: http://www.lib.sfu.ca/
Writing and Style Guide: http://www.lib.sfu.ca/help/writing

**Liaison Librarian**
Contact: Moninder Bubber: Phone 778-782-4264; Email: bubber@sfu.ca

**SFU Library Institutional Repository (IR)**
http://ir.lib.sfu.ca/index.jsp

**Guidelines for Writing and submitting you Thesis:**
http://www.lib.sfu.ca/help/writing/theses
Joanie Wolfe - Assistant for Theses 778.782.4747; Email: thesis_assistant@sfu.ca
Welcome to the GSWS Doctoral Program. We are committed to mentoring you as a future faculty member at a university as fully as possibly and advising on your doctoral program which is carefully designed and directed to your needs.

You have already likely been attracted to this program by a Senior Supervisor, and will now want to experiment by working with them or by taking a course with them in the near future. You will also want to begin the process of finding the “perfect” mix of other supervisors in areas of complementary research interests, personalities, and commitment to you to design an effective committee process.

Remember you have no longer than eight years to completion. In the history of this department, no one has ever taken that long. The foregoing model is based on four years to completion.

Thinking out the Critical Path

In the first year, you complete your residency and at least three courses which you will select in careful consultation with your Senior Supervisor. One of those courses is the required advanced feminist theory course. If you have not obtained a graduate level methods course, you should take one here as well. The other two courses are usually one breadth course and a depth course in your area of your dissertation area of research. Take the time to also participate fully in TAing and TMing in the program, as far as possible, and engage in departmental and/or university governance to get the lay of the land. Remember, doctoral students are allowed great latitude in the institutions they may attend under the Western Dean’s agreement, so consider courses from other universities and programs. By the end of the first year, you should have finalized the supervisory committee members after having had an opportunity to meet or study with them.

In the first three years of your program, you should apply to the SSHRC for a Doctoral Fellowship. (If your GPA is 4.0 or above: deadline is usually the end of October). In your second year, you are preparing and completing your comprehensive examinations in close consultation with your Senior Supervisor and Committee members. You will select three major scholarly areas of study; see sample reading lists and guidelines for comprehensives in the department.

The overall goal is to use the summer to prepare and finalize the comprehensive plan by the end of September of the second year. Comprehensive exams usually balance a breadth requirement (so you can teach in the field, and position your work in the field easily), a depth requirement (so the specialized theory in which you locate your dissertation research is well-founded) and a complementary area needed.

GSWS offers a non-traditional and exceptional range of selection among modes of examination (Guidelines on website). While you are required to do at least one exam and one literature review, the third exam may take the format of the preparation of a course outline, a paper submitted for publication or a video or art/project installation/performance.

It should be noted that the comprehensive year of reading is one of the most intensive, unstructured and pleasurable ones in your chosen academic career. It is unlikely you would encounter another similar one until the occasion of your first sabbatical (more than ten years out). Not surprisingly, the comprehensives exams
themselves are also rigorous: they must attest that you can teach and read in the field. Please study the guide for comprehensive exams for a detailed set of instructions on this process.

Whatever the mix of comprehensive preparation you select, it is marked by an oral critique and dialogue with the Supervisory Committee, to review your knowledge of the field and its debates. Ideally, then, the oral exams for the comprehensives take place BEFORE the summer semester in the second year.

The third year begins with a fully crafted doctoral dissertation proposal (guidelines on website). Proposals themselves are 15-20 pages long, and you will have examples available to you in the GSWS Office. There are extensive requirements to situate fully the originality of your intended contribution to knowledge, the research question, how you intend to pursue it, and proposed table of contents.

The Supervisory Committee meets again to approve the proposal, with suggested revisions and especially agrees to the intended chapter outline, and critical path for ethical approval, if needed, field study and chapter deadlines.

The third year is also a time to start to undertake sessional teaching, perhaps with a core course in the department and then with a course related to your research which you design, subject to budget availability. In the third year, you should complete fieldwork and between two or three chapters.

In the fourth year, you are refining your dissertation and completing the final chapters of a tome which is around 200 pages, or book length. Be sure you have a clear understanding with your Senior supervisor about where your contribution will lie. Are you going to produce at a near publishable/book level? Or are you going to push for two publishable quality chapters out of the whole, leaving the book for later revisions? How well is your overall argument/contribution/ positioned as original in this field? Why is your work so important and how do you explain its importance to your friends and family, and professional colleagues? What does your dissertation outfit you to teach, in the later academic job market? Conversely, what other research positions might you prepare for?

Be prepared for at least three drafts of such a major work, and do not underestimate the degree of revisions required. Schedule enough time for them. Of particular importance as a style of academic writing are the abstract, introduction and conclusion. These should be honed to a fine sheen.

Once the senior supervisor and committee agree the dissertation is ready for examination, it will be sent to an External Examiner acceptable to the Student and Senior Supervisor. It is this end of the accreditation that is under the control of the Dean of Graduate Studies. There are strict regulations and time lines in procedures. The lead time is never under 8 weeks before the scheduled defense time. Be sure you are aware of the protocol for your responsibilities. (see the guidelines on the current graduate students webpage http://www.sfu.ca/gsws/CurrentGraduateStudents/index.html

Ethics

SFU prides itself on its extensive community based research, of a wide range of risk. If your research involves human participants, you will be required to apply to the Research Ethics Committee to receive clearance. This must be done at the time of the dissertation proposal stage.

Changing a Senior Supervisor
Very occasionally, your research interests may change, or you may find working styles are dissimilar, or there are communication difficulties. Students are not obligated to stay with their senior supervisor, and the Department must make reasonable accommodation of changing direction. If you may find you need to seek another senior supervisor, it is important to speak to them outline the reasons for your change, and consult with the Grad Chair. Change of supervisory forms requires another Senior Supervisor to accept the new direction, and signatures from both are required. Minor changes may be made to your committee to reflect new needs in specialization. These are normal, even routine, but must be managed with clear and regular communication and a high degree of confidentiality and professionalism.

Appeals/of Course Grades or Other Advice

In the event a grade is unsatisfactory to you, ask for a remarking and reasons from your instructor. Once reasons are obtained, see if your instructor will agree to re-evaluate your resubmission. In the event the matter is not remedied to your satisfaction, you have a right to appeal to the Grad Chair, who will have the paper regarded, anonymously. Keep in mind the grade can stay the same, go up or go down. In the unlikely event you still decide to pursue the appeal, you would normally go to the Chair of the Department. In this case, you will be appealing to a Grad Chair from another department.

Conclusion

Congratulations on admission, and best wishes on your journey. Although it may seem distant, convocation will mark your achievement, vest you with the hood and robes upon graduation and welcome you to join the ranks of the faculty on the dais. It is a ceremony that dates back hundreds of years. Prepare yourself. A whole new world awaits.