About the Department

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
Getting Started

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.
Gender, Sexuality, and Women’s Studies Departmental Administrative Information

**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 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
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 TA and TM appointment correspond with TSSU policy on priority (see below)

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

Research Assistantships

Each academic year the department has a small number of RA positions available through the funding of individual professors. Announcements of available RA positions will be made by email to 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
The MA Program

Masters’ Studies lead to a number of places: work in government, public policy, the voluntary sector, self employment as a consultant, perhaps even as an artist/creator. Rather than think of the MA program as a transition to a job, think of it as an opportunity to explore in more depth the ideas that have challenged you in your undergraduate study, or perhaps your work life. There are a number of mature students who reenter GSWS to pursue a Masters’ degree, if only to reorient, reinvent and discover new directions in their life. Of course, Masters’ degrees also transition to further doctoral study, if you want to become a professor and teach in the academy or perhaps move into the senior ranks of government or research institutes.

In GSWS we offer two options for Masters’ Studies:

Thesis Option
Students who choose this option normally will complete a minimum of 20 units of graduate seminar courses, including at least one of the following while maintaining at least a 3.0 CGPA.

- GSWS 800-5 Methodology in Women’s Studies Research (or equivalent from another department)
- GSWS 822-5 Graduate Seminar in Feminist Theory

Students will submit a thesis showing independent research and critical abilities. An MA thesis is expected to be an in-depth empirical or theoretical study. The normal thesis length is 80-100 pages.

The student will be required to complete an oral examination on the thesis at the end of the MA program. (see guidelines on website http://www.sfu.ca/gsws/CurrentGraduateStudents/index.html )

Course Based with Field Examination Option
Students who choose this option will complete a minimum of 30 units of graduate seminar courses (2 of which may be taken in another department if necessary), while maintaining at least a 3.0 CGPA, including:

- GSWS 822-5 Graduate Seminar in Feminist Theory
- GSWS 811-3 Graduate Professional Development
- GSWS 812-3 Graduate Professional Development

In addition, students are also required to write an examination of two questions, based upon the subject areas of two of the completed GSWS courses.

MA Supervision: Course-based and Thesis

The Graduate Chair is the Senior Supervisor of all course-based M.A. students. In general, courses will include a range of options, including theory, methods, specialized interest courses, community-based learning internships (self directed), and/or a directed reading. Course based M.A. programs are very good preparation for later graduate study, and for grounding in theoretical and applied inquiry. All course-based M.A. students are encouraged to write/disseminate widely their ideas about feminism, and raise awareness of gender, sexuality and women’s studies in the university and in the city. Students work closely with the Grad Chair to develop a plan of study, and can choose to take a 3-credit Professional Development portfolio which highlights academic interests and professional skills. At the end of the coursework component, an examination is designed by the Grad Chair (in consultation with the student). Exam questions are set at the beginning of the term in which they are written, and the deadline is generally set in the third month of the last term the student is enrolled in. Exams
are taken home, and they are designed to help students synthesize and reflect on the main issues, debates, and themes in the graduate program.

MA thesis students are pre-assigned to Senior Supervisors at the time of their acceptance in the program. The student and supervisor should decide on a second committee member by the end of the second semester in the program. From time to time, students may change their research direction; be sure to consult with the Graduate Chair on the need to change the Supervisory Committee.

**MA Timelines**

Generally, all M.A. course work is completed by the end of the third semester. Course-based students may complete the program in 12 months (3 semesters), though others may wish to take 16 months (4 semesters). Field exams may be taken simultaneously with the last required coursework in the student’s program, or be written in the fourth semester of the program.

Thesis students should aim to complete the program within 24 months (6 semesters). Coursework should be completed by the end of the second or third semester (Year 1); the thesis proposal and defense should be completed in semester three or four; research and writing of the thesis semesters four and five, and defense of the thesis in semester 6.

**Time Limits for M.A. Degree**

All SFU graduate students should be aware of the time limits for degree completion governed by Graduate General Regulations, and the consequences of those limits.

You shall complete all of the requirements for your Master’s degree within twelve semesters of full-time equivalent (FTE) enrollment. In addition, all requirements of your Master’s degree must be completed within six calendar years (18 semesters) of initial enrollment as a Master’s student.

In the calculation of the 12 FTE semesters, on-leave semesters do not count, but all types of registration, including on-leave, count equally toward the six-calendar year limit (eighteen semesters)