

**SFU**

SIMON FRASER UNIVERSITY  
THINKING OF THE WORLD

# DEPARTMENT OF HUMANITIES Graduate Studies Handbook



DEPARTMENT OF HUMANITIES

Academic Quadrangle 5117, 8888 University Drive Burnaby, BC, V5A 1S6 | 778.782.3689 | [www.sfu.ca/humanities/graduate/](http://www.sfu.ca/humanities/graduate/)



Welcome to Humanities at Simon Fraser University. Our Master of Arts (MA) program is suited to students who wish to pursue specific and advanced cross-disciplinary, text-based research projects. It enables specialization in a period or theme in the context of a strong grounding in the humanistic tradition from ancient Greece to the modern period in different cultures. Structured around two primary thematic modules (classical, medieval and Renaissance thought and culture; modernity and its discontents) to which courses are linked, the program aims to train students to think critically in different disciplines, historical periods, and cultures.

# TABLE OF CONTENTS

<b>3</b>	<b>INTRODUCTION TO GRADUATE STUDIES IN HUMANITIES AT SFU</b>
<b>4</b>	<b>ADMISSION CRITERIA AND PROCEDURES</b> A. CRITERIA FOR ADMISSION B. DEPARTMENT PROCEDURES REGARDING ADMISSION
<b>5</b>	<b>THE HUMANITIES MASTER OF ARTS PROGRAM</b>
<b>6</b>	<b>THESIS PROPOSAL, THESIS PREPARATION AND DEFENCE</b> A. THESIS PROPOSAL B. PREPARING FOR A THESIS DEFENCE C. THESIS DEFENCE
<b>8</b>	<b>ENROLLMENT</b> A. CONTINUITY OF ENROLLMENT B. RETAKING A COURSE C. WITHDRAWAL FROM COURSES AND FROM THE UNIVERSITY
<b>10</b>	<b>ACADEMIC STANDING, PROGRESS EVALUATION, AND STUDENT APPEALS</b> A. ACADEMIC STANDING B. PROGRESS EVALUATION I. ANNUAL PROGRESS REPORTS II. UNSATISFACTORY PROGRESS C. STUDENT APPEALS
<b>12</b>	<b>FINANCIAL ASSISTANCE</b> A. TEACHING ASSISTANTSHIPS AND TUTOR MARKERSHIPS B. RESEARCH ASSISTANTSHIPS C. GRADUATE FELLOWSHIPS D. OTHER SCHOLARSHIPS E. SSHRC
<b>14</b>	<b>KEY GRADUATE PROGRAM PEOPLE</b>
<b>15</b>	<b>FACULTY</b>
<b>16</b>	<b>SFU LINKS</b>
<b>17</b>	<b>APPENDIX A</b>
<b>18</b>	<b>APPENDIX B</b>

# 1. INTRODUCTION TO GRADUATE STUDIES IN HUMANITIES AT SFU

The Humanities MA program is designed for students wishing to pursue specific cross-disciplinary, text-based research projects. First and foremost, our program aims to guide students in the research and writing of a high quality MA thesis. Students are to specialize in a specific period or theme in the context of a program that has a strong grounding in the humanistic tradition from ancient Greece to modernity. Our faculty's research interests and expertise include: classical, medieval, and Renaissance thought and culture; modernity and critique; social and political thought; religion and culture; cross-cultural translation; humanities and citizenship; Chinese literary and cultural studies; and, humanities and the environment.

We believe that students should write a thesis rather than simply an extended research paper. It is in the thesis that the interdisciplinary enquiries undertaken in course work can be synthesized into significant research. It also prepares them, more specifically, for the rigors and challenges of producing a doctoral thesis. The Humanities MA Program is intended to serve, therefore, as a bridge to higher graduate work in top-ranked disciplinary or interdisciplinary programs. Students with an MA in Humanities are well prepared for doctoral work in interdisciplinary PhD programs such as that offered by the Birkbeck Institute for the Humanities in London, The Philosophy, Interpretation and Culture Program at SUNY (Binghamton), The Graduate Program in Humanities at Stanford, the Committee on Social Thought at the University of Chicago, and the Social and Political Thought Program at York University and the Centre for Theory and Criticism at the University of Western Ontario, to name a few. Those continuing on in programs such as classics, comparative literature, English, political science (political theory), or religious studies will bring with them both a strong foundation in their field and a valuable background in interdisciplinary work.

The SFU Humanities MA prepares students for far more than just doctoral work. Our graduates will be competitive in a wide range of careers, including secondary and college education, editing and publishing, media industries, and public and civil service. Through its rigorous training in critical thinking, interpretive and documentary methods, effective writing, and reasoned judgment, the SFU Humanities MA program cultivates skills essential to almost every profession.

Students benefit from many exciting events hosted by the Institute of the Humanities, which is affiliated with the Humanities Department, such as academic conferences, public lectures, small-group seminars, and roundtable discussions. Recent visiting lecturers hosted by the Institute include such nationally and internationally renowned scholars and thinkers such as Martin Jay, Robert Pippin, Richard Rodriguez, Michael M'Gonigle, Michel Serres, Ato Sekyi-Otu, William Leiss, David Kettler, Gwynne Dyer, and Russell Jacoby.

Students also have access to generous funding in the form of teaching assistantships, tutor-marker positions, research assistantships, graduate fellowships, and other scholarship opportunities.



## 2. ADMISSION CRITERIA AND PROCEDURES

### A. CRITERIA FOR ADMISSION

Applicants will hold an undergraduate degree with at least a 3.5 grade point average (GPA) in the humanities, or in humanistic disciplines such as classics, history, philosophy, English, and women's studies, or social sciences such as geography, sociology, anthropology, or political science. Applicants will also have to meet the standard requirements for admission to a Simon Fraser University master's program, namely at least a 3.0 GPA or its equivalent.

Applicants must satisfy the Humanities Graduate Program Committee that they are prepared academically to undertake graduate level work in Humanities.

Qualified students will be accepted into the MA program only if, in the opinion of the Humanities Graduate Program Committee, a suitable Senior Supervisor is available. Senior Supervisors will be selected only from among Humanities faculty members, faculty members who have joint appointments in Humanities and another department, and Humanities Associate Faculty. Applicants are advised to review the list of Humanities faculty and their areas of expertise to judge whether supervision is possible.

A student with incomplete academic preparation for the MA program may be required to take up to 12 hours of additional work in the Humanities undergraduate program. The Graduate Program Committee will specify these requirements to the incoming student.

The Master's Program in Humanities is interdisciplinary and draws on the resources of faculty in many areas of the Arts and Sciences. It is therefore possible for the Master's student to create, in co-operation with the Humanities Graduate Program Committee, an individualized program of studies to suit her/his scholarly interests and goals.

All applications, including writing samples, must be completed in English. Applications can be made online at: [http://www.sfu.ca/dean-gradstudies/prosp\\_students/application\\_process/](http://www.sfu.ca/dean-gradstudies/prosp_students/application_process/). Please refer to the Humanities Department website (<http://www.sfu.ca/humanities/graduate/application/>) for more information on the required items for application to the program. All parts of the application, including official transcripts and reference letters, must be sent directly to the Department of Humanities at Simon Fraser University. Applications are not considered complete until the department receives all parts of the package. Applicants whose native language is not English will be required to prove their competence in English by taking the TOEFL or IELTS. For more information on English proficiency, please refer to *1.3.12 English Language Competence* in the *Graduate General Regulations* ([http://students.sfu.ca/calendar/for\\_students/grad\\_regulation.html#1.3.12](http://students.sfu.ca/calendar/for_students/grad_regulation.html#1.3.12)). Students will also be expected to demonstrate proficiency in a language other than English.

### B. DEPARTMENT PROCEDURES REGARDING ADMISSION

Applications for admission are adjudicated by the Humanities Graduate Program Committee (GPC) in consultation with appropriate members of the Department. When an applicant's file is complete, it is reviewed by the GPC. Admission decisions will be based on material submitted with the application. Generally speaking, the GPC will make one of the following recommendations:

- i. Applicant is admitted into the program (with or without conditions)
- ii. Applicant is admitted as a Qualifying Student. The applicant may be required to take up to 12 hours of additional work in the Humanities undergraduate program. The GPC will specify these requirements to the incoming student.
- iii. Application for admission is rejected
- iv. The GPC can require further information from the applicant and delay its decision

All applications are subject to final approval by the University's Senate Graduate Studies Committee and final offer letters will be sent out by the Dean of Graduate Studies Office.

Admission of MA students will be in the Fall semester only. Applications and all supporting documents should be submitted by **January 15** in the year of admission if you are applying for an Entrance Scholarship. If you do not

wish to apply for an Entrance Scholarship, the application and all supporting documentation must be received by **April 30** in the year of admission.



### 3. THE HUMANITIES MASTER OF ARTS PROGRAM

Successful applicants will enter the program in the fall term. With a sequenced combination of four courses and a thesis, students will complete the degree in 24 months.

A candidate for the MA in Humanities must:

**A. Complete a total of 26 units while maintaining at least a 3.0 CGPA, including all of**

- Hum 800-5 Theories and Methods in the Humanities
- Hum 801-5 Research Development Seminar
- Hum 803-6 MA Thesis

and two of

- Hum 802-5 Themes in the Humanities
- Hum 804-5 Directed Readings
- Hum 805-5 Special Topics

*Students who have completed their coursework and/or are researching and writing their thesis will enroll in HUM 803-6 (MA Thesis). Course selection must be made in consultation with the Senior Supervisor.*

**B. Submit a thesis (approximately 100 pages) giving evidence of independent research and critical abilities.**

For a list of course descriptions, please see Appendix A.

## 4. THESIS PROPOSAL, THESIS PREPARATION AND DEFENCE

### A. THESIS PROPOSAL

Graduate students will write a thesis proposal to be presented to their Supervisory Committee. The Supervisory Committee, with the Graduate Program Chair in attendance, will hold a thesis proposal consultation with the student. The purpose is to ensure that the student and the Supervisory Committee are in agreement about the nature of the work to be done for thesis completion and the schedule for finishing degree requirements. The thesis proposal must be approved by both the Supervisory Committee and the GPC. Students are expected to complete their proposal by the end of their second term in the program. Typically, they shall do so in the context of HUM 801-5.

During the Thesis Proposal Consultation, the student will make a brief presentation on the proposal followed by questions by the Supervisory Committee. The Supervisory Committee may make one of the following recommendations to the GPC:

- That the student proceed to work on the thesis.
- That the student revise the thesis proposal as specified by the Supervisory Committee and then proceed to work on the thesis.
- That the student be required to submit a revised proposal for another consultation.

### B. PREPARING FOR A THESIS DEFENCE

Preparation for the examination of a master's thesis shall not take place until the thesis is substantially complete and in the required format laid down in *Preparation of Theses, Extended Essays, and Projects: Regulations and Guidelines*. For more information, please see: [www.lib.sfu.ca/help/writing/theses](http://www.lib.sfu.ca/help/writing/theses).

All thesis defences are subject to *1.9 Preparation for Examinations* and *1.10 Examinations in the Graduate General Regulations* ([http://students.sfu.ca/calendar/for\\_students/grad\\_regulation.html](http://students.sfu.ca/calendar/for_students/grad_regulation.html)). Please note that the terms "thesis defence" used in this Handbook and "examinations" used in the *Graduate General Regulations* are interchangeable.

Before a defence date can be set, both the Senior Supervisor and Supervisory Committee Member(s) must have received and read a complete draft of the thesis and agree that it is ready to be defended. This agreement does not mean that the thesis is perfect, merely that it is defensible. The Supervisory Committee will then make a recommendation to the Graduate Program Chair concerning the date, place, and time of the thesis examination and the composition of the Examining Committee.

An Examining Committee will have the following minimum composition:

a. Graduate Program Chair

The Graduate Program Chair, or his/her designate, shall be a non-voting chair of the Examining Committee. If the Graduate Program Chair is also on the student's Supervisory Committee, he/she shall designate a faculty member at this University, who is not a member of the student's Supervisory Committee, as chair.

b. All members of the student's Supervisory Committee

c. External Examiner

The External Examiner shall be a faculty member at the university, or a person otherwise suitably qualified, who is not a member of the student's Supervisory Committee. For a thesis defence in the Faculty of Arts and Social Sciences, a master's examiner may not be a member of the same department as the one granting the degree, unless a waiver is granted by the Dean of Arts and Social Sciences or his/her designate. The External Examiner should be free from any actual, potential, or perceived conflicts of interest and should be at "arm's length" from the student, members of the Supervisory Committee, and Senior Supervisor. The student must not contact the External Examiner in any way before the defence.

At least six weeks prior to the thesis defence, the MA candidate must submit a copy of his/her thesis abstract (with thesis title) to the Graduate Program Assistant. In addition, the MA candidate must also submit a one-page biography to the Graduate Program Assistant which briefly describes some background information on the candidate

including the candidate's previous credentials, list of publications, and list of awards. The Graduate Program Assistant will prepare the *Approval of Examining Committee for a Master's Student* paperwork to be signed by the Senior Supervisor and Graduate Program Chair. A copy of the candidate's thesis abstract will accompany this form and both items will be submitted to the Dean of Graduate Studies at least four weeks in advance of the thesis defence. The Director of Graduate Records and Admission in the Dean of Graduate Studies Office will enter this information into University Records. At this time, the Graduate Program Chair will notify the University community of the intended time and place of the thesis defence. If there are any changes to the time or place of the thesis defence, the Graduate Program Chair will notify the University community.

At least two weeks before the thesis defence, the requisite number of unbound copies of the completed thesis must be submitted to the Graduate Program Assistant. Please check with the Graduate Program Assistant as to how many copies are required. Copies of the unbound completed thesis will be distributed to the Examining Committee with one copy made available for inspection by interested faculty and students.

It is the candidate's responsibility to ensure that the appropriate audio-visual equipment is ordered by the department at least two weeks before the thesis defence. If conference calls or video-conferencing is required, the department will make these arrangements separately.

### C. THESIS DEFENCE

The Humanities Department adheres to the *best practices for the conduct of a thesis defence* outlined on the Dean of Graduate Studies website: <http://www.sfu.ca/dean-gradstudies/facstaff/thesisdefences/>. Thesis defences are open to the University Community and copies of the thesis abstract and candidate mini biography will be made available to all attendees.

At the start of the defence, the Chair will introduce the candidate and all members of the Examining Committee. The Chair will also outline the procedures that are to be followed during the defence.

During the thesis defence, the candidate will give an oral account of the research on which the thesis is based and defend the thesis itself. It is expected that this oral presentation will not exceed 20-25 minutes (a typical conference paper length). The candidate must be prepared to answer questions on the field of the research and related fields.

Questions will begin with the External Examiner, followed by the "internal external" and Supervisory Committee members. The Senior Supervisor normally asks questions last. In general, each Examining Committee member will ask a few questions each and two rounds of questions will take place. Once this is done, the Chair will ask if there are any other questions the Examining Committee wishes to ask. The defence should continue until all committee members have asked the questions they wish to ask. Throughout the defence, it is common practice for the Chair and Senior Supervisor to take notes about questions asked and responses given. Once the committee members have finished asking their questions, the Chair will invite questions from the audience.

After the Chair of the Examining Committee is satisfied that all the relevant questions have been answered, the Examining Committee will ask the audience and candidate to leave. The Examining Committee will then meet in camera to classify the thesis.

There are four possible outcomes of the thesis defence:

- a. the thesis may be passed as submitted
- b. the thesis may be passed on the condition that revisions be completed to the satisfaction of the Senior Supervisor
- c. the Examining Committee may defer making judgment if it judges that the thesis could pass after additional work by the candidate. A thesis upon which judgment is deferred shall come forward for re-examination within a period specified by the Examining Committee. The Examining Committee may require formal re-examination under section 1.10.1 of the *Graduate General Regulations* or may reach its decision by examination of the revised thesis. The Examining Committee may not defer judgment a second time.
- d. the thesis may be failed. In this case, the candidate is required to withdraw from the University.

The Examining Committee should agree on any significant changes that are required and should note these in writing.

The decision of the Examining Committee is by simple majority vote. A decision to pass the thesis or to defer making judgment may not be reached on a tie vote of the examining committee. If at first a majority vote to pass the thesis cannot be reached, and subsequently, if a majority vote to defer judgment cannot be reached, the thesis will be failed. If the Examining Committee determines that the thesis defence was successful, members of the Examining Committee will sign the *Thesis Approval* page which will be included in the candidate's thesis submission to the Library at a later date.

Once a decision has been reached, the candidate will be invited to return to the room and is given the results of the defence. The Senior Supervisor should ensure that any annotated copies of the thesis are passed to the candidate to help with revisions. The candidate will be informed of any significant revisions that are required (if applicable). These revisions will be completed as soon as possible after the defence and checked by the Senior Supervisor.

When a candidate has successfully defended the thesis and made any minor revisions required, the Supervisory Committee shall recommend award of degree. The *Recommendation for Award of Degree* paperwork shall be approved by each member of the Supervisory Committee, the Graduate Program Chair, the Faculty Graduate Studies Chair, and the Senate Graduate Studies Committee. The University's Senate has the final authority to award the degree.

The title of the thesis will be recorded on the student's transcript.

After the defence, when the Senior Supervisor has approved any changes that may have been requested, the candidate is required to submit the now complete thesis to the library. The candidate must follow the directions as outlined in *The Last Steps* which can be found at: [http://www.lib.sfu.ca/sites/default/files/10048/LastSteps\\_1.pdf](http://www.lib.sfu.ca/sites/default/files/10048/LastSteps_1.pdf). The candidate must make an appointment with the Graduate Program Assistant to obtain the signed *Thesis Approval* pages and the Senior Supervisor's memo approving the thesis' submission to the library. Two unbound copies of the final draft of the completed thesis shall be sent to the library together with a memorandum from the Senior Supervisor certifying that all required revisions have been made. These two copies will be bound, catalogued, and retained by the library, one for the general collection and one for the University archives.

In addition to the copies required by the library, the Humanities Department requires two copies; a departmental and Senior Supervisor's copy. The printing of all thesis copies is the responsibility of the candidate but the Humanities Department pays the binding costs for the department and Senior Supervisor copies. Binding is done through the SFSS Copy Centre and the Graduate Program Assistant will provide the candidate with a memo requesting that two copies be charged to the Humanities Department.

When the library representative of the Dean of Graduate Studies has checked the thesis and accepted the format, the representative will notify the Director of Graduate Programs, Admissions and Records. No degree will be approved by senate until the director of Graduate Programs, Admissions and Records has been so notified.

For information on publication of the thesis, please see *Graduate General Regulation 1.11 Publication of Thesis* at: [http://students.sfu.ca/calendar/for\\_students/grad\\_regulation.html#1.11](http://students.sfu.ca/calendar/for_students/grad_regulation.html#1.11).

## 5. ENROLMENT

Enrolment begins approximately two months before the start of each term and must be completed by the Friday preceding the start of classes; please see Academic Dates ([http://students.sfu.ca/calendar/for\\_students/dates.html](http://students.sfu.ca/calendar/for_students/dates.html)). Students are allowed an additional two weeks to finalize their enrolment, without financial penalty. The course or research-related work for which the student enrolls must have the approval of the Graduate Program Chair and/or a student's Senior Supervisor. In addition, enrolment for courses completed outside the student's department must have the approval of the course instructor.

### A. CONTINUITY OF ENROLMENT

As the Humanities MA program is on a per term fee structure, students are required to enroll in every term until all degree requirements have been fulfilled. This includes students enrolled on leave. A student who does not enroll is

considered to have withdrawn from the University. *Enrolment in an undergraduate course or audit course only does not satisfy the requirement for continuity of enrolment.*

While students are expected to maintain continuous enrollment, a student may go on leave if both of the following conditions are satisfied:

- a) a situation arises which makes it necessary to interrupt the graduate program
- AND
- b) no substantial use will be made of University facilities

To apply to go on leave, students should obtain and complete an *On-Leave Graduate Registration* form. Permission to enroll on leave must be approved by the student's Senior Supervisor and the Graduate Program Chair. When the situation necessitating the interruption of the student's graduate program is due to exceptional circumstances, permission to enroll on leave will not normally be denied. Students who apply for a leave due to exceptional circumstances and have permission denied for that leave should apply to the Dean of Graduate Studies for consideration of their application.

Students on leave are required to enroll during the normal enrolment period for each term by indicating on leave status when enrolling, and they will be assessed an on leave fee. This fee will be waived for students enrolled on leave due to exceptional circumstances.

Enrolling on leave may impact upon a student's ability to complete their degree within the maximum time allowed. For students in master's degree programs, no term or enrolment on leave will count toward the maximum 12 terms of enrolment allowed for the completion of their degree requirements. Further to this, each term of on leave enrolment for exceptional circumstances will extend, by four months, the six calendar year period of time from the student's initial enrolment in their graduate program in which they must complete their degree requirements. Terms of enrolment on leave for other reasons will not extend that six calendar year period.

## B. RETAKING A COURSE

A graduate student may retake a course under the following conditions:

- a) when the same numbered course covers different material in different terms (many special topics and directed readings courses are of this nature).
- OR
- b) when the student wishes to improve the grade earned in the course. Permission of the GPC is required.

Under a), both grades are recorded on the student's transcript, and the grade and the units for both iterations of the course are used for the calculation of the CGPA and towards the units required for the degree. Under b), both grades are recorded on the student's transcript with the notation that the course was retaken to improve the grade. However, only the better grade is used in calculating the CGPA and the units for the course are used only once towards the requirements for the degree.

A student must indicate at the time of enrolment under which of the two conditions the course is being retaken. The correctness of this indication must be certified by the Graduate Program Chair.

## C. WITHDRAWAL FROM COURSES AND FROM THE UNIVERSITY

Permission of the Senior Supervisor and the Graduate Program Chair are required to withdraw from a course. If the Senior Supervisor is not yet appointed, permission of the Graduate Program Chair is required. If such permission is granted, a student may withdraw from a course without academic penalty up to the end of the ninth week of classes in any term.

To withdraw from a course, the student must fill out a *Request for Graduate Course Change* form and obtain signatures from his/her Senior Supervisor and the Graduate Program Chair. The completed form must be submitted to the Graduate Program Assistant for further processing.

Under extenuating circumstances, a student may withdraw from a course without academic penalty during the tenth to the 12th week of classes. Such circumstances must be beyond the control of the student (e.g., medical or financial crisis). Under such circumstances, therefore, HUM 803 (MA Thesis) or a similar course may be added, as appropriate. Permission of the Senior Supervisor and the Graduate Program Chair is required.

A student may withdraw from the University at any time by notifying the Graduate Program Chair and the Director, Graduate Admissions and Records in writing. A student who has withdrawn from the University and who wishes to re-enter shall apply for readmission under the same conditions as any other applicant.

## 6. ACADEMIC STANDING, PROGRESS EVALUATION, AND STUDENT APPEALS

### A. ACADEMIC STANDING

The following grades are used at the graduate level in the University:

A+ = 4.33 point (in use since 2002-3)
A = 4.00 points
A- = 3.67 points
B+ = 3.33 points
B = 3.00 points
B- = 2.67 points
C+ = 2.33 points (in use since 2002-3)
C = 2.00 points
F = 0 points
IP = 0 points
CO = 0 points
N = 0 points

Students in the Humanities MA Program must maintain a cumulative grade point average (CGPA) of 3.0 in courses completed at Simon Fraser University. The CGPA is the cumulative average of the grade points earned in the Simon Fraser University graduate courses completed towards a master's degree.

When a student is working on his/her thesis in HUM 803, the notation IP (in progress) shall be entered on the transcript. IP is not a grade and is not used in calculating the student's CGPA. When the thesis is completed and successfully defended, the notation CO shall be entered on the transcript. CO is not a grade and is not used in calculating the student's CGPA.

In exceptional circumstances, the grade for a course may be deferred for a specified period determined by the course instructor. This shall be entered as DE in the student's record. If the grade is not received by the last day of the first month of the next term, the DE grade will automatically be converted to an F. DE grades may not be extended beyond this time limit. A DE grade may be changed to a WE if the student can provide medical documentation that they were unable to complete the work within the extended period because of illness. Upon request to the Dean of Graduate Studies a DE grade can be changed to a grade of IP and the course requirements completed in a subsequent term of registration. When the grade for a course is not deferred and no grade is received, the notation N will be placed in the student's record. For the purposes of calculating the CGPA, N counts for 0 points.

A course that is dropped before the end of the second week of the term will not be recorded on the student's transcript. A course that is dropped within the third to eighth weeks (inclusive) will be recorded on the transcript with the notation WD. No course may be dropped after the end of the eighth week and before the end of the twelfth

week, except in extenuating circumstances approved by the director, admissions and records. Courses dropped under extenuating circumstances will receive a WE notation. WD and WE grades carry no credit value and are not used in GPA calculations.

## B. PROGRESS EVALUATION

### i. ANNUAL PROGRESS REPORTS

In early April, the Graduate Program Assistant will send an *Annual Progress Report* form to all returning master students.

In the *Annual Progress Report*, students will briefly describe the progress they have made in their coursework, thesis research and writing, papers published or presented, and any teaching assistant or tutor-marker appointments held. The student will submit their *Annual Progress Report* to their Senior Supervisor who will determine whether progress in the program has been satisfactory or not. The evaluation of student progress in course work will rely in part on maintenance of a CGPA of 3.0, as required by *Graduate General Regulation 1.5.4*. It is also the responsibility of the student to arrange a meeting with his/her Senior Supervisor to outline his/her coursework, research, and writing plans for the next three semesters, as required by the *Annual Progress Report*.

Completed Annual Progress Reports are due to back to the Graduate Program Assistant on May 15.

### ii. UNSATISFACTORY PROGRESS

If a student's progress appears to be unsatisfactory, the Supervisory Committee or the Graduate Program Chair shall make a written report to the GPC, and provide a copy to the student. That committee shall consider whether the student's progress has been satisfactory. The GPC, on consultation with the Supervisory Committee, if one has been appointed, may:

- a) require the student to withdraw  
OR
- b) inform the student of the unsatisfactory progress and require the student to improve in specific ways in a specific period of time.

The student concerned has the right to appear before the GPC when the case is considered, and may submit any materials relevant to the case. A student who is required to withdraw shall be informed, in writing, with copies to the Dean of Graduate Studies and the Director, Graduate Admissions and Records. If required to improve within a specific period of time, the student shall be informed in writing as to what precisely is required, with copies to the Dean of Graduate Studies and the Director, Graduate Admissions and Records.

Any decision of the GPC under the provisions of this section may be appealed to the Senate Graduate Studies Committee through the Dean of Graduate Studies. The student has the right to appear before the Senate Graduate Studies Committee when the case is heard. The decision of this committee shall be final.

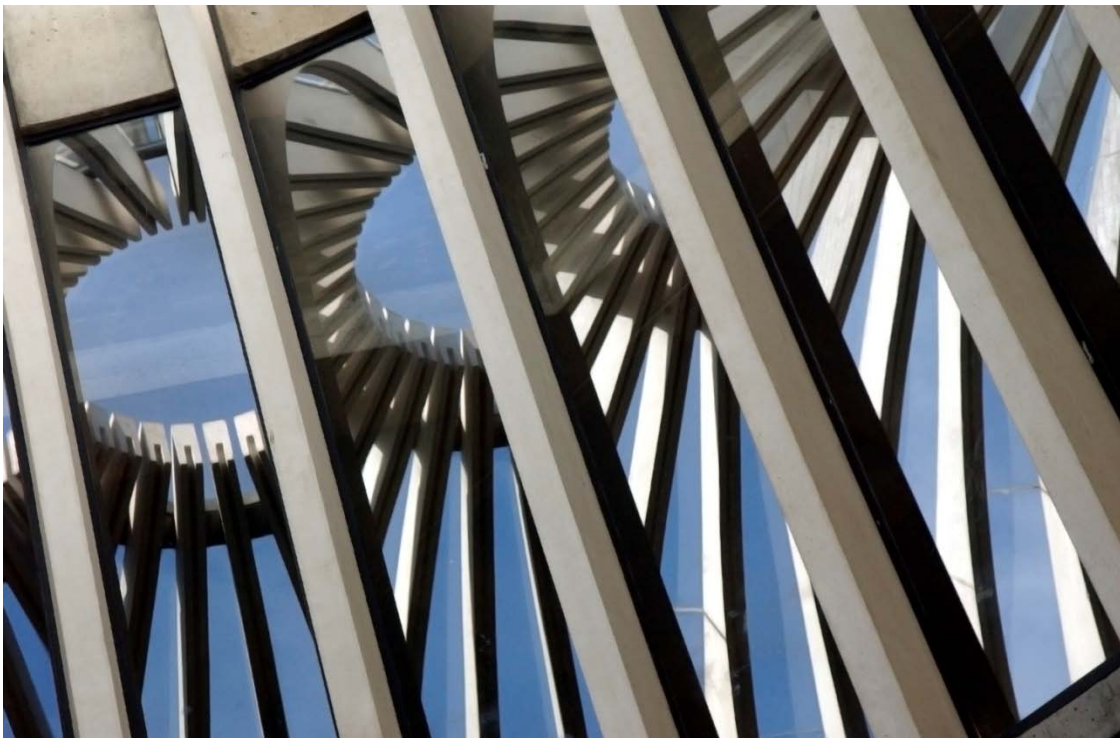
## C. STUDENT APPEALS

Students with grievances should first consult their Senior Supervisors and then, if necessary the Graduate Program Chair or, if they prefer, one of the members of the GPC. For more information, students should refer to *1.16 Graduate Student Appeals* in the *Graduate General Regulations* ([http://students.sfu.ca/calendar/for\\_students/grad\\_regulation.html#1.16](http://students.sfu.ca/calendar/for_students/grad_regulation.html#1.16)).

## 7. FINANCIAL ASSISTANCE

Financial support is considered to be the responsibility of the student. Students applying for the MA program should include completed forms for Graduate Fellowships and any other scholarships and bursaries for which they may be eligible with their application package. Current students should check with the department and Dean of Graduate Studies for scholarships or other funding opportunities they may be eligible for.

Unless you are a Canadian Citizen or Landed Immigrant, your work opportunities as a graduate student will be limited to employment on campus. Unfortunately, the department cannot necessarily guarantee support for all our students. International students may have difficulty supporting themselves through SFU funds alone.



### A. TEACHING ASSISTANTSHIPS AND TUTOR MARKERSHIPS

There are opportunities in the Humanities Department for Teaching Assistantships (TA-ships) and Tutor Markerships (TM-ships) for MA students with appropriate background in the subject area. Teaching Assistants direct undergraduate tutorials, evaluate papers, and mark examinations. The current value of a TA-ship in the Humanities Department is \$4,411 for a four-base unit appointment. Tutor Markerships are available for Distance Education (CODE) courses and are paid by CODE according to enrollment numbers.

These positions are posted three times per year, usually three months prior to the term the courses are offered. Notifications of available Teaching Assistant or Tutor Marker positions are posted in the department, on the Humanities website, and circulated through our email distribution lists. Interested students must submit a resume and a letter of application before the closing date to the Manager, Academic and Administrative Services to be considered for these positions. The criteria for awarding TAs in the Department of Humanities can be found in Appendix B.

Teaching Assistants and Tutor Markers are represented by the Teaching Support Staff Union (TSSU) and work under a Collective Agreement that can be found at: <http://www.tssu.ca/wp-content/uploads/2010/01/CA-2004-2010.pdf>.

## B. RESEARCH ASSISTANTSHIPS

Research Assistantships may also be available to graduate students through faculty research grants.

## C. GRADUATE FELLOWSHIPS

Generally speaking, the Humanities Department awards its Graduate Fellowships (GF), worth \$6,250 for a full GF or \$3,125 for a partial GF, during the Fall semester to new incoming students. Students interested in a GF should first read the GF Terms of Reference (available at: [http://www.sfu.ca/dean-gradstudies/scholarships\\_and\\_awards/graduate\\_fellowships/](http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/graduate_fellowships/)) to ensure they meet all the criteria for this award.

To be eligible to hold a GF, applicants must be registered as a full-time, regular (not "on-leave" or "part-time") student and must normally have a minimum grade point average of 3.50. In exceptional cases, other evidence of outstanding ability may outweigh this criterion.

Eligible students apply through their department of enrolment by completing an "*Application for a Graduate Fellowship*" form located in the "Forms and Resources" page of the Dean of Graduate Studies website ([http://www.sfu.ca/uploads/page/15/2010\\_1014\\_GF-Application-2010-new.pdf](http://www.sfu.ca/uploads/page/15/2010_1014_GF-Application-2010-new.pdf)). It is the student's responsibility to sign it and attach any required documents/transcripts. Applicants submit the complete GF application package to the Graduate Program Assistant by the departmental deadline.

## D. OTHER SCHOLARSHIPS

Please see the Dean of Graduate Studies website at <http://www.sfu.ca/grad> for more information on entrance scholarships and details on other awards and scholarships administered by the federal government, the University, and other institutions or associations.

## E. SSHRC

An application to the Social Sciences and Humanities Research Council of Canada is dependent upon an applicant's status per SSHRC guidelines at: <http://www.sshrc.ca/>. For current SFU students or recently graduated SFU students, applications may be submitted to the Graduate Program Assistant. The deadline is generally in October but may vary depending on the deadline set by the Dean of Graduate Studies office. For more information, please visit the SSHRC website at <http://www.sshrc.ca>.



## 8. KEY GRADUATE PROGRAM PEOPLE

### SENIOR SUPERVISOR

The Senior Supervisor shall have the primary responsibility for determining, in consultation with the student and the rest of the committee, the projected program of study, selecting appropriate research topics, and ensuring that the candidate fulfills all degree requirements. Senior Supervisors will be selected only from among Humanities faculty members, Humanities joint faculty appointments, and Humanities Associate faculty members.

The name and contact of your Senior Supervisor is specified in your Recommendation for Admission letter.

### SUPERVISORY COMMITTEE

The Supervisory Committee will consist of a senior supervisor and one or two other committee members who may be selected from faculty outside the department. The Committee will be formed by the end of the student's second semester in the program. Students may make changes to their Supervisory Committee in cases where, for instance, the development of their topic indicates a different faculty member would be more appropriate for the Committee. Changes made for any reason must be formally approved by the Graduate Program Chair and the Dean of Graduate Studies.

### GRADUATE PROGRAM COMMITTEE (GPC)

Faculty members from the Department of Humanities compose the Graduate Program Committee (GPC). The GPC is responsible for the admission of graduate applicants, the recommendation of fellowships and scholarships, the determination of academic standing of graduate students, and the approval of Supervisory Committees.

### GRADUATE PROGRAM CHAIR

The Graduate Program Chair connects the unit's graduate studies program to the full graduate enterprise at the university as demonstrated through a commitment to interdisciplinary training excellence. The Graduate Program Chair is also Chair of the GPC. With administrative assistance from the Graduate Program Assistant, the Graduate Program Chair and GPC have oversight over the full graduate program, including recruitment, enrolment, funding management, disciplinary quality assurance in graduate learning outcomes, and the overall graduate student experience.

Dr. Shuyu Kong is the Graduate Program Chair and can be contacted by email at [shuyu\\_kong@sfu.ca](mailto:shuyu_kong@sfu.ca) or by phone at 778.782.9219.

### GRADUATE PROGRAM ASSISTANT

The Graduate Program Assistant is responsible for all administrative matters concerning the graduate program including: admissions, graduate fellowship and scholarship applications, Teaching Assistant and Tutor Marker contracts, TA/TM office set-up (including key requisitions) and photocopy codes, graduate program paperwork, graduate marketing activities, graduate program procedures, website management, and registration procedures and enrollment in courses.

Seychelle Cushing is the Graduate Program Assistant and can be contacted by email at [scushing@sfu.ca](mailto:scushing@sfu.ca) or by phone at 778.782.3689.

### MANAGER, ACADEMIC & ADMINISTRATIVE SERVICES

The Manager, Academic & Administrative Services is responsible for undergraduate student advising; finance; course planning/scheduling; payroll inquiries; and Teaching Assistant, Tutor Marker, and Sessional hiring.

Alice Hartley is the Manager, Academic & Administrative Services and can be contacted by email at [ahartley@sfu.ca](mailto:ahartley@sfu.ca) or by phone at 778.782.4094.

## 9. FACULTY

**Ian Angus**, Professor

BA, MA Waterloo, PhD York: modern European thought, Canadian intellectual history

**Paul Crowe**, Associate Professor

BA, MA Calgary, MA, PhD UBC: philosophy and religion of the Song & Yuan dynasties, Daoism

**Stephen Duguid**, Professor

BA Illinois, MA, PhD SFU: enlightenment studies, culture and ecology

**Paul Edward Dutton**, FRSC, Jack and Nancy Farley University Professor in History

BA UWO, MA PhD Toronto, MSL MSD PIMS: Carolingian civilization, 12<sup>th</sup>-century Renaissance

**Anne-Marie Feenberg-Dibon**, Associate Professor

MA Paris, PhD UC San Diego: enlightenment, 19<sup>th</sup> & 20<sup>th</sup>-century European fiction

**Samir Gandesha**, Associate Professor

BA UBC, MA, PhD York: modern European thought and culture

**Christine Jones**, Senior Lecturer

MA, PhD McGill: religion and culture, philosophy of literature

**Tsuyoshi Kawasaki**, Associate Professor

LLB Doshisha, MA Toronto, PhD Princeton: Japanese culture, Asia-Canada interaction

**Shuyu Kong**, Associate Professor

BA MA Peking; PhD UBC: Chinese literature, film and popular culture, diaspora culture

**David Mirhady**, Associate Professor

BA, MA UBC, PhD Rutgers: ancient Greek rhetoric and law

**Emily O'Brien**, Assistant Professor

BA Toronto, MA, PhD Brown: Renaissance Italy

**Eleanor Stebner**, J.S. Woodsworth Chair and Associate Professor

BA Alberta, MDiv Moravian, MA Marquette, PhD Northwestern: religion, culture, and ideas

## 10. SFU LINKS

Humanities Website: <http://www.sfu.ca/humanities/>

Dean of Graduate Studies (DGS) Website: <http://www.sfu.ca/dean-gradstudies/>

Graduate General Regulations: [http://students.sfu.ca/calendar/for\\_students/grad\\_regulation.html](http://students.sfu.ca/calendar/for_students/grad_regulation.html)

Graduate Students Forms on DGS Website: <http://www.sfu.ca/dean-gradstudies/forms/>

Scholarships and Awards (DGS Website): [http://www.sfu.ca/dean-gradstudies/scholarships\\_and\\_awards/](http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/)

Faculty of Arts and Social Sciences Website: <http://www.fass.sfu.ca/>

SFU International: <http://www.sfu.ca/international>

Institute for the Humanities: <http://www.sfu.ca/humanities-institute/>

Library website: <http://www.lib.sfu.ca/>

Last Steps (thesis submission guide): <http://www.lib.sfu.ca/sites/default/files/10048/LastSteps.pdf>

Athletics and Recreation: <http://www.sfu.ca/athleticsandrec/index.html>

Residence and Housing: <http://students.sfu.ca/residences/>

Maps and Directions: <http://students.sfu.ca/residences/>

U-Pass program at SFU: <http://students.sfu.ca/upass/>

Parking <http://www.sfu.ca/security/Parking/>

Tuition fees: [http://students.sfu.ca/calendar/for\\_students/grad\\_tuition\\_fees.html](http://students.sfu.ca/calendar/for_students/grad_tuition_fees.html)

TSSU: <http://www.tssu.ca/>

TSSU Collective Agreement:

[http://www.sfu.ca/~humanr2/hr\\_services/employee\\_relations/collective\\_agreements/documents/tssu\\_ca2004\\_2010.pdf](http://www.sfu.ca/~humanr2/hr_services/employee_relations/collective_agreements/documents/tssu_ca2004_2010.pdf)

## APPENDIX A:

### COURSE DESCRIPTIONS

#### **HUM 800-5 Theories and Methods in the Humanities**

Textual interpretation in the Humanities within the context of interdisciplinary approaches and the five thematic modules: classical and medieval thought and culture, modernity and its discontents, religion and culture, cross-cultural translation, humanities and citizenship.

#### **HUM 801-5 Research Development Seminar in the Humanities**

Articulation and refinement of research agendas and prospectus and thesis through faculty guidance and group work.

#### **HUM 802-5 Themes in the Humanities**

Focuses on one of five following thematic modules: classical and medieval thought and culture, modernity and its discontents, religion and culture, cross-cultural translation, humanities and citizenship.

#### **HUM 803-6 MA Thesis**

#### **HUM 804-5 Directed Readings**

#### **HUM 805-5 Special Topics**

An in-depth study of a theme or aspect in the Humanities; topics will vary from offering to offering in order to meet the needs of the graduate cohort.

## APPENDIX B:

### CRITERIA FOR AWARDING TEACHING ASSISTANTSHIPS IN THE HUMANITIES DEPARTMENT (Revised October 2010)

#### Priority is based on the following principles:

1. Teaching-related experience in her/his field of study can be of value to a graduate student both in her/his studies and in her/his preparation for a career.
2. The provision of teaching-related employment is an element in the University's financial support of its graduate students.

#### In hiring teaching assistants, the Humanities department will give priority to the applicants in the following order:

1. Graduate students registered in the department with priority for appointment under XIII F.4 in the TSSU Collective Agreement.
2. Special Arrangement students whose 'home' department is Humanities or graduate students registered in the Graduate Liberal Studies MA program. Within this group, positions will be offered in the following order: a) graduate students with priority as defined in the TSSU agreement XIII F.4; and b) graduate students without priority as defined in the TSSU agreement XIII F.4
3. to competent and qualified SFU undergraduate students in a Humanities Program
4. to competent and qualified SFU graduate students from other Departments
5. to competent and qualified SFU undergraduate students from other Departments
6. to a qualified external candidate if no qualified applicant from SFU applies

#### Graduate students who have priority for appointment (as defined by XIII F.4 in the TSSU Collective Agreement) include

1. Master's students or Qualifying master's students who have either not held an appointment or held appointments totaling fewer than 25 base units
2. A student registered at SFU in a doctoral program or as a qualifying student for a doctoral program who holds a master's degree or equivalent shall not have priority for appointment after having held appointments totaling 40 base units.
3. A student registered at SFU in a doctoral program without a master's degree or equivalent shall not have priority for appointment as a GTA2 after having held appointments totaling 50 base units

#### Whenever the number of applicants for teaching assistantships who have priority for appointment exceeds the number of teaching assistantships available in a given semester, preference shall be given according to the following criteria in order of importance

1. Incoming graduate students in their first semester of enrollment. However, if, subsequent to our admission offer, an incoming student receives a scholarship or research assistantship approaching or exceeding the value of a full TAship, TAships are no longer guaranteed. Exception: scholarships or prizes awarded by the Dean of Graduate Studies, which tie these awards to a departmental offer of a TAship or RAship.
2. Level of academic achievement, as measured by CGPA, and rate of progress through the program. Normally, an application from a student enrolled in semesters 1 to 3 will have priority over an application from a student enrolled in semesters 4 and beyond with the same CGPA. Consideration is given to special circumstances which justify slower than normal progress through the program, particularly for those applicants who have not previously held a TAship.
3. Course and instructor evaluations from previous TA positions held
4. Accumulated base units - total number of base units a student has acquired as a TA or TM over the course of his/her studies
5. Consideration is also given to amount of support already received, instructor requests, suitability for a particular course and applicant preferences.

IN ALL CASES, MA and PhD students who have or have had substantial funding from internal or external sources such as SSHRC during their program are expected to progress at a quicker rate than those who do not.



SIMON FRASER UNIVERSITY  
THINKING OF THE WORLD

Department of Humanities  
8888 University Drive  
Burnaby, B.C.  
V5A 1S6

Academic Quadrangle 5117  
T: 778.782.3689  
F: 778.782.4504  
E: [scushing@sfu.ca](mailto:scushing@sfu.ca)

[WWW.SFU.CA/HUMANITIES](http://WWW.SFU.CA/HUMANITIES)