

# MA IN SOCIAL JUSTICE AND EQUITY STUDIES

# Graduate Faculty and Student Handbook

2012 - 2013

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#### Visit our website:

http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies

**PLEASE NOTE**: This handbook is intended to be in conformity with current regulations governing Graduate Studies at Brock University. Additional information regarding Graduate Studies can be found in the current Graduate Studies Calendar and on the Graduate Studies web site.

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# SECTION I: PROGRAM DESCRIPTION

This innovative interdisciplinary MA in Social Justice and Equity Studies responds to the growing need for individuals trained in the expanding field of Social Justice and Equity scholarship. Social Justice Studies is a growing field of study in Canadian universities. It is interdisciplinary, diverse and pluralistic in its theoretical traditions, substantive problematics, methods and approaches.

While the field of Social Justice and Equity Studies is open, it is not completely unbounded. Its emergence as an academic field has historically been linked to ethicopolitical movements for progressive social change. The objective of the SJES program is to train students in critical analysis of social justice and equity issues as related to processes and struggles associated with age, ability, gender, sexuality, racism, speciesism, the environment, class and other patterns of inequality. Training in both theory and research methods links processes operating at and across a range of geographical scales, from the local to the global.

The emergence of the field of Social Justice and Equity Studies also reflects recognition of the links between power and knowledge in the university. Social Justice and Equity Studies seeks to enact an emancipatory politics of knowledge in favouring voices and perspectives that have been historically marginalized and who are actively resisting domination. These legacies and commitments inform the teaching and research done under the auspices of the SJES Program at Brock and the criteria for affiliation and admission to the program. The program unites scholars from distinct academic disciplines to provide an exciting breadth and diversity of perspectives. The program is made up of participating Faculty from Child and Youth Studies, Communication, Popular Culture and Film Studies, Community Health Sciences, Education, Dramatic Arts, English Language and Literature, Geography, History, Labour Studies, Political Science, Recreation and Leisure Studies, Sociology, Visual Arts and Women's Studies. Students will be equipped to pursue doctoral studies and to offer their expertise as policy makers or policy consultants to social advocacy and social movement organizations as well as a wider public.

# SECTION II: GOVERNANCE AND ADMINISTRATION OF THE GRADUATE PROGRAM

Please refer to the following link for 2012-13 Program and Sub-Committee members, Program Committee meeting schedule, and Minutes of meetings. These documents are accessible to all current students and affiliated Faculty and may be accessed through Brock's Sakai site: <a href="https://lms.brocku.ca/portal/site/Social Justice">https://lms.brocku.ca/portal/site/Social Justice</a> Equity Studie

#### The Graduate Program Director

The Graduate Program Director is appointed by the Graduate Program Committee to oversee the graduate program. The Graduate Program Director carries out all duties in regular consultation with the Graduate Program Committee. The Director has the support of the Graduate Administrative Coordinator and receives an administrative course relief of one half-course per year. The usual term is three years. Specific duties include:

- a. Serving as the Chair of the Graduate Program Committee. This includes initiating procedures for staffing the committee and various sub-committees each year.
- b. Supervising the Graduate Administrative Coordinator.
- c. Ensuring that applications for affiliation/re-affiliation are properly processed.
- d. Ensuring that currently affiliated Faculty are invited to renew their affiliation every five years.
- e. Consulting with the Faculty of Graduate Studies, Dean of Graduate Studies, Dean of Social Sciences, other Deans and Graduate Program Directors, Chairs of other units as needed.
- f. Serving as a member of the Graduate Council.
- g. Working with affiliated Faculty to initiate events aimed at establishing links between the program and the wider community e.g. the Social Justice Forum.
- h. Overseeing the preparation, maintenance and distribution of program publicity material, the web page, the Graduate Studies Calendar entry and the Graduate Faculty and Student Handbook.
- i. Ensuring the provision of information about the program to potential applicants.
- j. Overseeing the admissions process (including ensuring that a Faculty member is identified as a liaison person for each incoming graduate student).
- k. Organizing a reception and orientation to welcome incoming students. Distributing a copy of the Handbook to incoming students and reviewing with them graduate policies and expectations.
- 1. Facilitating allocation of Graduate Student Teaching Assistantships for incoming full-time graduate students in conjunction with relevant departments.

- m. Providing guidance to incoming students with respect to course selection.
- n. Organizing opportunities for thesis students in their fourth and fifth terms to present their work and receive feedback.
- o. Overseeing students' progress in conjunction with the Graduate Program Committee. This includes ensuring the timely formation of Supervisory Committees ensuring that progress reports are submitted, reviewed (by the Program Report Sub-committee) and that a brief feed back letter is provided to the students and Supervisors (this may be delegated to the Progress Report Review Sub-committee).
- p. Acting as "reader" of all major research papers and theses to ensure that Program/University requirements are met. In the case of theses, participating as a member of the Examining Committee (this role may be delegated when necessary).
- q. Preparing for the thesis oral defence in conjunction with the Faculty of Graduate Studies and Dean of Social Sciences.
- r. Reviewing course outlines to ensure that workloads are comparable and that the central focus of the program is built into each course.
- s. Reviewing course outlines for all Directed Studies courses to ensure that workloads are comparable.
- t. Updating program procedures and ensuring that course and program evaluations are conducted and that student representatives are selected by other students in a timely fashion.
- u. Ensuring that program issues (including student concerns) are brought to the attention of the Graduate Program Committee.
- v. Upon request, preparing brief letters outlining contributions to the program for SJES affiliated Faculty submitting their end of year reports.
- w. At the end of the second year of their term, at the AGM/Retreat, setting up a Director Search sub-committee that will identify possible candidates for the position and bring forward a recommendation to the Graduate Program Committee. The Director is chosen by secret ballot by Graduate Program Committee members and a recommendation is made to the Dean of Social Sciences.

# **The Graduate Program Committee**

The Graduate Program Committee is normally composed of the Graduate Program Director, who is an ex-officio member, nine Faculty members and two graduate student representatives. One student represents those students who are finished their course work, the other student represents those currently taking courses. The student representatives are excused from those parts of Graduate Program meetings where there is discussion of student admissions, student progress/evaluation or any other confidential matters as determined by the Director.

#### **Composition, Recruitment and Terms**

- a. Normally the nine Faculty members are drawn from at least three undergraduate units and at least two faculties.
- b. Normally the nine Faculty members include at least two people currently teaching in the program.
- c. Normally the nine Faculty members include at least two people who have been primary Supervisors in the program within the past two years or at present.
- d. The Graduate Program Committee will present a recommendation for new Faculty members and the post-course work student representative (brought forward by the existing student representative to the Graduate Program Committee), as a motion at the annual AGM/Retreat. The course work student representative will be selected by the incoming cohort of students (ideally prior to the October Program Committee meeting).
- e. Faculty terms are normally two years. Faculty members are normally limited to two consecutive terms. Student Representative terms will normally be one year.
- f. The normal limit of two consecutive terms is waived in the case of an incoming Graduate Program Director who may have served two terms on the Graduate Program Committee prior to taking up the position. The Graduate Program Director will also, when possible, remain on the Graduate Program Committee for a further one year term after a three year term as Graduate Program Director.

#### **Meetings and Duties**

- a. The Graduate Program Committee is chaired by the Graduate Program Director. It meets at least 3 times in the fall term, at least 3 times in the winter term and in summer term as needed. Quorum is six members for voting on motions.
- b. The agenda of Graduate Program Committee meetings is circulated by email to all SJES affiliated Faculty and students. All affiliated Faculty and students are invited to participate as non-voting visitors to any Graduate Program Committee meeting. Program Committee meeting times and approved minutes are posted on the Sakai SJES website.
- c. When possible the SJES Graduate Administrative Coordinator acts as recording secretary for Graduate Program Committee meetings.
- d. The Graduate Program Committee assists the Graduate Program Director in the week to week running of the graduate program and plans for further program development as appropriate.
- e. Specific tasks include responsibility for recruitment and admissions, preparation of the Graduate Calendar submission, course offerings, teaching allocations, scholarship adjudication, student progress, community liaison, responding to student concerns, changes to the structure of the program and the selection of a new Graduate Program Director.
- f. Program Committee motions are carried when they receive majority support i.e. 50% plus 1. The Graduate Program Director, as Chair, votes on motions only to break a tie.
- g. Non-Program Committee SJES affiliated Faculty members or students may submit motions for the Program Committee to consider. Notice of motion must be provided to the Graduate Program Director in sufficient time for it to be circulated to all Program Committee members at least 5 working days before a scheduled Program Committee meeting (dates are posted on the Sakai website). The mover of the motion should solicit a seconder from amongst the Program Committee members and should attend the Program Committee meeting where the motion will be brought forward under other business. The motion will be discussed and voted on by present Program Committee members only.

- h. If more than 25% of Program Committee members present feel that any motion being considered by the Program Committee goes beyond the mandate of the Program Committee and/or requires input from the wider community of SJES affiliated Faculty and/or students they may request
  - 1. that email input on the issue be solicited from Faculty and/or students before further discussion by the Program Committee, and/or
  - 2. that the issue be brought to the AGM/Retreat for further discussion and possible vote.

#### **Graduate Program Sub-Committees**

The Graduate Program Committee works to ensure a good fit between the program description and its operations. It is responsible for the smooth functioning of all sub-committees and program positions. The Director, in conjunction with the Graduate Program Committee, recruits volunteers from among the SJES affiliated Faculty to staff the following sub-committees:

- a. Academic Planning Sub-Committee (responsible for recommendations to the Program Committee regarding Graduate Calendar submission, course offerings, teaching allocation. See below for principles and procedures for teaching allocation);
- b. Scholarship Sub-Committee;
- c. Progress Report Sub-Committee;
- d. Admissions Sub-Committee (see section on admission procedures);
- e. Community Liaison Sub-Committee;
- f. Affiliation/Re-Affiliation Subcommittee (responsible for making recommendations to the Program Committee. See below for principles and procedures for affiliation/re-affiliation); and,
- g. Other sub-committees/positions as needed.

A Faculty member of the Graduate Program Committee shall chair all SJES sub-committees. Normally a maximum of one-third of the members of any SJES subcommittee are Faculty members of the Graduate Program Committee.

#### **Academic Planning Sub-Committee**

It is the responsibility of the Academic Planning Sub-Committee to determine the courses that need to be offered each year and then to consider expressions of interest and/or extend invitations to affiliated Faculty for staffing purposes. The sub-committee then makes a recommendation for staffing to the Program Committee. The Program Committee makes the final decision on teaching allocation. Both the Academic Planning Sub-Committee and the Program Committee make their recommendations guided by the principles listed below. The purpose of these principles is to ensure the best fit possible between course instruction and the broader program description, the interdisciplinary character of the program and rotation of instructors:

- a. In making its recommendations for staffing, the sub-committee and Program Committee will aim to achieve the best fit possible between instructor expertise and course content (as outlined in the course description and past syllabi for the course where possible),
- b. In any given year there should be at least one instructor, teaching or co-teaching, in the program from a department from other than Sociology,
- c. In the case of required core courses, any co-teaching pairs will normally be offered a two-year cycle of teaching and after the two-year cycle, other instructors will usually replace them,
- d. In the case of required core courses, single instructors are given the right of first refusal for a second year of teaching the same course. After a two-year cycle other instructors will usually replace them,

e. In the case of electives, the course and the course instructor will usually change each year.

#### Affiliation/Re-affiliation Sub-Committee

Applications for SJES Affiliation will be accepted each year. Faculty affiliations and re-affiliation will be for five year terms beginning with those affiliated/re-affiliated at the 2011 AGM. Affiliation/Re-Affiliation forms can be found at:

http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2

Faculty members interested in affiliating/re-affiliating with the program are asked to familiarize themselves with the extensive on-line materials found at: <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies</a>

Applications received by the Director are forwarded to the affiliation/re-affiliation subcommittee. This sub-committee will consider the fit between applicants and the MA in SJES program description. The sub-committee will make a recommendation on all applicants for affiliation/re-affiliation to the Graduate Program Committee at the April meeting.

In the event that an applicant is not recommended by the sub-committee for affiliation/re-affiliation they will be informed of this decision prior to the April Graduate Program Committee meeting. Applicants who wish to address the Graduate Program Committee directly at the April meeting will be provided with this opportunity. The Graduate Program Committee will vote on the sub-committee recommendations and then forward its recommendations to the annual MA in SJES AGM/Retreat (usually held in May) where final decisions on affiliation/re-affiliation will be made.

PLEASE NOTE: As affiliation/re-affiliation is a "personnel" issue, students may have access to applications and may provide input, but are not present for the discussion and vote on Faculty applications. Faculty affiliations/re-affiliations will be voted on through secret ballot. In the event that an application is rejected by the SJES Program Committee, the applicant can ask the Director to bring the application forward to the AGM for further discussion and possible reconsideration (this will require the Director to have previously circulated an appropriate motion - see below).

# **Annual Spring AGM /Retreat**

The annual spring half-day AGM/Retreat is open to all SJES Faculty members, the Graduate Administrative Coordinator and students. Only affiliated Faculty members and student representatives vote on motions. Only motions that have been circulated prior to the AGM will be voted on.

A draft agenda for the AGM with recommended motions from the Program Committee will be circulated in advance and additional motions will be invited from affiliated Faculty/students.

A final agenda for the AGM will be circulated to affiliated Faculty/students at least 5 working days ahead of the AGM.

A draft agenda for the Retreat will be circulated in advance and additional agenda items will be invited from affiliated Faculty/students.

A final agenda for the Retreat will be circulated to affiliated Faculty/students at least 5 working days

ahead of the Retreat.

Those attending the AGM have the responsibility to:

- a. Vote on Faculty applications for SJES affiliation/re-affiliation (the Graduate Program Committee will have provided recommendations)
- PLEASE NOTE: As affiliation/re-affiliation is a "personnel" issue, students may have access to applications and may provide input, but are not present for the discussion and vote on Faculty applications. Faculty affiliations/re-affiliations will be voted on through secret ballot.
- b. Vote to fill open positions on the Graduate Program Committee for the following year (the Graduate Program Committee will have provided recommendations).
- c. Vote on any recommended changes to the structure or mandate of the Graduate Program Committee.
- d. Address any other motions brought forward by the Program Committee or affiliated Faculty/students.

The AGM/Retreat component involves a visioning/reflecting exercise aimed at reviewing the running of the MA SJES program and exchanging ideas e.g. by listening to and discussing year end feedback from the Graduate Director/Instructors/Supervisors/Subcommittee Chairs/student representatives and other affiliated members

#### **Graduate Student Representatives**

Post-course work MA students normally meet to elect a full-time student enrolled in their second year to serve as their student representative on the Graduate Program Committee. Incoming students meet in September to elect a full-time student enrolled in their first year to become their student representative. The representatives normally serve one year terms. The student representatives are voting members of the Graduate Program Committee. Responsibilities include bringing concerns of graduate students to the Graduate Program Director and Graduate Program Committee, providing a graduate student perspective in discussions of program issues, serving as an information resource to other students and facilitating graduate student social activities. The Graduate Student Representatives are responsible for organizing at least one meeting of all interested graduate students in the spring in which student feedback on the program will be formally solicited. Feedback is communicated to the Graduate Program Director and shared at the AGM/Retreat.

# **Faculty Representative for University Committee**

When the SJES program is asked to provide a representative to a university committee, the GPD has the right of first refusal. If the GPD chooses not to serve as the program representative, then the GPD will solicit interest from program Faculty as a whole and, if time allows, the names of those who express interest will be brought to the next Program Committee meeting for discussion and vote. If there is not sufficient time for this process, then the GPD will select the representative. The SJES representative is expected to consult with and report to the Program Committee.

#### **Admissions Committee Procedures**

Given its interdisciplinary character, the program welcomes students from a variety of academic backgrounds. Applications for admission to the M.A. program, on either a full-time or a part-time

basis, are accepted from students holding an honours degree in a relevant discipline or interdisciplinary field (e.g. Anthropology, English, Geography, History, Sociology, Canadian Studies, Environmental Studies, Development Studies, Women's Studies, etc.), with an overall average not less than B<sup>+</sup>. Applicants must supply a personal statement of interest and goals, current resume and three letters of reference from referees who can attest to the applicant's suitability for graduate studies. Students will be expected to be proficient in English, as specified in the section titled "Proof of English Language Proficiency" in the Brock University Graduate Calendar (http://www.brocku.ca/webcal/2012/graduate/admi.html#sec6). PLEASE NOTE SJES Program Requirements below.

Master's applicants who have <u>not</u> completed three or more years of post-secondary study and doctoral applicants who have <u>not</u> completed two or more years of post-secondary study at a Canadian institution or at an institution where English was the primary language of instruction will be required to provide proof of English language proficiency through one of the accepted program/examinations listed below:

- a) Successful completion of Level 5 of the Brock Intensive English Language Program; or
- b) A minimum TOEFL PBT (Paper-based test) score of \*580 plus \*4.5 minimum for the TWE (Test of Written English); or TOEFL iBT (Internet based) minimum overall score of 80 with no subtest score under 19; or
- c) A minimum score of 6.5 on the International English Language Testing System (IELTS), with no section under 5.5; or
- d) A minimum overall score range of 520-545 (Range 2), with a minimum writing score of 225-235 on the Brock University International Test of English Language Proficiency (ITELP); or
- e) Achievement of an overall Band Score of 60, with 60 in writing, and no other under 50 on the Canadian Academic English Language Assessment (CAEL); or
- f) An average of at least 4.5 with no band score lower than 4.0 on the CanTest (Canadian Test of English for Scholars and Trainees).

# \*\*Please note that while the Graduate Calendar specifies a minimum TOEFL of 550 and a TWE of 4.0, minimum SJES program requirements are TOEFL 580 and TWE 4.5.

The Faculty of Graduate Studies receives all applications and accompanying materials and will inform applicants of incomplete files. Once the files are complete and the deadline has passed (usually early February), the Faculty of Graduate Studies forwards the files to the Graduate Administrative Coordinator.

The Graduate Administrative Coordinator prepares the files for perusal by compiling the Total Grade Point Average (over the last two years of full-time undergraduate study).

The admissions sub-committee prepares a recommended long list of applicants. This long list is circulated to all affiliated Faculty members who are invited to provide input. A subsequent admissions meeting is open to all affiliated Faculty who, if they attend the meeting, have an opportunity to vote on the final list of applicants who will receive offers of admission.

When reviewing the files of potential students, affiliated Faculty members are encouraged to consider academic standing, background in advocacy/activist work, composition of student cohort, and potential supervisory "matches" in assessing applications. The general policy is to accept outstanding students for whom potential supervisory Faculty can be clearly identified.

As part of the admission process, those at the admissions meeting will prepare a waiting list of candidates. The admission meeting members will identify a Faculty Liaison person for each successful candidate, as well as those on the waiting list.

Applicants who receive first round offers may request a year deferral if they are unable to enter as planned in September. The request outlining the circumstances is to presented in writing to the Graduate Program Director. If entry is delayed beyond the following September, reapplication for admission will generally be required.

#### **University Level Governance of Graduate Studies**

Graduate Council –

http://www.brocku.ca/graduate-studies/Faculty-login/graduate-governance

Senate Graduate Council Committee -

http://www.brocku.ca/graduate-studies/Faculty-login/graduate-governance

#### **Graduate Students Association**

http://www.brocku.ca/gsa Contact: gsaoffice@brocku.ca

# SECTION III: DEGREE REQUIREMENTS

The MA in Social Justice and Equity Studies program offers two streams: course work with major research paper (three terms) and course work with thesis (five terms). Both streams provide students with graduate training in a wide range of social justice and equity topics, as well as the opportunity for sustained independent work through the completion of a major research paper or thesis.

#### MA Program with Major Research Paper Option (3 term)

Candidates must successfully complete six half-credit courses plus a major research paper that demonstrates capacity for sustained independent work. The major research paper topic is developed in consultation with the Supervisory Committee, which must approve a formal proposal. A formal proposal must be approved before research commences on the major research paper. Students are required to complete the following half-credit courses:

- (a) SJES 5P01: Graduate Seminar (normally runs over two terms),
- (b) SJES 5P02: Theorizing Social Justice and Equity Studies,
- (c) SJES 5P03: Research Methods in Social Justice and Equity Studies, and
- (d) three half-credit elective courses.

For full-time students the theory and methods core requirements are satisfied by the end of the first term, and the core graduate seminar and elective course requirements are met by the end of the second term. Full-time students completing a major research paper will normally enrol in three electives in the Winter term. In some cases however, one of the three electives may be completed in the Fall term. Choosing a Fall term elective needs to be done in consultation with the Graduate Program Director.

Students prepare their major research paper proposal in the second term, completing the major research paper over the spring/summer term (see information below on part-time studies).

See Appendix "A" for typical program sequence for full-time students to complete in three terms.

# **MA Program with Thesis Option (5 terms)**

Candidates must successfully complete four half-credit courses, plus a thesis that demonstrates the capacity for sustained independent work and original research or thought. The thesis topic is developed in consultation with the Supervisory Committee. Students are required to complete the following half-credit courses:

- (a) SJES 5P01: Graduate Seminar (normally runs over two terms),
- (b) SJES 5P02: Theorizing Social Justice and Equity Studies,
- (c) SJES 5P03: Research Methods in Social Justice and Equity Studies, and
- (d) one half-credit elective course.

For full time students the theory and methods core requirements are satisfied by the end of the first term, and the elective course requirements are met by the end of the second term. Full-time students completing a thesis will normally enroll one elective in the Winter term. Students prepare their thesis proposal in the second term, and complete the thesis over the course of their third, fourth and fifth terms (see information below on part-time studies).

See Appendix "B" for typical program sequence for full-time students to complete in five terms.

#### **Part-Time Studies**

The program is intended primarily for full-time students. However, provision is made for qualified part-time students, with the possibility of one or two being admitted each year. Part-time students should consult the Faculty of Graduate Studies about course load limits/requirements. The SJES program will provide advising on the preferred sequence of course registration. Graduate funding (other than in some cases, a teaching assistantship) is not normally available to students enrolled on a part-time basis. Part-time students are advised that courses are generally scheduled in the Fall/Winter terms only and that they are often offered only during the day and cannot be completed through evening courses alone.

Part time students may register in a maximum of 1.0 credit per term, excluding thesis registration. Part-time students must take one of the core courses (SJES 5P02 or 5P03) in the first term, and successfully complete at least one-half credit per year thereafter.

#### **Degree Completion Time Limits**

(2012-13 Graduate Calendar, Academic Regulations, Section 6)

#### **Full-time students**

Full-time candidates must complete all degree requirements within three years from the date of first registration.

#### Part-time students

Part-time students must complete all degree requirements within five years from the date of first registration.

# **Major Research Paper/Thesis Requirements**

The major research paper should fall within the range of 60-80 pages including endnotes, references, appendices, etc. Its primary material is a critical reflection on the work of others, organized around a clearly specified topic and theme. While guided by a broad research question, its main purpose is to raise new questions and issues.

The thesis should fall within the range of 100-150 pages including endnotes, references, appendices, etc. It marshals new evidence on a narrower topic located within a research field. Chapters rather than sections organize theses.

Both the major research paper and the thesis aim to be creative and innovative in their portrayals of insights about or readings of subject matter. They both develop a position or standpoint that represents the voice of the student. The two main differences between the major research paper and the thesis are of scope and type of claim. A major research paper claims to assess and evaluate other people's research. It has wider scope than a thesis because it can be more speculative and agenda-setting. Its role is more to raise significant questions, and provide illustrative evidence, than to provide definitive, fully documented answers. The end result of a major research paper could be a well-grounded set of new research questions. A thesis claims to produce original evidence or argumentation based on the candidate's own novel research or theorizing. The overall scope is more focused, and the standard of argumentation and evidence are higher. The expectation is that, as an

original contribution, the thesis will identify ways to push ideas forward be providing new evidence and argumentation, and some working answers to the research questions posed.

Full time incoming students must establish a Supervisory Committee in the Fall term. In the Spring term they will formally register in either SJES 5F91 (Major research paper) or SJES 5F90 (Thesis). A student may be required to follow the major research paper stream if the Graduate Program Committee determines that his or her graduate education would be better served by this broadly-based, but equally rigorous, program of study.

### Major Research Paper/Thesis Proposal and Presentation

After establishing a Supervisory Committee students will prepare a major research paper/thesis proposal. Proposals should be between 15-20 pages for major research papers and 20-30 pages for theses. In both cases, proposals should include an outline of the topic, a review of relevant scholarly literature, a description of the methodology being employed if appropriate, and a list of references cited. See "Major Research Paper/Thesis Requirements" above for further discussion of the distinction between Major Research Papers and Theses. To facilitate timely completion of the program, the proposal should be approved no later than early March for students completing a major research paper, and no later than early May for students completing a thesis.

Once the proposal has been deemed ready for approval by the Supervisor and other Supervisory Committee Members, the Supervisor will convene a meeting at which the student will provide an oral presentation of the proposal. The Supervisor Committee will offer constructive feedback and any guidance that is required. When the proposal is acceptable a Major Research Paper/Thesis Proposal Approval Form, (a sample can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-st

# **Research Ethics Board Approval**

Students whose major research paper/thesis involves working with human participants must submit the appropriate proposal to the Research Ethics Board (REB) prior to data collection. Copies of such approval must be appended to the completed major research paper/thesis before submission to the Library for binding. For information on the ethics approval process see: <a href="http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics">http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics</a>

# **Major Research Paper Submission**

The major research paper must be prepared according to the style guidelines outlined by the Supervisor. The major research paper should fall within the range of 60-80 pages in total length (including all endnotes, references, appendices etc.)

The major research paper must be presented in final hard copy form to the Supervisor, Second Reader and Graduate Program Director at least two weeks in advance of the due date for submission of grades for the relevant term (summer term for students intending to complete the program in one year). This allows time for the Second Reader to review the major research paper and reach agreement with the Supervisor regarding the final course grade assigned for the piece of work. The

Supervisor and Second Reader submit the grade, accompanied by a one paragraph summary assessment of the major research paper, to the Director for review and approval. In a case of disagreement between the Supervisor and Second Reader, the Graduate Program Director will try to find consensus. In the absence of such consensus, the Graduate Program Director shall decide the issue. If the student believes that the Supervisor or Second Reader are unduly delaying completion of the major research paper, the student has the option of petitioning the Graduate Program Director to have the Supervisor's or Second Reader's decision (or lack of one) overridden.

#### **Thesis Submission**

Theses must be prepared according to the style guidelines outlined by the Supervisory Committee. The thesis should fall within the range of 100-150 pages in total length (including all endnotes, references, appendices etc.).

When a thesis has been completed to the satisfaction of the candidate and Supervisory Committee three hard copies of the thesis should be submitted to the Graduate Program Director, along with a completed "Appointment of External Examiner Form" (a sample can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2</a>), which identifies three individuals who are qualified to serve as External Examiner. The Dean of Social Sciences will select the External Examiner from the list submitted. The Dean's decision is final. The Supervisor and candidate should not contact potential External Examiners to discuss availability, and any contact with an External Examiner prior to the thesis defence should be brought to the attention of the Graduate Program Director. The proposed External Examiners must not be, or have been, closely associated with the candidate as colleagues, research collaborators, co-authors, employers, teachers, Supervisors, or the like. Nor should they be former students, research supervisors or current or recent research collaborators of the Supervisor. Exceptions to this rule must be requested in writing and receive approval from the Dean of Social Sciences. The External Examiner would normally be an associate or full professor.

The Graduate Program Director keeps one copy of the thesis, delivers one to the Dean of Social Sciences, and sends one to the External Examiner. At this time the candidate must also provide an identical copy of the thesis to the other members of the Supervisory Committee. The thesis must be submitted well in advance of the anticipated date of the oral defence (at least four weeks), so that appropriate arrangements can be made.

# **Thesis Examining Committee**

The thesis will be assessed by an Examining Committee. This committee is struck by the Dean of the Faculty of Social Sciences. The Examining Committee includes an External Examiner. The External Examiner will be principally responsible for provision of an independent and objective evaluation of the academic quality of the thesis, and therefore must be someone who is sufficiently knowledgeable of the field and the methodology to be able to assess the work adequately. The External Examiner is normally a person external to Brock who has not participated previously in the thesis project and will be principally responsible for provision of an independent and objective evaluation of the academic quality of the thesis.

The External Examiner provides the Dean of Social Sciences with a copy of his/her written report on the thesis at least one week prior to the scheduled date of the defence; this report is available to the candidate and other members of the Examining Committee prior to the defence. If the External

Examiner indicates in the report that the thesis is not defensible, then the defence is postponed pending revisions.

### **Oral Examination of Thesis (Thesis Defence)**

The Chair of the Examining Committee directs the proceedings of the thesis defence. The defence is open to anyone who wishes to attend, but only the candidate and members of the Examining Committee may participate in questioning. The examination will begin with the candidate making a presentation no longer than twenty minutes. After the candidate's presentation, the members of the Examining Committee can pose questions to the candidate based on the thesis. The order of questioning will be: External Examiner, other members of the Examining Committee as agreed before the defence, and finally the thesis Supervisor. The Chair of the Examining Committee may pose questions at any time. In the first round of questioning, each questioner will have a maximum of fifteen minutes to ask questions. There can be a second and subsequent round of questions. The order of questioning and timing of questions at this stage is at the discretion of the chair of the Examining Committee. When the questioning process is complete, the candidate and anyone else in the room excepting members of the Examining Committee shall be excused from the room. The Chair of the Examining Committee will lead a discussion to determine the acceptability of the thesis.

#### **Further Information on Thesis Defences**

(2012-13 Graduate Calendar, Academic Regulations, Section 15)

- a. Graduate thesis defences will normally be open defences. A request for a closed defence must be approved by the Faculty Dean and Dean of Graduate Studies and will be based on certified medical or compassionate grounds.
- b. The arrangements for a thesis defence will commence once all members of the Supervisory Committee have signed off indicating their approval that the thesis is ready for defence.
- c. The examination committee of a Master's thesis defence will minimally comprise the Supervisory Committee and an External Examiner. The approval of the External Examiner is the responsibility of the Faculty Dean or designate. With the approval of the Dean of Graduate Studies and the academic Faculty Dean, the External Examiner may be external to the candidate's graduate program but internal to Brock University.
- d. Typically a thesis defence will occur four to six weeks following the External Examiner's receipt of the thesis document. External Examiners shall submit their report no later than one week prior to the defence. External Examiners shall as part of their report identify whether the thesis is ready for defence and whether the thesis is to be recommended for submission to internal/external thesis award competitions.
- e. If the External Examiner reports that the thesis is not ready for defence, the student must revise the thesis within a reasonable period of time in response to the examiner's comments and the thesis will then be resubmitted to the External Examiner.
- f. A decision by the External Examiner that the thesis is not ready for defence is binding.
- g. A change of External Examiner, in exceptional circumstances, must be justified in writing to the

Faculty Dean or designate for a Master's thesis and the Dean of Graduate Studies or designate for a doctoral thesis.

- h. The External Examiner's report will be shared with the examination committee and the graduate student prior to the defence. External Examiners must be informed of this policy with receipt of the thesis document.
- i. The recommended format and procedures for a Master's thesis defence are outlined in the Faculty of Graduate Studies Manual. Each graduate program must submit and have approved by the Dean of Graduate Studies their Master's defence procedures. The Faculty Dean or designate will chair Master's defences.
- j. Students should typically be given two to four weeks to complete minor revisions which are to be approved by the graduate Supervisor and four to twelve weeks to complete major revisions which are to be approved by the graduate Supervisor and the chair of the defence.
- k. If a student is unable to attend the defence, or having begun the defence is unable to complete it, for reasons of ill-health, a deferred defence will be granted provided adequate supporting documentation has been submitted. Defence deferral requests made on the basis of compassionate grounds or other extenuating circumstances will be judged on a case-by-case basis. The defence will normally be re-scheduled within one month of the original defence date.
- 1. Extraordinary exceptions to these thesis defence procedures must be approved by the Dean of Graduate Studies.

#### **Evaluation of Theses, Major Research Papers and Projects**

#### **Grading System for Graduate Courses**

(2012-13 Graduate Calendar, Academic Regulations, Section 14.9.1)

Grade Reports/Final course grades must be submitted to the Faculty of Graduate Studies two weeks after the end of each sixteen week graduate term (Fall, Winter, Spring). Final grades for graduating students must be processed earlier to meet the Graduate Record Form deadline. The Graduate Program Director must approve final course grades before submission to the Faculty of Graduate Studies. Any alteration to the grade report must be agreed to by the instructor and the Graduate Program Director. In cases of disagreement the Faculty Dean shall decide the matter. Grades received after the deadline will automatically have a grade of NR (Not Reported) recorded for the course. Grades are unofficial until released by the Faculty of Graduate Studies.

- a. Major research paper and project grades shall be reported to the Faculty of Graduate Studies in the usual fashion with letter and numerical grades.
- b. If a failing grade is awarded for a major research paper or project, the student will be withdrawn from the program.
- c. Theses grades for Master's programs shall be reported to the Faculty of Graduate Studies as either a Pass or Fail grade. A Pass grade must be further differentiated as one of: Acceptable as is, Acceptable with minor revisions, Acceptable with major revisions.

- d. All aspects of the written work as well as the student's performance during the defence must be taken into consideration when determining the grade.
- e. Normally, if all but one member of the committee agree on a decision, the decision shall be that of the majority, except when the single dissenting vote is that of the External Examiner. If this happens, it must be reported to the Dean of Graduate Studies, who in consultation with the Faculty Dean will determine an appropriate course of action.
- f. A fail grade will be awarded if two or more committee members find the thesis unacceptable or if the External Examiner does not approve the thesis.
- g. If a failing grade is awarded for a thesis, the student will be withdrawn from the Program.

#### Final Submission Guidelines for the Major Research Paper

After the grade for the major research paper has been approved by the Graduate Program Director, students will submit, in unbound form, <u>at least</u> two copies of the major research paper to the Graduate Administrative Coordinator. The major research paper must be free from typographical and other errors and all copies must be identical in content. The Graduate Administrative Coordinator will arrange for the binding of the required SJES copy and any additional copies of the major research paper (the latter at the candidate's expense).

#### **Final Submission Guidelines for the Thesis**

(2012-13 Graduate Calendar, Academic Regulations, Section 14.8.5)

- a. A candidate submitting a thesis in partial fulfillment of the requirements governing the award of advanced degrees must deposit the approved thesis with the Brock University Digital Repository before the degree will be conferred.
- b. When the thesis is in its final form (following defence), has been approved by the graduate program and meets Faculty of Graduate Studies Thesis Format Specifications, the student will submit the thesis to the Brock University Digital Repository. The student must also submit the Certificate of Approval, the Library and Archives Canada (LAC) Non-Exclusive License to Reproduce Theses, and the Brock University Library Partial Copyright Licence to the Faculty of Graduate Studies.
- c. Under certain circumstances, (e.g. to protect confidential commercial information, patentable material, pending application, or where immediate commercial publication is anticipated) a graduate student may request a restriction on the circulation of the thesis for up to a period of twelve months

# Formatting Guidelines for Final Submission of Thesis

For detailed information on formatting of the final copy of your thesis please refer to the following Graduate Studies link:

http://www.brocku.ca/webfm send/7512

## **Colloquium and Social Justice Forum**

Each year, the Program sponsors and/or co-sponsors speakers and events at Brock University. The Program also organizes the Social Justice Forum bi-annually or annually if possible. Core Faculty and students are expected to participate in initiating and attending these events which represent an important aspect of the intellectual climate of the Program.

# SECTION IV: REGISTRATION

Registration opens several weeks prior to the beginning of classes and closes after classes have begun. Incoming graduate students may wish to consult the Academic Graduate Coordinator regarding course selection prior to registering on-line. For information regarding on-line registration procedures, please go to the following link:

http://www.brocku.ca/graduate-studies/current-students/Registration

#### **Listing of Graduate Courses**

#### **Required Courses**

SJES 5F91: Major Research Paper, OR;

SJES 5F90: Thesis

SJES 5P01: Graduate Seminar (offered each year as a half credit course spread over two terms)

SJES 5P02: Theorizing Social Justice and Equity Studies (offered each Fall term)

SJES 5P03: Research Methods in Social Justice and Equity Studies (offered each Fall term)

#### Elective Courses (offered in rotation)

SJES 5P20: Domination and Resistance

SJES 5P25: Social Justice and the City

SJES 5P30: Social Justice and Environment

SJES 5P35: Animal Liberation and Social Justice

SJES 5P40: Gender and Sexuality

SJES 5P45: Active Voice: Social Justice and the News Media

SJES 5P50: Family, Households and Social Justice

SJES 5P55: Labour, Workers and Social Justice

SJES 5P60: Human Rights and Social Justice

SJES 5P65: Race, Ethnicity, Indigeneity and Social Justice

SJES 5P70: Social Justice and the Arts

SJES 5P80: Directed Study

SJES 5V80-89: Selected Topics in Social Justice and Equity Studies

**Note:** Normally two elective courses are offered in the Winter term of each academic year. The Director will advise students which courses are to be offered in each session.

For course descriptions please see Graduate Calendar:

http://www.brocku.ca/webcal/2012/graduate/sjes.html

#### **Other Sources of Electives**

Elective courses are selected from:

- a. The SJES electives listed above,
- b. A maximum of one half-credit graduate course in another program (this requires prior approval from the SJES Graduate Director and course instructor),
- c. A maximum of one half-credit fourth year undergraduate course (usually taught by SJES-

affiliated Faculty) which has been revised for graduate credit (please note that this requires prior submission of a SJES Directed Study Application form that is signed by both the course instructor and the SJES Graduate Director and that graduate students may only take one half-credit course in which the majority of students are undergraduate students (form can be found at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-publication/social-publication/social-publication/social-publication/social-publication/social-publication/social-publication/social-pub

d. Students may also take a graduate course at another Ontario university, if a letter of permission is granted. For procedure, see Letters of Permission link: <a href="http://www.brocku.ca/graduate-studies/current-students/student-forms">http://www.brocku.ca/graduate-studies/current-students/student-forms</a>

#### Major Research Paper/Thesis Completion Fee Reduction ("First Draft")

Full-time students should be aware that they receive a significant reduction in fees for one term if both the Supervisor and Graduate Program Director agree that the write-up of a major research paper or thesis is at a stage that could be considered a "first draft" prior to the payment of fees for an additional term.

A First Draft of a Major Research Paper or Thesis is a complete draft that requires no further research or additional chapters/sections. Students with First Draft status must be deemed by their graduate program committee to be able to complete their exit requirement within the subsequent term. The SJES program defines "First Draft" as a document that meets the length requirements for the major research paper/thesis and includes all of the major components of the final document (e.g. introduction, section/chapters, conclusion). First Draft status may only be awarded once and for only one term. In these circumstances a First Draft Form indicating that a first draft has been completed must be sent prior to registration to the Faculty of Graduate Studies by the date specified by the Faculty of Graduate Studies (see Appendix "D" for a sample of this form and download it at <a href="http://www.brocku.ca/graduate-studies/current-students/student-forms">http://www.brocku.ca/graduate-studies/current-students/student-forms</a>).

# Registering for the Term in which you complete your Major Research Paper or Thesis

If you complete all of the requirements to graduate (i.e., the completed Graduate Student Record Form to the Faculty of Graduate Studies has been submitted on your behalf) fewer than 56 days after the end of the final term for which you were registered, you do not need to register or pay tuition for the term in which you complete (e.g., if you complete in early October you do not need to register for the Fall term).

#### **Extra Courses**

(2012-13 Graduate Calendar, Academic Regulations, Section 7)

A full-time graduate student, with the permission of his/her Graduate Program Director, may take up to one extra graduate or undergraduate credit course (including audit status courses) that are not directly related to their graduate degree program. Students must declare a course to be Extra prior to the last day of withdrawal; however the declaration is typically made at the point of registration. No additional fee above that charged for the graduate program degree requirements will be levied for these courses. Extra courses are subject to the same regulations as courses required for the degree but cannot be used for credit toward the degree.

#### **Audit Courses**

Graduate students wishing to attend courses without completing assignments and writing examinations must register as auditing the course. Students must have approval from the instructor of the course and their Graduate Program Director. No credit or assessment of performance will be awarded. Changes from audit to degree status or vice versa, are accepted by the Faculty of Graduate Studies no later than the last day to add a course (of that term). All audit courses are coded as extra courses. To review the fees associated with audit fees, please refer to the Grad Studies website (http://www.brocku.ca/finance/students/graduate/other-tuition-related-fees)

#### **Student Leaves**

## **Continuous Registration in Graduate Programs**

(2012-13 Graduate Calendar, Academic Regulations, Section 14.6.10)

- i) Graduate students must maintain continuous registration in each successive term from the time of initial admission until degree requirements are complete. Students must be registered to the end of the term in which they complete the degree requirements, including the term during which the thesis defence is scheduled. Students are responsible for ensuring that they register at the appropriate time for each term, as indicated in the graduate calendar.
- ii) Students who fail to register for any term, and who have not been granted inactive status or a leave of absence, are considered to have withdrawn from their program of study. The student will be required to apply for reinstatement into the program.

#### iii) Inactive Status

If, for some acceptable reason, a student is unable to take courses in a specific term, the student's Supervisor and Graduate Program Director may approve an inactive term. During an inactive term, the student pays the inactive fee and retains library privileges. Inactive terms do not extend the final completion date by which degree requirements must be completed. Normally, inactive terms may not be consecutive and no more than two inactive terms may be taken during any graduate degree program.

#### iv) Leaves of Absence

A leave of absence from a graduate program will be granted only in exceptional circumstances which will include parental and maternity leave, medical leave, compassionate leave, or work leave which requires the student to leave the geographic area. Cases will be considered on an individual basis and must have the approval of the Supervisor (if applicable) and the Graduate Program Director before they are submitted to the Faculty of Graduate Studies for approval. A graduate student granted a leave of absence will not be registered and will not be required to pay fees for the duration of the leave. Students on leave will not be eligible to receive university fellowship support or other financial support from the University. In the case of funding by an external agency, the regulations of the granting agency will apply. The length of time for completion of the degree will be extended by the duration of the leave. While on leave students will not normally be entitled to use University facilities and resources, or receive supervision. Leaves of absence are for a minimum of two consecutive terms and a maximum of three consecutive terms. Normally, a student will not be granted more than one leave of absence during a graduate degree program. A leave of absence cannot be followed by an inactive term.

Request for Leave of Absence forms are available from the Faculty of Graduate Studies or the Graduate Studies website (http://brocku.ca/graduate-studies/current-students/student-forms)

#### v) Personal Time Off

Students may take up to two weeks per year (14 Calendar days) in personal time off, plus statutory and non-statutory holidays during which the University is closed. This personal time off must be negotiated between student and Supervisor and/or Graduate Program Director. Time off should not compromise the progress of a student's studies, including the fulfillment of course requirements. Students must ensure that laboratory activities and experimentation are either completed or arrangements made for others to continue ongoing work. Time sensitive deadlines must be taken into consideration. Time off cannot be carried forward from year to year. Time off should be requested as far in advance as possible.

# SECTION V: ACADEMIC PROGRESS

#### **Progress Reports**

The Progress Report Sub-Committee receives progress reports from all full-time students in mid-December, mid-April, and mid-August, and reviews each student's progress (a sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-studies/social-justice-and-equity-studies/social-justice-and-equity-studies/ ). The progress of part-time students is reviewed annually in mid-April. Feedback to each student and Supervisor is given in the form of a brief letter prepared by the Graduate Program Director. Student reviews will occur at other times if there is concern regarding the student's performance (e.g., poor performance in a course). Progress deemed to be unsatisfactory may result in a recommendation to the Dean of Graduate Studies that the student be withdrawn from the program. The Faculty of Graduate Studies will send a notice of termination to the student.

#### **Evaluation of Student Performance**

In evaluating students' course work, the program will follow the regulations articulated in the section titled "Evaluation of Student Performance" in the Brock University Graduate Calendar (http://www.brocku.ca/webcal/2012/graduate/acad.html#sec51).

(2012-13 Graduate Calendar, Academic Regulations, Section 10)

For graduate courses the grades A+, A, B, C, F, IN (Incomplete), IP (In Progress), Pass/Fail, CR/NC (Credit/No-Credit), SA/UN (Satisfactory/Unsatisfactory), NW (Not Withdrawn), or AG (Aegrotat standing) will be recorded on the transcript.

For all graduate programs except the MBA, graduate credit is only earned for courses in which a grade of A+, A or B is awarded.

Major essay and project grades shall be reported to the Faculty of Graduate Studies in the usual fashion with letter and numerical grades. If a failing grade is awarded for a major essay or project, the student will be withdrawn from the program.

Thesis grades for Master's and doctoral programs shall be reported to the Faculty of Graduate Studies as either a Pass or Fail grade. A Pass grade must be further differentiated as one of: Acceptable as is, Acceptable with minor revisions, Acceptable with major revisions. A fail grade will be awarded if two or more committee members find the thesis unacceptable or if the External Examiner does not approve the thesis. If a failing grade is awarded for a thesis, the student will be withdrawn from the program.

No graduate degree candidate can fulfill more than 25% of the minimum degree requirements by courses utilizing the Credit/No-Credit method of evaluation.

For graduate courses, the grades A, B, C, F, IN (incomplete) and IP (in progress) will be recorded on the transcript. Graduate credit will only be given for grades A and B. The continuing candidacy of a candidate with a standing of less than B in one half-credit or equivalent, will be subject to review by

the Graduate Program Committee.

Instructors of graduate courses are required to indicate the nature and weighting of assignments as well as all due dates on the course syllabus.

#### **Major Research Paper Evaluation**

In evaluating students' major research papers, the program follows the regulations articulated in the section titled "Graduate Theses, Major Essay and Project Documents" in the Brock University Graduate Calendar (http://www.brocku.ca/webcal/2012/graduate/acad.html#60). Please note that, in addition to the Supervisor and Second Reader, the Graduate Program Director reads all major research papers, and contributes to assigning a final grade. This is to ensure consistency of marking across major research papers.

#### **Thesis Evaluation**

In evaluating students' MA theses, the program will follow the regulations articulated in the section titled "Theses Defences" in the Brock University Graduate Calendar (<a href="http://www.brocku.ca/webcal/2012/graduate/acad.html#sec61">http://www.brocku.ca/webcal/2012/graduate/acad.html#sec61</a>). Each Examining Committee for theses in the MA Program in Social Justice and Equity Studies includes an External Examiner. The thesis is graded on a credit (pass/fail) basis.

#### **Student Course Evaluations**

It is hoped that students and instructors will provide each other with feedback throughout the course. Nevertheless, students are invited to submit a more formal course evaluation once a course is completed. Where the small number of students in a group may make anonymity difficult to maintain, students have the option of preparing a group assessment, including minority opinions where applicable. Evaluations will be submitted to the Graduate Administrative Coordinator for forwarding to the Graduate Program Director. Course Evaluations can be found at: <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud

# **Appeals**

(2012-13 Graduate Calendar, Academic Regulations, Section 19)

All graduate students have the right to appeal graduate decisions. An appeal is a request that an academic decision (e.g., a grade or standing in a program) be changed, based on the evidence supplied by the student or that a regulation be waived on compassionate grounds or because of extenuating circumstances. The procedure of appeal varies according to the nature of the appeal. For more detailed information regarding appeals students should refer to <a href="http://www.brocku.ca/webcal/2012graduate/acad.html#sec69">http://www.brocku.ca/webcal/2012graduate/acad.html#sec69</a>

Opportunities for graduate students to communicate about their program experiences and concerns include access to the Office for Human Rights and Equity Services (<a href="http://www.brocku.ca/humanrights/">http://www.brocku.ca/humanrights/</a> - Ext 5657) and an Ombuds Officer for Students (<a href="mailto:ombuds@busu.net">ombuds@busu.net</a> - Ext. 4195). Students also have the opportunity to submit anonymous course evaluations, articulate any concerns to the Graduate Program Director, ask their graduate student

representative to raise issues at Graduate Program Committee meetings, and contribute to a program review that the Graduate Student Representatives present at the annual AGM/Retreat.

#### **Continuation in a Graduate Program**

(2012-13 Graduate Calendar, Academic Regulations, Section 14.6)

Students must achieve and maintain minimum satisfactory academic performance to be eligible to continue in a graduate program. Graduate program committees will review the performance of their enrolled graduate students on a regular basis, preferably each term. At minimum, graduate programs will ensure that there is a formal meeting of each graduate Supervisory Committee at least three times for full time students and once for part time students within the academic year (May-April). Each graduate Supervisory Committee must report on the student's progress to the Graduate Program Director. The report will formally document the Supervisory Committee's assessment of the progress of the student in the program.

#### **Minimum Academic Performance and Academic Probation**

Graduate students must maintain a minimum cumulative average of at least a B- (70%) during each term of study. If a graduate student falls below the minimum cumulative average the student will be automatically placed on academic probation for the subsequent term by the Faculty of Graduate Studies. Additionally a graduate program may recommend required program withdrawal. A probationary student must achieve the minimum cumulative average, normally during the probationary term, to be eligible to continue as a graduate student.

In graduate programs with a research exit requirement (thesis, major essay/research paper) satisfactory academic progress during the research phase will be determined through academic progress reviews by the Graduate Program Committee (normally once per term) as outlined in the program's Graduate Handbook. An unsatisfactory academic progress decision, as determined by the Graduate Program Committee, may result in a program's decision to place the student on academic probation for the subsequent term or a request for required program withdrawal.

# **Required Program Withdrawal**

Requests for required program withdrawal that are the result of a student's lack of academic progress/performance must be submitted in writing by the Graduate Program Director to the Dean of Graduate Studies. Each request will be reviewed and approved by the Dean of Graduate Studies in consultation with the Graduate Program Director and the Faculty Dean. If a failing grade is awarded for a major essay/research paper or thesis, the student will be automatically withdrawn from the graduate program by the Faculty of Graduate Studies.

# SECTION VI: SUPERVISION

## **Procedures for Major Research Paper/Thesis Supervision**

Graduate research is recognized as a partnership involving students, Supervisors, Supervisory Committee Members and the program as a whole. Proper supervision is a key element and it is vital that students are provided with responsible, professional supervision that is sensitive to student needs and free of personal conflict that might interfere with intellectual development. The quality of supervision is an important variable contributing to the quality of the major research paper/thesis, and to a suitable completion time for the major research paper/thesis work.

As part of the admissions process, the Graduate Program Committee identifies a Faculty member who acts as an initial liaison person for each incoming graduate student. The Faculty Liaison person and the student are then jointly responsible for the identification of a Supervisor from among the Core Faculty Members of the program (this may be the Faculty Liaison person). The identification of a Supervisor should be made in the Fall term for full-time students, and during the second year of study for part-time students.

## **Major Research Paper Option (Three Terms)**

The Supervisor and the student are jointly responsible for selecting an additional SJES core Faculty member to join the Supervisory Committee as a Second Reader. Supervisory Committee Members approve the major research paper proposal. In cases where the Director is already acting as the Supervisor or Second Reader, he or she will designate another member of the Graduate Program Committee to fulfil the responsibilities of the Graduate Program Director.

The Supervisor will work closely with the student to produce a major research paper draft that is then read by the Second Reader. The student will submit a hard copy of the final MRP Proposal and the Proposal Approval form to the Graduate Program Director (a sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-stud-2</a>). The Graduate Program Director reads the MRP at the "first draft" stage (electronically submitted to the GPD). Upon completion of the final major research paper, the student will submit a hard copy to Graduate Program Director for review.

# **Thesis Option (Five Terms)**

The Supervisor and the student are jointly responsible for selecting two additional SJES core Faculty members to join the Supervisory Committee. With permission of the Graduate Program Director, one of these may be a Brock Faculty member not affiliated with the SJES program. In cases where the Director is already acting as the Supervisor or Supervisory Committee Member, he or she will designate another SJES affiliated Faculty member to take on these roles.

Supervisory Committee Members approve the thesis proposal and provide primary support for the thesis research and writing process. A hard copy of the proposal and the Proposal Approval form must be provided to the Graduate Program Director (a sample form can be found in Appendix "D"

and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-studies/social-justice-and-equity-studies/social-justice-and-equity-studies/ (electronically submitted to the GPD). Upon completion of the thesis, prior to the thesis defence, the student will submit a three hard copies of the final thesis to the Graduate Administrative Coordinator, along with the Appointment of External Examiner form (a sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justic

#### **Supervisory Committee Composition**

Whether following the Major Research Paper or Thesis Option, incoming full-time students and their Supervisors should notify the Graduate Program Director in writing of the supervisory arrangements by December (form can be found at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-stud-2</a>) Supervisory arrangements for full-time students are normally in place by December in order to facilitate timely program completion.

(2012-13 Graduate Calendar, Academic Regulations, Section 11)

As students' research interests develop, there may be reason to consider changing the composition of the Supervisory Committee. This can be accomplished through discussion with the current and potential members of the committee and the Graduate Program Director. On occasion, asking an additional individual with appropriate expertise to join the student's committee may be helpful. Changes to the composition of the Supervisory Committee that occur before the major research paper/thesis proposal is approved may be dealt with easily. An approved major paper/thesis proposal, however, indicates that the student is committed to a specific project, and that the Supervisor and Supervisory Committee Members are committed to advising the student as they undertake that project. Thus, a change to the composition of the committee after a proposal is approved requires that any new Supervisory Committee Members formally approve the original proposal and communicate that approval in writing to the Director. In cases where a student's research project changes substantially after the proposal has been approved (whether or not in association with a change in the composition of the Supervisory Committee), a new major research paper/thesis proposal must also be submitted and approved by the Supervisory Committee. Any changes to the Composition of the Supervisory Committee must be made in consultation with the graduate student and the Graduate Program Director. If either the graduate student or Supervisor wishes to initiate a change in Supervisor after approval of the major research paper/thesis proposal, the request must be presented in writing, with explanation, to the Graduate Director, before submission to be approved by the Faculty Dean and the Dean of Graduate Studies. The student or any member of the Supervisory Committee may, with just cause, request in writing a change in the composition of the Supervisory Committee.

# Responsibilities of Major Research Paper/Thesis Supervisors

It is recognized that when Faculty members agree to supervise a graduate student, they thereby assume a number of responsibilities. Major research paper and thesis Supervisors are expected to be actively engaged in scholarly activity and linked to a wider scholarly network. The student has the right to expect from the Supervisor scholarly expertise, accessibility and assistance with the design, planning and conduct of feasible research projects.

#### Additional guidelines for Supervisors:

- a. Be reasonably accessible to the student for consultation and discussion of academic progress and research problems and give timely response to written work with constructive suggestions for improvement.
- b. Offer supervision and advice appropriate to the stage of the student's work (proposal stage, research stage, analysis and writing stage, oral defence stage if necessary and if appropriate, with the publication of results).
- c. Help the student establish and maintain a suitable timetable for completion of the various stages of the major research paper/thesis requirements (i.e., selection of Supervisory Committee, approval of Major Research Paper/Thesis Proposal, REB approval if required, preparation for defence if required, etc.). The Supervisor should be aware that full-time students receive a significant reduction in fees if both the Supervisor and Graduate Program Director agree that the write-up of a major research paper or thesis is at a stage that could be considered a "first draft" prior to the payment of fees for an additional term.
- d. Review and offer feedback on the student's First Draft submission.
- e. Review the student's progress in preparation for the mid-December, mid-April and mid-August progress reports (form can be found at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2</a>).
- f. Ensure the student is aware of University and Faculty requirements and standards for the graduate program as available in this document and in the Graduate Studies Calendar. Ensure that regulations on Intellectual Property and Research with Human Participants (if necessary) are followed before a student is permitted to begin working in any research capacity associated with the University. See web pages:

http://www.brocku.ca/research/policies-and-forms
http://www.brocku.ca/research/knowledge-and-technologyNEW/policies-forms
http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics

- g. Conform to basic principles of academic integrity and professionalism in the supervisory role.
- h. Make a suitable alternative arrangement for supervision when on extensive leave or absence from the university.
- i. The Supervisor, as an active member of a research community within Brock University and beyond, necessarily serves as a role model for students, and must be prepared to devote the time required to share his or her knowledge and skills with students and other colleagues. For this to happen the Supervisor must undertake to be available as a resource person for students interested in his or her areas of expertise, and endeavour to attend academic and social activities organized by the program.

#### Responsibilities of Major Research Paper Second Readers

- a. Meet with the Supervisor and student at least once to attend a formal proposal presentation by the student and, if satisfied, to sign the Proposal Approval Form (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2</a>) indicating that they have approved the proposal and that the student can proceed. Committee members should use this occasion to suggest improvements and to record their ideas about the work before it is undertaken. The formal research is not to proceed until the Proposal Approval Form is signed. The Graduate student is to submit a hard copy of the final approved Proposal to the Graduate Program Director.
- b. Review the student's progress and sign the mid-December, mid-April and mid-August progress reports.
- c. Read and grade (in conjunction with the Supervisor and Graduate Program Director) the major research paper in a timely fashion.

#### Responsibilities of the Thesis Supervisory Committee Members

Supervisory Committee Members are expected to <u>follow the guidelines laid down for the primary Supervisor</u> with the exception that they do not have primary responsibility for the student. It will be the responsibility of the Supervisory Committee Members to:

- a. Offer advice appropriate to the stage of the student's work.
- b. Meet with the Supervisor and student at least once to attend a formal proposal presentation by the student and, if satisfied, to sign the Proposal Approval Form (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2</a>) indicating that they have approved the proposal and that the student can proceed. Committee members should use this occasion to suggest improvements and to record their ideas about the work before it is undertaken. The formal research is not to proceed until the Proposal Approval Form is signed.
- c. Review the student's progress and sign the mid-December, mid-April and mid-August progress reports.
- d Review and offer feedback on the student's First Draft submission
- e. Approve the final draft of the thesis and participate as a member of the Examining Committee.

For additional guidelines on graduate supervisions, please refer to the <u>2012-13 Graduate</u> Calendar, Academic Regulations, Section XI.

#### **Guidelines for Students**

By engaging in a Graduate Program, the student has made a commitment to devote the time and energy necessary to complete courses and conduct a major research paper/thesis project. The

Supervisor and Supervisory Committee have the right to expect that the student demonstrate ability, initiative, and receptivity. Additional guidelines for the student are as follows. The student should:

- a) Conform to University and Faculty requirements and procedures including registration, graduation requirements, and to major research paper/thesis style and standards. The student will submit by required deadlines all program forms such as Composition of Supervisory Committee, Proposal Approval, Progress Report and First Draft Form. See Appendix "D" for copies of these forms.
- b) In co-operation with the Supervisor develop and maintain a timetable for completion of all stages of course and major research paper/thesis work.
- c) Meet regularly with the Supervisor to review progress, and interact with the other members of the Supervisory Committee as appropriate.
- d) Give serious consideration to and respond to the advice and criticism received from the Supervisor/Supervisory Committee.
- e) Recognize that Supervisory Committee Members have other teaching, research and administrative obligations that may preclude an immediate response to queries or the immediate provision of feedback.
- f) Familiarize themselves with University and Faculty requirements and standards for graduate studies as available in this document, in the Graduate Studies Calendar, the University's policy on Intellectual Property and Research with Human Participants. See web pages:

http://www.brocku.ca/research/policies-and-forms
http://www.brocku.ca/research/knowledge-and-technologyNEW/policies-forms
http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics

- g) Conform to provisions regarding hours of employment at Brock University.
- h) Conform to basic principles of academic integrity and professionalism with respect to the handling of data and in the development of a mature and professional relationship with the Supervisor, Supervisory Committee, other scholars, as well as fellow students and staff at the University.
- i) Consult with their Supervisor/Supervisory Committee if major changes are required during the conduct of the research, and submit a revised major research paper/thesis proposal if necessary.
- j) Participate in the academic life of the program, including attendance at program-sponsored events.
- k) Abide by all deadlines as set out in the Faculty/Student Handbook and the Faculty of Graduate Studies, as the case may be.
- l) Maintain open lines of communication between themselves and the Faculty. This can be facilitated through the Graduate Student representatives who attend Graduate Program Committee meetings.

## **Academic Integrity**

(2012-13 Graduate Calendar, Academic Regulations, Section 17) http://www.brocku.ca/webcal/2012/graduate/acad.html#sec66

Brock University encourages the pursuit of knowledge and scholarship through the provision of academic programs and a learning environment of the highest quality. Academic Integrity is a core value that supports the University's mission.

It is expected that graduate students shall demonstrate competency in the acknowledgment of the work of others and an understanding of the rigour of academic study, by acting ethically and with integrity in all academic work as well as in the conducting of research and the reporting of research results. The trust Brock University bestows on its graduate students demands a higher standard of care be taken in the pursuit of graduate scholarship.

All graduate students have the responsibility to familiarize themselves with the Academic Integrity Policy (<a href="http://www.brocku.ca/academic-integrity/academic-integrity-policy">http://www.brocku.ca/academic-integrity/academic-integrity-policy</a>), as well as any policy related to their participation as a member of the University community.

#### Accommodation

As part of Brock University's commitment to a respectful work and learning environment, the University will make every reasonable effort to accommodate all members of the University Community with disabilities. If you require accommodations related to a permanent disability, you are encouraged to contact the Student Development Centre Services for Students with Disabilities (4th Floor, Schmon Tower, ext. 3240).

For further information on Academic Regulations and University Policies, please refer to the <u>2012-</u> 13 Graduate Calendar.

# SECTION VII: FINANCIAL SUPPORT

The Graduate Program Committee decisions regarding admissions are guided by a funding policy aimed at ensuring that all full-time graduate students in good standing are offered financial support of at least some minimum level. The length of this minimum funding reflects the length of the program (i.e. three terms for the major research paper stream and five terms for the thesis stream). Funding may be affected by changes in status. Part-time students are not eligible for fellowship support. However, part-time students with disabilities are eligible to apply for the Ontario Graduate Scholarship. See section below for more information.

Sources of financial support include amounts received from external and/or internal scholarships as well as teaching and/or research assistantships. The source of funds may vary over the period of graduate studies. Full-time students offered admission to the program are informed by the Faculty of Graduate Studies of the minimum total level of financial support that is promised.

Students are encouraged to browse the "Financial Aid" link on the Graduate Studies homepage (<a href="http://www.brocku.ca/graduate-studies/current-students">http://www.brocku.ca/graduate-studies/current-students</a>) for information about other funding opportunities. A "Graduate Student Bursary" may be available to students with exceptional financial need (see <a href="http://www.brocku.ca/graduate-studies/current-students/student-forms">http://www.brocku.ca/graduate-studies/current-students/student-forms</a>).

Internal fellowships are administered by the Faculty of Graduate Studies. Teaching Assistantships come from departmental teaching budgets administered by the Deans of Faculties. Research Assistantships are administered by individual Faculty members and are subject to regulations of the granting agency.

# **Graduate Teaching Assistantships**

Graduate Teaching Assistantships are governed by the provision of the University/CUPE Collective Agreement. The nominal hours of work per term is 120 hours (see Article 22.01 (b)). Note that according to Article 22.04 (a) "Graduate Students enrolled at Brock University shall not accept an appointment in excess of an average of ten (10) hours per week over an academic term, in which they are enrolled as a full time student, without the prior permission of the Dean of Graduate Studies. Such permission shall not be unreasonably denied, however, the Parties recognize the importance of this workload limit as it relates to a students time to completion.

Teaching Assistantship allocations for full-time students in the first two terms of the MA program are facilitated by the Graduate Program Director in consultation with the appropriate Departmental Chairperson/s and in accordance with the University/CUPE Collective Agreement. For subsequent terms in the MA program, graduate students must make their own independent application to relevant departments.

It is each individual course instructor's responsibility to meet with her/his TAs at the beginning of the term for advance discussion of the work expected, the methods to be used in evaluating the TA's work, and the scheduling of duties throughout the term. It is the respective Undergraduate Department's responsibility to ensure that adequate preparation time is allowed and the graduate student's responsibility to be prepared. Graduate students are urged to familiarize themselves with the relevant articles from the University/CUPE Collective Agreement (see especially the following

articles: Preference in Hiring 15.02, Graduate Student Teaching Assistantship 22.01 (b), Workload Limits 22.04 (a) and Appendix D (in the CUPE Agreement).

The limit on employment hours to an average of no more than ten hours a week of University paid work in a given term (terms are sixteen weeks in length) includes the total number of hours employed as either a Teaching Assistant or Research Assistant (see below). If the student is employed as a Graduate Teaching Assistant, the nominal workload associated with this appointment is 120 hours per term. The only exception to the limit of 10 hours per week would be where a student is hired as a Research Assistant (see below) and does work that is DIRECTLY RELATED to their thesis or major research paper research. Permission for a graduate student to work more than an average of 10 hours a week (120 hours per term) requires prior submission of a form signed by the Supervisor, Graduate Director and the Dean of Graduate Studies. Additional work cannot be taken on prior to the approval. (<a href="http://www.brocku.ca/graduate-studies/current-students/student-forms">http://www.brocku.ca/graduate-studies/current-students/student-forms</a>)

All Teaching Assistants are members of the Canadian Union of Public Employees (CUPE 4207, Collective Agreement #1. For further information please refer to: http://www.4207.cupe.ca

#### **Graduate Research Assistantships**

Some graduate students may be hired as Research Assistants on Faculty research grants and contracts. When payment is for assistance with research not closely related to the student's major research paper or thesis research, the average number of hours worked per week must not exceed ten (including TA hours, if applicable). The only exception to the limit of ten hours per week would be where a student is hired as a Research Assistant and does work that is DIRECTLY RELATED to their major research paper or thesis research. Hours of work for such a Research Assistantship position must be negotiated with the holder of the Research Grant or contract. Permission for a graduate student to work more than an average of 10 hours a week (120 hours per term) requires prior submission of a form signed by the Supervisor, Graduate Director and the Dean of Graduate Studies. Additional work cannot be taken on prior to the approval. (<a href="http://www.brocku.ca/graduate-studies/current-students/student-forms">http://www.brocku.ca/graduate-studies/current-students/student-forms</a>)

# **Student Research Expenses**

There may be funds available to support major research paper- and thesis- research related expenses such as book purchases, photocopying, and travel to conferences. Requests for such support should be made to the Graduate Administrative Coordinator who will know what funds may be available from year to year. Please note that according to University regulations you must submit original receipts in order to be reimbursed for eligible expenses. For ineligible expenses please refer to the following link:

http://edit.brocku.ca/webfm send/6934

If presenting at a conference, students may also apply to the Faculty of Graduate Studies for travel to conference expenses up to \$300. Access the Application for Travel Funds form at <a href="http://www.brocku.ca/graduate-studies/current-students/internal-financial-support">http://www.brocku.ca/graduate-studies/current-students/internal-financial-support</a>. Note that the Faculty of Graduate Studies will provide funds only to students who have first accessed any travel to conference funds available through the SJES program.

#### **Applying for External Research Funding**

Graduate students may be eligible for a variety of external fellowships and scholarships and should check the "Scholarships and Awards" section of the Graduate Studies home page frequently for possible funding opportunities. Two scholarships that all full-time students should think seriously about applying for are the Ontario Graduate Scholarship (OGS) and Social Sciences and Humanities Research Council (SSHRC) Graduate Scholarships. These applications take some time to prepare and are due mid-Fall.

Social Sciences and Humanities Research Council: (http://www.sshrc.ca)

Ontario Graduate Scholarship:

(https://osap.gov.on.ca/OSAPPortal/en/OSAPStarttoFinish/GraduateStudents/index.htm).

#### **Ontario Graduate Scholarships and Students with Disabilities**

An Ontario Graduate Scholarship may be applied for by a student who is enrolled in a two or three term graduate program. The terms must be consecutive. The scholarship is \$5,000 per term up to a maximum of \$15,000.

Students must be full-time graduate students but must not be employed for more than 10 hours per week and must have an A- (80%) average in the last 20 credits and be a permanent resident, protected person or a temporary resident (Student Visa). However, students with disabilities may hold an OGS for part-time study. You may not apply if you are receiving OSAP or have defaulted on a student loan.

# SECTION VIII: POLICIES

#### **Graduate Calendar**

http://www.brocku.ca/webcal/2012/graduate/

#### **Research Policies and Procedures**

http://www.brocku.ca/webcal/2012/graduate/acad.html#sec37

#### **Respectful Work and Learning Environment Policy**

See Office of Human Rights and Equity Services

http://www.brocku.ca/human-rights/policies-procedures

#### **Conflict of Interest**

http://www.brocku.ca/hr-ehs/policies

## Accommodation

As part of Brock University's commitment to a respectful work and learning environment, the University will make every reasonable effort to accommodate all members of the University Community with disabilities. If you require accommodations related to a permanent disability, you are encouraged to contact the Student Development Centre Services for Students with Disabilities (4th Floor, Schmon Tower, ext. 3240.

For more information on University Policies, please refer to the 2012-13 Graduate Calendar.

## SECTION IX: PRACTICAL INFORMATION AND SUGGESTIONS

#### **Deadlines for Graduation**

#### For Fall Graduation (mid-October)

- a. An Application to Graduate must be submitted to the Office of the Registrar no later than July 1st (on-line application form is located on the Brock portal under the student self-serve tab).
- b. A completed Graduate Student Record Form which is completed by the Graduate Administrative Coordinator, must reach the Faculty of Graduate Studies by early September, and is signed by the Graduate Program Director. The Graduate Student Record Form indicates that all course work is finished, that the major research paper is complete or that the thesis oral defence has been held, and that all revisions have been completed.
- c. In order to graduate in the Fall, the thesis defence should be held well before the end of August. However, it may be very difficult to get the External Examiner and other members of the Examining Committee together in August because of holidays. Therefore, if the student plans to graduate in the Fall, the committee-approved copies of the thesis, along with an Appointment of External Examiner form (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-stud-2</a>), should be presented to the Graduate Program Director by no later than the middle of July so that arrangements can be made for the defence.

Students completing a thesis should allow at least two weeks between the thesis defence and the time when a completed version is ready for binding to ensure sufficient time for revisions.

#### For Spring Graduation (early June)

- a. An Application to Graduate must be submitted to the Office of the Registrar no later than February 1st (on-line application form is located on the Brock portal under the student self-serve tab)
- b. A completed Graduate Student Record Form, which is completed by the Graduate Administrative Coordinator, is signed by the Graduate Program Director and must reach the Faculty of Graduate Studies by early April. The Graduate Student Record Form indicates that all course work is finished, that the major research paper is complete or that the thesis oral defence has been held, and that all revisions have been completed.
- c. If the student plans to graduate in the Spring, the Committee-approved copies of the thesis, along with an Appointment of External Examiner form (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-stud-2</a>), should be presented to the Graduate Program Director by no later than the middle of February so that arrangements can be made for the defence.

Students completing a thesis should allow at least two weeks between the thesis defence and the

time when a completed version is ready for binding to ensure sufficient time for revisions. This means that, in order to graduate in the Spring, the thesis defence should be held <u>no later than</u> early March.

## **Student E-mail/Internet**

Students should refer to the Information Technology Services' web page (<a href="http://www.brocku.ca/its/helpdesk">http://www.brocku.ca/its/helpdesk</a>) to get on-line. Please note that all email sent by the university will be sent <a href="mailto:only">only</a> to a student's Brock email address. Students need to activate and check this account on a regular basis. They should also keep the Graduate Administrative Coordinator informed of any University email address changes.

### **Applying for PhD Programs**

Applications are usually due in early January. Talk to your Supervisor and research your options early.

## **Important Dates**

See the "Schedule of Important Dates" section of the Graduate Calendar for a list of deadlines relating to registration, graduation, fees, etc.

(http://www.brocku.ca/webcal/2012/graduate/sche.html)

## SECTION X: GUIDELINES FOR GRADUATE LAB USE

- a) The graduate lab is for the use of MA Social Justice and Equity Studies graduate students only. Maintain a friendly and quiet lab for students to do their work. Remember to be respectful of others.
- b) The graduate lab is not the place to hold your Teaching Assistant office hours. You must hold your Teaching Assistant office hours in the area designated by the department that employs you. Most departments have a separate space for their Teaching Assistants.
- c) The graduate lab is not the place to hold make up exams or assignments for your Teaching Assistant students. Speak to your TA professor to determine where your students may write their make-up assignments.
- d) Maintain a quiet work area: Loud boisterous behaviour is not acceptable; the Lab is not a place to socialize as it is distracting to other students and the Faculty in the offices that surround your lab.
- e) If you use the fridge or microwave in your lab, it is your responsibility to ensure these areas remain clean. In addition, no unwashed dishes are permitted to remain in the lab. Any unwashed dishes or left over food will be disposed of.
- f) Use the garbage and recycling bins. Please be wary of leaving personal items in the lab. We are not responsible for any lost or stolen items.
- g) Computer use in the lab must abide by the rules of Brock University's Policies and Guidelines regarding:
  - i) Academic Computing Behaviour
  - ii) Electronic Mail Policy
  - iii) Guidelines for Computer Users
  - iv) Software License Policy

These policies and guidelines may be reviewed at <a href="http://www.brocku.ca/information-technology/contactus/policies-guidelines">http://www.brocku.ca/information-technology/contactus/policies-guidelines</a>

- h) The department cannot supply an unlimited amount of toner for the printers as the cost of the toner is quite substantial. Please print only essential items. The lab will be provided with one toner cartridge per term. After the toner has expired, you will need to print your material elsewhere. The library has printers available for you.
- i) Your key to the lab must be returned to the Graduate Administrative Coordinator once you complete or leave the Social Justice and Equity Studies program.

# APPENDIX "A" MAJOR RESEARCH PAPER

### PROGRAM SEQUENCE FROM ENROLMENT TO GRADUATION

3 Term Timelines		
mid-December	Fall courses successfully completed	
	Supervisory Committee formed	
early-March	Approved proposal for major research paper	
mid-April	Winter term courses successfully completed	
mid-July	First draft of major research paper	
late-August	Major research paper successfully completed	

Outlined below are additional details regarding completion in three terms. Dates indicated are for full-time students in the Major Research Paper stream. Students requiring additional terms to complete their major research paper should adjust dates accordingly.

- 1. **Fall term registration**: Registration opens several weeks prior to the beginning of classes and closes after classes have begun. For information regarding on-line registration procedures, please go to the following link: <a href="http://www.brocku.ca/graduate-studies/current-students">http://www.brocku.ca/graduate-studies/current-students</a>
- 2. **Fall term course work**: Normally, students will take the three core courses (SJES 5P01, 5P02 and 5P03). SJES 5P01 runs over both the Fall and Winter terms. Some may wish to add one of the required three electives to the Fall course work. This option needs to be discussed with and approved by the Graduate Program Director. Students are likely to have several term papers due close to the same time at the end of the term, so plan accordingly.
- 3. Work on getting a Supervisor and Supervisory Committee: By mid-way through the Fall term students should be working with their Faculty Liaison person to find a Supervisor and, in consultation with that person, a Second Reader. Students must submit a Composition of Supervisory Committee Form (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stu
- 4. **Submit Mid-December Progress Report**: Submit to the Graduate Program Director, according to the guidelines (sample form can be found in Appendix "D" can downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-ju
- 5. Winter term registration: Same as Fall term registration. Late December to early January.
- 6. **Winter Term course work:** Students will continue to take SJES 5P01 and add the required electives (a total of three electives must be taken; one of these may be taken in the Fall term, (with permission of the GPD as stated above).
- 7. **Prepare the Major Research Paper Proposal**: By early in the Winter term students should be meeting with their Supervisor to begin working on their major research paper proposal.

Students should have an approved proposal, by <u>early March</u>, in order to get started on the major research paper by the end of the Winter term and complete this over the summer period. Note that Faculty are often less available for consultation during the summer months. Students are to deliver the signed Major Research Paper/Thesis Proposal Approval Form to the Graduate Program Director (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-stud-2</a>). Students will also submit a hard copy of your MRP Proposal to the Graduate Program Director at this time.

- 8. **Prepare Research Ethics Board (REB) Application**: If your research involves collecting information from human participants (this is rare for major research papers) you will probably need approval from the Brock Research Ethics Board, and you must not begin collecting data from human participants until such approval is granted. It is often useful to work on your major research paper proposal and REB application together, as the latter may help you work through some of the research design aspects of the former. Seek your Supervisor's guidance. It often takes several weeks after you submit the application for the REB to render a decision, so you should submit your REB application soon after the major research paper proposal approval (see <a href="http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics">http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics</a>).
- 9. **Submit Mid-April Progress Report**: Submit to the Graduate Program Director, according to the guidelines (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justi
- 10. **Spring/Summer term registration**: Same as Fall term registration. Late April.
- 11. **Major Research Paper Research and Writing**: All students should be concentrating exclusively on major research paper research and writing by the beginning of the spring term aiming for a first draft by mid July.
- 12. Submit First Draft of Major Research Paper: Students should plan to complete their first draft of the major research paper at least a month before they want to submit the final draft for evaluation by your Supervisor and Second Reader. (i.e., at least six weeks before the date you want your completed and signed Graduate Student Record Form submitted to the Faculty of Graduate Studies). For students completing the program in three terms this would mean submitting the first draft of the major research paper by mid/late July of the third term. Almost all major research papers benefit from some revising after the first draft is complete, which often takes a lot of time. (Note that if you produce a draft of the major research paper that your Supervisor and the Graduate Program Director are willing to call a "complete first draft" before the end of the third term, you will receive a significant reduction in fees for any additional final fourth term. In order to qualify for the reduction you must complete the First Draft Form (sample form found in Appendix "D" and downloaded at http://www.brocku.ca/graduate-studies/current-students/student-forms), get it signed by your Supervisor and Graduate Program Director and then submit it to the Faculty of Graduate Studies by the deadline (see important dates http://www.brocku.ca/webcal/current/graduate/sche.html) Students will submit an electronic copy of the final First Draft document to the Graduate Program Director.
- 13. Apply to Graduate: In order to graduate students need to complete an Application for

Graduation Form accessible through the Brock Portal, Student Self-Serve tab and submit it to the Registrar's Office. This may be done before all degree requirements have been completed. Students who wish to convocate at Fall Convocation need to apply to graduate before July 1st.

- 14. **Revisions**: Expect your Supervisory Committee to ask you to revise and refine your major research paper after they have read your first (and perhaps second) draft. Leave at least a month for these revisions.
- 15. Submit the Final Draft of Your Major Research Paper: When you have completed the revisions to your major research paper submit it to your Supervisor and Second Reader for evaluation. Plan for at least two weeks (perhaps more... talk to your Supervisor and Second Reader) between when you submit your final major research paper and when the grade for your major research paper needs to be submitted to the Registrar. If you want to avoid registering for an additional term your final grade will need to be submitted within 56 days of the end of the previous term. Your final grade must be submitted at least six weeks before the Convocation at which you want to convocate.
- 16. **Graduate Student Record Form**: When the final grade for your major research paper and the completed Graduate Student Record Form have been submitted by the Graduate Administrative Coordinator to the Graduate Program Director (and passed along to the Faculty of Graduate Studies and the Registrar's Office) you may graduate. Students who wish to convocate at Fall Convocation will need to make sure the Graduate Program Director receives these items at least six weeks before Fall Convocation. Note that if your final grade and Graduate Student Record Form are submitted fewer than 56 days after the last day of the previous term you are not required to register for the term in which you complete your Program requirements. Think of this likelihood in advance, and discuss it with your Supervisor.
- 17. **Registration**: If you are not finished within 56 days of the last day of the previous term you will need to register for another term (i.e., your fourth term), following the same procedure as for previous registrations.
- 18. **Progress Reports**: Progress reports must be submitted three times per year in mid-December (full-time students only), mid-April (all students full-time and part-time) and Mid-August (full-time students only).

## APPENDIX "B" THESIS

## PROGRAM SEQUENCE FROM ENROLMENT TO GRADUATION

5 Term Timelines		
mid-December	Fall courses successfully completed	
	Supervisory Committee formed	
mid-April	Winter term courses successfully completed	
early-May	Approved proposal for thesis	
3 <sup>rd</sup> and 4 <sup>th</sup> terms	Thesis research	
mid-January of 5 <sup>th</sup> term	First draft of thesis	
by March 31st	Thesis defence takes place	
mid-April	Thesis successfully completed	

Outlined below are additional details regarding completion in five terms. Dates indicated are for full-time students in the Thesis stream. Students requiring additional terms to complete their thesis should adjust dates accordingly.

- 1. **Fall term registration:** Registration opens several weeks prior to the beginning of classes and closes after classes have begun. For information regarding on-line registration procedures, please go to the following link: <a href="http://www.brocku.ca/graduate-studies/current-students">http://www.brocku.ca/graduate-studies/current-students</a>
- 2. **Fall term course work:** Normally, students will take the three core courses (SJES 5P01, 5P02 and 5P03). SJS 5P01 runs over both the Fall and Winter terms. Students are likely to have several term papers due close to the same time at the end of the term, so plan accordingly.
- 3. **Work on getting a Supervisor and Supervisory Committee:** By mid-way through the Fall term students should be working with their Faculty Liaison person to find a Supervisor and, in consultation with that person, and two additional Committee Members. Submit composition of Supervisory Committee form (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equ
- 4. **Submit Mid-December Progress Report:** Submit to the Graduate Program Director, according to the guidelines (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-ju
- 5. **Winter term registration:** Same as Fall term registration. Late December to early January.
- 6. **Winter Term course work:** Students will continue to take SJES 5P01 and add one required elective course.

- 7. **Prepare the Thesis Proposal:** By early in the winter term students should be meeting with their Supervisory Committee and beginning to work on their thesis proposal. Students should have an approved proposal no later than the beginning of May, so that they may conduct thesis research during the summer. Note that Faculty are often less available for consultation during the summer months. After you have presented your proposal at a meeting of your Supervisory Committee and your proposal has been approved by your committee you must send a signed Thesis/Major Research Paper Proposal Approval Form to the Graduate Program Director (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justice-and-equity-stud-2">http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-stud-2</a>) and submit a hard copy of your Thesis Proposal to the Graduate Program Director.
- 8. **Prepare Research Ethics Board (REB) Application:** If your research involves collecting information from human participants you will probably need approval from the Brock Research Ethics Board, and you must not begin collecting data from human participants until such approval is granted. It is often useful to work on your thesis proposal and REB application together, as the latter may help you work through some of the research design aspects of the former. Seek your Supervisor's guidance. It often takes several weeks after you submit the application for the REB to render a decision, so you should submit your REB application soon after the thesis proposal. Note that you will need to include a copy of REB approval in the final version of your thesis (see <a href="http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics">http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics</a>).
- 9. **Submit Mid-April Progress Report:** Submit to the Graduate Program Director, according to the guidelines (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-justi
- 10. **Spring/Summer term registration:** Same as Fall term registration. Late April.
- 11. **Thesis Research and Writing:** Students should be concentrating on thesis research and writing by the beginning of the Spring term.
- 12. Submit First Draft of Thesis: Students should plan to complete their first draft of their thesis at least six weeks before they want to submit your final draft for defence (i.e., three months before the date you want to submit your completed and signed Graduate Student Record Form to the Faculty of Graduate Studies). For students completing the program in five terms this would mean submitting the first draft of the thesis in mid-January of the fifth term. Almost all theses benefit from considerable refining after the first draft is complete, which often takes a lot of time. (Note that if you produce a draft of the thesis that your Supervisor, Committee Members and the Graduate Program Director are willing to call a "complete first draft" before the end of the fifth term, you will receive a significant reduction in fees for an additional final sixth term. In order to qualify for the reduction you must complete the First Draft Form (sample form can be found in Appendix "D" and downloaded at http://www.brocku.ca/graduate-studies/current-students/student-forms), get it signed by your Supervisor and Graduate Program Director and then submit it to the Faculty of Graduate Studies by the deadline (see important dates http://www.brocku.ca/webcal/current/graduate/sche.html) The student will submit an electronic copy of the First Draft document to the Graduate Program Director.

- 13. **Apply to Graduate:** In order to graduate students need to complete an Application for Graduation Form accessed through the Brock Portal, Student Self-Serve tab and submit it to the Registrar's Office. This may be done before they have completed all degree requirements. Students who wish to convocate at Spring Convocation must apply to graduate before February 1st.
- 14. **Revisions:** Expect your Supervisory Committee to ask you to significantly revise and refine your thesis after they have read your first (and perhaps second) draft. Leave at least six weeks for these revisions.
- 15. **Submit Thesis for Defence:** When your Supervisory Committee agrees that your thesis is ready for defence you and your Supervisor need to provide the Graduate Program Director with (a) three full copies of your thesis, and (b) a completed Appointment of External Examiner Form (sample form can be found in Appendix "D" and downloaded at <a href="http://www.brocku.ca/social-sciences/graduate-programs/social-justice-and-equity-studies/social-ju
- 16. **Thesis Oral Examination (Defence):** Work with your Supervisor to prepare carefully for your defence. Make sure you come to the defence prepared to offer an articulate, interesting, carefully-timed (less than 20 minutes) and well-rehearsed presentation on your thesis. Plan to defend at least two weeks before you want to submit your thesis for binding, to give sufficient time for final revisions and to prepare the final copy. Students who wish to convocate at Spring Convocation will need to submit their thesis for binding by late April and therefore should defend at least 10 weeks before Spring Convocation. After the defence the Examining Committee fills out three forms: The Report of the Graduate Thesis Examination Board; The Statement of Major Modifications (if necessary); and The Certificate of Approval. These are left with the Graduate Program Director.
- 17. **Final Revisions:** Expect your Examination Committee to require some revisions. Leave yourself a minimum of two weeks for these. In some cases final revisions may take considerably longer.
- 18. **Electronic Submission of Thesis:** A student submitting a thesis in partial fulfillment of the requirements governing the award of advanced degrees must deposit the approved thesis with the Brock University Digital Repository before the degree will be conferred.

When the thesis is in its final form (following defence), has been approved by the Graduate Program Director, and meets Faculty of Graduate Studies Thesis Format Specifications, the student will submit the thesis to the Brock University Digital Repository. The student must also submit to the Faculty of Graduate Studies the Certificate of Approval, the Library and Archives Canada (LAC) Non-Exclusive License to Reproduce Theses, and the Brock University Library Partial Copyright Licence.

Under certain circumstances, (e.g. to protect confidential commercial information, patentable material, pending application, or where immediate commercial publication is anticipated) a graduate student may request a restriction on the circulation of the thesis for up to a period of twelve months.

The Graduate Student Record Form indicates that all course work is finished, the thesis Oral Examination has been held, and that all revisions have been completed and approved. Note that if you submit your thesis for binding fewer than 56 days after the last day of the previous term you are not required to register for the term in which you complete your program requirements. Think of this likelihood in advance, and discuss it with your Supervisor. Please see Appendix "C" for a checklist of all required documents.

- 19. **Registration:** If you are not finished within 56 days of the last day of the previous term you will need to register for another term (i.e., your sixth, term), following the same procedure as for previous registrations.
- 20. **Progress Reports:** Progress reports (sample found in Appendix "D") must be submitted three times per year in mid-December (full time students only), mid-April (all students full time and part time) and Mid-August (full time students only).

## APPENDIX "C" CHECKLIST FOR BINDING

# FACULTY OF GRADUATE STUDIES CHECKLIST FOR SENDING THESIS FOR BINDING

- 1. Two copies of the LAC Non-Exclusive License to Reproduce Theses
- 2. Certificate of Approval one per copy
- 3. Thesis Assessment Form
- 5. Title page
- 6. Thesis
- 7. Abstract
- 8. Partial Copyright License

For complete thesis regulations please see the Academic Regulations section of the graduate calendar (http://www.brocku.ca/webcal/2012/graduate/acad.html#sec64)

# APPENDIX "D" IMPORTANT FORMS

#### IMPORTANT FORMS FOR FACULTY AND STUDENTS

- 1. Composition of Supervisory Committee
- 2. Thesis/MRP Proposal Approval
- 3. Progress Report
- 4. First Draft
- 5. Appointment of External Examiner
- 5. Medical Note

#### Required Medical Documentation

The University endeavours to accommodate students whose studies become interrupted, or who may be unable to complete academic work, due to an incapacitating medical condition. In these situations, the student must complete the Student Medical Certificate, Brock University or Brock University Student Health Services Medical Certificate and include any relevant medical documentation to support his/her request for academic accommodation based on medical grounds. The University may, at its discretion, request more detailed documentation in certain cases

(To Access form: <a href="http://edit.brocku.ca/webfm\_send/21079">http://edit.brocku.ca/webfm\_send/21079</a>)

## **SJES Composition of Supervisory Committee**

Major research paper	Thesis	
Student:		
Name	Signature	Date
Working Title and Bri	ief Description of Major researc	h paper/Thesis:
		♠
Supervisor:		
Name	Signature	Date
Second Committee Membe	er:	
Name	Signature	Date
For Thesis Only Third Committee Member affiliated with the MA in SJI		of any third committee member not currently
Name	Signature	Date

Please return signed form to the Graduate Program Director

(To Access form: <a href="http://edit.brocku.ca/webfm">http://edit.brocku.ca/webfm</a> send/21088)

# MA in Social Justice and Equity Studies PROPOSAL APPROVAL FORM

#### **Instructions for Proposal Approvals**

Proposals should be between 15-20 pages for major research papers and 20-30 pages for theses. In both cases, proposals should include an outline of the topic, a review of relevant scholarly literature, a description of the methodology being employed if appropriate, and a list of references cited. See "Degree Requirements p. 9" for further discussion of the distinction between Major research papers and Theses. The student and members of the Supervisory Committee should review the duties of Supervisors/Major research paper Second Reader/Thesis Supervisory Committee Members and students (see handbook pg. 15 - 17). Members of the Supervisory Committee should discuss the means through which student progress will be supported and monitored and establish a timetable for regular meetings and submission of drafts.

Major research paper		Thesis	
Date: Student Nam	ne:		
Major research paper/Thesis Proposal Title	<del>2</del> :		
The Supervisory Committee has communic the major research paper/thesis to the stude		wing points regarding	the development of
Cum aurigan Nama/Ciamatuna	or Research I	Paper Only	
(please print)			
Second Committee Member Name/Signa	ature:		
(please print)		•	
Student Name/Signature:		· <u>-</u>	
	(please print	)	
Third Committee Member Name/Signat (attach brief rationale for inclusion if not committee Member Name/Signat		•	am)
(please print)			
Student Name/Signature:			
(please print)			

Each student and Supervisor should retain a copy of this form. One copy should be forwarded with a copy of the Proposal to the Graduate Program Director.

(To Access Form: <a href="http://edit.brocku.ca/webfm\_send/21090">http://edit.brocku.ca/webfm\_send/21090</a>)

## MA in Social Justice and Equity Studies Student Progress Report

The Faculty of Graduate Studies recommends that all graduate programs collect student progress reports.

These reports assist the Social Justice and Equity Studies program in keeping track of student progress.

This Portion Completed By Student				
Student Name:				
Student Number:				
Progress Report Submission	on Year:		<u></u>	
Mid-December	Mid-April	d-August		
	General Information Year of Fall entry into the program:			
	Expected program completion date:			
	Full Time Part-time [			
MRP	☐ Thesis ☐ Not Yet	Determined		
	rent grades are unavailable, Coordinator was Report Committee)	rill attach them f	for you prior to	
Course	Fall/Winter/Spring term	Year	Grade	
SJES 5P01	Fall Winter Spring Spring	1 Cui	Grade	
SJES 5101 SJES 5P02	Fall Winter Spring Spring			
SJES 51 02 SJES 5P03				
SJES JF03	Fall Winter Spring Fall Winter Spring			
(1 <sup>st</sup> Elective Thesis/MRP)				
(2 <sup>nd</sup> Elective MRP	Fall Winter Spring			
stream only)				
(3rd Elective – MRP stream only)	Fall Winter Spring Spring			
Extra Courses	Fall Winter Spring			
SJES 5F90 – Thesis	Fall Winter Spring			
SJES 5F91 – Major	Fall Winter Spring		1	

Research Paper				
2. Major Research Paper/Thesis				
a. Supervisor Name:				
Supervisory Committee Member Names (2 for Thesis/ 1 for MRP):				
1. Committee Member #1 Name (Thesis):				
2. Committee Member #2 Name (Thesis):				
3. Second Reader Name (MRP):				
b. Working Title:		⇒ <sup>v</sup>		
<ul> <li>c. Describe progress on major essay/thesis by indicating actual or projected dates for various components:</li> </ul>				
3. Related Activities				
Stage	Date	Actual / Projected		
Supervisor Selected		Actual Projected Projected		
Supervisory Committee Established		Actual Projected Projected		
Proposal Approved		Actual Projected Projected		
Ethics Approval Obtained (if necessary)		Actual Projected Projected		
First Draft of Major Research Paper/Thesis Completed		Actual Projected		
Final Major Research Paper/Thesis Submitted		Actual Projected		
While we only assess academic progress, we are interested in learning about any related activities you may be involved in and therefore encourage you to share this information if you wish. Activities could include ( <i>but are not limited to</i> ) attendance at SJES sponsored or cosponsored colloquia, other events at Brock University, awards and/or scholarships ( <i>applied for and/or received</i> ), conference presentations/attendance, teaching assistantships and/or research assistantships, and any other activities ( <i>advocacy/activist/service activities</i> ) since your last Progress Report:				
(insert comments)				
4. Any other relevant information (e. g. future goals for education and/or career) (insert comments)				

## This Portion completed by Supervisor and Supervisory Committee Members

I have discussed the contents of this progress report and articulated any concerns to the student

Supervisor's Signature  Date Progress Report Approved:
Supervisor Comments: (insert comments)
Committee Member #1 /Second Reader (MRP) Signature:
Date Progress Report Approved:
Committee Member #1/Second Reader Comments: (insert comments)
Committee Member #2 Signature:
Date Progress Report Approved:
Committee Member #2 Comments: (insert comments)

When the Supervisor, Supervisory Committee Members and Student have reviewed and signed this progress report, the Supervisor and student should retain a copy and one copy should be forwarded to the Graduate Program Director who will then forward the copy on to the Progress Report Sub-Committee.



FGS March 2011

FACULTY OF GRADUATE STUDIES
500 Glenridge Avenue
St. Catharines, ON L2S 3A1
Tel: 905-688-5550
Fax: 905-688-0748
Website: www.brocku.ca/graduate-studies

## **FIRST DRAFT FORM**

Submission of first draft form deadline dates can be found at <a href="http://www.brocku.ca/webcal/current/graduate/sche.html">http://www.brocku.ca/webcal/current/graduate/sche.html</a>		
Student ID Number: D	ate:	
Name:		
Brock Email Address:		
Status in Canada: Canadian Citizen Permanent Resident (Landed Immigra	ant) Student Visa Other Visa	
Graduate Program:		
Degree program:   PhD MA MBE MSc  MSc	Sy	
Date Graduate work started:	_	
Month Day Yea	ar	
Date First draft of thesis/major essay/major paper approved		
	Month Day Year	
Graduate Supervisor's Signature:	Date:	
Graduate Program Director's Signature:	Date:	
Effective Term:		
FOR OFFICE USE ONLY:		
ASSESSMENT GRSEG FUNDING	STUDENT FILE	

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#### Student Medical Certificate Brock University

To expedite the administration of medical certificates, Brock University requires that this certificate, or Student Health Services Medical Certificate, be used by students. When a medical condition requires special consideration for any academic activity (e.g. missed seminars or labs, assignment extensions or examination rescheduling), students and their physicians must complete this certificate.

The completed certificate must be submitted to the Administrative Assistant for the Department/Centre/ Graduate Program within 3 working days of the End Date (\*\*) noted below, in order to be considered.

The final acceptance of this medical certificate is at the discretion of the course instructor, department chair and/or graduate program director. It is the student's responsibility to contact the instructor directly to make arrangements for medical accommodations.

To be completed by student PRIOR to seeing the physici	ian:			
Name:	Student number:			
Instructor(s) Name:	Course(s):			
Affected Work (assign #, test, etc.) and Due Date(s):				
Instructor(s) Name:	Course(s):			
Affected Work (assign #, test, etc.) and Due Date(s):				
Signature:	Date:			
Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of <i>The Brock University Act, 1964</i> , and in accordance with the <i>Freedom of Information and Protection of Privacy Act (FIPPA)</i> section 39(2) for the administration of the University and its programs and services. Direct any questions about this collection to the [contact position] of the [your department] at Brock University at (905) 688-5550, ext. [XXXX] or see www.brocku.cal/your departmental/centre/website]				
To be completed by physician				
Physician's Name:	Official Stamp:			
Physician's Name:(please print or type)	OR License Number:			
Contact phone no.:(area code and number)				
Date(s) examined:	<del></del>			
Period: student's academic work affected: From These dates <b>MUST</b> be entered.	Start Date to End Date (**)			
I have examined this student and verify that his/her medica ability to perform academically. (Further details if necessary)				
Signature:	Date:			
Any cost for this certificate must be paid by the patient				
For Departmental/Centre use only:				
Date original received: Received by:	:Administrative Assistant/Dept/Centre			
Signature (instructor, chair/director or graduate program director):				
Date copy given to instructor, chair/director or graduate program dire	ector:			
10/18/07				

# APPENDIX "E" SJES CORE FACULTY MEMBERS

PLEASE NOTE: Faculty members may be on sabbatical and other forms of leave in any given year. For further information contact the SJES Graduate Program Director.

#### **ROB ALEXANDER**

#### Associate Professor of English Language and Literature

(ralexand@brocku.ca, Ext. 3886)

Robert Alexander is an Associate Professor in the Department of English Language and Literature. Formerly a reporter, he now directs Brock's Writing, Rhetoric, and Discourse Studies Program where he teaches courses in news writing, literary journalism, the history of language study, and creative writing. He has published articles on such topics as eighteenth century language theory, psychoanalysis and journalism, and the construction of gender in contemporary journalistic discourse. His current research is focused on journalistic subjectivity <a href="http://www.brocku.ca/humanities/departments-and-centres/english-language-and-literature/Faculty-and-staff-el/robert-alexander">http://www.brocku.ca/humanities/departments-and-centres/english-language-and-literature/Faculty-and-staff-el/robert-alexander</a>

#### KATE BEZANSON

#### **Associate Professor of Sociology**

(kbezanson@brocku.ca, Ext. 3457)

Kate Bezanson works in the areas of social and labour market policy, comparative and Canadian political economy, feminist and welfare state theory and international development. Her current research projects centre around the dynamics of the reconfiguration of the Canadian welfare state in relation to families and family policy. Dr. Bezanson's scholarship considers the ways in which households manage changes in labour markets, family forms and social policies. Her recent publications include "Child Care Delivered through the Mailbox: Social Reproduction, Neoliberalism and Choice in a Theo-Conservative Canada" in S. Bradley and M. Luxton (eds) Neoliberalism and Everyday Life (McGill-Queen's University Press 2010), Gender, the State and Social Reproduction: Household Insecurity in Neo-liberal Times (2006, University of Toronto Press), and Telling Tales: Living the Effects of Public Policy (2005, Fernwood Press, coauthored with S. Neysmith and A. O'Connell). She is co-editor of Social Reproduction: Feminist Political Economy Challenges Neo-Liberalism (2006, McGill-Queen's University Press) and Rethinking Society in the 21st Century (2008, CSPI). She has also published on the topic of gender and social capital (see Canadian Review of Sociology 2006 vol.26, 2 and Status of Women Canada 2006). Dr. Bezanson is involved in food security and local food initiatives and she has two young sons. http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-andstaff#katebezanson

#### DALE BRADLEY

## Chair and Assistant Professor of Communication, Popular Culture, and Film (dbradley@brocku.ca, Ext. 3180)

Dale Bradley has published on technological history of office spaces, and on the political discourse of the Open Source software movement. His primary research interests are centered upon on the historical emergence of techno society and, in particular, the critical analysis of the discourses and practices surrounding contemporary cyberculture. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/cpcf/Faculty#bradley">http://www.brocku.ca/social-sciences/undergraduate-programs/cpcf/Faculty#bradley</a>

#### MARY BREUNIG

#### **Associate Professor of Recreation and Leisure Studies**

(mbreunig@brocku.ca, Ext. 5387)

Mary Breunig teaches courses in experiential education and outdoor leadership. Her main areas of research include: outdoor and experiential education and issues of social and environmental justice; critical pedagogy and Freirean praxis; and environmental education within the Ontario K-12 schools. Mary supervises graduate students in the Department of Recreation and Leisure Studies, the Faculty of Education, and the Social Justice and Equity Studies Program at Brock University and students at Prescott College in Arizona. She is co-author of Outdoor Leadership: Theory and Practice, the Outdoor Classroom, Critical Pedagogy as Praxis and is co-editor of the Environmental Education Reader. Mary is President of the Association for Experiential Education and continues to enjoy leading wilderness trips for the National Outdoor Leadership School and Brock University Recreation and Leisure Studies students. <a href="http://www.brocku.ca/applied-health-sciences/Faculty-directory/recreation-leisure-studies/mary-breunig">http://www.brocku.ca/applied-health-sciences/Faculty-directory/recreation-leisure-studies/mary-breunig</a>

#### JONAH BUTOVSKY

#### **Associate Professor of Sociology**

(jbutovsky@brocku.ca, Ext. 4371)

Jonah Butovsky is affiliated with the Centre for Labour Studies at Brock University. He has written articles on the New Democratic Party and on Canadian political values. His current research is on migrant agricultural workers in Niagara and the representation of public opinion in the press. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#jonahbutovsky">http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#jonahbutovsky</a>

#### **DAVID BUTZ**

## **Professor of Geography**

(dbutz@brocku.ca, Ext. 3205)

David Butz teaches social and cultural geography, sonic geographies, geographies of international development, and qualitative research design. He has completed two SSHRC-funded research projects, one that examined colonial and contemporary labour relations in the mountains of northern Pakistan, and another dealing with the constitution of spatiality in Jamaican reggae music. He has also investigated the implications of corporate restructuring for General Motors auto workers in St. Catharines, Ontario. The three projects are linked by an interest in the geographies of exploitation, resistance and self-representation. The latter concern has led to publications relating to research ethics and the method of autoethnography. Professor Butz has also published on irrigated mountain agriculture and sustainable development, and is involved with grassroots political and environmental activism in Gilgit-Baltistan, Pakistan's. He is currently co-investigator with Nancy Cook on a SSHRC-funded study of the impacts of road construction on social organization in an agricultural village in northern Pakistan. He is co-editor of *ACME: An International E-Journal for Critical Geographies*.

http://www.brocku.ca/social-sciences/undergraduate-programs/geography/Faculty/david-butz

#### **JANET CONWAY**

#### Associate Professor of Sociology

(jconway@brocku.ca, Ext. 4196)

Janet Conway's research focuses on social movements in the context of transformations associated with globalization—including neoliberalization, intensified transnational flows, and new communication technologies. She has particular interest in 'anti-globalization' movements, transnational feminisms, indigenous movements and the inter-relation of these with each other and other emancipatory social forces. At the graduate level, Dr. Conway teaches Social Justice and

Human Rights and Globalization, Inequality and Social Change. Her most recent book is Edges of Global Justice: the World Social Forum and Its 'Others', Routledge, 2012. She is also author of Praxis and Politics: Knowledge Production in Social Movements, Routledge, 2006 and Identity, Place, Knowledge: Social Movements Contesting Globalization, Fernwood, 2004. Her work has appeared in journals in sociology, law, politics, geography and women's studies. She is currently developing two collaborative research projects: on the North American Occupy movement; and on transnational feminist solidarities focused on the World March of Women. She completed her PhD in Political Science at York University in 2002. She holds two Master's degrees, Political Science (2000, York) and Theology (1990 University of St. Michael's College) and a BA (Hons.) History (1984, Memorial) Before coming to Brock in 2007, she taught for five years at Ryerson University, Toronto in the Department of Politics and Public Administration. She is a long-time social justice activist in women's, anti-poverty, and indigenous solidarity movements, a founder of the Metro Network for Social Justice and founding chair of the Toronto Social Forum. http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#janetconway

#### **GALE COSKAN-JOHNSON**

#### **Assistant Professor of English Language and Literature**

(gcoskanjohnson@brocku.ca, Ext. 5001)

Gale Coskan-Johnson teaches courses on the history of rhetoric and the rhetorics of history, contemporary rhetorical theory, cultural rhetoric and travel writing. She is the director of Brock University's Writing Program. She has a BA in History from UW-Madison, an MA -TESOL from Northern Arizona University, and a PhD in Composition and Cultural Rhetoric from Syracuse University. Her research interests include rhetorical theory; rhetorics of the border, the nation, immigration, and globalization; transnational feminism; postcolonial theory; ancient rhetoric and its modern reception; second language writing; and critical pedagogies. She is currently working on a project that explores the often-competing rhetorics of national sovereignty and transnational migration in the context of the 2001 International Convention on the Protection of the Rights of all Migrant Workers and their Families. Specifically, she is examining the deliberative process that went into the production of the treaty by examining reports written during the 1980s that record the conversations, discussions, arguments and compromises that took place throughout this decade-long collaborative writing process. This set of documents represents rich and rhetorically provocative material in which particular nation-state members of the UN, individually and in alliance, resist, engage, and commit themselves to particular representations of sovereignty, transnational mobility, and, most significantly, the human rights of (un)documented transnational migrants. http://www.brocku.ca/humanities/departments-and-centres/english-language-and-literature/Facultyand-staff-el/gale-coskan-johnson

#### **NANCY COOK**

## Graduate Program Director (Commencing 2013), Associate Professor of Sociology (ncook@brocku.ca, Ext. 3176)

Nancy Cook teaches and supervises in the areas of gender and sexuality, qualitative research methodologies, imperialism and globalization, gender relations in Pakistan, and feminist, postcolonial and poststructural theory. With the support of doctoral and postdoctoral SSHRC grants, she has completed two research projects focused on transcultural interactions between Western development workers and local populations in Pakistan. The first entailed ethnographic fieldwork with white women living in Gilgit, while the second focused on Canadian development workers who recently returned home from lengthy development work terms in Pakistan. Her publications develop a feminist sociology of imperialism and an empirically grounded understanding of cultures of cosmopolitanism. In collaboration with David Butz, she is engaged in a new SSHRC-funded study

of the impacts of infrastructure development and shifting mobility regimes on social organization in a mountain village in northern Pakistan. Dr. Cook is currently Director of the MA program in Critical Sociology.

http://www.brocku.ca/social-sciences/graduate-programs/critical-sociology/Faculty/dr-nancy-cook

#### JUNE CORMAN

## Associate Dean, Undergraduate, Faculty of Social Sciences, Professor of Sociology (jcorman@brocku.ca, Ext. 4205)

June Corman teaches in the fields of work, gender and research design. She has served as Chair of Sociology and Director of both Women's Studies and Labour Studies. She is co-author (with Meg Luxton) of Getting By in Hard Times: Gendered Labour At Home and on the Job (University of Toronto Press, 2001), which received Honourable Mention for the John Porter Prize 2002. Research interests include: political economy, women and work, and social reproduction. She is author of articles on women working in the steel industry, in the education sector, and on farms. Housed in Sociology, she is also involved with Women's Studies and Labour Studies. She has held SSHRC research grants to examine how changes in employment have consequences for families in Hamilton and in Welland as well as the employment and community relations of rural teachers. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#junecorman">http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#junecorman</a>

#### KERI CRONIN

#### **Chair and Associate Professor of Visual Arts**

(keri.cronin@brocku.ca, Ext. 5306)

Keri Cronin teaches courses on the history of visual culture. Her research interests focus on the ways in which visual representations of the nonhuman world have historically shaped, challenged and, at times, subverted dominant human attitudes towards the species they share the planet with. Her current work explores the role of visual culture in 19th century animal welfare campaigns, a project which investigates connections between animal welfare activism and other types of campaigning that were taking place during the same historical moment. She is the editor of The Brock Review, (www.brocku.ca/brockreview) and a member of the organizing committee for "Greenscapes," an interdisciplinary conference which explores the cultural meanings of gardens in human society (www.brocku.ca/greenscapes). http://www.brocku.ca/humanities/departments-and-centres/visual-arts/Faculty-3/visual-arts/keri-cronin

#### HEVINA DASHWOOD

#### **Associate Professor of Political Science**

(hdashwood@brocku.ca, Ext. 3894)

Professor Dashwood's broad research interests encompass international relations, international development and Canadian foreign policy. Her current research on Canadian corporate social responsibility (CSR) was funded by a grant from the Social Sciences and Humanities Research Council (SSHRC). Dashwood is the author of numerous journal articles and book chapters on CSR in the mining sector. Dashwood is working on a book manuscript on corporate social responsibility and Canadian mining companies. She is a collaborator with the Canadian Business Ethics Research Network (CBERN), the recipient of a \$2.3 million SSHRC Strategic Clusters grant over seven years. With CBERB as a partner, Dashwood is a co-investigator in a new (as of 2007) collaborative, multiperspective case study project on Canadian mining companies in developing countries. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/political-science/Faculty-and-staff/professors-by-area/hevina-dashwood">http://www.brocku.ca/social-sciences/undergraduate-programs/political-science/Faculty-and-staff/professors-by-area/hevina-dashwood</a>

#### **ANN DUFFY**

#### **Professor of Sociology**

(aduffy@brocku.ca, Ext. 3517)

Professor Duffy is currently publishing an interview-based book (with Professors Nancy Mandell and Sue Wilson) on mid-life women. She is also a participant in a major grant application which explores the international impact of the new economy on workers and their communities. Research interests include social inequality, paid and unpaid work and violence against women. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#annduffy">http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#annduffy</a>

#### THOMAS DUNK

#### Dean, Faculty of Social Sciences and Professor of Sociology

(tdunk@brocku.ca, Ext. 3425)

Thomas Dunk's research program is in the area of linkages between economy, culture and society, with particular focus on class, masculinity, and economic transformation. He is the author of *It's a Working Man's Town: Male Working Class Culture;* the editor of *Social Relations in Resource Hinterlands;* and the co-editor of *The Training Trap: Ideology, Training and the Labour Market.* He is currently working on two SSHRC-funded projects: "Adaptation and Resistance to the Information Age in Natural Resource Dependent Regions in Canada and Norway," and "Hunters, Bears, Masculinity and the Politics of Identity in Ontario and France." <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#Thomas\_Dunk">http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#Thomas\_Dunk</a>

#### **IFEANYI EZEONU**

#### **Associate Professor of Sociology**

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Ifeanyi Ezeonu has published on the impact of neo-liberal economic policies on sub-Saharan Africa (with special focus on the IMF, the World Bank, and the WTO) and the international politics of environmental protection. Research interests include: globalization and international development, gang violence, racialised crime, social construction of crime, transnational crime, environmental crime in the Niger Delta area of Nigeria, and contemporary African Diaspora.

 $\underline{http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff\#ifeanyiezeonu}$ 

#### MARGOT FRANCIS

#### Associate Professor of Sociology and Women's Studies

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Margot Francis is an Associate Professor in Women's and Gender Studies, cross appointed to the Department of Sociology. She teaches courses on queer communities and popular culture, the construction of gender and race in Canadian culture and the Introduction to Women's and Gender Studies. Her research interests include: feminist and post-colonial perspectives on settler societies, critical explorations of culture, arts and identity and integrative approaches to gender, sexuality and the body.

Francis' book, *Creative Subversions: Whiteness and Indigeneity in the National Imaginary* (UBC Press, 2011) explores how whiteness and Indigeneity are articulated through iconic images of Canadian identity - and the contradictory and contested meanings these images evoke. Juxtaposing historical images with work by contemporary artists she explores how artists are giving taken-forgranted symbols new and suggestive meanings opening up new questions about history, memory and national identity.

http://brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#margotfrancis

#### TAMI J. FRIEDMAN

#### **Associate Professor of History**

(tfriedman@brocku.ca, Ext. 3709)

Tami Friedman teaches 20th-century U.S. history at Brock. Her courses cover U.S. history since 1865, U.S. foreign policy, the Cold War, the 1960s, women in North America, and class and capitalism in the United States. She also teaches a graduate course on women and work in U.S. history. Her interests include labor history, women's history, racial/ethnic history, and the social history of economic change. Her research examines the causes and consequences of industry migration within the United States after World War II, with an emphasis on workers, communities, and industrial policy at the local, state, regional, and federal levels. Her publications explore the relationship between economic restructuring and such developments as the decline of organized labor, the rise of the modern Right, and the limits of unionism in the U.S. South. Possible areas of supervision include: deindustrialization, capital flight, economic development policy, corporate globalization, corporate power, union growth and decline, sexual and racial/ethnic divisions of labor, women and work, working-class culture, and class formation/identity.

http://brocku.ca/humanities/departments-and-centres/history/Faculty-staff/tami-j-friedman

#### JENNIFER GOOD

#### Associate Professor of Communication, Popular Culture, and Film

(jgood@brocku.ca, Ext. 3707)

Jennifer Good's research and teaching interests sit at the intersection of the mass media, materialism and our relationship with the natural environment. She has a B.A. in International Relations from U.B.C., a Master's degree from York University in Environmental Studies and a Ph.D. from Cornell University in Communication. Current work includes looking at the mass communication of climate change, investigating how parents' television viewing relates to their willingness to let their children play in the outdoors, and generally exploring the relationships between the mass media (television viewing in particular), materialism and environmentalism. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/cpcf/Faculty#good">http://www.brocku.ca/social-sciences/undergraduate-programs/cpcf/Faculty#good</a>

#### JANE HELLEINER

#### **Professor of Sociology**

(jhelleiner@brocku.ca, Ext. 3711)

Jane Helleiner was trained in social/cultural anthropology at the University of Toronto. She has conducted research in Ireland and Canada. Her current research examines differentiated local experience of a changing, stratified Canada/US border. Areas of graduate supervision include critical border studies, racism/antiracism, gender and sexuality, childhood and youth. Dr. Helleiner is on the editorial board for the journal Studies in Social Justice. <a href="http://www.brocku.ca/social-sciences/graduate-programs/critical-sociology/Faculty/dr-jane-helleiner">http://www.brocku.ca/social-sciences/graduate-programs/critical-sociology/Faculty/dr-jane-helleiner</a>

#### TAMARI KITOSSA

#### **Associate Professor of Sociology**

(tkitossa@brocku.ca, Ext. 5672)

Tamari Kitossa's areas of course instruction inclusive of: critical perspectives on the criminal legal system; sociology of law, punishment, and society; and counter-colonial approach to criminological theory. Research interests include: counter-colonial theorizing of racial profiling; Marxian approaches to police, the state and repression; the environment; and sexual racism and hypersexualism of African males. Immediate research projects include: a qualitative and quantitative examination of race and representation in Canadian criminology; mainstream criminological discourse as 'bad faith' toward blackness and epistemic violence; and, with Dr. Katerina Deliovsky is developing the theory of 'repressive tolerance' toward interracial couples. Dr. Kitossa is working

on an edited collection entitled: Protest, Repression and the Police State: Critical Studies of Policing, the State and Society, 1960 –1990. He is Co-Chair of the Brock/Niagara African Canadian Renaissance Group (<a href="http://brockniagaraafricangroup.weebly.com/">http://brockniagaraafricangroup.weebly.com/</a>). Through the Brock/Niagara African Renaissance Group he is co-developer of the Dr. Wilma Morrison Annual African Heritage Lecture (<a href="https://www.brocktv.ca/watch/1100">https://www.brocktv.ca/watch/1100</a>). He is Secretary to the Black Canadian Studies Association (<a href="http://bcsa.wordpress.com/the-bcsa/">http://bcsa.wordpress.com/the-bcsa/</a>); and, with Richard Ndayizigamiye, is drafting a proposal for an Africana Chair in Borders, Migration and Settlement Studies at Brock University. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#tamarikitossa">http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#tamarikitossa</a>

#### WENDEE KUBIK

#### **Associate Professor of Women's and Gender Studies**

(wkubik@brocku.ca, Ext 5997)

Wendee Kubik teaches courses on women's issues; women's health; violence against women, and women in the economy. Her research interests focus on Aboriginal women, violence against women, gender analysis, community action research, farm women, food and water security and sustainability, and global health issues. Wendee is currently a co-investigator in a five year (2011 – 2016) SSHRC – CURA project "Rural and Northern Response to Intimate Partner Violence" on behalf of the RESOLVE (Research and Education for Solutions to Violence and Abuse) Triprovincial Research Network. Some of her previous research projects included a Canadian International Development Agency (CIDA) – UPCD Program, Rural Community Water Conservation Project in Chile, a SSHRC – (CURA) project entitled "The Healing Journey" (a longitudinal study following the healing journey of women who had been abused by their intimate partners), plus research looking at the health and program needs of Aboriginal grandmothers caring for their grandchildren. She has published articles and books about farm women's work and health, food sustainability, climate-induced water stress and missing Indigenous women. She is also an Adjunct Professor in Women's and Gender Studies at the University of Regina. http://brocku.ca/social-sciences/undergraduate-programs/womens-studies

#### DAN MALLECK

#### **Associate Professor of Community Health Science**

(dmalleck@brocku.ca, Ext. 5108)

Dan Malleck teaches the history of medicine. His areas of interest include drug and alcohol prohibition and control, inter-health-professional conflicts, medicalization, professionalization in the health sector, alternative medicine, and the role of the pharmaceutical industry in health care. His dissertation looked at the development of narcotic drug laws in Canada from the perspective of the growth of medical power and emerging moral panics around addictive substances. His current research examines the development of liquor control in Ontario to see how notions of proper and improper drinking were constructed in the interwar period. He is also interested in less conventional teaching methods, notably Problem-Based Learning, Self-Directed Learning, and Community-Based Participatory Research. He is also involved in international health research, contributing to projects addressing health issues related to poverty and inequality in Honduras. He is the editor-in-chief of the Social History of Alcohol and Drugs: An Interdisciplinary Journal. http://fahs.brocku.ca/profiles/profile chsc.php?id=67

#### **VOULA MARINOS**

#### **Associate Professor of Child and Youth Studies**

(vmarinos@brocku.ca, Ext. 3386)

Voula Marinos received her M.A. and Ph.D in Criminology from the University of Toronto, and held a postdoctoral fellowship at the Faculty of Law, Queen's University. Her research is focused on

sentencing and punishment of young and adult offenders, including public attitudes, plea-bargaining, short lengths of custody, accused persons with intellectual disabilities in the courtroom, and alternatives to imprisonment. Her current research includes extrajudicial measures under the YCJA for youth, probation for young offenders, and public attitudes towards plea-bargaining. Dr. Marinos teaches courses in the Department of Child & Youth Studies on youth and the law, young offenders, and sentencing and punishment. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/voula-marinos">http://www.brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/voula-marinos</a>

#### RICHARD MITCHELL

#### **Associate Professor of Child and Youth Studies**

(mitchell@brocku.ca, Ext. 5085)

Dr. Mitchell is an Associate Professor in the Child and Youth Studies Department at Brock where he has been a Faculty member since 2004. He is a graduate of the University of Victoria in British Columbia, and completed his Ph.D in Sociology and Social Policy with Scotland's University of Stirling. His teaching of undergraduate and graduate coursework within childhood and youth studies includes theories of childhood, qualitative research methods and analyses, social policy, and equity issues. His research, teaching, service and consulting are focused upon international and transdisciplinary approaches to implementing the UN Convention on the Rights of the Child within political, institutional and community-based settings. Recently, Dr. Mitchell has built upon these international frameworks as a core Faculty within Brock's Environmental Sustainability Research Centre where he serves as Communications Director. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/richard-mitchell">http://www.brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/richard-mitchell</a>

#### **SHANNON MOORE**

## Director, Centre for Women's and Gender Studies, Associate Professor of Child and Youth Studies

(smoore@brocku.ca, Ext. 5396)

Shannon Moore holds a PhD in Counseling Psychology from the University of Victoria. Her scholarship emphasizes community-based implementation of UN human rights and justice instruments. (e.g. UN Basic Principles for Restorative Justice, UN Convention on the Rights of the Child, and the UN Convention on the Rights of Persons with Disabilities). This focus on social and transformational justice includes investigations that bridge education, critical theory, human rights and mental health. As a clinical counselor, Shannon Moore has practiced both privately and as a consultant within educational, social service, mental health and correctional service contexts in Canada and the United Kingdom. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/shannon-moore">http://www.brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/shannon-moore</a>

#### **CATHERINE JEAN NASH**

#### **Associate Professor of Geography**

(cnash@brocku.ca, Ext. 3238)

Catherine Nash teaches social and cultural geography with a focus on urban issues. Catherine has a law degree from the University of Ottawa, an M.PL in Urban Planning from Queen's University and a PhD from Queen's University in urban geography. Catherine has taught courses on gender and geography, the philosophy of geography and concepts of power/knowledge and landscape. Her current research focuses on gender, sexuality and space and, in particular, is concerned with the emerging fields of queer and trans scholarship. Catherine has published a number of articles and book chapters on historical aspects of Toronto's "gay ghetto" and on contemporary queer spaces such as the Toronto's women's bathhouse events. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/geography/Faculty/catherine-nash">http://www.brocku.ca/social-sciences/undergraduate-programs/geography/Faculty/catherine-nash</a>

#### TRENT NEWMEYER

#### **Associate Professor of Recreation and Leisure Studies**

(trent.newmeyer@brocku.ca, Ext. 5118)

Trent Newmeyer teaches the sociology of leisure, research methods (primarily qualitative research design), and the HIV/AIDS pandemic. His research interests include the social history of tourism and leisure, crafting as politics, and issues around HIV/AIDS from pregnancy planning to the use of crafting (body mapping) in mediating cultural stigma around HIV.

 $\underline{http://www.brocku.ca/applied-health-sciences/Faculty-directory/recreation-leisure-studies/trent-newmeyer}$ 

#### **JOSEPH NORRIS**

#### **Professor of Dramatic Arts**

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Joe Norris is professor of Drama in Education & Applied Theatre in the Department of Dramatic Arts, Marilyn I. Walker School of Fine & Performing Arts at Brock University. He advocates the arts as ways of knowing, doing and being. His book, "Play building as Qualitative Research: A Participatory Arts-based Approach" purports that play building is a legitimate research methodology and received The American Educational Research Association's Qualitative Research SIG's Outstanding Book Award in 2011. It documents how data generation, its interpretation, and its dissemination, all can be mediated through theatrical means. Using forum theatre he invites audiences to reconceptualize both the issues and themselves after the performance. His work with duoethnography furthers his interest in designing dialogic qualitative research methodologies that assist in the reconceptualization of the world and of self. Driving his research agendas is the belief that an unreflected-life is a life half-lived and that we need the Other to assist us in understanding that which we cannot comprehend alone. <a href="http://www.brocku.ca/humanities/departments-and-centres/dramatic-arts/Faculty-dart/dr-joe-norris">http://www.brocku.ca/humanities/departments-and-centres/dramatic-arts/Faculty-dart/dr-joe-norris</a>

#### **HIJIN PARK**

#### **Assistant Professor of Sociology**

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Hijin Park works in the area of anti-racist feminism. Her research and teaching interests include feminist criminology, refugee and migration studies, and securitization studies. She has published articles and book chapters on violence against racialized women, the criminalization of migration, and Canadian white settler nationalism. <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#hijinpark">http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#hijinpark</a>

#### **SHAUNA POMERANTZ**

#### **Associate Professor of Child and Youth Studies**

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Dr. Pomerantz is interested in the construction of youth and girlhood through the complimentary lenses of sociology and cultural studies. She focuses on how young people use cultural texts to make sense of themselves, each other, and the world around them, paying particular attention to the institution of the school, where teenagers must learn to negotiate complex social worlds and categories. She is also committed to doing qualitative research with young people, particularly interviews and ethnography. Her past projects include *Girl Power*, a long-term study of girls' expressions of empowerment and understandings of feminism, and *Dressing the Part*, an ethnographic study of how girls used style to negotiate their identities in an urban, multicultural high school. Her current SSHRC-funded study (with Rebecca Raby), is entitled, *Smart Girls: Negotiating Academic Success in a "Post-Feminist" Era.* She received her PhD from the University of British Columbia, where she studied Sociology of Education and taught in the areas of feminisms, child and

youth culture, and social justice. When not working, she likes to listen to indie rock, read popular teen novels, catch up on smart television shows, and hang out with her daughter, Miriam. <a href="http://brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/shauna-pomerantz">http://brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/shauna-pomerantz</a>

#### MARIA DEL CARMEN SUESCUN POZAS

#### **Associate Professor of History**

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Maria del Carmen Suescun Pozas received her PhD from the Departments of History and Art History at McGill University, and her B.F.A from the Department of Fine Arts at Concordia University. She specializes in modern Latin America with a concentration on Colombia from the 1920s. Her publications open up general domains of study such as art and art institutions, literature, politics and economics to cultural analysis. Her current research, collaboration, and supervisory interests include truth, reconciliation and reparation, conflict resolution, memory and social change. http://www.brocku.ca/humanities/departments-and-centres/history/Faculty-staff/8303

#### REBECCA RABY

#### **Chair and Associate Professor of Child and Youth Studies**

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Trained as a sociologist, I draw primarily on critical and post-structural theorizing to study social justice in childhood and youth. My research and teaching investigates discrimination against young people, especially as age intersects with gender, race, class and sexual orientation; sociology of education, with a focus on school disciplinary and surveillance practices as well as sex education; constructions of childhood and adolescence, particularly how they are experienced by children and adolescents themselves; theories of rebellion, resistance and contestation among adolescents/youth; and children and youth as active participants in broader society. My recent book School Rules: Discipline, Obedience and Elusive Democracy is a critical examination of secondary school dress and discipline codes in terms of the language they use, and how they are created, applied and received by teachers and students. My current project with Shauna Pomerantz examines intersections between academic smarts and gender in high school. <a href="http://brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/rebecca-raby">http://brocku.ca/social-sciences/undergraduate-programs/child-and-youth-studies/Faculty-contacts/rebecca-raby</a>

#### MARY-BETH RADDON Associate Professor of Sociology

(mraddon@brocku.ca, Ext. 3460)

Mary-Beth Raddon researches the sociology of money, and the intersections of non-market and market economies. Critical analysis of "the gift" is a core theme that ties together work on philanthropy, charitable giving and volunteering, inheritance, unpaid service and caring work. She has a longstanding interest in community currencies: initiatives to create parallel local money systems that seek to generate meaningful work and convivial, sustainable, democratic and sovereign local economies. Her book, Community and Money: Men and Women Making Change (Black Rose, 2003), shows how experimentation with new exchange networks exposes problems and injustices of everyday economic life, including gendered patterns of reciprocity, exchange, work and shopping, identification of which helps point the way to new economic politics. Professor Raddon teaches courses in research design, qualitative methods, service-learning, and anti-poverty strategies. <a href="http://brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#marybethraddon">http://brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#marybethraddon</a>

#### JENNIFER ROWSELL

## Canada Research Chair in Multiliteracies, Associate Professor of Education

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Jennifer Rowsell is a Canada Research Chair in Multiliteracies at Brock University's Faculty of Education where she directs the Centre for Research in Multiliteracies. Jennifer has written and cowritten several books, journal articles, and book chapters over the past ten years. Jennifer has presented at many national and international conferences. Her current research projects include: a high school ethnography in an urban and suburban high school in the Toronto and Welland areas where she applies design principles and uses multimodality to teach and learn secondary English with ethnically diverse youth; a SSHRC-funded international research study on 21<sup>st</sup> century reading processes; finally, Jennifer has completed research with thirty producers who apply a variety of modes from sound to visual to digital environments to broaden our understandings of literacy. Her research encourages a socio-cultural view of literacy built on the principles of the SJES Program. http://www.brocku.ca/education/directory/teachered/jrowsell

#### JOHN SORENSON

#### **Professor of Sociology**

(jsorenson@brocku.ca, Ext. 4369)

John Sorenson gives courses on animals and society, racism, and corporate globalization. Much of his research has been on war, nationalism and refugees and he has been active in solidarity groups in Africa, Asia, Central America and the Middle East. He was also actively engaged in humanitarian relief work in the Horn of Africa with the Eritrean Relief Association. His most recent book is Ape (forthcoming from Reaktion Press) and other books include Culture of Prejudice: Arguments in Critical Social Science; Ghosts and Shadows: Construction of Identity and Community in an African Diaspora; Imagining Ethiopia: Struggles for History and Identity in the Horn of Africa; Disaster and Development in the Horn of Africa; and African Refugees. In 2006 he received a three-year SSHRC research grant to investigate animal advocacy as a social justice movement.

http://www.brocku.ca/social-sciences/graduate-programs/critical-sociology/Faculty/dr-john-sorenson

#### **DENNIS SORON**

#### Associate Professor of Sociology

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Dennis Soron's teaching and research interests include social and cultural theory, the political economy of consumption, radical ecology, and the intersection of labour and environmental politics. He has published various book chapters, articles, and interviews on consumerism, work, the environment, and the issue of depoliticization. He is (with Gordon Laxer) the co-editor of Not For Sale: Decommodifying Public Life (Broadview/Garamond, 2006). <a href="http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#dennissoron">http://www.brocku.ca/social-sciences/undergraduate-programs/sociology/Faculty-and-staff#dennissoron</a>

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 $\underline{http://www.brocku.ca/humanities/departments-and-centres/english-language-and-literature/Faculty-and-staff-el/sue-spearey}$ 

#### NANCY TABER.

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Nancy Taber's work focuses on the sociocultural implications of education/learning. She teaches in the areas of critical adult education, sociocultural contexts of education, and learning gender in a militarized world. Her work often draws on her experiences serving in the Canadian military as a Sea King helicopter air navigator. She has engaged in a critique of militarism from her own perspective and that of other military mothers (with a focus on learning masculinities and femininities in military communities of practice), and is now exploring gendered issues of militarism in children's fiction and school curricula. She has recently completed research focusing on a girl empowerment book club for struggling readers. She is interested in feminist methodologies, such as institutional ethnography, feminist discourse analysis, and life history. Nancy has published in journals such as Adult Education Quarterly, International Journal for Lifelong Education, Studies in Continuing Education, Gender and Education, Children's Literature in Education, and Qualitative Research. She is currently working on a book about the ways in which academic and militaristic norms interact. http://www.brocku.ca/education/directory/undergradgradedstudies/ntaber

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Leanne Taylor teaches courses addressing the sociocultural contexts of education, including diversity and equity issues in schooling and the interrelationship between pedagogy, culture and identity. Her ongoing research explores the social construction of racialized identities; multiracial discourses and critiques of critical 'mixed race' theory; transnational and immigrant student aspirations; the experiences of marginalized and 'at risk' youth in secondary and postsecondary schools; and the effects of school policies and teacher conduct on student experiences. A key focus of her work addresses how education that strives to be equitable and socially just must continually engage with the complexities of race and ethnicity, including multiracial experiences. She is currently investigating the use of digital media as a way of fostering teacher candidates' engagement with equity issues. She is also researching social justice networks between university and community workers in the Niagara region.

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Susan Tilley has worked as both teacher and curriculum coordinator in public school contexts. Her interest in social justice and equity became more formalized as a result of the critical ethnography she conducted with women attending a school while incarcerated in a federal-provincial prison. She teaches graduate courses in curriculum theory, contemporary issues in curriculum studies, and qualitative research methodologies in the Faculty of Education. Her research interests include curriculum, teacher education, antiracism, critical white studies, pedagogical practices, research ethics, qualitative research, teacher research, critical ethnography, and education in alternative sites. She began her term as Graduate Director of the MA in Social Justice and Equity Studies July 2010. http://www.brocku.ca/education/directory/undergradgradedstudies/stilley

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