

Brock University

PhD in Interdisciplinary Humanities

Policies and Procedures Manual

Last Updated on October 24, 2013

TABLE OF CONTENTS

CONTACT INFORMATION		4
SECTION I	General Policies and Procedures	7
	Graduate Program Director	
	Graduate Committee	
	Admissions Committee	
	Admissions Criteria	
	Funding Policy	
	Offers of Financial Support	
	Continuation of Financial Support	
	Graduate Student Employment, Duties, and Rates of Pay	
	Course credit/paid employment	
	Program Structure	
SECTION II	Student Supervision	18
	Thesis Supervisor and Supervisory Committee	
	If Supervisor Leaves Brock	
	Change in Supervisor	
	Responsibilities of Thesis Supervisors	
	Additional Guidelines for Supervisors	
	Responsibilities of the Supervisory Committee	
	Guidelines for Students	
	Graduate Student Representatives	
	Ethical and Professional Conduct	
	Academic Progress	
	Mid-term Progress Report	
	Year-end Progress Report	
	Program and Course Evaluation	
	Grading of Courses	
	General Student Feedback.	
	Course Feedback	
	Program Feedback	
	Appeals	
SECTION III	Thesis	23
	Thesis Proposal	
	Thesis Submission	
	Thesis Defence	

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Graduate Program Websites

Office of Graduate Studies

https://experience.brocku.ca/Graduate_Study/GradStudies.ezc

Ph.D. in Interdisciplinary Humanities

<http://www.brocku.ca/humanities/degree-programs/phd>

Graduate Committee 2013-14

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Core Faculty

Core Faculty members serve a three-year term and may apply for renewal. Colleagues who wish to renew their membership or to become members of the Core Faculty are asked to submit a brief letter and an up-

to-date CV. In the letter, they should outline their interest in participating in the program as well as their research expertise in Interdisciplinary Humanities. The Graduate Committee reviews all applications.

Professors

Sandra Beckett, Modern Languages, Literatures and Cultures
 Irene Maria F. Blayer, Modern Languages, Literatures and Cultures
 Leah Bradshaw, Political Science
 Wing-Cheuk Chan, Philosophy
 Christine Daigle, Philosophy
 Martin Danahay, English Language and Literatures
 Corrado Federici, Modern Languages, Literatures and Cultures
 Barry K. Grant, Communications, Popular Culture and Film
 Rosemary Drage Hale, Medieval and Renaissance Studies
 J. Douglas Kneale, English Language and Literature
 Jane Koustas, Modern Languages, Literatures and Cultures
 Jack N. Lightstone, History
 Joe Norris, Dramatic Arts
 John Sainsbury, History
 Elizabeth Sauer, English Language and Literature

Associate Professors

Michael Berman, Philosophy
 Gregory Betts, English Language and Literature
 John Bonnett, History/Digital Humanities
 Janet Conway, Sociology
 Keri Cronin, Visual Arts
 Michael Driedger, History
 Ifeanyi Ezenou, Sociology
 David Fancy, Dramatic Arts
 Allison Glazebrook, Classics
 Elizabeth Greene, Classics
 Rajiv Kaushik, Philosophy
 Kevin Kee, History/ Interactive Arts and Science
 Leah Knight, English Language and Literature
 Brian Lightbody, Philosophy
 Ingrid Makus, Political Science
 Mathew Martin, English Language and Literature
 Carol U. Merriam, Classics
 Behnaz Mirzai, History
 Shannon Moore, Child and Youth Studies
 Tom Mulligan, OBHREE
 Elizabeth Neswald, History
 Catherine Parayre, Modern Languages, Literatures and Cultures
 Brian E. Power, Music
 Olatunji Ojo, History
 Daniel Samson, History
 Cristina Santos, Modern Languages, Literatures and Cultures
 Hans Skott-Myhre, Child and Youth Studies
 R. Angus K. Smith, Classics

Mark Spencer, History
Linda Steer, Visual Arts

Assistant Professors

Stefan Dolgert, Political Science
Donna Szoke, Visual Arts

SECTION I **General Policies and Procedures**

Graduate Program Director

In the last year of the Graduate Program Director's (GPD) 3-year term, the Associate Dean, Graduate Studies and Research for the Faculty of Humanities, will seek nominations, including self-nominations, for the position from the Core Faculty members. The Graduate Committee will receive nominations and make a recommendation to the Dean of the Faculty of Humanities. The appointment will be subject to the procedures in the *Brock University Collective Agreement*.

It is the duty of the GPD to oversee the graduate program. The GPD carries out all duties in consultation with the Associate Dean of Graduate Studies, Faculty of Humanities, with the support of a Graduate Administrative Assistant, appointed by the Associate Dean. The GPD receives a half course release per year. .

Specific duties include:

- Serve as Chair of the Graduate Committee and the Admissions Committee.
- Provide guidance to students who are enquiring about the program and/or about their options.
- Provide guidance for resident graduate students with respect to their applications for external scholarships and fellowships.
- Be available as a source of guidance with respect to students' interactions with the program, including the selection of courses.
- Oversee the preparation and maintenance of graduate program materials, which include advertising posters, the program web page, the *Brock Graduate Calendar* and other university publications.
- Work with the Associate Dean of Humanities and with the Faculty of Graduate Studies to promote the program.
- Co-ordinate course scheduling, teaching arrangements, course assessment and feedback, and course development.
- Co-ordinate TA positions/funding for incoming students.
- Co-ordinate language and comprehensive examinations.
- Meet with the incoming students, review program policies and expectations, and distribute the most recent copy of the *Policies and Procedures Manual*.
- Oversee a program social occasion to welcome incoming graduate students in the Fall of each year.
- Ensure that all students' files are kept up-to-date with respect to their progress, grades, graduate record forms, and so on.

- Oversee students' progress through monitoring grades and arranging for their progress reports. The GPD brings any problems to the attention of the Graduate Committee.
- Bring students' concerns to the attention of the Graduate Committee.
- Oversee arrangements for each student's thesis oral defence. This involves contacting the External Examiner, determining a time and room for the examination, advertising the examination (on the program website and where appropriate).
- Provide copies of the completed thesis to the External Examiner and all other members of the Examining Committee, and ensure that the written comments of the External Examiner are received at least one week prior to the thesis oral examination.
- The GPD is a member of the Graduate Council, whose purpose is to provide a forum for GPDs, and others involved in graduate programs, to meet and exchange ideas about administrative aspects of graduate programs.

Graduate Committee

The Graduate Committee consists of the Graduate Program Director, the Admissions Committee, at least one additional member, and the Student Representative. All members are appointed by the GPD and the Associate Dean of Graduate Studies and Research and will serve a 3-year term. It is the duty of the Graduate Committee to oversee and monitor the graduate program and to plan for further program development when appropriate.

Once a year, the Graduate Committee also reviews the progress of each student once per year, after the Winter grades have been received. The Graduate Committee discusses each student's progress from the perspective of their grades, annual progress reports, and any other relevant submissions. Student reviews can occur at other times if a student receives a grade of B or lower on a course, or if there is some other concern regarding the student's performance. Feedback is given in the form of a brief letter prepared by the GPD based on the recommendations of the Graduate Committee.

It is also the duty of the Graduate Committee to consider feedback about the program provided by the students. On the basis of this feedback, the Graduate Committee is in the position to make recommendations that would deal with student concerns. These recommendations are forwarded to the appropriate individuals by the GPD.

Admissions Committee

The admissions procedure involves the establishment of an Admissions Committee composed of the GPD and members of the Graduate Committee. The Admissions Committee will be considered a subcommittee of the Graduate Committee. It must consist of at least five members. In years where the Graduate Committee consists of five members, the Admissions Committee and the Graduate Committee will be one and the same.

Applications and accompanying materials will be submitted electronically to the Office of Graduate Studies. Committee members will be given access to the applications database, maintained by the Faculty of Graduate Studies, and can begin review applications in advance of February 15, the closing date for applications.

After February 15, each Admissions Committee member will consider the applications and make a short list, taking into account the qualifications of each candidate, funding limitations, and program limitations due to teaching and other resources. Faculty may be invited and/or may request to meet with the Admissions Committee during this process (e.g., a faculty member may wish to make a case for accepting a particular applicant). In the interests of protecting potential students, faculty members, and the program, the Admissions Committee may also raise concerns about potential advisors. In the event that concerns arise about a potential advisor, the GDP will discuss those concerns with the faculty member and report back to the Admissions Committee with a recommendation for resolution. The Admissions Committee will typically make final selection in consultation with the potential supervisor and subject to the approval of the Dean of Graduate Studies. The GDP attends Admissions Committee meetings and engages in discussion but does not vote on specific candidates. However, most decisions are made by consensus. Voting would become necessary only if there were opposing views.

The Admissions Committee will attempt to resolve any difficulties that arise with regard to admission decisions. If the difficulty is not solved at this level, the GDP can call a meeting of the entire Graduate Committee to review the case(s) and the Admissions Committee will consider any recommendations in making its final decision.

Offers of admission will not be made unless/until the applicant's file is complete: strong applicants, whose files are not complete, will be contacted by the GDP (or the faculty member who wishes to work with that individual) and informed of our interest, but no firm offer will be given.

When the selection procedure has been completed and admissions confirmed, the Admissions Committee will report its activities to the Graduate Committee and the Department Committee.

Admissions Criteria

Completed MA in a Humanities program or cognate discipline normally with a minimum average grade of at least 80%. The candidate will have demonstrated impressive intellectual abilities, excellent reading and writing skills, interests and background consonant with the emphasis and aims of the program, and will have presented an innovative and original proposal for the plan of study.

Funding Policy

The Admissions Committee will be guided in its selection of new graduate students by a funding policy developed to ensure that:

1. All students in normal residence in the program are offered financial support for 4 years. There are four general sources of funding for graduate students: a) Fellowships - administered by the Office of Graduate Studies and available to all full-time students. b) Graduate teaching assistantships - administered by the GDP. c) Research grant contributions - from the student's supervisor, when available. d) External awards (e.g. OGS, SSHRC) - administered by the Office of Graduate Studies. The amount of all sources of funding is variable.
2. The distribution to students of financial resources such as Teaching and/or Research Assistantships is carried out in a fair and equitable manner, taking into account the interests and abilities of the student.

Offers of Financial Support

Students offered admission to the program shall be informed of the normal completion time for the program, the minimum total level of financial support that is promised, the period of time over which this support will be provided, and any special conditions concerning continuation of the support.

The minimum total level of financial support may include amounts received from internal scholarships and bursaries, as well as all four sources of funding mentioned in the funding policy, above. The source and amount of funds may vary over the period of graduate studies. As well, fellowship funds from the University may be used in a discretionary manner to entice highly qualified students. The basic funding for any student must not drop below the minimum requirement as designated by the Dean of Graduate Studies.

Continuation of Financial Support

A student whose performance is judged to be unsatisfactory will normally receive written warning and suggestions for improvement each year. If the student's performance does not improve sufficiently within a reasonable time period, financial support may be reduced or discontinued. Written warning and an opportunity for improvement need not be given in cases of serious misconduct or serious neglect of duties.

It is recognized that difficulties may arise owing to inadequate transfer payments from the province, or to non-renewal of external research grants and contracts. However, the University will make every effort to maintain financial support for continuing graduate students at the levels promised. Primary responsibility rests with the Program and the Office of Graduate Studies, where decisions concerning admissions and offers of financial support are made.

Graduate Student Employment, Duties, and Rates of Pay

According to University regulations, students "must limit University employment to an average of no more than ten hours a week of University paid work in a given term." This includes Graduate Teaching Assistantships (GTA) and Research Assistantships (RA). Normally, each graduate student will be assigned the equivalent of two Graduate Teaching Assistantships for each of four years of full-time study in the PhD program. Each of these has a nominal workload of 120 hours (60 per term). However, a graduate student is permitted to work an average of 10 hours per week at University employment for the 16 weeks that make up each of the three terms (fall, winter, spring/summer). This amounts to a total of 160 hours per term. Beyond the 160 hours, the graduate student must have *prior* approval from the Thesis Supervisor, the Graduate Program Director, and the Dean of Graduate Studies.

In some cases, students receive RA support to work on their own thesis research. In such circumstances, requirements as to maximum hours of work do not apply. However, when payment is for assistance with research not closely related to the student's thesis research, the average number of hours worked per week must not exceed ten (including TA hours, if applicable); the rate of pay should represent fair value for the services rendered.

Graduate Student Teaching Assistantship

GTA positions, including duties and rates of pay, are regulated in accordance with the CUPE 4207 Collective Agreement. http://www.brocku.ca/webfm_send/17632

b. Graduate Student Teaching Assistantship:

Associated with a Graduate Student Teaching Assistantship is a nominal workload of 120 hours per term. The Graduate Student Teaching Assistantship can include Teaching Assistant, Marker-Grader, Course Coordinator and/or Lab Demonstrator duties. The Employer may assign Graduate Student Teaching Assistantships to full-time students enrolled in a master's degree or doctoral program at Brock University. Graduate students who are not offered a Teaching Assistantship under Article 22.01 (b) may be assigned or apply to individual appointments under Article 22.01 (c), (d), (e) and/or (f).

Before the beginning of the fall term, the GPD shall inform GTAs of their assignments and the nominal hours of work expected over the term. The nominal hours of work are estimates of the time, including preparation, which would normally be required by a graduate student to carry out the assigned duties. It is the GPD's responsibility that adequate preparation time is allowed; it is the graduate student's responsibility to be prepared. It is the Instructor's duty 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. TA duties extend from the date that lectures begin until the due date for course marks and may be distributed unevenly over the term. However, the maximum number of hours of work required in any one week should not normally exceed 20 hours per week. Anticipated excessive fluctuations shall be clearly identified at the time of course assignment. Graduate student employees shall identify to the employer any known academic obligations that may interfere with their duties. If unreasonable demands interfere with a student's own academic program, he/she should speak with the GPD. Except in emergencies, GTAs should receive at least one week's notice of special duties such as proctoring or lecturing.

Program Structure

Students are required to complete 6 half-credit courses, including the two compulsory core courses (HUMA 7P01 and HUMA 7P02), as well as a compulsory non-credit seminar.

Year One:

- one of HUMA 7P01, HUMA 7P02
- two or three half-credits from program course offerings or approved electives
- thesis Supervisory Committee finalized by August 31

Year Two:

- one of HUMA 7P01, 7P02
- one or two half-credits from program course offerings or approved electives
- one non-credit seminar/colloquium (compulsory)
- completion of language requirement
- final thesis proposal including a bibliography submitted to the Supervisory Committee by April 1, to be approved by April 30 by the Supervisory Committee and the Graduate Program Director

Year Three:

- comprehensive examinations, oral and written, to be completed by April 30 (earlier is encouraged)
- thesis research

Year Four:

- completion of thesis and defence

Detailed Description of Program**Year I**

Interdisciplinary Research Core Seminar I (HUMA 7P01)
Interdisciplinary Research and Writing in the Humanities

All students participate in this seminar, which introduces them to theoretical and methodological approaches to interdisciplinary studies. The course strives to provide students with an opportunity to engage in active discussion and to begin to constellate their specific interests and articulate their field of inquiry in preparation for writing their thesis proposals. **Calendar description:** The nature and academic requirements of interdisciplinary studies, including research methodologies and resources. Focus on reading, discussion, writing, and the ongoing construction of an interdisciplinary thesis in the Humanities.

Interdisciplinary Research Core Seminar II (HUMA 7P02)
Fields of Interdisciplinary Study

All students participate in the seminar based on the exploration of the program's four fields: 1) Epistemologies; 2) Critique and Social Transformation; 3) Culture and Aesthetics; 4) Technology and Digital Humanities. While coordinated by one faculty member, this course may draw on available faculty from across the university. This course acts as preparation for both the comprehensive exams and the thesis proposal. **Calendar description:** Introduction to the four fields of the Interdisciplinary PhD in Humanities: 1) Epistemologies; 2) Critique and Social Transformation; 3) Culture and Aesthetics; 4) Technology and Digital Humanities.

Course Work

All students must obtain approval of their proposed program of study from the GPD prior to registration each term. Students may take a maximum of two half-credit course electives. These may be drawn from the Faculty of Graduate Studies course bank (at the MA or PhD level) or may be the Directed Reading course (HUMA 7P90). Courses are to reflect the interdisciplinary nature of the program and to provide preparation for the thesis.

Language Requirement

Students will be required to demonstrate reading competency in one language other than English by means of a written examination. Students will translate a short passage into English. Use of a dictionary is permitted. The exam is pass/fail and may be taken an unlimited number of times. Exams will be held in September, January and May of each year. Students must indicate their desire to take the language exam to the GPD at least one month in advance.

The language requirement must be completed by the end of the second year. The language chosen is to be related to the program of study and must be approved by the supervisor. Evidence of passing a similar language exam in an MA degree may take the place of the PhD language exam at the discretion of the

GPD. Under exceptional circumstances the Graduate Committee and GPD may waive the language requirement may be waived upon the student's written request, with justification.

Year II

Non-Credit Seminar

This seminar is designed to provide students with an opportunity to discuss their program of study with other students in the context of specific topics of discussion to be determined by the Coordinator and to be drawn from the students' interests. The students will meet three or four times per semester. Students are encouraged to continue with this seminar in Years III and IV. The seminar may include guest speakers and a conference or colloquium and aims to provide students with a forum to explore and articulate their research ideas. The seminar strives to prepare students to actively engage in academic inquiry outside of Brock University. Presentations in this seminar are normally open to all students and faculty in the program.

Thesis Proposal

By April 1 of Year II, students will submit their final thesis proposal and bibliography to the Supervisory Committee and the GPD for approval. The thesis topic is to reflect the interdisciplinary nature of the program and to relate to the course work. Therefore, the bibliography may serve in part as the reading list for the comprehensive examinations. The proposal is to reflect on-going work with the supervisor and must be approved by the Supervisory Committee and the GPD no later than April 30, Year II.

Year III

Comprehensive Examinations

The comprehensive exams must be taken by April 30 of Year III in the program. Students must complete all of their course requirements, the language exam and the thesis proposal before they take the comprehensive examinations. The exams consist of two written exams and one oral exam. All exams are graded pass/fail.

No texts or notes are permitted in the written exams. Students may bring a laptop with which to write their answers, but no notes, documents, webpages, etc. are to be consulted. The laptop is for word processing only. These are closed book exams.

The student must indicate her or his desire to take the exams by contacting the Graduate Program Director and the Supervisor. This must happen at least two months before the exams will be held.

The two written exams must be taken within a week of one another. Provided the student passes both written exams, the oral exam will be scheduled as soon as possible following the written exams.

The student must pass all three exams to advance to ABD status. Any part of the tripartite exam may be failed and repeated once within 3 months. Any student who fails any one of the three exams more than once will be withdrawn from the program.

Exam #1: Specific Field

The examination committee will consist of the student's supervisory committee. In consultation with his or her supervisory committee, the student devises a reading list that covers the broad field related to his or her research. While some of these texts might duplicate those that are on the thesis bibliography, this exam is to cover a wider area than the narrow thesis topic. At least one month prior to the scheduled exam, the student proposes three exam questions in consultation with the supervisor. The supervisor (who may, of course, consult with the rest of the thesis committee) will choose one of these questions for the exam. The question will not be shared with the student before the commencement of the exam. The student will have 3 hours to write an essay responding to the question. All members of the committee will grade the examination. Unanimity among the examiners is not required for a passing grade. If all members, except for one, agree that the examination is satisfactory, the student passes. If more than one member of the committee deems the examination unsatisfactory, the student fails.

Exam #2: General Fields

The examination committee will consist of the student's supervisor and two other members of the HUMA participating faculty / program committee. The student will be examined on texts from two of the four fields of interdisciplinary study (Ways of Knowing, Social Critique and Transformation, Culture and Aesthetics and Digital Humanities). A list of texts will be distributed to the students. As the list may change from time to time, students will have the option of using the list distributed during their first year in the program or the list circulated in the year they take the exam. A bank of five questions will be available to the student. These questions will be determined in consultation with students enrolled in HUMA 7P01, 2013; however, all students in the program will be consulted before the list is finalized. The examination committee will choose two of the questions to appear on the exam, and the student will answer one of the questions. The student will have three hours to write this essay. All members of the committee will grade the examination. Unanimity among the examiners is not required for a passing grade. If all members, except for one, agree that the examination is satisfactory, the student passes. If more than one member of the committee deems the examination unsatisfactory, the student fails.

Exam #3: Oral Exam

Once the student has passed the two written exams, he or she will take the oral exam. A participating faculty member who is not on the student's examination committees will chair the oral exam. The examiners will consist of the examination committee from both Exam #1 (Specific Field) and Exam #2 (General Fields). The length of this exam is three hours.

The format for the exam is flexible, but it will consist of questions and answers related to the two written exams. It may begin with a statement by the student that clarifies some points he or she made in the written exams, or the student's supervisor might choose to begin with a question. The purpose of this exam is to ask questions about the written exams and to draw out some of the relationships between the two general interdisciplinary fields and the field of the student's relationship.

All members of the committee will grade the examination. Unanimity among the examiners is not required for a passing grade. If all members, except for one, agree that the examination is satisfactory, the student passes. If more than one member of the committee deems the examination unsatisfactory, the student fails. The Chair will not have a vote.

Year IV

Thesis

The thesis will be completed in Year IV, and should reflect the interdisciplinary nature of the degree. The length and format of the final submission will be determined by the student in consultation with his or her supervisor and approved by the Graduate Committee. For information on the thesis and the defence, see Section II of this handbook.

Courses

HUMA 5P31 Merleau-Ponty: The Art of Perception

(also offered as PHIL 5P71 and SCLA 5P71)

Merleau-Ponty's treatments and analyses of the visual (painting and film) and literary arts, seen as products, explorations, and distortions of human perception and embodied subjectivity, which shed light on our cultural and pre-cultural experiences of the world.

HUMA 5P71 Humanities Computing

(also offered as HIST 5V71)

Use of the computer for research, teaching, and expression in the Humanities to support teaching and research, including topics such as text analysis, high performance computing, Geographic Information Systems, quantitative methods, photo-editing and animation, simulations, and serious games.

HUMA 5P83 Graduate Seminar in Political Theory (Political Theory for Posthumans)

(also offered as POLI 5P83)

A comparison of important and opposing contemporary approaches to the interpretation of major texts or issues in political theory.

HUMA 7F90 PhD Thesis

Preparation, public defence, and examination of a thesis that is interdisciplinary in approach and that demonstrates the candidate's capacity for independent thought and study.

HUMA 7P01 Interdisciplinary Research and Writing in the Humanities

The nature and academic requirements of interdisciplinary studies, including research methodologies and resources. Focus on reading, discussion, writing, and the ongoing construction of an interdisciplinary thesis in the Humanities.

HUMA 7P02 Fields of Interdisciplinary Study

Introduction to the four fields of the Interdisciplinary PhD in Humanities: 1) Epistemologies; 2) Critique and Social Transformation; 3) Culture and Aesthetics; 4) Technology and Digital Humanities.

HUMA 7P05 Teaching Apprenticeship

Participation in the development and delivery of an undergraduate course under the mentorship of a Brock faculty member. Development of a teaching portfolio.

Note: this course will be evaluated as Credit/No-Credit.

HUMA 7P31 Recycling of Stories in Contemporary Culture

Intermedial phenomenon of retelling traditional and classic stories for a contemporary audience of all ages. Biblical narratives, folk and fairy tales, oriental tales, myth, legend, literary classics for adults, canonical children's books in a variety of genres and media. Theory of intertextuality; verbal and visual retellings; aesthetics and codes; narrative strategies; generic transposition; intermedial transformation; production, reception, and marketing.

HUMA 7P32 Text, Context, Intertext in Narrative: Constituting and Locating the Self in Culture

Interdisciplinary, intercultural and comparative approach to the study of narrative as it contributes to the construction of the self and cultures. Analysis of orality, storytelling, performance, narrative, memory, and cultural identity. Authors may include Benjamin, Ong, Ricoeur, Lejeune, White, Taylor.

HUMA 7P51 Hermeneutics of Personal, Social, and Artistic Transformation(s)

Theories of interpretation structure subjective and intersubjective experience. Theorists may include M. Heidegger, H. G. Gadamer, P. Ricoeur, H. Marcuse, R. Ingarten, M. Foucault, and J. Habermas.

HUMA 7P52 Feminist Thought: Constructive Revisions of the Canon

Interdisciplinary approach to the role played by feminist thought in examining and reinterpreting central notions that pervade all disciplines, such as identity, individuality, alterity, rationality, knowledge, solidarity, community, engagement. Authors may include Beauvoir, Braidotti, Butler, Cixous, Fraser, Grosz, Haraway, Kristeva, Irigaray, Benhabib, Jaggar, and Ziarek.

HUMA 7P53 Colonial/Post-colonial Histories

Examination of colonial and post-colonial history, fiction and art in colonial and settler-colonial societies.

HUMA 7P71 Theory and Praxis of Digital Humanities

Introduction to computationally-supported methods and applications for analysis, expression, and teaching in the digital humanities. Course will provide readings on topics ranging from agent-based simulations to text analysis, and practical instruction in 3D modeling and Geographic Information Systems.

Note: No programming skills required.

HUMA 7P72 Deep Maps in the Digital Humanities

Course provides a theoretical and practical overview of evolving expressive forms in the digital humanities, with a specific focus on the deep map. Students will review extant literature on the deep map, and participate in the conception, creation and design assessment of a proposed innovation for the Deep Map, expressed in Augmented Reality.

HUMA 7P90 Directed Reading

Research course with directed study and regular meetings with a faculty member, covering topics not offered in a designated course, and with permission of the Graduate Program Director.

SECTION II Student Supervision

Graduate research is recognized as a partnership involving students, supervisors, and the Program. For graduate students, graduate studies often represent a career development path that leads to gainful employment. To achieve that end within a reasonable time, proper supervision is a key element and it is vital that students be provided with responsible, professional supervision that is sensitive to student needs and free of personal conflict that might interfere with intellectual development. Data shows that the quality of supervision is an important variable contributing to the quality of the thesis, and to a suitable completion time for the thesis work.

Selection of faculty to serve on thesis committees is the joint responsibility of the student and the thesis supervisor. Faculty members who are requested to serve as Supervisory Committee Members are not obligated to do so, but reasons for not serving should be made clear.

Note: The student, with the supervisor approval, must notify the GPD in writing about the committee membership and the approximate date when membership was finalized. Decisions with respect to the make-up of the Supervisory Committee are expected to be finalized by the end Year I.

Thesis Supervisor and Supervisory Committee

The Thesis Supervisor assumes primary responsibility for the student's thesis work (see specific responsibilities below). He or she must be a member of the Core Faculty. The Supervisory Committee is composed of the Thesis Supervisor and two other faculty members who are members of the Core Faculty. One of the members of the Supervisory Committee may be from outside the program, subject to approval by the Graduate Committee. The members of the Supervisory Committee who are not the Thesis Supervisor play a similar role to that of the Thesis Supervisor, but do not have primary responsibility for the student's work (see specific responsibilities below). The composition of the Supervisory Committee must be approved by the GPD and must be in place and operational by no later than the proposal stage of the thesis.

It is recognized that, when faculty members agree to supervise a graduate student, they assume a number of responsibilities, many of which are not formally identified in the designation of workload. The following guidelines are not meant to impose bureaucratic uniformity that might impede an effective supervisory relationship. Rather, the intention is to provide some principles designed to enhance academic quality, safeguard student welfare, and expedite progress to satisfactory completion of degree requirements.

Brock University Policy governs both student and faculty roles and responsibilities. For a description of the supervisor's role, rights and responsibilities, please see the Faculty Handbook:

<http://www.brocku.ca/university-secretariat/facultyhandbook>

For a description of the student's role, rights and responsibilities, please see the Graduate Calendar:
<http://www.brocku.ca/webcal/2013/graduate>

If Supervisor Leaves Brock (Faculty Handbook 14.8.L)

If a student's supervisor leaves Brock University during the student's program, the Graduate Program Director has the responsibility to ensure that the student can exercise one of the following options:

- i) Remain at Brock and change supervisor and perhaps major research paper or thesis topic.

- ii) Remain at Brock and complete the existing major research paper or thesis even though the appropriate expertise may not be available at Brock for supervision. In this case, the supervisory committee may seek advice from experts off campus, or may arrange for the student to work off campus. It will be the responsibility of the supervisory committee (augmented, if necessary, by outside expertise), to advise the student on all matters regarding the major research paper or thesis preparation. The student is not precluded from seeking advice from the former Brock faculty member, but the former Brock faculty member has no privileged position with respect to the major research paper or thesis. The supervisory committee will take precedence in all cases.
- iii) Apply to transfer to the university to which the student's former supervisor has moved.

Any special arrangements described in ii) or iii) above must be approved by the Faculty Dean and the Dean of Graduate Studies.

Change in Supervisor (Faculty Handbook 14.8.1M)

If either the graduate student or supervisor wishes to initiate a change in supervisor and the change cannot be resolved at the graduate program level, a request must be presented in writing, with explanation, to the Graduate Program Director, and approved by the Dean of Graduate Studies in consultation with the Faculty Dean and the Graduate Program Director.

Responsibilities of Thesis Supervisors: Assisting Students to Achieve Their Scholarly Potential

The student has the right to expect expertise and accessibility from the supervisor. It is reasonable to expect that the supervisor offer assistance with the design, planning, and conduct of feasible research projects; introduce the student to the network of scholars or scholarly work in the area of specialization; encourage conference attendance; and provide support for the presentation and publication of the research results.

Additional Guidelines for Supervisors

- be reasonably accessible to the student for consultation and discussion of academic progress, research problems, course selection, etc.
- offer supervision and advice appropriate to the stage of the student's work (proposal stage, problem design stage, analysis and writing stage, oral defence stage, and with the publication of results)
- help the student establish and modify a suitable timetable for completion of the various stages of the thesis requirements
- give timely response to written work with constructive suggestions for improvement
- as indicated in the University's Policy on Intellectual Property, inform the student that the responsibility for utilization and publication of data is held jointly by the supervisor and the student, and endeavour to clarify early in the program some general principles regarding publication credit (and patent rights should that be relevant to the research)
- assist the student with attempts to acquire external funding or provide such funding, when possible, to permit attendance at conferences

- conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student
- make a suitable alternative arrangement for supervision when on extensive leave or absence from the university

Responsibilities of the Rest of the Supervisory Committee

The other Supervisory Committee Members are expected to follow the guidelines laid down for the primary supervisor with the exception that they do not have primary responsibility for the student.

It will be the responsibility of the Supervisory Committee

(1) to review the student's progress at least once a year (usually in preparation for the June progress reviews), with the student and supervisor maintaining a record that these consultations have occurred, and

(2) to meet at least once to review and formally approve the proposed thesis research presented to the committee as a prospectus. This provides a mechanism for committee members to suggest improvements and to record their ideas about the work before it is undertaken.

It is also expected that the members of the Supervisory Committee read and approve of the thesis before it is sent out to an External Examiner. The entire Supervisory Committee should agree upon major changes to a proposal or thesis. They are to indicate that the thesis is ready for the defence by signing the *Thesis Approval Form* (see Appendix D), which is submitted to the Administrative Assistant. They are also expected to participate in the oral defence as scheduled.

Guidelines for Students

By engaging in a graduate program, the student has made a commitment to devote the time and energy necessary to conduct and complete a research project and, if the results warrant it, prepare the work for dissemination through conference presentations and publications. The supervisor has the right to expect that the student demonstrate ability, initiative, and receptivity. Additional guidelines for the student are as follows. The student should:

- conform to University and Faculty requirements and procedures with regard to registration and graduation requirements, and to thesis style and standards
- in cooperation with the Supervisory Committee, including the supervisor, develop a timetable for completion of all stages of the thesis work
- meet regularly with the supervisor to review progress and interact with other members of the Supervisory Committee as appropriate
- give serious consideration to and respond to the advice and criticism received from the Thesis Supervisor and the rest of the Supervisory Committee

- recognize that the supervisor and other members of the Supervisory Committee have other teaching, research, and administrative obligations that may preclude an immediate response to queries or the provision of feedback
- be familiar with University and Faculty requirements and standards for graduate studies as available in this document, in the Graduate Calendar, and in the University's policy on Intellectual Property. All students must complete a hard copy of the Intellectual Policy form and return it to the Office of Research Services. The form is available online at on the web site: <http://www.brocku.ca/graduate-studies/current-students/student-forms> **Note:** *This form must be signed before a student is permitted to begin working in any research capacity associated with the University.*
- conform to basic principles of academic integrity and professionalism with respect to the handling of data and in the development of a mature and objective relationship with the supervisor, other members of the Supervisory Committee, other scholars, as well as fellow students and staff at the University
- consult with their Supervisory Committee if major changes are required during the conduct of the research
- take part in the academic life of the Program, which includes attending colloquia or talks organized by the Program

Graduate Student Representative

In September, the PhD students will meet to elect a representative by secret ballot. The representative will be a non-voting member of the Graduate Committee and may participate in other committees as deemed appropriate by the GPD. Responsibilities include bringing concerns of graduate students to the Graduate Program Director, and/or relevant committees; providing a graduate student perspective in discussions of program issues; serving as an information resource to other students; and facilitating graduate student social activities.

Academic Progress

Upon registration, students will consult closely with their Thesis Supervisor and the GPD to plan a program of study and develop a thesis topic. The progress of graduate students will be evaluated in January of the student's first year (mid-term progress report) and, in May each year, (year-end progress report). If the GPD, the Graduate Committee, the Thesis Supervisor, or members of the Supervisory Committee have expressed concern about a continuing graduate student's progress at the time of the annual report, that student may be asked to prepare an additional report. Progress deemed to be unsatisfactory will form the basis of a recommendation to the Dean that the student be withdrawn from the program. If a student has a standing of less than B (i.e., 70%) in at least one half-credit course, continued candidacy will be subject to review by the Graduate Committee.

Mid-term Progress Report

This report, due in mid-January is to be completed by all first-year PhD students (See Appendix A for details). Thesis Supervisors also complete a mid-term report on the student (see Appendix B), which they discuss with the student. The student's progress report and the Thesis Supervisor's report are forwarded to the Administrative Assistant. These progress reports, TA evaluations (if available), and reports from

course instructors (if any) will be reviewed by the Graduate Committee and a feedback letter will be sent to the student and supervisor.

Year-end Progress Report

This report includes two parts: the student report and a report completed by the student's supervisor. This is due at the end of May. The report is intended to be a record of activity across all aspects of the program, with a particular focus on research plans, rationale, and progress (See Appendix C for details). Thesis Supervisors and members of the Supervisory Committee review each student's progress report and complete a year-end report on the student (See Appendix D). The supervisor's report is to be signed by the Thesis Supervisor, members of the Supervisory Committee, and the Student, and forwarded in hard copy, along with a copy of the student's progress report and relevant attachments, to the GPD by the end of May. These progress reports will be reviewed by the Graduate Committee and a feedback letter will be sent to the student and the supervisor.

Although students will be expected to consult with their Thesis Supervisors about this and all elements of the program, this report is to be written by the student alone, without supervisor feedback or editing. These reports will become part of the student's file and, along with the thesis committee's report, form the basis of Program feedback and continued discussion with the Thesis Supervisor and the Supervisory Committee.

Program and Course Evaluation

Grading of Courses

As a result of recent changes made by Senate, all courses, except for the thesis must be given a numerical grade.

General Student Feedback

Feedback from students regarding the program is encouraged. They are encouraged to approach their supervisor, other members of their Supervisory Committee and/or Graduate Program Director. They may also wish to raise concerns with the Student representative.

Program Feedback

Students will meet annually with the GPD to provide feedback about the graduate program. This information will be communicated to the Graduate Committee.

Appeals

All graduate students have the right to appeal academic 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. Details regarding appeals can be found in the Graduate Calendar.

SECTION III Thesis

Thesis Proposal

Graduate students must submit a thesis proposal in accordance with the graduate program's procedures (FHB regulation). The proposal must be approved the student's Supervisory Committee. This will be completed by April 30 of Year II.

The Supervisory Committee is composed of the Thesis Supervisor and two additional members, and should be established by no later than August 30 of the student's first year. A memo should be sent to the Administrative Assistant and the GPD when the committee has been formed. During the composition of the thesis proposal students are encouraged to meet informally with members of their Supervisory Committee to discuss and refine their ideas. When students have completed their written proposal, the Committee will have an official proposal meeting with the student.

The contents of the written proposal are to be determined by the committee. It could include an introduction, literature review, outline of research questions, description of methodology and theoretical framework, references. The rationale for the project and hypothesis should be clearly stated. It should be no longer than 25 pages.

All committee members will read the proposal and discuss potential revisions in argumentation, required documentation or methodology with the student. When committee members are satisfied that the proposed project is viable, they will sign the *Proposal Approval Form* (see Appendix D). The Thesis Supervisor will then forward it to the GPD. More than one official meeting of the Supervisory Committee may be required before a thesis proposal is approved. The student must inform the Supervisory Committee of any substantive changes to the project after the original proposal is approved.

Thesis Submission

A submitted thesis must be accompanied by a *Thesis Approval Form* (see Appendix D). The form attests that the student's supervisor and committee members have approved the thesis for submission. The Graduate Program Director will adjudicate all disputes between students, supervisors and Supervisory Committees regarding submission of the thesis. If a student is dissatisfied with the judgment proposed by the director, the candidate may appeal to the Dean of Graduate Studies.

The thesis should be formatted as described in the Style Guidelines section of this manual. The candidate must submit 3 copies of the approved thesis with the *Thesis Approval Form* appended, to the Administrative Assistant. The student is required to provide the Supervisory Committee with additional copies of the manuscript. The Administrative Assistant will be responsible for

distributing these copies to the members of the Examining Committee (see below for the composition of this committee). The thesis must be presented at least five weeks in advance of the anticipated date for the oral defence, to permit the composition of an Examining Committee. The manuscript must be submitted in hard copy. It may not be submitted via e-mail.

Thesis Defence

Examining Committee

The Examining Committee will consist of the Dean of Graduate Studies (or designate), who will serve as chair, the Thesis Supervisor, the Supervisory Committee, and the External Examiner.

External Examiner

The External Examiner must have the expertise required to assess the thesis's content and methodology. The scholar must be external to the University and not have participated in any way in the thesis project. He or she will be principally responsible for provision of an independent, objective evaluation of the academic quality of the thesis. She or he will normally be an associate or full professor and a member of the faculty of graduate studies at his or her institution. In certain cases, the External Examiner need not be a university-based researcher. The individual, however, must have an understanding of the academic environment that would enable her or him to evaluate the quality of a thesis.

Upon submission of the thesis, the student and supervisor must provide the following to the GPD:

- a) The Names of the Supervisory Committee
- b) A List of two to four candidates to serve as External Examiner. The list should provide the contact information of each candidate, and a brief statement of each candidate's qualifications
- c) The Thesis Title
- d) Page Length of the Thesis Text (excluding References and Appendices)
- e) An Abstract of the Thesis

The supervisor and student should not contact potential external examiners to discuss availability. Any contact with the designated candidates prior to the thesis defence should be brought to the attention of the GPD. Upon receipt of the list of External Examiners, The Supervisory Committee and the GPD will review the list for approval. They shall determine the

nature and extent of contributions made to the thesis during its development by all potential External Examiners. Casual knowledge of the thesis by a potential External Examiner shall not necessarily constitute grounds for precluding such an individual from invitation. Once the list of candidates has been approved, the GPD will forward the list to the Dean of Graduate Studies. The External Examiner will be appointed by the Dean from the list, and that decision will be final.

The External Examiner will write a letter to the Dean indicating if the thesis is of sufficient quality to merit an Oral Defence. This letter must be received at least one week prior to the scheduled thesis defence. The letter will be made available to the candidate and supervisor. If this letter is not received at least one week prior to the scheduled defence, the defence will be postponed to a later date.

The Defence

On the day of the examination, the GPD (or designate) will take copies of the *Report of Graduate Thesis Examination Board* and one copy of the *Certificate of Approval* forms to the examining room and ensure that the room is arranged in a suitable fashion. The proceedings of the thesis defence are directed by the Chair of the Examining Committee. The oral examination will be open to anyone who wishes to attend, but only the candidate and members of the examining committee may participate in questioning. At the beginning of the defence, the Chair of the Examining Committee will describe the rules to be followed and ensure that the candidate and all members of the Examining Committee are familiar with those rules.

The Candidate will present a public seminar outlining the thesis (not to exceed 30 minutes).

This will be followed by a period of questioning by the Examining Committee during which the student should be the only person responding to the questions. The order of questioning will be: the External Examiner, Internal Examiners from the Examining Committee as directed by the Chair, 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 second and subsequent rounds 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 who is not a member of the Examining Committee will be asked to leave the room and the Examining Committee will meet to come to a decision with respect to the acceptability of the thesis and the defence.

Last-Minute Absence of a Chair or Committee Member

Occasionally, because of illness or accident, a member of an Examining Committee may be unable to attend a scheduled Defence. To enable the exam to proceed, the following procedures should be followed:

- a) The Administrative Assistant will inform the Candidate and the Examining Committee of the delay of the missing committee member. If the member is still in transit, or a replacement for the missing committee member is being located, the Administrative Assistant will inform the Examining Committee of the member's or substitute member's expected time of arrival, and the time when the Defence will re-convene.
- b) If the Supervisor is absent, an existing member of the Thesis Supervisory Committee will be appointed as Acting Supervisor by the Chair, after an in-camera discussion with members of the Examination Committee
- c) If the Chair of the Examination Committee is absent, the Dean of Graduate Studies Office will arrange for a replacement within one hour
- d) If the External Examiner is absent, the External Examiner's responsibilities and vote will be assumed by the Chair. The Chair will pose the questions submitted by the External Examiner
- e) If an Internal Examiner from the Thesis Supervisory Committee is absent, another member from the same committee will represent the absentee member. The designate will pose the questions provided by the missing member. If an appropriate designate from the Thesis Supervisory Committee cannot be located, the Chair will act on behalf of the absentee member.

The examination must be postponed and re-scheduled at the earliest possible convenience of the student if the External Examiner or the Supervisor fail to telephone or appear within one hour of the scheduled time for the Defence. The examination must also be re-scheduled if two members of the Examination Committee fail to appear. Otherwise, the exam is to proceed according to the above procedures, even if the Examination Committee includes only the External Examiner and one Internal Examiner from the Supervisory Committee.

Decisions Open to the Examining Committee

The thesis and defence will be graded on a pass-fail system, using the following classifications:

- a) Thesis Satisfactory and Accepted as Submitted (This determination applies even if there are minor typographical errors to be corrected)
- b) Thesis Accepted after Minor Corrections or Modifications (This categorization requires the candidate to re-write small sections of the thesis. Assessment of the revised thesis will be undertaken by the Thesis Supervisor)
- c) Thesis Accepted Conditionally upon Completion of Major Modifications as Outlined on Attached Sheet. The Examining Committee will not re-convene after producing a conditional acceptance. Instead, assessment of the revised thesis will be undertaken by:
 - i. The Chair of the Defence (FHB Regulation), and
 - ii. The Thesis Supervisor, or a sub-committee of the Examining Committee (A decision on the steps for final assessment will be taken by the full Examining Committee at the Thesis Defence)
- d) Decision Deferred until
 - i. Completion of Major Modifications as Outlined on Attached Sheet and
 - ii. A New Defence Has Been Completed
- e) Thesis Unsatisfactory and Not Acceptable

Acceptance of the thesis will require acceptance by two-thirds of the Examining Committee and must include acceptance by the External Examiner. If revisions are necessary, the Examining Committee will specify the areas for revision and the date by which the revision is to be submitted and approved.

- a) Ph.D. candidates should be given two to four weeks to complete minor revisions
- b) Ph.D. candidates should be given four to twelve weeks to complete major revisions

If the Examining Committee has difficulty coming to a decision regarding (a) acceptance or non-acceptance of the thesis; (b) the terms for acceptance of the thesis, the case will be referred to the Dean of Graduate Studies. The Dean will determine the steps required for the Examination

Committee to reach a consensus, and the Ph.D. candidate will be advised that a decision is pending.

A Fail grade will be awarded if either the External Examiner or more than one-third of the Examining Committee find the thesis to be unacceptable. The Ph.D. candidate may, at the discretion of the Examining Committee, be permitted a second and final thesis submission and defence in the event of a Fail grade. The second defence will be scheduled for no later than one calendar year after the first. The Examining Committee of the second thesis defence should be identical to that of the first, barring circumstances that prohibit its re-constitution. A fee will be charged for the second examination.

For appeals relating to the procedures followed in a Thesis Examination, see the Graduate Calendar on the Office of Graduate Studies website.

Style Guidelines for Theses

Paper and Formatting

- A good bond paper (20 lb.) must be used for all copies of the thesis. Paper size should be 8 1/2" X 11" (21.5 X 28 cm), with margins of one and one-half inches on the left side and one inch on all other sides.
- Theses must be typewritten. All photocopies must be clearly legible and uniform in impression and colour.
- All typing must be double-spaced except for quotations, footnotes, legends, and references, which shall normally be single-spaced (there should be double-spacing *between* references)
- *Preliminary pages* (i.e., Title page, Abstract, Acknowledgements, Table of Contents, List of Figures, List of Appendices) are numbered at the bottom, centre, using lower case Roman numerals. The Title page is page (i), but no number appears on this page.
- *All pages following* the preliminary pages are numbered in one continuous sequence using Arabic numerals at the top right of the page, *with the following exceptions*: Number placement should be at the bottom centre of the page on the first page of each chapter.

Organization

- The first and last pages should be blank and unnumbered.

- The title page should be in the form shown in the sample page of Appendix F of this program guide
- After the *Certificate of Approval*, pages should be in the following order: the title page, the abstract, the acknowledgements, a table of contents, a list of tables, a list of figures, and a list of appendices.
- After the text, there should be a reference section. This is to be done in the format described in the *MLA Style Sheet for final manuscripts* (Current Edition).
- The appendices follow the references.
- The abstract should be fewer than 500 words and should outline the problem, methods, main results, and general conclusion of the thesis.
- Each thesis will have its own unique structure of chapters and sections. However, the first chapter of most theses will be an “introduction” which presents the purpose, method and scope of the study together with a survey of the literature. The final chapter will be for "conclusions" and a survey of the argument of the thesis as a whole.

Further Details Regarding Thesis Preparation

For further information on matters of organization, style and presentation, consult the *Modern Language Association Style Manual* (Current Edition), paying special attention to the section on theses and thesis.

Submission Guidelines for Approved Theses

A successful Ph.D. Candidate must deposit the original copy and four further copies of the approved, revised thesis (in unbound form) with the Administrative Assistant for binding before the degree will be conferred. The GPD will arrange for the binding of the four copies required by the university. Additional bound copies may be procured by the successful Ph.D. candidates at their own expense. All copies must be identical, and contain a copy of the *Certification of Approval* duly signed by each member of the Examining Committee. The thesis must be accompanied by the Brock University Graduate Record Form and 2 copies of the National Library Form Theses Non-Exclusive License.

Note: Standard practice is to take the final copies of the thesis to the Program Graduate Administrative Assistant who will ensure that all the appropriate forms are completed and will accompany the student in submitting the copies of the thesis to the Office of Graduate Studies.

- **Binding:** The University Library will arrange for the binding of the thesis. Candidates may submit additional copies for binding which will be returned for their personal use. The Library can arrange binding of additional copies of a thesis at the Candidate's expense of \$11 each.

- A thesis processing fee of \$80.00 will be charged directly to the student's account when the thesis is delivered to the Office of Graduate Studies.
- Disposition of Copies: After binding, the five copies will be distributed as follows:
 - The Original will be catalogued and placed in the University Library for consultation;
 - Copy One will be returned to the Program for its files
 - Copy Two will be presented to the Thesis Supervisor.
 - Copy Three will be retained by the Candidate.
 - Copy Four will be forwarded to ProQuest/UMI to be reproduced on microfiche and digitized in PDF format on behalf of Theses Canada
- Circulation and Copying: In normal circumstances, as a condition of engaging in graduate study in the University, the author of a thesis grants certain licences and waivers in respect of the circulation and copying of the thesis
 - a) to the University Library - permitting the consultation of the thesis as part of the library collection and the making of single copies for another library or similar institution or for an individual for private study and research.
 - b) to the National Library of Canada - permitting the microfilming of the thesis and the lending or selling of copies of the film. To this end, National Library *Form Theses Non-Exclusive License* must be completed and submitted with the thesis to the University Librarian.
 - c) Under certain circumstances, the Senate Committee on Graduate Studies may delay the circulation and copying of a thesis for a period of up to twelve months from the date of successful defence.
- Copyright: In order to claim copyright, the author of the thesis must ensure that all copies of the thesis bear the International Copyright Notice at the bottom of the thesis title page. The Notice consists of three elements printed on one line:
 - a) the letter 'C' enclosed in a circle, thus ©
 - b) the name of the copyright owner
 - c) the year of completion

Helpful Hints to Students

The Proposal

Try to get your committee together as soon as possible. They will provide valuable input to help focus your ideas. Do not wait until your proposal is "perfect" before submitting it to your committee for feedback. Be prepared for discussion and changes. Be sure you get them to sign the *Proposal Approval Form* (Appendix D) and forward it to the Administrative Assistant.

Preparing the Document for Submission Prior to the Defence

The final stages of thesis preparation will take much longer than you think. Those last few hours of formatting and printing have taken some students several days. Again try not to be too compulsive. You want to send out a good document but again, there will always be changes, so spending too much time trying to make it “perfect” will not be a good use of your time. Your final draft must be approved by your Supervisor and the rest of your Supervisory Committee before the Oral Defence can be scheduled.

Preparing for the Defence

Talk to your supervisor about possible External Examiners early in the thesis process. You may not get your first choice, so be prepared with your Supervisor to submit a list of two to four candidates to the GPD when you submit your completed thesis. The list should include the contact information of each candidate and a statement of his or her qualifications.

Try to arrange one practice defence, and one practice of the presentation you will make at the defence. The presentations should not be over 20 minutes in length, and should provide a brief overview of your goals, hypotheses, most important findings, and discussion. Use visual aids (overheads or computer-based presentations). Attend other students’ defences before your own so you know what to expect!

Final Stage Status

Students who register for final stage status receive a reduction in tuition.

From the *Graduate Calendar* (VII):

Final Stage Status

Students approved for Final Stage Status by their graduate program must have a complete draft of their Major Research Paper or Thesis, that requires no further research or additional chapters/sections, and must be deemed by their graduate program committee to be able to complete their exit requirement within the subsequent term. Final Stage Status may only be awarded once and only for one term. The Final Stage Status Form is found at: brocku.ca/graduate-studies/current-students/student-forms

SECTION IV **Practical Information and Deadlines**

Deadlines for Graduation

It is often hard to determine how long ahead of each deadline things have to happen in order for the deadline to be met. This timetable should help.

For Fall graduation (October)

1. An **Application to Graduate** must be filled out by July 1.
2. A completed **Graduate Record Form** (completed online by the GPD) must reach the Graduate Studies Office at least six weeks before the graduation date.
The Graduate Record Form indicates that all course work has been finished, that the thesis oral defence has been held, and that all revisions have been completed. The thesis, at this point, goes to the library for binding. No changes are possible after this date.
3. Allow at least 1 month between the thesis defence and the time that a completed version is ready for binding to ensure sufficient time for revisions, keeping in mind that all requirements and forms must be completed and submitted to the Faculty of Graduate Studies at least 6 weeks before the graduation date. This means that the thesis defence should be held by the beginning of August and the student should get her/his committee-approved copies of the thesis to the GPD by the beginning of July so that arrangements can be made. It can often take time to contact an appropriate External Examiner and for the Examiner, supervisor, and others to adjust their schedules to accommodate a thesis defence date.

For Spring graduation (1st weekend in June)

1. An **Application to Graduate** must be filled out by February 1.
2. A completed **Graduate Record Form** (completed online by the GPD) must reach the Graduate Studies Office at least six weeks before the graduation date. The Graduate Record Form indicates that all course work has been finished, that the thesis oral defence has been held, and that all revisions have been completed. The thesis, at this point, goes to the library for binding. No changes are possible after this date.
3. Allow at least 1 month between the thesis defence and the time that a completed version is ready for binding to ensure sufficient time for revisions, keeping in mind that all requirements and forms must be completed and submitted to the Faculty of Graduate Studies at least 6 weeks before the graduation date. This means that the thesis defence should be held by the beginning of March and the student should get her/his committee-approved copies of the thesis to the GPD by the beginning of February so that arrangements can be made. It can often take time to contact an appropriate External Examiner and for the Examiner, supervisor, and others to adjust their schedules to accommodate a thesis defence date.

Photocopying and Other Thesis Expenses

The Program will cover the cost of printing copies of the thesis required for the Examining Committee (i.e., defence draft) and the final copies that are sent to be bound. The Office of Graduate Studies also administers some funds for this purpose.

Travel for Research and Conferences

Bursaries for travel to conferences are available from the GPD, the Faculty of Graduate Studies and HRI. However, students must also be prepared to cover at least some of the costs of conference attendance themselves. Please contact the appropriate person well in advance of the conference to apply for these funds.

Upon return from the conference, the student must submit receipts and complete a Travel and Expense report, available through Financial and Administrative Services: <http://www.brocku.ca/finance/faculty-and-staff/forms>

Note: Reimbursement for conference attendance or travel requires submission of original, relevant receipts and boarding passes as well as proof of exchange rate, if applicable.

Occasionally, the GPD may have a small amount of funds available to students for research expenses, including trips. Contact the GPD.

Financial support

All students are strongly encouraged to apply for OGS and SSHRC.. There are also many scholarships and bursaries available to particular groups or students who can demonstrate need. Information about scholarships can be obtained from the Office of Research Services, from the Faculty of Graduate Studies website, and from the Graduate Calendar. The Graduate Studies Office holds an information session in the fall regarding various funding sources. It is highly recommended that students attend these sessions.

Leading Seminars

Some students may not have led seminars prior to entering the program. Leading seminars involves leading discussions among small groups of students (between 10 and 20). The material and topics are decided by the course instructor. You are expected to meet with the course instructor regularly to go over the material that should be covered in seminar. You will also be required to hold office hours and assist with marking. As a graduate student you may also be given the opportunity to prepare and give a lecture. The Center for Pedagogical Innovation (CPI) has special workshops early in September and throughout the year to help prepare students for conducting seminars. Graduate students are expected to participate. If you participate in a given group of seminars, you will be awarded a Teaching Assistant Certificate. See CPI for more details. First-time seminar leaders are expected to attend program-organized training session(s).

Keep an up-to-date Curriculum Vitae (CV)

In the academic world it is important to keep an up-to-date CV. This makes it much easier to prepare progress reports and application materials. As well, there may be occasions when you will be asked for an update of your activities. A standard format for an academic curriculum vitae is shown in Appendix F. Not all of these headings will be relevant to you at this stage of your career, but you can add headings as needed.

Applying for Postdoctoral Positions

This will happen when you are busiest. Start to network early. Talk to your supervisor and keep a list of potential postdoctoral positions. Some applications (SSHRC) will be due well before you graduate. Be aware of the deadlines.

SECTION V APPENDICES

APPENDIX A - Mid-term Progress Reports - Students

The January student progress report (Due January 15) is submitted to the Thesis Supervisor with a copy to the GPD, and should be organized using the following outline:

- a. General Information**
 1. Student's name
 2. Date of entry into the program
 3. Expected completion date
 4. Fields of study

- b. Goals**

Describe your short and long-term goals for your education and career (1 paragraph)

- c. Courses**

List each course taken in the previous term, grade obtained, and main accomplishments (e.g., summarize papers, presentations, placements)

- d. Thesis**
 1. Committee members (if decided)
 2. Brief summary of research topic
 3. Describe progress on thesis and indicate actual or projected dates for various components (first draft of proposal, proposal approval by committee, first-draft of thesis, thesis approval by committee)

- e. Awards and scholarships**

- f. Research activities**

Summarize any activities other than those described above

- g. Conference and workshop activities**
 1. Presentations
 2. Attendance

- h. Teaching activities**

List Teaching Assistantships or other teaching activities (e.g., marking, co-ordinating). Append evaluations if available. List any steps toward professional development with respect to teaching (e.g., Instructional skills workshops)

- i. Service to the department, university, and/or community**

Committee memberships, community service, etc.

- j. Other activities**

APPENDIX B - Mid-term Progress Reports - Thesis Supervisors

Feedback Form for Supervisors of Graduate Students - Due January 31

Graduate Student: _____

Supervisor: _____

The purpose of this form is to give supervisors an opportunity to provide structured, formal feedback concerning their graduate students' progress after their first term in the program. Please describe the student's progress under the following headings. Be sure to address the specific questions outlined. If any of your comments should be kept in confidence, please be sure to indicate this on the form.

1. Course work

- a. Were you consulted with respect to appropriate course work?
- b. Given the student's goals, do you believe the course work taken and/or proposed is appropriate?
- c. Are there any courses that you believe would be important for the student to take before graduation?
- d. Do you have any concerns about the quantity or quality of course work completed?
- e. After checking with the student's instructors, other supervisors for Teaching Assistantships, Apprenticeships, as relevant, please indicate whether there are any concerns or special acknowledgements regarding the student's performance.

2. Thesis

- a. Have you discussed a timetable for the completion of the thesis?
- b. Are you satisfied with the student's progress toward completion of the thesis?
- c. Are the student's goals for completion realistic?
- d. Are there any specific concerns about the student's progress?

3. Other accomplishments

Are there any other accomplishments that should be mentioned here (e.g., publications, awards, etc.).

4. Overall evaluation

Assess the student's overall progress so far. Any comments or concerns that can be included directly in the letter to the student would be appreciated. Please include any cautions, guidance, and/or special praise that you think should come to the student through the committee.

APPENDIX C - Year-end Progress Reports - Students

General Instructions. The progress report should be developed near the end of the first year in the program and updated each year thereafter. It is due May 15 and a copy should be submitted to the Supervisor and the Program Director. The report is composed of three parts, as follows:

PART I. Curriculum Vitae (see Appendix E for content and format details). Material added to the CV since the last progress reported should be *highlighted*.

PART II. Supplementary information. Include the following:

Fields of study

Members of Supervisory Committee

Courses taken, grades received

Courses in progress

Other degree-related activities

Financial support received through University/Program sources; support for travel, etc.

Material added to this section since the last progress reported should be *highlighted*.

PART III. Written report on goals and progress. This section of the report is limited to 4 pages (12-point font, double-spaced, 1 inch margins), excluding tables and references.

Page 1. The Big Picture. Current thinking about long-term professional goals and an indication of strategy within the program with respect to courses and other activities that have been selected to achieve those goals, as well as immediate and future plans to continue progress, modify plans, or change course.

Pages 2-4. Research Activities. What is expected is a description of the thesis research to date with respect to the general topic area, background, hypotheses, main findings to date, implications, etc. For new students, much of this will be in the planning stage, but for more senior students, these components will be increasingly filled in with work accomplished and plans for future studies. Students should provide an indication of how their thesis and other research activities fit into their long-term plan. The progress report should conclude with a relatively detailed description of the next steps in the research plan.

Pages 6+. References, Tables (if any), Figures (if any).

Note. Part of the report may take the form of a thesis proposal. Specifically, a student who has recently presented his or her thesis proposal will only be expected to submit Parts I and II and Page 1 of Part III. PhD candidates who have completed their research and have been given permission to begin to write will submit Parts I and II, but will not be expected to write a separate report.

APPENDIX D - Year-end Progress Report - Supervisory Committee**BROCK UNIVERSITY**
Faculty of Humanities**DUE DATE: May 30****ANNUAL REVIEW FORM FOR CONTINUING GRADUATE STUDENTS****Graduate Student:** _____**LEVEL: PhD****Supervisor:** _____**Committee Members:** _____**Entry Date:** _____ **Current Date:** _____ **Year in Program:** _____

The purpose of this form is to document the student's progress in the program and how the program (courses selected, etc.) is meeting the student's needs. The signed document is to then be submitted (along with a copy of the student's progress report and related materials) to the GPD for review by the Graduate Committee by the end of May each year that the student is enrolled in the program.

Please base this evaluation on the student's progress report, relevant feedback from others involved in the student's training, teaching evaluations, and the outcome of this annual meeting. Consider student involvement in other aspects of professional development (workshops, CPI, etc.). Be sure to address the specific questions outlined, including strengths and any areas of concern.

- 1. Course work/Required Projects/Teaching**
 - a. Appropriateness of course work/projects completed.
 - b. Appropriateness of proposed course work/projects.
 - c. Suggested course work/projects.
 - d. Concerns or special acknowledgements regarding the course work/projects/FARS.
 - e. Concerns or special acknowledgements or suggestions regarding the students teaching or potential teaching opportunities.
- 2. Thesis**
 - a. Review of timetable for the completion of the thesis.
 - b. Review of student's progress toward completion of the thesis.
 - c. Concerns or special acknowledgements regarding progress toward thesis.
- 3. Scholarly Development**
 - a. Other research opportunities, associations, etc.
 - b. Opportunities for conference attendance.
 - c. Opportunities for conference presentations/posters, etc.
 - d. Progress with respect to publications (joint, as part of a research group, first-authored publications, etc.)
 - e. General scholarly development (e.g., colloquium attendance, involvement in questions, discussion, etc.).
 - f. Program, departmental, university, and/or community involvement.
 - g. Other accomplishments that should be mentioned here (e.g., publications, awards, etc.).

4. **Overall evaluation** Assess the student's overall progress this year. Any comments, concerns, cautions, guidance, and/or special praise should be included here. (Use extra page if necessary)

Thesis Supervisor: _____

Student: _____

Committee Member: _____

Committee Member: _____

Appendix D

Other Forms

Thesis Proposal Signature Sheet

Language Exam

Comprehensive Exams Completion Form

Thesis Proposal – Signature Sheet
PhD Program in Interdisciplinary Humanities

This proposal is submitted in partial fulfillment of the PhD in Interdisciplinary Humanities at Brock University. The undersigned agree that the proposal meets the requirements outlined in the “Interdisciplinary Humanities Policies and Procedures Manual” and that it is satisfactory, requiring no revisions.

Thesis Title:

Student

Name: _____ ID number: _____

Date: _____

Signature: _____

Supervisory Committee

Supervisor Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Graduate Program Director

Name: _____ Date: _____

Signature: _____

The original of this form, along with a copy of the proposal, shall be kept in the student’s file.

Language Exam
PhD Program in Interdisciplinary Humanities

This certifies that that student has passed an exam that tests reading competency in

_____.

Name: _____ ID number: _____

Date: _____

Graded by: _____

Graduate Program Director: _____

Comprehensive Exams – Signature Sheet
PhD Program in Interdisciplinary Humanities

This certifies that the student has successfully completed all comprehensive exams in partial fulfillment of the PhD Program in Interdisciplinary Humanities.

Student

Name: _____ ID number: _____

Date: _____

Signature: _____

Exam Fields and Outcome

General: _____ Pass or Fail

Specific: _____ Pass or Fail

Oral: _____ Pass or Fail

Examiners

Supervisor Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Graduate Program Director

Name: _____ Date: _____

Signature: _____

APPENDIX F - Standard Format for Academic Curriculum Vitae (Annotated)**NAME, ADDRESS****FORMAL EDUCATION** (*this no longer includes high school*)**ACADEMIC DISTINCTIONS AND AWARDS** (*e.g., scholarships, fellowships, prizes*)**ACADEMIC POSITIONS HELD**

CURRENT POSITION

ACADEMIC HISTORY

SCHOLARLY ACTIVITIES: (*presented in this order using APA style for all references*)Publications:

- a) Books and chapters contributed to books
- b) Articles in refereed journals
- c) Published refereed conference proceedings
- d) Articles in non-refereed journals
- e) Reports to government or other agencies
- f) Book reviews

Work Submitted for PublicationPapers Presented at Conferences and Learned Societies

Grants obtained (*generally not applicable to graduate students*)

- a) Internal grants
- b) External grants

Teaching activities (*Include courses taught or co-taught, lectures given, teaching apprenticeships, Teaching Assistantships, Marker positions, Coordinator positions, etc. Append teaching/TA evaluations if available*).

Professional Development (*e.g., Instructional skills workshops, Certificate in Teaching and Learning, progress on Teaching Dossier*).

Other Scholarly Activities (*May include research apprenticeships, Brock Research Days, work under revision, Brock-related research presentations in FARS or other courses, etc.*)

- a) Services as an assessor/referee
- b) Presentations (*Invited Talks - Academy, Community, Workshops*)
- c) Membership in scholarly or professional societies
- d) Consulting activities
- e) Discipline specific activities

University and Community Service - *Brock committee duties (name of committee, role), community involvement.*

Graduate Calendar

<http://www.brocku.ca/webcal/current/graduate>

Forms

<http://brocku.ca/graduate-studies/current-students/student-forms>

Registration Policies

<http://www.brocku.ca/registrar/guides/grad/>

Graduate Students Association

<http://www.brocku.ca/graduate-students-association>

Financial Support

<http://www.brocku.ca/graduate-studies/current-students/financial-support>

Regulations and Policy for Graduate Students

<http://brocku.ca/graduate-studies/current-students/academic-policies>