

Best Practices for Students and Faculty Members PhD in Interdisciplinary Humanities

This document outlines best practices for students and faculty members involved in the program. These suggested best practices align with policies delineated in the Brock University [Faculty Handbook, section III](#), the [Graduate Calendar](#), the Faculty of Graduate Studies' [Graduate Students Rights and Responsibilities Policy](#), and with the [Respectful Work and Learning Environment Policy](#).

Students:

- Commitment to one's degree and program
 - Learn about the program, its structure, and regulations
 - Get to know the faculty members involved
 - **Be available to meet with peers, faculty members, and Program Director**
 - Attend general meetings of the program as well as social events
 - Monitor the program website for [news and events](#) and other information
 - Respect the program and work with the program committee and Program Director to form a community that contributes to one's success both during the degree and beyond
- Coursework
 - Consult the list of courses offered for the year by the program and other graduate programs (at Brock or other Ontario universities)
 - Discuss course choice with the Program Director and supervisor with consideration for thesis and research interests
 - Familiarize oneself with the course outline and required assignments for each course
 - Plan one's schedule to meet all deadlines
 - Respect the classroom as a collective learning space and approach this space with professionalism
- Teaching Assistantships
 - Familiarize oneself with the [CUPE collective agreement](#)
 - Seek out teaching assistantships related to one's field(s) of study that could provide important experience for future employment in disciplinary programs
 - Maintain professional demeanour in the exercise of one's duties
 - Perform all duties in a timely manner and as directed by the course instructor
 - Keep the Program Director informed of any problem that may arise
- Research work - thesis
 - Discuss work habits and supervisory needs and expectations early with one's supervisor
 - Keep contact and meet regularly (as needed or required) with one's supervisor to discuss progress
 - Work on a timeline for completion and approval of thesis proposal with one's supervisor and supervisory committee
 - Work on a timeline for completion and approval of thesis with one's supervisor and supervisory committee
 - Engage in ongoing dialogue with a wide range of scholars (supervisory committee, the program, HRI colloquiums, scholarly associations) that can inform and help one develop a research project

- Consult with librarians to help identify all relevant material for one's work as well as suitable publication venues
- Reflect on the difference between a research project and a research program throughout the development of one's dissertation work
- Present one's research progress in the program's research seminar (HUMA 7N07) and at Mapping New Knowledges
- Research work - conferences and publications
 - Submit one's work for presentation at conferences and for publication in journals
 - Attend and participate in conferences and workshops relevant to one's research
 - Network with peers and faculty members in one's field(s)
 - Seek out scholarly associations that are important in one's field (the supervisory committee can offer guidance for this)
- General
 - Uphold the Brock University [Academic Integrity Policy](#) in all endeavours related to the program and one's research
 - Conduct oneself in a collegial and respectful manner with peers and faculty members so as to foster a good learning and researching environment for all
 - Be actively involved in scholarly endeavours as a member of Brock committees or associations related to one's research
 - Take responsibility for one's progress in the program and commit to ongoing academic and professional development
 - Inform one's supervisor and Program Director of any prolonged absence from campus and seek permission if said absence exceeds 1 month

Faculty Members:

- Commitment to the program
 - Learn about the program, its structure, and regulations
 - Be available to meet with students and Program Director
 - Attend general meetings of the program as well as social events
 - Get involved in the Program Committee
 - Monitor the program website for [news and events](#) and other information
 - Encourage students to respect the program and work with the program committee and Program Director to create a work and learning environment that contributes to student success both during the degree and beyond
- Courses
 - Offer courses that are interdisciplinary with regards to their themes, methods, and/or source material examined
 - Prepare a course outline that clearly delineates course requirements, expectations and any rules/regulations applying to the course
 - Have a course outline ready at the beginning of the course and file with the Program Director
 - Provide timely feedback on assignments
 - Provide final grade within the prescribed timeframe after the end of a course

- Encourage student development and allow discussion during the seminar and take appropriate steps to ensure the classroom is a space where all students can participate and share their perspectives
- Once guidelines and expectations are set, ensure that they are enforced consistently
- Supervision
 - Discuss work habits and supervisory needs and expectations early with one's supervisee
 - Keep contact and meet regularly (as needed or requested) with one's student to discuss progress
 - Work on a timeline for completion and approval of thesis proposal with one's supervisee and supervisory committee members
 - Work on a timeline for completion and approval of thesis with one's supervisee and supervisory committee members
 - Read and provide written feedback on written material submitted by one's supervisee in a timely, open, honest and fair manner
 - Inform one's student and the Program Director of any anticipated extended absence and arrange for alternate supervision should the absence be for a period of one month or more
 - Be familiar with the area of research or be willing to gain such familiarity to ensure adequate guidance of supervisee
 - Ensure that the resources necessary for the successful completion of the thesis are available
 - Encourage one's student to disseminate their work through conferences and publications
 - Mentor students and assist them in networking
 - Be sensitive to power imbalances inherent in the student-supervisor relationship and ensure that power is exercised in a manner that serves the interests of the student
 - Disclose conflicts of interest to the Program Director in a timely manner
- General
 - When appropriate and possible offer research assistantships or fellowships to students whose research can benefit from such work
 - When appropriate and possible offer to co-author papers with students whose research can benefit from such work and adhere to the [policies on intellectual property](#)
 - Conduct oneself in a collegial and respectful manner with students and faculty members so as to foster a good learning and researching environment for all
 - Encourage students to be respectful of others in the program and seek out information from the Program Director, program committee and other university governing bodies that can contribute to a positive experience for one's supervisee
 - Be proactive about the upcoming program requirements in each year of a student's progression in the program and discuss a plan of action for completion of these requirements
 - Offer constructive criticism that will help students develop as scholars
 - Encourage students to apply for external funding and other funding opportunities and offer support for such applications through the Faculty of Graduate Studies and any other relevant funding opportunities