



Master of Arts in CRITICAL SOCIOLOGY

Graduate Faculty and Student Handbook
2024-2025

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Brock
University

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About This Handbook The content in this program handbook is accurate at the date of posting and is applicable for the current academic year. Program handbooks are updated annually, and students should ensure they are referring to the current version. Occasionally, changes to policy and program requirements do occur so students should also check with their supervisor, program chair or the Faculty of Graduate Studies and Postdoctoral Affairs on critical matters where they are unsure. This program handbook should be read in conjunction with general policies and guidelines as outlined in the Brock University Graduate Calendar and the Brock Faculty Handbook.

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Table of Contents

SECTION I. PROGRAM DESCRIPTION.....	6
SECTION II. GOVERNANCE AND ADMINISTRATION OF THE GRADUATE PROGRAM.....	7
THE GRADUATE PROGRAM DIRECTOR	7
THE GRADUATE PROGRAM COMMITTEE	8
GRADUATE STUDENT REPRESENTATIVES	9
ADMISSIONS COMMITTEE PROCEDURES	10
UNIVERSITY LEVEL GOVERNANCE OF GRADUATE STUDIES	10
SECTION III. DEGREE REQUIREMENTS.....	11
MA PROGRAM WITH MAJOR RESEARCH PAPER OPTION (4 TERMS; 16 MONTHS).....	11
MA PROGRAM CO-OP WITH MAJOR RESEARCH PAPER OPTION (6 TERMS; 24 MONTHS)	11
MA PROGRAM WITH THESIS OPTION (6 TERMS; 24 MONTHS)	13
PART-TIME STUDIES	13
DEGREE COMPLETION TIME LIMITS	14
MAJOR RESEARCH PAPER/THESIS REQUIREMENTS	14
MAJOR RESEARCH PAPER/THESIS PROPOSAL AND PRESENTATION.....	15
RESEARCH ETHICS BOARD APPROVAL	15
MAJOR RESEARCH PAPER SUBMISSION	16
THESIS SUBMISSION	16
THESIS EXAMINING COMMITTEE.....	17
ORAL EXAMINATION OF THESIS (THESIS DEFENCE)	17
FURTHER INFORMATION ON THESIS DEFENCES	18
EVALUATION OF COURSES, MAJOR RESEARCH PAPERS AND THESES.....	19
MAJOR RESEARCH PAPERS AND THESES.....	20
FINAL SUBMISSION GUIDELINES FOR THE MAJOR RESEARCH PAPER	20
FINAL SUBMISSION GUIDELINES FOR THE THESIS	21
FORMATTING GUIDELINES FOR FINAL SUBMISSION OF THESIS.....	21
STUDENT SYMPOSIUM.....	21
SECTION IV. REGISTRATION	22
LISTING OF GRADUATE COURSES	22
MAJOR RESEARCH PAPER/THESIS COMPLETION FEE REDUCTION: FINAL STAGE STATUS	23
REGISTERING FOR THE TERM IN WHICH MAJOR RESEARCH PAPER OR THESIS IS COMPLETED	24
EXTRA COURSES	24
AUDIT COURSES.....	24
CONTINUOUS REGISTRATION IN GRADUATE PROGRAMS AND STUDENT LEAVES.....	24
SECTION V. ACADEMIC PROGRESS.....	26
PROGRESS REPORTS	26
EVALUATION OF STUDENT PERFORMANCE.....	27
STUDENT COURSE EVALUATIONS	27
APPEALS	28

CONTINUATION IN A GRADUATE PROGRAM	28
MINIMUM ACADEMIC PERFORMANCE AND ACADEMIC PROBATION	28
REQUIRED PROGRAM WITHDRAWAL	29
SECTION VI. SUPERVISION	30
PROCEDURES FOR MAJOR RESEARCH PAPER/THESIS SUPERVISION	30
SUPERVISORY COMMITTEE COMPOSITION	31
RESPONSIBILITIES OF MAJOR RESEARCH PAPER/THESIS SUPERVISORS.....	34
RESPONSIBILITIES OF MAJOR RESEARCH PAPER SECOND READERS	36
RESPONSIBILITIES OF THE THESIS SUPERVISORY COMMITTEE MEMBERS.....	36
GUIDELINES FOR STUDENTS.....	36
ACADEMIC INTEGRITY	38
ACCOMMODATION.....	38
SECTION VII. FINANCIAL SUPPORT	39
INTERNATIONAL STUDENTS	39
GRADUATE TEACHING ASSISTANTSHIPS.....	39
GRADUATE RESEARCH FUNDING	40
STUDENT RESEARCH EXPENSES.....	40
APPLYING FOR EXTERNAL RESEARCH FUNDING	41
SECTION VIII. POLICIES	42
GRADUATE CALENDAR	42
ACADEMIC INTEGRITY	42
RESEARCH POLICIES AND PROCEDURES.....	42
RESPECTFUL WORK AND LEARNING ENVIRONMENT POLICY	42
CONFLICT OF INTEREST HTTPS://BROCKU.CA/POLICIES/	42
SECTION IX. PRACTICAL INFORMATION AND SUGGESTIONS.....	43
DEADLINES FOR GRADUATION	43
STUDENT EMAIL/INTERNET	44
APPLYING FOR PHD PROGRAMS	44
IMPORTANT DATES.....	44
SECTION X: GUIDELINES FOR GRADUATE LAB USE.....	46
APPENDIX A: MAJOR RESEARCH PAPER	47
PROGRAM SEQUENCE FROM ENROLMENT TO GRADUATION.....	47
APPENDIX B. MAJOR RESEARCH PAPER WITH CO-OP.....	50
PROGRAM SEQUENCE FROM ENROLMENT TO GRADUATION.....	50
APPENDIX C. THESIS	53
PROGRAM SEQUENCE FROM ENROLMENT TO GRADUATION.....	53
APPENDIX D. GUIDELINES FOR THESIS AND MAJOR RESEARCH PAPER PROPOSALS	56
THESIS PROPOSAL FORMAT.....	56

MRP PROPOSAL FORMAT.....	57
APPENDIX E. ETHESIS SUBMISSION CHECKLIST	59
APPENDIX F. IMPORTANT FORMS	60
APPENDIX G. MACS FACULTY	61
FACULTY IN THE DEPARTMENT OF SOCIOLOGY.....	61
AFFILIATED FACULTY.....	68
APPENDIX H. MACS FULL-TIME STUDENT TIMELINES	71
MRP - 4 TERMS (16 MONTHS)	71
MRP WITH CO-O - 6 TERMS (2 YEARS)	72
THESIS - 6 TERMS (2 YEARS)	73

SECTION I. Program Description

Sociology has long served as a foundation for informed social analysis, critique, and social policy development. Critical Sociology refers to the most innovative and dynamic aspects of the contemporary discipline. Critical sociological work is intent on studying emergent social problems and the possibilities for progressive social change. The MA in Critical Sociology at Brock University distinguishes itself from more traditional general MA programs by focusing on critical perspectives in sociological analysis. This approach attends to the dramatic evidence of global and local conflicts, inequalities, and challenges that characterize much of the modern era.

While students will be introduced to the classical and foundational texts in Critical Sociology, they will be encouraged to explore cutting-edge theories, methodologies, and empirical research. Drawing on existing strengths in the department, the emphasis in courses and graduate research will be on theory, methods, and empirical research that prioritize challenges to oppression, disenfranchisement, and social inequalities in social arrangements.

SECTION II. Governance and Administration of the Graduate Program

The Graduate Program Director

The Graduate Program Director is appointed by the Sociology Department. The Brock University and BUFA Collective Agreement establishes which departmental members are eligible to vote in this appointment process. The Graduate Program Director is responsible for the oversight of the graduate program. They carry out all duties in regular consultation with the Graduate Program Committee. The GPD has the support of an Administrative Coordinator and receives an administrative course relief of one half-course per year. They also teach SOCI 5N00. The usual term is three years. Specific duties include:

1. Serving as the Chair of the Graduate Program Committee.
2. Collaborating with the Administrative Coordinator.
3. Consulting with the Faculty of Graduate Studies and Postdoctoral Affairs, Dean of Graduate Studies and Postdoctoral Affairs, Faculty of Social Sciences Associate Dean, Graduate Studies, and Chair of Sociology as needed.
4. Serving as a member of the Graduate Council and the Faculty of Social Sciences Graduate Program Directors Committee.
5. Overseeing the preparation, maintenance, and distribution of program publicity material, the web page, the Graduate Studies Calendar entry, and the Graduate Faculty and Student Handbook.
6. Ensuring the provision of information about the program to potential applicants.
7. Assessing student progress.
8. Overseeing the admissions process (including ensuring that a faculty member is identified as a liaison person for each incoming graduate student).
9. Organizing a reception and orientation to welcome incoming students, distributing a copy of the Handbook to incoming students, and reviewing with them graduate policies and expectations.
10. Facilitating allocation of Graduate Student Teaching Assistantships for incoming full-time graduate students.
11. Providing guidance to incoming students with respect to course selection.

12. Organizing elections of Graduate Student representatives to the Department in a timely manner.
13. Overseeing students' progress in conjunction with the Graduate Program Committee. This includes ensuring that Supervisory Committees are formed in a timely manner, that progress reports are submitted and reviewed, and that a brief progress report feedback letter is provided to students and Supervisors.
14. Reviewing course outlines to ensure that workloads are comparable and that the central focus of the program is built into each course.
15. Reviewing course outlines for all Directed Studies courses to ensure that workloads are comparable.
16. Reviewing course grades before they are submitted to the Faculty of Graduate Studies and Postdoctoral Affairs.
17. Organizing opportunities for graduate students to present their work and receive feedback.
18. Acting as “reader” of all major research papers and theses at the “final stage status” and final submission stage, and, in the case of theses, participating as a member of the Examining Committee (this role may be delegated when necessary).
19. Organizing the thesis oral defence in conjunction with the Faculty of Graduate Studies and Postdoctoral Affairs and Faculty of Social Sciences Associate Dean, Graduate Studies.
20. Ensuring that course and program evaluations are conducted as per University policies.
21. Updating program procedures and ensuring that program issues (including student concerns) are brought to the attention of the Graduate Program Committee.
22. If acting as Supervisor for a thesis or MRP, the Graduate Program Director will ensure that another affiliated faculty member serves as a “GPD designate” for any duties (e.g., authorizations, evaluations involving the supervisee), necessary to avoid any real or perceived conflict of interest between the Graduate Program Director and Supervisor roles. Such a designation will not be necessary in the case of the second reader or supervisory committee role.

The Graduate Program Committee

The Graduate Program Committee is chaired by the Graduate Program Director, and the membership includes the Chair of Sociology, all current graduate instructors, any other core and affiliated faculty member that wishes to serve on the committee (these open positions will operate on a yearly rotation), plus two graduate student representatives. Student representatives are excused from those parts of Graduate Program Committee meetings that discuss student admissions, student progress/evaluation, and any other confidential matters as determined by the

Graduate Program Director and/or the Brock University and BUFA Collective Agreement.

Meetings and Duties

- When possible, the Critical Sociology Administrative Coordinator acts as recording secretary for Graduate Program Committee meetings.
- The Graduate Program Committee assists the Graduate Program Director in the week-to-week running of the graduate program and plans for further program development as appropriate.
- Specific tasks include responsibility for recruitment and admissions, preparation of the Graduate Calendar submission, course offerings, recommend teaching allocations, recommendations for scholarship adjudication, student progress, responding to student concerns, and changes to the structure of the program. Major program and curricular changes, teaching allocation, new faculty affiliations, and GPD search shall be brought as recommendations to the Departmental Committee for approval.
- As per 16A.04 of the Collective Agreement (2023-2026), “Program Directors shall have full voting rights in all Program Committee meetings. Program Committee motions are carried when they receive majority support i.e., 50% plus 1.

The Sociology Department is responsible for teaching allocation (the Chair, the GPD, and at least one other faculty member sits on this committee). Teaching allocations will be guided by the following principles to ensure some rotation of instructors:

- a. In the case of required core courses, single instructors are given the right of first refusal for a second year of teaching the same course. After a two-year cycle, other instructors will usually replace them.
- b. In the case of electives, single instructors are given the right of first refusal to teach the course again over the next two years (they teach the course twice in a three-year period).

Graduate Student Representatives

Continuing MA students will elect a full-time student enrolled in their second year to serve as their student representative on the Graduate Program Committee. Incoming students meet in September to elect a full-time student enrolled in their first year to become their student representative. The representatives normally serve one-year terms. The student representatives are voting members of the Graduate Program Committee (except when prohibited according to the Brock University and BUFA Collective Agreement). Responsibilities include bringing concerns of graduate students to the Graduate Program Director and the Program Committee, providing a graduate student perspective in discussions of program issues, serving as an information resource to other students, and facilitating graduate student social activities. Student representatives are invited to all Sociology department meetings. Attendance at these meetings is optional.

Admissions Committee Procedures

Applications for admission to the graduate program, on either a full-time or a part-time basis, are accepted from students holding an honours degree in Sociology or relevant discipline (e.g., Labour Studies, Women's Studies), with an overall average not less than 75%. Please review the admissions process and application requirements on the Faculty of Graduate Studies and Postdoctoral Affairs website: <https://brocku.ca/graduate-studies/future-students/apply/>

The Faculty of Graduate Studies and Postdoctoral Affairs receives all applications and accompanying materials electronically and will inform applicants of incomplete files. Once the files are complete and the deadline has passed (usually early February), files will be reviewed by the Graduate Program Committee.

The Graduate Program Committee is responsible for admissions, however any core member of the Critical Sociology program that has read all the admissions applications is welcome to participate and vote in the admissions meeting.

When reviewing the files of potential students, faculty members are encouraged to consider academic standing, composition of student cohort, and potential supervisory "matches" in assessing applications. The general policy is to accept outstanding students for whom potential supervisory faculty can be clearly identified. As part of the admission process, those at the admissions meeting will prepare a waiting list of candidates. They will also identify a Faculty Liaison person for each successful candidate, as well as for candidates on the waiting list.

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

University Level Governance of Graduate Studies

Senate Graduate Studies Committee

<https://brocku.ca/university-secretariat/senate/>

Graduate Students' Association

<https://brocku.ca/graduate-students-association/>

SECTION III. Degree Requirements

The Graduate program offers three streams: course work with major research paper (four terms); course work and major research paper with co-op placement (six terms); and course work with thesis (six terms). Students are accepted into the major research paper or major research paper with co-op stream. Students may transfer into the thesis stream only after successful completion of a thesis proposal as described in Appendix C.6-7. All three streams provide students with graduate training in a wide range of topics, as well as the opportunity for sustained independent work through the completion of a major research paper or thesis.

MA Program with Major Research Paper Option (4 terms; 16 months)

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

- (a) SOCI 5P01: Critical Social Theories,
- (b) SOCI 5P02: Critical Social Research Design and Methods,
- (c) SOCI 5N00: Graduate Workshop (a non-credit required course), and
- (d) four half-credit elective courses.

Normally for full-time students, the theory and methods core requirements, the elective credits and the required graduate workshop are met by the end of the second term. However, students may wish to defer one or two elective courses to the fourth (fall) term to lighten their workload.

Students prepare their major research paper proposals in the second term and early part of the third term. A final version of the MRP proposal is due to the student's Supervisor in late May. The oral presentation of the proposal by the Supervisory Committee will occur by early June. The student and supervisor will collaboratively decide the format for the presentation. The student will complete the MRP over the third and fourth terms (see information below on part-time studies).

See Appendix A for typical program timeline sequence for full-time students to complete in four terms. See Appendix D (Guidelines for Thesis and Major Research Paper Proposals) for complete details on MRP proposal criteria.

Full-time students, with the permission of the Graduate Program Director, also have the option of enrolling in a graduate course in another program or a fourth-year undergraduate course that has been revised for graduate credit.

MA Program Co-op with Major Research Paper Option (6 terms; 24 months)

Candidates must successfully complete six half-credit courses, a non-credit professional

preparation course and two 4-month co-op placements, plus a major research paper that demonstrates capacity for sustained independent work. The major research paper topic is developed in consultation with the Supervisory Committee, which must approve a formal proposal. A formal proposal must be approved before research commences on the major research paper. Students are required to complete the following half-credit courses:

- (a) SOCI 5P01: Critical Social Theories,
- (b) SOCI 5P02: Critical Social Research Design and Methods,
- (c) SOCI 5N00: Graduate Workshop (a non-credit required course),
- (d) SOCI 5N01: Co-op Employment I,
- (e) SOCI 5N02: Co-op Employment II,
- (g) SOCI 5N90: Co-op Professional Preparation; *and*
- (h) four half-credit elective courses.

Normally for full-time students, the theory and methods core requirements, the required co-op professional preparation course and the required graduate workshop and remaining elective course requirements are met by the end of the second term. However, students may wish to defer one or more elective courses to the fifth (winter) term to lighten their workload.

Students prepare their major research paper proposals in the first month of the fifth term. A final version of the MRP proposal is due to the student's Supervisor in late January of the student's fifth term, and the oral presentation of the proposal to the student's Supervisory Committee will follow shortly afterward. The student and supervisor will collaboratively decide the format for the presentation. The student will complete the MRP over the fifth and sixth terms (see information below on part-time studies).

Students undertake their co-op work placements in their third and fourth terms. Students locate work placements in conjunction with the Co-op office but there's no guarantee of a work placement. Students in the Co-op with MRP option may have the opportunity to work with government agencies, media organizations, non-profit social service agencies, unions, community health centres, research think tanks, educational institutions, to name but a few possible workplace settings. Employment may entail evaluation, needs assessment and/or action research, community development, non-profit service delivery, event organizing, public relations, and adult education. PLEASE NOTE: Students unable to secure a first work placement will switch to the MRP without co-op option.

Students undertaking a co-op work term are not permitted to enrol in additional courses within that term.

See Appendix B for typical program timeline sequence for full-time students to complete in six terms. See Appendix D (Guidelines for MA Thesis and Major Research Paper Proposals) for complete details on MRP proposal criteria.

Full-time students, with the permission of the Graduate Program Director, also have the option of enrolling in a graduate course in another program or a fourth-year undergraduate course that has been revised for graduate credit.

MA Program with Thesis Option (6 terms; 24 months)

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

- (a) SOCI 5P01: Critical Social Theories,
- (b) SOCI 5P02: Critical Social Research Design and Methods,
- (c) SOCI 5N00: Graduate Workshop (a non-credit required course), and
- (d) two half-credit elective courses.

Normally for full time students, the theory and methods core requirements, the required graduate workshop and the two elective course requirements are met by the end of the second term. However, students may wish to defer an elective course to the fourth (fall) term to lighten their workload. Students must prepare a *draft* thesis proposal to be submitted to their supervisor at the end of the February Reading Week (i.e., the Friday of that week). A *final* version of the student's thesis proposal must be submitted to their Supervisor no later than the final Friday in April. Failure to meet these deadlines may result in a student being required to follow the MRP option. The oral presentation of the proposal and approval of the proposal by the Supervisory Committee will occur no later than the second Friday in June. Failure to meet this deadline will result in the student being required to follow the MRP option. The student and supervisor will collaboratively decide on the presentation format. The student will complete the thesis over the course of their third, fourth and fifth terms, with a goal to defend the thesis in the sixth term (see information below on part-time studies).

See Appendix C for typical program sequence for full-time students to complete in six terms. See Appendix D (Guidelines for Thesis and Major Research Paper Proposals) for complete details on Thesis proposal criteria.

Full-time students, with the permission of the Graduate Program Director, also have the option of enrolling in a graduate course in another program or a fourth-year undergraduate course that has been revised for graduate credit.

Part-time Studies

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

alone.

Part-time students, with the permission of the Graduate Program Director, also have the option of enrolling in a graduate course in another program or a fourth-year undergraduate course that has been revised for graduate credit. Some of these courses may be offered in the evening.

Degree Completion Time Limits

<https://brocku.ca/webcal/2023/graduate/acad.html#sec18>

Full-time students

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

Part-time students

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

Major Research Paper/Thesis Requirements

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

The thesis should fall within the range of 100-120 pages including endnotes, references, appendices, etc. A thesis marshals new evidence on a narrower topic located within a research field. Chapters, rather than sections, comprise theses.

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

Full time incoming students must establish a Supervisory Committee in the fall term. In the Spring term, they will formally register in either SOCI 5F91 (Major Research Paper) or SOCI 5F90 (Thesis). Students are accepted into the MRP option. Students who wish to transfer into the

Thesis option must:

- a) submit a draft proposal to their Supervisor by the Friday of the Winter Reading week,
- b) submit a March 1 progress report,
- c) submit a final proposal to their Supervisor by the last Friday in April, and
- d) achieve approval of the proposal by the Supervisory Committee prior to the second Friday in June.

Note that the student's Supervisor, Committee Members, and the Graduate Program Director must agree that the student's proposed thesis research is feasible within the program's funded period (six terms).

Major Research Paper/Thesis Proposal and Presentation

After establishing a Supervisory Committee, students will prepare a major research paper/thesis proposal. Proposals should be a concise document of five pages for MRPs and a concise document of 10 pages for theses. In both cases, the proposal identifies and locates the significance of the question framing the research and sets out the investigative procedures to be followed. In developing a proposal, the student needs to communicate their sense of the field (i.e., what is already known and claimed about the topic or problematic) and specify a clear research question that contributes to that field. Moreover, the student needs to be explicit about the logic of inquiry and the strategies proposed to support their claims. Please see “[Major Research Paper/Thesis Requirements](#)” above for further discussion of the distinction between Major Research Papers and Theses.

Once the proposal has been deemed ready for approval by the Supervisor and other Supervisory Committee members, the Supervisor will convene a meeting at which the student orally presents their proposal to the committee. The presentation should not exceed 20 minutes. The Supervisory Committee will offer additional constructive feedback on the proposal, as well as any other guidance that is required to help students get underway with their research. Following an acceptable oral presentation and the approval of the proposal, an MRP/thesis proposal approval form is signed by the student, the Supervisor, and Supervisory Committee members. The signed form, along with a printed copy of the approved proposal, is submitted to the Graduate Program Director. Find the form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>

Research Ethics Board Approval

Students whose major research paper/thesis involves working with human participants must submit the appropriate proposal to the Research Ethics Board (REB) prior to data collection. REB approval will be sought only after the student's MRP/Thesis proposal has been approved by his/her/their Supervisory Committee. Copies of REB approval must be appended to the completed major research paper/thesis before submission. As part of the application for ethics clearance, graduate students must provide a certificate of completion verifying that they have completed the Course on Research Ethics (CORE) on-line tutorial.

For information on the ethics approval process see:

<https://brocku.ca/research-at-brock/office-of-research-services/research-ethics-office/>

Major Research Paper Submission

The major research paper must be prepared according to the style guidelines outlined by the Supervisor or if desired, those found at:

<https://brocku.ca/graduate-studies/current-students/research-based-students/major-research-project/>

Once the Supervisor and Second Reader have agreed regarding the final course grade to be assigned to the MRP, the student submits the final draft to the Graduate Program Director at least three weeks in advance of the due date for submission of grades for the relevant term (second Fall term for students intending to complete the program in four terms). The Supervisor and Second Reader also submit the grade, accompanied by a one paragraph summary assessment of the MRP, to the GPD for review and approval. In a case of grade disagreement between the Supervisor and Second Reader, the Graduate Program Director will try to find consensus. In the absence of such consensus, the Graduate Program Director shall decide the issue. If the student believes that the Supervisor or Second Reader are unduly delaying completion of the major research paper, then the student has the option of petitioning the Graduate Program Director to have the Supervisor's or Second Reader's decision (or lack of one) overridden.

Thesis Submission

Theses must be prepared according to the style guidelines outlined by the Supervisory Committee and the format guidelines set out by the Faculty of Graduate Studies and Postdoctoral Affairs (FGS eThesis format specifications) <https://brocku.ca/graduate-studies/current-students/research-based-students/masters-thesis/>.

The thesis should fall within the range of 100-120 pages in total length (including all endnotes, references, appendices etc.). PLEASE NOTE THAT 120 PAGES IS AN ABSOLUTE MAXIMUM LIMIT FOR THESESES. The student must make a case to the Graduate Program Director if s/he feels more space is required to present their research.

When a thesis has been completed to the satisfaction of the candidate and Supervisory Committee, two hard copies and an electronic copy of the thesis should be submitted to the Graduate Program Director. At this point the Supervisor will complete the on-line Appointment of External Examiner form found at <https://brocku.ca/social-sciences/external-examiner-request/>, which identifies *five* individuals who are qualified to serve as External Examiners. The Faculty of Social Sciences Associate Dean, Graduate Studies will select the External Examiner from the list submitted. The Associate Dean's decision is final. The Supervisor and candidate should *not* contact potential External Examiners to discuss availability, and any contact with an External Examiner prior to the thesis defence should be brought to the attention of the Graduate Program Director. The proposed External Examiners must not be, or have been, closely associated with the candidate as colleagues, research collaborators, co-authors, employers, teachers, supervisors, or the like. Nor should they be former students, research supervisors, or current or recent

research collaborators of the Supervisor. Exceptions to this rule must be requested in writing and receive approval from the Faculty of Social Sciences Associate Dean, Graduate Studies. The External Examiner would normally be an associate or full professor.

The Graduate Program Director (or designate) will contact the approved External Examiner informally to determine available dates for a thesis defence. The Graduate Program Director (or designate) will be responsible for scheduling the thesis defence on a date suitable for the candidate and all members of the examining committee, and for ensuring that a suitable room has been reserved for the defence.

The Graduate Program Director will be responsible for ensuring that the External Examiner and all other members of the examining committee receive an electronic (pdf) copy (or paper copy, upon request) of the thesis, normally four weeks prior to the date of the defence.

Thesis Examining Committee

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

The Faculty of Social Sciences Associate Dean, Graduate Studies (or designate) who chairs the examining committee/thesis defence, the External Examiner, Graduate Program Director and Supervisory Committee members and the thesis Supervisor will attend the defence. (The External may choose to participate in the defence via teleconferencing). In rare circumstances, a member of the Supervisory Committee may be unable to attend the thesis defence and may instead submit to the Chair of the Examining Committee questions to be posed to the candidate.

The Graduate Program Director should publicize the date of the thesis defence by completing the form at this link: <https://brocku.ca/social-sciences/thesis-defence-notice/>

The External Examiner provides the Faculty of Social Sciences Associate Dean, Graduate Studies with a copy of his/her written report on the thesis at least one week prior to the scheduled date of the defence, stating whether the examiner feels that the thesis is of sufficient quality to be ready for examination. This report is available to the candidate and the Examination Committee prior to the defence. If this letter is not received at least one week before the scheduled date of the thesis defence, then the defence might not take place as scheduled. If the External Examiner indicates in the report that the thesis is not defensible, then the defence is postponed pending revisions.

Oral Examination of Thesis (Thesis Defence)

The Chair of the Examining Committee directs the proceedings of the thesis defence. The

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

On the day of the examination, the thesis Supervisor will bring one copy of the "Faculty of Social Sciences Report of the Graduate Thesis Examination Board," one copy of the "Faculty of Graduate Studies Certificate of Approval," and one copy of the "Faculty of Social Sciences Statement of Major Modifications" forms to the examining room and ensure that the room is in a suitable fashion. The Certificate of Approval form is found at: <https://brocku.ca/graduate-studies/student-resources/forms/#thesis>

The Certificate of Approval and The Report of the Graduate Thesis Examination Board must have original signatures from all committee members. For an External Examiner who is off site, the Faculty of Social Science Associate Dean of Graduate Programs will send the Certificate of Approval form for a signature, and it may be returned via fax, email attachment, or regular mail (e-signatures are acceptable).

A copy of the Certificate of Approval, Thesis and Major Research Paper Copyright Licence and Thesis Non-Exclusive Licence forms will be sent to the student via email from the Associate Dean's office.

Further Information on Thesis Defences

- a) Graduate thesis defences will normally be open defences. A request for a closed defence must be approved by the Dean of Graduate Studies and Postdoctoral Affairs and will be based on certified medical or compassionate grounds.
- b) The arrangements for a thesis defence will commence once all members of the Supervisory Committee have signed off indicating their approval that the student and the thesis are ready for defence.
- c) The examination committee of a master's thesis defense will minimally comprise the supervisory committee and an external examiner from outside the university or from outside the program but within the university. The approval of the external examiner is the responsibility of the Faculty Dean or designate. In exceptional circumstances, an external examiner who is external to the supervisory committee but internal to the program may be

appointed. Such an examiner must be approved by both the Faculty Dean and the Dean of Graduate Studies and Postdoctoral Affairs.

- d) Typically, a thesis defence will occur four to six weeks following the External Examiner's receipt of the thesis document. External Examiners shall submit their report no later than one week prior to the defence. External Examiners shall as part of their report identify whether the thesis is ready for defence.
- e) If the External Examiner reports that the thesis is not ready for defence, the student must revise the thesis within a reasonable period in response to the External Examiner's comments, and the thesis will then be resubmitted to the External Examiner.
- f) A decision by the External Examiner that the thesis is not ready for defence is binding.
- g) A change of External Examiner, in exceptional circumstances, must be justified in writing to the Faculty of Social Science Associate Dean of Graduate Programs or designate for an MA thesis.
- h) The External Examiner's report will be shared with the examination committee and the graduate student prior to the defence.
- i) The required format and procedures for an MA thesis defence are outlined by the Faculty of Social Sciences. The graduate program will follow these guidelines. The Faculty of Social Science Associate Dean of Graduate Programs or designate will chair MA defences.
- j) If a student is unable to attend the defence or having begun the defence is unable to complete it for reasons of ill-health, a deferred defence will be granted provided adequate supporting documentation has been submitted. Requests for a deferral of a defence will be considered on the basis of compassionate grounds or other extenuating circumstances and will be judged on a case-by-case basis by the Dean of Graduate Studies and Postdoctoral Affairs. The defence will normally be re-scheduled within one month of the original defence date.
- k) Students should typically be given two to four weeks to complete minor revisions that are to be approved by the Supervisor, and four to twelve weeks to complete major revisions. For theses accepted conditionally upon completion of major modifications, the examining committee will not normally meet again. The revisions must be completed to the satisfaction of either the thesis Supervisor or a sub-committee of the Examining Committee, as decided by the full Examining Committee.
- l) Extraordinary exceptions to thesis defence procedures must be approved by the Dean of Graduate Studies and Postdoctoral Affairs.

Evaluation of Courses, Major Research Papers and Theses

Graduate Courses

Final course grades must be submitted to the Faculty of Graduate Studies and Postdoctoral

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

Major Research Papers and Theses

- a) Major Research Paper grades shall be reported to the Faculty of Graduate Studies and Postdoctoral Affairs in the usual fashion with letter and numerical grades.
- b) If a failing grade is awarded for an MRP, then the student will be withdrawn from the program.
- c) MA theses shall be reported to the Faculty of Graduate Studies and Postdoctoral Affairs as either a Pass or Fail grade. A Pass grade must be further differentiated as one of: Acceptable as is, Acceptable with minor revisions, Acceptable with major revisions. See conditions of major revisions in section “k” above.
- d) All aspects of the written work, as well as the student's performance during the defence, must be taken into consideration when determining the grade.
- e) Normally, if all but one member of the Examining Committee agrees on a decision, the decision shall be that of the majority, except when the single dissenting vote is that of the External Examiner. If this happens, it must be reported to the Dean of Graduate Studies and Postdoctoral Affairs, who in consultation with the Faculty of Social Science Associate Dean of Graduate Programs will determine an appropriate course of action.
- f) A failing grade will be awarded if two or more committee members find the thesis unacceptable or if the External Examiner does not approve the thesis.
- g) If a failing grade is awarded for a thesis, then the student will be withdrawn from the program.

Final Submission Guidelines for the Major Research Paper

After the grade for the MRP has been approved by the Graduate Program Director, students will submit an electronic copy of the MRP to the Administrative Coordinator. The major research paper must be free from typographical and other errors. Students have the option of submitting the MRP to the Brock University Digital Repository. For detailed information on formatting the final copy of a MRP, please refer to the Faculty of Graduate Studies and Postdoctoral Affairs website: <https://brocku.ca/graduate-studies/current-students/research-based-students/major-research-project/>

Final Submission Guidelines for the Thesis

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

Formatting Guidelines for Final Submission of Thesis

For detailed information on formatting the final copy of a thesis, please refer to the following Faculty of Graduate Studies and Postdoctoral Affairs link:

<https://brocku.ca/graduate-studies/current-students/research-based-students/masters-thesis/>

Please note: If a thesis or major research paper is to be edited by a professional editor, the student must obtain written permission from the students' supervisor and Graduate Program Director. The extent of editing provided must not exceed the guidelines set out by the Editors' Association of Canada in its *Guidelines for Ethical Editing of Theses/Dissertations*. Graduate programs may require the student to submit a marked-up copy of the major research paper or thesis along with the final version to demonstrate the editing that has occurred. If an editor is used, specific acknowledgement must be included in the major research paper or thesis.

Student Symposium

Students in the program will present their in-progress work at a symposium each Spring.

SECTION IV. Registration

Registration opens several weeks prior to the beginning of classes and closes after classes have begun. Incoming graduate students may wish to consult the Graduate Program Director regarding course selection prior to registering on-line. For information regarding on-line registration procedures, please go to the following link: <https://brocku.ca/guides-and-timetables/registration/graduate/>

Listing of Graduate Courses

Required Core Courses

SOCI 5P01	Critical Social Theories
SOCI 5P02	Critical Social Research Design and Methods
SOCI 5N00	Graduate Workshop (non-credit)
SOCI 5F90	Thesis OR
SOCI 5F91	MRP

For Co-op Stream Students Only

SOCI 5N01	Co-op Employment I
SOCI 5N02	Co-op Employment II
SOCI 5N90	Co-op Professional Preparation course

Note: Normally students register for SOCI 5F90 or SOCI 5F91 after their required and elective courses are complete.

Elective Courses

- only 3 of the following are offered in rotation each year
- | | |
|-----------|--|
| SOCI 5P20 | Globalization, Inequality and Social Change |
| SOCI 5P30 | Engaging Criminology in the 21st Century |
| SOCI 5P40 | Colonialism, Capitalism and Animality |
| SOCI 5P50 | Critical Sociologies of Gender and Sexuality |
| SOCI 5P60 | Critical Perspectives on Race and Racism |
| SOCI 5P80 | Problems and Possibilities in Economic Life |
| SOCI 5P90 | Environment in Social Context |
| SOCI 5P95 | Directed Studies |
| SOCI 5V80 | Selected Topics |
| SOCI 5V89 | Selected Topics |

Note: Normally elective courses are offered in the fall and winter term of each academic year. The Graduate Program Director will advise students which courses are to be offered in each session.

For Course descriptions please see Graduate Calendar:
<https://brocku.ca/webcal/2023/graduate/soci.html#sec8>

Other Sources of Electives

Elective courses are selected from:

- a) the SOCI electives listed above;
- b) a maximum of one half-credit graduate course in another program (this requires prior approval from the course instructor and Critical Sociology Graduate Program Director);
- c) a maximum of one half-credit fourth year undergraduate course that has been revised for graduate credit (please note that this requires prior submission of a Graduate Program Directed Study Application form that is signed by both the course instructor and the Graduate Program Director;
<https://brocku.ca/social-sciences/sociology/graduate-program/#forms>
- d) a graduate course at another Ontario university, if a letter of permission is granted. For procedures, see Letters of Permission link:
<https://brocku.ca/graduate-studies/student-resources/forms/#registration>

2024 Academic Roster

- 5N00 Graduate Seminar (D2/D3) – Dr. Tamari Kitossa
- 5P01 Critical Social Theories (D2) – Dr. Lauren Corman
- 5P80 Problems and Possibilities in Economic Life (D2) – Dr. Jonah Butovsky
- 5P02 Critical Social Research Design and Methods (D3) – Dr. Julie Ham
- 5V89 Sociology of Education (D3) – Dr. Kevin Gosine

Major Research Paper/Thesis Completion Fee Reduction: Final Stage Status

Full-time students should be aware that they receive a significant reduction in fees for one term if both the Supervisor and Graduate Program Director agree that the write-up of an MRP or thesis is at a stage that could be considered “final stage status” prior to the payment of fees for an additional term (e.g., a fifth term for students completing an MRP and a seventh term for students completing a thesis). This reduction is available only if the student has completed three terms of continuous registration. The graduate program defines Final Stage Status as a document that meets the length requirements for the major research paper/thesis, requires no further research or additional chapters/sections (e.g., introduction, analytic section/chapters, conclusion), and includes all the major components of the final document.

Final Stage Status is approved by the Supervisor and GPD. This approval commits the student to complete exit requirements in the subsequent term. Students are eligible for Final Stage Status once, for one term.

In these circumstances, a Final Stage Status Form, indicating that Final Stage Status has been completed, as well as a digital copy of a completed draft of the Major Research Paper or Thesis that their supervisory committee agrees requires no additional chapters/sections must be sent prior to registration to the Faculty of Graduate Studies and Postdoctoral Affairs by the date specified by the Faculty of Graduate Studies and Postdoctoral Affairs. Find the form at:
<https://brocku.ca/graduate-studies/student-resources/forms/#registration>

Registering for the Term in which Major Research Paper or Thesis is completed

If a student completes all the requirements to graduate (i.e., submit the completed Graduate Student Record Form to the Faculty of Graduate Studies and Postdoctoral Affairs) fewer than 56 days after the end of the final term in which they were registered, then they do not need to register or pay tuition for the term in which they complete (e.g., if they complete in early October, they do not need to register for the fall term).

Extra Courses

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

Audit Courses

Graduate students wishing to attend courses without completing assignments and writing examinations must register as auditing the course. Students must have approval from the instructor of the course and their Graduate Program Director. No credit or assessment of performance will be awarded. Changes from audit to degree status or vice versa are accepted by the Faculty of Graduate Studies and Postdoctoral Affairs no later than the last day to add a course (of that term). All audit courses are coded as extra courses. Part-time students must pay to audit a course. Full-time students may audit a course as an Extra for no additional charge.

To review the fees associated with auditing, please refer to the Faculty of Graduate Studies and Postdoctoral Affairs website: <https://brocku.ca/safa/tuition-and-fees/overview/graduate/>

Continuous Registration in Graduate Programs and Student Leaves

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

c) *Inactive Status*

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

Request for Inactive Term forms are available from the Faculty of Graduate Studies and Postdoctoral Affairs or the Graduate Studies and Postdoctoral Affairs website:

<https://brocku.ca/graduate-studies/student-resources/forms/#registration>

d) *Leaves of Absence*

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

Request for Leave of Absence forms are available from the Faculty of Graduate Studies and Postdoctoral Affairs or the Graduate Studies and Postdoctoral Affairs website at:

<https://brocku.ca/graduate-studies/student-resources/forms/#registration>

e) *Personal Time Off*

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

SECTION V. Academic Progress

Progress Reports

The Graduate Program Director receives progress reports from students on **October 1st**, **March 1st**, and **June 1st**. The following table indicates when you are required to submit a progress report depending on your status within the program:

<i>Progress Report submission date:</i>	<i>Students who are required to submit:</i>
October 1st	<ul style="list-style-type: none">• Full-time students in their second year of study (and beyond) *• Co-op students need not submit in their second year
March 1st	<ul style="list-style-type: none">• First year, full-time students <i>in the thesis stream</i>**• Full-time students in their second year of study (and beyond) *
June 1st	<ul style="list-style-type: none">• All full-time and part-time students registered in the program*

* Note that students who have applied to graduate *and/or* who have been approved for Final Stage Status are **not** required to submit a progress report. The progress of part-time students is only reviewed on June 1st.

** **First-year students in the MRP stream need not submit a progress report on March 1st.**

Student representatives do not participate in these reviews to maintain confidentiality.

Student registration will not be authorized until outstanding progress reports are submitted and accepted by the Graduate Program Director. Students may be involuntarily withdrawn from the program if they fail to submit a progress report.

Reviews of student progress may also occur at other times, if there is concern regarding their performance (e.g., poor performance in a course). Progress deemed to be unsatisfactory may result in a recommendation to the Dean of Graduate Studies and Postdoctoral Affairs that the student be placed on probation or withdrawn from the program. If the Dean concurs, then the student will receive a notice of termination from the Faculty of Graduate Studies and Postdoctoral Affairs.

Evaluation of Student Performance

Course Work Evaluation

In evaluating students' course work, the program will follow the regulations articulated in the section titled "Evaluation of Student Performance" in the Brock University Graduate Calendar: <https://brocku.ca/webcal/2023/graduate/acad.html#sec55>

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

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

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

Thesis Evaluation

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

Major Research Paper Evaluation

Major Research Paper grades shall be reported to the Faculty of Graduate Studies and Postdoctoral Affairs in the usual fashion with letter and numerical grades. If a failing grade is awarded for an MRP, then the student will be withdrawn from the program.

In evaluating students' major research papers, the program follows the regulations articulated in the section titled "Graduate Theses, Major Essay and Project Documents" in the Brock University Graduate Calendar: <https://brocku.ca/webcal/2023/graduate/acad.html#sec64>

Please note that, in addition to the Supervisor and Second Reader, the Graduate Program Director reads all MRPs, and contributes to assigning a final grade. This process is to ensure consistency of marking across MRPs.

Student Course Evaluations

It is hoped that students and instructors will provide each other with feedback throughout courses. Nevertheless, students are invited to submit a more formal course evaluation once a course is completed. Where the small number of students in a group may make anonymity difficult to maintain, students have the option of preparing a group assessment, including minority opinions where applicable. Evaluations will be submitted to the Administrative

Coordinator. The Graduate Program Director reviews student course evaluations before forwarding them to course instructors.

Appeals

All graduate students have the right to appeal evaluation decisions. An appeal is a request that an academic decision (e.g., a grade or standing in a program) be changed, based on evidence of grading irregularities supplied by the student, or a request that a regulation be waived on compassionate grounds, or for extenuating circumstances. The procedure of appeal varies per the nature of the appeal. For more detailed information regarding appeals students should refer to: <https://brocku.ca/webcal/2023/graduate/acad.html#sec69>

Opportunities for graduate students to communicate usefully and safely about their experiences and concerns include access to the Office for Human Rights and Equity Services at: <https://brocku.ca/human-rights/> - Ext 5657 and an Ombuds Officer for Students at <https://brocku.ca/ombuds/>. Students also can submit anonymous course evaluations, to articulate any concerns to the Graduate Program Director, and to ask their graduate student representative to raise issues at Graduate Program Committee meetings.

Continuation in a Graduate Program

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

Minimum Academic Performance and Academic Probation

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

Satisfactory academic progress during the research phase (MRP or thesis) will be determined through the submission of progress reports signed by the student and his/her Supervisor (Progress Reports). An unsatisfactory academic progress decision, as determined by the Graduate Program Committee, may result in a decision to place the student on academic probation for the subsequent term, or to request required program withdrawal.

Required Program Withdrawal

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

SECTION VI. Supervision

Procedures for Major Research Paper/Thesis Supervision

Graduate research is recognized as a partnership involving students, Supervisors, Supervisory Committee members, and the program. Proper supervision is a key element of a student's academic success, so it is vital that students are provided with responsible, professional supervision that is sensitive to their needs and free of personal conflict that might interfere with intellectual development. The quality of supervision is an important variable contributing to the quality of the MRP/thesis, and to a suitable completion time for research-based work.

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

Major Research Paper Option (Four Terms, or Six Terms for Co-op Option)

The Supervisor and the student are jointly responsible for selecting an additional core faculty member to join the Supervisory Committee as a Second Reader. With permission of the Graduate Program Director, the Second Reader may be a Brock faculty member not affiliated with the MA in Critical Sociology Program. Supervisory Committee members approve the MRP proposal. The student will submit a hard copy of the final MRP proposal and the Proposal Approval form to the Graduate Program Director and an electronic copy to the Administrative Coordinator. Find the Form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>

The Supervisor will then work closely with the student to produce a full draft of the MRP, which is then read by the Second Reader. Once a grade has been assigned to the MRP, the student will submit a hard copy of the MRP to the Graduate Program Director for review. In cases where the Graduate Program Director is already acting as the Supervisor or Second Reader, he or she will designate another member of the Graduate Program Committee to fulfil their responsibilities.

Thesis Option (Six Terms)

The Supervisor and the student are jointly responsible for selecting two additional core faculty members to join the Supervisory Committee. With permission of the Graduate Program Director, one of these may be a Brock faculty member not affiliated with the MA in Critical Sociology Program. Supervisory Committee members approve the thesis proposal and provide primary support for the thesis research and writing process. A hard copy of the proposal and the Proposal Approval form must be provided to the Graduate Program Director and an electronic copy provided to the Administrative Coordinator. Find Form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>

The Supervisor will then work closely with the student to produce a full draft of the thesis, which is then read by the other two Supervisory Committee members. Upon completion of the thesis, prior to the thesis defence, the student will submit an electronic copy and two hard copies of the final thesis to the Administrative Coordinator. Hard copies will be distributed to the Graduate Program Director and the External Examiner. The electronic copy will be sent to the Faculty of Social Science Associate Dean of Graduate Programs. The student's supervisor will then complete the External Examiner request form found at: <https://brocku.ca/social-sciences/external-examiner-request/>

The Graduate Program Director reads the thesis at the Final Stage Status period and at the time of final submission for defence and acts as a member of the Examining Committee. In cases where the Director is already acting as the Supervisor or Supervisory Committee member, she or he will designate another core faculty member to take on these roles.

Supervisory Committee Composition

Graduate Supervision and Supervisory Committees

Graduate supervision is a multifaceted pedagogical practice that is foundational to a graduate student's academic experience. The student-supervisory relationship has the potential to be the most rewarding aspect of graduate education. To ensure that both students and faculty supervisors negotiate this relationship as productively as possible, supervisors new to the graduate program will be mentored individually by the Graduate Program Director using current research on effective graduate supervisory practice, and in collective supervisory workshops hosted by the program.

- a) Appointment as a graduate Supervisor will be in accordance with the graduate program's procedures for graduate supervision. Note that a Brock University Professor Emeriti may co-supervise but may not serve as sole supervisors.
- b) Each graduate program will articulate a process for mentoring new graduate Supervisors.
- c) The role of a Supervisor is threefold: to advise, to monitor and to mentor.

Supervisors should be sufficiently familiar with the area of research, or be willing to gain such familiarity, to ensure adequate student guidance is provided.

Supervisors should 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. Conflicts of interest must be disclosed to the Graduate Program Director in a timely manner. A process for conflict resolution must be outlined in the program's Graduate Program Handbook.

It is the responsibility of the Supervisor and the University to ensure that the student's research environment is safe, equitable, and free from harassment and discrimination.

It is the responsibility of the Supervisor and the University to consider whether the resources necessary for the successful execution of the student's thesis or major research paper are available.

- d) The Supervisor, with the student, is expected to develop a realistic timeline for the completion of the program. Normally, this will include milestones for measuring progress.

Supervisors should thoroughly examine written material submitted by the student and make constructive suggestions in a timely manner (normally two to four weeks), preferably in writing. Feedback should be open, honest, fair, and timely.

- e) Supervisors and students have a mutual obligation to meet on a regular basis. The frequency of such meetings will depend on the discipline/field of study, type of program, and the student's progress. At least one, preferably several, meetings should be arranged in each academic term. Supervisors should also be reasonably accessible for meetings requested by their students.
- f) The Graduate Program Committee will ensure that a Supervisor and Supervisory Committee are designated for each graduate student completing a required major research paper or thesis requirement.
- g) The Supervisor, in consultation with the graduate student, will propose the Supervisory Committee composition. The committee composition must be approved by the Graduate Program Director and must be in place and operational by the end of the first fall term.
- h) A thesis Supervisory Committee must at minimum comprise three members: the Supervisor and two faculty members. Any changes to the composition of the Supervisory Committee must be made in consultation with the student and Graduate Program Director. The student or any member of the Supervisory Committee may, with just cause, request in writing a change in the composition of the Supervisory Committee.
- i) A major research paper Supervisory Committee must at minimum comprise the Supervisor and a Second Reader.
- j) The Supervisor is expected to work with the student and the Supervisory Committee to develop a plan for monitoring student progress. The plan must include the Supervisory Committee's role in monitoring, as well as the criteria that will be used to determine satisfactory student progress.
- k) The Supervisor will inform the student and Graduate Program Director of any anticipated extended Supervisor absence. In cases where the absence will be for a period of one month or more, Supervisors will arrange for suitable communication methods and/or interim supervision e.g., using Supervisory Committee members. Such arrangements will be communicated by the Supervisor to the student and Graduate Program Director.

- l) If a student's Supervisor leaves Brock University during the student's program, then 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.
 - iv. Any special arrangements described in ii) or iii) above must be approved by the Faculty of Social Sciences Dean of Graduate Programs and the Dean of Graduate Studies and Postdoctoral Affairs.
- m) If either the student or Supervisor wishes to initiate a change in Supervisor, and the change cannot be resolved at the graduate program level, then a request must be presented in writing, with explanation, to the Graduate Program Director, and approved by the Dean of Graduate Studies and Postdoctoral Affairs in consultation with the Faculty of Social Science Associate Dean of Graduate Programs and the Graduate Program Director.
- n) The Policy on Integrity in Research and Scholarship requires graduate students and their Supervisor to sign an Intellectual Property Form indicating their agreement with the University policies and guidelines or indicating any specific arrangements that have been made that differ from these policies and guidelines.
- o) The Supervisor should discuss with graduate students under their supervision, at an early stage of their program, authorship practices within the discipline and encourage the dissemination of research results by publication in scholarly and research journals, presentations at conferences, and seminars.
- p) The Supervisor should discuss with students under their supervision other relevant university policies, including the Respectful Work and Learning Environment Policy and the Occupational Health and Safety Policy.

Whether following the Major Research Paper or Thesis Option, incoming full-time students and their Supervisors should notify the Graduate Program Director in writing by completing the "Composition of Supervisory Committee form" by December. Find the form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>

Supervisory arrangements for full-time students must be in place by December to facilitate timely program completion.

As students' research interests develop, there may be reason to consider changing the composition of the Supervisory Committee. This can be accomplished through discussion with the current and potential members of the committee and the Graduate Program Director. On occasion, asking an additional individual with appropriate expertise to join the student's committee may be helpful. Changes to the composition of the Supervisory Committee that occur before the major research paper/thesis proposal is approved may be dealt with easily. An approved major paper/thesis proposal, however, indicates that the student is committed to a specific project, and that the Supervisor and Supervisory Committee members are committed to advising the student as they undertake that project. Thus, a change to the composition of the committee after a proposal is approved requires that any new Supervisory Committee members formally approve the original proposal and communicate that approval in writing to the Graduate Program Director. In cases where a student's research project changes substantially after the proposal has been approved (whether in association with a change in the composition of the Supervisory Committee), a new major research paper/thesis proposal must also be submitted and approved by the Supervisory Committee. Any changes to the Composition of the Supervisory Committee must be made in consultation with the graduate student and the Graduate Program Director. If either the graduate student or Supervisor wishes to initiate a change in Supervisor after approval of the major research paper/thesis proposal, the request must be presented in writing, with explanation, to the Graduate Program Director, before submission to be approved by the Faculty of Social Science Associate Dean of Graduate Programs and the Dean of Graduate Studies and Postdoctoral Affairs. The student or any member of the Supervisory Committee may, with just cause, request in writing a change in the composition of the Supervisory Committee.

Responsibilities of Major Research Paper/Thesis Supervisors

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

Additional guidelines for Supervisors

1. Be reasonably accessible to the student for consultation and discussion of academic progress and research problems and give timely response to written work with constructive suggestions for improvement.
2. Offer supervision and advice appropriate to the stage of the student's work (proposal stage, research stage, analysis and writing stage, oral defence stage if necessary, and if appropriate publication stage).
3. Help the student establish and maintain a suitable timetable for completion of the various stages of the major research paper/thesis requirements (i.e., selection of Supervisory

Committee, approval of Major Research Paper/Thesis Proposal, REB approval if required, preparation for defence if required, etc.). The Supervisor should be aware that full-time students receive a significant reduction in fees if both the Supervisor and Graduate Program Director agree that the write-up of a major research paper or thesis is at a stage that could be considered a “Final Stage Status” prior to the payment of fees for an additional term (e.g., fifth term for major research paper, seventh term for thesis).

4. Review the student’s progress in preparation for the progress reports. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>
5. Ensure the student is aware of University and Faculty requirements and standards for the graduate program as available in this document and in the Graduate Studies Calendar. Ensure that regulations on Intellectual Property and Research with Human Participants and Ethics (if necessary) are followed before a student is permitted to begin working in any research capacity associated with the University. See web pages: <https://brocku.ca/research-at-brock/office-of-research-services/research-ethics-office/>

Ownership of student-created intellectual property policy:

<https://brocku.ca/webcal/2023/graduate/acad.html#sec53>

<https://brocku.ca/research-at-brock/>

6. Conform to basic principles of academic integrity and professionalism in the supervisory role.
7. Make a suitable alternative arrangement for supervision when on extensive leave or absence from the university.

Full time incoming students must establish a Supervisory Committee in the fall term. In the spring term, they will formally register in either SOCI 5F91 (Major Research Paper) or SOCI 5F90 (Thesis). A student may be registered in SOCI 5F90 (Thesis) if they have met the following conditions:

- (a) **The student submits a draft proposal (10 pages) to their Supervisor, and their supervisor indicates that it is satisfactory in the March 1st Progress Report;**
- (b) **A final version of the proposal is submitted to the Supervisor no later than the final Friday in April. Failure to meet these deadlines may result in a student being required to follow the MRP option.**

The oral presentation and approval of the proposal by the Supervisory Committee must occur no later than the second Friday in June. Failure to meet this deadline will result in the student being required to follow the MRP option.

The Supervisor, as an active member of a research community within Brock University and beyond, necessarily serves as a role model for students, and must be prepared to devote the time required to share his or her knowledge and skills with students and other colleagues. For this to happen the Supervisor must undertake to be available as a resource person for students interested

in her or his areas of expertise, and endeavour to attend academic and social activities organized by the program.

Responsibilities of Major Research Paper Second Readers

1. Meet with the Supervisor and student at least once to attend a formal proposal presentation by the student and, if satisfied, to sign the Proposal Approval Form. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms> indicating that they have approved the proposal and that the student can proceed. Committee members should use this occasion to suggest improvements and to record their ideas about the work before it is undertaken. The formal research is not to proceed until the Proposal Approval Form is signed. Supervisory Committee members should refer to the Guidelines for MA Thesis and Major Research Paper Proposals (Appendix D) for more information on proposal preparation and deadlines.
2. Review the student's progress and sign progress reports as required.
3. Read and grade (in conjunction with the Supervisor and Graduate Program Director) the major research paper in a timely fashion.

Responsibilities of the Thesis Supervisory Committee Members

Supervisory Committee members are expected to 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 members to:

1. Offer advice appropriate to the stage of the student's work.
2. Meet with the Supervisor and student at least once to attend a formal proposal presentation by the student and, if satisfied, to sign the Proposal Approval Form. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms> indicating that they have approved the proposal and that the student can proceed. Committee members should use this occasion to suggest improvements and to record their ideas about the work before it is undertaken. The formal research is not to proceed until the Proposal Approval Form is signed. Supervisory Committee members should refer to the Guidelines for MA Thesis and Major Research Paper Proposals (Appendix D) for more information on proposal preparation and deadlines.
3. Review the student's progress and sign progress reports as required.
4. Approve the final draft of the thesis and participate as a member of the Examining Committee.

Guidelines for Students

By engaging in the graduate program, the student has made a commitment to devote the time and

energy necessary to complete courses and conduct a major research paper/thesis project. The Supervisor and Supervisory Committee have the right to expect that the student demonstrate ability, initiative, and receptivity. Additional guidelines for the student are as follows. The student should:

1. Conform to University and Faculty requirements and procedures including registration, graduation requirements, and to major research paper/thesis style and standards. The student will submit by required deadlines all program forms such as Composition of Supervisory Committee and Intellectual Property form, Proposal Approval, Progress Report, and Final Stage Status Form. See Appendix F for copies of these forms.
2. In co-operation with the Supervisor, develop and maintain a timetable for completion of all stages of course and major research paper/thesis work.
3. Meet regularly with the Supervisor to review progress and interact with the other members of the Supervisory Committee as appropriate.
4. Give serious consideration to and respond to the advice and criticism received from the Supervisor/Supervisory Committee.
5. Recognize that Supervisory Committee members have other teaching, research, and administrative obligations that may preclude an immediate response to queries or the immediate provision of feedback.
6. Familiarize themselves with University and Faculty requirements and standards for graduate studies as available in this document, the Graduate Studies Calendar, and the University's policies on Intellectual Property and Research with Human Participants and Ethics. See web pages: <https://brocku.ca/research-at-brock/>

Ownership of student-created intellectual property policy:

<https://brocku.ca/webcal/2023/graduate/acad.html#sec53>

Research with Human Participants

<https://brocku.ca/webcal/2023/graduate/acad.html#sec42>

7. Conform to provisions regarding hours of employment at Brock University.
8. Conform to basic principles of academic integrity and professionalism with respect to the handling of data and in the development of a mature and professional relationship with the Supervisor, Supervisory Committee members, other scholars, and fellow students and staff at the University.
9. Consult with Supervisor/Supervisory Committee members if major changes are required during the conduct of the research and submit a revised major research paper/thesis proposal if necessary.
10. Abide by all deadlines as set out in the Graduate Faculty/Student Handbook, and deadlines

set by the Faculty of Graduate Studies and Postdoctoral Affairs, as the case may be.

11. Participate in the academic life of the program, including attendance at program-sponsored events.
12. Maintain open lines of communication with faculty. This can be facilitated through the Graduate Student representatives who attend Graduate Program Committee meetings.

Academic Integrity

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

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

All graduate students have the responsibility to familiarize themselves with the Academic Integrity Policy: <https://brocku.ca/webcal/2023/graduate/acad.html#sec68> as well as any policy related to their participation as a member of the University community.

Accommodation

Student Accessibility Services website: <https://brocku.ca/health-wellness-accessibility/sas/>

As part of Brock University's commitment to a respectful work and learning environment, the University will make every reasonable effort to accommodate all members of the University Community with disabilities. If a student requires accommodations related to a permanent disability, then they are encouraged to contact the Student Wellness and Accessibility Services (Student Accessibility Services) (4th Floor, Schmon Tower (ST 400), ext. 3240).

SECTION VII. Financial Support

The Graduate Program Committee decisions regarding admissions are guided by a funding policy aimed at ensuring that all full-time graduate students in good standing are offered financial support of at least some minimum level. The length of this minimum funding reflects the length of the program (i.e. four terms for the major research paper stream and six terms for the thesis stream). Funding may be affected by changes in status. Part-time students are not eligible for fellowship support.

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

Students are encouraged to browse the “Financial Aid” link on the Graduate Studies homepage <https://brocku.ca/graduate-studies/financial-resources/funding/> for information about other funding opportunities. A “Graduate Student Bursary” may be available to students with exceptional financial need see <https://brocku.ca/graduate-studies/scholarships-awards/bursary/>

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

International Students

International students must register for a final term to receive their international funding funds. If an “incomplete grade” is submitted and they do not register for the next term, then they will not receive their international funding.

Graduate Teaching Assistantships

Graduate Teaching Assistantships are governed by the provision of the University/CUPE 4207 Collective Agreement (<https://brocku.ca/human-resources/wp-content/uploads/sites/81/Unit-1-CA-1.pdf>). The nominal workload per term is 120 hours (see Article 22.01 (b)). Full-time graduate students must limit their paid University employment to a maximum of 520 hours per year, with a maximum of 240 hours per academic term. This includes all paid employment on campus including Graduate Teaching Assistantships and Research Assistantships. To request additional hours, graduate students must complete the Request for Approval of Extra On-Campus Employment Hours (https://brocku.ca/graduate-studies/wp-content/uploads/sites/181/Request_Approval_Extra_On-Campus_Employment_Hours_Sep2023.pdf).

Teaching Assistantship allocations for full-time students in the first two terms of the graduate program are facilitated by the Graduate Program Director in consultation with the appropriate

Department Chair and in accordance with the University/CUPE 4207 Collective Agreement. For subsequent terms, graduate students must make their own independent application to relevant departments.

It is each individual course instructor's responsibility to meet with her/his TAs at the beginning of the term for advance discussion of the work expected, as well as the methods to be used in evaluating the TA's work, and the scheduling of duties throughout the term. It is the respective undergraduate Department's responsibility to ensure that adequate preparation time is allowed and the graduate student's responsibility to be prepared. Graduate students are urged to familiarize themselves with the relevant articles from the University/CUPE 4207 Collective Agreement. <https://brocku.ca/human-resources/wp-content/uploads/sites/81/Unit-1-1.pdf>

Full-time graduate students must limit their paid University employment to a maximum of 520 hours per year, with a maximum of 240 hours per academic term. This includes all paid employment on campus including Graduate Teaching Assistantships and Research Assistantships. Permission for a graduate student to work more than 240 hours per term requires prior submission of a form signed by the Supervisor, Graduate Director, and the Dean of Graduate Studies and Postdoctoral Affairs: https://brocku.ca/graduate-studies/wp-content/uploads/sites/181/Request_Approval_Extra_On-Campus_Employment_Hours_Sep2023.pdf. Additional work cannot be taken on prior to the approval.

All Teaching Assistants are members of the Canadian Union of Public Employees (CUPE 4207). For further information please refer to: <https://brocku.ca/human-resources/collective-agreements/>

Graduate Research Funding

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

Student Research Expenses

There are often funds available to support research related expenses, such as book purchases, photocopying, and travel to conferences. Requests for such support should be made to the Administrative Coordinator who will know what funds may be available from year to year. The

Request for Graduate Research Reimbursement form must be completed, and original receipts attached. Contact the Administrative Coordinator for instructions on how to complete the submission. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms> Please note that per University regulations students must submit original receipts to be reimbursed for eligible expenses. For eligible expenses please consult the Administrative Coordinator.

If students are presenting at a conference, then they may also apply to the Faculty of Graduate Studies and Postdoctoral Affairs for some conference travel expenses. Access the Application for Travel Funds form at: <https://brocku.ca/graduate-studies/financial-resources/conference-funds/>.

Note that the Faculty of Graduate Studies and Postdoctoral Affairs will only provide funds to students who have first accessed travel conference funds available through the graduate program.

Applying for External Research Funding

Graduate students may be eligible for a variety of external fellowships and scholarships and should check the “Scholarships and Awards” section of the Graduate Studies homepage frequently for possible funding opportunities. <https://brocku.ca/graduate-studies/scholarships-awards/>

External Awards: SSHRC and OGS

Two scholarships that all full-time students should think seriously about applying for are the Ontario Graduate Scholarship (OGS) and Social Sciences and Humanities Research Council (SSHRC) Graduate Scholarships worth approximately \$15,000 and \$17,500 respectively. These applications take some time to prepare and are due mid-Fall, so start thinking about them early.

Social Sciences and Humanities Research Council (SSHRC)

<http://www.sshrc.ca>

Ontario Graduate Scholarship Eligibility (OGS)

<https://brocku.ca/webcal/2023/graduate/fell.html>

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

Internal Award: Sheena Sisavath Bursary

This bursary will be made to an entering graduate student in the Critical Sociology Program at Brock University who demonstrates financial need.

<https://brocku.ca/graduate-studies/scholarships-awards/internal/>

SECTION VIII. Policies

Graduate Calendar

<https://brocku.ca/webcal/2024/graduate>

Academic Integrity

<https://brocku.ca/academic-integrity/graduate-studying-with-integrity/#brock-resources>

<https://brocku.ca/academic-integrity/wp-content/uploads/sites/5/Academic-Integrity-Policy.pdf>

Research Policies and Procedures

<https://brocku.ca/webcal/2024/graduate/acad.html>

Respectful Work and Learning Environment Policy

See Office of Human Rights and Equity Services

<https://brocku.ca/human-rights/>

Conflict of Interest

<https://brocku.ca/policies/>

SECTION IX. Practical Information and Suggestions

Deadlines for Graduation

For Fall Graduation (mid-October)

1. An Application to Graduate must be submitted to the Office of the Registrar no later than July 1 (on-line application form is located on the Brock portal under the student self-serve tab).
2. The completed Graduate Student Record Form, prepared by the Graduate Program Administrative Coordinator, must reach the Faculty of Graduate Studies and Postdoctoral Affairs by early September, and is signed off by the Graduate Program Director.

The Graduate Student Record Form indicates that all course work is finished, that the major research paper is complete or that the thesis oral defence has been held, and that all revisions have been completed.

Students completing a thesis should allow at least four weeks between the thesis defence and the time when a completed version is ready for eThesis submission to ensure enough time for revisions (before the end of the spring term). This means that, to graduate in the fall, the thesis defence should be held at the beginning of August. Note that it may be very difficult to get the External Examiner and other members of the Examining Committee together in August. If the student plans to graduate in the fall, the committee-approved copies of the thesis, along with an Appointment of External Examiner form (downloaded at: <https://brocku.ca/social-sciences/external-examiner-request/>) should be presented to the Graduate Program Director by no later than the end of June so that arrangements can be made for an early August defence.

For Spring Graduation (early June)

1. An Application to Graduate must be submitted to the Office of the Registrar no later than February 1 (on-line application form is located on the Brock portal under the student self-serve tab).
2. The completed Graduate Student Record Form, prepared by the Graduate Program Administrative Coordinator, must reach the Faculty of Graduate Studies and Postdoctoral Affairs by early April and is signed off by the Graduate Program Director.

The Graduate Student Record Form indicates that all course work is finished, that the major research paper is complete or that the thesis oral defence has been held, and that all revisions have been completed.

3. Students completing a thesis should allow at least four weeks between the thesis defence and the time when a completed version is ready for eThesis submission to ensure enough time for revisions (before the end of the winter term). This means that, to graduate in the spring, the thesis defence should be held at the beginning of April. Therefore, if the student plans to graduate in the spring the committee-approved copies of the thesis, along with an

Appointment of External Examiner form downloaded at: <https://brocku.ca/social-sciences/external-examiner-request/> should be presented to the Graduate Program Director by no later than the end of February so that arrangements can be made for an early April defence.

Student Email/Internet

Students should refer to the Information Technology Services' web page: <https://brocku.ca/information-technology/> to get online. Please note that all email sent by the University will be sent **only** to a student's Brock email address. Students need to activate and check this account on a regular basis. They should also keep the Administrative Coordinator informed of any email address changes.

New Teaching Assistant employee emails are created after onboarding in Workday and are active for 3 months past contract end date.

Applying for PhD Programs

Application deadlines for PhD programs arrive when students are busiest. Applications are usually due in early January. Students should talk to their Supervisors and research their options early. Aim to give referees as much time as possible to craft reference letters.

Important Dates

See the "Schedule of Important Dates" section of the Graduate Studies and Postdoctoral Affairs website for a list of deadlines relating to registration and fees, final stage status, graduation, etc.: <https://brocku.ca/important-dates/graduate-studies/>

Registration (2024/2025 Academic Year)

Registration Opens (6 a.m.):

- Fall and Winter: June 18, 2024

Registration Closes (11:59 p.m.):

- Fall 2024: September 17, 2024
- Winter 2025: January 17, 2025

Final stage status form submission deadline dates (Thesis/MRP students)

Due on the first of the prior month before the start of term:

- August 1 for fall term
- December 1 for winter term
- April 1 for spring term

Convocation dates and last day to submit intention to graduate without late fee

- Spring Convocation – due February 1
- Fall Convocation – due July 1

Intent to graduate is submitted via the GraduationApp page in the [student portal](#). Late submission of intent to graduate is subject to an increased fee.

Note: The graduation fee must be paid even if you are not planning to attend the ceremony. Students owing fees to the university will not receive their diploma until all fees are cleared.

SECTION X: Guidelines for Graduate Lab Use

- a) The graduate lab is for the use of MA Critical Sociology graduate students only. Friends will not be permitted access to lab equipment. The equipment in the lab is to be used for academic purposes only. PLEASE NOTE: The library has printers available for graduate student use.
- b) Students must hold Teaching Assistant office hours in the area designated by the department that employs them rather than in the lab. Most departments have a designated space for their Teaching Assistants.
- c) The graduate lab is not the place to hold make up exams relevant to TA duties.
- d) Please respect fellow students and faculty by maintaining quiet work areas.
- e) Students are to keep the fridge, microwave, and work areas of the lab clean. Any unwashed dishes or leftover food will be discarded.
- f) There is no alcohol permitted in the grad lab.
- g) Use the garbage and recycling bins. Please be wary of leaving personal items in the lab. The program is not responsible for lost or stolen items.
- h) Computer use in the lab must conform to Brock University's Policies and Guidelines regarding:
 - i) Academic Computing Behaviour
 - ii) Electronic Mail Policy
 - iii) Guidelines for Computer Users
 - iv) Software License Policy

These policies and guidelines may be reviewed at:

<https://brocku.ca/information-technology/info/its-policies/>

- i) Access to the graduate lab will terminate once students complete or leave the graduate program.

APPENDIX A: Major Research Paper

Program Sequence from Enrolment to Graduation

Four Term Timeline	
mid-December	Fall courses successfully completed Supervisory Committee formed
mid-April	Winter term courses successfully completed
early-June	Proposal approved
June-August	First draft completed
September-December	Coursework completed Major research paper successfully completed

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

1. **Fall/Winter term registration:** Registration opens several weeks prior to the beginning of classes and closes after classes have begun. For information regarding on-line registration procedures, please go to the following link: <https://brocku.ca/guides-and-timetables/registration/graduate>
2. **Fall term course work:** In 2023/24, students will take two or three courses and the graduate workshop (5P01, elective(s), and 5N00). The graduate workshop runs over both the fall and winter terms. Students are likely to have several term papers due close to the same time at the end of the term, so plan accordingly.
3. **Work on getting a Supervisor and Supervisory Committee:** By mid-way through the fall term students should be working with their Faculty Liaison Persons to find Supervisors and, in consultation with those persons, Second Readers for their committee. Submit Composition of Supervisory Committee Form and Student Intellectual Property form to the Graduate Program Director by the end of the fall term. Find forms at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>.
4. **Winter term registration:** Same as fall term registration if students have not registered for winter term courses in the Fall. Late November to early January.
5. **Winter term course work:** In 2023/24, students will continue to take 5N00, and add 5P02 and elective(s) (a total of four electives will normally be taken by the end of the fourth term).
6. **Prepare the Major Research Paper Proposal:** By the middle of the winter term students should be meeting with their Supervisors to begin working on their major research paper

proposals. Final version of the proposal should be submitted to Supervisors by late May. Proposals should be approved by early June, leaving students the remaining summer months to prepare a first draft of their MRPs. Be sure to send the signed Major Research Paper/Thesis Proposal Approval Form and a printed copy of the Major Research Paper proposal to the Graduate Program Director. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>. Faculty are often less available for consultation during the summer months, so students should plan accordingly.

7. **Prepare Research Ethics Board (REB) Application:** If a student's MRP research involves collecting information from human participants (this is not typical), then they will require approval from the Brock Research Ethics Board before they can begin collecting data from human participants. It is often useful to work on the proposal and REB application together, as the latter may help clarify some of the research design aspects of the former. Seek the Supervisor's guidance. It often takes several weeks after submitting the application for the REB to render a decision, and applications often require a round of revision, so submit the REB application soon after the major research paper proposal has been approved see: <https://brocku.ca/research-at-brock/office-of-research-services/research-ethics-office/>
8. **Spring term registration:** Same as fall term registration. Late April.
9. **Submit Progress Report June 1st.** Submit to the Graduate Program Director, according to the guidelines. Find the form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>
Subsequent reports are to be submitted on October 1st and March 1st (unless the student has applied to graduate *or* has been approved for Final Stage Status).
10. **Major Research Paper Research:** Students should be concentrating on their major research papers over the spring and into the second fall terms. They should aim to produce a first full draft by the end of August, leaving the fall term to complete subsequent rounds of revision. The revision process is often lengthy. Students may also use the fall term to complete any outstanding coursework.
11. **Fall term registration** (if necessary).
12. **Submit Final MRP:** Students should submit the final draft of their MRPs, which have been evaluated and assigned a grade by Supervisors and Second Readers, at least three weeks before the end of the fourth term, when the signed Graduate Student Record Form is due to the Faculty of Graduate Studies. This time frame allows the Graduate Program Director to assess grades and complete paperwork. For students who will not complete their MRPs in four terms, note that Final Stage Status and the commensurate reduction in tuition may be available for the fifth term. Note that if the final grade and Graduate Student Record Form are submitted fewer than 56 days into the fifth term, students are not required to register for that fifth term.
13. **Apply to Graduate:** To graduate, students need to complete an Application for Graduation Form accessible through the Brock Portal (Student Self-Serve tab) and submit it to the

Registrar's Office. This may be done before all degree requirements are completed. Students who wish to attend Spring Convocation need to apply to graduate before February 1.

14. **Graduate Student Record Form:** The Administrative Coordinator will complete the graduate student record form when a final grade has been submitted for a Major Research Paper. When the final grade and online Graduate Student Record Form have been submitted to the Graduate Program Director and Faculty of Graduate Studies and Postdoctoral Affairs, a student may graduate.
15. **Registration:** If a student has not completed program requirements within 56 days of the fifth term, then they will need to register for that fifth term, following the same procedure as for previous registrations.
16. **Progress Reports:** Progress Reports must be submitted to the Graduate Program Director: June 1st (third term) and again on October 1st and March 1st (fourth and fifth terms respectively), as required. Students approved for Final Stage Status need *not* submit a progress report.

APPENDIX B. Major Research Paper with Co-op

Program Sequence from Enrolment to Graduation

Six Term Timeline	
mid-December	Fall courses successfully completed (including SOCI 5N90) Supervisory Committee formed
mid-April	Winter term courses successfully completed
September	First co-op work term completed (SOC1 5N01)
mid-December	Second co-op work term completed (SOC1 5N02)
end-of-January	MRP proposal approved
end-of-June	Remaining coursework completed; first draft of MRP completed
end-of-August	Major research paper successfully completed

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

1. **Fall/Winter term registration:** Registration opens several weeks prior to the beginning of classes and closes after classes have begun. For information regarding on-line registration procedures, please go to the following link: <https://brocku.ca/guides-and-timetables/registration/graduate>
2. **Fall term course work:** In 2023/24, students will take 5N90, 5P01, 5N00 and one or two electives. Students are likely to have several term papers due close to the same time at the end of the term, so plan accordingly.
3. **Work on getting a Supervisor and Supervisory Committee:** By mid-way through the fall term students should be working with their Faculty Liaison Persons to find Supervisors and, in consultation with those persons, Second Readers for their committee. Submit Composition of Supervisory Committee Form and Graduate Student Intellectual Property form to the Graduate Program Director by the end of the fall term. Find forms at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>.
4. **Winter term registration:** Same as fall term registration if students have not registered for Winter term courses in the Fall. Late November to early January.
5. **Winter term course work:** In 2023/24, students will continue to take 5N00, 5P02 and required electives (a total of four electives will normally be successfully completed by the end of the fifth term).

6. **Submit Progress Report June 1st:** Submit to the Graduate Program Director, according to the guidelines. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>.

*The next report is to be submitted nine months later (March 1st). Students approved for Final Stage Status need *not* submit a progress report.*

7. **Co-op work terms:** Undertaken in the third and fourth terms (SOCI 5N01 and SOCI 5N02). PLEASE NOTE: Students unable to secure a first work placement will switch to the MRP without co-op option.
8. **Prepare the Major Research Paper Proposal:** At the beginning of their *fifth* term, students should be meeting with their Supervisors to commence work on their major research paper proposals (a process that should begin in the student's second term prior to her/his first co-op work placement). Proposals should be approved by the end of January of their fifth term, leaving students the remaining winter and spring months to prepare a first draft of their MRPs. Be sure to send the signed Major Research Paper/Thesis Proposal Approval Form and a printed copy of the Major Research Paper proposal to the Graduate Program Director. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>. Faculty are often less available for consultation during the summer months, so students should plan accordingly.
9. **Prepare Research Ethics Board (REB) Application:** If a student's MRP research involves collecting information from human participants (this is not typical), then they will require approval from the Brock Research Ethics Board before they can begin collecting data from human participants. It is often useful to work on the proposal and REB application together, as the latter may help clarify some of the research design aspects of the former. Seek the Supervisor's guidance. It often takes several weeks after submitting the application for the REB to render a decision, and applications often require a round of revision, so submit the REB application soon after the major research paper proposal has been approved (see <http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics>).
10. **Spring term registration:** Same as fall term registration. Late April.
11. **Major Research Paper Research:** Students should be concentrating on their major research papers over the winter and spring terms of their second year in the program. They should aim to produce a first full draft by the end of June of their *sixth* term, leaving the remainder of the spring/summer term to complete subsequent rounds of revision. The revision process is often lengthy. Note that students may use the winter and spring terms of their second year to complete any outstanding coursework.
12. **Submit Final MRP:** Students should submit the final draft of their MRPs, which have been evaluated and assigned a grade by Supervisors and Second Readers, at least three weeks before the end of the fourth term, when the signed Graduate Student Record Form is due to the Faculty of Graduate Studies and Postdoctoral Affairs. This time frame allows the Graduate Program Director to assess grades and complete paperwork. For students who will

not complete their MRPs within six terms, note that Final Stage Status and the commensurate reduction in tuition may be available for the seventh term. Note that if the final grade and Graduate Student Record Form are submitted fewer than 56 days into the fifth term, students are not required to register for that seventh term.

13. **Apply to Graduate:** To graduate, students need to complete an Application for Graduation Form accessible through the Brock Portal (Student Self-Serve tab) and submit it to the Registrar's Office. This may be done before all degree requirements are completed. Students who wish to attend Spring Convocation need to apply to graduate before February 1.

APPENDIX C. Thesis

Program Sequence from Enrolment to Graduation

Six Term Timeline	
mid-December	Fall courses successfully completed Supervisory Committee formed
End of Feb. Reading Week (Winter Term)	<i>Draft</i> thesis proposal submitted to Supervisor (March 1 Progress Report)
mid-April	Winter term courses successfully completed
End of April	<i>Final</i> thesis proposal submitted to Supervisor
mid-June	Thesis proposal approved by committee REB application submitted (if necessary)
3 rd and 4 th terms	Thesis research
early 5 th term	First draft of thesis completed
early July	Final draft of thesis submitted
early August	Thesis defence takes place
end of August	Thesis successfully completed

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

1. **Fall/Winter term registration:** Registration opens several weeks prior to the beginning of classes and closes after classes have begun. For information regarding on-line registration procedures, please go to the following link: <https://brocku.ca/guides-and-timetables/registration/graduate/>
2. **Fall term course work:** In 2023/24, students will take 5P01, 5N00 and one or two electives. 5N00 runs over both the fall and winter terms. Students are likely to have several term papers due close to the same time at the end of the term, so plan accordingly.
3. **Work on getting a Supervisor and Supervisory Committee:** If thesis students have not already secured Supervisors before entering the program, then early in the fall term they should be working with their Faculty Liaison Persons to find Supervisors and, in consultation with those people, two additional committee members. Submit composition of Supervisory Committee form together with the Graduate Student Intellectual Property form to Graduate Program Director at the end of the fall term at the latest. Find forms at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>.
4. **Winter term registration:** Same as fall term registration if students have not registered for Winter courses in the Fall. Late November to early January.

5. **Winter term course work:** In 2023/24, students will continue to take 5N00, 5P02 and remaining required elective courses.
6. **Prepare the Thesis Proposal:** As early in the fall as possible, students should be working on their thesis proposals. Students need to have an approved *draft* proposal to the Supervisor no later than the Friday of the winter term Reading Week. Supervisors will indicate that this draft is satisfactory in the first Progress Report. A *final* thesis proposal must be submitted to the Supervisor by the last Friday in April. The proposal needs to be orally presented and approved by the Supervisory Committee no later than mid June. Send a signed Thesis/Major Research Paper Proposal Form together with a printed copy of the proposal to the Graduate Program Director. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>
7. **Submit Progress Report March 1st:** The Supervisor must indicate that the draft thesis proposal is satisfactory.
8. **Prepare Research Ethics Board (REB) Application:** If a student's research involves collecting information from human participants, then they will need approval from the Brock Research Ethics Board. Data collection cannot begin before ethics approval is granted. It is often useful to work on the proposal and REB application together, as the latter may help clarify some of the research design aspects of the former. Seek the Supervisor's guidance. It often takes several weeks after submitting the application for the REB to render a decision, and applications often require a round of revision, so submit the REB application soon after the major research paper proposal has been approved (see <http://www.brocku.ca/research/ethics-and-research-reviews/human-ethics>).
9. **Spring term registration:** Same as fall term registration. Late April.
10. **Submit Progress Report June 1st:** Submit to the Graduate Program Director, according to the guidelines. Find form at: <https://brocku.ca/social-sciences/sociology/graduate-program/#forms>. Subsequent reports are to be submitted on October 1st and March 1st *unless* the student has applied to graduate or has been approved for Final Stage Status.
11. **Thesis Research and Writing:** Students should be concentrating on thesis research during the third and fourth terms.
12. **Submit First Draft of Thesis:** Students should plan to complete a first draft of their thesis early in the fifth term, leaving the remainder of that term and the early part of the sixth to complete subsequent rounds of revision. The revision process is often lengthy.
13. **Submit Final Draft of Thesis:** Students should submit the final draft of their theses by early-July, at least eight weeks before the end of the sixth term. Plan for at least a month between when the 'defence draft' is submitted to the Graduate Program Director and the date of the defence (in fact, the Dean requires it). This timeframe allows the Graduate Program Director to organise the oral defence. The weeks following the defence and the end

of the sixth term are reserved for post-defence revisions that must be completed within the term in which students are registered. Expect your Examination Committee to require some revisions. Students will be given two to four weeks to complete minor revisions and four to twelve weeks to complete major revisions. For students who will not complete their thesis defences in six terms, note that Final Stage Status and the commensurate reduction in tuition may be available for the seventh term. Note that if all program requirements and related paperwork are completed fewer than 56 days into the seventh term, students are not required to register for that seventh term.

14. **Apply to Graduate:** To graduate, students need to complete an Application for Graduation Form accessed through the Brock Portal (Student Self-Serve tab) and submit it to the Registrar's Office (with a copy to the Faculty of Graduate Studies and Postdoctoral Affairs). This may be done before all degree requirements are completed. Students who wish to attend Fall Convocation must apply to graduate before July 1.
15. **Electronic Submission of Thesis:**
 - a. A candidate submitting a thesis in partial fulfillment of the requirements governing the award of advanced degrees must deposit the approved thesis with the Brock University Digital Repository before the degree will be conferred.
 - b. When the final form of the thesis has been approved post-defence and it meets FGS Thesis Format Specifications, the student will submit the thesis to the Brock University Digital Repository. The student must also submit to the Faculty of Graduate Studies and Postdoctoral Affairs the Certificate of Approval, the Library and Archives Canada (LAC) Non-Exclusive License to Reproduce Theses, and the Brock University Library Thesis and Major Research Paper Copyright Licence.
 - c. Under certain circumstances, (e.g., to protect confidential commercial information, patentable material, pending application, or where immediate commercial publication is anticipated) a graduate student may request a restriction on the circulation of the thesis for up to a period of twelve months.
 - d. The Graduate Student Record Form indicates that all course work is finished, the thesis Oral Examination has been held, and that all revisions have been completed and approved. Please see Appendix E for a checklist of all required documents.
16. **Registration:** If a student has not completed all program requirements within 56 days into the seventh term, then they will need to register for that term, following the same procedure as for previous registrations.
17. **Progress Reports:** Progress Reports must be submitted to the Graduate Program Director on March 1st, June 1st and again on October 1st and March 1st (fourth and fifth terms respectively), as required. Students approved for Final Stage Status need *not* submit a progress report.

APPENDIX D. Guidelines for Thesis and Major Research Paper Proposals

During the second term of your program, you will prepare a proposal for your thesis or major research paper (MRP). A thesis proposal is a compact document (10 pages) that includes a working title. It also identifies and locates the significance of the question framing the research and sets out the investigative procedures to be followed. In developing a proposal, you need to communicate your sense of the field (i.e., what is already known and claimed about your topic or problematic) and specify a clear research question that contributes to that field. Moreover, you need to be explicit about the logic of inquiry and the strategies proposed to support your claims. An MRP proposal is a more concise document (5 pages). It too identifies an organizing research question and your plans to investigate and answer that question.

Thesis Proposal Format

Formats may vary, but all proposals contain the following elements:

1. **Research question:** This question is key to your proposal and research. It should appear on the first page of the proposal. Think of your research question as a puzzle or problem to be solved, or literally a question to be answered.
2. **Locating your research question in the existing literature:** Locate your proposed research question and larger thesis objectives/goals in terms of the relevant theoretical approaches and substantive research in the field that relates to your question. What are the **assumptions** and **claims** made by scholars about that field, and the extent to which you concur or differ? You do not need to write a lengthy review of the literature in the field. Rather, be sure to identify how your project is situated in relation to the current thinking in and approaches to your topic. You need to be conscious of your place in the literature...where and how you are making a significant contribution to your field of knowledge.
3. **Outline your contributions:** Discuss the contributions your proposed thesis will make to your field of inquiry, i.e., its significance and claims to originality.
4. **Specify your working argument (if applicable):** Your working argument is a tentative, speculative answer to your research question. Focus on articulating the underlying logic of your argument. Setting out a working argument will help guide your investigation, and keep you focused on your contribution to the literature.
5. **Define key concepts:** What are the key concepts used in formulating your research question and working argument? How do you define them? These questions are more than a simple matter of setting out strict definitions. Your discussion of key concepts should reflect on scholarly debates about these concepts and their theoretical ambiguities, as well as the ways in which those concepts can be developed.
6. **Identify your research methodology, methods, and sources of data:** Highlight the way your research question and working argument establishes the importance of certain kinds of

evidence and ways of gathering that evidence. Identify and discuss the strengths and weaknesses of the methodological approach your research question requires. Be reflexive about your position as ‘researcher’ in the investigative process. Consider issues of access to data sources, and the quality/quantity of information required. Show how these sources, using your methodology, will produce evidence that addresses your research question and working argument.

7. **Outline the research process and your data analysis strategy:** How will you work with the primary and secondary data relevant to your research? How does the data analysis strategy you propose speak to your research question and fit with the overall theoretical orientation of your research? Discuss any considerations, including any special circumstances, required for ethics approval.
8. Provide a **timeline** for your research.
9. Provide a **rough outline** of thesis chapters.
10. Include a **sample reference list** of relevant literature in your field of inquiry.

A **draft version** of your thesis proposal must be submitted to your Supervisor on the Friday of the winter term’s Reading Week (mid-February). The final version must be submitted to your Supervisor by the final Friday of April. A Progress Report must be submitted March 1st.

MRP Proposal Format

Formats may vary, but all proposals contain the following elements:

1. **Topic and research question:** What is the general topic of the MRP, and what do you propose as the specific research question? This question will guide your interrogation of the literature in your topic field.
2. **Locate your research question in the existing literature:** Locate your proposed research question and larger MRP objectives/goals in terms of the relevant theoretical approaches and substantive research in the field that relates to your question. You do not need to write a lengthy review of the literature in the field. Rather, be sure to identify how your project is situated in relation to the current thinking in and approaches to your topic.
3. Briefly state the **contribution** you hope to make with the work of your MRP, in relation to the literature on your topic.
4. **Identify your research sources:** Identify the range and types of material that you intend to read and interrogate and provide a justification for the choices you make. MRPs do not usually incorporate primary research due to page length restrictions.¹

¹ If you plan to do some limited form of primary research, then you also need to include in your proposal discussions of why you intend to collect primary data, and what methodology, methods, and data analysis strategy you will employ. Also be sure to note if you will need to obtain ethics clearance.

5. Provide a *timeline* for your work.

6. Include a *sample reference list* of relevant literature in your field of inquiry.

The **final version** of your MRP proposal is due to your Supervisor in late May. Approval of the proposal by the supervisory committee will be in early June.

APPENDIX E. eThesis Submission Checklist

When the thesis is in its final form (following the defence revisions), has been approved by the graduate program, and meets Faculty of Graduate Studies Thesis Format Specifications, the student will submit the thesis to the Brock University digital repository.

The Administrative Coordinator will submit the following documents to the Faculty of Graduate Studies and Postdoctoral Affairs:

1. One copy of the Certificate of Approval with original signatures
2. One copy of the Library and Archives Canada Non-Exclusive License to Reproduce Theses, which has been signed by the student
3. Brock University Thesis and Major Research Paper Copyright License, which has been signed by the student
4. eThesis Processing Form
5. Abstract

It is the student's responsibility to upload their Thesis to the digital repository. Instructions for this process are found here: <https://brocku.ca/graduate-studies/current-students/research-based-students/masters-thesis/>

For complete thesis regulations please see the Academic Regulations section of the Graduate Calendar: <https://brocku.ca/webcal/current/graduate/acad.html#sec43>

APPENDIX F. Important Forms

Composition of Supervisory Committee Form

<https://brocku.ca/social-sciences/sociology/graduate-program/#forms>

Graduate Student Intellectual Property Form

<https://brocku.ca/social-sciences/sociology/graduate-program/#forms>

Proposal Approval Form

<https://brocku.ca/social-sciences/sociology/graduate-program/#forms>

Progress Report

<https://brocku.ca/social-sciences/sociology/graduate-program/#forms>

Final Stage Status Form

<https://brocku.ca/graduate-studies/student-resources/forms/#registration>

APPENDIX G. MACS Faculty

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

Faculty in the Department of Sociology

<https://brocku.ca/social-sciences/sociology/people/>

DR. FERNANDO AVILA

Assistant Professor of Sociology

(favila@brocku.ca, Ext. 5304)

Dr. Fernando Avila's research program is rooted in decolonial perspectives, exploring the intersections of criminology, postcolonial studies, global south criminology, punishment and society, and sociolegal studies. His work focuses on understanding how societies comprehend and govern risk, crime, and marginalized populations, with a particular emphasis on the Global South. Having conducted extensive ethnographic fieldwork in the Uruguayan medium-security prison, Punta de Rieles, Fernando's research challenges Western and hegemonic legal frameworks by investigating exceptional practices with carceral institutions.

Drawing from his experience as a human rights and criminal lawyer, Fernando's scholarship is driven by a commitment to social justice and activism. He works with several government and non-profit organizations and on issues related to criminal justice reform. Moreover, he is an active member of the Latin American Human Rights NGO Asociación Pensamiento Penal. Methodologically, he relies on qualitative approaches, employing in-depth interviews, participant observation, and media and policy analysis.

Dr. Avila is enthusiastic about working with graduate students who are interested in researching different aspects of prisons, punishment and society, and postcolonial studies.

DR. KATE BEZANSON

Professor of Sociology

Associate Dean, Faculty of Social Sciences

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Kate Bezanson is Professor, Associate Dean in the Faculty of Social Sciences, and faculty affiliate with the Social Justice and Equity Studies program. Specializing in political economy and social/family/labour market policy and constitutional law, she is co-investigator (with Dr. Andrea Doucet) on a 7-year partnership Social Sciences and Humanities Research Council (SSHRC) funded grant on the best policy mix for diverse Canadian families.

Dr. Bezanson also serves as a University Senator and serves as consulting editor for the Canadian Review of Sociology.

Her current research involves assessments of gender, Canadian social policy, federalism, public law, governance, budgeting and taxation, social reproduction, parental and other leaves, and child care.

DR. JONAH BUTOVSKY**Associate Professor of Sociology**

(jbutovsky@brocku.ca, Ext. 4371)

Jonah Butovsky teaches quantitative methods and political sociology. He has a BA from McGill University and an MA and PhD from the University of Toronto. Professor Butovsky has published articles on Canadian political values, migrant agricultural workers in the Niagara Region, and on the presentation of survey data in the press. He is currently working on one project that examines the political potential of Canadian popular music and another that studies the effects of left-nationalism on the development of Canadian socialism. Professor Butovsky is involved in the labour movement, and is on the executive of the Niagara and District Labour Council.

Dr. Butovsky is affiliated with the Centre for Labour Studies at Brock University. He has written articles on the New Democratic Party and on Canadian political values. His current research is on migrant agricultural workers in Niagara and the representation of public opinion in the press.

DR. NANCY COOK**Professor of Sociology**

(ncook@brocku.ca, Ext. 3176)

Nancy Cook teaches and supervises in the areas of gender and sexuality, qualitative research methodologies, imperialism and globalization, gender relations in Pakistan, critical mobilities studies, and feminist, postcolonial and poststructural theory. She has published a book and several articles on transcultural interactions between Western women development workers and local populations in northern Pakistan. An interest in transcultural interactions extends through more recent work on professional development workers who lived in Pakistan for an extended period of time to understanding how their experiences of working abroad have affected their cosmopolitan lives back in Canada. In her current research she is studying the differential mobility implications of a jeep road linking Shimshal village to the Karakoram Highway in northern Pakistan, and on demobilizations experienced by other villages in the region in the aftermath of a landslide disaster that destroyed a large section of this highway. This research develops understandings of mobility justice, mobility disaster and the gendered constitution of mobility.

Dr. Cook is a core faculty member in the graduate programs of Critical Sociology and Social Justice and Equity Studies, and an affiliate of the Social Justice Research Institute, and Associate Editor of Studies in Social Justice.

DR. LAUREN CORMAN**Associate Professor of Sociology**

(lcorman@brocku.ca, Ext. 5080)

Lauren Corman is an environmental sociologist who teaches in the areas of environmental thought, contemporary social theory, and critical animal studies. Her research centralizes anti-racist, anti-colonial, queer, and feminist understandings of social relations and the more-than-human world. Broadly, her scholarship investigates the agency, resistance, and subjectivities of oppressed groups. Dr. Corman is interested in coalition-building across social and environmental

justice movements and links her work to larger anti-capitalist analyses and struggles. She hosted the radio show, Animal Voices (animalvoices.ca), for about a decade. She recently published, “Trauma as a Möbius Strip: PTSD, Animal Research, and the Oak Ridge Prisoner Experiments,” in Kelly Struthers Montford and Chloë Taylor’s collection, *Building Abolition: Decarceration and Social Justice* (Routledge, 2021). Dr. Corman is currently working on a text about the cultural and colonial histories of particularly vilified animals.

DR. KATERINA DELIOVSKY

Associate Professor of Sociology

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Katerina Deliovsky’s scholarship is broadly located in critical race theory with an emphasis on critical whiteness studies and anti-colonial and anti-racist theorizing. A distinct but related area of inquiry is the critical sociology of mixed unions. Dr. Deliovsky has published *White Femininity: Race, Gender and Power* which theorizes the ways racialized differences are articulated and mobilized with and against other social categories such as class, ethnicity, gender, and sexuality in both the advancement and resistance to whiteness. She has also published book chapters and articles on the contemporary articulations of gendered racism, white supremacy and ‘white rage’, regulation of interracial intimacies, the racialization of whiteness and femininity, whiteness and methodology, and the epistemic disruption of white feminist hegemony. Her current scholarship extends her anti-colonial and anti-racist focus to explore (white) women’s sex/“romance” tourism and transnational relationships in, but not limited to, the Caribbean with black men. Dr. Deliovsky teaches in the areas of introductory sociology, qualitative sociological methods, gender and society, race and racialization.

DR. ANDREA DOUCET

Professor of Sociology

Canada Research Chair in Gender, Work, and Care; Professor of Sociology and Women's and Gender Studies

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Andrea Doucet’s research focuses on theories, practices, epistemologies, ontologies, and ethics of care and care work, especially in relation to: parenting/mothering/fathering; maternity, paternity, and parental leave policies in Canada and internationally; embodiment; relational ontologies; and knowledge making practices and their effects. She is the author of *Do Men Mother?* which was awarded the 2007 John Porter Tradition of Excellence Book Award from the Canadian Sociology Association and co-author (with Janet Siltanen) of *Gender Relations in Canada: Intersectionality and Beyond* (2008) and *Gender Relations in Canada: Intersectionality and Social Change* (completely revised second edition, 2016). She is currently re-researching and writing about: ecological thinking and knowledge making; parental leave and social class exclusions; visual methodologies and family photographs; genealogies of concepts; and learning from indigenous scholars about intersections between feminist epistemologies and indigenous epistemologies. In the MACS program, she has taught courses in Research Design and Methodology and Gender and Sexuality; she has extensive supervisory experience on a broad range of topics.

DR. THOMAS DUNK

Professor of Sociology

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Thomas Dunk's research interests focus on linkages between economy, culture and society, with focus on class, masculinity, and economic transformation. He is the author of *It's a Working Man's Town: Male Working-Class Culture*; the editor of *Social Relations in Resource Hinterlands*; and *Transitions in Marginal Zones in the Age of Globalization: Case Studies from the North and South*; and a co-editor of *The Training Trap: Ideology, Training and the Labour Market*. His most recent projects concern the concept of the circular economy and the forest industry, as well as populism and masculinity in resource hinterland regions as witnessed in controversies about hunting, animal rights, and environmental protection.

DR. IFEANYI EZEONU

Professor of Sociology and Criminology

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Ifeanyi Ezeonu received a first-class honours degree in sociology from the Anambra State University of Technology (now, Nnamdi Azikiwe University, Nigeria). He has graduate degrees from the University of Cambridge (International relations), the University of Leeds (development studies) and the University of Toronto (criminology and socio-legal studies). He was a Cambridge Commonwealth Scholar and is a Fellow of the Cambridge Commonwealth Society.

He has research interests and has published on market criminality, street gangs and violent armed groups, the sociology of energy and natural resources, and the deleterious effects of market rationality in Sub-Saharan Africa. His book, *Market Criminology: State-Corporate Crime in the Petroleum Extraction Industry* (Routledge, 2018), introduces the concept of market criminology which extends the interrogative circumference of criminology to accommodate the ravages of market forces in variegated forms of capitalism. Ifeanyi Ezeonu's research works cover both North America and Sub-Saharan Africa.

DR. MARGOT FRANCIS

Associate Professor of Sociology and Women's Studies

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Margot Francis is an Associate Professor in Women's and Gender Studies, cross-appointed to the Department of Sociology. She is the author of *Creative Subversions: Whiteness and Indigeneity in the National Imaginary* (University of British Columbia Press, 2011) and has published in journals such as *Native American and Indigenous Studies*, *Feral Feminisms*, and *Critical Sociology*. Her research interests include: Indigenous and decolonializing perspectives on settler societies, community arts for Indigenous resurgence, alliances between Indigenous and anti-racist movements in sexual violence activism, queer artistic activism. Her research has been funded by the Social Sciences and Humanities Research Council of Canada. She holds a Ph.D. in Theory and Policy Studies from the Ontario Institute for Studies in Education at the University of Toronto (2002).

DR. KEVIN GOSINE

Associate Professor of Sociology

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Kevin Gosine's primary areas of research interest include the study of ethnicity and racialization, youth studies, social identity construction, the sociology of education, and social welfare. Published scholarship has spanned numerous areas including the lived experiences and social identities of upwardly mobile Black Canadians, antiracism education, racial bias and disproportionality within Ontario's child welfare system, marginalized youth subcultures, and evaluation studies of non-profit organizations. Courses taught include research methods (undergraduate and graduate levels), quantitative data analysis, community engagement and service learning, and the sociology of education.

DR. JULIE HAM

Associate Professor, Sociology

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Julie Ham's recent research explores knowledge production and cultural production by migrants in Hong Kong through participatory and visual methodologies. Her research is grounded in academic-community collaborations that speak to priorities identified by migrant and minority communities, such as the dehumanization of domestic workers, harms produced by the anti-trafficking industry, the impact of social difference in sex work, the trajectory of migrant remittances, cultural production and dynamics that support or hinder social change for migrant communities. Her research on migration, labour, social difference and the criminology of mobility has been published in *The British Journal of Criminology*; *Critical Social Policy*; *Culture, Health & Sexuality*; *Gender, Work & Organization*; *Sociology*; *Theoretical Criminology*; and *Work, Employment and Society*. She was awarded the Radzinowicz Memorial Prize for 2014 by *The British Journal of Criminology* for her co-authored article with Sharon Pickering, 'Hot pants at the border: Sorting sex work from trafficking'. She has published a monograph, *Sex Work, Immigration and Social Difference* (2017), and a co-edited volume *The Routledge Handbook on Crime and International Migration* (2014) with Sharon Pickering.

For more information about her research, visit *Mobile Methodologies and Migrant Knowledges* at <https://www.mmmk.ca/>

DR. TAMARI KITOSSA

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Dr. Tamari Kitossa is Professor of Sociology at Brock University. He earned his BA (Hon) and Magisteriate degrees at York University and his Ph.D. at OISE/UT. Research and instruction interests include Blackness, anti-Blackness, Black masculinities, African Canadian leadership, anti-criminology and counter-colonial criminology and interracial unions. Present research includes "Destruction of Black Manhood as the Destruction of Black Families in Canada: A view from slavery to the present" and an empirical and historical inquiry into "Black Men, Sexual Tropes, Trauma and Resilience".

DR. SAMANTHA MCALEESE**Assistant Professor of Sociology and Critical Criminology**

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Samantha McAleese is a critical criminologist and qualitative researcher whose work focuses on the collateral consequences of punishment in Canada and the role of the non-profit sector in supporting people impacted by the criminal legal system. She is a leading expert on [record suspensions](#) (formerly known as pardons) and collaborates with other researchers, legal professionals, advocates, and people with lived and living experiences of criminalization and punishment to push for policy and program changes in the area of criminal records management in Canada. She is a member of the [Fresh Start Coalition](#), the [International Criminal Justice Voluntary Sector Research Network](#), the [Internet and Digital Sociology](#) research cluster of the Canadian Sociological Association, and a Board member at large for the [St. Leonard's Society of Canada](#).

DR. TRENT NEWMeyer**Associate Professor, Sociology/Women's and Gender Studies
Graduate Program Director, Social Justice and Equity Studies
Director, Centre for Women's and Gender Studies**

(tnewmeyer@brocku.ca, Ext. 5118)

Trent Newmeyer teaches the sociology of leisure, research methods (primarily qualitative research design), and the HIV/AIDS pandemic. His research interests include the social history of tourism and leisure, crafting as politics, and issues around HIV/AIDS from pregnancy planning to the use of crafting (body mapping) in mediating cultural stigma around HIV. <https://brocku.ca/social-sciences/sociology/people/trent-s-newmeyer/>

DR. HIJIN PARK**Associate Professor of Sociology**

(hijinpark@brocku.ca, Ext. 3540)

Hijin Park works in anti-racist feminism. Her research and teaching interests include feminist criminology, refugee and migration studies, and securitization studies. She has published articles and book chapters on violence against racialized women, the criminalization of migration, and Canadian white settler nationalism.

DR. MARY-BETH RADDON**Associate Professor of Sociology**

(mraddon@brocku.ca, Ext. 3460)

Mary-Beth Raddon researches topics related to money and finance from the vantage points of social history, political economy and culture. She is especially interested in economic institutions, such as inheritance, charity, philanthropy, social welfare, households and cooperatives, whose primary logic is not market exchange. She has written a book on community currencies, which explores how new local exchange networks expose existing gendered patterns of reciprocity, work and shopping. Mary-Beth also studies civic participation, social activism, community-based research and action research. These interests dovetail with her work in service-learning, a method of teaching that combines formal learning with community engagement. Areas of supervision include economic sociology, critical pedagogy and qualitative research methods.

DR. GÖKBÖRÜ SARP TANYILDIZ

Assistant Professor of Sociology

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Gökbörü Sarp Tanyildiz's research focuses on the relationship between embodied social relations, formations, and subjectivities within contemporary capitalism through anti-racist, feminist, queer, and marxist social theories. His research demonstrates that the aporias frequently encountered in contemporary critical theories lay in the antinomies of classical sociology. In so doing, he emphasizes the necessity for sociological analyses that are commensurate to the social and political problems of our time.

He has published on social movements; refugees and state formation; feminist urban theory; and public spaces and virtual spaces. He co-edited a special issue of *Society and Space* on planetary urbanization. His most recent co-edited book volume on social reproduction and feminist urban theory is currently under review.

Gökbörü is enthusiastic about working with graduate students who are interested in researching different aspects of contemporary social and political problems through a variety of theoretical perspectives (including, but not limited to, marxisms, feminisms, anti-racisms, intersectionality, queer theories, phenomenology, and psychoanalysis) and methodological approaches (including, but not limited to, autoethnography, activist methodologies, institutional ethnography, and ethnomethodology).

DR. DENNIS SORON

Associate Professor of Sociology

(dsoron@brocku.ca, Ext. 3458)

Dennis Soron's current teaching and research interests include social theory, the political economy of consumption, poverty, environmental sociology and the cultural dynamics of contemporary class conflict.

LYN TRUDEAU

Assistant Professor of Women's and Gender Studies and Sociology

(ltrudeau@brocku.ca, Ext. 3117)

Lyn Trudeau is from Sagamok Anishinawbek First Nation, Eagle Clan. She is a cross-appointed with Women and Gender Studies and Sociology. Lyn's research is through a decolonial lens and has included: working alongside Elders, Indigenous youth, Indigenous teacher candidates, and residential schools. She feels it is important to honour her cultural background; therefore, embeds Indigenous knowledge and ways of being in her classrooms and research endeavours. Lyn is also an artistic scholar who engages creative expression, visual presence, and representation within her works.

Research: arts-based, autoethnography, sociocultural contexts, decolonization, Indigenous methodologies.

DR. MICHELLE WEBBER

Professor of Sociology

(mwebber@brocku.ca, Ext. 4411)

Michelle Webber is a Professor of Sociology, is affiliated with the Department of Labour Studies and is the Director of the BA in Social Sciences. Professor Webber has a BA from Brock and an MA and PhD from the University of Toronto. She publishes on various aspects of higher education including contingent faculty, tenure and promotion, and academic identities. She is currently working with colleagues on a research project concerning contract faculty in Ontario universities.

Michelle is a labour activist who is currently serving as the President of the Brock University Faculty Association.

Affiliated Faculty

DR. ROBYN BOURGEOIS

Associate Professor, Centre for Women's and Gender Studies (WGST)

Chancellor's Chair for Teaching Excellence (2019-2022)

(rbourgeois@brocku.ca, Ext. 6650)

Robyn Bourgeois (Laughing Otter Caring Woman) is a mixed-race nehiyaw iskwew (Cree woman) whose Cree family comes from Treaty 8 (Lesser Slave Lake) territory. She is also connected through her three children to the Six Nations of the Grand River. While her departmental home at Brock is WGST, Dr. Bourgeois is formally trained as a sociologist: she holds a BA in sociology from Okanagan University College (now UBC-Okanagan); an MA in sociology from UBC-Vancouver; and a PhD in Social Justice Education from the University of Toronto. Within the field of sociology, Dr. Bourgeois' areas of competency include Indigenous sociology (especially Indigenous feminist sociology); intersectional feminisms and the sociology of gender; historical sociology; social power, oppression, violence and resistance; political sociology; critical anti-racism studies; sociology theory (classical and contemporary); and qualitative and quantitative research methodologies. Her research foci include violence against Indigenous women and girls; Indigenous women's political leadership; and sex trafficking. In addition to being an academic, Robyn is an activist, author, artist, and mother.

<https://brocku.ca/social-sciences/womens-studies/people/robyn-bourgeois/>

DR. MICHELE K. DONNELLY

Assistant Professor, Department of Sport Management

(mdonnelly2@brocku.ca, Ext.4351)

I am a sociologist of gender and sport whose current academic home is in the Department of Sport Management. My research is focused on social inequality (with an emphasis on gender inequality), alternative sports and subcultures, and qualitative research methods. With respect to social inequality, I am particularly interested in Olympic and international sport federation policy and governance, and athlete-driven sport organizations. Roller derby and skateboarding serve as sites for my research of girls and women onliness, and particularly the organization and production of girls and women onliness in sport and physical activity organizations such as girls-only skateboarding groups. I am also interested in girls and women onliness outside of (and

sometimes alongside) sport and physical activity, such as women's home improvement workshops and entrepreneur organizations. I not only use qualitative methods in my research, I also study research ethics and the politics of research with respect to qualitative methods. And, I serve on the university's Social Sciences Research Ethics Board.

<https://brocku.ca/applied-health-sciences/sport-management/faculty-research/faculty-directory/michele-k-donnely-phd/>

DR. SHAUNA POMERANTZ

Professor of Child and Youth Studies

(spomerantz@brocku.ca, Ext. 5371)

How do young people, technologies, social worlds, creative practices, and families interconnect to affect each other? My research addresses this question as my teen daughter and I explore the importance of social media, particularly TikTok, in the lives of children and youth. You can listen to us talk about it on CBC's [the Current](#), read my reflections on learning TikTok dances from my daughter during COVID-19 in the [Globe and Mail](#), and check out our new [book chapter](#), *A TikTok Assemblage: Girlhood, Radical Media Engagement, and Parent-Child Generativity*. We are currently working on new research titled *Watching TikTok, Talking Feminism: Slipping the Confines of Adult-Child Hierarchies*.

More generally, my research interests include media studies, youth studies, girlhood studies, popular culture, gender and education, intersectionality, social justice, qualitative inquiry, and feminist, poststructural, and posthuman theories. I am author of *Girls, Style, and School Identities: Dressing the Part* (Palgrave, 2008), co-author, with Dawn Currie and Deirdre Kelly, of *Girl Power: Girls Reinventing Girlhoods* (Peter Lang, 2009), and co-author, with Rebecca Raby, of *Smart Girls: Success, School, and the Myth of Post-Feminism* (University of California Press, 2017).

<https://brocku.ca/social-sciences/child-and-youth-studies/people-in-our-department/shauna-pomerantz/>

DR. REBECCA RABY

Professor of Child and Youth Studies

(rraby@brocku.ca, Ext. 3172)

I draw primarily on critical, feminist and post-structural theorizing to study childhood and youth. I investigate discrimination against young people, especially as age intersects with gender, race, class and sexual orientation; sociology of education, with a focus on school disciplinary and surveillance practices as well as sex education; constructions of childhood and adolescence, particularly how they are experienced by children and adolescents themselves and how they intersect with forms of inequality; and theories of agency, participation and resistance in young people's lives. I have authored *School Rules: Discipline, Obedience and Elusive Democracy* (UTP) problematizes secondary school dress and discipline codes in terms of the kind of student and future citizen they aim to construct, and how they are received, negotiated and often challenged by teachers and students. With Shauna Pomerantz I have also co-authored *Smart Girls: Success, School and the Myth of Post-Feminism* (University of California Press), which examines girls, smartness, gender and inequality in high school. I am also co-editor of the textbook *Power and Everyday Practices* (Second Edition, UTP), which draws on Marxist and Foucauldian thinking to complicate everyday activities and the edited collection *The Sociology of*

Childhood and Youth in Canada (CSPI). I have conducted research projects into participatory voice and youth on YouTube, a mentorship program for young parents, and children's early experiences of the pandemic. Currently I am focused on learning about young people's thinking and experiences around first/early jobs.

<https://brocku.ca/social-sciences/child-and-youth-studies/people-in-our-department/rebecca-raby/>

DR. IAN RITCHIE

Associate Professor, Department of Kinesiology

(iritchie@brocku.ca, Ext. 3966)

Ian Ritchie is interested in general sociological and historical aspects of sport and physical culture. Ian received his Ph.D. in sociology in 1996, having studied classical and contemporary sociological theories for his core concentration alongside the sociology of sport and physical activity. The general departure point for his research and teaching is the social and historical foundations of sport and how sport needs to be taken seriously as an object of inquiry given its economic and political impact. Specific research interests include performance-enhancing drug use in sport and the history of anti-doping rules, media, gender, and various aspects of the Olympic Games. Co-author (with Rob Beamish, Queen's University) of *Fastest, Highest, Strongest: A Critique of High-Performance Sport* (Routledge, 2006), Ian has also published several articles and book chapters related to socio-cultural aspects of sport and he is currently writing a book manuscript on the history of the modern Olympic Games. Ian teaches courses in sociology of sport, sociology of the modern Olympic Games, and a graduate course in sociological theory.

<https://brocku.ca/applied-health-sciences/kinesiology/faculty-research/faculty-directory/ian-ritchie-phd/>

APPENDIX H. MACS Full-Time Student Timelines

MRP – 4 TERMS (16 months)

Step	Milestones	Approx Timing	Forms	Check
1	Introduction to the program and orientation.	Beginning of September		
2	Supervisory Committee formed (Supervisor and Second Reader)	Mid-December	Composition of Committee Form	
3	Ownership of Student Created Intellectual Property Form is completed.	After Supervisor established	Intellectual Property Form	
4	One full term of coursework successfully completed. (SOC1 5N00, SOC1 5P01 + 1-2 electives)	End of December		
5	Second full term of coursework successfully completed. (SOC1 5N00, SOC1 5P02 + 1-2 electives)	End of April		
6	MRP Proposal is drafted.	Mid-May		
7	Final MRP Proposal submitted to Supervisor.	Late May		
8	June 1 st Progress Report is due.	June 1st	Progress Report Form	
9	MRP Proposal is orally presented to the Supervisory Committee.	Early June	Proposal Approval Form	
10	MRP writing process	Summer and Fall semesters		
11	October 1 st Progress Report is due.	October 1 st .	Progress Report Form	
12	Deadline to apply for Final Stage Status	December 1	Final Stage Status Form + a complete first draft of the MRP	
13	All coursework completed* (1-2 electives / 4 electives total) *If not completed already	End of December		
14	MRP Completion (Grade assigned)	End of December		

Step	Milestones	Approx Timing	Forms	Check
15	*OPTIONAL* Submission of MRP to online repository.	End of December	Thesis and Major Research Paper Copyright Licence (original copy required by FGSPA)	
16	Submit Intention to Graduate	End of December (last day to submit without late fee: February 1)	Complete in Brock Portal	
17	Convocation**	June	See Brock website for details	

MRP with Co-O – 6 TERMS (2 years)

Step	Milestones	Approx Timing	Forms	Check
1	Introduction to the program and orientation.	Beginning of September		
2	Supervisory Committee formed (Supervisor and Second Reader)	Mid-December	Composition of Committee Form	
3	Ownership of Student Created Intellectual Property Form is completed.	After Supervisor established	Intellectual Property Form	
4	One full term of coursework successfully completed. (SOC1 5N90, SOC1 5P01 + 1-2 electives)	End of December		
5	Second full term of coursework successfully completed. (SOC1 5N00, SOC1 5N00, SOC1 5P02 + 1-2 electives)	End of April		
6	June 1 st Progress Report is due.	June 1st	Progress Report Form	
7	First co-op work term completed. (SOC1 5N01)	End of August		
8	Second co-op work term completed. (SOC1 5N02)	End of December		
9	MRP Proposal is drafted.	Fall and Winter Semesters		

Step	Milestones	Approx Timing	Forms	Check
10	Final MRP Proposal submitted to Supervisor.	January		
11	MRP Proposal is orally presented to the Supervisory Committee.	End of January	Proposal Approval Form	
12	March 1 st Progress Report is due.	March 1 st	Progress Report Form	
13	All coursework completed* (1-2 electives / 4 electives total) *If not completed already	End of April		
14	MRP writing process	Winter and Summer semesters		
15	June 1 st Progress Report is due.	June 1 st	Progress Report Form	
16	Submit Intention to Graduate	June (last day to submit without late fee: July 1)	Complete in Brock Portal	
17	Deadline to apply for Final Stage Status	August 1 st	Final Stage Status Form + a complete first draft of the MRP	
18	MRP completion (Grade assigned)	End of August		
19	*OPTIONAL* Submission of MRP to online repository.	End of August	Thesis and Major Research Paper Copyright Licence (original copy required by FGSPA)	
20	Convocation**	October	See Brock website for details	

Thesis – 6 TERMS (2 years)

Step	Milestones	Approx Timing	Forms	Check
1	Introduction to the program and orientation.	Beginning of September		
2	Supervisory Committee formed (Supervisor and Second Reader)	Mid-December	Composition of Committee Form	
3	Ownership of Student Created Intellectual Property	After Supervisor established	Intellectual Property Form	

Step	Milestones	Approx Timing	Forms	Check
	Form is completed.			
4	One full term of coursework successfully completed. (SOCI 5P01 + 1 elective)	End of December		
5	Draft Thesis proposal submitted to Supervisor.	End of February reading week.		
6	March 1 st Progress Report is due.	March 1 st	Progress Report Form	
7	Second full term of coursework successfully completed. (SOCI 5N00, SOCI 5P02 + 1 elective)	End of April		
8	Final Thesis proposal submitted to Supervisor.	End of April		
9	June 1 st Progress Report is due.	June 1 st	Progress Report Form	
10	Thesis Proposal orally defended to committee.	Mid-June	Proposal Approval Form	
11	REB application submitted (if necessary)	Mid-June	REB Application Form	
12	Thesis writing process	Spring and Fall semesters		
13	October 1 st Progress Report is due.	October 1 st	Progress Report Form	
14	All coursework completed* (2 electives total) *If not completed already	End of December		
15	March 1 st Progress Report is due.	March 1 st	Progress Report Form	
16	Thesis Writing Completion	Winter semester		
17	June 1 st Progress Report is due.	June 1 st	Progress Report Form	
18	Submit Intention to Graduate	June (last day to submit without late fee: July 1)	Complete in Brock Portal	
19	Deadline to apply for Final Stage Status	August 1 st	Final Stage Status Form + a complete first draft of the MRP	
20	Final draft of thesis submitted.	Mid-Summer semester		
21	Thesis defense takes place	Early August		

Step	Milestones	Approx Timing	Forms	Check
22	Submission of Thesis documents	Mid-August	eThesis Processing Assessment Form Master's Certificate of Approval (only one original copy required by FGSPA) Thesis non-exclusive Licence (original copy required by FGSPA) Thesis and Major Research Paper Copyright Licence (original copy required by FGSPA)	
23	Submission of Thesis to online repository.	Mid-August		
24	Convocation**	October	See Brock website for details	