



Graduate Student Handbook

Revised: September 15, 2023.

Foreword

Welcome to the MA/Med/MSW with Specialization in Gender & Women's Studies. We hope that your experience learning and perhaps supporting teaching in our Department will be very rewarding. We are here to support you.

This Handbook is a guide for students in the Specialization.

Our website contains up-to-date information on program changes, course offerings, and other news. (www.lakeheadu.ca/academics/departments/womensstudies/graduate-program)

If you have any questions or would like to discuss any aspect of the Department of Graduate Studies & Research, please contact the Gender & Women's Studies Graduate Coordinator.

Introduction

Lakehead University's regulations concerning graduate programs are found in the Lakehead University Calendar, which is henceforth referred to as "the Calendar."

The Calendar is the definitive reference for any Lakehead University regulations and should be consulted if you have questions about University regulations or policies. The Graduate Coordinator can assist you in clarifying Lakehead University regulations and policies that are relevant to your program of study, but it is essential for you to familiarize yourself with the regulations and policies.

University Regulations

Students should familiarize themselves with the general University regulations found here:

<https://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=30&chapterid=10290&loaduserredits=False>

Harassment and Discrimination Policy

Lakehead University has established a comprehensive policy on harassment and discrimination, including sexual harassment. This document is available from the Office of Human Resources:

https://www.lakeheadu.ca/sites/default/files/policies_procedures/Human%20Rights%20Policy%20and%20Procedures.pdf.

Students who have concerns may consult with the Graduate Coordinator, Department Chair, or the Faculty of Grad Studies, or arrange an appointment with an officer in Human Resources.

Program Requirements

Program requirements differ for each Department and Program; however, all students in all streams must complete Gender & Women's Studies 5101 Feminist Theory & Methods, normally in the first year of study.

Students who will complete a **thesis / research project / practicum / creative project** must do so under the direction of someone in their home department who is also approved by the Gender & Women's Studies program for supervision. For a list of approved Supervisors, please see

<https://www.lakeheadu.ca/programs/departments/womensstudies/graduate-program/core-supervisory-graduate-faculty>.

The **thesis / research project / practicum / creative project** proposal must be approved by Gender & Women's Studies after it is approved by the Home Unit. The form to submit the proposal to Gender & Women's Studies can be found on the

Department's Graduate Program webpage.

For students completing the Master's by **course work**, evidence of the completion of coursework that uses feminist research and methods, but completed in a course in the home department, must be submitted to the Department of Gender & Women's Studies for approval. The student will not be approved for graduation with the Specialization in Gender & Women's Studies unless this paperwork is completed.

The Program Requirement Form can be obtained at <https://www.lakeheadu.ca/programs/departments/womensstudies/graduate-program/forms> , information about each Home Units requirements in each stream can be found at <https://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=30&chapterid=9834&topicgroupid=31743&loaduseredits=True>.

Registration and Full-Time Status

All programs in the Specialization are two-year programs, but some can be completed in one year, or in a year and a half; students must contact the graduate coordinator of their home discipline for details on how to arrange their schedules to meet the timeline that best suits their needs. If students have questions related to the Specialization, they should contact the Gender & Women's Studies Graduate Coordinator.

Regardless of which timeline students choose, they must be enrolled full-time throughout.

Students are required to be registered for a minimum of three terms per year.

The only exception to being enrolled full time is a leave of absence.

Leaves of Absence

A leave of absence can be granted for maternal/paternal/parental leaves, for health reasons, on compassionate grounds, or to allow a student to gain practical experience.

Leaves of absence must be supported by details and by external supporting documentation.

Leaves of absence must be requested prior to the leave (i.e. they are not retroactive).

A student is eligible for a maximum of three Leaves of Absence in addition to an unlimited number of Maternal/Parental leaves, provided that no single

Maternal/Parental Leave extends beyond three consecutive terms. If additional time away is required (more than the three-term limit), the student is advised to withdraw from the program and apply for re-admission at a time more suitable for completion.

Form for requesting a leave can be found at the Gender & Women's Studies Graduate Program website, Forms.

Time Extensions

A Time Extension in a graduate program will be granted for exceptional circumstances on a per term basis, up to three terms. Recommendations for the first term beyond the allowed Period of Study requires approval by the Department, that then sends notice, including reasons for this approval, to the Faculty of Graduate Studies. Recommendations for the second term and for the final term must be sent to the Faculty of Graduate Studies Council for consideration and final approval.

A graduate student who does not complete the required courses and/or portfolio or thesis within one of the prescribed periods of study and does not receive an approved Time Extension is considered to have failed the program and must withdraw. <https://www.lakeheadu.ca/academics/graduate/resources/time-extension> The form can be found at the Gender & Women's Studies Graduate Program webpage, Forms.

Scholarships and Bursaries

Details for awards and bursaries for students can be found here: <https://www.lakeheadu.ca/current-students/scholarships-awards-loans>

SSHRC and OGS provide the most extensive support for students and **all eligible students are strongly encouraged to apply**

Eligibility for SSHRC and OGS: students must hold an 80 or over average for the previous two years of studies

Grading System

To maintain registration as a graduate student, a student must achieve and maintain satisfactory academic standing at all times. A student whose academic performance does not meet the minimum standing will be required to withdraw from the program.

Incomplete Grades

An incomplete grade may, at the discretion of the instructor and in consultation with the student, be assigned to a course when the instructor believes that the student has not yet completed all the requirements of the course for a valid reason. In such cases, when a percentage grade would normally be assigned to the course, the instructor must also assign a numeric grade for work completed to the point of submission, unless stipulated in the course syllabus that a student will be deemed to have failed the course if a particular component had not been completed, in which case the

student would be assigned a failing grade expressed as a portion of the entire course mark. Incomplete grades will not be included in the calculation of the student's average.

The instructor is obliged to set the due date for the additional work in order to permit submission of the revised grade to the Registrar's Office by the dates listed below:

Fall term grades:	June 1 (or May 1 if student plans to convocate in the Spring)
Winter term grades:	September 1
Summer term grades:	January 1 (or November 1 if student plans to convocate in the Fall)

To clear an incomplete grade, the student must complete the outstanding work and a *Change of Grade* form from the instructor must be received in the Registrar's Office by the appropriate date (above). Grades that are not cleared by the appropriate date will be converted to the numeric grade assigned (students who have not successfully completed the required component needed to pass the course will receive the failing grade) and at that point will be included in the student's average. Pass/Fail courses with a grade of INC will be converted to F.

Minimum Satisfactory Academic Standing

Graduate students must maintain at least a B overall average in their courses with no more than one full course equivalent graded C. A mark of less than 60% in a graduate course constitutes failure. A graduate student with a mark of 50 - 59% in a graduate course may repeat the course. No more than one full course equivalent may be repeated. If, after exercising this avenue for improving course marks, a student is still unable to achieve the minimum B overall average, the student will not be permitted to continue in the program.

Course marks below 50% are unacceptable in a graduate program. A graduate student with such a mark will not be permitted to continue in the program. Courses with a mark below 50% may not be repeated.

A graduate student who does not complete the program requirements within one of the prescribed periods of study and does not receive an approved time extension is considered to have failed the program and must withdraw.

Reappraisal

Please refer to the [University Regulations, VI Reappraisal](#) in the Calendar for information.

Academic Integrity

The Department of Gender and Women's Studies, in accordance with University regulations, maintains a strict policy regarding academic integrity. Rules and penalties for infractions are outlined in the "Student Code of Conduct" which is available via this link:

<https://www.lakeheadu.ca/students/student-life/student-conduct>

Plagiarism/Academic Integrity. The consequences of plagiarizing are severe. In many cases, a zero on a major assignment will result in a failure in the course altogether, which in turn will result in automatic withdrawal from the program.

Application to Graduate

Students must be registered in the year in which they intend to graduate. Students must apply to graduate. Application forms are available through myInfo. Refer to the current calendar for deadlines and fees.

Important Dates

Key Dates

Please refer to the current Lakehead University Calendar for dates for registration and withdrawal from courses, and for the application to graduate deadline.

http://navigator.lakeheadu.ca/~Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalog_id=20&topicgroupid=10883

- **Late July** – registration for graduate courses opens
- **Late August – early September** - Teaching Assistantships for the year are assigned
- **Early September** – graduate orientation workshop
- **Late September** – scholarship workshop for SSHRC, OGS
- **December 1st** – OGS scholarship applications for those applying to or continuing in Master's programs
- **December 2nd** – SSHRC scholarship applications for those applying to or continuing in Master's programs

Graduate Assistants

Some graduate students will also work as teaching assistants in the Gender & Women's Studies undergraduate program. For those who are assigned such teaching, these notes are intended to assist you in your work in Gender & Women's Studies as a Teaching Assistant. If, after having read this information, you have questions or concerns, please contact the Department's Graduate Program Coordinator. These policies are in addition to those mandated by Senate and/or regulated under collective agreements. In any case of conflict between policies, the relevant collective agreement will supersede all other directives.

GENERAL INFORMATION

WEEKLY HOURS

The CUPE Collective Agreement, which covers Graduate Assistants, is available for consultation at <https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/resources-for-staff/collective-agreements>

Items 16.01.a.ii-iv of the Agreement state that a GA shall work an average of ten (10) hours per week, and a maximum of twenty (20) hours per week.

This means that some weeks will be heavy in terms of time commitments, usually dependent upon marking, and other weeks will be considerably lighter. It is your responsibility to note when assignments are due for the courses you are working on, and to plan your workload accordingly. A GA'ship is a paid job, and in order to meet the terms of employment, you must meet your assigned deadlines and follow professional protocol as you would in other forms of employment, barring extenuating circumstances.

CANCELLATION OF CLASS

If you are unable to meet a scheduled day or evening class you must notify the instructor as soon as possible. This should not occur on a regular basis and must be due to reasonable cause. Repeated cancellations will be considered non-performance of duties.

NOTE: You must contact the instructor if you are canceling an evening tutorial during regular office hours and no later than 3:00 pm on the day of cancellation.

In the event that the University closes due to inclement weather, the announcement will be communicated through campus email and blazecast.

In the event the instructor has to cancel a class, you will be notified via email as soon as possible.

TUTORIAL ROOM CHANGES (when applicable)

If you wish to change your tutorial room (from the one originally allocated to you), contact the instructor to request the change.

LOCKED CLASSROOMS

Classrooms are expected to be unlocked. Occasionally, you may find a classroom locked. In the event this happens, contact Security and an officer will open the room for you. You may be asked to present identification, so keep your LU identification with you at all times: Security will not accept another form of identification. Make sure you let the instructor know that the room was locked, so steps can be taken to try to ensure the problem will not occur again.

SECURITY

Dial "8911" from any University phone to reach Security in the case of an emergency. For non-urgent matters, call 8569.

Normally, hazards in the workplace are reported to the department. If you are working outside usual business hours Monday to Friday, and you identify a workplace hazard, report the hazard to Security. Any problem with a student that you feel is a threat to your safety and well-being should be reported immediately.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Academic dishonesty is not to be tolerated. Please review the University Policy. This policy must be strictly and consistently enforced by all. In the case of plagiarism by a student, it is imperative that procedures be carried out promptly and EXACTLY as required. In cases where you discover plagiarism, present the paper and the sources of the plagiarized information to the Instructor.

ACADEMIC REGULATIONS

The Undergraduate Calendar covers the current general academic regulations of the University. Information about academic program requirements and academic standing, terminology, grading system, examination regulations, deferred examinations, etc. are all included in the Calendar.

MARKING STANDARDS

The course instructor is responsible for ensuring that you are provided with, and understand, their marking rubric. Do not hesitate to contact the instructor if you

have any questions. Papers are due back to students no later than two (2) weeks after the due date, and marking must be completed in a timely fashion so that the instructor can check and process the grades before handing back the assignments. This means that you will have points in the term when you will have much higher levels of work than usual, and you must plan your own work accordingly. A GA'ship is a paid job, with deadlines, and these deadlines must be met unless there are extenuating circumstances.

EMPLOYEE CODE OF CONDUCT

All employees, including Teaching Assistants, are bound by the University's Employee Code of Conduct. This requires that we treat each other, students, and all members of the public, with respect, dignity and fairness. We must conduct ourselves in a professional manner and abide by the rule of law and all policies governing employee relations. All employees must be familiar with the details of the Code of Conduct:

https://www.lakeheadu.ca/sites/default/files/policies_procedures/Employee%20Code%20of%20Conduct.pdf

EXAMINATIONS

During the FALL and WINTER Academic Terms, the Office of the Registrar sets the schedule for final examinations. If you are working as a teaching assistant on a course with exams, do not book a vacation or time away until you know when you will be required to help mark exams.

GRADE SUBMISSIONS

Grade submissions are due to the instructor at the time you return the assignments to them for vetting and processing (2 weeks after students hand in assignments).

PERFORMANCE REVIEW

An evaluation of your work will be completed by the instructor at the end of each term (Graduate Assistant Employee Performance Review form).

PROMOTION OF UPPER YEAR COURSES IN THE FIRST YEAR PROGRAM

Teaching Assistants running tutorials are key to recruitment processes and can promote the program by reminding students about upper-level courses that intersect with students' areas of interest; sharing their own positive experiences in GWS; and illustrating how a degree in Gender & Women's Studies is applicable after Graduation.

REQUIRED READING MATERIALS: You will be provided with the required course materials by the instructor.