



Lakehead
UNIVERSITY

**Social Justice
Studies**

Graduate Program Handbook

Master of Arts Degree

Lakehead University, Thunder Bay ON Canada

TABLE OF CONTENTS

Introduction	2
Mission Statement for the Social Justice Studies Program	3
Getting started: preparation and application.	3
You've been accepted: now what?	4
Registration and Full-Time Status	5
Choosing Your Program Stream	5
SJS Streams and Course Requirements	6
Specialization in Gender and Women's Studies (GWS)	10
Additional information relevant to the program.	13
Grading System and Related Issues	14
Policies and Regulations	16
Scholarships and Bursaries	17
Important Dates	18
Appendix A: Forms	20
Appendix B: MA in English with SJS Specialization	21
Appendix C: MA in Sociology with a Specialization in Social Justice Studies.	22

Last updated: December 7, 2021.

Introduction

Thank you for your interest in the Graduate Program (MA) in Social Justice Studies (SJS) at Lakehead University. This Handbook serves as a guide to help prospective and enrolled students successfully navigate the SJS program and the rules and regulations laid out by the Faculty of Graduate Studies and the Research Office at Lakehead University.

For application information, please use the Faculty of Graduate Studies [webpage](#).

The SJS [website](#) contains up-to-date information on program changes, course offerings, and other news. If you find inconsistencies between the handbook and website, please bring them to the attention of the Program Advisor and those inconsistencies will be resolved. This handbook is a living document and subject to change.

If you have any questions, or would like to discuss any aspect of the SJS program please contact:

Graduate Program Advisor

Dr. Kevin Brooks

Virtual Office

807-357-9298

Admin.socialjustice@lakeheadu.ca or kbrooks2@lakeheadu.ca

Inaugural Graduate Program Coordinator:

Dr. Kristin Burnett

RB 2031

807-346-7721

kburnett@lakeheadu.ca

Further information about programs, research, academics, and forms and procedures be sure to visit the [Faculty of Graduate Studies](#) website.

Questions about graduate studies at Lakehead can be directed to the Graduate Office located on the Thunder Bay campus in CASES (FB 2010) or by phone at (807) 343-8785.

Lakehead offers a number of [Indigenous Initiatives](#).

International students should visit [Lakehead International](#) to learn about studying and living in Thunder Bay or Orillia, Canada more generally.

Mission Statement for the Social Justice Studies Program

“The intellectual project of decolonization has to set out ways to proceed through a colonizing world. It needs a radical compassion that reaches out, that seeks collaboration, and that is open to possibilities that can only be imagined as other things fall into place”

-Linda Tuhiwai Smith

The program is firmly grounded in critical theory and research that reflects both a politicized praxis in teaching and a transformative approach to research and knowledge as tools for social change and advocacy. Engaging with social justice means actively working towards eradicating settler colonialism, structural inequalities and violences, gender inequality, white supremacy and racism, homophobia, transphobia, poverty, and more; this program is committed to helping students do just that through social learning. Thunder Bay is ideally situated to offer students hands-on opportunities in community-based engagement through participation in local grassroots movements and organizations. We encourage our students to be actively engaged and to know that they can make a difference for the better.

Located within the territories of the Anishinaabe peoples, Lakehead University's MA in Social Justice Studies (SJS) is an interdisciplinary graduate program housed in the **Faculty of Social Sciences and Humanities**. SJS delivers a transformative education by asking students to think critically about the values, cultural assumptions, and actions that maintain the current economic, political, and social structures which shape our day-to-day lives. Our program empowers students with the practical skills and theoretical knowledge necessary to challenge the informal and formal configurations of power and oppression within local, national, and global contexts.

Getting started: preparation and application.

1. Familiarize yourself with the program and faculty.

- Keep reading the Handbook to learn about the program and visit the website for additional information.
- Visit the [SJS Supervisor Faculty webpage](#) and contact faculty members who teach and research in areas of interest to you if you have specific questions.
- Be sure to see what kind of [projects previous students](#) have undertaken, and read student profiles.
- For students with undergraduate degrees in English and Sociology, consider earning an MA degree from the appropriate department but add the SJS specialization:
 - [English](#)
 - [Sociology](#)
- Contact the Program Advisor to talk with them about your interests in the program.
- Explore scholarships and other funding opportunities [see below] that you can apply for both as you enter the program and as you continue your studies into the second year.

2. Work on your statement of interest.

The program asks you to submit a Statement of Interest along with transcripts and English language tests for those students who do not speak English as their first language or have not been attending higher education delivered in English. In the Statement of Interest, we would like to know four things:

1. How has your schooling and /or lived experiences prepared you for the SJS Program at Lakehead?
2. What are your research, creative, practicum and/ or course interests (address one or two, not all)? What do you hope to accomplish in the program?
3. How will an MA in SJS contribute to your next steps? That could mean your next educational step, your professional or career development, your civic participation goals, and/or your personal goals.
4. Are you interested in being considered for a Graduate Assistant position, and if so, what preparation do you have to support faculty teaching or research?

For admission to the Gender and Women's Studies (GWS) Specialization, students must write an additional 1-2 page statement of interest, submitted as part of their application. Applicants must also complete the [Gender and Women's Studies Application form](#).

3. Submit all your application materials by February 1.

The Program will begin reviewing applications on or close to February 1, so please submit all your application materials by or before that date. Be sure that those writing letters of reference have submitted their evaluation. You will receive notification of the admissions committee's decision from the Faculty of Graduate Studies; you will be asked to accept or decline your offer. Please read all correspondence from FGS carefully and follow their instructions.

International students, it is particularly important to meet the February 1 deadline because the program is only able to offer a Graduate Assistantship to the top international applicant who submits by February 1.

If you miss the deadline, applications will be accepted until the program meets its acceptance goals for the academic year. Applications are likely to close by the end of May. Those considering applications after February 1 should contact the Program Advisor before submitting materials. Late applicants may not be eligible for assistantships, and course enrollment typically starts in early July.

You've been accepted: now what?

1. Ask more questions! We know you have been holding back the nitty-gritty questions like "what courses should I take?" "who is my advisor?" "what course will I be a Graduate Assistant for?" Now is the time to ask any questions you might have. You will be asked to make a commitment to the program in your letter of offer, so be sure you have all the information you need to make this decision.
2. The most frequently asked questions are "What is an FCE?" and "Why is the program only 4.0 FCEs?" FCE stands for "full course equivalent." A course that is only one semester is worth .5 FCE; a full year course, including a course that bridges spring and summer, is worth 1.0 FCE. Graduate classes often have significantly higher reading and writing expectations than undergraduate classes, so

- taking two courses per term is considered a full time load. Graduate Assistants are working 10 hours a week on top of the 20-30 hours a week that goes into course work. The year-long options like Research Project, Creative Project, and Practicum are also very time consuming undertakings worth 1.0 FCE.
3. Consult the Important Dates section of the handbook so you can find information like when you can sign up for classes, when you should be on campus for orientation, when classes start, etc..
 4. Consult the University Calendar to become familiar with Lakehead University's rules and regulations.

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 or the Administrative Assistant can assist you in clarifying Lakehead University regulations and policies that are relevant to your program of study, but it is essential for students to familiarize themselves with the regulations and policies.

See the policies and regulations section below for more information.

Registration and Full-Time Status

SJS is officially a two-year program (six terms), but it can also be completed within one calendar year (three terms), or in a year and a half (four terms). Five terms, however, is the most common length of time for students to complete the program. Students completing research or creative projects sometimes require the sixth term. Students should talk to the program advisor for details about how to arrange their schedule to meet the timeline that best suits their needs.

SJS is primarily a Thunder Bay Campus program, but Orillia-based students are encouraged to consult with the Program Advisor about options for completing the degree in whole or in part from Orillia.

SJS is not currently available for online degree completion, but please contact the program staff if online delivery is right for you. We would love to know more about student interest in this option.

Regardless of which timeline students choose, students are expected to be enrolled full-time throughout and complete all the program requirements. A flex-time option allowing students to complete the program in four years can be considered in consultation with the Program Advisor, but the program does not have a part-time option.

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

Over the spring / summer semesters, students **must** register in the appropriate placeholder course (i.e. course work, practicum, research or creative project). Students **may** also take a course or two; students may **complete** their creative / research project or practicum. Students cannot officially start their projects or practicums in the spring / summer, but

they can work on their proposals, build their relationships with their placement organizations, or do other kinds of activities to prepare themselves for the second year of their program.

Students must be registered full-time for all three terms to stay in the program. The only exception to being enrolled full time is a leave of absence. Staying enrolled allows continuous access to the library and other university services. See Policies and Regulations below.

Choosing Your Program Stream

SJS offers four program streams:

1. course work
2. research project (this is not a thesis)
3. creative project
4. practicum

All students are initially admitted into the course work stream of the program and must apply for admission into the other streams following the successful completion of the first semester of the program. It is in the students' best interests to begin discussing their research and program interests with the Program Advisor as soon as possible. Students are asked to identify their intended stream and rationale by the end of their first semester via the [Stream Selection](#) form.

In order to enter into the research project, creative project, and practicum streams students must have their supervisor and tentative project approved by the SJS Academic Review Committee (ARC). Regardless of which stream students pursue they must complete 4 FCEs in order to graduate from the program.

Students will normally complete 2 FCEs per year, with the research project, creative project or practicum being completed in the second year of study. The research/creative projects and practicums are worth 1 FCE. Therefore, students will also need to take one FCE of course work during the Spring/Summer Term of their first year or their second year in order to complete the four full FCEs required to graduate.

SJS Streams and Course Requirements

All students, except for those students pursuing the GWS Specialization (please see the Specialization in GWS for further details), must complete *SJS 5030: Theories of Social Justice* and *SJS 5090: Methods and Methodologies in Social Justice*, during the first year of study regardless of the program stream they pursue. The program requires students to complete a total of 4 FCEs.

SJS STREAMS	Course Work	Research Project	Creative Project	Practicum
Required courses	5030 SJS Theory (.5). Fall term. 5090 SJS Research Methods (.5). Winter term.	5030 SJS Theory (.5). Fall term. 5090 SJS Research Methods (.5). Winter term.	5030 SJS Theory (.5). Fall term. 5090 SJS Research Methods (.5). Winter term.	5030 SJS Theory (.5). Fall term. 5090 SJS Research Methods (.5). Winter term.
Unique to stream	N/A	SocJ-5800 / 9800 (1.0) Second year.	SocJ-5821/ 9821 (1.0) Second year.	SOCJ-5601/ 9601 (1.0) Second year.
Electives	3.0 FCEs	2.0 FCEs	2.0 FCEs	2.0 FCEs
Totals	4.0 FCEs	4.0 FCEs	4.0 FCEs	4.0 FCEs

Students in their second year will register in the placeholder courses for creative and research projects, or the placeholder for practicum. Students will be provided with a change of mark at the end of the project / practicum, and the mark will be assigned to the 5000 course relevant to their stream.

Twenty [LU Graduate Courses](#) are cross-listed with Social Justice Studies, but the schedule for offering these courses is unpredictable. The program offers 5011 (Special Topics) frequently, and students can take 5011 multiple times.

Social Justice Studies will typically offer two special topics courses per year, and will potentially offer co-listed courses with departments in Social Sciences and Humanities.

Working with the SJS Program Advisor, students can request to enrol in those courses that are not offered by SJS nor cross-listed, but enrollment will be constrained by the other programs' capacity and needs. Although students can consider 1.0 FCEs at the 4000 level, ideally electives will come from the 5000 level courses being offered.

Course work stream

In addition to completing the core SJS courses (5030 and 5090), students will take an additional 3.0 FCEs (or six half-credit courses). This stream works well for students who are working significant hours, students who enjoy course work on a wide-range of topics, and students who might not excel with the open-ended nature of a research project or creative project.

Students are automatically enrolled in the course work stream, therefore students in this stream do not need to find an advisor, write a proposal, or change streams. Students in this stream are encouraged to think of the Program Advisor as their stream advisor.

Research project stream

In addition to the core SJS courses (5030 and 5090) taken in the first year of the program and SJS 5800: Research Project taken in the second year of the program, students will complete a further 2.0 FCE (four half-credit courses) of course work.

For the research project, students will produce an original research paper between **40 and 50 pages** not including bibliography and appendices. The research project requires a sustained and detailed analysis of a specific body of literature within Social Justice Studies and an exploration of a question or problem in the field. The project will be marked by the supervisor and a second faculty member and assigned a final grade.

Some students may come into the program because they have been recruited by an advisor or have established a working relationship with an advisor. But students wishing to do a research project who do not have a supervisor at the start of the program will work with the Program Advisor to find a faculty member affiliated with the Social Justice Studies Program who is willing to supervise their project and submit the Supervisor Approval Form to the Academic Review Committee for approval. The project proposal must be submitted to and approved by the SJS Academic Review Committee (see the important date section for deadlines).

Students must choose supervisors from the list of faculty affiliated with Social Justice Studies, complete the initial stream selection form, the supervisor approval form, and the Graduate School Change of Program form. All are linked below:

- Social Justice Studies [approved faculty supervisors](#).
- Initial [stream selection form](#). Complete by the end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Project Proposal Form](#). Complete by June 1, Sept. 1, or Jan. 15th. Students should follow the [Guide to Research and Creative Projects](#).
- [Project Evaluation Form](#). Complete at the end of the project.

Students enrolled in the GWS specialization will produce a research project that addresses issues relevant to both GWS and social justice. Please see the GWS guidelines below.

Creative project stream

In addition to the core SJS courses (5030 and 5090) and SJS 5821: Creative Project, students will complete 2.0 FCE (four half-credit courses) of course work.

For the creative project, students will produce a creative work (broadly defined) using one of the following mediums: visual arts, music or non-academic/creative writing or other creative work. Projects can be participatory and community-based. The creative project must be a substantial, unified, and original work that addresses issues of social justice and

activism and engages with critical praxis. Creative projects must demonstrate advanced skill in one of the following mediums: visual arts, music or non-academic/creative writing or other creative work and a command of relevant genre conventions. To be successful, a creative project must be recognized by the supervisor and second reader as a fully-fledged contribution to the aesthetic forms in which it participates.

Students will also write a 20-page artist statement/report that situates the project in relation to the existing body of contemporary creative work. It must explain and justify the poetics of the project and how the form of the project functions to serve creative and/or critical ends. The work will be marked by the supervisor and a second faculty member and assigned a final grade. Because of the small size of the Creative Arts programs at Lakehead, Faculty from other Universities, and/or professional experts from the community may be used to evaluate a student's work.

Students will work with the Program Advisor to find a faculty member affiliated with the Social Justice Studies Program who is willing to supervise their project and submit the Supervisor Approval Form to the Social Justice Studies Academic Review Committee for approval. The project proposal must be submitted to and approved by the ARC (see the important date section for deadlines). Creative project proposals should be accompanied by a portfolio of relevant, recent creative work.

Students must choose supervisors from the list of faculty affiliated with Social Justice Studies, complete the initial stream selection form, the advisor agreement form, and the Graduate School Change of Program form. All are linked below:

- Social Justice Studies [approved faculty supervisors](#).
- Initial [stream selection form](#). Complete by the end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Project Proposal Form](#). Complete by June 1, Sept. 1, or Jan. 15th. Students should follow the [Guide to Research and Creative Projects](#).
- [Project Evaluation Form](#). Complete at the end of the project.

Students enrolled in the GWS specialization will produce a creative work that addresses issues relevant to both GWS and SJS.

Practicum stream:

In addition to the core SJS courses (5030 and 5090) and SJS 5601: Practicum, students will complete 2.0 FCE (four half-credit courses) of course work.

For the practicum, students are expected to complete 200 hours placement plus class time. Unlike an on-the-job training internship, the project carried out during the practicum will combine class-based knowledge, practical research skills and reflection to apply them in the field. The placement will be with an agency or non-profit organization engaged in social justice work and will be arranged collaboratively with the student, agency, Program Advisor and the instructor for 5601. The project to be completed during the practicum will be outlined in a Memorandum of Understanding with the agency or non-profit organization.

Students considering the Practicum Stream are encouraged to get to know local agencies early in their program. Conduct site visits, get to know program directors, ideally volunteer at the organization in order to develop familiarity with the staff and operations. Students might be able to indicate interest in the stream by November of their first year, and continue to work towards a placement throughout the spring and summer. The MOU will ideally be written and signed off on by all stakeholders before the start of the fall semester.

In addition to the required course work, the student will keep a log describing the work conducted during the placement. The log will also include a list of hours worked and be submitted to the course supervisor every week. The work of the practicum will be completed in the second year of study. Although the norm will be that students will complete 10 hours of work a week, some flexibility will be allowed to enhance the usefulness of the practicum for participating organizations and accommodate class time. Potential partners include: Faye Peterson House, Kinna-aweya Legal Clinic, Shelter House, the GEC, Thunder Pride, the LU Food Bank, Northwestern Ontario Women's Centre, and others.

Not all practicums need to have a faculty supervisor, but many faculty have connections with local nonprofits, so they can provide guidance, research opportunities, and mentoring. Students should try to identify supervisors from the list of faculty affiliated with Social Justice Studies, complete the initial stream selection form, the advisor agreement form, and the Graduate School Change of Program form. All are linked below. Practicum students should also consult the Practicum Handbook and familiarize themselves with the Memorandum of Understanding used to formalize relationships with host organizations.

- Social Justice Studies [approved faculty supervisors](#).
- Initial [stream selection form](#). Complete by end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Practicum Handbook](#)
- [Memorandum of Understanding](#)

Students in the GWS Specialization will complete the practicum in an organization that supports feminist and social justice practices.

Specialization in Gender and Women's Studies (GWS)

The GWS Specialization gives students the opportunity to engage in interdisciplinary work focused on gender.

In the first year of their program all students in the GWS Specialization must complete WOME 5101: *Theory and Methods in Gender and Women's Studies* and SOCJ 5030: *Theories of Social Justice* (regardless of the stream they intend to pursue).

WS Spec.	Course Work	Research Project	Creative Project	Practicum
Required Courses	SJS 5030 Theory (.5) Fall WOME 5101 Theory and Methods (1.0)	SJS 5030 Theory (.5) Fall WOME 5101 Theory and Methods (1.0)	SJS 5030 Theory (.5) Fall WOME 5101 Theory and Methods (1.0)	SJS 5030 Theory (.5) Fall WOME 5101 Theory and Methods (1.0)
Unique to stream	N/A	SocJ-5800 (1.0)	SocJ-5821 (1.0)	SOCJ-5601 (1.0)
Electives	2.5 FCEs. Course work should allow for feminist and/or gender analysis or methods.	1.5 FCEs. Course work should allow for feminist and/or gender analysis or methods.	1.5 FCEs. Course work should allow for feminist and/or gender analysis or methods.	1.5 FCEs. Course work should allow for feminist and/or gender analysis or methods.
Totals	4.0 FCEs	4.0 FCEs	4.0 FCEs	4.0 FCEs

NOTE: Students enrolled in the GWS specializations are not required to take SOCJ 5090: Methods and Methodologies in Social Justice, but they may choose this course as an elective.

Course work stream:

Students in the GWS Specialization must take the GWS Core Course (WOME 5101) worth 1 FCE and an additional 3 FCEs in Social Justice Studies (including SOJC 5030). Two of the major papers written for these graduate course(s) must be focused on a subject related to GWS. One page proposals must be approved by a Social Justice-based Women Studies subcommittee no later than six weeks into the term(s).

Students are automatically enrolled in the course work stream, but by the end of their first semester, all students are encouraged to choose supervisors. Students who wish to remain in the course work stream do not need to find an advisor, write a proposal, or change streams. Students in this stream are encouraged to think of the Program Advisor as their stream advisor.

Research project stream:

Students in the GWS specialization must take the GWS Core Course or WOME 5101 (1 FCE) and the Social Justice Studies Core Course 5030 (0.5 FCE), take an additional 1.5 FCEs in Social Justice Studies, and write a research project (1.0 FCE) on a subject related to both Social Justice Studies and GWS, for a total of 4 FCEs. The Research Project must incorporate feminist scholarship. The proposed topic must be approved by representatives

of both the primary Program and the GWS Graduate Committee. If deemed appropriate, there may be joint supervision by a member of the student's academic unit and a person named by the GWS Graduate Committee.

Students in the WS Specialization have a specific list of advisors they need to choose from. Students also need to complete the initial stream selection form, the advisor agreement form, and the Graduate School Change of Program form. All are linked below:

- GWS [Core Supervisors](#) (note those who are also SJS Supervisors)
- Initial [stream selection form](#). Complete by end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Project Proposal Form](#). Complete by June 1, Sept. 1, or Jan. 15th. Students should follow the [Guide to Research and Creative Projects](#).
- [Project Evaluation Form](#). Complete at the end of the project.

Creative project stream:

Students in the GWS Specialization must take the GWS Core Course (WOME 5101) for 1 FCE and the Social Justice Studies Core Course 5030 (0.5 FCE), take an additional 1.5 FCEs in Social Justice Studies, and undertake a Creative Project (1.0 FCE) of relevance to both Social Justice and GWS.

Because of the small size of the Creative Arts programs at Lakehead, faculty from other Universities, and/or professional experts from the community may be used to evaluate student's work.

Students in the GWS Specialization have a specific list of advisors they need to choose from. Students also need to complete the initial stream selection form, the advisor agreement form, and the Graduate School Change of Program form. All are linked below:

- WS [Core Supervisors](#) (note those who are also SJS Supervisors)
- Initial [stream selection form](#). Complete by end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Project Proposal Form](#). Complete by June 1, Sept. 1, or Jan. 15th. Students should follow the [Guide to Research and Creative Projects](#).
- [Project Evaluation Form](#). Complete at the end of the project.

Practicum stream:

Students in the GWS Specialization must take WOME 5101 (1.0 FCE), Social Justice Studies 5030 (0.5 FCE), Social Justice Studies 5601 (1.0), and an additional 1.5 FCE (three half-credit courses). For the practicum, students are expected to complete 200 hours in the placement plus class time. Unlike an internship which focuses primarily on on-the-job training, the project carried out during the practicum will combine class-based knowledge, practical research skills and reflection on how to apply them in the field. The placement will take place at an approved agency or non-profit organization relevant to GWS and engaged in social justice work. Placement can be found by students or chosen from the

approved list. They will be arranged by the Program Advisor for SJS and the instructor for 5601 in cooperation with the student and the Graduate Coordinator of GWS. The project to be completed during the practicum will be outlined in a MOU with the agency or non-profit organization.

In addition to the required course work, the student will keep a log describing the work conducted during the placement. The log will also include a list of hours worked and be submitted to the Practicum Instructor every week. The work of the practicum will be completed in the second year of study. Although the norm will be that students will complete 4 -10 hours of work a week, some flexibility will be allowed to enhance the usefulness of the practicum for participating organizations and accommodate class time. Potential partners include: Faye Peterson House, Kinna-aweya Legal Clinic, Shelter House, the Gender Equity Center at Lakehead University, Thunder Pride, the LU Food Bank, Northwestern Ontario Women's Centre, and others.

Not all practicums need to have a faculty supervisor, but many faculty have connections with local nonprofits, so they can provide guidance, research opportunities, and mentoring. Students should try to identify supervisors from the list of faculty affiliated with GWS and Social Justice Studies, complete the initial stream selection form, the supervisor approval form, and the Graduate School Change of Program form. All are linked below. Practicum students should also consult the Practicum Handbook and familiarize themselves with the Memorandum of Understanding used to formalize relationships with host organizations.

- GWS [Core Supervisors](#) (note those who are also SJS Supervisors)
- Initial [stream selection form](#). Complete by the end of November, first semester.
- [Supervisor Approval Form](#). Complete by February 15, second semester.
- Change of Program [Form](#). Completed by May 1, second semester.
- [Practicum Handbook](#)
- [Memorandum of Understanding](#)

Additional information relevant to the program

Switching Streams / Withdrawing from Program

Students may change streams during their program. Please consult with the Program Advisor whenever you are considering making a significant change within your program.

Students will need to fill out a "Graduate Request for Change/Withdrawal" form. This form is to be used by graduate students who would like to change their program route/option or would like to officially withdraw from their graduate program. The form can be accessed online through [myInfo-For Students](#), under Forms - select Graduate Program Change/Withdrawal."

Choosing a Supervisor

In consultation with the Program Advisor, students choose a supervisor for the research and

creative projects, but they are also encouraged to choose a supervisor who can support their practicums or coursework. When selecting a supervisor, choose someone who conducts research and/or teaches in your area of specialization or interest, and is a member of the [SJS graduate faculty](#). If you are in the GWS Specialization, you must choose someone who is both a member of SJS and a member of the [Core Graduate Faculty of Gender and Women's Studies](#)

You can talk to several professors about the possibility of supervising your project to see whether or not they would be a good fit, and will feel comfortable supervising your particular area of interest. Understand that professors may be unable to supervise you if a) they are going on leave, b) they are currently supervising the maximum allowed number of graduate students, or c) they do not feel that their expertise is the best fit for the proposed project.

You can switch supervisors during the course of your study; however, it is best to talk to your supervisor and the Program Advisor to see if this is the right choice.

Once the person in question has agreed to supervise you, please fill out the following [Supervisor Approval Form](#).

Research Ethics

Conducting research with people and communities, especially when working with vulnerable and marginalized communities, requires that researchers conduct themselves in accordance with the rules and guidelines established under the Tri-Council Policy Statement regarding Ethical Conduct for Research Involving Humans, 2010 (TCPS2).

Students must complete the online Ethics Training [TCPS2](#)

Upon completing the tutorial students will receive a pdf copy of a TCPS2 certificate, please save it. You will need to submit a copy of this certificate when you make a research ethics application to Lakehead University's Research Ethics Board (REB).

Before conducting any research with people and communities, students must complete, submit, and have approved a research ethics proposal to Lakehead's REB.

Research ethics applications can be found at [Lakehead Research and Innovation](#) website.

Further Information:

- Lakehead University's [Ethics and Integrity](#) guides (Guidelines and Policy and includes Procedures for Investigating Misconduct)
- Lakehead University's Research Ethics and Administration Officer, Sue Wright, can be contacted at susan.wright@lakeheadu.ca or (807) 343-8283.

Application to Graduate

Students must be registered for the calendar year in which they intend to graduate. Students must apply to graduate. Application forms are available through [myInfo- For Students](#). Refer to the current [Lakehead University calendar](#) for deadlines and fees.

Grading System and Related Issues

Grading Scale

Course standings in the graduate programs will be reported as follows:

Letter Grade	minimum %	maximum %
A+	90	100%
A	80	89%
B	70	79%
C	60	69%
Fail	1	59%
F	Academic Dishonesty	0
INC	Incomplete	

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. Graduate students can only have one full course equivalent graded C. A mark of less than 60% in a graduate course constitutes failure. Students with grades under 60% may repeat the course or assignments to improve their grades.

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 1st (or May 1st if student plans to convocate in the Spring)

Winter term grades: September 1st

Summer term grades: January 1st or November 1st

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. See [Master's Regulations](#) for more details.

A graduate student who does not complete the required courses, 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.

Reappraisal

If you would like a grade appeal, please refer to the Student Reappraisal and Appeals Policy for detailed information. PDF [here](#).

Academic Integrity

The Social Justice Studies program, 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](#)--Academic Integrity. Detailed PDF with policy can be found [here](#).

Policies and Regulations

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 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.

The [leave of absence](#) can be found on the Graduate Office Forms database.

Time Extensions

A Time Extension in a graduate program will be granted for exceptional circumstances on a per term basis, for up to three terms. Recommendations for the first term beyond the allowed Period of Study requires approval by the Department, that then sends notice along with the recommendation, including reasons, 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 research and creative project or practicum within the prescribed periods of study and does not receive an approved [Time Extension](#) is considered to have failed the program and must withdraw.

Meeting/Work Spaces

There is space reserved for graduate students in the Chancellor Paterson Library: the Graduate Reading Room on the 4th Floor (LI 4016). For access, students must request a key at the Library Circulation Desk.

The Graduate Student Lounge, located in CASES (technically known as FB 2002), is open to all Lakehead University graduate students.

In consultation with work supervisors and departments, students have been assigned specific space for meeting with students and performing work as required under GA assignments, BB0029D.

University Regulations

Students should familiarize themselves with the general [University regulations](#).

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. Students who have concerns may consult with the Program Advisor for SJS, the Dean of Graduate Studies, the Director of the Office for Human Rights and Equity, or arrange an appointment with an officer in Human Resources.

This link guides you to information about Lakehead University's policy on [Sexual Misconduct Policy and Protocol](#).

Scholarships and Bursaries

Details for awards and bursaries for Lakehead students can be found [here](#).

SSHRC and OGS provide the most extensive support for students (approximately \$17,500 per year and \$15,000 per year, respectively) – **all eligible students are strongly encouraged to apply**. Please consult with the Program Advisor regarding applications and funding possibilities.

In order to be eligible for SSHRC and OGS students must hold an 80 average or more during their last two years of studies.

The [Kate McInturff Fellowship in Gender Justice](#) funds a four-month fellowship with the Canadian Centre for Policy Alternatives.

[MITACS.CA](#) funds a variety of research and innovation projects, including research collaborations with not-for-profit organizations.

Important Dates

Please refer to the current [Lakehead University Calendar](#) for dates for registration and withdrawal from courses, and for the application to graduate deadline. The University operates on a July 1-June 30 calendar.

Early to mid July: registration for graduate courses opens. Exact date varies from year to year. Watch for announcements in MyInfo. Work with Program Advisor on course selection.

Late August: all students working on projects over the summer must submit the final version to their supervisor and second reader.

Graduate Assistantships for the year are assigned.

Sept. 1. Proposal Submission. This is one of three dates students may submit their research or creative project proposal to the Academic Review Committee.

Early September: a meet and greet gathering for new and returning students.

Tuesday after Labour Day: The first day of classes each fall semester.

Early September: graduate orientation and marking workshop; submit GA Statement of Work form (filled out with instructor to which the GA is assigned) to graduate coordinator.

September 30: deadline for re-submitting research or creative project proposals that were submitted Sept. 1.

Second Friday of the fall semester: SJS Faculty and Student meet and greet. Exact date announced each year.

Late September: scholarship workshop for SSHRC, OGS scholarship. Students applying to PhD programs will have a mid October deadline for SSHRC PhD scholarships.

Mid October: Thanksgiving Monday and fall reading week: no classes.
SSHRC Doctoral Fellowship applications due.

November 1: deadline for submission of proposals for creative or research projects to be completed in the winter term. Ideally, these were completed in the summer or early fall.

End November: First-year students should be in discussion with a potential supervisor regarding their projects/practicums. Complete Program Stream Form.

Late November / Early December: prospective students may start applying for the following fall semester.

December 1: OGS scholarship application due for those applying to or continuing in Master's programs.

December 2: SSHRC scholarship applications due for those applying to or continuing in Master's programs. SSHRC PhD Deadlines were mid October.

Mid-December: all students working on projects over the Fall term must submit the final version to their supervisor and second reader.

Early January: classes resume; date varies from year to year. Consult academic calendar.

January 15: Proposal Submission. This is one of three dates students may submit their research or creative project proposal to the Academic Review Committee.

February 1: Prospective students should submit application materials by this date in order to be considered during the first review of applicants.

February 15: Students in their first year should submit supervisor approval forms. Students who submitted research or creative project proposals should submit revisions if requested.

Mid February: Family Day and week long Winter Study Break.

March 1: deadline for submission of proposals for creative or research projects to be completed over summer term.

Mid April: Research Day. Research and Creative Projects shared with the program. Practicum students share experiences with organizations.

Mid-April (final semester of program): all students working on projects over the Winter term must submit the final version to supervisor and second reader to graduate.

May-August : For those students enrolled in the practicum stream, work with Program Advisor to solidify placement and complete the MOU with the hosting organization.

May 1: Submit Program Change form if moving out of the course work stream. Register in the appropriate placeholder section in order to retain full-time status over the spring and summer sessions.

June 1: Proposal Submission. This is one of three dates students may submit their research or creative project proposal to the Academic Review Committee.

June 30. Submit revisions to research or creative stream proposals if revisions were requested.

Note: students completing projects will also have timelines that are set up in consultation with their supervisors. Keeping up with this timeline is crucial in terms of successfully completing your program.

Appendix A: Forms

Tuition fees: Applicants can calculate their fees [here](#).

Most Faculty of Graduate School forms can be found [here](#).

- Change in registration.
- Graduate request for program change.
- Graduate request for program withdrawal.
- [Leave of Absence Requests](#)
- [Time Extension Requests](#)
- [Application to Graduate & Convocation Fees](#)

The SJS Program currently supports a Research Project, not a fully developed Master's thesis, but the guidelines for completing a thesis can be informative. Master's Thesis [information](#).

Social Justice Specific forms.

- GA [Assignment of Work](#) form.
- GA Performance Review [form](#).
- SJS Stream Selection [Form](#).
- SJS Program [Proposal Form](#)
- SJS Program [Supervisor Form](#)
- SJS Research and Creative [Project guidelines](#).

Appendix B: MA in English with SJS Specialization

All students in the specialization will be required to complete English 5770 (Advanced Scholarly Methods) and Social Justice 5030 (Theories of Social Justice) and select one of the options listed below:

Coursework: 2 FCEs in English at the graduate level and 1 FCE in Social Justice Studies at the graduate level.

Research Project: 2 FCEs in English at the graduate level and a research project (10,000 words, 1 FCE) on a subject related to both English and Social Justice Studies.

Creative Project: 2 FCEs in English at the graduate level and a creative project (10,000 words or the equivalent, 1 FCE) of relevance to both English and Social Justice Studies.

As is the case with our existing programs, with permission of the English Graduate Coordinator, students may take up to 1 FCE in graduate courses from other disciplines and/or courses at the fourth-year level.

See the [Graduate Social Justice Studies program](#).

Note:

It is possible for a student to change from one MA program to the other provided that he/she secures the approval of the Graduate Studies Committee.

Appendix C: MA in Sociology with a Specialization in Social Justice Studies.

The Social Justice Studies specialization enables students to conduct original research on social justice issues by drawing on the disciplinary tools provided by Sociology. Students may investigate any topic relevant to social justice studies, by utilizing appropriate theoretical frameworks and research methodologies from Sociology. While a strong foundation in Sociology is emphasized, interdisciplinary work, public engagement, and community activism are also encouraged where appropriate.

For additional information on the Interdisciplinary Graduate Specialization in Social Justice Studies, please review the MA Sociology (Social Justice Studies) [Research Paper](#) and [Thesis](#) Calendar Regulations. Please note that students will first be accepted to Sociology, and if accepted, will be reviewed by the Social Justice Studies Committee.