

ENGLISH

GRADUATE STUDENT



HANDBOOK

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**Lakehead**  
UNIVERSITY

# English Graduate Student Handbook

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## Registration, Full-Time Status, and Cost of the Program

- This is a two-year program, but it can also be completed in one year, or in a year and a half – students should contact the graduate coordinator for details on how to arrange their schedules to meet the timeline that best suits their needs.
- 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.

For the cost per year see [Schedule of Academic Fees for Graduate students](#)<sup>1</sup>.

**NOTE:** International student rates differ. Please check the [website](#)<sup>2</sup> “Graduate Students (on Student Visa)” for detailed information.

- Students must either complete a creative- or research-project over the summer, or they must register in the placeholder course – either way, students must be registered full-time for all three terms to stay in the program. (See page 6)
- The only exception to being enrolled full time is a leave of absence.

## Leave 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](#)<sup>3</sup>.

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<sup>1</sup> <https://www.lakeheadu.ca/current-students/tuition-fees/fees/graduate>

<sup>2</sup> <https://www.lakeheadu.ca/current-students/tuition-fees/fees/graduate>

## Continuous Registration & Placeholders

Placeholders are used to help with the "continuous registration" graduate studies regulation. From an enrolment standpoint, as long as a graduate student is registered in at least one course **and/or** placeholder for each term, the regulation is followed. Depending on your route; you register in one of the following placeholders:

- ENGL 9701 - Continuing Course Registration
- ENGL 9801 - Res Project Research/Writing
- ENGL 9821 - Creative Proj Research/Writing
- ENGL 9901 - Mas Thesis Research/Writing
- ENGL 9921 - Writing Research Paper Wome

## Intent to Graduate

If your intent is to graduate in the fall, all program requirements must be completed by **August 31<sup>st</sup>** (the end of spring/summer term). You can submit the online *Intent to Graduate (Fall)*. You can find this in [myInfo](#)<sup>4</sup> For Students under Graduation. Only students who have submitted the *Intent to Graduate (Fall)* will be included in the Fall assessments.

## English Graduate Lounge and Alternate Meeting/Work Spaces

- Students have access to the graduate lounge (RB3032), which includes a mail-slot for each student, a fridge, coffee maker, desks, computers, and printers to work on, as well as space for working, meeting with students, and socializing.
- Keys for the graduate lounge are available at the beginning of September – students will be notified by the English Administrative Assistant when keys are ready for pick up. Students must have photo I.D. and provide a \$20.00 deposit. When the key is returned to Campus Security you must also have your receipt to receive a \$10.00 refund. Otherwise return it to the Department Admin (RB3029)
- At the beginning of the academic year, those graduate students with Graduate Assistantships should post a schedule of office hours on the door of the lounge.
- There is also 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.

**Note:** students are responsible for keeping the graduate lounge tidy – they should talk with the graduate coordinator if there are issues or problems related to the room itself, or the use of it.

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<sup>3</sup> <https://www.lakeheadu.ca/sites/default/files/uploads/56/Leave%20of%20Absence%20Request%20Form%20-%20Fillable.pdf>

<sup>4</sup> <https://erpwp.lakeheadu.ca/home/student>

## Scholarship and Bursaries

- Details for awards and bursaries for students can be found [on this webpage](#)<sup>5</sup>:
- SSHRC and OGS provide the most extensive support for students (\$17,500 per year and \$15,000 per year, respectively) – **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

## Choosing your program

- We offer three program options: coursework, thesis, research-project, and creative-project. For details on each, [see here](#)<sup>6</sup>:

The course selection for a **two-year program** for each of these is as follows (note: those students wishing to complete their program in one year, or in a year and a half, must consult with the graduate coordinator to plan their program):

### Coursework:

- Year 1 Fall: 5770 and one additional .5 FCE
- Year 1 Winter: 2 x .5 FCE
- Year 2 Fall: 2 x .5 FCE
- Year 2 Winter: 2 x .5 FCE

### Research- / Creative-Project:

- Year 1 Fall: 5770 and one additional .5 FCE
- Year 1 Winter: 2 x .5 FCE
- Year 2 Fall: 2 x .5 FCE
- Proposal Submission Date: Nov. 1
- Year 2 Winter: Completion of Project (1 FCE)
- Submit: April 30<sup>th</sup> for May graduation

### Thesis:

- Year 1 Fall: 5770 and one additional .5 FCE
- Year 1 Winter: 2 x .5 FCE
- Proposal Submission Date: May 15<sup>th</sup>
- Year 2: Fall and Winter: Thesis (2 FCE)
- Submit: Final version by April 30 for May graduation

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<sup>5</sup> <https://www.lakeheadu.ca/academics/graduate/graduate-funding/internal-scholarships-bursaries-and-awards>

<sup>6</sup> <https://www.lakeheadu.ca/academics/departments/english/graduate-studies-english/graduate-program-description>

## Specialization in Women's Studies

- The Women's Studies Specialization gives students the opportunity to engage in inter-disciplinary work focused on gender.
- Students must choose supervisors from English who are members of the [Women's Studies Core Graduate Faculty](https://www.lakeheadu.ca/academics/departments/womensstudies/graduate-program/core-supervisory-graduate-faculty)<sup>7</sup> and the supervisor must also be approved by Women's Studies).
- For admission to the Women's Studies Specialization, students must write a 1-2 page statement of interest, submitted as part of their application, and complete this [form](https://www.lakeheadu.ca/sites/default/files/uploads/56/docs/Forms/Application-Master/Women's_Studies__Collaborative_%20Application_Form_2013.pdf)<sup>8</sup>.
- To fulfil this specialization, students must successfully complete Women's Studies 5101 and English 5770, as well as completing one of the following programs (see pacing of these courses and projects above):

### Coursework:

Students will take five elective half-courses (or the equivalent) in English at the graduate level for a total of 4 FCEs. Two of the major papers written for these graduate course(s) must be focused on a subject related to Women's Studies. One-page proposals must be approved by an English-based Women Studies subcommittee no later than six weeks into the term(s).

### Thesis:

Students will take an elective half-course in English at the graduate level and write a thesis (2 FCEs) upon a subject related to both English and Women's Studies, for a total of 4 FCEs.

### Research-Project:

Students will take three elective half-courses (or the equivalent) in English at the graduate level and write a research project (1 FCE) upon a subject related to both English and Women's Studies, for a total of 4 FCEs.

### Creative-Project:

Students will take three elective half-courses (or the equivalent) in English at the graduate level and write a creative project (1 FCE) of relevance to Women's Studies, for a total of 4 FCEs

## Switching Streams / Withdrawing from Program

- Students may change streams at any point in their program. Please talk to the Graduate Coordinator.

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<sup>7</sup> <https://www.lakeheadu.ca/academics/departments/womensstudies/graduate-program/core-supervisory-graduate-faculty>

<sup>8</sup> [https://www.lakeheadu.ca/sites/default/files/uploads/56/docs/Forms/Application-Master/Women's\\_Studies\\_\\_Collaborative\\_%20Application\\_Form\\_2013.pdf](https://www.lakeheadu.ca/sites/default/files/uploads/56/docs/Forms/Application-Master/Women's_Studies__Collaborative_%20Application_Form_2013.pdf)

- Students will also need to fill out a “[Graduate Request for Change/Withdrawal](#)<sup>9</sup>” 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](#)<sup>10</sup> -For Students- Graduate Request for Program Change/Withdrawal.” Students may access a hard copy in the English Admin office.

## Choosing a Supervisor

- Students choose their own supervisors for research- and creative-projects and for the thesis stream.
- Choose someone who researches and/or teaches in the area of specialization in which you are writing your project (please see: “[English graduate faculty](#)<sup>11</sup>”.
- If you are in the Women’s Studies Specialization, you must choose someone who is a member of the [Core Graduate Faculty of Women’s Studies](#)<sup>12</sup>.
- You can talk to several professors about the possibility of supervising your project – seeing whether or not they are a good fit, and will feel comfortable supervising your particular area of interest is completely expected. Understand that professors may refuse 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 to your graduate coordinator to see if this is the right choice.
- Second readers should be selected in consultation with the supervisor – the second reader must be someone who has some level of interest and expertise in the area on which the project or thesis is written. Second readers must be members of the Core Graduate Faculty and should, in most instances, be members of the English department.
- External readers for theses can be chosen from either another department at Lakehead or from another university. These should also be chosen in consultation with the supervisor, and must be someone who has significant expertise on the subject.

<sup>9</sup> <https://www.lakeheadu.ca/sites/default/files/forms/F.GRProgramChange.pdf>

<sup>10</sup> <https://erpwp.lakeheadu.ca/home/student>

<sup>11</sup> <https://www.lakeheadu.ca/academics/departments/english/graduate-studies-english/english-graduate-faculty>

<sup>12</sup> <https://www.lakeheadu.ca/academics/departments/womensstudies/graduate-program/core-supervisory-graduate-faculty>

## Important Dates

- **Late July** – registration for graduate courses opens
- **Late August** – all students working on projects over the summer must submit final version to supervisor and second reader
- Teaching Assistantships for the year are assigned
- **September 1<sup>st</sup>** – deadline for re-submitting thesis proposals that were originally submitted in May
- **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
- **Late September** – scholarship workshop for SSHRC, OGS
- **September 18<sup>th</sup>** – final date to register for Fall courses
- **October 13<sup>th</sup>** – scholarship applications for those applying to Doctoral programs
- **November 3<sup>rd</sup>** – deadline for submission of proposals for creative or research projects to be completed in the Winter term
- **November 3<sup>rd</sup>** – final date to withdraw from Fall courses without academic penalty
- **December 1<sup>st</sup>** – scholarship applications for those applying to or continuing in Master's programs:  
[Ontario Graduate Scholarship](#)<sup>13</sup> – (OGS), and  
[Social Sciences and Humanities Research Council of Canada](#)<sup>14</sup> (SSHRC)
- **Mid-December** – all students working on projects over the Fall term must submit final version to supervisor and second reader
- **January 19<sup>th</sup>** – final date to register for Winter courses
- **February 1<sup>st</sup>** – secure a supervisor for Thesis Program
- **March 2<sup>nd</sup>** – deadline for submission of proposals for creative or research projects to be completed over the summer term

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<sup>13</sup> <https://www.lakeheadu.ca/academics/graduate/graduate-funding/funding-records/node/11231>

<sup>14</sup> [http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp)



- **March 9<sup>th</sup>** – final date to withdraw from Winter courses without academic penalty
- **Mid-April** – all students working on projects over the Winter term must submit final version to supervisor and second reader
- **May** – remember to register in the placeholder section, English 9701, to retain full-time status
- **May 15<sup>th</sup>** – deadline for submission of thesis proposals
- **July 6<sup>th</sup>** – deadline for submission of proposals for creative or research projects to be completed over the fall term

**Note:** students completing projects or theses 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.

**Note:** Students opting to complete a thesis; the examiners should take 3-4 weeks to review and submit comments on your paper. Should an examiner take more time, the student may appeal or request an extension.

Students completing a thesis and wish to graduate must submit their final pdf, plus all forms, to Grad Studies on or before the final day to register for the next up-coming term. For example: the 2017 Spring term is May 1<sup>th</sup>, 2017.

## Career Prospects

- A degree in English is a flexible degree – that is, it is not geared towards a specific industry or profession, but instead gives you the skills to succeed in a wide-ranging choice of careers.
- While students may find the openness of this degree a bit daunting because it requires students to market themselves and be open to new and challenging areas of work, they should remember that being flexible on the job market is a crucial skill in a world in which jobs and areas of employment are rapidly changing.
- When marketing yourself for a career, focus heavily on the skills this program has given you, such as:
  - a) superior writing and communication skills
  - b) time-management
  - c) critical thinking
  - d) grant-writing and proposal writing experience
  - e) project development / planning experience
  - f) superior analytical skills
  - g) superior research skills
  - h) self-directed learning
  - i) teamwork and collaborative skills (from seminars)
  - j) professionalism and attention to detail
- Students should keep the job market in mind when they are presented with opportunities within the program, such as the chance to volunteer for event planning, to serve on departmental committees, or to work on student-centered projects, such as the English Student's Association or the undergraduate Open Access journal.
- Graduates from this program are currently employed in the following fields:
  - a) Human Resources
  - b) Civic politics
  - c) Research
  - d) Banking
  - e) Teaching
  - f) Administrative work

## Appendix A: Forms

1. Tuition fees: Domestic students view this [webpage](#)<sup>15</sup>  
[International students view this webpage](#)<sup>16</sup>
2. GA Statement of Work form:  
Available from the Department and completed only in direct consultation with instructor to which the GA is assigned
3. Details on [Leave of Absence Requests](#)<sup>17</sup>.  
[Leave of Absence Request form](#)<sup>18</sup>.
4. Details on [Time Extension Request](#)<sup>19</sup>s.  
[Time Extension Request](#)<sup>20</sup> form.
5. Graduate [Request for Program Change/Withdrawal](#) form
6. [Master's Thesis information](#)<sup>21</sup>.
7. Details on [Application to Graduate and Convocation](#)<sup>22</sup> fees:

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<sup>15</sup> <https://www.lakeheadu.ca/sites/default/files/uploads/51/TBAY%20Domestic%20Grad.pdf>

<sup>16</sup> <https://www.lakeheadu.ca/current-students/tuition-fees/international-fee-info>

<sup>17</sup> <https://www.lakeheadu.ca/academics/graduate/resources/leave>

<sup>18</sup> [https://www.lakeheadu.ca/sites/default/files/uploads/56/docs/Forms/Student-Forms/Feb\\_2012\\_Form\\_only\\_Leave.Absence.pdf](https://www.lakeheadu.ca/sites/default/files/uploads/56/docs/Forms/Student-Forms/Feb_2012_Form_only_Leave.Absence.pdf)

<sup>19</sup> <https://www.lakeheadu.ca/academics/graduate/resources/time-extension>

<sup>20</sup> <https://www.lakeheadu.ca/academics/graduate/academic-information/grad-forms>

<sup>21</sup> <https://www.lakeheadu.ca/academics/graduate/academic-information/degree-completion/thesis>

<sup>22</sup> <https://www.lakeheadu.ca/academics/graduate/academic-information/grad-forms>

## Contact Information

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