



Lakehead
UNIVERSITY

Department of
History

**Master of Arts Program
Graduate Handbook
2020-2021**

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General Information

Students must read through this handbook to ensure they know the rules and regulations. There are general regulations that cover all students, but we offer three different programs and the rules governing them vary. Please pay attention to dates and obligations to avoid conflicts and ensure you are doing what you have to do at the time it has to be done. You are responsible for keeping your calendar of dates without reminders.

Questions about the program should be directed to the Graduate Coordinator who works closely with the Administrative Assistant for the Department of History. When the Graduate Coordinator is not available, the Administrative Assistant is available to assist students in getting answers to their questions about the program. The History administrative office is open during regular business hours.

Pursuing a Graduate Degree in History

Historians seek to bring the past to life with the understanding that what we know of the past is not static but constantly evolving. The study of history encompasses all aspects of the human experience in all parts of the world, and recognizes that the lives of ordinary people are as full of interest and significance as those of famous leaders. Students of history become involved in the process of creating a shared understanding of past events, but also pursue areas of history that are relevant to their own concerns.

The Department of History at Lakehead University offers a Master of Arts in History. The program in History focuses on modern Canadian, European, Latin American, and World History, but individual faculty members have thematic specializations that may be outside of these parameters. Students are encouraged to view our website for more information about individual faculty members and their research interests. <https://www.lakeheadu.ca/programs/departments/history>

The Master's Program in History offers students the option of taking one of three streams. These are the Thesis stream, the Course Work stream, and the Major Research Project/Paper stream. All three streams are equivalent but they are designed to offer options that best meet the student's individual interests. Students in all three streams must complete all requirements within six terms (2 years) of continuous registration. **ALWAYS REGISTER EACH SEMESTER (Fall, Winter, Spring/Summer) IN YOUR PLACEMENT HOLDER.** Thesis: 9901; Course: 9701; Major Research Program: 9800.

Our program provides excellent preparation for further graduate studies at the PhD level. An MA in History also prepares you for a diverse range of job opportunities and graduates of our program are found wherever their analytical, writing and organizational skills are needed. Such fields include business, government service, law, the military, computer programming, publishing, and journalism.

Students in the MA program are expected to participate in events sponsored by or recommended by the Department of History. These events include seminars, lectures, workshops, conferences, visiting speakers and other collegial activities. Students are also encouraged to work together to organize inclusive events of their own and the Department of History will endeavor to support these events whenever possible.

Lakehead University requires that all research conducted by faculty, staff, and students conform to the highest ethical standards in the use of human subjects. Any research or study conducted within University facilities or undertaken by persons connected to the University, which involves human subjects, must be reviewed and approved by the Lakehead University Research Ethics Board (REB). Many history projects require REB approval prior to beginning. Students should obtain an online Tutorial Certificate (TCPS) before **October 15** in the first term. This positions students to proceed as quickly as possible with an application to the REB for projects requiring approval. Here is the link to the website where individuals can obtain a Tutorial Certificate. [TCPS Website Log In](#)

Each year in **September** students in the MA program elect a representative to liaise with the department and serve as a representative on the Canadian Historical Association's Graduate Student Committee (GSC) which provides a voice and forum for PhD and MA students in the CHA. Departmental representatives act as a link between the GSC and students in their department, forwarding e-mails, surveying their fellow students and raising any issues of importance. The Graduate Coordinator and Administrative Assistant shall be informed of the election results. For more information about the GSC, please visit [CHA Graduate Students Webpage](#)

Programs of Study

1. Thesis Stream

The Thesis Stream is a 24-month option in which students complete two Full Course Equivalents (FCEs) during their first year and, in their second year, research and write a thesis worth an additional two FCEs. A thesis deals with an aspect of history chosen in consultation with a supervisor and assessed by an internal and an external examiner. Approximately 100 to 150 double-spaced pages in length, a thesis involves the development of a research question or theory which is situated within a tradition of existing knowledge and research and which is then rigorously investigated following procedures from established research traditions. Acceptance of the thesis is based on the assessment of the internal and the external examiners. Students are required to make an oral presentation of their thesis to complete the program.

Students are advised to determine the topic on which they plan to write as soon as possible and then begin contacting prospective supervisors within the Department prior to applying for admission. In addition to general admission regulations, acceptance into the program is determined by the availability of a faculty member with the expertise necessary and the willingness to take on the responsibility of supervision. When applying to the program, students are required to indicate a potential topic and supervisor for their thesis. Please see faculty profiles for geographic and thematic specialties. Please note that all decisions relating to the composition of thesis committees, internal or external readers, are the responsibility of the Graduate Coordinator in consultation with the student's supervisor.

Thesis Stream Timeline

Year One:

During the first year of the thesis stream students are required to take two FCEs chosen from the timetabled courses offered by the Department of History. The Department will confirm the courses with you by email. Each year the Department offers two full courses at the graduate level and these courses change from year to year. Please refer to the timetable for the upcoming year and to the Lakehead University Calendar for descriptions of the courses taught. If the information for the upcoming year is not yet available, students may contact the Graduate Coordinator for more information. Students in the Thesis Stream must also be registered in History 5901 (9901).

Approval of Thesis Proposals: Thesis proposals will be submitted to the Graduate Coordinator no later than **1 June** of the first year. Proposals should be four pages double-spaced in length and include an appropriate bibliography. The proposals will then be circulated among members of the Graduate Faculty in the Department of History for feedback and approval.

Students will be informed of the acceptance of their proposals and will be provided with the comments made on the proposals. If a student's proposal is not accepted, he/she must resubmit by **1 August**. Failure to do so will result in the student being asked to withdraw from the thesis stream. Resubmitted proposals will be circulated for a second time among members of the Department of History for approval. If the proposal is not accepted in the second round, the student will be asked to withdraw from the thesis stream of the program. In consultation with the Graduate Coordinator, students whose thesis proposals are not approved in the second round, will have the option of entering one of the other two streams in the program.

Year Two:

The second year of the program is dedicated to the research and writing of your thesis (History 5901). The thesis is worth the equivalent of two FCEs.

The Thesis Proposal

Once you and your thesis supervisor have agreed on a topic, you will need to prepare a thesis proposal of approximately four pages (single-spaced) plus bibliography. This can be the most difficult part of the thesis writing process, as you are expected to have a clear idea of what your thesis will accomplish before you have begun the research. It is usual for theses to develop and change, however, so think of the proposal not as a rigid contract but as a declaration of intent. Your thesis topic will become more focused and refined as you carry on with your research and writing.

The thesis proposal should begin with a description of the main subject area in which you will work, the time period it will cover, and the key historical questions you will investigate. Include a brief discussion of the work already done in this field and indicate what your thesis will contribute to the historiography on the subject. You may plan to explore primary resources that have not been used by historians before or to cast a new analytical perspective on documents already used by others. In some cases a thesis may be based entirely on secondary sources. It is not necessary, at this point, to identify an overall “thesis” or principal argument, but you need to indicate what issues you intend to investigate in depth. If possible, suggest in your proposal how your thesis topic may break down into chapters, each of which will focus on a particular aspect of your project.

Your proposal also needs to include a discussion of the source materials and research methods you will use. Therefore, identify archival sources, newspapers, private papers, government documents, oral histories, a specific theoretical approach, and any other methods or materials you intend to use. To do this you will have to complete a preliminary investigation under your supervisor’s supervision. Include in your proposal a tentative work schedule, indicating the stages of your proposed research and writing. The timeframe will vary but students must consider how long it will take to obtain the research materials needed for the thesis, and you should allow at least one month for each chapter, plus time for revisions. With your thesis proposal you must attach a full, formal bibliography of all the sources, primary and secondary, you intend to use. There will be changes to the bibliography once you begin your research, but this preliminary list is essential to permit the department to judge the viability of the proposal. Your thesis proposal should come to the department for decision no later than the **1 June** meeting of the department during your first year. If not approved, the student will be asked to resubmit their proposal no later than **1 August** of the first year. If the thesis is not approved at that time, the student will be required to withdraw from the program. All changes in the area of study, topic, or supervisor must be brought forward to the Department of History for decision.

An internal committee consisting of the History Graduate Coordinator, another tenured or tenure-track member of the Department of History, and the student’s supervisor will be formed when the thesis nears completion. Once the internal committee has approved the thesis, it will be sent to an external examiner who will be asked to write a report and provide a recommendation regarding the acceptance of the thesis. If the thesis is recommended for approval by the external examiner, a public defense of the thesis will be held.

Thesis information (forms and submission guidelines) can be found at [Lakehead University Thesis Dissertation Guide](#)

The thesis format should follow the latest version of Kate L. Turabian, *Chicago Style for Students and Researchers*; title page, table of contents and any acknowledgements would be included in your final copy; electronic copies are submitted and a final approved electronic copy is sent to the Department.

2. Course Work Stream (CWS)

The Course Work Stream is an option where students complete four FCEs over 24-months. This option places emphasis on a more structured environment for completing academic requirements. Students in the CWS Stream enroll in courses taught by members of the graduate faculty in History and do not embark on independent research. You must be registered in your placeholder History (9701).

Students are required to take four FCEs chosen from the timetabled courses offered by the Department of History. Students must take two of the timetabled courses during the first year and two timetabled courses during the second year. The Department will confirm the courses with you by email. Students may be allowed to substitute a timetabled course for an Independent Study course, but only under special circumstances and at the discretion of the Department of History.

3. Major Research Project Stream (MRP)

The Major Research Project Stream (MRP) is a 12-month option* in which students take three FCEs and complete the writing of an MRP, which is the equivalent of one FCE. Like a thesis, the MRP is an independent research project on a historical topic. It is designed to deal with a body of available primary resource materials or with a specific methodological, historiographical, or theoretical question. In all cases, the MRP will demonstrate a thorough grasp of the secondary literature on the topic and permit the author to arrive at an independent and original conclusion. The topic may develop from one of the graduate courses or from the student's own research interest. The MRP is approximately 50 to 70 pages of double-spaced type including a bibliography.

When applying to the program, students are required to indicate a potential topic and supervisor for their MRP. Please see faculty profiles for geographic and thematic specialties.

During the first year of the MRP stream students are required to: (a) take two FCEs chosen from the timetabled courses offered by the Department of History, (b) arrange to take an Independent Study course worth one FCE with a member of the graduate faculty in History, and (c) register in History 5800 (9800) which is the designated course number for the MRP with a value of one FCE. *A second year can be pursued, dedicated solely to the research and writing of your MRP.

Please note that each year the Department offers two full courses at the graduate level and these courses change from year to year. The Department will confirm the courses with you by email. Please refer to the timetable for the upcoming year and to the Lakehead University Calendar for descriptions of the courses taught by our faculty. If the information for the upcoming year is not yet available, students may contact the Graduate Coordinator for more information.

Also note that students taking an Independent Study course must consult with the Graduate Coordinator to discuss their options. Students may take an Independent Study course with any full-time member of the Department of History and, subject to the discretion of the Department of History, students may take an Independent Study course with other members of the graduate faculty in History who are not full-time members of the Department of History.

Major Research Project Timeline

Topic and Supervisor(s) Confirmation: By no later than **1 November**, students in the MRP route will provide the Graduate Coordinator with a one-page statement of their research interest. At a graduate faculty meeting in mid-November, students' proposed topics will be discussed and supervision (either single supervisors or co-supervisors) will be finalized. Students will be notified of approval shortly after the meeting.

Approval of Major Research Project Proposals: Proposals for Major Research Projects, which have the prior approval of the supervisor (or supervisors), will be submitted to the Graduate Coordinator no later than **15 January**. Proposals should be two pages double-spaced in length and include an appropriate bibliography.

Students will be informed of the acceptance of their proposals within a week of the decision and will be provided with the comments made on the proposals. If a student's proposal is not accepted, he/she must resubmit by **15 April**. Failure to do so, or if the proposal is not accepted, will result in the student being asked to withdraw from the program. Resubmitted proposals will be circulated for a second time among members of the Department of History for approval. If the proposal is not accepted in the second round, the student will be asked to withdraw from the Major Research Project stream of the program. In consultation with the Graduate Coordinator, students whose MRP proposals are not approved in the second round will have the option of entering coursework stream of the program.

In selecting the 12-month option, if planning to convocate for May, the accepted project must be completed by the first week of May; you may further register in your placeholder in Spring/Summer, and complete the accepted project by the end of August to convocate for November.

Accepted Major Research Projects in fulfilment of your program will be provided to the department in electronic format, your supervisor can direct you in formatting the final paper. It should follow the latest version of Kate L. Turabian, Chicago Style for Students and Researchers; title page, table of contents and any acknowledgements would be included in your final copy.

Switching Streams

Although the Department cautions against switching program streams, individual circumstances may dictate that a student may wish to change streams while in the program. To change streams, students are required to consult with the Graduate Coordinator who will require a written request that will be discussed with members of the graduate faculty in the Department of History. A decision to allow a student to change program stream will be approved by the Department and by the Faculty of Graduate Studies. The date to switch streams within a given year is at the semester start, **September**, as published by Enrolment Services.

Covid-19 Unique Process for 2020-21

Due to the COVID-19 Pandemic, all graduate courses offered by the Department of History during the 2020/21 academic year will be offered on-line. Any changes during the academic year will be mandated by Lakehead University through its COVID-19 Transition Committee and information will be provided to students as necessary.

Admission Requirements

Applicants for admission must be graduates of a recognized university, college or institute, and show evidence of scholarly achievement. Except where otherwise stated in the Admission Requirements of a particular program, degree students must have a four year bachelor's degree or its equivalent with at least second class standing (grade of B) based on their last 20 half courses or equivalent.

An applicant holding a degree other than one in the discipline area to which admission is sought will be considered on the basis of courses taken and academic standing. A Qualifying Year at the undergraduate level may be required to meet the admission standards. Courses taken as part of a Qualifying Year cannot be used as credit towards a graduate degree.

Meeting the minimum requirements does not necessarily guarantee admission. No candidate will be admitted unless the academic unit recommends admission. The Office of Graduate Studies regulates admission status will advise all applicants in writing.

The department advises that before the application process begins, those considering either a Thesis or Major Research Project must contact potential supervisors prior to application to see if they are available for supervision. Admission to the Thesis and MRP streams will be based in part on the availability of supervisors and ability to supervise in the area proposed. Although applications are accepted on a continual basis, to be considered in the initial Admission and Funding decisions for the fall semester, students are encouraged to apply by **February 1**. Applications received after February 1 will be considered for admission, but graduate funding priority is reserved for applicants who meet this deadline.

Initial admissions in the winter term will be considered on a case-by-case basis. Students should contact the Department of History Graduate Coordinator to determine the appropriate steps to take if they wish to be admitted in the Winter term.

As of January 2013, all applications to Graduate Programs need to be completed through the Online Graduate Studies Application Form. To access the form, please go to - [Lakehead University web link required graduate documents](#)

Our Faculty and Areas of Expertise

The following are members of the Department of History Department who are members of the Faculty of Graduate Studies. There are two types of Graduate Faculty, Core and Non-Core. The most important distinction you need to be aware of is that Non-Core cannot supervise Thesis or Major Research Projects. Further information on the criteria and responsibilities of Graduate Faculty can be found on the Faculty of Graduate Studies website.

Please note: Students must contact potential supervisors prior to application to see if they are available for supervision. For more on the role and responsibility of supervisors, please consult the Faculty of Graduate Studies website at [Lakehead University Graduate Studies Regulations and Responsibilities](#)

Dr. Michel S. Beaulieu (Core Member)
Professor of History
PhD (Queen's University), MA, HBA, BEd (Lakehead University)

Dr. Beaulieu is the Northernist in the department. His current research primarily focuses on labour and the politics of resource and sustainable development in Northern Ontario and the Circumpolar North. His fields of research (current and past) have also included Modern Canada, Comparative Colonial North America, and History of Film. Read more at [Dr. M. Beaulieu Faculty webpage](#)

Dr. Pallavi V. Das (Core Member)
Associate Professor of History (Orillia Campus)
PhD (Ohio State University), MA (University of Hyderabad, India), BSc (Osmania University, India)

Dr. Das specializes in modern South Asian history and environmental history. Her research focuses on colonialism, economic development and environment. Currently, she is studying the establishment of botanical gardens under colonialism, and people's history of climate change in the Western Himalayas. Read more at [Dr. P. Das Faculty webpage](#)

Dr. Ronald N. Harpelle (Core Member)

Professor of History

PhD (University of Toronto), MA, BA hons. (University of Manitoba)

Dr. Harpelle specializes in Latin American and Caribbean History and the history of International Development. Most of his work focuses on issues of immigration, racism, human rights, labour and the post-colonial world. He is also a documentary filmmaker who is interested in film and the teaching of history. Read more at [Dr. R. Harpelle Faculty webpage](#)

Dr. Valerie G. Hébert (Core Member)

Associate Professor of History and Interdisciplinary Studies (Orillia Campus)

PhD (University of Toronto), MA, BA hons (McGill University)

Dr. Hébert specializes in 20th Century European history, 19th and 20th Century German history, genocide (particularly the Holocaust and Rwanda), and transitional justice law and processes. She has published in *Holocaust and Genocide Studies* and is the author of *Hitler's Generals on Trial: the Last War Crimes Tribunal at Nuremberg* (2010). Read more at [Dr. V. Hebert Faculty webpage](#)

Dr. Steven Jobbitt (Core Member)

Associate Professor of History

PhD (University of Toronto), MA, HBA (Lakehead University)

Dr. Jobbitt received his PhD in modern east central European history from the University of Toronto in 2008. His current research includes projects on radical right-wing identity formation in Hungary; representations of death and martyrdom in Salazar's Portugal; and globalization and the reinvention of the left in post-Cold War Europe and Africa. Dr. Jobbitt has traveled extensively in Europe, and has lived a total of four years in Hungary (1992-1995, 2003-2004). He is fluent in Hungarian and technical editor of the *AHEA: E-Journal of the American Hungarian Educators Association*. Read more at [Dr. S. Jobbitt Faculty webpage](#).

Dr. Michael D. Stevenson (Core Member)

Graduate Coordinator, Associate Professor of History and Interdisciplinary Studies (Orillia Campus)

PhD (University of Western Ontario), BA, MA (Laurentian University)

Dr. Stevenson specializes in Canadian diplomatic and business history. He has edited or co-edited four volumes in the Documents on Canadian External Relations series covering the foreign policy of John Diefenbaker's government, and he is currently writing (with Eric J. Bergbusch) a biography of Howard Green, Canada's Secretary of State for External Affairs from 1959 to 1963. In business history, he has published *Canada's Greatest Wartime Muddle: National Selective Service and the Mobilization of Human Resources during World War II* (McGill-Queen's University Press, 2001); currently he is researching the patterns of foreign mergers and acquisitions of Canadian companies since 1945. Read more at [Dr. M. Stevenson Faculty webpage](#)

History Graduate Student Office Space

Graduate students in History at Lakehead University are provided with a large, communal office in which to meet, study, and conduct office hours. It is located in Ryan Building 3025 on the same floor as the Department of History. The room provides work areas, a small library, telephone, and microfilm readers.

For the Academic Year 2020-21 in response to the COVID-19 Pandemic this space and other noted access spaces normally utilized will be restricted until further notice from the Graduate Coordinator; returning students requiring access to stored personal materials must arrange access through permission from the Graduate Coordinator for Security allowance into the building. The office will not be used to work or convene until notification updates received.

All incoming students will be provided with a key (**return to the department at the end of your program**) to the History Graduate Office Space and when possible, a dedicated work area; at times, sharing of a desk may be necessary. The department asks that general rules be followed:

1. In compliance with university regulations, this office space is not a living space; students must abide by all Federal, Provincial and University laws and policies surrounding the use of alcohol.
2. The priority of the room will be for Teaching Assistant duties to occur; secondary will be the use of the Graduate Office for personal workspace.
3. Maintain a safe and clean working area.
4. Cooperative use of the space is expected and individuals must cleanup microwave and fridge as they utilize. NOTE: cooking is not allowed; kettles must have auto-shut off.
5. If you require sleep, use your place of residence not the Graduate Office.
6. Your use of hours in this room varies; please try to keep your time between core hours of 8:30 am to 11:00 pm.
7. Always lock the door when you leave.
8. Respect all students' use of this room at all times.
9. Issues with the room should be addressed with the Administrative Assistant to the department (i.e. cleaning, environment, arrangement of room, personal items brought in)
10. Issues with your peer group in the room should be addressed with the Graduate Coordinator.

Students have access to a kitchenette on the third floor outside the administrative assistant's office, Ryan Building 3014, where there is a sink, a microwave and an electric kettle with auto-shut off.

Students have access to a collaborative workspace in Ryan Building 3018 on the same floor through scheduling of Department approved activities: History writing centre appointments; peer-mentorship activity; arranged video-conferencing with supervisors at Orillia campus; professional association meetings.

Graduate Funding

Financial support for graduate students is important to Lakehead University. Financial assistance is available in several forms and is generally awarded to graduate students by individual programs on the basis of academic promise and financial need. Lakehead University has a variety of different funding options available to students. Internal Scholarships, Bursaries and awards as well as External Scholarships and Bursaries, Graduate Assistantships and Faculty Research Scholarships are all funding sources available to graduate students.

A searchable database of Graduate Scholarships, Bursaries and Awards is available online at: [Lakehead University Graduate Funding](#)

Award eligibility, criteria and application procedures for graduate funding is indicated for each award. Please use the general search tool to find available funding by program. Alternatively, you may also click the advanced search link to specify available funding by program level, award category and/or award amount.

Although financial support cannot be guaranteed to all graduate students in all programs, students are strongly encouraged to inquire about financial assistance with the Graduate Coordinator. You may also contact the Graduate Funding Officer in the Faculty of Graduate Studies to learn more about your graduate funding options.

Types of Funding through Graduate Studies

Graduate scholarships are based on academic merit. **Graduate bursaries** are based on financial need, although there may be a merit component to the bursary. Where the award designates that an application is required, only those students who have submitted the specified application by the deadline will be considered for those awards. Late and/or incomplete applications will not be considered. Only successful applicants will be notified.

Recipients of scholarships, awards and bursaries must be registered in order to receive funding. Graduate awards are applied to any outstanding balance on the student's account. Students are entitled to their awards only after their fees are paid in full. Only students with credit account balances will be refunded the balance of the overpayment. Overpayment refunds of these awards will be issued at the end of September, January and May each year.

The University reserves the right to make changes without prior notice to the terms, conditions and award values listed in the Calendar.

Application forms for internal awards requiring application can be found on the Graduate Studies website click on [Lakehead University Graduate Studies website](#) or at the Graduate Studies Office in FB 2010 (tel 807-343-8785; fax 807-346-7705) located in the CASES building.

Graduate Assistant appointments may be offered to some full-time graduate students at a current rate of \$10,197.68 at the Master's level. A small number of graduate assistantships are available to international students. A regular appointment constitutes a maximum of 270 hours of work over the fall *and* winter terms averaging not more than 10 hours of work per week. Representative duties include, but are not limited to: preparing classes; teaching; demonstrating; leading seminars; supervising laboratories; marking; consulting with students; holding assigned office hours; setting tests; examination and lab sets; conducting field trips; and providing other academic support assistance. A

graduate student is eligible to hold a maximum of two full-time appointments at the Master's level or three full-time appointments at the Doctoral level.

Graduate Assistants are members of Canadian Union of Public Employees Local 3905. CUPE Local 3905 represents nearly 400 undergraduate, graduate, and research assistants at Lakehead University. Complete information about the union, its collective agreement, and other activities can be found online at [CUPE 3905 membership information webpage](#). Students with a graduate assistant appointment are required to attend a mandatory workshop regarding the appointment, held every September. This information will be available on the Graduate Studies website.

Complete Graduate Assistant (GA) assignments that identify your supervisor(s) and duties must be complete and returned with signatures in place to the Faculty of Graduate Studies/Office of Graduate Studies by **September 30**. The Graduate Coordinator will provide you with the document and review the process in advance of meeting with your supervisor; the Department makes its decisions **August 20**. Please complete Fall/Winter; Fall; Winter assignments and submit in September to the Administrative Assistant in History to process for the department prior to the FGS due date. Copies will be given to you and your supervisor(s).

Graduate Student Employment 10-Hour Rule

Full time graduate students should be in a position to devote their full time and energy to a coherent program of graduate study and research, and should make full time progress toward completion of the requirements of that program. Too much time spent on employment activities diverts time and energy from the program of study and research, and delays completion. The common benchmark for the maximum acceptable time spent on university-related (or other) employment for full time graduate students is an average of ten hours per week. In August 1994, the government requested that the Ontario Council on Graduate Studies publicly confirm its position on the ten hour rule (i.e. that the number of hours a full time graduate student may spend on employment paid on or through the university should not exceed an average of ten hours per week). The Council did so on September 16, 1994, and subsequently reaffirmed that position on January 21, 2000, and again on January 21, 2005. (Ontario Council on Graduate Studies)

History Department Graduate Assistants Best Practices

1. Meet with all course assigned undergraduate students as required with tact and confidentiality.
2. Please use the student counselling area of RB 3025; keep the area professional and the meeting confidential.
3. Keep records of your interactions with students; discretion is expected.
4. Read "*Guidelines for Responding to Sexual Assault Disclosure*"; posted in RB 3025
5. Keep the instructor informed of concerns and/or conflicts regarding students you are in contact with as a graduate assistant.
6. Keep documents and marks secured; all student papers are the property of your instructor and Lakehead University.
7. Student assignments and exams cannot be taken off of campus and must be kept in a secure location at all times; you cannot grade off campus, use the office.
8. IF you are responsible for returning student papers, do so within the timeline your instructor has given, then, return the papers to your supervisor for retention. **DO NOT KEEP** in the Graduate Student Office.
9. If you have questions not answered here, please see the Administrative Assistant to the Department (Ryan Building 3014).

University Services

Student Support Services:

Enrollment Services We provide services to the University community by providing academic information and advising to our students, producing the online calendar, scheduling classes and exams, assisting students in the interpretation of regulations, maintaining the database of student registration and student records which includes gathering and reporting final grades and academic decisions, as well as producing official transcripts and degrees. For more information, go to <https://www.lakeheadu.ca/faculty-and-staff/departments/services/enrolment-services>

The Student Success Centre The Centre has many programs and support services in place to help you achieve your academic and personal goals while studying at Lakehead University. We provide academic support through tutoring services, career exploration, co-operative opportunities and leadership development. For more information, go to <https://www.lakeheadu.ca/current-students/student-success-centre>

Student Accessibility Services SAS Advisors are available to provide assistance with the following:

- Understanding your disability
- Reviewing assessments
- Facilitating the provision of Academic Accommodations
- Arranging a Volunteer Notetaker
- Demonstrating and/or training available for assistive devices and/or software programs
- Developing Learning Strategies
- Arranging test and exam accommodations
- Collaborating with staff and faculty

For complete information, go to <https://www.lakeheadu.ca/faculty-and-staff/departments/services/sas>

Indigenous Services At Lakehead, we are proud to offer a culturally supportive environment to all Indigenous students including Status, Non-Status, Inuit, and Métis. Our aim is to help Indigenous students to achieve success in their academic goals through a variety of support services. As well, we offer a continual welcome to all students, staff, and faculty who wish to learn more about Indigenous culture, traditions, and teachings. For more information, go to <https://www.lakeheadu.ca/indigenous/indigenous-services-tb>

Student Health and Wellness Centre The Centre is an environment that facilitates physical, emotional, intellectual and spiritual health. In accordance with our vision, and offers medical care, mental health counselling, and clinical referrals to support student personal, academic and professional success. The Student Health and Counselling Centre upholds:

- Knowledge, and will apply best practice and clinical expertise to promote self-care.
- Teamwork, and will collaborate with other professionals to facilitate an integrated continuum of care.
- Respect, and will maintain a professional and non-judgmental approach when providing care or addressing concerns.
- Its' Environment, and will create a setting that is professional, clean, accessible and welcoming.
- Confidentiality, and unless legally, legislatively or ethically required, will safeguard your privacy.
- Students, and will continue to seek input and advice respecting the quality and types of services provided.

For complete information, go to <https://www.lakeheadu.ca/current-students/student-health-and-wellness>

Important Dates at a Glance

Calendar Date	Requirement of Program
September 30	Students with Graduate Assistant Assignments Form to Graduate Studies
October 15	All Students should obtain an Ethics Certificate online
November 1	Major Research Project/Paper Statement of Interest Due
January 15	Major Research Project/Paper Proposal Due
February 1	Program Applications Due
April 15	Major Research Project/Paper Proposal Resubmit Deadline
June 1	Thesis Proposal Due during the first year of study
August 1	Thesis Proposal Resubmit Deadline during the first year of study

Lakehead University Calendar Disclaimer

The Lakehead University Calendar ("the Calendar") is the Official Reference for everything related to courses and programs offered at Lakehead University (including, but not limited to, Course numbering, requirements, credits, fees, deadlines, and various University regulations). The Calendar may be accessed online at [Lakehead University Course Calendar](#). In the event of discrepancies between a University web page (including a WebCT site) and the Calendar, the provisions of the Calendar shall prevail.



The Graduate Program in History at Lakehead University

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