



IMPROVE LIFE.

Graduate Student Handbook Public Issues Anthropology MA Program

Updated April 25, 2019

The material in this handbook is intended to complement and detail the general policies and procedures presented in the Calendar of the Faculty of Graduate Studies, University of Guelph. While Departmental regulations do not contravene these policies, in some instances they go beyond those of the Graduate Calendar which authorizes such Departmental policies; they also specify procedures stated in more general terms in the Calendar. All new students must read the current Calendar AND this Handbook and ensure they understand the contained policies and procedures.

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I. OVERVIEW

Welcome to the Department of Sociology and Anthropology at Guelph! The department was formed in 1966, and is currently home to 4 graduate programs: the Public Issues Anthropology MA, the Sociology MA, the Criminology MA, and the Sociology PhD. The Department also participates in the collaborative MA and PhD programs in International Development Studies (IDS). **The Public Issues Anthropology MA** at the University of Guelph was approved in December 2012. Prior to this, the Department participated in a joint Public Issues MA with the University of Waterloo.

Options for Completing an M.A. in Public Issues Anthropology

Students may complete the degree by either:

Writing a thesis & completing a minimum of 2.0 credits (4 courses) + the departmental pro-seminar (ANTH*6700)

Or

Writing a major research paper & completing a minimum of 4.0 credits (6 courses and a 1.0 credit major paper) + the departmental pro-seminar (ANTH*6700)

Each student is required to demonstrate to the Advisory Committee competence in theory and methods. This usually takes the form of successful completion of the required course work shown in the table below:

Departmental Course Requirements:

COURSE REQUIREMENTS	CREDITS	THESIS	MAJOR PAPER
ANTH 6000, Public Issues Anthropology	0.5	✓	✓
ANTH*6080, Anthropological Theory	0.5	✓	✓
ANTH*6140, Qualitative Research Methods	0.5	✓	✓
ANTH*6700 Pro-seminar F-W [0.00]	0.0	✓	✓
ANTH*6660, Major Paper	1.0	---	✓
UNIV*7100, Academic Integrity for Graduate Students	0.0	✓	✓
Other graduate level courses	0.5 (each course)	at least 1	at least 3
SUMMARY		4 grad courses (2.0 credits) + ANTH*6700 + UNIV *7100 + UNIV*7500 + thesis + Research/Writing (0 credit)	6 grad courses (3.0 credits) + ANTH*6700 + UNIV*7100 + major paper (1.0 credit)

IDS-enrolled students

Departmental course requirements for IDS-enrolled students are different than those of non-IDS students. Please see tables in the International Development Studies section of this handbook.

UNIV*7100

All incoming students are required to take UNIV*7100, Academic Integrity for Graduate Students. This is an online-module that you are automatically enrolled in. **You may access the module via your Courselink Account, and it MUST be successfully completed by the 20th course day of your first semester.**

In addition to course offerings within the Department, students are encouraged to make use of relevant graduate courses from other units of the University. Some possible courses are listed in the Course Descriptions section. The Department participates in the work of various other interdisciplinary programs in the University. Students planning to undertake a degree in Anthropology while also undertaking work in a related discipline should discuss this matter in detail with the Coordinator of the PIA program upon arrival at the University of Guelph.

Timelines

All students are required to attend a Public Issues Anthropology seminar (ANTH*6000) and ANTH*6080 in their first semester and the pro-seminar (ANTH*6700) in their first two semesters. Students are expected to find their academic advisor by November 30 of the first semester by initiating meetings with PIA core faculty members and consulting with PIA Coordinator. By the middle of the first semester, students are urged to hold a meeting with their advisor and/or PIA Coordinator (if no advisor has been chosen) and follow their recommendations to develop their feasible MA research plans (e.g., build their project bibliography, evaluate the scope and the plausibility of the proposed research, develop research ties with a community, an organization, and/or other stakeholders, determine the scope of their ethics application for the project).

All students are required to take ANTH*6140 and an elective course during the second semester. In ANTH*6140, students will develop their MA research proposals. Thesis-stream students typically prepare their ethics applications at the end of the second semester to conduct fieldwork during the third semester.

Thesis-Stream: During the Summer semester (the third semester), students normally stay registered and conduct fieldwork. Please consult with your thesis advisor and/or PIA Coordinator in order to make your plans for the Summer semester. During the fourth semester, students are expected to process and analyze the data, write at least two major chapters of their thesis, and revise them by following their advisor's recommendations. In the first month of the fifth semester, students are encouraged to complete the first entire draft. Then they are expected to receive feedback from the committee member and revise the thesis by incorporating all the recommendations made by the advisor and the committee member. To form the examination committee and set the oral exam date, a student is typically expected to have the exam copy ready by the end of the third month of the fifth semester. Please contact Graduate Secretary (Shelagh Daly) for the exact timeline in a given semester.

MRP-Stream: During the third semester, students typically take an elective course and work on their major research paper. During the fourth semester, students take the last elective course and complete their major research paper. Students are expected to develop feasible plans by closely working with their advisor.

Note: There is a limited number of Teaching Assistantships during the Summer semester (Year 1), and some students take a leave of absence and return to their program of study in the Fall semester

(Year 2). Given that many core faculty stay away from the University to conduct their field research or attend conferences, students are urged to develop feasible plans by closely working with their advisor before the Summer semester begins.

Facilities

The Department maintains Blackwood Hall, Room 214, as a common study space for graduate students. There are shared desks, three computer workstations, and a shared printer. A mailbox will be assigned in the department office at the beginning of your study period. Those who wish to use a library carrel should apply to the Information Desk, McLaughlin Library, in the first week of the semester. Carrels are usually allocated on a shared basis. In addition to a carrel, students are entitled to the use of an office in the McLaughlin library for one semester of their MA program.

Graduate students can consult with our Departmental Computer Coordinator (Janice Hicks) or Computer Services for computing and statistical assistance. The department also has a small computer lab for the exclusive use of Sociology and Anthropology graduate students. This lab, in rooms 628 and 629, contains 2 computers and some workspace. Key statistical packages including (NVivo, STATA and SPSS) are available for use in this lab. Students are entitled to a key to the lab, and this key can be obtained from Shelagh Daly.

There are also athletic facilities, health and counselling services, and daycare services available on campus.

Social Activities

A graduate student lounge is provided on the fifth floor of the University Centre. It serves as an interdisciplinary meeting place for graduate students. Less expensive lunches and drinks are found there. Social gatherings, including an annual welcome gathering, are occasionally organized by the Department of Sociology & Anthropology faculty and staff. Informal gatherings of graduate students are frequent. Check with the athletic department regarding intramural sports possibilities.

Problems

There are a number of people to help you if you have any problems during your time in the program. Your Advisor, the PIA Graduate Student Representative, the PIA Graduate Coordinator, the Graduate Program Secretary, the Departmental Chair, and the Office of Graduate Studies are all available to provide advice if you are experiencing difficulties with your studies, financial pressures, or personal issues that could get in the way of successfully completing your program. Various counselling services are also available via the University. If one place or person cannot directly help you with your problem, they may be able to direct you in the appropriate direction.

In case of disputes with your Advisor or members of the Advisory Committee, you should contact the PIA Graduate Coordinator who will try to mediate the conflict (See Appendix F).

If you want to make a formal grievance against the instructor of a course you are taking, you should see the chair of the Department (See Appendix F).

If you experience any difficulties with someone you are working with as a TA, see the Departmental Graduate Coordinator (See Appendix F). You also have the right to ask your union representative to give you advice or represent you.

Registration and Tuition

You will receive an email from the Registrar's Office when it is time to register for courses each semester. Students should therefore check email regularly for this information.

Course offerings for each semester are available for viewing on WebAdvisor.

DON'T FORGET that in addition to the UNIV*7510 Active Full-time or UNIV*7520 Active Part-time Registration course, you must also choose at least one other course, whether it be a real course or UNIV*7500 Research/Writing, for your term to appear on your transcript record. If you don't yet know what real courses you will be taking, you should at least activate your term by selecting the appropriate UNIV*7510 or *7520.

Once you have completed your registration, you will be able to view your account on WebAdvisor, as soon as it is available. Check for announcements on the WebAdvisor site or on the Student Financial Services site at <http://www.uoguelph.ca/registrar/studentfinance/> pertaining to the requirements and deadlines for fee payment.

If you encounter problems with WebAdvisor, please access the "help" link in the top menu line of the screen; if all else fails, email askgryph@registrar.uoguelph.ca for assistance.

Once you have completed your registration, you should be sure to check your Class Schedule to confirm that your course selection has been successful. Please print and retain the confirmation of your registration for your records.

If you choose not to register for a semester during your program, you MUST submit a Leave of Absence application for that semester in order to maintain your program status.

If you are a Special or Provisional student, or if you wish to add a course for which you do not have the prerequisite, or one that requires instructor consent (this includes all undergraduate courses and courses for audit), you must use the paper process. You will be required to submit your signed Graduate Student Add/Drop & Change form, along with any Graduate Student Course Waiver Request form, if appropriate (required for prerequisite, program or course overload waivers) to the Student Client Services front counter (UC3).

For further information about the registration process, please view:
<https://www.uoguelph.ca/graduatestudies/current/registration>

Payment Of Fees

Arrangements for payment of fees for upcoming semester must be made by the published payment deadline. Check the [Student Financial Services](#) web site at for details.

You will not receive a financial statement or payment form from Student Financial Services; you are expected to check your student account on WebAdvisor in order to determine the amount payable for the semester. Follow the instructions posted on WebAdvisor for making your payments by the deadline. Registrations will continue to be accepted through WebAdvisor or on Add/Drop forms. You will be able to view your student account on WebAdvisor once your registration is complete, and will be responsible for printing off your account and submitting your payment appropriately.

A payment form, the Graduate Settlement, is available for your use on WebAdvisor. Settlements received and academic registrations completed after the published deadline will result in a late fee that will be added to your student account. Payments for graduate students may be arranged in a variety of ways. Please visit the Student Financial Services website for details on payments and settlements. <https://www.uoguelph.ca/registrar/studentfinance/fees/payments>

Health & Dental Insurance

The compulsory medical insurance (drug) plan and compulsory dental plan provide coverage for all full-time students. Additional family coverage may be purchased, if desired. Premiums for annual coverage (September-August) are assessed with the Fall tuition & fees (or with the Winter fees, if you were not registered in the Fall term). Information on these plans is available at the Student Benefits Office, University Centre, level 1 (healthpl@uoguelph.ca or ext. 54798).

<https://www.uoguelph.ca/gsa/services/health-and-dental-plan> To arrange additional coverage for family members, or to request a dental opt-out application (approved only with acceptable proof of alternate coverage) contact the Student Benefits Office.

Parking On Campus

If you wish to purchase a parking permit, you may do so through WebAdvisor. From the student main menu, select My Service Selections. The charge will appear on your student account, and must be paid with your tuition. Parking information is available on [their website](#).

Address Notification

University mailings will normally be sent to your Academic Department address, as long as you are a registered graduate student. In some circumstances, if you are distant from the campus, or are registered as a part-time student and cannot access your department mailbox, you may request that mailings be sent to an alternate address. It is imperative that you provide Graduate Program Services with accurate address information. Please submit the Address Notification form to Graduate Program Services as soon as your address information is available.

<https://www.uoguelph.ca/registrar/downloads>

Identification Cards

Your Student ID Card is the most important piece of identification you will have while at the University of Guelph. The ID Card confirms your affiliation with the University and can provide you with access to a wide variety of services both on and off campus including the Library, Athletics, your meal plan, bus pass purposes and other student services. You will retain this ID Card for the duration of your studies at the University of Guelph. Please visit the Registrarial Services website to learn how to obtain your Student ID Card.

<https://www.uoguelph.ca/registrar/idcard>

Graduate Teaching/Service Assistants

If you are to be employed as a Graduate Teaching Assistant (GTA), or a Graduate Service Assistant (GSA), that employment is regulated by [CUPE Local 3913 - Unit #1](#)

Graduate Research Assistants (GRA)

The student's research is a contribution to the research of the faculty member under whose direction it is conducted and it is understood that it will be used in, or be directly relevant to the student's research program.

Library Facilities

A limited number of research carrels and study offices are available in the library for use by graduate students. The complete policy and procedures, as well as information on other services and resources available in the library are available on [their web site](#).

II. PROCEDURES, NECESSARY FORMS & FORMALITIES

Before you arrive, the PIA Graduate Committee will have reviewed your records and wherever there are deficiencies in your background, the Committee will have specified courses you must take in preparation for graduate courses. You will be informed of any such courses in the letter of acceptance sent to you by the Department, and you may choose to take the necessary courses before you arrive at the University of Guelph.

When you arrive you should report to the Graduate Program Secretary and the PIA Coordinator who will see that you get off to a good start. Among other things, the PIA Coordinator will inform you as to which faculty members, on the basis of their areas of specialization, are likely candidates for membership on your Advisory Committee. You will be encouraged and opportunities will be arranged, for you to meet as many of the graduate faculty as possible as early as possible. Your permanent Advisor should fill out your progress report for the first semester. *You must choose your permanent Advisor by November 30 of the first academic year and the rest of your committee by the middle of the second semester.*

The Advisor and the Advisory Committee

Advisor:

It is the responsibility of each student to approach potential Advisors. In most cases, you will have identified your potential Advisor prior to your acceptance in the program. However, it is important to meet with potential Advisors very early in the first semester of the program. At such meetings, you should be prepared to discuss your plans for your time in the MA program, and your research ideas.

Good communication is essential to an effective working relationship. It may be useful for students and Advisors to complete and discuss the Advisor/Student Relationship handout (included in this handbook, Appendix G). This can help facilitate open communication about expectations on the part of the Advisor and the student.

Normally, PIA students will be supervised by anthropology faculty. However, in exceptional circumstances, PIA students may be supervised by a department faculty member who does *not* hold a PhD in Anthropology as long as there is an Anthropologist on the committee to ensure the conventions of the discipline are addressed/followed.

Co-Advisors:

A committee member may serve as co-advisor under the following conditions:

- The student and the Advisor recognise that another faculty member has a valuable complementary area of expertise essential to the student's thesis work, and that the student would prefer to work with that faculty member on a more regular basis than is customary in the case of a regular committee member.
- In the course of pursuing the thesis, the student finds that it is advantageous to consult with additional committee member considerably more than was foreseen when the committee was originally struck. In this case it may be appropriate for the additional committee member to be reclassified as "co-advisor". The original Advisor should inform the PIA Coordinator and the graduate secretary of this change. The student may also take the initiative to discuss this with the graduate coordinator. A new advisory committee form would need to be completed.

- A new faculty member who has no or limited experiences in supervising graduate students should work with a more experienced co-advisor.
- Associated Graduate Faculty and Special Graduate Faculty who are advising a graduate student must have an appropriate co-advisor assigned.

Advisory Committee:

Your Advisory Committee normally will be comprised of two members: the Advisor, and one additional committee member. The committee member does not have to be an anthropologist UNLESS the Advisor is NOT an anthropologist (see above).

Masters Thesis Examination Committee:

The examination committee consists of an Administrative Chair, the permanent Advisor, an additional committee member (a member of the student's Advisory Committee), and an Examiner.

The Administrative Chair:

The duties of the Administrative Chair at a defense are:

- To arrange to have the appropriate forms at the defence
- To manage the thesis defence, decide the order of questioners, and moderate the discussion
- The administrative chair is not required to read the thesis
- The administrative chair is not required to direct questions to the student but could do so during the informal question period
- The administrative chair does not vote in the defence process.

Thesis Examiner:

Each defence must have an Examiner selected by the student's advisory committee in consultation with the student. The Examiner is external to the student's advisory committee but would normally be internal to the Department. The examiner must be a tenured faculty member. The duties of the Examiner are:

- To read the thesis
- To indicate in a short written report the strengths and weaknesses of the thesis, to be submitted to the thesis Advisor at least one week prior to the scheduled defence date
- To attend the thesis defence
- To direct questions to the student in the thesis defence
- To vote in the defence process

The Examiner's Report will be shared with the student *after* the defense is completed.

Program Planning

You must meet with your Advisory Committee to plan your program. In consultation with your Committee, you are required to develop a plan of study, which consists of a statement of proposed courses and a projection of when you anticipate completing each stage of your program. This plan of study must be approved by both your Committee and the PIA Coordinator who, when necessary, will consult with the other faculty members of the PIA Graduate Committee.

Once you have formed your Advisory Committee and planned your program, you must fill out the **Advisory Committee form and the Graduate Degree Program Form** (Appendix A). Submit a written copy of these forms, signed by your advisor, the PIA Coordinator and yourself, to the

Graduate Program Secretary. The original of the Advisory Committee form will be sent to Graduate Program Services and a copy will be kept in your department file. The Degree Program form is kept in your department file. ***You must complete these forms by the end of the first semester.***

The plan of study for completion will not be submitted to the Office of Graduate Studies, but it will be used in evaluating your progress, both by your Advisory Committee and, when necessary, by the Guelph PIA Graduate Committee.

On the matter of timetable for completion, it should be noted that excluding make-up undergraduate work, it is possible for the program in this Department to be completed in four full-time semesters or the equivalent; and students are encouraged to do so. This requires prompt selection of an Advisory Committee, early specification of the thesis or major paper topic, and considerable concentration and effort. Students should be realistic about their timetables; although it may be possible to finish in four full-time semesters, most students will require five or six full-time semesters to finish the program. IDS students will require a minimum of four full-time semesters to complete their degrees. **Note:** Students who chose the Major Research Paper (MRP) option may find that they are able to complete all degree requirements in less time.

Advisory Committee Meetings

- The minimum number of meetings for students doing a thesis is two plus the oral examination. The first meeting must take place by the middle of the student's second semester after the committee is formed. The second meeting held toward the end of the program is typically used to discuss thesis direction and progress.
- The minimum number of meetings for students doing a major paper is one. The timing is the same as the first meeting for students doing a thesis.

Your Advisor has the major responsibility for assessing your needs and for helping you develop your program and your timetable. The other members of your Advisory Committee also provide academic counselling throughout the program. At a more formal level, your committee reviews your progress and performance at the conclusion of each semester and reports to the PIA Graduate Committee, which, in turn, reports to the Department. Each student's progress is also reported to the Department of Graduate Studies. Students are required to sign a copy of their graduate student evaluation report at the end of each semester.

As you proceed through your program, there may be compelling reasons for you to reconstitute your committee or to make changes in your program. You may do so without prejudice, but you should not request changes without giving careful thought to their overall implications for completing your degree on schedule. Any changes in your program should be done in close consultation with your Advisory Committee. You may also wish to consult the PIA Coordinator when considering changing your committee. The proposed changes are then submitted to the PIA Coordinator for further disposition. A revised Advisory Committee form or Degree Program form must be completed and signed by your Advisor and the PIA Coordinator. These are then submitted to the Graduate Program Secretary, who will forward and file them as required.

In order to graduate, you must have demonstrated to a majority of the members of your Advisory Committee that you have achieved competence in theory and in methods. This will involve your having successfully completed ANTH*6000, ANTH*6080, ANTH*6700 and ANTH*6140 and other coursework, and successfully defending your thesis, or earning a satisfactory grade on your Major Research Paper.

Thesis/Thesis Proposal Procedures

Students who elect to do a thesis must consult Appendix B for further information about the thesis proposal, thesis submission, and timetable. **Students are required to register for UNIV*7500, Thesis/Research Writing (0 credit).**

At least three weeks before your defence date, the final draft of your thesis should be read and approved by all members of your **Advisory Committee**. *At least* three weeks before your defence your Advisory Committee must sign a Request for Examination form, stating that the thesis is ready for defence. This form is obtained from the Graduate Program Secretary who will send it to Graduate Program Services and obtain the forms required for the examination. **The Examiner of the examination committee will not see your thesis until it has been approved for defence by your advisory committee.** It is strongly advised that you discuss your timeline in detail with your Advisor. Making use of the Thesis Completion Calendar (available for download on the Graduate Studies website) will give you a good idea of the time it takes to write thesis drafts and prepare a final defense draft.

A student must be registered during the semester when his or her oral examination takes place.

All members of the Graduate Faculty are invited to attend the defence. You must also ensure that the date of your defence has been set and a room has been reserved. You will have to make room reservations through the Graduate Program Secretary.

Major Paper

If you elect to write a major paper, you must register for ANTH*6660 when you begin your paper. This may be taken for multiple semesters. Your advisor and one other member of your Advisory Committee (second reader) will read and grade your finished paper. They will also make comments (revisions) and decide on a final grade for your paper. If there is a large difference of opinion re the grade, they will consult with the PIA Coordinator. The grade is then given to the Graduate Program Secretary who will submit it to Graduate Program Services.

You will make any revisions necessary and email the final official version of your major paper to the Graduate Program Secretary. It will be uploaded to the department website for other graduate students to read or consult. This must be done before you will be allowed to graduate.

For further information on the major paper consult Appendix C.

Research Ethics Board Approval for Research with Human Participants

Any research that proposes working with human participants must be approved by the University Committee for Research on Human Subjects. Consult your Advisor to determine precisely what is required for such a review. You may also find more information on the Office of Research website. Timeliness with regards to submitting an ethics protocol is important, particularly if you intend to do research within the Wellington County School system, which requires the completion of a special form available from the Office of Graduate Studies.

The Finishing Touches

If you have written a thesis, a set of forms provided by Graduate Program Services must be completed and filed with that office. These forms are sent to the department along with the examination forms. In the case of a major paper, only a single form, **Recommendation for Graduation**, need be filed. This form is prepared by Graduate Program Services upon receiving a

memorandum from the Department indicating your major paper grade and that you have completed all requirements for your MA degree. It is signed by the Department Chair and returned to Graduate Program Services.

Leave of Absence & Withdrawal

- If you decide to take some time off from the program, you must submit **an Application for Leave of Absence & Withdrawal** form which is available on the web or from the Graduate Program Secretary. This is subject to review and approval by the Department. The leave of absence must be for a specified period of time, not to exceed one year, and must be first approved by Graduate Program Services. **If you take an INC (incomplete) in a course and want to take an LOA the following semester, you will be given a one-semester extension to complete the course.**
- During a Leave of Absence, you may not use University resources, either personnel or physical, in connection with your graduate studies. This includes research-related communication with your Advisor.
- If you must withdraw from the program, you must complete this form. In this instance, the approving Department officer will be the PIA Coordinator. These forms are available on the web. A student may later be re-admitted to the Program but will have to re-apply in order to be considered for re-admission.
https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/combined_loa_withdrawal%20a.pdf

Early Completion Rebate Application

- If your work has been delayed by some unexpected event, you must pay tuition for the following semester. If you complete your requirements within the first 6 weeks of the following semester, you will qualify for a rebate.
- To qualify for the rebate you must complete an **Early Completion Rebate Application** form. The medical insurance premium is not refundable. The effective date of the rebate calculation is when all degree requirements are complete, including receipt of library clearance and submission of thesis copies to Graduate Program Services. Students continuing a GTA/GRA/GSA appointment to the end of the semester or remaining in the department in order to use library and department facilities **will not qualify for a rebate**. Also, students must remain registered in order to hold scholarships.
https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/public/UPDATEDearly_completion_rebate_a_AODA.pdf

Application for Graduation

- Each semester, an email regarding the WebAdvisor Application for Graduation will be sent to graduate students in semester 2 and above, requesting them to apply to graduate, if appropriate. The application must be submitted in the semester in which the thesis is submitted to the Office of Graduate & Postdoctoral Studies or, where a thesis is not required, not later than the last date for thesis submission for the convocation concerned. If you wish to graduate, an application must be submitted regardless of whether you plan to attend the ceremony or plan to have your degree parchment mailed to you after the ceremony. The graduation list will be based upon these applications.
https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/graduation_application%20a_0.pdf

Graduate Teaching Assistantships

If you have been assigned a Teaching Assistantship, you will need to contact the instructor of the course to which you are assigned. You need to find out the professor's expectations of you for the assistantship and then **discuss** its terms. If you feel uncomfortable with some aspects of your contract, discuss it with the professor at that time.

GTA Contract

Every GTA must submit a form entitled "Assignment of Work Agreement" which will outline the expectations of the student during the assistantship and the amount of time to be spent on those expectations. The GTA's duties should be as detailed as possible and must be submitted to the Graduate Program Secretary within two weeks of the start of a new semester. The original signed copy of the agreement is returned to the Graduate Program Secretary. You and the instructor must each keep a photocopy of the contract. The Statement cannot exactly resemble reality but it should be followed as closely as possible throughout the semester. **For a sample of this form, please see Appendix D.** This form should be revised to reflect your agreement. A blank copy of this form will be distributed with the GTA assignment.

You are expected to work 140 hours over approximately 14 weeks. On average, a full GTA is expected to work 10 hours per week and a half GTA is expected to work 5 hours per week. Under the terms of the collective agreement, GTAs cannot work more than 28 hours in any one week. The department does not have extra money to pay overtime. If you are approaching the 28-hour maximum in any one week, notify your supervisor immediately.

Copies of the collective agreement between the University and CUPE are available on-line in pdf format. <https://www.uoguelph.ca/hr/hr-services-staff-relations/employee-groups-agreements>

III. FINANCIAL SUPPORT

The Department makes every effort to provide financial support for graduate students. Normally, this takes the form of graduate teaching assistantships or, occasionally, graduate research assistantships. **It is an exception to have any financial support during the Spring Term, which runs from May to August.** You will generally have to make alternative plans for financial support during the summer, unless upon admission, you have been guaranteed this support. If you are planning not to study during the summer, **you must apply for a LEAVE OF ABSENCE from the program.**

University/College Scholarships and Awards

<https://www.uoguelph.ca/graduatestudies/current/funding/scholarships>

Students may concurrently hold a University Graduate Scholarship, a Board of Graduate Studies Research Scholarship, a College of Social Science Founders Scholarship, Student Financial Services Bursaries, and Registrar's Entrance Awards.

The College also regularly offers travel scholarships for research travel. You will be notified when the scholarship deadlines are announced.

External Funding

Students are also encouraged to investigate opportunities for external funding such as the Ontario Graduate Scholarship (OGS), the Social Sciences and Humanities Research Council of Canada (SSHRC) special M.A. Scholarships, and Canadian International Development Agency Scholarships. Information on these and other scholarships and fellowships can be found on the Web or Sharon Beach, Scholarships and Awards in Student Financial Services, 3rd floor, UC. The Department will notify students of the annual deadlines for SSHRC and OGS applications. The Department also holds an annual Fall workshop on applying for external funding. You will be notified well in advance of the time/place of this workshop each year.

To determine eligibility for nomination for awards and to encourage equity in their distribution, the Department requires graduate students to notify the Department Graduate Office and present documentation of any external bursaries or awards received while in the program.

Departmental Awards

Wilda Blacklock Award

An award of \$2,000 will be made each Spring semester to the most deserving graduate student on the basis of academic performance in the Sociology and Anthropology graduate program, performance of other graduate student responsibilities and, where decisive, need. Application is not necessary.

Joanne Duncan-Robinson Conference Research Travel Grant

This is a \$1,000 award and is intended to provide at least partial funding for a graduate student in the Department of Sociology & Anthropology who has had a paper accepted for presentation at a scholarly conference. Students must apply in writing to the Graduate Coordinator (Departmental) by April 1.

The Kim Prize

This award is in memory of the late Sook-Hee, a former MA student in our Department, and her two children who were killed in an automobile accident. The Department of Sociology and Anthropology offers a \$600.00 prize to the individual student in the Department of Sociology and Anthropology who has presented the most outstanding graduate thesis or major paper during the previous academic year. Application is not necessary.

Koji Victor Ujimoto Graduate Scholarship

This is a \$750.00 graduate scholarship to encourage applied research on topics of pressing Canadian or global social concern. The award winner will be chosen on the basis of a minimum 80% cumulative average in all graduate courses taken and the quality of his/her major paper or thesis proposal, which must address a contemporary social problem through the application of a Sociological and/or Anthropological perspective. Students should apply to the Graduate Coordinator of the department by March 31st, including an outline of their major paper or thesis proposal and the name of their advisor.

Please note that award amounts and availability are subject to change and are reviewed on a year-to-year basis.

IV. GRADUATE PROGRAM COURSE DESCRIPTIONS

Courses at Guelph are designated as Anthropology (prefix ANTH*-), Sociology (prefix SOC*-), either Anthropology or Sociology (ANTH*- or SOC*-), and Geography (prefix GEOG*).

Required Courses

ANTH*6000 Public Issues Anthropology F [0.50]

This course will examine the interface between anthropological and public understandings of public issues, with sensitivity to the presence or absence of anthropological insights. The course will assure that students become well versed in how to synthesize the resources of various branches of the discipline.

ANTH*6080 Anthropological Theory F [0.50]

An examination of classical and contemporary anthropological theory, including an emphasis on the most recent directions in the discipline.

ANTH*6140 Qualitative Research Methods W [0.50]

An examination of the methods of qualitative research, including participant observation and unstructured interviews, as well as the ethical considerations of fieldwork. Other topics, such as comparative and historical methods, may be included.

UNIV*7100 Academic Integrity for Graduate Students S,F,W [0.00]

Academic integrity is a code of ethics for teachers, students, researchers, and writers. It is fundamental to the University of Guelph's educational mission and to ensuring the value of the scholarly work conducted here. This course provides definitions, examples, and exercises to help graduate students understand the importance of academic integrity and learn how to avoid academic misconduct in their own work. This course required of all graduate students has to be completed within 20 days of commencing their graduate program at the University of Guelph.

ANTH*6700 Pro-seminar F-W [0.00]

The pro-seminar concerns matters involved in graduate studies and later work as a professional anthropologist, including how to form a graduate advisory committee, assistantship responsibilities, presentation skills, exploration of careers in anthropology, writing grant proposals, reports and articles, and teaching.

Sample Elective Courses

Some of these courses are offered only once a year or once every two years. When making your course selections, please check with the department offering the course you are interested in taking. You can also speak with your Advisor or the PIA Graduate Co-ordinator about other courses which you think may be suitable or relevant to your research.

ANTH*6270 Diversity and Social Equality U [0.50]

This course will examine a range of approaches used in the study of intergroup relations, with special emphasis on struggles over influence and power. Students will acquire a deeper understanding of the complex intersection, as well as the overlap among forms of identity and group mobilization based on ethnic, linguistic, regional, class, gender, racial and other forms of social division. The course may also cover native issues and policies related to multiculturalism, equity and local or regional autonomy.

ANTH*6420 Global Agro-Food Systems, Communities and Rural Change U [0.50]

This course will reflect recent sociological interests in food studies and global agro-food systems, resources and the environment, community sustainability, rural-urban linkages, the transnationalization of labour regimes, and social movements in the rural context. The course will encourage students to take a comparative and historical approach, focussing on cross-national and inter-regional studies where possible, and to examine how class, gender, race and ethnicity play out in each particular substantive topic comprising the rural field.

ANTH*6460 Gender and Development W [0.50]

Cross-cultural and historical changes in gender relations and the roles/positions of women brought about by industrialization and the development of the world system. Critical examination of the predominant theories of gender relations, in so far as these inform development research and action in societies with different socio-economic systems. Introduction to the latest theories and research in the area of women and development, as well as with social and political actions undertaken by women themselves. This is one of the two alternative core courses for the Collaborative International Development Studies program.

ANTH*6480 Work and Change in a Global Context U [0.50]

This course will consider some of the theoretical frameworks available for examining work, workers and work places in the context of globalization, economic restructuring, and shifts in public policy. Using case studies of particular work worlds, the course may include topics such as changing patterns of work and employment in comparative contexts, labour regimes, industrial and organizational change, organizations and protest, education for work, and the regulation of work. The course will focus on the dialectical relationship between the configurations of gender, class, race and ethnicity and the transformation of work.

ANTH*6550 Selected Topics in Theory and Research U [0.50]

This course will be offered with varying content focusing on theory or research.

ANTH*6600 Reading Course U [0.50]

A program of directed reading, complemented with the writing of papers or participation in research. Reading courses are arranged by students through their advisors or advisory committees and must be approved by the chair of the department. This course may be repeated provided different content is involved.

ANTH*6660 Major Paper U [1.00]

The major paper is an extensive research paper for those who do not elect to complete a thesis. It may be taken over two semesters.

GEOG*6340 Human-Environment Relations U [0.50]

A critical review of philosophies, concepts and analytical methods for analysis and management of systems involving the interaction of environmental processes and human spatial activity.

FRAN*6200 Community Engaged Scholarship W, S [0.50]

Community engaged scholarship (CES) is scholarship that involves 'the university' in a mutually beneficial - and collaborative - partnership with 'the community' in the attempt to address and solve community-identified problems. This course engages students in collaboratively-developed CES projects.

V. FACULTY

See our homepage for Guelph faculty members in the PIA program.

VI. THE COLLABORATIVE MA PROGRAM IN INTERNATIONAL DEVELOPMENT STUDIES

Please consult with the IDS official documentation. This is only an overview of the program, and specific questions should be directed to IDS program staff and faculty.

Director and Graduate Coordinator – Sally Humphries, Sociology & Anthropology

The Collaborative International Development Studies program (IDS) in the College of Social and Applied Human Sciences has been established to facilitate student access to faculty expertise and to coordinate and integrate the College's graduate activities in the field of International Development Studies. The IDS Program may be pursued in the Departments of Agricultural Economics and Business (OAC), Economics, English, Geography, History, Political Studies, Philosophy, Rural Extension Studies, Rural Planning, Sociology and Anthropology. It is also open to students in other parts of the University, with the approval of their Departments or Schools. Students choosing to pursue this program must register in a specific department and enrol in the International Development Studies Program.

Program Requirements

- Completion of the International Development Studies course requirements;
- Fulfilment of the Department's International Development Studies course requirements;
- A thesis or major paper.

Students will be able to pursue their research topic in the geographical area of their choice.

For more information regarding the IDS course requirements, please refer to the IDS website (<https://www.uoguelph.ca/gids/graduate-studies>) or the Graduate Calendar (Collaborative Specializations).

Participating Faculty Members

Please refer to the list of faculty for information regarding faculty specialization in regional area.

Program Course Requirements

The IDS course requirements for our department are as follows:

PROGRAM COURSE REQUIREMENTS	CREDITS	THESIS	MAJOR PAPER
ANTH*6000 Public Issues Anthropology	0.5	✓	✓

ANTH*6080, Anthropological Theory	0.5	✓	✓
ANTH*6140, Qualitative Research Methods	0.5	✓	✓
ANTH*6700 Pro-seminar F-W [0.00]	0.0	✓	✓
ANTH*6660, Major Paper	1.0	---	✓
UNIV*7100, Academic Integrity for Graduate Students	0.0	✓	✓
Other Graduate Courses	0.5 (each course)	---	at least 2
SUMMARY:		3 grad Anthropology courses + UNIV*7100 + thesis (1.5 credits) PLUS ALL IDS REQUIREMENTS	5 grad Anthropology courses + UNIV*7100 + major paper (3.5 credits) PLUS ALL IDS REQUIREMENTS

Grade Interpretation

Please refer to the most recent Graduate Calender:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/>

A+ (90-100%)

Outstanding. The student demonstrated a mastery of the course material at a level of performance exceeding that of most scholarship students and warranting consideration for a graduation award.

A- to A (80-89%)

Very Good to Excellent. The student demonstrated a very good understanding of the material at a level of performance warranting scholarship consideration.

B (70-79%)

Acceptable to Good. The student demonstrated an adequate to good understanding of the course material at a level of performance sufficient to complete the program of study.

C (65-69%)

Minimally Acceptable. The student demonstrated an understanding of the material sufficient to pass the course but at a level of performance lower than expected from continuing graduate students.

D (0-64%)

An inadequate performance.

APPENDIX A

ADVISORY COMMITTEE FORM & DEGREE PROGRAM FORM

https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/advisory_committee_graddegree_prgm_0.pdf

This form (A) should be **completed no later than the end of the semester!** Please submit it to the Graduate Program Secretary.

This form (B) should also be completed by the end of the first semester and submitted to the Graduate Program secretary.

APPENDIX B

THE THESIS PROPOSAL AND THE THESIS

If you have chosen the thesis option, you must register for UNIV*7500, Thesis/Research Writing, once your courses are completed. This course number has no credit. The time available for selecting a thesis topic, reviewing the literature, working through the theoretical orientation, and developing research strategies is very short. Therefore, for those who intend to write a thesis, the first rough draft of a thesis proposal should be completed no later than several weeks after the start of the second semester. A well-articulated **thesis proposal should be completed by the end of the second semester, if not earlier**. Incoming students who wish to proceed by way of a thesis should make this early development of the proposal a top priority and should move as quickly as possible toward the selection of their Advisor and Advisory Committee. This proposal should not exceed 15 pages (not including references).

The Decision to undertake a thesis should be reached by the student in close consultation with his/her Advisory Committee, and in all cases the decision must be approved by the Committee.

If the Advisory Committee approves, the final draft of the thesis proposal may be circulated to the Graduate Faculty for input. In the wake of any feedback, the Committee may then advise the student to proceed with the research with or without further modification of the proposal. A thesis proposal approval form should be signed by the Advisory Committee and the proposal is placed in each student's file.

Writing your Thesis Proposal is a difficult and challenging process. It fulfils important functions for the student and the Advisory Committee. In particular, the thesis proposal forces the student to articulate a manageable problem and select appropriate strategies of inquiry. It provides a framework for the work which follows and a timetable for completion. For the Advisory Committee, it represents a working agreement, a consensus regarding the major research decisions, which will not be questioned later except in terms of quality of execution. It provides a statement of purpose against which the completed thesis can be evaluated. It also provides a framework for the creation of an ethics protocol.

The proposal need not be lengthy, but it should be complete. In general, 12-15 pages, including references, should be sufficient for a proposal. This does not, however, include your ethics protocol, which must be completed on the Research Ethics Board downloadable forms (<http://www.uoguelph.ca/research/services-divisions/ethics/forms-procedures-policies-guidelines>), and submitted with the required appendices. The proposal format is difficult to specify because of the number of research options. Generally, however, the proposal includes the following items:

- A clear statement of the problem in terms of theoretical context and practical relevance. An extensive review of the literature is not required, but the student should make explicit the theoretical context and tradition of inquiry in which the work is set.
- An explicit statement of the research design for empirical research. Where and as relevant, this will include a statement of major research decisions, such as sampling, operational definitions, strategies for data collection, and methods of data analysis.

- A statement of any ethical problems, and a protocol for addressing them, which might be foreseen in the research and the strategies proposed for their solution.
- A statement of any unusual needs in terms of organizational liaison, access to confidential data or financial resources in which outside agencies or the University might have to intervene.
- A concise timetable for the completion of the thesis.

This list applies primarily to projects that involve actual field research. However, a student may elect to do a thesis on theoretical or methodological issues, or an empirical one employing extant data. In these cases, the proposal would be altered accordingly. **Moreover, it is important to understand that Research Ethics Board approval must be granted prior to the recruitment of any research participants.** Consequently, time must be set aside to fill out the ethics protocol forms (available from the Office of Research website). Research Ethics Board approval may take some time, and it is therefore important to consider dates for submission of your ethics protocol well in advance. Discussing this with your Advisor is strongly recommended.

NOTE: A more detailed document “Thesis Proposal Guidelines” is available from the Graduate Program Secretary. Each student is responsible for ensuring that s/he understands these guidelines.

Thesis Structure

The thesis itself is closely monitored by the student's Advisor, but the student must ensure that all members of the Advisory Committee are kept up to date (including regarding anticipated timelines) along the way. When conflicting advice is received from members of the Advisory Committee, the student is urged to have the Advisor call a meeting of the Advisory Committee so that differences can be reconciled.

Length

The page limit for PIA MA theses is between 70 and 100 pages, not including references, charts, graphs, appendices and other supplementary material. It is incumbent on the student to remain within this page limit.

Formatting and Thesis Submission Guidelines

Please go to this page: <https://www.uoguelph.ca/graduatestudies/current-students/preparation-your-thesis> for all Office of Graduate Studies details about thesis formatting, thesis submission and final thesis procedures. **It is responsibility of each student to ensure that s/he understands and follows these guidelines closely.** Please note that in most cases, an electronic copy of the thesis must be submitted to the Atrium. Details on this (and exceptions) can be found on the above website.

Students are required to submit a bound copy of their thesis to the Department. Although it is not a University requirement, it is traditional for you to supply your Advisor with a bound copy of your thesis. **THE STUDENT IS RESPONSIBLE FOR ALL PRINTING COSTS OF THE THESIS (draft copies as well as final version).**

Master’s Thesis Schedule

The Graduate Calendar on the Web announces for each semester a "last date" upon which approved theses may be submitted to the Dean of Graduate Studies in order to qualify for a graduate degree at the ensuing Convocation. Reasonable time must be allowed to prepare the approved thesis in its final form following the defence of the thesis. The Final Oral Examination (defence) should therefore take place not fewer than seven - ten days prior to the "last date". Candidates are urged to protect their interests by initiating the procedures as much as possible in advance of the deadline dates suggested in the following schedule.

IT IS THE RESPONSIBILITY OF THE ADVISOR TO BEGIN MAKING ARRANGEMENTS FOR THE MASTER'S THESIS DEFENCE AT LEAST EIGHT (8) WEEKS PRIOR TO THE ANTICIPATED DATE OF THE DEFENCE.

The sequence of events is as follows (Students must follow this sequence closely)

By 8 weeks before:

The Advisory Committee agrees on a timetable for the completion of the thesis and defence.
The Advisor informs the PIA Coordinator and the Graduate Program Secretary of the timetable.

By 4 weeks before:

Formation of the Examination Committee. This should be done by the student's Advisor and the PIA Coordinator.

By 3 weeks before:

Request for Thesis Examination completed (form available from Graduate Program Secretary). All members of the Advisory Committee must have read the final draft of the thesis and sign this form stating that the thesis is ready for defence.

Thesis made available to all members of the Examination Committee (Advisor, committee member, thesis examiner and chair of thesis defence)

By 1 week before:

Examiner's Report on thesis is received by the Advisor.

Day 0

Final Oral (Master's) Examination. Examiner's Report is presented to student after defense.

Further details of each event can be found in the **Thesis Submission Procedures** handout found on the web. www.uoguelph.ca/graduatestudies/forms/format.pdf.

**MA, Sociology and Public Issues Anthropology
University of Guelph**

Thesis and Major Paper Research Proposal Approval Form
***Please attach a copy of the proposal*

Student's Name:

Please indicate: Degree by thesis
 Degree by major paper

Thesis or Major Paper Topic:

- I have read the candidate's research proposal and APPROVE the candidate to begin his/her research/writing.
- I have read the candidate's research proposal and find it UNACCEPTABLE as written.

Advisor

Date

- I have read the candidate's research proposal and APPROVE the candidate to begin his/her research/writing.
- I have read the candidate's research proposal and find it UNACCEPTABLE as written.

Co-Advisor

Date

- I have read the candidate's research proposal and APPROVE the candidate to begin his/her research/writing.
- I have read the candidate's research proposal and find it UNACCEPTABLE as written.

Committee Member

Date

I have read the candidate's research proposal and APPROVE the candidate to begin his/her research/writing.

I have read the candidate's research proposal and find it UNACCEPTABLE as written.

Committee Member

Date

I have read the candidate's research proposal and APPROVE the candidate to begin his/her research/writing.

I have read the candidate's research proposal and find it UNACCEPTABLE as written.

Graduate Coordinator

Date

APPENDIX C

THE MAJOR RESEARCH PAPER

The Major Research Paper is **not a thesis**. It is more useful to think of it as an extension of course work; in fact, the Board of Graduate Studies has legislated that students doing a major paper must register for the appropriate course (ANTH*6660, Major Paper), which may be taken for two semesters. Although it is emphasized that the major paper is not a thesis, a student may elect to report original research s/he has undertaken. The major research paper may also take the form of a longer essay, a review of literature within a specific area, an extended methodological exercise, to name a few alternatives.

The major research paper is usually prepared under the direction of the student's Advisor. Comments and opinions may be requested from other members of the Committee. The advisor and one other member of the Advisory Committee (second reader) are given a copy of the completed major research paper to read and grade. This should be done at least two weeks prior to the deadline date for grade reports. Each of them grade the paper and consult with each other afterwards. A final grade is decided upon and submitted to the Graduate Program Secretary. If for some reason, they are unable to agree upon a grade, the PIA Coordinator may be consulted and a grade that is the average of the advisor's grade and the grade of the other reader.

Although both the student and the advisor may find it useful to have a detailed proposal or outline of the major paper, this is not required nor is there any specific format for the major paper. Instead, these matters are arranged between the student and the supervisor of the major research paper. There is no final examination, written or oral, in the case of the major research paper.

APPENDIX D

GTA Contract

https://www.uoguelph.ca/sessional_ta/faq/ta-assignment-work-agreements

Sign and date. Keep one copy of this agreement for your records, give one copy to the employee.

APPENDIX E

RIGHTS AND OBLIGATIONS OF THE PIA GRADUATE STUDENT REPRESENTATIVE

Each September, or when necessary, a meeting of PIA graduate students will convene to elect a PIA Graduate Student Representative and Alternate.

The PIA Student Representative or the Alternate shall attend the departmental and various committee meetings in the Department of Sociology and Anthropology, except for meetings or portions of meetings in which specific graduate students are being discussed.

The PIA Graduate Student Representative shall have voting rights in the Guelph PIA Graduate Committee regarding issues regarding the program policies and requirements.

Notice of meetings of the PIA Graduate Committee's agenda shall be made available to the PIA Graduate Student Representative.

If asked to do so by a student or students, the PIA Graduate Student Representative shall act as spokesperson in the case of student grievances regarding the program.

APPENDIX F

SOME TERMS AND ACRONYMS (Official and Unofficial)

ADMINISTRATIVE ASSISTANT (Departmental)

The member of the University Staff who manages the main office of the Department, and reports directly to the Chair of the Department. He or she, informally known as the "head secretary", hands out all cheques picked up in the main office.

ADVISOR (also known as PROGRAM ADVISOR)

The Faculty member who most closely works with a graduate student and advises him or her about all aspects of their program, including supervision of thesis or major paper.

It is the responsibility of the student to contact all members of his/her advisory committee to set up meetings as required. The student and the Advisor should also agree to meetings to discuss progress, research, and other issues. The Advisor chairs all meetings of the student's advisory committee and writes an official student's progress report at the end of each semester (with copies to various offices).

ADVISORY COMMITTEE

This committee, headed by the Advisor, has to be in place no later than the end of the first semester after entering the graduate program. This committee usually consists of two people, and may include faculty who are not members of the Department. Members of the Advisory Committee are usually specialists in the area of specialization reflected in the thesis or major paper of the student.

BOARD OF GRADUATE STUDIES

The governing body for the Faculty of Graduate Studies, which sets policies. Its members are appointed by senate.

IDS

The International Development Studies programme, one of the interdisciplinary MA programs.

CHAIR

There are many kinds of long-term (five year) as well as temporary positions that include the word "chair" in their titles.

DEPARTMENT CHAIR

The chief executive officer of a department, also known as the **Head of the Department**. S/he also chairs departmental meetings and several committees.

CHAIR OF MA THESIS EXAMINATION COMMITTEE (ADMINISTRATIVE CHAIR)

A person from the Department appointed to run the oral examination, or defence, for a thesis. This person, who is **not** a member of the advisory committee does not necessarily read the thesis or direct questions to the student. His/Her duties consist of: arranging to have the appropriate forms at the defence, managing the thesis defence, deciding the order of questioners, and moderating the discussion.

GRADUATE CHAIR

This unofficial label is occasionally used to refer to the Departmental Graduate Coordinator (see below).

COURSE CREDITS

The numerical weighting given to different courses. A semester course is worth 0.5 credits. A student in our department needs a minimum of 2.0 course credits (4 courses) with a thesis and 3.0 credits (6 courses) with a major paper (1.0 credit).

DEFENCE. *See* Thesis Oral Examination.

DEPARTMENTAL CHAIR. SEE CHAIR

EXAMINER (For Thesis)

Each thesis defence must have an Examiner, selected by the student's advisory committee in consultation with the student, who would consist of a faculty member who is external to the student's advisory committee, but who would normally be internal to the Department or the PIA program. The examiner must be a tenured faculty member. Duties of the examiner are: to read the thesis, to indicate in a short written report the strengths and weaknesses of the thesis, to be submitted to the thesis Advisor at least one week prior to the scheduled defence date, to attend the thesis defence, to direct questions to the student in the defence, and to vote in the defence process.

GRADUATE AFFAIRS COMMITTEE (DEPARTMENTAL)

The working committee in the department which oversees the Department's Sociology graduate program. Its members, including the departmental graduate coordinator who chairs this committee, are elected by the faculty of the Department.

GRADUATE FACULTY

All faculty designed as either regular or associated graduate faculty (as defined by the Board of Graduate Studies). See the graduate calendar, page 11.

GRADUATE PROGRAM COORDINATOR (DEPARTMENTAL)

Manages the day to day operation of the Departmental Sociology graduate programs, and is sometimes referred to as the chair of the Departmental Graduate Affairs committee. **The program coordinator is also in charge of allocating all TAs to students registered in graduate programs in the Department.**

GRADUATE PROGRAM ASSISTANT (DEPARTMENTAL)

Also known as the Departmental Graduate Program Secretary, this member of the University Staff is in charge of running the Departmental Graduate Office. He or she keeps the files, and takes care of most of the paperwork having to do with various forms and reports. Students have a lot of contact with this person.

OFFICE OF GRADUATE AND POSTDOCTORAL STUDIES

The University Office (in the University Centre) which oversees all Graduate Programs at Guelph. This office consists of a staff of a half dozen people under the supervision of Dean and the Associate Dean of Graduate Studies.

PIA COORDINATOR (PUBLIC ISSUES ANTHROPOLOGY PROGRAM COORDINATOR)

This is the program director. He or she manages the day-to-day operation of the PIA program, and is sometimes referred to as the chair of the PIA Graduate Committee. The PIA Coordinator appoints the chair of the thesis oral examination (defence) on behalf of the Chair of the Department. He or she signs most forms required for a student's program activities in the PIA program.

PIA GRADUATE COMMITTEE

This working committee in the PIA program oversees at the PIA graduate program. The members of the committee, including the PIA Coordinator who chairs this committee, are elected by the departmental faculty members.

PIA GRADUATE STUDENT REPRESENTATIVE

A student in the PIA graduate program is elected to represent all of the other PIA students on various committees.

HUMAN SUBJECTS PROTOCOL (Ethics form)

This form must be filled out by any graduate students planning to study or undertake research on or with people, regardless whether s/he is working on a Major paper, a Thesis, or work related to a course.

LEAVE OF ABSENCE

A period of time (one or more semesters) when a student temporarily leaves the program for financial or personal reasons (e.g. illness). The student must sign a form (for authorization) and continue and finish the program when he or she returns to campus.

MASTERS EXAMINATION. *SEE* Masters Thesis Defence Committee

PROGRESS REPORT

A form filled out by the advisor at the end of each semester reporting on the progress of a student. Any concerns (even minor ones) about a student's progress in the program are reported.

THESIS ORAL EXAMINATION (officially known as MASTER'S EXAMINATION)

This exam is more commonly referred to as the thesis defence. A special examination committee (which includes members of a student's advisory committee) is appointed for this exam. The chair of this defence is **not** a member of the advisory committee. See page 25 of the graduate calendar!

GTA, GRA, & GSA

Acronym for Graduate Teaching Assistant/Graduate Research Assistant/Graduate Service Assistant

WITHDRAWAL NOTICE (form)

This form is required if a student requests to permanently withdraw from the MA program prior to completion. It is also used if a student has registered for a semester and later decides to take a leave of absence. The student must complete a Withdrawal form (to withdraw from the semester) as well as a Leave of Absence form.

APPENDIX G

THE ADVISOR-STUDENT RELATIONSHIP

ROLE PERCEPTION RATING SCALE

Read each pair of statements listed on this sheet. Each expresses a standpoint Advisors may take. You may not agree fully with either of the statements. Therefore, please estimate your position and mark it on the scale. For example, if you believe very strongly that Advisors should select the research topic, you'd circle (1) on scale 1.

Topic/Course of Study

It is the Advisor's responsibility to select a promising topic.	1 2 3 4 5	It is the Student's responsibility to select a promising topic.
In the end, it is up to the Advisor to decide which theoretical frame of reference is most appropriate.	1 2 3 4 5	Students have a right to choose their own theoretical standpoint even if it conflicts with the Advisor's standpoint.
The Advisor should direct the Student in the development of an appropriate programme of research and study.	1 2 3 4 5	The Advisor should act mainly as a sounding board for the Student's ideas and give advice.

Contact/Involvement

Staff-Student relationships are purely professional and personal matters should not intrude.	1 2 3 4 5	Close personal relationships are essential for successful supervision.
The Advisor should initiate frequent meetings with the Student.	1 2 3 4 5	It is up to the Student to decide when s/he wants meetings with the Advisor.
The Advisor should know at all times on which problems the Student is working.	1 2 3 4 5	Students should have the opportunity to find their own way without having to account for how they spend their time.
The Advisor should terminate supervision if s/he thinks the project is beyond the Student.	1 2 3 4 5	The Advisor should support the Student right through until the thesis has been submitted, regardless of his/her opinion of the work.

The Thesis

The Advisor should ensure that the thesis is finished not much later than the minimum period.	1 2 3 4 5	As long as the Student works steadily, s/he can take as long as s/he needs to finish the work.
The Advisor has direct responsibility for the standard of the thesis.	1 2 3 4 5	The Advisor advises only and leaves all decisions concerning content, format and standards to the Student.
The Advisor should insist on seeing drafts of every section of the thesis in order to review them.	1 2 3 4 5	It is up to the Student to ask for constructive criticism from the Advisor.
The Advisor should assist in the actual writing of the thesis if the Student has difficulties.	1 2 3 4 5	The Advisor should be very wary of contributing too much to the thesis.

