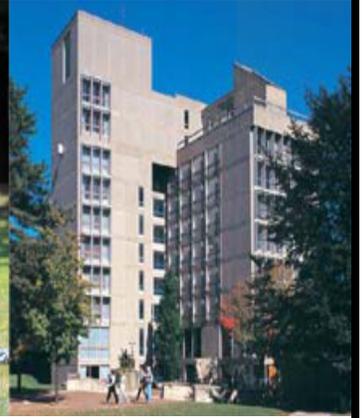
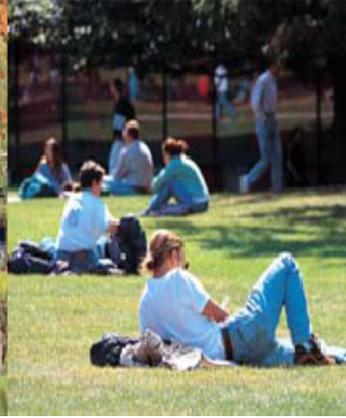
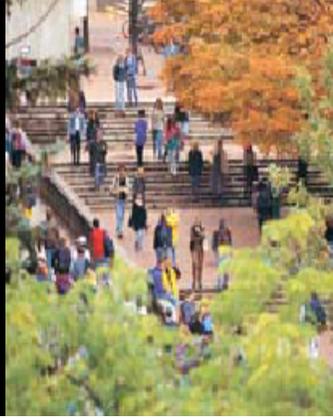


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Sociology MA Graduate Handbook

September 2018

www.uoguelph.ca/socioanthro/ma-sociology

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Welcome!

Welcome to the Department of Sociology and Anthropology, and the Master's program in Sociology. The Department of Sociology and Anthropology is well established and has been offering an MA degree in Sociology since 1967. To date, over 500 students have been granted the degree. Their research has focused on a range of topics representing the breadth of the sociological spectrum. Our MA program provides students with the opportunity to become actively engaged in research, teaching and professional practice, and offers students the flexibility to identify an area of research and scholarly inquiry that they can pursue with passion and commitment. Part of this flexibility stems from our faculty who have expertise in a wide variety of topics.

Since 2008, the department offers a PhD program in Sociology, and many students who complete their MA degree in Sociology elect to continue into the PhD program. The department also offers an MA program in Public Issues Anthropology (PIA) and an MA program in Criminology and Criminal Justice Policy (CCJP) (jointly with the Department of Political Science). In addition, the department participates in the collaborative MA and PhD programs in International Development Studies (IDS).

In offering you a position in the program, we, as a department, are confident that you have the aptitude, skills, and ambition to succeed, and we will make every effort to support you in your journey through the program. Your success also greatly depends on your efforts.

This handbook is intended to assist you in orienting yourself within the department and in planning your route map for the MA program. It further details the general policies and procedures presented in the Graduate Calendar, and, in some instances, identifies additional departmental policies authorized by the Graduate Calendar. It also offers informal tips and strategies to complete the program in a timely manner.

When You Arrive

When you arrive, you should report to the Graduate Program Assistant and the Sociology Graduate Coordinator who will assist you with your first semester registration.

Registration takes place through WebAdvisor. To check the schedule of dates as to when registration and payment of fees is required, please visit:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml>.

To activate your registration for each semester, you must use the following number: UNIV*7510 Active Full-time Registration. You must register for at least one course; if you have completed your courses, register for UNIV*7500 Research/Writing or SOC*6660 Major Paper. You are allowed to register for your courses until the end of the "add" period. For complete information on the registration process, please visit the website: <https://www.uoguelph.ca/registrar/>.

Payment of Fees

There are several options for the payment of fees. Please visit the website:
<https://www.uoguelph.ca/registrar/studentfinance/fees/payments>.

The fee schedule is found on WebAdvisor. Graduate students also have the option of having their Graduate Teaching Assistantship salary applied towards their tuition. If you opt for payroll deduction, it is your responsibility to select this settlement option in the “Graduate Settlement” menu in WebAdvisor by the published settlement date.

Leave of Absence

Graduate students must maintain continuous registration or receive permission for a leave of absence. The leave of absence must be for a specified period of time, not to exceed one year, and must be approved by the department and by the Office of Graduate Studies.

Students must submit an Application for Leave of Absence and Withdrawal form, which is available from the Graduate Program Assistant or on the website:
<http://www.uoguelph.ca/graduatestudies/forms>.

While on leave of absence, you may not function as a graduate student, including all research/writing activity and completion of any incomplete courses, and may not make use of university resources, either personnel or physical in connection with your graduate program. You are expected to check your university e-mail account on a regular basis for important notices.

The Basics: Mapping the Landscape of the Sociology MA Program

Before you arrive, the Graduate Program Committee will have carefully reviewed your application. If there are deficiencies in your academic background, the committee will have specified in your letter of acceptance the courses you must take in preparation for graduate studies. You may choose to take the necessary courses before you arrive at the University of Guelph or you may take them simultaneously with your other MA courses.

Fields of Specialization

The MA program in Sociology includes the following fields of specialization:

- **Environment, Food, and Communities**
- **Work and Organization**
- **Crime and Social Control**
- **Identities and Social Inclusion**

The field of **Environment, Food, and Communities** reflects sociological interests in understanding societal-ecological interactions more broadly. The specific focus may include environmental/natural resources/food systems and environmental

justice/community sustainability. Students specializing in this field will be encouraged to draw on established methodologies in the field, including the comparative and historical approach. Attention will be given to the ways in which structure/power/culture and class/gender/race and ethnicity play out in at least one of the substantive topics comprising this field.

The field of **Work and Organization** reflects sociological interests in changing patterns of work and employment in comparative contexts, labour markets, gender and work, industrial and organizational change, economic restructuring and work, organizations and protest, education for work, and the regulation of work. These trends are located in the broader processes of globalization, economic restructuring and fundamental shifts in public policy. Students specializing in this field will be encouraged to focus on the dialectical relationship between the configurations of gender, class, race and ethnicity, and the transformation and re-organization of work.

The field of **Crime and Social Control** reflects sociological interests into how crime is defined, measured, explained and reacted to by society. Within this field students will be exposed to scholarly material on a broad range of topics including: cyberbullying, victimization, legal responses to homelessness, intimate partner violence, drug policy, school violence, feminist criminology, critical criminology, restorative justice, sociology of risk, policing, the social construction of crime, inmate re-integration, youth justice, wrongful convictions, and life course criminology.

The field of **Identities and Social Inclusion** reflects sociological interests in the study of intergroup relations, with special emphasis on struggles over influence and power. Students specializing in this field will acquire a deeper understanding of the complex intersection as well as the overlap of forms of identity and group mobilization based on ethnic, linguistic, regional, class, gender, racial and other forms of social division. The field also provides students with the opportunity to study Indigenous issues and policies related to multiculturalism, equity and local or regional autonomy.

Collaborative Program in International Development Studies

The four fields of specialization can be combined with the collaborative MA program in International Development Studies. Students receive an MA degree in their selected discipline with the added designation “International Development Studies”. Please visit the website: <http://www.ids.uoguelph.ca/?q=graduate-studies/graduate-studies>.

Program Options

There are two options available for completing the MA degree. Students may elect to proceed toward the degree by either:

- Writing a thesis and completing a minimum of 2.0 credits. The thesis should be in approximately 25,000 words (e.g., ~100 double-spaced pages), excluding bibliography and appendices.
- Writing a major research paper and completing a minimum of 4.0 credits. The major research paper should be approximately 12,500 words (e.g., ~50 double-spaced pages), excluding bibliography and appendices.

MA in Sociology Program Requirements:

CORE COURSES	CREDITS	THESIS (MA.SOC)	MAJOR PAPER (MA.SOC:L)
SOC*6070, Sociological Theory	0.5	✓	✓
SOC*6130, Quantitative Research	0.5	✓	✓
SOC*6140, Qualitative Research Methods	0.5	✓	✓
SOC*6660, Major Paper	1.0	---	✓
SOC*6700, Pro-Seminar	0.0	✓	✓
Other Sociology Courses	0.5 each	at least 1	at least 3
SUMMARY:		<ul style="list-style-type: none"> • Four Sociology graduate courses (2 credits) • Pro-seminar • Thesis 	<ul style="list-style-type: none"> • Six Sociology graduate courses (3 credits) • Pro-seminar • Major Paper (1 credit)

MA in Sociology + International Development Studies Program Requirements:

CORE COURSES	CREDI	THESIS	MAJOR PAPER
SOC*6070, Sociological Theory	0.5	✓	✓
SOC*6130, Quantitative Research Methods OR SOC*6140, Qualitative	0.5	✓	✓
SOC*6660, Major Paper	1.0	---	✓
SOC*6700, Pro-Seminar	0.0	✓	✓
Other Sociology Courses	0.5 each	at least 1	at least 3
SUMMARY:		<ul style="list-style-type: none"> • Three Sociology graduate courses (1.5 credits) • Pro-seminar • Thesis • PLUS ALL IDS REQUIREMENTS 	<ul style="list-style-type: none"> • Five Sociology graduate courses (2.5 credits) • Pro-seminar • Major Paper (1 credit) • PLUS ALL IDS REQUIREMENTS

Specialized Reading Courses

MA students may take specialized graduate reading courses, which are equivalent in credits to other graduate courses. As such, students should expect a course load equivalent to other graduate courses (i.e., approximately 12-15 hours per week for 12 weeks). The procedures and restrictions pertaining to specialized reading courses are as follows:

- **Procedures:** Students must find a faculty member willing to supervise a reading course. The student is then responsible for creating, with guidance from the faculty member, a detailed course outline. This outline must specify readings, grading criteria, deadlines for submission of work, and a schedule of meetings. The student must complete a Reading Course Agreement form (signed by both the student and the faculty member); the form is to be submitted to the Graduate Program Assistant.
- **Restrictions:** Students may not request reading courses that are similar in content and/or purpose to existing departmental courses. Students must take their mandatory courses as regular courses and not as reading courses. In cases where a student takes a reading course with the faculty advisor, a second reader must be appointed to also assess the student's work.

Grade Schedule and Interpretation

Please see Appendix I for details on graduate-level grades and grade interpretation.

Advisory Committee and Advisor

Advisory Committee: The advisory committee normally will be comprised of two members, the advisor, and one additional committee member. An Advisory Committee Appointment form must be submitted to the Graduate Program Assistant, who will forward the signed form to the Office of Graduate Studies.

Advisor: The advisor plays a critical role throughout the student's program. Selection of an advisor is a joint decision of the student and the faculty member involved, and is based upon the research topic, the student's interests and background preparation, and the faculty member's areas of research expertise. The student will select members of the advisory committee in consultation with the advisor.

Faculty members who do not hold a PhD in Sociology may take on the role of advisor of MA Sociology students as long as there is a member on the committee who holds a PhD degree in Sociology to ensure that the conventions of the discipline are addressed/followed.

Co-advisor: It is possible for an advisory committee member to serve as co-advisor. This situation would normally arise under one of the following circumstances:

- The student and the advisor recognize that another faculty member has a valuable complementary area of expertise essential to the student's 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 their degree, the student finds that it is advantageous to consult with an advisory committee member considerably more than was foreseen when the committee was originally struck. In this case, it may be appropriate for this advisory committee member to be reclassified as co-advisor. A new Advisory Committee Appointment form would need to be submitted.

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.

Once you have formed your advisory committee and planned your program, you must complete the Advisory Committee Appointment form and the Graduate Degree Program form. The Advisory Committee Appointment form will be sent to the Office of Graduate Studies and a copy will be kept in your department file. The Graduate Degree Program form is kept only in your department file. It is recommended that you complete these forms no later than the mid-point of your second registered semester.

On the matter of timetable for completion, it should be noted that, excluding make-up undergraduate work, it is possible for the MA program to be completed in three to four full-time semesters. Needless to say, this requires prompt selection of an advisory committee, early specification of the thesis or major research paper topic, and considerable concentration and effort. Students are encouraged to be realistic about their timetables. Most students complete their program in four to six semesters.

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 made in close consultation with your advisory committee. The proposed changes are then submitted to the graduate coordinator for further disposition. A revised Advisory Committee form or Degree Program form must be completed and signed by your advisor and the graduate coordinator. These are then submitted to the Graduate Program Assistant, who will file and forward them to the Office of Graduate Studies, 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 sociological theory and in qualitative and quantitative methods. This will involve your having successfully completed SOC*6070, SOC*6130, and SOC*6140.

Advisory Committee Meetings

The minimum number of advisory committee 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 advisory committee meetings for students doing a major research paper is one. The timing would be the same as the first meeting for students doing a thesis.

While the Graduate Program Committee and, ultimately, the departmental chair are responsible for monitoring your program and progress, day-to-day responsibility is delegated to your advisor and advisory committee. It is this committee that has major responsibility for assessing your needs and helping you develop your program and your timetable. Your advisory committee also provides counselling throughout the program. At a more formal level, your committee reviews your progress and performance at the conclusion of each semester. You may request to receive a copy of the progress report and a report of any recommendations made by your advisory committee. Hence, we strongly encourage you to meet with your advisory committee/advisor at least once a semester.

Student Progress Report

Towards the end of each semester the Graduate Program Assistant will email a blank Student Progress Report to each registered student (copying their advisor). Prior to meeting with their advisor (and/or advisory committee), graduate students are expected to fill in the student comments portion of the progress report form, indicating what they've accomplished during the semester (refer to Table 1 to get a sense of expected student's progress through the program) and what they hope to accomplish in the subsequent semester.

Table 1a: Sample Timeline for completion of MA.SOC Program (Thesis Option, Leave of Absence (LOA) in summer)

YEAR	Fall	Winter	Spring/Summer
1	S1: Coursework	S2: Coursework/Proposal (& REB- <i>if required</i>)	LOA
2	S4: Data Collection/Analysis/Writing	S5: Writing/Revisions/Defense	N/A

Table 1b: Sample Timeline for completion of MA.SOC Program (Thesis Option, if no LOA in summer)

YEAR	Fall	Winter	Spring/Summer
1	S1: Coursework	S2: Coursework/Proposal (& REB- <i>if required</i>)	S3: Proposal/Data Collection
2	S4: Data Collection/Analysis/Writing	S5: Writing/Revisions	S6: Defense

Table 1c: Expected Timeline for completion of MA.SOC:L Program (MRP Option, with LOA in Summer)

YEAR	Fall	Winter	Spring/Summer
1	S1: Coursework	S2: Coursework/MRP Proposal	LOA
2	S3: Coursework/ MRP Writing	S4: MRP Writing /MRP Submission	N/A

Based on progress through the program, the advisory committee will determine whether the student’s progress is deemed satisfactory, some concerns, or unsatisfactory (e.g., see Box 1). A student who does not meet expectations will be given a rating of “some concerns” and this rating will be reported to the Office of Graduate Studies, with a plan of action for the student to follow for subsequent semesters. A student who fails to meet expectations after a rating of “some concerns” may be given a rating of “unsatisfactory” and this rating will also be reported to the Office of Graduate Studies. In such cases, the department will prepare a statement as to what action is being taken at the department level or is required of the Assistant Vice-President of Graduate Studies.

Box 1: Below are some examples of criteria used to determine whether a student’s progress is deemed acceptable within a given semester.

Satisfactory:

- successfully completed their courses
- is on track within the program (see Table 1)
- has met with their advisory committee at least once during the semester being reported on

Some concerns:

- has failed to check in with their advisory committee during the semester being reported on
- has demonstrated insufficient progress in their program during the semester

Unsatisfactory:

- fails a course
- fails to meet expectations noted in Plan of Action after a rating of “some concerns”

Please see Appendix II for details on administrative forms related to your program.

It is the responsibility of the student’s advisor (or interim advisor) to ensure that the progress report is signed by the student and all members of the advisory committee prior to submission to the Graduate Program Assistant at the end of each registered semester. The Graduate Coordinator will then review the progress report prior to signing. The student will have an option to receive a copy of the signed progress report.

Thesis (MA.SOC)

If you are writing a thesis, you must register for UNIV*7500, Research/Writing once your courses are completed. This course 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 the thesis proposal should be developed during the second semester. A well-articulated thesis proposal should be completed by the end of the second semester. Incoming students who wish to proceed by way of a thesis should make the early development of the proposal a top priority and should move as quickly as possible toward the selection of their advisor and advisory committee.

The decision to do a thesis should be reached by the student in close consultation with the advisory committee, and in all cases the decision must be approved by the committee.

The thesis itself is closely monitored by the student's advisor, but the student should be sure that all members of the advisory committee are kept up to date 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.

Thesis Proposal

The thesis proposal is, in many respects, more difficult and challenging than the thesis itself. It fulfills important functions for the student and the advisory committee.

For the student, it represents the opportunity to articulate a manageable problem and select appropriate strategies of inquiry. It provides a framework for the work that 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.

The proposal need not be lengthy, but should be complete. The 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. When 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 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 thesis employing extant data. In these cases, the proposal would be altered accordingly.

A sample of students' research proposals is available from the Graduate Program Assistant.

A Thesis Proposal Approval form should be signed by the advisory committee and

submitted, along with a copy of the proposal, to the Graduate Program Assistant.

Thesis Components

The preferred order of sequence of the components of the thesis is:

- Title page, including international copyright symbol
- Abstract
- Acknowledgements
- Table of Contents
- List of Tables (if any)
- List of Figures, Illustrations, Plates (if any)
- Body of Text (broken down into chapters)
- Bibliography or References
- Appendices (if any)

Thesis Defence Committee

The thesis defence committee consists of the advisor, advisory committee members, and examiner. In addition, there must be an administrative chair, whose duties will consist of:

- Arranging to have the appropriate forms at the defence;
- Managing the defence, deciding the order of questioners, and moderating the discussion;
- The chair would not necessarily be expected to read the thesis;
- The chair would not be required to direct questions to the student, but could do so during the informal question period.

Thesis Examiner: Each defence must have an examiner selected by the student's thesis committee in consultation with the student. The examiner would be a faculty member who is external to the student's advisory committee, but who 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 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.

Thesis Schedule

The Graduate Calendar specifies for each semester a "last date" upon which approved theses may be submitted to the Office 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 to ten days prior

to the “last date”. Students 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 weeks** prior to the anticipated date of the defence.

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

- 8 weeks: The Advisory Committee agrees on a timetable for the completion of the thesis and defence.
- The Advisor informs the Graduate Coordinator and the Graduate Program Assistant of the timetable.
- 4 weeks: Formation of the Examination Committee. This should be done by the student’s Advisor and the Graduate Coordinator.
- 3 weeks: Request for Thesis Examination completed (form available from Graduate Program Assistant). 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(s), Thesis Examiner and Chair of thesis defence)
- 1 week: Report on thesis from Thesis Examiner is received by the Advisory Committee and the student at least one week before the defence.
- Defence Day: Final Oral Examination.
- Post Defence: Student produces revised final version of thesis based on comments from examination committee.

Further details can be found in the Thesis Submission Schedule:
<http://www.uoguelph.ca/graduatestudies/thesis/thesis-schedule-masters>.

Oral Defense

The candidate will make a presentation on the thesis, which should be approximately 20 to 25 minutes long. The oral examination will be open to the public; members of the audience may question the candidate only upon invitation of the chair of the examination committee after the presentation. The oral examination is typically 2 hours in duration, the maximum duration is 2.5 hours (See Box 2 for suggested timing). The oral examination consists of two rounds of questions about the thesis itself, but may include more general issues related to the field of study.

During deliberations, the members of the examination committee, including the thesis examiner, will report individually on the final oral examination and the written thesis. The candidate will be deemed to have passed if no more than one of the examiners votes negatively. An abstention will be regarded as a negative vote. The Report of Master's Examination Committee will record the decision as satisfactory or unsatisfactory. If unsatisfactory, the candidate may be given a second attempt. A second unsatisfactory result will constitute a recommendation to the Board of Graduate Studies that the student be required to withdraw.

It is understood that final oral examination revisions arising from the external examiner's report and from feedback from the examination committee may be necessary to produce an acceptable revised final version of the dissertation.

Thesis Submission

After you have successfully defended your thesis at the final oral examination and made any required revisions, your thesis must be submitted electronically to the Atrium. Also included in the electronic submission must be a copy of an abstract consisting of no more than 150 words. The Certificate of Approval, the circulation waiver and the copying license must be submitted to the Office of Graduate Studies.

Major Research Paper (MA.SOC:L)

The major research paper is not a thesis. It is probably 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 research paper must register for the appropriate course (for Sociology MA students, this course is SOC*6660, Major Paper).

Box 2: Suggested MA Oral Examination Timing

- Introduction by Chair- 5 minutes
- Presentation of research findings/scholarly work by candidate – 20-25 minutes
- Public Question Period -10 minutes (max)
- Break - 5 minutes (max, public are free to leave)
- Examination Period - 1 hours and 40 minutes (questions only from examiners)

Order of Two Rounds of Questions by Examination Committee:

1. Thesis Examiner (Member of the Graduate Faculty, not on the Advisory Committee)
2. Member of the Advisory Committee
3. Advisor or second member of the Advisory Committee

Suggested time allotted to examination committee members:

Examiner:	Round 1 (minutes)	Round 2 (minutes)
Thesis Examiner	15	10
Advisory Committee	15	10
Advisor/Advisory Committee Member	15	10
Deliberation (in camera)	~25 minutes	

Although it is emphasized that the major research paper is not a thesis, students may elect to report original research that they have undertaken. Or, the major research paper may take the form of a longer essay, a critical 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 suggestions are solicited from advisory committee members. When a final version of the paper is ready for evaluation, the advisor and committee member(s) read and grade the paper. This should be done two weeks prior to the deadline date for grade submission. Committee members review and grade the paper, and consult with one another to arrive at a final grade, which is submitted to the Graduate Program Assistant. If the advisory committee is unable to agree upon a grade, a grade is determined based on an average of the grades submitted by individual committee members.

There is no final examination, written or oral, in the case of the major research paper.

Major Research Paper Proposal

Students who opt to complete a major research paper are required to prepare a proposal that must be reviewed and approved by the advisory committee.

The proposal fulfills important functions for the student and the advisory committee.

For the student, it represents the opportunity to articulate a clear statement of the intent of the major research paper. It also provides a framework for the work that follows and a timetable for completion.

For the advisory committee, it represents a working agreement, a consensus regarding the work to be completed. It also provides a statement of purpose against which the completed major research paper can be evaluated.

The proposal need not be lengthy, but should be complete. The format is difficult to specify because of the various options available for the major research paper. The format should be determined in consultation with the advisory committee.

A Major Research Paper Proposal Approval form should be signed by the advisory committee and submitted, along with a copy of the proposal, to the Graduate Program Assistant.

Research Ethics

If you propose to conduct research involving human participants for either your thesis or major research paper, your research must be approved by the University Research Ethics Board. Consult your advisor to determine precisely what is required for such a review.

Financial Support

The department makes every effort to provide financial support for graduate students. Normally, this takes the form of graduate teaching assistantships, entrance scholarships, and, occasionally, graduate research assistantships. Please note that it is an exception to have any financial support during the summer semester, which runs from May to August. You will generally have to make alternative plans for financial support during the summer. If you are planning not to study during the summer, you must apply for a leave of absence from the program.

Graduate Teaching Assistantships (GTAs)

MA students are eligible for graduate teaching assistantships. Once GTA positions have been assigned, the student must meet with the instructor who will be teaching the course to discuss the expectations of the position and negotiate its terms. The department attempts to assign graduate teaching assistants to courses for which they are most suited.

Graduate Teaching Assistantship Contracts

Every graduate teaching assistant and course instructor must submit a form entitled “Assignment of Work Agreement” which outlines 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 the form must be submitted to the Graduate Program Assistant within seven days of the commencement of employment. Students and instructors should each keep a copy of the work agreement form. The contract should be followed as closely as possible throughout the semester.

Graduate teaching assistants are expected to work 140 hours over approximately 14 weeks. Half appointments are for 70 hours over approximately 14 weeks. If your allocated hours differ considerably from that noted in your Assignment of Work Agreement, please inform the course instructor as soon as possible.

Graduate teaching assistants are unionized. Copies of the collective agreement between the University and the Canadian Union of Public Employees (CUPE) are available on the Human Resources (website <https://www.uoguelph.ca/hr/hr-services-staff-relations/employee-groups-agreements>).

If there are any problems with graduate teaching assistant pay, please check with Student Financial Services, located in the University Centre.

Graduate Research Assistantships (GRAs)

Graduate students may be supported through payment from research grants received by faculty members or from other sources that support research in which graduate students can participate.

University and College Scholarships and Awards

For all available University and College awards, please visit the following websites:

- <https://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-uwia.shtml>;
- <http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-csahs.shtml>.

Departmental Awards

There are also several departmental awards, some of which require an application:

- Jean, Ian and Sook-Hee Kim Memorial Prize
- Joanne Duncan-Robinson Conference Research Travel Grant
- Koji Victor Ujimoto Graduate Scholarship
- Sid Gilbert Graduate Research Prize
- Wilda M. Blacklock Scholarship

For further information on these awards, please visit the website:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-csahs.shtml>.

Departmental Conference Travel and Research Grants

The department has funds to assist graduate students who are required to travel to present their thesis/dissertation research at an academic conference or to conduct degree-related research. Only students who are presenting a paper that is subject to some form of vetting and has been accepted for presentation OR students who are conducting thesis or dissertation research to fulfill requirements of MA or PhD programs in our department will be considered for funding. The application guidelines are available from the Graduate Program Assistant.

External Funding

Students are encouraged to investigate opportunities for external funding such as the Ontario Graduate Scholarship, the Social Sciences and Humanities Research Council of Canada Scholarships, and Canadian International Development Agency Scholarships.

For information on these and other scholarships, fellowships, grants and bursaries, please visit the website:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-os.shtml>.

The “Who’s Who” of the Graduate Student Program

Graduate Program Assistant: The Graduate Program Assistant is responsible for the day-to-day administration of the department’s graduate programs. The Graduate Program Assistant can provide *technical* assistance on such matters as course additions and

deletions, deadlines, leaves of absence, scholarship application materials, teaching assistantships, and the completion of forms.

Graduate Coordinator: The Graduate Coordinator is the *academic* head of the graduate program. The Coordinator is responsible for managing the department's graduate programs. This includes tasks such as interpreting program regulations, approving course selections, advisory committees and qualifying examinations committees, assigning graduate teaching assistantships, handling recruitment and admissions, processing scholarships and awards, and advising students and faculty on various matters.

Graduate Program Committee: The Graduate Program Committee consists of the Graduate Coordinator and two other faculty members, as well as a student elected by the graduate students. The Committee considers recruitment strategies, course changes and changes to the structure of graduate programs. Some of the main tasks of the Committee include processes in which the student representative does not participate (e.g., reviewing applications for admission to graduate programs and adjudicating various scholarships and awards).

Graduate Student Representatives: Graduate Student Representatives are elected by the graduate students. All committee members must be democratically elected. Students in their second year and beyond are responsible for calling a meeting of the graduate students (MA and PhD), taking nominations and setting up the election process. Once the election has taken place, the results are to be reported to the Graduate Program Assistant.

- **Departmental Representative (one person required):** Responsible for attending and representing the graduate students in the Department of Sociology and Anthropology at departmental meetings. Responsible for reporting any relevant issues and concerns to the graduate student body.
- **Graduate Student Affairs Representative (one person required):** Responsible for attending and representing the graduate students in the Department of Sociology and Anthropology at Graduate Program Committee meetings.
- **Graduate Student Association (GSA) Representatives (two persons required):** Responsible for attending GSA board meetings and representing the graduate students in the Department of Sociology and Anthropology. Responsible for holding meetings as necessary to inform the graduate student body of pertinent issues. As members of the GSA, the representatives must sit on one additional committee as per GSA requirements.
- **Personnel Committee Member (one person required):** Responsible for reviewing applicant files, attending meetings to develop a short list of candidates, attending public presentations of short-listed candidates, and participating in interviews and lunches with candidates. Responsible for attending a meeting to decide which candidate will be recommended to the department. The graduate student member is also asked to attend the department meeting where the recommendation will be presented.

- **CUPE Local 3913, Unit One –GTAs (one person required):** The Union asks for one graduate student representative from each department. This position does not have to be elected by the student body. Students interested in the position are to contact CUPE.

ENGAGE Conference Committee: Graduate students in the Department of Sociology and Anthropology organize an on-campus graduate conference in March of each year. This conference celebrates the diversity and vitality of student research by offering an opportunity for students from diverse social science backgrounds to come together and ENGAGE with peers over critical social and cultural issues.

Department Chair: The Department Chair is the head of both the academic and administrative units of the department. The Chair has ultimate responsibility for ensuring that the graduate programs conform to the rules established by the University Senate.

Assistant Vice-President of Graduate Studies: The Assistant Vice-President of Graduate Studies oversees the Office of Graduate Studies and all aspects of graduate education. The Assistant Vice-President is responsible for the content and administration of all graduate programs, for assessing the quality of all academic programs, and for ensuring the implementation of policies and directions determined by the Board of Graduate Studies.

Office of Graduate and Postdoctoral Studies: The Office of Graduate and Postdoctoral Studies, which is located in the University Centre, is the administrative centre for most aspects of graduate students' academic life. Staff provide a variety of services to graduate students. Please visit the website: <http://www.uoguelph.ca/graduatestudies/>.

Student Financial Services: Student Financial Services, which is located in the University Centre, assists students with various financial matters, including paying fees. Please visit the website: <https://www.uoguelph.ca/registrar/studentfinance/>.

Graduate Students' Association: All graduate students are members of the Graduate Students' Association. This organization represents graduate students' interests to the administration, deals with issues such as the Student Health and Dental plans, and runs the Graduate Lounge. The GSA is located in the University Centre. Please visit the website: <http://www.uoguelph.ca/gsa/>.

CUPE Local 3913: CUPE Local 3913 is the union representing Graduate Teaching Assistants (GTA). Please visit the website: <http://www.cupe3913.on.ca/>.

Staying Connected: On-Campus Work and Support Services

There are a number of facilities on campus to help graduate students complete their work while staying connected to the department and to their colleagues in the program and across campus.

Work Space Options

There are several facilities reserved on campus especially for graduate students.

- ***Blackwood Hall***
Graduate students are provided access to working space in Blackwood Hall.
- ***Research Carrels in McLaughlin Library***
Graduate students may apply for a research carrel in the McLaughlin Library. This space includes a desk and a locker for books.
- ***Study Offices in McLaughlin Library***
Graduate students may apply for an office in the McLaughlin Library for one semester during their program. Many students pursue this workspace option when they are writing their thesis or major research paper. These offices are single occupancy.
- ***Open Workspace in Library***
The McLaughlin Library is an ideal place to study, and each floor has dedicated study areas. Food and drinks are permitted in all study areas within the library.

Teaching Assistant Space

Graduate students who are required to meet with undergraduate students as part of their teaching assistant duties are provided with access to an office in the MacKinnon building for this purpose.

Departmental Communication

- ***Departmental Mailbox***
Graduate students are assigned a mailbox in the departmental main office, which should be checked regularly.
- ***Courselink***
Graduate students are assigned a Guelph e-mail account and password which enables them to access Courselink, a key resource tool for all graduate students.

Computer Access

- ***Graduate Student Departmental Computer Lab***
This lab, located in the department, is reserved for graduate students who are registered in programs in the department.
- ***Library Computers and Laptops***
There is a large number of desktop computers available for student use in the McLaughlin Library. Students may also borrow laptops, available through the

Circulation Desk in the library. Students who have a laptop with a wireless connection can access the internet on their own computer from within the library and most other buildings on campus.

Computing Assistance

- ***Computing and Communication Services (CCS)***

CCS provides a variety of technical support services as well as access to a wide range of statistical, word-processing and other computer applications. Please visit the website: <http://www.uoguelph.ca/ccs/>.

- ***Computing Services in the Department***

Computer technical support and statistical consulting are also available from the departmental Computer Technician, who is located in MacKinnon 631.

Library, Teaching and Research Assistance

- ***Librarians***

Librarians are experts in strategies for accessing materials, and can thus play an essential role in skills development for graduate students. It is highly recommended that students utilize the librarians at the reference desk in the McLaughlin Library when navigating the University of Guelph library system.

- ***Learning Commons***

Located at the back left of the first floor of the McLaughlin Library, the Learning Commons offers a range of workshops, pamphlets and other services. Please visit the website: <http://www.learningcommons.uoguelph.ca>.

- ***Graduate Student Learning Initiative (GSLI)***

The GSLI is a collaborative endeavour that brings together key campus services that support academic and professional skill development for graduate students as learners, researchers, instructors and professionals. Please visit the website: <http://gsli.uoguelph.ca/>.

- ***Lynda. Com***

U of G students, faculty and staff have free access to all training modules available through Lynda.com, a Linked in associated video-based training library.

- ***Electronic Journals***

The University of Guelph subscribes to an impressive variety of services that allow graduate students to access a tremendous number of journals online. These journals are also accessible to students off campus.

- ***McLaughlin Library***

The University of Guelph's library resources are shared with the University of Waterloo Library and the Wilfrid Laurier University Library, which together form the

Tri-University Group of Libraries (TUG). When students wish to access books shelved at Waterloo or Laurier, they must complete an online request. Books are usually delivered to the McLaughlin Library within two days.

- ***Open Learning and Educational Support (Open Ed)***

Teaching Support Services, which is located in Day Hall, provides classroom technical support, learning technologies and courseware Innovation; educational development. OpenEd also has a teaching resource centre, videoconference facility, and learning technology lab. Please visit the website: <https://opened.uoguelph.ca>

Travel

Graduate students may choose to study or conduct research abroad. It is very important that students be adequately prepared for the experience.

The Centre for International Programs (CIP) offers many services to students travelling abroad. Students are encouraged to visit the CIP website and familiarize themselves with the University of Guelph Safe International Travel Policy for Students. Please visit the website: <https://www.uoguelph.ca/cip/panel/cip-front-page>.

Career Services

Career Services offers help for those looking for jobs. Please visit the website: <https://www.recruitguelph.ca/cecs/>.

Housing

Information on housing is available at the following website: www.housing.uoguelph.ca.

Services for Work, Well-being and Leisure

The campus boasts health and counselling services (<https://www.uoguelph.ca/mentalwellbeing>), athletic facilities, and daycare services. Graduate students are strongly encouraged to take full advantage of these services.

The Fifth: GSA Rooftop Patio and Lounge, a restaurant and bar owned and operated by the Graduate Students' Association, provides a focal point for social and cultural activities for graduate students. Located on the fifth floor of the University Centre, The Fifth serves food and drinks at reasonable prices (hours and menu available online: <https://www.uoguelph.ca/gsa/fifth-gsa-rooftop-patio-and-lounge>). With a discount sticker available from GSA, graduate students benefit from 15% off their entire food order at The Fifth.

Occasionally, the Department of Sociology and Anthropology organizes social gatherings for graduate students, staff and faculty. There are also several informal gatherings of graduate students throughout the year.

Appendix I – Graduate Grade Schedule and Grade Interpretation

Grades Schedule

In courses which comprise a part of the student's program, standings will be reported according to the following schedule of grades:

- A+ 90-100%
- A 85-89
- A- 80-84
- B+ 77-79
- B 73-76
- B- 70-72
- C+ 67-69
- C 65-66
- F 0-64

Grade Interpretation

Fall 2012 onward

Percentage Grade	Letter Grade	Description
90-100	A+	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.
80-89	A- to A	Very Good to Excellent. The student demonstrated a very good understanding of the material at a level of performance warranting scholarship consideration.
70-79	B	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.
65-69	C	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.
0-64	F	An inadequate performance.

A graduate student who receives a grade of less than 65 per cent in any course (graduate or undergraduate, prescribed or additional) is deemed to have failed the course. The advisory committee must then take action. A student may not register for any course they have previously passed unless the course is a varying content course (such as a Special Topics course) or unless so directed by the Admissions and Progress Committee of the Board of Graduate Studies.

Appendix II – Summary of Steps for the MA Program

EVENT	TIME FRAME/ FORMS REQUIRED	SOURCE
Registration	<p>Each semester - check schedule of dates on website.</p> <p>You must register for UNIV*7510, Full-time Registration each semester.</p> <p>WebAdvisor or Paper form - Course Add/Drop Request form.</p>	<p>https://www.uoguelph.ca/registrar/calendars/graduate/current/s_ched/index.shtml</p> <p>http://www.uoguelph.ca/graduatestudies/forms</p>
Tuition Fees	<p>Check your account on WebAdvisor.</p> <p>Authorization for Settlement form must be submitted by deadline date or you will be charged a late fee.</p>	<p>https://webadvisor.uoguelph.ca/WebAdvisor/WebAdvisor</p> <p>https://www.uoguelph.ca/registrar/studentfinance/downloads</p>
Decision to Add or Delete Courses	<p>Check schedule of dates on website.</p> <p>Paper form - Course Add/Drop Request form.</p>	<p>https://www.uoguelph.ca/registrar/calendars/graduate/current/s_ched/index.shtml</p> <p>http://www.uoguelph.ca/graduatestudies/forms</p>
GTA Contract	<p>You accept your GTA contract online. You should submit your Assignment of Work Agreement (outlining your TA duties) early in the semester of your designated GTA. Submit your GTA contract and signed appointment form within 7 days from the beginning of your employment.</p>	<p>Graduate Program Assistant sends these out with GTA assignment.</p>
Tracking of Hours Worked as GTA	<p>GTA's should keep a record of their time and inform instructor if time substantially deviates from Work Agreement.</p>	
Selecting your Courses	<p>You should determine early on which elective courses you will be taking.</p>	
Selecting your Advisor and Advisory Committee Members	<p>It is recommended that you decide by the middle of your second semester who your Advisor and Advisory Committee Members will be. Registration for the third semester of your program will be blocked pending appointment of your graduate advisory committee.</p> <p>An Advisory Committee Appointment form and a Graduate Degree Program form must be submitted to the Graduate Program Assistant.</p>	<p>http://www.uoguelph.ca/graduatestudies/forms</p>

Thesis or Major Research Paper Proposal	<p>You should have your thesis proposal or your major research paper proposal approved by your Advisory Committee and the Graduate Coordinator by the end of your second semester.</p> <p>A completed Proposal Approval form must be attached to your proposal when it is submitted to the Graduate Program Assistant.</p>	Request form from Graduate Program Assistant.
Finished Thesis	<p>Examination Request form must be submitted.</p> <p>Advisor sets up the final oral defence. Thesis Defence.</p> <p>Report of the Examination Committee, Recommendation for Degree form, and Certificate of Approval – must be signed by the examination committee and chair.</p>	<p>Graduate Program Assistant prepares this form.</p> <p>Graduate Program Assistant responsible for these forms.</p>
Finished Major Research Paper	<p>Advisor and committee member(s) review major research paper and agree on a grade.</p> <p>Student makes any revisions necessary and leaves a final copy with Graduate Program Assistant for the department.</p> <p>Recommendation for Degree form.</p>	<p>Advisor submits grade to Graduate Program Assistant.</p> <p>Graduate Program Assistant responsible for this form.</p>
Ready to Graduate	<p>Check schedule of dates for last day to apply to graduate.</p> <p>Apply for graduation.</p> <p>Must also get library clearance.</p>	<p>https://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml</p> <p>http://www.uoguelph.ca/graduatestudies/forms</p>

Please retain this copy of the Sociology MA Graduate Handbook for future reference. It will be a valuable tool and reference guide while you complete your program.

