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1: INTRODUCTION

1.1 General Introduction

This handbook is designed to provide necessary information for students and faculty in the MA English, MA Theatre Studies, and PhD in Literary/Theatre Studies (LSTS).

This handbook includes information on school policies and procedures, academic progress, and degree regulations. As well, it identifies expectations and procedures for both faculty members and students of Advisory Committees. Please note; that these are all subject to change, at any time, for any reason. Content is updated at intervals.

All School academic policies and procedures are subordinate to the language of the Graduate Calendar. Students and faculty should become familiar with the calendar language regarding programs and degree regulations.

For a list of class and school dates please see the 2022-2023 schedule of dates.

1.2 General University Policies

All students are expected to familiarize themselves with universities policies and codes of conduct. These include policies covering human rights, which can be found on the website of the Diversity and Human Rights Office. It offers resources on issues pertaining to disability, discrimination, and harassment, 2SLGBTQA+ and racialization. DHR also regularly programs workshops.

1.3 Key Contacts

- Director of School of English and Theatre Studies - Sally Hickson
- Administrative Assistant to the Director - Olga Petrik
- Graduate (Academic) Program Assistant - Marie Ann O'Neill
- Graduate Program Coordinator - Paul Barrett

1.4 The Graduate Committee

The Graduate Committee consists of the Graduate Program Coordinator, four elected faculty members, an MA student representative, and a PhD student representative.

The Committee works alongside the graduate student representatives to enhance the graduate programs within the department and to make sure each is running smoothly according to their respective sets of expectations.
Generally, the Committee reviews policy, considers proposed changes to a given program, approves directed reading courses, reviews thesis/dissertation proposals, and addresses or reviews major changes that might arise during a student’s experience in their given program.

In 2022-2023, the elected members of the Graduate Committee are Profs. Elaine Chang, Mark Fortier, Jennifer Schacker, Peter Kuling, and Paul Barrett.

2: REGISTRATION

Before registering you should introduce yourself to the Academic Program Assistant, Marie Ann O’Neill, at setsgrad@uoguelph.ca and the Graduate Program Coordinator, Paul Barrett at barrettp@uoguelph.ca.

Enrolment, course registrations, and tuition payments are all completed through the University of Guelph online portal, WebAdvisor. You are encouraged to check the university schedule of dates - including registration and payment dates. Specific registration and payment deadlines are also clearly listed on WebAdvisor. WebAdvisor includes a helpful Student Planning Tool that you can access when planning out your graduate studies.

If you encounter a technical and/or logistical problem with WebAdvisor you might want to contact Enrolment Services at es@uoguelph.ca.

The 2022-2023 Graduate “Quick-Guide” is also a helpful resource.

Please note: you must register on WebAdvisor every semester for full or part-time studies in order to remain enrolled in your program of study. To activate registration for each semester, you are required to enrol in either UNIV*7510 Active Full-Time Registration or UNIV*7520 Active Part-Time Registration. You are also required to enrol in at least one course each semester. If you have completed your coursework, you should enrol in UNIV*7500 Thesis/Research Writing or the appropriate number for the MA Major Research Paper (ENGL*6803 or THST*6500).

2.1 Registration Guide

Full-time and part-time designation works differently in graduate school than for undergraduate programs. You are considered full-time if you register for UNIV*7510 and at least one other course code (UNIV*7500 if you’re finished course work). You are not charged per course registered (as in undergraduate degrees) and your tuition and fee-status remain the same regardless of your course load. Note that funding, including TAships, is only available for students registered as full-time.
**Specific Registration Steps:**

1) Login to [WebAdvisor](https://www.webadvisor.uoguelph.ca) using your UofG central login.
2) Click on “Access WebAdvisor” in the upper right-hand corner of the page.
3) Select “Student Planning”
4) Search for “UNIV”
5) Select “View Available Sections” for either UNIV*7510 or UNIV*7520
6) Select appropriate section and click “Add Section to Schedule”
   *At this point you are not registered*
7) To formally register, select “Home” on the side bar menu.
8) Select “Student Planning” and then select “Go to Plan and Schedule.”
9) Navigate to the appropriate semester by clicking the side arrow.
10) Your “planned course” (e.g. UNIV*7510 or UNIV*7520) should appear on the left. Click “Register” in the course boxes in which you are registering.
11) Click “Register.”

*If the “Register” button does not appear after step 12, follow these steps:
   - “View other sections.”
   - Click the box.
   - If the pop-up box appears, click “Add Section.”
     (Note: **You are still not yet registered.**)
   - The page refreshes, and the register button appears.
   - Then click “Register.”

**2.3 Course Selection Guide**

**Specific Steps for Course Selection (if you are in the coursework stage):**

1) Login to [WebAdvisor](https://www.webadvisor.uoguelph.ca) using your UofG central login.
2) Click on “Access WebAdvisor” in the upper right-hand corner of the page.
3) Select “Student Planning”
4) Search for either “English” or “Theatre” and then select “Graduate Courses” and your relevant semester in the sidebar.
5) Browse available graduate courses. Select a course you are interested in taking and click “Add to Schedule”
   **At this point you are not formally enrolled in your chosen course.**
6) To properly enrol, select “Home” on the side bar menu.
7) Select “Student Planning” and then select “Go to Plan and Schedule.”
8) Navigate to the appropriate semester by clicking the side arrow.
9) Your “planned course” should appear on the left. Click “Register” in the course boxes in which you are registering.
10) Click “Register.”
Important: If you have completed your required coursework and are in the thesis, research, and/or dissertation stage of your degree, you **must still enrol** in UNIV*7500 each semester you are registered for full or part-time studies.

**3: Tuition, Payment, and the Graduate Settlement**

**3.1 Tuition and Payment**

Tuition is normally charged a month or two before the start of a given semester. Your tuition invoice can be found on WebAdvisor by accessing the "My Account.". If you are within your guaranteed funding period, you can cover a portion of your tuition with your graduate settlement. The rest of your tuition charges can be covered through either online banking, OSAP, or other external awards or sources of funding. Please keep in mind the university's payment deadlines which vary semester by semester. If you do not pay your tuition by these given dates you will be deregistered until payment is received. For more specific instructions on payment and settlements you should review the "Payments and Settlements" page on the university website.

**3.2 Applying the Graduate Settlement**

1) Log onto [WebAdvisor](#).
2) Click the button that reads “access WebAdvisor” and login with your central ID.
3) Under "Financial Information" on the side bar select "Graduate Settlement." Once clicked, you will be redirected.
4) Select the appropriate (e.g. upcoming) term.
5) Follow the steps on the screen.

N.B - The Graduate Settlement Application is how you let the University know how you will be (partially) covering your tuition. You can opt to have your tuition deducted from your work assignment pay, pay with grants/scholarships (e.g., the graduate settlement award tied into your guaranteed funding window) or to pay out of pocket by the payment deadline. The graduate settlement is mandatory and must be done by a specific deadline after you activate registration for the upcoming semester and register for at least one additional course code (be it coursework, an MRP, or a research/writing-based code). If you have questions related to payment of fees, the graduate settlement, reimbursements, OSAP, or any other financial matters you should reach out to the [Financial Services Office](#).
4: General Overview of SETS Graduate Programs (MA, PHD)

4.1 English Master of Arts (MA)

The MA in English at Guelph is designed to provide you with an intensive introduction to graduate-level work in English studies within a flexible program. During your studies you will be able to engage with a wide range of research topics in consultation with faculty members actively researching with the literatures of different historical periods and locations, and with current debates in such areas as critical theory, cultural studies, gender studies, and queer theory.

Preparation for advanced academic work at the PhD level is the primary focus of the program, but the MA also encourages you to consider alternative career paths. During the course of your studies you will have the option to complete your MA by following the MRP (“Major Research Paper”) or Thesis-based stream. In either scenario, you can develop your own research projects that include or entail practice-based methods and/or creative components.

4.2 Theatre Studies Master of Arts (MA)

The MA in Theatre Studies is a research-based degree that offers an opportunity to work with award-winning theatre scholars and practitioners. Guelph’s unique program is designed to provide you with an integrated graduate education that applies several dynamic approaches to theatre studies that merge theory and practice while aiming to prepare you for various pathways, including doctoral-level theatre study and careers in the performing arts. The program builds on the expertise of its award-winning faculty and on Guelph’s extensive theatre-based library holdings. Through its courses, readily available supervision, and engaging, research-based final projects, the Theatre Studies MA Program encourages independent scholarship and self-directed learning.

4.3 PhD in Literary or Theatre Studies

The PhD program in Literary or Theatre Studies provides an opportunity for doctoral study in one or more of the program’s unique fields of specialisation:

- Studies in Canadian Literatures
- Decolonial, and Diasporic Studies
- Environmental Literatures
- Indigenous Literatures
- Sexuality and Gender Studies
- Digital Humanities
- American Literatures
- Critical Race Studies
- Transnational Nineteenth Century Studies
- Cinema Studies
- Critical Theory
- The History and Politics of Performance and Theatre
If you are enrolled in the PhD program, you will have the chance to collaborate with the wider, interdisciplinary College of Arts at UofG and pursue research, academic, and professional opportunities not available in more traditional doctoral programs.

4.4 Timelines for Graduate Programs

Please note: The University only guarantees funding (e.g. guaranteed GTA/GSA work contracts) for a limited period. More specifically, the MA is typically only funded for 1 year and the PhD is typically only funded for 4 years (refer to your offer and/or acceptance letter for specific funding details). You can, however, still apply for work outside your guaranteed funding window (which may include sessional teaching work at UofG or elsewhere).

The MA generally takes 2 years to complete whereas the PhD generally takes anywhere from 5-7 years. The School has provided an expected timeline for completing the MA and PhD programs. If students find they are falling behind the suggested schedule, they should consult with their advisors, and the Graduate Coordinator, to develop a revised plan of study.

Students within their funding period are required to apply for external awards, particularly OGS and SSHRC.

For a thorough and streamlined guide of recommended program completion periods (including program-based benchmarks) you are encouraged to consult the MA and PhD 2022-2023 "quick-start guides“ and/or the handbook appendix (page 15):

Quick-Start Guide for Masters Students / Quick-Start Guide for PhD Students

4.5 Leaves of Absence

You are permitted to apply for a leave of absence if you are experiencing extenuating circumstances or require a break from your program.

Students will often request a leave if they have additional work commitments, need to relocate, are dealing with intense stress, or are experiencing financial hardship. If you are approved for a leave, you do not need to pay tuition. You are allowed to take up to two leaves during the time it takes to complete your degree.

If you would like to take a leave of absence you are required to complete and sign an Application for Leave of Absence & Withdrawal Form. Once you have completed the form you should send it to your advisor and then the Graduate Coordinator (Paul Barrett) for approval. You will then need to forward it to the Academic Program Assistant, (who will file it with OGPS).
5: TA, GSA, Sessional, & GRA Work (AKA Funding Opportunities)

5.1 Overview

SETS offers every full-time graduate student a funding package that is outlined in their offer letter from the University. It is important to note that the department has a fixed number of teaching assistantships (TAships) along with graduate service assistantships (GSAs).

A given funding offer and funding guarantee are calculated annually, not by semester.

5.2 Graduate Teaching Assistantships (GTAs)

Every semester, there are a number of graduate teaching assistantships available to apply for on the GTA and Sessional employment portal. A GTA can include a variety of responsibilities, including grading work, leading seminars, holding office hours, and regular student correspondence. You will be notified of potential opportunities by a pre-semester email from the Administrative Assistant to the Director, Olga Petrik. Only registered graduate students can apply for a GTA position.

Most full (“level 1”) GTA contracts require (at most) 140 hours of work. All GTA work is supported, organised around, and bargained for by CUPE 3913. All contracts are outlined according to the union’s most recently negotiated “Collective Agreement” (CA).

For more information on CUPE (including the benefits and protection it provides) please refer to the latter portion of this handbook or reference CUPE 3913’s website.

5.3 Graduate Service Assistantships (GSAs-1 and -2)

A GSA can take one of two forms:

1) A GSA-1 involves work related to funded research projects. This work is generally supervised by a faculty member and includes collaborative research efforts, including survey or field work.

2) A GSA-2 involves what is often considered non-academic work. This kind of service assistantship might involve social media work, event organising on behalf of the department, and general clerical duties.

For detailed distinctions between GTA and GSA work please consult this helpful FAQ.
5.4 Sessional Work

Sessional or instructor work is occasionally available on a semesterly/contract basis for ABD PhD graduate students (e.g. students who have completed their coursework and passed their comprehensive examinations). Sessional postings are listed on the University of Guelph job portal. If you are hired as a sessional instructor, you are responsible for designing and teaching an entire course. All sessional workers are considered Unit 2 members by the collective agreement outlined by CUPE 9193.

5.5 Graduate Research Assistantships

Graduate Research Assistantships are offered on an irregular basis through research institutes (e.g. Re-vision or IICSI) These assistantships are not offered under/protected by a collective agreement and have a different pay rate than Unit 1 and 2 positions.

There are two types of GRA positions: A GRA-1 and a GRA-2:

- A GRA-1 is a paid research assistantship that is directly related to your own field of study.
- A GRA-2 is a paid research assistantship that is related to a specific university research program - it is not directly related to your field of study and/or your specific program.

GRA-1’s and GRA-2’s are often advertised within their respective research and/or teaching units.

6: External Funding Opportunities & Awards

6.1 SSHRC & OGS

If you are still within your guaranteed funding period for your designated program, you should apply to the annual competitions for funding from the Social Sciences and Humanities Research Council of Canada (SSHRC) and the Ontario Graduate Scholarship (OGS).

For more information on these important scholarships (including university-specific deadlines) you should review the university-specific web page on Government Funded Awards.
6.2 Research and Travel Funding

The College of Arts offers limited funding for graduate research and travel through a semesterly “Graduate Travel, Research, and Creation Fund.” Normally, the fund is only applicable for the Fall and Winter semester, but you can retroactively apply for it if you travel for conference or research-related reasons during the Summer semester. If you are interested in retroactively applying you should contact the College of Arts Dean, Andrew Bailey.

6.3 SETS-related Research Projects & Funding Opportunities

The School of English and Theatre Studies is home to and affiliated with the following ongoing major research projects: The Orlando Project, The International Institute for Critical Studies in Improvisation, the Linked Infrastructure for Networked Cultural Scholarship, Canadians Read, and Re-Vision. If you are interested in any or all three, you are encouraged to reach out to the associated faculty members - it is very common for each to offer compensated research positions on a semesterly basis.

6.4 Awards for Students

SETS and the College of Arts offer entry-level, during completion, and convocation awards in recognition of academic performance, excellent graduate teaching work, and varying student financial needs. If you have any questions or concerns related to a specific award, please contact the department at setsgrad@uoguelph.ca.

7 Coursework & Advisory Committees

7.1 A Brief Note on Coursework

You are required to complete five graduate courses during the initial stages of your degree (e.g. within the first year or two). Normally, students take two courses in their first semester, two in their second, and one final course in their fourth semester. There is, however, a lot of flexibility: any combination of five courses over the initial stages of a given degree is acceptable. Students can also enrol in graduate courses outside of SETS but should consult with the department first.

If you are interested in current and/or upcoming graduate courses in SETS or the University more widely, you should consult the department website along with section 2 of the MA and PhD Quick Guides.

All graduate courses can be enrolled through Web Advisor (see “Section 2.3” for the handbook’s course registration guide).
7.2 Directed Reading Courses

You are allowed to create your own “directed reading course” in consultation with a member of your committee and the approval of the graduate coordinator and graduate committee. A directed reading course is an opportunity for you and a specific committee member of your choosing to work through a selection of self-curated reading material and develop your own research interests related to a variety of disciplines directly or tangentially associated with English and Theatre studies. If you are interested in pursuing a directed reading course, you must submit a formal proposal outlining the aims of your directed reading, the assignment breakdown, and a tentative schedule of dates. This proposal must be approved by the graduate committee before you can formally register and begin the course. If you have questions about directed reading courses, please contact setsgrad@uoguelph.ca.

7.3 Auditing A Course

You can formally request to audit a course. If you are approved by the professor, you are welcome to sit in on classes and take part in discussions. Although you will not receive a formal credit, an auditing opportunity is a good chance to field your own research interests or learn more about a specific topic.

*N.B., you can take and receive credit for graduate courses at another university. You should, however, consult with your advisor beforehand and do require the approval of the Director and the Assistant VP of Graduate Studies. For more information on a transfer of academic credit, email setsgrad@uoguelph.ca.

7.4 Advisory Committees & Advisory Committee Forms

Every graduate student needs an advisory committee. You are responsible for contacting faculty and seeking out a primary advisor, who will then help you with the formation of the rest of your committee. You should feel free to meet with potential advisors before making your final decision.

It is a good idea during the advisory committee process to seek advice and information from your peers and/or the Graduate Coordinator, read publications by potential advisors, and consider overall compatibility. An advisor not only supervises a student’s research paper, thesis, or dissertation but is also expected to offer guidance about all professional matters.

For a list of faculty and their respective areas of research, please refer to the SETS faculty research and areas of specialisation page on the department website.
If you do not receive a reply from a faculty member after a week, send a follow-up with a gentle reminder. If you still do not receive a reply, you are encouraged to contact the Graduate Program Coordinator (GPC) Paul Barrett (barrettp@uoguelph.ca). The English & Theatre graduate student council (the ETC) also provides peer advice and help with matters concerning finding an advisor (etc@uoguelph.ca) For more information on the ETC please refer to the supplementary (final) portion of this handbook.

When you have your advisor in place, submit your Advisory Committee Appointment form through the Graduate Portal. MA Thesis students require 2 faculty members when submitting this form: the primary advisor and a co-advisor.

***The Advisory Committee must be established, and the Advisory Committee Appointment form submitted to the APA no later than the 20th class day of the second semester (Feb 3, 2023).

Any changes made to the Advisory Committee later require a new Advisory Committee Appointment form.

7.5 A Note on Advisor Responsibilities

Your advisor is the most important figure throughout your graduate studies - beside advising your thesis, MRP, or dissertation project, they are meant to provide you with academic and personal support. They are also meant to advocate on your behalf - whether it be for financial, clerical, or academic matters.

Ideally, you should be in regular contact with your advisor, and they should be in regular contact with you. It is the responsibility of the advisor to ensure clear and consistent communication with their student and to know the ins and outs of the program - especially when it comes to advising new or incoming students.

If you have a dispute with your advisor you are advised to bring it forward to the graduate program coordinator, Paul Barrett.

It is common to change an advisor during the course of a degree - especially during a longer program like a PhD.

8 Progress Reports

Near the end of every semester, you are required to complete a Progress Report. The report is an opportunity for you to check-in with your committee about your semesterly accomplishments, to formally raise and file any concerns you have, and an opportunity for your entire committee to comment on the progress of your work.
You will receive an email from Graduate Studies near the end of each semester with detailed instructions on how to complete and file your form.

Completing a report requires the following:

- Reviewing the GryphForms Student Guide
- Login to the OGPS Portal
- Completing/Updating your Student Profile (which is needed to complete/start the progress report)
- Completing your portion of the progress report

9 Qualifying Exam (PhD Only)

After completing coursework, PhD candidates are expected to demonstrate expertise in three areas, two minor and one major, as part of the Qualifying Exam (QE) process. The QE also involves writing a thesis proposal (3,000 – 5,000 words) and passing an Oral Qualifying Exam.

Typically, a PhD student will work with their advisory committee & the GPC to assemble a QE committee at the end of their second semester. This committee is composed of two COA faculty members who are not their advisors, two faculty members from their advisory committee, and the Chair (typically the GPC). The student and the committee work in consultation to determine the student’s two minor and major areas of expertise as well as their path to demonstrating competency in their areas. The areas are the following:

- Colonial/Postcolonial Studies
- Environmental Literary Studies
- Theatre History & Theory
- Canadian Literature
- Intersectional Identities
- Transnational 19th Century Studies
- Performance Studies
- Digital Humanities
- Early Modern Studies
- Children/YA Literature and Culture
- Cultural Studies
- Literary Theory & Criticism
- Critical Race Theory
- Film & Media Studies
- An Area of Your Choosing

The QE process is designed to be adaptable and suitable to the range of SETS students’ interests and research. As such, a minor requirement can be satisfied in one of the following ways and a major requirement can be satisfied in one of the following ways plus a successful PhD Oral Qualifying exam:
• Two graduate-level semester courses in the area, with a grade of 74% or above, or the equivalent grade from another university.

• A three-hour written exam on selected primary texts, arranged by the advisory committee.

• The creation of two undergraduate course syllabi (one survey and one topic) with an 8-10 page rationale.

• An appropriate MA research project (MRP or Thesis).

• An article published in a journal or some similar professional achievement (such as conference presentations).

• Experiential or Community Engaged Learning.

The Advisory Committee will work with the student to develop competency requirements and a schedule for fulfilling the QE requirements. The expected schedule for a PhD student is:

**Semester 2:** Formulate your QE committee
**Semester 2:** Formalize your QE minors and major qualification requirements with the committee. QE Committee submits Competency Requirement Form to Graduate committee
**Semester 3:** Complete the minor requirements
**Semester 4:** Complete the major requirement & complete thesis proposal draft
**Semester 5:** Revise thesis proposal and submit, with OQE readiness form (prepared by QE committee), to graduate committee for approval

***N.B., that this is just the recommended timeline. You can complete these requirements sooner to begin the dissertation process. The oral exam takes place once the thesis proposal has been approved.

10 A Brief Note on the Thesis, MRP, & Dissertation

Depending on your program, you are required to complete and defend either a thesis, a major research paper, or a full-length dissertation.

The MA programs require you to complete either a thesis or a major research paper whereas the PhD requires you to complete and then defend an original dissertation. For more information on either or please refer to either the MA quick guide or the PhD quick guide.
11 Supplementary Material (Housing, Union, Benefits, ETC)

11.1 Graduate Student Housing

There is a selection of on-campus graduate student housing units available to rent. Applications for the Fall 2022 semester closed on June 1st. For more information, please refer to the Graduate Student Housing Webpage.

11.2 Union CUPE 3913

All graduate teaching assistants are protected by CUPE 3913 Local. Graduate research assistant work is protected on an assignment basis. If you have an assignment or have recently worked an assignment under the CUPE 3913 Collective Agreement you are considered a member of the Union. If you have a workplace dispute, would like to file a grievance, or require additional compensation you can contact the SETS Union rep, Stephen Donnelly (donnells@uoguelph.ca). You can also contact the College of Arts rep, Joseph Shea-Carter (coa@cupe3913.on.ca). The current president of the Union is Scott Duchesne (president@cupe3913.on.ca).

The union also provides workers with benefits, including dental, drug plans, mental health, and eye care. More information on the union, its protections, and its services can be found on the CUPE 3913 website.

11.3 Benefits

When you pay for tuition and Union dues, you pay into two benefit packages - one with CUPE 3913 and one with the Graduate Student’s Association (GSA). For information on Union-related benefits (including eye-care) please refer to the CUPE website. For more information on benefits associated with the GSA (including mental health-related benefits and dental care) please refer to the GSA website.

11.4 English & Theatre Council (ETC)

The English and Theatre Council (ETC) is an elected graduate student body meant to represent and advocate on behalf of graduate students enrolled in SETS. The ETC also functions as a central group from which to communicate graduate student voices and provide necessary academic and non-academic resources.

The council often organizes semesterly socials, pro-seminars, and orientation-based events. To contact the ETC, email etc@uoguelph.ca.
12 Appendix

Please note: For more concise information on either the MA or PhD, please refer to either the MA quick guide or the PhD quick guide.

12.1 Acronyms/Definitions (Alphabetical)

- **COA**: College of Arts
- **CUPE 9313**: Local representing teaching assistants & sessional workers
- **ETC**: English & Theatre Council
- **GRYPH forms**: Portal for key graduate studies forms (e.g., graduate committee form)
- **GSA**: Graduate Student Assistantship
- **GTA**: Graduate Teaching Assistantship
- **IICSI**: International Institute for Critical Studies in Improvisation
- **MRP**: Major Research Paper
- **OGS**: Ontario graduate scholarship
- **RA**: Research assistantship
- **Re-Vision**: Centre for Art & Social Justice
- **SETS**: School of English and Theatre Studies
- **SSHRC**: Social Sciences & Humanities Research Council (SSHRC Award)
- **TAShip**: Teaching Assistantship
- **WebAdvisor**: University course, registration, & payment site

12.2 Approximate Program Timelines

Master’s in English: Coursework & MRP

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<th>Semester 1</th>
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<td><strong>Fall</strong></td>
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<tr>
<td>● Register for three graduate courses.</td>
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<tr>
<td>● Apply for a Teaching Assistantship.</td>
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<td>● Start looking for a primary advisor around November or December and developing your MRP topic.</td>
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<th>Semester 2</th>
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<td><strong>Winter</strong></td>
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<tr>
<td>● Register for three graduate courses.</td>
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<tr>
<td>● Apply for a Teaching Assistantship.</td>
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<tr>
<td>● January: Finalize advisor and send them a draft of your research proposal.</td>
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<td>● Feb 3rd: Research proposal and Advisory Committee Form due</td>
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<th>Semester 3</th>
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<td><strong>Summer</strong></td>
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<tr>
<td>● Register for your MRP: Course codes are ENGL<em>6803 or THST</em>6500</td>
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<tr>
<td>● Research and writing begins for your MRP. Try to meet every 2-3 weeks with your advisor.</td>
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<tr>
<td>● June: Apply to graduate through WebAdvisor for fall convocation.</td>
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<tr>
<td>● August: Submit your MRP (~8,000 words) to your primary advisor.</td>
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## Master’s in Theatre Studies: Coursework & MRP

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<td>Feb 3rd: Research proposal and Advisory Committee Form due*</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
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<tbody>
<tr>
<td><strong>Summer</strong></td>
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<tr>
<td></td>
<td>Register for your MRP: Course codes are ENGL<em>6803 or THST</em>6500</td>
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<tr>
<td></td>
<td>Research and writing begins for your MRP. Try to meet every 2-3 weeks with your advisor</td>
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<td>June: Apply to graduate through WebAdvisor for fall convocation.</td>
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<td>August: Submit your MRP (~8,000 words) to your primary advisor</td>
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## Master’s in English or Theatre Studies: Thesis

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<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
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<tr>
<td></td>
<td>Register for two graduate courses</td>
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<td>Apply for a Teaching Assistantship</td>
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<tr>
<td></td>
<td>Start looking for a primary advisor and submit to them your research proposal as soon as possible*. MA Thesis students who have graduated within three semesters are often around 1/3rd done writing their first draft by the start of the second semester.</td>
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<td>*Note: You do not have to formally submit your Advisory Committee Form or Research Proposal until Feb.</td>
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<th>Semester 2</th>
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<tbody>
<tr>
<td><strong>Winter</strong></td>
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<tr>
<td></td>
<td>Register for two graduate courses</td>
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<td></td>
<td>Apply for a Teaching Assistantship</td>
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<td></td>
<td>Continue to work on your thesis. Try to have 2/3rd drafted by the end of the semester</td>
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<tr>
<td></td>
<td>Feb 3rd: Research proposal and Advisory Committee Form due</td>
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### PhD in English or Theatre Studies: Thesis (Suggest 4-Year Pathway)

The following table provides a suggested pathway through the program. This pathway is meant to help students and eventual candidates complete the program within the guaranteed funding period (12 semesters) or within the average 5 – 7 year time of completion. Please note that none of these are “hard deadlines” (with the exception of the Advisory Committee Form) and it is normal for students to take longer to complete the program.

#### Before arriving:

- Review the QE process and begin narrowing down your major and minor areas of specialization. This may help inform your coursework or GTA choices.
- Read the faculty areas of research and familiarize yourself with the program.
- If you would like to apply for external funding through either SSHRC or OGS, note the deadlines (the SSHRC is due in early fall) and be prepared to submit a research proposal.

#### Year One

<table>
<thead>
<tr>
<th>Semester 1</th>
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| **Fall**    | - Register for two graduate courses  
               - Start looking for a primary advisor and putting together your committee |

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<tr>
<th>Semester 2</th>
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| **Winter**  | - Register for two graduate courses  
               - Feb 3rd: Advisory Committee Form due (3 committee members)  
               - Work with your advisory committee to determine the process through which you will satisfy the QE requirements. This includes identifying the 1 major and 2 minor areas as well as determining how you will qualify for each |

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<th>Semester 3</th>
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<tr>
<td><strong>Summer</strong></td>
<td>- Work on completing your two minor and one major area and begin drafting your thesis proposal</td>
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### Year Two

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<thead>
<tr>
<th>Semester 4</th>
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| **Fall**    | Register for one graduate course  
              Complete your two minor and one major area qualifications and complete your thesis proposal by the end of the term |

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<th>Semester 5</th>
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| **Winter**  | With your thesis proposal complete, your QE committee will assemble and comprise of: two new COA faculty members appointed by the GPC; two members of your advisory committee; and the chair (typically the GPC) and assess your thesis proposal. At this stage they will decide if revisions are necessary before proceeding to the Oral Qualifying Examination  
              Sit for your Oral Qualifying Examination  
              If you pass your OQE, the Graduate Program Committee will review your thesis proposal. If the grad committee approves your proposal, you are now considered a PhD candidate |

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<th>Semester 6</th>
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<tr>
<td><strong>Summer</strong></td>
<td>Work on your thesis</td>
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### Year Three

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<th>Semester 7</th>
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<tr>
<td><strong>Fall</strong></td>
<td>Work on your thesis</td>
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<th>Semester 8</th>
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<tbody>
<tr>
<td><strong>Winter</strong></td>
<td>Work on your thesis</td>
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<th>Semester 9</th>
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<tr>
<td><strong>Summer</strong></td>
<td>Work on your thesis</td>
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### Year Four

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<th>Semester 10</th>
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<tr>
<td><strong>Fall</strong></td>
<td>Work on your thesis</td>
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<th>Semester 11</th>
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</thead>
<tbody>
<tr>
<td><strong>Winter</strong></td>
<td>Work on your thesis</td>
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</table>
Graduate study constitutes an altogether different level of inquiry and commitment than undergraduate education. The skills acquired during your undergraduate degree will be the basis for a broadening and deepening of your scholarly activity. This simultaneous expansion and concentration take time, focus, and guidance within temporal and other constraints. Over the course of your studies at UofG, you are expected to become: (1) more theoretically sophisticated, within the methodological frameworks not only directly relevant or applicable to your project(s), but also those that inform or complicate them; and (2) more attentive and answerable to the broadest contours and most minute nuances of the objects of your analysis, discretely and over a more extensive temporal duration or history, and across wider worlds.

Writing is a key component of scholarship and graduate study and is a practice that you will continue to develop throughout your career and life. Every writer is continually looking for ways to improve and this only comes through focused attention to the craft of writing and continued practice. The university offers a number of workshops, classes, seminars, and resources for improving your writing. You should also request the support of your committee members and peers to improve your writing. A good writer is typically an even better editor of their work: revise regularly in order to produce your best writing.

Seminars are the primary place for building community, engaging in lively discussion, and testing your ideas with your peers. Early graduate experiences depend on this exchange of ideas and building of community.

Deadlines are important but are often flexible. It is important to communicate with your professors and committee members what you are capable of completing and when you are capable of completing it.

Graduate School is a unique opportunity to expand your intellectual horizons, intensify your critical engagement, and radically re-configure your experience of education itself. It can provide personal and professional pathways - within academia and outside it.