

**MA in Gender & Social Justice Studies
Department of Women's and Gender Studies
UNIVERSITY OF ALBERTA**



**Graduate Manual
2026-2027**

DEPARTMENT OF WOMEN'S & GENDER STUDIES
FACULTY OF ARTS



1-17 Assiniboia Hall
Edmonton, Alberta, Canada T6G 2E7
Tel: 780.248.1192
Fax: 780.248.1185

3rd Floor, Assiniboia Hall
Edmonton, Alberta, Canada, T6G 2E7
wgs@ualberta.ca
780-492-2510

Table of Contents:

[Department Contacts](#)

[Program Progression and Timelines](#)

[Part-time Graduate Students](#)

[Guidelines for Portfolio and Thesis](#)

[Campus Resources to Assist Graduate Students](#)

[Department of Women's and Gender Studies](#)

[Graduate Assistantship Time Use GuidelineForm](#)

[Professional Development Credit in the GSJ MA Program \(2016 – 2020\)](#)

Do not underestimate the usefulness (and final authority!) of the Faculty of Graduate and Postdoctoral Studies (FGPS) [Graduate Manual](#) and the [University Calendar](#).

SEEK CLARIFICATION CONCERNING ANY POINTS OF CONFUSION OR DISCREPANCY FROM THE GRADUATE DIRECTOR.

Department Contacts

Administration

Talia Welsh, Professor and Chair

3-13 Assiniboia Hall

Twelsh1@ualberta.ca

Clara Iwasaki, Associate Professor and Director, Graduate Programs

3-24 Assiniboia Hall

ciwasaki@ualberta.ca

Domale Dube Keys, Associate Professor and Director, Undergraduate Programs

3-67 Assiniboia Hall

domale@ualberta.ca

Lex Bos, Executive Assistant to the Chair

3-51 Assiniboia Hall

wgsea@ualberta.ca

Leila Bailey Research Administrator

3-49 Assiniboia Hall, 780-492-4190

leila.bailey@ualberta.ca

Spencer Hayden, Graduate Advisor

5-26 Tory

gsjgrad@ualberta.ca

Grace Jamieson, Undergraduate Advisor

3-45 Assiniboia Hall, 780-492-6489

wgsundgr@ualberta.ca

Other Department Contacts

PS Berge, Assistant Professor

Ps.berge@ualberta.ca

Lise Gotell, Professor

3-28 Assiniboia Hall

lise.gotell@ualberta.ca

Michelle Meagher, Professor

3-29 Assiniboia Hall

Michelle.meagher@ualberta.ca

Philomina Okeke-Ihejirika, Professor

3-27 Assiniboia Hall
Philomena.okeke@ualberta.ca

Simone Pflieger, Associate Professor and Director, Undergraduate Programs
3-55 Assiniboia Hall
pfleger@ualberta.ca

Chloë Taylor, Professor
3-71 Assiniboia Hall
chloe3@ualberta.ca

Lana Whiskeyjack, Associate Professor
3-66 Assiniboia Hall
lwhiskey@ualberta.ca

Program Progression and Timelines

There are three options for completing the MA in Gender and Social Justice Studies:

- 1) as a course-based degree, which requires 21 credits (7 courses) plus a capping project;
- 2) as a course-based degree with a specialization in Digital Humanities (DH), which requires that 9 credits (3 courses) be in DH, and that the capping project both entail a DH component and be co-supervised by one WGS and one DH faculty member. This option requires a separate application to the DH program: https://www.ualberta.ca/interdisciplinary-studies/digital-11_humanities.
- 3) as a thesis-based degree, which requires 18 credits (6 courses) plus a thesis.

The course-based option is the default and preferred option. In exceptional circumstances, students may be considered for admission, or transfer, to the thesis-based program.

You may complete the MA as a full time or a part time student, and can move between the two statuses, with one exception: FGPS requires that students who initially register as full time thesis students register full time for the remainder of the program.

Students are expected to complete degree requirements in a timely manner. However, if you think that you are not going to be able to meet the deadlines set out in the charts below, please discuss the situation with the Graduate Director and your supervisor. If you do not complete your coursework and capstone project or thesis in a timely manner, you may be required to register in additional semesters and your convocation date will be affected. Always check the FGPS calendar to confirm dates.

Beyond the optimal timelines below, FGPS provides clear regulations regarding time limits for the completion of MA programs. Thesis based students must complete all requirements for the degree in 4 years, and course based students must complete requirements in 6 years. In extreme situations, students may apply for extensions. For information about Leaves of Absence from your graduate program, see the [FGPS webpage](#).

Dates in the charts below are **deadlines**. You may complete things in advance of the deadlines.

Optimal Timeline and Deadlines: Full time study, course-based (13 months)

Year	Term	Activities
Year one	Fall 2026	Coursework should include GSJ 502 Ethics training should be completed (8 hours) Complete the IDP and begin professional development training.
	Winter 2027	Coursework should include GSJ 501 March 1st: Confirm capping project supervisor by sending an email to the graduate program administrators.

		If your capping project research involves human subjects, you must apply for ethics approval. It is important to initiate the process as soon as possible through the Research Ethics office. The Field Research Office can be very helpful in this process. Complete professional development training and submit documentation to the graduate program administrators.
	Spring and summer 2027	Register in GSJ 900 for either Spring or Summer term. It might be necessary for students to register for additional credits (GSJ 903 or GSJ 906) to be eligible for full time (12 hour) Graduate Assistantships. If you require full-time status in the spring/summer terms, please inform the graduate advisor at gsjgrad@ualberta.ca by the end of April. Late August: Submit Capping project to your supervisor and to a second examiner chosen by your supervisor.
Year two	Fall 2027	First week of September: 1) Inform the graduate advisor (gsjgrad@ualberta.ca) that you plan to convocate and apply for graduation in BearTracks by the relevant deadline. 2) Ensure that your ethics (INT D 710) and professional development (PD) requirements are finished and that proof is on file with the graduate program administrator. Second week of September: Submit any required revisions to the Capping project and Synthesizing Document to your supervisor. Third Week of September: Ensure that your supervisor has confirmed the completion of your capping project + synthesizing document with the graduate office (gsjgrad@ualberta.ca). Upon receiving confirmation of completion of all degree requirements, the graduate office will submit the completion paperwork for your program by the hard GPS deadline. Note: Should this GPS deadline be missed, you will have to register and pay for 3 credits of tuition and fees in Fall 2026 or Winter 2027. You will also convocate in March 2027 instead of Fall 2026.

		November: Convocate in the Fall 2026 Ceremony
--	--	--

Optimal Timeline and Deadlines: Full time study, thesis-based (19 months)

Year	Term	Activities
Year one	Fall 2026	Coursework should include GSJ 502 Ethics training should be completed (INT D 710) Complete the IDP and begin professional development training Canadian citizens or PRs must prepare SSRHC applications
	Winter 2027	Coursework should include GSJ 501 First week of March: Confirm thesis supervisor by sending an email to the graduate program administrators.
	Spring and summer 2027	Thesis students are automatically registered in THES 906 for Spring and Summer terms Second week of August: Submit annual report to GPS in coordination with your supervisor Work with your supervisor to determine mutually agreeable dates for the production of a thesis proposal and a thesis. If your research involves human subjects, you must apply for ethics approval. It is important to initiate the process as soon as possible through the Research Ethics office. The Field Research Office can be very helpful in this process.
Year two	Fall 2027	Register in THES 909
	Winter 2028	Register in THES 909 Schedule oral defense of thesis well before the first week of April and apply to graduate in BearTracks.

		After your defence: follow the instructions here to submit the necessary documents and upload your thesis before the GPS deadline Note: the department will submit the Thesis Approval/Program Completion Form (TAPC) for you after your defence.
	Spring and Summer 2028	Convocation in June Note: should you miss the April 1 deadline, if you defend and deposit your thesis by the second week of May, you can avoid paying tuition and fees for Spring term, and if you defend and deposit by the second week of July, you can avoid paying tuition and fees for Summer term. In either case, convocation will be in November.

Part-time Course-Based Graduate Students

There is very little difference between part-time students and full-time students in our course-based program.

Part-time students:

- Complete the same number of credits
- Complete a capstone project
- Are assigned a supervisor
- Have the same [course requirements](#)

Part-time students differ from full-time students in that they

- Do not have to take 3 courses per term
- Only need to take a minimum of one 3 credit course per academic year to remain active in their program
- Have up to six years to complete the program

Because part-time students have much more flexibility in how they take classes, there is not one optimal path to graduation. Here are a few examples of how some GSJ part-time students have successfully completed the program below:

Scenario 1: Optimal Part-time Timeline and Deadlines

Year	Term	Activities
Year one	Fall 2021	GSJ 501 GSJ 502 Ethics training completed (8 hours)
	Winter 2022	GSJ 598
Year two	Fall 2022	GSJ 500 GSJ 598
Year three	Winter 2025	GSJ 570
Year four	Fall 2025	GSJ 598
	Winter 2026	GSJ 900, began capstone project

Scenario 2: Optimal Part-time Timeline and Deadlines

Year	Term	Activities
Year one	Fall 2022	GSJ 502 Ethics training completed (8 hours)
	Winter 2023	GSJ 598
	Summer 2023	GSJ 598
Year two	Fall 2023	GSJ 501
	Winter 2024	DH graduate course
Year three	Fall 2024	GSJ 598
	Winter 2025	GSJ 900, began capstone project Late April 2025, filed for convocation

Scenario 3: Optimal Part-time Timeline and Deadlines

Year	Term	Activities
Year one	Fall 2022	GSJ 501 Ethics training completed (8 hours)
	Winter 2023	GSJ 598
	Spring 2023	GSJ 560
Year two	Fall 2023	GSJ 598
	Winter 2024	GSJ 502
	Spring 2024	GSJ 598
Year three	Fall 2024	GSJ 598
	Winter 2025	GSJ 900, began capstone project Late April 2025, filed for convocation

Scenario 4: Optimal Part-time Timeline and Deadlines

Year	Term	Activities
Year one	Fall 2022	GSJ 501 GSJ 502 GSJ 531 Ethics training completed (8 hours)
	Winter 2023	EDU course
Year two	Fall 2023	GSJ 525 GSJ 598 GSJ 900, began capstone project FSJ course December

General Student Information

Course selection

There are two mandatory courses in the GSJ program: GSJ 501 and GSJ 502.

- GSJ 501 *Social Justice Workshop* entails a weekly seminar emphasizing social justice theory, and includes 20 hours of placement with a community non-profit organization that culminates in a praxis reflection assignment.
- GSJ 502 *Gender Research Workshop* is a seminar course that will expose students to the wide array of theoretical and methodological approaches to feminist and social justice research currently practiced by faculty members across the University of Alberta.

Remaining courses for the degree may be selected from among GSJ courses (at least 6 credits, which is 2 courses) and from graduate level (500+) courses in other departments. Please note that some departments do not permit students to register using Bear Tracks and you may need to contact the course instructor or Graduate Director directly in order to complete registration. Be ready to provide an argument for how the course that you are interested in fits into your program of study.

In rare circumstances, courses taken prior to admission into the program may be transferred for credit. Check your student record on Bear Tracks to verify that relevant credits have been applied.

Also in rare circumstances, and by special arrangement with a full-time continuing faculty member, students may take a Directed Reading class or a graduate tutorial piggy-backed on an undergraduate lecture course (in both cases, as GSJ 500). The registration form for GSJ 500 is available on the WGS website at <https://www.ualberta.ca/womens-gender-studies/graduate-program/gsj-graduate-student-resources.html>.

Information about additional GSJ courses is available in the [University Calendar](#), on Bear Tracks (the U of A's online registration system), and in the [graduate section](#) of the WGS webpage.

Please direct any questions about course selection to the Graduate Director. **The Director must approve your course selections.** The required Course Approval form is on p. 15 of this manual and on the WGS website at <https://www.ualberta.ca/womens-gender-studies/graduate-program/gsj-graduate-student-resources.html>.

Research Supervision

Although the Graduate Director is responsible for helping you select classes to fulfill your program requirements, she does not supervise your research *ex officio* (although she can do so as a regular professor). The Graduate Committee matches all incoming students to research supervisors at the point of admission. You are encouraged to seek your supervisor's input, with the understanding that the Graduate Director bears ultimate responsibility for and knowledge of program requirements.

Graduate Committee supervisor-student matches are provisional and can be changed. It is even possible to be supervised by someone outside of the Department of Women's and Gender Studies. Consult the Graduate Director if you wish to discuss alternative supervisors. Given that March 1st is the date by which the identity of your supervisor must be formally declared, you must begin to cultivate a relationship with your "recommended" supervisor, and possibly with alternative supervisors, well before that date.

Email contact and lists

All contact with students across the University is conducted via email. It is therefore vital that you regularly check your @ualberta.ca email address. Additionally, you (should) have been invited to join a departmentally administered listserv for graduate students. Please accept this invitation so that you will stay up to date on department matters, including public events and administrative issues.

Annual Report

Students are required to complete an annual report, to be submitted to the Graduate Advisor by August 15 of each year that they are in the program. This report is used for a number of purposes, including award nominations and departmental statistical reporting. The report has been produced as a google form that will be circulated to students by email. Please recognize that this sort of annual reporting of activities is required for all academic positions; your professors fill out extremely detailed accountings of our activities each year. Please take the obligation to report your activities seriously.

Fees

For fee-related enquiries, please contact gradfees@ualberta.ca. Please be aware that graduate students are responsible for paying Spring/Summer tuition during their time in the program. Please consult the Grad Advisor (Spencer Hayden) if you have any questions regarding tuition and fees. Be sure to confirm via Bear Tracks that all fees and fines have been paid in full before applying for convocation.

Awards, Assistantships, and Fellowships

The disbursement of graduate awards and fellowships is a central part of the admissions process. Students entering our program are considered for RA (Research Assistant) and TA (Teaching Assistant) positions, as well as for university-administered awards and fellowships. The graduate committee makes every effort to provide funding to students for one academic year. Funding for a second year (that is, to support thesis research and writing) is not guaranteed.

Graduate assistantships are employment relationships, governed by a contract negotiated by the Graduate Student Association ([GSA](#)). They are also a key component of professional development. The department provides a detailed [Time Use Sheet](#) (also on pp. 16-17 of this manual) to help students and professors engage in a discussion about the work that will be expected of the student, and an overview of how the hours will be spent. These details should be clarified in a face-to-face meeting at the beginning of the appointment with the professor to whom you have been assigned.

It is the role of the Graduate Director or Coordinator to notify students of awards and fellowships for which they may be eligible, and to support students in the preparation of award applications. All eligible students (Canadian citizens and permanent residents) are strongly encouraged to apply for SSHRC (Social Science and Humanities Research Council of Canada) grants to fund the second year of their MA program (if they are in the thesis track) or to fund doctoral studies should they plan to apply to a PhD program. SSHRC awards are extremely competitive, and only students with outstanding academic records stand a realistic chance of success with their applications. Students should inform the graduate chair immediately at the beginning of the Fall term if they intend to apply to a doctoral program, and for a SSHRC, for the subsequent academic year. A SSHRC grant proposal workshop may be held early in the Fall term.

FGPS, the GSA, the Faculty of Arts, and the Department of Women's and Gender Studies offer competitive awards for travel and research, disbursed multiple times each year. You will be invited by email to submit a proposal. The WGS application form is available at <https://www.ualberta.ca/womens-gender-studies/graduate-program/gsj-graduate-student-resources.html>.

For additional information about award opportunities, see the [Scholarships and Awards](#) section of the FGPS webpage.

Ethics training

FGPS requires students in all programs to fulfill an Ethics and Academic Citizenship Requirement. For students in the MA in GSJ, this requirement is fulfilled by:

- The completion of an online six-hour asynchronous course, INT D 701. Information on registration in the course can be found at <https://www.ualberta.ca/graduate-studies/professional-development/academic-integrity-ethics-training.html>. In previous years, students have given a printed copy of the completion certificate to the graduate program administrators for their files. *Please note that you will not be able to graduate without fulfilling this requirement.*
- The completion of GSJ 501, which empathizes ethical issues related to community based research and engagement. Discussion of ethical approaches to research and practice also feature in GSJ 502 and throughout course offerings in the Gender and Social Justice Studies program.

Students are encouraged to discuss matters of ethical concern that arise in the course of their own studies, or when they are serving as instructors, with their supervisor, the Graduate Director, or the Department Chair. For the University of Alberta Code of Student Behavior, see [9.5 Code of Student Behaviour | Faculty of Graduate Studies and Research](#).

Professional development

FGPS requires all students to complete 8 hours of professional development (PD) training, and to design an Individual Development Plan (IDP).

The requirement compels the student to cultivate skills and attain knowledge beyond what is considered essential to or inherent in their degree program, including the research component of that program. From cultivating a teaching portfolio to preparing for careers outside academia,

there are sessions and workshops offered by FGPS year-round to help you work towards creating a professional development footprint. Please explore their website at the earliest opportunity (<https://www.ualberta.ca/graduate-studies/professional-development/index.html>). Note, however, that a wide range of activities beyond the FGPS offerings can be utilized to fulfill the requirement. Consult the Graduate Advisor if you have questions about whether an activity of potential interest would count. A list of the activities utilized by the 2016 – 2020 cohorts to fulfill the requirement can be found on pp. 18 - 19 of this manual.

Full-time students must meet this requirement within 12 months of their program's commencement. The Department of Women's and Gender Studies has extended the time to complete the IDP to 24 months for part-time students. Mature students may petition for exemption from this requirement. *You will not be able to graduate without fulfilling this requirement unless you receive an exemption.*

All students are required to fill out the IDP and Completion forms at <https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement/index.html>

Graduate Student Conference

Most cohorts (with the exception of during the pandemic years) have organized Graduate Student conferences in Winter term. Sometimes the conferences have been jointly organized with the Feminists at the University of Alberta (FUA) or with the WGS Undergraduate Student Association (WGSSA). Participants have come from across the university and also from other institutions. Presentations by students do not necessarily have to relate to their MA or PhD research projects, but can grow out of coursework or other experiences. Students earn credit towards their PD hours for organizing the conference.

GSJ Student Association

Registered student groups at the University of Alberta are eligible for funding for events such as conferences and workshops. Currently, students in the MA program in Gender and Social Justice Studies are not organized into a formally recognized and fundable group. Should anyone wish to take the lead in registering the group, guidelines and procedures can be found here: <https://www.ualberta.ca/current-students/student-groups/index.html>.

Guidelines for Portfolio and Thesis ¹

Portfolio

Students in the course-based route must complete a portfolio. All portfolios will include:

- a 7-10 page (2,800 to 4,000 word) introduction: a synthesizing document, that highlights the student's learning process in the program, and provides a framework for the capping project, and
- a capping project: an academic or policy-based research work totaling 25-30 pages (10,000 to 12,000 words), or the equivalent in creative work.

Work towards the portfolio will be supervised by the capping project supervisor. One additional faculty member must serve as an examiner for the capping project, and it is the duty of the supervisor to select the examiner. There is no oral examination of the capping project.

If the student wishes to choose the creative work option, they should inform their supervisor of this no later than April 1 if they are following a full time schedule or the end of the term before they wish to convocate in the case of a part-time student.

Supervisors should not send the projects to second readers until they are in the best possible shape. Should the evaluator request revisions, it will be up to the supervisor whether to require those revisions from the student; complicated cases, questions, and disputes should be referred to the Graduate Director and potentially (if necessary) to the Graduate Committee.

Thesis

Students in the thesis based route must complete a thesis proposal in their first year and a thesis in the second year.

Students work closely with their supervisor and, where appropriate, a supervisory committee, to produce the thesis proposal and the final thesis document. Though the nature of the thesis proposal will vary, the final thesis itself will be an 80-100 page (32,000-40,000 words) document based on original research. Theses must be formatted according to FGPS guidelines ([Thesis Preparation, Requirements & Deadlines | Faculty of Graduate Studies and Research](#)).

All theses must pass through an oral examination by a committee that includes at least three members: supervisor, second reader, and an arm's length examiner. The supervisor will be identified by the student by March 1st of the first year of the program. The second reader will be identified by the supervisor as the thesis proposal is being developed. The arm's length examiner will be identified by the supervisor when a final draft is imminent. At least one full time continuing WGS faculty member must be on each thesis examination committee, and committee

¹ We encourage graduates to make their work available through the university's institutional repository, ERA (Education and Research Archive). Theses are automatically deposited, but capping projects must be manually uploaded. To deposit your capping project (without the synthesizing document), login to [ERA](#) using your CCID and password, and deposit your capping project to the [Capping Portfolios collection](#). If you have questions contact erahelp@ualberta.ca.

compositions will be approved by the Graduate Director. The thesis defense will be scheduled by the supervisor.

To convocate in June all requirements for the degree must be complete by April 1st.

Campus Resources to Assist Graduate Students

In addition to the help you can receive directly from our department faculty and staff, there are many resources available on campus

Academic Success Centre - offers Learning Resources and Writing Resources to enhance students' learning and writing skills, including exam-writing skills. The Centre offers in-person workshops and seminars throughout the term, online workshops, and one-on-one sessions.

Accessibility Resources - promotes and coordinates the efforts of University departments and off-campus agencies in meeting students' needs and provides services, which help to equalize educational opportunities for students. Accessibility Resources serves prospective and current students at the University of Alberta, as well as staff and faculty, whose disabilities involve any number of conditions affecting mobility, vision, hearing, learning, and physical or mental health.

Community Social Work Team – provides a range of financial, legal, and medical resources.

Career Centre - offers a variety of career services to University of Alberta undergraduate and graduate students, postdoctoral fellows, alumni and the University community. They can help students explore career options, connect with employers, write a resume, prepare for a job interview and find work.

Centre for Teaching and Learning - offers a wide range of programs and services to support teaching and learning. With the exception of the August Teaching Orientation, all CTL sessions and symposia are open to graduate students. The CTL Resource Library has a number of books, journals and videos on teaching and learning topics that can be borrowed by graduate students.

Centre for Writers – offers free one-on-one writing support to all students, staff and instructors on campus, in any subject or discipline, and at all levels of study.

Chaplains Association - Interfaith Chaplains are available for guidance, care and support to any student or staff member, whether or not they identify with a particular faith. They also offer information and referral regarding religious groups and activities on campus, as well as marriage preparation courses and assistance in memorial services.

Counselling & Clinical Services – aims to provide high quality, accessible and compassionate psychological and psychiatric services to students to improve their personal, social and academic well-being. They also offer a number of drop-in workshops on specific mental health issues.

Financial Support – is available, including emergency loans.

First Peoples' House - offers a variety of programs and services to Indigenous students at the University of Alberta, including advising services, funding for tutoring, and mentoring services.

Fyrefly Institute for Gender and Sexual Diversity - leads groundbreaking research that affects policy development, intervention, education and community outreach for sexual and gender

minorities. It is involved in educational outreach, especially to youth, through the Family Resilience Project, Camp Fyrefly, and the Comprehensive Health Education Workers' Project.

Graduate Students' Association – represents all graduate students at the University of Alberta. The equivalent organization for undergraduate students is the Students' Union. The GSA exists to help students on an individual and group level. The GSA also offers a Graduate Student Assistance Program (GSAP) which provides all graduate students with 24/7 access to psychological counselling services through a company called Homewood Human Solutions. The GSA also provides emergency bursaries based on need.

Graduate Student Internship Program – provides paid internships for graduate students.

Graduate Teaching and Learning Program (GTLP) - provides support to graduate students in the development of teaching skills. Their webpage provides teaching tip sheets and information about workshops, round table discussions, and other activities that support teaching.

International Student Services - is the main campus resource for international students seeking assistance with immigration matters as well as financial, academic, or personal issues.

Office of Safe Disclosure and Human Rights - provides staff and students with a safe, neutral and confidential space to express concerns regarding issues of treatment or ethics. They help identify the issue and make referrals, or help individuals explore the area of concern without formal intervention.

Office of the Student Ombuds - is a confidential service focused on ensuring that university processes related to students operate as fairly as possible. Staff offer information, advice, and support to students as they deal with academic, discipline, interpersonal, and financial issues related to student programs.

Sexual Assault Centre - strives for a campus community free of sexual violence. It provides free of charge services that include drop in, email, and phone support for survivors of sexual assault as well as their partners, family, and friends, and runs educational campaigns.

Student Legal Services of Edmonton - is a student-managed, non-profit society dedicated to helping low-income individuals in Edmonton understand their legal issues and solve their legal problems. The services are offered by law student volunteers, and include advice on criminal and family law matters, as well as academic and discipline appeals.

The Landing - The Landing offers support for gender and sexual diversity on campus in the form of peer mentoring, education sessions, advocacy, and awareness campaigns. The Landing's office hosts drop in hours, trans meetups, and a resource library.

University Health Centre - can assist students in need of medical advice in a friendly and confidential manner.

University Health Centre Pharmacy – provides pharmacy services

Department of Women's and Gender Studies
Student Course Approval Form

Instructions:

1. Discuss courses with Director, Graduate Programs.
2. Complete the form (for one or both semesters).
3. Student and Director sign the completed form.
4. Students are responsible for registering themselves for regular courses on BearTracks.
5. Return signed form to gsjgrad@ualberta.ca before the end of the first week of classes.

Name

ID#

U of A email

FALL TERM _____		WINTER TERM _____	
Course / Number (e.g. GSJ 501)	Registration# (office use only)	Course / Number (e.g. GSJ 502)	Registration # (office use only)

Student (sign)

Date

Director, Graduate Programs (sign)

Date

The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta's *Freedom of Information and Protection of Privacy Act* for authorized purposes including: registration, administration of records, and student services. Students personal information may be disclosed to academic and administrative units according to

university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations.

Graduate Assistantship Time Use GuidelineForm

A form-fillable pdf is available at <https://www.ualberta.ca/womens-gender-studies/media-library/resources/student-forms/time-use-guideline-form-1.pdf>

This form must be completed by the Graduate Assistantship Supervisor and graduate student at the start of each University Term. This does not replace the requirement for a Letter of Appointment. The purpose of this form is to outline the estimated hours necessary to complete the assigned duties and to assure that the required duties can be performed within the assigned hours. Note: a Graduate Teaching Assistant and a Graduate Research Assistant perform duties which are not directly related to their own research cannot work more than 192 hours in a four-month term (average of 12-hours per week) regardless of the number of teaching and/or research assistantship appointments held.

Graduate Teaching Assistantship	Hrs/wk
Sample of Duties and Responsibilities	
Preparation for labs/tutorials	
Attendance at lectures	
Teaching labs/tutorials	
Office hours for students	
Grading assignments, essays, lab reports, exams	
Examination preparation Training	
Other – specify	
TOTAL HOURS (as per letter of appointment)	

_____ Name of Graduate Assistant

_____ Name of Graduate Assistantship Supervisor

_____ Signature Date

_____ Signature Date

GRADUATE RESEARCH ASSISTANTSHIP	
Outline Research Duties (e.g. literature searches, lab duties, data analysis)	Hrs/Wk
[Enter duties]	
TOTAL HOURS (as per letter of appointment)	

Vacation dates reviewed (one week per term vacation entitlement)

_____ Name of Graduate Assistant

_____ Name of Graduate Assistantship Supervisor

_____ Signature Date

_____ Signature Date

Professional Development Credit in the GSJ MA Program (2016 – 2020)

The diverse listing here illustrates the flexibility of the requirement, and the fact that it can and should be used to enhance each student's individual program. Current GSJ students should select activities appropriate for them; there is no compulsion to repeat the choices made by previous cohorts. Note that many GSJ graduates completed more (sometimes far more) than the required 8 hours.

FGPS (formerly FGSR) Workshops: Introduction to the IDP/Getting your IDP started; IDP 2: Exploring Career Values and Success; Academia and Beyond, What does it Take to be a Faculty Member?; Leadership begins with the Self; Rekindling the Vision: Imagination and Goal Setting; Personal Branding: What's your Brand?

FGPS (formerly FGSR) Teaching Roundtable: When Things Go Wrong

GTL (Graduate Teaching and Learning) Workshops: Dealing with Sensitive Issues, Leading Discussions, Motivating Students, Using your Voice in the Classroom, Learning Objectives and Outcomes, Teaching Presentation Skills, Fundamentals of Grading and Assessment, Contexts, Helping Students in Distress; Mindfulness in the Classroom; Teaching and learning: Context Matters; The First Class; Classroom Communication/Communication in the Classroom; Ethical Principles in Teaching; Lesson Planning; Policy and Practices of Classroom Inclusion; Effective Teaching in the Lab; Code of Student Behaviour

Workshops: Writing for Non-Academic Audiences; Transitioning into the Workplace; Suffering-free Academic Writing; Secrets and Explanations of Graduate Oral Exams; Leadership in a Multicultural World; Grounded in Transitions; Reduce Anxiety and Depression; Succeeding in the Workplace: Intercultural Competencies for Employment; Images of Research Submission Preparation Workshop; Alive with Joy; Career Opportunities to Pursue During a Pandemic; Why do Employers Hire Graduate students?; Academic Reflections on the Hiring Process; Beyond Academia: Preparing for the Workplace; Toward Academia: Research and Publication; Leading your Career into the Future; Transitioning your Life: Learning to Manage Change; What is the World of Creativity, Innovation and ET?; Developing your Innovation; How you Fit into the Global Job Market; Taking Ownership of your Career Conversations; Designing a Winner Resume; Design Thinking: Generation and Testing Ideas; Self-Marketing Strategies

GSA workshop: Student Group Executive Training; How to Talk to Your Supervisor

MITACS workshops (<https://www.mitacs.ca/en>): Beyond Graduate Study; Communicating your Research; Writing Effective Emails; Practical Tips for Growing your Networks; Cross-cultural Team Communication; Managing Project Timelines; Writing Strategic Business Reports

Online training programs from mygradskills.ca: Resume Building, Non-Academic Work Search, Mental Health and Well-Being, Lesson Plans

Building Good Relations with Indigenous Communities

FGSR online course: Entrepreneurship and New Venture Creation

Virtual Colloquia on Indigenous Research

GSIP Internships (<https://www.ualberta.ca/graduate-studies/professional-development/internship>)

Job Shadow Weeks (e.g with a Human Rights lawyer or at the Ministry of Indigenous Relations) – 6, 8 and 14 hours for the three different students who did this

Policy Intern, Ministry of the Status of Women (range of hours from 8 – 360 for students who did this)

Amnesty International Human Rights Academy online (10-hour or 15-hour) courses: “Freedom of Expression – A Fundamental Right” and “The Rights of Refugees”

Non-Violent Intervention Training

Alberta Health Services workshop: Motivational Interviewing

Red Cross CPR Training

QPR Suicide Prevention Gatekeeper Program (2 day symposium)

Harm Reduction Workshop (7 hours)

Naloxone Training

Compassion Fatigue Training

Therapeutic Crisis Intervention Training

Level C CPR/AED

Suicide, Self Harm, and Risk Assessment Training

campusBRIDGE Event – Arts Careers: Careers in Social Justice and Human Rights

NAIT- CCTO345 Power BI: Data Analysis Practitioner (14 hours)