

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



**Graduate Manual
2023-2024**



DEPARTMENT OF WOMEN'S & GENDER STUDIES
FACULTY OF ARTS

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

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

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Program Progression and Timelines

There are two 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, or
- 2) 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 can be considered for admission, or transfer, to a 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: FGSR requires that students who initially register as full time thesis students register full time for the remainder of the program.

Deadlines

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, it is very important for you to discuss the situation with the Graduate Director and your supervisor. If you do not complete your coursework, thesis, and/or capstone project in a timely manner, you may be required to register in additional semesters and your convocation date will be affected. Always check the FGSR calendar to confirm dates. All students are urged to complete GSJ 501 and GSJ 502 early in their programs.

Time limit for completion of programs.

See below for optimal timelines completion of thesis- and course-based MA degrees in Gender and Social Justice Studies. Beyond those optimal timelines, FGSR 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. If you think that you will have trouble fulfilling the requirements of the degree, please discuss the matter with your supervisor or the Graduate Director. For information about Leaves of Absence from your graduate program, see the [FGSR webpage](#).

Capstone

September 30th - Your capstone and all FGSR requirements must be completed by this date to ensure a Fall 2023 convocation. Coordinate with the graduate office, gsjgrad@ualberta.ca, to ensure that the "Report of Completion of Course-Based Master's Degree" form is submitted before this deadline. To ensure that this deadline is not missed, please let the graduate office know that you plan on finishing your program and convocating in the Fall **at least three weeks before this deadline**. It is also important that you make sure your ethics and professional development (PD) requirements are finished and proof on file with the graduate office before this date.

Should you not complete your capstone and miss this deadline, you will need to register in one of the following Fall or Winter terms (and pay 3 credits of tuition and fees). As well, you will not convocate until the following June."

Thesis

Year 2: Schedule oral defense of the thesis well before **April 2nd** and apply to graduate in BearTracks.

After your defense:

Follow the instructions at the following link to submit the necessary documents and upload your thesis before **April 2nd at 4 p.m. MST**.

<https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation/index.html>

*Please note that the department will submit the Thesis Approval/Program Completion Form for you after your defense.

Digital Humanities Option

The course stream in the MA program offers a specialization in Digital Humanities (DH). In order to earn the specialization, course-based MA students will take *9 credits of DH courses, and their final portfolio project (which must entail a DH component) will be 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.

MA Degree

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

Year	Term	Activities
Year one	Fall	Coursework must include GSJ 501 Ethics training should be completed (8 hours) Complete the IDP and begin professional development training.
	Winter	Coursework must include GSJ 502 March 1st: Confirm capping project supervisor by sending an email to Graduate Director and Graduate Advisor. If your capping project research involves human subjects, you must apply for ethics approval. As this process can take some time, it is important to initiate the process as soon as possible online through http://www.reo.ualberta.ca/ .

		<p>The Field Research Office can be helpful in this process (Field Research Pre-Planning Vice-President Finance and Administration).</p> <p>Complete professional development training and submit to The Graduate Director.</p>
	Spring and summer	<p>Register in GSJ 900 for either Spring or Summer term.</p> <p>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.</p> <p>August 15: Submit annual report to Graduate Advisor.</p> <p>August 31: Capping project should be submitted to your supervisor and to a second examiner chosen by the supervisor. Your capstone and all FGSR requirements must be completed by this date to ensure a Fall 2023 convocation. Coordinate with the graduate office, gsjgrad@ualberta.ca, to ensure that the "Report of Completion of Course-Based Master's Degree" form is submitted before this deadline. To ensure that this deadline is not missed, please let the graduate office know that you plan on finishing your program and convocating in the Fall <i>at least three weeks before this deadline</i>. It is also important that you make sure your ethics and professional development (PD) requirements are finished and proof on file with the graduate office before this date.</p> <p>September 30: Submit the "Report of Completion of Course-based Master's Degree" form. Should you miss this deadline, and convocate the following June, you will have to register (and pay for 3 credits of tuition and fees) in Fall or Winter.September 25: Revisions to Capping paper, Synthesizing Document, completed IDP, and PD Completion form should be submitted to your supervisor.</p>
Year two	Fall	Convocation in November

Optimal Timeline for MA Full time study, thesis based (19 months)

Year	Term	Activities
Year one	Fall	Coursework must include GSJ 501 Ethics training should be completed (8 hours)

		Canadians (citizens or PRs) should prepare SSRHC/CGS-M applications to fund their research year
	Winter	<p>Coursework must include GSJ 502</p> <p>Ethics training should be completed (8 hours) Complete the IDP and begin professional development training.</p> <p>March 1st: Confirm thesis supervisor by sending an email to Graduate Director and Graduate Advisor</p>
	Spring and summer	<p>Thesis students are automatically registered in THES 906 for Spring and Summer terms</p> <p>August 15th: Submit annual report to Graduate Advisor Work with your supervisor to determine mutually agreeable dates for the production of a thesis proposal and a thesis.</p> <p>If your research involves human subjects, you must apply for ethics approval. It is important to initiate the process as soon as possible through http://www.reo.ualberta.ca/.</p> <p>The Field Research Office can be very helpful in this process (https://www.ualberta.ca/environment-health-safety/field-research-office/fieldresearchpreplanning).</p>
Year two	Fall	Register in THES 909
	Winter	<p>Register in THES 909</p> <p>Schedule oral defense of thesis well before April 2nd and apply to graduate in BearTracks.</p> <p>After your defence:</p> <p>Follow the instructions at the following link to submit the necessary documents and upload your thesis before April 2nd at 4 p.m. MST.</p> <p>https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation/index.html</p> <p>*Please note that the department will submit the Thesis Approval/Program Completion Form for you after your defence."</p>
	Spring and	Convocation in June

	Summer	Note: should you miss the April 1 deadline, if you defend and deposit your thesis by May 9 , you can avoid paying tuition and fees for Spring term, and if you defend and deposit by July 11 , you can avoid paying tuition and fees for Summer term. In either case, convocation will be in November.
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General Student Information

Course selection

There are two mandatory courses in the MA in 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.

These two courses, combined with attendance at the Feminist Research Speaker Series (see below), integrate students into cultures of interdisciplinary feminist research across campus.

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, and by special arrangement with full-time continuing faculty, students may take an Independent Reading class or a graduate tutorial piggy-backed on an undergraduate lecture course (as GSJ 500).

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

Graduate Supervision

Although the Graduate Director is responsible for helping you select classes to fulfill your program requirements, they do not supervise your research *ex officio* (although she can do so as a regular professor). The Graduate Committee matches all full time 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.

Feminist Research Speaker Series

The speaker series features current feminist research activity by U of A researchers and visitors. Each year's schedule will be circulated by email and available on the department webpage. Please note that students in the MA program are expected to attend these lectures, and are encouraged to participate actively in discussion afterwards.

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.

Awards & 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 [GSA](#). They are also a key component of professional development. The department provides a detailed [Time Use Sheet](#) 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. A SSHRC (Social Science and Humanities Research Council of Canada) grant proposal

workshop may also be held early in the Fall term. All eligible thesis-based students (Canadian citizens and permanent residents) are strongly encouraged to apply for SSHRC grants to fund the second year of their MA program if they are in the thesis track.

All currently-registered GSJ students, as well as those who have just completed their MA degrees, should apply for doctoral SSHRCs through the University of Alberta. 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.

FGSR, 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.

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

Ethics training

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

- The completion of the on-line GET (Graduate Ethics Training) course. The link to enroll in the course can be found at [Academic Integrity and Ethics Training Requirement | Faculty of Graduate Studies and Research](#) In previous years, students have given a printed copy of the completion certificate to the Graduate Administrator for her files.
- 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.

Please note that you will not be able to graduate without fulfilling this requirement.

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

FGSR requires all students to complete 8 hours of professional development 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 FGSR year-round to help you work towards creating a professional development footprint. Please explore their website at the earliest opportunity

([Professional Development | Faculty of Graduate Studies and Research](#)). Note, however, that a wide range of activities beyond the FGSR 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	Access the IDP workbook. Students are required to work from the Individual Development Plan (IDP) workbook. Students who are returning to graduate studies after years of professional experience may wish to use the Individual Development Plan for Professionals (IDP Pro) workbook.
B	Be specific. As part of the IDP, graduate students research three careers or goals, and these will be as diverse as the students and their field of study. Supervisors should review any departmental specific requirements for professional development and guide students to complete those activities as part of the eight hour requirement.
C	Complete the IDP. Students receive guidance through a three part IDP workshop series and an IDP Online Workshop (Part 2) . There are also tip sheets , an IDP Review Guide for Students , and an IDP Review Guide for Faculty .
D	Deadlines. To help students take advantage of internships and other professional opportunities available on campus, there are deadlines for completion. The IDP must be finalized and reviewed by a supervisor or career mentor.
E	Eight hours of PD activities. Students will find, participate and log the eight hours of PD activities that interest them, inspired by their IDP and/or advised by their department. The activity must meet the professional development activities guideline and be approved by the department to count towards the eight hours. The PD Opportunities Guide lists some of the available options.
F	Forms. When both the IDP and eight hours of PD activities are finished, students need to complete and submit a supervisor/career mentor signed IDP/PD Completion Form to their department. The IDP is kept by the student.
G	Goal setting. IDPs are used by professionals to help them achieve their life goals. We recommend supervisors or career mentors review it annually with students.

Deadlines for Completion

IDP

- Within 12 months of a program's commencement for master's students
- Within 18 months of a program's commencement for doctoral students

Eight hours of PD activities

- By time of program completion for master's students
- Within 3 years of a program's commencement for doctoral students

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 master's 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>

We have also included these in the Appendices

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.

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 FGSR 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 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.

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.

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.

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 (GTL) - 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.

Institute for Sexual Minority Studies and Services - 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.

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.

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.

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

University Health Centre Pharmacy – provides pharmacy services

Appendices: Forms

DEPARTMENT of WOMEN'S AND GENDER STUDIES
Graduate Student Course Approval Form

Instructions:

1. Discuss courses with Director, Graduate Programs.
2. Complete the form, which can be completed for one or both semesters.
3. Student and Director will sign the completed form
4. Students are responsible for registering themselves for regular courses on BearTracks
5. Return signed form to Spencer Hayden, Graduate Advisor, before end of the first week of classes. (gsjgrad@ualberta.ca)
6. If you need assistance please see the Graduate Advisor (above)

Name

ID#

U of A email

MA (thesis-based) Year in Program _____

MA (course based)

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.

Individual Development Plan & Professional Development Completion Form

<https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement/idp-and-pd-completion-form.pdf>

Graduate Assistantship Time Use Guideline Form

<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

Checklist for Completion of Course-based Masters

1. Successfully complete 2 core and 5 elective courses and the research project course. (GSJ900)
2. Emailed confirmation from your project supervisor that your capping research project is complete to Dr. Katy Campbell, Director of Graduate Programs.
3. Submit your Portfolio to your supervisor.
4. Submit the completed ERA Author Permission form to Mr. Spencer hayden, Graduate Advisor (gsjgrad@ualberta.ca) to authorize the posting of your capping project to the University of Alberta Library Education and Research Archive (ERA). Learn more about ERA <https://era.library.ualberta.ca/>
5. Submit your completed Individual Development Plan and PD Completion form with accompanying documentation of participation to the Graduate Advisor.
6. Ensure all eligible electives taken outside the GSJ program or prior to admission have been transferred for credit. Check your student record on Bear Tracks.
7. Confirm via Bear Tracks that all fees and fines have been paid in full.
8. Apply to graduate via Bear Tracks. Deadlines change each year so check the U of A convocation website (within the Registrar's Office site) for exact deadlines. They are generally in early April for spring and early October for fall convocation.

GSJ Thesis students should consult the [FGSR website](#) for information on thesis preparation, requirements and deadlines