

# GRADUATE STUDENT HANDBOOK

## MA IN SOCIOLOGY

DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY, CONCORDIA UNIVERSITY

Welcome! This is the first draft of our department's graduate student handbook. It is intended as a reference guide for information specific to your program. Please note that a final revised version of this handbook will be available in January 2025. Some of the information featured below is also available on Concordia's website, and we have included links to the relevant pages where possible. If you need help navigating this document, or have additional questions about your program, please contact the Graduate Programs Assistant at [gpasa@concordia.ca](mailto:gpasa@concordia.ca).

⇒ [Please send an email to the Graduate Programs Assistant](#) to ensure you are on the **graduate students mailing list**

You can also visit the following site to find time to meet with the Graduate Programs Assistant and Graduate Program Directors:

⇒ [Graduate Student Advising, Sociology and Anthropology Department](#)

For general information for all graduate students at Concordia University, please visit the School of Graduate Studies (SGS) website:

⇒ [School of Graduate Studies](#)

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## SECTION A: PROGRAM REQUIREMENTS

The MA in Sociology has two streams: **Primary Research (Option A)** and **Bibliographic Research (Option B)**. Below you will find information relevant to both streams – please ensure that you are looking at the right information for you.

### IMPORTANT LINKS FOR BOTH STREAMS

- ⇒ [Program Description](#)
- ⇒ [List of MA courses in the Department of Sociology and Anthropology](#)
- ⇒ [Full Academic Calendar](#)
- ⇒ [Academic Calendar: Important Dates](#)

### MA IN SOCIOLOGY WITH THESIS – PRIMARY RESEARCH (OPTION A) (45 CREDITS)

#### REQUIRED COURSES – PRIMARY RESEARCH (OPTION A)

Each student must successfully complete the following 45 credit program:

- SOCI 602, SOCI 603, SOCI 612, SOCI 613, SOCI 660, SOCI 690 and 6 elective credits.
- Each student must further complete the thesis SOCI 691.

#### TIMELINE – PRIMARY RESEARCH (OPTION A)

YEAR ONE			YEAR TWO		
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
SOCI 602	SOCI 603	SOCI 690: Thesis Proposal	SOCI 691: Thesis	SOCI 691: Thesis	
SOCI 612	SOCI 613				
SOCI 660	SOCI 660				
ELECTIVE	ELECTIVE				

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## THESIS REQUIREMENTS – PRIMARY RESEARCH (OPTION A)

The MA sociology thesis based on primary research (Option A) is a written document approximately 100 pages long (plus bibliography and appendices) that is comprised of around 5 to 7 chapters. It must be developed in consultation with the supervisor. Your supervisor is there to help guide you through the research process. As such, you should arrange to meet with your supervisor early on in your first semester and arrange a schedule to check in with them thereafter.

Your supervisor will also help to identify potential members of your research committee. Your supervisor and committee are there to provide you with advice, oversee your research activities, and be a resource as you move forward through the program. The thesis committee is composed of three full-time faculty members: the supervisor (who has the final say of the various chapters and the thesis); the advisor (who makes comments on the various chapters after they have been seen by the supervisor); the reader (who may or may not comment on the chapters before the defense).

Should you feel the need to change your supervisor for any reason, please consult the Graduate Program Director (GPD).

- [The Graduate School has some helpful information about working with your supervisor and other tips for success.](#)

Students must submit their thesis proposal (see the following section) to be approved by their supervisor sometime in their third or fourth semester (normally by the end of the Fall semester in Year Two). (See the following section for thesis proposal details.)

In addition to the introduction and the conclusion, the thesis must present the research question(s), a literature review of the topic under study and of the theoretical framing the research, the methodology used for the research, the presentation of the data, and their analysis. The exact composition of the thesis is finalized with the supervisor.

The MA thesis based on primary research must be defended orally in front of the thesis committee. It is a public event that is open to the community. The defense is typically held on campus three to five weeks after the thesis was deposited. Exceptionally, a Zoom option may be considered, if the supervisor and the Graduate Program Director agree to it.

The defense is chaired by the Graduate Program Director (or their representative). The thesis is evaluated on a PASS/FAIL system.

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## THESIS PROPOSAL

Your thesis proposal should have a **working title** and should be approximately **10 single-spaced pages (5000 words)** in length (not including bibliography). It should contain the following elements (please consult with your supervisor to determine the order):

1. **Literature Review** – Provide a brief discussion of the field of study in which you locate your work. What are the major theoretical traditions in the field and what debates emerge out of the theoretical and substantive research in the field.
2. **Research Question** – Based upon the issues emerging out of the literature review, state your research question, and sub-questions, in a paragraph
3. **Theoretical Framework** – After stating your research question, define the key concepts you will employ in analyzing this question. Locate yourself within the debates that you have identified within your literature review.
4. **Methodology** – Identify the ways in which you will operationalize your research question. What is your object of analysis? How will you gather information about it or from it? What questions will you ask of it? What will your methods reveal that others will not? How will your sources produce information/evidence?
5. **Contribution** – Discuss why your research is important within your field and what your project will contribute to the field. What gaps in knowledge will it fill? In which debates will it take part? Why is it an important topic to explore?
6. **Timetable** – Provide a breakdown of your research and writing schedule along with a tentative date of thesis submission.
7. **Bibliography** – Include a bibliography of sources you have drawn upon to date.

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#### OBTAINING ETHICS APPROVAL – PRIMARY RESEARCH (OPTION A)

If your primary research involves work with humans (which it almost certainly does), you will need to submit an ethics protocol to Concordia's Office of Research. You may only proceed with your primary research once your protocol has been approved, which can take several weeks.

- ⇒ [For detailed instructions, a list of required forms, and a link to the mandatory 4-hour self-directed TCPS2 training course, which must be completed by all student researchers, visit the Office of Research website](#)
- ⇒ Ask your supervisor for advice on obtaining ethics approval. You should submit your protocol after completing your thesis proposal, and before starting your primary research.

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#### THESIS SUBMISSION AND DEFENSE – PRIMARY RESEARCH (OPTION A)

After completing your coursework, thesis proposal, and research, you should start writing your thesis. It is a good idea to plan ahead and know how to set up your thesis committee and prepare for your thesis defense.

1. [In preparing your thesis submission it is important to consider the series of deadlines to submit, defend and graduate successfully. See the SGS website for relevant dates for graduation here](#)

## **2. Forming your thesis committee**

*Confirm your committee* – Together with your primary supervisor, find two more committee members (who are willing and available) to act as a second and third member. The formation of the committee is normally done at the proposal writing stage of your program. The committee is there to evaluate your thesis at the time of defence and needs to be organized ahead of time. Once the committee is agreed upon, complete the [Thesis Notification Form](#) and submit it to the Graduate Programs Assistant (GPA), copying the Graduate Program Director (GPD).

## **3. Preparing for your thesis defense**

*Prepare your thesis* – A thesis that is ready to defend will have incorporated all feedback and necessary revisions given to you by your supervisor and two committee members. The length of the thesis will differ depending on the student but on average they can range from 70 pages (double-spaced) up to 120 pages (double-spaced).

*Submitting your thesis* – Once your thesis is ready, you will submit it for evaluation by sending it via email to all three committee members and the GPA. This version of the thesis cannot be changed before the defense.

*Schedule your defense* – The defense should ideally take place 3 to 5 weeks after you have submitted your thesis to your committee. Please agree upon a date and time with your committee members, and include this information in your email to the committee and the GPA. Be sure to consult [Graduate School deadlines](#).

## **4. Defending your thesis**

The GPA will distribute an evaluation form to all the committee members prior to the defense.

The GPA will book the room and prepare and distribute a department announcement for the defense.

Please let the GPA know if you or one of your committee members will be joining remotely via online video chat (e.g., Zoom), as well as any other A/V needs you might have. Note that in order for committee members to attend virtually, you must receive approval in writing from your GPD.

Ask your supervisor for more details about what is expected of you during your thesis defence.

## 5. Post-defense and graduation

You must apply to graduate by the January 15<sup>th</sup> or July 15<sup>th</sup> deadline, depending on when you defend.

⇒ [Learn more about graduation and convocation procedures here](#)

*Depositing your thesis in Spectrum* – In order to graduate, you must submit the final version of your thesis (after any edits have been made as required by your defense committee) to the University’s research repository called Spectrum. This involves following a specific format and procedures.

⇒ [Learn how to format your thesis for deposit](#)

⇒ [Learn how to deposit your thesis in Spectrum](#)

***For more information:***

*[Visit the SGS website for a guide to MA thesis final steps](#)*

*Contact the School of Graduate Studies for MA thesis related questions at [thesis@concordia.ca](mailto:thesis@concordia.ca)*

## MA IN SOCIOLOGY WITH THESIS – BIBLIOGRAPHIC RESEARCH (OPTION B) (45 CREDITS)

### REQUIRED COURSES – BIBLIOGRAPHIC RESEARCH (OPTION B)

Each student must successfully complete the following 45-credits program:

- SOCI 602, SOCI 603, SOCI 612, SOCI 613, SOCI 660 and 12 elective credits.
- Each student must further complete the thesis SOCI 695.

### TIMELINE – BIBLIOGRAPHIC RESEARCH (OPTION B)

YEAR ONE			YEAR TWO		
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
SOCI 602	SOCI 603	Preliminary work on thesis	ELECTIVE	SOCI 695: Thesis	
SOCI 612	SOCI 613		ELECTIVE		
SOCI 660	SOCI 660				

ELECTIVE	ELECTIVE				
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## THESIS REQUIREMENTS – BIBLIOGRAPHIC RESEARCH (OPTION B)

The MA sociology thesis based on bibliographic research (Option B) is an original document about 8 000 to 10 000 words long (excluding the bibliography) that typically takes the form of an article of publishable quality. Depending on the nature of the research, the bibliographic thesis can be a review article or a research article. The exact organization of the bibliographic thesis is finalized with the supervisor. Students must submit a bibliographic research proposal that has been approved by their thesis committee prior to starting their bibliographic research. (See the following section for information regarding the bibliographic thesis proposal).

The bibliographic thesis committee is composed of two full-time faculty members: the supervisor and the advisor (2<sup>nd</sup> reader). The bibliographic thesis can be done in the student's first year of residency or later.

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### BIBLIOGRAPHIC RESEARCH THESIS PROPOSAL

Your bibliographic research thesis proposal should have a **working title** and should be approximately **10 single-spaced pages (or 5000 words)** in length (not including bibliography).

Your proposal committee will consist of two members: your **supervisor** and a **second reader**. You will select the second reader in collaboration with your supervisor.

You will submit a copy of the proposal to both committee members who will review and comment on the paper. You will either receive a **pass grade** or be asked to undertake revisions and resubmit. Rest assured, that being asked to revise and resubmit your proposal does not constitute a “fail”. On the contrary, it is a normal and expected part of the academic process. Working on revisions is important in order to develop a better understanding of your research area/program moving forward.

The bibliographic research thesis proposal should include the following elements (please consult with your supervisor to determine the order):

1. **Literature Review** – Provide a brief discussion of the field of study in which you locate your work. What are the major theoretical traditions in the field and what debates emerge out of the theoretical and substantive research in the field.



2. **Research Question** – Based upon the issues emerging out of the literature review, state your research question, and sub-questions, in a paragraph
3. **Theoretical Framework** – After stating your research question, define the key concepts you will employ in analyzing this question. Locate yourself within the debates that you have identified within your literature review.
4. **Methodology** – Identify the ways in which you will operationalize your research question. What is your object of analysis? How will you gather information about it or from it? What questions will you ask of it? What will your methods reveal that others will not? How will your sources produce information/evidence?
5. **Contribution** – Discuss why your research is important within your field and what your project will contribute to the field. What gaps in knowledge will it fill? In which debates will it take part? Why is it an important topic to explore?
6. **Timetable** – Provide a breakdown of your research and writing schedule along with a tentative date of thesis submission.
7. **Bibliography** – Include a bibliography of sources you have drawn upon to date.

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#### THESIS SUBMISSION AND APPROVAL – BIBLIOGRAPHIC RESEARCH (OPTION B)

The bibliographic research thesis is an original document of publishable or near-publishable quality. The appropriate length of the thesis is approximately 40 pages double-spaced (approximately 10 000 words), excluding the bibliography.

- The writing of the bibliographic research thesis should take place in the student's third semester (or, exceptionally, later). It should take no more than 2 semesters to complete.
- In consultation with the supervisor and the second committee member, a research topic for the thesis is selected before work on the thesis can begin.
- Complete the [Thesis Notification Form](#) and have it approved by the committee members. Please include the title and a one-page abstract. Be sure to return the completed form to the GPA soon thereafter, copying the GPD..
- The bibliographic research thesis must demonstrate the student's ability to conceive of a research topic/problem, to identify appropriate data and line of reasoning, and to communicate the results in an appropriate manner. Students will be expected to submit work of publishable quality; they are encouraged to refer to published academic articles in preparation of their own thesis.

- The thesis is evaluated by a committee consisting of the student's supervisor and a second reader. A written evaluation must be submitted by both committee members to the Graduate Programs Assistant, along with a copy of the student's final corrected version of the thesis.
- A 'pass' or 'revise and resubmit' marking system is used. A 'revise and resubmit' grade will require the student to incorporate necessary changes and resubmit to the committee for re-evaluation within six months of the first evaluation. If the requested changes do not meet the expectations of the evaluating committee, then the supervisor will organize a meeting with the student and the second committee member to discuss.

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## THESIS DEPOSIT AND GRADUATION

You must apply to graduate by the January 15<sup>th</sup> or July 15<sup>th</sup> deadline, depending on when you complete your thesis.

⇒ [Learn more about graduation and convocation procedures here](#)

*Depositing your thesis in Spectrum* – In order to graduate, you must submit the final version of your thesis (after any edits have been made as required by your committee) to the University's research repository, Spectrum. This involves following a specific format and procedures.

⇒ [Learn how to format your thesis for deposit](#)

⇒ [Learn how to deposit your thesis in Spectrum](#)

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***For more information:***

[\*Visit the SGS website for a guide to MA thesis final steps\*](#)

*Contact the School of Graduate Studies for MA thesis related questions at [thesis@concordia.ca](mailto:thesis@concordia.ca)*

## SECTION B: FUNDING

### TUITION AND FEES

For information on your tuition rates and other fees, check your student portal. You may also visit Birks Student Service Centre either online or in person.

- ⇒ [Birks Student Service Centre](#)
- ⇒ [More information on tuition fees and how they are calculated](#)

### FUNDING FOR GRADUATE STUDENTS

*Due to the competitive nature of the program and tuition fees, we have a limited number of awards and fellowships to offer each year. An application received before or on February 1<sup>st</sup> does not guarantee funding.*

- ⇒ [For general information regarding funding for graduate students, visit the SGS website](#)
- ⇒ [For department-specific funding, visit the Sociology and Anthropology Department's Funding site](#)

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### ENTRANCE AWARDS/FELLOWSHIPS

Completed graduate applications received **before or on February 1<sup>st</sup>** will be considered for various needs and/or merit-based awards and fellowships. The eligibility requirements are specified by the funding source. Applicants are also considered for departmental discipline-specific awards.

No additional application is required to be considered for an entrance award. Applicants who apply after the February 1<sup>st</sup> deadline will not be considered for an entrance award.

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### FOR STUDENTS WITH QUEBEC RESIDENT STATUS:

- Teaching Assistantship **(1 in your first year of study)**

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### FOR CANADIAN OUT-OF-PROVINCE STUDENTS:

- Out of Province Award, which reduces tuition for Canadian students from provinces outside Quebec to the Quebec resident rate
- Teaching Assistantship **(1 in your first year of study)**

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**FOR INTERNATIONAL STUDENTS:**

- [Consult Concordia's School of Graduate Studies website for opportunities here](#)
- Teaching Assistantship **(1 in your first year of study)**

*Note: The departmental funding listed above is only available to students who are actively registered and in good standing.*

**EXTERNAL FUNDING**

There are various funding sources outside the University, including the Social Sciences and Humanities Research Council (SSHRC) and the Fonds québécois de la recherche sur la société et la culture (FQRSC). The School of Graduate studies has compiled a list of useful links to external funding sources.

⇒ [See the SGS list of external funders here](#)

**TEACHING ASSISTANTSHIPS**

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**CRITERIA FOR ALLOCATION OF TEACHING ASSISTANTSHIPS TO GRADUATE STUDENTS**

At the time of admission, some students will get TAships as part of their funding package. This is based on merit.

During the course of the academic year, other TAships are advertised by the department administrator. All students can apply.

**Keep in mind the following:**

- 1) Students will be eligible to get a TAship only during the normal length of an MA program (2 academic years) and of a PhD program (about 5 years, according to disciplinary expectations). Exceptions can be made at the discretion of the department to meet teaching needs.
- 2) T.A ships will be distributed equitably among deserving students, unless the department has repeated needs for the skills of some students.
- 3) Despite the above, students who received a C grade or a F grade (for whatever reason) in their graduate courses are not eligible for a TAship.
- 4) Students who take a leave of absence are not eligible for a TAship during their leave.
- 5) Students who have defended their thesis are no longer considered eligible for TAships.

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## DUTIES OF TEACHING ASSISTANTS

As the name indicates, TAs are teaching assistants and not research assistants. As part of their TA contracts, TAs must not engage in research activities for their professor, nor can they perform sundry activities related to a professor's research or administrative duties.

⇒ Please refer to the [CREW workload form](#) for more information on TA duties

### Keep in mind the following:

- Teaching assistants must not start working until the time that their CREW (the union representing TAs and RAs at Concordia) workload form and their contract have been signed. They must meet with their professor in person or online to discuss the workload. The number of TA contract hours may vary according to the course.
- Duties of TAs include:
  - help with grading
  - help with designing assessments
  - help with preparing grading keys
  - help with sundry activities relating to a course
  - presentation and explanation of reading material in class
  - leading tutorials during tutorial sessions (if that is part of the class format)
  - leading labs (in stats particularly)
  - answering student emails about the course
  - holding office hours, monitoring discussion boards, etc.
- TA contract hours can be distributed differently at the time of the definition of workload. For instance, the professor might opt to ask their TA to bank some of their hours so that the grading of assignments and final exams can be done. The workload during some weeks may be very light, while it may become heavier when grading is due. TAs must plan their own academic work so that they can perform their TA duties.
- Teaching assistants are not substitute teachers, BUT:
  - If a professor must miss a class, it is appropriate for a TA at the MA level to fill in for them, for activities such as showing a film or discussing reading material and leading the discussion that ensues.
  - It is not appropriate for a TA at the MA level to be responsible for lecturing in the absence of the professor.
  - It is appropriate for TAs (MA and PhD) to teach a short class or do a presentation in class, when a professor is present for the purpose of mentoring and feedback.
  - It is appropriate for a TA at the PhD level to fill in for a professor exceptionally and teach a full class.

- If you encounter difficulties with your TA duties (absences; illness; repeated inability to keep deadlines or to meet obligations, etc.), do not hesitate to speak to your professor about it. Please get in touch with the Graduate Program Directors if the problems persist.

## RESEARCH ASSISTANTSHIPS

Research assistantships are assigned and managed by individual faculty members. They are independent from the Graduate Program Office. Occasionally Research Assistantships may be posted and circulated through the Graduate Students mailing list. Students are responsible for monitoring their email for incoming messages from the Department and the University.

## CONFERENCE AND TRAVEL FUNDING

Below are a few options available for graduate students who are looking to apply for conference funding.

- ⇒ [School of Graduate Studies Conference Funding](#)
- ⇒ [GSA – Graduate Student Association Conference Funding](#)
- ⇒ Departmental Conference Funding
- ⇒ [Faculty of Arts and Science Graduate Student Conference Award](#)

*Applying to the SGS, GSA and Departmental funding is required to be considered for the Faculty of Arts and Science Conference Funding (FAS).*

*Please contact Kelly Walsh [kelly.walsh@concordia.ca](mailto:kelly.walsh@concordia.ca) for questions related to the FAS Conference Travel award.*

## SECTION C: UNIONS AND ASSOCIATIONS

### STUDENT ASSOCIATIONS

As a graduate student at Concordia University in the Department of Sociology and Anthropology, you are represented by two graduate student associations:

⇒ [Sociology & Anthropology Graduate Students Association \(SAGSA\)](#)

⇒ [Concordia Graduate Student Association \(GSA\)](#)

**[sagsa]** Sociology & Anthropology  
Graduate Student Association  
Concordia University



### UNION REPRESENTATION

Teaching assistants and research assistants employed at the University are represented by the labour union Concordia Research and Education Workers Network (CREW-CSN).

⇒ [Concordia Research and Education Workers Network \(CREW-CSN\)](#)



## SECTION D: STUDENT RESOURCES

There are many useful resources available to you, from academic tutoring to professional skill-building to healthcare. The following is not a comprehensive list, but please use it as a starting point to explore the tools and opportunities available to students.

### LIBRARY RESOURCES

In addition to being a digital and physical hub for research and study, the Concordia Library has discipline-specific services to help you with your research, as well as free workspace designated for graduate students.

- ⇒ [Workspace reserved for graduate students in the library](#)
- ⇒ [Sociology Subject Guide & Reference Librarian](#)

### PROFESSIONAL DEVELOPMENT

**GradProSkills** is a service that offers free workshops on topics ranging from academic writing, to exploring funding and scholarships, to teaching undergraduate courses. They also host thesis writing intensives and French language practice groups.

- ⇒ [See their full list of workshops and sign up here](#)

### HEALTH AND WELLNESS

Taking care of your mental and physical wellbeing while in graduate school is important. Your student health plan is administered through the Concordia Graduate Student Association, and the University has free psychological counselling services available.

- ⇒ [See an overview of Concordia University's mental health services](#)
- ⇒ [CU Wellness offers additional programs like peer support and special events](#)
- ⇒ [Visit the GSA's site to learn more about your student health and dental coverage](#)



## ADVOCACY AND SUPPORT

The following is a list of resources you might need to access if you encounter any difficulties or need extra support throughout the course of your program:

- ⇒ [Concordia's Office of Rights & Responsibilities](#) provides confidential support if you have concerns about the behaviour of any member of the Concordia community (faculty, staff, other students, etc.)
- ⇒ [The Sexual Assault Resource Centre \(SARC\)](#) is a frontline service offering inclusive and trauma-informed support
- ⇒ [The Ombuds Office](#) provides impartial advocacy and intervention in the case of any disputes over the rules and procedures of the university
- ⇒ [The Office of International Students](#) provides valuable support to students from abroad
- ⇒ If you need to request a **leave of absence** for any reason (including **parental leave**), please speak to the Graduate Programs Assistant, and [visit this link for comprehensive information about support available to parents and students on leave](#)

## APPENDIX: IMPORTANT FORMS

Below is a list of forms. More forms will be added in the final draft of this handbook in January 2025

- ⇒ [Student-Supervisor Framework Agreement](#)
- ⇒ [Change in Supervisor Form](#)
- ⇒ [Program Progression Checklist \(Primary Research – Option A\)](#)
- ⇒ [Program Progression Checklist \(Bibliographic Research – Option B\)](#)
- ⇒ [Thesis Notification Form](#)

## CHANGE IN SUPERVISOR FORM

Students must inform their current supervisor of their decision to change supervisor. Once this is done, **this form must be filled out and returned to the [Graduate Programs Assistant](#).**

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ Student ID#: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

NEW SUPERVISOR NAME: \_\_\_\_\_

START DATE OF SUPERVISION: \_\_\_\_\_

### SIGNATURES REQUIRED:

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

NEW SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

GRADUATE PROGRAM DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

(Revised 06/2024)

**PROGRAM PROGRESSION CHECKLIST (PRIMARY RESEARCH – OPTION A)**

**NOTE:** Students admitted to a graduate program are required to complete a minimum of 45 credits. Registration for **SOCI 690 and SOCI 695** is not required; they are considered non-course components (NCC) and will be registered upon completion.

Credits	Courses	To Complete	In Progress	Complete
3	<b>SOCI 602</b> Issues in Classical Sociological Theory (Register)			
3	<b>SOCI 603</b> Issues in Contemporary Sociological Theory (Register)			
3	<b>SOCI 612</b> Quantitative Research Design and Methods (Register)			
3	<b>SOCI 613</b> Qualitative Research Design and Methods (Register)			
3	<b>ELECTIVE</b> (Register)			
3	<b>ELECTIVE</b> (Register)			
3	<b>SOCI 660</b> Prof. Dev. Seminar (Register)			
3	<b>SOCI 690</b> Research Proposal (NCC)			
21	<b>SOCI 695</b> Thesis – Primary Research (NCC)			
45				

**PROGRAM PROGRESSION CHECKLIST (BIBLIOGRAPHIC RESEARCH – OPTION B)**

**NOTE:** Students admitted to a graduate program are required to complete a minimum of 45 credits. Registration for **SOCI 690 and SOCI 695** is not required; they are considered non-course components (NCC) and will be registered upon completion.

<b>Credits</b>	<b>Courses</b>	<b>To Complete</b>	<b>In Progress</b>	<b>Complete</b>
3	<b>SOCI 602</b> Issues in Classical Sociological Theory (Register)			
3	<b>SOCI 603</b> Issues in Contemporary Sociological Theory (Register)			
3	<b>SOCI 612</b> Quantitative Research Design and Methods (Register)			
3	<b>SOCI 613</b> Qualitative Research Design and Methods (Register)			
3	<b>ELECTIVE</b> (Register)			
3	<b>ELECTIVE</b> (Register)			
3	<b>ELECTIVE</b> (Register)			
3	<b>ELECTIVE</b> (Register)			
3	<b>SOCI 660</b> Prof. Dev. Seminar (Register)			
18	<b>SOCI 695</b> Thesis – Primary Research (NCC)			
45				

**THESIS NOTIFICATION FORM (PRIMARY RESEARCH – OPTION A)**

The thesis committee must have been established before commencing the thesis. Each committee member should approve the decision to begin before the student can begin work on the thesis.

- ⇒ Please complete the form below and return it to the [Graduate Programs Assistant](#) before commencing work on the thesis.
- ⇒ Please attach a **one-page abstract** and **thesis title** for review by the Graduate Programs Director.

Name of Student: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Program: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

*\*Please attach a one-page abstract for the thesis*

**Master’s Thesis Committee**

1. \_\_\_\_\_ Approval: \_\_\_\_\_

**Supervisor #1** (name)

(signature)

Date: \_\_\_\_\_

2. \_\_\_\_\_ Approval: \_\_\_\_\_

**Supervisor #2** (name)

(signature)

Date: \_\_\_\_\_

3. \_\_\_\_\_ Approval: \_\_\_\_\_

**Supervisor #3** (name)

(signature)

Date: \_\_\_\_\_

**THESIS NOTIFICATION FORM – BIBLIOGRAPHIC RESEARCH (OPTION B)**

The thesis committee must have been established before commencing the thesis. Each committee member should approve the decision to begin before the student can begin work on the thesis.

- ⇒ Please complete the form below and return it to the [Graduate Programs Assistant](#) before commencing work on the thesis.
- ⇒ Please attach a **250-word abstract** and **thesis title** for review by the Graduate Programs Director.

Name of Student: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Program: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

*\*Please attach a 250-word abstract for the thesis*

**Master’s Thesis Committee**

1. \_\_\_\_\_ Approval: \_\_\_\_\_

**Supervisor #1** (name)

(signature)

Date: \_\_\_\_\_

2. \_\_\_\_\_ Approval: \_\_\_\_\_

**Supervisor #2** (name)

(signature)

Date: \_\_\_\_\_

3. \_\_\_\_\_ Approval: \_\_\_\_\_

**Graduate Program Director** (name)

(signature)

Date: \_\_\_\_\_

