



Requirement Handbook for Graduate Programs

The Department of English & Cultural Studies

September 2017 – August 2018



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M.A. IN CULTURAL STUDIES AND CRITICAL THEORY

1. GENERAL

The candidate should consult the Regulations for the Master of Arts Degree set forth in the *School of Graduate Studies Calendar*. **The Calendar is available on the School of Graduate Studies (SGS) website: <http://academiccalendars.romcmaster.ca/>** It is particularly important that the candidate be aware of the regulations governing such matters as Full-time and Part-time Status, Leaves of Absence, and Thesis Supervision (Major Research Project). All graduate students, including part-time students, must complete the courses SGS #101- *Academic Research Integrity and Ethics* and SGS #201- *Accessibility for Ontarians with Disabilities Act (AODA) Training* within the first twelve months after their admission to graduate studies at McMaster, preferably in the fall term.

2. COURSE SELECTION

During the summer months, students will receive a form asking them to choose their graduate courses. Confirmation of course selection will be sent out late in the summer. Graduate courses must have a minimum enrolment of eight to run and are limited, in most cases, to a maximum of fifteen (core courses may be slightly larger). Graduate courses offered by the Department of English and Cultural Studies meet once a week during the fall and winter terms. Active participation in class discussion is expected in all our graduate courses.

3. PROGRAM REQUIREMENTS AND SCHEDULE

- Core Course: CSCT 732* and 733*
- 4 one-term elective courses (or equivalent)
- Major Research Project (40-50 pages)

All students will take the two, compulsory half-year courses: CSCT 732*: *Foundations in Cultural Studies & Critical Theory* and CSCT 733*: *Problems in Cultural Studies*. Students will be coming into the program from different disciplinary backgrounds and with different degrees of previous exposure to cultural studies and critical theory. The core courses will give all students a common background in these fields and will also function as a central intellectual meeting-place for students, who will be encouraged throughout the program to create a community of ideas and discussion as well as to pursue their individual projects. In addition, they will be required to take four one-term elective courses (or the equivalent), usually consisting of two in each of the fall and winter terms, leaving the period from May-August available for work on the Major Research Project. Students who elect to take a Spring or Summer course need to confirm supervisors and commence work on their MRPs early in the Winter term to ensure the timely completion of all program requirements. Up to two elective courses may be taken outside the department, subject to approval by the CSCT Director and with the permission of the department/program offering them. The Department of English and Cultural Studies does not offer Independent Reading Courses. In each course, students must achieve a minimum grade of B-. Work for fall term courses must be completed before the holiday break in December. Work for winter term and fall/winter term courses must be completed by the end of April.

Students will also be required to complete a Major Research Project (MRP) of 40 to 50 pages (not including bibliography) **NB: This is a strict page limit; MRPs must not exceed the maximum length.** Students will develop the research project in the first two terms and will work on it in a concentrated fashion over the spring and summer terms. Students are encouraged to consult with potential supervisors as early as possible, by the end of fall term at the latest. In consultation with their supervisor, students will develop a plan of research appropriate to the time available for study and the required length of the MRP. An information session, scheduled during the core class on **Tuesday, December 5, 2017**, will offer students advice on how to frame a topic and craft a strong proposal. Draft proposals (1000 words plus bibliography) are due, to be submitted electronically to the program director, by **Friday, February 2, 2018**. A workshop, scheduled during the core class on **Tuesday, February 13, 2018** will give students the opportunity to solicit feedback on their draft proposals from faculty and other students. Electronic copies of final MRP proposals (1000 words plus working bibliography), along with the cover sheet listing project title and signed by a faculty member who has agreed to supervise the project, must be submitted to the Grad Administrator by **Friday, February 23, 2018**. Cover sheets are available from the office (in the event that a supervisor is unavailable to provide a physical signature, an emailed approval is acceptable). Readers will be assigned by the Director, in consultation with students and supervisors, and with an eye to matching expertise to projects and to balancing supervisory workloads. The Executive Committee will evaluate proposals on a pass/fail basis, returning unsuccessful proposals to students for revision and resubmission by **March 16th**. Revised proposals are due on **April 9th**.

All students will present their in-progress research projects at a symposium on **Wednesday, May 17, 2018**. The 10 to 15-minute presentation is to give an overview of your topic and share a particular issue, idea or problem that you'd like feedback on from colleagues and faculty. The summer months will be devoted to independent research toward the completion of the MRP, submitting drafts to your supervisor and seeking advice or answers to questions as necessary. A draft of the whole MRP must be submitted to the supervisor by **July 27th**. The draft will be returned with comments and suggestions for revision to the student by **August 10th**. A final, revised draft of the MRP must be submitted to the supervisor and reader by **August 17th**, at which point the supervisor and reader will evaluate the project (pass or fail). While they may, at their discretion, discuss elements of the project with the student while it is in process, readers generally read only the revised draft of the **MRP for the purposes of evaluation**.

The Graduate Administrator should be notified by email once the MRP has been delivered to the supervisor and reader. Supervisors and readers will return grades and comments to students and the Graduate Administrator by **August 24th**. If there is a serious difference in mark or one marker fails a paper, we will convene a meeting of the markers to resolve and confirm the mark. If necessary, we will go to a third marker. An electronic copy of the MRP, with any corrections to the typescript suggested by the supervisor and second reader, must be submitted to the Graduate Administrator by September 14th, 2018. Please note that students will have the option of archiving their MRPs on *MacSphere/Avenue to Learn* or to opt-out of posting online. Students will be able to indicate their preference on the provided *Final MRP Submission form*.

The candidate should study the School of Graduate Studies pamphlet, Guide for the Preparation of Theses. A copy of this pamphlet is available in the English & Cultural Studies Department office as well as on the School of Graduate Studies web site: <https://graduate.mcmaster.ca/resources>. It is the candidate's responsibility to make sure that the manuscript is prepared according to the University's requirements in every respect.

Completion time for the course work and the research project will be 12 months of full-time study. If the candidate fails to submit the MRP by the end of September, but intends to finish it, he or she must re-register. If a candidate does not re-register and later wishes to be readmitted to the program in order to submit the MRP, the fees will be charged retroactively for one full year. Students wishing to be readmitted must petition the Director of the CSCT program.

4. MAJOR RESEARCH PROJECT

The Major Research Project should be an analysis of a well-defined topic, framed by a clear research question, and firmly situated in relevant critical conversation(s), normally 40-50 pages in length. In addition to elucidating its thesis with detailed clarity, the MRP should also demonstrate the study's broader relevance and implications. All sources should be cited according to the conventions of a recognized academic style (MLA, Chicago, etc.). The MRP can derive from a term paper, but must be a significant development of the topic, and not just an expansion. The project must provide either an original contribution to knowledge or a significant re-framing of the issues or topics in question. Students who wish to produce an MRP in an alternative format (e.g. a video, art or photography exhibit, or an elementary/secondary school syllabus) are encouraged to consult with potential supervisors early in the fall term. Creative/alternative MRPs must include a significant theoretical component, consisting of a minimum 20-page paper situating the topic in relevant historical and critical contexts and explaining its contribution to knowledge. Projects involving research participants (e.g. interviews, focus groups or surveys) must receive approval from the McMaster Research Ethics Board (<http://reo.mcmaster.ca/>). It is important that students requiring ethics review begin consultation with the REB in the fall, in order to complete the process before embarking on research. Examples of MRPs from previous years can be viewed on the department website <http://english.humanities.mcmaster.ca/csct-major-research-projects/> and on the CSCT MA Program - Reference Site on Avenue to Learn (<http://avenue.mcmaster.ca/>)

Schedule for the CSCT MA:

<u>Fall</u>	<u>Winter</u>	<u>Summer</u>
CSC T 732*	CSC T 733*	Major Research Project
Elective 1	Elective 3	
Elective 2	Elective 4	

5. M.A. in CULTURAL STUDIES and CRITICAL THEORY CALENDAR of EVENTS and DEADLINES: 2017-2018

- Fall 2017 *Begin planning your Major Research Project: Gather preliminary ideas for the problem or question you would like to address, sketch a possible outline, assemble bibliographic materials using the MLA guidelines, etc. Make a point of meeting members of the CSCT faculty; consult with potential supervisors/readers. If necessary, consult with Research Ethics Board.*
- Oct. 6th SSHRC doctoral applications due to the department Graduate Administrator for those who are applying to doctoral programs (NB: some PhD programs have Dec. application deadlines).
- Dec. 5th Attend MRP proposal information session in core course.
- Winter *Prepare MRP proposals; secure tentative agreement with supervisor, to be confirmed by CSCT Executive Committee; readers are assigned by Director in consultation with students and supervisors.*
- Feb. 13th MRP proposal workshop in core class (draft proposals to be submitted Feb. 2nd to be distributed to peer and faculty readers).
- Feb. 23rd Final MRP proposal submitted with supervisor's signature to Director of CSCT and Graduate Administrator for approval by the CSCT committee. Readers are assigned by the committee in consultation with students and supervisors. (English department policy stipulates that faculty normally supervise no more than two students seeking to fulfill MA thesis and MRP degree requirements. For this reason, among others, the Director and CSCT Executive Committee bear responsibility for final approval of all committee configurations within this degree program.)
- April 9th Revised proposals due for students whose initial submissions were unsuccessful.
- Spring
/Summer *Prepare for the CSCT Research Symposium. Draft and revise your MRP in correspondence with your supervisor. Ideally your supervisor should see drafts as you progress, with the penultimate version due July 27th. Be sure to use your supervisor as a resource for fielding questions as they emerge in the course of your writing over the summer months.*
- May 17th CSCT Research Symposium.
- July 27th Submission of complete draft of MRP to supervisor.
- Aug. 10th Supervisor returns MRP to student with comments and suggestions.
- Aug. 17th Final copy of MRP submitted to the supervisor, reader and Graduate Administrator.

- Aug. 24th Submission of final grade and comments to student and to the Graduate Administrator. MRPs are marked on a pass/fail basis. The supervisor and second reader will also provide brief comments.
- Sept. 14th Last possible day for final submission of corrected and edited manuscript electronic form to the Graduate Administrator. The CSCT program will keep an archive of completed projects for future students' and supervisors' reference.

Please Note: The due dates listed above are to be strictly adhered to. They have been calibrated not only to offer students clear markers of accomplishment as they move through the year-long program, but also to provide faculty with a reasonable and appropriate amount of time to return thoughtful feedback to students. In all instances above, faculty have been given at least a week to respond with comments to MRP proposals – and at least two weeks in the case of completed MRP drafts. Kindly respect this timeline.

M.A. STUDIES IN ENGLISH

1. GENERAL

The candidate should consult the Regulations for the Master of Arts Degree set forth in the *School of Graduate Studies Calendar*. **The Calendar is available on the School of Graduate Studies (SGS) website: <http://www.mcmaster.ca/graduate/calendar.html>.** It is particularly important that the candidate be aware of the regulations governing such matters as Full-time and Part-time Status, Leaves of Absence, and Thesis Supervision. All graduate students, including part-time students, must complete the courses SGS #101- *Academic Research Integrity and Ethics* and SGS #201 - *Accessibility for Ontarians with Disabilities Act (AODA) Training* within the first twelve months after their admission to graduate studies at McMaster, preferably in the fall term.

A candidate for the M.A. in English has two program options: **1) coursework only, or 2) coursework and a thesis.** Candidates choosing the first option will complete eight one-term graduate courses or their equivalent: six one-term courses or their equivalent in the fall and winter terms and the equivalent of two one-term courses in the spring and summer terms, with grades of at least B- in each. Candidates choosing the second option will take four one-term graduate courses or their equivalent over the fall and winter terms, with grades of at least B- in each; complete the Thesis Foundation requirements (by December 3rd); write a satisfactory thesis of 25,000 words (100 pages); and successfully defend the thesis in an oral examination. The Department reserves the right to limit the number of students taking Option 2 and writing a thesis. The MA degree normally requires one full year to complete.

2. PROGRAM AND COURSE SELECTION

During the summer months, students will receive a form asking them to choose a program option and pre-register in courses. Students must make a firm commitment to one of the two program options at this time and indicate their preferences for course selections for the year, which the department will do its best to accommodate. Confirmation of course selection will be sent out in late summer. In most cases, students will be permitted to choose their courses freely from among those offered in any particular year. In making their choices, however, they are advised to balance their special interests with the desirability for breadth of coverage. Graduate courses must have a minimum enrolment of eight to run and are limited, in most cases, to a maximum of fifteen. Graduate courses meet once a week during the fall and winter terms, but during the compacted summer term they meet twice a week. Active participation in class discussion is expected in all our graduate courses. Please see grading scale in Appendix A (page 20).

3. LANGUAGE REQUIREMENT

The department no longer requires MA students to demonstrate an ability to read a language other than English. However, students should be aware that most PhD programs in English, including our own, do require students to demonstrate this ability.

4. PROGRAM OPTION 1: COURSEWORK ONLY

Candidates choosing Option 1 will complete eight one-term graduate courses or their equivalent: six one-term courses in the fall and winter terms and two one-term courses in the spring and summer terms. Work for fall term courses must be completed before the holiday break in December. Work for winter term and fall/winter term courses must be completed by the end of April. Candidates must submit all summer coursework by early August so that final grades may be sent to the School of Graduate Studies and the candidate may graduate in the Fall Convocation.

5. PROGRAM OPTION 2: COURSEWORK AND THESIS

Candidates choosing Option 2 will complete four one-term graduate courses or their equivalent in the fall and winter terms, complete the Thesis Foundation requirements (by December 3rd), and submit a thesis on an approved subject and defend it in an oral examination. The normal length of a thesis will be 25,000 words (100 pages), not including the bibliography. All coursework must be completed by the end of April.

The THESIS element of Option 2 is divided into four parts:

Part 1 (Term 1): Thesis Foundation: Researching the Field and Writing the Proposal

Part 2 (Term 2 and Summer): Thesis Composition

Part 3 (August, early September): Oral Examination

Part 4 (Mid September): Final Corrections and Submission of the Thesis to the School of Graduate Studies

Students must successfully pass Part 1 to take Part 2. Attendance at the thesis proposal seminars and workshops is mandatory. Students are reminded that the thesis work is equivalent to four one-term graduate courses. It begins, as with coursework, right away in September and must be the object of sustained attention throughout the term. Adhering to the deadlines below is important, given the very tight schedule of the Thesis Foundation requirements. The length of the M.A. thesis proposal, submitted to the department's Graduate Studies Committee in November, is 1000 words, plus the bibliography. Students whose proposals fail in their second submission to the Graduate Studies Committee will be moved to "Program Option 1: Coursework Only." NB: Switching to this option may necessitate returning to complete a course(s) in the fall of 2018.

6. M.A. THESIS FOUNDATIONS SEMINAR TIMETABLE: 2017-18

M.A. Thesis Foundations Seminar Chair: Dr. David L. Clark, Department of English and Cultural Studies (dclark@mcmaster.ca)

Rationale: The Department of English and Cultural Studies has created a first term timetable for students who elect to write an M.A. thesis. In the first term of the M.A. program, and as part of the M.A. program requirements, thesis students are required to research and craft a persuasive M.A. Thesis Proposal which will then be evaluated by the Graduate Studies Committee. The M.A. Thesis Foundations Seminar meets twice in the fall term and is designed to assist you launching your M.A.

research and crafting your Thesis Proposal. (The M.A. Thesis Foundations Seminar also meets once in the Winter term to “check-in” on students’ progress with their M.A. theses.)

The Thesis Proposal briefly describes the specific aims and objectives of your thesis, i.e., what its particular focus will be and how it will be unfolded. An essential part of this preparatory work is discussing and revising your proposal with a potential thesis supervisor and reader, each of whom will be asked to “sign off” on your proposal once it has been perfected (see due date below). To assist you in that work, all thesis students will submit a preliminary proposal of 300 words to the Chair of the Graduate Studies Committee, Dr. Susie O’Brien, by August 22, 2017. Dr. O’Brien will then contact M.A. thesis students with suggestions for supervisory committee members. Students are advised to contact these faculty members to discuss possible supervision as early as possible. Early in the term, the M.A. Thesis Foundations Seminar will meet with all M.A. Thesis students to discuss what an M.A. Thesis involves and to provide advice on how to write a cogent M.A. thesis proposal. A good working draft of the thesis proposal will be submitted to the Graduate Administrator (englgrsc@mcmaster.ca) by e-mail attachment by 3 p.m. on September 28, 2017. Proposals will be circulated to all M.A. thesis students. The Chair of the M.A. Thesis Foundations Seminar will provide a full marking commentary on the proposals and return them in a workshop meeting (see below) in which the merits and problems of each draft proposal will be discussed by the entire M.A. Thesis Foundations group. In preparation for this meeting, all thesis students will read and consider each other’s draft proposals.

5 September 1:00-3:00 pm (CNH 317) Thesis Foundations Seminar Meeting Part I: Topics to be discussed include: electing the course-work and thesis option (“Option 2”); objectives and expectations of an M.A. thesis; steps towards the preparation of an effective thesis proposal, creating a thesis bibliography, and how to conduct thesis research; the roles of the thesis supervisor and reader. Thesis proposal forms will be distributed to all M.A. students choosing Option 2.

5 September to 27 September: Active discussions with possible thesis supervisor and reader about the nature and aims of your thesis project and research period.

28 September: Submission of draft thesis proposal (including preliminary bibliography and the names of two faculty members the student has been meeting with). Please submit draft proposal to the Graduate Administrator (englgrsc@mcmaster.ca) by e-mail attachment by 4 p.m.

17 October: 3:30-5:30 pm (CNH 332) Thesis Proposal Workshop Part II: Strengths and weaknesses of draft thesis proposals discussed. Draft proposals returned to students with full commentary.

17 October to 6 November: Repeated circulation of revised drafts of thesis proposal and bibliography to possible supervisor and reader.

6 November: Proposal signed by two full-time members of the Department who have agreed to supervise the thesis. Submission of hard copy of the proposal with full bibliography and signed Thesis Proposal Form to Graduate Studies Committee (or approved via email to via the Graduate Administrator) by 4 p.m.

6 November - 17 November: Graduate Studies Committee evaluates proposals (grading them “Pass” or “Fail”) and appoints supervisory committees for successful submissions. Unsuccessful proposals returned to students for revision and re-submission.

30 November: Revised proposals (by students who received a “Fail” on their first submission) submitted to Graduate Studies Committee.

30 November - 7 December: Graduate Studies Committee evaluates remaining proposals (grading them “Pass” or “Fail”) and appoints supervisory committees for successful submissions. Any students who receive “Fail” at this point will be required to drop “Option 2,” move to “Option 1,” and add 4 graduate half-courses to their Winter, Spring, and Summer terms in order to fulfill that Option’s requirement of 8 half-courses.

3 April, 2018, 3:00-5:00pm (CNH 332): Thesis Foundations Meeting.

Choosing a Thesis Subject:

Choosing an appropriate and workable thesis subject is one of the most important stages in the M.A. program. The M.A. thesis should be a coherently argued study on a clear and manageable topic that demonstrates not only basic scholarly research skills but also knowledge of the field and its relevant criticism, as well as a sense of the theoretical implications of the subject under consideration. The thesis will provide either an original contribution to knowledge or a significant re-framing of the issues or topics in question. To be sure, our graduate program can accommodate a wide range of thesis topics, but students should recognize that not all thesis topics may be viable, especially topics that lie outside the teaching and research interests of faculty members. Students are encouraged to develop original topics for their M.A. theses, but they must also be willing to revise those topics, sometimes significantly, so that their thesis work can be effectively supervised and examined.

In order that adequate consideration of a topic and discussion with a potential supervisor may take place, the timetable above **MUST** be followed. Candidates should contact members of the Department whose special field of interest seems to lie closest to the chosen topic as early as possible in September. The Chair of Graduate Studies can help in the process of identifying potential supervisors. When advice and guidance have been given, the candidate should select a title for the proposed thesis and prepare a statement describing the aim and scope of the research and clearly specifying the material to be covered. The candidate must also provide a bibliography. Forms are provided for the proposal, and these must be submitted to the Graduate Studies Committee for approval. Sample proposals are on file in the Department office. Students are strongly advised to consult the samples.

Since no department member is allowed to supervise more than two M.A. theses in any one year, it may be necessary in some cases to appoint as supervisor a department member who has not signed the thesis proposal. If in the course of supervision, it is found desirable to alter the title and/or scope of a thesis, a new submission must be made to the Graduate Studies Committee.

The thesis supervisor must be a regular, full-time member of the English and Cultural Studies Department; the third member of the committee may be from outside the Department in cases where the thesis topic warrants such external advice. Requests for the appointment of a third member from outside the Department must be made to the Graduate Studies Committee. Generally, the Graduate Studies Committee will appoint the third member of the thesis committee, but suggestions from the student and thesis supervisor are always welcome. The supervisor should be available for regular consultation during the research and writing of the thesis or should make arrangements with a second reader who is available during the summer. Requests for a change of supervisor must be submitted to the Graduate Studies Committee for approval.

Timetable for Completion of the MA Thesis:

All coursework must be completed by the end of the second term and in no case later than the end of April (without an exemption on medical grounds). The supervisor and the candidate will meet by mid-December to agree upon a plan for the completion of the thesis. The written plan (a form will be provided for this purpose) is to be filed with the Graduate Studies Committee by the end of December.

6 November:	Proposal signed by two full-time members of the Department who have agreed to supervise the thesis. Submission of hard copy of the proposal with full bibliography and signed Thesis Proposal Form to Graduate Studies Committee (or approved via email to via the Graduate Administrator) by 4 p.m.
13 December:	Following a meeting with supervisor to discuss research reading and to agree upon a plan for the completion of the thesis, written plan filed with GSC.
22 January:	Detailed outline and full bibliography due to supervisor.
12 March:	Draft of a chapter due to supervisor and Chair of Graduate Studies Committee.
09 April:	Draft chapter returned to student with supervisor's comments.
16 July:	Draft of thesis due.
06 August:	Thesis returned to student for final revisions.
24 August:	Last date for revised thesis to be given to first and second readers.
14 September:	Final date for oral defense of thesis.

Students who expect to graduate in the Fall Convocation should submit three typed or electronic copies of the thesis to their examiners prior to the defense date specified in the "Academic Calendar" of the *School of Graduate Studies' Calendar* (usually late August). Students should give their examiners at least two weeks to read the thesis before the defense date. Students who expect to proceed to Ph.D. studies at McMaster must submit copies of the thesis to their examiners **no later than the last week of August**. An electronic copy of the thesis must be submitted to the School of Graduate Studies through MacSphere by the last Wednesday in September. *Candidates who expect to*

graduate in the Spring Convocation should have the thesis in the hands of the supervisor and readers early in March.

It should be noted that students who have not successfully defended their theses by the end of September will be liable for tuition fees (plus incidental fees) for the Fall term. To allow time for corrections, **thesis defenses will not be scheduled after the 14th of September**. For more information regarding the MA defense process, please see the SGS website:

<https://gs.mcmaster.ca/masters-degree-thesis>

Preparing a Thesis:

The candidate should study the School of Graduate Studies pamphlet, *Guide for the Preparation of Theses* available on the English & Cultural Studies Department's web site as well as on the School of Graduate Studies web site. The pamphlet gives general information about University requirements concerning the writing and submitting of graduate theses, and covers such topics as "fonts," "sequence of parts" and "general format." The official bibliographic guide for the graduate English program is *The MLA Handbook for Writers of Research Papers*, with the exception of set-off quotations, endnotes/footnotes, and bibliographical entries, which should be single-spaced, not double-spaced as the MLA recommends. It is the candidate's responsibility to make sure that the manuscript is prepared according to the University's requirements in every respect. The candidate should consult their supervisor if a divergence from standard practice seems desirable. Such divergences may be permitted so long as they are consistent and unambiguous and can be defended with sound, scholarly reasoning at the oral examination. In general, however, adherence to the standard rules is required, and a thesis that is unsatisfactory in this respect will be returned for correction.

Submitting the Finished Thesis:

The candidate must not proceed to the final submission of the thesis to MacSphere until authorized to do so by their supervisor. The thesis should be proofread with care in order to detect and correct any typographical errors. When the thesis is submitted to the members of the committee for defense, it should conform to the guidelines for the preparation of theses set by the School of Graduate Studies. Please see their website at: <https://graduate.mcmaster.ca/resources>

The Oral Examination:

When the supervisor has approved the thesis, an oral examination will be held at a time arranged by the supervisor. The supervisor and the two readers will be present at this examination. The candidate will be expected to speak for not longer than fifteen minutes on the subject of the thesis and matters of interest arising therefrom. (Brief notes may be used, but the candidate should not prepare any detailed written statement.) The candidate will then be questioned both on the thesis and on the oral presentation. The candidate will then be asked to retire until the supervisor and readers arrive at a decision. The oral examination normally lasts one hour. Theses submitted by the August deadline will be examined no later than the 14th of September.

Corrections:

If the thesis is approved, the supervisor and readers will then submit to the candidate lists of any errors (typographical or factual) that they may have discovered in their reading of the thesis.

These errors must be corrected and the relevant pages revised before the thesis is formally presented to the School of Graduate Studies. When these corrections have been approved by the supervisor, the thesis may be presented to the School of Graduate Studies through MacSphere.

Failure to Complete the Thesis by Deadline:

If the candidate fails to complete the thesis by the beginning of classes in September, but intends to finish it, he or she must re-register and will be charged one full year's fees; (depending on the final submission date, a portion of these fees may be subject to refund, subject to the approval of the School of Graduate Studies). If a candidate does not re-register and later wishes to be readmitted to the program in order to submit the thesis, the fees will be charged retroactively for one full year. Students wishing to be readmitted must petition the Department.

7. PART-TIME M.A. PROGRAM

Students may be admitted to the M.A. program on a part-time basis. The requirements for the part-time M.A. are the same as those for the full-time M.A., but the student completes them over a longer period of time, normally three years. The Department advises that part-time students not attempt more than one full graduate course, or the equivalent, in any given year. Although the School of Graduate Studies permits a part-time student to take one and a half courses per year, this would constitute a serious burden for someone with a full-time job. *NB: Please note that the scheduling of graduate classes varies from year to year, and that they normally occur within the hours of 9:30am and 6:30pm.*

PH.D. STUDIES IN ENGLISH

(N.B. Since the graduate program has undergone some revisions over the years, students should consult the guide for *M.A. and Ph.D. Studies in English* for the year in which they registered for regulations governing their program.)

1. GENERAL

The Ph.D. program in English at McMaster normally entails four years of study. Ph.D. candidates should consult the general regulations for the Doctor of Philosophy Degree at McMaster in the *School of Graduate Studies Calendar*. **The Calendar is available on the School of Graduate Studies website: <http://academiccalendars.romcmaster.ca/index.php>.** It is particularly important that candidates be aware of the regulations governing such matters as **Full-time and Part-time Status, Leaves of Absence, and Thesis Supervision. All graduate students, including part-time students, must complete the courses SGS #101- *Academic Research Integrity and Ethics* and SGS #201 - *Accessibility for Ontarians with Disabilities Act (AODA) Training* within the first twelve months after their admission to graduate studies at McMaster.**

The particular requirements of the Department are set forth below.

2. COURSES

During the summer months, students will receive a form asking them to choose their graduate courses. Confirmation of course selection will be sent out late in the summer. Graduate courses must have a minimum enrolment of eight to run and are limited, in most cases, to a maximum of fifteen (core courses may be slightly larger). Graduate courses offered by the Department of English and Cultural Studies meet once a week during the fall and winter terms. Candidates will take three full courses, or the equivalent, with grades of at least B- in each. Active participation in class discussion is expected in all our graduate courses. Please see grading scale in Appendix A (page 20). Up to two elective courses may be taken outside the department, subject to approval by the Chair of Graduate Studies and with the permission of the department/program offering them.

3. SUPERVISORY COMMITTEE

The Ph.D. supervisory committee consists of a supervisor and two other faculty members. In order to enable the Graduate Studies Committee to appoint a supervisory committee, the candidate will be asked in December of the first doctoral year to identify an area of specialization. Most candidates select one of the eleven areas listed below in section 6 as their area of specialization. A form will be made available for this purpose. On this form, the candidate will also provide a thesis proposal of 1000 words plus a bibliography. The form will then be signed by two department members and be submitted in January to the Graduate Studies Committee for approval. An email confirming approval is acceptable in lieu of a physical signature on the form. Normally, the first signer will be named supervisor. In cases where the first signer is already heavily committed to graduate supervision, the Graduate Studies Committee may wish to appoint the second signer or another member of the department as supervisor. The third member of the committee will be appointed by

the Graduate Studies Committee after consultation with the supervisor. It is assumed that the supervisor will have discussed possible third members with the candidate. The supervisor and one reader must be full-time members of the English Department; the other member of the committee may be from outside the Department in cases where the thesis topic warrants such external advice. Exceptions are subject to approval by the supervisory committee and the Graduate Studies Committee. Please see Appendix B (page 21) for guidelines on the responsibilities of Ph.D. supervisees and supervisors.

Requests for a change of supervisor or for a change in the composition of the supervisory committee must be submitted to the Graduate Studies Committee for approval. First, the student should consult either the thesis supervisor or the Chair of the Graduate Studies Committee. Whoever receives this request should ensure that the proposed change is communicated to all members of the supervisory committee. The student should then proceed to make her/his request in writing to the Chair of the Graduate Studies Committee.

4. RESEACH METHODS & BIBLIOGRAPHY REQUIREMENT

Each Ph.D. candidate is required to attend a set of workshops for which a grade of “pass” or “fail” is given. **Ph.D. students in their second year must ensure they are present at these workshops.** The workshops during which students will present on their own research projects are scheduled during May 2018. Attendance at workshops is mandatory. The aim of this course is to provide students with the opportunity to discuss a range of contemporary research models and methodologies in literary and cultural studies as students work towards submitting their detailed thesis proposals on June 25th.

These workshops are meant to complement two other sets of professionalization programs in the Department: 1) pedagogical instruction conducted in the teaching workshops offered at the beginning of each year for all teaching assistants, in preparation for supervised tutorial work throughout the program; 2) the Professionalization Workshops given each year on writing grant proposals, writing thesis proposals, publishing articles and giving conference papers, composing CVs, and preparing for job applications and interviews.

5. LANGUAGE REQUIREMENT

The candidate will be required to present evidence of an ability to read a language other than English deemed acceptable to the Graduate Studies Committee. Translation examinations, which may be written with the aid of dictionaries, will be held in the mid-Fall and Spring terms. The examinations are two hours in duration. Please contact the Graduate Administrator (englgrsc@mcmaster.ca) to set up an examination.

A candidate who has passed a full university course in a language other than English will be excused from this examination as will a candidate who has passed two half university courses in the same language. Exemption from the examination may also be granted for students with native fluency in a language other than English. The Department will consider qualifications from other examining authorities, but reserves the right to insist on an examination in any individual case.

Requests for exemption should be addressed to the Graduate Studies Chair. Since knowledge of another language is considered a research tool, the language requirement should be satisfied whenever possible by the end of the second year of the program.

In cases where proficiency in more than one language other than English is needed for thesis research, the student's supervisory committee will make a recommendation to the student and the Graduate Studies Committee. The Graduate Studies Committee will rule on such recommendations.

6. THE COMPREHENSIVE EXAMINATIONS

University regulations require that Ph.D. candidates take a Comprehensive Examination in order to demonstrate "breadth of knowledge and a maturity of approach to a wide range of topics within the disciplines." Ph.D. candidates in English and Cultural Studies satisfy this requirement by writing two papers, a *Field Survey* and a *Topic Paper*, and by defending both in an oral examination.

The *Field Survey* is designed to develop broad expertise in the wider field of knowledge the candidate's research will engage. The *Topic Paper* describes how the candidate's dissertation intervenes in that field and the particular contribution it will make. Both papers are to be researched and written concurrently by the candidate, are to be between 25 and 30 double-spaced pages in length, and are due no later than February 27th of the second year of study. Extensions will be granted only on documented medical grounds. The oral examination of both papers will follow within 10 days of submission.

A meeting between the candidate and the full examining committee will be held in February of the first doctoral year. At this meeting the candidate and the committee will finalize the reading list for the *Field Survey* and *Topic Paper*. This list should consist of roughly 120 works of literature and criticism (with approximately 30 pages of critical prose, 50-75 pages of short story writing, or 200 lines of poetry equaling one work, a play or movie equaling 2 works, and a substantial book counting for 3 works). The *Field Survey* is meant to be capacious, reaching beyond the candidate's immediate research topic, and should encompass a wide variety of genres, authors, and critical approaches. The *Field Survey* should broaden the candidate's understanding of his or her chosen field of expertise in preparation not just for the dissertation but also for job interviews and undergraduate teaching. Candidates should take into consideration that most postings for academic jobs in English ask for wide expertise in one of the following areas:

- Medieval Literature
- Eighteenth-Century British Literature
- Twentieth-Century British and Irish Literature
- Canadian Literature
- Critical Theory
- Indigenous Literatures & Cultures
- Early Modern English Literature
- Nineteenth-Century British Literature
- American Literature
- Postcolonial Literature
- Cultural Studies

The candidate is required in her or his reading list to substantially cover one of these broad areas, or another clearly defined and generally recognizable area, subject to the approval of the student's supervisory committee and the Graduate Studies Committee. When complete, the reading list will be submitted to the Graduate Studies Committee for approval and a copy of the approved reading list placed in the candidate's file.

In the *Field Survey* the candidate will map out a broad area of knowledge, demonstrating both critical and historical awareness of how the field has been defined and adopting a critical stance of her/his own. The *Field Survey* could take the form of an exploration of two or three foundational concepts that inform the field. The *Topic Paper* will explain how the dissertation will contribute to its field or fields, specifying the critical approach to be adopted and engaging in more focused discussion of the key texts and critical ideas the candidate's research will explore. Ideally, the *Topic Paper* could serve as a draft of the introduction or first chapter of the dissertation. Once the reading list is approved by the Graduate Studies Committee, a schedule of meetings is established so that the candidate may discuss their progress in writing both papers with all committee members. Each committee member meets with the candidate on two separate occasions, typically once in the summer and once in the fall terms. **Committee members should not review or comment upon your actual *Field Survey* or *Topic Papers*; these are examination papers and, while general discussion with supervisory committee members is encouraged, drafts of the papers should not be read and commented upon by committee members.** The onus is on the candidate to prepare in advance for these meetings. Note that a candidate in the field of Medieval Literature must demonstrate an ability to read Old and Middle English in the course of these meetings to the satisfaction of her or his committee.

The oral examination will normally be two hours in length, with examiners posing specific questions about the candidate's written work, about works on the *Field Survey* list that are not discussed in either paper, and about pedagogy and the fit between the candidate's work and relevant undergraduate courses. As a means of ensuring sufficient breadth of knowledge, the Department requires that, at the oral examination, candidates demonstrate a mature ability to articulate a range of dominant issues in their field(s) and to show familiarity with a wide range of authors and genres.

The candidate's mark in the Comprehensive Examination will be calculated on the average of the grades for the *Field Survey*, the *Topic Paper*, and the oral examination. The candidate must pass each part of the Comprehensive Examination (a B- grade or better). The student has the option of being informed of his or her grades on the written papers before the beginning of the oral examination. If the student has failed either written paper with a mark under B-, that paper must be rewritten before proceeding to the oral exam. The second attempt must be submitted within three months of the first submission. If the candidate fails the oral examination, he or she must make a second attempt within three months. Failure to pass any part of the examination after two attempts will result in withdrawal from the program. The method for determining the grades for the three parts of the Comprehensive Examination is as follows. Before the oral examination, the three committee members will each submit in writing his or her grade for each of the two written papers. The supervisor will then calculate each grade; discussion will follow to arrive at the final grade for each paper. Grades for the written papers should be submitted before the oral examination, and for the

oral examination at the end of the exam. The final recorded grade will be a Fail, Pass, or Pass + (with distinction). The final category denotes that all three committee members independently assigned a grade of "A+" to each paper and to the oral. Two grades of "A+" and one "A" equals a pass, but not a pass with distinction. Students should be informed of their grades immediately after the oral examination.

7. THE THESIS

After the completion of the Comprehensive Examination, the candidate will write a scholarly thesis normally of between 200 and 250 pages (not including bibliography). During this period the candidate is expected to meet with their supervisory committee at least once a year, in addition to regular meetings with the supervisor and other committee members as necessary. No specific regulations about types of theses are set forth by the Department; hence, the thesis will be developed by the candidate in consultation with the supervisory committee. Written portions of the thesis should be presented to the thesis supervisor for comment and approval before they are given to other members of the supervisory committee to read. Any substantive change in thesis topic must be agreed to by the supervisory committee and endorsed by the Graduate Studies Committee, which will also make arrangements for changes in the supervisory committee when necessary.

Candidates should study the School of Graduate Studies' pamphlet, *Guide for the Preparation of Theses* available on the English and Cultural Studies Department's web site as well as on the School of Graduate Studies web site. It gives general information about University requirements concerning the writing and submitting of graduate theses, and covers such topics as fonts, sequence of parts, and so forth.

The official bibliographic guide for the graduate program in English is *The MLA Handbook for Writers of Research Papers*, with the following exception: set-off quotations, endnotes/footnotes, and bibliographical entries in the thesis, should be single-spaced, not double-spaced as the *MLA Handbook* recommends.

It is the candidate's responsibility to make sure that the manuscript has been carefully prepared according to accepted usage and that it meets the University's requirements in every respect. In some instances, a thesis may require special treatment. The candidate should consult the supervisory committee if it appears that a divergence from the standard practice is desirable. Such divergences may be permitted if they are consistent and unambiguous and can be defended with sound, scholarly reasoning at the oral examination. In general, however, adherence to the standard rules is required, and a thesis that is unsatisfactory in this respect will be returned for correction.

All other degree requirements must be completed before the thesis is submitted to the School of Graduate Studies.

8. THE THESIS ORAL EXAMINATION

The candidate will be required to defend the thesis at an oral examination specifically convened by the Dean of the School of Graduate Studies. The *School of Graduate Studies Calendar* contains information on the composition of the examining committee and a description of the procedure for the oral defense.

PH.D. TIMETABLE

YEAR I

- September: Registration in six one-term courses (or equivalent).
- Mid-Fall: (First week) Language examination, if necessary.
- December: (First week) Preliminary Thesis proposal to two Department Faculty members in the field.
- January: Identification of an area of specialization and submission of a 1000-word thesis proposal (with a bibliography attached) for approval by the Graduate Studies Committee by January 12th.
- February: Meeting with supervisory committee in early to mid-February. Submission of reading list for the Comprehensive Examination, approved by all members of the supervisory committee, to the Graduate Studies Committee by February 27th.
- Spring: (First week) Language examination, if necessary.
- May-August: During the summer term candidates will meet once with each of the members of the supervisory committee in preparation for the Comprehensive Examination.

YEAR II

During the fall term candidates will meet once with each of the members of the supervisory committee in preparation for the Comprehensive Examination.

- February: Submission of the Comprehensive Examination Field Survey and Topic Paper by February 27th; oral defense within the next ten days.
- May 14-18: Research Methods & Bibliography Course.
- June: By June 25th, the candidate should have submitted a detailed thesis proposal of 2000 words to the Graduate Studies Committee. This should include the proposed full title of the thesis, a description of its scope, methodology and purpose, and an outline of its general structure. The proposal must be signed by the candidate's supervisory committee before being submitted to the Graduate Studies Committee

for approval. A form will be made available for this purpose. It is understood that the proposal represents a provisional working plan, rather than an unalterable contract; the focus, structure and title of theses are always liable to change during the process of composition. Major changes, however, should be approved and signed by the supervisory committee and brought to the Graduate Studies Committee for final approval. Along with the proposal, the candidate should submit a bibliography of the primary and secondary materials he or she intends to use.

YEAR III

Continued research and writing of thesis. During this time the candidate should submit the first draft of a portion of work to the supervisor, who will return the draft, with corrections, normally within four weeks. The corrected draft should then go to the other supervisory committee members, who return them with corrections normally within four weeks. If committee members do not adhere to this schedule, candidates are advised to inform the supervisor first and then, if necessary, the Chair of the Graduate Studies Committee. By the end of the first term of Year III the candidate should have submitted a draft of at least one substantial section of the thesis.

YEAR IV

Continued research and writing of thesis. Candidates should take note of the School of Graduate Studies deadlines for submission of PhD theses approved for defense (usually around the end of June to be eligible for the November Convocation, and usually around the end of February to be eligible for the June Convocation) and for final, approved and defended Ph.D. theses (usually around the end of September to be eligible for the November Convocation, and around the end of April to be eligible for the June Convocation). Please check the *exact* dates of submission in the current *School of Graduate Studies Calendar*, since they will vary slightly from year to year. For more information regarding the degree completion and the defense process, please see the SGS website: <https://gs.mcmaster.ca/doctoral-degree>

9. PART-TIME PH.D. STUDIES

Ph.D. Studies require a major commitment in terms of time and energy. Therefore, the English & Cultural Studies Department strongly recommends that Ph.D. applicants plan to enroll as full-time students. The part-time Ph.D. option should be chosen only in exceptional circumstances. Since the Department can accept only a very limited number of part-time Ph.D. candidates at any one time, applicants will be required to provide a written explanation of the special circumstances that make it impracticable for them to pursue the degree on a full-time basis. *Also, please note that the scheduling of graduate classes varies from year to year, and that they normally occur within the hours of 9:30am and 6:30pm.*

Schedule for part-time Ph.D. candidates:

- Years 1-3: Coursework
- Years 3-4: Language, Comprehensive examinations
- Years 5-8: Thesis

Appendix A

GRADING SCALE FOR GRADUATE SEMINARS

A+ The work is of exceptional quality. It delineates a critical argument that would, with almost no revision, be worthy of publication, which is to say that it substantially contributes to the existing critical literature on the subject. It is written in not simply clear but eloquent language, and it displays a critical and theoretical maturity that would be expected of a professional scholar. It is painstakingly researched and takes its place confidently in its field. This grade is awarded for truly exceptional work.

A An excellent treatment of the subject. It delineates a critical argument that is substantial, perceptive, and that would, with some revision, potentially be worthy of publication. Its argument may include original insights, but its contribution to the field may not be fully delineated. It is written in clear, error-free language and shows some creativity in the use of that language. The work is very ably researched. There are no major problems with the argument.

A- A very good treatment of the subject that shows genuine insight. One of its elements, however, could use strengthening (however that element is defined—e.g. argumentation, clarity, precision, originality and value of thesis, depth of critical discussion, etc). Signs of conscientious research are evident but may not be as skillfully handled in the student’s presentation as they would be in an A paper.

B+ A good, competent treatment of the subject, that lacks a compelling element (however that element is defined—e.g. a specific flaw in argumentation, clarity, precision, and value of thesis, depth of critical discussion, etc). Writing may be less precise and there may be significant errors in grammar and editing. The level of argument may need improvement.

B An acceptable treatment of the subject, but one that may lack more than one compelling element. The work may be general and insufficiently analytical in nature, lacking in critical rigour. There are, however, good basic insights, but they need to be located within a consistent structure of argument. Language may be consistently imprecise. Research methods may be lacking.

B- A barely acceptable example of graduate work. Both critical argumentation and communication are weak and in need of substantial revision.

C+ Work that is not acceptable at the graduate level. Critical argumentation and communication do not meet the standards of advanced study.

Appendix B

BEST PRACTICES FOR PhD SUPERVISEES AND SUPERVISORS

1. Supervisors

- Mentor students through the various steps of their program (e.g., proposals, requirements, [thesis defense processes](#), applications)
- Set up an initial meeting with a new supervisee in order to review expectations about giving and receiving feedback (the importance of providing and responding fully to constructive criticism; preferences as to the medium for communication feedback; the nature of the feedback that students can expect to receive; at which stage of composition feedback will be provided, etc.)
- Provide advice on professionalization, including mentorship on job interviews, submission of research for publication or conferences
- Respect university guidelines for the timely return of written work
- Confirm with supervisees when they have submitted a reference letter, so that the supervisee knows the reference has been sent

2. Supervisees

- Make themselves aware of the various steps involved in their program (e.g., proposal due dates, requirements and thesis defense processes). Although supervisors should provide mentorship in these areas, responsibility for awareness of the requirements rests with the supervisee
- Keep the lines of communication open with the supervisor
- Make themselves available for in-person meetings at McMaster throughout the year, including but not limited to a spring annual committee meeting, unless the student has received approval for off-campus status (in which case, teleconferencing or videoconferencing will suffice)
- Welcome and respond fully to constructive criticism
- Give supervisors, supervisory committee members or other referees a minimum of 2 weeks to complete reference letters. A best practice is the provision of a chart of forthcoming deadlines or applications, so as to give your referees ample notice
- Provide those referees with ample materials to help them compose the most detailed and effective letter possible (e.g., previous papers, publications, etc.), some supervisors will have specific requirements for these packages of information
- Convey thanks to referees for their letters, as a courtesy
- May consult the supervisor as to whether s/he should like to receive a bound copy of the PhD thesis as a courtesy

PhD Supervision

This policy outlines the attributes of faculty required for PhD supervision.

<http://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/PhDSupervision.pdf>

Appendix C

STUDENT ACCESSIBILITY SERVICES

McMaster is committed to the accommodation of students with disabilities in accordance with the terms of The Ontario Human Rights Code. Students who require academic accommodation are encouraged to contact Student Accessibility Services (<http://sas.mcmaster.ca/>) as early as possible in their program to put in place the supports they need. Details of the policy on academic accommodation is available here: <https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf> (for information pertaining to graduate students specifically, see Section V)

Appendix D

POLICIES AND REGULATIONS

Academic Integrity

This Policy governs academic behaviour of graduate students and faculty and the handling of matters pertaining to academic dishonesty.

<http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>

Policy on Discrimination and Harassment: Prevention & Response

This document outlines McMaster University policies on maintaining and promoting an atmosphere free of harassment and discrimination.

http://www.mcmaster.ca/policy/General/HR/Discrimination_and_Harassment.pdf

Conflict of Interest

This policy describes McMaster University expectations regarding conflict of interest in research.

<http://www.mcmaster.ca/policy/faculty/Research/StatementOnConflictOfInterestInResearch.pdf>

Conflict of Interest Guidelines: Undergraduate and Graduate Studies

This policy describes the responsibility of McMaster University faculty pertaining to conflict of interest in graduate student evaluations and relationships with graduate students.

<http://www.mcmaster.ca/policy/faculty/Conduct/ConflictofInterest-UndergraduateandGraduateStudies.pdf>

Faculty Code of Conduct

This policy governs the conduct, duties and responsibilities of faculty members.

<http://www.mcmaster.ca/policy/faculty/Conduct/CodeofConduct-ProceduresforDisciplinaryAction.pdf>

Intellectual Property: Ownership of Student Work

This document outlines McMaster University policies pertaining to the ownership of graduate student work. <http://www.mcmaster.ca/policy/faculty/Research/OwnershipOfStudentWork.pdf>

Research Integrity Policy

The McMaster University policies on research conduct that apply to both faculty and learners are described in this policy.

<http://www.mcmaster.ca/policy/faculty/Research/ResearchIntegrityPolicy.pdf>

Research Ethics

This policy governs the practice and promotion of ethical research for McMaster University. http://www.mcmaster.ca/ors/ethics/info_policies_resethics.htm

McMaster Research Ethics Board (MREB): <https://reo.mcmaster.ca/>

Copyright Policy: https://milo.mcmaster.ca/faqs/copyright_mac

GENERAL REGULATIONS OF THE GRADUATE SCHOOL

Leaves of Absence:

http://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572#2-5-7_leaves_of_absence

Petition for Special Consideration:

http://graduate.mcmaster.ca/sites/default/files/resources/petition_july2016.pdf

Incomplete/Failing Grade:

http://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572#2.6.4_Failing_Grades_and_Incomplete_Grades

Student Code of Conduct:

McMaster is a community dedicated to providing a safe and secure environment in which all community members conduct themselves in a manner that respects community members' rights, upholds their responsibilities as a member of the community and promotes the educational goals of the University. http://studentconduct.mcmaster.ca/student_code_of_conduct.html

Student Appeals Process: This document outlines the procedures for the lodging and hearing of student complaints arising out of University regulations, policies and actions that affect students directly.

<http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentAppeal.pdf>

Discrimination, Harassment & Sexual Harassment Prevention and Response Policy:

<http://www.mcmaster.ca/respectfulcommunity/>