

Department of English

**MA**  
**Graduate Handbook**

2023-24



**DALHOUSIE**  
UNIVERSITY



## **Welcome to the Department of English at Dalhousie University!**

Along with exciting graduate courses, engaging faculty, and the opportunity to conduct original research, the MA program requires some routine administrative tasks. This handbook aims to help English Masters of Arts students stay on track throughout the course of the program.

Information regarding registration, scholarships, Teaching Assistant appointments, the Dalhousie Association of Graduate Students in English (DAGSE), the Masters thesis, degree requirements, and general information about Dalhousie University can be found in this guide. Most of the information that follows is also available online through the Department of English or Faculty of Graduate Studies websites. The Graduate Administrator also sends out notices of upcoming deadlines throughout the year.

### **Graduate Committee for 2023–2024**

Dr. Bart Vautour, Graduate Coordinator

Dr. Heather Jessup, Teaching Assistant Coordinator (Fall term)

Dr. Alice Brittan, Teaching Assistant Coordinator (Winter and Summer terms)

Dr. Andrew Brown, Professional Development Coordinator

## **Department of English Staff**

**Kenneth Harvie**, Graduate Program Administrator  
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902 494 6924

**Mary Beth MacIsaac**, Undergraduate Program  
Administrator/Assistant to the Chair  
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## **Mailing Address**

Dalhousie University -Department of English  
Marion McCain Arts & Social Sciences Building  
6135 University Avenue, Room 1186  
PO Box 15000  
Halifax, NS CANADA B3H 4R2

## **Website**

<https://www.dal.ca/faculty/arts/english/programs/graduate.html>

## English Department Faculty Directory

Babock, Rebecca (rebecca.babcock@dal.ca); McCain 3030  
Bennett, Lyn (lyn.bennett@dal.ca); McCain 1192  
Brittan, Alice (alice.brittan@dal.ca); McCain 3192  
Brown, Andrew (Andrew.brown@dal.ca); McCain 3195  
Cawsey, Kathy (kathy.cawsey@dal.ca); McCain 3198  
Choyce, Lesley (lchoyce@dal.ca); McCain 3049  
Enns, Anthony (anthony.enns@dal.ca); McCain 3183  
Evans, David (david.evans@dal.ca); McCain 1190  
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Grant, Shauntay (shauntay.grant@dal.ca); McCain 3188  
Haslam, Jason (jason.haslam@dal.ca); McCain 1183  
Jeffers, Asha (asha.jeffers@dal.ca); McCain 3193  
Jessup, Heather (heather.jessup@dal.ca); McCain 3196  
Johnson, Billy (billyjohnson@dal.ca); McCain 2129  
Johnson, LiLi (lili.johnson@dal.ca); McCain 2195  
Kraus, Brittany (Brittany.Kraus@dal.ca); McCain 1193  
Maitzen, Rohan (rohan.maitzen@dal.ca); McCain 3185  
Robinson, Margaret (mrobinson@dal.ca); McCain 3102  
Ross, Trevor (trevor.ross@dal.ca); McCain 3047  
Sheikh, Sheheryar (sh522624@dal.ca); McCain 2115  
Turcotte, Katie (K.Turcotte@dal.ca); McCain 1195  
Vautour, Bart (bart.vautour@dal.ca); McCain 3197  
Wright, Julia (julia.wright@dal.ca); McCain 2193  
Wunker, Erin (erin.wunker@dal.ca); McCain 3194

## Adjunct/Cross-Appointed Faculty Directory

**Barker, Roberta** (Dalhousie University – Cross Appointment), Theatre, Gender, Women's, Canadian Studies

**Barker, William** (University of King's College), Early Modern Literature

**Brownlee, Shannon** (Dalhousie University – Cross Appointment), Film Studies

**Byers, Michele** (Saint Mary's University), Gender & Sexuality / Media & Popular Culture

**Cooper, Afua** (Dalhousie University), Dept of History

**D'Arcy, Michael** (St. Francis Xavier University), Comparative Literature

**Dawson, Carrie** (Mount Saint Vincent University), Canadian

**Edwards, Elizabeth** (University of King's College), Medieval Literature, Modern Theory

**Faber, Alyda** (Atlantic School of Theology), Theology and Literature, Ethics, Feminism

**Fraser, Graham** (Mount Saint Vincent University), Modernism

**Gantar, Jure** (Dalhousie University – Cross Appointment), Theatre Studies

**Glowacka, Dorota** (University of King's College), Contemporary Studies

**Graff, Ann-Barbara** (NSCAD University), Victorian/Gender Studies

**Green, Reina** (Mount Saint Vincent University), Early Modern

**Heffernan, Teresa** (Saint Mary's University), Contemporary Literature

**Howard, David** (King's College/NSCAD), Contemporary/Art History

**Hulan, Renée** (Saint Mary's University), Canadian Literature

**Kennedy, Seán** (Saint Mary's University), Irish Literature

**Luckyj, Christina** (Dalhousie, retired) Early Modern

**MacFarlane, Karen** (Mount Saint Vincent University), Contemporary Literature

**Malton, Sarah** (Saint Mary's University), Nineteenth Century Literature

**Meerzon, Yana** (University of Ottawa), Theatre, Drama, dramaturgy

**Morley, Stephanie** (Saint Mary's University), Medieval Literature

**Mount, Dana** (Cape Breton University), Interdisciplinary/Women's Studies

**Patterson, David** (University of Texas), Holocaust Studies

**Perkin, J. Russell** (Saint Mary's University), Nineteenth Century/Modern

**Stanivukovic, Goran** (Saint Mary's University), Renaissance

**Stone, Marjorie** (Dalhousie University, retired) Victorian

**Thompson, Judith** (Dalhousie University, retired) Romantic

**Vanderburgh, Jennifer** (Saint Mary's University), Film and Media Studies

**Wainwright, Andrew** (Dalhousie University), Canadian Literature

**Watson, Ariel** (Saint Mary's University), Irish Studies/21st-Century Drama

**Whetter, Kevin** (Acadia University), Medieval Literature

## Graduate essays

While overall grading strategies and models will vary from course to course, based on type and number of assignments, area, approach, methodology, and so on, the academic paper is a common assignment. In general, graduate essays are expected to be well-situated in terms of research on the topic(s) of the essay, fully and properly documented according to an accepted bibliographic style (in most cases, MLA or Chicago citation styles are used), and free of typographic and writing errors.

Some general definitions of essay grades are offered below. You should check with your specific instructors about their methods of grading.

**A+** Papers that earn the highest grade are rare; they are original and innovative, and add to the scholarly discussion on the topic(s) at hand. They also show considerable command of critical and other secondary material. Depending on the type of assignment, these papers could, with no or minor revisions, be considered publishable in academic journals specific to the field.

**A** These essays constitute excellent graduate work. They are original and strongly written, and show considerable command of critical and other secondary material, but would need significant revision before being considered publishable.

**A-** These essays are very good graduate-level work, and are well-written and researched, offering a good understanding of the primary material and the scholarly discussion thereof.

**B+** These essays are considered good graduate work, but show weaknesses in terms of research, argumentation or writing.

**B** These essays are satisfactory graduate work, but with substantial flaws in one or more areas of research, argumentation or writing. They may indicate difficulty in moving beyond undergraduate-level work.

**B-** Essays in this range are minimally passable graduate work, showing considerable weaknesses or errors in research, argumentation, and writing. These essays demonstrate difficulty in moving beyond undergraduate-level work.

## **Professional development**

MA students benefit from a number of mandatory and optional workshops offered over the course of the academic year. Beginning with principles and practices of effective teaching, professional development workshops also cover topics such as public speaking and paper presentation, career options and the job search, and writing grant proposals. Please contact the Professional Development Coordinator on the Graduate Committee for more details.

## **Teaching Assistant appointments: guidelines and information**

The Department of English offers Teaching Assistant (TA) positions to most graduate students. Though duties can vary, many TAs will be responsible for leading tutorials. TA positions depend on sufficient enrolment, and fluctuating numbers mean that appointments are usually not finalized until the first week of each term. If you are assigned a TA position, you and the course instructor are required to complete a TA Duties Form to be submitted to the Graduate Administrator. The form outlines how many hours per week you are expected to work as a TA and approximates how those hours will be spent. Please include the 1.5 hour TA training as part of the hour break down for Fall semester.

Teaching Assistants are automatically members of CUPE Local 3192; more information can be found at <https://3192.cupe.ca/>

Teaching Assistant Workshops held early in the Fall Term address the roles and responsibilities the position entails, including professor/TA relations, attendance, marking,



plagiarism, dealing with student matters, and class preparation. Lunch is provided!

Any additional information or questions are always welcomed by the Teaching Assistant Coordinator or Graduate Coordinator.

Teaching Assistants are responsible for providing their direct deposit information to payroll no later than the first week of September.

## Annual timetable

The full-year MA program in English runs from September to August, and both new and continuing students need to attend to a few administrative duties throughout that time. The following schedule covers registration deadlines, thesis timelines, and departmental activities.

**JUNE** – Students receive course selection forms on which to select six three-credit hour courses for the upcoming academic year.

**JULY** – Students should be officially accepted to Dalhousie and have paid the \$200 deposit to hold a place in the program. Students should also register on Dal Online for REGN 9999 with an activated Net ID. (To activate your Net ID and password, visit: <https://password.dal.ca/>.) All university correspondence must be through a valid @dal.ca address. Registration for REGN 9999 is required of **all students**.

**Deadline to register for REGN 9999 is August 1 for all students.**

**AUGUST** – Though the nature and availability of positions are subject to enrolment, Teaching Assistants are usually notified of their assignments around **August 31**. Students register for Fall and Winter Term courses.

**AUGUST/SEPTEMBER** – Incoming students meet with the Graduate Coordinator to confirm course selections for the academic year (meetings will be scheduled in August via email).

All new graduate students are required to attend the FGS orientation [Together@Dal: Grad Edition](#).

Teaching Assistants are required to attend TA workshops early in the term.

**Date: September 5, 2023**

**Time: 11:30 am - 2:30 pm**

**Location: McCain Building, Room 2190**

Students are also invited to the annual Grad Student Meet & Greet hosted by DAGSE for electing the new Executive and, of course, some meeting and greeting. (Information about each Executive position is circulated ahead of time.)

**Date: Friday September 8, 2023**

**Time: 4:00 pm**

**Location: McCain Building, Room 1198**

### **September Deadlines include:**

- Submitting direct deposit forms to payroll and TA duties form to Grad Administrator. A delay on submission will delay payment.
- Adding and dropping Fall Term courses in consultation with the Graduate Coordinator.
- Submitting final transcripts from past degrees to the Department (students who do not submit are subject to dismissal).

If you are planning to go on to a PhD Program (either Dal or elsewhere) it is highly recommended that you apply for SSHRC funding. SSHRC applicants are invited to attend SSHRC Workshops organized by the Graduate Committee, and have access to additional SSHRC resources, proposals, and application advice available through the Graduate Administrator. Deadlines for SSHRC seem to move earlier every year; emails will be sent out with updated deadlines.

**NOVEMBER** – Teaching Assistants are notified of Winter assignments. If they haven't already, students should register for all Winter Term courses.

For students who may be encountering academic difficulties, options are available to help: with valid medical documentation, students can apply for a one-term Leave of Absence, and must do so through the Faculty of Graduate Studies in **December** for January leave. See [https://www.dal.ca/campus\\_life/health-and-wellness/my-health.html](https://www.dal.ca/campus_life/health-and-wellness/my-health.html)

**Deadline to register for REGN 9999 (Winter term) is December 1 for all students.**

**DECEMBER** – Students contact potential thesis supervisors and register in ENGL 8000: MA Thesis Prospectus.

**JANUARY** – Deadline to submit application to the PhD Program to be considered for external scholarships such as NSGS and Killam (Harmonized Scholarship Process <https://www.dal.ca/faculty/gradstudies/funding/approces/harmonizedapp.html>) is January 16, 2024. Applicants should be working with the Graduate Administrator to ensure all steps are taken for application.

Students should be working on the Thesis Prospectus, to be approved by the Supervisor and the Graduate Committee. Students are welcome to consult resources available in the Department.

**FEBRUARY** – Deadline: **Thesis Prospectus** due to Supervisor and the Graduate Committee **February 23, 2024**.

**APRIL** – Students should have an approved Thesis Prospectus, and submit a short abstract and bio for the Annual MA Colloquium.

**MAY** – Students present an expanded Thesis Prospectus at the MA Colloquium (Early May, TBA)

**Deadline:** Registration for the summer session, **ENGL 9000: MA Thesis and REGN 9999**.

**JUNE** – By late June, MA students should have a working draft of the thesis. Students should be working in consultation with their supervisors and have found an agreeable Second Reader. Students and supervisors advise the Graduate Administrator when the Second Reader has been arranged.

**JULY** – The thesis should be submitted to the Second Reader early in the month. The Graduate Committee appoints the Third Reader, though suggestions are welcome and can include any

of our adjunct faculty members. Also: **deadline to apply for October graduation (via DalOnline).**

**AUGUST** – Early in August, students should have the final draft of the thesis ready for the Third Reader, allowing time for any necessary revisions. Once all three Thesis Committee members have approved the work, the formatted document is submitted to [thesis@dal.ca](mailto:thesis@dal.ca) for formatting approval (allow for a 24-hour turnaround). Once the thesis is format checked, the final version is submitted online, along with the *Thesis License Agreement*, and *Thesis Approval Form* (signed by the full Committee) to [thesis@dal.ca](mailto:thesis@dal.ca).

The thesis must be in PDF-A format and **all documents should be submitted by August 31, 2024.**

**August 1** – Students who have taken longer than one year to complete the program must submit the *Annual Progress Report* on GSIS.

**Late August: Deadline to submit thesis and supporting documents to FGS.**

\*Students who are unable to complete the thesis by the August deadline may extend their program, registering and paying fees for the Fall Term. Extensions normally exceed no more than one additional term.

## MA in English degree requirements:

### Required courses

MA students must take six three-credit hour ENGL 5000 or higher courses. With the professor's and the English Graduate Coordinator's approval, that requirement can include one three-credit hour course from another Department. In exceptional circumstances, MA students may take **one** three-credit hour ENGL 5000-Directed Reading course. If so, the student and professor must devise a syllabus that includes a week-by-week outline of the material to be covered as well as a detailed Method of Evaluation to be submitted for Graduate Committee approval (which may instead require the student to enrol in a related course already on offer). This is a resource-heavy option, so students will be encouraged to enrol in courses already on offer.

### Audited courses

Students are welcome to audit undergraduate or graduate courses in other departments to further understanding of a period, topic, or approach. Audited courses must be taken with permission, and grades are not issued.

### Language requirement

MA graduates must have demonstrated proficiency in one language other than English. Students can fulfill the second language requirement in several ways. The most common is attaining a grade of C or better in a university-level (undergraduate) course or courses approved by the Graduate Coordinator. Another is passing an approved language examination (such as the placement exam offered by Dalhousie's French Department). Students who command strong proficiency in a second language may also appeal to the Graduate Committee for exemption from formal testing or course work. Contact the Graduate Administrator for information if you have second language proficiency that does not appear on your transcript. (Note that there is no additional

tuition charge for language courses, and most students complete the requirement in the summer term.)

**ENGL 8000: MA Thesis Prospectus** – A non-credit, pass/fail course mandatory for all MA students.

**ENGL 9000: MA Thesis** – A non-credit course indicating thesis completion.

### **MA in English degree requirements: a quick checklist:**

- Six three-credit hour graduate courses
- One six-credit hour course in a language other than English or demonstrated proficiency
- Completion of **ENGL 8000**, and
- Completion of **ENGL 9000**

## Thesis

The thesis is integral to Dalhousie's English MA. Students should discuss thesis topics with potential Supervisors by the beginning of January, and have a Supervisor in place by the end of January. Adjunct professors from other Departments and universities in the Halifax area may also be considered as Co-Supervisors. A 1000-word Thesis Prospectus outlining the project and including a brief review of current scholarship, as well as a description of the approach, must be approved by the Supervisor and submitted for Graduate Committee approval (due date will be sent by email). (Contact the Graduate Administrator for a sample prospectus). **The MA thesis should be 10,000 to 12,000 words in length** and demonstrate mastery in academic writing and advanced research. Documentation must follow the latest edition of *The MLA Handbook* and conform to the most recent FGS requirements.

### Research thesis option

This is the standard option for most students. The MA research thesis should be a focussed analysis of a particular topic chosen in consultation with a supervisor. It should be about 10,000 to 12,000 words in length, excluding notes and bibliography. Examples of past theses are available in the Department, and recent theses are available through [DalSpace](#).

### Scholarly edition – thesis option

This option allows students to create a scholarly edition of a primary text. Such a thesis would include the primary text, a scholarly, researched introduction, explanatory or contextual notes, and other apparatus. The overall length of all apparatuses combined should approach **8,000 to 10,000 words**, though this guideline may be applied in ways that take into account the textual editing required, the length of the work being edited, any required digital encoding, and other necessary editorial work, provided the supervisor and graduate committee agree.



## MA Thesis preparation and FGS submission guidelines

The MA thesis is an original work of scholarship that displays a strong command of the subject. The thesis must be approved by the student's Supervisor, Second Reader (area specialist), and Third Reader (non-specialist), who make up the thesis Examining Committee. Students should allow two weeks each for the Second and Third Readers to examine their work, and allow additional time for requested revisions. The thesis must also be formatted according to FGS guidelines. Submission is done electronically through DalSpace, and students are also required to submit two forms electronically. More detailed information about thesis submission and regulations can be found at: <https://www.dal.ca/faculty/gradstudies/current-students.html>

You'll need to sign into Sharepoint using your netid and password to access information on thesis formatting and submission.

### Thesis evaluation

The MA Thesis is evaluated by an Examining Committee consisting of the Supervisor and Second Reader (both with some expertise in the area) and a non-specialist Examiner (or Third Reader). Before submission to the Examiner, thesis writers have the opportunity to address any concerns of the Supervisor and Second Reader. Approval by all members of an Examining Committee is required for the thesis to pass, and all Examiners must submit signed reports to the Department. If the Examiner does not judge an MA Thesis passable, the Department Chair and the Graduate Coordinator review the Examining Committee's written evaluations. The Chair may then appoint a new Examiner to evaluate the work in question: if both examiners do not judge the thesis passable, the student is disqualified from the program and the failure reported to the FGS Dean. The Examining Committee evaluates the MA Thesis according to the following criteria:

**Pass with Distinction:** Theses that earn the highest grade are rare. They are original and innovative, and add to scholarly discussion of the topic. Such exceptional theses also show considerable command of critical and other secondary material. Students whose theses are awarded this highest of standings will have demonstrated, from prospectus to final draft, the ability to produce polished writing, coherent argumentation, and thorough research. Portions of the thesis could, with minor revisions, be considered publishable in academic journals specific to the field. The thesis submitted for formal evaluation should require no more than a few minor revisions, and must be recommended for Pass with Distinction by all members of the Examining Committee.

**Pass:** To earn a “Pass,” the thesis must be original and strongly written, demonstrating thorough command of critical and other secondary material, though it might need significant revision for publication. The final version of the “Pass” thesis may require some revision and minor corrections, but must be recommended at that standing (or higher) by at least two members of the Examining Committee and receive no recommendation to fail.

**Marginal Pass:** Theses that earn a Marginal Pass may demonstrate some graduate-level writing, research, and argumentation, but only minimally so or with substantially weak sections. This grade may also indicate that a student has regularly required significant guidance on writing, research, and/or argumentation from the prospectus and through the draft process. A thesis awarded this standing must be recommended for Marginal Pass by at least two members of the Examining Committee and receive no recommendation to fail.

**Fail:** To fail, much of the thesis falls short of meeting the standard for graduate-level research, argumentation, and writing, or it does not meet basic requirements (length, documentation, etc.). Theses not judged passable by the Supervisor and Second Reader do not go forward to the Examiner. If an Examiner does not judge a thesis passable, the Department Chair and the Graduate Coordinator review the

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Examining Committee's written evaluations, and the Chair may accept the Examiner's assessment or appoint an additional Examiner. If two Examiners do not judge the thesis passable, the student is disqualified from the program and the final failure reported to the FGS Dean.

## **The MA Thesis supervisor**

Supervisors should be secured by about mid-January, and there is a workshop on prospectus and thesis writing offered by the Department in the first part of the Winter Term. MA Thesis Prospectuses are due in the second part of the Winter Term, so students normally have four to five weeks following the workshop to work on the prospectus. Supervisors guide students through prospectus writing and approve the version submitted to the Graduate Committee, which may accept, ask for revisions, or reject the prospectus altogether.

Students who have a clear idea of their research interests will usually start looking for a supervisor early in the Fall Term and can reasonably expect an answer by about mid-November. Thesis writers should have an idea of their topic before approaching a prospective supervisor, and should also

- Be ready to discuss a general thesis topic.
- Be flexible and open to suggestions.
- Not be shy: professors are expected to supervise grad students and it is often one of the most enjoyable jobs they take on. They are happy to hear from you.
- Speak to a number of potential supervisors to gauge who is most interested in the topic and gives the most useful feedback.

- Not take it personally if a faculty member cannot supervise. A professor’s ability to do so depends on existing commitments as well as research areas, and a “no” usually indicates more about availability than interest.
- Not forget about Dalhousie faculty members not currently teaching in the graduate program, as well as adjunct faculty members (who can act as co-supervisors). If there are professors you haven’t yet met, you can email for an appointment.
- Ask the Graduate Administrator or Graduate Coordinator for suggestions.

Some students come into the program with a specific direction or with the intention of working with a particular faculty member. Most faculty are excited to support graduate students in their research, but sometimes have other commitments and may have to decline.

## Dalhousie student services and resources

**WHERE TO GO: Campus Maps online:** <https://www.dal.ca/campus-maps/maps.html>

**Dal Cards:** All students need a Dal Card, issued in September of each year and renewed thereafter. This is also your city transit pass, your library card, and more, and can be loaded for cash transactions on campus, like a debit card. You can pick up your Dal Card at 6230 Coburg Road.

**The DalPlex:** Access to Dalhousie's fitness complex (6260 South Street) is included in full-time fees. From fitness classes to the swimming pool to the cardio centre, classes, and recreational leagues, it's a great resource.

**Student Accounts/Payroll:** Both offices handle financial and payroll services for students, including scholarships and TA payments. If you need assistance, both offices are in the Henry Hicks A&A Building. [https://www.dal.ca/admissions/money\\_matters/tuition\\_payments.html](https://www.dal.ca/admissions/money_matters/tuition_payments.html)

**Faculty of Graduate Studies (FGS):** The Faculty of Graduate Studies administers most elements of your program and is the body to which you submit your thesis. A useful resource for graduate students, the FGS website outlines all graduate policies and guidelines, and offers information about potential scholarships and careers. All graduate students are also eligible for conference funding via FGS. Get to know FGS online: <https://www.dal.ca/faculty/gradstudies.html>

**The Dalhousie Writing Centre (Killam Library):** A source of employment for some and a helpful free resource for all.

**Dalhousie Student Union:** As a member of Dalhousie's student body, you are automatically a member of the Dalhousie Student Union, which administers Health and Dental Plans, society and social committees, and many other campus services. Visit <https://www.dsu.ca> for more info.

**DSU Mobile App:** See the DSU for more information.

**Dalhousie Bookstore:** Located in the basement of the Student Union Building, the Dalhousie Bookstore stocks most course materials for your graduate courses, as well as school supplies and Dalhousie swag!

**Dalhousie Health Services:** If you're feeling under the weather and don't have a local family doctor, the Dalhousie Health Clinic takes appointments for students seven days a week. The Clinic will also issue valid doctor's notes and prescriptions for students.

## Dal Online

Dal Online (accessed with your Net ID/password) is an online portal that holds your registration, student records, employee information and various applications and program requirements that you'll need to complete. Go to <https://dalonline.dal.ca/>

**To access Dal Online,** students first need an activated Net ID. You can activate your ID and set your password here: <https://password.dal.ca/>

**Personal Info:** Update address, phone and email. Dal correspondence (like Alumni mailing) will be directed to your listed 'permanent' address.

**Web for Students:** Under this tab, you can Add/Drop classes, view your academic record (transcript), print T4/tax forms, apply to graduate, see account, and check your Graduate Studies Information System (GSIS).

**GSIS:** An online record system indicating your academic history and progress of your program. An annual report must be submitted on GSIS by August 1. Your GSIS file will be audited by the Faculty of Graduate Studies before approval to graduate.

**Add/Drop Classes:** This worksheet allows students to input CRNs (course numbers) for approved courses and classes. Students are able to register for the full year or per term. CRNS will be provided by Graduate Admin. Registration deadlines can be found at [https://www.dal.ca/academics/important\\_dates.html](https://www.dal.ca/academics/important_dates.html)

**Student Account:** A breakdown of your financial owing to Dalhousie. Tuition and fees are deducted from scholarships.

**T4A Tax Information:** Dal provides electronic T4/T4A forms to be printed or saved electronically for filing annual income tax.

**Academic Record:** An electronic version from which your transcript is based. This shows all registered courses and grades.

**Apply to Graduate:** Students must apply online to graduate by the stated deadline.

## Department events and activities

**DAGSE:** The Dalhousie Association of Graduate Students in English is a student-funded body that oversees and administers the DAGSE Meet & Greet, MA Colloquium and Graduate Conference. The Executive is elected at the beginning of each academic year.

**DAGSE Graduate Conference:** Organized by DAGSE, the annual graduate student conference invites participants from all over North America to present on a thematic subject decided by the Executive. The conference Call for Papers is distributed in January, and DAGSE welcomes volunteers to help organize the event.

**Speaker Series:** All graduate students are strongly encouraged to attend the Department's Speaker Series that begins at 3:45 PM on Friday afternoons or some other location, and is followed by a reception in the Department Lounge or some other location. The Friday talks afford an excellent opportunity to meet other students and professors working in your research area and outside of it. A list of speakers is usually made available on the News and Events page of the Department website.

**MA English Colloquium:** A presentation of the MA Thesis Prospectus is required by all MA students at the annual English MA Colloquium. The Colloquium is normally scheduled sometime during early May. The proceedings follow typical conference format, and all graduate students and faculty members are encouraged to attend.

**Varma Prize for Gothic Literature:** Every October, undergraduate English students submit short pieces of original Gothic fiction for the Varma Prize. Finalists read their submissions aloud at a Halloween party that includes Transylvanian wine and pizza. While grad students aren't eligible to enter, they are sometimes invited to review submissions on the Varma Prize Jury, and all are welcome to attend the event.



## Scholarships, external awards, and academic contests

**FGS Scholarships:** An entrance scholarship sometimes offered with acceptance to the program: tuition and incidental fees are deducted from the amount.

**SSHRC Doctoral Scholarships and Fellowships:** All eligible PhD students who do not already hold SSHRC awards are **required** to apply to the SSHRC Talent Program in the Fall Term. MA students considering going on to the PhD are strongly encouraged to apply. For more info, go to <https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/index-eng.aspx>

**Killam Awards:** The Graduate Committee nominates outstanding students for the Killam Predoctoral Scholarships, either prior to beginning the program or during the PhD. Learn more at <https://www.dal.ca/faculty/gradstudies/finance-your-studies/scholarships-bursaries/killam-doctoral.html>

**The Malcolm Ross Thesis Award:** This annual \$200 cash prize is awarded to an outstanding MA or PhD thesis on Canadian Literature, nominated by the supervisor.

**Graduate Memorial Scholarship:** To commemorate the important scholarly and cultural work done by faculty and graduate students in English at Dalhousie over the last 150 years, this scholarship “will be awarded annually to one or more MA or PhD student(s) enrolled in English.” Eligible applicants “must be members of designated groups as defined under the Collective Agreement between the Board and the Dalhousie Faculty Association,” with preference given to Aboriginal students or members of visible minorities. Of these, “Mi’kmaq people will be given preference among Aboriginal Peoples and African Nova Scotians will be given preference among visible minorities.”

**Faculty of Arts & Social Sciences Essay Competition:** Three essay prizes valued at \$4,000 each are awarded annually by FASS, and graduate students are eligible for two of them (Mushkat

and Glovin). For regulations, go to <https://www.dal.ca/faculty/arts/about/essay-competition.html>

**Research and Travel Grants:** All graduate students are eligible for travel and conference funding through the Faculty of Graduate Studies. Applications entail a two-step process and require original documentation and official approval, and can be found at <https://www.dal.ca/faculty/gradstudies/finance-your-studies/scholarships-bursaries.html>

Given that FGS funding does not always cover the full cost of attending a conference or conducting research outside of Halifax, the English Department makes additional funds available (\$900 per student per PhD Program). Students must apply to FGS to be eligible for Department of English travel funding. See the Graduate Administrator for more info.

**External Scholarships:** FGS provides information about external scholarships at [https://www.dal.ca/admissions/money\\_matters/funding\\_sources/external\\_scholarshipsbursaries.html](https://www.dal.ca/admissions/money_matters/funding_sources/external_scholarshipsbursaries.html)

## **Committees and terms: a glossary:**

**GSIS online:** The FGS-administered Graduate Student Information System is an online record-keeping profile of a student's progress through courses, degree requirements, committee membership, and Annual Progress Reports. All updates must be approved by several parties.

**Exams:** A term used for the PhD Comprehensive Examinations, including the two-part written and one-part oral exam. Students must complete and pass this degree requirement before moving on to thesis writing and research.

**REGN 9999:** You'll hear this one a lot. This is a registration code indicating that you are an active member of Dalhousie's graduate program, and you must register for REGN 9999 for every term of your study at Dalhousie (Fall, Winter, and Summer terms have different CRNs used to register). Registration in REGN 9999 is required to maintain scholarship payments and student status, and the deadlines are strict.

**CRNs:** This stands for "course registration number," a 5-digit code associated with each Dalhousie course and used to register for courses on the "Add/Drop Courses" Worksheet found under "Registration" on the Dal Online system.

## Class cancellations, university closures, emergencies

Dalhousie University offers the **DAL ALERT** subscription service that notifies subscribers of any urgent notices regarding the campuses. This includes snow days, university closures and a campus emergency.

You can subscribe with your phone here: <https://dalalert.dal.ca/>  
To report an emergency or to get help, call **902 494 2211**.

\* *Weather-Related Closures:* Dalhousie occasionally closes in extreme weather. While infrequent, there may be a snowstorm or power outage that affects campus activity. Closures are announced via DAL ALERT, on the opening page of the Dalhousie website <https://dal.ca> and through local news media.

\* If an instructor is unable to attend class due to illness or personal circumstances, all effort will be made to notify students, the TA, and the Department. **If you need to cancel a tutorial as a TA**, or need a replacement, please speak with your instructor.

## Important dates

[https://www.dal.ca/academics/important\\_dates.html](https://www.dal.ca/academics/important_dates.html)

## Professional Development Seminars 2023–2024

Meetings will be held as “Brown Bag Lunches” (i.e., feel free to eat your lunch) on Thursdays, on the dates indicated, from 11:30 AM-1:00 PM.

### FALL 2023

September 7, 2023, McCain, Room 2102

**SSHRC and Grant Proposal Workshop**

Facilitated by Dr. Brown

**Mandatory** for all 1st-year PhD and 1st-year MA students; strongly recommended for other SSHRC-eligible students.

Objectives: We will learn what constitutes a strong grant proposal, with specific attention to applying for the Social Sciences and Humanities Research Council Doctoral fellowships, but including skills more generally applicable to a wide range of grant applications.

*Note: all eligible incoming PhD students who do not have an external grant are required to apply to SSHRC; all MA students considering applying to PhDs are strongly encouraged to apply*

**September 21, 2023, McCain 2102**

***SSHRC vetting process***

Facilitated by Dr. Brown

For those who apply for a SSHRC doctoral grant: in this process, you will submit a draft of your SSHRC proposal to Dr. Brown. He will distribute them amongst faculty and senior doctoral students, three of whom will offer brief, written advice on your proposal, mimicking the process of SSHRC adjudication.

*Note: this session is intended to supplement, not replace, working with a supervisor or other faculty members more closely as you prepare your application.*

**October 5, 2023, McCain, Room 2021**

***Developing Your Writing Practice***

Facilitated by Dr. Brown

Recommended for upper year (2nd and up) PhD students, although others are also welcome to attend. These sessions focus on professionalization topics of particular interest to students looking toward the end of their PhD.

**Mandatory** for all 1st-year PhD and 1st-year MA students.

Objectives: We will discuss the distinctive features of graduate-level academic writing, with a particular focus on its length and the new depth and breadth of research that it requires. Specific discussion topics will include time/project management, the use of reference management software, and working with academic databases to find and implement sources.

### **November 2, 2023, McCain, Room 2021**

*HRES Session on Gendered Violence in the Academy Facilitated by HRES guest speaker*  
(Guest speaker)

**Mandatory** for all 1st-year PhD and MA students; graduate students who are teaching independently are encouraged to attend as well.

Objectives: We will learn how to avoid ethically problematic situations as teachers and how to identify and report ethically problematic situations as students.

## **WINTER 2024**

### **January 11, 2024, McCain 2130**

*MA Thesis Prospectus Workshop*  
Facilitated by Dr. Brown

**Mandatory** for all 1st-year MA students

Objectives: This workshop will address the objectives and format of the MA thesis prospectus and provide models for students to consult.

### **February 15, 2024, Virtual Session (A shared classroom will also be available at Dal)**

*Working with an English Graduate Degree (Alt-Ac and Non-Ac Positions)*

Facilitated by Dr. Brown with a panel of graduate alumni

**Mandatory** for all 1st-year PhD and 1st-year MA students; strongly recommended for senior PhD students.

Objectives: This session will introduce students to a range of career possibilities outside the academy.

**March 14, 2024, McCain 2130**

*Conference Papers and the MA Colloquium Seminar*

Facilitated by Dr. Brown

**Mandatory** for all 1st-year PhD and 1st-year MA students; strongly recommended for senior PhD students.

Objectives: We will discuss various aspects of conference presentations from proposal to presentation format. This will be of use to both MA and PhD students planning to attend conferences but will also cover necessary information regarding the MA colloquium.

The MA Thesis Colloquium is held in early May.