

*DALHOUSIE UNIVERSITY*  
*DEPARTMENT OF ENGLISH*  
*MA HANDBOOK*  
*2025–2026*

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

Along with exciting graduate courses, engaging faculty members, and the opportunity to conduct original research, our MA program requires some routine administrative tasks. This handbook aims to help English MA 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), 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 (Angie Morash) will also send reminders of upcoming deadlines throughout the year.

### ***Department of English Graduate Committee for 2025 – 2026***

*Dr. Alice Brittan*, Graduate Coordinator

Office 3192, McCain Building

[alice.brittan@dal.ca](mailto:alice.brittan@dal.ca)

*Dr. Bart Vautour*, Teaching Assistant Coordinator

Office 3197, McCain Building

[bvautour@dal.ca](mailto:bvautour@dal.ca)

*Dr. Eric Schmaltz*, Professional Development Coordinator (on leave, Fall 2025)

Office 1193, McCain Building

[ens@dal.ca](mailto:ens@dal.ca)

### ***Department of English Graduate Program Administrator***

*Angie Morash*, Graduate Program Administrator

Office 1186, McCain Building

[gradengl@dal.ca](mailto:gradengl@dal.ca)

902-494-6924

***Department Mailing Address:***

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

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

***Department of English Graduate Faculty Directory***

(Note: we have department members who are not appointed to the Faculty of Graduate Studies)

Andrews, Jennifer ([jenniferandrews@dal.ca](mailto:jenniferandrews@dal.ca)), office 3030  
Brittan, Alice ([alice.brittan@dal.ca](mailto:alice.brittan@dal.ca)), office 3192  
Brown, Andrew ([Andrew.brown@dal.ca](mailto:Andrew.brown@dal.ca)), office 3195  
Cawsey, Kathy ([Kathy.cawsey@dal.ca](mailto:Kathy.cawsey@dal.ca)), office 3198  
Enns, Anthony ([Anthony.enns@dal.ca](mailto:Anthony.enns@dal.ca)), office 3183  
Evans, David ([david.evans@dal.ca](mailto:david.evans@dal.ca)), office 1190  
Haslam, Jason ([Jason.haslam@dal.ca](mailto:Jason.haslam@dal.ca)), office 1183  
Jeffers, Asha ([asha.jeffers@dal.ca](mailto:asha.jeffers@dal.ca)), office 3193  
Jessup, Heather ([heather.jessup@dal.ca](mailto:heather.jessup@dal.ca)), office 3196  
Johnson, Lili ([lili.johnson@dal.ca](mailto:lili.johnson@dal.ca)), office 2195  
Maitzen, Rohan ([rohan.maitzen@dal.ca](mailto:rohan.maitzen@dal.ca)), office 3185  
Robinson, Margaret ([mrobinson@dal.ca](mailto:mrobinson@dal.ca)), office 2115  
Ross, Trevor ([trevor.ross@dal.ca](mailto:trevor.ross@dal.ca)), office 3047  
Schmaltz, Eric ([ens@dal.ca](mailto:ens@dal.ca)), office 1193  
Vautour, Bart ([bart.vautour@dal.ca](mailto:bart.vautour@dal.ca)), office 3197  
Wright, Julia ([Julia.wright@dal.ca](mailto:Julia.wright@dal.ca)), office 2193  
Wunker, Erin ([erin.wunker@dal.ca](mailto:erin.wunker@dal.ca)), office 3194

***\*Adjunct/Cross-Appointed Faculty Directory***

***Barker, Roberta*** - Cross Appointed, Dalhousie – Theatre, Gender, Women’s, Canadian Studies  
***Baxter, John*** – Professor Emeritus, Dalhousie – Early Modern Literature  
***Brownlee, Shannon*** - Cross Appointed, Dalhousie – Film Studies  
***Byers, Michele*** – Saint Mary’s University – Gender & Sexuality, Media & Popular Culture  
***D’Arcy, Michael*** – St. Francis Xavier – Comparative Literature  
***Dawson, Carrie*** – Mount Saint Vincent University – Canadian Literature  
***Edwards, Elizabeth*** – Professor Emerita, University of King’s College – Medieval Literature  
***Gantar, Jure*** – Cross Appointed, Dalhousie – Theatre studies  
***Glowacka, Dorota*** – University of King’s College – Contemporary Studies  
***Green, Reina*** – Mount Saint Vincent University – Early Modern Literature  
***Huebert, Ronald*** – Professor Emeritus, Dalhousie – Early Modern Literature  
***Johnson, James “Billy”*** – Instructor, Dalhousie – Canadian Literature  
***Kennedy, Sean*** – Saint Mary’s University – Irish Literature  
***Luckyj, Christina*** – Professor Emerita, Dalhousie – Early Modern Literature  
***MacFarlane, Karen*** – Mount Saint Vincent University – Contemporary Literature  
***Malton, Sarah*** – Saint Mary’s University – Nineteenth Century Literature  
***Morley, Stephanie*** – Saint Mary’s University – Medieval Literature  
***Perkin, J. Russell*** – Saint Mary’s University – Nineteenth Century/Modern Literature  
***Roby, Matthew*** – Mount Saint Vincent University – Global Medieval Languages & Literature, Middle English, Old Norse Icelandic Literature  
***Saklofske, John*** – Acadia University – Media & Pop Culture, Video Games, poetry  
***Smol, Anna*** – Professor Emerita, Mount Saint Vincent University – Tolkien, Medievalism, Old English Literature  
***Stanivukovic, Goran*** – Saint Mary’s University – Renaissance  
***Stone, Marjorie*** – Professor Emerita, Dalhousie — Victorian Literature  
***Thompson, Judith*** – Professor Emerita, Dalhousie – Romantic Literature  
***Vanderburgh, Jennifer*** – Saint Mary’s University – Film and Media Studies  
***Wainwright, Andrew*** – Professor Emeritus, Dalhousie – Canadian Literature  
***Whetter, Kevin*** – Acadia University – Medieval Literature

\*Note that adjunct faculty do not usually supervise MA theses, although they may serve as Second or Third Readers. Also note that Emeritus/a Faculty are retired and no longer serve on MA committees.

### *Graduate Essays & Grading*

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” (or academic essay) is still our most common benchmark assignment. In general, graduate essays are expected to be well-situated in terms of research, 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, 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 minor revisions, be considered publishable in academic journals specific to the field.

**A** These essays constitute excellent graduate work. They are original, are 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. They 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.

### *Graduate Courses Grading Scale*

The following table explains and defines Dalhousie's grading system for graduate courses and shows the GPA value that corresponds with each letter Grade.

<b>Grade</b>	<b>Grade Point Value</b>	<b>Percent/Definition</b>
A+	4.30	90-100
A	4.00	85-89
A-	3.70	80-84
B+	3.30	77-79
B	3.00	73-76
B-	2.70	70-72
F	0.00	0-69
INC	0.00	Incomplete
W	Neutral and no credit obtained	Withdrew after deadline
ILL	Neutral and no credit obtained	Compassionate reasons, illness
P	Neutral	Pass
TR	Neutral	Transfer credit on admission
Pending	Neutral	Grade not reported
CR	GPA neutral grading option due to extenuating circumstances	Credit obtained (requires a minimum passing grade in the course)
NCR	GPA neutral grading option due to extenuating circumstances	No credit obtained

## *Teaching Assistant Appointments: Guidelines and Information*

The Department of English offers Teaching Assistant (TA) positions to most graduate students that cover 130 hours per term (TA130). Though duties and delivery (in-person or online) can vary, many TAs will be responsible for leading tutorials for “Writing Requirement” courses. TA positions depend on sufficient enrollment, and fluctuating numbers mean that appointments are sometimes not fully finalized until the first week of each term.

The Department of English has a separate **Teaching Assistant Handbook** that will be distributed to Instructors and Teaching Assistants prior to classes beginning.

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 within the first two weeks of holding the position (if not prior to the beginning of the semester). 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 breakdown for the Fall semester.* Teaching Assistants are automatically members of CUPE Local 3192; more information can be found at <https://3912.cupe.ca/>.

**A Teaching Assistant Training Workshop will be held on Thursday, September 4<sup>th</sup>, 2025, 11:30am to 1:00pm, in Room 1198.**

Objective: The workshop will address the roles and responsibilities the position entails, including professor/TA relations, attendance, marking, plagiarism, class preparation, and dealing with student matters.

Any additional information or questions are always welcomed by the Teaching Assistant Coordinator ([bvautour@dal.ca](mailto:bvautour@dal.ca)) or Graduate Coordinator ([alice.brittan@dal.ca](mailto:alice.brittan@dal.ca)).

## *The MA Program Degree Requirements:*

### **Required courses**

MA students must take six (three-credit hour) ENGL 5000 courses. With the professor's and the English Graduate Coordinator's approval, that requirement can include one course from another Department. In exceptional circumstances, MA students may take one Directed Reading course (ENGL 5000/5001). 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.

In addition to the six 5000-level courses, MA students must also register for:

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.

### **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 Committee. 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.)

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

- Six 5000-level graduate courses
- One course in a language other than English or demonstrated proficiency
- Completion of ENGL 8000 (Thesis Prospectus), and
- Completion of ENGL 9000 (Thesis)

### The MA Thesis

The thesis is integral to Dalhousie's English MA and **all MA students must complete one to graduate**. Students should discuss thesis topics with potential supervisors by the beginning of January and have an agreeable supervisor in place by the end of the month. Adjunct professors from other Departments and universities in the Halifax area may also be considered as co-supervisors (see page 4). 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 by mid-February. All theses must demonstrate some mastery in academic writing and advanced research. Documentation must follow the latest edition of *The MLA Handbook*, and the thesis must conform to the most recent [Faculty of Graduate Studies formatting requirements](#) (log in to view this SharePoint page).

### 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. 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 approximately 8000-10000 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 potential digital encoding, and other necessary editorial work, provided the supervisor and graduate committee agree.

### Creative Writing Thesis Option

This option allows students to engage in research-creational methodologies (methodologies that work through artistic expression, scholarly investigation, and experimentation). Students must have approval from a supervisory committee and the graduate committee before embarking on this thesis option. The thesis includes a creative text that is prefaced with a critical introduction of between 3000 and 5000 words. The creative text must follow one of these genre-specific guidelines (recognizing that research-creational work often pushes against genre definitions and that flexibility for hybrid forms is important):

- Poetry: Chapbook (plus critical introduction)
- Fiction: 2–3 Short Stories/2–3 Chapters of a Novel (plus critical introduction)
- Non-fiction: 2–3 Essays (plus critical introduction)
- Performance Text: One-act Play, performance art script, spoken word set, song sequence, etc. (plus critical introduction)

### 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. All members of an Examining Committee must approve for the thesis to pass, and all are required to submit signed reports to the student's departmental file. 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 and demonstrate 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. Note: it is highly unlikely that a Thesis would receive a Marginal Pass. The vast majority of Theses fall under "Pass" or "Fail" categories.

**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 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, help to select a Second Reader, 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 their 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 multiple potential supervisors to gauge who is best suited to supervise the topic.
- 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.
- 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, including sabbatical leaves, and may have to decline.

## *ANNUAL TIMETABLE FOR MA STUDENTS*

### *JUNE/JULY*

- Students should be officially accepted to Dalhousie and have paid the deposit to hold a place in the program.
- Incoming students should register on Dal Online for REGN 9999 using an activated Net ID. (This is a registration code indicating that you are an active member of Dalhousie's graduate program; you must register for REGN 9999 for every term.) All university correspondence must be through a valid @dal.ca email address. The deadline to register for REGN 9999 is August 1 for all students.
- Register for Fall and Winter Term courses. The deadline is June 30.

### *AUGUST*

- Though the nature and availability of positions are subject to enrolment, Teaching Assistants are usually notified of their assignments mid-August.
- Submit direct deposit forms to payroll and TA duties form to Grad Administrator. A delay on submission will delay payment. You will be notified of timelines when you are notified of your assignment.
- If necessary, submit final transcripts from past degrees to the Department (students who do not submit are subject to dismissal).
- Usual date of DAGSE Conference (Dalhousie Association of Graduate Students in English). You will receive email updates from DAGSE concerning attendance and/or participation in the Annual Graduate Student Conference. Generally, if students are interested, they will participate the summer following their enrollment.

### *SEPTEMBER*

- Teaching Assistants are required to attend a TA Workshop early in the term.  
**Date: Thursday, September 4, 2025**  
**Time: 11:30 am- 1:00 pm**  
**Location: McCain Building, Room 1198**
- Students are also invited to the annual **Grad Student Meet & Greet** hosted by DAGSE. This is an opportunity to meet your cohort, and to meet Faculty. It's also an opportunity for DAGSE to elect a new Executive. (Information about each Executive position is circulated via email ahead of time.) Students will meet at 3:30pm and will be joined by Faculty at 4:00pm.

**Date: Friday September 5, 2025**

**Time: 3:30 pm**

**Location: McCain Building, Room 1198**

- MA students who are applying to PhD programs are encouraged 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. Watch your email for details!

### ***NOVEMBER***

- Teaching Assistants are notified of Winter assignments. If they haven't already, students should register for all Winter Term courses.
- Teaching Assistants will be required to complete mid-term reports. These will be emailed to you.

### ***JANUARY***

- If they have not already, students should contact potential thesis supervisors for approval by mid-January and register in ENGL 8000: MA Thesis Prospectus.

### ***JANUARY***

- Students should have finalized Winter Term course registration— this is the final deadline to do so.
- Begin drafting your Thesis Prospectus.

### ***FEBRUARY***

- Thesis Prospectus due to Graduate Committee February 23, 2026. Before you send the prospectus to the Graduate Committee, it needs to be approved by your supervisor.

## APRIL

- Usual submission deadline for the August DAGSE Conference.
- Register for REGN 9999 for the Summer Term.
- Students should have an approved Thesis Prospectus and submit a short abstract and bio for the Annual MA Colloquium. Please send these materials to your supervisor and to Angie Morash.

## MAY

- The annual MA Colloquium with lunch and reception. Students present an expanded Thesis Prospectus. Date to be announced. All graduate students are encouraged to attend each panel and support their fellow graduate students.

## JUNE

- By late June, MA students should have a working draft of the thesis. Students should be working in consultation with their Supervisors and Second Reader.

## JULY

- The thesis should be submitted to the Second Reader early in the month. The Graduate Committee appoints the Third Reader.
- Also: deadline to apply for October graduation (via DalOnline).

## AUGUST

- August 1: All students must submit the *Annual Progress Report* on GSIS. For more information on progress reports, please visit: <https://dal.sharepoint.com/sites/graduate-studies/SitePages/gsis-progress-reports.aspx>
- 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 PDF-A formatted document is submitted [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).
- For FGS formatting information, please visit: <https://dal.sharepoint.com/sites/graduatestudies/SitePages/formatting.aspx>.
- All documents should be submitted by August 31, 2026.

## 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.

**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 travel 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. For more information on the Writing Centre, visit their webpage: [https://www.dal.ca/campus\\_life/academic-support/writing-and-study-skills.html](https://www.dal.ca/campus_life/academic-support/writing-and-study-skills.html).

**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.

**Dalhousie Bookstore:** Located in the basement of the Student Union Building (also known as the SUB), the Dalhousie Bookstore stocks some course materials for your graduate courses, as well as school supplies and Dalhousie swag: <https://bookstore.dal.ca/>.

**King’s Co-op Bookstore:** Located on the King’s campus, some instructors order their books through this alternative store: <https://kingsbookstore.ca/>.

**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. For more information: [https://www.dal.ca/campus\\_life/health-and-wellness.html](https://www.dal.ca/campus_life/health-and-wellness.html).

**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 (DAGSE) is a student body that oversees and administers the DAGSE Meet & Greet, the annual Graduate Conference, organizes social gatherings throughout the year, and offers peer support to in-program students. The Executive is elected at the beginning of each academic year.

**DAGSE Graduate Conference:** Organized by DAGSE, the annual graduate student conference invites participants to present on a thematic subject decided by the Executive. The conference “Call for Papers” (CFP) is usually distributed in January, and DAGSE welcomes volunteers to help organize the event.

**Department Speaker Series:** All graduate students are strongly encouraged to attend the Department’s Speaker Series. Time, location, and speaker information are announced throughout the year. Events are followed by a reception in the Department Lounge or some other location, and details will be sent via email by the Graduate Administrator. The Speaker Series 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 and will be communicated via email. 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 literature for the Varma Prize. Finalists read their submissions aloud at a Halloween party. 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.

**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 \$7,000 each are awarded annually by FASS. 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/travel-grant.html>.

**Tri-Agency Canada Graduate Scholarships:** The federal Tri-Agencies (Canadian Institutes of Health Research, Natural Sciences, and Engineering Research Council and the Social Sciences and the Humanities Research Council) and their provincial counterparts support Master’s students through the Canadian Graduate Scholarships-Master’s Program. CGS-M Scholarships are currently reviewed and awarded through Dalhousie University, with awards issued each year to applicants who, as of December 31 of the year of the competition, have not completed more than 12 months of full-time academic study in their Master’s program. For more information, see: <https://www.dal.ca/faculty/gradstudies/finance-your-studies/scholarships-bursaries/cgs-m.html>.

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

### *Committees and Terms: A Glossary*

**Examining Committee:** consisting of the Supervisor and Second Reader (both with some expertise in the area) and a non-specialist Examiner (or Third Reader).

**GSIS (Dal 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.

**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, and Emergencies*

Dalhousie University offers the DalSAFE 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://www.dal.ca/dept/dalsafe.html> or download the app through Google Play.

**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 DalSAFE, on the opening page of the Dalhousie website <https://dal.ca> and through local news media.

**Class Cancellations:** 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 or a Department Administrator.

**Important Dates:**

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

## ***Professional Development Seminars 2025–2026***

MA and PhD students benefit from several professional development workshops offered over the course of the academic year. Some workshops are mandatory and others are optional. Beginning with principles and practices of research funding applications, professional development workshops also cover topics such as effective teaching, public speaking and paper presentations, career options, and the job search. 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. The Graduate Administrator will send calendar invites to all seminars for the year.

### ***FALL 2025***

#### **1. Research Funding: SSHRC & Other Funding** (Facilitated by Dr. Vautour)

September 11, 2025, McCain, Room 1198

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

Objectives: This session will introduce graduate students to the elements of a strong grant proposal for research in English and the Humanities. It will focus on the specific requirements of applications to the Social Sciences and Humanities Research Council (SSHRC) Doctoral Fellowships, but we will also explore strategies for developing strong materials that are relevant to a wide range of external funding applications.

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

#### **2. SSHRC Application & Materials Review** (Facilitated by Dr. Vautour)

September 25, 2025, McCain, Room 1198

**Mandatory** for PhD and MA students seeking feedback on funding applications.

Objectives: In preparation for this workshop, applicants for SSHRC doctoral funding will provide Dr. Vautour with a draft of their application materials via email a few days before the session; the drafts will then be distributed to faculty members and advanced doctoral students who will prepare written feedback on the applications. When we meet, applicants and reviewers will be divided into groups to share and discuss this feedback, ask and answer questions, and brainstorm best practices for revising materials.

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

#### **3. Competitive Applications for the Academic Job Market** (Facilitated by Dr. Vautour)

October 9, 2025, McCain, Room 1198

**Mandatory** for 1st-year PhD students; recommended for any students who are curious about preparing for the academic job market.

Objectives: This session brings together English graduate students for an informal conversation about what to expect when applying for academic jobs and how to prepare as you move through the program. Graduate students will have the opportunity to ask any and all questions they have about that process. Our conversations will likely range from the pragmatic (How do I find job postings online? What materials do I need to prepare?) to the psychological (How can I effectively manage the stress of applying to jobs while also completing a dissertation?) to the philosophical (What does it mean to be an academic in our current moment? How can I align my career goals with my values as a thinker and writer?).

## **WINTER 2026**

### **1. MA Thesis Prospectus Workshop** (Facilitated by Dr. Schmaltz)

January 8, 2026, McCain Room 1198

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

Objectives: This seminar will introduce students to the objectives and format of the MA thesis prospectus. Models of successful past prospectuses will be provided for students to consult as they prepare their own materials.

### **2. Developing your Writing Practice** (Facilitated by Dr. Schmaltz)

January 29, 2026, McCain Room 1198

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

Objectives: In this discussion, participants will share strategies for developing a productive, rewarding, and sustainable writing practice as a researcher in the humanities. Discussions will centre on the unique demands of high-level academic and creative writing, with a particular focus on its scope, breadth, and depth as compared with undergraduate-level work.

### **3. Conference Papers and the MA Colloquium** (Facilitated by Dr. Schmaltz)

March 12, 2026, McCain Room 1198

**Mandatory** for all MA students; recommended for all other graduate students.

Objectives: In this seminar, we will discuss the process of applying to, preparing for, and presenting at academic conferences. Specific questions and topics may include: how do I draft a compelling abstract? How can I revise my academic writing to make it easier to read aloud? How do I present my research in a way that is accessible to audiences outside my own subfield? How should I approach professional “networking” at these events? The session will also familiarize MA students with the specific requirements of presenting their work at the Department’s annual MA Colloquium.

## **Other workshops**

Dr. Vautour and/or Dr. Schmaltz will be hosting informal workshops for upper-year PhD candidates throughout the year. These will be organized via email.