



THE UNIVERSITY OF
WINNIPEG

M.A. Cultural Studies

Graduate Student Handbook

2026-27



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GRADUATE PROGRAM COMMITTEE, 2026-27

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 Serena Keshavjee, Curatorial Practices Coordinator (History)
 Paul DePasquale (English)
 Kerry Sinanan (English)
 Melanie Racette-Campbell (Classics)
 Bruno Cornellier, (English), (fall term only)
 Arzoo Singh, (Women & Gender Studies), (fall term only)
 Peter Ives, Past Grad Program Chair (Political Science)

WELCOME TO THE MA IN CULTURAL STUDIES

The Master of Arts in Cultural Studies provides opportunities to explore culture and the arts as part of a social, economic, and political environment. The educational objective of the program is to provide graduate training for students in an interdisciplinary understanding of culture.

This Handbook is intended to give students an overview of the Program. Another useful place to look for answers to questions is the Faculty of Graduate Studies website: <https://www.uwinnipeg.ca/graduate-studies/>. *Students should familiarize themselves with the Policies and Guidelines quick link on the left.*

The course offerings in any given year can be found on the Cultural Studies website: <https://www.uwinnipeg.ca/cultural-studies/>.

STREAMS WITHIN THE MA IN CULTURAL STUDIES

The MA in Cultural Studies is a degree with two approved specializations: 1) Texts and Cultures and 2) Curatorial Practices.

TEXTS AND CULTURES

The MA in Cultural Studies: Texts and Cultures is a course-based degree without a requirement for students to choose specific areas of concentration. In addition to the course Research Methods and Practice and the course Special Studies in Cultural Theories and Practices, we offer a series of topics courses based on six identified areas of interest within Cultural Studies: cultural theory; cultures of childhood; genders, sexualities, and culture; local, national, and global cultures; manuscript, print, and digital cultures; and visual cultures. They are supported by the existing teaching expertise and research experience of members of the English Department and other Departments at The University of Winnipeg.

PROGRAM REQUIREMENTS

Full-time students may complete this program of study over a twelve-month period. Students also may be enrolled in the program on a part-time basis, normally completing the program requirements in two years. All students take 4 full-course equivalents (24 credit hours), one of which is a required course in Research Methods and Practice.

MINIMUM COURSE AND GRADUATION REQUIREMENTS

A minimum of 24 credit hours of coursework is mandatory. Students should arrange their specific distribution of courses in consultation with their Academic Advisor (aka Graduate Advisor).

Students are required to obtain a minimum grade of B (grade point of 3.0) in all courses presented for graduation.

Expected Time to Graduate: 12 months for full-time; 24 months for part-time.

Maximum Time to Graduate: 3 years.

REQUIRED COURSE DESCRIPTIONS (see yearly course listings for the details of this year's offerings, <https://www.uwinnipeg.ca/cultural-studies/about-the-program/curret-course-offerings.html>).

GCST-7103(3) Research Methods and Practice (required) This course aims to equip students with an understanding of advanced research skills and methodologies that are relevant to the critical, academic, and political project of cultural studies. It also includes discussions of some of the contemporary ethical, political, and material challenges (and potentialities) affecting the work of scholars, artists, and intellectuals in 21st Century academe (as well as other public institutions of knowledge production and dissemination). This is a 3-credit course **but extends for the Fall and Winter Terms**. Most of the classes and presentations will take place in the Fall Term, however cultural activities and other components of the coursework extend through the Winter Term. This is a pass/fail course.

GCST-7104(3) Concepts in Cultural Studies (required) This course is a historical and theoretical survey of cultural studies, from the field's emergence as an outgrowth of the British New Left in the 1950s to the study of emergent cultural forms and practices in our globalized and post-industrial present. It includes readings in theory and criticism, each complemented by class discussion about various cultural practices that have the potential to illuminate the radically contextual project of cultural studies. Key concepts covered may include ideology and hegemony; the articulations of race, gender, and class; colonialism and diasporic identities; popular culture and the politics of taste; museums and curatorial practices.

GCST-7105(3) Cultural Studies and Curatorial Practices Capstone Seminar (required) This capstone seminar consolidates Master of Arts in Cultural Studies students' learning acquisitions and experiences and offers a transitional experience to doctoral degree or into a variety of post-graduation fields. Students build their capacity for advanced study and application through developing high-capacity skills in research, dissemination, professionalization, peer engagement, and portfolio development. Through regular seminar meetings, students work in teams or sub-committees in all aspects of professional events and symposium planning, from programming and financing to advertising and scheduling. Course outcomes are suited to students in both streams of the program (Texts & Cultures and Curatorial Practices).

Texts and Cultures Stream Students must choose an **additional 15 credits** from the offerings this year in consultation with their Academic Advisor, see below. Students can also arrange a Specialized Study course (GCST-7122) but it is not recommended for the Fall term. And such courses are contingent upon agreement with a faculty member.

GCST-7122(3) Special Studies in Cultural Theories and Practices These courses encourage students to consult with interested faculty members from English and cognate departments to develop reading courses related to particular areas of cultural theories and practices. Individualized programs for completing the required course work as well as independent study projects are submitted to be approved by the English Graduate Program Committee. Cognate departments may include the following, among others: Anthropology; Politics; Sociology; Philosophy; History; Rhetoric, Writing, and Communications, Women's and Gender Studies, Religion and Culture.

CURATORIAL PRACTICES

This course-based MA is intended to give students an excellent foundation in both the academic and professional aspects of gallery and museum work. The mixture of theoretical and practical courses in the Curatorial Practices stream, which includes elective courses from the Texts and Cultures stream, will introduce students to critical issues in the study of visual cultures. Students study historical and contemporary curatorial principles in a seminar format as well as engaging in a hands-on Practicum

course with individual placements in partnered art institutions, such as the Winnipeg Art Gallery, Plug In ICA and the Buhler Gallery at St Boniface Hospital. Graduates of the Curatorial Practices stream will be prepared for employment in visual arts institutions as curators, art historians, critical writers, gallery educators; in the fields of communications, and in archival and museum institutions; they may also go on to pursue further doctoral studies in Art History. The specialized courses in Curatorial Practices will be open to all students in Cultural Studies.

PROGRAM REQUIREMENTS

Full-time students may complete this program of study over a twelve-month period. Students also may be enrolled in the program on a part-time basis, normally completing the program requirements in two years. All students take 4 full-course equivalents (24 credit hours), including the required courses, GCST-7103 Research Methods and Practice, GCST-7831 Practicum in Cultural Studies, and GCST-7105 Cultural Studies and Curatorial Practices Capstone Seminar. Students must choose 12 additional credits (4 courses) to complete their 24 credit hours.

MINIMUM COURSE AND GRADUATION REQUIREMENTS

A minimum of 24 credit hours of coursework is mandatory. Students should arrange their specific distribution of courses in consultation with the Graduate Coordinator or designate.

Students are required to obtain a minimum grade of B (grade point of 3.0) in all courses presented for graduation.

Expected Time to Graduate: 12 months for full-time; 24 months for part-time.

Maximum Time to Graduate: 3 years.

REQUIRED AND RECOMMENDED COURSE DESCRIPTIONS (see yearly course listings for the details of this year's offerings, <https://www.uwinnipeg.ca/cultural-studies/about-the-program/current-course-offerings.html>).

GENG-7103(3) Research Methods and Practice (required) See description above.

In addition to the courses listed under the Texts and Cultures specialization, the following courses are available to students in the Curatorial Practices specialization (Texts and Cultures students can take them as well though priority is given to Curatorial Practices students).

GHIST-7831(6) Practicum in Curatorial Studies (required)

This course combines the theory and practice of curatorial work, public history and experiential learning for students interested in achieving a university credit by working with a local museum or art gallery. Students are expected to work 6 hours a week in the host institution, as well as attend classes once a week, for a more theoretical perspective. Partnerships opportunities include local galleries and museums.

GCST-7105(3) Cultural Studies and Curatorial Practices Capstone Seminar (required) This capstone seminar consolidates Master of Arts in Cultural Studies students' learning acquisitions and experiences and offers a transitional experience to doctoral degree or into a variety of post-graduation fields. Students build their capacity for advanced study and application through developing high-capacity skills in research, dissemination, professionalization, peer engagement, and portfolio development. Through regular seminar meetings, students work in teams or sub-committees in all aspects of professional events and symposium planning, from programming and financing to advertising and scheduling. Course outcomes are suited to students in both streams of the program (Texts & Cultures and Curatorial Practices).

GENG-7820(3) The Idea of the Museum (recommended)

Museums do more than just collect art objects; they display and produce culture. This course examines the collecting practices of Western museums, before and after the Enlightenment, as well as ideologies of collecting. We investigate how museums developed in tandem with the discipline of art history, and how both institutions were dependent on nineteenth and twentieth century ideologies of nationalism and colonialism. Students study how artifacts and collections function in the construction of cultural and national identities.

GRADUATE or ACADEMIC ADVISORS

Each student accepted into the program, part-time and full-time, is assigned an academic advisor. An advisor is a faculty member who is available to mentor the student for the duration of the program on matters related to academics and to professionalization. It is this person with whom the student discusses their planned course of study, who approves course registration and signs the Student Annual Progress Report that must be completed and submitted to the Graduate Studies Office by June 1st of every academic year. Students interested in pursuing Special Studies should first consult with their advisor. The Grad Program Chair and Curatorial Practices Coordinator are also available for consultation.

SUPERVISORS

Students who have received a Research Assistantship (called a UWGA) as part of their funding package will be assigned a supervisor who will outline and oversee their work/training for the applicable term(s). Please see Research Assistantships (UWGA) on page 11. Research Assistants and supervisors should use the timesheet in Appendix E to keep track of hours.

ORIENTATION

A special orientation and reception for students in the MA Cultural Studies program will be held at the beginning of Fall term. All students are urged to attend. Grad Studies also holds an orientation for students from all grad programs across campus.

REGISTRATION

REGISTRATION DATES FOR ALL GRADUATE STUDIES

FALL AND WINTER REGISTRATION

Registration July 2, 2026 (deadline is August 31, 2026, but it is highly recommended to complete registration before August 15)

Add/Drop September 1-21, 2026; January 6-19, 2027

Fees Due September 24, 2026; January 23, 2027, May 15, 2027

SPRING REGISTRATION

Registration By the beginning of courses. April 1, 2027.

Students are advised to consult with advisors about their plans of study before each term starts.

Note: graduate student fees are per term (not per course), this also means if you have an incomplete and have appealed to turn in work after the term ends you will need to pay continuance fees, see <https://www.uwinnipeg.ca/graduate-studies/fees/>

HOW TO REGISTER

Registration is done online through WebAdvisor. A tutorial about registration can be found here: https://www.youtube.com/watch?v=_G3oqYwEaiE. Along the righthand side of your screen on

the YouTube page are links to other videos designed to help with planning, finding courses, and creating timetables.

DROPPING COURSES

After consulting with your advisor, please fill out a course withdrawal/change form, which needs to be signed and submitted by the Grad Program Chair.

<https://www.uwinnipeg.ca/graduate-studies/docs/current-student/withdrawal-and-course-change-form.pdf>

TUTION FEES

Information about fees can be found on the Graduate Studies Office website here:

<https://www.uwinnipeg.ca/graduate-studies/fees/index.html>. **Student should bookmark this page.** If students have any questions about their fees or payment of fees, they should contact Eric Benson, e.benson@uwinnipeg.ca.

LEAVE OF ABSENCE

If need arises, students can apply in advance to the Graduate Program Committee for a Leave of Absence from the program with a covering letter stating the reasons for the request, the length of leave requested, and any supporting relevant materials. Please see the UW Graduate Policies and Guidelines, section 6, for information about procedures for obtaining leaves and requesting changes in status. <https://www.uwinnipeg.ca/graduate-studies/policies-and-guidelines/academic-regulations.html>

Students are advised to discuss taking a leave with their advisor and the Grad Program Chair before filling out the form.

SPECIAL STUDIES (also known as DIRECTED STUDIES)

Special Studies is an option that requires some advance planning and consultation with different faculty members. If this is an option you are interested in pursuing, please look into it early in your program (deadlines for application are listed in the Special Studies guidelines below). Faculty supervisors may include members of English or of other departments. It is possible to design a course with more than one supervisor, if there is general agreement to this arrangement. You may also explore the possibility of designing a Special Studies course around a course on offer in English or in another department at the undergraduate level (fourth-year seminars would lend themselves particularly well to this possibility). For students in Texts and Cultures interested in experiential learning, the Curatorial Practicum is an option. Others would be to incorporate the undergraduate course ENGL 3120 (6): Practicum in Literature, Literacy, and Language into a Special Studies or to take a course at the University of Manitoba through the Western Deans Agreement (explained further below).

MA IN CULTURAL STUDIES: TEXTS AND CULTURES SPECIAL STUDIES GUIDELINES

RE: GCST-7122 (3) Special Studies in Cultural Theories and Practices

1. The Cultural Studies Program recognizes the value of Special Studies courses in circumstances where it is in the best interest of the student to replace one of the current course offerings with a directed study in a particular area. Note that students must provide a rationale for pursuing such a course of study.
2. Graduate students can and should attempt to fulfill all the requirements of their degree through regular coursework. Special Studies courses will be offered ONLY where the proposed course is accompanied by a rationale and follows the guidelines below. Students interested in taking a Special Studies course shall be given a copy of these guidelines.
3. There will be no obligation for a faculty member to teach a Special Studies course. Students are advised that faculty members typically supervise only those Special Studies courses that coincide with their own research program. In some cases, faculty members may even inform interested students that they will only do a special studies course on a particular topic.
4. All Special Studies courses are subject to the approval of the GPC.
5. The courses will be offered and administered according to the following procedures:
 - The student requests a Special Studies course from the faculty member.
 - It is the faculty member's decision, in consultation with his or her department Chair, whether or not to proceed with the request. If the faculty member agrees to offer the course and considers that this request is within the scope of Special Studies in Cultural Theories and Practices, then the student and faculty member design a course outline in the standard form according to the faculty member's home department. The course outline should include a course description, required texts, and method of evaluation/assignments. The course should not duplicate current graduate course offerings or courses that will be available to the student in the future. The faculty member accepts responsibility for deciding to propose or not propose the course and for carrying through the final stages of course approval. A covering memo from the student should

include a rationale as to why the student wishes to take the Special Studies course and how it fits into their program of study; this memo should be brief -- i.e. no longer than 1 page -- and addressed to the GPC.

- The student fills out a Special Studies Application form and has their advisor fill in the Advisor's Form (signature required), Appendix A and B below.
- For purposes of administrative efficiency, the whole package of Special Studies course documents should be submitted to the Grad Program Chair by the appropriate deadline, including those that will be needed in the event that the course is approved by the GPC: a) Special Studies Application Form (Appendix B), b) Student's Rationale Memo, c) Advisor's Form (Appendix A), and d) Course Syllabus. Students cannot register for a Special Studies course until the GPC approves it and has the course number entered into WebAdvisor, so registration in a Special Studies course typically occurs AFTER a student has registered for already existing courses. See Appendix A and B below.
- Documents for Special Studies courses must be received by the GPC ***no later than 5 weeks before the start of the term in which students want to take the course.*** This means that documents for Winter 2019 Special Studies courses must be submitted to the Grad Program Chair by November 30, 2018; documents for Spring/Summer 2019 Special Studies courses by March 27, 2019; and documents for Fall 2019 Special Studies courses by July 31, 2019. Special Studies course documents received after these dates will likely not be considered. Students planning to conduct research involving human subjects (for example, interviews, oral histories, naturalistic observation) must submit documents a month prior to the above deadlines, since proposals will also have to be approved by the Departmental Research and Ethics Committee (DREC).
- After receiving the Special Studies course documents package, the GPC meets to review the course proposal and decide whether or not to approve the Special Studies.
- After the GPC approves the course, the Chair of the GPC advises Kelly Batson, the English Department Assistant, to proceed with timetabling the course (providing her with the Special Studies course number, the title, name of student taking the course, exam arrangements and in which term the course will be offered). A section number will be designed, and the course entered into the system.
- The GPC Chair advises the faculty member, who is responsible for sending the course outline to the GPC for vetting through the standard procedures.
- The course outline is to be filed with other course outlines in the English Department Office.

All forms must be processed **five working days** before the course is scheduled to start, or the student will be subject to a late registration fee.

6. Students may take up to 6 credit hours (1 FCE) of Special Studies.
7. Special Studies courses are normally taught on an individual basis with a limit of two students per course.
8. The DPC is advised that Special Studies courses should be credited as work contributed to the Program and listed in the Annual Activity Report summary as above load teaching.
9. The GPC will review these guidelines each year.

WESTERN DEANS' AGREEMENT (WDA)

Graduate students at UWinnipeg are able to take a maximum of 6-credit hours of courses from another university in Western Canada. Please note that before submitting a WDA application, students need to consult with their advisor and the CS Grad Program Chair who in consultation with the Program Committee determines if a course is suitable for their degree. Once a student obtains permission, they register for the course at the host institution and send confirmation of registration to the UW Grad Studies Admissions Officer. Upon completion of the course, they must ensure a transcript from the host institution is forwarded to the UW Grad Studies Admissions Officer so that the grade can be reflected on their UW transcript. See this link for information on the WDA: <https://www.uwinnipeg.ca/graduate-studies/docs/current-student/western-deans-form.pdf>

ANNUAL PROGRESS REPORT

All students in the program continuing in the program beyond the first year of study will need to have a Student Annual Progress Report filed in the Graduate Studies Office no later than June 1st each year. These forms are completed and signed by the student's advisor and by the GPC Chair before being sent forward by the GPC Chair to the Graduate Studies Office.

ACADEMIC DISTINCTIONS AND AWARDS

Based on their standing in the course of their program, graduate students in the MA in Cultural Studies are all eligible to be nominated for the Graduate Student of Highest Distinction designation, for the Graduate Student of Highest Distinction Award and for the Governor General's Gold Medal. For more information on these distinctions and awards see section 8 of the Graduate Calendar: <https://www.uwinnipeg.ca/academics/graduate-calendar/docs/grad-regandpols.pdf>

RESEARCH ASSISTANTSHIPS (UWGA)

A full UWGA is \$5000 (120 hours total), and a half UWGA is \$2500 (60 hours total). Hours of work vary accordingly but the default is that students with full UWGAs will work either 10 hours/week for 12 weeks in one semester or 5 hours/week for 24 weeks over two semesters. For a half-UWGA, students typically work 5 hours per week for 12 weeks. **Note that a timesheet should be filled out and reviewed by faculty supervisors** frequently throughout the term (we suggest bi-weekly). See Appendix C for the timesheet.

There is significant flexibility in terms of when the allotted hours are worked as long as it is amendable to both the research supervisor and the student. Payment is not directly connected to the submission of hours worked. There is an expectation that students and faculty supervisors will respect the guidelines for the number of working hours allotted for the awards and that students will not be asked to work before their pay period officially starts.

It is a condition of the UWGA in the MA in Cultural Studies that students are available to fulfill the hours of work required during the semester. While supervisors should expect to accommodate the course schedules of students, students must give priority to their RA work over other employment. Other employment includes marking, tutoring, and other jobs on campus, as well as jobs held off campus.

Before arrangements for payment are made at the beginning of the academic year, students and award supervisors should agree upon a work schedule for that year and commit to regular overviews of the time sheet. It is recommended that, before the start of the academic year,

students and their advisors meet with all the award supervisors for the year in order to come to this arrangement.

In the event of a conflict with their Research Assistantship supervisor, students should speak with their advisor and/or the Grad Program Chair for advice.

STUDENT SERVICES AT UWINNIPEG

Aboriginal Student Services

<https://www.uwinnipeg.ca/assc/>

Aboriginal Student Services provides academic, support, and liaison services to students who identify as First Nation, Métis, or Inuit.

Accessibility Services and Deaf & Hard of Hearing Services

<https://www.uwinnipeg.ca/accessibility-services/>

Accessibility and Deaf and Hard of Hearing Services offer services designed to make learning environments at the UW accessible to all.

Office: 1M35

Office Hours: 8:30-4:30 PM

Phone Number: 204.786.9771

Deaf and Hard of Hearing Students: 204.786.9704

Email: accessibility@uwinnipeg.ca

Student Wellness Centre

<https://www.uwinnipeg.ca/student-wellness/>

Grad school can be hard. Sometimes you just need a little help. It's okay to not be okay. Please do not hesitate to take advantage of the following services.

Location: 1D25

Hours: 24 hours a day, 7 days a week

Klinik Crisis Line: 204.786.8686

Klinik Sexual Assault Line: 204.786.8631

Manitoba Suicide Phone Line: 1.877.435.7170

Winnipeg Regional Health Authority Mobile Crisis Services: 204.940.1781

Crisis Response Centre Location : 817 Bannatyne Ave.

Email: studentwellness@uwinnipeg.ca

Klinik on Campus

<https://www.uwinnipeg.ca/student-wellness/health-services.html>

Hours: 9:00-4:00 PM (closed for lunch 12:00-1:00 PM)

Phone Number: 204.786.9496

Klinik services include:

- Birth control information

- Health information and referrals
- Health workshops, films, and speakers
- Medical appointments (including general health care, pap tests, physical examinations, prenatal care, and STI testing, including HIV)
- Unplanned pregnancy counselling (parenting, adoption, or abortion)

All Klinik services are free and confidential. Klinik is a pro-choice agency that offers client-centered services that are supportive to all ages, genders, faiths, and sexual orientations.

UWSA Day Care Centre

<https://www.uwinnipeg.ca/daycare/index.html>

Right next to Richardson College of the Environment.

Hours: 7:30-5:30 PM

Phone Number: 204.786.9898

Bill Wedlake Fitness Centre

<https://www.uwinnipeg.ca/recreation-services/bill-wedlake-fitness-centre/index.html>

Location: Duckworth Centre (400 Spence, at Ellice)

Phone Number: 204.786.9349

Email: duckworth@uwinnipeg.ca

UWSA Food Bank

<http://theuwsa.ca/foodbank/>

Don't go hungry! If you are in need of food, please visit the UWSA Food Bank website for more information.

For information about accessing the service, e-mail the Food Bank Coordinator: foodbank@theuwsa.ca

Volunteering

For information about volunteering, e-mail the Social Sustainability Coordinator:

sustainability@theuwsa.ca

UWSA Info Booth

<http://theuwsa.ca/infobooth/>

The UWSA Info Booth is on the main floor of Centennial Hall, just north of the escalators. It offers Canada Postal Services, student loan services (with the exception of the Manitoba Provincial Loan), money order services (U.S. and Canada), Winnipeg Transit pass and ticket services, fax services, and poster approval services.

Hours: 8:00-4:00 PM

Phone Number: 204.786.9787

Email: infobooth@theuwsa.ca

SafeWalk and SafeRide Programs

<https://www.uwinnipeg.ca/security/safewalk-saferide.html>

SafeWalk

The SafeWalk program is operated in partnership with the University of Winnipeg Students' Association (UWSA).

To request a SafeWalk escort, stop at or call the Security Services office (located just inside the main doors of Centennial Hall) and identify your need. SafeWalk will provide you with an escort to your car or bus stop within a one-block radius of the University.

SafeWalk operates during fall and winter sessions Monday to Thursday from 6:00 - 10:00 pm and on Friday from 5:30 - 9:30 pm.

Campus Security Services may offer escorted walks beyond the regular SafeWalk hours, depending on officer availability.

Phone Number: 204.786.9272

Email: safewalk@theuwsa.ca

SafeRide

The SafeRide program is operated by the University's Security Services. To request a SafeRide, stop at or call the Security Services office (located just inside the main doors of Centennial Hall) and identify your need.

SafeRides will be provided within the patrol area boundaries: William Avenue to the north, Assiniboine Avenue to the south, Sherbrook Street to the west and Main Street to the east.

SafeRide operates daily, during the fall and winter sessions, until 10:45 pm, Monday to Friday.

Phone Number: 204.786.9272

Email: safewalk@theuwsa.ca (same email address for SafeWalk)

CONFERENCE AND RESEARCH FUNDING

GRADUATE STUDENT TRAVEL GRANT (GSTG)

This is available to all graduate students at the University of Winnipeg to cover conference expenses. There are three deadlines per year, **October 15**, **March 15**, and **June 15**. For more information see the forms page of the Graduate Studies website:

<https://www.uwinnipeg.ca/graduate-studies/funding/sources-of-other-funding.html>

Please note that to complete this form you will need two evaluations: one written by your advisor and one by the Coordinator. Because both of these individuals need time to write their evaluations, you should submit your application to the Coordinator no later than **October 15** for the Fall competition; **February 15** for the Spring competition; and **June 15** for the Summer competition.

Students are advised to take time filling out the application and to take full advantage of the advice their advisor can offer on how to put together a strong application. The greatest weaknesses of travel grant applications have been attachments that are too short – and therefore offer little to no information about the project, the conference, and so on. Incomplete applications will not be sent forward to the Graduate Studies Office.

The Grad Program Chair sends completed applications forward to Graduate Studies once they have approved them and written their evaluations.

Note that students must pay their expenses up front and fill out a Travel Expense Claim Form, which can be found on the Financial Services form page here:

<https://www.uwinnipeg.ca/financial-services/forms.html>

UWSA

The UWSA also offers student conference and travel funding for graduate students, who are considered members of the Student Association. Applications must be made directly to UWSA here: <https://theuwsa.ca/funding/>

UW GRADUATE STUDENT RESEARCH COLLOQUIUM

Every year, typically in February or April, Graduate Studies hosts a research colloquium where graduate student papers and posters are judged and awarded prizes. Students should keep in mind that participating in this event is a great addition to their academic cv. The Grad Program Chair will forward information to all MA in Cultural Studies students as it becomes available.

LOCKERS, OFFICE SPACE AND STUDY CARRELS

The Graduate Studies Office offers a common space for all UW Grad Students. Students in our program can ask for a locker or a carrel in Room 4CM09 (the locked room at the top of the staircase outside the entrance to the library). There is also a lounge in the same area available for graduate student usage. Please follow this link and go to Step 11 for forms you will need to fill out and get signed by the Grad Program Chair: <https://www.uwinnipeg.ca/graduate-studies/current-students/acceptance-to-attendance-checklist/index.html>

Space for RAs and student meetings are also available in the Centre for Research in Cultural Studies (CRiCS) on the 3rd floor of Graham Hall, the entrance to which can be found at the end of the colourful Duckworth Hallway installation, just before the walkway to Duckworth. Those interested in making use of CRiCS should contact Gabriel Bell-Gam, crics@uwinnipeg.ca.

APPENDIX A

**MA in Cultural Studies
Special Studies Course Proposal
Advisor's Comments to the Departmental Graduate Program Committee**

Student's Name:

Student's Advisor:

Title of proposed Special Studies course:

Term: 1T 2T 3T

1. Do you feel that this Special Studies proposal is appropriate to the student's program of study? Please explain.

2. Is the course proposal suitable for a MA-level course? Are any similar courses being offered that may overlap or duplicate the content of this course?

3. Has the student proposed this course for an appropriate term in his or her program?

4. Do you have any concerns about this proposal or suggestions you would like the DGPC to consider in its response to this request?

Signature of the Advisor: _____ Date: _____

NOTE: In cases where the Advisor is also the proposed Supervisor for the Special Studies course, this form is to be filled out by the Graduate Coordinator.

APPENDIX B

**University of Winnipeg
Graduate Studies – Student Services
DIRECTED STUDY APPLICATION FORM**

NOTE: This form must be filled out *in its entirety* in consultation with your department.

NOTE: A Course outline, prepared by the student in consultation with the mentor, indicating how the guidelines for the directed study will be fulfilled, should accompany the directed study form.

NOTE: Directed Study registrations need to be completed prior to course commencement or a late registration fee will be applied. Please contact Eric Benson, Graduate Studies – Office of the Registrar at (204) 786 9466 for more information.

TO BE FILLED OUT BY THE STUDENT:

Last Name: _____ First Name: _____

Student Number: _____ Address: _____

Home Phone: _____ Other (cell/work): _____

TO BE FILLED OUT BY THE DEPARTMENT:

Full/Complete Course Number (*ie: GBIO-7500-001*): _____

Full/Complete Course Name: _____

Credit Hours: _____ Start Date (D/M/Y): _____ End Date (D/M/Y): _____

Instructor: _____

Graduate Coordinator's Signature: _____ **Date:** _____

(a completed registration form must also accompany this form).

Forms are to be returned to Student Central for processing.

APPENDIX C

RA Timesheet

Name of RA:

Name of Faculty Supervisor:

In accepting an award, graduate students are agreeing to work for a number of designated hours (at or equivalent to 60 hours for \$2500 or 120 hours for \$5,000) over the course of either 12 weeks, in the case of Fall or Winter RA/TAships, or 24 weeks in the case of Fall/Winter RA/TAships). Faculty and students may, if both agree, redistribute work hours in the course of the semester, so long as the total hours worked remains the same.

Graduate RAs/TAs and faculty supervisors should sit down at the beginning of the semester to agree on the number of hours to be worked per week over the course of the semester and write them in the column *Proposed Hours of Work*. Each week the faculty supervisor should record actual hours worked and whether there are hours still owing or extra hours worked, and both the RA/TA and faculty member should confirm by initializing. We are asking that faculty supervisors please return timesheets to the Graduate Program Chair at the end of each semester.

	Proposed Hours of Work	Actual Hours Worked	Hours Owing	Extra Hours Worked	RA/TA Initials	Faculty Supervisor Initials
Week 1						
Week 2						
Week 3						
Week 4						

Week 5						
Week 6						
Week 7						
Week 8						
Week 9						
Week 10						
Week 11						
Week 12						

Final Total Hours Worked: _____

Faculty Comments (optional):
