



THE UNIVERSITY OF
WINNIPEG

M.A. Cultural Studies

Graduate Student Handbook

2020-21



TABLE OF CONTENTS

CONTACT INFORMATION	1
2020-21 GRADUATE PROGRAM COMMITTEE	2
WELCOME TO THE MA IN CULTURAL STUDIES	3
STREAMS WITHIN THE MA IN CULTURAL STUDIES	5
ADVISORS, SUPERVISORS, ORIENTATION	9
REGISTRATION, TUITION FEES, LEAVE OF ABSENCE	10
SPECIAL STUDIES	12
WESTERN DEANS' AGREEMENT, FEES, REPORTS	15
RESEARCH ASSISTANTSHIPS (UWGA AWARDS)	16
STUDENT SERVICES AT THE UW	17
HIGHER EDUCATION TEACHING CERTIFICATE (HETC) AND FUNDING	20
RESEARCH COLLOQUIUM, WORK AND STUDY SPACES ON CAMPUS	21
APPENDIX A: SPECIAL STUDIES ADVISOR FORM	22
APPENDIX B: SPECIAL STUDIES APPLICATION FORM	23
APPENDIX C: RA TIMESHEET	24

CONTACT INFORMATION

GRADUATE STUDIES OFFICE

Dean of Graduate Studies
Mavis Reimer
phone: 204.988.7625
office: 1RC027
e-mail: m.reimer@uwinnipeg.ca

Graduate Studies Admissions and Student Tracking
Officer
Dagmawit Habtemariam
phone: 204.786.9309
office: 1RC023B
e-mail: d.habtemariam@uwinnipeg.ca

Awards, Training, and
Communications
Dylan Jones
phone: 204.786.9093
office: 1RC023C
e-mail: d.jones@uwinnipeg.ca

DEPARTMENT OF ENGLISH

Cultural Studies Graduate Program Chair
Doris Wolf
office: 2A37
phone: 204.789.1473
e-mail: CulturalStudiesMA@uwinnipeg.ca

Departmental Assistant
Kelly Batson
office: 2A48
phone: 204.786.9292
e-mail: k.batson@uwinnipeg.ca

Chair of English
Brandon Christopher
office: 2A44
phone: 204.786.9294
e-mail: b.christopher@uwinnipeg.ca

DEPARTMENT OF HISTORY

Graduate Coordinator, Curatorial Practices Stream
Serena Keshavjee
office: 3A20
phone: 204.258.2993
E-mail: s.keshavjee@uwinnipeg.ca

Department Assistant
Sandy Tolman
office: 3A34
phone: 204.786.9382
e-mail: s.tolman@uwinnipeg.ca

Chair of History
Mark Meuwese
office: 3A32
phone: 204.786.9005
e-mail: m.meuwese@uwinnipeg.ca

GRADUATE PROGRAM COMMITTEE, 2020-21

Doris Wolf, Grad Program Chair (English)
Serena Keshavjee, Curatorial Practices Coordinator (History)
Brandon Christopher (English)
Bruno Cornellier (English)
Matthew Flisfeder (Rhetoric, Writing and Communications)
Heather Milne (English)

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.

Students will have an opportunity to take courses drawn from six related areas:

Cultural Theory

Cultural Studies is an important site for the fostering of critical thinking about the social and political significance of cultural objects, forms, and processes. Studies in this field question dominant assumptions and engage with important cultural controversies, especially around questions of value and the distribution of power and authority. Materialist and inter-art theories provide important lenses for work in the field and focus critical questions about the production, consumption, and distribution of texts. The study of theory facilitates an understanding of the dynamics between text and culture, individual and society, and generates insight into how social differences such as race, ethnicity, class, and gender shape and unsettle cultural production and consumption. Such study also inevitably raises the question of the relation of “cultural theory” and “critical theory,” variously argued to be aspects or allies of one another, occupying different spaces of critique and practice.

Cultures of Childhood

The subject category of “the child” has been central to cultural discourses in Europe and European settler societies since at least the Enlightenment, and has been variously used to secure definitions of class, family, nation, history, and the modern individual. Discourses of childhood provided terms and figures through which colonizing nations represented and constructed their others, at the same time as colonial encounters challenged and shaped understandings of the child. In contemporary culture, the idea of “the child” is employed in debates about sexuality and gender, ethnicities and race, consumerism and citizenship. These discussions are intensified by the increasing connectivity of a world linked by information technologies. The study of Cultures of Childhood in a department of literature investigates these historical and contemporary cultural discourses through consideration of texts that use the figures of “the child,” “the boy,” and “the girl” as important rhetorical strategies; texts directed to children and adolescents; and texts produced by young people. Such texts include not only print texts, but also Internet texts, films, TV texts, texts of material culture such as toys and video games, as well as oral texts such as family stories and schoolyard games. Studying texts designed for young readers, in particular, allows for theoretical investigations into the manufacture of consent in liberal democratic cultures. This area of concentration is supported by the presence of the Canada Research Chair in the Culture of Childhood in our Department and the related Centre for Research in Young People’s Texts and Cultures.

Genders, Sexualities, and Cultures

Gender and sexuality are foundational to our understanding of self and world, private and public, and personal and political. Over the past three decades, feminism, gender studies and queer theory have had a profound impact on the way in which we analyze literature, film and other forms of cultural production. Feminist and queer theorists have played a central role in the continued development of cultural theory, especially in the areas of psychoanalysis, film theory and visual culture, semiotics, phenomenology, and discourse analysis. Students in this area of study will explore the relationship between feminist theory, queer theory, and literary and cultural production; the impact of queer theory on contemporary understandings of sex, gender and sexuality; the continued relevance of feminism and feminist theory to questions of gender and sexuality; and the development and circulation of terms such as “homosexual” and

“heterosexual” and concepts such as “masculine” and “feminine,” categories that have a fundamental impact on how we organize and understand cultures, subjectivities, and knowledges. This area connects well with the mandate of the Global College at The University of Winnipeg, particularly with its Institute of International Women’s Rights, as well as with the Department of Women’s and Gender Studies.

Local, National, and Global Cultures

Canada has been profoundly affected by transnational and post-national cultural discourses, particularly post colonialism and globalization theories. At the same time, there has been a burgeoning academic interest in Canadian and Aboriginal literatures, which are often local in their context and production, and sometimes nationalist in their perspectives and concerns. Paradoxically, then, English literary and cultural studies today are global as well as national and local. Topics of enquiry include the implications of globalization for Canadian and Aboriginal texts and identities; the potential for dialogue and collaboration across nations and cultures; the ways in which local histories and contexts engender different relations to the global; and the language of human rights. This area of focus involves the study of literary and cultural production, circulation, and consumption, and will draw on perspectives developed by diasporic theory, postcolonial theory, anti-racist theory, and others. It takes an approach to the study of literature and culture that bridges human rights and citizenship studies, globalization studies, environmental studies, Aboriginal studies, labour studies, media and communications studies, women’s and gender studies, and peace and conflict studies, among others. This area connects well with the Global College at The University of Winnipeg, and especially with its Institute of Human Rights and Global Studies.

Manuscript, Print, and Digital Cultures

In recent years, an explosion of digital media and the resulting shifts in cultural paradigms have ignited a popular and scholarly interest in the complex relationship between manuscript/print and cultural production. The modes of producing and transmitting written texts – manual, typographic, and electronic – have profoundly influenced a wide range of cultures, subcultures, and communities. Not surprisingly, an enquiry into the nature and constitution of manuscript, print, and digital culture drawing on methodological approaches from different disciplines has already established itself as its own dynamic field of study. This field now encompasses a wide research terrain, including theoretical debates over aesthetics and culture, archiving and public memory, oral texts and writing, popular cultures and reading publics. The study of manuscript, print, and digital cultures encourages approaches from a variety of fields to consider legal questions about copyright and censorship; technological practices of manual, industrial, and digital publishing; sociological analyses of book production, distribution and consumption; and communications studies of media institutions. This area of focus will enable students to investigate the development of manuscript/print media as culture-forming technologies and also consider the emergence and influence of related media such as photography, film, radio, television, and the internet. It will develop a heightened awareness of how manuscript, print, and digital cultures are shaped by historical and contemporary struggles over technologies and marketplaces, aesthetic value and cultural authority, and various local, national, and global contexts.

Visual Cultures

Among the various forms of inquiry that Cultural Studies has impelled in recent years is the area of visual cultures. A central interest in the field of visual cultures is the study of images and representation, drawing on approaches from art history and film studies, cultural and literary studies, and theories of performativity. The field of visual cultures examines the cultural construction of the visual in the arts, media, and everyday life, and encourages critical engagement with various theories of seeing. Possible topics of investigation include comics and graphic narratives; illustrated books; film, television, and internet narratives; historical and contemporary visual and/or performing arts; and the history of collecting and museums. This area of concentration is supported by the Art History Program at The University of Winnipeg and draws on Winnipeg’s active visual arts and curatorial community.

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 course work 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

COURSE DESCRIPTIONS

GENG-7103(3) Research Methods and Practice (required) This course aims to equip students with advanced bibliographical and research skills that will support their graduate study. Such resources will include archival, library, web-based and informational technologies, and will incorporate theoretical and applied methodologies. Each year course material will be integrated with other graduate courses being offered, and might include a practicum in local cultural projects and communities.

GENG-7104(03) Concepts in Cultural Studies (highly recommended) 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.

GENG-7112(3) and GENG-7113(6) Topics in Cultural Theory These courses focus on such questions as: What constitutes a text? How do some texts come to be valued over others? How do questions of value relate to the distribution of power and authority? How do social differences such as race, ethnicity, class, and gender shape and unsettle cultural production and consumption over time? How may “cultural theory” and “critical theory” be situated in relation to one another?

GENG-7160(3) and GENG-7161(6) Topics in Cultures of Childhood These courses focus on such questions as: How has the subject category of “the child,” different in different times and places, been used to secure definitions of class, nation, history, and the modern individual? How do digital, filmic, and television texts, texts of material culture such as toys and video games, and oral texts such as family stories and schoolyard games take up and reframe these debates? How does studying texts designed for young readers allow for theoretical investigations into the manufacture of consent in liberal democratic cultures?

GENG-7901(3) and GENG-7902 (6) Topics in Genders, Sexualities, and Cultures These courses focus on such issues as: the relationship between feminist theory, queer theory and literary and cultural production; the impact of queer theory on historical considerations and contemporary understandings of sex, gender, and sexuality; the continued relevance of feminism and feminist theory to questions of gender and sexuality; and the development and circulation of terms such as "homosexual" and "heterosexual" and concepts such as "masculine" and "feminine," categories that have a fundamental impact on how we organize and understand cultures, subjectivities, and knowledges.

GENG-7740(3) and GENG-7741(6) Topics in Local, National, and Global Cultures These courses focus on such topics as: the implications of globalization for Canadian and Aboriginal texts and identities; the potential for dialogue and collaboration across nations and cultures; the ways in which local histories and contexts engender different relations to the global; and the language of human rights.

GENG-7811(3) and GENG-7812(6) Topics in Manuscript, Print, and Digital Cultures These courses will focus on such topics as: historical and contemporary theoretical debates over aesthetics and culture, archiving and public memory, orality and writing, popular cultures and reading publics; copyright and censorship; manual, industrial, and digital publishing; book production, distribution and consumption; and media institutions.

GENG-7820(3) and GENG-7821(6) Topics in Visual Cultures These courses focus on visual images, the circumstances of their production, and the variety of cultural and social functions they serve. The study of visual culture includes artifacts from all historical periods and cultures, as well as media such as film, television and the internet. The processes and discourses around seeing and the cultural construction of the visual are taken into account.

GENG-7122(3) and GENG-7131(6) 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.

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), one of which is a required course in Research Methods and Practice. Other recommended courses will be designated on a year-to-year basis.

MINIMUM COURSE AND GRADUATION REQUIREMENTS

A minimum of 24 credit hours of course work 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

COURSE DESCRIPTIONS

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)/
GENG-7131(6) Special Studies in Cultural Theories and Practices**

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.

**GHIST-7830(3/6) The History of Museums and Collecting (The Idea of the Museum) (recommended)/
GENG-7820(3) and GENG-7821(6) Topics in Visual Cultures**

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.

GHIST-7801(6) Advanced Studies in Art History

This course addresses interpretations of selected topics in Art History as they have appeared in the literature. Possible topics may include Feminism and Art History, Theories and Methods for Art History, or the work of a particular artist, period or movement. Wherever possible, topics are examined through the analysis of materials available in local collections and exhibitions.

GHIST-7801(6) Art History and Exhibition Practice

This course brings students into first hand contact with selected art objects in order to learn how to design and mount an exhibition. The class examines works in their social, historical, and artistic contexts, using primary sources and technical resources available locally whenever possible.

ADVISORS

Each student accepted into the program, part-time and full-time, is assigned a graduate advisor. An advisor is a faculty member who has agreed to be 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 his or her 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 p. 16. Also, 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 M.A. Cultural Studies program will be held at the beginning of Fall term. All students are urged to attend.

REGISTRATION

REGISTRATION DATES FOR ALL GRADUATE STUDIES

FALL AND WINTER REGISTRATION

Registration	July 1 (deadline is August 15)
Add/Drop	September 4-17; January 7-18
Voluntary Withdrawal	Nov. 12 for Fall courses; Feb. 14 for F/W courses; March 13 for Winter courses

SPRING REGISTRATION

Registration	March 1 – beginning of classes
Add/Drop	April 1 to April 7
Voluntary Withdrawal	varies in accordance with course format: see academic dates at: https://www.uwinnipeg.ca/academics/calendar/docs/dates.pdf

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

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

TUTITION 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 be, 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/current-students/policies-and-guidelines/section-6/index.html>

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

SPECIAL STUDIES (OR 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. You may want 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: GENG-7122 (3) and GENG-7131 (6) Special Studies in Cultural Theories and Practices

1. The Department of English 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. The GPC is not required to approve a Special Studies course.
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 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), which can be found at the bottom of the course listing page of the Cultural Studies website: <https://www.uwinnipeg.ca/cultural-studies/about-the-program/2017-18%20courses.html>
-
- 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) Directed Study Application Form, b) Student's Rationale Memo, c) Advisor's Form, 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. The Registration Form can be found on the forms page on the Graduate Studies website: <https://www.uwinnipeg.ca/graduate-studies/current-students/forms.html>. The Directed Study Application Form and the Advisor's Form can be found on the course listing page of the Cultural Studies website under the heading "Special Studies Forms": see link on page 10.
- 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.

- There is currently one exceptional case of Special Studies that a student may opt for in the Texts and Cultures stream of the MA in Cultural Studies. Students may take GHIST-7831(6) Practicum in Curatorial Studies as GENG-7131(6) Special Studies in Cultural Theories and Practices. In this case, they will not be required to submit a syllabus to the Chair of the GPC. They should discuss their research interests and background in the area of visual cultures with their advisor, whose signature on their registration form signals their agreement with the chosen program of study.
5. Students may take up to 6 credit hours (1 FCE) of Special Studies.
 6. Special Studies courses are normally taught on an individual basis with a limit of two students per course.
 7. 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.
 8. 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/western-deans-form-revised-ff-2.0.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, and a half UWGA is \$2500. Hours of work vary accordingly. In the case of a full UWGA, students 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 submitted to faculty supervisors at the end of each term worked. See Appendix C for the timesheet.

Students are paid on the same schedule as other employees of UW. Awards are considered T4A income, which means that they are exempt from many of the standard employment deductions. Payment is not contingent on 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

E-Mail: 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 ok to not be ok. 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 | 817 Bannatyne Ave.

E-Mail: studentwellness@uwinnipeg.ca

Klinik on Campus

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
E-Mail: 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

E-Mail: infobooth@theuwsa.ca

SafeWalk and SafeRide Programs

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

SafeWalk (204.786.9272)

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.

E-Mail: safewalk@theuwsa.ca

SafeRide (204.786.9272)

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.

E-Mail: safewalk@theuwsa.ca (same as e-mail address for SafeWalk)

HIGHER EDUCATION TEACHING CERTIFICATE (HETC)

Professional, Applied and Continuing Education (PACE) offers a teaching certification program for those interested in applying to teach at the university level after graduation. While not a necessary certification to have in order to teach post-graduation, the certificate may be of some advantage to those who have it. The Graduate Studies Office offers a partial subsidy of tuition fees for current and recently graduated UW graduate students. Please see Dylan Jones for details.

For those interested in the HETC go to <http://pace.uwinnipegcourses.ca/higher-education-teaching-certificate-program-hetc>

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/scholarships-and-awards/internal-awards.html#travel-grant>

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: <http://theuwsa.ca/opportunities/funding/student-conference-and-travel-funding-request-form/>

UW GRADUATE STUDENT RESEARCH COLLOQUIUM

Every year, usually in February or April, the Graduate Studies Office hosts a graduate student research colloquium where graduate student papers and posters are judged and awarded prizes. Students should keep in mind that participating in this event can 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 Lauren Bosc at l.bosc@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 are in agreement, 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):
