

PROCEDURES HANDBOOK FOR MA STUDENTS

There are three ways of earning an MA degree in English:

TYPE OF MA	FORMAT	CHARACTERIZATION
Course Based	24 credits of course work ¹ + Bibliography seminar	<ul style="list-style-type: none"> ◆ Broadest exploration of a diversity of ideas, literatures, and theories ◆ Most structured because of the course format
MRP	18 credits of course work ¹ + Bibliography seminar + Major Research Project	<ul style="list-style-type: none"> ◆ Ample exposure to diversity of ideas, literatures, and theories ◆ Completion of an MRP, which is a piece of original research and critical writing of 50 to 75 pages on an approved topic, under the direction and supervision of a faculty member of the GPE²
Thesis	12 credits of course work ¹ + Bibliography seminar + Master's Thesis	<ul style="list-style-type: none"> ◆ More limited exposure to the structure of course work ◆ Completion of a thesis of approx. 120 pages that in its research and analysis demonstrates independence, originality, and thorough understanding of the area of investigation²
<p><u>Notes</u></p> <p>1. Full courses are 6 credits and cover two terms; half courses are 3 credits and cover one. Most courses in the Program are half courses. With permission, 6 credits of course work may be chosen from courses offered at the 6000 level by another graduate program (see below). Students may take up to 6 credits as individualized, directed reading courses (see below).</p> <p>2. Proposals for the MRP and/or Thesis topic must be submitted to the Graduate Study Committee by October 15, January 15, or April 15. See MRP and Thesis procedures, below.</p>		

IMPORTANT

All MA candidates must complete the degree requirements as established above. In exceptional circumstances, the waiving of a requirement, the changing of deadlines, or the changing of a schedule for completion of requirements may be granted on academic or compassionate grounds. See the Petitions and Appeals section of the General Information Handbook.

Timelines and Planning

6 credits can be taken outside of the Graduate Program in English (at YorkU or another university), so that opens up other programs' offerings to you, subject to enrolment space, which we cannot control.

The full-time MA degree program is 3 consecutive terms of enrolment. Tuition is subtracted from and thus covered by your YorkU funding. You may take longer than three terms to complete your MA. Any additional term is unfunded. Your enrolment status is altered to part-time, and you will be charged part-time tuition fees. The maximum number of terms allowable for completion of the degree is 6 in total.

Course Based (24 credits)

Fall	Bibliography Seminar and its assignments (0 credits) + 9 credits
Winter	9 credits
Summer	6 credits

Note that summer does not offer the same amount of choice as F/W

MA with MRP (18 credits + 6 for MRP)

Fall	Bibliography Seminar and its assignments + 9 credits
Winter	9 credits <ul style="list-style-type: none">Secure MRP Supervisor + draft proposal
Summer	Write MRP <ul style="list-style-type: none">1 August: Paper finished and submitted25 August (approx.): Final Grade to FGS if convocating in October

MA with Thesis (12 credits + 12 for MA Thesis)

Fall	Bibliography Seminar and its assignments + 6-9 credits <ul style="list-style-type: none">Secure Thesis Supervisor (October)Begin drafting proposal
Winter	Remaining 3-6 credits <ul style="list-style-type: none">Thesis Proposal submission deadline (15 January)Begin research and writing
Summer	Complete Writing of MA Thesis <ul style="list-style-type: none">1-15 August: Thesis deemed examinable; Oral defence scheduledOral Examination results to FGS by third week of August <i>at the latest</i>

Use of Copy Editors

It is the program's belief that graduate students in English should not require a copy editor to complete their essays, theses, or dissertations. The Graduate Program in English does not allow the employment of copy editors simply to correct deficiencies that students are not willing or able to correct on their own. This, of course, does not preclude the normal editing that peers and professors do for each other and their students.

The policy outlined below is circulated so that students in our Program who are asked to work as copy editors for students from other disciplines are aware of the guidelines directing this practice at York University. It is important for our students to know the context and the legality of the position this would put them in.

"Editing must not affect the content, data or structure of a student's work. If there are no program guidelines, it is assumed that copy editing is not permitted.

- the student must obtain written permission from the supervisor for professional editing
- a contract should be signed by the student and the editor
- editing should be acknowledged in the thesis or dissertation
- until the thesis or dissertation has been accepted the editor should keep a copy that shows the editing, as well as all the correspondence with the student."

Faculty in the Graduate Program in English, by Field

Canadian Literature

Cain, Cho, Davis, Goldie, Sanders, Uppal, Warwick, Weaver, Weiss, Whitfield, Zacharias

Contemporary Literature

Boon, Cain, Creet, Gobert, Redding, Warwick, Weaver

Drama

Bird, Blumberg, Gobert, Williams

Medieval Literature

Williams

Modern Literature

Cain, Clements, Gobert, Higgins, Redding, Warren

Poetry

Cain, Goldstein, Higgins, Uppal, Weaver

Postcolonial & Diasporic Literature

Alston, Cho, Davis, Goldie, Mukherjee

Prose Narrative

Choi, Michasiw, Warren, Warwick

Renaissance Literature

Djordjevic, Goldstein, Pentland, Williams

Restoration & 18th-Century Literature

Balfour, Michasiw, Valihora

Romantic Literature

Balfour, Michasiw, Valihora

Theory

Balfour, Boon, Cho, Creet, Goldie, Leps, Loebel, Michasiw, Redding, Warren

U.S. Literature Before 1900

Loebel, Sanders, Warren, Warwick

U.S. Literature After 1900

Boon, Loebel, Redding, Sanders, Warren, Warwick, Weaver

Victorian Literature

Choi, Higgins, Leps, Shea

Course Work

For updated offerings (downloadable), please consult the GPE website:

<http://www.yorku.ca/gradengl/courses.html>

BIBLIOGRAPHY REQUIREMENT (EN 5050.00)

- Mandatory for MA candidates
- 0 credit weight, but graded pass/fail
- Fall Term, 6 sessions, 18 hours in total

“Bibliography and Scholarly Skills” provides a combination of lectures, discussion, and practical skills sessions necessary for graduate-level research. The skills component, involving discussion of scholarly methods, in-print and online resources, is taught in concert with the following scholarly topics: History of the book; book production, textual transmission, and their implications for readers; editorial theories and practices; documentary editing and editorial problems. In addition to preparing for class, students will be required to complete one major assignment, which will complement their individual literary and research interests.

DIRECTED READING COURSES

Students have the option of taking a Directed Reading course with a faculty member provided that a seminar with similar material is not available in the current curriculum and provided it does not overlap significantly with a course taken previously. Students are normally allowed one reading course during their entire graduate tenure at York.

Directed Reading Proposals

The following information must be included in any Directed Reading Proposal:

Credit Weight: half or full course (3.0 or 6.0 cr).

Rationale: The rationale must explain how the material of the course forms a coherent focus of study and outline the objectives of your study. In cases in which the material resembles that of a graduate program course, you should explain how your reading program will differ from the course. When appropriate, the rationale should explain the critical context in which the material will be studied.

Evaluation Method: List the number of written assignments you will submit to your supervising professor and the approximate length of each. Any additional grounds of evaluation should be specified, together with a rationale (the written assignments of essay type should be listed with an approximate word-count or page length; if different from essay type, the format and length should be explained). The relative weightings of each component of the grade should also be given.

Schedule: State the frequency and length of time you and your director will meet. Normally such courses meet for an average of one hour per week. A rationale should be provided for any significant deviation from this norm.

List of Texts: This list should follow the style prescribed by the MLA Handbook. Primary and secondary materials should be listed separately. Usually course proposals should include a critical or theoretical component among texts to be read.

Proposals, together with a completed Directed Reading Form, may be submitted to the Graduate Study Committee by any of the deadlines: September 15; October 15; January 15; April 15.

COURSES OFFERED OUTSIDE THE ENGLISH PROGRAM

Students may take up to six credits outside the Program, either at York or elsewhere, with permission of the GPD and FGS.

- Form for a course in another YorkU graduate program:
<http://gradstudies.yorku.ca/files/2014/08/course-program-other.pdf>
- Ontario Visiting Graduate Student (OVGS) Plan:
<http://gradstudies.yorku.ca/files/2014/06/ovgs-application.pdf>

YorkU graduate programs offering courses often of interest/relevance to GPE students:

Social and Political Thought <http://spth.gradstudies.yorku.ca/courses/>

History <http://history.gradstudies.yorku.ca/courses/>

Sociology <http://sociology.gradstudies.yorku.ca/courses/>

Gender, Feminist, and Women's Studies <http://gfws.gradstudies.yorku.ca/courses/>

Theatre & Performance Studies <http://theatre-studies.gradstudies.yorku.ca/courses/>

For a complete list of programs, please refer to:

<http://futurestudents.yorku.ca/graduate/programs>

Graduate Diploma in World Literature

Designed to highlight and give official accreditation to our students' transnational, cross-cultural, and interdisciplinary literary expertise, this challenging graduate diploma is unique in Canada. It can lead to prospective careers in a range of areas requiring a high level of cross-cultural literacy in this era of globalization, from government to the global creative industries.

ADMISSION REQUIREMENTS

The Graduate Diploma in World Literature can be obtained in conjunction with an MA or PhD degree in English, Humanities, or Translation Studies.

DIPLOMA REQUIREMENTS

Diploma students must successfully complete:

- A compulsory three-credit course in addition to the requirements of an MA or PhD degree in English or Humanities, or of an MA in Translation Studies on the history and practice of Comparative and World Literature: **Humanities 6157 3.0: "Comparative and World Literature Seminar: History and Practice"/ English 6157 3.0 and Translation 6157 3.0. T**
- An additional capstone diploma research paper, elaborated with the advice of a Professor with specialization in the topic to be explored. This paper further develops expertise in World Literature and requires that students demonstrate the interdisciplinary, cross-cultural research and critical skills acquired throughout their World Literature graduate diploma studies. Marked by the primary advisor, the paper is then submitted to a second reader who also marks and comments. Both reports are sent to the Diploma Coordinator.
- One course in cultural theory (3 or 6 credits), to be chosen among the offerings of the Graduate Programs in English, Humanities, or Translation Studies. A list of available courses is given to students each year by the Diploma Coordinator. While this course counts for both the degree and diploma, students pursuing the diploma must write a research paper that extends the discussion of cultural theory into the domain of World Literature.
- Three course-related research papers with a World Literature perspective and content; or a MA major research paper or thesis; or a PhD dissertation with a World Literature approach. While such work counts for both the graduate diploma and the degree program, students enrolled in the graduate diploma need to supplement their MA or PhD requirements with work done from a World Literature perspective throughout their degree studies: the graduate diploma augments the degree requirements and allows students to receive accreditation for the added value of this specialized training.

It is recommended, but not required, that students complete a study period, research stay, or an internship in a country pertinent to their projects in world literature. The Graduate Program in English has an exchange program with Mainz University; York University has an agreement with every university in France for "cotutelle" doctorates; York University is an institutional affiliate of the Institute for World Literature, which meets for a month in cities across the globe every summer. More generally, York International has a large number of exchange agreements, summer programs, and internships that are available to graduate students:

<http://yorkinternational.yorku.ca/go-global/exchange/going-on-exchange/>

<http://yorkinternational.yorku.ca/go-global/summer-abroad/>

<http://yorkinternational.yorku.ca/go-global/eiavo/>

Major Research Papers and Theses

MRP	MA Thesis
<p>Definition A piece of original research or criticism in written form on an approved topic. Research may take the form of an annotated bibliography, a critical edition, a substantial summary of the scholarship on a given author or topic. It may be combined with an original creative component, subject to the approval of the Supervisor and Graduate Study Committee.</p>	<p>Definition Colloquially speaking, it is a mini-dissertation, which adheres to and is often preparatory for the kind of major research, investigation, interpretation, and criticism found in the PhD. It must demonstrate independence, originality, and understanding of the area of investigation and justify, develop, and substantiate an original critical argument in a specific field or subject.</p>
<p>Length Approximately 50 to 75 pages of research or critical writing.</p>	<p>Length Approximately 120 pages of original critical research, scholarship, and analysis.</p>
<p>Supervision <u>Supervisor</u>: Must be a member of the GPE. Student chooses the supervisor, subject to supervisor's signed agreement. In consultation with the GPD as necessary, the supervisor proposes a 2nd GPE faculty member as second reader. A non-GPE member who is appointed to FGS in another program is possible as second reader, subject to in-field qualification and supervisor recommendation. <u>Deadline for 2nd Reader Agreement</u>: Third term of study (or equivalent for part-time students).</p>	<p>Supervision (requires a more regulated process than the MRP) <u>Supervisor</u>: Must be a member of the GPE. <u>Committee</u>: Supervisor + 1 more FGS member (may or may not be in GPE). In exceptional circumstances and with clear in-field justification, one additional member may be appointed who is not a member of FGS; requires decanal approval. <u>Deadline for Committee Formation</u>: Second term of study (or equivalent for part-time students).</p>
<p>Proposal Deadline October 15, January 15, and April 15 To the Graduate Study Committee for approval</p>	<p>Proposal Deadline October 15, January 15, To the Graduate Study Committee for approval</p>
<p>Completed MRP Deadline 25 August: Final Grade to FGS if convocating in October</p> <ul style="list-style-type: none"> MRP Students usually finish in 3 terms Extra terms require additional tuition and part-time status. Max 6 terms total. 	<p>Completed Thesis Deadline Successful Defence and External Examiner comments registered by 25 Aug. if convocating in October</p> <ul style="list-style-type: none"> Thesis Students usually finish in 3 terms Extra terms require additional tuition and part-time status. Max 6 terms total.

THE PROPOSAL

A proposal is a descriptive prospectus. It proposes an idea for investigation and tells of the prospects. In short, it tells

the <i>what</i>	<ul style="list-style-type: none"> ▪ A working title indicative of the investigation ▪ The argument
the <i>where</i>	<ul style="list-style-type: none"> ▪ In which context(s)
the <i>why</i>	<ul style="list-style-type: none"> ▪ Rationale or justification for why such an investigation/idea should/must be proposed, i.e., what is lacking in the field
the <i>so what?</i>	<ul style="list-style-type: none"> ▪ The significance of the argument and what it proposes
the <i>how</i>	<ul style="list-style-type: none"> ▪ Methodology (comparative historicist, deconstructive, etc., but the names are not enough. You need to explain why you are approaching the issue in this way as opposed, say, to some other – which is related to “where” in the field, i.e., what else has been done already in the field) ▪ A clear statement as to whether or not knowledge of a language other than English is necessary for the proposal and how such language will be acquired (e.g., language requirement passed, additional coursework to be taken)* ▪ Chapter or section descriptions, focal texts, which will convey a sense of how what you propose will be developed. ▪ Resources available in YorkU library or elsewhere? ▪ Fieldwork and travel involved? ▪ Human subjects used and, therefore, ethics review needed? ▪ A representative bibliography in MLA format split into primary sources & secondary sources
Signatures	<ul style="list-style-type: none"> ▪ Student & supervisor

MRP proposal length is under 5 pages + bibliography.

MA proposal length is under 10 pages + bibliography

SUPERVISION OF MA THESIS

Once approved by the Dean of FGS, the Supervisory Committee will meet with the candidate to discuss (a)) the proposal, (b) the timetables of the various members of the Committee (i.e., anticipated leaves or extended absences), and (c) the procedures that the Committee wishes to follow in supervision – e.g., chapter-by-chapter submission, submission of larger units, or a submission when a first draft is completed. (Note: any Committee member has the right to insist on an on-going submission – section-by-section or chapter-by-chapter – for him/herself.) It is the responsibility of the Supervisor to convene this meeting, which will be chaired by the Supervisor. The meeting must not be waived.

You have the right to request *at least* two meetings/year of your full committee ideally within a month of the student's request.

Once the draft is complete, the Committee will meet with the Candidate to discuss revisions. (This meeting may be waived if all parties agree to the waiver, i.e., comments have been conveyed separately). Every effort will be made by the Committee to make all necessary suggestions about submitted drafts in order to assist the candidate's production of a final draft.

Once all committee members read the final draft of the thesis, they decide whether to approve the thesis for examination (not as a whole or for graduation). A two thirds (2/3) majority approval of the committee is required.

SUBMISSION AND EXAMINATION

STUDENTS SHOULD ALSO CONSULT THE GENERAL INFORMATION HANDBOOK TO READ ALL REGULATIONS GOVERNING THE THESIS DEFENCE

Contact Kathy Armstrong (pug@yorku.ca) in 215 Stong when you have finished your thesis and your Supervisory Committee agrees that you may present the thesis for examination. You must supply one copy of the final draft for each member of the Examining Committee *at least three weeks* prior to the oral examination date. Be advised that these submission dates are absolute deadlines. It is strongly advised that the final copies of the thesis be submitted as far in advance of the scheduled date for the oral as possible.

The Examining Committee

The Examining Committee is chosen and the Oral Examination scheduled by the Supervisor in consultation with the Supervisory Committee and the Program Director. (The appropriate paperwork is completed by the Program office). Approved & confirmation made by the Faculty of Graduate Studies. I

A thesis examining committee shall consist of at least three voting members, including the Chair, as follows:

- Two graduate faculty members chosen from the program and/or supervisory committee, at least one of whom must be from the supervisory committee;
- One graduate faculty member at arm's length from the thesis, and normally from outside the program.
- The Chair of the examining committee shall be chosen from among the voting members. Members of the student's thesis supervisory committee may be members of the examining committee, but the principal supervisor may not serve as the Chair of the examining committee.
- In addition to the voting members, the thesis examining committee may include the following ex-officio members (non-voting, unless present as one of the voting members named above): Vice-President Academic & Provost, Dean of the Faculty of Graduate Studies or his/her representative, Graduate Program Director.

MA CHECKLISTS

MA via Coursework 24 credits		
Year 1 (24 credits)	List courses taken:	# of Credits
Fall	5050 Bibliography (required)	
1		
2		
3		
Winter		
1		
2		
3		
Summer		
1		
2		
Total		
Year 2 <i>(p/t students)</i>		
Fall		
Winter		
Summer		
Total		24

MA via MRP		
18 course credits + Master's Research Project		
Year 1 (18 credits)	List courses taken:	# of Credits
Fall	5050 Bibliography (required)	0
1		
2		
3		
Winter		
1		
2		
3		
<ul style="list-style-type: none"> ▪ Have you drafted your MRP proposal? (See Guidelines in Handbook) ▪ Which date did you or will you submit the proposal to the Graduate Study Committee (GSC)? <p style="text-align: center;">(circle): October 15 January 15 April 15</p>		
Summer	Write MRP for submission by 01 August	
Total		18
Year 2 (p/t students)	Supervisor Name:	
Fall		
Winter		
Summer	Write MRP for submission by 01 August	
Total		18

MA via Thesis 12 course credits + Master's Thesis		
Year 1 (12 credits)	List courses taken:	# of Credits
Fall	5050 Bibliography (required)	0
1		
2		
<ul style="list-style-type: none"> ▪ Have you drafted your Thesis proposal? (See Guidelines in MA Procedures Booklet) ▪ Have you found a supervisor (faculty member of GPE)? ▪ Which date did you submit the proposal to the Graduate Study Committee (GSC)? <p style="text-align: center;">(circle): October 15 January 15 April 15</p>		
Winter		
1		
2		
Summer	Write thesis for submission by end of August*	
Total		18
Year 2 (p/t students)	Supervisor Name:	
Fall		
Winter		
	Have your supervisor & second reader approved/graded your Thesis?	
Summer	Write thesis for submission by end of August	
Total		18

*most students find that one year is not enough time to complete coursework and an entire thesis and thus require an extra term to complete the degree. Please be advised that this extra term is not funded.