



School of Graduate Studies

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To : Dr. Ken Cruikshank
Dean
Faculty of Humanities

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on March 1st, 2018 the Faculty of Humanities Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

The enclosed documents are now forwarded for approval to the Faculty of Humanities for its meeting on March 26th, 2018.

Please note that these recommendations will also be submitted for approval as appropriate to Graduate Council.

I. Graduate Curriculum Changes 2017-2018

a. English and Cultural Studies

- **Creation of New Milestones and Change to Calendar Copy**



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT		English & Cultural Studies	
NAME OF PROGRAM and PLAN		English PhD	
DEGREE	Doctor of Philosophy in English		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input checked="" type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS		CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	CHANGE IN COURSE REQUIREMENTS
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		X	EXPLAIN: Additional information to the PhD degree description – Doctoral Research Seminar replaces Research Methods and Bibliography Requirements
OTHER CHANGES	EXPLAIN: The Doctoral Research Seminar is a 3-unit course, taught in 3 1-week sections. Parts 1 and 2 will be logged as Milestones, completion of which will allow students to enrol in Part 3, which will be recorded as a 3-unit course.		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE: (currently in calendar 2017-18)

Research Methods & Bibliography Requirements

In addition, each Ph.D. candidate is required to participate in a set of workshops in May of their second year. The aim of this course is to provide students with the opportunity to discuss a range of contemporary research models and methodologies in literary and cultural studies. Students must attend all of the workshops in order to receive a passing grade.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

English 7XX Doctoral Research Seminar

This course focuses on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media. The course consists of three one-week seminars (10 hrs per week), conducted in May of Year One, and October and April of Year Two. Seminars 1 and 2 will be logged as Milestones, completion of which will grant students permission to register for Seminar 3. On completion of Seminar 3, students will earn the 3 course credits the course represents. Required for PhD students; pass/fail.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

This course reflects the increasing emphasis in graduate student training on elements of professionalization (e.g. grant application, research methods, dissemination of research). Completion of this 3-credit course will ensure that students have gained experience in a variety of research and communication activities that will help to prepare them for both academic and non-academic job markets. The course resembles similar courses in English/Cultural Studies programs across the country.

In order to track each section of the new Doctoral Research Seminar, the Department of English & Cultural Studies proposes tracking the first two sections as Milestones that will be logged on the "Student Summary" only. The prerequisite for completing sections 1 & 2 will be tracked within the department, using the milestone form, which are then remitted to SGS for processing. Listing the Milestones as *Doctoral Research Seminar 1* and *Doctoral Research Seminar 2*, will allow for easy reference when giving permission to students to register for the 3rd section in the form of a 3-unit course.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 1, 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

English 7XX* Doctoral Research Seminar

Research Methods & Bibliography Requirements

This course focuses on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media. The course consists of three one-week seminars (10 hrs per week), conducted in May of Year One, and October and April of Year Two. Seminars 1 and 2 will be logged as Milestones, completion of which will grant students permission to register for Seminar 3. On completion of Seminar 3, students will earn the 3 course credits the course represents. Required for PhD students; pass/fail. In addition, each Ph.D. candidate is required to participate in a set of workshops in May of their second year. The aim of this course is to provide students with the opportunity to discuss a range of contemporary research models and methodologies in literary and cultural studies. Students must attend all of the workshops in order to receive a passing grade.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Susie O'Brien Email: obriensu@mcmaster.ca Extension: 23724 Date submitted: 2018/01/18

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca SGS/2013



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES & MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT		English and Cultural Studies		
COURSE TITLE		Doctoral Research Seminar		
COURSE NUMBER	ENGLISH 7XX	COURSE CREDIT		
		6 Unit Course ()	3 Unit Course (X)	1.5 Unit Course ()
INSTRUCTOR(S)				
REQUISITE(S) (Pre/Co/Anti or program enrollment requirement)		Prerequisite(s): Must be enrolled in English PhD Program		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): September 2018	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? No	
WILL THE COURSE BE <u>CROSS-LISTED (COMBINED SECTIONS)</u> WITH ANOTHER DEPARTMENT? No If Yes, PLEASE NOTE WHICH DEPARTMENT:				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:				
CHANGE IN COURSE TITLE		PROVIDE THE NEW COURSE TITLE:		
CHANGE IN COURSE DESCRIPTION		600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		

COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	X	EXPLAIN: The Department wishes to set up two Milestones related to this course in order to track sections 1 & 2. Once a student has completed both sections they will be allowed to enrol in the final section for credit (3-units).
BRIEF COURSE DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. This course focuses on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media. The course consists of three one-week seminars (10 hrs per week), conducted in May of Year One, and October and April of Year Two. Required for PhD students; pass/fail.		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. This course focuses on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media. ** Rationale in creating Milestones to track this course over the first 2 years of the PhD: In order to track each section of the new Doctoral Research Seminar, the Department of English & Cultural Studies proposes tracking the first two sections as Milestones that will be logged on the "Student Summary" only. The prerequisite for completing sections 1 & 2 will be tracked within the department, using the milestone form, which are then remitted to SGS for processing. Listing the Milestones as <i>Doctoral Research Seminar 1</i> and <i>Doctoral Research Seminar 2</i> , will allow for easy reference when giving permission to students to register for the 3rd section in the form of a 3-unit course.		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review (if applicable)?) This course reflects the increasing emphasis in graduate student training on elements of professionalization (e.g. grant application, research methods, dissemination of research). Completion of this 3-credit course will ensure that students have gained experience in a variety of research and communication activities that will help to prepare them for both academic and non-academic job markets. The course resembles similar courses in English/Cultural Studies programs across the country.
2. EXPECTED ENROLMENT: 10
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): Seminars, Workshops, Guest Lectures

4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.) Expanded description each section.

Doctoral Research Seminar (Expanded Description):

Section 1: 1st year of the PhD program (May):

Situating Research Practice

The first section of the course will focus on the broad context of research practice. With an eye to preparation for the Comprehensive Examination, we will consider the processes of defining fields and archives, generating bibliographies, evaluating critical sources, and developing good research questions. In addition to helping students to refine their short proposal and to situate their project within the broader field(s) and conversations in which they will complete their Comprehensive exams, the seminar will also help to students to discover and engage the resources and professional and community networks that will facilitate their subsequent research. The seminar will include presentations from units such as Sherman Centre, the MacPherson Institute, and Graduate Student Life. We will also begin a conversation, to be continued in the following sessions, focused on addressing broader structural aspects of research practice, including learning to set priorities, manage time, and navigate some of the stress and anxiety (social, financial, etc) of academic work. *(Student will achieve a milestone on completion of this section)*

Assignments:

- Oral presentation of short thesis proposal
- Extended (two-page) description of scholarly context of project (describing/evaluating extant scholarship, outlining the contribution this project will make to these conversations)
- Annotated Bibliography (10 entries)
- Reflection piece (500 words); identify 2-3 conversations/networks and/or on or off-campus initiatives that might be important for you to participate in (scholarly associations, community groups, etc.)

Section 2: 2nd year of PhD program (October). Must have completed section 1 of this course in order to take part in Section 2.

Disseminating Research

This section will focus on the dissemination of research in conferences, workshops and journals. We will discuss the benefits of attending conferences and which ones to prioritize; calls for papers; paper abstracts; putting together a panel proposal; practice and oral delivery; networking strategies; and presenting work in academic and a variety of venues. We will also address publication of work in progress, including finding appropriate journals for one's work; submission protocols; cover letters for article submissions; transforming seminar papers into articles; chapters in edited books; and book reviews. The week will culminate in the generation and workshopping of conference abstract or panel proposals, presentations on target journals and submission of draft cover letters, and workshopping of essays for journal submissions. To facilitate students' ongoing work on the latter process, each student will be assigned a mentor (e.g. the instructor for whom the student wrote a coursework paper that they would like to revise for publication) to provide ongoing consultation through the submission process. *(Student will achieve a milestone on completion of this section and will be granted permission to enrol in the 3rd section for the Doctoral Research Seminar for credit.)*

Assignments:

- Draft conference paper abstract or conference panel proposal (250 words)
- Presentation on targeted journal for submission of an article; draft cover letter
- Workshop paper for journal submission

Section 3: 2nd year of PhD program (April). Must have completed sections 1 & 2 of this course in order to receive permission to enroll in the final section for course credit.

Thesis Preparation

This section aims to facilitate the transition from the Comprehensive Exams (survey of a field, identification of problems and questions in a field) to the development of the dissertation. Faculty and senior PhD student presenters will offer insights into the process of conceiving, organizing, and executing large projects. Consideration will be given to research ethics, methodologies, and writing strategies, as well as the development of theses into monographs. Students will also be encouraged to consider where their doctoral research might go in the future, i.e. how it might segue into potential postdoctoral projects and other lines of inquiry.

Assignments:

- Oral presentation of draft long proposal and expanded bibliography
- Submission of long proposal (2000 words)
- One of: critical reflection piece on some aspect of graduate/university life; blog post; book review (500-700 words)

5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).

No

6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?

N/A

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Susie O'Brien Email: obriensu@mcmaster.ca Extension: 23724 Date submitted: December 8, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.