

PhD STUDENT HANDBOOK 2016-2017

Graduate Program in Sociology
YORK UNIVERSITY

Updated – 30-Aug-16

Disclaimer: The dates, policies, regulations, procedures, and fees in this handbook are subject to change without prior notice. The information contained in this handbook was current at the time of printing; the Faculty of Graduate Studies and the Graduate Program Office are the Authoritative Bodies for the information contained in this handbook.

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Map of Keele Campus

Graduate Program in Sociology

General Information – PhD Degree

Welcome to **one of the largest graduate programs in sociology in the country**. You are joining one of the most dynamic centres of social theory and research in Canada. The Graduate Program in Sociology at York University has a well-established national and international reputation for critical scholarship, interdisciplinarity, and sociological theory.

York University supports a profusion of research centres and projects which draw faculty from multiple departments. The program boasts a large number of research chairs and directors in charge of these initiatives; this provides our students with a rich array of research opportunities. Graduate students participate in courses, workshops, and colloquia in other programs and draw on faculty from departments across the university for committee members. Ties across disciplines are, therefore, many and close. The outstanding quality and diversity of our graduate students is one of our greatest strengths. Our students have been very successful in scholarship competitions and have won an impressive number of national and international awards for academic achievement. We also have a long tradition of combining scholarship with a commitment to social and economic justice. Our students are active participants in the political and cultural life of the campus and beyond. We look forward to the contribution you will make to the intellectual vitality of our community.

The Graduate Program in Sociology, which offers both MA and PhD degrees, is primarily designed for students interested in pursuing academic and research careers. The curriculum is intended to develop both disciplinary depth and interdisciplinary breadth.

Students are given ample opportunity to specialize but the program believes that specialization should also be accompanied by a thorough grounding in classical and contemporary theories and proficiency in a variety of research methods.

The PhD program, offered on a full- and part-time basis, is intended to develop research and teaching scholars who can accomplish major, independent research projects, who are able to advance the substantive and theoretical debates in the discipline through professional discourse and publication, and who are able to teach the basic perspectives in the discipline and at least two more specialized fields at the undergraduate and graduate levels.

Academic requirements for the graduate program can be found at <http://gradstudies.yorku.ca/files/2015/11/program-requirements.pdf>.

Program Fields

Research and teaching are organized around five broad fields of strength: Critical Social Theory; Culture and Identities; Global Sociology; Nature/Society/Culture; Processes, Practices and Power. They reflect the increasing diversity of sociology, the boundaries of which overlap with many other contemporary intellectual endeavours. The fields, described below, are synergistic with linkages to Organized Research Units (ORU's) and area studies that are designed to enhance collaborative work and intellectual exchange.

Critical Social Theory

The Graduate Program in Sociology is widely recognized for providing rigorous and diverse training in classical and contemporary theory, as well as for sustaining innovative research from a variety of theoretical paradigms. Our program's distinctiveness stems from its long-standing commitment to critical and interpretive approaches. Rooted as they are in the classics, these approaches also include more recent developments in Marxism, phenomenology and hermeneutics, German and French strands of critical theory, feminist theory, critical race theory, post-colonialism, and post-structuralism. These diverse perspectives share a commitment to interpreting the meaning of social action, questioning the taken-for-granted character of everyday life and that of the existing social order. They likewise, pay attention to various forms of power in society.

Culture and Identities

This field unites the program's traditional strengths in interactionist, phenomenological, and social-psychological approaches to cultural processes and the self with pioneering work in cultural studies on the representation, proliferation and politicization of identities grounded in newer paradigms (postcolonialism, poststructuralism, queer and diaspora studies, etc.).

Fields of inquiry range from studies of the family, households and intimate relationships to patterns of socialization, and the role of religion in social life. The construction of identity through bodies, sexualities, gender, ethnicities, racialization, migration, citizenship, cities, space and place, as well as modes of governmentality are, likewise, a central concern. These various interests are linked through their commitment to a specifically sociological focus on cultural processes, the relations of power, and the sites of socio-political struggle shaping these processes. Methodological strategies include the use of historical, cross-cultural, survey, interpretive, textual, and ethnographic research.

Global Sociology

This field combines the program's longstanding interest in area studies, comparative sociology, critical development studies, and refugee and immigration studies with emerging work in global approaches to citizenship studies, transnational social and cultural formations, and the cultural politics of environment. Researchers address the interactions among the local, national, and global dimensions of social and cultural life.

The program has a strong institutional history in the study of four regions: Latin America and the Caribbean, South and South-East Asia, North America, and the Middle East. Substantive research has dealt with topics such as: diasporas, displacement and exile; social movements; genealogies of development; identities and space; networks; state policies and responses to migration; genealogies of citizenship beyond the nation-state; the constitution of public spaces through new communications technologies; global environmental issues; the roles of women in migrant communities; the political economy of health; and the character of urban cultures and economies in world cities.

Nature/Society/Culture

This field regroups teaching and research in a number of established and emerging areas of interest: environmental sociology, the sociology of the body, governmentality approaches to health, and critical studies of science and technology. Work in these fields underlines the indelibly socio-cultural character of naturalized categories and practices, such as the body, sexuality, the life course, health and illness, and techno-science. Attention is focused on the ways in which these categories and practices intersect with various relations of power in society (gender, sexuality, class, race and ethnicity), as well as how more democratic processes of public participation can be fostered. The aim is to explore the boundaries between the natural, social, and the cultural realm, as they have been conventionally constituted in the human sciences. A principal concern is the causes and consequences of environmental degradation. The focus is on environmentalism, violence, and displacement; the intersection of the urban and nature; and the impact of techno-scientific developments upon social life.

Processes, Practices and Power

This field integrates teaching and research on social processes, institutional practices, and power and inequality. Members of the program study the forms, practices, and textures of institutional life, including how they are generated and reproduced, where and by whom, their effects, particularly in terms of social and moral regulation, and forms and means of resistance and change from both a contemporary and historical perspective. These topics are taken up in both Canadian and international contexts, especially in relation to the workings of race and racialization, ethnicity, gender, sexuality, and class. Areas of concentration within the field include: Work and Labour; Health Studies; Social Regulation; Law and Crime; and the Sociology of Education.

Current research deals with the links between class, education, and social mobility; social movements acting within civil society; governmental discourses and mechanisms; transnational organized crime and corruption; violence, abuse and conflict resolution; narrative forms of popular trials; comparative studies on the restructuring of global capitalism and labour relations; the gendered, racialized, and class-based character of health systems; structural sources of racism, capitalism, and patriarchy; the development and influence of intellectual, economic, and political elites; and varieties of social histories.

York Sociology Graduate Association (YSGA) Executive

The York Sociology Graduate Association (YSGA) provides opportunities for graduate students in sociology to participate in program and departmental affairs. This is done by nominating and selecting student representatives to different departmental and program committees. The mandate of the YSGA is to encourage social and academic interaction between all sociology graduate students and the wider community. The YSGA cannot function without your active support. It is, after all, representing you and your concerns. We urge you to become actively involved in the undertakings of the YSGA: it is student run and is an important part of the program.

The YSGA is affiliated with the Graduate Students' Association, which receives a small portion of your student fees; part of these fees are allocated to the YSGA and the monies are used to fund projects of benefit to sociology graduate students. To receive these fees, the YSGA must have representation on the Graduate Student Association (GSA).

YSGA EXECUTIVE

Chair – presides over the association; calls meetings of the executive.

Rana Sukarieh

Treasurer – in charge of receipt, care and disbursement of funds.

Not filled.

Secretary – in charge of the records, correspondence, minutes of meetings.

Not filled.

Social Coordinator – coordinates and oversees the social events of the YSGA

Beatrice Anane-Bediakoh

Whip – ensures that all members of the YSGA executive attend meetings and vote.

Mike Schalk

YSGA Representatives on other Committees etc.

Graduate Student Association (GSA)

The GSA Council is composed of student representatives from each graduate program, members of the GSA executive, two graduate student senators and one graduate student governor; Council is the highest decision making body of the GSA.

Student Representatives – Jana Borrás & Fazina Mohammed

Faculty of Graduate Studies Council Representatives

FGS Council representatives will help coordinate planning across Graduate Studies and help enact procedures, regulations and policies which are necessary to conduct the affairs of the Faculty.

Student Representative – Sam Teclé

CUPE Stewards

Stewards represent members of CUPE in order to protect the rights of the membership as per the collective agreement.

Student Representatives – We still require three (3) representatives

ADMISSIONS COMMITTEE (Graduate Program in Sociology)

The Admissions Committee is responsible for the review of applications for admission, and for ensuring "truth in advertising" by annually reviewing and revising materials describing the program.

Faculty Members

Harris Ali
Ratiba Hadj-Moussa
Chris Kyriakides
Nancy Mandell
Marcello Musto

Student Representatives

Grace Barakat
Devin Clancy
Kelsey Ioannoni
Gokboru Tanyildiz

CURRICULUM COMMITTEE (Graduate Program in Sociology)

This committee is charged with preparing each year, a course plan for the following year and a provisional plan for two years ahead, taking into account the annual report and the current two-year plan prepared by the Executive Committee.

Faculty Members

Harris Ali
Luin Goldring
Michael Nijhawan
Michael Ornstein

Student Representatives

Kritee Ahmed
Leigh Comer
Tracy Thomas

EXECUTIVE COMMITTEE (Graduate Program in Sociology)

This committee advises the Director on administering the program. Responsibilities include: preparing an annual report or revisions to it, covering major goals for periods between external appraisals of the program, and preparing a two-year plan with respect to admissions targets, curriculum objectives, appointments priorities and other related matters.

Faculty Members

Harris Ali
Carl James
Aryn Martin
Joanna Robinson
Glenn Stalker
Philip Walsh

Student Representatives

Kritee Ahmed
Dann Hoxsey

RESEARCH AWARDS & APPEALS COMMITTEE (Graduate Program in Sociology)

The work of the Research Awards and Appeals Committee is generally concentrated over a couple of months in October and November and when OGS and SSHRC applications are ranked. This Committee would also be responsible for examining any appeals regarding grades, and other matters. ***No Student Representatives Required.***

Faculty Members – Harris Ali, Margaret Beare, Rina Cohen, Andrew Dawson, Lesley Wood.

APPOINTMENTS COMMITTEE (Undergraduate Sociology Program)

This committee recommends to the Chair of the Department, the appointment of all full-time and contractually limited faculty.

Student Representatives – Sonia D’Angelo & Afsana Tabibi

EXECUTIVE COMMITTEE (Undergraduate Sociology Program)

This committee acts as an advisory body to the Chair on matters of the Department.

Student Representative – Azar Masoumi

PROGRAM COMMITTEE (Undergraduate Sociology Program)

This is an advisory group to the Undergraduate Program Director.

Student Representative – Betty Ann Henry

RESEARCH COMMITTEE (Undergraduate Sociology Program)

This committee helps promote faculty research as well as plans and organizes the Department's colloquia and visiting speakers.

Student Representatives – Sonia D’Angelo & Alix Holtby

TENURE & PROMOTION COMMITTEE (Undergraduate Sociology Program)

This committee reviews and makes recommendation on applications for tenure and promotion.

Student Representatives – Alix Holtby & Gokboru Tanyildiz

Who's Who of Incoming Students – 2016

Graduate Program in Sociology | York University

Yasmin Ali



Hi there! My name is Yasmin Ali and I am an incoming Masters student. I have been living in Montreal, Quebec for the past 4 ½ years, earning my BA from McGill University in Political Science, American History, and Sociology. My research interests are intensely linked to theories of race and racialization, with a particular emphasis on the black diaspora. During my time at York, I will be working on a Master's thesis which aims to explore and analyze the anti-blackness and Islamophobia directed at Toronto's Somali community.

Beatrice Anane-Bediakoh



My name is Beatrice Anane-Bediakoh, a first year PhD student in Sociology. I am a 25 year old Black female learner with an unwavering commitment to social justice education and a sense of liability to the minds it molds. Throughout my academic experience, I have developed a keen understanding of how neocolonial institutions enact oppression through spaces of knowledge production and representation such as popular arts, education and media outlets. I yearn for the ability to create equity in education, however, I recognize that in order to accomplish this I must subvert the educational system that is founded on reproducing coloniality. My aim is to empower the marginalized in the context of their existing oppression in society. I plan to generate change; I want learners to challenge the liberal landscape of society and analytically critique colonialism in search for alternatives of a just society. My research interests include race and racism, anti-oppressive politics, anti-racism education, anti-blackness, Black and Indigenous relations, equity in education and social justice education.

Jana Borrás



I am Jana Mara Aglaya Borrás. I attended University of Toronto, Mississauga, and graduated with an Honours Bachelor of Arts, double major in Sociology and Women and Gender Studies. I am born in the Philippines and moved to Canada when I was fourteen years old. I believe that pursuing a graduate degree in Sociology will help me develop a solid knowledge and understanding of social, cultural, political and economic factors that perpetuate various social issues in our society. My research interests include the following areas: Critical Race Theory, Immigration and Labour, Diaspora and Transnationalism, Social Movements, Multiculturalism, Intersectionality and Social Inequality. If given the opportunity, I want to explore the experiences of Filipino youth migrants who grew up in a transnational family. I strongly believe that pursuing a MA in Sociology will offer me personal, professional and intellectual growth.

Evander Cobbold



My name is Evander Graves Cobbold and I reside in the lively city of Toronto, Canada! I have two amazing parents, four wonderful sisters, and one energetic brother! I was a member of the York Varsity Track & Field team. My research interests include objectified body consciousness theory, sexual objectification culture, mass incarceration, and the criminal justice system.

Leigha Comer



I'm currently a Master's student at York and I'm very excited to be continuing with my PhD here. I'm interested in chronic pain and health care for chronic pain in Canada. For my MA, I studied the curricula of medical schools in Ontario, to assess what doctors learn about managing chronic pain. I'm also interested in institutional ethnography, political economy, animal-human relations, and historical sociology. I live in Toronto with my husband and our cat.

Jade Da Costa



I am a first year PhD student from London, Ontario. My academic interests include women's rights, LGBTQ2+ rights, black rights (specifically within the context of a neo-slave state), Marxism, and capitalism. I have a BA in English and Literature, and an MA in Sociology. My MA thesis was a historical analysis of dominant gender relations within North American capitalism from the industrial revolution and onward using a Queer Marxist perspective. My personal interests include yoga and meditation, public speaking, reading, painting, and Netflix. I also love cats and scary movies.

Christine Ennslen



I am graduating from the Critical Sociology MA program at Brock University. In the past I have used various feminist perspectives such as feminist historiography to examine the moral regulation of women teachers, the experiences of never-married women teachers and the assimilation of immigrant students in the rural Saskatchewan school system. My research design focused on issues of memory, documents of life and life stories. My future research interests will use feminist perspectives to examine the experiences of queer youth and their relationship with their parents.

Babalola Fadipe



My name is Babalola Fadipe, an immigrant who has always been interested in culture and values of societies; my undergrad studies have given me a deeper appreciation of these and much more. I have developed a deeper appreciation of the societal factors that affect visible minorities or differentiated groups from fully integrating. I believe my educational and professional experiences and background will help me to succeed in Grad school. I would like to use graduate education to delve into the topics regarding barriers and challenges to effective integration that a certain group in society face.

Hena Mehta



Hello everyone, my name is Hena. I am a graduate student from Mumbai, and extremely pleased to attend the MA program in Sociology this fall. My research interests lie in the intersections of gender and transnational studies, with a focus on new religious movements unfurling in South Asia in the particular context of neoliberalism and globalisation.



Hello! I generally go by Mason. I have a background in criminology, graduating from York University's own undergraduate Criminology program in 2015. There I developed an interest in researching issues involving protests and dissent in Canada, with a specific interest at examining First Nations' protests in relation to their conflicts with resource extraction corporations. I am also interested in First Nations' sovereignty, corporate crime, policing of protests, democracy, and lawfare.

I think that these concepts and my interests often go hand in hand or directly conflict with each other, so it is hard to not draw linkages between them when doing research or constructing arguments. So I have a pretty narrow but interesting focus. All in all, I am pretty excited about my research interests and I enjoy academic discussion with people about them.



My research interests are transnationalism, social theory, women and work, post colonialism, gender, sexuality, mental health, and poverty. Recently, I had the privilege of conducting community-based research from an anti-feminist framework on the barriers Indigenous women face in assessing social support for domestic violence in urban communities such as Toronto. In my spare time I love to travel, go camping, and spend quality time with my family, friends, and my dog Frankie.



Bachelor of Arts in Honours English and Sociology from McMaster University, specializing in the sociological field of culture & identities. My current research interests include: 1) Racism and ethnic tensions in a Canadian context; 2) Identity management and diaspora among visible minorities and immigrants/migrants to Canada; 3) Gender and immigration/migration.



The representation of countries like Afghanistan in Western media and scholarship, which is used to rationalize policies towards such countries, has influence beyond the West. In order to create such representations, it is necessary to present a very selective history, denying and ignoring key moments of creative and democratic struggle. In my work, I criticize these representations and I look for these creative moments in the Afghan context. I believe that all fields of sociology have theory and methods to offer such an inquiry, but my work falls mostly within political sociology.



Hello, new friends/cohort! My name is Jarrett Rose. I am from Southern California and I grew up in the sun surfing, snowboarding, camping at the beach, playing music, etc. In regards to academia, I have a variety of research interests that mainly stem from critical theory and a critique of capitalism, fundamentally informed by Marx, et al. My M.A. thesis, *Blowback: The American Military Empire, "Free-Market" Globalization, the Iraq Wars, and the Rise of Islamic State*, is a critical account of U.S. foreign policy, militarism and imperialism, and neoliberal globalization, making the case that these

ideologies/methods have, in many ways but not entirely, facilitated the genesis of violent extremist groups across the globe, with a particular emphasis on the Middle East and US operations in the region since 1953. I am thoroughly excited to explore Canada, its culture/s and people/s, and to see what the future brings! Cheers!



My name is Aaron Shantz, and I am really excited to be joining the York Sociology Department for my doctoral studies! I began this journey through the academy a little late in life, beginning my undergraduate at the age of 30, so my experiences before I started university probably had the greatest impact in shaping who I am today. I spent my 20's teaching English and traveling extensively throughout Asia with my wife, Chun-I; and she and I had our first and only child, Bryan, in 2004. He is my pride and joy.

My intellectual role model is C. Wright Mills, so it shouldn't come as much surprise that my research interests are deeply historical, mostly involving historical comparisons. That was the major emphasis in my most recent MA thesis, in which I compared many different factors that were occurring in the period surrounding the Great Depression with our contemporary, neoliberal period. The topic of my doctoral research is still in flux, but most recently I have been fascinated by the rise of the internet and its implications for the concentrated control of the means of communication. I think that there is a fruitful comparison to be made between the introduction of the internet in our contemporary society and the revolutionary power that the printing press had in 16th century Europe. I still have much to learn and to think about, however, and so my research interests are bound to change as I proceed through the program.

Duration

All requirements for the PhD must be completed within six years of first registering as a doctoral student. During this period, continuous registration at York must be maintained.

Part-time study does not entitle students to extra time. Part-time doctoral study is feasible only if the student can collect data for the Dissertation as part of their job, or if the student can switch to full-time study for a year or two.

A reasonable rate of progress for a full-time doctoral student who can study throughout the summer terms would be roughly:

Years I and II:	completion of all workshop and course requirements; decide on a Dissertation area and select a Supervisory Committee
Years II and III:	completion of Comprehensive Field Requirements
Year IV:	Write and submit Dissertation proposal
Year V:	Research and write Dissertation

If a student has not finished at the end of their 6th year (18th term), they will have to withdraw from the program and seek reinstatement when they have completed all outstanding work and have an examinable Dissertation. In exceptional circumstances, an extension may be granted, and the student will be required to register as a part-time student. Such an extension requires formal approval by the Dean of the Faculty of Graduate Studies and is not granted routinely. Students need the support of their committee supervisor and the Graduate Program Director. In addition, students must write a petition outlining why they have been unable to finish within the normal time period and submit a detailed work plan for finishing the Dissertation within the requested extension period.

Requirements

The following requirements must be completed:

Course Requirements

Four full courses (24 course credits) or the equivalent, including a full course (six course credits total) in Theory and a full course (six course credits total) in Methods, if these have not been taken previously. The Director determines whether the methods and theory requirements have been met elsewhere. (Please note that, in general, transferring credits is discouraged.) Courses are chosen from those offered at the 6000-level. With

the Director's permission students may take the equivalent of one full (six course credits) Independent Reading Course (GS/SOCI 6900 -<http://www.yorku.ca/gradsoci/documents/readingcourseform.pdf>) and/or the equivalent of one full course in another graduate program (<http://gradstudies.yorku.ca/files/2014/08/course-program-other.pdf>).

The Workshop Requirement

The Program organizes weekly three-hour workshops in the Fall and Winter terms for graduate students. The workshops take place on Mondays, 11:30 am – 2:30 pm in the Sociology Common Room (2101 Vari Hall). The purpose of the series is to provide students with an orientation to Sociology, particularly focusing on the way the discipline is conceptualized and practiced in our program and in the field. A range of intellectual and professional sessions are offered over the course of the year. While some sessions are specifically designed for MA students and others for PhD students, workshops have the same objectives for all students: to showcase faculty and student research, to provide a forum for intellectual exchange, to promote a strong sense of collegiality and engender a sense of community among members of the program. Attendance is required at a minimum of twelve 3-hour weekly workshop sessions. Ideally, this requirement should be met within the first year of study since it is structured to help students move through the program. While this is the formal requirement, students are encouraged to attend all research-related workshops offered by the program.

Supervisory Committee

At the core of a student's program is the formation of a three-person graduate faculty Supervisory Committee. This committee is a way to establish and maintain close contact with faculty members who share similar orientation and interests. While the committee is particularly important when working on the Dissertation, if it is in place early enough, the members can also act as academic advisors. Within the general parameters of program requirements, the Supervisory Committee is largely responsible for advising students on a course of study appropriate to their interests, assessing their work and progress, and for professional mentoring.

The specific composition of the Supervisory Committee is in the student's own hands, subject to the Director's approval and general Faculty of Graduate Studies regulations which specify the categories of membership which must be filled. Briefly stated:

The PhD Supervisory Committee MUST consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be from Sociology. The principal Supervisor must be from Sociology. In exceptional circumstances, the third, or an additional, member who does not have an appointment to the Faculty of Graduate Studies may be included, but this requires prior approval by the Dean.

Faculty of Graduate Studies regulations state PhD students must have a Supervisor in place no later than their fifth term of study. Doctoral Supervisory Committees must be formed no later than the student's eighth term of study. Students who do not meet these deadlines will be unable to register unless the Supervisor and/or Supervisory Committee has been approved.

Students must submit a completed "Supervisor and Supervisory Committee Approval Form" (<http://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf>) to the Program Office in order for their Supervisor and Supervisory Committee to be formally approved.

The York Sociology Graduate Association, with help from the program members, has developed some guidelines (<http://www.yorku.ca/gradsoci/documents/YSGAFaculty-StudentCommunication2010update.pdf>) to assist you in both choosing and meeting potential committee members.

Comprehensive Requirements

Theory and Methods Requirements

One full course (six course credits) or equivalent in Theory, and one full course (six course credits) or equivalent in Methods.

Two Comprehensive Field Requirements

In addition to coursework, students must demonstrate comprehensive knowledge in two fields.

Goals: The comprehensives are intended to prepare the student for the dissertation, to do research and to teach in a field. Outside the structure of a course, the comprehensive provides the student with the challenge of examining and synthesizing a body of theory, and usually related empirical research. Comprehensiveness in a field combines breadth, depth and synthetic ability, without necessarily entailing exhaustive knowledge of the field. Students are expected to have a broad understanding of the major theoretical perspectives in the field and key debates. In most fields, comprehensiveness also requires a good knowledge of the alternative approaches to relevant empirical research, key findings and their interpretation in relation to theoretical approaches, and gaps in current research.

It is the responsibility of the Program to provide a list of the program's pre-approved comprehensive fields (list at the back of this handbook), updated annually, and the names of available faculty with expertise in each field. Students must have an approved comprehensive request form (<http://www.yorku.ca/gradsoci/documents/comprehensiverequestform.pdf>) on file, before the comprehensive can be signed off by the Program. With the approval of the student's faculty group or Supervisory Committee and the Graduate Program Director, comprehensives may be written in fields other than those designated. Any such additional field, however, must have the same degree of

generality as the designated fields. A more specialized area is better explored as part of the student's Dissertation or other research. Students usually choose comprehensive fields that are relevant to their Dissertations and/or to the fields in which they expect to teach, but this is not a requirement.

Scheduling and Relationship to the Dissertation: The student will complete the comprehensive requirements by his or her eighth or ninth term of study in the doctoral program, that is, during the third year of registration. Students are required to complete the comprehensive requirements before the Dissertation proposal is approved. The comprehensives can play an important role in defining the Dissertation project and some students may choose their comprehensive fields partially in order to prepare broadly for background in a field related to the Dissertation, but the comprehensives should not be seen as the beginning or a direct part of the Dissertation.

Faculty Supervision: There are two options for supervision of the comprehensives.

(i) Each term, the Program will have a meeting of students wishing to complete a comprehensive requirement. One or more groups of students will be paired with a group of faculty who will co-ordinate decisions on their comprehensive fields, preparation of reading lists, and the assessment. If there are sufficient numbers, students will be divided into groups of 4-8 students. As far as the number of students and their interests permit, the groups will be identified in relation to the core areas of the program. For supervision and later assessment of the comprehensive, a faculty member or student whose needs are not fully met by the three-person faculty group may add a faculty member with expertise in the area of the comprehensive.

(ii) The student may form a three-person *Comprehensive Supervisory Committee* for each or both of the comprehensive fields, which may or may not become their Dissertation committee. Like the Dissertation Supervisory Committee, the Comprehensive Supervisory Committee consists of:

a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be from Sociology. The principal Supervisor must be from Sociology. At least one member must have declared her/himself an expert in the comprehensive field being examined (see list of pre-approved comprehensive fields – list at the back of this handbook).

Preparing the Reading List: The student and the Comprehensive Supervisory Committee will jointly decide on a reading list for each comprehensive. For comprehensive groups this will be done collectively, but will still require student-faculty agreement. The list will be equivalent to about 25 medium-sized books, with articles counting for about one-fifth of a book. Students are encouraged to make use of reading lists from completed comprehensives in the Program Office. Lists of core

readings (<http://www.yorku.ca/gradsoci/documents/COMPLISTS.pdf>) have been developed in 29 areas, with others in the works. These will be updated regularly. Students might take 15-20 readings from the core list and add 5-10 to reflect their particular interests, or find a balance that suits them and is acceptable to the faculty group or committee supporting and assessing the comprehensive.

Comprehensive Format: In each field, a student must demonstrate competence through written work followed by oral discussion. The written work can take three forms:

- 1) **Outline of an advanced undergraduate course in the field chosen**, to include: a detailed academic rationale for the organization of a course providing broad coverage of the field; a rationale for the particular selection of topics; and a list of twenty-five two-hour lecture sessions, with readings to accompany each session; and the full text of a final lecture that identifies broad strengths of the field, major gaps in theoretical work and empirical research, as well as describing important issues the course could not address. This exercise provides opportunities to discuss how such a course would provide advanced undergraduates with a broad knowledge of the current state of the field, to show how the instructor would integrate major debates, to locate key empirical findings in relation to theoretical approaches, and to address gaps in current knowledge. The written lecture will be approximately 25 – 30 pages.
- 2) **A review of research in the comprehensive field.** The paper (approximately 40 pages) must demonstrate an understanding of the major theoretical approaches and findings of the important bodies of empirical research, perhaps including comments on alternative methodological approaches. The paper should identify critical current debates in the field and identify significant theoretical and research gaps in the literature. This review is not an opportunity to explore specialized theory or empirical research.
- 3) **A take-home exam.** The exam, consisting of two questions, shall be designed to elicit responses that reflect an understanding of the major theoretical approaches and the findings of the important bodies of empirical research as they pertain to the comprehensive field. Exams will be held three times per year: in September, January and May, within a two-week period announced by the Program Office. Three months before the proposed exam date, students will submit to the Program Office: a reading list; a 300-500-word rationale for the list; and 3-5 exam questions, all of which will be developed by the student in consultation with their Supervisor and committee members. For the exam, the committee will develop two questions, based on the issues covered by the questions developed in conjunction with the students; these two questions may be from amongst the three to five questions submitted earlier. The Supervisor will send the two exam questions to the student by e-mail and cc the Program Office. Students will

respond to these questions in 3000-4000 words, each, over the course of one week (7 days). Students must inform the Program Office of the 7-day period in which they will be writing the exam. When students submit their responses to their Comprehensive Supervisory Committee, they are also required to send their responses to the Program Office at this same time. The committee will assess the responses, hold an oral discussion, and make an evaluation, normally within one month of receiving the responses to the written portion of the exam. (If, due to extenuating circumstances, such as extended illness, a student is unable to take the exam during the scheduled period, the program will assist in making alternative arrangements as needed).

Option 1 may be used for completing ONLY one of the two comprehensives

Evaluation of the Comprehensives: It is the responsibility of the student's faculty group or Comprehensive Supervisory Committee to organize the evaluation of the student's work. In each field, a student must demonstrate competence through her or his written work. Assessment of the written work is to be completed in the context of an oral discussion of the field between the student and her or his entire faculty group and/or Comprehensive Supervisory Committee. This will include a presentation by the student, followed by questions. The assessment of the group/committee will be that the student has passed or failed. A field requirement is considered passed if no more than one member of this group/committee casts a negative vote.

The process is constructed to be both evaluative and educative. In the case of an assessment of "Fail," one of the committee members (typically, the supervisor) will provide the student with feedback and guidance (concerning revisions, preparation for the take-home exam, or preparation for the oral discussion, as appropriate), directed to enable the successful completion of the comprehensive. In the case of Option 1 and Option 2, the student should aim to be re-examined in the field, by the original committee members, within three months of the first attempt. In the case of Option 3, the student should be re-examined, by the original committee members, at the next scheduled exam date. In principle, the re-examination should be based on the original list of 3-5 questions, though the re-examination questions must be new. Regardless of the option selected for completing a comprehensive, two failures will require the student's withdrawal from the program.

Once the student has passed the oral exam, a signed "Comprehensive Exam Approval Form" (http://www.yorku.ca/gradsoci/documents/compsexamapproval_2015.pdf), along with a copy of the comprehensive, to the Program Office.

Dissertation Proposal

Students must develop an acceptable Dissertation proposal. When this has been approved by the Supervisory Committee, one copy of the proposal, a signed proposal approval form, signed copies of the human participants research forms, a TCPS certificate and a copy of the informed consent document (all available at http://www.yorku.ca/grads/policies_procedures/research_ethics.html) must be sent to the Program Office, which seeks the Dean's approval. This must be done at least 6 months before you are ready to take the oral. For more information on what is required to be submitted to the Program Office, please see the "Guidelines, Policies and Forms" section of our website - <http://www.yorku.ca/gradsoci/guidelines.html>.

Proposals written by former students may be consulted, but not borrowed, from Kathleen Lidbetter in 2077 Vari Hall.

Dissertation

Carry out research project and report the results in appropriate Dissertation format (http://www.yorku.ca/grads/policies_procedures/thesis_dissertations_index.html).

Information on what you're required to submit to the Program Office for a Dissertation defense can be found in the "Guidelines, Policies and Forms" section of our website - <http://www.yorku.ca/gradsoci/guidelines.html>

Dissertations written by former students may be consulted but not removed, from the Common Room (2101 Vari Hall). Dissertations may also be accessed through YorkSpace - <http://yorkspace.library.yorku.ca/xmlui/>

Oral Examination

When the Dissertation is judged examinable by the Supervisory Committee, an Examining Committee is appointed. It consists of the following:

- 1) The Dean of the Faculty of Graduate Studies or her/his representative, who will be at arm's length from the supervision of the Dissertation, and who will serve as Chair of the Examining Committee;
- 2) One external examiner, from outside York University, at arm's length from the Dissertation;
- 3) One graduate faculty member at arm's length from the Dissertation, and normally from outside the Program;
- 4) Two graduate faculty members from the Supervisory Committee, or one member from the Supervisory Committee and one graduate faculty member from the Program.

Note that the Examining Committee varies from the composition of the Supervisory Committee.

Instructions on how to schedule an oral defense can be found at the back of this handbook or on our website - <http://www.yorku.ca/gradsoci/documents/SchedulingaDissertationDefenseandAftertheDefense.pdf>.

There are important deadlines to be observed if you intend to graduate in June or October. Please consult the Convocation Office website in good time (<http://www.yorku.ca/mygrad/>): THESE DEADLINES WILL NOT BE WAIVED.

Language and Cognate Requirement

Depending on the Candidate's qualifications and intended research, demonstrated competency in a foreign language and/or demonstrated competency in a technical skill, such as statistics, may be required at the discretion of a student's Supervisory Committee.

Program Checklist

PhD Degree	
Course Requirements	Four full courses [24 course credits] 3.0 = one half course [three course credits] 6.0 = one full course [six course credits]
<i>Required course:</i>	• One full course or equivalent in Theory
<i>Required course:</i>	• One full course or equivalent in Methods
<i>Elective courses:</i>	• Two full courses (Up to one full course may be taken outside of SOCI with Program approval)
Note: Students who have been given credit for Theory and/or Methods courses taken elsewhere are still required to take four (4) full courses in order to fulfill our degree requirements. In cases such as this, students would be required to take further elective courses to meet the course requirements.	
Workshop Requirement	• 12 workshops <i>Note: Students who completed their MA in Sociology at York are required to attend only two (2) workshops</i>
Supervisor	• In place by end of fifth term of study
Supervisory Committee	• In place by end of eighth term of study
Comprehensives	• Two required
Dissertation Proposal	To be submitted to the Program Office at least <u>six months</u> before the Dissertation Defense
	Items to be submitted:
	• Dissertation Proposal
	• Signed Proposal Approval Form
<i>If using Human Participants</i>	• Signed copies of the Human Participants Research Forms (if applicable)
	⇒ TCPS Tutorial Certificate
	⇒ Copy of the Informed Consent Document
Defense	At least <u>24 business days</u> prior to the defense date, the student must submit to the Program Office:
	• "Recommendation for Oral Examination" form
	• Three hard copies of the Dissertation (without "Acknowledgements")
	• An electronic copy of the Dissertation (without "Acknowledgements")
	• All related paperwork

Important Dates

Please consult the FGS website regularly for the most current information - <http://gradstudies.yorku.ca/current-students/student-status/important-dates/>

August	2016
16	Fall 2016 Registration deadline
17	\$200 late fee now applies to all Fall 2016 registrations
September	2016
5	Labour Day University closed
8	Fall 2016 & Fall/Winter 2016/2017 classes begin
10	Fall 2016 fees due
21	Last day to add course without permission of instructor – F & Y term courses
October	2016
10	Thanksgiving University closed
19	Last day to add course with permission of instructor – F & Y term courses
24	Last day to register online for Fall 2016
27-30	Fall Reading Days – No classes University open
November	2016
11	Last day to drop course without receiving a grade – F term courses [Form required]
11	Last day to submit Research Proposals for Ethics approval to FGS
15	Last day to submit Academic Petitions for WI17 term [leave of absence, change of status, extension of time, etc.]
30	Program withdrawal for Failure to Maintain Continuous Registration – FA16
December	2016
5	Fall 2016 classes end
6	Fall term study day
12	Oral Defense - Last day to hold Thesis/Dissertation oral examinations for FA16 term
13	Winter 2017 Registration deadline
14	\$200 late fee now applies to all Winter 2017 registrations
December 23/16 – January 2/17 incl.	Holiday Break University closed

January 2017	
5	Winter 2017 classes begin
10	Winter 2017 fees due
18	Last day to add course without permission of instructor – W term courses
24	Online registration ends for Winter 2017 term
February 2017	
1	Last day to add course with permission of instructor – W term courses
10	Last day to drop course without receiving a grade – Y term courses [Form required]
18-24	Reading Week – No classes University open
20	Family Day University closed
28	Program withdrawal for Failure to Maintain Continuous Registration - WI17
March 2017	
TBC	Summer 2017 Registration begins
10	Last day to drop course without receiving a grade – W term courses [Form required]
15	Deadline to submit Academic Petitions for SU17 term [leave of absence, change of status, extension of time, etc.]
April 2017	
5	Winter 2017 & Fall/Winter 2016/2017 classes end
6	Winter term study day
14	Good Friday University closed

Graduate Sociology Lecture Schedule

Please be sure to check the Registrar's Office website regularly for changes/updates - <https://apps1.sis.yorku.ca/WebObjects/cdm.woa/Contents/WebServerResources/FW2016GS.html>

FAC	PROG	TERM	COURSE NAME & NUMBER	CATALOGUE #	DAY	START TIME	END TIME	ROOM	INSTRUCTOR
GS	SOCI	F	Key Debates in Sociological Theory - MA SOCI Students Only						
			5901 3.00 A	D76A01	T	14:30	17:30	FC 109	Fuyuki Kurasawa
GS	SOCI	F	Masters Seminar - MA SOCI Students Only						
			5995 3.00 A	G59T01	M	14:30	17:30	R S125	Lesley Wood
GS	SOCI	Y	Qualitative Methods of Research						
			6060 6.00 A	G01M01	R	11:30	14:30	R S202	Nancy Mandell
GS	SOCI	W	Selected Topics in Empirical Methods: Community-based Research Practicum						
			6090 3.00 M	W48U01	M	14:30	17:30	VH 1152	Lorna Erwin
GS	SOCI	Y	Quantitative Analysis						
			6112 6.00 A	Q82F01	T	11:30	14:30	R S536	Glenn Stalker
GS	SOCI	W	The Critique of Everyday Culture						
			6130 3.00 M	J71H01	R	8:30	11:30	R S202	Hyun Ok Park
GS	SOCI	F	Sex and Gender in Social Theory						
			6180 3.00 A	W77M01	W	8:30	11:30	R N814	Amber Gazso
GS	SOCI	F	Selected Topics in Classical & Contemporary Theory: Modernity & the Paradox of Race						
			6190 3.00 A	Q24V01	W	14:30	17:30	R S501	Christopher Kyriakides
GS	SOCI	F	Contemporary Topics in Social Theory: Postcolonial & Third World Feminisms						
			6200 3.00 A	N70R01	R	14:30	17:30	LSB 107	Sylvia Bawa
GS	SOCI	W	Critical Sexuality						
			6535 3.0M	S35Y01	W	14:30	17:30	R S536	Sheila Cavanagh
GS	SOCI	W	Migration and Transnationalisms						
			6614 3.00 M	T65B01	T	14:30	17:30	BC 225	Guida Man
GS	SOCI	F	Capitalism and Social Provisioning						
			6667 3.00 A	M79H01	R	14:30	17:30	R S536	Ann Porter
GS	SOCI	W	Political Sociology						
			6675 3.00 M	N12K01	W	14:30	17:30	R S501	Luin Goldring
GS	SOCI	W	Social Movements						
			6711 3.00 M	D18Q01	R	14:30	17:30	R S501	Marcello Musto
GS	SOCI	W	The Making of Asian Studies: Critical Perspectives						
			6745 3.00 M	Y68P01	F	14:30	17:30	R S202	Laam Hae
GS	SOCI	W	Health and Illness						
			6831 3.00 M	K29Z01	T	8:30	11:30	R S501	Eric Mykhalovskiy
GS	SOCI	F	Social Dimensions of Legal Discourse						
			6886 3.00 A	U95Q01	W	11:30	2:30	TEL 5082	Lesley Jacobs

FAC	PROG	TERM	COURSE NAME & NUMBER	CATALOGUE #
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GS	SOCI	F	Independent Reading Course	
			5900 3.00 A	By permission only
GS	SOCI	W	Independent Reading Course	
			5900 3.00 M	By permission only
GS	SOCI	Y	Independent Reading Course	
			5900 6.00 A	By permission only
GS	SOCI	F	Independent Reading Course	
			6900 3.00 A	By permission only
GS	SOCI	W	Independent Reading Course	
			6900 3.00 M	By permission only
GS	SOCI	Y	Independent Reading Course	
			6900 6.00 A	By permission only
GS	SOCI	F	Independent Reading Course	
			6900A 3.00 A	By permission only
GS	SOCI	W	Independent Reading Course	
			6900A 3.00 M	By permission only
GS	SOCI	Y	Independent Reading Course	
			6900A 6.00 A	By permission only

For the procedure on enrolling into an Independent Reading Course, please contact Audrey Tokiwa – atokiwa@yorku.ca – <http://sociology.gradstudies.yorku.ca/files/2013/11/readingcourseform.pdf>

Workshop Schedule – Fall 2016 - Tentative

Date	Time	Room	Workshop Information
Sept. 12	11:30 am – 2:30 pm	2101 VH	Scholarship Workshop - Part I: <i>Demystifying Grant Writing</i>
Sept. 19	11:30 am – 2:30 pm	2101 VH	Scholarship Workshop - Part II: <i>Formulating a Question & Study Design</i>
Sept. 26	11:30 am – 2:30 pm	2101 VH	TBA
Oct. 3	11:30 am – 2:30 pm	2101 VH	Scholarship Workshop - Part III: <i>Revising Proposals</i>
Oct. 17	11:30 am – 2:30 pm	2101 VH	Research Centres & Institutes @ York U
Oct. 24	11:30 am – 2:30 pm	2101 VH	Presenting at Conferences
Oct. 31	11:30 am – 2:30 pm	2101 VH	Publishing Articles
Nov. 7	11:30 am – 2:30 pm	2101 VH	PhD Workshop: The Comprehensive Process PhD students only
Nov. 14	11:30 am – 2:30 pm	Archives Building	Archives of Ontario
Nov. 21	11:30 am – 2:30 pm	2101 VH	TBA
Nov. 28	11:30 am – 2:30 pm	2101 VH	Navigating the Non-Academic Labour Market

Room Information

What do "ACW", "SLH", "FC", "VH", and "R S" stand for? Translate your building acronyms with this complete list:

ATK	Atkinson	PR	Physical Resources Building
BC	Norman Bethune College	PSE	Petrie Science and Engineering Building / Petrie Observatory
BCSS	Bennett Centre for Student Services	R N	Ross Building - North wing
BRG	Bergeron Centre for Engineering Excellence	R S	Ross Building - South wing
BSB	Behavioural Sciences Building	SAY	Seneca @ York
BU	Burton Auditorium	SC	Stong College
CB	Chemistry Building	SCL	Scott Library
CC	Calumet College	SHR	Sherman Health Science Research Centre
CFA	The Joan & Martin Goldfarb Centre for Fine Arts	SLH	Stedman Lecture Halls
CFT	Centre for Film and Theatre	SSB	Seymour Schulich Building
CLH	Curtis Lecture Halls	ST	Sheridan College - Trafalgar Campus
CMB	Computer Methods Building	STC	Student Centre
CSQ	Central Square	STL	Steacie Science and Engineering Library
CUB	Central Utilities Building	TC	Tennis Canada (Aviva Centre)
DB	Dahdaleh Building (formerly TEL)	TEL	Technology & Enhanced Learning Building (effective SU16, Dahdaleh Building, DB)
ELC	Executive Learning Centre	TFC	Track and Field Centre
FC	Founders College	TMEW	Tait McKenzie Centre (East/West)
FL	Frost Library (Glendon campus)	TMEAST	Tait McKenzie Centre (East)
FRQ	Farquharson Life Sciences	TMWEST	Tait McKenzie Centre (West)
FTC	Founders Tennis Court	TTC	Tait Tennis Courts
GH	Glendon Hall (Glendon campus)	VC	Vanier College
HC	Lorna R. Marsden Honours Court & Welcome Centre	VH	Vari Hall
HH	Hart House (Osgoode Hall Law School)	WC	Winters College
HNE	Health, Nursing & Environmental Studies Bldg	WOB	West Office Building
HR	Hilliard Residence (Glendon campus)	WSC	William Small Centre
IKB	Ignat Kaneff Bldg (Osgoode Hall Law School)	YH	York Hall (Glendon campus)
K	Kinsmen Building	YL	York Lanes
KT	Kaneff Tower	YSF FLDHSE	York Student Fieldhouse (East/West)
LAS	Lassonde Building	YSF FLDHSEE	York Student Fieldhouse (East side only)
LSB	Life Sciences Building	YSF FLDHSEW	York Student Fieldhouse (West side only)

Registration & Enrolment

Graduate students must maintain continuous registration in all terms — Fall, Winter and Summer — until graduation, subject to the time limits of stated in “Current Students – Regulations” (<http://gradstudies.yorku.ca/current-students/regulations/>) and must pay the appropriate term fee.

You must register and accept your fees before the posted deadline; late registration will result in a \$200 late fee. Please visit Registrar's Office website (<https://passport.york.yorku.ca/ppylogin/ppylogin>) in order to register. You will need to sign into your Passport York account to complete your registration.

Note: The Faculty of Graduate Studies does not require an enrollment deposit. By accepting your fees online, you are deemed to be registered.

Students are expected to remain in the category of registration to which they are admitted unless a change of status is approved by their Graduate Program Director and the Faculty of Graduate Studies. A change of status for a term must be made prior to the start of term. Deadline dates are posted in the “Important Dates” section of the FGS website.

Change of Status Request

To request a change in status, you must complete an Academic Petition Form or a Program Approval Form and return it to your Graduate Program Office. Please note any change in registration status will affect your funding; before initiating your request, consult with your graduate program and review “Current Students – Regulations” on the FGS website.

Academic Petition Form - <http://gradstudies.yorku.ca/files/2014/06/academic-petition.pdf>

Please complete an *Academic Petition Form* for the following:

- Authorization to pursue graduate studies at a location other than York
- Change of registration status
- Extension of program time limits
- Leaves of absence
- No course available petition
- Reinstatement
- Reinstatement to defend
- Waive a program requirement
- Other

Program Approval Form - <http://gradstudies.yorku.ca/files/2014/08/program-approval.pdf>

Please complete a *Program Approval Form* for the following:

- Elective leave of absence
- Maternity leave
- Parental leave

Note: The fee to be registered as inactive is \$169.49 plus a \$15.00 registration fee. This includes maternal/paternal leaves, elective leaves, external leaves, and leaves on compassionate or medical grounds.

Withdrawal from Program Form - <http://gradstudies.yorku.ca/files/2014/08/program-withdrawal.pdf>

Please complete a *Program Withdrawal Form* to withdraw from the Faculty of Graduate Studies, and submit it to your Graduate Program Office.

Note: *Withdrawing from a course or dropping a course does not constitute official withdrawal from the program; graduate students pay fees per term, not per course.*

Enrolment

Students can add and drop courses online via the Registrar's Office Website.

Students must enrol in courses in a timely manner. If, for some unavoidable reason, a student needs to -

- Add a course beyond posted dates
- Drop a course beyond posted dates
- Request a late grade change
- Request a course extension
- Request a change to an audit

- permission must be requested through their graduate program. Please complete a Course Transaction Form (<http://gradstudies.yorku.ca/files/2014/08/course-transaction.pdf>) and submit to your Graduate Program Office. The form must be completed in full, and the request must be within the current academic year.

Enrolling in a Course in another Graduate Program at York

Students must submit a completed *Request to Take a Course in another Graduate Program at York Form* (<http://gradstudies.yorku.ca/files/2014/08/course-program-other.pdf>) to their Graduate Program Office. Schulich course requests must be submitted at Student Services, Schulich School of Business.

Financial

Tuition & Fees

Faculty of Graduate Studies Program Fees (Including Tuition and Supplementary Fees)

For students entering York University on September 8, 2016 or later:

Status	Domestic Per Term Masters & PhD	International Per Term	
		Masters	PhD
Full-time	\$1848.85	\$6528.84	\$6253.84
Part-time	\$924.41	\$3264.40	\$3126.90

Domestic Fees - To be eligible for domestic fees you must be either a Canadian citizen or a permanent resident of Canada (otherwise known as landed immigrant) effective on the dates specified on an annual basis.

International Fees - Students who do not have the status specified above, or who apply to York and declare themselves as visa students, will be charged tuition fees at international rates.

Supplementary Fees Per Term Included

Centrally Collected Ancillary Fees	Part-Time	Full-Time
Athletics/Recreation	\$33.00	\$66.01
Cultural and Special Services	\$22.96	\$45.92
Counselling	\$15.79	\$31.57
Fees Approved by Student Referenda	Part-Time	Full-Time
CHRY - Radio Station	\$0.75	\$1.50
Community and Legal Aid Services Program (CLASP)	\$0.25	\$0.50
Excalibur	\$0.66	\$1.33
Graduate Students Association (GSA)	\$21.65	\$43.31
New Student Centre Levy	\$18.28	\$36.57
Old Student Centre Levy	\$8.76	\$17.53
Ontario Federation of Students/Canadian Federation of Students (OFS/CFS)	\$2.70	\$5.40
Ontario Public Interest Research Group (OPIRG) *	\$0.50	\$1.00
Regenesi s Environmental and Community Initiatives at York	\$0.75	\$1.50
Sexual Assault Survivors Support Line (SASSL)	\$0.35	\$0.70
The Centre for Women and Trans People *	\$0.50	\$1.00
<i>* Refundable upon request through the relevant organization.</i>		
Total Supplementary Fee Per Term	\$126.90	\$253.84

Additional Charges

1. **Registration Fee:** \$15 per student per term (non-refundable).
2. **Late Fee:** \$200 per student per term (non-refundable) to students who register after the deadline.
3. **International Students Health Insurance:** The University Health Insurance Plans (UHIP) is mandatory for all international students. This does not apply to domestic students.
4. **Domestic Students Health Plan:** Please visit the FGS website for more information - <http://gradstudies.yorku.ca/current-students/student-services/health-plans/>
5. **Associated Course Fees:** Additional fees for course materials, lab fees etc. may be charged in individual courses.
6. **Leaves of Absence and External Student Fees:** \$169.49 per student per term.

Note: Fees are subject to approval by York's Board of Governors in accordance with the fees guidelines set by the Ministry of Training, Colleges and Universities and are subject to change.

Further information on fees can be found on the Registrar's Office website – <http://sfs.yorku.ca/fees/courses/2016-2017/fall-winter/faculty-of-graduate-studies>

Financial Accounts

Students have two financial accounts. The first is your student account, while the second is your personal bank account. Your student account is where you will find all charges that you owe the university, including tuition and rent if you live on campus. Your account statement can be viewed online (sfs.yorku.ca). Any scholarships you receive which pay your tuition will also be deposited here.

Your personal bank account is where any salary generated at York (TA/GA/RA) will be deposited.

Payroll Deduction

Students wishing to pay their tuition in installments should sign up for payroll deduction in the Faculty of Graduate Studies (230 York Lanes) by using the online Payroll Deduction Form. Please visit the FGS website (<http://gradstudies.yorku.ca/current-students/student-finances/payroll-deduction/>) and read the information carefully.

Payroll deduction allows you to specify an amount to be taken off your monthly pay. Students who enroll in payroll deduction will not have to pay the 1% interest fee charged on the balance.

Part-Time Student Income

Part-time students are ineligible for some Teaching Assistantships and Graduate and Research Assistantships and Scholarships; but otherwise there are no restrictions on the amount and sources of income.

Small Fee Bursaries

Small fee bursaries are sometimes allotted. Students will be notified when application forms for these become available. For a complete list of scholarships, awards, grants and prizes at York, please visit the FGS website (<http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>).

Research Related Funding

Fieldwork Costs Fund

This fund helps subsidize students' costs with research that is carried out in the field. For example, this fund may cover student travel and/or accommodation necessary for research, incentive payments, materials and other services essential to the research, disability accommodation costs for participants, etc.

There is one competition each year for this fund, with applications normally being due in February/March. <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/fieldwork-cost-fund/>

Research Costs Fund

The Research Cost Fund helps subsidize students' own research expenses that are above and beyond those costs that are typically associated with graduate work. Such research expenses include: travel to sources of research, payment of subjects, essential supplies, services and photocopying, etc. The fund generally does not cover books, conference costs, subsistence, tuition fees or equipment.

There are two competitions this fund: one in the Spring and one in the Fall.
<http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/research-cost-fund/>

Graduate Development Fund

The Graduate Development Fund helps subsidize students' transportation costs to a recognized academic event or conference where they are presenting their scholarly or creative work.

There is one competition each year for this fund, with applications normally being due in February/March. <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/graduate-development-fund/>

As a York Sociology Graduate Student

YU-Card

York has an official photo ID card. It serves as your student ID, library card, copy card, and it can hold an amount of money for spending at food vendors on campus, and other services. It is advisable to obtain this card as soon as possible, in order to avoid the long line-ups which will ensue in late August/early September.

Visit <http://yucard.info.yorku.ca/> for more information.

Please note if you were an undergraduate student at York who had a YU card, you will need to be assigned a new one indicating your status as a graduate student.

Computer Labs

Sociology Computer Lab – 2076 Vari Hall

This lab is open 24/7, and is just for Graduate Sociology students. To obtain the keypad entry code, please see Audrey or Kathleen. Please DO NOT share the door code with anyone else and please ensure that unauthorized users do not follow you in after you enter the room.

In order to print, you will need to load up your YU-card and use it as a copy card. Printing in this lab is \$0.05 /page (5 cents per page).

On Campus

To access any computer lab on campus, students require a Passport York account. Current operating hours for the following labs is available at <http://student.computing.yorku.ca/computer-labs/>.

Computing Lab at William Small Centre Computing Commons (WSC)
Computer Lab at Accolade East 017 (ACE 017)

Free Printing

Graduate students who are registered in a York Masters or PhD program, will receive the following printing allocation:

- **Masters - \$300**
- **PhD - \$300**

*Regular charges will apply after these amounts. Quota is refreshed annually on **Sept. 1st**.*

Graduate printing is available at all library locations and the William Small Centre. Use the designated Graduate printing pay station at William Small Centre to print at that location. You can also use the AirYork network to submit jobs wirelessly.

More information is available at <http://student.computing.yorku.ca/printing-allocation-for-registered-graduate-students/>.

Graduate Program Listservs

The Graduate Program in Sociology has the following Listservs set up to communicate with students:

soci-grad-admin@yorku.ca

All registered graduate Sociology students are automatically subscribed to this listserv. It is used to disseminate information one way – students cannot write to this listserv.

Students are subscribed to the above Listserv using their @yorku.ca e-mail account.

sociology-grads@yorku.ca

A discussion-type listserv where students can send, or respond to, a message that will hit everyone's inbox on the subscription list. Students must subscribe and unsubscribe to this listserv themselves. To subscribe, send an e-mail message from your York e-mail account to listserv@yorku.ca. In the textbox, type the following: SUBSCRIBE sociology-grads . To unsubscribe, send an e-mail message from your York e-mail account to listserv@yorku.ca. In the textbox, type the following: SIGNOFF sociology-grads .

Official correspondence from the University is sent to your @yorku.ca e-mail account only, and will not be sent to outside e-mail addresses, when you are a registered student. Please be sure to check your e-mail regularly.

Sociology Study Rooms/Student Mailboxes

Sociology Study Rooms/Student Mailboxes

- The Sociology Common Room (2101 Vari Hall) and the Ernest Lilienstein Library (2094 Vari Hall) are open from 8:30 a.m. to 4:30 p.m. on weekdays. Each room provides a setting where students can relax with friends.
- The YSGA reception room is located in Room 2071 Vari Hall. Student mailboxes are housed in this same office, where memos, notices, and mail can be received. Sociology Graduate students have access to this room 24 hours/day.
- The graduate student study room is located in 2111 Vari Hall; all Sociology Graduate students have access to this room 24 hours/day.
- Free lockers are available but students must provide their own lock and let the staff in 2060 Vari Hall know which locker they are using.

Library Information

York University boasts some of the best resources and facilities in the country, including numerous libraries and research/resource centres, computing services and production facilities. As well, Toronto is home to a very large film and video industry with numerous support services. Here you'll find equipment co-ops, studio space, film libraries and more...

Scott Library – www.library.yorku.ca

This is the largest of York's many libraries. It contains thousands of books, journals, periodicals, and other documents, including a very large collection pertaining to Film & Video and the other Fine Arts.

Acquisitions

Is there an unavailable book or journal that you want access to at the York library? As a graduate student you can request that the library purchase certain books and journals for the library collection. A request form can be found on the library's website, or contact the Sociology Librarian Thumeka Mgwigwi (thumekam@yorku.ca) directly.

Extended Loans

Graduate students working on a thesis or dissertation will receive materials for 100 days. Unless requested by another borrower, these materials may be renewed twice, but are subject to recall.

Inter-Library Loan

Register for use of the RACER interface (<https://racer1.scholarsportal.info/en/zportal/zengine?VDXaction=LoginPage>). Rapid Access to Collections by Electronic Requesting (RACER) is York University's virtual union catalogue allowing users to seamlessly search and borrow items from all university libraries and collections across Ontario.

To use RACER, York U students must follow a two-step pre-registration process:

- Enter Library User Authentication (Passport York)
- Complete RACER End User Registration (click on Register First time only)

Reciprocal Borrowing Privileges

Graduate students have borrowing privileges at most Canadian universities (full listing - <http://www.curba.ca/rbprov.html>) and on-site access to their collections, including local academic libraries, e.g., Ryerson University.

Graduate Student Reading Room

On the fourth floor of Scott Library there is a quiet study space for graduate students - Room 409. There are 122 seats at tables and carrels, as well as lounge seating, an electronic noise reduction system and reading lamps. The room has wireless coverage as well as direct ports to the network. There are six computers and a printer (with payment by standard York University Libraries print/copy cards). The room is fully accessible to graduate students with disabilities. Graduate students can enter the room by inputting in the door access code, which will normally be changed weekly.

More information can be found here - <http://www.library.yorku.ca/web/ask-services/graduate-student-support/graduate-student-reading-room/>

Please DO NOT share the door code with anyone else and please ensure that unauthorized users do not follow you in after you enter the room.

Other Libraries

Other libraries at York include Steacie Science, Archives and Special Collections, Law, Administrative Studies/Government Documents, and the Nellie Langford Rowell Centre (Women's Studies Library). Inter-university loans, extended loan privileges, and library computing services are just a few of the many library services available to assist students with their research.

Other Archive & Library Information

Name	Website
City of Toronto Archives	www.toronto.ca/archives/
Japan Foundation Toronto Library	www.jftor.org/library
Library and Archives Canada	www.collectionscanada.ca
North York Central Library	http://www.torontopubliclibrary.ca/detail.jsp?Entt=RDMLIB01&R=LIB01
Robarts Library	https://onesearch.library.utoronto.ca/library-info/ROBARTS
Royal Ontario Museum Library	http://www.rom.on.ca/en/collections-research/library-archives
Ryerson University Library	http://library.ryerson.ca/
TIFF Bell Lightbox, Film Library	http://tiff.net/education/film-reference-library
Toronto Reference Library	http://www.torontopubliclibrary.ca/detail.jsp?R=LIB018

Archives of Ontario

They're on campus! Located just east of York Lanes. Visit their website (www.archives.gov.on.ca/en/index.aspx) for their collections and online search tools.

Some Independent Bookstores in Toronto

A Different Booklist (www.adifferentbooklist.com) promotes literature from across the African diaspora, the Caribbean, Asia and Latin America, and range from academic materials to an excellent selection of children's literature. Located at 746 Bathurst Street, south of Bloor Street.

Ben McNally Books (www.benmcnallybooks.com) is independently owned and operated by a veteran in the independent book scene in Toronto. It is located in the financial district at 366 Bay Street, just south of Richmond Street West.

BMV Books (www.yelp.ca/biz/bmv-books-toronto-2) is one of Toronto's largest used bookstores, and also has new books (remnants). Locations - 471 Bloor Street West; 10 Edward Street, northwest of Yonge & Dundas; 2289 Yonge Street, just north of Eglinton.

Bookcity (www.bookcity.ca) is an independent Toronto chain of bookstores, with various locations across the city. And a plus –they're open late. Locations - Bloor West Village; the Annex; Danforth; Beaches; Yonge Street & St. Clair; and Trinity Bellwoods.

Eliot's Bookshop (www.yelp.ca/biz/eliots-bookshop-toronto) has three floors filled with second hand titles and very helpful and knowledgeable staff. Located at 584 Yonge Street, north of Wellesley.

Glad Day (www.gladdaybookshop.com) is a valued advocate and resource for the local gay and lesbian community, and is the second longest surviving gay and lesbian bookstore in the world. Located at 598A Yonge Street.

Facilities & Resources

Banking

There are two full banks available in York Lanes – the Bank of Montreal and Alterna Savings & Credit Union. There are also a number of Automated Banking Machines (ABMs) in various locations across the main campus.

Gender Neutral Washrooms

There are many gender neutral washrooms at York. The one located closest to the Sociology Department is 1004 Vari Hall. Please see the map at the back of this handbook for a full listing of gender-neutral washrooms on the main Keele Campus.

Students with Disabilities

Disability Services comprises three units within Counselling & Disability Services on the Keele campus that offer a variety of academic support to students with disabilities.

The units are:

- *Learning Disability Services*: provides educational support to university students with documented learning disabilities, attention disorders, and autism spectrum disorders.
- *Mental Health Disability Services*: provides educational support to university students with documented mental health disabilities.
- *Physical, Sensory & Medical Disability Services*: provides educational support to university students with documented physical, sensory & medical disabilities.

Information about what documents a student needed to register with a unit within Disability Services can be found here - <http://ds.info.yorku.ca/disability-services-documentation/>

Download the App!  <http://ds.info.yorku.ca/mobile-app/>

Transportation Services

Transportation Services actively works with our local public transit agencies to provide the best possible services to meet the transportation needs of the York University community. They also offer complimentary shuttles to the GO Train Station, a shuttle between the Glendon-Keele campuses and also Van Go, a mobility service for people with disabilities.

Shuttle Service Website – <http://transportation.info.yorku.ca/shuttle-services/>

Stay Updated! Subscribe to the shuttle mailing lists to receive updates on shuttle schedules, stops, and delays for all of the shuttle services provided by York University. There are mailing lists for our GO Train Shuttle, Glendon-Keele Shuttle and Village Shuttles.

To subscribe:

- Send an e-mail to listserv@yorku.ca with the line below in the body:
 - subscribe villageshuttles Your Name (for Village Shuttle updates)
 - subscribe glendonshuttle Your Name (for Glendon/Keele Shuttle updates)
 - subscribe gotrainshuttle Your Name (for GO Train Shuttle updates)
- Check your e-mail – you should receive a confirmation that you have been added, then click the confirmation link in the e-mail to activate your subscription.

goSAFE Program

goSAFE is a shuttle service provided by York University, offered free to members of the York Community, to help students, staff and faculty transport safely at late hours (until 2:00 am) on and around the campus area.

Please visit their website (<http://gosafe.info.yorku.ca>) for the most up-to-date shuttle schedule.

York Student Safety Officers can also respond to requests to walk you from one place to another. To request someone to walk with you, please contact goSAFE through one of the following methods:

- By dialing 416-736-5454 (or extension 55454)
- By using any of the Blue Light Emergency Phones
- By Payphone on campus (no charge)
- By the goSAFE button on any campus Safety phone

Download the App!  <http://safety.yorku.ca/mobileapp/>

Transit Peak Hours

Since the construction on the University subway line began, congestion has definitely increased, but isn't insurmountable. The peak hours for usage of TTC routes in and out of York University are 8:15 am–9:45 am, and 4:00 pm–7:30 pm. Line ups for most routes are very long at these hours. It's always best to just budget for extra travel time, just in case. (Service on the new extension is planned to start at the end of 2017. See the FAQ – www.ttc.ca/spadina/about_the_project/faq.jsp)

Try using an independent transit app (e.g., Rocketman, Transit Now Toronto) to help anticipate bus arrivals, and/or follow @TTCNotices on Twitter for updates and service advisories.

Parking

All community members and visitors are required to pay for parking while on campus. You may either purchase a parking permit or pay the daily fee at our visitor lots/garages. With approximately 9200 parking spaces, the Keele and Glendon campuses are comprised of 32 various lots/garages. They include permit only, visitor, and mixed usage lots. More information and parking rates can be found on their website - <http://www.yorku.ca/parking/>.

Carpooling

Find a Carpool with the SmartCommute ride-matching System. Share the cost of parking and gas! This free ride-matching system helps York University staff and students find a carpool partner. After you register your information on the site, you will instantly be given a list of matches for people commuting from within your neighbourhood. More information - <http://smartcommute.ca/north-toronto-vaughan/>

Tait McKenzie Centre – Fitness & Recreation

The Fitness Centre in the Tait McKenzie building is a fully staffed 11,000 square-foot facility with 57 cardio machines, 23 selectorized machines and a selection of free weights. For regular hours and additional information on the facilities, visit the Tait McKenzie Centre page – www.yorkulions.ca.

Graduate Student Association (GSA)

The GSA is the representative student organization for the graduate population at York. The GSA has made low-cost extended health coverage available to all graduate students, as well as a number of grants and funds to which graduate students may apply. The GSA represents graduate students at Senate and numerous other Faculty of Graduate Studies committees. Please visit their website - <http://www.yugsa.ca/>

The GSA produces a handbook annually which will be available early in the fall term. The handbook contains a wealth of useful information regarding York and the surrounding area. Please visit the GSA Offices at Suite 325, Student Centre Complex.

York Sociology Graduate Association (YSGA)

The York Sociology Graduate Association (YSGA) provides opportunities for graduate students in sociology to participate in program and departmental affairs. This is done by nominating and selecting student representatives to different departmental and program committees. The mandate of the YSGA is to encourage social and academic interaction between all sociology graduate students and the wider community. The YSGA cannot function without your active support. It is, after all, representing you and your concerns. We urge you to become actively involved in the undertakings of the YSGA: it is student run and is an important part of the program.

The YSGA is affiliated with the Graduate Students' Association, which receives a small portion of your student fees. Part of these fees are allocated to the YSGA and the monies are used to fund projects of benefit to sociology graduate students. To receive these fees, the YSGA must have representation on the Graduate Student Association (GSA). A listing of representatives can be found in the "Graduate Program Committees" section of the first part of this handbook.

CUPE 3903

CUPE 3903 represents the contract faculty, teaching assistants, graduate assistants, and research assistants at York University. With almost 3,700 members, CUPE 3903 is the largest trade union on campus. Our local is a member of the Canadian Union of Public Employees (CUPE), Canada's largest union with over 628,000 members across the country. Their website can be found at <http://3903.cupe.ca/>

Dining @ York U

Establishment	Location
Absinthe Pub & Coffee Shop	Winters College (Courtyard level)
Booster Juice	Curtis Lecture Halls
Café du Glendon	Glendon Centre for Excellence
Central Square Market	Central Square
Country Style Kosher Coffee	Founders College (Main floor)
Freshii	Lassonde Building (Lobby)
Orange Snail	Stong College (Courtyard level)
Osgoode Bistro	Osgoode Hall Law School
Pizza Pizza	Central Square
POD Express	Curtis Lecture Halls
Schulich Executive Dining Room	Schulich Building (Main floor)
Starbucks	Centre for Film & Theatre
Stong Dining Hall	Stong College (Complex 2)
TEL Café	TEL Building
Tim Hortons – Glendon	York Hall – Glendon
Tim Hortons – Central Square	Central Square
Tim Hortons – Glendon	York Hall – Glendon
Tim Hortons – TEL Building	TEL Building
Tim Hortons – William Small Centre	William Small Centre
Timothy's World Coffee	Schulich Building
Tuchner's	Schulich Building
Winters Dining Hall	Winters College (Courtyard level)
The Student Centre	
Blumont Bistro	Gino's Pizza
Islands	Jimmy the Greek
Mac's Sushi	Pagoda
The Underground Restaurant	Treats
Wendy's	Yogen Früz
York Lanes	
Berries & Blooms	Cucinetta Italian Café
East Indian Flavour	Falafel Hut Village
Hero Burger	La Prep
Popeye's Chicken & Biscuits	Ooola Frozen Yogurt Bar
Sakura Japanese Restaurant	The Second Cup
Shopsy's Sports Grill	Thai Express
The Great Canadian Bagel	z-teca Gourmet Burrito

Around York/Off Campus

York's main campus covers the area from Steeles Avenue to Finch Avenue, and from Keele Street to Jane Street. The surrounding area is experiencing some commercial and residential growth. Some useful things in the immediate area are:

Keele & Steeles A liquor store, some restaurants, Staples, and a few restaurants - we highly recommend the Thai place!
https://www.tripadvisor.ca/Restaurant_Review-g562670-d1050708-Reviews-Thai_Bamboo-Concord_Vaughan_Ontario.html

Keele & York Blvd. Some medical clinics, a large Tim Horton's, a few restaurants.

Dufferin & Steeles Three outdoor plazas with many stores and a large supermarket. A full listing can be found here - <http://www.trinity-group.com/property/riocan-marketplace/>

DEAN'S OFFICE			
Name	Title	Email	Phone
Barbara Crow	Dean & AVP	fgsdean@yorku.ca	40549
Fahim Quadir	Associate Dean - Students	fgsadst@yorku.ca	22249
Mario Verrilli	Executive Officer	mariov@yorku.ca	20171
Anesa Albert	Executive Asst to the Dean	fgsea@yorku.ca	31094
Stephanie Wong	Administrative Assistant	wongs@yorku.ca	77831
Michael Zryd	Associate Dean - Academic	fgsadacd@yorku.ca	66957
ACADEMIC AFFAIRS			
Name	Title	Email	Phone
Emily Anglin	Postdoctoral Services Coordinator	anglinem@yorku.ca	22993
M. Michael Schiff	Faculty Governance Coordinator	mmschiff@yorku.ca	22264
Tasnuva Hasan [Interim]	Research Officer	fgsro@yorku.ca	44168
Sarah Whitaker	Academic Affairs Officer	sarahw@yorku.ca	66958
STUDENT AFFAIRS			
Name	Title	Email	Phone
Donna Hewison	Student Affairs Assistant	fgssaa@yorku.ca	60467
TBA	Student Affairs Coordinator	gsacadco@yorku.ca	44316
Judy Tse	Student Affairs Coordinator	gsaahc@yorku.ca	44317
Almey Tse Soriano	Manager - Student Affairs		66682
TBA	Clerical Assistant	garym@yorku.ca	33394
Nisa Lawson	Thesis Coordinator	gsthesis@yorku.ca	33340
STUDENT FINANCES			
Name	Title	Email	Phone
Juan Arangote	Finance and Administrative Officer	arangote@yorku.ca	33305
Arun Devdas	Student Funding Liaison Officer	fgsflo@yorku.ca	70255
Richolette Freckleton [Interim]	Scholarships & Awards Coordinator	fgssac@yorku.ca	33954
Linda Lee	Database Analyst	lindalee@yorku.ca	20062
Franca Giovannoni	Accounting Assistant - Awards	gsawards@yorku.ca	60468
Harpreet Singh	Budget/Student Funding Assistant	tsengl@yorku.ca	20170
Sandra Yiu	Student Funding Liaison Officer	syiu@yorku.ca	70203
COMMUNICATIONS & RECRUITMENT			
Name	Title	Email	Phone
Andrea DiBiase	Graduate Recruitment Officer	adibiase@yorku.ca	33553
Christopher Douris	Web & Communications Assistant	cdouris@yorku.ca	20008
Wesley Moir	Manager - Communications, Public Relations & Recruitment	wmoir@yorku.ca	20585

GRADUATE PROGRAM | 2075 Vari Hall | 416-736-5013

Name	Title	Room	Email	Phone
Harris Ali	Graduate Prog Director	2073 Vari Hall	hali@yorku.ca	33913
Kathleen Lidbetter	Graduate Prog Assistant	2077 Vari Hall	kjl@yorku.ca	55013
Audrey Tokiwa	Assistant to the GPD	2075 Vari Hall	atokiwa@yorku.ca	60312

UNDERGRADUATE PROGRAM | 2060 Vari Hall | 416-736-5015

Name	Title	Room	Email	Phone
Vicky Artamanov	Reception	2060 Vari Hall	vickyart@yorku.ca	55015
Debbie Best	Undergrad Admin Asst	2067 Vari Hall	dbest@yorku.ca	33820
Zuzana Chovancova	Undergrad Prog Asst	2065 Vari Hall	zuzanach@yorku.ca	77988
Susan Foster	QRRC Media Technician	N141 Ross	sfoster@yorku.ca	55014
Deborah Davidson	Undergrad Prog Director	2090 Vari Hall	dwhatley@yorku.ca	60310
Rita Kanarek	Secretary to the Chair	2060 Vari Hall	rkanarek@yorku.ca	22350
Lorraine Mar	Admin Secretary	2060 Vari Hall	marlor@yorku.ca	88715
Jackie Siebert	Assistant to the Chair	2060B Vari Hall	jackiem@yorku.ca	22559
Natasha Singh	Undergrad Prog Sec	2060 Vari Hall	singh470@yorku.ca	77981
Monica Sotter <small>[on leave]</small>	Undergrad Prog Sec	2060 Vari Hall	moniks@yorku.ca	77981
Philip Walsh	Chair	2060C Vari Hall	walshp@yorku.ca	77999

FORMS – examples

Talking to Faculty about Committee Membership?

How to Meet Faculty

Sending an email to a person you've never met might seem awkward. Suggestions for how to make this easier include:

- If you have a principal supervisor or at least one committee member, discussing other possible committee members with them is an excellent starting place. You can enlist that person's help in contacting other faculty, or cc them on your efforts to contact others.
- Checking the Program's regularly-updated list of faculty members' availability for supervision to see who might genuinely be available to join a committee.
- Attending Monday Workshops or talks given by faculty members in order to meet more of them face-to-face. Joining a Program/Departmental committee can also give you more contacts.
- Finding out faculty members' office hours for undergraduate teaching, and dropping in to introduce yourself.
- Making it clear whether you are looking for a possible principal supervisor or a committee member, and whether it's for an RRP, a thesis, a comprehensive, or a dissertation.
- Including your *cv* and a short sample of written work, e.g., your most recent OGS proposal, as something the faculty member *might* like to have a look at to get a sense of your interests.
- Trying again if you don't receive a reply to an email. Mailboxes can get full; messages can unaccountably wind up in spam folders. Include in your 2nd message something like, "If I don't hear from you within x weeks, I'll assume you're not available to meet," so that you don't end up feeling stuck waiting.

Possible Topics to Discuss

Asking questions early in the process helps to avoid big problems later on. When you meet with a potential supervisor or committee member for the first time, think about raising some of the questions below. What you ask will depend on what's most important to you and on what you already know about a person.

Committee Style and Expectations

- What role do you see yourself playing as a supervisor/committee member? (e.g. academic sage, cheerleader, drill master, financial assistance provider via RA positions)
- Are you a 'hands on' or 'hands off' type of supervisor/committee member?
- How often should a committee and student meet? How should meeting times be used?
- Whose responsibility is it to coordinate and to set agendas for student/committee meetings?
- Who should be the first reader of written work: the supervisor or the whole committee?
- How should disagreements between committee members be resolved?
- How should disagreements between a student and committee members be resolved?
- What's your perspective on mentoring? What do you think it means to be a mentor?
- What would totally irritate you?

Contributing to Your Academic Progress

- What theoretical perspectives do you generally use?
- What methodological approaches do you generally use?
- What kind of information about my work and me would it be helpful for you to see?
- Will you contact me regularly, or do you generally wait for students to contact you?
- How long does it usually take you to provide feedback on written work?
- Do you write detailed letters of reference for scholarships and job applications?
- How much advance notice do you need for writing reference letters?

Potential Conflicts

- Which faculty members do you work well with?
- How do you feel about students working with different faculty members for each stage of the degree process, e.g., courses, comprehensives, the RRP, thesis, or dissertation?
- How long do you expect students will take to complete a M.A./Ph.D. degree?
- Will you work with students who plan on other timelines for their degree?
- How many Sociology M.A./Ph.D. students are you currently working with?
- What other time commitments do you currently have? How do you think those commitments will change over the next ___ months/years?
- Are you available to meet during Summer terms?
- Do you have a sabbatical or other commitment planned which will take you away from the university during the next ___ years?

Following Up

At the end of the meeting:

- Make sure that the faculty member and you both know when the decision about committee membership will be made. In short, you should both know who will be contacting whom when with that decision.
- Send a follow-up email thanking the faculty member for *and summarizing* the meeting. This message can reiterate what the specifics are of the commitment being discussed – e.g., for PhD students, faculty members sometimes think they've been asked to sign on for one comp, whereas the student might in fact be looking for a supervisory committee for the dissertation.

When you have formed your committee, it's helpful to revisit these issues during committee meetings and to continue to send email summaries of what's been discussed for future reference.

File: YSGA/YSGA Faculty-Student Communication 2010 update.doc