



Master of Arts Degree Program  
- Major Research Paper Pathway-  
Progress, Evaluation, Completion Handbook

Version 1.0

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## Preamble

The one-year Gender Studies MA program (Major Research Paper Pathway) in the Department of Gender Studies at Queen's University trains graduate students in critical race, gender, and sexuality studies and social justice.

The purpose of this Handbook is to provide detailed direction and outline expectations of graduate students in the program. Please note that students and supervisors are expected to also familiarize themselves with the School of Graduate Studies' general regulations, guide to graduate supervision, and degree completion requirements available through the School of Graduate Studies website.

## Coursework

Students are required to complete 2 required 3.0 credit courses (GNDS 801, 802), 1 required 0.0 credit course (GNDS 815), 4 elective 3.0 credit courses, as well as a Major Research Paper (GNDS 898).

### Fall

- GNDS 801/3.0: Theories in Gender Studies
- GNDS 802/3.0: Methodologies in Gender Studies
- GNDS 815/0.0 Proseminar: Professional Development in Gender Studies
- One elective course (3.0)

### Winter

- GNDS 815/0.0 Proseminar: Professional Development in Gender Studies
- Three elective courses (3.0 each)

### Spring/Summer

- GNDS 898/3.0: Major Research Paper (MRP)

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elective courses may be selected from Gender Studies graduate courses (including GNDS 850/3.0, a practicum option), graduate courses in other departments, and/or independently organized directed readings (GNDS 840/841/3.0). Directed reading and practicum options are subject to the availability and permission of a supervising instructor. Students are able to take up to two directed reading courses. Students should consult with their MA supervisor on 0 612 792 reWñBT/r

## Supervision and Committee

### MA Supervisor

Prior to submitting an application to the MA program in the Department of Gender Studies, prospective MA applicants should consult with department faculty to seek out and identify at least one potential MA supervisor, whom they should identify in their application materials.

During the admissions process to the program, the Graduate Committee is responsible for assigning MA students to MA supervisors. Once the MA student's program is underway, it is possible for the MA supervisor to change from the one assigned at admission, based on mutual interests and availability. Students are to confirm their supervisor by submitting [Form M1 Supervisor Confirmation](#) in the student's dashboard by January 15.

The role of the MA supervisor involves offering guidance to the MA student with respect to course selection, and in the development of the MRP (GNDS 898), which is an integral part of a MA student's studies. Clear understanding of expectations can help maintain the productivity of this essential relationship. The MA student works with their supervisor to envision a MRP that matters to the student and the field, and that reflects the form of scholarship the student wishes to pursue.<sup>1</sup> Queen's offers several resources to help manage this important relationship, including handbooks and advisory services.

All core faculty members in Gender Studies are eligible to supervise MA students or serve as Second Reader of the MRP. Cross-appointed faculty in Gender Studies may co-supervise MA students or serve as Second Reader. Students may request or may be assigned co-supervisors based on mutual interests and availability.

### Second Reader

The MA student and MA supervisor should work together to identify potential Second Readers, determine the desired reader, and decide how the potential Second Reader is approached and invited to participate. Students confirm their Second Reader by submitting [Form M2 Second Reader Confirmation](#) in the student's dashboard by March 15.

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<sup>1</sup>From time to time, MA students and supervisors may experience problems in their relationship. Resolution of an issue should first be sought through discussion between the student and supervisor. If the issue cannot be resolved there, the student should consult the Grad Chair to seek possible resolution (or the Department Head, if necessary). If a satisfactory resolution is not reached, further assistance is available through the Associate Dean(s) of SGS. All consultations in GNDS and SGS are kept confidential, and no direct action is taken without the prior consent of the student. Resolution of the issue can also be sought through the University's Grievance Procedures. Students may wish to contact the Office of the University Ombudsperson and/or seek the advice and counsel from the SGPS Advisors.

## MA (MRP) Progress, Examination, and Completion

The required duty of the Second Reader is to read and grade the final MRP submitted by the MA student by August 15 in order to complete the requirements for graduation. It is possible for the MA supervisor or the MA student to request an early (draft) review of the MRP from the Second Reader but there is no departmental expectation that a Second Reader agree to do so or that it would be necessary to do so in order to conduct the evaluation of the final MRP.

### Annual Progress Report

Typically, no annual progress report is necessary given that the MA program is a one-year program. However, by June 30, MA students who are not on track to complete their degree by the end of August are responsible for submitting an [SGS Annual Progress Report](#) (MA students should use the PhD Annual Progress Report). Once the MA student submits the report, the MA supervisor will add comments, the MA student reviews the MA supervisor's comments, and then the report will be finalized and approved by the Graduate Chair. This report details progress made over the previous year, and the plan/objectives for the remainder of the program. Additionally individual supervisors require the filing of the annual report as a way of assessing student progress. Other reporting requirements may also be necessary related to funding (i.e., SSHRC Annual Progress Report). Students on leave are not required to complete this form.

### Major Research Paper (GNDS 898/3.0)

#### Timeline

The MRP is to be completed by the end of the Spring/Summer term. Students should complete all other coursework before they can enrol in GNDS 898.

#### Process

- The MA student drafts an outline of the proposed MRP during the fall term while completing GNDS 802 (details for the contents of the proposal are described below).
- The MA student submits a draft of the MRP proposal to the GNDS 802 instructor for grading at the end of fall term.
- The MA student also submits a draft of the MRP proposal to the MA supervisor at the end of fall term so that the MA supervisor can provide feedback no later than January 31.
- The MA student revises the MRP proposal during the winter term.
- The MA student submits the revised MRP proposal to the supervisor by March 15. It is recommended MA students share a draft of the MRP proposal with faculty who are being asked to consider serving as Second Reader (faculty are at liberty to decline such a request to review the proposal).
- The MA supervisor must provide written feedback on the proposed MRP to the MA student April 15 (or as otherwise negotiated).
- The MA student submits a first complete draft of the MRP to the MA supervisor by June 30.

## MA (MRP) Progress, Examination, and Completion

- The MA supervisor provides oral and/or written feedback to the MA student in a timely fashion (i.e., ideally within 2 weeks). No formal reporting to the Grad Office is required.
- The MA student revises the MRP during the summer term.
- The MA student uploads an electronic copy of the MRP to the student's dashboard by August 15. The MA student should be prepared to provide the MA supervisor and Second Read



## MA (MRP) Degree Checklist

Student:

Supervisor:

Requirement	Timing	Completion Date	Complete
GNDS 801: Theories in Gender Studies	Fall term		<input type="checkbox"/>
GNDS 802: Methodologies in Gender Studies	Fall term		<input type="checkbox"/>
GNDS 815: Proseminar: Professional Development in Gender Studies	Fall & Winter term		<input type="checkbox"/>
One elective course (3.0)	Fall term		<input type="checkbox"/>