



# Department of Linguistics University of Manitoba

## Graduate Handbook 2018-2019

In this handbook, you will find information on the following topics but please consult the linguistics website for the most up-to-date information: <http://umanitoba.ca/linguistics>

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## WHO WE ARE

### Departmental Contacts

#### Department Head

##### Terry Janzen

**Research interests:** ASL morphology and syntax, grammaticization, discourse pragmatics, ASL/English interpretation; ASL, signed languages

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#### Graduate Program Chair & Colloquium Advisor

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### Faculty Members

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##### Rob Hagiwara

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Lorna A MacDonald

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Will Oxford

**Research interests:** Syntactic theory, phonological theory, Algonquian linguistics, language documentation

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David H Pentland

**Research interests:** Historical and comparative linguistics, dialectology, philological methods, language and culture, prehistory; Algonquian, Indo-European, Métchif [Linguistics/Anthropology]

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Nicole Rosen

**Research interests:** Language contact, Language variation and change, Sociophonetics, Canadian English, French in Western Canada, Heritage languages in Canada, Western Algonquian languages, Michif and Métis languages, language documentation and revitalization.

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**Professor Emeritus**

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**Senior Scholar**

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## GENERAL INFORMATION ABOUT THE DEPARTMENT

The Department of Linguistics is located on the 5<sup>th</sup> floor of the Fletcher Argue Building. The **main office** is in room 534 and is open Monday to Friday from 8:30 a.m. to 4:30 p.m. If you need to see Ms. Heather Cherpako, our administrative assistant, you should come during these hours.

### Facilities

Apart from faculty offices, the Department of Linguistics has two small offices for sessional instructors, postdoctoral and visiting scholars, and for grader/markers on the 5<sup>th</sup> floor of the Fletcher Argue building. The department also has a lab space located at 131 Isbister. The Lab is a multi-functional workspace designed to facilitate a variety of research and teaching needs. If you need a key to the lab or to an office, you should contact Ms. Heather Cherpako.

### Office space

There is some office space available to graduate students, though not enough for all. If you would like office space, you should talk to Dr. Terry Janzen, the department head.

### Computers and Photocopying

There are no computers or photocopiers available for graduate student use in the department. Students can use self-serve photocopiers for 5 cents per copy at the Copy Centre Located at 118 University Centre, <http://www.umsudigitalcopycentre.com/home>, or for 3 cents per copy (1-sided) and 5 cents per copy (2-sided) in the Graduate Students' Association Office at 221 University Centre, <http://www.umgsa.ca/>, or at any of the libraries on campus <http://libguides.lib.umanitoba.ca/staff/librarywebpages>.

### Printing

There are a few printers available in graduate office spaces for graduate student use, and the Linguistics Graduate Students' Association (LGSA) supplies print cartridges, where funds allow. Alternatively, printing facilities exist in Computer labs throughout campus, <http://umanitoba.ca/computing/ist/connect/labs/index.html>, or libraries throughout campus <http://libguides.lib.umanitoba.ca/staff/librarywebpages>.

### Graduate Students

There are currently 29 graduate students in the department, 17 in the PhD program and 12 in the MA program. For a list of graduate students, please visit:

<http://umanitoba.ca/faculties/arts/departments/linguistics/people/index.html> and go to "Graduate Students".

All graduate students at the U of M are automatically members of the Faculty of Graduate Studies [http://umanitoba.ca/faculties/graduate\\_studies/index.html](http://umanitoba.ca/faculties/graduate_studies/index.html) as well as the U of M Graduate Students' Association <http://www.umgsa.org/>. The Linguistics Graduate students also have a U of M Linguistics Graduate Students' Association, the LGSA. The president for the 2018-2019 year will be decided at a meeting early in the fall. You are strongly encouraged to get involved with this association as a means of professional development and Linguistics graduate student support. The LGSA meets at least twice a year to discuss issues and concerns, as well as to elect one student who will represent the graduate students at Graduate Committee and Department meetings and another who will assist in the Colloquium organization.

## Graduate Committee

The Graduate Committee of the Department of Linguistics is composed of all faculty members of the department, and a representative selected by the graduate students. The Graduate Committee makes decisions regarding admissions and programs.

## Department Life

Colloquia are usually held on Friday afternoons. There are also public presentations of thesis defences (MA and PhD) and of Generals Papers (PhD) which are scheduled on an ad hoc basis. Graduate students are expected to attend these events.

There is a listserv for announcements and internal communication within the department. Linguistics graduate students, faculty, and staff are welcome to subscribe. To subscribe our Linguistics mailing list, please follow these steps:

- 1) Go to <http://lists.umanitoba.ca/mailman/listinfo/ling-listserv>
- 2) Enter your email address and choose a password
- 3) Click Subscribe

An email will be sent to you to verify that you want to become a member of this Listserv,

- 4) Either reply to the email without changing the subject line or click on the link to confirm.
- 5) You can now log in to enable and disable subscription options: (do you prefer digest or non-digest version, have your email address hidden, etc).
- 6) You can unsubscribe LING-listserv at any time and at your own discretion.

How to use LING-listserv:

To post a message to all the list members, send email to [ling-listserv@lists.umanitoba.ca](mailto:ling-listserv@lists.umanitoba.ca). Please note that this mailing list is in \*public domain\* viewed by students and faculty.

You can subscribe to the list, or change your existing subscription, in the sections (<http://lists.umanitoba.ca/mailman/listinfo/ling-listserv>)

While not department-specific, we have a discipline-specific listserv, The Linguist List, which is an excellent source of info on conferences, publications, jobs and linguistics in the news. You can sign up for the listserv or listserv "lite" to receive conference and workshop calls, job announcements, book reviews. The website is <http://linguistlist.org/>. (The difference between listerv and listserv "lite" is that the "lite" version sends one email per day rather than one email for each announcement).

## Workplace Health and Safety

The Faculty of Arts has a standing LASH (Local Area Safety and Health) committee that addresses work-related issues and concerns regarding health and safety for all students, staff and faculty. Minutes from LASH meetings are posted in the Dean's office on the third floor of Fletcher Argue. Part of the LASH committee's responsibilities include routine workplace inspections and alerting people to potential issues.

As part of working toward ensuring that the buildings and facilities are safe, the LASH committee promotes policies such as a 'working alone policy' that addresses concerns individuals may have when working alone or in isolated areas of the campus, especially during off-hours when fewer people are around. While there may not be any immediate threats to safety, it is always good practice to let someone know where you are and how long you expect to be there, again especially during off-hours, and to make sure you have an easy way to contact someone if you need to, either from an existing phone in the area or by mobile phone.

The existence of such a committee does not suggest that we have an unsafe workplace but rather that we are proactive about keeping it safe! Students are always free to contact members of the LASH committee with questions or concerns.

The university also has a policy on maintaining a respectful work and learning environment. The aim of the policy is to support a climate in which individuals are free from harassment and discrimination and in which equity, diversity, and the dignity of all people is respected. You can find the policy here:

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

### GENERAL INFORMATION ABOUT THE UNIVERSITY

- ❖ Faculty of Graduate Studies:  
[http://umanitoba.ca/graduate\\_studies/](http://umanitoba.ca/graduate_studies/)
- ❖ Graduate Student Funding:  
[http://umanitoba.ca/faculties/graduate\\_studies/funding/](http://umanitoba.ca/faculties/graduate_studies/funding/)
- ❖ International Centre for Students:  
<http://umanitoba.ca/student/ics/>
- ❖ The Student Counselling and Career Centre:  
<http://www.umanitoba.ca/student/counselling/>
- ❖ Information Services and Technology (providing assistance with computer and e-mail related concerns):  
<http://umanitoba.ca/ist/>
- ❖ Accessibility Hub (providing accessibility-related resources and information):  
[http://umanitoba.ca/admin/vp\\_admin/ofp/ohrcm/accessibility//](http://umanitoba.ca/admin/vp_admin/ofp/ohrcm/accessibility//)
- ❖ University Health (this link has further information about visiting a doctor and mental health concerns):  
<http://umanitoba.ca/student/health/>

### GENERAL INFORMATION ABOUT THE LIBRARY

- ❖ The linguistics library guide, which gives information about the reference librarian responsible for linguistics, which databases are best for accessing linguistic journals and books, etc.:  
<http://libguides.lib.umanitoba.ca/linguistics>
- ❖ If our library does not have an article or book you're looking for, you can order it at no charge through document delivery:  
[http://umanitoba.ca/libraries/get\\_materials.shtml](http://umanitoba.ca/libraries/get_materials.shtml)
- ❖ Document delivery request form:  
<http://relais.lib.umanitoba.ca.proxy2.lib.umanitoba.ca/access/loginMWU.jsp>
- ❖ General graduate student help including research tips and other services:  
<http://libguides.lib.umanitoba.ca/gradhelp/home>

### INFORMATION ABOUT OUR GRADUATE PROGRAMS IN LINGUISTICS

To become a graduate student in linguistics you must first submit an application. Details on the application process can be found here:

[http://umanitoba.ca/faculties/arts/departments/linguistics/programs/graduate/how\\_to\\_apply.html](http://umanitoba.ca/faculties/arts/departments/linguistics/programs/graduate/how_to_apply.html)

Once you are enrolled as a graduate student in the Department of Linguistics, you must follow the Faculty of Graduate Studies (FGS) Regulations. In the cases where Linguistics has additional or slightly different

regulations, these are called “supplemental regulations” and are outlined in a document that you can find here: [http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)

This is an important document which you should consult **first** if you have a question about your program. What follows are some informal comments that supplement the supplemental regulations.

### **Advisors**

Upon admission to one of our graduate programs, one of our faculty members will be assigned to serve as your advisor. During the application process you will have already had the opportunity to indicate who you would like to work with, but other factors that are taken into consideration by the Graduate Committee in assigning you an advisor are your research interests, the availability of faculty members, and their advising load. Your advisor typically advises you on your program of study, directs your research, and supervises your thesis.

At one of your first meetings with your advisor the two of you must complete the Advisor Student Guidelines. The document is available on JUMP and once you complete it together, you will have to log on to JUMP to sign the guidelines from your account.

Note that the Graduate Committee will consider a change of advisor at any time, either at your request or at the request of your advisor. The most common reason for a change of advisor is a change in research focus. You should feel free to change advisors at any time, without fear of causing offence. Changes should always be communicated to both the old and new advisor and to Ms. Heather Cherpako, the administrative assistant.

### **Registration**

Registration in courses takes place at the end of August. Graduate programs in Linguistics, including coursework, are assigned/approved by the Graduate Committee in mid-August. You should meet with your advisor to discuss the recommendations of the Graduate Committee and to provide your own input before registering in courses.

There are different course classifications depending on whether you are registering for a course that is required for your program, taking an additional course that is not required, or auditing a course. There are also distinct classifications for continuing and incomplete courses. Please see section 1.3 (Graduate Studies > Academic Guide > Section 3) in the Academic Guide (<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx>) for the descriptions of the various kinds of course classifications.

### **Pre-master's program**

If you lack the background to be admitted directly into our MA program, you might first be admitted into the pre-MA program (30 credit hours). A typical pre-MA program includes the following 5 courses (21 credit hours), and an additional 9 credit hours of your choice from Linguistics courses.

LING 1200 Introduction to Linguistics (6 credit hours)

LING 1380 General Phonetics (3 credit hours)

LING 2200 Syntax (6 credit hours)

LING 2420 Phonology (3 credit hours)

LING 2460 Morphology (3 credit hours)

Pre-MA students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Pre-MA students are not eligible for admission to any graduate course that is cross-listed with an

undergraduate course. Also, Pre-MA students are only eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students.

Upon successful completion (i.e. B or better) of your Pre-MA coursework, you may apply to the MA program in Linguistics. Note, however, that a separate application to the MA must be submitted and acceptance is not guaranteed.

Detailed information about this program is available here:

[http://umanitoba.ca/faculties/arts/departments/linguistics/programs/graduate/graduate\\_faq.html#premaoptions](http://umanitoba.ca/faculties/arts/departments/linguistics/programs/graduate/graduate_faq.html#premaoptions)

### **Language Requirements**

Graduate students in the MA and the PhD programs are expected to demonstrate that they know at least one language other than English well enough to use it for conducting linguistic research. The Department Head or Graduate Chair will certify that the language requirement has been satisfied if you:

- a) have passed a reading exam conducted by one of the language departments at the University of Manitoba;
- b) have successfully completed a year of university studies where the other language is the language of instruction and examination; or
- c) have a bachelor's degree or equivalent with a major in the other language.

The Graduate Committee may approve on a case-by-case basis other methods of demonstrating that the language requirement has been met (e.g., an interview with a colleague fluent in the language). In the event that your native language is not English, you can write a letter to the Graduate Committee requesting to have your native language taken to satisfy the language requirement. You are encouraged to submit this letter early in your program.

### **Master's Program**

Our Master's program typically takes two years and involves 18-24 credit hours of coursework plus a thesis.

### **Pre-PhD (also called MA+) program**

If you apply to the PhD, and your Masters degree is in applied linguistics or another related field, the Graduate Committee may recommend your admission as a 'pre-PhD' (MA+) student. This is a special arrangement with FGS in which you are admitted to the University of Manitoba as an MA student in Linguistics, with the option to apply for transfer into the PhD program within 12 months.

Transfer to the PhD program is not automatic and is at the discretion of the Graduate Committee.

The pre-PhD program gives you a chance to undertake coursework in linguistics appropriate for the MA or PhD, and gives the Graduate Committee time to evaluate your progress, without jeopardizing your progress to the PhD. Note that if your previous graduate work is not in linguistics or a related area, the Graduate Committee may ask that you be admitted into the MA program without this option, even if you are applying for the PhD. PhD.

## **PhD Program**

Our PhD program typically takes four years and involves 18-24 credit hours of coursework, two Generals Papers and a dissertation.

## **Coursework**

The typical graduate program in our department includes 18-24 credit hours (ch) of courses, and is assigned to suit each student's interests by the Graduate Committee. The three required courses at the graduate level are: LING 7550 Phonology (3 credit hours), LING 7630 Syntax (3 credit hours), and either LING 7590 Field Methods or LING 7920 Structure of a Non-IndoEuropean Language (both 6 credit hours). In some cases, students may be exempt from taking one or more of the required courses. Besides these three courses, you must take another 6 to 12 credit hours of coursework. Descriptions of the required courses and our other course offerings at the graduate level can be found on our webpage.

A minimum degree grade point average (degree GPA) of 3.0 with no grade below C+ must be maintained for continuance in the Faculty of Graduate Studies.

## **Progress Reports**

A Progress Report must be filed with the Department at least once a year, to be forwarded to FGS by June 1st. Ideally, at least one report is completed at a face-to-face meeting between you and your advisor and/or the Graduate Chair in March or April of every year. The meeting involves a review of your academic progress to date and the goals to be met in the upcoming year. Failure to submit this report will result in the denial of registration access through Aurora Student.

## **Generals Papers**

Upon completion of their coursework, Ph.D. students must write and defend two original research papers of publishable quality in two different sub-disciplines of linguistics. The purpose of doing a Generals Paper is twofold. First, it develops and hones students' research skills under the supervision of a faculty member. Secondly, it allows students to demonstrate broad expertise in two distinct subject areas. Students are encouraged to submit their proposal for their first GP to their supervisor, along with a brief description of their second GP, at the start of their second year of the PhD program.

### How to choose a GP topic and a supervisor

First of all, you should brainstorm two topics you are interested in doing and prepare a rough outline for each topic. You are encouraged to develop GPs out of course papers you have written for one of your graduate courses. We strongly discourage students from working on topics on which they have not taken any graduate courses. One of the two GPs should normally be within the same area as your Ph.D. dissertation.

The topics you choose must be clearly distinct from each other. Two GPs are considered distinct if they fall within different sub-areas of Linguistics (as traditionally understood), draw from different literatures, focus on different language areas, and/or use different methodologies. Please note that the decision as to whether two topics are distinct is made by the Graduate Committee at their discretion.

Next, decide which faculty member would be a good supervisor for each GP. The topic of a GP should align with

the research interests of the faculty member with whom you wish to work. You must work a different faculty member for each GP, one of which can be your Ph.D. supervisor.

Finally, contact a faculty member to discuss your ideas and see if they are interested in supervising your GP. If they do not think they are the right supervisor, then either they or your Ph.D. supervisor can advise you on who would be a better fit for your GP.

#### How to develop a GP proposal

Once the faculty member has agreed to take on your GP, you must decide on the scope and goals of your paper together. Then, under the guidance of your supervisor, you must develop a 1-2 page proposal that includes keywords, examples (i.e. linguistic data), and a sample bibliography.

When your GP supervisor approves your proposal, the supervisor will bring it to the Graduate Committee for approval and then inform you of the committee's decision. The Graduate Committee may have suggestions for improving your proposal, and so it may need to be resubmitted for approval.

We encourage you to submit your proposal for your first GP at the start of the second year of the Ph.D. program. You should also submit a brief description of the second GP at the same time to make sure they are in distinct sub-disciplines of linguistics.

#### Writing your GP

Your GP should approximately be the length of a journal article (normally about 50 manuscript pages) and be of publishable quality. The latter means that, if submitted to a major journal, your paper would likely be accepted (even if major revisions are required) and received fairly well by reviewers.

You should meet regularly with your supervisor while working on your GP. During this process, you and your supervisor must also choose a second reader to be on your GP committee. When both supervisor and second reader agree that your GP is ready for defense, your supervisor will ask the Graduate Chair to schedule a public defense.

#### Defending and revising your GP

At the defense, you will give a 15-20 minute presentation based on the GP, and you will be examined by the supervisor and the second reader. There will be two rounds of questions from the examiners, followed by questions from the public. Then, everyone will leave the room except for the supervisor and the second reader to make a decision. You will be called back into the room and informed whether your GP defense has been successful, and whether further revisions are required. If no revisions are required, the examining committee will sign the completion form.

If revisions are required, you will present the revised manuscript to your supervisor and second reader at a later date, and if they are satisfied with the revisions, they will sign the form. However, if further revisions are required, you will have one more opportunity to re-revise.

Upon successful defense and submission of final revisions, your supervisor will advise the Graduate Chair that you have passed and your file will be updated. At any time following the approval of the first General Paper proposal, you may propose and write the second proposal. Procedures for the second GP then proceed as for the first.

Failing a GP

If your supervisor and second reader are not satisfied with the second round of revisions, then the GP process needs to start over. Failure to successfully defend or revise a GP results in a Failed Generals Paper which must be reported to FGS. If you fail either the first or second Generals Paper, you can proceed to a third and final GP following the same procedure as for the first. Passing the third Paper will satisfy the Candidacy Examination requirement, while failing two Papers will result in your being required to withdraw from the program.

**Time to Completion**

Graduate students should be aware of the maximum time limits allowed for their programs as the Department and the Faculty of Graduate Studies are increasingly looking to hold students to those limits. The maximum time limit for Master’s students to complete their programs is **four years** and the maximum time limit for Ph.D. students to complete their programs is **six years**. Note that years spent in the Master’s program, for those who transfer from the Master’s to the Ph.D., are counted as years in the Ph.D. program.

**GRADUATE COURSES 2018-19**

Descriptions of the Topics courses (those with a 7920 number) can be found at:  
<http://umanitoba.ca/faculties/arts/departments/linguistics/courses/topics.html>

Fall		Winter	
Course Number and Title	Instructor	Course Number and Title	Instructor
LING 7920 T01 <i>Structure of a Non-IndoEuropean Language (Part A)</i>	Will Oxford	LING 7920 T01 <i>Structure of a Non-IndoEuropean Language (Part B)</i>	Will Oxford
LING 7630 A01 <i>Syntax</i>	Jila Ghomeshi	LING 7550 A01 <i>Phonology</i>	Rob Hagiwara
LING 7920 T16 <i>Structure of ASL (Part A)</i>	Barbara O’Dea	LING 7920 T16 <i>Structure of ASL (Part B)</i>	Barbara O’Dea
LING 7500 T31 <i>Language Variation and Change</i>	Nicole Rosen	LING 7920 T31 <i>Language Attitudes</i>	Verónica Loureiro-Rdz.
LING 7920 T07 <i>Information Structuring in ASL</i>	Terry Janzen	LING 7920 Sec <i>Cognitive Semantics</i>	Terry Janzen

## FINANCIAL ASSISTANCE

### Internal Awards

Students who are eligible are encouraged to apply for the University of Manitoba Graduate Fellowship (UMGF). This fellowship is valued for a 12 month period at \$18,000 for PhD students and at \$14,000 for Master's students. Information can be found on the Funding and Awards page of the Faculty of Graduate Studies website: [http://umanitoba.ca/faculties/graduate\\_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html).

UMGF applications may be submitted with the admissions application. The deadline for application is January 15th.

**General Bursaries:** Through Aurora Student "Financial Aid and Awards" menu

[https://aurora.umanitoba.ca/banprod/twbkwbis.P\\_GenMenu?name=homepage](https://aurora.umanitoba.ca/banprod/twbkwbis.P_GenMenu?name=homepage)

There are a number of funding opportunities available specifically to international students. International students are encouraged to consult this website:

[http://umanitoba.ca/faculties/graduate\\_studies/funding/international.html](http://umanitoba.ca/faculties/graduate_studies/funding/international.html)

**The Faculty of Arts also** offers a number of research funding opportunities for graduate students. In addition to those listed under Graduate Students on the web page linked here, graduate students are also eligible to apply for research funding from the **Faculty of Arts Endowment Fund** and a **Dean of Arts International Student**

**Exchange Travel Award:** <http://umanitoba.ca/faculties/arts/awards/index.html>

For various funding opportunities the **Faculty of Graduate Studies** has a database you can search:

<http://webapps.cc.umanitoba.ca/gradawards/>

### External Awards

**Manitoba Graduate Scholarships** ([http://umanitoba.ca/faculties/graduate\\_studies/funding/605.html](http://umanitoba.ca/faculties/graduate_studies/funding/605.html))

The Government of Manitoba has provided funds to ensure that Manitoba's best students continue education at home, to foster research that leads to economic growth and to attract excellent students to study in Manitoba. This award is valued for a 12 month period at \$7,500 for PhD students (can be held with the UMGF), or \$15,000 for Master's students (must decline UMGF).

Students who are eligible for the UMGF will also have their name entered into the MGS Competition.

**Social Sciences and Humanities Research Council of Canada** (<http://www.sshrc-crsh.gc.ca/>)

The Social Sciences and Humanities Research Council (SSHRC) is the federal agency that promotes and supports postsecondary-based research and training in the humanities and social sciences.

SSHRC offers two kinds of doctoral fellowships:

**Joseph-Armand Bombardier CGS Doctoral Scholarships** are valued at \$35,000 per annum for 36 months.

**SSHRC Doctoral Fellowships** are valued at \$20,000 per annum for 12, 24, 36 or 48 months.

Only Canadian citizens and permanent residents qualify to apply. For further information see:

<http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx>

For Master's students there is the Joseph-Armand Bombardier CGS Master's program which offers a one-time, non-renewable, 12-month award valued at \$17,500. Again, only Canadian citizens and permanent residents qualify to apply. For further information see: [http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp)

The **W.L. Mackenzie King memorial fellowship** (<http://www.mkingscholarships.ca/>) which provides \$8,500 for one year to graduates of a Canadian University who are pursuing further graduate work. You can find more information on eligibility and deadlines on the FGS awards database: <http://webapps.cc.umanitoba.ca/gradawards/>. Only one fellowship is awarded in Canada per year.

The **Trudeau Foundation Doctoral Scholarships** (<http://www.trudeaufoundation.ca/resource/public/boursier>) are awarded to doctoral candidates pursuing research on one of four themes, at least one of which (humans and their natural environment) encompasses language and linguistics. The scholarships are valued at \$40,000 per year for up to four years. 15 Trudeau Scholarships are awarded each year. Again, more information is available by searching for "Trudeau Foundation Doctoral Scholarships" on the FGS awards database: <http://webapps.cc.umanitoba.ca/gradawards/>

The **Vanier Canada Graduate Scholarships** are awarded to doctoral students who demonstrate leadership skills and a high standard of scholarly achievement in Social Sciences and Humanities, Natural Sciences and/or Engineering and Health. This scholarship is valued at \$50,000 per year for up to three years. Canadian citizens, permanent residents of Canada and foreign citizens are eligible to apply. For further information see: [http://www.vanier.gc.ca/en/nomination\\_process-processus\\_de\\_mise\\_en\\_candidature\\_overview.html](http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature_overview.html)

## GRADER/MARKER POSITIONS AND RESEARCH ASSISTANTSHIPS

There are typically around four grader/marker positions each year for which graduate students can apply. These positions are advertised in the summer. Heather Cherpako notifies all graduate students by e-mail once the postings have gone up. The positions are filled based on student experience as in accordance with CUPE union regulations. Students are paid for up to 56 hours per term at the rate of \$13.75 per hour.

Helpful workshops are offered periodically through the **Centre for the Advancement of Teaching and Learning**: [http://intranet.umanitoba.ca/academic\\_support/catl/index.html](http://intranet.umanitoba.ca/academic_support/catl/index.html) and through the **Graduate Students' Association**. Check the website above periodically for information and to sign up. Heather will forward e-mail messages to all graduate students regarding any other relevant workshops that may be being held.

The Centre for the Advancement of Teaching and Learning also offers the CHET (Certification in Higher Education Teaching) Program, [http://intranet.umanitoba.ca/academic\\_support/catl/programs/chet.html](http://intranet.umanitoba.ca/academic_support/catl/programs/chet.html) Research assistantships are occasionally available on an ad hoc basis. Heather Cherpako will notify graduate students in the event that there are any positions to be filled.

## CONFERENCE PRESENTATIONS AND PARTICIPATION

Graduate students are encouraged to submit an abstract to at least one conference during their time in the graduate program. For a Master's student, this may be when the thesis research is all but complete. For PhD students, each of the two Generals Papers ought to provide material for public presentation. There are some travel funds available for this purpose (at the end of this section). In Canada, the annual meeting of the Canadian Linguistic Association (<http://cla-acl.ca/>) is a good choice. Other good conferences for students new to conferences are student-organized conferences, such as the High Desert Linguistics Society (<http://linggraduate.unm.edu/>), and the Northwest Linguistics Conference (generally creates new websites for each conference, google it). It is also helpful to check **LinguistList** (<http://linguistlist.org/>) for open conference and workshop calls. The benefits of attending conferences include accruing the experience of presenting papers, dissemination of research, networking, and enhancing one's job prospects. Students who attend conferences at which they will present a paper are eligible to apply for:

- **The Faculty of Arts Graduate Student Conference Travel Award.** More information is available here: <http://umanitoba.ca/faculties/arts/awards/3006.html>
- **CSSH award:** Funding to attend the Congress that the Canadian Linguistic Association (CLA) conference is associated with. Due March 1, more information, and a link to the application form is available by searching for "University of Manitoba Graduate Student Travel Awards" on the FGS awards database: <http://webapps.cc.umanitoba.ca/gradawards/>
- **Graduate Student's Association Travel Award** (you must apply after the conference) <http://www.umgsa.org/conference-grant/>
- The conference you are attending may have bursaries or scholarships you can apply for, check their website

## GRADUATE STUDENT RESEARCH THAT INVOLVES HUMAN SUBJECTS

Any research carried out in fulfillment of program requirements that involves other humans must have Ethics approval. The University of Manitoba Office of Research Ethics and Compliance can be found here: [http://umanitoba.ca/research/orec/ethics/human\\_ethics\\_index.html](http://umanitoba.ca/research/orec/ethics/human_ethics_index.html). You should consult with your supervisor to get his or her approval first before seeking approval from the Research Ethics Board. An application must then be made to the appropriate Research Ethics Board. For a complete list of REB forms and guidelines see: <http://umanitoba.ca/research/orec/ethics/guidelines.html>

## F.A.Q.s

1. *My professor has suggested that I get help with my written English? What should I do?*

Faculty members are willing to provide feedback and advice on your writing as long as the issues are minor. However, if you lack strong writing skills you might have to seek your own editorial support. Some graduate student writing support is offered through the Academic Learning Centre: <http://umanitoba.ca/student/academiclearning/> For non-native speakers of English there is also some support at the English Language Centre: <http://umanitoba.ca/student/elc/>. You might also consider hiring someone to read your work and edit it for spelling and grammar.

2. *The Graduate Committee has recommended that I take 3 (or 6 or 9) more credit hours of coursework beyond my required courses, but there are no graduate courses being offered this year in the area I want to work in.*

There are a number of options. (a) You can choose a topic for a reading course and approach the faculty member who would be best suited to directing your readings in that area; (b) you can wait until the following year; (c) if there is an undergraduate course in an area of interest to you, you can approach the faculty member teaching it to see if he or she can adapt the content for you so that you can take it at the graduate level; (d) you can look to see if there are course offerings in other departments or faculties that might be appropriate and then discuss the possibility of taking one of these with your advisor.

3. *My advisor is going on sabbatical/leave of absence/parental leave (which is called "Research Study Leave" here at the U of M), what do I do?*

It is probable that your advisor will be on leave at least once during your graduate program if you are a doctoral student as the PhD program takes a minimum of four years and faculty are eligible for a half-year Research Study Leave every three years. Many faculty members are willing and happy to keep supervising graduate students while on leave. If your advisor is going to be away from Winnipeg, this may mean that supervision will take place by e-mail, skype, and/or phone. It may be more challenging to schedule defenses, but not impossible. Depending on where you are in your program, you might instead work with an 'acting advisor' who can sign paperwork and complete your annual report, as that may be all that is required in a particular year. In any event, it is important to make an appointment with your advisor to discuss what will happen during his/her leave so that a mutually satisfactory arrangement can be reached.

4. *Where can I find more information about the required procedure to follow for thesis/generals paper/dissertation proposal/preparation/defense?*

The Supplemental regulations, downloadable from:

[http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)

***Is there anything you'd like to see added to this handbook? Is there anything missing that ought to be included? Submit comments and suggestions to [Heather.Cherpako@umanitoba.ca](mailto:Heather.Cherpako@umanitoba.ca) and [V.loureiro-rodriguez@umanitoba.ca](mailto:V.loureiro-rodriguez@umanitoba.ca) with the subject header: Graduate Handbook.***

***Updated August 29<sup>th</sup>, 2018***