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/faculties/arts/departments/linguistics/
Table of Contents

- Who we are .................................................................................................................................................. 3
- General Information about the department................................................................................................. 5
  - Facilities
  - Office Space
  - Computers and Photocopying
  - Printing
  - Graduate Students
  - Graduate Committee
  - Department Life
  - Workplace Health and Safety
- General Information about the University..................................................................................................... 7
- General Information about the Library........................................................................................................... 7
- Information about our Graduate Programs in Linguistics............................................................................. 8
  - Advisors
  - Registration
  - Pre-master’s Programs
  - Master’s Program
  - Pre-PhD (also called MA+) Program
  - PhD Program
  - Coursework
  - Language Requirements
- Graduate Courses 2016-2017....................................................................................................................... 11
- Financial Assistance......................................................................................................................................... 12
  - Internal Awards
  - External Awards
- Grader/marker positions and Research Assistantships.................................................................................. 13
- Conference Presentations and Participation.................................................................................................... 14
- Graduate Student Research that involves human subjects............................................................................ 14
- F.A.Q.s............................................................................................................................................................... 15
Who we are

Department Contacts

Department Head
Terry Janzen
Research interests: ASL morphology and syntax, grammaticization, discourse pragmatics, ASL/English interpretation; ASL, signed languages
Office 533 Fletcher Argue Bldg
Phone (204) 474-7081
Terry.Janzen@umanitoba.ca
http://home.cc.umanitoba.ca/~janzent/

Graduate Chair
Erin Wilkinson
Research interests: Signed language linguistics, cognitive-functional linguistics, language typology
Office 536 Fletcher Argue Bldg
Phone (204) 272-1665
Erin.Wilkinson@umanitoba.ca
http://home.cc.umanitoba.ca/~wilkinse

Colloquium Advisor
Verónica Loureiro-Rodríguez
Research interests: Sociolinguistics, Hispanic and Galician sociolinguistics, language and identity, code switching, Galician hip-hop
[Joint appointment, Linguistics and French/Spanish/Italian]
Office 546 Fletcher Argue Bldg
Phone (204) 474-9463
V.Loureiro-Rodriguez@umanitoba.ca
http://www.umanitoba.ca/faculties/arts/departments/linguistics/people/3487.html

Administrative Assistant
Ms. Heather Lee
Office 534 Fletcher Argue Bldg
Phone (204) 474-9596
Heather.Lee@umanitoba.ca

ASL-English Interpreter
Ms. Sherra Yorobe
Office 538 Fletcher Argue Bldg
Phone (204) 474-7959
Sherra.Hall@umanitoba.ca

Faculty Members

Jila Ghomeshi
Research interests: Syntax, morphology, syntax-pragmatics interface; Persian
Office 543 Fletcher Argue Bldg
Phone (204) 474-9288
Jila.Ghomeshi@umanitoba.ca
http://www.umanitoba.ca/faculties/arts/departments/linguistics/people/3474.html

Rob Hagiwara
Research interests: Phonetic theory, acoustic phonetics, segmental and prosodic variation, individual and group variation; English, Lushootseed (Salishan), Garifuna (Arawakan)
Office 535 Fletcher Argue Bldg
Phone (204) 474-6998
Robert.Hagiwara@umanitoba.ca
http://home.cc.umanitoba.ca/~robh/
Lorna A MacDonald  
**Research interests:** Functional syntax, language universals, typology; Tauya, Papuan languages

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

David H Pentland  
**Research interests:** Historical and comparative linguistics, dialectology, philological methods, language and culture, prehistory; Algonquian, IndoEuropean, Métchif [Linguistics/Anthropology]

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.

Kevin Russell  
**Research interests:** Phonology, morphology, computational modelling, narrative analysis; Cree, Dakota, ASL

Professor Emeritus

H C Wolfart  
**Research interests:** Text-based analysis, history of linguistics, oral literature; Cree, Algonquian, Latin, Low Alemanic

Senior Scholar

Moshe Nahir  
**Research interests:** Sociolinguistics, language planning, applied linguistics; modern Hebrew
General Information about the department

The Department of Linguistics is located on the 5th 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 Lee, 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 5th 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 Lee.

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/units.

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/units.

Graduate Students

There are currently 16 graduate students in the department, 9 in the PhD program and 7 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 as well as the U of M Graduate Students’ Association http://www.umgsa.ca/. The Linguistics Graduate students also have a U of M Linguistics Graduate Students’ Association, the LGSA. The president for the 2017-2018 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 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](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. 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](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/](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/](http://umanitoba.ca/student/ics/)
- The Student Counselling and Career Centre: [http://www.umanitoba.ca/student/counselling/](http://www.umanitoba.ca/student/counselling/)
- Information Services and Technology (providing assistance with computer and e-mail related concerns): [http://umanitoba.ca/ist/](http://umanitoba.ca/ist/)
- University Health (this link has further information about visiting a doctor and mental health concerns): [http://umanitoba.ca/student/health/](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](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/loginpMWU.jsp](http://relais.lib.umanitoba.ca.proxy2.lib.umanitoba.ca/access/loginpMWU.jsp)
- General graduate student help including research tips and other services: [http://libguides.lib.umanitoba.ca/gradhelp/home](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

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

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 Lee, 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 in the Academic Guide 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. Detailed information about this program is available here: http://umanitoba.ca/faculties/arts/departments/linguistics/programs/graduate/graduate_faq.html#premaoptions

The pre-MA is a good way to acquire the necessary background for admission to the MA. Note, however that a separate application to the MA must be submitted and acceptance is not guaranteed.

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 a related field (but not in theoretical linguistics), 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 Program

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

The required courses at the graduate level are LING 7550 Phonology (3), LING 7590 Field Methods (6), LING 7630 Syntax (3). In some cases, students may be exempt from taking one or more of the required courses. 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. 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. Please bring an up-to-date CV with you to this meeting.

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. While the choice of topic for each paper is somewhat free, we recommend that students follow the following guidelines:

- At least one paper should be in a core area of linguistics such as syntax, phonology, morphology, phonetics or semantics.
- The second paper should normally be within the same area as the Ph.D. dissertation.
- Students are welcome and encouraged to develop Generals Papers out of course papers that they have written for one of their graduate courses and are discouraged from working on topics on which they have not taken any courses.
- The topic of a Generals Paper should align with the research interests of the faculty member with which the student wishes to work on the paper.
- Students should work with two different faculty members, one of which can be the Ph.D. supervisor.

Topics and supervisors must be approved by the Graduate Committee. We encourage Ph.D. students to submit their proposal for their first Generals Paper at the start of the second year of the Ph.D. program. It is a good idea to also submit a brief description of the second Generals Paper at the same time so that if there are any concerns regarding the two subject areas they can be addressed before the research is carried out.

More detailed information on the process of writing and successfully defending Generals Papers can be found in the Linguistics Supplemental Regulations: http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html

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 Course Descriptions

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. Graduate programs almost always include LING 7550 Phonology (3 ch), LING 7590 Field Methods (6 ch), and LING 7630 Syntax (3 ch).

The department is offering the following courses this year. Descriptions of the Topics courses (those with a 7920 number) can be found at: http://umanitoba.ca/faculties/arts/departments/linguistics/courses/topics.html

### Graduate Courses 2017-18

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number and Title</strong></td>
<td><strong>Instructor</strong></td>
</tr>
<tr>
<td>LING 7590 T01 <em>Field Methods Guarani (Part A)</em></td>
<td>Kevin Russell</td>
</tr>
<tr>
<td>LING 7630 A01 <em>Syntax</em></td>
<td>Jila Ghomeshi</td>
</tr>
<tr>
<td>LING 7920 T16 <em>Structure of ASL 1</em></td>
<td>Erin Wilkinson</td>
</tr>
<tr>
<td>LING 7920 T03 <em>Algonquian Language Documentation</em></td>
<td>Will Oxford</td>
</tr>
<tr>
<td>LING 7920 T09 <em>Sociophonetic Research</em></td>
<td>Rob Hagiwara</td>
</tr>
<tr>
<td>LING 7920 T14 <em>Unimodal and Bimodal Bilingualism</em></td>
<td>Erin Wilkinson</td>
</tr>
</tbody>
</table>
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.


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](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/](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.


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.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/cgs_masters-besc_maitrise-doctorat-eng.aspx

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/

**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 Lee 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 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

Research assistantships are occasionally available on an ad hoc basis. Heather Lee 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](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/](http://webapps.cc.umanitoba.ca/gradawards/)
- **Graduate Student’s Association Travel Award** (you must apply after the conference) [http://umgsa.ca/section/6](http://umgsa.ca/section/6)
- 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/human_ethics_REB_forms_guidelines.html](http://umanitoba.ca/research/orec/ethics/human_ethics_REB_forms_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](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](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.Lee@umanitoba.ca](mailto:Heather.Lee@umanitoba.ca) with the subject header: Graduate Handbook.*

*Updated June 30, 2017*