

# DEPARTMENT OF LANDSCAPE ARCHITECTURE GUIDELINES FOR THESIS / PRACTICUM 2021-22

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## INTRODUCTION

The final step in completing the Master of Landscape Architecture degree is to undertake a Thesis or Practicum. This is an independent study into an approved topic. The purpose of the Thesis or Practicum is for students to demonstrate that they have mastery of the topic and are fully conversant with relevant literature. The Thesis or Practicum culminates in a public presentation coinciding with the regular schedule of dates for graduation shown in Section 6.

These Guidelines are intended to help students to understand the background and general requirements for undertaking this part of the MLA program. They are supplementary to the current *Thesis and Practicum Regulations: Masters* in the Regulations of the Faculty of Graduate Studies – which are available in the General Calendar of the University, and to the *Thesis Guidelines for Masters and PhD Students* – which are accessible on the Faculty of Graduate Studies pages of the University web site at [http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html).

It is **essential** that students familiarise themselves with the Thesis and Practicum Regulations and, if they propose to undertake a Thesis rather than a Practicum, with the Thesis Guidelines. Students are also recommended to review examples of Theses and Practica found in the Thesis Section of the Architecture and Fine Arts Library or on the department website.

Students in the Master of Landscape Architecture program are currently **required** to take and successfully complete:

- Course LARC 7040: Design Research offered by the Department in the Fall Term
- Pass / Fail course LARC 7400: Landscape Topics which will be an individual and/or group reading and/or seminar-based class run by their Academic or Thesis / Practicum Advisor, as appropriate
- Course GRAD 7300 Research Integrity Tutorial
- Course GRAD 7500: Academic Integrity Tutorial.

Details can be found at: [http://umanitoba.ca/faculties/graduate\\_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html)

They are also required to complete, with their Academic Advisor, the FGS Advisor-Student Guidelines (ASG) via their Advisor's *JUMP* account.

The maximum time allowed for the completion of all course work and Thesis or Practicum requirements for the Master's degree for students in the Master of Landscape Architecture program is four years. Under certain circumstances an extension may be granted by the Faculty of Graduate Studies. **A minimum of three months and a maximum of four months notice is required by the Faculty of Graduate Studies before the expiry of an existing completion date of the intention to apply for an extension.**

It should be noted in this respect that the Faculty of Graduate Studies is actively seeking to monitor and control the time to completion by Master's students throughout the University.

The Department has established a cycle of presentations (for students at whatever stage of work) scheduled to meet the regular pattern of graduation deadlines set by the Faculty of Graduate Studies. The dates for examination of graduands and for Intermediate and Preliminary presentations are in November, February and May/June – ahead of the respective graduation dates in February, May and October respectively.

All Master of Landscape Architecture students are required to make a public presentation of their research work no later than May/June of the calendar year following completion of their last required studio and to make further public presentations of their ongoing research each May/June until graduation.

## 1: DEFINITIONS

A **Thesis** is a formal, comprehensive, written dissertation describing original research on a chosen subject. This original work may include:

- investigation aimed at the discovery and/or interpretation of facts
- challenge and/or possible revision of accepted theories or laws
- ordering and synthesizing of existing findings to support a conclusion which could open-up new research directions.

Specific requirements with respect to the format of the final written document for a **Thesis** are set out in the *Thesis Guidelines for Masters and PhD Students*. These can be found under “Graduate Thesis / Practicum Guidelines & Info” at [http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html) on the Faculty of Graduate Studies web site.

With respect to a **Practicum**, section 4.8.1.1 of the *Academic Guide* of the Faculty of Graduate Studies notes that: *A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee.*

In short, therefore, the **Thesis** can be described as the "generation of new knowledge" whereas the **Practicum** can be described as the "application of existing knowledge in a new way".

Once students have decided whether they wish to do a Thesis or to do a Practicum, they must use the corresponding number for their Aurora registration.

## 2: STAGES OF WORK

There are two components to the completion of a Thesis / Practicum – completion of the required preparatory coursework and execution of the research / design work and documentation. The required coursework comprises Course LARC 7040: Design Research and Course LARC 7400: Landscape Topics. The procedure for the execution and examination of the research / design work and documentation is outlined here.

Students are expected to consult on a regular basis with their Academic or Thesis / Practicum Advisor, as appropriate – particularly in the completion of Course LARC 7400: Landscape Topics – and to consult as mutually agreed with other Committee members / Examiners with respect to their Thesis / Practicum. It is strongly recommended that students do not seek advice from their other Committee members / Examiners without the knowledge and agreement of their Thesis / Practicum Advisor.

The stages for Theses / Practica in the Department of Landscape Architecture are:

- **Preparation and Presentation of Proposal** – to establish the "research question", to outline goals for the work, and to set a program for its execution (– this stage will generally be an output from Course LARC 7040). This is described in more detail in Section 3
- **Preliminary Presentation** – to review field work, inventory, site selection (if appropriate) and background data including relevant literature, and appropriate case studies and precedents

- **Intermediate Presentation** – to evaluate the first draft document including text and/or drawings. This work may be presented to students and staff in the department and to special guests on the same dates as set out in Section 6 for Examinations
- **Final Presentation / Examination** – to examine orally and in public the final draft written document and all supporting visual material. This presentation is timed in accordance with the schedule set out in Section 6.

A schedule of Thesis / Practicum Committee meetings – together with the necessary approvals to proceed after the satisfactory completion of each stage – is required in order to monitor the student's progress and to facilitate productive development of the topic.

Satisfactory completion of each stage will be judged by the Academic Advisor and Committee Members on the basis of whether the student demonstrates:

- mastery of the subject
- critical thinking
- competence in independent work
- ability to present ideas in written, oral and (an appropriate range of) visual forms.

Students must complete each stage of work satisfactorily before proceeding to the next stage.

A minimum of two public presentations (including the Final presentation and Examination) are to be made in accordance with the schedule of given in Section 6 (below).

All of the above provisions are to comply with the requirement for all Master of Landscape Architecture students to make a public presentation of their research work no later than May/June of the calendar year following completion of their last required studio and to make further public presentations of their research work in or before each following May/June until graduation.

### 3: THESIS / PRACTICUM PROPOSAL

The preparation, presentation and formal approval of a well-developed Proposal is a critical step in the process of undertaking a Thesis or Practicum. The Proposal must be clearly focused and succinct. The Proposal must be approved by the Student's Thesis / Practicum Advisor, and other committee members prior to the commencement of fieldwork.

The Thesis or Practicum proposal is considered formally approved with the submission of the *Faculty of Graduate Studies Master's Thesis / Practicum Form* (see Appendix D) and a copy of the Proposal to the Student Services Assistant. This approval generally follows a formal Proposal Presentation made to the staff and students of the Department of Landscape Architecture. This is expected to be done at the completion of the Course LARC 7040: Design Research.

The Student must also take responsibility for undertaking the ethics approval process for Research with Human Subjects if required for their research. Such approval must be granted before the Student begins their fieldwork. The Ethics Protocol Submission Form, guidelines and deadlines, etc. are available through the Office of Research Services.

If approval is required, the original letter of the approval from the Research Ethics Board should be kept by the student. For further information on ethics refer to: <http://umanitoba.ca/research/orec/735.html>.

The Thesis / Practicum Proposal must include:

- **statement of purpose** identifying the goals and objectives of the study and the questions that are to be addressed
- **background** to the Thesis or Practicum topic. This should cover principal issues to be addressed, including, inter alia, historical context and potential ramifications or impact on society and/or on the natural and human-made environment. The background must define assumptions and limitations that will proscribe the work
- **review** of pertinent literature including identification of the most relevant sources of information and preliminary list of references
- **methodology** – an outline of how the student proposes to carry out the research and what analytical methods are to be employed
- **schedule** of dates for completion of the work including critical meeting dates and proposed presentation date(s) according to the cycle of presentation / graduation dates given in Section 6 (below)
- anticipated **output** including written text; digital or manual drawings; physical or digital models; videos etc.
- proposed **Committee** comprising Academic Advisor / Committee Chair (a member of Department faculty), Internal and External Committee Members / Examiners.

#### 4: COMMITTEES AND EXAMINERS

The *Academic Calendar* states, for an Advisory Committee for a Master's degree:

*Advisory committees are normally selected by the advisor / co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisory committee member with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.*

*The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.*

The Faculty of Graduate Studies also operates under administrative processes to which it requires units such as the Department of Landscape Architecture to adhere. In particular, the graduate student and his/her Thesis or Practicum Advisor are responsible for completing the required forms and submitting them to the Student Services Assistant.

A copy of these forms is placed in the student's file and a copy is forwarded to the Faculty of Graduate Studies. These forms include the *Form for Approval of Thesis / Practicum Proposal and Committee* (shown in Appendix A to these Guidelines) which must be completed and submitted before making an Intermediate Presentation or (if not making an Intermediate Presentation) **AT LEAST four (4) months prior to the Final Examination.**

In the Department of Landscape Architecture, a Master's advisory committee is to comprise a minimum of three members – the Thesis or Practicum Advisor / Committee Chair, the Internal Examiner and the External Examiner. The Internal and External Examiner may also act in an advisory as well as an examining role in the development of the Thesis / Practicum. Their respective roles will be subject to mutual agreement between the student, the Thesis or Practicum Advisor and the two other Committee Members / Examiners.

The Thesis or Practicum Committee must comprise:

- Thesis or Practicum Advisor who must be a full-time faculty member in the Department of Landscape Architecture
- Internal Examiner who must be a faculty member or appointee in the University of Manitoba Faculty of Graduate Studies
- External Examiner who does not have to be a faculty member but must have a **Master's degree or qualifications of equivalent standing**
- at least one (1) member of the committee must be from outside the Department.

If committee members do not have these qualifications, a formal application for their approval **MUST** be submitted to the Faculty of Graduate Studies. Any such application **MUST** be submitted on the appropriate form (obtainable from the Department web site and/or Graduate Student Advisor) **AT LEAST four (4) months before the intended date for examination** (see Section 6). The Faculty of Graduate Studies also reserves the right to call for justification of the selection of any External Examiner.

Students are free to propose Committee Members / Examiners of their own choosing – subject, of course, to agreement by the proposed Members to be on the Committee. Students are under no obligation to propose their Academic Advisor (allocated on entry to the program) as their Thesis or Practicum Advisor and Committee Chair. It is important, however, that the interests and experience of the Committee members are appropriate for the proposed topic.

A Form for Approval of Thesis or Practicum Proposal and Committee (in the format given in Appendix A) must be completed by the student, signed by the Academic Advisor and approved by the Head of Department **before** the student makes an Intermediate presentation (or proceeds to Final Examination without making an Intermediate presentation).

## 5: STUDENT RESPONSIBILITIES

Students are reminded of the Faculty of Graduate Studies requirement that they complete an agreement with their Academic Advisor as set out in the Faculty's *Advisor-Student Guidelines* (located under *Graduate Studies* on JUMP).

In terms of Departmental requirements, students are required to:

- submit written or graphic material to the members of the Committee at least two weeks prior to any meeting or review at each stage of the process
- schedule and coordinate all Committee meetings, make arrangements for any required audio / visual equipment, confirm the time and place of all meetings with all Committee members, and make room bookings
- summarize in written form at the end of each formal meeting the Committee's comments and any recommendations the Committee might make. This summary should be completed and circulated to all Committee members within one week after the meeting date
- ensure that they have formal written approval in accordance with University Policy 1406 *The Ethics of Research Involving Human Subjects* for all surveys, interviews and similar work
- secure their own funding and necessary support for any Thesis / Practicum topic. Department staff will assist students in this endeavour, but the primary responsibility remains with the student
- ensure that their schedule for completion of the stages of work matches the schedule given in Section 6
- submit a Presentation Booking Form (in the format given in Appendix B) to the Graduate Student Services Administrator **AT LEAST ten (10) working days prior to any presentation**
- ensure that all other required forms are completed in a timely manner.

The **Examiners Form** (see Appendix D) **MUST** be submitted **at least one (1) month prior** to Final presentation or students will NOT be allowed to present.

Students are reminded that they may **only** submit material electronically – at any stage – with the prior approval of their Academic Advisor and Committee members.

## 6: SCHEDULE OF SUBMISSIONS / PRESENTATIONS / GRADUATION DATES

This schedule is based on dates set by the Senate and the Faculty of Graduate Studies as set out in the University Calendar and on reasonable lengths of time for:

- distribution of draft documents to Committee members
- Committee members to read and comment on the documents, and to meet with the student
- the student to respond to comments
- public presentation / oral examination of the work
- submission of revisions to the Academic Advisor and/or Internal Examiner for approval prior to submission of the final document to the Faculty of Graduate Studies.

The schedule is also based on the principle that there will be only three public presentation events each year (extended to a number of consecutive days as necessary to complete all presentations) and that students at the Preliminary, Intermediate and Final stages will be ready to present on those designated days. **Failure to submit materials according to this schedule is likely to lead to delay in graduation.**

|  | FOR<br>GRADUATION IN<br>OCTOBER 2021       | FOR<br>GRADUATION IN<br>FEBRUARY 2022 | FOR<br>GRADUATION IN<br>MARCH 2022 | FOR<br>GRADUATION IN<br>MAY 2022 | FOR<br>GRADUATION IN<br>OCTOBER 2022       |
|--|--|---------------------------------------|------------------------------------|----------------------------------|--|
| DEPARTMENT DATE<br>FOR SUBMISSION OF<br>DRAFT FINAL<br>DOCUMENT TO<br>COMMITTEE  | MONDAY 26 APRIL<br>2021                    | FRIDAY 10<br>OCTOBER 2021             |                                    | MONDAY 17<br>JANUARY 2022        | MONDAY 25 APRIL<br>2022                    |
| DATE FOR<br>EXAMINATION / FINAL<br>PRESENTATION  | TUESDAY 25 AND<br>WEDNESDAY 26<br>MAY 2021 | FRIDAY 05<br>NOVEMBER 2021            |                                    | FRIDAY 11<br>FEBRUARY 2022       | TUESDAY 24 AND<br>WEDNESDAY 25<br>MAY 2022 |
| DEPARTMENT<br>DEADLINE FOR<br>SUBMISSION OF<br>CORRECTED<br>DOCUMENT TO<br>ACADEMIC ADVISOR<br>AND/OR INTERNAL<br>EXAMINER | WEDNESDAY 23<br>JUNE 2021                  | FRIDAY 26<br>NOVEMBER 2021            |                                    | FRIDAY 11 MARCH<br>2022          | WEDNESDAY 22<br>JUNE 2022                  |
| FGS DEADLINE FOR<br>RECEIPT OF<br>CORRECTED COPIES<br>OF THESIS /<br>PRACTICUM   | THURSDAY 26<br>AUGUST 2021                 | THURSDAY 20<br>JANUARY 2022           | THURSDAY 10<br>FEBRUARY 2022       | THURSDAY 31<br>MARCH 2022        | THURSDAY 25<br>AUGUST 2022                 |

## 7: THESIS OR PRACTICUM ADVISORS / COMMITTEE CHAIRS

At the time of entry to the MLA program, students will be assigned a full-time faculty member in the Department of Landscape Architecture as an Academic Advisor. The faculty member will be available to answer any academic questions the student may have about the program. They may also help the student in developing their research interest.

As soon as their research interest is sufficiently well defined, students may identify another full-time faculty member of the Department, if they so wish, to act as their Thesis or Practicum Advisor and Committee Chair and to be their Instructor for Course LARC 7400: Landscape Topics.

The selection of the Thesis or Practicum Advisor and Committee Chair must be approved by the Head of Department. The Committee Chair will guide the development of the proposal and administer the Thesis / Practicum process to completion. It must be remembered, however, that students are **entirely responsible** for programming their work in accordance with the stages and schedule outlined above.

The Thesis or Practicum Advisor and Committee Chair is required to participate in the decisions and approvals given at each stage of the student's Thesis / Practicum work. S/he will be responsible for:

- formally writing to invite and thank external committee members of the Thesis / Practicum committee;
- formalizing Committee membership
- completing an annual Faculty of Graduate Studies Progress Report AND the Faculty of Graduate Studies *Advisor–Student Guidelines* with the student (see Section 5)
- serving as the student's Advisor for elective course selection / approval (in addition to being their Instructor for Course LARC 7400: Landscape Topics).



## 8: FINAL EXAMINATION PROCEDURE

When the student and Academic Advisor / Committee Chair consider the Thesis / Practicum to have reached a satisfactory level, copies of the Draft Final document must be submitted to other members of the Committee in accordance with the schedule in Section 6. The members of the Committee will review the Draft Final document ahead of the Examination. The Committee's comments will be responded to by the student in the Examination and a Final document will be prepared, and copies circulated to the Academic Advisor and Internal Examiner for final approval.

The Head of Department will act as Chair of the Examination. The Academic Advisor and Committee Members / Examiners will be invited to question candidates first and will have a vote on the acceptability of the Thesis or Practicum [*Subject to agreement by Department Council to amendment of Supplemental Regulations*].

The format for the presentation will be:

- the Student's presentation and subsequent questioning will not exceed one hour
- the Student will give a 20 to 30 minute maximum (or shorter by mutual agreement) account of the study
- immediately after the presentation questions will first be asked by the Internal and External Examiners and then by faculty and other attendees
- at the conclusion of the questioning the Committee will withdraw and deliberate on whether or not the work has been successfully completed and what corrections may be needed before final submission of the document.  
**Approval of the work must be unanimous** and no major change in the manuscript will be required for the student to be recommended for graduation
- the Student will be advised of the outcome immediately after the Committee has completed its deliberations.

The student will be responsible for the submission of a corrected draft to the Advisor and/or Internal Examiner, and for the subsequent submission of copies to the Faculty of Graduate Studies in accordance with the schedule in Section 6.

The student is also required to submit:

- one (1) electronic version of their thesis to the Faculty of Graduate Studies. The steps for this can be found at <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/submit-your-thesis-or-practicum#submitting-your-thesis-or-practicum-to-the-mspace-digital-repository>
- updates on this requirement will be posted on the Faculty of Graduate Studies website at: <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/submit-your-thesis-or-practicum#submitting-your-thesis-or-practicum-to-the-mspace-digital-repository>
- Students who have further questions on e-thesis may contact the University of Manitoba Libraries on 204 474 7895
- one (1) hard bound copy for the Head of Department submitted to the Graduate Student Advisor
- one (1) hard bound copy for each Examiner / Committee Member.

## 9: HEAD OF DEPARTMENT RESPONSIBILITIES

The Head of Department is required to:

- allocate an Advisor for each graduate student in consultation with students and members of department faculty and in order to ensure an equitable distribution of advisees between members of faculty
- approve, at the time of entry to the program, the courses (other than electives) to be taken by each graduate student
- act as Chair for student presentations

- ensure fairness and equivalency in the assessment of all Thesis / Practicum final approvals
- seek to maintain or improve the standard of work that the Department expects from every student
- maintain, with the Department's Graduate Student Advisor, a roster of active Thesis / Practicum students, Advisors and other Committee members, and a record of all completed theses / practica in the Department of Landscape Architecture.

## 10: REQUIRED PROCEDURES AND FORMS

The Faculty of Graduate Studies has administrative processes that academic units are required to adhere to. These are recorded in the Faculty of Graduate Studies' Regulations and Departmental Supplemental Regulations and they must be read by Thesis / Practicum students. Graduate students and their Academic Advisor are responsible for completing the required forms and submitting them to the Graduate Student Advisor. A copy is placed in the student's file and forwarded to the Faculty of Graduate Studies.

### **Appendix A: Department of Landscape Architecture Form for Approval of Thesis / Practicum Proposal and Committee**

Ideally, the Proposal Form should be submitted following the formal presentation of the proposal.

### **Appendix B: Department of Landscape Architecture Thesis / Practicum Presentation Booking Form**

### **Appendix C: Department of Landscape Architecture Form to Request Change of Thesis / Practicum Advisor**

### **Appendix D: Faculty of Graduate Studies Master's Thesis / Practicum Title and Appointment of Examiners Form**

As noted in Section 4, the Faculty of Graduate Studies has final approval of the Examining Committee. All members of the Examining Committee must hold at least a Master's degree or equivalent. If the External Member of the committee / External Examiner is from outside of the University of Manitoba, the Faculty of Graduate Studies requires a Curriculum Vitae or Résumé indicating their professional and academic background.

The Thesis or Practicum Advisor will recommend a suggested thesis / practicum Examining Committee to the Department Head for approval. This will then be reported to the Faculty of Graduate Studies Office on the "Master's Thesis / Practicum Title and Appointment of Examiners" form.

The committee must consist of a minimum of three Members / Examiners. At least two Members / Examiners must be members of the Faculty of Graduate Studies. One examiner must hold a primary appointment from within the major department and one Member / Examiner must be external to the department. All Members / Examiners must be deemed qualified by the Department Head and be willing to serve.

The External Member / Examiner should be considered "arm's length" to the Department. While the definition of arm's length is left to the discretion of the Department, it should be noted the Faculty of Graduate Studies may require justification for this selection. The Examiners Form must be submitted prior to an Intermediate presentation or (if not making an Intermediate presentation) **four (4) months prior to final presentation**.

## **Appendix E: Faculty of Graduate Studies Thesis / Practicum Final Report Form**

The Faculty of Graduate Studies will not provide extensions for thesis / practicum submission beyond set graduation dates. Students must be aware of Faculty of Graduate Studies submission deadlines.

Final Report Submission requires the following documents:

- One (1) digital version of the corrected Thesis / Practicum to MSpace together with administrative forms to the Faculty of Graduate Studies
- One (1) hardbound corrected copy to the Department of Landscape Architecture one month after final submission date to the Faculty of Graduate Studies. Proof of order of the hard copy must be provided no more than one week after the submission of the digital version to the Faculty of Graduate Studies. Failure to provide the Department with a copy of the corrected document (or proof of order) within the allotted time periods, will result in a hold on graduation
- One (1) hardbound corrected copy to the Academic Advisor and each Committee Member
- Two (2) copies of the Master's Thesis / Practicum Final Report, signed by all members of the Examining Committee are required. One copy is submitted to the Faculty of Graduate Studies and the other copy is submitted to the Graduate Student Advisor.

### **Thesis / Practicum Copyright Licence** (not included)

All students are required to complete and submit the **Thesis Copyright Licence** along with their Thesis / Practicum to the Faculty of Graduate Studies.

**Permission to Use Copyrighted Material Forms and Ethical Review Approval Form** – if applicable (not included).

Graduating students are reminded that they **MUST** take and pass the on-line Course GRAD 7500: Academic Integrity Tutorial and GRAD 7300: Research Integrity Tutorial (see [http://umanitoba.ca/faculties/graduate\\_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html)).

## APPENDIX A: DEPARTMENT OF LANDSCAPE ARCHITECTURE FORM FOR APPROVAL OF THESIS OR PRACTICUM PROPOSAL AND COMMITTEE

This form must be completed and signed by the proposed Academic Advisor / Chair of the Thesis / Practicum Committee and be approved by the Head of Department before the student makes an Intermediate Presentation of the Thesis / Practicum. The form will be kept in the student's file. The official Approval of Examiners form that is forwarded to the Faculty of Graduate Studies can be found at <https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-title-appointment-examiners.pdf>. A sample of the form is provided in Appendix D (below).

PLEASE ATTACH SEPARATE SHEETS AS NECESSARY TO COMPLETE FULLY

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NAME OF STUDENT:

---

DATE OF SUBMISSION:

---

TITLE:

---

THESIS OR PRACTICUM:

---

PROPOSAL:

---

STATEMENT OF PURPOSE:

---

BACKGROUND TO TOPIC:

---

REVIEW OF PERTINENT LITERATURE:

---

METHODOLOGY:

---

DATE FOR COMPLETION:

---

NAME OF THESIS / PRACTICUM ADVISOR:

---

APPROVAL BY ADVISOR (SIGN):

---

DATE:

---

NAME OF INTERNAL EXAMINER:

---

NAME OF EXTERNAL EXAMINER:

---

QUALIFICATIONS OF EXTERNAL EXAMINER:

---

APPROVAL BY DEPARTMENT HEAD (SIGN):

---

DATE:

## APPENDIX B: DEPARTMENT OF LANDSCAPE ARCHITECTURE THESIS OR PRACTICUM PRESENTATION BOOKING FORM

### DEPARTMENT OF LANDSCAPE ARCHITECTURE THESIS / PRACTICUM PRESENTATION BOOKING FORM

This form must be completed at least **TEN (10)** working days prior for all presentations.

Notices announcing presentations will be based on information provided.

---

**STUDENT NAME:**

---

STUDENT NUMBER:

---

PRESENTATION DATE:

---

PREFERRED TIME:

---

LEVEL OF PRESENTATION: Preliminary / Intermediate / Final\*\*\*

---

**TITLE:**

---

**COMMITTEE MEMBERS (please include affiliation)**

---

Academic Advisor / Chair:

---

Internal Examiner:

EXTERNAL EXAMINER:

\*\*\*EXTERNAL EXAMINER PARTICIPATION: In person / Electronically / N/A

ADDITIONAL AUDIO/VISUAL REQUIREMENTS:

Data projectors will be booked as a matter of course and will be available half an hour before the commencement of presentations but Mac users will have to provide their own adapter to connect to a data projector

APPROVAL BY ADVISOR / CHAIR:

DATE:

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PLEASE NOTE THAT THE TITLE OF THE THESIS / PRACTICUM MUST BE FINALISED FOR  
COMMITTEE SIGN-OFF OF THE MASTER'S THESIS / PRACTICUM FINAL REPORT FORM

## APPENDIX C: DEPARTMENT OF LANDSCAPE ARCHITECTURE REQUEST FOR CHANGE OF THESIS OR PRACTICUM ADVISOR

NOTE: A NEW STUDENT/ADVISOR GUIDELINES AGREEMENT MUST BE COMPLETED WHEN THIS FORM IS USED

### **STUDENT NAME AND NUMBER:**

Date of Submission:

Stage of Thesis / Practicum:

### **EXISTING COMMITTEE STRUCTURE**

Current Advisor:

Internal Examiner:

External Examiner:

### **REQUESTED CHANGE**

New Advisor:

Signature of Student:

Date

### **ADVISORS' CONFIRMATION OF CONSENT**

Signature of Current Advisor:

Date:

I have discussed the Thesis / Practicum with the Student and I am willing to act as the Advisor and I understand that the change of Advisor is subject to the approval of the Department Head.

Signature of New Advisor:

Date:

Signature of Department Head:

Date:

## APPENDIX D: FACULTY OF GRADUATE STUDIES MASTER'S THESIS OR PRACTICUM TITLE AND APPOINTMENT OF EXAMINER'S FORM

AVAILABLE AT: <https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-title-appointment-examiners.pdf>



UNIVERSITY  
OF MANITOBA

### Graduate Studies

#### Master's Thesis / Practicum Title and Appointment of Examiners

- This form must be submitted to the Faculty of Graduate Studies at the time of appointment of the examining committee and prior to the distribution of the thesis/practicum.

Name (LAST, First) \_\_\_\_\_ Student Number \_\_\_\_\_

Major Department \_\_\_\_\_

Anticipated Graduation Date February 20\_\_\_\_ May 20\_\_\_\_ October 20\_\_\_\_

Thesis ☐ Practicum ☐

Thesis / Practicum Title

\_\_\_\_\_  
\_\_\_\_\_

#### Recommended Committee of Examiners

|                             |            |
|-----------------------------|------------|
| Advisor                     | Department |
| Co-Advisor                  | Department |
| Examiner                    | Department |
| Examiner                    | Department |
| Examiner                    | Department |
| Internal/External Examiner* | Department |

\*If recommended external does not have FGS membership a CV must be attached for FGS approval

#### Approval Signatures

Advisor \_\_\_\_\_ Date \_\_\_\_\_  
MM/DD/YYYY

Co-Advisor \_\_\_\_\_ Date \_\_\_\_\_  
MM/DD/YYYY

Unit Head/Chair \_\_\_\_\_ Date \_\_\_\_\_  
MM/DD/YYYY

#### 4.8.1.2 Examining Committee

The advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.

# APPENDIX E: FACULTY OF GRADUATE STUDIES MASTER'S THESIS OR PRACTICUM FINAL REPORT FORM

AVAILABLE AT: <https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-final-report.pdf>



UNIVERSITY  
OF MANITOBA

Graduate Studies

Master's Thesis/Practicum Final Report

The undersigned certify that they have read the Master's Thesis/Practicum entitled:

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submitted by

Student Number \_\_\_\_\_  
Major Department/Unit \_\_\_\_\_

in partial fulfillment of the requirements for the degree of

Master of \_\_\_\_\_

The Thesis/Practicum Examining Committee  
certifies that the thesis/practicum (and oral  
examination if required) is:

Approved  
Not Approved

Thesis  
Practicum

By signing below the examining committee indicates whether the candidate has passed or failed the final Master's Thesis/Practicum examination.

| Name                                | Department/Unit | Signature | Pass | or Fail |
|-------------------------------------|-----------------|-----------|------|---------|
| _____<br>(Advisor)                  | _____           | _____     | Pass | or Fail |
| _____<br>(Co-Advisor if applicable) | _____           | _____     | Pass | or Fail |
| _____<br>(Examiner)                 | _____           | _____     | Pass | or Fail |
| _____<br>(Examiner)                 | _____           | _____     | Pass | or Fail |
| _____<br>(Examiner)                 | _____           | _____     | Pass | or Fail |

Department/Unit Head Signature \_\_\_\_\_

Date student completed requirements \_\_\_\_\_  
(MM/DD/YYYY)