



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

Version 1.0

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

### Preamble

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

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

### Coursework

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

#### Fall

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

#### Winter

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

#### Spring/Summer

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

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

Requests to add or drop a course must be approved by the student's MA supervisor and the Grad Chair; this can be done through the [Course Enrolment Request Form](#) in the student's Dashboard. Course instructor approval is required if the student wishes to add a directed reading or practicum course, or a graduate course outside of Gender Studies.

## Supervision and Committee

### MA Supervisor

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

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

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

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

### Second Reader

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

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

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

### Annual Progress Report

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

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

#### Timeline

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

#### Process

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

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- The MA supervisor provides oral and/or written feedback to the MA student in a timely fashion (i.e., ideally within 2 weeks). No formal reporting to the Grad Office is required.
- The MA student revises the MRP during the summer term.
- The MA student uploads an electronic copy of the MRP to the student's dashboard by August 15. The MA student should be prepared to provide the MA supervisor and Second Reader with a hard copy, if requested.
- The MA supervisor and Second Reader have two weeks to review the MRP and file their report ([Form M3 – MRP Evaluation Report](#)) via the student's dashboard.
- The Graduate Office calculates the average of the two grades. The rounded-up average of the two grades is the final grade of the MRP (see below for grading details).
- If the MRP passes, the Graduate Office notifies the MA student, MA supervisor, Second Reader, and Grad Chair about the successful completion and final grade of the MRP.
- If the MRP does not pass, then the Graduate Office notifies the MA student, MA supervisor, Second Reader, and Grad Chair with an invitation to the student to revise and resubmit, providing copies of the MA supervisor's and Second Reader's reports, which must include instructions for the necessary revisions required by the MA student to produce a passing MRP.
- Ideally, the MA student should take no more than two weeks to complete revisions and return the revised MRP to the MA supervisor and Second Reader, who should promptly review the revised document and determine if it passes (following the same guidelines).
- If the MRP does not pass the second attempt, the Graduate Chair – upon consultation with the Graduate Committee, will recommend that the student be required to withdraw from the MA program on general academic grounds.

## Content

The MRP proposal should be 4-6 double-spaced pages in length (excluding bibliography) and must include:

- a title for the MRP
- a chapter or components outline (title each chapter / component)
- a description of the MRP its contents and its arguments
- a chosen format as a research paper or portfolio, with justification for this being the most appropriate format for its topic, method and/or application (portfolio description is provided below)
- a bibliography of at least 10 sources
- for Portfolios that will be published or publicly displayed: the name of the publisher or venue, and the dates when it was or will be submitted as well as when it will be publicly accessible.

The final MRP must include:

- a title for the MRP
- a table of contents

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- a 50-page paper (double-spaced), composed of a brief introduction (5-10 pages) and two substantive chapters (20-25 pages) or portfolio (as described below)
- a bibliography of at least 30 sources
- for Portfolios that will be published or publicly displayed: the name of the publisher or venue, and the dates when it was or will be submitted as well as when it will be publicly accessible.

Students may present major papers written in graduate courses as chapters of the MRP. As a result, it may be possible for the MRP chapters to be written by the end of winter term, leaving spring/summer term to prepare the chapters and a brief introduction as the MRP.

If the supervisor and student agree, the MRP may be prepared as a portfolio. The portfolio option may be chosen if the student's work requires creating multiple works that are fully distinct in form, method or application. The works may be prepared to circulate separately after the MA, but for purposes of the degree they should be presented together as a common contribution to knowledge. Examples may include (but are not limited to):

- writing an academic chapter alongside an independent scholarly publication (e.g., a policy report; a report of original research; a peer-reviewed essay; etc.)
- writing an academic chapter alongside a major artistic work or works (e.g., poetry, material art, performance art, photo exhibit, short film).
- Each component must demonstrate achievement by presenting a compelling theoretical framework, method and substantive content. The portfolio's introduction (5-10 pages) should theoretically, methodologically, and substantively explain what the multiple works communicate together.

### Grading

The MRP passes if it receives a combined, averaged grade of at least B- (minimum passing grade in the School of Graduate Studies) and if neither reader returns an individual grade below B-.

If either reader returns an individual grade below B-, the MRP must be revised and resubmitted. Immediately on receiving reports, the supervisor must email the student (cc'ing the graduate chair) with clear directions for completing revisions that would produce a passing grade. Ideally, the student should take no more than two weeks to complete revisions and return the revised MRP to the supervisor and Second Reader, who should promptly review the revised document and determine if it passes (following the guidelines above).

## MA (MRP) Degree Checklist

Student:

Supervisor:

Requirement	Timing	Completion Date	Complete
<b>FALL TERM</b>			
GNDS 801: Theories in Gender Studies	Fall term		<input type="checkbox"/>
GNDS 802: Methodologies in Gender Studies	Fall term		<input type="checkbox"/>
GNDS 815: Proseminar: Professional Development in Gender Studies	Fall & Winter term		<input type="checkbox"/>
One elective course (3.0)	Fall term		<input type="checkbox"/>
Submit MRP proposal to 802 instructor and supervisor	End of fall term		<input type="checkbox"/>
<b>WINTER TERM</b>			
Confirm MA supervisor	No later than January 15		<input type="checkbox"/>
GNDS 815: Proseminar: Professional Development in Gender Studies	Fall & Winter term		<input type="checkbox"/>
Three elective courses (3.0 each)	Winter term		<input type="checkbox"/>
Confirm Second Reader	No later than March 15		<input type="checkbox"/>
Submit revised MRP proposal to MA supervisor	No later than March 15		<input type="checkbox"/>
<b>SPRING/SUMMER TERM</b>			
Receive feedback on MRP proposal from MA supervisor	No later than April 15		<input type="checkbox"/>
Submit MRP draft to MA supervisor	No later than June 30		<input type="checkbox"/>
Upload final MRP to student's dashboard	No later than August 15		<input type="checkbox"/>