

GRADUATE PROGRAM LINGUISTICS & APPLIED LINGUISTICS

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Faculty of Graduate Studies
York University

Program Handbook

Document Legend:

DLLL	=	Department of Languages, Literatures and Linguistics
FGS	=	Faculty of Graduate Studies
GPA	=	Graduate Program Administrator
GPD	=	Graduate Program Director
LAL	=	Linguistics and Applied Linguistics Graduate Program and coding used for graduate program courses
TA	=	Teaching Assistantship (held by PhD students only)

COMPUTER AND EMAIL ACCESS

Graduate students have access to a Departmental computer lab in South 502 Ross. These computers provide internet and e-mail access and are tied to a photocopy that can print your work at no charge.

GRADUATE STUDENTS NEED TO CREATE A YORKU.CA EMAIL ACCOUNT. PLEASE LET THE GPA KNOW AS SOON AS YOU HAVE CREATED ONE.

Bursary, scholarship, competition awards and general program information are all announced via your yorku email. Therefore, it's imperative that graduate students update any changes to their personal information and email on their student record and check their email regularly.

How do I activate my York email account?

To activate your email, log onto Passport York "Manage My Services" at: <https://www.yorku.ca/uit/students-getting-started/> and follow the instructions from there. The system will ask for your student number and date of birth for verification. Please exercise discretion when creating your username as it will be linked to your email address, for example, a username of puppy will translate to puppy@yorku.ca. Your password will be utilized throughout your entire time at York University so ensure you log the information for future reference.

If you encounter difficulties and require assistance visit Computing and Network Services at <http://www.yorku.ca/computing/students/>, and use the online Live Chat feature to contact them. Email is also available at askit@yorku.ca but responses are quicker using the Live Chat.

Where on campus do I have computer access?

- 1) Graduate Lab - located in S502 Ross
- 2) Computing Commons Lab – located in 007 Accolade East (ACE), the Computing Commons has computers for all York students, and these have internet, word processing and printing capabilities.

CONVOCATION

Graduate students apply to graduate via the Registrar website, <http://www.registrar.yorku.ca/> Once a student has completed all of their degree requirements; the information is forwarded by the GPA to the Registrar's Office confirming the student's eligibility. There are two walk through convocation ceremonies per year, June and October. February convocation is in absenteeism.

COURSES

When do I select my courses?

There will be an informational session for incoming MA students to review the program requirements. PhD students will be asked to join the session but will be advised individually

by their supervisors. Once students have individually been advised, the GPA will remove the “advising block” on their file. Starting in mid-June (date to be confirmed), students will then be able to proceed with enrolling and finalizing their course selections online.

NOTE: Incoming students are not permitted to access the course enrollment system until they have had an individual program advising session.

Adding Courses

Course enrolments are done via the Registrar’s Office website: <http://www.registrar.yorku.ca/>

Enrolment Procedures

- 1) Courses must be added to your schedule utilizing catalogue numbers.
- 2) Log onto the Registrar’s website and follow the web registration and enrolment link.
- 3) Passport York log in screen will appear. As a new student, if you haven’t already done so, you must create a Passport York account before the system will allow you to proceed with enrolment (located on the right-hand side of the screen). Please note that the username you create will be linked to your yorku email address, for example, a username of puppy will translate to puppy@yorku.ca so pick wisely.
- 4) Graduate enrolment is captured under the “Graduate / Law Students” menu choice.
- 5) You must enroll in both your Fall and Winter term courses as it is easier to drop a course than to try to enroll in a course once it is full.

Please note that as a full-time graduate student you are required to register in each term of your program (Fall, Winter, Summer). You do not, however, need to be enrolled in courses each term. Registration and enrollment are two separate processes even though they are handled together in the Fall and Winter terms. During the summer term students not enrolled in classes including those writing a Major Research Paper, studying for Qualifying Exams, or gathering research, are still expected to register for the term by logging onto the system, acknowledging their student status and acknowledging payment of their tuition fees.

Auditing Courses

There are two options by which a graduate student can audit a graduate course. If they want the course to appear on their transcript, they must officially enroll in the course, speak to the professor regarding their intentions, and complete the necessary paperwork. At the end of the term, the professor then submits a grade of "AU". Please note that a student cannot utilize the audit option for an undergraduate course or a degree requirement course.

If the student does not want the course to appear on their transcript, but simply wants to take the course out of interest, then the student needs only to talk to the professor to gain permission. A letter by the professor stating that the student participated in the class can be

included in the student's file. Please note that not all our faculty members are agreeable to students auditing their courses.

Dropping Courses

Please ensure that you pay close attention to the course Add/Drop Deadlines posted on the York University website.

Independent Study Courses

Independent study courses tend to be reserved for PhD students as they allow for research in specific areas. If permitted to take an Independent Study course, MA students are restricted to one.

Out-of-Field Courses

Students are permitted to take one course in the other field of our program. If students wish to take additional out-of-field courses, they must get permission from the GPD.

Out-of-Program Courses

Graduate students interested in taking courses offered in other graduate programs at York University, are limited to one course. Students are required to obtain special permission and must see the GPA regarding the completion of the necessary paperwork. The GPD in Linguistics and Applied Linguistics and the GPD in the program in question must both agree. Once the paperwork has been completed, both GPDs have agreed and special permission has been granted, students can then log onto the registration website and enroll in the course.

EXTENDED LIBRARY LOAN PRIVILEGES

Graduate students have extended library loan privileges that allow them to sign out materials for a period of 100 days. There is no cost associated with this privilege. For additional library information, visit the Scott Library: <http://www.library.yorku.ca/>

FULL-TIME OR PART-TIME STATUS (MASTERS STUDENTS ONLY)

As our MA program is one-year in length, FGS requires that all MA students pay full-time fees for a minimum of three terms or part-time fees for a minimum for six terms. If you are a full-time student, this means that as a minimum, tuition will be paid for Fall, Winter, and Summer. If you complete all program requirements in less than the required terms, you are still expected to pay tuition for the remaining terms. You are allowed to stop-out for one term, but you must enroll in an additional term afterwards in order to satisfy the three-term requirement. Please note that part-time students are not eligible for financial support.

FUNDING

Fellowships (MA students)

MA students are funded in the form of a Fellowship. There are no work hours tied to this funding. The funding is equally divided over the 3 terms in the program.

Are there any bursaries I can apply for at York?

FGS organizes bursaries for graduate students in financial need. A call for applications is made in the Fall term. Information detailing how to apply is circulated by FGS to all graduate students via their electronic bulletin, FGS News.

Are there any opportunities for travel funding?

If you are presenting a paper at a conference, you can apply to the FGS Academic Excellence Fund for travel funding. There are three student deadlines per year, once in each term: October 30 (Fall term), February 28 (Winter term), and June 30 (Summer term). Applications are reviewed once a term and students are notified approximately one month after the deadline. Information detailing how to apply is available at:

<https://www.yorku.ca/gradstudies/students/current-students/awards-and-scholarships/other-funding-sources/academic-excellence-fund/>

Are there any opportunities for research funding?

Yes, but minimal. FGS does make funds available for the researching of a final paper (Thesis or Dissertation). Again, information detailing how to apply is circulated by FGS to all graduate students via their electronic bulletin, FGS News. Some faculty members also have research funds through which PhD students can be hired. The hiring of students under these funds are limited and tends to take place during the summer months.

GRADES

Faculty members submit grades online to the Registrar's Office as per specified deadlines. Once grades have been submitted, students can view them via their student record at:

<http://www.registrar.yorku.ca>

Grading of courses

Grades are always recorded as "letter grades", but some instructors like to assign a numerical grade for each part of the final grade and then convert the total to the appropriate letter grade. The following grading scale will be used:

90+ = A+ (Exceptional): exceptional work, detailed, thorough; clearly exceeds parameters of task; particularly insightful or innovative; cognitively and communicatively laudable

85-89 = A (Excellent): excellent work; detailed, complete; task fully achieved with demonstrated insight; cognitively and communicatively exacting

80-84 = A- (High): extremely good work; clear, complete; task full and effectively achieved; cognitively and communicatively satisfactory

75-79 = B+ (Highly Satisfactory): very good work; task satisfactorily achieved; may be slightly lacking in cognitive or communicative rigour

70-74 = B (Satisfactory): good work; task achieved; demonstrably lacking in cognitive or communicative rigour

60-69 = C (Conditional): unsatisfactory work; purpose of task only partially achieved; significantly lacking in cognitive or communicative rigour

0-59 = F (Failure): unsatisfactory work; purpose of task not achieved; completely lacking in cognitive or communicative rigour

Incomplete Grade

When a graduate student is unable to complete their course work by the designated deadline, approval for an extension can be obtained from the course director. The maximum period for carrying an incomplete grade, as established by FGS, is two months.

HEALTH COVERAGE

Graduate MA students are offered health insurance coverage directly through York University or through the Graduate Students' Association (GSA). Information regarding the university's coverage will be discussed at orientation. The GSA will attend our program orientation in September. If there are questions requiring an immediate response, please visit their website (<http://www.yugsa.ca/>). Graduate PhD students will have health coverage through their graduate student union, CUPE 3903 (<https://3903.cupe.ca/>).

HEALTH AND WELLNESS

GRADCONNECT Wellness Services supports the mental health and well-being of graduate students as they pursue their academic goals through the development and implementation of specialized resources, services, and supports. Please check their website regularly for updates: <https://gradstudies.yorku.ca/current-students/wellness-services/>

HOLIDAY EVENTS

For international students who have plans of spending the holiday season in Toronto, please note that York International schedules free daily events for the sheer purpose of enjoyment. Schedule information will be available closer to the start of the December holiday season.

KEY DISTRIBUTION

PhD students have access to a 4th floor office in which they can conduct their office hours or study. PhD students are asked to see the GPA with regards to the assignment of keys.

LEAVE OF ABSENCE

Students are allowed a leave of absence during their studies. A leave of absence can be requested on medical, personal, or compassionate grounds. Please see the GPA if considering this option.

MAIL DISTRIBUTION

Graduate students will either have a mailbox (TAs) in the Departmental Mailroom or a mailslot (non-TAs) in the Departmental Computer Lab. The mail is sorted daily at approximately 11:00am. Please be sure to drop by the Mailroom or Computer Lab regularly to pick up your mail.

In situations where undergraduate students are unable to attend their tutorial to drop off an assignment, TAs can direct them to the Departmental assignment drop box located just outside the main doors of the Department. The box is emptied daily; papers are stamped and placed in the appropriate mailbox. It is imperative that the TA's first and last name are clearly marked on the assignment.

MRP / THESIS / COURSE COMPLETION OPTIONS (MA STUDENTS)

There are three avenues for MA Degree completion, Major Research Paper, Thesis, and Course Completion. MRP and Thesis are only available to Linguistics students. Course completion is only available to Applied Linguistics students. Detailed information regarding the MRP and Thesis options will be available in December. MA Linguistics students will be invited to attend a Planning Your MRP/Thesis session. For MA students interested in writing a thesis, an outline must be in place, a supervisor and committee members confirmed, and a meeting held with the Director, before this option can be exercised.

OFFICE HOURS

The graduate program office hours are Monday through Thursday 8:30am to 4:30pm. The GPA is on lunch from 12:00 to 1:00pm daily and not in the office on Fridays. Please be mindful of this schedule when attempting to contact the Graduate Office.

ONTARIO GRADUATE SCHOLARSHIP (OGS) AND SOCIAL SCIENCE AND HUMANITIES RESEARCH COUNCIL (SSHRC) COMPETITIONS

Information regarding these competitions and numerous others will be forwarded via email. Therefore, it is imperative that all students have a yorku.ca account and check it regularly.

PHOTOCOPYING

Graduate Students, both MA and PhD, have access to the Departmental photocopier. During busy times, between the hours of 10:30am and 3:30pm, please be courteous and allow Course Directors and those with pressing needs to move to the front of the line.

SCHOLARSHIP INFORMATION

For those students holding York Scholarships, three equal payments will be applied directly to your student fees account. The Fall term scholarship portion of your funding will be applied before September 30th, your Winter term scholarship portion before January 30th and your Summer term portion before May 30th. Please ensure that you sign up for Direct Deposit as any remaining amount in your student account allows York to direct the refund to your Canadian bank account. Detailed information and the online application is available at: <http://gradstudies.yorku.ca/current-students/student-finances/direct-deposit/>

STUDENT CARD

The YU-card is the one card you'll need during your stay at York University. It is York's official photo ID and campus debit card. As a York student, the YU-card will be your key to Departmental access, services such as the libraries, recreational facilities, eating, shopping, events, student discounts and more.

You can load up your YU-card with money and use it as a debit card at participating locations across campus. There are no transaction fees, interest charges or overdraft fees when you use your YU-card as a debit card.

All students are required to obtain a YU-card. Students are asked to place their card requests after they have enrolled in their graduate courses to correctly reflect their graduate status. Students can place their requests online or visit the YU-card Office in Room 200 William Small Centre. To avoid long September line-ups, either drop by the office in August before the start of the school year, or generate your card request online: <https://www.yorku.ca/yucard/>

STUDENT REPRESENTATIVES ON PROGRAM COMMITTEES

Students will be asked to fill vacancies on a number of different committees. In the event that there is more than one student interested in filling the same position, an election will be held, otherwise, the positions will be acclaimed by the one interested student. There are guidelines surrounding the student appointments. These include:

Graduate Linguistics and Applied Linguistics (LAL) Program Executive Committee

- 2 students to be elected;
- 1 MA student representative (must be first year student)
- 1 PhD student representative
- one meeting per month, date and time to be confirmed
- representatives participate in matters that are managed at the program level
- representatives will be expected to relay a condensed version (issues applicable to students) of the meetings minutes to the student body
- the 2 representatives of the program executive automatically participate on program council

Faculty of Graduate Studies (FGS) Council

- 1 student to be elected; either MA or PhD
- one meeting per month, date and time to be confirmed
- representative participates in matters affecting the entire Faculty of Graduate Studies

As our MA program is only one year in length, the MA position on the LAL Executive Committee must be filled by a first-year student. The PhD position on the LAL Executive Committee can be held by the same PhD student for a maximum period of two consecutive years. An email call for interested students will be circulated by the Graduate Linguistics and Applied Linguistics Student Association (GLASA).

TASHIPS

At the beginning of September, PhD students who are teaching assistants will be contacted by the course director regarding a meeting to explain the specific teaching assistantship duties more fully. It is expected that teaching assistants hold office hours for their undergraduate students. Please also note that although courses are scheduled into one-hour timeslots, the class is only 50 minutes in length beginning on the half-hour.

As a teaching assistant, you belong to the CUPE-3903 union local. TA orientation events are scheduled each Fall and continuous TAs support is offered throughout the year. Please log onto the following website for further information:

<http://teachingcommons.yorku.ca/professional-development/ta-orientation/>

TRANSCRIPTS

Any time you order a transcript of your graduate studies at York the order will take approximately 5-7 days. Undergraduate transcripts are available for immediate pick-up but

not graduate. Do not let the Registrar Office staff confuse you into thinking it will be faster. If they say it will print out on the spot, they think you are an undergraduate student. Graduate transcripts will always take up to 5-7 days, **every time** one is ordered. You can order online or in person at the Bennett Student Services Centre.

TRANSPORTATION

How do I get to York using public transportation (TTC) and how much does it cost?

York University is serviced by Line 1 of the subway. There are also direct buses to York from the Finch station located on Line 2 (60C and 60F). The TTC costs approximately \$3.35 per ride. Monthly passes are \$119.00. Visit the TTC website for additional information: <http://www.toronto.ca/ttc/> or call 416-393-4636. There are also regular GO Bus services to York. For information on a specific route, call 416-896-3200 or 1-888-438-6646. You can also visit www.gotransit.com.

How do I get a vehicle parking pass?

All procedures outlining the purchase of a vehicle parking permit are outlined on the Parking Services website <http://www.yorku.ca/parking/>. The parking office is located in the William Small Centre or you can call 416-736-5335 for information.

TUITION AND RELATED MATTERS

Tuition per term NOT per course

As a graduate student, you pay tuition per term and not per course. You will continue to pay tuition while a graduate student regardless of the number of courses you take. For example, MA students writing their MRP are paying the same tuition amount as those MA students completing the program via the Course option.

When do I pay my fees?

Tuition fees appear to a student's account shortly after registering in the term or enrolling in courses, but the fees don't become active (or payable) until the beginning of each academic term (Fall=September 30th, Winter=January 30th, Summer=May 30th).

Each term, right before the payment deadline of the 10th of the month, fellowships are administered to student accounts. For example, if you receive a \$10,000 York Domestic Master's Fellowship, you will receive \$3,333 per term posted to your student account. Your tuition will then be deducted from the fellowship amount and the remaining amount will be available to you.

There are two categories of fees that, while paid automatically if you have a credit balance in your student account, are not covered by the York Fellowship and/or applicable scholarships and awards. In other words, the Fellowship is not indexed to account for the following fees:

Referenda fees (approximately \$111 per term); and
Registration fees (approximately \$15 per term)

For a better and in-depth understanding of your student account, it is highly recommended that you visit the following FGS website:

<https://www.yorku.ca/gradstudies/students/current-students/graduate-funding/funding-at-york/understanding-your-student-account-and-funding-package/>

Regarding any remaining amounts in student accounts, graduate students are encouraged to sign up for Direct Deposit. This service allows York University to deposit refunds and student account payments directly into your Canadian bank account, thereby saving paper and distribution time. Detailed information and online application are available at:

<http://gradstudies.yorku.ca/current-students/student-finances/direct-deposit/>

York Entrance Scholarship Holders

As mentioned in the Scholarship section, for those students holding York Entrance Scholarships, three equal payments will be applied directly to your student fees account. Please ensure that you sign up for Direct Deposit as outlined above.

When do I get paid for my TA work? (PhD Students)

On the 25th of every month you will have your TA funding deposited directly into your bank account. For students holding TAs, you will need to provide the GPA with a VOID cheque. The VOID cheque is needed to organize your direct bank deposit payments. Forward your VOID cheque, along with your Personal Information Form, to the GPA by July 18th as it will ensure a smooth payroll transition.

How do I collect my OSAP or Foreign Funding from the Office of Student Financial Services?

All enquiries about OSAP or Foreign Funding are done through the Office of Student Financial Services in the Student Services Centre or call 416-872-YORK. Please check the Office of Student Financial Services website (link off York's Main Page <http://www.yorku.ca>) for updated information pertaining to your OSAP documents. The particulars change every year and they will be posting information on their website around mid-August.