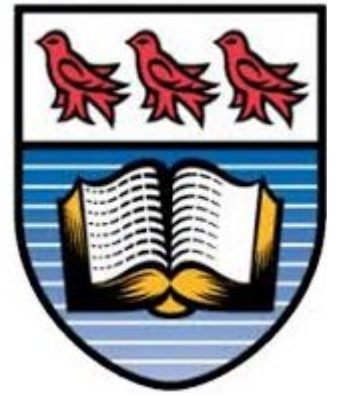


Graduate History Student Union's MA/PhD Program Handbook 2023-24



Brought to you by your Graduate History Student Union

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WELCOME TO THE UNIVERSITY OF VICTORIA!

Congratulations on starting your journey with the graduate history program at the University of Victoria! Grad school is a wonderful opportunity to join a community of like-minded scholars, participate in wonderful intellectual discourse, and engage in fascinating research. While it is often said that grad school can be lonesome, it doesn't have to be!

The Graduate History Student Union (GHSU) is made up of your fellow graduate history students. The GHSU represents and advocates for you and all other graduate history students. The GHSU also acts as your liaison to the Graduate Student Society (GSS), which serves all graduate students.

In addition to our advocacy work, we foster community amongst history graduate students! Throughout the year, we host a variety of events to provide connections and community. Some are social, others are more focused on professional development. If you have ideas about events that you think we should organize, please let us know. We really want to hear from you!

For event ideas, suggestions, or questions, email us at graduatehistorystudentunion@gmail.com.

We are also on Discord at: <https://discord.gg/3RERC6DCd2>

The GHSU can also be found on Instagram at @graduatehistorystudentunion, where we post photos and publicize events!

And of course, keep an eye out for our emails through Heather to stay up to date.

If you want to be involved this year, please reach out, we would love your input.

We encourage you to think about getting involved with the GHSU next year. Elections for the next GHSU exec will be held in the summer of 2023. Consider nominating yourself or someone else!

On behalf of the GHSU, I look forward to getting to know you this year, don't be a stranger!

Aaron Stefik
GHSU President 2023-2024

DR. JASON COLBY, CHAIR



As department chair, I am excited to welcome you to our graduate program. The UVic History Department boasts an exceptional group of researchers, teachers, and staff members who together make this a remarkable place to work and learn. You've come to the right place to discover what your brain can do!

The graduate program at UVic is one of the very best in Canada. In my sixteen years here, I have had the opportunity to supervise many wonderful MA and PhD students who have gone on to careers in academia, government, education, and law—to name a few paths. Our faculty and staff members are dedicated to supporting you and facilitating your success at UVic and beyond.

Whatever your specialization and career goals, I look forward to meeting you in the new academic year.

DR. CHRISTINE O'BONSAWIN, GRADUATE DIRECTOR



Welcome to the Graduate Program in History at UVic! This is the beginning of an exciting period in your lives, and as the Director of the Graduate Program, I look forward to being a small part of it.

In the next few months, there will be a lot for you to navigate: classes, research, teaching and research assistantships, new friends, and new living arrangements. In short, there will be both intellectual and social challenges, but there will also be rewards. I'm here to help you achieve as much as possible, and work towards even more.

The Department of History at the University of Victoria has a lot to offer: our faculty are leading experts in their fields, our program is known across the country for its collegiality, and the support provided by administrative officers in the department and beyond is second to none. These qualities – expertise, good-humour, and supportiveness – are more important than ever, and we look forward to welcoming you into our community.

HEATHER WATERLANDER, GRADUATE ADMINISTRATIVE ASSISTANT



Welcome to the graduate program in History! My role in the department as the Graduate Administrative Assistant is to oversee your program and to ensure that you successfully meet all your degree requirements. Hopefully I am able to remove any stress you may have around the administrative aspects of your program so you can focus on your studies. Please don't hesitate to contact me if you have any questions or need help regarding registration, fellowship, or award funding, teaching assistantships, travel funding, the language requirement (PhD only) or anything else that might come up that is related to your program. If you are in the history department office, make sure to say hi!

ABOUT THE UNIVERSITY OF VICTORIA

The University of Victoria was first established as a university in 1963, on traditional WS'ANEC' territory. UVic granted its first PhD in 1969. In 1968 students were allowed on the [Senate](#) for the first time, an important step to give the student body a voice in the university. The prestigious [law school](#) was opened in 1975 and has ranked consistently high ever since, often placing first in the country. The school's first [international exchange](#) began in 1983 with East China Normal University. By 1996, UVic's [co-op program](#) would begin to place students in positions across Canada and around the world thanks to the relationships built on from the first international exchanges. The exchange also brought UVic into the sphere of the Pacific community which reflects the institution's research interests, such as the [Past Wrongs, Future Choices project](#), and various other undergraduate and graduate courses.

In 1982, UVic established the First Nations education program. This program allowed its teachers-in-training to complete courses without having to be on campus for long periods. Because of the remoteness of many First Nations communities, this was an important element to ensure that community-specific needs were met while providing top-notch training. It was also an important step in bridging gaps in settler-Indigenous relationships.

Historically, European settlers manipulated land "deals" in their favour, pushed Indigenous peoples off their land, and eliminated whole Indigenous populations. More recently the residential school system – where, over the course of 150 years, thousands of Indigenous children were taken from their homes and placed in environments where they faced beatings, molestations, and were prevented from speaking their mother tongues – has impacted contemporary relations between settler

and Indigenous peoples. The establishment of the [Truth and Reconciliation Commission](#) in 2009 was one attempt at healing the scars of past wrongs across Canada.

Continuing efforts at reconciliation remain an integral part of UVic's mission and can be seen in many ways. In 2001, for example, UVic administration approached Coast and Straits Salish Chiefs and leaders, Elders, and community members in an effort to help "create a welcoming and inviting environment" for Indigenous students. Non-Indigenous UVic staff, students and faculty collaborated alongside Coast and Straits Salish peoples to open [First Peoples House](#) in January, 2010. This is one small example of the attempts by UVic and, more generally, the wider Canadian community to heal wounds.

Over the course of your academic career at UVic, if you haven't already, you will probably attend various events where you will surely hear our [territory acknowledgment](#): "I acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands, and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day."

Clearly the history of UVic, and indeed the city of Victoria, is intricately tied to relations with the Indigenous peoples of Vancouver Island. As you enjoy the academic process, the social side of graduate school and the dynamism of a truly world class city and institution, remember that we are all guests of our gracious hosts, without whom the last six decades of UVic history wouldn't exist.

IMPORTANT DEPARTMENT INFORMATION

So here you are! Welcome to the department of History. The information in this handbook will help guide you through your degree at UVic and comes from Dr. Christine O'Bonsawin, Heather Waterlander, and the Graduate History Student Union.

HISTORY OFFICE

The History Department office is located on the second floor of Clearihue (Cle) Building in A-wing (A203). Here you will find mail bins for graduate students where you will be able to pick up general mail, graded assignments, and TA work. The Department Chair's office is found here, as well as the administrative assistants for the department. Their contact information is below:

Jason Colby, History Department Chair, 250-721-7383, jcolby@uvic.ca

Christine O'Bonsawin, Graduate Director, histgradadv@uvic.ca

Heather Waterlander, Graduate Program Administrative Assistant, 250-721-7384
histgrad@uvic.ca

Consuela Covrig, Administrative Officer, 250-472-5661 histao@uvic.ca

Alison Hogan, Support for the Department Chair, Undergraduate Program
Administrative Assistant, 250-721-7383 clio@uvic.ca

MA AND PHD OFFICES

You are encouraged to make use of the History MA and PhD offices. The MA and PhD offices are located on the second floor of the Clearihue building, D Wing, rooms D286 (MA) and D284 (PhD). The MA office has a 4-digit entry code (8074), and PhD students need to sign out a key (see Heather) for access to the PhD office.

THE GRADUATE HISTORY STUDENT UNION (GHSU)

The GHSU is an organization of graduate student volunteers in the Department of History at the University of Victoria. We are here to represent you inside and outside the Department, and to help ensure you have the best possible experience as a History Grad Student at UVic! We encourage you to get involved, either as part of the GHSU, or come out to events, presentations, work sessions – let’s support each other!

Its mandate includes:

- Promoting and representing graduate student interests within the Department of History.
- Providing a forum for discussion of issues and concerns of graduate history students.
- Promoting the work of graduate history students through lectures, workshops, and publications.
- Promoting inter-student relationships and fostering a community spirit within the department.
- Publishing The Graduate History Review, our annual graduate history journal.

Your 2023-2024 GHSU:

President	Aaron Stefik
Vice President	Laura Gillis
Events Coordinator	Laura Gillis
Secretary	vacant
Treasurer	vacant
First Year rep.	vacant
GHR Co-Editors	vacant
GSS rep.	Abby Romano
CUPE rep	vacant

As you can see, we have some vacant GHSU positions. If you would like to be a part of the GHSU executive, please contact us! If you have any questions, you can reach us at graduatehistorystudentunion@gmail.com.

PROGRAM SPECIFIC INFORMATION

Below you will find information on the PhD program, PhD with a CSPT concentration and four different MA degree options: the one-year Major Research Paper stream, the 20-month Public History stream, the two-year thesis MA stream and the two-year thesis MA with a CSPT concentration.

PHD PROGRAM

Students registered full-time in the PhD program are expected to complete all coursework and all candidacy examinations during the first two years of study and to complete the research and writing of their dissertation in the following two or three years.

The Doctoral degree requires credit in 7.5 units of graduate courses, the successful completion of comprehensive exams and the completion and defense of a dissertation. Students are required to take HSTR 500 if they have not completed an equivalent course at the MA level, HSTR 600 (Historiography for Dissertation) with their supervisor and three other 600-level (HSTR 601-691) field courses. Students write three candidacy examinations, one major field exam (linked with two courses) and two minor field exams (each linked with one course). The professors with whom the field courses are taken normally serve as examiners for the corresponding candidacy examination. Students are required to write each candidacy exam at the end of the semester in which the coursework for that field is completed. Exams are three hours in length in each.

The 600-level field courses are defined as either geographical and topical and students are strongly encouraged to develop a program, in consultation with their supervisor and the graduate adviser, that draws from both types. Geographical field courses are defined by territorial or regional boundaries. Topical field courses examine significant themes that cut across geographical and/or temporal boundaries, such as social, military, intellectual/cultural, family, women's, Indigenous, gender, religious, colonial, world or maritime history. Doctoral field courses are usually enhanced versions of 500-level graduate courses: they involve the same course work as the 500-level version of the course plus additional assignments, including the completion of an expanded list of readings.

In order to constitute a major field, normally students will choose a course from the regular list of field courses (HSTR 601-691) and supplement it with HSTR 600. Alternately, students may combine two linked 600-level field courses (i.e., pre- and post-1900 Canadian History, 603A and 603B) into a major field and use HSTR 600 as one of the minor fields. The two courses that compose the major field will be

examined together, with a single exam following completion of the second of the two courses. With the approval of the graduate adviser, students may also take one field course in another department or from another university.

Students will normally pass all three comprehensive examinations within 24 months of registration. In doing so, students will have satisfied the candidacy examination requirement ([HSTR 693](#)). A student who fails only one comprehensive exam will be allowed to rewrite that exam a single time within three months of the original exam date. A second failure of one comprehensive examination or the failure of more than one comprehensive examination will normally result in withdrawal from the PhD program. Students must satisfy the candidacy examination requirement before advancing to the dissertation proposal ([HSTR 695](#)).

After completing the written candidacy exams, students are required to present their dissertation proposal to the supervisory committee at a meeting chaired by the graduate adviser. This process will normally occur during the spring term of a student's second year in the program. The proposal is graded on a pass/fail basis and entered as the student's grade for HSTR 695. Students are allowed a second attempt within three months should they fail the process on the first try. With permission of the graduate adviser, students who satisfy normal program requirements may be allowed to present their dissertation proposal before the spring of their second year.

The dissertation proposal, a document of between 20 and 30 pages, normally contains the following elements:

- Introduction which provides basic context/background
- Literature review/historiography
- Dissertation Question/Argument
- Significance of the project
- Methodology/Approach (this section can take various forms – declaring yourself a certain type of historian (social, cultural, intellectual, political), noting a style you are emulating e.g., Foucauldian analysis, drawing on Bourdieu's notion of habitus, or offering particular themes and how they might translate into chapter topics)
- Research Agenda/Plan (include information about archives you will visit and documents you wish to see)
- Chapter breakdown
- Timetable with specific completion dates for research and writing of each chapter
- Bibliography

COURSE REQUIREMENTS (UNIT VALUES)

Historiography (HSTR 500)	1.5
Geographical or Topical Field Courses (HSTR 601-691)	4.5
Historiography for Dissertation (HSTR 600)	1.5
Candidacy Exams (HSTR 693)	3.0
Dissertation Proposal (HSTR 695)	1.5
Dissertation (HSTR 699)	<u>25.5</u>
Total	37.5 units

MAJOR RESEARCH PAPER

WHAT IS THE MAJOR RESEARCH PAPER STREAM?

The MRP stream is designed to be completed within twelve months of full-time study (i.e., three full-time academic semesters). MRP students normally complete five 1.5-unit courses in History during the first eight months of the program. It is often recommended to take HSTR 500 in a semester in which you are only enrolled in one other History seminar. In the summer after your first eight months in the program, students then complete HSTR 598 (MRP) and HSTR 550. Be sure to consult with your supervisor and/or the graduate adviser when choosing your courses.

COURSE REQUIREMENTS (UNIT VALUES)

HSTR 500	1.5
Geographical or Topical Courses	6.0
HSTR 550	1.5
HSTR 598 (major research paper)	<u>6.0</u>
Total	15 units

History graduate courses are defined as either geographical and topical, and students are required to develop a program, in consultation with their supervisor and the graduate adviser, that draws from both types. Geographical field courses are defined by territorial or regional boundaries. Topical field courses examine significant themes that cut across geographical and/or temporal boundaries, such as social, military, intellectual/cultural, family, women's, Indigenous, gender, religious, colonial, world, or maritime history. 1.5 units will normally be taken in the student's geographical field of interest. Three units will include at least 1.5 units of a topical field. At least 1.5 units must treat a geographical or thematic area outside that covered in the major research paper. The 6.0 units of graduate History courses may include only 1.5 units of field school courses. The department will accept GMST 589 in lieu of 1.5 units of graduate History courses. The Faculty of Graduate Studies normally allows graduate students to take 1.5 units of graduate level courses outside of their home department, subject to approval of the departmental graduate adviser.

MAJOR RESEARCH PROJECT (HSTR 598)

Ideally, your MRP is an outgrowth of a project you started during one of your courses during the Fall-Spring semesters.

Officially getting started on your Major Research Project (MRP) involves first contacting your supervisor and together filling out the Master's Student-Supervisor Form (you can get one from Heather). This form helps you and your supervisor to develop a research and writing plan and to establish the rules of engagement: how often you will be meet and how much help with finding sources etc. that your supervisor might offer you. This form is due to Heather and the Graduate Advisor (GA) by May 31 after your first eight months in the program.

Students will register and remain enrolled in HSTR 598 until the final project is completed and assessed. MRP students are also required to register in HSTR 550. This

course is a directed reading historiographical and research methods course. Register for HSTR 550 in the semester that you intend to complete the MRP and not before! (So don't enroll if you know you are part-time or have other coursework that you need to complete that will make it unrealistic to complete in that semester). Normally, an MRP student would register for HSTR 550 in the summer after their first eight months of study in the program. **Registration in HSTR 550 is conditional on the submission of a five-page project proposal and its approval by the supervisor.** To register in HSTR 550, contact Heather. She will then contact your supervisor for departmental permission and if approved will give you authorization to register and notify you by email.

The Major Research Project will normally be based on primary research and will emerge from a paper written for a graduate course. The major research paper must be 40-45 typed pages and will be written in the form of a journal article.

The project will be graded by the supervisor and an additional faculty member. The second reader must be a member of the Faculty of Graduate Studies. This project will not be subject to oral defense. Both the supervisor and the second reader will offer a percentage grade to the graduate advisor who will reconcile the two grades.

PUBLIC HISTORY STREAM

WHAT IS THE PUBLIC HISTORY STREAM?

The public history stream is a 20-month program designed to prepare you to work as public historians, producing historical materials for non-academic audiences. Public historians work for government, in museums and archives, on tourism boards, at historical re-enactment sites and anywhere where history is experienced by the public.

Over the course of the program, public history students are required to register for at least three full-time academic semesters and one full co-op semester. They are required to complete four 1.5-unit History seminars (HSTR 515A is mandatory and HSTR 500 is strongly recommended). In addition, they are required to complete two Cultural Heritage management courses (AHVS 486A-489L) or equivalents. In addition to coursework, public history students are required to complete two additional requirements: a public history work experience and a final project related to their research.

Use your time wisely! This is an intense program that requires intensive planning. Decide early on whether your final project will likely be based on work that you complete during your co-op work experience semester. Plan ahead with your supervisor from day one to ensure that you fulfill all requirements within the required time frame.

COURSE REQUIREMENTS (UNIT VALUES)

HSTR 515A	1.5
Topical or Geographical HSTR courses	4.5
AHVS 480 series courses in Cultural Resource Mgmt	3.0
HSTR 597 (public history research project)	<u>6.0</u>
Total	15 units

WORK EXPERIENCE

Students are required to complete a semester of work experience, normally over the summer after their first year, with a museum, archive, historic site or other public history organization. This work experience could be a paid position obtained through the University of Victoria Co-op program (a minimum of 420 hours), a full-time paid position or a part-time unpaid internship (a minimum of 210 hours) located through the department's network of community partners. Students should expect to be flexible: work experiences may require relocation to another city or region and opportunities need to be actively sought. Students who are currently working professionals in public history or have extensive volunteer experience should contact the graduate director about the possibility of having this requirement waved. Work experience is a fantastic opportunity to learn skills specific to your field of interest, or to broaden your understanding of public history in general.

The sooner you start thinking about, and looking for work experience opportunities, the more likely you are to succeed in finding something of interest to you! To make this process easier, we encourage students to complete their work experience through the UVic co-op program. Joy Andrews (hufaco@uvic.ca), Co-op Coordinator for Humanities, is committed and experienced staff member who can be of assistance in the search for paid public history work experiences. Be mindful that the History Department Graduate Advisor (or designate) must also vet any possible co-op employment regarding its applicability to public history. Students normally register in the co-op program in January of their first year and should expect to hear back from prospective employers by the end of April for summer employment. Should a paid position be difficult to obtain, the department has a network of local partners, including several local museums, with whom they can work to find students unpaid work experience. Students are also encouraged to find paid and unpaid internships independently and then contact co-op to formalize the relationship (again, be sure to keep the Graduate Advisor in the loop!) If you are having trouble pinning down a work experience, please do not hesitate to contact the Graduate Advisor.

*International students should contact their supervisor as well as the co-op coordinator early in the process as there could be delays or extra steps to be taken to prepare for a work term placement. Some paid summer co-op work opportunities are only available to Canadian citizens or residents, so you need to be extra creative and proactive to find the right work experience for you!

Students undertaking a work experience normally register in that semester for a co-op work term, which requires a lower fee payment.

FINAL PROJECT

Students either complete a written major research paper of 40-50 pages on a public history topic, or produce a website, an exhibit, a film or other public history project, also based on primary sources, and a 20-page paper explaining the research and its public history implications.

Work on the final project begins in the summer of a student's first year in the program, as April courses wrap up, or in September. Like students in other MA streams, public history students are required to meet with their supervisors to discuss research plans and together fill out and sign the MA Student-Supervisor Form (you can get one from Heather). This form is due to Heather and the graduate advisor by **May 31**. Determining what form the project might take, how work experience might fit into the project, and identifying key skill sets that need to be developed in order to undertake the project are all important elements of the student-supervisor form.

In addition, in the first week of the semester that you intend to finish your project, public history students are required to submit a **project proposal** to Heather and the Grad Advisor. The graduate committee will offer feedback and suggestions. Public history projects do not require the formation of a supervisory committee. Students normally enroll in HSTR 597 (public history final project) once they begin working on the project full-time.

Normally a student registers continuously in HSTR 597 during those semesters in which they work substantively on the final project. Students who are registered for co-op work experience terms are not required to concurrently register for HSTR 597 even if they are working on their final project during the work experience. As always, if you have any questions, Heather has all the answers!

Public history projects will be evaluated by the supervisor and a second UVic faculty member, usually but not necessarily a member of the Department of History. Assessors are responsible for visiting or otherwise accessing non-written projects on or off site. The assessment will be based on the 40-50-page paper or on the non-written project AND the 20-page report on the project. Both the supervisor and the second reader will offer a percentage grade to the graduate advisor who will reconcile the two grades. Students must remain enrolled in HSTR 597 until the final project is completed and assessed.

Formatting the "paper" part of your public history project: please follow the directions for formatting indicated on the Faculty of Graduate Studies for theses, but feel free to omit elements such as acknowledgements etc. that do not apply to your project.

THESIS MA

WHAT IS THE MASTERS THESIS STREAM?

The thesis stream is a twenty-four-month program. It is expected that you remain registered full-time throughout the program, and it is required that you are registered

for a minimum of five full academic semesters. During that time, you are required to complete four 1.5-unit History seminars or equivalents during your first year and complete a MA thesis during your second.

Be sure to meet with your thesis supervisor soon after you start your program, but your intensive work on the thesis normally begins after you finish your first eight months of coursework. According to the Department's guidelines, a MA thesis is usually 70-120 pages. It is based on primary sources and has an introduction, a conclusion, and 2-3 body chapters. (Link for archived theses can be found below on page 20). Your supervisor will be able to help you to develop a thesis topic that is appropriate to your field of research.

COURSE REQUIREMENTS (UNIT VALUES)

HSTR 500	1.5
Geographical Field Course	1.5
Topical Field Course	1.5
Geographical or Topical Field Course	1.5
Thesis (HSTR 599)	<u>9.0</u>
Total	15 units

COMPLETION DEADLINES

Students must meet all degree requirements by 2:00 pm of the last day of the term: April 30/August 31/December 31.

This means they must defend their thesis, complete all final revisions, and upload to UVicSpace by these dates. You may lose your summer funding if you defend in April; the program is assumed to be 24 months long, so plan ahead!

How do I achieve this?

- Keep in communication with your supervisor throughout your thesis-writing year!
- Meet with your supervisor to discuss, fill-out, and sign Master's Student-Supervisor Form (you can get one from Heather), which is due **May 31** after you normally would finish your coursework. Set goals and deadlines, outline meeting times/frequency, and choose a committee member (usually a faculty member from History could be from another UVic department if appropriate). This form (and the meeting you have to fill it out with your supervisor) will help ensure you have a clear plan for completing your work, and that you and your supervisor are on the same page.
- Submit a first "chapter" to your supervisor no later than **September 30** of your second year (under normal circumstances; timing might be different for students who are concurrently enrolled in the CSPT program). This first "chapter" is often a historiographical analysis of the relevant literature, but it doesn't have to be a literature review. Negotiate directly with your supervisor regarding expectations for the first "chapter". Chapters should be submitted to Heather no later than September 30.
- Meet with your committee no later than **October 15** of your thesis-writing year. This includes you, your supervisor, and your second reader/committee member.

Both members of your committee should read your first “chapter” before the meeting so that the meeting is as productive as possible.

- Both your supervisor and committee member should be kept informed if your thesis changes significantly in scope or topic.
- Keep your committee member in the loop: they should expect to receive a polished, revised thesis (that your supervisor has approved) no later than March. Remember that both your supervisor and the committee member must sign off on the thesis before you can proceed to defense. If your committee member does not read the thesis until June, they may require substantive changes and delay your graduation beyond August of your second year.
- Remember that you need to give your supervisor and committee member **20 working days** to read over a draft chapter. Build that delay in getting responses into your writing plans.
- Many students find that researching for one chapter and then writing it is a good way to move forward. Then you can start working on the research for a second chapter while your committee reads your first chapter.
- Three months or so before you think you might defend, talk to your supervisor about choosing the external examiner for your thesis defense. Normally this person is a faculty member at UVic but NOT from the History Department. It is also possible that your supervisor might suggest an external from outside UVic. If so, your supervisor is responsible for arranging that this external reader be approved by the Faculty of Graduate Studies. Your supervisor is responsible for all contact with the external reader. You should have no direct contact with the external and the external should NOT read the thesis before it is submitted to the Faculty of Graduate Studies.
- Be aware that faculty are often away doing research or on holiday during the summer months. Check in with your supervisor in the spring to figure out what ranges of dates your committee and your external can be available for a defense.

CONCENTRATION IN CULTURAL, SOCIAL AND POLITICAL THOUGHT (CSPT) – PHD & MA PROGRAMS

The Cultural, Social, and Political Thought (CSPT) concentration is an interdisciplinary graduate concentration open to selected MA and PhD students in Anthropology, English, Environmental Studies, History, Political Science, and Sociology and students must meet the admission requirements for the History MA or PhD program as well as specific requirements of the CSPT program.

Those students accepted into the CSPT program will engage with sophisticated theory that goes beyond disciplinary boundaries, in order to address key issues in cultural social and political thought. The supervisor or co-supervisor of CSPT students must be a part of the CSPT program.

To complete the CSPT program in conjunction with the MA thesis stream, a student must complete:

- 3 units of CSPT 500-level courses (see CSPT program requirements)
- 4.5 units of 500 level History courses (normally including HSTR 500)
- The MA thesis (HSTR 599) must be in the field of CSPT.

To complete the CSPT program in conjunction with the Ph.D. program, a student must complete:

- 3 units of 600-level CSPT courses (see CSPT program requirements for details)
- All other History Ph.D. program requirements (see PhD section above)
- The Ph.D. (HSTR 699) must be in the field of CSPT.

One of our current CSPT students has this to say about the program:

Having taken a couple of theory-heavy History courses in the course of my undergrad, I came into the MA program here with an abiding interest in expanding and diversifying the lenses with which I examined the past. Butler opened my eyes to gender and discourse, Foucault to power, Fanon to race and recognition, but I wanted more!

I definitely found it in the CSPT program. Emile, the director of the program, assigned a diverse and fascinating array of readings, from Benjamin to Heidegger to Derrida, that were (at times, very) frustrating but always rewarding. Crossing disciplinary boundaries in this way definitely allows you to critically reflect on the historical practice, and to incorporate strands of thought that might seem, at first glance, to have no correlation – I'm sure a few of my classmates thought I was crazy the first time I opened my mouth in seminar, but all in all it has been a super rewarding and enriching experience. The program also allows for a ton of student participation and networking – between monthly colloquiums, annual conferences, student talks, and participation in program admin, the experience is about much more than just the theory!

The program is challenging (three classes in a semester is no joke at a graduate level), and at times I was absolutely overwhelmed, but I have a new appreciation for all that reading now that I'm embarking on my thesis and am extraordinarily grateful for the experience. 14/10 would recommend!

Tim

For full information about the program see:

<https://www.uvic.ca/interdisciplinary/cspt/>

SUBMITTING YOUR M.A OR PH.D. THESIS TO GRADUATE STUDIES

Once your revisions are complete, you can submit your Request for Oral Examination form to Graduate Studies along with a copy of your thesis.

For this process:

- Your entire committee must clear the thesis as defensible.
- You and your supervisor decide on a date for your oral examination.
- Grad Secretary books room and schedules defense. If members or external examiner need to video conference into the defense, ask Heather to book a video conference room with technical support.
- Save your thesis as a pdf file as follows:
LastName_FirstName_MAorPhD_Year.pdf
- Email your thesis to the Grad Secretary for submission to Graduate Studies (FGS).
- Grad Secretary completes Request for Oral Examination (ROE) form. Your ROE must be completed and signed by you and each member of your supervisory committee.
- **This form, once completed, is submitted with your thesis copy, to the Faculty of Graduate Studies a minimum of 20 working days prior to the examination for Master's students and 30 working days for Ph.D. candidates** (not including day of defense). Once this form has been completed and submitted to the Faculty of Graduate Studies, no changes are to be made to the thesis prior to the oral defense. This delay means that practically speaking there will be a delay of ONE MONTH for Master's students and SIX WEEKS for Ph.D. candidates between your submission to Grad Studies and your defense date.
- **After defense, review and make any changes or corrections required by the defense committee before submitting your thesis to UVicSpace.**
- Formatting guidelines:
<https://www.uvic.ca/students/graduate/thesis-dissertation/index.php>
- Thesis and dissertation format requirements:
<https://www.uvic.ca/graduatestudies/forms-policies/data/sample-samplepages.pdf>

THESIS WITHHOLDING

If you plan on publishing any portion of your thesis, we recommend you withhold your thesis. The thesis will not be accessible to anyone, but a brief record of its existence will be available for a period of 12 months on UVicSpace.

PREPARING FOR YOUR DEFENSE

Students are usually asked to provide a 10–15-minute presentation on their thesis to start the defense. You can prepare a PowerPoint but that isn't necessary. Everyone in the room (except the chair of the defense) will have read your thesis carefully. Instead, it's often more interesting to situate your thesis in a broader context. What brought you to the thesis? What did you feel you did a good job with?

What would you do differently if you had more time or could start the project over again? What do you think some of the broader implications of your study might be? How might you edit the thesis for future publication? This makes for a lively presentation and often heads off questions about your research methods and approaches.

After your presentation, there will be two rounds of questions: starting with the external member, then the committee member who is normally from the department, then your supervisor. Sometimes the chair also asks questions. After all that is finished, you will be asked to leave the room while the committee deliberates.

Remember: defenses are public so feel free to attend the defenses of your fellow students and invite friends and family to your own. The committee can decide that your defense is not acceptable, and your thesis is not acceptable, but this rarely happens. More commonly, candidates are required to make changes to the thesis before it can be submitted in its final form. Minor changes generally only take a few days to make; if you are required to make major changes, your supervisor is required to sign off to make sure you have completed the changes.

SUBMITTING TO UVICSPACE

UVicSpace, our learning and research repository, preserves and provides access to the digital scholarly works of UVic faculty, students, and staff.

Please visit the Library UVicSpace website at <https://libguides.uvic.ca/uvicspace/> for more information.

You will need to create a UVicSpace account:

Go to dspace.library.uvic.ca.

Click **Log In** --> **New user? Click here to register.**

Type your **email address** --> click **Register.**

Verify your email address.

- After your oral defense, once all revisions have been made and your committee has approved your thesis, convert the final corrected document to PDF.
- Name the final PDF file using the following convention: **Last name_First name_Degree name_Year of Copyright.pdf** (e.g., Smith_John_PhD_2050.pdf)
- Email your Graduate Admissions and Records clerk at grad18@uvic.ca to request account activation and authorization to submit to UVicSpace.
- If you intend to withhold your thesis, withholding must be approved by the Dean's Office *before* you upload your thesis to UVicSpace.
- Submit your thesis to UVicSpace. Please note that normally the thesis **may not be submitted more than once**, even to correct editorial errors.

- You will receive an auto-generated email informing you that your thesis has been approved or rejected. If rejected, make the recommended changes, and re-submit.

SUBMISSION REQUIREMENTS FOR COMPLETION

- Apply to Graduate
- 1 pdf copy of thesis submitted to UVicSpace
- Thesis Approval Form (received from department)
- Approved Withholding Form (if applicable)
- Letter of Recommendation (received from department)
- Chair's report (received from FGS Dean's Office)

COMPLETION POSTPONEMENT ADJUSTMENT FEE (CPFA)

Students who are completing their degree but can't complete their degree requirements by the deadline date (April 30/August 31/Dec 31) may qualify for CPFA as long as they complete their degree requirements by the last day of the following month. Students must qualify in order to be assessed a CPFA fee in lieu of a full tuition fee payment. No form is required. (See the graduate calendar for the eligibility criteria p.54)

The student's MRP, final project or thesis oral examination must be completed or take place on or before the 15th calendar day of the first month of January, May, or September term to be eligible for the CPFA.

For one-year or public history students, your completed MRP or final project must be submitted to your committee in the first 15 days of the semester. Your committee will then grade your paper/project and submit your final grade and degree paperwork to Grad Studies no later than the last day of that month (September 30, January 31, May 31) for students to qualify for the adjustment fee.

For thesis students, if your defense is held during the first 15 days of the semester, you must then submit the final version of your thesis, with all the required changes made to Grad Admissions no later than the last day of that month (September 30, January 31, May 31) to qualify for the adjustment fee.

FEES – the charges for those that meet the CPFA requirements are: a \$255 CPFA fee and ancillary fees as outlined in the calendar. We had previously advised that students who qualify should pay the full term of fees by the fee deadline. However, Accounting prefers to not process refunds, so they are requesting payment of the CPFA, and ancillary fees be made only once the tuition adjustment has been done. The student's fee account will be adjusted shortly after the 30th of the month deadline for submission of graduation documents.

Please note that a delay into the first 15 days of the subsequent term will result in a change to the date the degree is conferred and the convocation ceremony the student is eligible to attend. Your convocation date will change.

Students who qualify for the CPFA, will also need to request a program extension if their MRP/project submission date or defense date is after their program expiry date.

MAINTAINING GOOD STANDING

In order to remain in good standing, students are expected to complete all their courses with an A- average while completing coursework. Continuing Master's students will be assessed each year by October 15 to evaluate their progress in the program and offer feedback. Ph.D. students will be assessed each April by their committee to evaluate their progress. If an annual assessment results in an unsatisfactory result, the student may be re-assessed eight weeks later to see if changes have been made. For more information about the review process see <https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

If a roadblock to completion is identified by the supervisor and graduate advisor and they recommend withdrawal from the program, the student has a right to submit a counter proposal. A final decision regarding continuation in the program will be made by the supervisor and the graduate advisor within eight weeks of the initial review.

If you wish to change supervisors because your program of research has altered or for any other reason, you may do so as long as you find another willing supervisor from within the department. Please contact the graduate advisor if you are thinking of changing supervisors! If your supervisor decides that they cannot continue supervising you, they must let you know in writing 30 days before they withdraw their mentorship. In this situation, the graduate advisor has a responsibility for helping you to find another suitable supervisor. If interpersonal or intellectual issues arrive between an MRP supervisor and their supervisee, they are to be brought to the attention of the chair of History and the graduate advisor who will make decisions regarding resolution of conflicts or termination of the supervisory relationship.

LANGUAGE REQUIREMENT

MA students are not required to fulfill the second language requirement.

Ph.D. candidates in the Department of History must demonstrate competency in a language other than English before they defend their thesis. Students may fulfill the language requirement by passing the department's written translation examination. Additionally, students also have the ability to take certain language courses as approved by the History Department (normally 3.0 units of 200-level language or equivalent is considered acceptable). Many students may already have satisfied the second language requirement through courses they took as MA students. Students

are encouraged to contact Heather Waterlander, the Graduate Secretary, for more information on the Department's language requirements.

ARCHIVED THESES

Theses written by past MA/PhD history students can be accessed through UVicSpace, which is part of the UVic library system.

Here is the link for UVicSpace: <https://dspace.library.uvic.ca/home>

Once at the homepage click the 'Faculty of Humanities' link. From there, click the 'Department of History' link to access defended MA theses.

You can also access a list of previous history theses and projects (since 2010) on the History Department website at:

<https://www.uvic.ca/humanities/history/research/graduate-research/index.php>

BIBLIOGRAPHICAL RESOURCES

UVIC HISTORY STYLE GUIDE <https://www.uvic.ca/humanities/history/current-students/undergraduate/style-guide/index.php>

CHICAGO MANUAL OF STYLE GUIDE

The Chicago Manual of Style Guide can be found online via the UVic Library system or in MacPherson Library here: <https://www.uvic.ca/library/help/citation/index.php>

THE GRADUATE HISTORY REVIEW (GHR)

The Graduate History Review offers an exciting publishing opportunity for graduate students working on all fields and periods of history. The GHR is a peer-reviewed, open access journal published by graduate students at the University of Victoria. We welcome original and innovative submissions from emerging scholars in history and related disciplines. We accept submissions on an ongoing basis but have issued a formal Call for Papers in October.

For more information, please go to <https://journals.uvic.ca/index.php/ghr>

We also host an event for the launch of our latest issue in early October. We encourage you to attend!

FUNDING

Funding for graduate students comes from a variety of sources, both internal and external, including fellowships and scholarships, donor awards, bursaries, Research Assistantships, and Teaching Assistantships.

FELLOWSHIPS, DONOR AWARDS AND SCHOLARSHIPS

When students are admitted to their program of choice, their offer often includes some fellowship or scholarship funds, offered either by the Department of History or the Faculty of Graduate Studies or both. The value of these fellowships is highly variable (from \$0 to \$17 000). Students are usually made an offer for the first year of study. If the program is longer than one year, then a clause in the offer will indicate what will be offered in the second year (this sum will depend on whether students are registered in the 20-month public history stream or the 24-month thesis stream or whether they hold external funding for the second year). Students are required to remain in good standing and to maintain an A- average in their coursework to be able to renew their funding in the second year of the program.

Payment Schedules for Faculty of Graduate Studies (FGS) Funding

\$1,000 – \$3,499 – Paid in one installment at the start of the term

\$3,500 – \$5,999 – Paid in two installments at the start of two consecutive terms

\$6,000 – \$10,499 – Paid in three installments at the start of each term

\$10,500 and over will be paid in monthly installments from September to August

Federal research council awards and any other externally funded awards will be paid in monthly installments.

TEACHING ASSISTANTSHIPS

Even if a teaching assistantship is a guaranteed element of a student's funding package, all graduate students are required to apply for TA funding in the summer. The deadline is usually in July and final decisions about assignments are made in August before the start of classes. Students who were offered TAs in their funding packages but decline the TA position that is offered to them are not eligible for replacement funding.

RESEARCH ASSISTANTSHIPS

In addition, individual faculty members who hold external research grants may have research funding to offer graduate students. Sometimes a Research Assistantship is included in a student's funding package, but often new funding is available during the term. Be sure to let your supervisor know if you are interested in being considered for research work and highlight the special skills you might have (like knowledge of a research language or familiarity with digital records and software).

LINKS TO VARIOUS FUNDING OPPORTUNITIES

- [History Department Awards](#)
- [Bursaries](#)
- [Emergency Bursaries](#)
- [UVic Awards and Fellowships](#)
- [External Awards and Fellowships](#)

STUDENT AWARDS AND FINANCIAL AID (SAFA)

The Student Awards and Financial Aid (SAFA) website is comprehensive and provides for multiple ways in which our domestic and international students can access financial supports. The SAFA website can be found here:

<https://www.uvic.ca/registrar/safa/>

Students who find themselves in a position of financial hardship during the course of their studies and require bursary support. You will find information on processes and eligibility here:

Ⓢ <https://www.uvic.ca/registrar/safa/bursaries/index.php>

Ⓢ <https://www.uvic.ca/registrar/safa/bursaries/other/index.php>

Please feel free to refer students to the above websites as well and be assured that our SAFA team has always been and continues to be available to respond with helpful advice and guidance for undergraduate and graduate students who are experiencing financial hardship and who are seeking options for support.

If you have further questions about this information, please contact the Student Awards and Financial Aid team at finaid@uvic.ca or by calling (250) 721-8423 (loc. 8423).

THE SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL – CANADA GRADUATE SCHOLARSHIP – SSHRC-CGSM (MA) and SSHRC-CGSD (doctoral)

The CGS-M Program provides financial support (\$17,500) to high-calibre scholars who are engaged in eligible master's programs in Canada. At the doctoral level, SSHRC awards range from 20,000 to 35,000 per year for up to four years.

Only Canadians citizens and residents can apply. All graduate students who are eligible are strongly encouraged to apply. The application process is lengthy, and it is strongly recommended that students start the process as early as possible.

Doctoral applications are usually due October 1st and master's applications are usually due December 1st.

Information is available here <https://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>

The Faculty of Graduate Studies runs workshops in September (doctoral) and October (Master's) to support students in preparing their SSHRC applications. Sometimes the

department also offers a workshop, particularly if the university meeting conflicts with classes. The Faculty of Humanities also usually appoints a designated faculty member to read through draft applications—this can be particularly helpful if the faculty member is another department as they can offer perspectives on how best to frame History projects to succeed before the interdisciplinary assessment committee. CGSM awards are first ranked at the department level. Not all applications are necessarily forwarded to the university-wide competition.

The university-wide competition is adjudicated in February/March. Results are usually available by April 1.

TRAVEL GRANTS

Small amounts of travel funds may be available for graduate students to present conference papers, attend conferences, and do research. Funds are allocated on a first come, first serve basis so it is important to get your application in as soon as you have a plan.

The main source of funds is the Faculty of Graduate Studies. Further information and an application are available here:

<https://www.uvic.ca/graduatestudies/finances/travel-and-conference-funding/index.php>

As well, the History Department may be able to provide small grants to supplement other funding sources for conference or research travel. For more information contact the graduate secretary and/or the Graduate Director.

TA RESOURCES

For instructional support to both new and experienced TAs as they navigate through this exciting part of their academic journey, please visit the Learning and Teaching Centre at <https://www.uvic.ca/learningandteaching/ta/>.

INTERNATIONAL STUDENT INFORMATION & RESOURCES

[International Student Services \(ISS\)](#) offers pre-arrival, settlement, and ongoing support throughout your studies. The office is located in the Jamie Cassels Centre Room B202d (2nd floor).

ACADEMIC RESOURCES

If you are looking for strategies to improve your academic writing, you can easily find one-on-one help from The Centre for Academic Communication (CAC). All you need to do is register for an account and then you can book an appointment [here](#), bring your question list, outline, draft, writing sample or anything academic related.

[The English Language Centre](#) offers courses designed to improve the language skills of graduate students who do not speak English as a first language. You will be able to meet with other graduate students who are experiencing a similar situation and can work together to improve your English proficiency. Please note the teacher will not focus on an individual's specific thesis work, but will instead give general direction and help with presentation skills, grammar, etc.

ADDITIONAL RESOURCES

[The UVic Global Community](#) provides opportunities to meet friends from around the world. They also have a [Facebook group](#).

All students, faculty and staff on campus are welcome join the Conversation Partners Program. This program provides students, who have English as an additional language, with opportunities to practice, build confidence, and improve their conversational English skills.

Learn more here:

<http://www.uvic.ca/international/home/global-community/conversation-partners/index.php>

GRADUATE STUDENT SOCIETY (GSS)

The [Graduate Student Society](#) (GSS) provides plenty of opportunities for graduate students to socialize, but they're so much more than that! The GSS offers everything from travel grants (for presenting at conferences or conducting research) to childcare bursaries for those who need it. They also provide room bookings (free for grad students), health & dental coverage, trivia nights, and host campus radio CFUV 101.9 FM. Have an issue with your supervisor? The GSS will advocate on your behalf. Plus, graduate students get discounted food at the Grad House restaurant. If you've offered to drive someone to the airport but realize you don't have a car, don't worry -- the GSS also has car co-ops. Find the GSS offices in the Halpern Centre for Graduate Students (GSC) near the bus loop.

For more information on the GSS, please visit: <http://gss.uvic.ca/>

HEALTH & DENTAL INFORMATION

All graduate students are eligible to opt in/out of the University's health and dental plan. The Graduate Student Society (GSS) provides comprehensive information on the health and dental plan.

*The deadline to opt-out of the health and dental plan is **September 30 (January 31 for January start students)**.

For more information, please visit: <http://gss.uvic.ca/health-dental>. For specific questions and concerns, please contact the GSS Health and Dental Coordinator at gssoffice@uvic.ca.

LIBRARIES AT UVIC

Your ONECard is your library card. Information on borrowing and material limits are here: <http://www.uvic.ca/library/use/borrow/index.php>

There are two libraries at UVic:

[Mearns Centre McPherson Library](#)- The main library on campus. Also houses the archives and the Bibliocafe.

[Law Library](#)- Located in the Fraser Building.

LIBRARY LOCKERS FOR GRADUATE STUDENTS

There are 114 lockers available in the third floor (McPherson Library) Graduate Study area. Locker keys can be signed out from the Ask Us desk. Keys will be due at the end of the current academic year.

Lockers are available on a first-come first-served basis to UVic graduate students. Graduate students working on theses or dissertations while temporarily withdrawn from UVic are eligible to sign out a locker key.

For further information please visit us at the Ask Us desk or contact us at: askus@uvic.ca

ONECARD INFORMATION

The ONECard is your all-in-one- UVic ID. It acts as your student identification, library card, bus pass, recreation facilities pass, can be used to purchase food on campus, and much more. Information on how to obtain your ONECard and its uses is available here: <https://www.uvic.ca/onecard/>

Don't forget to activate it!

CAFÉ HISTORIQUE

Café Historique, organized by the History Department, is a public lecture and discussion series held monthly at Hermann's Jazz Club.

For more information:

http://www.uvic.ca/humanities/history/home/news/current/cafe_historique.php

ADVICE AND INSIGHT FROM PREVIOUS GHSU MEMBERS

Below you'll find advice from GHSU members regarding research, self-care, and how to navigate the department/your time at UVic. This feedback is based on each individual's experience within the program and is unique to that person. Everyone's experience will no doubt be different but hopefully this feedback will help you avoid some of the issues and problems that we experienced during our thesis year. Thanks to Kalin Bullman, Paige Fehr, Deborah Deacon, Kate Van Genderen, Liang Han, Stevan Bozanich and Sarah Taekema for their insight!

WHAT STUDENTS HAVE TO SAY ABOUT RESEARCH

- If you aren't sure yet what direction your thesis is heading in, don't go overboard on reading secondary sources. If you haven't narrowed down your topic enough, the secondary research will become overwhelming and unwieldy, and you'll never know when to stop. Read the ones that feel *very* important and skim the rest to lead you to new primary sources. Really focus on the primary sources and they'll lead you to the appropriate secondary sources. Because your literature review is due first, you might be tempted to read *all* the relevant literature right away. But if you don't know what sources you are focusing on, you may not know what the relevant literature is. And if you haven't narrowed your topic thematically, geographically, or temporally, your lit review will be general and vague, and you'll most likely need to change the whole thing once you've written the rest of your thesis. So do the research that you need to do to figure out where your thesis is going, and *then* do your lit review. It will take less time to write it once you have a better sense of direction, and so will the rest of your thesis.

- Remember that the process is a marathon, not a sprint.
 - Making detailed outlines for each chapter is a good idea, however it is important to remember that you need to be flexible, they will change as your research and writing progresses.
 - Set small goals for yourself each day and set larger goals for the week/month. Try to write something small each day, no matter how small.
 - Set a reasonable daily and weekly work schedule and at the end of each day note what you completed that day as a reminder that you are making progress.
 - Set deadlines for your research and writing and tell someone who can hold you accountable to them (your supervisor or a colleague).
 - A thesis-writing discussion group made up of some of your colleagues is a great resource to have to talk things over with, complain to, and to come up with new ideas with. They are in the same boat as you.
 - Remember that it is ok to take time off from your research and writing. Treat the process like a job. Breaks are okay. Going outside and walking around can be a great way to overcome writer's block or think over new ideas.

- *You don't need to spend all day writing/researching to make serious progress on your thesis.* I work from about 7am to 10am everyday writing, about 500-1000 words a day, in a coffee shop without Internet so I don't get distracted by my home/friends/etc. I spend another 2 hours or so researching/editing throughout the day. I take weekends off. Even just working 4-5 hours a day you can make a serious dent in your thesis (I was on a schedule for completing a chapter every three weeks and made it through working like that). That leaves me time to do self-care, like going on walks, making homemade meals for myself, etc.

- I would highly recommend looking up the past theses of graduate students. I looked through a few and it really helped give me an idea of what a thesis actually looks like and what I was working towards. It even gave me some really interesting ideas for formatting my chapters and sub-headings, as well as just giving me the confidence that all the work I was doing was leading towards a polished and tangible final product. I would also recommend looking at the work of your peers who are also writing their thesis throughout the year, as it is not only always great to see the awesome work that others are doing, but you should all help each other out by reading, editing, and giving constructive criticisms, which will make the process of creating all of your final theses a little easier.

- Nobody is going to write your thesis for you. It's up to you to get started as soon as you can. The sooner you can start the quicker you should be able to finish, especially if you keep up a routine.

- One thing I did horribly wrong is trying to put everything that seemed interesting into my thesis draft. It comes from an emotion that "I spent so much time on those materials! It's such a waste if they don't even appear in the thesis at all!" unfortunately, not all of the interesting or profound things fit the topic very well. Finally, I found out the energy used in writing them and linking them with the

body, then erasing them and editing the rest parts to remake transitions is the real waste.

- Dropbox is a very good choice to keep your works safe, and update everything on time. There are some other alternatives such as OneDrive, Google drive and Box if the space is not enough for you to preserve all your works.

WHAT STUDENTS HAVE TO SAY ABOUT SELF-CARE

- Your thesis is important. But you are here for a limited time and there are many opportunities that you will only be able to take advantage of while you're here. So, focus on your thesis but schedule in these other opportunities as well. Present a paper at a conference, offer to give a talk at a thesis workshop, attend public lectures, seminars, and film screenings. Work, volunteer, have experiences at the university outside of your thesis. Your CV will thank you. Stay sane. Make friends. Go to the cabin trips, pub nights, etc. Play catch on the quad with some other students. Take breaks. Eat meals. Slack off every now and again. Say 'no' when you need to say 'no.' No one will judge you if you prioritize your thesis. But do your best to strike a balance between having fun and getting work done. Too much of either will stress you out.
- *Make sure you're mentally healthy.* I started seeing a therapist while I was in the grad program to manage my stress surrounding the thesis and other things happening in my life. It is 100% okay to reach out and seek mental health services. Word to the wise: University of Victoria has, IMO, really poor mental health services- they fill up quickly and don't offer sessions on a regular-enough basis, etc. etc. If you are going to consider seeing a therapist and you want to do it through UVic get in there fast when the semester starts. Otherwise look around town- there are many great therapists with very flexible schedules!
- One of my biggest tips for staying sane and happy throughout your thesis year is to stay active. You have to be able to enjoy certain activities that you normally do, even when you are extremely stressed and pressed for time. It is perfectly ok to have some days where you only do a few hours of work and then spend the rest of the day outside or with friends. It is important to still be a social creature during your thesis year, and it is important to find activities that help reduce your stress level. Go for hikes, join an intermural sports team, play board games, go to the beach, go see a movie, or at least drink with friends (alcohol and academia go hand in hand at all levels). It is important to do these things, as well as have a friend network to not only do these things with but to use for support in tougher times. It is also why I would recommend attending GHSU social events, as they helped keep me grounded and sane through the slog that is researching and writing your thesis. However, you chose to do it, make sure to have things outside of your thesis to keep you busy and cheerful.
- Remember, you're supposed to be here. Don't let your conscience tell you otherwise. You've made it into grad school, you're embarking on your second year. Clearly you know a lot of stuff and you're smart. Intimidation is part of the process and so is the nagging voice inside your head telling you that you can't do this, that

you don't belong here, whatever. You do. You've made it this far. Be happy about that. But don't be complacent. Keep going. Don't stop. And you'll thrive!

WHAT STUDENTS HAVE TO SAY ABOUT NAVIGATING THE DEPARTMENT

- *If you switch projects/need to change supervisors: Be quick and diplomatic about it.* I had my area of research change from women in combat in the World Wars to focusing on one woman who lived in Montana in the early 20th century. My original supervisor obviously wasn't appropriate. I tentatively spoke to a professor who knew about my interests and got her permission to switch to her, but only if I asked my original supervisor and went to the Graduate Director first. Academia is a small world, and you don't want to step on any toes, so I would recommend that you speak to the GD and your original supervisor or somebody who would be interested in taking on your project about what your steps should be. It is okay to change your mind and switch interests but be sure to do it respectfully and politely and in a timely manner. It's better for all parties!
- Get involved with the Graduate History Review. Sign up as a reviewer, copy editor, or EAC (Editorial Advisory Committee) member. Reading and evaluating the writing of other students is a great way to motivate you to write. You may even get some ideas about paper organization, argumentation, style, etc.
- Check in with your supervisor often – you should have some guidelines about meeting times/frequency outlined on your Student-Supervisor form, so keep to that routine. This gives you opportunity to workshop ideas and discuss your topic against a helpful sounding board (and it keeps you on the same page and tuned in to each other's schedules!)
 - And that's another point: if you need something from your supervisor – advice, a reference letter, anything! – ask them as soon as possible. Profs are busy too so respect their schedule and save yourself potential stress!
 - Don't be afraid to ask for help. You're not expected to know everything. Ask Heather, ask the grad advisor, reach out to other departments about something you're stuck on. Don't know anything about gender studies, but suddenly realize it's an integral part of your thesis? Go talk to someone who does! Questioning is what got you here in the first place.

FUN STUFF, LOCAL HAUNTS, AND USEFUL INFORMATION!

We've put together a list of some fun activities as well as lists of popular local outdoor areas, athletics, eateries, cafes, and bookstores of Victoria.

DEPARTMENT & GHSU EVENTS

During the year, the GHSU and the History Department host a number of events to gather students together to socialize and share research. These include events like pub nights, the Sager-Baskerville golf tournament, hiking excursions, intramurals, and many more! We will let you know about upcoming events via both Facebook and email.

FOOD ON CAMPUS

UVic offers many places to eat depending on your needs. A few of the most popular areas on campus (in our opinion) include:

- **The Grad House** - Located in the Halpern Centre for Graduate Students (near the bus loop). Run by the GSS, graduate students receive a discount on food.
- **Mystic Market** - Located in the University Centre.
- **The Cove** – New student housing & dining facility with an open concept food court with ten food kiosks. Located beside the SUB just off Ring Road.
- **Felicitas** - The undergraduate restaurant/pub, located in the Student Union Building.
- **Bibliocafe** - Located in McPherson Library
- **Health Food Bar** – Student Union Building.

For more information on these, and other, food services on campus, please visit:

<http://www.uvic.ca/services/food/where/index.php>

Many students also drive, transit, or walk to Shelbourne Street, which is not very far from campus, to get food. Food services include places like Fujiya, McDonald's, Tim

Horton's, A&W, Subway, Noodle Box, Popeyes Chicken, amongst many other options.

ATHLETICS & INTRAMURALS

UVic offers many ways to stay active. Intramurals are offered year-round, in sports ranging from hockey, soccer, softball, and ultimate frisbee. CARSA (Center for Athletics, Recreation and Special Abilities) hosts many of these sporting activities. CARSA also has a gym, squash and racquetball courts, and a sports injury clinic. Visit: <https://vikesrec.ca/facilities>

Below is a link to Vikes Athletics, which includes intramurals and other fitness facilities: <https://vikesrec.ca/intramurals>

For those looking to watch live sporting events, there is both WHL major junior hockey, the [Victoria Royals](#), throughout the winter and collegiate baseball, the [Harbourcats](#), throughout the summer.

TRANSPORTATION IN & AROUND VICTORIA

BUSSES

Victoria Regional Transit- Bus service for Victoria and the Capital Regional District. Your ONEcard is used as your bus pass and is paid for each term in your tuition. Schedules, maps, and service changes can be found here:

<https://bctransit.com/victoria/home>

Capital City Station - Capital City Station is Victoria's transportation hub serving BC Ferries Connector, YYJ Airport Shuttle, and Tofino Bus scheduled services. Curbside concierge and friendly customer service agents make this stop an enjoyable part of your journey coming to or leaving BC's capital city, Victoria. Schedules and fares here: <https://gowilsonsgroup.com/>

Tofino Bus - Bus service up and down Vancouver Island. Schedules and fares here: <https://viconnector.com/>

Island Link Express - Bus service up and down Vancouver Island and on the mainland. Schedules and fares here: <http://www.islandlinkbus.com/>

BICYCLING

Bicycling is a popular mode of transportation in Victoria. A very detailed biking map of Victoria and the Capital Regional District is available here:

<https://www.crd.bc.ca/about/document-library/documents/maps/transportation>

The Galloping Goose and Lochside trails consist of 80 kms of hiking/cycling trails connecting downtown Victoria to Sooke and the Saanich Peninsula, respectively. A PDF map is available here: <https://www.crd.bc.ca/docs/default-source/parks-pdf/gglochsidebrochure.pdf?sfvrsn=2>

The UVic Campus Bike Centre opened in November 2013 to serve the campus cycling community. Drop by the Campus Security building or contact aosmond@uvic.ca to rent a Bike Centre locker.

- Bike lockers: \$40 a semester, plus key deposit
- Equipment lockers: \$10 a semester, plus key deposit

Visit <https://www.uvic.ca/campusplanning/completed-projects/bike-centre/index.php> for more information.

FERRIES

BC Ferries - Ferry service between Victoria Swartz Bay Terminal to Vancouver Tsawwassen Terminal. Schedules and Fares (for this route and others) found here: <https://www.bcferrries.com/>

Victoria Clipper - Passenger-only ferry service between downtown Victoria and Seattle, Washington. Schedules and fares here: <https://www.clippervacations.com/>

Black Ball Ferry Line "Coho Ferry" - Ferry service between Victoria and Port Angeles, Washington. Schedules and fares here: <https://www.cohoferry.com/>

AIR TRAVEL

Victoria International Airport: <https://www.victoriaairport.com/>

Harbour Air Seaplanes - Transport between downtown Victoria and downtown Vancouver, Vancouver International Airport, and Whistler. Schedules and fares here: <https://www.harbourair.com/>

Kenmore Air - Transport between downtown Seattle and Downtown Victoria. Schedules and fares here: <https://www.kenmoreair.com/>

PARKS, BEACHES & HIKING TRAILS

Below you will find a number of parks, beaches & hiking trails compiled by members of the GHSU on things to do and places to visit in Victoria that we wish we had known about during our first few weeks and months here. We hope these lists are helpful for getting to know Victoria better!

GYRO PARK, CADBORO BAY (Closest to UVIC)

Only a fifteen-minute walk from campus. Sandy beach, great for swimming. Located right by Cadboro Bay Village.

UPLANDS PARK/CATTLE POINT

Quiet spot south of Cadboro Bay with a great view. Good place to watch sea otters and seals. Also designated an Urban Star Park by the Royal Astronomical Society of Canada, which makes this a great spot to stargaze. Walk south from Cattle Point and you'll reach a staircase that will take you to Willows Beach.

WILLOWS BEACH

This Oak Bay beach is a local favourite. Shallow water, white sandy beaches, not too much seaweed. Great spot for beach volleyball, swimming, and walking your dog off-leash. Walk west on Estevan Ave. away from the beach and you'll reach Estevan Village.

OAK BAY MARINA

This is a great spot for brunch or coffee at Marina Dockside Eatery. Keep driving south along the water and you'll reach **Trafalgar Park**.

TRAFALGAR PARK/BEACH

Beautiful scenic view from the look-out point on King George Terrace. Steep but short trails lead down to the rocky, quiet beach. Great spot for sea glass hunting. Dogs can be off leash. Right next to Trafalgar Park is the **Chinese Cemetery**.

CHINESE CEMETERY/HARLING POINT

This is one of the great hidden gems of Victoria. Keep driving west on King George Terrace, and turn right onto Crescent Rd, which will lead you to the Chinese Cemetery, a National Historic Site. Beautiful view of the Olympic Mountains.

DALLAS BEACH

Down the road from Gonzales Beach is the longest beach in Victoria, Dallas Rd. Beach. The Waterfront Trail spans the beach and is a great spot to walk your dog off leash. As you walk/drive west on Dallas Road, you'll pass the **Ross Bay Cemetery** on your right

and **Clover Point** on your left. Keep your eye out for sets of stairs down to small beaches—these ones are also good for sea glass hunting. On your right you'll also see **Beacon Hill Park**.

BEACON HILL PARK

A tourist and local favourite. Sports fields, playgrounds, cricket pitch, rose garden, beautiful stone bridge, ponds, fountains, and water park. Check out the Beacon Hill Children's Farm (not just for children) and pet some baby goats. Peacocks roam the park freely, but they can be aggressive if you've got food on you, so be careful.

OGDEN POINT BREAKWATER

Take a half-mile windy walk down the breakwater and watch the cruise ships come in. Keep an eye out as you go—there are a few sets of stairs down to the rock base where you can see artwork painted on the wall of the breakwater. Check out the Breakwater Café and Bistro. Live music 8pm every Wednesday, Thursday, and Saturday.

FISHERMAN'S WHARF

Walk past the Breakwater down Dallas Road and you'll wind up at Fisherman's Wharf. Whale watching and kayaking rentals. Coffee shop, ice cream, fresh seafood, Mexican food, the famous Barb's Fish & Chips. Behind the Wharf is Fisherman's Wharf Park—another nice spot with a great playground for kids.

VICTORIA'S INNER HARBOUR

Famous Victoria landmarks include the Fairmont Empress, BC Legislature, and Royal BC Museum. Check out the Inner Harbour walkway in the summer for local vendors, artwork, mini doughnuts, etc. Also check out the Victoria Busker's Festival in the third week of July every year in the Inner Harbour. Walk along the harbour and you'll eventually reach Red Fish Blue Fish, an outdoor seafood eatery on a wooden pier. This place is a crowd favourite so expect a bit of a line.

ESQUIMALT LAGOON

This beach is best reached by car. Out by Esquimalt and Colwood. Very sandy beach, and quieter than Willows, Gyro, and Gonzales (the other sandy beaches).

MOUNT PKOLS PARK BEACH (Previously Mt. Douglas)

Northwest of UVIC, this long sandy beach is located just opposite Pkols. Lots of parking and public washrooms. For those interested in hiking or trail running close to the city, Pkols offers numerous trails that both go up the mountain and around it. The beach is a great spot to relax afterwards.

CORDOVA BAY BEACH

Quiet sand and pebble beach north of UVIC. Public access points on residential streets off Cordova Bay Road (D'Arcy Lane is one).

ISLAND VIEW BEACH

North of Cordova Bay Beach. Sandy beach with great views. RV and tent campground.

SIDNEY PIER AND SEA GLASS BEACH

This beach next to the Sidney pier arguably has the most sea glass on Vancouver Island. This is also a good spot to rent kayaks or book a whale watching trip.

ELK/BEAVER LAKE REGIONAL PARK

Two connected lakes, four nice beaches. Picnic tables, public washrooms. 10km walk around the lakes. Watch Canada's Olympic Rowing team and UVIC's rowing team train on the lake. Short drive from Victoria on the way up to Swartz Bay Ferry Terminal.

THETIS LAKE

Freshwater lake for swimming, canoeing, fishing. Nice beaches and picnic areas. Great trails (moderate to challenging). Twenty-minute drive from Victoria. Accessible by bus (Bus route #50).

SOOKE POTHOLE PROVINCIAL PARK

Located north of Sooke on the Sooke River. Fifty-minute drive from downtown. Trails, camping, freshwater swimming. Access to Galloping Goose Regional Trail. One of the best swimming spots you'll find.

MOUNT FINLAYSON/GOLDSTREAM PROVINCIAL PARK

Just off of the Trans-Canada Highway, Goldstream Provincial Park offers kilometres of trails. It is also home to Mt. Finlayson, a challenging hike with incredible views of the downtown, Saanich peninsula, Mount Baker, and the Olympic mountains.

GOWLLAND TOD PROVINCIAL PARK

Gowlland Tod provincial park is located on the western edge of the Saanich peninsula, roughly thirty minutes from downtown Victoria. Like Goldstream Provincial Park, it offers kilometres of trails and beach access points - a great spot to visit for a weekend hike!

BOOKSTORES

RUSSELL'S BOOKS

Best place for used books in Victoria. They can order books for you as well and you can sell back books for store credit. Located on Fort Street downtown.

MUNRO'S BOOKS

Another local favourite. This bookstore was opened over fifty years ago by Nobel Prize winner Alice Munro. It has been named #3 of the World's Top 10 Bookstores by National Geographic. Located on Government Street.

RENAISSANCE BOOKS

This one is located in Bastion Square. Really unique selection of used and vintage books.

BOLEN BOOKS

Huge bookstore with a great selection. Located at Hillside Mall.

CHAPTERS

Store located on Douglas St. in Mayfair Mall.

MILITARY & HISTORY BOOKSTORE

Located farther up Saanich Peninsula in the town of Sidney, this bookstore is a must-visit location for anyone doing work on war histories.

CAFÉS

Victoria is blessed with numerous cafes throughout the city and the surrounding area. This list has a few of our favourites, but there are many more to find!

FAVOURITES

DISCOVERY COFFEE

James Bay (Michigan & Menzies), Roastery (Discovery St. & Douglas), Downtown (Blanshard & Broughton), Oak Bay (Oak Bay & Amphion).

CAFFE FANTASTICO

Quadra Village – 965 Kings Rd.

HEY HAPPY COFFEE

Johnson, East of Wharf.

HABIT COFFEE

Yates & Blanshard.

PARSONAGE CAFÉ

Home of Fernwood Coffee in charming Fernwood (North Park & Cook).

OTHER HAUNTS

HIDE & SEEK COFFEE

Located along Oak Bay Ave., Hide & Seek is a quaint coffee shop right in the middle of “downtown” Oak Bay. They also sell mugs, coasters, t-shirts, etc. They have a second location in Fairfield.

OTTAVIO ITALIAN BAKERY & DELICATESSEN

Also located in Oak Bay, at the corner of Oak Bay Ave. and Monterey Ave. Along with serving good coffee, Ottavio sells great cheese, deli meat, and other deli products. For more information, visit: <https://www.ottaviovictoria.com/>

BEAN AROUND THE WORLD

Located at 533 Fisgard Ave., in downtown Victoria right in the heart of Chinatown.

TOWNSHIP COFFEE COMPANY

Located at the corner of San Juan Ave. and Tyndall Ave. in Gordon Head, Township Coffee Company is a great place to grab a coffee or matcha tea and get some work done. They serve Caffè Fantastico - a local coffee bean roasting company. For more on Township: <http://townshipcoffeeco.com/>

MILANO VICTORIA

This coffee shop is located downtown at the corner of Government St. and Courtney Street. Milano is a great spot to people watch especially during the cruise ship season (although, being on Government St., it will probably get quite busy during the summer).

SERIOUS COFFEE

An island coffee chain, there are numerous Serious Coffee's throughout Victoria and the surrounding area.

PUBS

Like coffee shops, there are numerous pubs throughout Victoria (especially along Government Street). Here are some of our favourite watering-holes.

PENNY FARTHING

Located in “downtown” Oak Bay, it’s a great spot to grab a drink/food if you live in the surrounding area.

GRAD HOUSE

Located in the Halpern Centre for Graduate Students, the Grad House offers (arguably) the best food on campus. Graduate students get a discount on food so be sure to bring your student card when you go.

SWANS

Owned by the University of Victoria, Swans is located at the corner of Pandora and Store Street. They serve their own craft beer made in house.

IRISH TIMES

Located on Government Street at the corner of View Street/Bastion Square, Irish Times is a great pub that also offers brunch on weekends. They also offer live music 7 nights a week.

GARRICK HEAD

Right beside Irish Times, Garrick Head is another great place to grab a drink and hang out downtown.

CHURCHILL

Also located on Government Street, the Churchill offers a wide selection of whiskeys and beer.

STICKY WICKET BAR & RESTAURANT

Located on Douglas Street in the Strathcona Hotel, the Sticky Wicket is a massive establishment. During the warmer months, customers can play beach volleyball on the roof top. There is also a club underneath.

THE LOCAL

Located on Wharf Street, the Local has one of Victoria’s best patios with views of the Inner Harbour.

CRAFT BEER MARKET

The Craft Beer Market restaurant and bar has over 100 draft taps featuring local and international beers, ciders, and meads and fresh local food. Located at 450 Swift Street (overlooking the water).

VEGETARIAN/VEGAN OPTIONS

BE LOVE

1019 Blanshard St. Victoria, BC
Cuisine: Vegan-friendly, vegetarian

LOTUS POND

617 Johnson Street, Victoria, BC
Vegan/Vegetarian Chinese food

REBAR

50 Bastion Square, Victoria, BC
Contemporary vegetarian eatery with a low-key vibe, plus a selection of juices, wine & beer.

FARMER'S MARKETS

There are a number of farmer's markets in Victoria and throughout the surrounding areas. Most run during the summer and into the fall. For more information on each market (such as dates and times of operation), please visit the following websites:

<https://islandfarmfresh.com/market/>

<https://bcfarmersmarket.org/>

List of markets nearby:

- Moss Street Market
- James Bay Community Market
- Saanich Sunday Farmer's Market
- Saanichton: Peninsula Country Market
- Sidney Street Market
- Metchosin's Farmer's Market
- Salt Spring Island
- Goldstream Farmer's Market
- Esquimalt Farmer's Market

USEFUL CONTACT INFORMATION

Ombudsperson

Annette Fraser
250-721-8357 ombuddy@uvic.ca
<http://uvicombudsperson.ca>

CUPE 4163

250-472-4778 or 250-853-3863
office4163@gmail.com/
<http://4163.cupe.ca>

Mears Centre for Learning – Research Help Desk - McPherson Library

Phone: 250-721-8274
askref@uvic.ca, or by online form: <http://www.uvic.ca/library/research/ask/askref.php>

Subject Librarians

As graduate students we are also privy to subject-specific librarians, the History and Graduate Studies librarians:

Scott Johnston, Library Collections Management, Library References Services
250-472-5479; scjo@uvic.ca

Tina Bebbington, History, Philosophy, & Newspapers
250-721-8252; bebbingt@uvic.ca

Centre for Academic Communication

Located on the main floor of McPherson Library in room 135J, the CAC offers writing support services and tips on improving academic communication.
Nancy Ami, CAC Manager: 250-853-3675; cacmgr@uvic.ca

Centre for Accessible Learning (CAL)

Voices and TTD: 250-472-4947
calfrontdesk@uvic.ca / <https://www.uvic.ca/accessible-learning/index.php>

Indigenous Academic & Community Engagement

Located in the First Peoples House
250-472-4913
iacereceptionist@uvic.ca / <http://www.uvic.ca/services/indigenous/index.php>

International Student Services

250-721-6361
icsinfo@uvic.ca
<https://www.uvic.ca/international/index.php>

UVic Bookstore

250-721-8311
bookstore@uvic.ca
<https://www.uvicbookstore.ca>

Student Wellness Centre / Health Services

Health and Wellness Building

<https://www.uvic.ca/student-wellness/>

250-721-8563

moa@uvic.ca

Multifaith Centre

Provides a space for prayer, meditation, and services for various denominations

<https://www.uvic.ca/search/maps-buildings/buildings/multifaith-centre.php>

250-721-8338

multifaith@uvic.ca

Child Care Services

250-721-8500

childcare@uvic.ca

<http://www.uvic.ca/services/childcare/>

Residence Services

250-721-8395

housing@uvic.ca

<http://www.uvic.ca/residence/>

Family Centre

Provides activities and drop-ins for children and their families

250-472-4062; familyc@uvic.ca; Facebook: UVicFamilyCentre

<http://www.uvic.ca/familycentre/>

Co-operative Education Program and Career Services

250-721-7628; coopinfo@uvic.ca

<http://www.uvic.ca/coopandcareer/>

Learning and Teaching Centre

250-721-8571

<http://www.uvic.ca/learningandteaching/>

Campus Security

We recommend storing the emergency and non-emergency numbers in your mobile phone contacts. The foyer of the Campus Security Building also provides a safe haven with a surveillance camera and intercom. The building is open and staffed 24/7. There are also 14 Direct Dial Phones located throughout the campus if, for any reason, you require the Safewalk program or emergency assistance.

<http://uvic.ca/security/>

- **Emergency & Safewalk line:**
250-721-7599
- **Non-Emergency:**
250-721-6683
- **Parking Helpline:**

250-721-6386

➤ **Campus Alone Service:**

250-721-6683

24-Hour Emergency/Safewalk

Campus Security provides the Safewalk program. If you do not feel safe walking on campus, contact the Safewalk program and they will walk you to/from your car, dormitory, or between buildings for whatever reason.

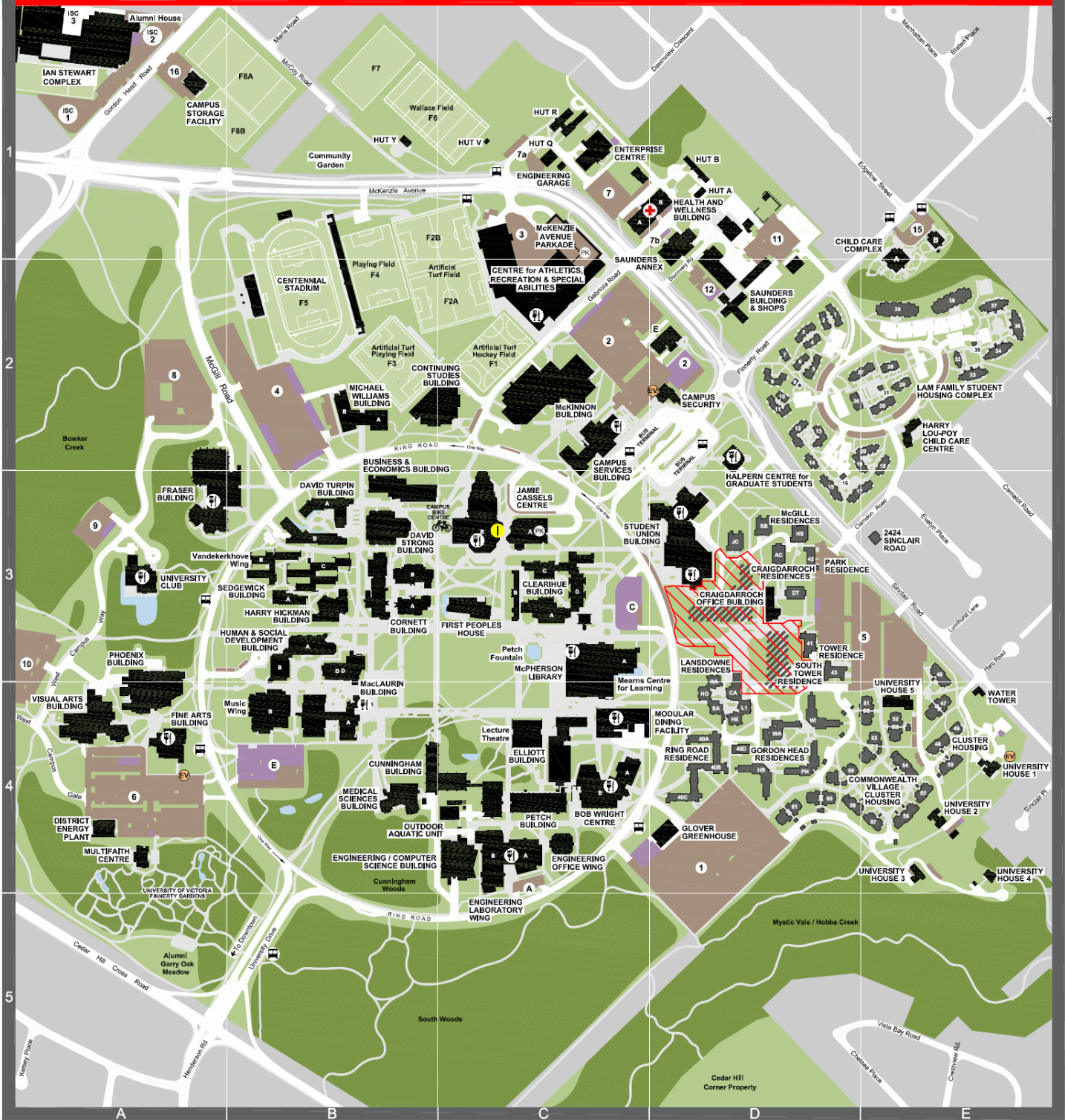
Of course, dialing 911 will also put you through to police, fire, and/or ambulance services in Victoria.

Campus Alone

This service is provided for anyone who works/studies on campus during quiet hours (i.e., evenings, weekends, holidays, etc.). Anyone concerned for their personal safety while working/studying alone during these times may telephone Campus Security Services at **250-721-6683** and provide the following information:

- Your name, building, office phone number or location you are working in. An estimated time of departure. If this changes, you must advise Campus Security.
- Your mode of travel and, if applicable, a vehicle description and location where you have parked your vehicle
- You must call 250-721-6683 just prior to your departure

If campus security does not receive a call advising of your departure, a Security Officer will follow up and check on you. Note: They will make every effort to visit you when you are working alone. However, due to unforeseen demands, Security Officers may be involved with emergency situations and be unable to visit you.



- Buildings
- Residences
- Buildings Under Construction

- General Pay Parking
- Reserved Parking
- Construction Zone

- Welcome Centre
- Student Wellness Centre
- Food Service Outlet
- Bus Stop
- Parkade
- EV Charging Station

