



Table of Contents

Section One - Introduction	5
Description of Program	5
Key Program Contacts.....	6
Core Faculty	6
Affiliated Faculty	6
Office of Research and Graduate Studies Staff.....	8
Grenfell Campus Directory.....	9
School of Grad Studies (SGS) - St. John’s Campus Contacts	9
Section Two - Program Structure	10
Part-time Route:	10
Full-time one-year Major Research Project Route:	10
Full-time two-year Thesis Route:.....	10
Credit Hours and Distribution:.....	11
Core and Elective Courses.....	11
Section Three – Post-Admission.....	14
Responsibilities of Supervisors and Graduate Students	14
Registration Procedures.....	14
Payment of Fees.....	14
Payroll Deduction.....	15
Leave of Absence	15
Dropping and adding courses	15
Funding Your Education	16
Graduate Assistantships (GAs).....	16
Scholarships and Awards	17
Working Off-Campus.....	17
Conference Funding.....	17
Social Insurance Number (SIN)	18
English Language Tutoring and Development	18
Health Services.....	18
Mental Health and Well Being	19
Health and Dental Plans.....	19
Newfoundland and Labrador Medical Care Plan (MCP)	20
Computing Accounts.....	20
Student ID Card.....	20
Parking Permit.....	21
Equity, Diversity and Inclusion (EDI)	22
Integrity and Research Ethics.....	23
Section Four – Description of Internship, Major Research Project, and Thesis	24
Thesis Submission Timeline	25
Section Five - Campus Services and Other Resources.....	27
Indigenous Student Services	27
Study Space.....	27

Food Services 27

Campus Dining Hall 27

Graduate Student Union (GSU)..... 28

Grenfell Graduate Student Society (GGSS) 28

Memorial University’s School of Graduate Studies (SGS)..... 28

Teaching Skills Enhancement Program (TSEP)..... 28

The Learning Centre..... 29

Student Housing..... 29

Athletics and Recreation..... 30

Competitive Sports – Grenfell Warriors..... 30

Recreation..... 30

Section Six – Important Dates and Deadlines31

Section One - Introduction

The Master of Applied Literary Arts is the first of its kind in Canada that combines academic studies with professional skills training in a flexible and experiential manner.

There is a demand for qualified arts professionals in Newfoundland and Labrador. MALA will prepare graduates for a wide range of arts-based professions in this province and beyond. Graduates will contribute to the creative economy, building on local arts, culture and tourism-based economies, enriching rural communities, disseminating shared history and heritage, decolonizing and diversifying, and giving shape to new cultural traditions.

Relationships with local communities, businesses and cultural actors will take students off campus to collaborate with local and professional artists. This engaged and community-based approach to learning emphasizes experiential opportunities for students.

Graduates of MALA will have expertise in:

- editing, publishing, event and festival planning, and grant writing
- experience in writing, producing, editing and anthologizing a range of creative works
- training in information management, archival work, arts management and curatorial knowledge
- skills developed in various aspects of theatre production and tourism

Description of Program

MALA – The MALA program offers internship, research paper, and thesis options, with one-to-two-year durations. The research paper option involves courses, an internship, and a major research paper, and can be completed in one year of full-time study or two years of part-time study. The thesis option involves courses, an internship, and a thesis, and can be completed in two years of full-time study.

Key Program Contacts

Core Faculty

Shoshannah Ganz, Ph.D.

Assistant Professor, English
Graduate Officer – Master of Applied Literary Arts
Office: AS 332N
Phone: 709-639-2738
Email: sg0721@mun.ca

Adam Beardsworth, Ph.D.

Professor, Environmental Policy Institute
Internships Officer – Master of Applied Literary Arts
Office: AS332P
Phone: 709-637-6200, ext. 6217
Email: adamb@mun.ca

Affiliated Faculty

Edwin Bezzina, Ph.D.

Assistant Professor, Chair of Environment and Sustainability Program
Office: FC 2026
Phone: 709-637-2191
Email: b56eb@mun.ca

John Bodner, Ph.D.

Associate Professor of Folklore in Social Cultural Studies Program
Office: AS 390
Phone: 709-639-2380
Email: h63jmb@mun.ca

Jerry Etienne, Ph.D.

Associate Professor, Acting
Office: FA 316
Phone: 709-639-2547
Email: n9je@mun.ca

Tom Halford, Ph.D.

Visiting Assistant Professor
Office: 332H
Phone: 709-639-4805
Email: z53tafh@mun.ca

Todd Hennessey, Ph.D.

Associate Professor, Acting
Office: TBD
Phone: 709-637-6277
Email: b2jth@mun.ca

Ken Jacobsen, Ph.D.

Associate Professor
Dean - English
Office: AS 303
Phone: 709-6396575
Email: c2kj@mun.ca

Renate Pohl, MFA

Associate Professor, Technical Theatre Production
Office: FA 317
Phone: 709-639-6493
Email: t26rp@mun.ca

Crystal Rose, MA

Associate Dean of Libraries
Phone: 709-637-2183
Email: c59cjr@mun.ca

Michael Waller, MFA

Associate Professor, Acting
Office: FA 315
Phone: 709-639-6485
Email: mw1425@mun.ca

Aley Waterman, MA

Visiting Assistant Professor
Office: AS 332P
Phone: 709- 639-2700
Email: akw732@mun.ca

Julie Pitcher, Ph.D.

Assistant Professor, Program Chair, Business Administration
Office: AS 2012
Phone: 709-637-2571
Email: jpitchergiles@mun.ca

Shelly Kawaja, MA, MFA

Email: shobbs@mun.ca

Roselyne Okech, Ph.D.

Phone: 709-6535

Email: ro3185@mun.ca

Office of Research and Graduate Studies Staff

Dr. Mumtaz Cheema

Associate Vice-President (Grenfell Campus), Research, Graduate Studies

Office: FC4027

Phone: 709-639-6533

Email: macheema@mun.ca

Ken Carter

Director, Research and

Engagement Office: FC4021

Phone: 709-637-6265

Email: h15klc@mun.ca

Pamela Gill

Communications Manager

Office: Remote

Phone: 709-632-0936

Email: p9pg@mun.ca

Lan Ma

Research Financial Service Officer,

Grenfell Campus Office: AS 320

Phone: 709-639-7596

Email: f99lm@mun.ca

Jennifer Butler Wight

Grants and Contracts Facilitation Officer,

Grenfell Campus Office: Remote

Phone: 709-637-7328

Email: jbutler@mun.ca

Nadia Simmons

Graduate Programs Administrator,

Office: FC 4025B

Phone: 709-639-6585

Email: nadiaz@mun.ca

Debbie Pike
Intermediate Secretary
Office: FC 4020
Phone: 709-637-7193
Email: demchugh@mun.ca

Akseli Virratvuori
Grants Facilitation Officer Graduate Studies
Office: FC4022
Phone: 709-216-7373
Email: aavirratvuor@mun.ca

Grenfell Campus Directory

[Welcome | Grenfell Campus | Memorial University of Newfoundland \(mun.ca\)](#)

School of Grad Studies (SGS) - St. John's Campus Contacts

<https://www.mun.ca/sgs/contacts/sgscontacts.php>

Section Two - Program Structure

The MALA program offers several options to support students in completing this program. The sections below, describe the suggested routes to completing courses, internship, and major research project or thesis for part-time students and full-time students.

Part-time Route:

Students should take one course a semester in their first year. It is suggested that students take their required courses first unless there is an elective course of particular interest that will not be offered again during their time of study. The student should take the internship course in the spring term. The student may take an additional course in the spring or summer if one is offered. Otherwise, the student should be working on their Major Research Project during the spring and summer terms. In the second year the student should take two electives in the fall and one elective in the winter. The Major Research Project should be submitted by June 16 of the second year in order to graduate on time.

Full-time one-year Major Research Project Route:

Students should take two or three courses in the fall term including the required course and one or two electives. The following term the student should again take the required course and one or two electives. If there is a spring or summer course on offer the students may consider taking two courses in the fall and two in the winter and one in the spring or summer, but it is generally advised to take three courses one term and two in the other term (fall/winter). The student should be completing the internship and working on the major research paper over the course of the fall, winter, and spring terms. The student should submit their short and long proposals for the major research paper by the deadlines in the fall term. The student should take the internship course in the spring. The major research paper should be submitted by June 16 in order to graduate on time.

Full-time two-year Thesis Route:

Students should take two courses in the fall and two courses in the winter. The student may take three courses in one term if they so wish. These should include one required course and one elective each term. The student may take a spring or summer course if this is on offer or the final course in the fall term of the following year. The student should be working on the internship during both years and take the internship course in the spring of their first or second year. The student should be working on their thesis including submitting the short proposal and longer proposal in the fall term of their first year. The thesis should be submitted by June 16 of their final year in order to graduate on time.

Credit Hours and Distribution:

- Master of Applied Literary Arts program requires 27 credit hours for the Major Research Project or 33 credit hours for the Thesis.
- The Major Research Project is 3 credit-hours.
- The Thesis is 3 credit hours.
- For the Major Research Project route and the Thesis route the student will complete two required courses of 3 credit hours each and complete three elective courses of 3 credit hours each.

The Major Research Project route requires the student to complete a 6-credit hour internship supervised by the internship officer, a professor supervising the internship or a community partner. The internship will be discussed and evaluated as part of the internship course in the spring term. The Thesis route requires 12-credit hours of internship completed over the two years of study. The internships in both cases are paid positions and this forms \$3000 of the funding package offered to students each year. Part-time students use their work experience in place of the internship, but still take the internship course in the spring term.

The Major Research Project or Thesis will be supervised by one of the professors working in the Master of Applied Literary Arts. These professors are listed in the Key Contacts section. In some cases, the student will also work with a community partner. This must be completed in the last term of study and submitted by June 16, but shall commence at the beginning of the program of study.

Core and Elective Courses

Students will take the two core courses offered every year and three elective courses from the English program offered no more than once in three-year period. Students may additionally choose their three electives from courses offered as part of the suite of MALA course offerings.

Core Courses: one will be offered in the fall and one in the winter

- ALA 6100 **Arts Management**
- ALA 6101 **Literary Production**

Students will take three elective courses from the following selection of courses. Three of the following Elective Courses will be offered by English program members each year. Additional courses may be offered including the literary tourism course at the Harlow Campus.

- ALA 6102 **Literary Adaptations**
- ALA 6103 **Anthology Building**

- ALA 6104 **Children’s Literature and Market Politics**
- ALA 6105 **Fan Cultures and Fan Studies**
- ALA 6106 **Film in Theory, Film in Practice**
- ALA 6107 **Documentary Film: Theory and Practice**
- ALA 6108 **Life Writing**
- ALA 6109 **Literature and Industry**
- ALA 6110 **Literary Tourism**
- ALA 6111 **Magazine Writing**
- ALA 6112 **Print Culture**
- ALA 6113 **Asian Literature in the Diaspora and in Translation: Memorials, Museums, and Dark Tourism**
- ALA 6114 **Literature and Aging**
- ALA 6115 **Writing and Publishing**
- ALA 6200 **Introduction to Playwriting**
- ALA 6201 **Introduction to Dramaturgy**
- ALA 6203 **How to Start a Community Theatre**
- ALA 6204 **Music Production**
- ALA 6300 **Introduction to Information Management: Principles and Practices**
- ALA 6301 **Cultural and Heritage Tourism Development**
- ALA 6302 **Culinary Tourism**
- ALA 6303 **Special Interest Tourism**
- ALA 6304 **Introduction to Curatorial and Museum Studies**

Students in the Master of Applied Literary Arts degree must obtain a grade of B or better in all program courses and their Major Research Project or Thesis. Candidates who receive a grade of less than B in a program course will be permitted to remain in the program, provided the course is repeated and passed with a grade of B or better. Alternatively, the candidate may, on the recommendation of the Graduate Committee in Environmental Policy (GCEP), and with the approval of the Dean of Graduate Studies, substitute another graduate course. Only one course

repetition or substitution will be permitted during the candidate's program after which the candidate shall be required to withdraw from the program.

According to section 2.2.3.5 (1)(b) of the University Calendar, ... *each student for a Master's Degree shall normally spend at least two semesters in residence as a graduate student at this University... For most students this will involve taking courses or engaging in research while resident on campus.* Students are encouraged to meet this residency requirement in the first two semesters of their program.

Students may request a switch from one stream to another by submitting a **letter of application** to the Graduate Committee on Environmental Policy (GCEP). Students are encouraged to consult their supervisor and the Graduate Officer if they wish to change streams. Students wishing to switch to the thesis stream are advised that the support of a supervisor is very important for their application and that funding is not always available.

The Change of Route form is available online: www.mun.ca/sgs/current/general_forms.

Section Three – Post-Admission

Responsibilities of Supervisors and Graduate Students

Endorsed by SGS Academic Council on September 19, 2016

The fundamental principle underlying this statement of responsibilities between students and faculty is that there must be mutual respect governed by high standards of professional integrity and ethics. These written guidelines are meant to identify, at a high level, guiding principles that can apply to all graduate supervisors and students to help both supervisors and students create and maintain a successful relationship, but are not meant to replace student-supervisor communication.

Responsibilities for Graduate Supervisors and Graduate Students, can be found here: [Resources for Graduate Supervisors | School of Graduate Studies | Memorial University of Newfoundland \(mun.ca\)](#)

Registration Procedures

Registration for the fall semester begins in early August; for the winter semester, it begins in early December; and for the spring semester, in early April.

Registration is done online through [Memorial Self Service](#). Please ensure the graduate courses you register for are reflected on the Program of Study form that was sent to you at time of admission. **All MALA students must register for MALA 9000 upon entry to the MALA program**, as this registration identifies you as a graduate student. This registration will automatically occur for all subsequent semesters. If you are granted a leave of absence, you will need to register for MALA 9000 upon your return.

More information pertaining to registration procedures may be found online: www.mun.ca/sgs/current/registrationprocedures.

Payment of Fees

When you accepted your offer of admission to the MALA program, you selected a payment plan based on number of semesters of study. This plan remains in effect for the duration of the program and may not be changed after the first semester. If you complete your program in fewer semesters than originally selected, the remaining semester fees must be paid. Students who do not complete their program in the expected number of semesters will be required to pay a continuance fee for each additional semester. All graduate students must be registered for every semester during the MALA program, and must pay fees for each semester, unless a leave of absence has

been granted.

Fees for tuition, residence, student union, and health/dental insurance are due once a Student registers. These fees may be paid by cash, debit, online banking or cheque to the Bursar's Office (AS279) or by MasterCard through [Memorial Self Service](#). There is a convenience fee of 2.50% when paying by credit card (Subject to change by Moneris). More details on payment options can be found at <https://mun.ca/grenfellcampus/departments--services/bursars-office/>.

Payroll Deduction

Graduate students who wish to have their tuition paid from their bi-weekly financial support can request payroll deduction online through [Memorial Self Service](#). Your semester program and ancillary fees will be allocated over the number of pay periods available within a given semester and will be deducted from your bi-weekly support. Graduate students signing up for payroll deductions must do so every semester. Current students already on funding will be able to sign up for online payroll deductions 24 hours after they register. New students will be able to sign up for online payroll deductions on the first day of classes. All graduate students must complete their online submissions before the last day to register (two weeks after the start of classes). After the last day to register, you will not be able to sign up for payroll deductions until the following semester.

Leave of Absence

To receive a leave of Absence, a completed [Request for Leave of Absence](#) form should be submitted before the registration deadline for that semester and must be approved by the School of Graduate Studies. The Request for Leave of Absence form may be found online here www.mun.ca/sgs/current/general_forms

Dropping and adding courses

A "Drop and Add" period at the start of each semester gives you time to change your course schedule without academic penalties. Most changes can be done through Memorial Self-Service. In some instances, you may have to use a [Course Change Form](#). Students wishing to register for program courses outside their academic unit (including undergraduate courses) must do so with a Course Change Form. A Change of Program Form must be completed if any such courses are to become part of your graduate program. Please see the [University Calendar](#) for specific course change regulations and deadlines.

Funding Your Education

Financial support will usually be offered at time of admission to eligible students. Students must be registered as full time and must meet defined academic standards in order to receive a SGS Fellowship. Guidelines for awarding of SGS Fellowships and Graduate Student Support are available on the webpage, <https://www.mun.ca/sgs/current/funding/>

According to the School of Graduate Studies (SGS), Memorial University of Newfoundland, a full-time graduate student may not commit more than 24 hours a week working time, including teaching assistant or research assistant duties, to matters other than the degree program. (Regulation 2.3.8).

Graduate Assistantships (GAs)

If you have received graduate assistantship (GA) funding as part of your internal funding package, you are required to work as a Research Assistant (RA) and/ or a Teaching Assistant (TA) during the academic year. Students must have a Social Insurance Number (SIN) before receiving Graduate Assistantship funding. Students submit an ongoing record of their graduate assistantship hours using the GA Hours form found in section ten of this handbook.

The Graduate Assistantship (GA) process is administered through the Office of Research and Graduate Studies at Grenfell Campus. Students who are obligated to complete a GAship must apply for specific positions to fulfil this requirement. GA opportunities/positions go live around the beginning of the semester. Graduate students should monitor emails from the Graduate Office to remain updated on Graduate and Research Assistantship opportunities.

Grenfell Campus graduate students who receive GAs become members of the Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN). Students will receive a TAUMUN letter from the Senior Secretary, Graduate Studies upon awarding of the assistantship. As per Article 12.17 of the [MUN- TAUMUN Collective Agreement](#), Graduate Assistants must be notified of their appointment in writing and a Graduate Assistant can only be required to perform duties and responsibilities as outlined in their letter of appointment.

Graduate student support will be paid bi-weekly. The Senior Secretary, Graduate Studies will send an email biweekly to initiate payments to students by submission of the Graduate Student Support Payroll form.

Scholarships and Awards

Graduate students are encouraged to apply for scholarships and external awards to enhance qualifications and increase graduate funding. Information and application forms for the [Canada Graduate Scholarships \(CGS\) Master's Program](#) are now available on the Social Sciences and Humanities Research Council (SSHRC)'s website: sshrc-crsh.gc.ca.

Additional scholarship and award notices may be found online: www.mun.ca/sgs/current/scholarships/

Working Off-Campus

Grenfell Campus offers Career Development Services to help you prepare for your job search. You may visit the Career Development Coordinator in AS271 or email Thomas Young: twy675@mun.ca.

Full-time International students should access information for working off campus from Angela Gomez in the Internationalization Office: agomez@mun.ca.

Students will require a Social Insurance Number (SIN) before commencing work.

Conference Funding

- Full-time and part-time master's and doctoral students are eligible for a maximum of \$400 per eligible student through SGS
- The GSU allocates up to \$250 per master's student and up to \$500 per doctoral student (with a maximum of \$250 per conference). Doctoral students may submit a request for approval to receive the entire sum at once. An additional \$50 is allocated for travel outside of Canada. Students are also eligible for up to \$150 of these amounts for research trips, field trips, or conferences at which they are not presenting but are related to their academic programs
- TAUMUN allocates \$100 per student (one conference for master's program and two conferences for PhD programs, not concurrent)

Students should become familiar with Memorial University travel guidelines. If your destination is outside of Canada, you must comply with Memorial University safety and security procedures. Students should submit the [Request for Travel Assistance](#) form, even if attending a virtual conference, solicit all required signatures, and retain the completed form. Students should apply for funding a minimum of **four weeks** before the

conference begins, unless otherwise stated in this policy. Conference and travel assistance is normally available after the conference has concluded, but an advance can be arranged, if necessary. Once your conference is completed, complete the Travel Claim Form, solicit all required signatures, and submit with necessary receipts and the original Request for Travel Assistance Form to the School of Graduate Studies. Conference and travel funding is not guaranteed and is contingent upon the availability of funds and the submission of a complete application package. For more information on other funding sources, please contact SGS, GSU, TAUMUN, or the appropriate Faculty.

Social Insurance Number (SIN)

For more information on social insurance numbers, please visit the [Service Canada](#) website. You can complete and submit the [Social Insurance Number Application](#) online. In addition to your application, you will be required to submit a copy of your study permit that includes a condition authorizing you to work.

International student's SIN will start with the number '9' and will only be valid until the end of your authorized stay in Canada (date of expiry of study permit). When you renew your immigration documents, be sure to renew your Social Insurance Number. International students may also need to obtain an International Student Employment Contract, signed by you and your employer, to submit with your SIN application.

English Language Tutoring and Development

The English as a Second Language (ESL) Office at Grenfell Campus is pleased to provide language support for graduate students at Memorial University who use English as a second or additional language. This support is available through one-on-one or small group tutoring sessions as well as themed workshops. For more information about these services or to make an appointment with a tutor, contact Melissa Halford (mhalford@mun.ca).

Health Services

Grenfell's Health Services office offers a variety of health care services to help you live well, feel good, and achieve your goals. Our health professionals can help you take care of your physical and mental health so that you're able to have the best university experience possible. Grenfell Campus Health Services is located in the Bennett wing on the main floor of the Arts and Science Building. In addition, Health Services has partnered with the local organizations to offer various health promotion

activities. For more information about Health Services, contact us: 637-7919 or gchealthservices@mun.ca.

The new Western Memorial Regional Hospital provides emergency services. They are located at 100 Health Care Crescent, Corner Brook, NL, A2A 0J4.

Mental Health and Well Being

Mental Health Crisis Line (24/7/365) **1-833-456-4566 toll-free (In QC: 1-866-277-3553)**
www.crisisservicescanada.ca

24-hour Newfoundland and Labrador province wide Mental Health Crisis Line at (709) 737-4668 (Toll free: 1- 888-737-4668) or ask for support from the Mobile Crisis Unit at the same number.

Memorial's Student Wellness and Counselling Centre (SWCC) and School of Graduate Studies have partnered to offer dedicated virtual counseling supports for graduate students. To book an appointment with SWCC's counsellor for graduate students, please complete the [SWCC request counselling form](#).

Health and Dental Plans

The Graduate Students Union (GSU) provides health and dental plans that are mandatory for all full- time graduate students (including international students that have opted out of the ISA health insurance), and fees are collected by the University in all three semesters. For an additional fee, students may extend the coverage to their partners, including same sex partners, and their dependent children. Eligible students may opt out of the GSU health and/or dental plans on condition that proof of alternate comparable coverage is provided and the necessary opt-out forms are completed by the deadline. For more information about the GSU Dental and Health plans go to: <https://www.gsumun.ca/health-dental-plan>

Registered International students are automatically enrolled in the Foreign Health Insurance plan provided by MUN's International Student Advising Office (ISA), and full-time International graduate students are automatically enrolled in the Graduate Student Union (GSU) dental plan. Eligibility requirements have to be met in order to opt out of the Foreign Health Insurance and/or transfer into one of the student union plans. These requirements can be found online: <https://www.mun.ca/international/programming/healthinsurance/index.php> .

If you meet the eligibility requirements to opt out of the Foreign Health Insurance plan,

visit Student Services before the end of the second week of classes to complete a waiver and provide necessary proof. Students who have completed an opt-out form in past semesters will be automatically exempt in following semesters.

Newfoundland and Labrador Medical Care Plan (MCP)

All international students with a study permit valid for 12 months or longer are eligible to apply for the Newfoundland and Labrador Medical Care Plan (MCP). MCP is a comprehensive plan of medical care insurance designed to cover the cost of physician services for residents of the province. The MCP application form and further information may be found online:

<https://www.health.gov.nl.ca/health/mcp/international.html>

Computing Accounts

As a student at Memorial University, you are provided with computer accounts to access systems and resources. To create a [MUN Login account](#).

To create your MUN account, you will need:

- your student number (for example: 201612345)
- your PIN (you used this to register for courses and the format is your birthdate: yymmdd)

If you don't know your pin you can have it reset by visiting the Registrar's Office (AS277) or calling 709- 637-6298.

If you are having problems with your new account, you may contact the Help Desk by telephone 639- 2049, by email gcits@mun.ca or by visiting AS 373.

Computers are located in the library (LC208), the computer labs: LC202, AS3003, AS3009 (Mac Lab), and AS3005 (GIS Lab), and in the student atrium of the Arts and Science extension. The computer labs are open from 8:00am to 12:00am, 7 days a week throughout the year (including holidays).

*Labs are utilized for classes but will be available to students during non-class hours.

Student ID Card

Before starting classes, you should request your campus card online. You can even upload a selfie of your choice, as long as it fits the parameters! You must be alone in the picture, your face must be unobstructed, and please don't use any filters or silly expressions.

Follow these steps to get your campus card:

- 1) Take a picture, or scan, a piece of government-issued photo ID, so that we can verify your identity. You'll need this when you submit your request.
- 2) Login to my.mun.ca
- 3) Navigate to the Students tab.
- 4) Click the Launch button in the orange Student Services box.
- 5) Select the Request a Card button
- 6) Request your card as a distance student (check the "not on St. John's campus" option)
- 7) Follow the instructions on each screen.
- 8) Once your request has been processed, you will receive a confirmation email to your @mun.ca address, and your Campus ID will be sent to your permanent mailing address.

There is no fee for your first ID Card, but there is a \$20.00 replacement fee for all subsequent cards.

You may also obtain a student ID card by visiting the Ferriss Hodgett Library (LC 208). A staff member at the library will be able to assist you through this process. This card serves as your library card and is proof that you are a student at a post-secondary educational facility.

If you have any problems, please email: campuscard@mun.ca.

*Please note that the option to request your campus card may not appear until you have registered for your courses.

Parking Permit

- 1) Students must complete a Parking Application form to be considered in the lottery for a Parking Permit for students: [Student \(Living OFF Campus\) Parking Application 2024-2025.pdf \(mun.ca\)](#) or see options for other parking details at [Campus Enforcement & Patrol](#).
- 2) *Please note there is a residence application for students living on campus and a student application for those living off campus. The relevant form can be found on the [Campus Enforcement & Patrol](#) page.
- 3) Students must select on the Parking Application each Parking Lot they are interested in purchasing a Parking Permit. Only those Parking Lots identified on the Parking Application will be entered into the lottery process.
- 4) Parking permits will be distributed using a lottery process based on available

parking spaces at the time of the lottery. All applications are due by mid-September (actual date can be found on [Campus Enforcement & Patrol](#)) in order to be entered in the student lottery draw. **Applications can be dropped off at office AS280 or emailed to gcparking@mun.ca.**

- 5) Students do not need to be in attendance during the lottery process. Successful applicants will be e-mailed following the lottery process based on the contact information provided on the Parking Application form. It will be the student's responsibility to be kept informed of the results of the lottery process.
- 6) Following the lottery, students will have three business days (payment deadline) to pay for the Parking Permit in the Bookstore. Payments for a Parking Permit must be made in full by the payment deadline. Partial Payments will not be accepted. Parking Permits are subject to HST.
- 7) A further lottery process may be undertaken for all unclaimed Parking Permits following the payment deadline.

All parking on campus shall comply with the Grenfell Campus Parking Regulations and the Overnight Parking Procedures that are in effect between November 1st and April 30th annually to allow for snow removal. Because parking spaces are limited on campus, there is no guarantee of finding an available parking space. Parking permits increase the likelihood of finding an available parking space, because the number of permits issued is limited for those parking lots that require a permit.

Limited parking is available without a permit in Lot P4 at no charge. To view parking map, please click link: [Parking Map 2024-2025 \(mun.ca\)](#)

Equity, Diversity and Inclusion (EDI)

Our graduate programs acknowledge the importance of equity, diversity and inclusion in graduate education – those different backgrounds and views are critical to excellence in personal development, academic achievement, and societal change. Diversity is represented in many ways, including indigeneity, socioeconomic status, race, ethnicity, religion, gender, gender identity, sexual orientation, nationality, ability, ways of learning, or life experience. SGS has a special responsibility to lead and foster equity initiatives given the breadth of diversity in graduate programs and the importance of inclusion in scholarship. We are committed to eliminating barriers and fostering opportunities to students and scholars from all backgrounds.

SGS's commitment to graduate students from diverse backgrounds and lived experiences extends across the lifecycle. By creating and making more inclusive our processes, resources, and services, the School will improve the recruitment and admission, retention and experience, and completion rates and outcomes of all graduate students.

Integrity and Research Ethics

Memorial University is committed to excellence in scholarly activities. To this end, Memorial provides resources and support by which all members of our academic community—students, faculty and staff—can become educated regarding ethical conduct in scholarly endeavors. Whether you are in a course-based program conducting library research or in a research-based program undertaking experiments in a lab, or interviewing participants in the field, there are ethical standards and related guidelines and policies to which you must adhere.

The [Integrity and Research Ethics page](#) provides information and resources related to ownership and acknowledgement, data, and the potential impact of research on humans, animals, and the environment. It contains a selection of important documents set out by the School of Graduate Studies, Memorial University and the Tri- Agency*.

All MALA Research Proposals directly involving human subjects must receive Ethics Approval from the Research Ethics Board, Grenfell Campus prior to commencement of research. All forms are available online, [Integrity and Research Ethics page](#). If you have any questions regarding Research Ethics, please contact: Lan Ma Research Office AS320, Tel: 709-639-7596, Email: f99lm@mun.ca.

Section Four – Description of Internship, Major Research Project, and Thesis

ENGL 6500 Internship (6 credit hours) Students would be paired with individuals working on arts projects as part of the university; individuals or organizations working on arts projects stemming from academic or arts grants; or with existing organizations working in the arts. The internship would be 135 hours for one-year students and 270 hours for two-year students. The internship is a paid position of \$3000 in the form of a Graduate Assistantship from the VP graduate and research, Grenfell. The internship would be evaluated on a pass/fail basis. The student should keep a detailed journal and write a descriptive and evaluative paper of 10-12 pages at the end of the internship. The internship will conclude with participation in an internship course in the spring term. In this course the student will write and discuss the internship and participate in an applied project as part of the course. The writing about the internship may be used as part of the final Major Research Paper or Thesis if the student should choose to write their Major Research Paper or Thesis on the internship arts-related project.

Adam Beardsworth is the internship officer. Please see him about your internship interests. You can contact him at adamb@mun.ca. To attain guidance on the process related to International Internships please contact Angela Gomez in the Internationalization Office: agomez@mun.ca.

ENGL 6501 Major Research Project (6 credit hours) This will be a theoretical exploration and analysis of one of the applied literary projects the student participated in during the course work or internship. This might include any of the event or series of events produced; creative project; edited anthology; or the internship. The art being analysed theoretically in the Major Research Project is thus one of the applied projects produced over the course of the three terms of study. The Major Research Project will be evaluated by the supervisor and one member of the Master of Applied Literary Arts faculty or a faculty member from a cognate discipline and/or a member of the arts community. The Major Research Project should be 35 pages and fulfill the guidelines laid out by the MUN graduate calendar.

ENGL 6502 Thesis (12 credit hours) This will be an in-depth exploration and analysis of one of the applied literary projects the student participated in during the course work or internship. This might include any of the events or series of events produced; creative project; edited anthology; or the internship. The art being analysed theoretically in the Thesis is thus one of the applied projects over the course of the two years of study. Part of the thesis would also involve demonstrating ways to continue or develop the project or mentor future students to take part in the continuation of the project. The Thesis would be evaluated by a thesis committee composed of the supervisor and two other faculty from the Master of Applied Literary Arts and/or another faculty member from a cognate discipline and/or a member of an arts organization or arts organizer who worked with the student during the internship. The thesis will be three chapters and 70 pages and follow the guidelines laid out in the MUN graduate calendar.

Thesis Submission Timeline

Pre-Submission ¹			
Step	Time Req'd	Candidate/Academic Unit	SGS
1	2-6 weeks ²⁻	Candidate submits a draft of the thesis to the supervisory committee for approval and applies online to graduate through the Registrar's Office at www.mun.ca/regoff .	
2	1-2 working days	Head/Graduate Officer/Delegate forwards the completed Supervisor Approval form to SGS.	SGS verifies completion of program requirements.
3	1-2 weeks	Head/Graduate Officer/Delegate contacts potential examiners (with advice of supervisor). ³	
4	1-2 working days	Head/Graduate Officer/Delegate forwards the completed Appointment of Examiners form to SGS.	
Submission/Examination			
5	1 day	Head/Graduate Officer/Delegate forwards the original copy to SGS when the thesis is submitted.	SGS notifies the academic unit of approval and appoints examiners on receipt of the original copy of the thesis. SGS records the "Thesis Submitted" date as the actual date it is received in the School.
6	1-2 working days	Head/Graduate Officer/Delegate sends the thesis to examiners on notification of approval of examiners and approval of thesis format from SGS and forwards copies of examiners' "send" letters to SGS.	SGS records the date the thesis was sent to the examiners. SGS sends examiners their letter of appointment, Examination Report form, and recommendation for Awards form.
7	ca. 6 weeks		SGS records and monitors the examination process. ⁴
8	1-2 working days		SGS receives the examiners' reports; notifies the student/unit head/supervisor of the results and returns the thesis to the head of the academic unit.
Post Examination			
9	Minor revisions - 6 months; Major revisions - 12 months	Candidate makes the required corrections in consultation with the supervisor; submits final version in PDF/A format to the Head of the academic unit for approval	
10		Once the final version of thesis is approved by the Head of the academic unit, the candidate uploads thesis (along with any supplementary files, including the Request to Include Copyright Material form if required) to the University Library using the e-thesis submission form on the My Mun portal. Head submits the Recommendation for the Award of a Graduate Diploma/Degree form to SGS.	SGS records the date of receipt as the "Program Complete" date.

11			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate. ⁵ –
12			SGS thanks and informs examiners regarding the candidate's status.

¹ It is strongly recommended that examiners not be contacted any sooner than 3-4 weeks prior to a firm submission date of the thesis for examination.

² The exact time required will depend on a number of factors, including the extent of the revisions necessary to the draft and academic unit policies and practice. Students are encouraged to consult their supervisors and academic units for more precise timelines.

³ Subsequent to SGS approval and prior to receipt of the examiners' reports, it is inappropriate for the supervisor and/or candidate to contact examiners.

⁴ Candidates should be made aware that the thesis examination is offered as a professional service courtesy by examiners and the actual time required may, therefore, vary considerably and may, in some cases, extend beyond six weeks. In order to ensure an arms-length examination process, contact with the examiners during the examination phase is limited to the [Office of the Dean of Graduate Studies](#).

⁵ The date that the Recommendation for the Award of a Graduate Degree is received at SGS is the date that the completion of all program requirements are deemed to have been met. Deadlines for submission for each semester for tuition liability are given in the [University Diary](#). Registration and tuition fees for those students meeting the deadline for a semester will be reversed.

Section Five - Campus Services and Other Resources

Indigenous Student Services

There are many programs and services dedicated to Indigenous students at Grenfell Campus, including an Indigenous Student Affairs Officer, who coordinates programming, and the student-run Indigenous Caucus of the Grenfell Campus Student Union. The Indigenous Student Centre, located at AS2027, is designated as a culturally safe space for smudging and Kullik/Qulliq lighting, and is a site for student gatherings, Aboriginal awareness programs, talking circles, craft workshops, or just enjoying down time between classes.

To learn more about Aboriginal Student Services on Campus, contact the Aboriginal Student Affairs Officer at Student Services in AS 278 or visit our website: <https://mun.ca/grenfellcampus/student-life/indigenous-affairs/>.

Study Space

We currently have four Graduate student specific space on Grenfell Campus. **AS3023, AS327, AS272** and the **third** and **fourth** floor atrium located in the Forest Centre Building. Located in these spaces are cabinets with locks, as well as desks the keys to these cabinets can be signed out to a Graduate student on a **semester basis**. Please contact Nadia Simmons to sign out a key for the semester.

To book a group study space in the library, follow the link: <https://www.library.mun.ca/covid-19/study-spaces/> and scroll down to book online at the Grenfell Library.

Food Services

Meal Plans- Optional meal plans are available for purchase by all students living on and off campus. Information can be found here: [Meal Plans Memorial University | The Grove \(campusgrove.ca\)](#)

Campus Dining Hall

The campus dining hall is located in the lower level of the Arts and Science Building. The dining hall is a great place to grab a bite, catch up on some course work or just hang out and socialize with classmates. Come visit us this fall to

enjoy fresh salads, soups, Paninis and daily home-cooked meals, along with popular favorites, including pizzas, fries and burgers. Adjacent to the dining hall is our student pub, the GCSU Backlot which offers nightly entertainment and, along with the dining hall, doubles as a concert space for large-scale events.

There are also vending machines at various locations on campus.

Graduate Student Union (GSU)

The Graduate Students' Union is comprised of over 3500 graduate students at Memorial University of Newfoundland. The GSU is located on the St. John's campus, see below for info on the GGSS, your representatives on Grenfell Campus. Some services provided by the GSU include health and dental plan, conference funding, and academic advocacy. They also provide a weekly newsletter that includes important information about event listings, conference notices, general GSU business, etc. Please visit www.gsumun.ca/ to subscribe to the Mailing List and to learn more about the GSU.

Grenfell Graduate Student Society (GGSS)

The GGSS comprises students from Grenfell's graduate programs. They plan events, provide assistance and represent your needs on Grenfell Campus. The GGSS office is located in **AS322**.

Memorial University's School of Graduate Studies (SGS)

SGS maintains graduate files and administers graduate applications, admissions, comprehensive examinations, and thesis examinations. SGS is also responsible for registration functions, graduate enrolment management, and recruitment, and administers graduate student funding including assistantships, external and internal scholarships, baseline fellowships, and supervisor support. They are located on St. John's campus and more information may be found online, www.mun.ca/sgs/index.php.

Teaching Skills Enhancement Program (TSEP)

TSEP is a professional development program offered to graduate students free of charge. It is designed to provide an introduction to teaching at the undergraduate level. Click here for more information:

https://citl.mun.ca/TeachingSupport/PD/TSEP_GraduateStudent.php

The Learning Centre

The Learning Centre provides students at Grenfell Campus with a variety of services and programs, specifically in the areas of academic support and personal development. The specific services include writing and mathematical instructional assistance, supplemental instruction, peer tutors, and learning strategies seminars. The Learning Centre also provides special arrangements to students with disabilities to achieve a barrier-free institution, giving equal opportunity to all students.

Student Housing

Student Housing allows for the option of living in residence or in one of the chalet style apartments. Student housing and accommodate approximately 380 in our residences, and 210 students in the Chalets. Each residence unit is comprised of two-bedroom suites sharing an adjoining bathroom and a refrigerator. The chalets consist of four- bedroom suites sharing one full and one-half bathroom, a kitchen area and living room space. Our fully wired bedrooms complete with digital phone and Internet access ensure an atmosphere well suited for study and academic achievement. Both residences are just minutes away from library services and classrooms.

It is important to know that applying to live on campus is separate from the general university and/or graduate application process. To apply to live in Student Housing, please visit Student Housing's webpage [Apply Online | Grenfell Campus | Memorial University of Newfoundland \(mun.ca\)](#) and click on the application link. Students beyond their first year of study (including graduate students) must apply online and pay the online \$20 housing application fee by **April 1**. Applications received after this deadline will be processed as time permits. Once the housing application is received, an automated email will be sent to the prospective student confirming receipt of the application and fee.

Notification of returning/transfer/graduate students' housing application status is emailed in late April/early May. **If you are accepted into Student Housing, and choose to accept this offer, a deposit/confirmation fee of \$500 must be paid within a three-week period of receiving your acceptance email. This deposit will be credited toward your Student Housing fees when you arrive in September.** Failure to cancel an Offer of Accommodations before the indicated

deadline on your acceptance email will result in the forfeiture of the deposit/confirmation fee. Please note that it is not guaranteed that you will be accepted into Student Housing once you have applied. An acceptance to Student Housing is based on number of factors including availability, date of application, and fee payment.

Room assignments are **emailed out in early July** informing students about their room/ chalet apt numbers, & their roommates. Further assignments are based on cancellations.

For more information on housing contact the housing office at AS201 (Pittman Wing), call (709) 637-6266, or by email gchousing@mun.ca You can also like the Facebook page at Grenfell Campus Student Housing.

Know your rights. If you are seeking off-campus housing, it is important to know that as a renter, you have certain rights under Canadian and Newfoundland and Labrador law. For more information, you can reference the Residential Tenancies Act: <https://assembly.nl.ca/Legislation/sr/statutes/r14-2.htm#18>. For general rental policies go to <https://www.gov.nl.ca/dgsnl/landlord/policies/>.

Athletics and Recreation

Competitive Sports – Grenfell Warriors

Interested in joining a campus team? The campus organizes several sports teams like volleyball and basketball to play in local leagues and provincial tournaments. The sports and the number of teams formed each year depend on student interest. Please connect with Student Services through the website [Grenfell Campus Athletics | Memorial University of Newfoundland \(mun.ca\)](https://www.mun.ca/grenfell-campus-athletics/) if interested in playing any sport.

Recreation

Grenfell Campus offers a distinctive program of recreation and activities that contributes to the well-being and personal and social development of all students. Students can use the large double gymnasium on campus and can participate in a variety of recreational activities, such as intramural sports (volleyball, indoor soccer and basketball, ultimate Frisbee, badminton and fitness programs. Fitness centre memberships are also available at a facility close to campus. Further information is available on our website [Grenfell Campus Recreation | Grenfell Campus | Memorial University of Newfoundland \(mun.ca\)](https://www.mun.ca/grenfell-campus-recreation/).

The west coast of the province offers a number of unique recreational facilities, many of which are in close proximity to the Grenfell Campus. Facilities include Marble Mountain, Gros Morne National Park, Blow Me Down Trails, and the Civic Centre.

Section Six – Important Dates and Deadlines

Please find important dates at the following site: [Important dates and deadlines | Office of the Registrar | Memorial University of Newfoundland \(mun.ca\)](#)