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GradStudies

**MEMORANDUM**

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**ATTENTION** Senate  
**FROM** Wade Parkhouse, Dean of Graduate  
Studies  
**RE:** Faculty of Arts and Social Sciences

**DATE** 5 December 2012  
**No.** GS2012.41

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**For information:**

Acting under delegated authority at its meeting of 3 December, 2012, SGSC approved the following curriculum revision:

**Effective Date is Summer 2013**

**Faculty of Arts and Social Sciences**

- a) Department of Gender, Sexuality and Women's Studies
  - 1. Change of units:
    - GSWS 898-10 MA Thesis
    - GSWS 899-10 Extended Essays
- b) School of Public Policy
  - 1. New course: PLCY 899-5 Capstone Project Completion

**GS2012.41**

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**changes to GSWS offerings**

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**From :** Paul Budra <budra@sfu.ca>

Thu, Nov 22, 2012 02:08 PM

**Subject :** changes to GSWS offerings 3 attachments**To :** Wade Parkhouse <wade\_parkhouse@sfu.ca>,  
Sheilagh MacDonald <sheilagh@sfu.ca>**Cc :** Faculty of Arts & Social Sciences <fassecc@sfu.ca>,  
Lara Campbell <lcampbel@sfu.ca>

Hello Wade:

The attached changes to GSWS' extended essay and MA thesis option have been approved by FASSGSC under my delegated authority. Would you please put them on the agenda for the next SCGS meeting?

Many thanks.



Paul Budra  
Associate Dean  
Faculty of Arts and Social Sciences  
Simon Fraser University  
778-782-4416; [www.sfu.ca/personal/budra](http://www.sfu.ca/personal/budra)



**1353622086068**  
15 KB



**CourseChange GSWS 899.pdf**  
123 KB



**CourseChange GSWS 898.pdf**  
176 KB

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FACULTY OF  
ARTS AND SOCIAL SCIENCES

MEMO

ATTENTION: Wade Parkhouse, dean of Graduate Studies

FROM: Paul Budra, Associate Dean, Faculty of Arts & Social Science Chair,  
Faculty of Arts & Social Sciences Graduate Studies Curriculum Committee

RE: FASSGSC Proposals

DATE: November 16, 2012

FASSGSC voted electronically on November 13, 2012 and passed the attached motions. Would you please place them on the agenda for the next SGSC meeting?

A large, stylized handwritten signature in black ink, consisting of a series of connected loops and a long horizontal stroke that tapers off to the right.



## Graduate Course Minor Change Form

This form is for an SFU department or program to request a minor change to an existing graduate course. After approval and signature by the faculty graduate studies committee, this form should be forwarded to the Dean of Graduate Studies for approval by the Senate Graduate Studies Committee (SGSC). SGSC will forward the approval to Senate for information.

### DEPARTMENT

Department / School / Program Gender, Sexuality, and Women@s Studies	Contact name Lara Campbell	Contact email lcampbel@sfu.ca
Please revise the following elements of the indicated graduate course: <input type="checkbox"/> Catalogue number <input checked="" type="checkbox"/> Units <input type="checkbox"/> Title <input type="checkbox"/> Description <input type="checkbox"/> Other: _____		

### CURRENT COURSE

Please complete only the fields to be changed.

Program (eg. LBST) GSWS	Number (eg. 810) 898	Units (eg. 4) 6
Course title (max 80 characters) MA Thesis		
Short title (appears on transcripts, max 25 characters) MA Thesis		
Course description for SFU Calendar <input type="checkbox"/> see attached n/a		
Available course components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> _____		
Practicum work done in this class will involve children or vulnerable adults (if the "Yes" box is checked, all students and instructors will require criminal record checks) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Grading basis <input type="checkbox"/> Graded <input type="checkbox"/> Satisfactory / Unsatisfactory <input checked="" type="checkbox"/> In Progress / Complete <input type="checkbox"/> _____		
Prerequisites (if any)		
This is combined with an undergrad course, <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Course number and units: _____		
Additional course requirements for graduate students		

### REVISED COURSE

Please complete only the fields to be changed.

Program (eg. LBST) GSWS	Number (eg. 810) 898	Units (eg. 4) 10
Course title (max 80 characters) MA Thesis		
Short title (appears on transcripts, max 25 characters) MA Thesis		
Course description for SFU Calendar <input type="checkbox"/> see attached n/a		
Available course components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> _____		
Practicum work done in this class will involve children or vulnerable adults (if the "Yes" box is checked, all students and instructors will require criminal record checks) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Grading basis <input type="checkbox"/> Graded <input type="checkbox"/> Satisfactory / Unsatisfactory <input checked="" type="checkbox"/> In Progress / Complete <input type="checkbox"/> _____		
Prerequisites (if any)		
This is combined with an undergrad course, <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Course number and units: _____		
Additional course requirements for graduate students		

### APPROVALS

Faculty graduate studies committee name B. D. P. A.	Signature	Date Dec 7/12
Senate graduate studies committee name	Signature	Date Dec 11/12



## Graduate Course Minor Change Form

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### DEPARTMENT

Department / School / Program Gender, Sexuality and Women's	Contact name Lara Campbell	Contact email lcampbel@sfu.ca
Please revise the following elements of the indicated graduate course: <input type="checkbox"/> Catalogue number <input checked="" type="checkbox"/> Units <input type="checkbox"/> Title <input type="checkbox"/> Description <input type="checkbox"/> Other: _____		

### CURRENT COURSE

Please complete only the fields to be changed.

Program (eg. LBST) GSWS	Number (eg. 810) 899	Units (eg. 4) 6
Course title (max 80 characters) Extended Essays		
Short title (appears on transcripts, max 25 characters) Extended Essays		
Course description for SFU Calendar <input type="checkbox"/> see attached n/a		
Available course components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> _____		
Practicum work done in this class will involve children or vulnerable adults (if the "Yes" box is checked, all students and instructors will require criminal record checks) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Grading basis <input type="checkbox"/> Graded <input type="checkbox"/> Satisfactory / Unsatisfactory <input checked="" type="checkbox"/> In Progress / Complete <input type="checkbox"/> _____		
Prerequisites (if any)		
This is combined with an undergrad course. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Course number and units: _____		
Additional course requirements for graduate students		

### REVISED COURSE

Please complete only the fields to be changed.

Program (eg. LBST) GSWS	Number (eg. 810) 899	Units (eg. 4) 10
Course title (max 80 characters) Extended Essays		
Short title (appears on transcripts, max 25 characters) Extended Essays		
Course description for SFU Calendar <input type="checkbox"/> see attached n/a		
Available course components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> _____		
Practicum work done in this class will involve children or vulnerable adults (if the "Yes" box is checked, all students and instructors will require criminal record checks) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Grading basis <input type="checkbox"/> Graded <input type="checkbox"/> Satisfactory / Unsatisfactory <input checked="" type="checkbox"/> In Progress / Complete <input type="checkbox"/> _____		
Prerequisites (if any)		
This is combined with an undergrad course. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Course number and units: _____		
Additional course requirements for graduate students		

### APPROVALS

Faculty graduate studies committee name  
W Parkhouse  
Senate graduate studies committee name

Signature  
[Signature]  
Signature

Date  
Dec 11/12  
Date



*- 6 Academic units  
- 2.5 Billing units*

# New Graduate Course Proposal Form

## PROPOSED COURSE

Program (eg. MAPH) <b>PLCY</b>	Number (eg. 810) <b>899</b>	Units (eg. 4) <b>5 (2.5 billing units)</b>
Course Title (max 80 characters) <b>Capstone Project Completion</b>		
Short Title (appears on transcripts, max 25 characters) <b>Capstone Project Completion</b>		
Course Description for SFU Calendar <input type="checkbox"/> see attached document <input type="checkbox"/> Learning outcomes identified Completion of the major research capstone project in public policy supervised by a faculty member with participation of a supervisory committee. This course is intended for students who do not complete PLCY 809 in the term in which they are first enrolled in it.		
Available Course Components: <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> project research		
Grading Basis <input type="checkbox"/> Letter grades <input type="checkbox"/> Satisfactory/Unsatisfactory <input checked="" type="checkbox"/> In Progress/Complete		This is a capstone course <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Prerequisites (if any) <input type="checkbox"/> see attached document (if more space is required) <b>PLCY 809</b>		
<input type="checkbox"/> This proposed course is combined with an undergrad course: Course number and units: _____		
Additional course requirements for graduate students <input type="checkbox"/> See attached document (if this space is insufficient)		
Campus at which course will be offered (check all that apply) <input type="checkbox"/> Burnaby <input checked="" type="checkbox"/> Vancouver <input type="checkbox"/> Surrey <input type="checkbox"/> GNW <input type="checkbox"/> _____		
Estimated enrolment variable	Date of initial offering <b>summer 2013</b>	Course delivery (eg. 3 hrs/week for 13 weeks) <b>n/a</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Practicum work done in this class will involve children or vulnerable adults (If the "Yes" box is checked, all students will require criminal record checks)		
Justification <input type="checkbox"/> See attached document (if more space is required)		
<small>This course is needed to allow students who are unable to complete their capstone research project in one term to re-enroll and pay the continuing fee. This course should have 4 actual units, 6 units for academic progress, and 2 billing units. Note this course should be set up to allow repeats</small>		

## RESOURCES

If additional resources are required to offer this course, the department proposing the course should be prepared to provide information on the source(s) of those additional resources.

Faculty member(s) who will normally teach this course <input type="checkbox"/> information about their competency to teach the course is appended <b>All faculty in the School</b>
Number of additional faculty members required in order to offer this course <b>Not applicable</b>
Additional space required in order to offer this course <input type="checkbox"/> see attached document <b>None</b>
Additional specialized equipment required in order to offer this course <input type="checkbox"/> see attached document <b>None</b>
Additional Library resources required (append details) <input type="checkbox"/> Annually \$ _____ <input type="checkbox"/> One-time \$ _____ <b>None</b>

**PROPOSED COURSE** from first page

Program (eg. ....) <b>PLCY</b>	Number (eg. 810) <b>899</b>	Units (eg. 4) <b>5 (2.5 billing units)</b>
Course title (max 80 characters) <b>Capstone Project Completion</b>		

**APPROVAL SIGNATURES**

When a department proposes a new course it must first be sent to the chairs of each faculty graduate program committee where there might be an overlap in course content. The chairs will indicate that overlap concerns have been dealt with by signing the appropriate space or via a separate memo or e-mail (attached to this form).

The new course proposal must also be sent to the Library for a report on library resources.

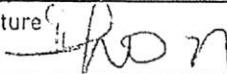
Once overlap concerns have been dealt with, signatures indicate approval by the department, home faculty and Senate Graduate Studies Committee.

**Other Faculties**

The signature(s) below indicate that the Dean(s) or designate of other Faculties affected by the proposed new course support(s) the approval of the new course.

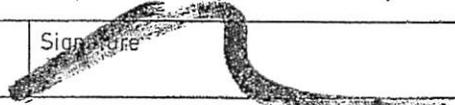
Name of Faculty	Signature of Dean or Designate	Date

**Departmental Approval** (non-departmentalized faculties need not sign)

Department Graduate Program Committee Dominique Gross	Signature 	Date 26/11/2012
Department Chair Nancy Olewiler	Signature 	Date 26/11/12

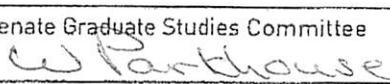
**Faculty Approval**

Faculty approval indicates that all the necessary course content and overlap concerns have been resolved, and that the Faculty/Department commits to providing the required Library funds and any other necessary resources.

Department Graduate Program Committee	Signature 	Date 26/11/12
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**Senate Graduate Studies Committee Approval**

SGSC approval indicates that the Library report has been seen, and all resource issues dealt with. Once approved, new course proposals are sent to Senate for information.

Senate Graduate Studies Committee	Signature 	Date Dec 11/12
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**CONTACT**

Upon approval of the course, the Office of the Dean of Graduate Studies will consult with the department or school regarding other course attributes that may be required to enable the proper entry of the new course in the student record system.

Department / School / Program School of Public Policy	Contact name Dawn Geil	Contact email mpp@sfu.caa
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