



Office of Graduate Studies and Postdoctoral Fellows

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**MEMORANDUM**

<b>ATTENTION</b> Senate <b>FROM</b> Peter Liljedahl, Acting Dean of Graduate Studies <b>RE:</b> Faculty of Arts and Social Sciences	<b>DATE</b> June 15 2015 <b>No.</b> GS2015.25
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**For the information of Senate:**

Acting under delegated authority at its meeting of June 8, 2015, SGSC approved the following curriculum revisions effective **Spring 2016**:

GGR 1.9.3 Examining Committee for a Doctoral Thesis  
 Calendar change: FASS requirement

Department of Gender, Sexuality and Women's Studies  
 Course deletion: GSWS 899 MA Extended Essays

Department of Gerontology  
 New course: GERO 850 MA Internship  
 Program change: MA Gerontology

RECEIVED

MAY 01 2015

OFFICE OF GRADUATE STUDIES  
AND POSTDOCTORAL FELLOWS

MEMO

Faculty of Arts and  
Social Sciences

Office of the Dean

ATTENTION: Wade Parkhouse, Dean  
Graduate StudiesFROM: Lisa Shapiro, Chair  
Faculty of Arts and Social Sciences Graduate Studies Committee

RE: FASSGSC Proposals

DATE: 1<sup>st</sup> May 2015

The Faculty of Arts and Social Sciences Graduate Committee met on 29<sup>th</sup> January 2015 and passed the attached motion.

- FASS Requirements (GGR 1.9.3) Calendar Entry Change for Examining Committee for a Doctoral Thesis

The Faculty of Arts and Social Sciences Graduate Committee met on 23<sup>rd</sup> April 2015 and approved the curricular revisions, as submitted by the Department of Gerontology (FASSGSC 15-1), and by the and by the Department of Gender, Sexuality and Womens' Studies (FASSGSC 15-2) :

- New course proposal GERO 850-4 and associated Gerontology calendar language change (course requirements)  
While an internship or prior work experience has always been a requirement for the Gerontology MA program, it is now being formalized as a course so that the internship appears on the transcript. The procedure for MA student internship placement in Gerontology is as follows: an internship meeting is set up for each student to meet with her/his senior supervisor and department chair. At this meeting, the student's research and professional interests are reviewed, as well as past professional experience in the field of aging. Based on this review, the chair and senior supervisor recommend organizations that would be suitable for that student. Gerontology faculty members have extensive professional networks with the health authorities, seniors' care and service providers, non-profit organizations, etc. in Metro Vancouver. In addition to recommending appropriate organizations, Gerontology faculty fairly often provide names of contact persons at those suggested organizations for potential internship placements. Quite often the student would also do her/his groundwork beforehand and would bring forward initial leads or connections. Between the faculty recommendations/connections and student initiatives, in general, Gerontology students do not have any difficulty securing an internship position. In past experience, there has been no case where an MA student was unsuccessful in getting an internship placement.



- Course deletion GSWS 899-10  
There are no students currently enrolled in the MA Extended Essay Option which was deleted from the Calendar in 2013. Consequently there are no students who will be affected by this course deletion.

We would like all of the above changes to become effective Spring 2016.

Would you please place these items on the agenda for the next SGSC meeting.

LS:bh  
enc

**Calendar Entry Change for [GGR 1.9.3 Examining Committee for a Doctoral Thesis]**

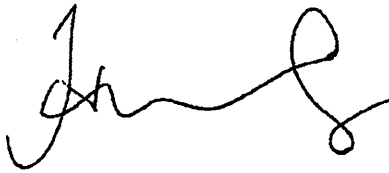
<p>Summary of change: Revision of the language of GGR 1.9.3 Examining Committee for a Doctoral Thesis, the sentence in item (c) that applies uniquely to FASS</p>
<p>Rationale for change: The changed language makes transparent that while it is expected that the 'internal external' examiner be from another department, it is possible for an exception to be granted. Such exceptions have been granted under the current practice with justification.</p>
<p>Will this change impact current students? If yes, what is the plan for current students?  No.</p>

FROM	TO
<p>c) a member of faculty at the University or a person otherwise suitably qualified, who is not a member of the student's supervisory committee. For a thesis defence in the Faculty of Arts and Social Sciences, the 'internal external' examiner <del>may</del> not be a member of the same department as the one granting the degree.</p>	<p>c) a member of faculty at the University or a person otherwise suitably qualified, who is not a member of the student's supervisory committee. For a thesis defence in the Faculty of Arts and Social Sciences, <u>normally</u> the 'internal external' examiner <u>will</u> not be a member of the same department as the one granting the degree.</p>

**To: Dr. Lisa Shapiro, Chair of FASSGSC**  
**From: Helen Leung, Graduate Chair, Dept. of GSWS**  
**Re: Deletion of GSWS 899-10**  
**Date: March 16, 2015**

The following course deletion was approved by the Department of Gender, Sexuality and Women's Studies at its departmental meeting on September 18, 2013. We eliminated the Extended Essay Option in our M.A. program (approved by FASSGSC and Senate in 2013) but had accidentally left the course on the calendar. This deletion request is for housecleaning. Please forward the curriculum item to the next FASSGSC for approval.

*Department of Gender, Sexuality & Women's Studies*  
*Deleted course: GSWS 899*



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Graduate Chair, GSWS



## Graduate Course Deletion

A course can be deleted if it has not been offered in the previous seven years or if there is no chance of it being offered again. Once a course has been deleted and there has been no enrollment for a minimum of 10 years, the course subject and number can be re-used.

Course Subject/Number	GSWS 899	Units	10
Course Title	MA Extended Essays		
Reason for Deletion	We eliminated the Extended Essays Option for our MA program (approved in Sep 2013) but the course has remained on the calendar.		
Effective Term and Year:	Effective immediately		

**Before Submission to SGSC check the following:**

Is this course required for degree completion?

 YES

 NO

Do any program calendar entries need to be changed as a result of this deletion?

 YES

 NO

Does the departmental website need to be updated?

 YES

 NO

Additional information for any YES responses:

The course needs to be deleted from the calendar.

**REMINDER:** All course deletions must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

**CONTACT PERSON**

Department / School / Program	Contact name	Contact email
GSWS	Helen Leung	helen_leung@sfu.ca

**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee	Signature	Date
Helen Leung		3/12/15
Department Chair	Signature	Date
Willeen Keough		13 March 2015

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC)	Signature	Date
Lisa Shapiro		27 April 2015

**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC)	Signature	Date
Peter Liljedahl		June 17 2015



## MEMO

2800 – 515 West Hastings  
Vancouver, BC V6B 5K3

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E. gero@sfu.ca

**To:** Lisa Shapiro  
**From:** Barbara Mitchell  
**Date:** February 3<sup>rd</sup>, 2015  
**Subject:** New Graduate Course Proposal

Dear Lisa,

At its meeting of January 19<sup>th</sup>, 2015, the Department of Gerontology approved the attached New Graduate Course Proposal.

Would you please place this proposal on the agenda of the next meeting of the Faculty of Arts and Social Sciences Graduate Studies Curriculum Committee?

Thank you.

Barbara Mitchell  
Professor & Graduate Program Chair  
Department of Gerontology  
T. 778 782 5234  
E. mitchelo@sfu.ca



## New Graduate Course Proposal

Attach a separate document if more space is required.

Course Subject (eg. PSYC) <b>GERO</b>	Number (eg. 810) <b>850</b>	Units (eg. 4) <b>4</b>
Course title (max 100 characters including spaces and punctuation) <b>MA Internship</b>		
Short title (for enrollment/transcript - max 30 characters) <b>Internship</b>		
Course description for SFU Calendar * Students who do not have prior work experience in gerontology will secure placement in a public or private organization connected to gerontology. The work they undertake must be of sufficient depth and breadth to allow the student the opportunity to demonstrate his or her acquired knowledge and skills. Students will be required to produce a work report that will be an appraisal of the student's work experience.		
Rationale for introduction of this course <i>please see attached for legible text</i> <small>In previous years, the course number GERO 850 was attached to a Co-op Internship administered by the FASO Co-op office rather than the Department of Gerontology. As the last student to enroll in this particular Co-op course was in 2005, the course was deleted last year. It is reported to note that the MA Internship has been, and continues to be, a mandatory requirement for a student completing their MA in Gerontology. In the last several years, the gerontology department has been documenting students' successful fulfillment of this internship requirement in an internal process, rather than as a formal course. At this time, the Gerontology GPO would like to have the course, GERO 850 - MA Internship, formally reintroduced in order for it to be included on student transcripts.</small>		
Term of initial offering <b>n/a</b>	Course delivery (eg 3 hrs/week for 13 weeks) <b>n/a</b>	
Frequency of offerings/year <b>n/a</b>	Estimated enrollment/offering <b>n/a</b>	
Equivalent courses (These are previously approved courses that replicate the content of this course to such an extent that students should not receive credit for both courses.)		
Prerequisite and/or Corequisite ** Prerequisite: MA in Gerontology students in good academic standing who have successfully completed a Criminal Record Check.		
Educational Goals (optional) To provide students with applied training and skills that will assist them to reach their employment and career goals.		
Criminal record check required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, then add this requirement as a prerequisite.		
Campus where course will be taught <input type="checkbox"/> Burnaby <input type="checkbox"/> Surrey <input type="checkbox"/> Vancouver <input type="checkbox"/> Great Northern Way <input checked="" type="checkbox"/> Off campus		
Course Components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Lab <input type="checkbox"/> Research <input checked="" type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> _____		
Grading Basis <input type="checkbox"/> Letter grades <input checked="" type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> In Progress/Complete	Capstone course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Repeat for credit? *** <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total repeats allowed? <b>None</b>	Repeat within a term? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Required course? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Final exam required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Additional course fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Combined with an undergrad course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, identify which undergraduate course and what the additional course requirements are for graduate students:		

\* Course descriptions should be brief and should never begin with phrases such as "This course will..." or "The purpose of this course is..." If the grading basis is satisfactory/unsatisfactory include this in the description.

\*\* If a course is only available to students in a particular program, that should be stated in the prerequisite.

\*\*\* This applies to a Special Topics or Directed Readings course.



#### Rationale for introduction of this course

In previous years, the course number GERO 850 was attached to a Co-op internship administered by the FASS Co-op office rather than the Department of Gerontology. As the last student to enroll in this particular Co-op course was in 2005, the course was deleted last year. It is important to note that the MA Internship has been, and continues to be, a mandatory requirement for a student completing their MA in Gerontology. In the last several years, the Gerontology Department has been documenting students' successful fulfillment of this internship requirement in an internal process, rather than as a formal course. At this time, the Gerontology GPC would like to have the course, GERO 850 – MA Internship, formally re-instated in order for it to be included on student transcripts.

**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 n/a
Additional faculty members, space, and/or specialized equipment required in order to offer this course n/a

**CONTACT PERSON**

Department / School / Program Gerontology	Contact name Roslyn McKoen	Contact email gero@sfu.ca
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**DEPARTMENTAL APPROVAL**

REMINDER: New courses must be identified on a cover memo and confirmed as approved when submitted to FGSC/SBSC. Remember to also include the course outline.

Non-departmentalized faculties need not sign

Department Graduate Program Committee Barbara Mitchell	Signature <i>A. WISTER FOR B. MITCHELL</i>	Date <i>Mar 23/15</i>
Department Chair Habib Chaudhury	Signature <i>Habib Chaudhury</i>	Date <i>March 24, 2015</i>

**LIBRARY REVIEW**

Library review done?  YES

Course form, outline, and reading list must be sent by FGSC to lib-courseassessment@sfu.ca for a review of library resources.

**OVERLAP CHECK**

Overlap check done?  YES *not necessary because course is an internship*

The course form and outline must be sent by FGSC to the chairs of each FGSC (fgsc-list@sfu.ca) to check for an overlap in content.

**FACULTY APPROVAL**

This 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.

Faculty Graduate Studies Committee (FGSC) Lisa Shapiro	Signature <i>[Signature]</i>	Date 27 April 2015
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Peter Liljedahl	Signature <i>[Signature]</i>	Date June 17 2015
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**ADMINISTRATIVE SECTION (for DGS office only)**

Course Attribute: \_\_\_\_\_  
 Course Attribute Value: \_\_\_\_\_  
 Instruction Mode: \_\_\_\_\_  
 Attendance Type: \_\_\_\_\_

If different from regular units:  
 Academic Progress Units: 6  
 Financial Aid Progress Units: 6

## **MASTER OF ARTS IN GERONTOLOGY**

### **GERO 850 – MA Internship**

#### **COURSE OUTLINE**

All students must secure 250 - 300 hours of work with a public, private or not for profit organization connected to gerontology except when a student has considerable gerontology-related work experience and receives permission from the department chair for exemption.

The internship is a paid or unpaid position in which the student will learn professional, applied skills in a position of responsibility related to his or her area of research interest. A position of responsibility is one in which the student will be in a supervisory, managerial, or other key role.

The internship experience is expected to provide several benefits to the student, including development of practical skills and techniques applicable to their careers, an opportunity to test the suitability of a particular career path, develop professional network and effective professional interpersonal skills.

Examples of student internships include, but are not limited to: working with a manager with a local health authority; working with an executive director of a residential care facility, seniors' housing or seniors' centre to learn various aspects of the job; or learning the skills of an administrator in a seniors' healthcare/support service providing organization.

The student's faculty supervisor will evaluate the student's performance as satisfactory / unsatisfactory on the basis of interim and final reports submitted by the internship site supervisor.

**Prerequisites:** MA in Gerontology students in good academic standing who have successfully completed a criminal record check.

## Calendar Entry Change for MA in Gerontology

<p>Summary of change:</p> <p>Move “Internship” to be included in “Course Requirements”.</p>
<p>Rationale for change:</p> <p>Currently “Internship” appears separately from the Course Requirements. As we are asking that a course number be assigned to the Internship, we would like to have it moved to the Course Requirements section. Students are normally expected to complete 250-300 hours to fulfill the internship requirement but these hours may be reduced depending upon the student. Information about the internship being partially (i.e. reduced hours) or fully waived was added.</p>
<p>Effective term and year:</p> <p>Spring 2016.</p>
<p>Will this change impact current students? If yes, what is the plan for current students?</p> <p>No. The internship is a current requirement for students while enrolled in their program so this change will have no impact on current students (i.e. tuition). The only difference is that students completing the internship will be required to enrol in GERO 850.</p>

FROM	TO
<p><b>Curriculum and Description</b></p> <p>There are four program components: a core methods course; electives; thesis or project; and internship. Students complete seven courses (one core, and six electives chosen from the two concentrations) and <del>complete</del> a thesis or a capstone project. Students who complete a thesis in lieu of the project will complete two fewer elective courses. (See Thesis or Project Option below).</p> <p><b>Core Methods Course</b></p> <p>Completion of one core methods course is required, as follows.</p> <p>GERO 803 - Analytical Techniques for Gerontological Research (4)</p> <p><b>Elective Courses from Areas of Concentration</b></p>	<p><b>Curriculum and Description</b></p> <p>There are four program components: a core methods course; electives; thesis or project; and internship. Students complete seven courses (one core, and six electives chosen from the two concentrations), <u>an internship</u>, and a thesis or a capstone project. Students who complete a thesis in lieu of the project will complete two fewer elective courses. (See Thesis or Project Option below).</p> <p><b>Core Methods Course</b></p> <p>Completion of one core methods course is required, as follows.</p> <p>GERO 803 - Analytical Techniques for Gerontological Research (4)</p> <p><b>Elective Courses from Areas of Concentration</b></p>

### ENVIRONMENT AND AGING

Students who choose this concentration will complete at least two of

GERO 810 - Community Based Housing for Older People (4)

GERO 811 - Institutional Living Environments (4)

GERO 822 - Families, Communities and Health (4)

GERO 830 - Aging in a Technological World (4)

GERO 840 - Special Topics in Gerontology (4)

\*\*

GERO 889 - Directed Studies (4) \*\*

### HEALTH AND AGING

Students who choose this concentration will complete at least two of

GERO 802 - Development and Evaluation of Health Promotion Programs for the Elderly (4)

GERO 820 - Principles and Practices of Health Promotion (4)

GERO 822 - Families, Communities and Health (4)

GERO 823 - Mental Health and Illness in Later Life (4)

GERO 840 - Special Topics in Gerontology (4)

\*\*

GERO 889 - Directed Studies (4) \*\*

### ELECTIVES OUTSIDE OF CONCENTRATION

Students from either concentration may choose the following.

GERO 804 - Advanced Qualitative Methods in Gerontology (4)

GERO 806 - Interdisciplinary Theories in Gerontology (4)

\*\* may be used for either concentration depending on the topic

### Project or Thesis Option

Students present a written thesis/project proposal to their supervisory committee. Students will complete individual research-

### ENVIRONMENT AND AGING

Students who choose this concentration will complete at least two of

GERO 810 - Community Based Housing for Older People (4)

GERO 811 - Institutional Living Environments (4)

GERO 822 - Families, Communities and Health (4)

GERO 830 - Aging in a Technological World (4)

GERO 840 - Special Topics in Gerontology (4)

\*\*

GERO 889 - Directed Studies (4) \*\*

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\*\*

GERO 889 - Directed Studies (4) \*\*

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Students from either concentration may choose the following.

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\*\* may be used for either concentration depending on the topic

### MA Internship

GERO 850 - Internship (4)

based projects that will entail original work and will fall under one of the following types.

- a critical synthesis of theoretical and/or research literature on a focused topic related to aging
- an original grant proposal including an extended literature review, methodology, and design sections
- development of a new program intervention and/or an evaluation of framework proposal of a program related to the field of aging
- or a critical analysis of a policy related to gerontology.

A project will be evaluated by the supervisory committee and a qualified external reader. The project requirement must meet the guidelines set out in the graduate general regulations.

Students preparing for advanced graduate training may be permitted to select a thesis option and will complete two fewer elective courses. The thesis provides high quality focused research. Original and innovative research is encouraged to meet this requirement. Committee selection and thesis proposal approval will follow the same steps as the project. The thesis requirement must meet the graduate general regulations.

### **Internship**

~~Students lacking relevant work experience will supplement their program with an internship by working for an agency or organization in a position of responsibility for a maximum of one term.~~

Students will supplement their program with an internship by working for an agency or organization in a position of responsibility for a maximum of one term. This requirement can be fully or partially waived for students with prior relevant work experience in the professional field of gerontology after consultation with the student's senior supervisor and department chair.

### **Project or Thesis Option**

Students present a written thesis/project proposal to their supervisory committee. Students will complete individual research-based projects that will entail original work and will fall under one of the following types.

- a critical synthesis of theoretical and/or research literature on a focused topic related to aging
- an original grant proposal including an extended literature review, methodology, and design sections
- development of a new program intervention and/or an evaluation of framework proposal of a program related to the field of aging
- or a critical analysis of a policy related to gerontology.

A project will be evaluated by the supervisory committee and a qualified external reader. The project requirement must meet the guidelines set out in the graduate general regulations.

Students preparing for advanced graduate training may be permitted to select a thesis option and will complete two fewer elective courses. The thesis provides high quality focused research. Original and innovative research is encouraged to meet this requirement. Committee selection and thesis proposal approval will follow the same steps as the project. The thesis requirement must meet the graduate general regulations.