



# PhD Handbook 2017-2018

**environmental  
studies**

**YORK**  
UNIVERSITÉ  
UNIVERSITY



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## FACULTY CONTACT INFORMATION

Interim Dean – Dr. Ravi de Costa, [rdc@yorku.ca](mailto:rdc@yorku.ca)

Associate Dean Students – Dr. Leesa Fawcett, [lfawcett@yorku.ca](mailto:lfawcett@yorku.ca)

Associate Dean Research – Dr. Martin Bunch, [bunchmj@yorku.ca](mailto:bunchmj@yorku.ca)

Graduate Program Director – Dr. Liette Gilbert, [fesgpd@yorku.ca](mailto:fesgpd@yorku.ca), [gilbertl@yorku.ca](mailto:gilbertl@yorku.ca)

PhD Program Coordinator – Dr. Anna Zalik, [fesphd@yorku.ca](mailto:fesphd@yorku.ca), [azalik@yorku.ca](mailto:azalik@yorku.ca)

Administrative Assistant to the Dean – Barb Wells, [wellsb@yorku.ca](mailto:wellsb@yorku.ca)

Director, Student and Academic Services – Josephine Campanelli Zeeman,  
[josecamp@yorku.ca](mailto:josecamp@yorku.ca)

Graduate Program Advisor – Ouma Jaipaul-Gill, [oumajai@yorku.ca](mailto:oumajai@yorku.ca)

Graduate Program Assistant – Teresa Masucci, [teresam@yorku.ca](mailto:teresam@yorku.ca)

Undergraduate Program Administrative Assistant – Sharrieffa Sattaur,  
[ssattaur@yorku.ca](mailto:ssattaur@yorku.ca)

Assistant, Student and Alumni Resource Centre – Joseph Cesario, [jcesario@yorku.ca](mailto:jcesario@yorku.ca)

Computer Help Desk & Technical Support – [fescomp@yorku.ca](mailto:fescomp@yorku.ca)

# 1. IMPORTANT DATES /GRADUATE ACADEMIC CALENDAR

## FALL TERM

### June

6 Registration (accept fees) and course enrolment for Fall 2017 and Winter 2018 start

### August

15 Last day for incoming and continuing students to register for Fall 2017 after which a \$200 late fee will apply. Course enrolment continues until October 23.

### September

1 Fall term begins

4 Holiday – Labour Day (university closed)

5 Orientation for incoming graduate students (Advising for continuing students by appointment with faculty)

7 Fall 2017 classes begin

15 Deadline for Summer 2017 grades reporting

20 Last day to add a course without permission of instructor

30 100% refund deadline for Fall 2017 fees

### October

4 Last day to add a course with permission of instructor

9 Holiday - Thanksgiving (university closed)

15 80% refund deadline for Fall 2017 fees

19-21 Fall Convocation

23 Last day to register and enroll for Fall 2017 (\$200 late fee applies)

26-29 Reading Days (no classes, university open)

31 40% refund deadline for Fall 2017 fees

### November

1 Deadline to submit Incomplete coursework for Summer 2017

Deadline to submit Dissertation Research Proposals package to OSAS for Ethics approval to begin in January 2018

7 OSAS deadline to receive recommendation and examinable dissertation for PhD defence for February 2018 Convocation

10 FGS deadline to receive Dissertation Research Proposal package from OSAS for Ethics approval to begin in January 2018

- Last day to drop a course **without** receiving a “W” grade
- 14 FGS deadline to receive recommendation for PhD defence from OSAS
- 15 FGS deadline to receive Academic Petition for Winter 2018 (e.g. leave of absence, change of status, extension of program time limits, reinstatement) from OSAS
- Deadline for course instructors to change an Incomplete grade from Summer 2017 otherwise “I” becomes a “U” (Unsatisfactory)
- 30 Program withdrawal for failure to maintain continuous registration

## December

- 4 Fall 2017 classes end
- 5 Deadline to submit Fall 2017 coursework
- 12 FGS deadline to hold PhD Defence in Fall 2017 term
- 15 Last day to register for Winter 2018 after which a \$200 late fee applies. Course enrolment continues until January 23.
- 19 FGS deadline to upload electronic dissertation for Fall 2017
- 23-Jan 2 Winter break (university closed)

## WINTER TERM

### January

- 1 Winter term begins
- 4 Winter 2018 classes begin
- 15 Deadline for Fall 2017 grades reporting
- FGS deadline to upload electronic Dissertation for February 2018 Convocation (with Winter registration)
- 17 Last day to change a course **without** permission of instructor
- 23 Last day to register and enroll for Winter 2018 (\$200 late fee applies)
- 31 100% refund deadline for Winter 2018 fees
- Last day to add a course **with** permission of instructor
- Deadline to submit Teaching Assistantships ‘blanket’ application

### February

- 15 80% refund deadline for Winter 2018 fees
- 17-23 Reading week (no classes, university open)
- 19 Holiday - Family Day (university closed)
- 28 40% refund deadline for Winter 2018 fees

Program withdrawal for failure to maintain continuous registration

## March

- 1 Last day to submit Incomplete coursework from Fall 2017 term
- 6 Summer 2018 Registration and Enrolment opens
- 9 Last day to drop a course **without** receiving a “W” grade  
Deadline for OSAS to receive recommendations and examinable dissertation for defence for June 2018 Convocation
- 15 FGS deadline to receive Academic Petition for Summer 2018 (e.g. leave of absence, change of status, extension of program time limits, reinstatement) from OSAS  
Last day for course instructors to change grades of Incomplete from Fall 2017 otherwise “I” becomes a “U” (Unsatisfactory)
- 16 FGS deadline to receive recommendations for PhD oral examinations from OSAS for June 2018 Convocation
- 30 Holiday – Good Friday (university closed)

## April

- 5 Last day to submit Winter 2018 coursework
- 6 Winter 2018 classes end
- 16 FGS deadline to hold Dissertation Defence for June 2018 Convocation
- 23 FGS Deadline to upload electronic Dissertation for June 2018 Convocation
- 30 Deadline for all degree requirements (including final grades) for June 2018 Convocation  
Last day of Winter 2018 term

## SUMMER TERM – (More dates TBC)

### May

- 1 Summer term begins  
Summer 2018 classes begin
- 15 Deadline for Winter 2018 grades reporting
- 21 Holiday – Victoria Day (university closed)
- 30 100% refund deadline for Summer 2018 fees

### June

- 15 80% refund deadline for Summer 2018 fees
- 30 40% refund deadline for Summer 2018 fees

## July

- 1 Last day to submit Incomplete coursework from Winter 2018
- 2 Holiday- Canada Day (university closed)
- 15 Last day for course instructors to change grades of Incomplete from Winter 2018 otherwise "I" becomes a "U" (Unsatisfactory/Fail)

## August

- 6 Holiday- Civic Day (university closed)
- 31 Last day of Summer 2018 term

## **2. INTELLECTUAL CONTEXT OF THE FES PhD PROGRAM AT YORK**

Environmental studies consider a range of environments: human bodies, physical structures, social and economic relationships, political, institutional and cultural practices, and the earth and its complex multitude of animals, flora, ecosystems, and biophysical elements, relationships and processes. The Faculty adopts an interdisciplinary approach to environmental studies where the social sciences, humanities, arts and natural sciences meet and inform each other. The Faculty encourages the use of different theoretical approaches to explore environmental issues in their historical and comparative contexts, considering social, ecological, political and economic constraints and possibilities. We encourage exploration of how theoretical and practical matters intersect, and how reflexive, rigorous, critical and creative thinking can inform interpretations and policies.

Since the program was established in 1991, doctoral students in the Faculty of Environmental Studies have engaged with an extremely diverse array of environmental concerns and approaches related to natural, built, social, cultural, political, economic, organizational, spiritual, philosophical, literary and virtual environments. The Environment and Environmental Studies are not static concepts but change over time with varying societal norms and understandings. Research interests of incoming PhD candidates are presented in Section 11 of this document.

## **3. STAGES OF THE PhD PROGRAM**

Our doctoral program follows three stages: the PhD Program Plan stage, the Comprehensives Examination stage and the Dissertation stage (see Appendix 1 for PhD Program Degree Level Expectation and Appendix 2 for a PhD Program summary). The Program Plan and Comprehensives Examination stages are regulated by the Faculty of Environmental Studies while the Dissertation Proposal and Dissertation are regulated primarily by the Faculty of Graduate Studies.

### **Program Plan Stage**

The Program Plan stage normally lasts two terms. In the first term of the program, PhD candidates develop their program plan with their supervisor, who will provide guidance and assistance in assembling an Advisory/Comprehensive Committee. This Committee is normally made up of three members: a minimum of two full-time FES faculty members (one being the supervisor and Committee's chair) and a third faculty member who can be from inside or outside FES (usually another professor at York or from another nearby university).

In the second term, the program plan is reviewed, revised and approved by the Advisory/Comprehensive Committee. The program plan serves as the student's

proposal for comprehensive examinations. For this purpose, the supervisor assists the student in developing a clear program focus and appropriate (both rigorous and feasible) comprehensive examination areas. The program plan should include short and precise statements about: the context of inquiry (including key concepts, definitions, and debates; the relations between the comprehensive areas and key questions arising from them); the content of each comprehensive area with a short description and a preliminary bibliography for each; a program timeline; and a list of nominated advisory committee members. Students usually work on two or three comprehensive areas. The program plan generally outlines the first comprehensive area in detail and broadly maps out the subsequent area(s). Detailed outlines for subsequent comps are developed and approved prior to subsequent comprehensive exams.

Once approved by the Advisory/Comprehensive Committee, the student is required to upload their Program Plan in the [FES Graduate Dossier system](#)> [Add Forms](#)> [Program Plan](#)> [\[upload\]](#) [Save](#)> [Submit](#).

## **Course Work**

There is only one mandatory course in the PhD program: ENVS 8102 PhD Research Seminar (Fall Term). The Fall term seminar must be taken by all incoming PhD candidates in the first term of their program. The Fall seminar offers an introduction to select interdisciplinary themes in environmental studies. The seminar is intended to stimulate interaction and discussion of substantive issues, theoretical frameworks, epistemological and methodological approaches, and forms of intellectual praxis in environmental studies. Within this context, the course also provides opportunities to explore the various facets of academic life, including engagements in teaching, research and writing. Seminar discussions are not meant to be conclusive but rather to critically explore interdisciplinary research problems, assist with the preparation of the program plan, and address questions emerging from the students' comprehensive research fields. The success of the seminar depends on active, collaborative participation in each weekly session. Students must receive a "Pass" grade in ENVS 8102 (Fall term) in order to continue in the program. An "Unsatisfactory" grade will result in automatic withdrawal from the program.

An elective ENVS 8102 PhD Research Design in Winter term is highly recommended for second and third year students completing their comps or starting their dissertation proposal. The purpose of the seminar is to assist PhD candidates in developing their dissertation proposals through a critical and interdisciplinary exploration of research design and methodology.

During the Program Plan stage and the Comprehensive Examination stage, students are encouraged to take courses in FES and in other graduate programs at York University.



## **Comprehensive Examination Stage**

Following the approval of the Program Plan by the Advisory/Comprehensive Committee, students enter the Comprehensive Examination stage.

The purpose of the PhD Comprehensive Examination in Environmental Studies is:

- 1) To ensure that the student has in-depth knowledge of the fields in which their research is situated;
- 2) To ensure that the student is capable of engaging in a critical and rigorous way with the core readings of pre-identified fields' current theoretical, methodological or empirical debates;
- 3) To ensure that the student is capable of undertaking the independent work needed to successfully complete a dissertation and is in position to contribute to particular debates in their own doctoral research.

The Comprehensive Examination process allows students to gain a comprehensive knowledge of particular fields and theories (and their respective epistemologies and methodologies). It is a time when students read widely, yet in a focused way, in order to draw out prevailing themes, issues, and debates in the literature. The comprehensive exam is not intended to be an exhaustive engagement with all the readings in a field.

There are no prescribed comprehensive fields in the FES PhD program. Unlike in some other PhD programs, the student defines the parameters for comprehensive areas in the Program Plan in consultation with their Advisory/Comprehensive Committee members. The fields should be broad enough to encompass a range of theoretical debates or methodological approaches in which their dissertation work will be located.

While the Comprehensive Examination stage usually lasts one year (three terms), students delayed in their progress are expected to finish this stage before the end of the 8<sup>th</sup> term, or take a comprehensive examination for any remaining comprehensives, with the format to be determined by the student's Advisory/Comprehensive Committee.<sup>1</sup>

## **Format of Comprehensive Work**

Each comprehensive area is typically examined on the basis of a comprehensive literature review, organized around the exploration of a problem, theme, classificatory scheme, argument, trajectory or position within a disciplinary or interdisciplinary field. Standard comprehensive output is 30 to 40 pages double spaced (plus bibliography), and is composed of key readings with a specified number of articles and books to be

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<sup>1</sup> Students with a disability can have specific deadlines extended according to their accommodation. A deadline extension for students with other extenuating circumstances will be considered for approval by the student's Advisory/Comprehensive Committee and the Graduate Program Director.

selected by the student and their committee. Over the course of either two or three comprehensive areas, students are expected to read/review approximately 60 to 75 significant books or their equivalent in articles or works in other formats.

Comprehensive work may take any of the following or other forms defined and agreed upon with Advisory/Comprehensive Committees:

**Integrated paper** (25-30 double-spaced pages plus bibliography) that elaborates in depth a particular aspect of the comprehensive area; this option is best for comprehensive areas where the student may already have significant background knowledge.

**Review paper** (35-40 double-spaced pages plus bibliography) that systematically, synthetically and critically reviews all subsections of the comprehensive area; this option, which does not require a fully integrated argument and prioritizes breadth over depth, is best suited for comprehensive areas that may be relatively new to the student.

**Course Design** includes: 1) a complete syllabus for an undergraduate course (including proposed level, rationale, readings, lecture topics, evaluation criteria, and assignments as per the BES course template); 2) a statement about teaching philosophy and course design rationale; and 3) at least three sets of lecture notes (or equivalent) meant to demonstrate both the student's grasp of the subject matter and their capacity to translate complex material for an undergraduate audience.

**One or several take-home examination paper(s)** (30-35 double-spaced pages plus bibliography) based on questions developed by the Advisory/Comprehensive Committee, with a clear deadline set by the committee (not to exceed one term); this option may be useful to overcome a block in student progress.

**"In-situ" day exam** based on questions handed out the same day or a few days ahead of time (with relevant literatures and notes allowed on site); this option may also be useful to break a block in student progress.

**Portfolio or assemblage of (2-3 pieces of) work** such as a refereed publication, exemplary course paper, book chapter, book reviews and/or conference paper.

**Art-based project** consisting of an oral, visual or other type of original work (e.g., film, video, sculpture, dance, performance, multi-media, art installation, etc.) accompanied by a written account that conceptualizes the intellectual debates and issues in the particular area.

Each comprehensive area is typically examined separately but they can also be presented and examined as a package (as negotiated with the Advisory/Comprehensive Committee).

The outcome of each phase of the comprehensive examination can be (a) acceptable; (b) acceptable pending specified revisions; (c) unsatisfactory. In the case of an

unsatisfactory decision, the Advisory/Comprehensive Committee shall give written instructions for revisions and schedule a second exam within six months of the first. Failure to pass a second exam will result in a recommendation that the student be withdrawn from the program.

Upon approval by their Advisory/Comprehensive Committee, PhD students are required to upload each comprehensive in the [FES Graduate Dossier system](#)> [Add Forms](#)> [Program Plan](#)> [\[upload\]](#) [Save](#)> [Submit](#).

## **Dissertation Proposal and Dissertation Stage**

Following the successful completion of the comprehensive exams and dissertation proposal, the student will advance to candidacy (ABD), provided that all coursework has been successfully completed.

The Dissertation Proposal and Dissertation are regulated by the Faculty of Graduate Studies (FGS). PhD students are expected to have their Dissertation Proposal approved by their Dissertation Supervisory Committee before the end of term 10 (it is recommended that you complete your proposal by term 7 or 8).<sup>2</sup>

The PhD Dissertation Proposal describes the student's research topic and design, and must include a working title, a detailed research statement, a succinct literature review, a detailed methodological section, a schedule of activities, a tentative outline of the dissertation, and an extensive bibliography. Recommended length of the proposal varies between 3,500 and 6,000 words.

The Dissertation Proposal is developed with prospective members of the Dissertation Supervisory Committee, which approves the proposal. The Dissertation Supervisory Committee consists of at least three members and includes (a) a minimum of two FES faculty members and (b) one York University (non-FES) graduate faculty member; or, if appropriate, (c) one member from outside York University (with permission of the Faculty of Graduate Studies). The Dissertation Supervisor (Chair of the Committee) shall normally be a FES faculty member.

The Dissertation Proposal must include the [Dissertation Proposal Form](#) (TD1) approving the proposal (and approval signatures) and, if applicable, the [FGS Human Participants Research Protocol Form](#) (TD2) and [Informed Consent Checklist for Researchers](#) (TD3) and any supplementary documentation for review by the Faculty of Graduate Studies and the Office of Research Ethics.

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<sup>2</sup> Students with a disability can have specific deadlines extended according to their accommodation. A deadline extension for students with other extenuating circumstances will be considered for approval by the student's Supervisory/Dissertation Committee and the Graduate Program Director.

A risk assessment, if applicable, must also be submitted in the [FES Graduate Dossier system](#)> [Add Forms](#)> [Risk Assessment](#)> [complete multiple pages/attach required documentation] [Save](#)> [Submit](#).

Upon approval of their Dissertation Proposal by the Dissertation Supervisory Committee members, students submit their proposal and all supplementary documentation to OSAS for approvals by the Graduate Program Director and FGS.

#### **4. SUPERVISION AND COMMITTEE MEMBERSHIP**

Supervision is a crucial element of any PhD program. FES PhD supervisors act as mentors and advisers on PhD research areas and the doctoral program. They introduce students to literature and contacts in the field of study; assist them in finding and applying for funding, and in presenting and publishing research results. Meeting regularly with their students, supervisors provide feedback and help explore substantive and professional aspects of doctoral study. If possible, they provide recommendations for students' grant and job applications.<sup>3</sup> They are encouraged to collaborate with their students on research projects.<sup>4</sup> Supervising expectations (e.g., submission requirements, timelines and meeting schedule, etc.) should be discussed early on with the supervisor and other committee members. Students and supervisors are invited to refer to FGS Policy on Graduate Supervision for guidelines.

Research and sabbatical leaves must be discussed so that students are aware of their supervisors' availability during such absences and so that alternative arrangements can be made, with the approval of the PhD Program Coordinator.

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<sup>3</sup> Faculty members are often asked to write letters of recommendation and should be honest about whether they can write a strong supporting letter. If the referee (generally the supervisor or another member of the committee) agrees to write such a letter, the student must provide them with enough time and documentation to enable them to prepare a detailed and persuasive letter. A strong letter provides precise and pointed comments on the merits of the student's research and potential as a future scholar. Students are advised to give faculty members as much notice as possible to write a letter of reference, and not less than 2-3 weeks or more depending on particular faculty members request.

<sup>4</sup> Many faculty members have developed research projects that incorporate the research interests of their student(s). Such collaboration offers opportunities for research training, co-presenting and co-publishing. Doctoral students may also be employed as research assistants.

## **Supervisors' Responsibilities**

A supervisor (assigned in the admission process) familiarizes students with the PhD program at FES and doctoral work in general. In the first term, the supervisor is in regular contact with the student to set up their Advisory/Comprehensive Committee (and organize its first meeting in the second term), guides student research on the program plan, supports student grant applications, and evaluates the first draft of the program plan. The initial supervisor normally chairs the Advisory/Comprehensive Committee. A change of supervisor or alternate arrangements are possible with the approval of the PhD Program Coordinator.

## **Doctoral Students' Responsibilities**

Students are expected to know and meet the administrative requirements of the PhD program (including continuous registration). Students are expected to inform supervisors and the PhD Program Coordinator and the Graduate Program Director about proposed changes to their student status (leave, withdrawal, etc.) or other issues that may affect the course and timing of their doctoral program. They must adhere to the principles of academic honesty.

In the Program Plan Stage, students take the initiative (with the help of the supervisor) in researching comprehensive areas, writing the program plan and setting up the Advisory/Comprehensive Committee. They must keep in regular contact with their supervisor. During the Comprehensive Examination Phase, students work with the Supervisor to keep to the terms (reading list, deadlines, nature of output) of comprehensive areas as identified in the approved Program Plan. Unless otherwise specified, Program Plan drafts and Comprehensive Examination materials must be submitted in hardcopy no later than one week prior to a committee meeting/exam. During the Dissertation Stage, students are expected to keep in regular contact with their supervisors, seek advice from supervisory committee members when necessary, and update the Dissertation Supervisory Committee on the progress of their dissertation. The Faculty of Graduate Studies has developed additional guidelines for students in the Dissertation Stage of doctoral programs. [This is a link to guidelines for students in the Dissertation Stage of doctoral programs.](#)

## **Advisory/Comprehensive Committee's Responsibilities**

Advisory/Comprehensive Committee members guide and assist the student in the development and refinement of comprehensive proposals. The Supervisor is Chair of the Advisory/Comprehensive Committee and organizes and schedules comprehensive exams. Committee members are open to consulting with students and giving substantial feedback within a reasonable timeframe. A minimum of two members of the committee must be members of FES; a third member can be from outside the Faculty.

Advisory/Comprehensive Committee meetings are scheduled for the purpose of approving program plans, holding comprehensive exams, and, if deemed necessary, for advisory purposes. The supervisor will add comments in the PhD Program Action Report in the FES Graduate Dossier every time the committee meets with the student or whenever a substantive decision is made about the student's program. These comments monitor students' progress. Copies of the approved comprehensive proposals and exam materials must be uploaded into the FES Graduate Dossier system once approved.

Changes in the composition of the Advisory/Comprehensive Committee may be made only by the PhD Program Coordinator in conjunction with the Graduate Program Director, upon written request from the student or the Faculty supervisor.

### **Dissertation Supervisory Committee**

A PhD student must nominate their Dissertation Supervisory Committee members by submitting the [PhD Supervisor and Supervisory Committee Approval](#) form to OSAS for the Graduate Program Director and FGS' approvals no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.

Dissertation Supervisory Committee members approve and guide the development of the Dissertation Proposal. They guide and assist the student in the planning and implementation of PhD research as well as the writing phase of the dissertation. They are open to consulting with students and providing substantial feedback on written materials within a reasonable time frame. A minimum of two members of the Dissertation Supervisory Committee must be members of the Faculty of Environmental Studies. All committee members must be appointed to or approved by the Faculty of Graduate Studies. The FES Graduate Program Director may recommend an external faculty member for FGS appointment but will require an updated curriculum vitae of the potential member.

During the dissertation stage, the supervisor shall report on the student's progress at least once a year in the FES Graduate Dossier system. For this purpose, the supervisor shall add comments to update the student's dossier.

Once the student has completed a full draft or draft(s) of the dissertation, the supervisor should determine, along with other committee members, whether the dissertation is suitable for examination. The supervisor is responsible for assembling the Dissertation Examination Committee (including seeking FGS approval for any costs associated with the participation of the external examiner) and scheduling the dissertation examination. Reviewed by the PhD Program Coordinator and the Graduate Program Director, PhD

defense plans using the FGS [Recommendation for Oral Examination: Doctoral Dissertation form](#) are submitted to OSAS for FGS approval.

### **PhD Program Coordinator**

The PhD Program Coordinator chairs and coordinates the PhD Program, Curriculum and Admissions Committee. The PhD Program Coordinator provides liaison among OSAS, FES and the Graduate Program Director, PHESSA, faculty supervisors and students. The Coordinator keeps track of student progress, checks and approves committee decisions and relays information to supervisors, students or the PhD Program, Curriculum and Admissions committee when necessary and appropriate. The PhD Coordinator is available for consultation and advice.

### **Graduate Program Director**

The Graduate Program Director is responsible for aspects of the administration of the graduate program, including but not limited to enrolment and advising, scholarships, student progression and status, program and curricular changes, etc. The Graduate Program Director recommends petitions to FGS and addresses conflict between graduate students and faculty members (in consultation with FGS when appropriate). The Graduate Program Director is available for consultation and advice.

### **Grading**

Graduate courses in the PhD Program use a Pass (P) or Unsatisfactory (U) grading system encouraging interdisciplinary exploration and creativity. Students do not receive a letter grade for their work in FES and official York transcripts show grades of Pass (P), Withdrawn (W), or Unsatisfactory (U).

If work is unfinished in one term, a student may request a short extension from the course director and will then receive a temporary grade of “Incomplete” for the course. The student must complete the work by the due date specified in the FES Graduate Academic Calendar (see section 1) for the next term otherwise the “I” will automatically change into a “U”. Students cannot carry more than 3 credits of incomplete work into the next academic term.

When applying for external funding that requires a letter grade, PhD students may request a letter grade assessment of their dossier by contacting OSAS (OSASinfo@yorku.ca). The Awards and Academic Review Committee will then review the student’s dossier and assign an overall letter grade or Grade Point Average (GPA) for their work throughout the program, based on all evaluations and progress reports.

## 5. REGISTRATION AND ENROLMENT

Students must be continuously registered in the program for a maximum of 18 terms. In the first year, students must be full-time and are enrolled in ENV5 8102 PhD Research Seminar in the fall and other courses of their choice (for a maximum of 12 credits per term). If students are not taking courses, they enroll in the different stages of the program as an activity (with no course number or course credits).

### Registration

Registration (or fee payment) and course enrolment must be completed each term (Fall, Winter and Summer). Every term, students must first register/accept fees into York University's Registration and Enrolment module (REM).

Students in the very first term of the PhD Program will follow the following steps for registration/accepting fees.

1. Log on in [REM](#) by using their Passport York account.
2. In the Courses & Enrolment section Select "Add/Drop a Course" and this will take you into Passport York.
3. Click on New Students Signup (if you have already used Passport York, enter your username and password, and skip to step #7 below)
4. Key in your 9-digit Student Number.
5. Key in the year, month and date of your birth (e.g. July 20, 1970 = 19700720).
6. Create a password which you will use for Passport York in the future (instead of your date of birth). Choose a password that you will remember and record it if necessary. Your password will be used throughout your PhD program.
7. Choose the "Fall 2017 Graduate Students and Osgoode Students" option, accept the student code of conduct agreement, verify your student status (full-time) and fee rate (domestic or international) then answer yes to the fees question.
8. You will then be prompted to enrol in a course. Add catalogue number H42J01 for the ENV5 8102 PhD Research Seminar in Fall 2017. Do not try to enrol in other fall courses at this time. Enrolment in other courses will take place during orientation in September once you have met with your supervisor and discussed course selection.
9. You will then be prompted to accept fees for Winter 2018 which you may do now as well. Enrolment in all Winter 2018 courses will take place in December 2017.

In subsequent terms, students will login into REM but will simply be asked to verify your student status (full-time and domestic or international). You will also be asked whether or not you will accept the responsibility of paying your tuition fees. If you answer "yes" to accepting your fees, you will then be considered registered and an active student for the term.



Registration deadlines are August 15 (for fall term), December 15 (for winter term) and date for summer term to be announced. It is the responsibility of the student to register/accept fees in REM prior to the registration deadline to avoid a \$200 late registration fee.

## **Fee payment and York Student Account**

Fall term 2017 registration and enrolment continues until August 15 after which a \$200.00 late fee will be charged. You will only be required to pay the Fall fees at this time even if you go ahead and accept the Winter fees. After you register (accept fees), your fees will appear in your York Student Account [here](#) the next business day. The due date for fee payment will be indicated on your online statement. You will incur interest charges of 1.0% per month on any outstanding balance not paid by the due date. Fee payment options are also shown on this website. Please check your student account statement periodically.

## **Enrolment**

After discussing course selection with your supervisor, enrolment is achieved each term by logging into 1) REM, as you did when you registered, and 2) in the FES Graduate Dossier system. The REM system will take you to “add/drop courses” once you accepted your fees for that term. You will be expected to enter the course catalogue # for each course. You then need to enroll in the same courses in the FES Graduate Dossier system – making sure that your enrolment in REM and FES Graduate Dossier system matches perfectly. A PhD Course Advising/Enrolment form will be issued to you by OSAS (by contacting Teresa Masucci at [teresam@yorku.ca](mailto:teresam@yorku.ca)) in the FES Graduate Dossier system (in your Task Bar) to allow you to enroll in courses. To enroll, go into **FES Graduate Dossier system> PhD Course advising/enrolment form> [select/fill FES Grad Courses and/or other courses or activities] Save> Submit.**

Students should check the FES website regularly for updates to the timetables and courses offering (see [Course Listing](#) for more information. Catalogue number for ENVS 8102 in Winter term is A89S01).

## **YU Card**

The YU-card is York University’s official photo ID card and your library and other facilities. The YU-card is issued to all students that are coming to York for the first time in the Fall term. Students who will be on campus during the summer are strongly encouraged to have their photo taken (once you have registered and enrolled in ENVS 8102) and obtain their YU-cards on the spot in order to avoid long line-ups at the

beginning of the Fall term. For more information about obtaining the YU Card, [click here](#).

## **Academic Petition**

Under certain circumstances, PhD students can petition for a change in enrolment or registration status. Petitions for a change of status, leaves of absence, extension of program time limit, or reinstatement to defend your dissertation are requested using the FGS Academic Petition form. There are different types of leaves of absence: elective (maximum 1 term); exceptional circumstances (maximum 3 terms), maternity (maximum 3 terms) and parental (maximum 1 term per child). Students on any type of leave are registered as 'inactive' and therefore MAY NOT hold an RA, GA or TA contract, and are NOT eligible for external or internal scholarships, FGS bursary, or CUPE 3903 minimum guarantee. Moreover, they do NOT have access to YUcard services, supervisory support, or any of the provisions normally associated with an actively registered student.

For more information, click this [link to the FGS petition information webpage](#). For most petitions, information and documentation on the circumstances that support your request must be provided. Retroactive requests must include an explanation of why the request was not made earlier.

Academic petitions are submitted to OSAS for the Graduate Program Director's recommendation and FGS approval. For more information on registration and enrolment, contact Ouma Jaipaul-Gill in OSAS ([oumajai@yorku.ca](mailto:oumajai@yorku.ca)).

## **6. FUNDING**

Funding for PhD students varies. All incoming PhD students in the Faculty of Environmental Studies are guaranteed a minimum funding package for the first 4 years. Funding for years 5 and 6 is assured through membership in CUPE 3903 if eligible. Funding is usually in the form of a Teaching Assistantship, Research or Graduate Assistantship, Course Directorship, and York Doctoral Fellowship, but may also involve other arrangements.

PhD students are strongly encouraged to apply for internal and external research scholarships and grants. Internal awards, grants, and prizes include FGS Fieldwork Costs Fund, President's Dissertation Scholarships, FGS Research Cost Fund, and Graduate Development Fund as well as different FES awards. External Awards include Social Sciences and Humanities Research Council (SSHRC) Doctoral Fellowships, Natural Sciences and Engineering Research Council (NSERC) Postgraduate Scholarships, Canadian of Health Research Institutes (CHIR) awards, and Ontario Graduate Scholarships (OGS).

The Faculty of Graduate Studies maintains a database of fellowships, scholarships, awards, and prizes. [This is a link to the Faculty of Graduate Studies' scholarships and awards webpage.](#) FES, in collaboration with the PhD Environmental Studies Students Association (PhESSA), and FGS often organizes funding information and peer review workshops that are very useful to prospective applicants. The FES Student Resource Centre (HNES 133) provides information to current students regarding the availability of funds and the submission of internal and external funding applications. [This is a link to the Faculty of Environmental Studies' financial information webpage.](#)

## **7. TEACHING ASSISTANTSHIPS AND COURSE DIRECTORSHIPS**

PhD candidates perform a central pedagogical role in FES, serving as Teaching Assistants, Course Directors, markers/graders, guest lecturers, and mentors. PhD students are normally offered a full-year position as a Teaching Assistant (TA) for a course in the BES program, unless their funding offer specifically prohibits such appointment. TAs are normally tutorial leaders, but can also be occasional lecturers. A Teaching Assistantship provides PhD students with the opportunity to develop their own intellectual, pedagogical, and professional skills.

PhD students (who have completed or almost completed their comps) can also propose to teach an ENVS 3800 Special Topics course, or existing course in the BES program. The call for applications to teach new and existing courses is sent to PhD students by the Undergraduate Program Director. Eligible candidates must have completed or must be about to complete their comprehensive exams. The Undergraduate Curriculum Subcommittee reviews the proposed new courses and recommends specific courses to the Dean for approval. The assignment of Course Directorships for existing BES courses is done by the Undergraduate Program Director in consultation with the PhD Program Coordinator and Graduate Program Director.

### **CUPE 3903**

All graduate students who are Teaching Assistants (TAs), Course Directors (CDs), or Graduate Assistants (GAs) at York are part of the Canadian Union of Public Employees (CUPE) Local 3903, which negotiates collective agreements on their behalf with the York administration. There are three units in CUPE Local 3903: Unit 1 Teaching Assistants (and student Course Directors); Unit 2 Contract Faculty; and Unit 3 Graduate Assistants.

Applications for Teaching Assistantships must be submitted to OSAS or the relevant department or program by January 31 of each year, for positions commencing the following academic year (this application is usually referred to as the “Blanket

Application” and also serves to indicate if a student wants to be considered for a course directorship). [This is a link to the blanket application form.](#)

PhD candidates can obtain a copy of the CUPE collective agreement by contacting CUPE (416-736-5154) or by clicking on this [link to the collective agreement.](#) The current Faculty of Environmental Studies steward is tbc.

## **Teaching Commons**

The York University Teaching Commons provides a variety of resources for faculty members, course directors and teaching assistants. In September, the Teaching Commons will be organizing an orientation for incoming Teaching Assistants. Attendance is highly recommended. For more experienced teaching assistants, the Teaching Commons offers a Teaching Assistant Certificate as well as a Senior Teaching Assistant Program. [This is a link to the Teaching Commons webpage.](#)

## **8. SERVICES, FACILITIES AND OPPORTUNITIES IN FES**

PhD students have access to a network of academic and other resources in FES.

### **PhD Student Lounge**

The PhD Student Lounge is located in HNES 265B. It is managed by PhESSA (PhD Environmental Studies Student Association) and includes storage lockers, study carrels, computers, a kitchen, and a phone. A door entry code is needed to access the lounge. PhD students can obtain the code by contacting one of the PhESSA representatives or the Administrative Assistant to the Dean & Facilities Coordinator, Barb Wells (wellsb@yorku.ca).

### **Doctoral Mailboxes**

Doctoral mailboxes are located in OSAS (HNES 137).

### **PhD Electronic Mailing List**

FES offers two PhD electronic mailing lists: one for official communication (fes\_phdinfo) and one for dialogue (fes\_phd). All official notices for PhD students in FES are posted to fes\_phdinfo. All registered students are automatically subscribed to this listserve. On the official list, notices can be posted only by the list administrator or by sending information to fespost@yorku.ca. Messages to the dialogue list can be posted directly. PhD students who wish to subscribe to the dialogue listserve should consult the information online. [This is a link to more information about FES listserves.](#)

## **OSAS -- Office of Student and Academic Services (HNES 137)**

OSAS, the administrative office for your program requirements, provides information and resources, and manages issues related to registration, enrolment, funding, scholarships, TA contracts, student dossiers, FGS communication and convocation. OSAS is open for student inquiries Monday to Friday from 8:30am to 3:30pm.

**Appendix 2** lists the individual responsibilities of OSAS staff.

## **Student Resources (HNES 133)**

Student Resources provides information to current students regarding the availability of funds (internal and external) that may assist them in completing their programs. For more information, click this [link to the Faculty of Environmental Studies' financial support webpage](#).

## **FES Computing Services (FEScomp)**

FEScomp operates three computer labs on the second floor of the HNES Building that are available for use by PhD students (in addition to the computers in the PhD lounge). Wireless service is available in the HNES building and the wider York campus. For more information on computing services, click this [link to the Faculty of Environmental Studies' computing services webpage](#).

## **FES Graduate Writing Centre (HNES 286)**

The Centre's mandate is to help graduate students develop their own writing skills, and a writing process that works for them. The Centre offers support, advice, strategies, and troubleshooting on specific writing projects. The Centre can also provide students with a variety of text, internet, and in-person resources that can improve their writing. Open workshops are offered during the fall term; thirty-minute individual and small group sessions are available throughout most of the year and must be booked in advance by emailing Ray Bennett at [rbennett@yorku.ca](mailto:rbennett@yorku.ca).

## **The Wild Garden Media Centre (HNES 266)**

The Centre is a valuable resource for all members of the FES community who wish to use media arts for research, course projects or teaching and learning. Named in memory of the late Dian Marino, a former FES faculty member, the Media Centre offers video and still cameras (and accessories) and a digital editing system. Workshops are offered throughout the year. The Centre also organizes the annual Eco-Art and Media Festival, a showcase of multidisciplinary creative work.

## **Crossroads Space (HNES 283)**

The Crossroads Space is a creative resource for all members of the Faculty. It is used primarily by the BES certificate program in Community Arts Practice (CAP) as a rehearsal, performance and exhibition space, but can be booked by others for similar activities. For more information, contact Professor Lisa Myers, the CAP coordinator (lismyers@yorku.ca).

## **Accessibility, Community, Equity Committee (ACE)**

ACE is comprised of students at FES who organize around issues of equity, specifically along the lines of race and marginalization in its many forms. Over the past three years, ACE has organized workshops, seminars and peer mentorship sessions, all geared at offering students some of the necessary social and emotional supports needed for their success. See the ACE website for more information. [This is a link to the ACE website.](#)

## **Maloca Garden**

The Maloca Garden is an official club registered with the Office of Student Affairs. Along with its community building goals, Maloca strives to foster sustainable living practices (e.g., organic farming, composting) and to create an environment for multicultural and intergenerational learning and sharing. In so doing, Maloca provides York University with significant environmental, educational, and social benefits, while creating a rare meditative space for the cooperative growing of nutritious foods. [This is a link to the Maloca Garden website.](#)

## **HNES Native Plant Garden**

The HNES Native Plant Garden was founded by FES Professor Emerita, Gerda Wekerle, and is maintained with the volunteer labour of faculty, students and staff.

## **York Academic and Support Services**

In addition to the FES services and resources listed above, York offers a range of academic and support services. For more information on academic support services available to York graduate students, see the Academic Resources website. [This is a link to the Academic Resources website.](#)

For more information on various campus services, visit the Current Students webpage. [This is a link to the Current Students webpage.](#)

## **9. OSAS AND QUICK REFERENCE GUIDE**

### **Office of Student & Academic Services (OSAS), HNES 137**

Josephine C. Zeeman, Director, josecamp@yorku.ca, ext. 66453

Manager of OSAS staff, which includes, reception and secretarial support, HNES room booking, approval for course-related expenditures, course scheduling;

Academic Integrity policy and procedures;

Academic issues such as grade appeals, special cases, and non-academic student issues such as student conduct;

Liaison for Centre for Persons with Disabilities;

Responsible for CUPE 3903 contracts and follow-up;

Funding issues and liaison with FGS regarding funding for graduate students.

Sharrieffa Sattaur, Undergraduate Administrative & Records Assistant, ssattaur@yorku.ca, ext. 30397

Provide support to the Undergraduate Program Director (curriculum development, program planning, facilitates CUPE 1 & 2 hiring);

Inquiries regarding undergraduate program (courses, grades, credits, exams, petitions) including permission for courses, lifting blocks (e.g. class is reserved); undergraduate course and classroom scheduling, and undergraduate convocation;

Teaching Assistantships, TA payroll and workload forms.

Ann Tsirgielis, Undergraduate Academic Advisor, anntsir@yorku.ca, ext. 33510

Academic advising sessions for incoming and continuing undergraduate students, advise students on ineligibility to return to school, probation, academic waiver, reinstatement to University, program changes, meeting academic standards and developing academic skills;

Develop and coordinate Peer Leadership Program; develop and deliver Learning Skills Workshops to enhance student retention and success.

Ouma Jaipaul-Gill, Graduate Program Advisor, oumajai@yorku.ca, ext. 33254

Graduate student advising including inquiries regarding graduate program (i.e. course offering list, outlines, grades, credits, petitions, enrolment blocks, leave of absence), course registration/enrolment, FGS regulations and forms, graduate convocation;

Financial issues (i.e. reading student account statement).



Teresa Masucci, Graduate Program Assistant, teresam@yorku.ca, ext. 22602

Inquiries regarding graduate program; online enrollment registrations on REM (Registration Enrolment Module), and student dossiers;

Receive Dissertation Proposal and other FGS package; receive and distribute Dissertation prior to oral examination (defense); schedule PhD defenses, books room – liaise with FGS on defense paperwork.

Joseph Cesario, Student Resource Assistant, SARC, jcesario@yorku.ca, ext. 33196

Inquiries regarding internal and external scholarships (e.g., OGS, SSHRC, Trudeau, Vanier, Trillium, GFAD, Elia, Enbridge, Caccia, Lewis and Bennett) and additional funding opportunities;

Sharon Cicciarella, Secretarial support, sharonc@yorku.ca, ext. 40366

Jordan Tanaka-Kelyana, Secretarial support, jantam@yorku.ca, ext. 33012

Provide secretarial support to faculty (preparation of course material (printing and photocopying of course syllabi, readings, textbooks orders, class field trips).

## **10. COMMUNITY SERVICE AND INVOLVEMENT**

PhD candidates are represented by two student organizations in FES: The PhD Environmental Studies Students' Association (PhESSA) and the Graduate Environmental Studies Students' Association (GESSA). PhD candidates in FES are also represented through the Graduate Students' Association (GSA). GSA represents the majority of graduate students at York University and provides support with issues such as health-care coverage, conference and research travel, as well as advocacy on tuition and university governance issues. For more information, [this is a link to the GSA website](#).

### **The PhD Environmental Studies Students' Association (PhESSA)**

PhESSA is the PhD students' association at FES. PhESSA is mandated to look after the rights and interests of doctoral students. Through student representation on Faculty committees, PhESSA ensures students have a strong voice in the governance and direction of the PhD program. PhESSA is a part of the Graduate Environmental Studies Students Association (GESSA), which represents FES PhD students in some capacities with the rest of the university. PhESSA uses a consensus-based decision-making process, with two co-chairs elected each year to liaise between students, faculty, and staff. The current PhESSA co-chairs are Silvia Vazquez Olguin ([silvia.vasquezolguin@gmail.com](mailto:silvia.vasquezolguin@gmail.com)) and Benjamin Kapron ([ben.kapron@gmail.com](mailto:ben.kapron@gmail.com)).



In addition to holding monthly meetings during the academic year, PhESSA sponsors regular social events, grant writing workshops and the annual FES Research Matters Symposium. Representatives from PhESSA sit on the GSA council and participate in university-wide initiatives. For more information on upcoming PhESSA meetings and events, visit the PhESSA blog. [This is a link to the PhESSA webpage.](#) You can also follow PhESSA on Twitter@FESPhD. [This is a link to PhESSA's Twitter webpage.](#)

## **FES Governance**

PhD candidates serve as representatives on FES governing committees.

Representation on FES committees helps ensure that the interests of PhD candidates are considered in decision-making processes. PhESSA nominates representatives on Faculty and University committees each September. The following committees require PhD representation:

**Faculty Council** (2 PhD representatives) establishes policy in all matters relating to the Faculty through its standing committees. Faculty Council meetings are open to the FES community, and all PhD candidates are encouraged to attend.

**Executive Committee** (Co-chairs of PhESSA) prepares agendas for Faculty Council meetings and carries out any business as delegated by Faculty Council.

**Committee of Instruction** (1 PhD representative) advises the dean on all matters related to the implementation of academic programs in FES, and frequently makes major policy recommendations to Faculty Council.

**PhD Program, Curriculum and Admissions Committee** (2 PhD representatives; 1 comprehensive stage, 1 dissertation stage)

**Undergraduate Program and Curriculum Committee** (1 Teaching Assistant elected by GESSA)

**Research Committee** (1 PhD representative)

**Faculty Appointments Advisory Committee** (1 PhD representative)

**Tenure and Promotions Committee** (1 PhD representative)

**Appeals Committee** (1 PhD representative)

**Equity Committee** (1 PhD representative)

Outside of FES, the following two committees require PhD representation:

**Faculty of Graduate Studies Council** (1 PhD representative)

**York University Senate** (2 GESSA representatives --one should be a PhESSA member). The Senate is the senior academic policy-making body of York University.

## **11. RESEARCH AT FES AND YORK**

FES has established itself as a leader in interdisciplinary teaching and research over the years. In its dual commitment to research interdisciplinarity and social and environmental justice, FES has claimed a leading position in environmental studies scholarship. Students benefit from faculty members' innovative and creative research projects, just as the involvement of graduate and undergraduate students is a vital, enriching part of faculty research in FES.

For more information on faculty research interests, projects, and publications, see full-time faculty profiles online, click this [link to profiles of full-time faculty in the Faculty of Environmental Studies](#). More information on doctoral student research and publications is available by clicking this [link to Faculty of Environmental Studies PhD profiles of students who have completed the program](#).

### **FES Seminar Series**

The Faculty of Environmental Studies typically organizes an annual Seminar Series intended for everyone at FES and beyond. PhD students are strongly encouraged to attend sessions, which are a focal point of intellectual life in the faculty.

### **FES Research Symposium**

Every year, the Faculty of Environmental Studies and the PhD Environmental Studies Students' Association (PhESSA) organize a one-day Research Symposium (late winter term) showcasing the ongoing and innovative research of doctoral students.

### ***UnderCurrents* Journal**

*UnderCurrents* is an independent non-profit journal of critical environmental studies produced by students in the Faculty of Environmental Studies at York University. *UnderCurrents* publishes creative and critical writing and artwork that explores the relationships between nature, society, and self. It also provides space for work which challenges the conventional boundaries and assumptions of academic and environmental debate. *UnderCurrents* is produced annually by an editorial collective, which maintains non-hierarchical principles and a collaborative editing and publishing process. If you are interested in joining the *UnderCurrents* editorial collective or if you would like to submit writing or artwork to the journal, please contact [currents@yorku.ca](mailto:currents@yorku.ca).

### **Las Nubes Centre for Neotropical Conservation and Research**

Las Nubes is a Costa Rican cloud forest donated to York in 1998 by Dr. Woody Fisher. York's EcoCampus (Lilian Meighen Wright Centre) is dedicated to promoting education

and research on neotropical conservation, community well-being and sustainable livelihoods, eco-health and the creation of a biological corridor from Las Nubest to the Alexander Skutch Reserve. The Fisher Fund for Neotropical Conservation supports FES faculty and student research at Las Nubes and in the surrounding region on a wide range of issues such as tropical deforestation, sustainable agriculture, and biodiversity conservation. For more information, contact Dr. Felipe Montoya or click on [this link to the Las Nubes website](#).

### **Sustainable Energy Initiative**

The Faculty of Environmental Studies' Sustainable Energy Initiative (SEI) builds and strengthens the teaching, research and partnerships needed to create new green energy economies in Canada and around the world. Focused on energy efficiency and conservation, renewable energy sources and combined heat and power, the Initiative is designed to advance sustainable energy solutions through research, to educate and train the new cohort of sustainable energy practitioners needed to respond to the demand created by the Ontario Green Energy Act and similar initiatives in other jurisdictions, to build sustainable energy partnerships among educational institutions, government agencies, business and industry, and non- governmental organizations, and to enhance learning opportunities for professionals working in the sustainable energy industry. For more information, click on this [link to the Sustainable Energy Initiative website](#).

### **York Research Centres and Institutes**

York University is home to 25 Organized Research Units, Centres and Institutes. FES faculty members are particularly active in three interdisciplinary Research Institutes:

#### **The City Institute at York University (CITY)**

conducts leading-edge research and critical analysis of the city/region. In addition to contributing to the knowledge base of academics, policymakers and civil society, the Institute seeks to open new intellectual and political spaces in which counter-discourses may be created to challenge received wisdom as the city of the 21st century takes shape. [This is a link to the City Institute website](#).

#### **The Centre for Research on Latin America and the Caribbean (CERLAC)**

is an interdisciplinary research unit concerned with the economic development, political and social organization, and cultural contributions of Latin America and the Caribbean. [This is a link to the website for the Centre for Research on Latin America and the Caribbean](#).

#### **The Centre for Feminist Research (CFR)**

is an internationally recognized Centre for research on gender, race, class, indigeneity, disability, sexuality, and women's issues. Its mandate is to promote

feminist activities and collaborative research at York University by working to establish research linkages between York scholars and local, national, international and transnational communities. For more information, see [the Centre for Feminist Research website](#).

**A Task Force on Sustainability Research**, followed by **the Presidents Sustainability Council** has been chaired in different periods by FES Professors Jennifer Foster (current chair), Ilan Kapoor and Martin Bunch as a means of developing strategic new initiatives that highlight and support sustainability research and practice at York University. For current activities, see Sustainability York at [this link](#)

For information on additional Research Centres and Institutes at York University, please [click here](#)

## 12. WIDER SCHOLARLY COMMUNITIES

### PhD Student Research Profiles

Doctoral studies mark a PhD candidate's transition from student to researcher, intellectual, scholar or professor. By defining and pursuing research interests, PhD students reach out to the wider scholarly communities beyond their graduate program. Participating in scholarly conferences and writing papers for publication in journals are important ways of meeting colleagues with similar research interests, as well as exposing one's own work to a wider audience. In principle, and depending on the recommendation of their supervisors, students can incorporate submitted articles or publications into the Comprehensive examination process or Dissertation.

Students are encouraged to present their research at conferences to enrich their own approaches and to network within the larger academic community. Conferences, such as the Congress of Humanities and Social Sciences, are a good way to meet with peers and to test out ideas. Current doctoral students have presented their work in numerous graduate seminars, national and international conferences in various interdisciplinary and disciplinary fields.

To highlight doctoral student research, PhD students are encouraged to create and regularly update a student research profile online. Incoming students should contact [fescomp@yorku.ca](mailto:fescomp@yorku.ca) to have their profiles set up. If you already have one, please follow these instructions to edit/update your profile.

1. Visit <http://fes.yorku.ca/apply/phd/our-students/> (Mozilla Firefox is preferred).
2. Click the **Log In** Link or visit <https://fesgprofiles.apps06.yorku.ca/>.
3. User your Passport York credentials to log in.
4. You will be presented with your Profile information.
5. Update and fill in all the fields that you would like to show up on your Profile.

6. Click on Update/Publish your profile. Please note it can take up to a day for the information to be displayed on the website.

Our website also contains some information on our doctoral graduates. [This is a link to the Faculty of Environmental Studies' PhD alumni profiles webpage.](#)

### **Environmental Studies Association of Canada (ESAC)**

Founded in 1993 by a group of faculty and graduate students from York University, the Environmental Studies Association of Canada (ESAC) is a Learned Society, which furthers research and teaching activities in areas related to environmental studies in Canada. The Society brings together academics, professionals and activists interested in sharing insights about environmental issues. ESAC seeks to facilitate critical dialogue and collaborative action on a variety of different environment-related themes, and from a variety of sectors (e.g., federal, provincial, and local governments; businesses; community groups; universities; and NGOs). ESAC convenes an annual conference at the Social Sciences and Humanities Research Council Congress. ESAC's official journal is Alternatives. The ESAC-L listserv is an important forum for discussion of environmental matters. For more information or to become a member, click this [link to the ESAC website.](#)

## APPENDIX 1: PhD PROGRAM LEARNING OBJECTIVES

	Graduate Degree Level Expectations	Program Learning Objectives	Appropriate Degree Requirement + Assessment
<b>1. Depth and Breadth of Knowledge</b>	A thorough understanding of a substantial body of knowledge that is at the forefront of their academic discipline or area of professional practice including, where appropriate, relevant knowledge outside the field and/or discipline.	<p>Demonstrate a thorough, critical and interdisciplinary understanding of key theoretical frameworks and current debates in environmental studies;</p> <p>Contribute original and interdisciplinary environmental knowledge in academic research and development;</p>	<p>Mandatory ENVS 8102 PhD Research Seminar (Fall term) and elective 8102 PhD Research Design (Winter term)</p> <p>Development of an individualized program plan, comprehensives, and research proposal outlining original contribution to the interdisciplinary field of environmental studies;</p> <p>Teaching assistantships, and lecture opportunities in BES courses;</p> <p>Academic conferences and publications;</p>
<b>2. Research and Scholarship</b>	<p>a) The ability to conceptualize, design, and implement research for the generation of new knowledge, applications, or understanding at the forefront of the discipline, and to adjust the research design or methodology in the light of unforeseen problems;</p> <p>b) The ability to make informed judgments on complex issues in specialist fields, sometimes requiring new methods; and</p> <p>c) The ability to produce original research, or other advanced scholarship, of a quality to satisfy peer review, and to merit publication.</p>	<p>Conceptualize and investigate key research questions and problems related to environmental issues using key theories and methodologies underlying research and scholarship in environmental studies;</p> <p>Conceptualize, design and implement new interdisciplinary research that interprets and combines research critical orientations, techniques and principles in fields related to environmental studies;</p>	<p>Mandatory ENVS 8102 PhD Research Seminar (Fall term) and elective ENVS 8102 PhD Research Design (Winter term);</p> <p>Development of an individualized program plan, comprehensives, and research proposal outlining original contribution to the interdisciplinary field of environmental studies;</p> <p>Teaching assistantships, and lecture opportunities in BES courses;</p> <p>Academic publications</p>

			and conferences;
<b>3. Application of Knowledge</b>	The capacity to undertake pure and/or applied research at an advanced level; and contribute to the development of academic or professional skills, techniques, tools, practices, ideas, theories, approaches, and/or materials.	<p>Initiate and undertake critical evaluation of arguments, assumptions and information in environmental research in order to contribute to the development of academic and professional skills, ideas, approaches and teaching materials;</p> <p>Apply interdisciplinary skills and scholarly and/or creative knowledge associated with research, writing, and teaching;</p>	<p>Mandatory ENVS 8102 PhD Research Seminar (Fall term) and elective ENVS 8102 PhD Research Design (Winter term)</p> <p>Development of an individualized program plan, comprehensives, and research proposal outlining original contribution to the interdisciplinary field of environmental studies;</p> <p>Teaching assistantships, and lecture opportunities in BES courses;</p>
<b>4. Professional Capacity/Autonomy</b>	<p>a) The qualities and transferable skills necessary for employment requiring the exercise of initiative and of personal responsibility and largely autonomous initiative in complex situations;</p> <p>b) The intellectual independence to be academically and professionally engaged and current;</p> <p>c) The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and</p> <p>d) The ability to evaluate the broader implications of applying knowledge to particular contexts.</p>	<p>Work effectively and professionally with peers, by integrating and combining knowledge and skills to the critical inquiry of environmental problems;</p> <p>Demonstrate independence, responsibility and accountability in the production of new knowledge by applying research theories and methods, and institutional research ethics protocols;</p> <p>Demonstrate the ability to acknowledge and respect different ways of knowing and to recognize and negotiate power dynamics in group settings and classrooms;</p>	<p>Mandatory ENVS 8102 PhD Research Seminar (Fall term) and elective ENVS 8102 PhD Research Design (Winter term);</p> <p>Development of an individualized program plan, comprehensives, and research proposal outlining original contribution to the interdisciplinary field of environmental studies;</p> <p>Teaching and/or research assistantships;</p>

<p><b>5. Scholarly Communication Skills</b></p>	<p>The ability to communicate complex and/or ambiguous ideas, issues and conclusions clearly and effectively.</p>	<p>Communicate complex interdisciplinary knowledge and research results in various discursive, performative or technical formats;</p> <p>Engage with academic and non-academic and/or professional audiences around particular environmental debates and issues;</p>	<p>Development of an individualized program plan, comprehensives, and research proposal outlining original contribution to the interdisciplinary field of environmental studies;</p> <p>Teaching and/or research assistantships, and lecture opportunities in BES courses;</p> <p>Academic publications and conferences;</p>
<p><b>6. Awareness of limits of knowledge</b></p>	<p>An appreciation of the limitations of one's own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations, methods and disciplines.</p>	<p>Demonstrate a general awareness of the complexity and gaps of knowledge, modes of analysis and of the limitations of their own interpretations of environmental knowledge;</p> <p>Demonstrate a general awareness of the social, cultural and historical contingency of the processes of knowledge construction, use and exchange in environmental research;</p>	<p>Mandatory ENVS 8102 PhD Research Seminar (Fall term) and elective ENVS 8102 PhD Research Design (Winter term);</p> <p>Development of an individualized program plan, comprehensives, and research proposal outlining original contribution to the interdisciplinary field of environmental studies;</p> <p>Teaching assistantships, and lecture opportunities in BES coursework;</p> <p>Academic publications and conferences;</p>

Source: Degree level expectations adapted from Council of Ontario Universities, Quality Assurance Framework (2010)



## APPENDIX 2: PhD PROGRAM SUMMARY

<i>stages</i>	<b>Program Plan (FES regulations)</b>	<b>Comprehensive Stage (FES regulations)</b>	<b>Dissertation Stage (FES and FGS regulations)</b>		
			<b>Dissertation Proposal</b>	<b>Dissertation</b>	<b>Dissertation Examination</b>
<i>terms</i>	Term 1: Draft Program Plan Term 2: Program Plan approval	Completion by terms 6-8	Terms 6-10	Terms 7 to 12 (2 years)	
<i>supervision</i>	<b>Advisory/Comprehensive Committee</b> normally 2 FES (incl. supervisor) + 1 external	<b>Advisory/Comprehensive Committee</b>	<b>Dissertation Supervisory Committee</b> normally 2 FES (incl. supervisor) + 1 external (requires FGS approval)		<b>Examination Committee</b> Dissertation Supervisory Committee + York External, FES External and Chair/Dean's representative
<i>Registration /Enrolment</i>	Continuous Registration (accept fees/register/enroll in activities as required) Courses (Mandatory ENVS 8102 in Fall and others) in first year, ENVS 8102 in Winter highly recommended for students in second and third year				
<i>Content/ process</i>	<b>Program Plan</b> developed with /approved by Supervisor and members of the Advisory/Comprehensive Committee	<b>Comprehensives</b> developed and approved by Advisory/Comprehensive Committee	<b>Dissertation Proposal</b> developed with and approved by Dissertation Supervisory Committee	<b>Research Fieldwork Dissertation Writing</b>	<b>Dissertation Examination</b>
<i>Submission</i>	Copies to Supervisor and Advisory/Comprehensive Committee members;  Approved Program Plan uploaded in FES Graduate Dossier.	Copies to Supervisor and Advisory/Comprehensive Committee members;  Approved Comprehensive(s) uploaded in FES Graduate Dossier.	Copies of Dissertation Proposal to Supervisor and Dissertation Supervisory Committee; Dissertation Proposal, HPR/Ethics package (TD forms) to be submitted to OSAS for FGS approval; Risk Assessment package, if applicable, to be uploaded in FES Graduate Dossier for approval.	Draft to supervisor and members of Dissertation Supervisory Committee until examinable	Copies of examinable dissertation to Dissertation Examination committee members (submitted to OSAS); Post-defense revised version uploaded in FGS system.