LLED MA Handbook

Introduction to the Program

The Master of Arts program in Language and Literacy Education is designed for students engaging in applied research in language education, language study, literacy, and the teaching of literature. The program consists of course work and a thesis. Examples of research areas in the Department are: bilingual education, second language education, socio-cultural dimensions of literacy learning, early reading and writing development, early language development, oral language in the classroom, drama in education, literacy across cultures, multi-modal and digital literacies, post-structuralist critical theory, written composition, language assessment, the role of children's literature in language and literacy, and educational linguistics.

The MA degree is intended for students interested in conducting a research study or who wish, upon graduation, to assume a research position or to proceed to doctoral level studies. Accordingly, the MA program is designed specifically as a research degree, with students required to carry out and complete an independent research project (Master's Thesis). Completion of an MA thesis is viewed as a prerequisite for the pursuit of doctoral studies in most institutions.

The MA in Language and Literacy Education is governed by the policies of the Faculty of Graduate Studies which are described, in part, in The University of British Columbia Calendar and on the Faculty of Graduate Studies (FoGS) website. This Handbook offers a description of the MA degree program specific to LLED students. General guidelines for UBC Master's students are provided throughout this text with links to the FoGS website.

Organization of the Program

The Department of Language and Literacy Education (LLED) is organized into the general fields of applied language studies (Modern Languages Education, Teaching English as a Second Language) and literacy studies (Reading, Writing, Literature, Drama, and Multimodal and Digital Literacies). Language and Literacy Education MA programs are designed and supervised by scholars in the various specializations in the Department.

Supervisory Committee

The supervisory committee consists of a supervisor and one other faculty member, as well as a third reader, either from within or outside the department. The committee advises MA students on course-work, research, and thesis preparation. Its role is to provide support by broadening and deepening the range of expertise and experience available to you and your supervisor. The committee offers advice about and assessment of your work. The committee should be established as early in the student's program as possible.

The supervisor is responsible for ensuring that the student's program is conducted in accordance with all University and Faculty regulations. The supervisor plays a major role in designing a graduate program with the student, recommending a suitable supervisory committee, writing letters of support on the student's behalf, as well as overseeing the thesis defense. Student responsibilities include understanding and accepting the rules, procedures and standards in place in the program and at the university. Students

wishing to change supervisors during their program should meet with the Language and Literacy Education Graduate Academic Advisor to discuss the availability of supervisions. For further information please consult the Handbook of Graduate Supervision and the Advising and Supervision section on the Faculty of Graduate Studies website.

Registration

Students in a master's program are expected to spend the equivalent of at least one year in full-time study. All master's degree students admitted to the Faculty of Graduate Studies must register when they begin their studies. Students must remain continuously registered until the degree is completed, except for periods of time for which the student is away on an approved leave of absence. Refer to the FoGS website for further information about the status and classification of students.

Students have five years to graduate in the master's program, with extensions granted only under exceptional circumstances. A one-year parental leave from the program is available, and other requests for leaves, when based on very special circumstances, will be considered. Students who, for health or personal reasons, must interrupt their studies should apply for On-Leave Status. The period of leave is not counted toward time to completion.

Students who wish to transfer from a master's to a doctoral program must show clear evidence of research ability. The student must have completed one year of study in the master's program with a minimum 80% average in twelve credits, of which at least nine credits must be at the 500 level or above and at least nine credits must be at 80% or above. The transfer must be clearly justified by the student's supervisor and Graduate Academic Advisor in a memorandum to Graduate Studies recommending the transfer. For further information consult the section on the FoGS website regarding transfers from master's to doctoral programs. It is also recommended that you discuss your intentions with the Graduate Academic Advisor.

Graduate Research & Teaching Assistantships

Student Service Appointments are intended to help highly qualified students of UBC meet the cost of their studies at the university, as well as to assist the University in meeting its educational and research objectives. In LLED, student appointments such as Graduate Teaching Assistant (GTA) or Graduate Research Assistant (GRA) may involve part-time duties in teaching, research, or other academic activities. While both appointments are coordinated and administered at the graduate program level, the conditions of appointment as a Graduate Teaching Assistant are governed by the collective agreement between the University and CUPE Local 2278. Normally, only those students registered full-time in the Faculty of Graduate Studies are eligible.

Further information is available in the Working while Studying section, under Policies & Procedures, and as part of Scholarships, Awards, and Funding on the FoGS website. Specific information regarding the type of work, rates of pay, hours, and potential authorship credit should be discussed with the student's supervisor(s) and relevant faculty members of the graduate program.

Intellectual Property, Scholarly Integrity, & Digital Archiving

The Intellectual Property Guide provides a comprehensive description of students' right and responsibilities and academic practices concerning intellectual property, including information about Joint Authorship and Publication of one's research. University policies regarding scholarly integrity and research can

also be found in the "Student Responsibilities" section of the FoGS website. Information regarding digital archiving for increased visibility of one's research publications consult cIRcle, UBC's institutional repository.

SSHRC or Affiliated Fellowships

MA students in LLED are eligible to apply for a SSHRC (Social Sciences and Humanities Research Grant) or Affiliated Fellowships, as well as some of the internally- and externally funded awards offered at UBC. For more information consult the LLED PhD Handbook on the Department website.

LLED Master's Program

Overview

The basic requirements for obtaining a Master of Art's degree in LLED include successfully completed coursework and a master's thesis.

Course Work

Students in the Master's program in Language and Literacy Education work with their supervisor in designing a program of coursework that both provides a focus to their studies, and supports breadth in the student's general area of inquiry. Information regarding course registration is found on the Faculty of Graduate Studies website. In LLED, the minimum course requirements are 30 course credits, of which at least 24 must be numbered 500 to 699. A maximum of 6 credits at the undergraduate level in courses numbered 300 to 499 may be counted toward the requirements of an MA degree. The course work, as it relates to the thesis, should be drawn from both within and outside of the Faculty of Education. As part of this course work, MA students in LLED must take EDUC 500 as a basic research methods requirement as well as one other methods course related to their research orientation.

Satisfactory progress in the courses taken by master's students is outlined by the Faculty of Graduate Studies. Master's students must achieve a minimum of 68% in all courses taken; however, up to 6 credits of coursework with grades of 60-67% may be counted towards your master's program.

Master's Thesis

Proposal

Each master's student is required to prepare a thesis proposal which outlines the theoretical framework, research design, and methodology of the thesis research in order to demonstrate that the research will be conducted in an ethical manner and generate data in response to the research questions. Its main purpose is to demonstrate that the proposed research is significant and that it is manageable within the scope of the program. The proposal normally includes: statement of the research purpose, research questions, theoretical framework and literature review, methodology, and significance of the study. Typically, the proposal should be about 10-15 pages in length (excluding references).

Thesis

Conducting research and writing the thesis should be done in consultation with the student's advisor. The regulations governing Thesis Preparation are described on the Faculty of Graduate Studies' website and include formatting guidelines, thesis samples, and tutorial information. Precise details about the "Structure of a Master's Thesis" are also available. Please see the Policies and Procedures section for

submission deadlines.

All research involving human subjects must receive ethical approval from the university's Behavioural Research Ethics Board (BREB). Before submitting an application for Human Ethics Approval, you must register with Researcher Information Services (RISe) and complete an introductory online tutorial to assist you in the management of the application process through the Office of Research Services.

Given the variety of disciplines in which students work in this program, the program does not follow a single style guide for scholarly writing, although, the *Publication Manual of the American Psychological Association (APA)* (most recent online or print edition) is recommended as one that is used by many of the academic journals in education. There are also a number of commercial guidebooks to thesis writing available in the UBC Bookstore. Recent theses from LLED students are available on the Department website. In addition, students' theses can be found in the Theses Canada Portal or Proquest Dissertations and Theses among the "Research Tools" of the Education Library website. In writing course papers and the thesis, students are expected to use gender neutral language according to APA guidelines by consulting the *Guidelines for Non-sexist Language in APA Journals*.

The UBC regulation on plagiarism is laid out by the Provost and Vice President Academic. The Faculty of Graduate Studies defines plagiarism as follows: *Plagiarism is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own. This definition, taken from the UBC Calendar, applies to draft work and oral presentations as well as to final submissions. Failing to properly cite the work of another also constitutes plagiarism, even if it is accidental.* For further information about plagiarism please consult the FoGS website.

Master's Thesis Defense

The Final Oral Examination is an integral part of the Master's Program in LLED and requires students defend their theses before they can graduate. Successfully defending one's thesis will depend on the ability to present research effectively and confidently. Some basic skills and techniques which may be helpful for preparation can be found on the FoGS website.

Graduation Procedures

Please check the Graduation section of the Faculty of Graduate Studies website for procedures and important dates. Note that graduate students must register for the session during which they wish to graduate by applying online on the Student Services website.

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