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Hello! Welcome to the History graduate program at the University of Victoria! We are excited for you to join the fun, interesting, and engaging community of students who make this program special. My name is Georgia King and I am your Graduate History Student Union (GHSU) President for the 2018-2019 year. The GHSU is your departmental student government on campus which is designed to represent and promote your interests within the Department of History and beyond. The GHSU promotes the academic work of students through workshops and publication opportunities while also fostering community spirit within the department.

Throughout the year, events are held both on and off campus which provide opportunities for students to get to know each other outside of the classroom setting. In past years, events have included cabin trips, hikes, intramural sports, pub nights, and many other fun activities. We are always open to suggestions and new ideas if there’s anything you’d like to see us do! Keep an eye on your emails or join our Facebook page for information about events throughout the year.

The GHSU will do everything we can to introduce you to life as a UVic student and to welcome you to the beautiful city of Victoria. This booklet offers a centralized source of information on a variety of pertinent topics for incoming students. If you are ever have questions, are looking for advice, or just want to talk, please don’t hesitate to reach out to any of the GHSU representatives. The History MA office (Cle B341) is a great place to study, chat, and hang out. The Humanities Student Lounge is located right across the hall in Cle B341.

We’re a friendly group of students here in the History department and socializing can be a great way to relieve some of the stress of graduate school. There is always a community of students here to offer support, sympathy, and a good laugh. You have picked an amazing school in a lovely city and we are thrilled to have you as an addition to this community. We wish you all the best in your upcoming studies and adventures to come!

Georgia King
GHSU President 2018-2019
Welcome! I am very pleased that you are joining our graduate program and I am confident that you will be pleased with your choice.

I know our grad program from every perspective: as chair, as a teacher and as a graduate of our MA program. Between that experience and talking to students and faculty at other universities I can tell you that we have one of the best History graduate programs in Canada, in fact anywhere - especially at the MA level. A very high proportion of our MA’s go on to Ph.D.s and a high proportion of those end up teaching at universities and colleges across the English-speaking world. Another high proportion have gone on to diverse and challenging careers in government, industry and not-for-profits. (see our Alumni link from our web page).

Whatever your aspiration, I look forward to meeting you in person and, as a department, we look forward to helping you achieve it.

Dr. Sara Beam Graduate Director

Hello and welcome to UVic's Graduate Program in History.

I'm the Graduate Director, so I'm the person to go to as you select your courses to make sure that they work well for you, and also fulfil the program's requirements. I'm also here to listen to any concerns you may have over the year.

We pride ourselves on having an exceptionally strong graduate program, with excellent faculty and a wonderful group of students. UVic is known across the country for our academic excellence and the warmth and collegiality of our program. No matter how wonderful we may be, however, students sometimes face challenges when adjusting to graduate school, and I want you to know that I am always here to listen and provide advice and support. There is often an administrative or academic solution to the difficulty you may be facing, but if you don't come and chat with me (or with Heather), we won't be able to help you.

Wishing you a wonderful year, and looking forward to meeting you all in person very soon.
Welcome to the graduate program in History! My role in the department as the Graduate Administrative Assistant is to oversee your program and to ensure that you successfully meet all your degree requirements. Hopefully I am able to remove any stress you may have around the administrative aspects of your program so you can focus on your studies. Please don’t hesitate to contact me if you have any questions or need help regarding registration, fellowship or award funding, teaching assistantships, travel funding, the language requirement or anything else that might come up that is related to your program. Make sure to stop by the office to introduce yourself, our door is always open!

About the University of Victoria

The University of Victoria was first established as a university in 1963, on traditional WS'ANEC’ territory. UVic granted its first PhD in 1969. In 1968 students were allowed on the senate for the first time, an important step to give the student body a voice in the university. The prestigious law school was opened in 1975 and has ranked consistently high ever since, often placing first in the country. The school’s first international exchange began in 1983 with East China Normal University. By 1996, UVic’s co-op program would begin to place students in positions across Canada and around the world thanks to the relationships built on from the first international exchanges. The exchange also brought UVic into the sphere of the Pacific community which reflects the institution’s research interests, such as the Landscapes of Injustice project, and various other undergraduate and graduate courses.

In 1982, UVic established the First Nations education program. This program allowed its teachers-in-training to complete courses without having to be on campus for long periods. Because of the remoteness of many First Nations communities, this was an important element to ensure that community-specific needs were met while providing top-notch training. It was also an important step in bridging gaps in settler-Indigenous relationships.

Historically, European settlers manipulated land “deals” in their favour, pushed Indigenous peoples off their land, and eliminated whole Indigenous populations. More recently the residential school system – where, over the course of 150 years, thousands of Indigenous children were taken from their homes and placed in environments where they faced beatings, molestations, and were prevented from speaking their mother tongues – has impacted contemporary relations between settler and Indigenous peoples. The establishment of the Truth and Reconciliation Commission in 2009 is one attempt at healing the scars of past wrongs across Canada.
In many ways UVic began the process of (re)establishing links with Indigenous peoples, as in creating the First Nations education program.

But UVic’s lead in this area can be seen in many ways. In 2001, UVic administration approached Coast and Straits Salish Chiefs and leaders, Elders, and community members in an effort to help “create a welcoming and inviting environment” for Indigenous students. Non-Indigenous UVic staff, students and faculty collaborated alongside Coast and Straits Salish peoples to open First Peoples House in January, 2010. This is one small example of the attempts by UVic and, more generally, the wider Canadian community to heal wounds.

Over the course of your academic career at UVic, if you haven’t already, you will probably attend various events where you will surely hear a territory acknowledgment: “Our school acknowledges that we work as visitors on the traditional territory of the WS’ANEC’ (Saanich), Lkwungen (Songhees), Wyomilth (Esquimalt) peoples of the Coast Salish Nation. As Mihesuah states, “since every academic institution sits on Indigenous land, ultimately, the institutions exist because Indigenous people were first dispossessed.” Clearly the history of UVic, and indeed the city of Victoria, is intricately tied to relations with the Indigenous peoples of Vancouver Island. As you enjoy the academic process, the social side of graduate school and the dynamism of a truly world class city and institution, remember that we are all guests of our gracious hosts, without whom the last six decades of UVic history wouldn’t exist.
IMPORTANT DEPARTMENT INFORMATION

So here you are! Welcome to the department of History. The information in this handbook will help guide you through your degree at UVic and comes from Heather Waterlander, Dr. Sara Beam, and the Graduate History Student Union.

HISTORY OFFICE

The History Department office is located on the second floor of Clearihue (Cle) Building in B-wing (B245). Here you will find mail bins for graduate students where you will be able to pick up general mail, graded assignments, and TA work. The Department Chair’s office is found here, as well as the administrative assistants for the department.

Their contact information is below:

Heather Waterlander, Graduate Program Administrative Assistant
250-721-7384 histgrad@uvic.ca

John Lutz, History Department Chair
250-721-7381 jlutz@uvic.ca

Sara Beam, Graduate Director
250-721-7406 histgradadv@uvic.ca

Karen Hickton, Assistant to the Chair
250-721-7381 histds@uvic.ca

Consuela Covrig, Undergraduate Program Administrative Assistant
250-721-7383 clio@uvic.ca

Theresa Gallant, Administrative Officer
250-472-5661 histao@uvic.ca
MA Office, PhD Office, & Lounge

You are encouraged to make use of both the History MA office, PhD office, and the Humanities MA lounge located on the third floor of the Clearihue building in B Wing (above the History Department office), rooms B341, B345, and B342, respectively. You will need to give a $5 key deposit to Heather in the History Department office if you wish to use the MA or PhD offices. You get the deposit back when you return the key. The desks in the history office can be claimed by second-year MA students, but anyone may work at them if they are not being used. The MA lounge has a 4-digit entry code which is given out at the MA orientation. This is a good place to relax, socialize, and/or procrastinate (!!!).

The Graduate History Student Union (GHSU)

The GHSU is an organization of graduate student volunteers in the Department of History at the University of Victoria. We are here to represent you inside and outside the Department, and to help ensure you have the best possible experience as a History Grad Student at UVic! We encourage you to get involved, either as part of the GHSU, or come out to events, presentations, work sessions – let’s support each other!

Its mandate includes:

- Promoting and representing graduate student interests within the Department of History.
- Providing a forum for discussion of issues and concerns of graduate history students.
- Promoting the work of graduate history students through lectures, workshops, and publications.
- Promoting inter-student relationships, and fostering a community spirit within the department.
- Publishing The Graduate History Review, our annual graduate history journal.

Your 2018-2019 GHSU:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Georgia King</td>
<td><a href="mailto:gmking@uvic.ca">gmking@uvic.ca</a></td>
</tr>
<tr>
<td>Vice President/CUPE rep.</td>
<td>Kelly Clark</td>
<td><a href="mailto:kellykun@gmail.com">kellykun@gmail.com</a></td>
</tr>
<tr>
<td>Events Coordinator/Treasurer</td>
<td>Samantha Holder</td>
<td><a href="mailto:Samantha.wheele@gail.com">Samantha.wheele@gail.com</a></td>
</tr>
<tr>
<td>First Year rep.</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>GHR Editors</td>
<td>Jill Levine</td>
<td><a href="mailto:gradhistoryreview@gmail.com">gradhistoryreview@gmail.com</a></td>
</tr>
<tr>
<td>GSS rep.</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>TAC</td>
<td>Kelly Clark</td>
<td><a href="mailto:kellykun@gmail.com">kellykun@gmail.com</a></td>
</tr>
</tbody>
</table>
Below you will find information on the three different MA degree options… the one-year Major Research Paper stream, the 16 month Public History stream and the two-year thesis MA stream.

MAJOR RESEARCH PAPER

WHAT IS THE MAJOR RESEARCH PAPER STREAM?
The MRP stream is designed to be completed within twelve months of full time study (i.e. three full-time academic semesters). MRP students normally complete five 1.5 unit courses in History during the first eight months of the program: normally two courses in one semester and three in the other during the normal September to April semesters. It is often recommended to take HSTR 500 in a semester in which you are only enrolled in one other History seminar. In the summer after your first eight months in the program, students then complete HSTR 598 (MRP) and HSTR 550. Be sure to consult with your supervisor and/or the graduate adviser when choosing your courses.

COURSE REQUIREMENTS (UNIT VALUES)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSTR 500</td>
<td>1.5</td>
</tr>
<tr>
<td>Geographical or Topical Courses</td>
<td>6.0</td>
</tr>
<tr>
<td>HSTR 550</td>
<td>1.5</td>
</tr>
<tr>
<td>HSTR 598 (major research paper)</td>
<td>6.0</td>
</tr>
<tr>
<td>Total</td>
<td>15 units</td>
</tr>
</tbody>
</table>

History graduate courses are defined as either geographical and topical, and students are required to develop a program, in consultation with their supervisor and the graduate adviser, that draws from both types. Geographical field courses are defined by territorial or regional boundaries. Topical field courses examine significant themes that cut across geographical and/or temporal boundaries, such as social, military, intellectual/cultural, family, women’s, Indigenous, gender, religious, colonial, world or maritime history. 1.5 units will normally be taken in the student’s geographical field of interest. Three units will include at least 1.5 units of a topical field. At least 1.5 units must treat a geographical or thematic area outside that covered in the major research paper. The 6.0 units of graduate History courses may include only 1.5 units of field school courses. The department will accept GMST 589 in lieu of 1.5 units of graduate History courses. The Faculty of Graduate Studies normally allows graduate students to take 1.5 units of graduate level courses outside of their home department, subject to approval of the departmental graduate adviser.
MAJOR RESEARCH PROJECT (HSTR 598)
Ideally, your MRP is an outgrowth of a project you started during one of your courses during the Fall-Spring semesters.

Officially getting started on your Major Research Project (MRP) involves first contacting your supervisor and together filling out the Master’s Student-Supervisor Form (you can get one from Heather). This form helps you and your supervisor to develop a research and writing plan and to establish the rules of engagement: how often you will be meet and how much help with finding sources etc. that your supervisor might offer you. This form is due to Heather and the Graduate Advisor (GA) by May 31 after your first eight months in the program.

Students will register and remain enrolled in HSTR 598 until the final project is completed and assessed. MRP students are also required to register in HSTR 550. This course is a directed reading historiographical and research methods course. Register for HSTR 550 in the semester that you intend to complete the MRP and not before! (So don’t enroll if you know you have a part-time or other coursework that you need to complete that will make it unrealistic to complete in that semester). Normally, an MRP student would register for HSTR 550 in the summer after their first eight months of study in the program. Registration in HSTR 550 is conditional on the submission of a five-page project proposal and its approval by the supervisor. To register in HSTR 550, contact Heather. She will then contact your supervisor for departmental permission and if approved will give you authorization to register and notify you by email.

The Major Research Project will normally be based on primary research and will emerge from a paper written for a graduate course. The major research paper must be 40-45 typed pages and will be written in the form of a journal article.

The project will be graded by the supervisor and an additional faculty member. The second reader must be a member of the Faculty of Graduate Studies. This project will not be subject to oral defense. Both the supervisor and the second reader will offer a percentage grade to the graduate advisor who will reconcile the two grades.

MAINTAINING GOOD STANDING
In order to remain in good standing, students are expected to complete all their courses with an A-average. Students do not meet these requirements may be subject to a review by the student’s supervisor and the graduate advisor. If a roadblock to completion is identified by the supervisor and graduate advisor and they recommend withdrawal from the program, the student has a right to submit a counter proposal. A final decision regarding continuation in the program will be made by the supervisor and the graduate advisor within eight weeks of the initial review.

If you wish to change supervisors because your program of research has altered or for any other reason, you may do so as long as you find another willing supervisor from within the department. Please contact the graduate advisor if you are thinking of changing supervisors! If your supervisor decides that they cannot continue supervising you, they must let you know in writing 30 days before they withdraw their services. In this situation, the graduate advisor has a responsibility for helping you to find another suitable supervisor. If interpersonal or intellectual issues arise between an MRP supervisor and their supervisee, they are to be brought to the
attention of the chair of History and the graduate advisor who will make decisions regarding resolution of conflicts or termination of the supervisory relationship.

PUBLIC HISTORY STREAM

WHAT IS THE PUBLIC HISTORY STREAM?
The public history stream is a 16-month program designed to prepare you to work as public historians, producing historical materials for non-academic audiences. Public historians work for government, in museums and archives, in tourism boards, at historical re-enactment sites—anywhere where but the academy.

Over the course of the program, public history students are required to register for at least three full-time academic semesters and one full co-op semester. They are required to complete four 1.5 unit History seminars (HSTR 500 and HSTR 550A are mandatory). In addition, they are required to complete two Cultural Heritage management courses (AHVS 486A-489L) or equivalents. In addition to completing any outstanding coursework, public history students are required to complete two additional requirements: a public history work experience and a final project related to their research.

Use your time wisely! This is an intense program that requires intensive planning. Decide early on whether your final project will likely be based on work that you complete during your co-op work experience semester. Plan ahead with your supervisor from day one to ensure that you fulfill all requirements within the required time frame.

COURSE REQUIREMENTS (UNIT VALUES)
HSTR 500  1.5
HSTR 515A  1.5
Geographical or Topical Courses (HSTR)  3.0
AHVS 480 series courses in Cultural Resource Mgmt  3.0
HSTR 597 (public history research project)  6.0
Total  15 units

WORK EXPERIENCE
Students are required to complete a semester of work experience, normally over the summer after their first year, with a museum, archive, historic site or other public history organization. This work experience could be a paid position obtained through the University of Victoria Co-op program (a minimum of 420 hours), a full-time paid position or a part-time unpaid internship located through the department’s network of community partners. Students should expect to be flexible: work experiences may require relocation to another city or region and opportunities need to be actively sought. Students who are currently working professionals in public history or have extensive volunteer experience in the field may be considered to have fulfilled the semester of work experience requirement. Work experience is a fantastic opportunity to learn skills specific to your field of interest, or to broaden your understanding of public history in general.
The sooner you start thinking about, and looking for work experience opportunities, the more likely you are to succeed in finding something of interest to you! To make this process easier, we encourage students to complete their work experience through the UVic co-op program. Allison Benner (abenner@uvic.ca), Co-op Coordinator for Humanities, is committed and experienced staff member who can be of assistance in the search for paid public history work experiences. Be mindful that the History Department Graduate Advisor (or designate) must also vet any possible co-op employment regarding its applicability to public history. Students normally register in the co-op program in January of their first year and should expect to hear back from prospective employers by the end of April for summer employment. Should a paid position be difficult to obtain, the department has a network of local partners, including several local museums, with whom they can work to find students unpaid work experience. Students are also encouraged to find paid and unpaid internships independently and then contact co-op to formalize the relationship (again, be sure to keep the Graduate Advisor in the loop!) If you are experiencing difficulty pinning down a work experience, please do not hesitate to contact the Graduate Advisor.

*International students should contact their supervisor as well as the co-op coordinator early in the process as there could be delays or extra steps to be taken to prepare for a work term placement. Some paid summer co-op work opportunities are only available to Canadian citizens or residents, so you need to be extra creative and proactive to find the right work experience for you!

Students undertaking a work experience normally register in that semester for a co-op work term, which requires a lower fee payment.

**FINAL PROJECT**

Students will complete a written major research paper of 40-50 pages on a public history topic, normally based on primary sources and ideally linked in some way to the focus of their work experience. A website, an exhibit, a film or other public history project, also based on primary sources, is an acceptable alternative to a major research paper; those choosing to do such a project would also be required to submit a written paper related to the project of at least 20 pages documenting the research component and public history implications of their project.

Work on the final project begins in the summer of a student’s first year in the program, as April courses wrap up. Like students in other MA streams, public history students are required to meet with their supervisors to discuss research plans and together fill out and sign the Master’s Student-Supervisor Form (you can get one from Heather). This form is due to Heather and the graduate advisor by May 31. Determining what form the project might take, how work experience might fit into the project, and identifying key skill sets that need to be developed in order to undertake the project are all important elements of the student-supervisor form. Public history projects do not require the formation of a supervisory committee. Students normally enroll in HSTR 597 (public history final project) once they begin working on the project full-time.

Normally a student registers continuously in HSTR 597 during those semesters in which they work substantively on the final project. Students who are registered for co-op work experience terms are not required to concurrently register for HSTR 597.
even if they are working on their final project during the work experience. As always, if you have any questions, Heather has all the answers!

Public history projects will be evaluated by the supervisor and a second UVic faculty member, usually but not necessarily a member of the Department of History. Assessors are responsible for visiting or otherwise accessing non-written projects on or off site. The assessment will be based on the 40-50 page paper or on the non-written project AND the 20-page report on the project. Both the supervisor and the second reader will offer a percentage grade to the graduate advisor who will reconcile the two grades. Students must remain enrolled in HSTR 597 until the final project is completed and assessed.

Formatting the “paper” part of your public history project: please follow the directions for formatting indicated on the Faculty of Graduate Studies for theses, but feel free to omit elements such as acknowledgements etc. that do not apply to your project.

**MAINTAINING GOOD STANDING**

In order to remain in good standing in the public history stream, students are expected to complete all their courses with an A-average. Students do not meet these requirements may be subject to a review by the student’s supervisor and the graduate advisor. If a roadblock to completion is identified by the supervisor and graduate advisor and they recommend withdrawal from the program, the student has a right to submit a counter proposal. A final decision regarding continuation in the program will be made by the supervisor and the graduate advisor within eight weeks of the initial review.

If you wish to change supervisors because your program of research has altered or for any other reason, you may do so as long as you find another willing supervisor from within the department. Please contact the graduate advisor if you are thinking of changing supervisors! If your supervisor decides that they cannot continue supervising you, they must let you know in writing 30 days before they withdraw their services. In this situation, the graduate advisor has a responsibility for helping you to find another suitable supervisor. If interpersonal or intellectual issues arise between a public history supervisor and their supervisee, they are to be brought to the attention of the chair of History and the graduate advisor who will make decisions regarding resolution of conflicts or termination of the supervisory relationship.

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**THESIS MA**

**WHAT IS THE MASTERS THESIS STREAM ANYWAYS?**

The thesis stream is a twenty-four month program. It is expected that you remain registered throughout the program and it is required that you are registered for five full academic semesters. During that time, you will fulfill a language requirement, complete four 1.5 unit History seminars or equivalents, and complete a Master’s thesis.

Be sure to meet with your thesis supervisor soon after you start your program, but your intensive work on the thesis normally begins after you finish your first eight months of coursework. According to the Department’s guidelines, a Master’s thesis is
usually 70-120 pages. It is based on primary sources and has an introduction, a conclusion, and 2-3 body chapters. (Link for archived theses can be found below on page 7). Your supervisor will be able to help you to develop a thesis topic that is appropriate to your field of research.

**COURSE REQUIREMENTS (UNIT VALUES)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSTR 500 Geographical Field Course</td>
<td>1.5</td>
</tr>
<tr>
<td>HSTR 500 Topical Field Course</td>
<td>1.5</td>
</tr>
<tr>
<td>HSTR 500 Geographical or Topical Field Course</td>
<td>1.5</td>
</tr>
<tr>
<td>Thesis (HSTR 599)</td>
<td>9.0</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

**COMPLETION DEADLINES**

Students must meet all degree requirements by 2:00 pm of the last day of the term:
April 30/August 31/December 31.

This means they must defend their thesis, complete all final revisions, and upload to UVicSpace by these dates. You may lose your summer funding if you defend in April; program is assumed to be 24 months long, so plan ahead!

**How do I achieve this?**

- Keep in communication with your supervisor throughout your thesis-writing year!
- Meet with your supervisor to discuss, fill-out, and sign Master's Student-Supervisor Form (you can get one from Heather), which is due May 31. Set goals and deadlines, outline meeting times/frequency, and choose a committee member (usually a faculty member from History could be from another UVic department if appropriate). This form (and the meeting you have to fill it out with your supervisor) will help ensure you have a clear plan for completing your work, and that you and your supervisor are on the same page.
- Submit a first “chapter” to your supervisor no later than September 30 of your second year (under normal circumstances; timing might be different for students who are concurrently enrolled in the CSPT program). This first “chapter” is often a historiographical analysis of the relevant literature, but it doesn’t have to be a literature review. Negotiate directly with your supervisor regarding expectations for the first “chapter”. Chapters should be submitted to Heather no later than September 30.
- Meet with your committee no later than October 15 of your thesis-writing year. This includes you, your supervisor, and your second reader/committee member. Both members of your committee should read your first “chapter” before the meeting so that the meeting is as productive as possible.
- Both your supervisor and committee member should be kept informed if your thesis changes significantly in scope or topic. Keep your committee member in the loop: ask that they read a polished, revised chapter (that your supervisor has approved) no later than March. Remember that both your supervisor and the committee member must sign off on the thesis before you can proceed to defense. If your committee member does not read the thesis until June, they may require substantive changes and delay your graduation beyond August of your second year.
• Remember that you need to give your supervisor and committee member 20 working days to read over a draft chapter. Build that delay in getting responses into your writing plans.

• Many students find that researching for one chapter and then writing it is a good way to move forward. Then you can start working on the research for a second chapter while your committee reads your first chapter.

• Three months or so before you think you might defend, talk to your supervisor about choosing the external examiner for your thesis defense. Normally this person is a faculty member at UVic but NOT from the History Department. It is also possible that your supervisor might suggest an external from outside UVic. If so, your supervisor is responsible for arranging that this external reader be approved by the Faculty of Graduate Studies. Your supervisor is responsible for all contact with the external reader. You should have no direct contact with the external and the external should NOT read the thesis before it is submitted to the Faculty of Graduate Studies.

• Be aware that faculty are often away doing research or on holiday during the summer months. Check in with your supervisor in the spring to figure out what ranges of dates your committee and your external can be available for a defense.

• The Faculty of Graduate Studies requires that both you and your supervisor be physically present for the defense. The other members can use online technology to log in for the defense.

SUBMISSION TO GRADUATE STUDIES
Once your revisions are complete, you can submit your Request for Oral Examination form to Graduate Studies along with a copy of your thesis.

For this process:
• You and your supervisor decide on a date for your oral examination.

• Grad Secretary books room and schedules defense. If members will be logging in online, ask Heather if she can book a room with technical support.

• Grad Secretary completes Request for Oral Examination (ROE) form. Your ROE must be completed and signed by you and each member of your supervisory committee.

• This form, once completed, is to be submitted to the Office of the Dean of Graduate Studies a minimum of 20 working days prior to the examination (not including day of defense). Once this form has been completed and submitted to the Faculty of Graduate Studies, no changes are to be made to the thesis prior to the oral defense. This delay means that practically speaking there will be a delay of ONE MONTH between your submission to Grad Studies and your defense date.

• Link to MA form:

• Save your thesis as a pdf file as follows: LastName_FirstName_MA_Year.pdf

• Upload your thesis to the GS 599 course spaces.
THESIS WITHHOLDING

- If you plan on publishing any portion of your thesis, we recommend you withhold your thesis. The thesis will not be accessible to anyone, but a brief record of its existence will be available for a period of 12 months on UVicSpace.

- Link to the withholding form: https://www.uvic.ca/graduatestudies/assets/docs/docs/Withholdingform.pdf

- After defense, review and make any changes or corrections required by the defense committee before submitting your thesis to UVicSpace


THESIS TEMPLATES

Thesis templates can be found at:

PREPARING FOR YOUR DEFENSE

Students are usually asked to provide a 10-15 minute presentation on their thesis to start the defense. You can prepare a Powerpoint but that’s not really necessary. Everyone in the room (except the chair of the defense) will have read your thesis carefully. Instead, it’s often more interesting to situate your thesis in a broader context. What brought you to the thesis? What did you feel you did a good job with? What would you do differently if you had more time or could start the project over again? What do you think some of the broader implications of your study might be? This makes for a lively presentation and often heads off questions about your research methods and approaches. After your presentation, there will be two rounds of questions: starting with the external member, then the committee member who is normally from the department, then your supervisor. Sometimes the chair also asks questions. After all that is finished, you will be asked to leave the room while the committee deliberates. Remember: defenses are public so free feel to attend the defenses of your fellow students and invite friends and family to your own. The committee can decide that your defense is not acceptable and your thesis is not acceptable, but this rarely happens. More commonly, candidates are required to make minor or major changes to the thesis before it can be submitted in its final form. If you are required to make major changes, your supervisor is required to sign off to make sure you have completed the changes.

SUBMITTING TO UVICSPACE

- UVicSpace, our learning and research repository, preserves and provides access to the digital scholarly works of UVic faculty, students, and staff.

- Register for UVicSpace. https://dspace.library.uvic.ca:8443/register

- After oral defense, once all revisions have been made and your committee has approved your thesis, convert the final corrected document to PDF.
• Name the final PDF file using the following convention: Last name_First name_Degree name_Year of Copyright.pdf (e.g. Smith_John_PhD_2050.pdf)

• Email your Graduate Admissions and Records clerk at grad18@uvic.ca to request account activation and authorization to submit to UVicSpace.

• If you intend to withhold your thesis, withholding must be approved by the Dean’s Office before you upload your thesis to UVicSpace.

• Submit your thesis to UVicSpace. Please note that normally the thesis may not be submitted more than once, even to correct editorial errors.

• You will receive an auto-generated email informing you that your thesis has been approved or rejected. If rejected, make the recommended changes and re-submit.

SUBMISSION REQUIREMENTS FOR COMPLETION
Application for Graduation:
• 1 pdf copy of thesis submitted to UVicSpace
• Thesis Approval Form (received from department)
• Approved Withholding Form (if applicable)
• Letter of Recommendation (received from department)
• Chair’s report (received from FGS Dean’s Office)

MAINTAINING GOOD STANDING
In order to remain in good standing, MA thesis students are expected to complete all their courses with an A- average. Students do not meet these requirements may be subject to a review by the student’s committee (supervisor and second reader). If a roadblock to completion is identified by the supervisory committee and they recommend withdrawal from the program, the student has a right to submit a counter proposal. A final decision regarding continuation in the program will be made by the supervisor and the graduate advisor within eight weeks of the initial review.

If you wish to change supervisors because your program of research has altered or for any other reason, you may do so as long as you find another willing supervisor from within the department. Please contact the graduate advisor if you are thinking of changing supervisors! If your supervisor decides that they cannot continue supervising you, they must let you know in writing 30 days before they withdraw their services. In this situation, the graduate advisor has a responsibility for helping you to find another suitable supervisor. If interpersonal or intellectual issues arrive between an MA thesis supervisor and their supervisee, they are to be brought to the attention of the chair of History and the graduate advisor who will make decisions regarding resolution of conflicts or termination of the supervisory relationship.

For more detailed information regarding university regulations regarding the student/supervisor relationships, please see:

https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf
**Completion Postponement Adjustment Fee (CPFA)**

Students who are completing their degree but can’t complete their degree requirements by the deadline date (April 30/August 31/Dec 31) may qualify for CPFA as long as they complete their degree requirements by the last day of the following month. Students must qualify in order to be assessed a CPFA fee in lieu of a full tuition fee payment. No form is required. (See the graduate calendar for the eligibility criteria p.35.)

The student’s MRP, final project or thesis oral examination must be completed or take place on or before the 15th calendar day of the first month of January, May or September term to be eligible for the CPFA.

For one-year or public history students, your completed MRP or final project must be submitted to your committee in the first 15 days of the semester. Your committee will then grade your paper/project and submit your final grade and degree paperwork to Grad Studies no later than the last day of that month (September 30, January 31, May 31) for students to qualify for the adjustment fee.

For thesis students, if your defense is held during the first 15 days of the semester, you must then submit the final version of your thesis, with all the required changes made, to Grad Studies no later than the last day of that month (September 30, January 31, May 31) to qualify for the adjustment fee.

FEES – the charges for those that meet the CPFA requirements are: a $250 CPFA fee and ancillary fees as outlined in the calendar. We had previously advised that students who qualify should pay the full term of fees by the fee deadline. However, Accounting prefers to not process refunds so they are requesting payment of the CPFA and ancillary fees be made by the fee deadline. The student’s fee account will be adjusted shortly after the 30th of the month deadline for submission of graduation documents.

Please note that a delay into the first 15 days of the subsequent term will result in a change to the date the degree is conferred and the convocation ceremony the student is eligible to attend. Your convocation date will change.

Students who qualify for the CPFA, will also need to request a program extension if their MRP/project submission date or defense date is after their program expiry date.

**Concentration in Cultural, Social and Political Thought (HSPT)**

The Cultural, Social, and Political Thought (CSPT) concentration is an interdisciplinary graduate concentration open to selected MA and PhD students in Anthropology, English, Environmental Studies, History, Political Science, and Sociology and students must meet the admission requirements for the History MA or PhD program as well as specific requirements of the CSPT program.

Those students accepted into the CSPT program will engage with sophisticated theory that goes beyond disciplinary boundaries, in order to address key issues in cultural
social and political thought. The supervisor or co-supervisor of CSPT students must be a part of the CSPT program.

To complete the CSPT program in History, a student must complete:

- 3 units of CSPT 500
- 15 units as required in the History MA program (including HIST 500 and the Master's language requirement)
- The MA thesis (HIST 599) must be in the field of CSPT.

One of our current CSPT students has this to say about the program:

As a history student, I felt excited to be a part of UVic’s Culture, Social and Political Thought cohort. CSPT gave me the opportunity to read challenging, thought-provoking and foundational texts that I may not have been exposed to had I not entered into this area.

Now don’t get me wrong. My first few weeks of CSPT were MISERY. I couldn’t understand the writings (Derrida, anyone?), the reading list was dense and demanding, and the extra expectations surround CSPT (Colloquiums, student led conference) seemed overwhelming. However, it was those very things that inspired me to claw my way to success. It’s comfortable and reassuring to be in a class where you really “know your stuff” but where is the growth in that? In the end, CSPT opened up my world to Foucault, Benjamin, Nietzsche and others. So many writers today use these authors as their own foundation. Understanding them helped me better understand contemporary theorists and historians. I am extraordinarily grateful for my time there.

Paige

For full information about the program see: https://www.uvic.ca/interdisciplinary/cspt/

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**LANGUAGE REQUIREMENT**

Information regarding the History Department’s language requirement can be found on the Graduate Academic Calendar, page 153, located at the following link:

https://web.uvic.ca/calendar2018-05/grad/

Public history and MRP MA students are not required to fulfill the second language requirement. Thesis MA and PhD students ARE required to demonstrate reading knowledge of a language other than English. Students may fulfill the language requirement by passing the department’s written translation examination. Additionally, students also have the ability to take certain language courses as approved by the History Department (normally 3.0 units of 200-level language or equivalent is considered acceptable). Students are encouraged to contact Heather Waterlander, the Graduate Secretary, for more information on the Department’s language requirements.
According to the Academic Calendar, the language requirement must be met before a student can defend their thesis.

ARCHIVED THESSES

Theses written by past MA history students can be accessed through UVicSpace, which is part of the UVic library system.

Here is the link for UVicSpace: https://dspace.library.uvic.ca:8443/

Once at the homepage click the ‘Faculty of Humanities’ link. From there, click the ‘Department of History’ link to access defended MA theses.

BIBLIOGRAPHICAL RESOURCES

UVIC HISTORY STYLE GUIDE
https://www.uvic.ca/humanities/history/assets/docs/styleguide.pdf

CHICAGO MANUAL OF STYLE GUIDE
The Chicago Manual of Style Guide can be found online via the UVic Library system or in MacPherson Library here:
http://www.uvic.ca/library/research/citation/guides/index.php

GRAD WORKSHOP SERIES

The Grad Workshops series is an initiative run by the Department to help promote student research and provide students with the opportunity to present their research in a friendly, welcoming, and supportive environment. These events are great places to give presentations outside of a formal conference space such as Qualicum and to receive feedback from colleagues and faculty members. Presentations are often followed by drinks and snacks in the Grad Pub.

At the beginning of each semester, a call will go out seeking participants for the speaker series. If you are interested in presenting, please get in touch with the Graduate Advisor. While these presentations are normally given individually, the Department is open to students presenting alongside other students or faculty members in a panel format.
THE GRADUATE HISTORY REVIEW (GHR)

The Graduate History Review offers an exciting publishing opportunity for graduate students working on all fields and periods of history. The GHR is a peer-reviewed, open access journal published by graduate students at the University of Victoria. We welcome original and innovative submissions from emerging scholars in history and related disciplines. We accept submissions on an ongoing basis, but will be issuing a formal Call for Papers in January 2019.

For more information, please go to https://journals.uvic.ca/index.php/ghr
We will also be hosting an event for the launch of our 2018 issue in early October 2018. We encourage you to attend!

FUNDING

Funding for graduate students comes from a variety of sources, both internal and external, including fellowships and scholarships, donor awards, bursaries, Research Assistantships, and Teaching Assistantships.

FELLOWSHIPS, GRADUATE AWARDS AND SCHOLARSHIPS
When students are admitted to their program of choice, their offer often includes some fellowship or scholarship funds, offered either by the Department of History or the Faculty of Graduate Studies or both. The value of these fellowships is highly variable (from $0 to $17,000). Students are usually made an offer for the first year of study. If the program is longer than one year, then a clause in the offer will indicate what will be offered in the second year (this sum will depend on whether students are registered in the 16-month public history stream or the 24-month thesis stream or whether they hold external funding for the second year). Students are required to remain in good standing and to maintain an A- average in their coursework to be able to renew their funding in the second year of the program.

Payment Schedules for Faculty of Graduate Studies (FGS) Funding
$1,000 – $3,499 – Paid in one installment at the start of the term
$3,500 – $5,499 – Paid in two installments at the start of two consecutive terms
$5,500 – $10,499 – Paid in three installments at the start of each term
$10,500 and over will be paid in monthly installments
Federal research council awards and any other externally funded awards will be paid in monthly installments.

Payment Schedule for History Department Grad Awards
Paid in two installments at the start of two consecutive terms.

TEACHING ASSISTANTSHIPS
Even if a teaching assistantship is a guaranteed element of a student’s funding package, all graduate students are asked to apply for TA funding in the summer. The deadline is usually in July and final decisions about assignments are made in August.
before the start of classes. TAships are normally worth approximately $3000, which translates into approximately 113 hours of work.

**RESEARCH ASSISTANTSHIPS**
In addition, individual faculty members who hold external research grants may have research funding to offer graduate students. Sometimes a Research Assistantship is included in a student’s funding package, but at other times, for example when new sources of funding become available after a student is admitted to the program, can be offered at any time during a student’s time in the graduate program. Be sure to let your supervisor know if you are interested in being considered for research work and highlight the special skills you might have (knowledge of a research language or familiarity with digital records and software).

**DONOR AWARDS**
Each September, the graduate advisor will nominate a dozen or so students for donor awards offered by Student Awards and Financial Aid. All students, including international students, are eligible for these awards. The results of these competitions is usually available later in the autumn. These scholarships range from a few hundred to a few thousand dollars. Some of them are university-wide competitions but others are defined in such a way that History students usually win them. [https://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/](https://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/)

**LINKS TO VARIOUS FUNDING OPPORTUNITIES**
- [History Department Scholarships](#)
- [History Department scholarships available to undergraduate & graduate students](#)
- [Bursaries](#)
- [Emergency Bursaries](#)
- [UVic Awards and Fellowships](#)
- [External Awards and Fellowships](#)

**STUDENT AWARDS AND FINANCIAL AID (SAFA)**
The Student Awards and Financial Aid (SAFA) website is comprehensive and provides for multiple ways in which our domestic and international students can access financial supports. The SAFA website can be found here: [https://www.uvic.ca/registrar/safa/](https://www.uvic.ca/registrar/safa/)

Students who find themselves in a position of financial hardship during the course of their studies and require bursary support. You will find information on processes and eligibility here:
- [https://www.uvic.ca/registrar/safa/bursaries/index.php](https://www.uvic.ca/registrar/safa/bursaries/index.php)
- [https://www.uvic.ca/registrar/safa/bursaries/other/index.php](https://www.uvic.ca/registrar/safa/bursaries/other/index.php)

Please feel free to refer students to the above websites as well and be assured that our SAFA team has always been and continues to be available to respond with helpful advice and guidance for undergraduate and graduate students who are experiencing financial hardship and who are seeking options for support.
If you have further questions about this information please contact the Student Awards and Financial Aid team at finaid@uvic.ca or by calling (250) 721-8423 (loc. 8423).

THE SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SSHRC) – CANADA GRADUATE SCHOLARSHIP (CGS-M)
The CGS-M Program provides financial support ($17,500) to high-calibre scholars who are engaged in eligible master’s programs in Canada. The Faculty of Graduate Studies usually tops up CGSM award holders with a $4000 President’s Fellowship. Holders of CGSM awards are required to relinquish regular University of Victoria Scholarships and Fellowships in the year they hold the award.

Only Canadians citizens and residents can apply. Public history and MRP stream students are only eligible in their first year of the program. Thesis stream students are strongly encouraged to apply to support their thesis research and writing. The application process is lengthy and it is strongly recommended that students start the process as early as possible.

Application opens in September and the deadline is usually December 1st.

Information is available here: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp

The Department usually runs a workshop in October to help students to prepare their CGSM applications. The Faculty of Humanities also usually appoints a designated faculty member to read through draft applications—this can be particularly helpful if the faculty member is another department as they can offer perspectives on how best to frame History projects to succeed before the interdisciplinary assessment committee. CGSM awards are first ranked at the department level. Not all applications are necessarily forwarded to the university-wide competition. The university-wide competition is adjudicated in February/March. Results are usually available by April 1.

TRAVEL GRANTS

Small amounts of travel funds are available for graduate students to present conference papers, attend conferences, and do research. Funds are allocated on a first come, first serve basis so it is important to get your application in as soon as you have a plan.

The main source of funds is the Faculty of Graduate Studies. Further information and an application is available here: https://www.uvic.ca/graduatestudies/finances/financialaid/travel/index.php
As well, the History Department offers small grants to supplement other funding sources for conference or research travel. For more information contact the graduate secretary and/or the Graduate Director.

If you are working as a Teaching Assistant, you can also apply for funding from your union, CUPE 4163. These grants are available for students attending or presenting at conferences. For more information, please contact the CUPE 4163 office: https://4163.cupe.ca/files/2013/03/CUPE-4163-Conference-Award-Fund-Application.pdf

**INFORMATION FROM YOUR TAC**

Hi everyone! I’m Kelly Clark, your Teaching Assistant Consultant for the 2018/19 year. Being the TAC means that it’s my job to train and support all incoming TAs as they embark on this new and exciting part of their academic journey! Being a TA isn’t just about marking papers or lecturing: it’s also about learning valuable skills and earning valuable connections that you’ll carry with you after your studies are completed. I’ll be offering a number of different workshops and professional development training sessions throughout the year, so keep an eye out for them! If you want to talk more about being a TA, or just in general, feel free to reach out to me any time. I’m presently starting the second year of my MA in the Public History stream, so I’ll be around campus regularly.

I’m looking forward to working with you all!
Kelly Clark  kellykun@uvic.ca

For more information on what a TAC is and how I can help, please visit: https://www.uvic.ca/learningandteaching/ta/pro-d/programs/tac/index.php

**OTHER TA RESOURCES**

*Learning and Teaching Centre*

**INTERNATIONAL STUDENT INFORMATION & RESOURCES**

*International Student Services (ISS)* offers pre-arrival, settlement, and ongoing support throughout your studies. The office is located in the University Centre, B272.

**ACADEMIC RESOURCES**

If you are looking for strategies to improve your academic writing, you can easily find one-on-one help from The Centre for Academic Communication (CAC). All you need to do is register for an account and then you can book an appointment [here](https://www.uvic.ca/learningandteaching/ta/pro-d/programs/tac/index.php), bring your question list, outline, draft, writing sample or anything academic related.

*The English Language Centre* offers courses designed to improve the language skills of graduate students who do not speak English as a first language. You will be able to
meet with other graduate students who are experiencing a similar situation and can work together to improve your English proficiency. Please note the teacher will not focus on an individual’s specific thesis work, but will instead give general direction and help with presentation skills, grammar, etc.

ADDITIONAL RESOURCES
The UVic Global Community provides opportunities to meet friends from around the world. They also have a Facebook group.

All students, faculty and staff on campus are welcome join the Conversation Partners Program. This program provides students, who have English as an additional language, with opportunities to practice, build confidence, and improve their conversational English skills.

Learn more here:

GRADUATE STUDENT SOCIETY (GSS)

The Graduate Student Society (GSS) provides plenty of opportunities for graduate students to socialize, but they’re so much more than that! The GSS offers everything from travel grants (for presenting at conferences or conducting research) to childcare bursaries for those who need it. They also provide room bookings (free for grad students), health & dental coverage, trivia nights, and host campus radio CFUV 101.9 FM. Have an issue with your supervisor? The GSS will advocate on your behalf. Plus, graduate students get discounted food at the Grad House restaurant. If you’ve offered to drive someone to the airport but realise you don’t have a car, don’t worry -- the GSS also has car co-ops. Find the GSS offices in the Halpern Centre for Graduate Students (GSC) near the bus loop.

For more information on the GSS, please visit: http://gss.uvic.ca/

HEALTH & DENTAL INFORMATION

All graduate students are eligible to opt in/out of the University’s health and dental plan. The Graduate Student Society (GSS) provides comprehensive information on the health and dental plan.

*The deadline to opt-out of the health and dental plan is September 30th, 2018.

For more information, please visit: http://gss.uvic.ca/health-dental
LIBRARIES AT UVic

Your ONECard is your library card. Information on borrowing and material limits are here: [http://www.uvic.ca/library/use/borrow/index.php](http://www.uvic.ca/library/use/borrow/index.php)

There are three libraries at UVic:
- **Mearns Centre McPherson Library**: The main library on campus. Also houses the archives and the Bibliocafe.
- **Law Library**: Located in the Fraser Building.
- **Curriculum Library**: Located in the MacLaurin Building.

LIBRARY CARRELS

There are carrels in the McPherson library for graduate students. You must register for one and the wait list can be long. They are generally given to students in their thesis-writing year. Information and application available here: [http://www.uvic.ca/library/use/policies/carrels.php](http://www.uvic.ca/library/use/policies/carrels.php)

ONECard Information

The ONECard is your all-in-one- UVic ID. It acts as your student identification, library card, bus pass, recreation facilities pass, can be used to purchase food on campus, and much more. Information on how to obtain your ONECard and its uses is available here: [https://www.uvic.ca/onecard/](https://www.uvic.ca/onecard/)

Don’t forget to activate it!

Café Historique

GHSU, organized by the History Department, is a public lecture and discussion series held monthly at Hermann’s Jazz Club.


Tips from the Department

Dr. Sara Beam:
The advice below comes from the workshop Dr. Beam and former MA student Sam Biagioni gave on April 10th, 2017:

- Meet and discuss expectations with your supervisor now!
- Read defended theses to find out what is expected
- Think about primary sources and a working title over the summer
- Be prepared to submit a first "chapter" **by September 30** (discuss expectations with
your supervisor--might be a short literature review of ten pages)

- Expect the unexpected
- Don't delay finding sources and getting approvals for any interviewing
- Start writing before you want to
- Write all the time
- Set yourself arbitrary deadlines that force you to write
- Expect to spend 20 hours/week of productive time on the thesis
- If you can't write, do something else (check references, read secondary literature)
- Meet with your supervisor and get feedback on chapters as much as possible

Dr. John Lutz:
First, do not do your MA like I did mine. I did nothing right as you might glean from the five years it took me to write it. My first mistake was to take it easy the summer term after courses were over, believing that I had earned a break. Graduate school is exhausting, n'est ce pas?

My second mistake was not to set a series of deadlines when I got into it. I embarked on research and I continued to research, and then I researched some more - can you ever do enough research? Sometime around May of my second year I got an offer to teach in China and that led to my third mistake. Taking the job meant I had to finish by August, which meant I had to have a final draft by late July and so I rushed to get it written in June and when I submitted a draft I was told it clearly showed the lack of time and care and was not ready for defence. So I went to China with an incomplete MA, and ended up spending two years teaching there without even thinking about the thesis.

Year five: a full year to review, revise, and add research -- not optimal from a timely completion point of view -- but it did result in a polished thesis, a chapter of which was presented at the annual Canadian Historical Association conference in Windsor and selected for publication in their journal. Even though it turned out well, half a decade had passed. Do not follow my example.

**ADVICE AND INSIGHT FROM UPPER YEAR GHSU MEMBERS**

Below you’ll find advice from GHSU members regarding research, self-care, and how to navigate the department/your time at UVic. This feedback is based on each individual’s experience within the program and is unique to that person. Everyone’s experience will no doubt be different but hopefully this feedback will help you avoid some of the issues and problems that we experienced during our thesis year. Thanks to Kalin Bullman, Paige Fehr, Deborah Deacon, Kate Van Genderen, Liang Han, and Stevan Bozanich and Sarah Taekema for their insight!

**WHAT STUDENTS HAVE TO SAY ABOUT RESEARCH**

- If you aren’t sure yet what direction your thesis is heading in, don’t go overboard on reading secondary sources. If you haven’t narrowed down your topic enough, the secondary research will become overwhelming and unwieldy and you’ll never know when to stop. Read the ones that feel very important and skim the rest to lead you to new primary sources. Really focus on the primary sources and they’ll lead
you to the appropriate secondary sources. Because your literature review is due first, you might be tempted to read all the relevant literature right away. But if you don’t know what sources you are focusing on, you may not know what the relevant literature is. And if you haven’t narrowed your topic thematically, geographically, or temporally, your lit review will be general and vague and you’ll most likely need to change the whole thing once you’ve written the rest of your thesis. So do the research that you need to do to figure out where your thesis is going, and then do your lit review. It will take less time to write it once you have a better sense of direction, and so will the rest of your thesis.

- Remember that the process is a marathon, not a sprint.
  - Making detailed outlines for each chapter is a good idea, however it is important to remember that you need to be flexible, they will change as your research and writing progresses.
  - Set small goals for yourself each day and set larger goals for the week/month. Try to write something small each day, no matter how small.
  - Set a reasonable daily and weekly work schedule and at the end of each day note what you completed that day as a reminder that you are making progress.
  - Set deadlines for your research and writing and tell someone who can hold you accountable to them (your supervisor or a colleague).
  - A thesis-writing discussion group made up of some of your colleagues is a great resource to have to talk things over with, complain to, and to come up with new ideas with. They are in the same boat as you.
  - Remember that it is ok to take time off from your research and writing. Treat the process like a job. Breaks are okay. Going outside and walking around can be a great way to overcome writer’s block or think over new ideas.

- You don’t need to spend all day writing/researching to make serious progress on your thesis. I work from about 7am to 10am every day writing, about 500-1000 words a day, in a coffee shop without Internet so I don’t get distracted by my home/friends/etc. I spend another 2 hours or so researching/editing throughout the day. I take weekends off. Even just working 4-5 hours a day you can make a serious dent in your thesis (I was on a schedule for completing a chapter every three weeks and made it through working like that). That leaves me time to do self-care, like going on walks, making homemade meals for myself, etc.

- I would highly recommend looking up the past theses of graduate students. I looked through a few and it really helped give me an idea of what a thesis actually looks like and what I was working towards. It even gave me some really interesting ideas for formatting my chapters and sub-headings, as well as just giving me the confidence that all the work I was doing was leading towards a polished and tangible final product. I would also recommend looking at the work of your peers who are also writing their thesis throughout the year, as it is not only always great to see the awesome work that others are doing, but you should all help each other out by reading, editing, and giving constructive criticisms, which will make the process of creating all of your final theses a little easier.

- Nobody is going to write your thesis for you. It’s up to you to get started as soon as you can. The sooner you can start the quicker you should be able to finish, especially if you keep up a routine.
• One thing I did horribly wrong is trying to put everything that seemed interesting into my thesis draft. It comes from an emotion that “I spent so much time on those materials! It’s such a waste if they don’t even appear in the thesis at all!” unfortunately, not all of the interesting or profound things fit the topic very well. Finally, I found out the energy used in writing them and linking them with the body, then erasing them and editing the rest parts to remake transitions is the real waste.

• Dropbox is a very good choice to keep your works safe, and update everything on time. There are some other alternatives such as OneDrive, Google drive and Box if the space is not enough for you to preserve all your works.

WHAT STUDENTS HAVE TO SAY ABOUT SELF-CARE

• Your thesis is important. But you are here for a limited time and there are many opportunities that you will only be able to take advantage of while you’re here. So focus on your thesis but schedule in these other opportunities as well. Present a paper at a conference, offer to give a talk at a thesis workshop, attend public lectures, seminars, and film screenings. Work, volunteer, have experiences at the university outside of your thesis. Your CV will thank you. Stay sane. Make friends. Go to the cabin trips, pub nights, etc. Play catch on the quad with some other students. Take breaks. Eat meals. Slack off every now and again. Say ‘no’ when you need to say ‘no.’ No one will judge you if you prioritize your thesis. But do your best to strike a balance between having fun and getting work done. Too much of either will stress you out.

• Make sure you’re mentally healthy. I started seeing a therapist while I was in the grad program to manage my stress surrounding the thesis and other things happening in my life. It is 100% okay to reach out and seek mental health services. Word to the wise: University of Victoria has, IMO, really poor mental health services- they fill up quickly and don’t offer sessions on a regular-enough basis, etc. etc. If you are going to consider seeing a therapist and you want to do it through UVic get in there fast when the semester starts. Otherwise look around town- there are many great therapists with very flexible schedules!

• One of my biggest tips for staying sane and happy throughout your thesis year is to stay active. You have to be able to enjoy certain activities that you normally do, even when you are extremely stressed and pressed for time. It is perfectly ok to have some days where you only do a few hours of work and then spend the rest of the day outside or with friends. It is important to still be a social creature during your thesis year, and it is important to find activities that help reduce your stress level. Go for hikes, join an intramural sports team, play board games, go to the beach, go see a movie, or at least drink with friends (alcohol and academia go hand in hand at all levels). It is important to do these things, as well as have a friend network to not only do these things with but to use for support in tougher times. It is also why I would recommend attending GHSU social events, as they helped keep me grounded and sane through the slog that is researching and writing your thesis. However you chose to do it, make sure to have things outside of your thesis to keep you busy and cheerful.

• Remember, you’re supposed to be here. Don’t let your conscience tell you otherwise. You’ve made it into grad school, you’re embarking on your second year.
Clearly you know a lot of stuff and you’re smart. Intimidation is part of the process and so is the nagging voice inside your head telling you that you can’t do this, that you don’t belong here, whatever. You do. You’ve made it this far. Be happy about that. But don’t be complacent. Keep going. Don’t stop. And you’ll thrive!

WHAT STUDENTS HAVE TO SAY ABOUT NAVIGATING THE DEPARTMENT

- **If you switch projects/need to change supervisors: Be quick and diplomatic about it.** I had my area of research change from women in combat in the World Wars to focusing on one woman who lived in Montana in the early 20th century. My original supervisor obviously wasn’t appropriate. I tentatively spoke to a professor who knew about my interests and got her permission to switch to her, but only if I asked my original supervisor and went to the Graduate Director first. Academia is a small world and you don’t want to step on any toes, so I would recommend that you speak to the GD and your original supervisor or somebody who would be interested in taking on your project about what your steps should be. It is okay to change your mind and switch interests, but be sure to do it respectfully and politely and in a timely manner. It’s better for all parties!

- **Get involved with the Graduate History Review.** Sign up as a reviewer, copy editor, or EAC (Editorial Advisory Committee) member. Reading and evaluating the writing of other students is a great way to motivate you to write. You may even get some ideas about paper organization, argumentation, style, etc.

- **Check in with your supervisor often** – you should have some guidelines about meeting times/frequency outlined on your Student-Supervisor form, so keep to that routine. This gives you opportunity to workshop ideas and discuss your topic against a helpful sounding board (and it keeps you on the same page and tuned in to each other’s schedules!)
  - And that’s another point: if you need something from your supervisor – advice, a reference letter, anything! – ask them as soon as possible. Profs are busy too so respect their schedule and save yourself potential stress!
  - Don’t be afraid to ask for help. You’re not expected to know everything. Ask Heather, ask the grad advisor, reach out to other departments about something you’re stuck on. Don’t know anything about gender studies, but suddenly realize it’s an integral part of your thesis? Go talk to someone who does! Questioning is what got you here in the first place.
Fun Stuff and Local Haunts!

We’ve put together a list of some fun activities as well as lists of popular local outdoor areas, athletics, eateries, cafes, and bookstores of Victoria.

Department & GHSU Events

During the year, the GHSU and the History Department host a number of events to gather students together to socialize and share research. These include events like pub nights, the Sager-Baskerville golf tournament, hiking excursions, intramurals, and many more! We will let you know about upcoming events via both Facebook and email. Some of the biggest events organized by both the GHSU and the History Department are listed below:

Cabin Trip
During both the fall and winter semesters, the GHSU organizes weekend long trips to the Jeanne S. Simpson Field Studies Resource Centre, located on Lake Cowichan just west of Duncan. These cabin trips are a great opportunity to get out of Victoria, relax, socialize, get to know one another, and learn what it is like to go through the program from current students. Ask any upper year student and they will most likely list the cabin trip as a highlight of their semester. Look to your emails and to our Facebook group later in the semester for more information on dates.

For more information on the Jeanne S. Simpson Field Studies Resource Centre, please see the following link:
http://www.uvic.ca/vpfo/uvicownedproperties/jeannesimpsonfieldstudiescentre/

Qualicum History Conference
For over 40 years, the History Department has organized the Qualicum History Conference up-island in Parksville. It is an interdisciplinary gathering of scholars from across the Pacific Northwest and a key venue for graduate students to exchange ideas, share original research, and socialize with fellow students and faculty. Open to members of the community as well as the academy, ‘Qualicum’ provides many graduate (and occasional undergraduate) scholars the opportunity to present their research in a welcoming, friendly, and stress-free setting among colleagues from other institutions. Whether you choose to present or simply support your peers, we highly encourage everyone to attend!
For more information, please visit:
https://www.uvic.ca/humanities/history/current-students/qualicum-conference/index.php

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**FOOD ON CAMPUS**

http://www.uvic.ca/services/food/where/index.php

UVic offers many places to eat depending on your needs. A few of the most popular areas on campus (in our opinion) include:

- **The Grad House** - Located in the Halpern Centre for Graduate Students (near the bus loop). Run by the GSS, graduate students receive a discount on food.
- **Mystic Market** - Located in the University Centre.
- **Felicitas** - The undergraduate restaurant/pub, located in the Student Union Building.
- **Bibliocafe** - Located in McPherson Library.

For more information on these, and other, food services on campus, please visit:
http://www.uvic.ca/services/food/where/index.php

Many students also drive, transit, or walk to Shelbourne Street, which is not very far from campus, to get food. Food services include places like Fujiya, McDonald’s, Tim Horton’s, A&W, Subway, Noodle Box, amongst many other options.

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**ATHLETICS & INTRAMURALS**

UVic offers many ways to stay active. Intramurals are offered year round, in sports ranging from hockey, soccer, softball, and ultimate frisbee. CARSA (Center for Athletics, Recreation and Special Abilities) hosts many of these sporting activities. CARSA also has a gym, squash and racquetball courts, and a sports injury clinic. Visit:
http://vikesrec.sidearmsports.com/

Below is a link to Vikes Athletics, which includes intramurals and other fitness facilities: http://vikesrec.sidearmsports.com/

For those looking to watch live sporting events, there is both WHL major junior hockey, the Victoria Royals, throughout the winter and collegiate baseball, the Harbourcats, throughout the summer.
Transportation In & Around Victoria

Buses
Victoria Regional Transit - Bus service for Victoria and the Capital Regional District. Your ONEcard is used as your bus pass and is paid for each term in your tuition. Schedules, maps, and service changes can be found here: http://bctransit.com/victoria/home

Greyhound - Bus service up and down Vancouver Island. Schedules and fares here: https://www.greyhound.ca/

Tofino Bus - Bus service up and down Vancouver Island. Schedules and fares here: http://www.tofinobus.com/

Island Link Express - Bus service up and down Vancouver Island and on the Mainland. Schedules and fares here: http://www.islandlinkbus.com/

Bicycling
Bicycling is a popular mode of transportation in Victoria. A very detailed biking map of Victoria and the Capital Regional District is available here: https://www.crd.bc.ca/docs/default-source/crd-document-library/maps/transportation/bikemap2014-frontback-web.pdf?sfvrsn=2

The Galloping Goose and Lochside trails consist of 80 kms of hiking/cycling trails connecting downtown Victoria to Sooke and the Saanich Peninsula, respectively. A PDF map is available here: https://www.crd.bc.ca/docs/default-source/parks-pdf/gglochsidebrochure.pdf?sfvrsn=2

Don’t have a bicycle? SPOKES is UVic’s bicycle upcycling and loan program. Information available here: https://www.uvic.ca/sustainability/involved/spokes/index.php

Ferries
BC Ferries - Ferry service between Victoria Swartz Bay Terminal to Vancouver Tsawwassen Terminal. Schedules and Fares (for this route and others) found here: http://www.bcferries.com/


Black Ball Ferry Line “Coho Ferry” - Ferry service between Victoria and Port Angeles, Washington. Schedules and fares here: https://www.cohoferry.com/
V2V Ferry – Connecting downtown Victoria and Vancouver:
https://v2vvacations.com/

AIR TRAVEL
Victoria International Airport: http://www.victoriaairport.com/

Harbour Air Seaplanes - Transport between downtown Victoria and downtown Vancouver, Vancouver International Airport, and Whistler. Schedules and fares here:
http://www.harbourair.com/

Kenmore Air - Transport between downtown Seattle and Downtown Victoria.
Schedules and fares here:
http://www.kenmoreair.com/

PARKS, BEACHES & HIKING TRAILS

Below you will find a number of parks, beaches & hiking trails compiled by members of the GHSU on things to do and places to visit in Victoria that we wish we had known about during our first few weeks and months here. We hope these lists are helpful for getting to know Victoria better!

GYRO PARK, CADBORO BAY (Closest to UVIC)
Only a fifteen-minute walk from campus. Sandy beach, great for swimming. Located right by Cadboro Bay Village.

UPLANDS PARK/CATTLE POINT
Quiet spot south of Cadboro Bay with a great view. Good place to watch sea otters and seals. Also designated an Urban Star Park by the Royal Astronomical Society of Canada, which makes this a great spot to stargaze. Walk south from Cattle Point and you’ll reach a staircase that will take you to Willows Beach.

WILLOWS BEACH
This Oak Bay beach is a local favourite. Shallow water, white sandy beaches, not too much seaweed. Great spot for beach volleyball, swimming, and walking your dog off-leash. Walk west on Estevan Ave. away from the beach and you’ll reach Estevan Village.

OAK BAY MARINA
This is a great spot for brunch or coffee at Marina Dockside Eatery. Stop in at the gift shop and buy a bag of fish heads to feed to the seals. Keep driving south along the water and you’ll reach Trafalgar Park.

ISLAND VIEW BEACH
North of Cordova Bay Beach. Sandy beach with great views. RV and tent campground.
TRAFALGAR PARK/BEACH
Beautiful scenic view from the look-out point on King George Terrace. Steep but short trails lead down to the rocky, quiet beach. Great spot for sea glass hunting. Dogs can be off-leash. Right next to Trafalgar Park is the Chinese Cemetery.

CHINESE CEMETERY/HARLING POINT
This is one of the great hidden gems of Victoria. Keep driving west on King George Terrace, and turn right onto Crescent Rd, which will lead you to the Chinese Cemetery, a National Historic Site. Beautiful view of the Olympic Mountains.

DALLAS BEACH
Down the road from Gonzales Beach is the longest beach in Victoria, Dallas Rd. Beach. The Waterfront Trail spans the beach and is a great spot to walk your dog off-leash. As you walk/drive west on Dallas Road, you’ll pass the Ross Bay Cemetery on your left and Clover Point on your right. Keep your eye out for sets of stairs down to small beaches—these ones are also good for sea glass hunting. On your right you’ll also see Beacon Hill Park.

BEACON HILL PARK
A tourist and local favourite. Sports fields, playgrounds, cricket pitch, rose garden, beautiful stone bridge, ponds, fountains, and water park. Check out the Beacon Hill Children’s Farm (not just for children) and pet some baby goats. Peacocks roam the park freely but they can be aggressive if you’ve got food on you, so be careful.

OGDEN POINT BREAKWATER
Take a half-mile windy walk down the breakwater and watch the cruise ships come in. Keep an eye out as you go—there are a few sets of stairs down to the rock base where you can see artwork painted on the wall of the breakwater. Check out the Breakwater Café and Bistro. Live music 8pm every Wednesday, Thursday, and Saturday.

FISHERMAN’S WHarf
Walk past the Breakwater down Dallas Road and you’ll wind up at Fisherman’s Wharf—another great spot to feed the seals. Whale watching and kayaking rentals. Coffee shop, ice cream, fresh seafood, Mexican food, the famous Barb’s Fish & Chips. Behind the Wharf is Fisherman’s Wharf Park—another nice spot with a great playground for kids.

VICTORIA’S INNER HARBOUR
Famous Victoria landmarks include the Fairmont Empress, BC Legislature, and Royal BC Museum. Check out the Inner Harbour walkway in the summer for local vendors, artwork, mini doughnuts, etc. Also check out the Victoria Busker’s Festival in the third week of July every year in the Inner Harbour. Walk along the harbour and you’ll eventually reach Red Fish Blue Fish, an outdoor seafood eatery on a wooden pier. This place is a crowd favourite so expect a bit of a line.
ESQUIMALT LAGOON
This beach is best reached by car. Out by Esquimalt and Colwood. Very sandy beach, and quieter than Willows, Gyro, and Gonzales (the other sandy beaches).

MOUNT PKOLS PARK BEACH (Previously Mt. Douglas)
Northwest of UVIC, this long sandy beach is located just opposite Pkols. Lots of parking and public washrooms. For those interested in hiking or trail running close to the city, Pkols offers numerous trails that both go up the mountain and around it. The beach is a great spot to relax afterwards.

CORDOVA BAY BEACH
Quiet sand and pebble beach north of UVIC. Public access points on residential streets off Cordova Bay Road (D’Arcy Lane is one).

SIDNEY PIER AND SEA GLASS BEACH
This beach next to the Sidney pier arguably has the most sea glass on Vancouver Island. This is also a good spot to rent kayaks or book a whale watching trip.

ELK/BEAVER LAKE REGIONAL PARK
Two connected lakes, four nice beaches. Picnic tables, public washrooms. 10km walk around the lakes. Watch Canada’s Olympic Rowing team and UVIC’s rowing team train on the lake. Short drive from Victoria on the way up to Swartz Bay Ferry Terminal.

THETIS LAKE
Freshwater lake for swimming, canoeing, fishing. Nice beaches and picnic areas. Great trails (moderate to challenging). Twenty-minute drive from Victoria. Accessible by bus (Bus route #50).

SOKE POTHOLES PROVINCIAL PARK

MOUNT FINLAYSON/GOLDSTREM PROVINCIAL PARK
Just off of the Trans-Canada Highway, Goldstream Provincial Park offers kilometres of trails. It is also home to Mt. Finlayson, a challenging hike with incredible views of the downtown, Saanich peninsula, Mount Baker, and the Olympic mountains.

GOWLLAND TOD PROVINCIAL PARK
Gowlland Tod provincial park is located on the western edge of the Saanich peninsula, roughly thirty minutes from downtown Victoria. Like Goldstream Provincial Park, it offers kilometres of trails and beach access points - a great spot to visit for a weekend hike!
BOOKSTORES

**RUSSELL’S BOOKS**  
Best place for used books in Victoria. They can order books for you as well and you can sell back books for store credit. Located on Fort Street downtown.

**MUNRO’S BOOKS**  
Another local favourite. This bookstore was opened over fifty years ago by Nobel Prize winner Alice Munro. It has been named #3 of the World’s Top 10 Bookstores by National Geographic. Located on Government Street.

**RENAISSANCE BOOKS**  
This one is located in Bastion Square. Really unique selection of used and vintage books.

**BOLEN BOOKS**  
Huge bookstore with a great selection. Located at Hillside Mall.

**CHAPTERS**  
New store located on Douglas St. in Mayfair Mall. Opening in Fall 2018.

**MILITARY & HISTORY BOOKSTORE**  
Located farther up Saanich Peninsula in the town of Sidney, this bookstore is a must-visit location for anyone doing work on war histories.

CAFÉS

Victoria is blessed with numerous cafes throughout the city and the surrounding area. This list has a few of our favourites, but there are many more to find!

**FAVOURITES**

**DISCOVERY COFFEE**  
James Bay (Michigan & Menzies), Roastery (Discovery St. & Douglas), Downtown (Blanshard & Broughton), Oak Bay (Oak Bay & Amphion).

**CAFFE FANTASTICO**  
Quadra Village – 965 Kings Rd.

**HEY HAPPY**  
Johnson, East of Wharf.

**HABIT COFFEE**  
Yates & Blanshard.
PARSONAGE CAFÉ  
Home of Fernwood Coffee in charming Fernwood (North Park & Cook).

OTHER HAUNTS

WILD COFFEE COMPANY  
Located right downtown at the corner of Yates St. and Broad St., Wild has great coffee and a great indoor sitting area.

HIDE & SEEK  
Located along Oak Bay Ave., Hide & Seek is a quaint coffee shop right in the middle of “downtown” Oak Bay. They also sell mugs, coasters, t-shirts, etc…

OTTAVIO ITALIAN BAKERY & DELICATESSEN  
Also located in Oak Bay, at the corner of Oak Bay Ave. and Monterey Ave. Along with serving good coffee, Ottavio sells great cheese, deli meat, and other deli products. For more information, visit: http://www.ottaviovictoria.com/

THE COFFEE HOUSE  
Located at Oak Bay Marina and attached to the Dockside Eatery, it is a great location to grab a coffee and look for seals in the harbour.

BEAN AROUND THE WORLD  
Located at 533 Fisgard Ave., in downtown Victoria right in the heart of Chinatown.

TOWNSHIP COFFEE COMPANY  
Located at the corner of San Juan Ave. and Tyndall Ave. in Gordon Head, Township Coffee Company is a great place to grab a coffee or matcha tea and get some work done. They serve Caffe Fantastico - a local coffee bean roasting company. For more on Township: http://townshipcoffeeco.com/

POUR  
A new coffee shop located downtown at the corner of Government St. and Courtney St., Pour is a great spot to people watch especially during the cruise ship season (although, being on Government St., it will probably get quite busy during the summer).

SERIOUS COFFEE  
An island coffee chain, there are numerous Serious Coffee’s throughout Victoria and the surrounding area.
Like coffee shops, there are numerous pubs throughout Victoria (especially along Government Street). Here are some of our favourite watering-holes.

**PENNY FARTHING**
Located in “downtown” Oak Bay, it’s a great spot to grab a drink/food if you live in the surrounding area.

**GRAD HOUSE**
Located in the Halpern Centre for Graduate Students, the Grad House offers (arguably) the best food on campus. Graduate students get a discount on food so be sure to bring your student card when you go.

**SWANS**
Owned by the University of Victoria, Swans is located at the corner of Pandora and Store Street. They serve their own craft beer made in house.

**IRISH TIMES**
Located on Government Street at the corner of View Street/Bastion Square, Irish Times is a great pub that also offers brunch on weekends. They also offer live music 7 nights a week.

**GARRICK HEAD**
Right beside Irish Times, Garrick Head is another great place to grab a drink and hang out downtown.

**CHURCHILL**
Also located on Government street, the Churchill offers a wide selection of whiskeys and beer.

**STICKY WICKET**
Located on Douglas Street in the Strathcona Hotel, the Sticky Wicket is a massive establishment. During the warmer months, customers can play beach volleyball on the roof top. There is also a club underneath.

**THE LOCAL**
Located on Wharf Street, the Local has one of Victoria’s best patios with views of the Inner Harbour.

**CANOE**
If The Local has one of the city’s best patios, then Canoe undoubtedly has THE best patio in Victoria. Smaller in scale during the cooler months, Canoe’s patio is a great place to enjoy a drink, lunch, or dinner (Christmas lights hang over the patio in the summer and create a beautiful atmosphere in the evening). Like Swans, they are a craft brewpub. Located at 450 Swift Street (overlooking the water).
**Vegetarian/Vegan Options**

**BE LOVE**
1019 Blanshard St. Victoria, BC
Cuisine: Vegan-friendly, vegetarian

**CAFÉ BLISS**
556 Pandora Ave. Victoria, BC
Vegan, Vegetarian, Gluten-Free

**REBAR**
50 Bastion Square, Victoria, BC
Contemporary vegetarian eatery with a low-key vibe, plus a selection of juices, wine & beer.

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**Farmer’s Markets**

There are a number of farmer’s markets in Victoria and throughout the surrounding areas. Most run during the summer and into the fall. For more information on each market (such as dates and times of operation), please visit the following websites: http://www.hellobc.com/victoria/things-to-do/festivals-events/farmers-markets.aspx and http://www.islandfarmfresh.com/markets/ (see next page for a list of markets nearby)

- Moss Street Market
- James Bay Community Market
- Saanich Sunday Farmer’s Market
- Saanichton: Peninsula Country Market
- Sidney Street Market
- Metchosin’s Farmer’s Market
- Salt Spring Island
- Goldstream Farmer’s Market
- Esquimalt Farmer’s Market

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**Useful Contact Information**

**Ombudsperson**
Maureen Campbell (Interim Ombudsperson)
250-721-8357 ombuddy@uvic.ca
http://uvicombudsperson.ca

**CUPE 4163**
250-472-4478 or 250-853-3863
office4163@gmail.com/
http://4163.cupe.ca
Mears Centre for Learning – Research Help Desk - McPherson Library
Phone: 250-721-8274
askref@uvic.ca, or by online form:
http://www.uvic.ca/library/research/ask/askref.php

Subject Librarians
As graduate students we are also privy to subject-specific librarians, the History and Graduate Studies librarians:

Scott Johnston, Faculty of Graduate Studies
250-472-5479; scjo@uvic.ca

Tina Bebbington, History, Philosophy, & Newspapers
250-721-8252; bebbingt@uvic.ca

Centre for Academic Communication
Located on the main floor of McPherson Library in room 135J-M, the CAC offers writing support services and tips on improving academic communication.
Nancy Ami, CAC Manager: 250-853-3675; thecac@uvic.ca

Centre for Accessible Learning
Voices and TTD: 250-472-4947
infocal@uvic.ca
https://www.uvic.ca/services/cal/index.php

Indigenous Academic & Community Engagement
Located in the First Peoples House
250-472-4913
iaceadm@uvic.ca
http://www.uvic.ca/services/indigenous/index.php

International Student Services
250-721-6361
issinfo@uvic.ca
https://www.uvic.ca/international/index.php

UVic Bookstore
250-721-8311
bookstore@uvic.ca
https://www.uvicbookstore.ca

Counselling Services
University Centre Room B270
250-721-8341
http://www.uvic.ca/services/counselling/
University Health Services
Petersen Health Centre
3800 Finnerty Road (Lower Parking Lot #5 off Sinclair Road)
250-721-8492
moa@uvic.ca
http://www.uvic.ca/services/health/

Multifaith Services
Provides a space for prayer, meditation, and services for various denominations
http://web.uvic.ca/multifaith/index.html
250-721-8338
chaplain@uvic.ca

Child Care Services
250-721-8500
childc@uvic.ca
http://www.uvic.ca/services/childcare/

Residence Services
250-721-8395
housing@uvic.ca
http://www.uvic.ca/residence/

Family Centre
Provides activities and drop-ins for children and their families
250-472-4062; familyc@uvic.ca; Facebook: UVicFamilyCentre
http://www.uvic.ca/familycentre/

Co-operative Education Program and Career Services
250-721-7628; coopinfo@uvic.ca
http://www.uvic.ca/coopandcareer/

Learning and Teaching Centre
250-721-8571
http://www.uvic.ca/learningandteaching/

Campus Security
We recommend storing the emergency and non-emergency numbers in your mobile phone contacts. The foyer of the Campus Security Building also provides a safe haven with a surveillance camera and intercom. The building is open and staffed 24/7. There are also 14 Direct Dial Phones located throughout the campus if, for any reason, you require the Safewalk program or emergency assistance.
http://uvic.ca/security/

- Non-Emergency
  250-721-6683
- Parking Helpline
  250-721-6386

24-Hour Emergency/Safewalk
Campus Security provides the Safewalk program. If you do not feel safe walking on campus contact the Safewalk program and they will walk you to/from your car, dormitory, or between buildings for whatever reason. Here is the number in case of emergencies: 250-721-7599.

Of course, dialing 911 will also put you through to police, fire, and/or ambulance services in Victoria.

**Campus Alone**

This service is provided for anyone who works/studies on campus during quiet hours (i.e. evenings, weekends, holidays, etc…). Anyone concerned for their personal safety while working/studying alone during these times may telephone Campus Security Services at **250-721-6683** and provide the following information:

- Your name, building, office phone number or location you are working in. An estimated time of departure. If this changes, you must advise Campus Security.
- Your mode of travel and, if applicable, a vehicle description and location where you have parked your vehicle
- You must call 250-721-6683 just prior to your departure

If campus security does not receive a call advising of your departure, a Security Officer will follow up and check on you. Note: They will make every effort to visit you when you are working alone. However, due to unforeseen demands, Security Officers may be involved with emergency situations and be unable to visit you.