



uOttawa

Institut des langues officielles
et du bilinguisme (ILOB)

Official Languages and
Bilingualism Institute (OLBI)

University of Ottawa

Master of Arts in Bilingualism Studies (MA)

Graduate Student Handbook

2016-2017

www.olbi.uOttawa.ca/ma

Faculty of Arts

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Graduate Studies Committee Members (2016-2017)

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Faculty members

The following OLBI professors are members of the Faculty of Graduate and Postdoctoral Studies who may direct theses. You may contact them at the e-mail, office or telephone number below. The general University of Ottawa telephone number is 613-562-5800. To reach professors listed below, dial the main number followed by the extension. The offices are located at 70 Laurier Avenue East.

For information on faculty publications and current research projects, see the faculty profiles at: www.olbi.uOttawa.ca/profs.php.

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Collaborating faculty from other academic units

Linda Cardinal, Full Professor
School of Political Studies

Éric Dionne, Associate Professor
Faculty of Education

Pierre Foucher, Full Professor
Faculty of Law

Jean Quirion, Associate Professor
School of Translation and Interpretation

Laura Sabourin, Assistant Professor
Department of Linguistics

Professors' areas of specialization

BAKER, Beverly, Assistant Professor

Language assessment development and validation; language assessment research, especially in second language writing; critical issues in language assessment and language education; language teacher development

CARDINAL, Linda, Full Professor

Citizenship debates; relationship between law; history and politics, issues of modernity and identity Quebec; Ireland and United Kingdom; governance of minority languages; Canada-Europe; francophones outside Quebec; women and minorities; history of political ideas in Canada

CLÉMENT, Richard, Full Professor

Social psychology of inter-group communication and inter-ethnic relations minority groups; social psychology of second and foreign language learning; cross-cultural psychology and acculturation; minority groups

DIONNE, Éric, Associate Professor

Learning evaluation; measurement models; quantitative methods

FOUCHER, Pierre, Full Professor

Language rights; comparative constitutional law; the role of the courts, judicial reviews; administrative law; philosophy of law

HAMEL, Marie-Josée, Full Professor

Computer Assisted Language Learning (CALL); language technologies and language engineering; linguistics applied to second language teaching and learning; lexicon and vocabulary, syntax and grammar, phonetics and pronunciation

JEZAK, Monika, Assistant Professor

Language policy and planning; FSL education for immigrants; language frameworks of reference; adult biliteracy

KNOERR, Hélène, Associate Professor

Phonetics; Content-based second language instruction; multimedia second language learning and teaching

LAMOUREUX, Sylvie, Associate Professor

Higher education; language policy and planning; linguistic minorities; education of linguistic minorities (K-16+)

PARIBAKHT, T. Sima, Full Professor

Second language acquisition; second language vocabulary learning and instruction; assessment of lexical knowledge; second language teaching methodology (history, recent trends); second language program development

QUIRION, Jean, Associate Professor

Terminology; terminometrics; translation technologies; language planning

SABOURIN, Laura, Assistant Professor

Psycholinguistics; first and second language processing; neural organization of language

SÉROR, Jérémie, Associate Professor

Second language socialization; second language development in multicultural contexts; second language writing development; use of technology for second language learning; content based language learning; research methods in second language development

SLAVKOV, Nikolay, Assistant Professor

Shifts between active and passive bilingualism in child language acquisition; language attrition and language recovery; minority and heritage language acquisition and maintenance

WEINBERG, Alysse, Associate Professor

New multimedia technologies and their application to second language teaching; immersion at the university level

WELCOME

Welcome to the Official Languages and Bilingualism Institute (more commonly known as OLBI or its French equivalent, ILOB) and, in particular, our MA program in Bilingualism Studies.

The purpose of this handbook is to help you get through each step of your academic program. It contains general information, specific details for each of the two options in the MA program and procedures. This information is followed by a chart outlining the anticipated progression of full-time and part-time students in the program.

As a student in our graduate program, you should familiarize yourself with the regulations and procedures and check the website of the Faculty of Graduate and Postdoctoral Studies (FGPS) regularly, since it will be updated periodically to reflect changes in the procedures and regulations. All the important deadlines will also be communicated by our academic assistant to you via e-mail. It is essential to activate your uOttawa email address. All correspondence sent and received via uOttawa.ca will be considered official. Please check your e-mails regularly and read carefully their contents to remain informed about your program.

All full-time students are assigned shared office space (MHN 111). If you are working as a teaching assistant, you will be assigned a mail box. Keys may be obtained from the OLBI reception desk.

INTRODUCTION

Bilingualism Studies

The University of Ottawa is a prominent bilingual (English and French) educational institution committed both to the promotion of bilingualism and to a leadership role in issues related to official languages learning and teaching. It thus offers an ideal and privileged context for your graduate education in Bilingualism Studies. Your program home, OLBI, offers a natural laboratory and a rich context for research and training in all aspects of adult second language (L2) learning, instruction and assessment, as well as language planning and policy. OLBI has a core body of specialists in Applied Linguistics with diverse research interests, who are known nationally and internationally for their theoretical and applied work in the areas of interest in Bilingualism Studies that will meet critical needs, and can train you for an increasing range of careers in these domains in both English and French.

The ongoing research activity at OLBI will facilitate your access to a pool of research supervisors and a stimulating array of research projects in which to become involved. Furthermore, given the large number and wide variety of second language courses offered at OLBI, you will have a unique opportunity to observe a wide range of L2 classes, the possibility to acquire some practical teaching experience, and obtain access to research participants. Finally, our research centre, the Canadian Centre for Studies and Research on Bilingualism and Language Planning (known by its French acronym, CCERBAL), provides a forum to share ideas, and to organize and participate in annual colloquia and international conferences.

Program Objectives

The primary objective of this program is to offer you a strong graduate education in Bilingualism Studies. Both MA program options (with Thesis or with Major Research Paper) will focus on critical issues such as bilingualism, methodological and technological innovations in adult L2 instruction, assessment of adult L2 competence, as well as language policy and planning. You will also acquire advanced research skills by studying research methodology, writing extensive research papers, and conducting thesis-related research.

The MA Major Research Paper option is your best choice if you have a broad interest in the subject but have not as yet settled on a clear research focus. This option allows you to take a wider range of courses, thus exposing you to a broader range of research areas and potential avenues of research.

The MA Thesis option, on the other hand, is the better choice if you have a concrete research interest that you wish to pursue in greater depth. By choosing this option you will, by the nature of your work, acquire a more in-depth facility in designing and conducting original research, analyzing and interpreting data and communicating research results.

Career Prospects

Career prospects for the graduates of this program are promising. You may find employment as language teachers in (continuing) education or business and industry. Similar opportunities may also

be available in government, local/national and international organizations and agencies, or private sector organizations such as language schools or community-based programs, language test development agencies, language software industry, planning and evaluation of language policy in companies and institutions, and the like. You may also choose to work overseas in related fields. Once you graduate, you will be able to continue your studies in various PhD programs in Applied Linguistics in Canada or abroad.

ADMISSION REQUIREMENTS AND PROCEDURES

Admission Requirements

To be admitted to the Master's in Bilingualism Studies program, you must have:

- An honours BA in Second Language Teaching / *Didactique des langues secondes* (or its equivalent), Applied Linguistics, or a related discipline.
- OR*
- A three-year Bachelor's degree in Applied Linguistics or a related discipline in addition to a university-level, university-administered advanced certificate in TESOL (Teaching of English to Speakers of Other Languages), representing a minimum of 30 credits.

If you have an honours degree in a related discipline (e.g., Education, Psychology, Linguistics), you may be required to take up to two additional courses chosen from a list of available courses. Other students (e.g., from Political Studies, Law) deemed by the Graduate Studies Committee to lack sufficient background in the field may be required to complete a qualifying program by taking up to five specified courses (15 credits) before undertaking coursework in the program. If you have a three-year degree in a related discipline, but do not have a certificate in TESOL, you may be admitted to a qualifying year consisting of up to 10 courses (30 credits). Each file will be evaluated individually by the Graduate Studies Committee.

The minimum admission average for all candidates is 70%, calculated in accordance with the Faculty of Graduate and Postdoctoral Studies guidelines.

Language Requirements

For admission to the MA program, if your first language is not English or French, you will be required to:

- a. present transcripts indicating that you have studied for at least three years (full time) in a high school, college or university in Canada or elsewhere where the language of instruction was exclusively English or French;
- OR*
- b. for English, present a minimum TOEFL score of 250 on the computer-based test with a writing score of 4.5 (or 600 on the paper-based test); IBT 100 (writing: 24), or an IELTS score of 7 (writing: 6.5), or proof that you have achieved the equivalent level of the University of Ottawa's CanTEST (an average listening / reading score of 4.5 and a writing score of 4.0).

For French, TESTCan (administered by OLBI), an average listening / reading score of 4.5 and a writing score of 4.0 are required.

Please note that since this is a bilingual program, you may be required to demonstrate at least a receptive knowledge of the second language (either French or English), by taking OLBI's online test of French/English as a second language receptive proficiency and obtain a score determined to be predictive of your ability to take academic courses in the second language.

However, according to the regulations of the University of Ottawa, you have the right to submit your assignments in either English or French in any of your courses.

Please consult the FGPS website for updates and admission procedures:

www.grad.uOttawa.ca/Default.aspx?tabid=2001 (English)

www.etudesup.uOttawa.ca/Default.aspx?tabid=2000 (français)

For further clarifications communicate with the Academic Assistant, Sylvie Thériault (artsgrad@uOttawa.ca), or 613-562-5800 (ext. 3392).

MA PROGRAM OPTIONS AND REQUIREMENTS

You have two options within this program: MA with Thesis or MA with Major Research Paper.

Students following any one of the two options must take two compulsory courses that provide a core knowledge base for the field of Bilingualism Studies. These compulsory courses, one offered in English and one in French, must be taken at the beginning of the program:

- BIL5101/5501 Issues in Bilingualism Studies / Questions en études du bilinguisme
- BIL5102/5502 Research Methodology in Bilingualism Studies / Méthodologies de recherche en études du bilinguisme

MA with Thesis

Requirements

The MA with Thesis requires the successful completion of **four** courses, consisting of the **two compulsory** courses and **two elective** courses, and a thesis:

- 6 credits of compulsory courses (BIL5101/ BIL5501 **and** BIL5102/BIL5502, one of which must be taken in English and the other in French);
- Two elective courses (6 credits);
- Thesis Proposal (BIL7990); and,
- Master's Thesis (BIL7999).

You will establish your program of study in consultation with your supervisor(s) or the Director of Graduate Studies. If there is a co-supervisor from another faculty/unit, OLBI's regulations will apply. Your thesis supervisor(s) must be a member of the Faculty of Graduate and Postdoctoral Studies (FGPS) and should normally be chosen before the end of the first academic session of registration in the program. You must register your thesis topic and the nomination of your thesis supervisor(s) by the end of the second semester (both full-time and part-time students; see Appendix A.). Given the interdisciplinary nature of the program, this period of time will allow you to become acquainted with several faculty members so as to make a more informed decision about your area of research and an appropriate supervisor.

Thesis Proposal (BIL7990)

The thesis proposal is prepared under the direction of the thesis supervisor or co-supervisors. This is normally done at the end of the winter session or the beginning of the spring session in the first year of full-time study. The length of the thesis proposal varies, but is usually about 15-20 pages. The proposal should contain the following information:

- Introduction of the thesis topic and its scope;
- A thorough, analytical review of the literature on the selected topic, outlining the major issues;

- The theoretical framework for the study;
- Research question(s) and the description of the research methodology;
- A preliminary bibliography.

Once the proposal is written, the supervisor invites a faculty member from OLBI or other affiliated/related university units (normally in consultation with the student) to become a member of the thesis committee, evaluate the proposal, attend the proposal defence, and help to guide the student through the thesis research. The supervisor may also choose to invite this committee member to be involved throughout the preparation of the thesis proposal. Once the proposal is ready for defence, a date for the oral defence is set, and a notification is sent to the OLBI Director of Graduate Studies. The proposal defence is not open to the public. At the proposal defence (just like the thesis defence), the student first presents a brief summary of the research proposal (about 10-20 minutes), and then responds to questions arising from the proposal. The defence is normally 1-2 hours long. The written proposal and its oral defence are evaluated together. The evaluation is based on the inclusion of the relevant elements of the proposal, and a number of other factors including the feasibility of the study, quality and thoroughness of the literature review, and the research methodology. The literature review must demonstrate that the student is sufficiently prepared to undertake the proposed study, and will have to be updated when writing the thesis. The proposal is rated as satisfactory (S) or not-satisfactory (NS), and a form is filled out, signed by the evaluators, and sent to the OLBI Director of Graduate Studies. If a proposal is not accepted on the first attempt, it may be submitted and presented a second time in the following academic session. Failure to obtain approval on the second attempt leads to a grade of NS for the proposal and compulsory withdrawal from the program. The proposal must be successfully completed before submitting it to the Research Ethics Board for approval (required only if the research involves human subjects), and before undertaking any independent data collection.

Master's Thesis (BIL7999)

Insofar as possible, the MA thesis should be an original contribution to knowledge. It should be about 25,000 words (excluding bibliography, notes and appendices) and demonstrate that you are able to work in a scholarly manner and are acquainted with the principal works published on the subject of your thesis. The thesis must be of sufficient quality, both in content and style, to be considered acceptable (see Appendix B for general guidelines).

Before submitting a thesis for evaluation the student must complete all other program requirements. The student must also ensure that permissions to reproduce any copyrighted material (e.g., photos, images) in the thesis have been obtained. The student must be registered during the session in which the thesis is officially submitted for evaluation. However, during the evaluation period, the student is not required to register.

Students should also be aware that in each academic session, there is a cut-off date for submitting a thesis for evaluation. If this date is missed, there are financial and possibly other consequences. To check the dates, the "sessional dates" on the University Website should be consulted:

www.uOttawa.ca/important-academic-dates-and-deadlines/

When the thesis is ready for submission, the supervisor (and the co-supervisor, if there is one) fills out the form regarding the list of the evaluators (supervisor, the thesis committee member, and a

second evaluator who has not been involved in the preparation of the thesis). All the examiners of a thesis must be members of the FGPS from OLBI or the collaborating academic units. The form is then sent to the Academic Assistant, **Sylvie Thériault** (artsgrad@uOttawa.ca) (Desmarais 8166, 55 Laurier Avenue East).

This form and other required forms are available on the FGPS Website (<http://www.grad.uOttawa.ca/Default.aspx?tabid=2276>). (See also Appendix C for a list of links.)

At the time the thesis is submitted for evaluation, the supervisor(s) must sign the form (*Statement of the Supervisor for the Submission of the Thesis for Evaluation*), confirming that they have read the thesis and find it acceptable for submission to the examiners, and that all required approvals have been obtained. The student will then submit this form and 4 copies (5 copies if there is a co-supervisor), and the electronic copy of the thesis to the Academic Assistant. The Academic Assistant then sends a copy of the thesis, together with the thesis evaluation form, to each examiner. The 4th copy will be given to the Chair of the defence session.

The evaluators have a maximum of 4 weeks to evaluate the thesis and fill out the evaluation form to be sent back to the Academic Assistant, indicating if the thesis is ready for oral defence, or whether substantial revisions are needed prior to the defence. If the evaluators decide that the thesis is ready for defence, the Academic Assistant sets up the defence date in consultation with the supervisor, the student and the evaluators. If the thesis is not deemed ready for defence by the evaluators, the thesis must be revised and resubmitted for evaluation to the examiners, and new evaluation forms (*Thesis Examiner's Report for Revised Thesis*) need to be filled out. A candidate whose thesis, following initial evaluation, requires revision and re-evaluation by the examiners, must re-register. The deadline for submitting the revised thesis at the FGPS is one session unless the FGPS has granted an extension. If the deadline is missed, the file will be closed.

After the oral defence (open to the public), the examiners indicate on the form whether the thesis is accepted, whether further revisions are needed, or whether the thesis fails to meet the standards required for the degree. If the thesis is accepted, the student has one month to make any necessary revisions, including all revisions or corrections specified at the defence, and prepare the final version of the thesis for submission, together with the form (*Approval of the final version of the thesis by the supervisor and co-supervisor*), available on the FGPS Website:

<https://ruor.uottawa.ca/submit-thesis.jsp>

If the revisions cannot be completed within one month after the defence, candidates must reregister and submit the final copy within one session. Candidates who are unable to submit within one session can apply for an extension, giving their reasons. They should use the form *Request for extension of the time limit to complete the requirements of a graduate degree*. If the submission deadline is missed and the FGPS has received no request for extension, the file will be closed. Under no circumstances can a candidate be recommended for the degree unless an acceptable final copy of the thesis has been submitted.

The regulations of the FGPS for the evaluation of theses, including the regulations for the submission

of the final version of a thesis, are outlined on The FGPS Website:
www.grad.uOttawa.ca/Default.aspx?tabid=1374.

Students are required to submit two hard copies (3 if there is a co-supervisor) of the final version of their thesis to the Academic Assistant (one for the supervisor and one for the OLBI collection), and the **electronic copy** of the thesis online using **uO Research** and following the necessary steps. Consult the FGPS Website or contact ruor@uOttawa.ca for more information re online submission of thesis.

These are stored in an institutional depository called uO Research. The objective is to allow ready access to the research output of the University. On the uO Research Webpage, to which there is a link from the FGPS Website, there is a checklist students can use to make sure they have completed all necessary steps. The [thesis submission help video](#) can also be viewed on the FGPS Website.

MA with Major Research Paper

Requirements

The MA with Major Research Paper (MRP) requires the successful completion of six courses and a major research paper:

- Two compulsory courses (BIL5101/5501 **and** BIL5102/5502), one of which must be taken in English and the other in French;
- Four elective courses (12 credits); and,
- Major Research Paper (BIL7998).

A maximum of two of your elective courses may be taken from other related programs offered across the University (e.g., Societies, Cultures and Languages concentration at the Faculty of Education) with the approval of the OLBI Director of Graduate Studies. An appropriate form must be filled out to make the request. In addition, you will be required to write a MRP on a selected topic under the supervision of a faculty member. Your faculty supervisor should normally be determined before the end of the first academic session. MRP supervision does not require FGPS membership. You should register the nomination of your supervisor and the topic of your MRP before the end of the second session if you are a full-time student, or before the end of the fourth session if you are a part-time student (see Appendix A), by filling out an OLBI internal form (available from the office of the Director of Graduate Studies and the Academic Assistant). Before submitting your MRP, you must have completed all other requirements of your program.

Major Research Paper (BIL7998)

The MRP does not require a proposal or an oral defence. It should be approximately 12,500 words in length (excluding bibliography, notes and appendices), and must demonstrate that you are able to work in a scholarly manner and are acquainted with the principal works published on the subject of your topic. It requires an informed and a critical review of the literature on your selected topic. It can be original research, involving new data, original analysis of existing data, a case study, or a more theoretical paper. The MRP must be of sufficient quality, both in content and style, in order to be

considered acceptable (See Appendix B for general guidelines).

To submit the MRP, you must provide the Academic Assistant with a hard copy as well as the e-copy of your paper, together with a signed *Statement of the Research Paper Supervisor for Submission of the Research Paper for Evaluation* form (available from the office of the Director of Graduate Studies, and the Academic Assistant), confirming that he/she has read the paper and finds it acceptable for submission. The deadline for submitting a MRP in a given session is the last working day of the last month of that session (i.e., the last working day of December, April, or August).

Once the MRP has been submitted, it has to be evaluated by a second reader designated by the OLBI Director of Graduate Studies. Any regular member of OLBI's academic staff can supervise or serve as reader of a MRP, as can a member of another affiliated department or faculty at the University of Ottawa. The Academic Assistant records the date of receipt of the MRP and then forwards the paper to the appointed evaluator, together with a *Major Research Paper Approval* form, indicating the date by which the report should be completed (normally within two weeks of submission). After completing the evaluation of the MRP, the evaluator returns the signed form to the Academic Assistant, along with the copy of the paper. The MRP will be graded 'S' (satisfactory) or 'NS' (not satisfactory) by the supervisor and the second reader. If revisions are required, the reader should indicate them on the hard copy/e-copy of the MRP itself or in a separate report.

In the case of required revisions, your supervisor should first discuss with the reader what revisions are required, and then meets with you concerning the revisions and sets a deadline for submission of the revised MRP. Your supervisor may also encourage you to discuss revisions directly with the reader. Once completed, the revised version of the MRP is submitted along with a new signed *Statement of MRP Supervisor* form to the Academic Assistant. The revised MRP and an *Approval of Revised MRP* form are then sent to the reader, asking for re-evaluation within two weeks.

If we are in a different academic session by the time the negative verdict is given and the paper has to be revised, you need to register again.

If you do not submit the revised paper by the deadline or if the reader evaluates the revised version as "unacceptable," the Academic Assistant will report a failing grade (NS) to the Faculty of Graduate and Postdoctoral Studies. The Chair of the Graduate Studies Committee will then inform you of this action, with copies of the letter going to the supervisor, reader, and Director of OLBI.

You have the right to appeal a supervisor's decision not to sign the *Statement of MRP Supervisor* form, an unfavorable evaluation by a reader, or a reader's judgment that a revised MRP is still unacceptable.

Once your MRP is deemed acceptable, you must submit two hard copies of the final version of the paper (one copy for the supervisor, and one copy for the OLBI collection) to the Academic Assistant as soon as possible (four weeks maximum). The Academic Assistant then informs the FGPS that the MRP has been awarded a passing (S) grade.

By registering in a graduate program at the University of Ottawa, you implicitly agree to the use of

your MRP for research purposes. When the final copies are submitted, you must sign and submit the *Permission to Reproduce and Distribute the MA MRP* form, in which you give consent to the use of your MRP for loan and for consultation in accordance with University regulations.

REGULATIONS GOVERNING ACCEPTABLE ACADEMIC PERFORMANCE

Minimum Standards

The passing grade in all MA courses is C+. Students who fail two courses (equivalent to six credits), or the thesis proposal or whose research progress is deemed unsatisfactory must withdraw from the program.

Submission of Assignments in Graduate Courses

Students are expected to complete all assignments by the dates specified in the course outline. The final grade must be submitted by a specific deadline at the end of the session.

No extensions will be granted unless the circumstances are exceptional (e.g., health problems). A medical certificate from a physician or University of Ottawa Health Services must accompany the *Request for a Deferred Mark* form.

Where an extension is granted to a student, the professor concerned submits a mark of "DFR". Under a regulation of the FGPS, however, all deferred grades (DFR) awarded to students at the end of a session must be replaced by a final grade within 40 days. If this is not done, the "DFR" becomes an "EIN" (incomplete - a failure) at the end of the 40-day period. All extensions beyond 40 days (maximum: one academic session) must be approved by the Executive Committee of the FGPS and will be granted only for reasons clearly beyond the student's control.

The symbol ABS (absent, no work submitted) is used when students have not attended a course and have failed to inform the University in writing of their withdrawal within the time limits specified in the University calendar. This symbol is equivalent to a failing grade.

General Regulations

See the FGPS website for general regulations governing all graduate programs (passing grade, number of credits per course, examinations, etc.).

Academic Fraud, Plagiarism and Research Ethics

For more information on research ethics and intellectual property see:
www.grad.uOttawa.ca/Default.aspx?tabid=1378.

Appeal Procedure

For information on general regulations of the University, including examinations, grading, and appeals, see the FGPS website. The **Graduate Students' Association** (GSAÉD) provides a free service through its Student Rights Centre for help and support to all students who wish to appeal decisions made by the administration of the University; see: www.sfu.ca/rights. Students may also consult with the University Ombudsperson: www.uOttawa.ca/ombudsperson.

Annual Research Progress Report

All graduate students registered in a thesis program must submit an *Annual Progress Report* by mid-April, which allows the FGPS to better monitor the progress of students in their thesis activities and ensure that they are making systematic and consistent progress in their research.

You must complete and sign the form and submit it to your supervisor. Your supervisor will then complete and sign the appropriate parts of the form and submit it to the Director of Graduate Studies, who will then sign the form and forward it to the Faculty. More information regarding the annual research progress report is found at: www.grad.uOttawa.ca/Default.aspx?tabid=4141.

In the case of an unsatisfactory report, you will be informed of the imposed recommendations to follow; for example, you may be asked to 1) submit a detailed study plan; 2) establish more detailed goals with your thesis supervisor; or 3) meet with your thesis committee. OLBI's Director of Graduate Studies will also assess the situation and may recommend other steps. In some instances, the Director may refer the file to the Graduate Studies Committee and permission to re-register may be withheld.

The FGPS may recommend further steps upon reviewing a student's report. After two successive unsatisfactory reports, the FGPS may refuse permission to continue to register in the program of study. This means, in effect, that you must withdraw from the program.

Four months after being informed that your report was unsatisfactory; you will be asked to submit a new progress report, by following the same process as the first report. You must make sure that you follow the proposed recommendations in order to remedy the situation as soon as possible.

If you fail to submit a progress report, your access to registration will be blocked until you remedy the situation. Not registering could have a major financial impact and may eventually lead to your academic file being closed without further notice. Any scholarship may be suspended or cancelled.

REGULATIONS GOVERNING REGISTRATION AND CLASSIFICATION OF STUDENTS

Residence

Students admitted full-time must register full-time for at least three consecutive academic sessions.

Duration of the Program

Full-time students are expected to fulfill all requirements of the thesis option within two years and of the MRP option within 16 months. The maximum time permitted in both program options for both full-time and part-time students is four years from the date of initial registration in the program. See Appendix A for anticipated progress of both full-time and part-time students within each program option.

Requests for Leave of Absence or Extension of Program

MA students have 12 academic sessions (four years) to complete their program according to the regulations of the FGPS. After six sessions of registration (two years), MA students must present an internal extension request. This is done by sending an email to the Academic Assistant explaining delays in the progress of the research, the work that remains to be done, and the expected date of completion of the thesis or MRP. The request is then transmitted to OLBI's Graduate Studies Committee. If you do not think you will be able to submit the thesis or MRP within the normal 12 academic sessions time period, you must submit an extension request to the Academic Assistant **at least one month prior to the normal deadline date**, using the FGPS form. The Graduate Studies Committee will consider your request and will transmit its recommendation to the FGPS. If you wish to take a leave of absence for valid reasons, you must first read very carefully the relevant FGPS regulations and complete the FGPS form. The Academic Assistant will bring your request to the attention of the OLBI Graduate Studies Committee, who will then transmit their recommendation to the FGPS. It is very important to annex all supporting documentation (e.g., medical certificate) to the form.

Full-Time Students

To be considered full-time, students must:

- pursue their studies as a full-time occupation;
- identify themselves as full-time graduate students;
- be designated by the University as full-time graduate students;
- be geographically available and visit the campus regularly;
- be considered to be full-time graduate students by their supervisor.

Note that full-time students are not normally allowed to work more than 10 hours per week (on campus or outside campus). Complete details may be found at:

www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Inscription

Part-Time Students

All registered graduate students who do not meet the requirements of full-time status as defined above are part-time graduate students. Part-time students may not be registered in more than six credits per academic session. The following are the equivalent of two three-credit courses: thesis, major research paper, or a full (six-credit) course.

Special Students

The category of special student describes students who wish to take certain graduate courses without intending to complete a graduate degree and without being subject to the requirements of a particular graduate program. Special students may enroll in graduate courses provided they obtain the approval of the academic unit concerned and of the FGPS. They must comply with regulations pertaining to the courses for which they register, such as attendance requirements, assignments, examinations and passing grades.

International Students

The International Office offers support to students from abroad. It is located in Tabaret Hall, Room M386 at 550 Cumberland Street, tel. 613-562-5847. For frequently asked questions and documents (Government, including the Canada Revenue Agency, permits, visas, health insurance, etc.), including financial aid, see: www.international.uOttawa.ca/en/study-at-uOttawa/international-admissions#step3.

Transfers from Other Programs and Universities

All students are normally expected to complete the major part of their program requirements while registered in the program at the University of Ottawa. Details about equivalencies and transfers may be found at: www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Exigences.

Auditors

Students wishing to attend courses without completing assignments and writing examinations must register as auditors. Auditor status must be indicated at the time of registration, from the beginning of the academic session in which the course is offered. Changes from auditor to credit status, or vice versa, are not accepted after the closing date for course changes of the session concerned. For courses that have been audited, the student's official transcript will show the notation "AUD". Auditors are subject to the attendance requirements set for the course.

REGISTRATION

The Director of Graduate Studies or your supervisor will assist you with the selection of your courses and go over your degree requirements. You must log on to the online registration to Rabaska and enroll for your courses. You must register even if you are not enrolled in any courses. Students are responsible for verifying their confirmation of registration, which is available via Web-based student services at uoZone: www.uOttawa.ca/en/students.

You can obtain your student ID card at InfoService located in Tabaret Hall **after** you have registered.

SCHOLARSHIPS AND OTHER FINANCIAL AID

Financial aid is available to full-time MA students. For up-to-date information on scholarships and financial support available to Canadian citizens and permanent residents, please see the FGPS website: www.grad.uOttawa.ca/Default.aspx?tabid=1459.

Awards are available from both internal and external sources, and a partial listing follows. For additional information on scholarship applications, consult: www.grad.uOttawa.ca/Default.aspx?tabid=1467.

For awards and financial support for international MA students visit: www.uottawa.ca/graduate-studies/students/awards/international-masters.

Admission Scholarships

The University of Ottawa offers financial assistance of at least \$30,000, i.e. at least \$15,000/year over a period of two years to students in the **MA with Thesis** program. This admission scholarship will be given on the recommendation of the academic unit to any student whose admission average is 8.0/10 or more and who registers full-time for the duration of the scholarship (6 consecutive academic sessions). This financial support includes:

- \$7,500 paid by the FGPS per year
- A matching component offered by the academic unit in form of teaching or research assistantships or soft-funded scholarships worth at least \$7,500 per year.

For students in the **MA with Major Research Paper** option, the University offers financial assistance of at least \$15,000 for one year. The admission scholarship will be given on the recommendation of the academic unit to any student whose admission average is 8.0/10 or more and who registers full-time for the duration of the scholarship (3 consecutive academic sessions). This financial support includes:

- \$7,500 paid by the FGPS
- A matching component offered by the academic unit in form of teaching or research assistantships or soft-funded scholarships worth at least \$7,500.

Graduate Scholarships

The Graduate Scholarship in the amount of \$2,000 per session will be given on the recommendation of the academic unit if you meet the eligibility criteria.

Excellence Scholarships

Excellence Scholarships, equivalent to tuition fees, are awarded by the FGPS to recipients of major external awards (OGS, SSHRC) for each year that the award is held. In the event that a student wins an external award, the Admission Scholarship is replaced by the Excellence Scholarship. The Excellence Scholarship includes guaranteed funding from OLBI for one Teaching Assistantship per year.

External Awards

Full-time students (Canadian citizens or permanent residents) with an excellent academic record (an average of at least 8.0/10 or A-) registered in the MA with Thesis option may apply for an external scholarship to a variety of funding agencies.

Social Sciences and Humanities Research Council (SSHRC)

Value of \$17,500 per year at the MA level. You submit your application to the Academic Assistant for graduate studies before the deadline.

Ontario Graduate Scholarships (OGS)

Value of \$15,000 per year at the MA level. OGS applications must be submitted to the Academic Assistant for graduate studies by the deadline.

Other Awards, Bursaries and Grants

The **Association of Professors of the University of Ottawa (APUO)** annually offers an award of \$500 to approximately 60 students. To be eligible for the award, an applicant must be a full-time student of the University of Ottawa, must continue full-time studies at the University of Ottawa in the session following the application, and must demonstrate financial need and academic merit. Application forms are available at the office of the APUO in September of each year, and the deadline is usually in November. See www.apuo.ca/member-services/awards/student.

The **Association of Part-Time Professors of the University of Ottawa (APTPUO)** annually offers seven Student Awards in the amount of \$500 each, to students who can demonstrate financial need and academic merit. To be eligible for the award, an applicant must be a full-time student who is not a part-time professor and does not fall under the jurisdiction of the APTPUO. The student must have completed one year of university studies or the equivalent, and must continue full-time studies at the University of Ottawa in the session following the application. Application forms for the *Student Award Program* are available from the Awards Office. Applications for this award will only be accepted from students who have already filed an application for financial aid with the Financial Aid and Awards office or the International Office. See www.aptpuo.ca/en/faq/grants/student-bursaries.

The FGPS has a **Conference Travel Grant Program** which aims at providing students with the opportunity to exchange ideas with recognized researchers in their field. Full-time graduate students registered in a MA with thesis program at the University of Ottawa are eligible. Applications must be submitted before the conference takes place and are evaluated monthly. Decisions are announced at the beginning of the following month. No retroactive awards will be made. Application forms are available online: www.grad.uOttawa.ca/Default.aspx?tabid=1471.

The Faculty of Arts has a **Student Travel Fund** to support full-time students' study and research in Canada or abroad, essential to the student's program in the Faculty of Arts. Application must be made by March 1 to the Office of Vice-Deans, Faculty of Arts (hferrato@uOttawa.ca; Simard Hall, # 109; 613-562-5335).

The **Graduate Students' Association (GSAÉD)** (www.uOttawa.ca/gsaed) offers travel grants to graduate students under its Academic Projects Fund. The primary purpose of this fund is to provide monies for graduate students who are most in need of financial support to attend or to present papers at conferences. All successful candidates will receive reimbursement of funds after they have attended or presented at the conference. The secondary purpose of this fund is to provide, on a competitive basis, limited funds for the support of departmentally sponsored academic projects. In order to be eligible for a grant from this fund, a student must have first applied to the FGPS for a travel grant.

The **Financial Aid and Awards** office has a special fund for students experiencing financial difficulty. Students must meet with a counsellor to determine eligibility. Contact the office in the Desmarais Building, Room 3106 or 613-562-5734.

Student Insurance is provided by the GSAÉD. Enrolment is automatic and compulsory for full-time students. Part-time students may obtain coverage by applying at the GSAÉD office before September 30th and paying the appropriate fee. If a student is fully covered under another plan, proof is required for cancellation of the fee. This insurance covers

80% of the cost of prescription drugs and provides various other benefits, including a small life-insurance policy. Full details can be obtained from the GSAÉD.

Student Associations

The following student associations represent your interests while you are registered as a graduate student in our program at the University of Ottawa:

- **The Bilingualism Studies Graduate Students Association**
The Association represents the interests of all graduate students at OLBI. It holds meetings to discuss policies affecting graduate students, informs students about events at OLBI, and plans social activities or conferences. A meeting is held every September to elect graduate students to the Association executive. Students may also serve as representatives to the OLBI Graduate Studies Committee (GSC), the conference committee of CCERBAL, the Departmental Assembly, or other campus organizations such as the Graduate Students' Association.
- **The Graduate Students' Association (GSAÉD)**, of which you are automatically members, is composed of the graduate associations of the various academic units at the University of Ottawa. Among the benefits of membership in the GSAÉD are access to health and dental insurances plans, a free International Student Identity Card, and conference travel grants. Complete details about the GSAÉD's services and benefits may be found at: www.uOttawa.ca/gsaed. The office is located at 601 Cumberland Street.

LIBRARIES

Julien Couture Resource Centre

To facilitate second language learning and teaching, a number of resources are made available to the students and teachers through the OLBI Julien Couture Resource Centre. The Centre has been divided into two sections, Teaching and Learning, each section organized to serve the needs of teachers and students respectively. The Teaching section offers a wide range of practical and theoretical materials to teachers of English as a Second Language (ESL) and Français langue seconde (FLS) and for researchers in the field of second language acquisition, assessment and teaching. The collection includes research journals, theoretical volumes, course textbooks, reference materials (dictionaries, etc.) and audio-visual aids.

Location: MHN 02B, 70 Laurier Avenue East

More information: www.olbi.uOttawa.ca/julien-couture.php

Tel.: 613-562-5800, ext. 3386

Morisset Library

One of the main University's libraries, the Morisset Library houses the University's Arts and Science collections. The Library comprises a general collection, Media Resources, and Archives and Special Collections. The Morisset Library collection is bilingual, meaning that the library collects primarily in two languages: English and French. The library's priority is to support classes taught in French and English, and research carried out by bilingual scholars.

Location: Morisset Hall, 65 University Street

More information: www.biblio.uOttawa.ca/html/?lang=en

Research and Learning: 613-562-5213

Circulation: 613-562-5212

The Faculty of Education Resource Centre / Le Centre de ressources de la Faculté d'éducation also offers helpful resources and services to graduate students.

More information: www.education.uOttawa.ca/en/about/centre

Student Services

For the complete range of student services available, including associations, athletics, clubs, parking, health, housing, bookstore, see: www.uOttawa.ca/students.

Student Academic Success Service (SASS)

SASS is a network of services and programs that complement classroom learning and support academic and professional goals. See: www.sass.uOttawa.ca/en.

- Academic Writing Help Centre: www.sass.uOttawa.ca/writing
- Access Service: www.sass.uOttawa.ca/access
- Career Services: www.sass.uOttawa.ca/careers
- Counseling and Coaching Service: www.sass.uOttawa.ca/personal
- Graduate Studies Mentoring Centre: www.sass.uOttawa.ca/mentoring/graduate

COURSE OFFERINGS FOR 2016-2017

Information on course offerings and schedules: www.timetable.uOttawa.ca

Fall 2016

BIL5101 Issues in Bilingualism Studies (3 cr.)

Theories of language and language learning. Social factors, processes, conditions, and learner factors in second language learning. Bilingualism, multilingualism, and cross-cultural communication. Political, social, and cultural factors in planning and implementing language policy. Language planning and policy evaluation. Research applications in these areas.

Professor: Sima Paribakht

BIL5108 The Politics of Language, Power and Identity: Canada and the World (3 cr.)

Exploration of the politics of language, language policy, planning and practice of “global” languages in a second, minority or foreign language teaching contexts. Critical evaluation of social control of language use and through language. Macro (national) to micro (classroom) contexts of teaching. Reproduction, resistance and transformation of sociopolitical and linguistic ideologies and practices.

Professor: Sylvie Lamoureux

BIL5504 Tendances et enjeux de la recherche en apprentissage des langues assisté par ordinateur (3 cr.)

Analyse critique des tendances et enjeux de la recherche portant sur la conception, l’intégration, l’utilisation et l’évaluation du multimédia et des technologies de l’information et de la communication en apprentissage des langues assisté par ordinateur (ALAO). Vue d’ensemble des méthodes innovantes de recherche et développement sur les outils ainsi que techniques utilisées en ALAO.

Professor : Marie-Josée Hamel

Winter 2017

BIL5502 Méthodologies de recherche en études du bilinguisme (3cr.)

Approches méthodologiques à la planification d'études pour les études sur l'apprentissage et l'usage des langues secondes. Application des méthodes statistiques. Approches expérimentales et quasi-expérimentales. Méthodes quantitatives et qualitatives.

Professor: Jérémie Séror

BIL5503 Évaluation de la compétence en langue seconde (3 cr.)

Questions théoriques se rapportant à l'évaluation des habiletés en langue seconde. Cadres descriptifs et standards d'évaluation des habiletés langagières réceptives et productive. Évaluation de la connaissance lexicale et grammaticale. Construction de tests de langue. Développement d'échelles de mesure. Revue et critique des tests commerciaux.

Professor: Beverly Baker

BIL5106 Adult Second/Foreign Language Skills Development (3 cr.)

Critical examination of the theoretical principles underlying learning of the major language skills (listening, speaking, reading and writing) and component skills (grammar, vocabulary and pronunciation). Survey of research and practice related to learning language skills.

Professor: Nikolay Slavkov

APPENDIX A

Anticipated / normal progression of full-time and part-time students (MA with thesis and MA with research paper) – MA in Bilingualism Studies (OLBI/ILOB)

TABLE 1: Anticipated progression of full-time students (MA with thesis)

Year	Fall Session	Winter Session	Spring & Summer Sessions
1	BIL5101/BIL5501 1 Elective course Assignment of thesis supervisor(s)	BIL5102/5502 1 Elective course Registration of thesis topic & supervisor(s)	BIL7990 Thesis proposal registration, preparation and oral defence
2	BIL7999 Master's thesis (research)	BIL7999 Master's thesis (writing & oral defence)	

TABLE 2: Anticipated progression of full-time students (MA with research paper)

Year	Fall Session	Winter Session	Spring & Summer Sessions
1	BIL5101/BIL5501 2 Elective courses Assignment of supervisor	BIL5102/5502 2 Elective courses Registration of research paper topic & supervisor	BIL7998 Research paper

TABLE 3: Anticipated progression of part-time students (MA with thesis)

Year	Fall Session	Winter Session	Spring & Summer Sessions
1	BIL5101/BIL5501 Assignment of thesis supervisor(s)	Elective course Registration of thesis topic & supervisor(s)	
2	BIL5102/5502	Elective course	BIL7990 Thesis proposal registration, preparation and defence
3	BIL7999 Thesis (research)	BIL7999 Thesis (research)	BIL7999 Thesis (research)
4	BIL7999 Thesis (research & writing)	BIL7999 Thesis (writing)	BIL7999 Thesis (writing & oral defence)

TABLE 4: Anticipated progression of part-time students (MA with research paper)

Year	Fall Session	Winter Session	Spring & Summer Sessions
1	BIL5101/BIL5501 Assignment of supervisor	Elective course	
2	BIL5102/5502	Elective course Registration of research paper topic & supervisor	
3	Elective course	Elective course	BIL7998 Research paper
4	BIL7998 Research paper	BIL7998 Research paper	

APPENDIX B

General Guidelines for Thesis and MRP Format and Style

Order of elements of theses and MRPs:

- 1) Title page
- 2) Abstract (thesis only)
- 3) Acknowledgements
- 4) Table of contents
- 5) Lists of graphics and tables
- 6) Chapters and notes
- 7) Appendices
- 8) Bibliography

Title page

The title page contains the title of the thesis or MRP, centered in the top quarter of the page; the word “by” followed by the name of the author, in the middle of the page; the statement “A Thesis (or Major Research Paper) Submitted to the Faculty of Graduate and Postdoctoral Studies in Partial Fulfillment of the Requirements for the Degree of MA in Bilingualism Studies”, in the last third of the page; just below should be written “University of Ottawa”; and finally the International Copyright notice, “© year, name of author” at the bottom of the page.

Consult the FGPS website for a cover page template:

www.uOttawa.ca/graduate-studies/students/theses
www.uOttawa.ca/graduate-studies/as_pdf/students/general-regulation/2016/82/92

Abstract (thesis only)

The abstract consists of a 350-word, double-spaced, description of the subject of the thesis that highlights its main conclusions and results. It is very important that this abstract accurately reflects the content of the thesis.

Acknowledgements

The acknowledgements should include an expression of appreciation to purveyors of financial assistance (scholarships, grants, research or teaching assistantships), to professors who provided intellectual assistance (including the supervisor), and to other people who provided support (family, friends).

Table of contents, other tables and lists

The table of contents is a list of the titles and page numbers of the abstract, acknowledgements, table of contents, lists of graphics and tables, chapters, important subsections of chapters, appendices and bibliography. Arabic numerals are employed for both chapters and subsections. The titles of chapters are in capital letters. The titles of subdivisions are indented and in small letters, with the exception of

the first letter of the first word.

Tables and graphics (charts, illustrations, maps and diagrams) which appear in the thesis or MRP are listed separately on the page(s) following the list of chapters. Separate lists are made for tables, charts, illustrations, maps and diagrams, in that order. Use a separate page for each category. Each list includes the number of the graphic or table, a brief title in small letters, and the number of the page on which it appears. Only the first letter of the first word in each title is capitalized. Arabic numerals are used to number graphics and tables.

Chapters and appendices

The number of the chapter is typed in capital letters and Arabic numerals, and is centered. The title, in capital letters, is two single spaces below the number, and reproduced exactly as it appears in the table of contents. If you elect to break your chapters up into subdivisions, then each subdivision is identified as it appears in the table of contents, and is aligned with the main body of the text along the left side of the page. Appendices are placed after the conclusion. The pages of the appendices are numbered consecutively with the pages of the body of the thesis or MRP.

Notes, references and bibliography

Notes are placed at the bottom of the page. All the references in the footnotes must be in the general bibliography. For the style of references, citations and bibliography, you are advised to follow the guidelines outlined in the latest edition of the *APA* (American Psychological Association) *Publication Manual*.

General organization of text

- The original copy of a thesis or major research paper (MRP) is printed on 21.5 x 28 cm (8.5 x 11") good quality paper.
- The text must be in 12-point font size. The footnotes must be in the same font as that of the text.
- The main text is double spaced. Footnotes are single spaced. Quotations longer than three lines are indented and single spaced.
- The pages bearing the preliminary sections of the thesis or MRP (title page, abstract, acknowledgements, table of contents, lists of graphics and tables) are numbered with small Roman numerals. The title page is page i, but the number does not appear. The body of the thesis or MRP, beginning with the first page of the introduction, must be numbered with Arabic numerals.
- You may either use Arabic numerals throughout the thesis or MRP, or spell out numbers that can be written in one or two words, and use Arabic numerals for the others. Numbers that begin sentences are always spelled out.

APPENDIX C

Useful Links

The Faculty of Graduate and Postdoctoral Studies Forms and Guides

(Consult the FGPS website for updates.)

Forms:

www.uOttawa.ca/graduate-studies/students/forms

www.uOttawa.ca/etudes-superieures/etudiants/formulaires

General regulations of the FGPS and the related guides:

www.uOttawa.ca/graduate-studies/students/general-regulations

Theses (steps, including writing)

www.uOttawa.ca/graduate-studies/students/theses

www.uOttawa.ca/graduate-studies/as_pdf/students/general-regulation/2016/82/92

Website for useful information for graduate students:

www.mygradskills.ca