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## History Graduate Students' Association (HGSA)

[www.aedhgsa.ca](http://www.aedhgsa.ca)

Twitter: @AEDHHGSA

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The History Graduate Students' Association (HGSA) is dedicated to representing the interests of all graduate students in the department. Accordingly, the HGSA offers a variety of services and provides information and advice to graduate students in the Department. Specifically, the HGSA offers guidance regarding scholarships and bursaries, departmental events, policies affecting graduate students, faculty rules and regulations, in addition to organizing social and academic events. The HGSA also provides students with the opportunity to work closely alongside their peers and faculty members, providing valuable experience and networking opportunities.

### Members of the HGSA executive, 2015-16

- President: Mélanie Morin [president@aedhgsa.ca](mailto:president@aedhgsa.ca)
- Vice-president External: TBD (To be determined, Fall 2015)
- Vice-president Internal: Logan Scott [lscott077@uottawa.ca](mailto:lscott077@uottawa.ca)
- Vice-president Finance: TBD
- Secretary-archivist: TBD

We are currently seeking nominations for the following positions: VP External, VP Finance, and Secretary-archivist. Elections will be held at the bi-annual general meeting in October and all students are encouraged to participate.

In addition to these roles, the HGSA also consists of executive committees. In October, we will be seeking representatives for the following:

- Graduate Studies Committee (History Department) (1 PhD, 1 MA)
- Departmental Assembly (History Department) (1 PhD, 1 MA)
- GSAED (University-wide Graduate Student Association) (1, 1 alternative)
- CUPE (the Graduate Students' Union) (1)
- CHA (Canadian Historical Association) Representative (1 PhD, 1 MA)
- Pierre Savard Conference Chair (1)

New students are actively encouraged to participate and descriptions of each position are available in the HGSA constitution, which can be found on the official HGSA website:

[http://www.aedhgsa.ca/en\\_docs.htm](http://www.aedhgsa.ca/en_docs.htm).

### Monthly General Meetings

Depending on the availability of our members, monthly meetings of the Association are held at the Graduate Students House, located at 601 Cumberland Street. All students are invited to attend to discuss matters of administration and to help plan future activities. Students will be notified of upcoming meetings, including the time and location, via email.

## **Pierre Savard Graduate Students Conference**

Since 2005, the History Graduate Students' Association has been organizing and hosting the Pierre Savard Conference. The Pierre Savard Conference, held in honour of a former professor from the Department, is a general-interest academic conference for graduate students in history across the country. The conference's aim is to encourage and promote graduate students' research within an academic environment, emphasizing intellectual exchange and discussion, and to provide valuable conference experience for budding academics.

This past April, the eleventh edition of the conference was held. Over the course of two days, eighteen students presented their research along with two keynote speakers. The conference was a success and the HGSA, along with your participation, hopes to make this year's even better.

**Note:** The Pierre Savard Graduate Students Conference is a great platform to launch your academic career. Not only does it provide an opportunity to gain experience presenting research in an academic setting, the conference also gives students a chance to engage with the work of their peers. With a supportive audience filled with colleagues and advisors, and the opportunity to feel at home and sleep in your own bed, it is an ideal stepping stone towards other conferences.

Please contact an HGSA representative to get involved with the Pierre Savard Conference Organisation Committee and learn how academic conferences are organized. With your participation, we can organize a conference to remember!

## ***Strata* Review**

*Strata* is the Department of History's graduate student journal. The journal's content is both peer-reviewed and bilingual, and it is entirely managed by graduate students from the University of Ottawa. Put briefly, *Strata* offers graduate students the opportunity to share their work; not only do students benefit from having their research published, but they will also gain useful insight into the peer review process. Contributing to this review, as a team member or a contributor, not only affords students the opportunity to learn more about publishing in the academic world, but also provides the opportunity to engage with your colleagues and their research.

Founded in the summer of 2009, *Strata* publishes articles and book reviews in both of Canada's official languages. Between 2009 and 2013, five issues were published digitally, and three were published in

## **Interested in participating in *Strata*?**

We are currently seeking creative, dynamic students, to be part of the *Strata* editors' team. We are seeking candidates for the following positions:

Communications Officer (1)  
Francophone Submissions Officers (1)  
Anglophone Submissions Officers (1)  
Editors (book reviews) (1 or 2)  
Editors (Multiple positions available)  
Editor-in-Chief (1)

Interested? Please let us know at [president@aedhgsa.ca](mailto:president@aedhgsa.ca).

print. One of the HGSA's primary objectives for 2015-2016 is the revival of *Strata*, so volunteers will be greatly appreciated. Website: <http://artsites.uottawa.ca/strata/en/about/>

### **Social Events**

In addition to academic activities, the HGSA also organizes fun, informal events. Students will learn about these activities via email and by consulting our Facebook page; events will also be promoted during our monthly meeting. Examples of some of our most successful reoccurring events include pub nights, billiards nights, and games nights, including our famous annual HGSA trivia competition. With that said, the HGSA is always open to new ideas for social events. Please do not hesitate to forward suggestions to the VP Internal and keep an eye out for these events; they are a great way to alleviate stress and to engage with your peers outside of class.

The HGSA also organises fund-raising activities. Our annual book sale is a key example of this and it will be held during the winter semester. Students and professors will be encouraged come and peruse the large selection of books we have available and books donations will be accepted. Moreover, volunteers will be required to help set up and monitor the events. Please send any questions regarding the book sale or volunteering to the VP Internal.

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### **Essential Info**

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**Student Mailbox:** A file folder in the filing cabinet, located in room DMS9149, will be assigned to you in September. All university communications, particularly those concerning TAs, will be placed there so please check it frequently.

**Language Requirement:** Students must enroll in the language requirement on Rabaska (HIS5599), unless they intend to take a graduate seminar in a language other than your program language.

**\*Please see details in the Department of History's Student Guide.**

**The Student Guide can be found here:**

<http://arts.uottawa.ca/sites/arts.uottawa.ca.history/files/guide-grad-history.pdf>

### **Study Space**

Because space on campus is limited, students do not have their own individual offices. However, students can find ample space to study, read, or simply lounge in the following locations:

**Grad Lounge:** 9149 Desmarais, 9<sup>th</sup> floor – with multiple workspaces, some storage areas, and a large table, this space is used for both study and socializing. It is the operations base for graduate students, and you will find your departmental mail folder in the filing cabinet.

**DMS 2170:** Desmarais, 2<sup>nd</sup> floor – study space with computer lab. This is the base of operations for many of the Faculty of Arts' student associations, including the Undergraduate History Students' Association (HSA) and the History Graduates Students' Association (HGSA).

**TA Offices:** Desmarais 9128, 9129, 9141- if you have a TA position, this is where you will be meeting your students. Offices are shared, so please be mindful of your colleagues. If you have a TA position, please consult Camille Charbonneau, the faculty secretary, who will assign you an office and give you a key. Please note: a small, refundable deposit is required by the Departmental secretary.

Starting in September, a sheet will be posted outside each office for students to reserve a time slot for their office hours. If a conflict does occur and two TAs need the office simultaneously, the secretary (Camille Charbonneau) will provide a temporary key for one of the other offices.

**Morisset Library:** Quiet study carrels are available on most floors (NOTE: you may want to avoid the 5<sup>th</sup> floor as it tends to be quite noisy), quick access to books as needed, and a coffee shop on the ground floor.

The Morisset library also offers 154 graduate study carrels equipped with lockable cabinets, power outlets, data ports and task lighting. Each carrel is shared by two students. Located on the 6<sup>th</sup> floor, graduate study carrels are assigned annually, from September 1<sup>st</sup> to September 30<sup>th</sup> of the following year. New applications are accepted throughout the year.

Please note: carrels are limited in number so applicants may be placed on a waitlist; students can apply online (<https://biblio.uottawa.ca/en/services/students/study-carrel-request>) or in person at the circulation desk of Morisset library.

**Graduate Computer Lab:** Simard Hall, Room 332 – This quiet, spacious lab features internet access and free printing; however, students must bring their own paper. In order to access the lab, simply visit the front desk attendant at the end of the hall for a user name and password.

**Second Cup and Café Alt:** 153 Laurier Ave. E. and Simard Hall, Basement – These popular destinations feature live music, free wifi, meeting space and, of course, they provide a source of the all-important caffeinated beverage.

**Café Nostalgica:** 601 Cumberland St. – The grad student pub serves cheap breakfast and doubles as a quiet place to study in the mornings. Be sure to ask about the 20% discount for grad students!

Please note: students must present valid student card for discounts. Stickers indicating graduate student status are distributed upstairs in the Grad House.

**Library and Archives Canada:** 395 Wellington St. – Very quiet, few distractions, free wifi access, and access to the library's extensive non-circulating collection, LAC is one of the city's hidden treasures. Register online for a reader card one week prior to your first visit.

Please note: LAC has limited hours of operation, varying from one sector to another (e.g. scanner microfilms, manual microfilms, Reference floor, etc.) so please be sure to check with them before planning a study or research session.

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## Funding and Scholarships

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### Departmental Scholarship Workshop:

One of the keystone events of the Professional Development Series, the Departmental Scholarship workshop is a joint-initiative of the HGSA and the Department of History. The workshop will focus on proposal writing and scholarship applications, both crucial pillars of the graduate student career. The workshop will be held early in the year; the date and time is still to be determined. Please watch for an email to confirm details.

### **What is the Professional Development Series?**

This year, the Professional Development Series will consist of four workshops that address various components of the labor market and academic world. It is organized by the HGSA with the help faculty members, and students, both current and former, from the department. We strongly encourage you to participate in order to receive various tips and tricks that will contribute to your academic success as well as guiding your access to the labor market.

The planned workshops for this academic year include the following (the dates are not defined yet):

#### **Fall Term 2015**

1. Grants and Scholarships
2. Curriculum Vitae

#### **Winter Term 2016**

1. Writing
2. Jobs

### **External Scholarships:**

*Social Sciences and Humanities Research Council of Canada (SSHRC)* - Graduate Scholarships (MA and PhD) check the website on regular basis for updates on the deadline.

<http://www.grad.uottawa.ca/Default.aspx?tabid=1458>

*Ontario Graduate Scholarship (OGS)* – Graduate Scholarships (MA and PhD) check the website on regular basis for updates on the deadline. <http://www.grad.uottawa.ca/Default.aspx?tabid=1458>

Consult the Faculty of Graduate and Postdoctoral Studies for more information on available scholarships. The Graduate Awards Office occasionally offers Info Sessions and live chats, in addition to the Departmental workshops.

Please visit <http://www.grad.uottawa.ca/Default.aspx?tabid=1464> for more information.

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## Assistantship Positions (TA/RA) -FAQ

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### Useful information

- The orientation day for teaching assistants (TAs) will take place on Sunday, September 13, 2015. Registration is free and lunch and refreshments are courtesy of the Teaching and Learning Support Service office (TLSS). To view the day's schedule and register, please visit our website: [www.tlss.uOttawa.ca/ta](http://www.tlss.uOttawa.ca/ta).
- The Department of History published a 34 page essay guide in 2013 that can be an excellent tool for students and for TAs. It includes department regulations as well as resources for citations and stylistic concerns. It can be found here: [http://arts.uottawa.ca/sites/arts.uottawa.ca.history/files/history\\_essay\\_guide.pdf](http://arts.uottawa.ca/sites/arts.uottawa.ca.history/files/history_essay_guide.pdf)

### FAQs

#### 1. Where and when do I hold my office hours?

The secretary will assign you an office on the 9<sup>th</sup> floor of Desmarais and provide you with a key. A small deposit will be required, but it will be refunded once the key is returned. You will then choose a time slot on the sheet posted on the wall.

Please remember to keep the office space clean and free of garbage. Other students will be using it after you. Also, please remember to keep the door open to avoid putting yourself in a compromising situation.

#### 2. What do I do if I surpassed my contract's hours?

First, discuss it with your professor. If your professor proves to be unsympathetic, approach the Department Chair. Strict regulations are in place precisely to avoid such circumstances.

#### 3. What about marking? How do I go about doing this?

The professor should give you a marking sheet, but not all professors use this method, so be sure to get clear indication of the criteria to be used when marking.

#### 4. What do I do if students complain that I've been unfair?

Listen to their complaint and give it thorough consideration. Students may simply be reacting in the moment to a poor grade and, accordingly, may benefit from a cool-down period. If you cannot resolve the situation, refer the student to the professor. TA abuse or harassment is not tolerated within the Department so please do not hesitate to communicate any conflicts with the professor.

#### 5. Will I be evaluated in any way?

The professor typically fills out an evaluation form, which is added to your dossier. You will have access to this sheet. Professors often provide feedback throughout the semester, so do your best to maintain dialogue as you complete grading assignments.

#### 6. I have been handed a job description form. What do I do with it?

Discuss it with your professor, fill it out, and return it to the department. It will be a handy tool to determine the allocation of your hours for various tasks.

#### 7. What if I am not familiar with the subject I have been assigned?

Do not worry: this situation does arise from time to time. Please discuss it with the professor so that he/she is aware; make sure to consult marking sheets when evaluating papers; and attend classes as often as possible to take advantage of the opportunity to learn a new area of study.

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## Useful Addresses

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### **Department of History**

55 Laurier Avenue East, 9<sup>th</sup> Floor

Ottawa ON Canada K1N 6N5

Tel.: 613-562-5735

Fax: 613-562-5995

[history@uOttawa.ca](mailto:history@uOttawa.ca)

<http://www.history.uottawa.ca/>

### **Office Hours**

Monday to Friday

From 8:45 a.m. to 12 p.m.

From 1 p.m. to 4:30 p.m.

(June to August: closed at 3:30 p.m.)

### **Library and Archives Canada**

395 Wellington Street

Ottawa ON K1A 0N4

<http://www.bac-lac.gc.ca/>

**Hours of operation:** <http://www.bac-lac.gc.ca/eng/Pages/service-opening-hours.aspx>

### **Archives and Special Collections**

Morisset Library

University of Ottawa

65 University, Concourse (Level 0), room 039

Ottawa ON K1N 6N5

Telephone: (613) 562-5910

Fax: (613) 562-5133

E-mail: [arcs@uottawa.ca](mailto:arcs@uottawa.ca)

<https://biblio.uottawa.ca/en/archives-and-special-collections>

### **Centre for Research on French Canadian Culture (Centre de recherche en civilisation canadienne-française or CRCCF)**

Morisset Library

University of Ottawa

65 University, Concourse (Level 0), room 040

Ottawa ON K1N 6N5

Telephone: (613) 562-5877

Fax: (613) 562-5143

E-mail: [crccf@uottawa.ca](mailto:crccf@uottawa.ca)

<http://arts.uottawa.ca/crccf/>

### **Institute of Canadian and Aboriginal Studies**

University of Ottawa

William Commanda Hall, 52 University

Ottawa ON Canada K1N 6N5

Tel.: 613-562-5111

Fax: 613-562-5216

[canada@uOttawa.ca](mailto:canada@uOttawa.ca)

<http://arts.uottawa.ca/canada/en>

### **Centre for Interdisciplinary Research on Citizenship and Minorities**

Faculty of Social Sciences

120 University

Social Sciences Building

Room 5001

Ottawa, Ontario, Canada

K1N 6N5

Tel.: 613-562-5800 ext. 7235

Fax: 613-562-5350

[circem@uOttawa.ca](mailto:circem@uOttawa.ca)

<http://socialsciences.uottawa.ca/circem/>

### **Institute of Feminist and Gender Studies**

Faculty of Social Sciences

120 University

Social Sciences Building

Room 11002

Ottawa, Ontario, Canada

K1N 6N5

Tel.: 613-562-5791

Fax: 613-562-5994

[fem@uOttawa.ca](mailto:fem@uOttawa.ca)

<http://socialsciences.uottawa.ca/fem>

### **Non-Academic**

#### **GSAÉD (University of Ottawa Graduate Students' Association)**

601 Cumberland

Ottawa, ON K1N 6N5

(613)562-5935

[info@gsaed.ca](mailto:info@gsaed.ca)

Office Hours: Monday-Friday; 8:30-4

<http://gsaed.ca/>

#### **Nostalgica**

601 Cumberland

Ottawa, ON K1N 6N5

(613) 562-5800 ext. 3000

[nostalgica@gsaed.ca](mailto:nostalgica@gsaed.ca)

<http://cafenostalgica.ca/>

#### **The Royal Oak**

161 Laurier Avenue, East

Ottawa, ON K1N 6N5

(613) 230-9223

<http://www.royaloakpubs.com/laurier.html>

**The Draft Pub**

801 King Edward Avenue

Ottawa, ON K1N 7N9

(613) 234-4310

**The Urban Well**

244 Laurier Avenue, East

Ottawa, ON K1N 6P4

(613) 234-2914

[www.urbanwell.ca](http://www.urbanwell.ca)

**The Loft (Board Games Café)**

14 Waller St.

Ottawa, ON K1N 9C4

(613) 695-7529

[info@theloftlounge.ca](mailto:info@theloftlounge.ca)

[www.theloftlounge.ca](http://www.theloftlounge.ca)

**Avant-Garde Bar**

135<sup>1/2</sup> Besserer St.

Ottawa, ON K1N 6A7

(613) 321-8908

[info@avantgardebar.com](mailto:info@avantgardebar.com)

[www.avantgardebar.com](http://www.avantgardebar.com)

**Maclaren's**

301 Elgin Street

Ottawa, ON

(613) 236-2766

[info@maclarens.com](mailto:info@maclarens.com)

[www.maclarens.com](http://www.maclarens.com)

**Laurier Social House**

244 Laurier Ave. East

Ottawa, ON

(613) 799-6253

[info@lauriersocialhouse.com](mailto:info@lauriersocialhouse.com)

[www.lauriersocialhouse.com](http://www.lauriersocialhouse.com)