MFA
STUDENT HANDBOOK 2019-20

THE UNIVERSITY OF BRITISH COLUMBIA
Creative Writing Program
Faculty of Arts

Revised October 2019
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Communication

As you will be receiving email messages from UBC periodically, we strongly recommend that you add the UBC email server to your approved list of senders in any mail filtering software you use or which is employed by your email provider.

Your Student Services Centre (SSC) account

You are responsible for keeping track of your own fees, payment deadlines, etc. You can track these details via your Student Services Centre Account (https://ssc.adm.ubc.ca/sscportal/). This site is also where you can update any personal information (address, phone number, etc). Please make sure that if any of your personal information changes (especially your email address), you update your account as soon as possible. Failure to do so may mean that you will not receive important emails sent to class lists.

If you change your email address while you are a student, please update the CRWR program office as well as your student record with UBC, as we maintain a mailing list to communicate with students. Please do not unsubscribe from our mailing list: it will only be used for important notifications.

The Creative Writing Forum

This online forum is hosted and managed by the Creative Writing Program and acts as the information hub for all MFA students in both the on-campus and Optional Residency (online) streams of the Program.

It is mandatory that all MFA students (both on-campus and online Optional Residency) register for the Forum in advance of starting classes. Announcements and information about the program, including thesis details, awards, events, publishing, production and more, are provided here. Students can also arrange to have information forwarded directly to their email inbox once they’ve signed up.


To sign up, students visit the forum at http://forum.creativewriting.ubc.ca/
How to Sign Up for the Creative Writing Forum

Click the “Create Account” link on the main page. You should then fill in all of the fields on the registration page.

YOU MUST USE YOUR FULL NAME AS YOUR USER NAME. Please include capitalization and the space between first and last name (for example, ‘Alice Munro’). As you move from field to field you will be alerted to any problems with the information you have entered.

Please do not use the same password you use with your email account or UBC Campus-wide Login—this is extremely insecure.

The Registration Question answer is “UBC”. When you have filled in the form, click ‘Create Account’.

We will manually approve each registration. Once you have registered you won’t be able to use the forums until you have been approved. This usually takes less than a day unless you are registering on a weekend or holiday.

Subscribing to individual topics
If you don’t visit the Forum regularly, you can get email notifications of new material. We recommend subscribing to the following forums: Announcements; Scholarships; Summer Residency. Then choose the other areas which interest you the most.

Please sign up for the Forum as soon as you have been admitted to UBC.

Contact Andrew Gray at angray@mail.ubc.ca if you have problems or questions.
The MFA program of study is comprised of coursework and thesis. A total of 36 credits are required in order to complete the degree: 30 credits of coursework and 6 credits of thesis.

**IMPORTANT NOTE:** Students are not permitted to exceed the 36 credits in total of Creative Writing courses required for completion of their MFA degree.

**Workshops**

A minimum of 24 credits of coursework must be Creative Writing workshops for which students are registered at the 500 level.

Creative Writing MFA students are required to take at least three credits of workshop courses in at least three of the genres we offer. Screen and television are considered a single genre despite having separate course numbers. Short fiction and the novel are also considered a single genre.

**IMPORTANT NOTE:** A maximum of 12 credits in any given genre may be counted for credit towards the MFA degree. If students exceed 12 credits in a genre, the excess credits will not count towards their degree.
**Electives**

Students have 6 credits which they may use to take additional 500 level CRWR workshop courses, or may use according to the following options:

- 3-credit grad Elective (non-workshop) courses CRWR 530 (Preparation for a Career in Writing) and/or CRWR 550 (Teaching Creative Writing)

- maximum 6 credits undergraduate level in Creative Writing courses numbered 300 to 499, pending approval from the Graduate Chair indicating that the courses are directly and demonstrably related to the student’s program of study

- maximum 6 credits in courses numbered 300 and up outside of the Creative Writing Program, pending approval from the Graduate Chair indicating that the courses are directly and demonstrably related to the student’s program of study

**NOTE:** Courses numbered 100 to 299 and courses taken through Continuing Studies are not counted towards the requirements of the degree.

**Course Load**

A full course load is 18 credits per academic year. Students who wish to take more than 18 credits may do so only with permission of the Graduate Chair. If permission has not been given to enroll in 6 extra credits, the Program may unilaterally de-register the student from the excess credits.

**Note:** On-campus students will note that their transcripts indicate that they have been registered for a thesis course from their program start date. In their first year, this registration is for administrative purposes only.

Students must enroll in a minimum of 12 credits of courses (6 credits per term) in the fall/winter session in order to be eligible to receive year-end Creative Writing Program awards and Graduate Support Initiative (GSI) awards.

Occasionally, a course may be cross-listed and available to both undergraduate and graduate students.
How to Register for Courses

Students self-register in UBC courses through the Student Service Centre. We strongly encourage early registration because courses can fill up quickly. You can view the date and time that course registration will open for the upcoming term through the Student Service Centre. You will also be notified by email by UBC and through the SSC when registration is open for a particular session.

Registration step by step

- To log in, you must obtain a campus-wide login (CWL) (see instructions).
- To browse course offerings, log into your student account and choose “Course Schedule.” Follow directions from there. Creative Writing courses are all listed as CRWR. Graduate courses are all at the 500-level.
- We strongly recommend watching video registration tutorials on the SSC.
- We will also try to have expanded course descriptions on the CRWR website before registration each year: https://creativewriting.ubc.ca/courses/?level=5
- Note: Optional Residency Courses all have section numbers which begin with D and do not have a course time and date assigned on the SSC. So CRWR 501V 001 is on-campus and CRWR 501V D01 is online.
- Courses are marked with “restricted” seating because only CRWR students are eligible to register for them. It does not mean that you are restricted from taking them. However, on-campus students cannot register in online courses without permission from the Graduate Advisor and are restricted to a maximum of 6 credits online during their degree.
- Because courses often fill quickly (some almost immediately), we strongly recommend students do the following before registration day: create a Worklist in SSC, with the courses you want to register in. Make a list of alternate courses in case the ones you want fill up. Be on your computer the moment registration opens.
- If you don’t get a course, please keep checking back. We often find courses will fill initially, but students may switch and drop courses right into the first week of classes.

Dropping a course

IMPORTANT: If you wish to drop a course, you must formally withdraw from the course in your account on the SSC. For Optional Residency students, since you pay per credit, it is important to remember that UBC has drop deadlines which affect whether you get a fee refund or not. See https://students.ubc.ca/enrolment/finances/tuition-fees/tuition-refund-dates for details.
Attendance & Participation

Regular attendance and active participation in workshop courses are expected and students are encouraged to consult regularly with instructors. Individual faculty members set regular deadlines and page quotas for workshop courses. Unexplained absences from three classes per term are cause for failure. Two late classes equal one missed workshop. This policy includes late or inadequate participation in an online workshop. See the Guide to Workshop Etiquette section in this Handbook for details on workshop protocol.

NOTE: Students are not permitted to take a completed project from one course and simply convert it to a different genre for another course (for instance, converting a novella to a screenplay).

Creative Writing Program graduate students are responsible for selecting and completing the necessary course/genre requirements to graduate. Students may consult with the Graduate Chair should they have any further questions regarding these requirements.

Program Grading Standards

Grade average at the MFA level is 90%. This is to ensure consistency in grading from instructor to instructor as well as within the Faculty of Arts. This applies to thesis grades also.

For reference, here are our Grading Guidelines, used at both the BFA and MFA levels:

**A+  95-100% Truly Exceptional:** A grade rarely awarded. Unusually high achievement demonstrating exceptional creativity, complete mastery of the material (craft) and clarity of expression. Professional caliber work. Comments in the workshop are perceptive, precise, profound. Student demonstrates an extraordinary commitment to the workshop through regular attendance, participation and constructive communication. Potential SSHRC candidate. Dean’s Honours List.

**A+  90-94% Exceptional:** The writing is well-crafted, grammatically flawless. The use of language is pleasing and vigorous. Demonstrates a high degree of creative thought, craft and skill. A thorough knowledge of concepts and/or techniques of craft and exceptional skill in their application. The student is perceptive and has a superior ability to organize and deliver original, incisive comments in the workshop. Student demonstrates a high level of commitment to the workshop through regular attendance, participation and constructive communication. Very close to professional caliber work. Potential SSHRC candidate. Dean’s Honours List.
**A  85-89% Excellent**: Consistently excellent work demonstrating a high degree of creativity, and clarity of expression. A terrific capacity for original, creative work. Excellent ability to make sound critical evaluations of material discussed in the workshop. Student demonstrates an excellent commitment to the workshop through regular attendance, participation and constructive communication. Dean’s Honours List.

**A-  80-84% Very Good**: Above average skill noted in many aspects of the work, which demonstrates creativity and clarity of expression. The use of language is generally correct. There may be a need for further editing in the presentation of the work (i.e. style, voice, characterization, etc.) or in the language (i.e. diction, grammar, usage, spelling, punctuation). But the writing is engaging. Demonstrates a very good grasp of the subject matter/genre, and a very good ability to deliver sound, on-point, useful comments in the workshop. Student demonstrates a very good commitment to the workshop through regular attendance, participation and constructive communication.

**B+  76-79% Good**: Work demonstrates diligence and effort above basic requirements. There may be a need for further editing in the presentation of the work (i.e. style, voice, point of view, etc.) or in the language (i.e. diction, grammar, usage, spelling, punctuation, etc.). Provides bare minimum written and verbal feedback on peer work. Struggles with attendance. Minimum for Grad School application.

**B  72-75% Reasonably Good**: Meets the basic course requirements. The student has completed work with substantial content and without any serious errors in tone or narration. Problems with creative shaping and delivery may occur, and there may be a further need for learning the mechanics of language use. Struggles with attendance and/or participating in the workshop and is challenged to provide any helpful comments.

**B -  68-71% Satisfactory**: Minimally acceptable work meeting the minimum of expectations and demonstrating limited performance. Manuscripts with repeated errors in grammar, usage or punctuation. Proficiency and creative aspects of the work may be occasionally demonstrated, but the student does not demonstrate an understanding of the challenges (i.e. style, voice, etc.) involved in writing in the genre. Struggles with attendance. Rarely speaks or if does, is not on point or clear.

**C+  64-67% Minimally Satisfactory**: Work which casts doubt as to the student’s ability or readiness to meet course requirements. The writing shows constrained use of language (either in the creative shaping and delivery of content or in repeated errors in grammar, punctuation, diction and usage), and the treatment of the material has not resulted in sufficient depth. Struggles with attendance. Does not participate in the workshop.
C 60-63% Marginal: The writing is difficult to read because of inappropriate delivery or repeated grammatical errors or both; furthermore, the idea may not be appropriate for the form. The writing suffers from many problems of style and grammar; the writing may not be idiomatically acceptable. Struggles with attendance. Does not participate in the workshop.

F 0-59 Failure: Failure to meet course requirements.

University Grading Policy

https://www.grad.ubc.ca/current-students/managing-your-program/satisfactory-progress-masters-students

For master's students registered in the Faculty of Graduate Studies, Fail (F) for individual courses is defined as below 60%:

<table>
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<th>PERCENTAGE (%)</th>
<th>LETTER GRADE</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A+</td>
</tr>
<tr>
<td>85-89</td>
<td>A</td>
</tr>
<tr>
<td>80-84</td>
<td>A-</td>
</tr>
<tr>
<td>76-79</td>
<td>B+</td>
</tr>
<tr>
<td>72-75</td>
<td>B</td>
</tr>
<tr>
<td>68-71</td>
<td>B-</td>
</tr>
<tr>
<td>64-67</td>
<td>C+</td>
</tr>
<tr>
<td>60-63</td>
<td>C</td>
</tr>
<tr>
<td>0-59</td>
<td>F (Fail)</td>
</tr>
</tbody>
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However, only 6 credits of pass standing (60-67%) may be counted toward a master's program. For all other courses, a minimum of 68% must be obtained. Some graduate programs may require a higher passing grade for specific courses.
Program Duration

On-campus stream: On-campus students generally study full time, completing their MFA degrees, including thesis, in two years, graduating either in the Spring or Fall following their second year of study.

On-campus students must register for courses starting in the Winter session (September-April) of the year when they begin their studies. They must remain continuously registered until the degree is completed. Failure to register for two consecutive terms may result in the student being required to withdraw from the Program. The exception is those periods of time for which the student may request a leave of absence: all leaves must be approved by the Graduate Chair and the Faculty of Graduate and Postdoctoral Studies. Note that leaves apply only to on-campus students. See the Leaves of Absence section in this Handbook for further details.

Beyond the two years of residence in the Program, on-campus students pay the continuing registration fee until they have completed their program (coursework plus thesis).

Optional Residency stream: Optional Residency students have a start date of July 1, allowing them to take the summer residency in their first year. Optional Residency students must register in courses in July and/or September of their first year. If they do not register for a course in either the Summer session (July-August) or the Winter session (September-April) of their first year, they will be considered to have turned down their admission to UBC. Optional Residency students have the option of studying part time and, even while maintaining full-time status (minimum of 12 credits), may take fewer than 18 credits per year and thus may require more than the standard two-year course of study to complete their degree.

Optional Residency students pay fees on a per-credit basis: no fees are charged when Optional Residency students are not registered in courses.

For both on-campus and Optional Residency students, if a degree is not awarded within a maximum period of five years from initial registration, the student’s eligibility for the degree will be terminated and the student will be required to withdraw from the Program unless an extension is granted by the Faculty of Graduate and Post-Doctoral Studies.

The progress of all students in both streams working toward the MFA degree is reviewed regularly by the Graduate Chair. A student may be required to withdraw if progress has not been satisfactory as shown by coursework, progress on the thesis, or other requirements of the Creative Writing Program.
Course Descriptions

Course descriptions for CRWR graduate courses are updated annually and are listed on the Creative Writing Program website: [https://creativewriting.ubc.ca/courses/?level=5](https://creativewriting.ubc.ca/courses/?level=5)

Student Progress Reports

Before beginning classes, students are required to complete the on-line New Student Program Completion Form to acknowledge they have understood the program completion requirements.

At the end of each academic year, continuing students complete an annual Continuing Student Progress Report.

It is important for students to evaluate their progress towards degree completion annually, and to consider what they plan to accomplish during their time at UBC, as well as for them to familiarize themselves with program regulations and requirements.

This is an opportunity for students to identify any problems they may be having as they navigate towards their degree, and to request assistance in resolving any difficulties. Additionally, the Creative Writing Program needs to gather information to help plan to better meet the needs of students.

Students must complete their report by June 1st each year. Forms are completed and submitted online at the above link.
Combined Programs

Master of Fine Arts in Creative Writing and Theatre

The Creative Writing and Theatre Programs offer a program of on-campus study which leads to a Master of Fine Arts in Creative Writing and Theatre. Both the Creative Writing and Theatre Programs evaluate candidates’ applications, and approval is required from both programs.

Students are required to complete thirty-six (36) credits of coursework in Creative Writing and Theatre. The required courses are: Creative Writing 507 (6 credits), Theatre 562 (3 credit seminar, offered biannually) and Creative Writing 599 (6 credits). CRWR 599 is the Thesis requirement, which is a full-length stage play (or its equivalent) that must be approved and accepted by both programs. Master of Fine Arts in Creative Writing and Theatre students may complete the rest of their courses requirements either with Creative Writing graduate writing workshops, or Theatre graduate (or equivalent) courses with the approval of their Creative Writing and Theatre supervisors.

Master of Fine Arts in Creative Writing and Theatre students have two supervisors, Bryan Wade from Creative Writing, and a faculty member from Theatre, who are involved with the implementation of their overall program and are also the thesis supervisors for their full-length stage play. The recommended timeframe for students to complete their course requirements, along with their thesis, is two years.

Master of Fine Arts in Film Production and Creative Writing

The Film Program and the Creative Writing Program offer a Master of Fine Arts degree in Film Production and Creative Writing.

The Program is a two-year course of resident study and requires, as a prerequisite, an undergraduate degree in film production or the equivalent in experience, a portfolio of completed films as primary creator (director, writer or producer), and a portfolio of screenwriting.

Sharon McGowan is the Creative Writing supervisor for Film Production and Creative Writing theses.
Faculty & Staff Contact Information

General Information

The UBC Creative Writing Program faculty and administrative offices, the TA office, and the graduate classroom are located on the 4th and 1st floors of Buchanan Building Block E on the Vancouver campus.

The PRISM magazine office is located in Mary Bollard Hall.

Mailing Address
UBC Creative Writing Program
Buchanan E-462, 1866 Main Mall
Vancouver, B.C. V6T 1Z1

Website
creativewriting.ubc.ca

Faculty & Staff List
creativewriting.ubc.ca/people

Graduate Student Support
Alexandra Tsardidis
Email: crwr.grad@ubc.ca
Buchanan E462
Phone: (604) 822-0699
Fax: (604) 822-3616
Contact Graduate Student Support with questions about:
  - thesis submission
  - graduation application & requirements
  - thesis registration
  - awards transcripts & GPA calculations

Graduate Chair
Annabel Lyon
Email: crwr.gradchair@ubc.ca
Contact the Graduate Chair with questions about:
  - program completion and thesis
  - graduate advising
  - elective course permissions
**Academic Year: Dates & Deadlines**

**Academic Year:** September is the sole entrance date for the On Campus MFA Creative Writing Program, as well as Joint Film/Theatre program. July is the sole entrance date for the Optional Residency MFA Program, (though Optional Residency students may elect whether to attend summer residency in July or begin course work in September of their first year). Most courses are conducted from September through April, with the exception of the optional summer residency, which is open to all Optional-Residency MFA students, and On Campus MFA students in 2nd year and beyond, and occasional summer on-line course offerings. Students continue work on their thesis during the summers.

**Term Dates for Winter Session 2019/20**

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<tr>
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<th>Term 1 (September – December, 2019)</th>
<th>Term 2 (January – April, 2019)</th>
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<tbody>
<tr>
<td><strong>Start</strong></td>
<td>Tuesday, September 3</td>
<td>Monday, January 6</td>
</tr>
<tr>
<td><strong>Midterm Break</strong></td>
<td>n/a</td>
<td>February 18-21</td>
</tr>
<tr>
<td><strong>Finish</strong></td>
<td>Friday, November 29</td>
<td>Wednesday, April 8</td>
</tr>
<tr>
<td><strong>Teaching Days</strong></td>
<td>62</td>
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**Term Dates for Summer Session 2020**

<table>
<thead>
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<th></th>
<th>Term 1 (May – June, 2019)</th>
<th>Term 2 (July – August, 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start</strong></td>
<td>Monday, May 11</td>
<td>Monday, July 6</td>
</tr>
<tr>
<td><strong>Finish</strong></td>
<td>Thursday, June 18</td>
<td>Thursday, August 13</td>
</tr>
<tr>
<td><strong>Teaching Days</strong></td>
<td>28</td>
<td>28</td>
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The Optional Residency annual summer residency is normally held for ten days in the second week of July (Summer – Term 2).

**Course Drop / Withdrawal Dates**
http://www.calendar.ubc.ca/vancouver/index.cfm?page=deadlines
**Tuition Fees**

The Faculty of Graduate and Postdoctoral Studies offers details regarding current tuition fees, specifying rates for full-time, part-time permanent resident, domestic and international students, as well as rates for Optional Residency students, which differ from on-campus students and are listed under Specialized Master’s Degree Programs.

[https://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-tuition-fees](https://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-tuition-fees)

**On-campus MFA Student Tuition Fees**

For on-campus MFA students, tuition fees are paid in three installments: September, January, and May. Three installments are billed regardless of whether students are attending classes between May and September (all on-campus MFA students will be registered for CRWR 599, thesis, during this time).

Every student enrolled in a master’s program is required to maintain continuous registration by paying tuition installments plus authorized student fees. Failure to pay fees will result in a financial hold and an interest penalty.

All on-campus graduate students are automatically assessed fees according to Schedule A. Once two years of study have been taken (6 fee installments), students who are still enrolled are assessed the Continuing Fee until they graduate.

Students who have paid more than the minimum installments for the degree will have their tuition fees prorated to the end of the month in which the Faculty of Graduate and Postdoctoral Studies confirms that all degree requirements have been completed. This includes the submission of their thesis to the Faculty of Graduate and Postdoctoral Studies’ office.
## 2019/20 On-campus Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Instalments per year</th>
<th>Minimum # of instalments</th>
<th>Domestic (per instalment)</th>
<th>International (per instalment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (Schedule A)</td>
<td>3</td>
<td>3</td>
<td>$1,665.26</td>
<td>$2,925.58</td>
</tr>
<tr>
<td>Part-time (Schedule B)</td>
<td>3</td>
<td>9</td>
<td>$951.74</td>
<td>$1,682.21</td>
</tr>
<tr>
<td>On-leave fee(^1)</td>
<td>3</td>
<td>N/A</td>
<td>$120.68</td>
<td>$356.72</td>
</tr>
<tr>
<td>Continuing fee(^2)</td>
<td>3</td>
<td>N/A</td>
<td>$760.80</td>
<td>$2,925.58</td>
</tr>
<tr>
<td>Extension fee(^3)</td>
<td>3</td>
<td>N/A</td>
<td>$1,068.56</td>
<td>$2,925.58</td>
</tr>
</tbody>
</table>

\(^1\) All master’s programs (both standard and specialized) have a fee assessed for each term in which on-leave status is taken.

\(^2\) If a degree program is not completed by a set number of instalments or a minimum program fee, the assessments will then switch to a Continuing fee. The Schedule A Continuing fee is assessed after instalment 6. The Schedule B Continuing fee is assessed after instalment 9.

\(^3\) If a master’s degree (both standard and specialized) is not awarded within a period of five years from the initial registration, a student may be granted an extension with permission from the Faculty of Graduate and Postdoctoral Studies, but will be charged additional fees.

**Note:** The above figures do not include any additional student fees; these range from approximately $600 to $800 per year for on-campus students.
Optional Residency MFA Student Tuition Fees

For Optional Residency MFA students, tuition fees are paid in two installments: September and January. Students taking a summer residency course pay tuition in July. Fees are only assessed when students are registered in courses.

**Note:** Those students taking any offered on-line summer courses also pay in May.

Students enrolled in the Optional Residency MFA Program pay fees on a per-credit basis. Fees are only assessed when students register in courses for the summer or fall/winter terms.

Because of this, full-time or part-time status is assessed by UBC depending on the number of credits taken during the academic year. Students are considered to be full-time for tax, scholarship and loan purposes if they are enrolled in 12 or more credits during the fall/winter term (September through April), 6 credits per term, and 6 credits in the summer term.

<table>
<thead>
<tr>
<th>Master of Fine Arts in Creative Writing (Distance Education)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program entry year</td>
</tr>
<tr>
<td>2019S or 2019W</td>
</tr>
<tr>
<td>2016S to 2018W</td>
</tr>
<tr>
<td>2015W or earlier</td>
</tr>
</tbody>
</table>

Optional Residency students do pay student fees, however these fees have been reduced to reflect the fact that online students use few, if any, on-campus resources.

For Optional Residency students, once payment has been made for 6 credits of thesis, students are moved into a non-fee section of thesis until they graduate.
International Student Resources

Visa:
Students should contact the nearest Canadian Consulate and provide them with the confirmation of approval letter from UBC Faculty of Graduate and Postdoctoral Studies in order to secure a student visa.

International Student Guide:
UBC International Student Services provides a comprehensive guide, which includes:
  • Overview of documentation required to study in Canada
  • Passport
  • Study Permit
  • Taxes
  • Social Insurance Number (SIN)
  • Overview of student health insurance including provincial and university services (AMS/GSS Health and Dental Plan)
  • Overview of working in Canada
  • On-campus work
  • Off-Campus work permit
  • Co-op Work Permit
  • Post-Graduation work permit
  • Work permit for spouse/partner

http://students.ubc.ca/international

International Student Development is located at the UBC Life Centre on the Vancouver Campus and offers access to advisors in person.

https://students.ubc.ca/about-student-services/international-student-development
Guide to Workshop Etiquette

Workshop classes are at the heart of the MFA experience, and the Creative Writing Program seeks to create a workshop climate in which the best possible learning about writing can occur. Each instructor will offer guidelines on how the workshop will proceed. Here are some general protocols to keep in mind:

For the Writer

- **The workshop should be helpful to the submitting writer.** To this end, it’s often useful if the writer can come with questions. Be prepared to tell us a bit about your piece when you submit it: how long you’ve been working on it, what you’re trying to do, what you’ve struggled with, and what aspects you most would like feedback on.

- **Openness to feedback and a willingness to listen are important components of the creative process.**

- **A rushed and muddled first draft may garner equally muddled feedback.** Try to give yourself time to do a rewrite before you submit. A more polished draft can enable the workshop discussion to more sophisticated, and more productive.

For the Workshop Participants

The workshop’s goal is to empower the writer to continue forward with their piece. If the writer leaves discouraged or dissuaded from working on their piece again, the workshop has failed. Our best efforts will give the writer probing questions to consider as they plan their next draft.

- **Be kind.** Students sometimes bristle at this, because it sounds a bit like “be nice” and they fear it means they won’t be able to be honest. Of course you can be honest. We’re asking you to work harder: be honest and kind. (For online courses: our online voices tend a sound a bit more terse than our in-person voices, so kindness is very important here.)
• **Please do not use profane language.** It’s never all right to refer to something as “bullshit”, for example, even in jest. Choose language that articulates your ideas, not your emotions.

• **Begin with something positive. End with something positive.**

• **As much as you can, refer to concrete examples in the text.** General, abstract comments like, “I love your writing!” “I was so confused.” “You write beautiful sentences.” “I couldn’t understand the mother.” are too vague to be of use to the writer. Whenever possible, cite an example from the text. If you’re confused, hone in on where in the text you first became confused – what was the sentence? That will be useful to the writer. A great feedback approach is to support a criticism with an example of where the writer did get it right. For instance: if character B seems underdeveloped, you might use the writer’s artful rendering of character A as an example of what you’d like to see more of in character B.

• **Give as much time and attention to the work as you’d like to receive on your own, and remember you’re being graded in part on your participation.**

• **Workshop is not a venue for matters of taste or personal relatability.** If the submitted piece is about basketball and you hate basketball, keep that to yourself. If the content challenges your morals and beliefs, try to step back and view the piece from a craft perspective. The question before us is always: how can we help this writer move closer to their intent within this piece of writing. Content is not arbitrary, so please don’t dismiss it as if it is. The writer has worked hard and made choices, choices that are not easily undone or re-imagined. The key here is to respect what the writer has done so far.

• **Handle political topics with care and consideration.** Discussions surrounding race, identity, and appropriation of voice can be challenging. The MFA program is a place where diverse voices and modes of storytelling are welcome and encouraged. Discussions of politics should remain grounded in the specific work at hand, and should be handled in a way that is helpful and constructive to the writer. Some resources for thinking about what’s helpful and constructive can be found here: [http://www.pleiadesmag.com/pure-craft-is-a-lie-part-1/](http://www.pleiadesmag.com/pure-craft-is-a-lie-part-1/) and here: [https://www.nytimes.com/2017/04/26/books/review/viet-thanh-nguyen-writers-workshops.html](https://www.nytimes.com/2017/04/26/books/review/viet-thanh-nguyen-writers-workshops.html).

• **Try to avoid declarative statements.** Instead, consider asking questions that will help the writer think more deeply about their work. For example, if a piece contains scenes of violence that you find disturbing, instead of saying, “This story
is too violent!” you might ask: what role do you see violence playing in this piece? How do you want the reader to feel about the level of violence in this piece? (Avoid passive-aggressive questions like, Don’t you think this piece is way too violent?) Remember: workshop is an exploration that does not require you to pass judgment.

- **Workshop puts us all in a vulnerable position.** If the work is going to be emotionally affecting (and we hope it is!), then we run the risk of being emotionally affected by both writing it and reading it. The workshop should be a safe place for everyone. Try to distance your personal feelings, and focus on the workshop’s task: discussing the execution of craft in this specific work.

- **Some disagreements will not get resolved.** Your job, as participant in a workshop, is not to convert everyone else to your way of thinking, or rhetorically destroy people who disagree with you. Express yourself; refine your own ideas and others’ through thoughtful disagreement; and know when to call it a day. “We’re going to have to agree to disagree about that” is a simple and elegant way to withdraw from a conversation that has begun to spin its wheels.

- **Conflicts are best resolved through communication.** If you have an issue with the conduct of a fellow workshop member or with a workshop process, please get in touch with your instructor immediately, or with the Equity Representative. Open pro-active communication leads to prompt and equitable solutions, preventing the negative impact of isolation or harassment in any form.
Respectful Environment

UBC has clear guidelines on Respectful Environment:

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment.

Statement of Principle:

The best possible environment for working, learning and living is one in which respect, civility, diversity, opportunity and inclusion are valued. Everyone at the University of British Columbia is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow UBC community members and the public in all University-related settings.

The full statement on Respectful Environment may be accessed at the following link:


The UBC Creative Writing Program seeks to foster a welcome space for all members of our community. We ask everyone to be respectful of other people’s ideas, creativity, spaces, and learning. Together, we can create an environment where many voices can be heard and many stories can be told.

As an additional resource, we recommend that all community members consult the UBC Indigenous People’s Language Guide:

http://assets.brand.ubc.ca/downloads/ubc_indigenous_peoples_language_guide.pdf
Thesis

Overview

The culmination of a student’s work during the MFA program is the creation of the thesis. As noted in the MFA Program Completion Requirements section of this Handbook, students who intend to graduate in the spring or fall following their second year of study begin planning for thesis in the spring of their first year of study.

While students cannot be guaranteed their first choice of thesis supervisor, they will be able to work in their preferred genre.

Thesis supervisors are allocated according to their availability; students do not approach faculty to request them as thesis supervisors.

See the Thesis Committee Selection section below for details on how and when committees are assembled for students.

Genre Length and Format

While the thesis is a substantive work in the student’s chosen genre, it is considered a project that can be completed in the equivalent of six course credits worth of work. Students normally take 8 to 14 months to complete their theses. It is imperative for students to consult with their thesis supervisor regarding expectations for their specific projects, however the approximate lengths for the various genres are as follows:

- Fiction and non-fiction: 25,000 to 75,000 words
- Young adult, middle-grade or early chapter books: 25,000-50,000 words
- Poetry: 40 to 60 pages, which is about 5,000 to 7,000 words
- Screenplay: 90 to 120 script pages
- Television: up to 60 to 120 pages pilot episode and second episode or spec script (will vary depending on episode length) PLUS 10 to 20 pages for series bible
- Stage: 80 to 100 script pages
The following specific guidelines pertain to students doing a thesis in the graphic forms genre:

**Print**
- Abstract
- Full script (formatted text), including concise descriptions of action or composition of frames where needed for comprehension
- Thumbnails for 20% of the work
- Sample finished artwork/inks, including lettering and colour (if applicable), for 5% of the work
- List of sources (if applicable)

**Web**
- Abstract
- Full draft schematic or wireframe, incorporating thumbnails for 20% of the work
- Sample finished artwork/inks, including lettering and colour (if applicable), for 5% of the work
- Finished navigation for the sample artwork, prepared to specifications set in consultation with thesis supervisor
- List of sources (if applicable)

**Thesis Committee Selection**

The MFA thesis committee consists of a supervisor and a second reader. Tenured or tenure-track faculty are available primarily as thesis supervisors. 12-Month Lecturers are available primarily as second readers except in exceptional circumstances and with the permission of the Chair. Available supervisors will be identified during the Thesis Selection process.

For students in the Master of Fine Arts in Creative Writing and Theatre Program, Prof. Bryan Wade acts as the Creative Writing thesis supervisor.

For students in the Master of Fine Arts in Film Production and Creative Writing Program, Prof. Sharon McGowan acts as the Creative Writing thesis supervisor.

It is only when the thesis is complete and ready for review that the second reader becomes involved with the project. After the second reader has read the thesis, the supervisor organizes a thesis meeting where the two faculty members discuss the thesis with the student. For Optional Residency students, this may take the form of a teleconference meeting.
Note: In exceptional circumstances in which the thesis requires special expertise, a student may request a committee member from another department in the University.

In January of their first year of study, or of the year in which students plan to begin work on thesis, students complete an online Thesis Proposal Form, available on the Creative Writing Program website. Students will indicate three choices for thesis supervisor. While student requests for supervisors are taken into consideration, thesis supervisor workload must be distributed equitably among faculty members, and choices are not guaranteed. Students often work productively with faculty with whom they have not yet taken a course.

Students who, after completing the Thesis Proposal Form, delay their thesis start date beyond September will need to reapply the following January.

Once thesis supervisor and committee structure have been assigned, students are informed by the Graduate Chair regarding their committee make-up and the Graduate Student Support staff registers students for thesis with the selected supervisor.

As noted above, the thesis project should be completed within 8 to 14 months. The composition of thesis committees can be guaranteed only for one 6-credit period. Students who find that they need to take longer than this period to complete their theses will in most cases retain their supervisors, but their second reader is subject to change to ensure an ongoing equitable distribution of thesis committee work amongst faculty.

Rights and Obligations of the Student

Students submit their Thesis Proposal Form no later than March 1 to begin thesis work in May or September. Once the thesis supervisor has been assigned, the student and the supervisor work together to draw up a submission schedule, confirming when the student hopes to graduate, the number of complete drafts or individual hand-ins the supervisor expects to see, submission deadlines, when the student should expect feedback, etc. Both student and thesis supervisor should have copies of this document.

Students turn their work in on time. If a student submits late or is experiencing difficulties with their work, they communicate this to their supervisor as soon as possible, and adjustments to the schedule are made accordingly.

Except in exceptional circumstances, students do not switch their thesis project once the thesis process has begun.
It is the responsibility of the student to keep the Graduate Student Support staff up to date on proposed and confirmed graduation dates.

If the relationship between the student and the supervisor is no longer functional, the student has the right to switch to another thesis supervisor, with the assistance of the Graduate Chair. Supervisors also have the right to request that the student be assigned to another faculty member should the relationship no longer be functional.

Students should devise a project that can feasibly be completed in the equivalent of six course credits worth of work. We strongly encourage students to develop their thesis out of a project begun in a workshop, with the understanding that the thesis process will involve substantial additional work. However, students are not permitted to take a completed project from one class and simply convert it to a different genre for their thesis (for instance, converting a novella to a screenplay).

**Rights and Obligations of the Supervisor**

The supervisor informs the student in a timely manner of the date for their first thesis meeting, and will at that initial meeting draw up a schedule, in collaboration with the student, outlining expectations and deadlines.

Except in extraordinary circumstances, the supervisor will read the student’s complete manuscript twice, as well as (in the case of screen and TV writing) the preceding treatment or outline document, and will return feedback in a timely manner, such that the student will have time to incorporate that feedback into their revisions.

Supervisor and student may consult more or less frequently as agreed upon. Some faculty prefer to meet on a monthly basis; others based on student productivity. The agreed-upon schedule is set forth in writing at the initial thesis meeting.

The thesis supervisor notifies the second reader regarding student graduation deadlines and sends a copy of the student thesis approximately six weeks in advance of the date required to submit the thesis to the Faculty of Graduate and Postdoctoral Studies. The thesis supervisor schedules the thesis committee meeting to suit all parties, organizing remote attendance where necessary.

**Sample Schedules**

Please note that each faculty member and each student may agree upon a different process. These sample schedules are merely that – *samples*. Your supervisor and your project may require a different process and timeline for hand-ins and revision.

*Sample schedule: September to April (8 months)*
- student has close to a complete rough draft in hand in September.
- 1st thesis supervisor feedback: October 1
- 2nd draft: December 15
- 2nd thesis supervisor feedback: January 15
- 3rd draft to thesis committee member: March 1
- thesis committee meeting March 21
- submission to Faculty of Graduate and Postdoctoral Studies: April, for May graduation

**Sample schedule: May to April (11 months)**
- student has work in preliminary form in May
- student and supervisor consult as needed while first draft is completed
- 1st thesis supervisor feedback on full 1st draft: October 1
- 2nd draft: December 1
- 2nd thesis supervisor feedback: January 1
- 3rd draft to thesis committee member: March 1
- thesis committee meeting March 21
- submission to Faculty of Graduate and Postdoctoral Studies: April, for May Graduation

**Sample Schedule: September to August (11 months)**
- student has 4 short stories, an outline and 2 chapters, or a 1 hour series concept in September
- student and supervisor consult as needed while the first draft is written
- 1st thesis supervisor feedback on 1st draft: Feb 1
- 2nd draft: March 1
- 2nd thesis supervisor feedback: April 1
- 3rd draft to thesis committee member: July 1
- thesis committee meeting July 15
- submission to Faculty of Graduate and Postdoctoral Studies: end of August for November graduation

Students and supervisors must agree on a thesis project which can reasonably be accomplished within the expected timeframe.

The supervisor’s job is not to copy edit. The student can expect broad comments on structure, character, and other aspects of craft and generally on the second read, a more fine-grained look at the work. It is not the thesis supervisor’s responsibility to correct typos, grammar, punctuation, or problematic stylistic tics. The instructor points these out once or twice, and expects the student to take on the burden of correcting the rest. The supervisor should take no more than one month to respond to a full manuscript.
Obligations of Second Readers

Second readers do not review the thesis until the project is completed. They provide a helpful second look at the manuscript and are not required to provide a text edit. The student has no obligation to revise based on second reader comments prior to submitting the thesis to the Faculty of Graduate and Postdoctoral Studies.

Submission of Theses and Online Availability

To be eligible for convocation, students must formally submit one approved copy of their thesis to the UBC Library cIRcle repository. As a public university UBC is responsible for making the results of its research available to the public, and normally all submitted theses are made available online. However, we have negotiated with the Library to develop a special secure access collection in cIRcle for the Creative Arts.

This collection has been specifically created so that MFA and MMus (Music) theses will be permanently withheld from general public access. Only individuals who have a Campus-Wide Login (CWL) can access this collection. This aligns with the AWP (Associated Writing Programs) best practices for submission and access to writing theses.

For students who are hoping to eventually publish, this system works well; publishers and the general public cannot view theses. However, if you are writing or plan to write personally or legally sensitive material that you would prefer that nobody read, including professors in other UBC departments or students who might access the secure collection, we strongly recommend that you discuss your thesis plans with your supervisor. UBC will not waive the requirement to submit your thesis to the Library, and although there is the opportunity to request an embargo with sufficient justification (keeping the thesis from even the secure collection), these are usually limited to one or two years.

Please also note that even when your thesis is in the secure collection, the thesis title and abstract can be accessed through a public internet search engine such as Google books. If your thesis contains sensitive material, you may wish to write your abstract with this in mind.

Theses may be presented to Faculty of Graduate and Postdoctoral Studies at any time during the year.
Important Note: In order to maintain funding, students who are CGS-Masters SSHRC holders must consult the Graduate Chair before determining their graduation date.

Students must ensure that they check deadline dates on the Faculty of Graduate and Postdoctoral Studies website:
https://www.grad.ubc.ca/prospective-students/resources-links/deadlines

Graduation ceremonies are held in May and November. However, graduate students are able to have their degrees conferred on any one of four dates (February, May, September or November) in a given year. Upon conferral, the notation that the degree has been awarded will appear on the transcript. However, Congregation ceremonies and official degree parchments are available in May and November only.

There is no impact on tuition fees, as a student’s obligation to pay fees ends as soon as his/her program is closed.

For more details, see Graduation on the Graduate & Postgraduate Studies website:
https://www.grad.ubc.ca/faculty-staff/policies-procedures/graduation

Students must format their thesis according to the Faculty of Graduate and Postdoctoral Studies requirements. As requirements are very specific and change frequently, students are strongly encouraged to consult the Thesis section of the Creative Writing Forum:

http://forum.creativewriting.ubc.ca/index.php?/forum/24-thesis/
Leaves of Absence

On-campus students who find it necessary to interrupt their MFA program should consult with the Graduate Chair regarding a possible leave of absence.

Important Note: Students in the Optional Residency stream of the Program pay on a course/credit-fee (non-installment) and therefore are not eligible for leaves of absence. Optional Residency students requiring a term off may simply not register for any courses; however the time off does count towards their five-year maximum degree completion limit. Note also that Optional Residency students must register for courses in their first year of study or risk losing student status. In a case where a leave would be required at the start of a program, students may defer acceptance for one year.

For the full text on University policy follow the link at: https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status
Graduate Student Employment Opportunities

Teaching Assistant Positions

Creative Writing offers numerous partial graduate Teaching Assistant positions for most of our large-format lecture undergraduate classes.

TA FAQ

For more information, please see our student-facing website at: https://crwr.air.arts.ubc.ca/homepage/student-resources/ta-faq/

Work Learn Positions

Students may be eligible for Work Learn employment on-campus in a variety of jobs to a maximum of 10 hours per week and earn between $3,000 and $6,000 for the Winter Session (September to April). Work Learn is open to all UBC students. Positions vary but are often available for the Locution reading series, web and social media liaison and other positions. There are many Work Learn positions available across campus; students (including international students) should refer to the website:

http://students.ubc.ca/career/campus-experiences/work-learn

Work Learn positions in the Creative Writing Program are dependent upon the budgetary priorities of the unit and change from year to year. The same positions are not necessarily offered every year.

Eligibility:

Work Learn positions with the Creative Writing program are open to both undergraduate and graduate students. Among graduate students, those in the first and second year of their study are prioritized for Work Learn positions, and students hold these positions for one year only, except in exceptional circumstances.

With a view to the promotion of an equitable distribution of student support in the Program, unless there are no other applicants, applications will not be accepted from graduate students who:

- have completed their coursework and are only working on thesis.
- have been hired for significantly more TA-ships or work learn positions than the other applicants.
• have received or are expected to receive significantly more funding than the other applicants.
• have previously held the same work learn position.

Students who are beyond second year, or who have previously held the same Work Learn position will be considered only in the event that there are no other viable applicants.

**PRISM international**

*PRISM international* is Western Canada’s oldest literary magazine, and is published out of UBC’s Creative Writing Program.

Prospective *PRISM* editors apply for the positions and are hired during the Fall semester (for positions starting May, 2019, for example, the selection process takes place in Fall 2018). Prospective editors must, at a minimum, join one of *PRISM*’s editorial boards at the beginning of the school year. Further involvement with the production, distribution, and promotion of *PRISM* is also strongly encouraged. Examples of such involvement include volunteering at *PRISM* events (Word on the Street, issue launches, mail-out, etc.), and contributing online content for *PRISM*’s website (reviews, interviews, etc.). Editorial positions are normally held for one year only.

For more information about *PRISM*, please visit the website ([http://prismmagazine.ca/](http://prismmagazine.ca/)) or contact one of the editors, at prose@prismmagazine.ca or poetry@prismmagazine.ca. For job applications, contact *PRISM* Faculty Advisor, Sharon McGowan at sharon.mcgowan@ubc.ca

**Brave New Play Rites – Producers and Stage Manager**

Brave New Play Rites is an annual new play festival produced by UBC Creative Writing that showcases short scripts written by BFA and MFA playwriting students. The Festival features both full productions (approx. 10 plays) and a staged reading series (15+ plays). For the past three seasons, Brave New Play Rites has been mounted off-campus at Studio 1398 on Granville Island in March.

Brave New Play Rites hires two to four Work Learn positions each year: one Producer and up to three Associate Producers, subject to annual budget. Producers run all aspects of the festival in consultation with the Faculty Advisor(s) – i.e., manage production budget; coordinate and facilitate casting; select and supervise directors, designers and technicians; oversee festival design, stage management and technical requirements; provide dramaturgical support for the staged reading series; coordinate publicity,
website and social media presence; and coordinate box office and front-of-house. Previous theatre or other production experience is asset but not required.

Please contact Bryan Wade for further information: bwade@mail.ubc.ca
http://bravenew.ca/

New Shoots-Coordinator & Student Instructors

New Shoots is a program in which MFAs gain teaching experience by instructing junior and senior high school students in Creative Writing. One MFA student will be hired through the Work Learn program to coordinate New Shoots and 10-15 students will be hired as Instructors/ Mentors. Student Instructors/ Mentors are paid a nominal honorarium, funded by both the Vancouver School Board and the Creative Writing Program. Students involved in the program are matched with the schools; each are mentored by the high school teachers. A public reading and annual publication of the New Shoots anthology of selected student work occurs in June. Please contact Emily Pohl-Weary, Assistant Professor, for further information: e.pohl-weary@ubc.ca
Graduate Student Scholarship and Award Opportunities

Full-time MFA students in the Creative Writing Program are eligible for a variety of scholarships, awards and bursaries. Full-time status is determined by UBC for funding purposes as 12 credits of coursework (6 credits per term) in the fall/winter term. Most internal scholarships are based on student GPA in Creative Writing courses.

Students must enroll in a minimum of 12 credits of courses (6 credits per term) in the fall/winter session in order to be eligible to receive year-end Creative Writing Program awards and Graduate Support Initiative (GSI) awards.

Graduate Entrance Scholarships
Incoming full-time MFA students, domestic and international, are eligible for these scholarships. These scholarships are funded by the Graduate Support Initiative (GSI) and are applied directly to student tuition in the fall/winter term. Students are not required to apply. These scholarships range from $500-$2500.

Graduate Support Initiative Scholarships
Full-time students entering the second year of the MFA, domestic and international, may be eligible for these scholarships. These scholarships are funded by the Graduate Support Initiative (GSI) and are applied directly to student tuition. Students are not required to apply. These scholarships range from $500-$2000.

International Tuition Awards
For non-Canadian on-campus students: students are automatically considered for $3,200.00 CDN in awards for the first and second years of full-time study. Please see the website for important details.
https://www.grad.ubc.ca/awards/international-tuition-award

Optional Residency students are not eligible for International Tuition Awards.
CGS-Master’s SSHRC Award

The CGS-Master’s SSHRC (Social Sciences and Humanities Research Council) awards are the primary source of major funding for Canadian MFA students in their first year to support their second year of study. Awards are $17,500 (CDN). UBC, as a large research institution, is allotted approximately 86 Master’s SSHRCs in the Social Sciences and Humanities. The Creative Writing Program has had a good record of receiving awards each year.

All current first year MFAs with a minimum first class standing (usually 80%, A-, or higher) in each of the last two years of full-time study are strongly encouraged to apply. Holders of SSHRC Awards are also encouraged to apply for travel supplement funds (affiliated with an international University) of up to $6,000 for travel related to their research.

The SSHRC Committee coordinates student applications. It is helpful for students to think about a potential research thesis project in their genre of choice. Two academic referees from within the Creative Writing Program or from the student’s undergraduate program will be necessary, as well as a Canadian Common CV adapted for the SSHRC competition.

An orientation meeting regarding the SSHRC process takes place in September each year. Faculty/administrative mentors for will be announced then, as well as student mentors from among the ranks of the previous year’s successful candidates.

Affiliated Fellowships

International students are eligible for Affiliated Fellowships. The Faculty of Graduate + Post-doctoral Studies offers approximately 50 Affiliated Fellowships each year to meritorious students for full-time study and/or research leading to a graduate degree. Awards are made on the basis of academic excellence and parallel, to a great extent, the criteria of the CGS-Master’s SSHRC Award; with the difference that applicants for Affiliated Scholarships must be pursuing a first graduate degree.

Open to current and prospective full-time UBC graduate students regardless of citizenship or visa status. Averages $16,000 (CDN).

Please see the link for details: https://www.grad.ubc.ca/awards/affiliated-fellowships

International students are not eligible to apply for SSHRC Awards.
Indigenous Student Awards

Aboriginal Graduate Fellowship
UBC offers multi-year fellowships to Master’s Aboriginal students. Award winners are selected on the basis of academic merit through an annual competition, administered by the Faculty of Graduate and Postdoctoral Studies in consultation with the First Nations House of Learning. Approximately a dozen new fellowships are offered each year in the amount of $16,175 CDN plus tuition for Master’s students. Please check the website for important details: https://www.grad.ubc.ca/awards/aboriginal-graduate-fellowships

Aboriginal Graduate Fellowship Bridge Funding:
The Faculty of Graduate and Postdoctoral Studies will match funds provided by graduate programs to support Master’s students registered at UBC-Vancouver. This funding is intended to support students until they can apply for the next regular Aboriginal Graduate Fellowship competition. Award winners are selected on the basis of academic merit. All Aboriginal students are eligible to apply but priority is given to Aboriginal graduate students whose traditional territory falls, at least in part, within Canada. This includes Canadian First Nations, Métis or Inuit students and may include Aboriginal students from Alaska and the northern states of the USA. Please check the website for other important details: https://www.grad.ubc.ca/awards/aboriginal-graduate-fellowship-bridge-funding

Student Loans and Bursaries

Canadian student loans are government-funded repayable financial assistance. Eligibility is determined by a standard means test. Students are required to apply for student loans through their province of residence. See the UBC Student Services website https://students.ubc.ca/enrolment/finances/student-loans for further information.

Non-Canadian students should inquire in their country of residence regarding student loans.

UBC also offers bursaries to students who have student loans. General bursaries are available to all UBC students as well as a few designated specifically for Creative Writing students. See the UBC Student Services website: https://students.ubc.ca/enrolment/finances/awards-scholarships-bursaries

Please note that on-campus MFAs are also eligible for bursaries and loans to cover the summer term as they are enrolled over the summer.
Other Graduate Awards

The Awards Chair frequently posts notices of scholarships, fellowships, and competitions on the Creative Writing Forum.

The Faculty of Graduate and Postdoctoral Studies website also lists these: https://www.grad.ubc.ca/scholarships-awards-funding

Creative Writing Endowed Awards
Creative Writing offers approximately 22 dedicated awards, scholarships and prizes ranging from approximately $100-$2500. These are awarded annually to both undergraduates and graduates at the end of their first year of study. All awards are based on merit, which is calculated based on student GPAs. Please note that all first-year MFAs continuing into second year are automatically considered for these awards and do not have to apply. Awards are announced in late summer or early fall.

The HarperCollins UBC Prize in Fiction
This biennial prize is awarded to a student or graduate of our program. The winner’s work of fiction (novel or short story collections) is represented by the Cooke Agency and published (with an advance) by HarperCollinsCanada. Application details are provided on our website.

https://creativewriting.ubc.ca/about/prize-for-best-new-fiction/

British Columbia Arts Council – Scholarship Awards Program
Up to $6,000 for full-time students entering first or second year of the MFA. Applicants should demonstrate a first-class standing in literary courses. Preference will be given to applicants who have resided in British Columbia for at least one year prior to application. Artists established as professional in their field are not eligible for assistance. Deadline each year in April. Requires letters of appraisal.

http://www.bcartscouncil.ca/guidelines/artists/youth/scholarship_awards.html

Graduate Funding: Conferences
The G&PS Graduate Student Travel Fund offers reimbursement up to $500 maximum per graduate student per degree program. The Travel Fund provides support for a graduate student who presents a paper or poster at an official conference or symposium (student workshops are ineligible). Please see the website for further details.
https://www.grad.ubc.ca/awards/graduate-student-travel-fund
Literary and Community Engagement

The Creative Writing Program sponsors Locution, an MFA Reading series which takes place throughout the academic year.

The BFA Reading series, OutWrite, which also features guest artists, takes place throughout the academic year.

The Creative Writing Program is often involved in organizing events with the Vancouver Writers Festival, Word (Vancouver), the Association of Writers and Writing Programs (AWP) Conference and the Canadian Creative Writers and Writing Programs (CCWWP) Conference.

The Graduate Readings, in November and May, feature MFA students reading from their thesis with an introduction by their supervisor, and BFA graduates introduced by their instructors.

Check the Creative Writing Forum and the UBC MFA Facebook Group for ongoing event announcements.

http://forum.creativewriting.ubc.ca/

https://www.facebook.com/groups/249668011813602/
UBC Services

Note: unless otherwise noted, it is assumed that the following services are for students attending the on-campus MFA Program.

Students with Disabilities

Admitted students with disabilities will be accommodated in accordance with UBC’s policy on Academic Accommodation for Students with Disabilities: http://universitycounsel.ubc.ca/policies/policy73.pdf. As stated in the policy, the provision of academic accommodations does not eliminate the need for evaluation or the need to meet essential learning outcomes.

Students seeking academic accommodation due to a disability must:

• Contact a Disability Advisor with Access and Diversity if requesting disability-related accommodations,
• Provide the necessary documentation to Access and Diversity (the University does not provide or assume the cost of diagnostic services), and
• Bring the request for academic accommodation or for changes in accommodation needs to the attention of the appropriate personnel in order to allow for arrangements of accommodations. This contact should be made well in advance of the start of the program, at least 3 months before, and ideally immediately upon acceptance into the program.

Students who have questions about assistive technologies should contact UBC Centre for Accessibility: https://students.ubc.ca/about-student-services/centre-for-accessibility. Advisors from Access and Diversity may confer with students either in person or via phone, e-mail, or Skype. Please contact the office, rather than any one individual.

Housing

The Faculty of Graduate and Postdoctoral Studies (FG&PS) offers two graduate residential colleges:

Green College: https://www.greencollege.ubc.ca
St. John’s College: http://stjohns.ubc.ca

Both colleges provide a stimulating academic and cultural environment for graduate students, post-doctoral fellows and visiting scholars. Green College is a 5-minute walk to Buchanan E and St. John’s College is 15 minutes away. Both colleges offer scholarship funding; apply for residence as soon as possible as space is limited and competitive.
Student Housing & Conferences Department [www.housing.ubc.ca](http://www.housing.ubc.ca) (604) 822-2811 (single student) or (604) 822-4411 (family housing)

For an overview of campus and Vancouver housing:

[https://www.grad.ubc.ca/campus-community/life-vancouver-canada/accommodation-housing](https://www.grad.ubc.ca/campus-community/life-vancouver-canada/accommodation-housing)

**Medical and Wellness**

Please review the information provided at the Faculty of Graduate and Postdoctoral Studies:

[https://www.grad.ubc.ca/campus-community/life-vancouver-canada/insurance](https://www.grad.ubc.ca/campus-community/life-vancouver-canada/insurance)

*Health and Dental Plan Information for domestic and international students:*

[http://students.ubc.ca/livewell/health-insurance](http://students.ubc.ca/livewell/health-insurance)

**Note:** Optional Residency students not living in BC may be eligible for UBC health & Dental insurance as long as they are living in Canada. Since this is not automatically added to Optional Residency student fees, students would have to opt in. Registration information is here: [http://studentcare.ca](http://studentcare.ca)

**Student Health Service**

M334-2211 Wesbrook Mall  
Main Floor UBC Hospital/Koerner Pavilion  
(604) 822-7011  
SHS is a primary care clinic offering all services provided by a family doctor. They also offer well-woman care, including contraception, immunizations, sports medicine and referrals to psychiatry, dermatology, medical care for eating disorders and plastic surgery. SHS is free for students with health insurance. Most services are covered by provincial health insurance.

**Counseling Services**

1040 Brock Hall-1874 East Mall (across the street from Buchanan Block E)  
and Lower Mall Research Station, 2259 Lower Mall Room 358 (604) 822-3811  
[http://students.ubc.ca/livewell/services/counselling-services](http://students.ubc.ca/livewell/services/counselling-services)

Counseling services offers individual and group programs for registered UBC students. Individual counseling is free. Initial appointments can be made by visiting the office. Counseling services may refer students to an internal service elsewhere on campus, or
to services in the community. Group counseling includes anxiety management, mood management, self-management and meditation. Counseling services provide immediate appointments for students in crisis.

Online/phone/video-based counselling is also available 24/7 via ‘Empower Me’. This is accessible to Optional Residency students: 

Centre for Accessibility
1203 Brock Hall, 1874 East Mall
http://students.ubc.ca/about/access

Do you have an ongoing medical condition or disability that impacts your access to campus activities? Did you receive academic or other disability-related accommodations at another educational institution?

The Centre for Accessibility facilitates disability-related accommodations and programming initiatives designed to remove barriers for students with disabilities and ongoing medical conditions.

Wellness Centre
Irving K. Barber Learning Centre
1961 East Mall Room 183
(604) 822-8450
http://students.ubc.ca/livewell/services/wellness-centre

The wellness centre is run by student volunteers and offers a variety of services to promote mental and physical health. These include workshops and events, peer support regarding health and well-being and safer sex products offered at cost.

Sexual Violence Prevention & Response
https://svpro.ubc.ca/
6363 Agronomy Road, ROOM 4061
Vancouver, BC Canada V6T 1T2
(604) 822-1588

This office is a safe place for faculty, staff and students who have experienced sexual assault regardless of identity, expression or orientation, regardless of when or where it took place.
UBC Creative Writing Academic Regulations

Academic Grievance

The Program hopes that each instructor and each student in a course will work together harmoniously, but has a set of procedures aimed at resolving any difficulty, should it arise, while protecting and being fair to both students and instructors.

Campus-wide policies and regulations can be found here: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,0,0,0

The Program’s Equity representative faculty can help provide students with information about academic policies and protocols within the Program and UBC.

Sexual Harassment and Discrimination

UBC has a responsibility to maintain a respectful environment where its members can study, work, and live free from sexual misconduct. UBC’s Sexual Assault and Other Sexual Misconduct policy articulates UBC’s duty and commitment to support members of the UBC community who are impacted by sexual misconduct, to provide a central site for information regarding the resources and options available to those affected by sexual misconduct, to create and make available programs and resources to educate its community on the prevention of sexual misconduct, and to provide a process to respond to and to investigate allegations of sexual misconduct. http://universitycounsel.ubc.ca/policies/policy131.pdf

Resources

Students who have concerns about Equity, Respectful Environment, or Harassment and Discrimination are encouraged to contact the Program Chair, the Equity and Inclusion Office (https://equity.ubc.ca/), the Office of the Vice-President, Students (https://vpstudents.ubc.ca/), or the Office of the Ombudsperson for Students (https://ombudsoffice.ubc.ca/).

The UBC Sexual Violence Prevention and Response Office (https://svpro.ubc.ca/) is a safe and confidential space for all members of the UBC community.

The Creative Writing Program’s Equity representatives can assist students with information about procedures and resources. Please contact Sharon McGowan: Sharon.McGowan@ubc.ca and Keith Maillard: maillard@mail.ubc.ca.
Academic Discipline

The President of the University has the right under the University Act (Section 58) to take whatever disciplinary action is deemed to be warranted by a student’s misconduct. The specific provisions as to Offences, Penalties and Procedures which are set out on the following pages should not be construed as limiting the general authority of the President under the University Act.

Offences

Misconduct subject to penalty includes, but is not limited to, the following offences:

1. Plagiarism. Plagiarism is a form of academic misconduct in which an individual submits or presents the work of another person as their own. Scholarship quite properly rests upon examining and referring to the thoughts and writing of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes or other accepted practices.

   Substantial plagiarism exists when there is no recognition given to the author for phrases, sentences, and ideas of the author incorporated in an essay.

   Complete plagiarism exists when an entire essay is copied from an author, or composed by another person, and presented as original work. (Students in doubt as to what constitutes a case of plagiarism should consult their instructor.)

2. Submitting the same essay, presentation, or assignment for credit in more than one course, unless prior approval has been obtained.

3. Cheating on an examination or falsifying material subject to academic evaluation.

4. Impersonating a candidate at an examination or availing oneself of the results of such impersonation.

5. Submitting false records or information, in writing or orally, or failing to provide relevant or requested information, at the time of admission or readmission to the University.

6. Falsifying or submitting false documents, transcripts or other academic credentials.

7. Disrupting instructional activities, including making it difficult to proceed with scheduled lectures, seminars, etc., and with examinations and tests.

8. Damaging, removing, or making unauthorized use of University property, or the persona property of faculty, staff, or students; and assaulting individuals, including
conduct which leads to the physical or emotional injury of faculty, staff, or students, or which threatens the physical or emotional well-being of faculty, staff, or students.

9. Failing to comply with any penalty imposed for misconduct.

Penalties

The penalties that may be imposed, singly or in combination, for any of the listed offences may include, but are not limited to, the following:

1. A failing grade or mark of zero in the course, examination, or assignment in which the academic misconduct occurred.
2. Suspension from the University for a specified period of time, or indefinitely.
3. Reprimand, with letter placed in student’s file.
4. Restitution in the case of damage to, or removal or unauthorized use of, property.
5. A notation on the student’s permanent record of the penalty imposed.

Warning:

1. The penalty for substantial or complete plagiarism, or for cheating, is suspension from the University.
2. The laying of charges under federal or provincial legislation, or the commencement of civil proceedings, does not preclude disciplinary measures being taken by the University.

Procedures

Section 58 of the University Act gives the President of the University the power to suspend students and to deal summarily with any matter of student discipline through the President’s Advisory Committee on Student Discipline. An alleged instance of student misconduct deemed serious enough for action by the President shall be referred to this Committee. After an investigation and a hearing at which the student is invited to appear, the Committee reports to the President. The student then has the opportunity to meet with the President, if they wish, before the President arrives at a decision.

A student suspected or apprehended in the commitment of an offence shall be notified within a reasonable period of time of intention to report the alleged offence to the department head, dean, or other appropriate person, before the alleged offence is reported to the President.

Appeals

A student has the right to appeal against the decision of the President to the Senate Committee on Student Appeals on Academic Discipline.