Overview

Graduate School

- Selecting schools
- Funding

Requirements

Tips for:
- Letter of Intent
- CV
- Writing Sample
- Reference Letters

Q&A/ Workshop

Q&A
Workshop your materials
Graduate School
# How to select programs?

- **Ask your professors/supervisors**
  - Programs based on your interests
  - Reputable schools; researchers

- **Researchers you want to work with**
  - Identify research/researchers you admire

- **Where you want to live**
  - Most MA programs are 1-2 years
  - Masters programs in the US vary but are from 2-3 years
  - PhD programs vary: 4+ years

## Programs and Deadlines

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>PROGRAM</th>
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<th>DEADLINE</th>
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<th>PEOPLE</th>
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| University of California, Santa Barbara | Sociology                | [https://sbs.ucsb.edu/graduate/program](https://sbs.ucsb.edu/graduate/program) | Inquiries: 805-893-3324
USCB Graduate Division
Area: Graduate Admissions
3117 Chancellor Hall
Santa Barbara, CA 93106-2070 | December 1st, 2021 | - Transcript
- Statement of purpose + personal achievements (2 pages)
- CV
- 3 Letters of Recommendation
- Writing Sample: 15-15 pages
- $540 USD (114 CAD)  | Yvette Taylor
[https://www.ucsb.edu/people/yvette-taylor](https://www.ucsb.edu/people/yvette-taylor)  |
- Statement of Intent (500-1000)
- Writing Sample
- CV
- $518 CAD | Michaela Manso
[https://www.ssc-rm.on.ca/profile/michaela-manso](https://www.ssc-rm.on.ca/profile/michaela-manso)  |
| University of British Columbia      | Sociology                | [https://sociology.uvic.ca/graduate/graduate-phd-program](https://sociology.uvic.ca/graduate/graduate-phd-program) | Inquiries:
409-222-6060
social@uvic.ca
6330 NW Marine Drive
Vancouver BC, V6T 1Z1 | December 15th, 2021 | - 2 Reference Letters
- Writing Sample: 10-25 pages
- Letter of Intent (1 page)
- Academic transcript
- CV
- Application form
- $615 CAD | Dawn Cusick
[https://www.ssc-rm.on.ca/profile/dawn-cusick](https://www.ssc-rm.on.ca/profile/dawn-cusick)  |
| The University of Toronto           | Sociology                | [https://sociology.utoronto.ca/graduate-admissions/graduate-phd-program](https://sociology.utoronto.ca/graduate-admissions/graduate-phd-program) | Inquiries:
416-946-6616
sociology-graduate-admissions@utoronto.ca
725 Spadina Ave.
Toronto, ON Canada
M5S 2N4 | December 15th, 2021 | - Transcript
- Academic Statement of Purpose (2 pages)
- Personal Statement
- Writing Sample: 10 pages
- 3 Letters of recommendation
- $99 USD (111 CAD) | Amini Ghauri
[https://www.ssc-rm.on.ca/profile/amini-ghauri](https://www.ssc-rm.on.ca/profile/amini-ghauri)  |
| University of Michigan               | Sociology                | [https://www.lsa.umich.edu/graduate/che/che-phd-admissions.html](https://www.lsa.umich.edu/graduate/che/che-phd-admissions.html) | Inquiries:
734-764-6234
sociology-department@umich.edu
Room 3118 LSA Building
500 S. State Street
Ann Arbor, MI | December 15th, 2021 | - Transcript
- Academic Statement of Purpose (2 pages)
- Personal Statement
- Writing Sample: 10 pages
- 3 Letters of recommendation
- $95 USD (110 CAD) | Judith Taylor
[https://www.utoronto.ca/che/che-phd-admissions](https://www.utoronto.ca/che/che-phd-admissions)  |
| University of Michigan               | Sociology                | [https://www.lsa.umich.edu/graduate/che/che-phd-admissions.html](https://www.lsa.umich.edu/graduate/che/che-phd-admissions.html) | Inquiries:
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Ann Arbor, MI | December 15th, 2021 | - Transcript
- Academic Statement of Purpose (2 pages)
- Personal Statement
- Writing Sample: 10 pages
- 3 Letters of recommendation
- $99 USD (111 CAD) | Emily Armstrong
[https://www.lsa.umich.edu/graduate/che/che-phd-admissions](https://www.lsa.umich.edu/graduate/che/che-phd-admissions)  |
Funding

Internal

- Program fellowship (funding package varies by program)
- Tuition is covered in package
- TAships: some guaranteed work
- RAships: some guaranteed
- Internal scholarships/top-ups

EG. Sociology at UofT: $26500
(-$8000 tuition)= $18,500 guarantee
(+ additional opportunities for TA/RA work *this varies by department)

External

- Canada Graduate Scholarships
  (“SSHRC”/“NSERC”/“CIHR”)
  - Masters (CGS-M): $17,500 (1 year)
  - PhD (CGS-D): $20,000 or $35,000 (yearly, for 3 or 4 years)
    - *additional funds for Black student researchers
- Ontario Graduate Scholarship (OGS)
  - $15,000
- OSAP
  - Financial need
Application
Requirements
Typical Requirements

- Letter of Intent
- CV
- Writing Sample
- Reference Letters
- GRE*
- Personal statement*
- Transcripts
  - For all post-secondary institutions attended
  - Around $15 to order
  - Official/ Unofficial
- Other
  - Application fees (~$100)
  - Can ask for fee waiver*
  - Form (Application portal)
Letter of Intent

Requirements

- 1-2 pages
- Indicate your research interests
- Prospective research agenda
- Why the program is right for you (identify potential supervisors)
- Indicate your experience and how you’re well-suited for the program

Tips

- There’s a formula! Get a sample letter from a graduate student in that program
- Have multiple people read your statement
- Start early! 3-4 months ahead
- State names/connections to specific professors you want to work with
  - Networking with professors you want to work with beforehand is helpful!
My name is [name] and I am enthusiastic about your MA program in Sociology as the ideal next step in my sociological training and pursuits. My excellent preparation at the University of British Columbia, where I attained Dean’s List standing, research assistantship at the University of Toronto, and work experience as an assistant postgraduate researcher are all indicators of my academic promise.

While pursuing a double major in Sociology and Psychology at UBC, I collaborated with and was a research assistant to Dr. Judith Taylor. With this project, I received training in conducting interviews with frontline workers and began my career in visual sociology, photographing participants. Following this experience, I created a self-directed course under the supervision of Dr. Sean Lauer, continuing my exploration of the sociological literature on sexual autonomy and approaches to visual sociology. These undertakings and my close working relationship with both researchers, whom I highly admire, were crucial in my decision to continue onto graduate level work.

I am most interested in research at the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime. I suspect that the process of gaining a critical understanding of the sociological landscape of gender, my generation, and the future of gender in society. My process is the first of my generation to focus on the intersection of gender, culture, and crime.
CV

Requirements

- Education
- Experience (research, teaching, professional)
- Publications & Presentations
- Honours and Awards
- Certifications
- Volunteer Experience

Tips

- Utilize your university’s career center
- Ask to see sample CV’s (from professors, graduate students, peers)
- Use a template, this will help keep things uniform and organized
- Update frequently
  - Every month/every semester
- Don’t sell yourself short!

Link to resources: UofT Student Life / UTSC Career Centre
EDUCATION

Sept 2020-Present  Unclassified Student: University of British Columbia, Vancouver, BC
- SOCI 410C, SOCI 361, SOCI 465

Sept 2014-April 2018  Bachelor of Arts: University of British Columbia, Vancouver, BC
- Double Major: Sociology & Psychology
- GPA: 4.1

RESEARCH EXPERIENCE

Sept 2017-April 2018  Sociology Self-Directed Studies: University of British Columbia,
- Created a self-directed course under the supervision of Dr. Sean Lauer
- Prepared a course outline and reading list based on my previous research assistant experience with Dr. Taylor, focused on sexual assault counselling and visual sociology
- Completed a final research paper investigating the initial data obtained from this ongoing research project

May 2017-Jan 2018  Research Assistant: University of Toronto, Toronto, ON
- Collaborated with Dr. Judith Taylor building a research project that explores the diverse perspectives in sexual assault counselling
- Completed the ethics review form and its required amendments
- Created the research material including the literature review, letter of invitation, project website, consent form and interview schedule
- Helped contact potential participants
- Attended initial interviews with Dr. Taylor, taking photos of the participants for historical record of their work

AWARDS AND RECOGNITION

1) Canadian Graduate Scholarship Masters Program – Pending 2021  $17,500
2) Ontario Graduate Scholarship Program – Pending 2021  $15,000
3) Dean’s List, University of British Columbia 2016-2018  N/A
4) Golden Key International Member 2018  N/A
5) John Alexander Scholarship in Humanities, UBC 2018  $1,300
6) Alberta Rutherford Scholarship 2014  $2,000
7) Calgary Italian Sportswomen Scholarship 2014  $500

WORK EXPERIENCE

May 2019-Present  Art Director/Assistant: Freelance Film & Television, Toronto, ON
- Responsible for script breakdowns, budgets and expense reports
- Sourcing set decor and props; scheduling their pick up and return
- Dressing sets to uphold production designer’s artistic vision

May 2019-Present  Production Assistant: Freelance Film & Television, Toronto, ON
- Responsible for coordinating equipment rental, filing expense reports
- Communicating scheduling and set protocol with crew members
- Working diligently at constantly evolving administrative tasks

Feb 2019-Dec 2019  House: MARBL restaurant, Toronto, ON
- In charge of reservation intake and assigning nightly floor plans
- Greeting guests; making sure all requests are accommodated

May 2015-Present  Note taker: University of British Columbia, Vancouver, BC
- Recording detailed and clear class notes for students registered in UBC Access & Diversity, distributing them in pertinent manner

VOLUNTEER AND EXTRA-CURRICULAR

March 2020-Current  Certified Listener Society, Certified Listener
- Providing early stage emotional support to individuals in need via an online chat/text platform.

March 2020-Current  Shelter Movers, Mover/ Driver
- Providing moving services to survivors and their families, helping them relocate safely away from their abuser.

Sept 2019-Dec 2019  University of Toronto Continuing Education
1680 – Writing Short Fiction: Introduction

April 2019-May 2019  Art Gallery of Ontario Workshops, Introduction to Film and Video Art

Sept 2016-May 2018  UBC Film Society, Member & Volunteer

SKILLS & INTERESTS

Languages: Bilingual High School Diploma: Canadian French

Software: Microsoft Office: Excel, PowerPoint, Word
Adobe: Photoshop, Lightroom, Premiere Pro
Google Suites, SPSS Statistics 22.0

Travel: Solo travel: Vietnam, The Philippines, Cambodia, Bali
Italy, Spain, Mexico, USA, Canada

Sport: Toronto Sport & Social Club basketball
UBC Nitro Intramural basketball
**Action words**

- Conducted review sessions and provided specific, context-based knowledge in medical anthropology to students in one-on-one and group (2-10) settings.
- Translated and Research Assistant: Community wellness program.
- Listening to One Another program: the Jewish General Hospital, Montreal, QC.
- Assisted in the facilitation of conference proceedings, ensuring their smooth function.
- Specific Details
- Organized and summarized clinical data within a pre-established methodological framework, enabling the large-scale comparison and analysis of patient cases.
- Conducted background research on relevant practices in cross-cultural psychiatry.

**Results/Contribution**

**EXTRA-CURRICULAR AND VOLUNTEER ACTIVITIES**

**Student Association President**

- Ensured the smooth functioning of the Music Undergraduate Students’ Association through the management of finances, event planning, internal and external affairs, and communication between students and staff.
- Represented the student body in Schulich School of Music faculty and administration meetings, including monthly progress reports and presentations as well as establishing communication between the student association, building management, the dean, and associate deans.

**Vice-President, External Affairs**

- Coordinated a successful faculty-wide formal fundraising event (raising over $200,000 to cover student association costs) as well as two council election cycles.
- Experienced in the academic peer review process, proofread and formatted over twenty academic works including abstracts, references, and author biographies.

**Student Life Award**

- Music Undergraduate Students’ Association (MUSA): Schulich School of Music, Montreal, QC.
- $250, funded to attend the Society for Ethnomusicology’s annual conference held in Albuquerque, New Mexico in November 2018.

**McGill University Schulich School of Music, Montreal, QC.**

- $310, funded to conduct independent ethnographic research focused on the intersection of music making and wellbeing at pop-wows in Quebec and Ontario.
- $250, funded to conduct independent ethnographic research at Montreal music jam spaces and compensate interview participants.
- $250, funded to attend the Society for Ethnomusicology’s annual conference held in Albuquerque, New Mexico in November 2018.
- $750, invited to attend the annual Applied Anthropology Conference held in Albuquerque, New Mexico in March 2018 (Cancelled due to COVID-19 restrictions).

**National Science and Engineering Research Council and McGill University, Montreal, QC.**

- $5,125, awarded to conduct research within the framework of the Analysis, Creation and Teaching of Orchestration (ACTOR) project.

**McGill University Schulich School of Music, Montreal, QC.**

- $2,000, funded to attend the Society for Ethnomusicology’s annual conference held in Albuquerque, New Mexico in November 2018.

**McGill University Faculty of Music, Montreal, QC.**

- $2,000, awarded to the supervisor.

**McGill University, Montreal, QC.**

- $2,000, awarded.

**Sir William Parry McGill University, Montreal, QC.**

- $1,200 awarded.

**Tutu Endowed, ProFound, and provided essay consulting services**
Writing Sample

Requirements

- 10-25 pages
  - Page count depends on program
- Usually 1 longer paper (i.e., an honours thesis)
- Usually required to be the solo author

Tips

- Use course papers/assignments in line with your research interests
- Work you are proud of!
- If you don’t have a single paper that’s 10-25 pages you can include 2+ shorter papers
- Go over/edit/rework the papers you are submitting!
- Have other folks read and make suggestions!
Reference Letters

Requirements
- 2-3 depending on program
- Academic references
- Add their contact information in the application portal
- Depending on the program, may have certain requirements
  - Some want only referees with PhDs (not grad instrs.)
  - Some want those who have worked with you in closely

Tips
- Ask your referees at least 1 month before the deadline (up to 2 months is best)
- Choose referees who can speak to your work and abilities well
- Make a spreadsheet for your referee to assist them in managing deadlines and requirements
- Nudge!
Summary

- Seek mentors and reviewers for application materials (use templates from former applicants, ask TAs/profs for feedback on letter of intent).
- Start early! It takes time to compile, edit, and collect everything, especially reference letters.
- Understand funding options: guarantees, risks, and cost of living!
- Do your research on programs! Talk to current graduate students, organize application deadlines and requirements, ask your mentors
- This process can be intimidating, but don’t sell yourself short!
Let’s workshop your materials!
Thank you!