

MA in Labour Studies  
Graduate Students' Handbook  
2024/2025

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## Welcome!

The MA in Labour Studies started in 1999 and is the only one of its kind in North America. This is a truly interdisciplinary program of study in the area of Labour Studies combining interdisciplinary courses offered by core faculty in the School of Labour Studies and related courses offered by other departments and schools at McMaster. The prime objective of this unique program is to introduce students to a variety of theoretical approaches and practical policy debates related to work and workers, both globally, and in Canada. Courses focus on a broad range of topics such as: union organizing; globalization and migration; labour geography; worker health and safety; and gender, racialization, and work. The M.A. in Labour Studies approaches work broadly, paying attention to informal work, unpaid work in the home, as well as formal waged work. Regardless of the particular focus, work is studied as one component of life experience, and as influenced by technological change, community relations, the effects of racism, sexism, homophobia, and ableism, politics, and state regulation.

Upon graduation, our students are well-prepared either to take up employment in related fields or to pursue further studies in PhD programmes. We take particular note of the placement of a number of our graduates in public sector professional positions and in the trade union movement. Graduates have found employment working in a wide range of positions including:

- trade-union researchers/educators
- mediators
- teachers and professors
- managers and administrators
- human resource specialists
- policy analysts
- economic development officers

It is important that students be aware of the regulations governing such matters as full-time and part-time status, leaves of absence, deadlines for adding and dropping courses, and supervision.

This program is governed by the School of Graduate Studies, and therefore is subject to their rules and regulations, which students are highly encouraged to become familiar with to meet program timelines and expectations.

All Graduate Students should consult the School of Graduate Studies graduate calendar, available online at: <https://academiccalendars.romcmaster.ca/index.php>

## Faculty and Staff

**Faculty:** Faculty cross-appointments in other departments are listed in ( )

Judy Fudge (On Research Leave)

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To view faculty profiles, as well as a list of associate and emeritus faculty, please visit our website:

<https://labourstudies.mcmaster.ca/people>

### **Staff:**

**McMaster Phone # 905.525.9140**

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## MA Program

The M.A. Program in Labour Studies offers both a full-time and part-time program each leading to the degree Master of Arts in Labour Studies. Full-time students can take a 12-month MRP Option or a 20-month Thesis Option. Part-time students have up to 5 years to complete either program.

The prime objective of this unique graduate program is to introduce students to a variety of theoretical approaches and policy debates that relate to the question of working in modern societies - from working for wages in primary industrial and service settings, to the paid and unpaid work that goes on in the home and elsewhere. Regardless of the particular focus, work is to be studied as one component of a larger life experience that incorporates family life, community relations, gender and race relations, politics and state regulations.

### MRP

The purpose of the Major Research Paper (MRP) is to develop your ability to do research beyond a normal course paper. An MRP may include some original research such as interviews with key informants but would not normally involve primary research such as surveys, extensive interviews with non-experts, or archival work. For the most part, MRPs are based on secondary literature research.

The current requirement is for an MRP of between 10,000 and 12,500 words (40-50 double-sided pages) excluding footnotes and bibliographies. It is important to understand that a longer MRP is not necessarily a better one!

The MRP is meant to be more than a long-term paper. It should be based on a clear question whose answer is not predetermined. It could be developed from a paper or papers submitted for a Labour Studies course. An MRP *should* focus on a meaningful and manageable topic that you can complete. Your MRP must also be more than descriptive. It should go beyond the 'what' and 'how' to explore the 'why' of your research topic. It should also express your own position vis à vis the material. Therefore, choose a topic that lends itself to your own evaluation, interpretation, or additions.

MRPs are supervised by a core or associate faculty member and examined by the supervisor and a second reader when completed. At least one of the supervisor or the second reader must be a core faculty member. Second readers are to be selected by the supervisor in consultation with the student. Second readers may be subject matter experts who hold a faculty position in any department / institution. MRPs are graded as either Pass or Fail.

## Thesis

A successful thesis involves a piece of original research or criticism on an approved topic. The student will work closely with his/her supervisor. Candidates writing a thesis will also be able to consult with other members of their thesis committee, but their main contact will be their supervisor. Normally a thesis will involve some form of original data collection, whether in the form of surveys, multiple in-depth interviews, or archival work. A work of criticism or theory is acceptable, but in all cases, topics should be carefully discussed with your supervisor.

The current requirement is for a thesis is between 15,000 and 20,000 words (60-80 pages, **excluding** footnotes and bibliographies). It is important to understand that a longer thesis is not necessarily a better one!

Typically, students writing a thesis engage in original research including data collection. Students are required to demonstrate a thorough understanding of the topic, the ability to work independently, an understanding of research methods, and a degree of originality. The thesis will demonstrate that the student is capable of independent research and critical analysis. Better theses should result in a paper of publishable quality.

**Students doing original research need to be aware of the University requirements to submit their research protocol to the University Ethics Board for approval. Further information can be found at:**  
<https://research.mcmaster.ca/ethics/>

A number of theses are available in the Labour Studies Office for students to consult. Theses are supervised by a core faculty member. The thesis will be orally examined by a committee including the supervisor and two other faculty selected by the supervisor in consultation with the student.

## Program Requirements

### Major Research Paper (MRP) Option

Students will be required to complete six (6) courses, including:

- (i) At least four courses from the menu of Labour Studies core grad courses, including LABRST 715 Methods or an equivalent Methods courses approved by the program;
- (ii) Two additional courses offered by other departments OR the School of Labour Studies (See Course Selection below); and
- (iii) A major research paper of 10,000-12,000 words, excluding endnotes and bibliography, supervised by a core or associate faculty member. MRPs are supervised by a core or associate faculty member and examined by the supervisor and a second reader when completed.

At least one of the supervisor or the second reader must be a core faculty member. Second readers may be subject matter experts who hold a faculty position in any department / institution and are to be selected by the supervisor in consultation with the student. MRPs are graded as either Pass or Fail.”

The normal duration for the MRP Option is twelve (12) months.

### *Format*

- The MRP title should be centered on the page.
- The bottom right corner should contain:
  - your name;
  - your Supervisor’s name;
  - MA in Labour Studies;
  - month and year of completion.

### *Deadlines*

- The deadline to submit a first draft of your complete MRP to your faculty supervisor is no later than August 1 if you plan to convocate in November. Normally, your supervisor will have seen parts of your MRP well before this. You should anticipate doing revisions to your work, so the sooner you get it in, the better.
- Your MRP must be submitted to your supervisor and your second reader by August 16. If you expect to be later than this, it is essential that you discuss this with your supervisor. Please understand that most faculty take time off in August and the first weeks of September are particularly busy for them with classes starting. Time is needed to properly review MRPs before submitting final grades to the School of Graduate Studies. All grades must be in the hands of the School of Graduate Studies by late September, otherwise you will be required to pay an extra term’s fees. There are *no extensions* by the School of Graduate Studies.

### *Final Submission*

Please submit a PDF of your final MRP to the Grad Admin at [LSgrad@mcmaster.ca](mailto:LSgrad@mcmaster.ca) after it has been approved by your first and second reader. Name your file using the following convention: familyname\_firstname\_middleinitial\_finalsubmissionyearmonth\_degree.pdf

### *Switching MRP to Thesis*

If, in the course of the program, a student wishes to change from one option to the other, application must be made to the Graduate Program Committee.

To apply for a switch please submit a research proposal for your thesis project to [LSgrad@mcmaster.ca](mailto:LSgrad@mcmaster.ca) by December 15<sup>th</sup>. Proposal should be approximately 2 pages doubles spaced, not including references.



Approvals are not guaranteed and will be based on both an assessment of the student's academic abilities and the availability of funding.

Decisions will be rendered by the last day to drop classes without penalty in January.

### Thesis Option

Students will be required to complete five (5) courses, including:

- (i) At least four courses from the menu of Labour Studies core grad courses, including LABRST 715 Methods or an equivalent Methods course approved by the program;
- (ii) One additional course from either the course list of other departments or the School of Labour Studies (see Course Selection below); and
- (iii) A thesis of 15,000-20,000 words, excluding endnotes and bibliography, supervised by a core faculty member. The thesis will be orally examined by a committee including the supervisor and two other faculty members selected by the thesis supervisor in consultation with the student. The thesis defence should take place no later than March / early April of the second year, with final thesis electronically submitted to meet requirements of MA.

The normal duration for the Thesis Option is twenty (20) months.

### *Format*

- The Thesis title should be centered on the page.
- You must include:
  - 'in partial fulfillment of the requirements for the Degree of Master of Arts'
  - Your Name;
  - Supervisor's name;
  - MA in Labour Studies;
  - month and year of completion.

### *Deadlines*

You should discuss with your supervisor deadlines for submitting drafts of your thesis. You should anticipate going through several revisions.

All grades must be in the hands of the School of Graduate Studies by late April if you plan to complete the thesis within 20 months; otherwise you will be asked to pay an extra term's fees. There are no extensions by the School of Graduate Studies. Keep in mind that a thesis is orally examined (by late March / early April of the second year at the latest, or earlier if the work is deemed examinable and all parties are available). Time is needed to arrange this exam and

to allow the examiners to read your thesis prior to defense, usually three to four weeks.

### *Final Submission*

After oral defense and any required changes have been completed, students must submit their dissertations electronically. More information on how they might do so is available on the School of Graduate Studies website:

[https://gs.mcmaster.ca/app/uploads/2019/10/guide\\_for\\_the\\_preparation\\_of\\_masters\\_and\\_doctoral\\_theses-december\\_2016.pdf](https://gs.mcmaster.ca/app/uploads/2019/10/guide_for_the_preparation_of_masters_and_doctoral_theses-december_2016.pdf)

[https://gs.mcmaster.ca/app/uploads/2020/02/Licence\\_To\\_McMaster\\_University.pdf](https://gs.mcmaster.ca/app/uploads/2020/02/Licence_To_McMaster_University.pdf)

Following final electronic submission of your thesis (<https://macsphere.mcmaster.ca>),


For detail about completing your thesis, please review the above linked guide, visit <https://gs.mcmaster.ca/current-students/completing-your-degree/masters-thesis/> or reach out to [gthesis@mcmaster.ca](mailto:gthesis@mcmaster.ca) or your Grad Admin

### *Switching Thesis to MRP*

If, in the course of the program, a student wishes to change from one option to the other, application must be made to the Graduate Program Committee. In the case of a switch from the Thesis to MRP Option, the student will forfeit the funding associated with the fourth and fifth terms of the program.

The majority of MA students pursue the MRP Option. Students indicate in their application whether they wish to be considered for the MRP or Thesis Option. The Graduate Admissions Committee will make admission and funding offers based on whether a student is approved for an MRP or Thesis Option.

### *Part-Time MA in Labour Studies*

Students may be admitted to the MA program (MRP or Thesis) on a part-time basis. The requirements for the part-time MA are the same as those for the full-time MA, but the student completes them over a longer time period (typically two to three years, though all degree requirements must be finished within five years). Part-time students should note that not all courses will be offered annually or in the evening. At some time, part-time students may have to complete some courses during the day. 

### *Residency Requirements*

The School of Graduate Studies has regulations governing residency requirements at McMaster and all graduate students in the School of Labour Studies are governed by them. Refer to [Graduate Study at McMaster](#).

#### 2.5.6 Full Time Off-Campus

On admission to a full-time program, the assumption is that a student will be full-time on-campus. This is known as being “in residence”. If a student wants to spend a period of time away from the university in order to complete their research, they must apply to be full-time off campus and complete the form RMM 801.

##### *Research off campus:*

Students must submit and RMM 801 form if participating in field trips, research activities and placements that are McMaster sanctioned to travel [https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/our-safety/field-trip-research-activity-and-student-placements/](https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/field-trip-research-activity-and-student-placements/)

## Courses & Registration

Full-time MRP students are required to register for a minimum of five courses total between the Fall and Winter terms of Year 1, one elective (non-Labour Studies course) may be taken in the Summer term. Due to limited availability of summer graduate courses, MRP students are advised to enroll in three courses in each of Fall and Winter.

Full-time MA thesis students are required to register for a minimum of four courses total between the Fall and Winter terms of Year 1, one elective (non-Labour Studies course) may be taken in the Summer term. Due to limited availability of summer graduate courses, Thesis students are advised to enroll in a total of five courses between Fall and Winter.

Part-time MA students in either stream are required to register for at least one course in each of the Fall and Winter terms each year until all course requirements are completed.

Students who wish to deviate from this must first submit a request in writing to the Graduate Chair. Failure to register for the required number of courses without approval may result in withdrawal from the program.

### Evaluation

The University uses a letter grade system (A+, A, A-, B+, B, B-) for courses. A grade below B- is considered a failure in graduate courses. A failure in any course may result in the School recommending that the student not be allowed to continue his/her studies.

### SGS / 101 Academic Research Integrity and Ethics Training

The Graduate Calendar states that all graduate students (including part-time students), must complete the course SGS #101 and SGS #201 in September of their first term of studies at McMaster University. Academic Research Integrity and Ethics must be completed after their admission to graduate studies at McMaster.

The purpose of this course is to ensure that the standards and expectations of academic integrity and research ethics are communicated early and are understood by incoming students. A graduate student may not obtain a graduate degree at McMaster without having passed this course.

The courses must first be added in MOSAIC. Then, to access the course material, students should visit Avenue to Learn at <http://avenue.mcmaster.ca> and click on the McMaster e-Learning button. Your MacID and Password are required to access Avenue to Learn.

### SGS / 201 Accessibility for Ontarians with Disabilities Act (AODA) Training

The Graduate Calendar states that all graduate students are required to complete training on the Accessibility for Ontarians with disabilities Act (AODA), which can be completed on-line at <http://www.mcmaster.ca/accessibility>

Having an understanding of how we can identify and reduce attitudinal, structural, information, technological and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions. Students may not graduate or register for subsequent years in their program until they have completed their required training.

### Course Timetable

To view a list of our available courses and descriptions, please refer to our [program website](#).

Graduate Students should consult the graduate course offerings in Anthropology, Economics, Education, Geography, Globalization, Political Science, Social Work, and Sociology that are easily accessible.

To find courses outside Labour Studies, please visit:

[https://academiccalendars.romcmaster.ca/preview\\_program.php?catoid=45&poid=23626&returnto=9164](https://academiccalendars.romcmaster.ca/preview_program.php?catoid=45&poid=23626&returnto=9164)

Course outlines are shared as available with students, as well as posted on LS website.

All Labour Studies grad courses are open to MA and PhD LS students.

### Course Selection

Course enrollment occurs Tuesday, July 4 to Tuesday, August 1. In selecting the courses from other departments, students can choose from a menu of approved courses. Students will also be given some flexibility to make their own arrangements with other departments. Programs of study will be subject to the approval of the Graduate Studies Committee. **However, courses outside of Labour Studies require permission from the department offering them and may be subject to restrictions based on requirements for students within those departments.**

LABRST 715 Methods is MANDATORY for all Labour Studies MA students. It will normally be offered in Term 2 (Winter) each year.

### Research Guidelines

#### Choosing a Research Topic

Students will have to decide which research topic best suit his or her interests and needs. There is no ideal time to settle on a topic. Some students find it useful to start thinking about this early in the fall; others find it more effective to wait until they have completed some of their course work. In either case, you should have a sense of where your research is headed very early in Term 2 at the latest.

Engagement with graduate coursework forms the beginning work of an MRP or Thesis. As you engage in coursework, you will be asked to think about new interests and areas you may wish to investigate further. Students are urged to initiate informal conversations about their interests with Faculty. **Students should also consult the literature about their chosen topic.**

Through conversations with Faculty about your research interests, part of this conversation will also turn to the question of whether your interests are best played out in an MRP or a Thesis.

When choosing your topic, make certain that:

1. It fulfills the requirements of the MRP or Thesis;
2. It interests you enough to work on it (choose a topic that is relevant to your passions, concerns, and curiosities)
3. It will teach you something (otherwise you won't remain interested)
4. It is manageable (narrowing down the topic is essential, as is ensuring that the research method(s) used are manageable for the time allowed and resources available. This is especially the case for students considering a thesis), and
5. There is enough available information on the topic (there should be multiple sources from which you can draw).

## How to Define a Research Question

Many students find defining a research question a challenge. Without a clear research question, you will find it more difficult to organize your research when it comes to write your MRP or thesis. There are a number of online sites that can help you define a research question and your supervisor is always a resource.

Finding a doable and useful research question requires more than simply thinking about a question you would like to answer. I would like to know how to make the world a better place, but this is not a very useful research question. A research question has to be doable as a research project, which means there needs to be a literature related to the topic and a source of data to answer the question, and it needs to be doable in the time you have. Don't try to pose a Ph.D. project as an MRP.

There are a number of ways to identify a potential research question. One example is through a literature review and a study of previous research on a topic. This should throw up some vague areas of interest. One potential strategy is to look for previous research that seems incomplete. Perhaps someone has done some interesting research on France, but it would be useful to know that work also applied to Canada. Are there differences? Why? What are the implications for policy, etc.?

Another way to form a research question is to look for a paper whose results you disagree with. Your research can then be a project to prove the person wrong and correct his/her errors. For example, it is not hard to find research arguing that unemployment insurance is bad for workers. This might lead you to take on a project to examine why a researcher would make such a claim, the weaknesses in their argument and evidence that supports a different conclusion.

**You might want to follow the following process once you have defined an area of research interest:**

1. I plan to study/work on (topic)
2. Because I want to find out (who/what/where/when/whether/how/why)
3. In order to understand (how/why/what/whether).

*Example of completed research problem or statement:*

*I am working on studies of how unions have been affected by the economic crisis because I want to find out, how this is changing how they try to defend the interests of their members in order to help me identify strategies that will lead to more effective unions*

## Choosing a Supervisor

All students in the program are assigned an *initial* faculty advisor. In most cases, your advisor will also supervise your MRP or thesis. MRP supervisors must be either core or associate faculty members in Labour Studies. Thesis supervisor must be core Labour Studies faculty. Students are free to change

supervisors with the permission of the Graduate Chair. We encourage students to request any such changes by mid-January and advise the Grad Chair and Grad Administrator.

The role of the supervisor is twofold:

1. To provide guidance on the planning and conduct of the project; and
2. To be the assessor of the work submitted.

The supervisor's role is to guide rather than lead. The supervisor acts as a mentor, providing critical comment on the work of the student submitted to him or her during the course of the project. Thus, the student leads the project, and the supervisor's role is more supportive.

### Writing Your Proposal

To help you successfully complete your MRP or Thesis in a timely manner, you are required to hand in a research **proposal to your supervisor by the Friday after reading week.**

As part of the process, you should hold a preliminary meeting with your supervisor to discuss your ideas and plans.

The proposal is a preliminary guide to your project, not the actual project itself. It must include a clear statement of your research question (see below for guidance in how to identify a research question). It should describe your initial ideas about what you propose to investigate, why you want to do so, how you propose to carry out the research. It should be seen as a tool for helping you find a topic that is feasible with the resources and time available—and a topic that is worth doing. It will also serve as a checklist as you carry out the project later.

### MRP Proposal - (Due the Friday after reading week)

The MRP proposal must be no more than 1,500 words (5-6 pages) in length and have the following elements:

- 1. General subject of interest:** State your broad subject of research interest.
- 2. Research topic or question:** State your narrow research topic. This is usually formulated as a question that you will try to answer. While your subject of interest will be broad and multifaceted, your research topic or question should be narrow enough to investigate in a MRP of no more than 50 pages.
- 3. Theoretical framework:** Describe your initial theoretical orientation to your topic. This should include a preliminary identification of concepts, assumptions, models, and hypotheses relevant to your topic.
- 4. Justification:** Answer the question 'so what?', that is, state why your research topic is worth investigating. This is also a place to mention special qualifications, if any; you have for writing about this topic.

5. **Sources:** State the *types* of sources you propose to use in exploring your research topic. The list will aid in planning and prioritizing your data collection.
6. **Preliminary Bibliography:** Provide a list of a minimum ten citations of specific sources you have or will read on your topic. There should be some discussion of this literature in the proposal, but it is not expected that you will have read all of the material or read it all in full. This discussion should show a basic grasp of the core ideas.
7. **Supervisor:** State who has agreed to supervise your MRP. The most important point to note in this connection is that the successful conduct of the MRP is mainly the responsibility of the student. However, the supervisor is expected to exercise professional judgment, expressed through feedback and guidance to the student. In order for such feedback to be timely, it is, of course, necessary for the student to provide progress reports to the supervisor, either orally or in writing, as agreed between them.
8. **MRP Proposal approved:** When the MRP supervisor agrees that the proposal is acceptable; the student should submit a copy signed by the student and the supervisor to the grad chair and the grad secretary. Any research proposal in the University which involves individuals or groups as the subject of experimentation or study requires ethical approval.

Thesis Proposal - (Due the Friday after reading week)

The thesis proposal must be less than 2,500 words (10 pages) in length and have the following elements:

1. **General subject of interest:** State your broad subject of research interest.
2. **Research topic or question:** State your narrow research topic. This is usually formulated as a question that you will try to answer. While your subject of interest will be broad and multifaceted, your research topic or question should be narrow enough to investigate in a thesis of no more than 80 pages.
3. **Theoretical framework:** Describe your initial theoretical orientation to your topic. This should include a preliminary identification of concepts, assumptions, models, and hypotheses relevant to your topic.
4. **Justification:** Answer the question 'so what?', that is, state why your research topic is worth investigating. This is also a place to mention special qualifications, if any; you have for writing about this topic.
5. **Method(s):** State the method(s) you propose to use to investigate your topic and why. The method should be appropriate to the research question and feasible with the time and other resources available to you. Most good thesis will involve some sort of primary research such as document (content) analysis, case stud(ies), observation (participant observation or field work), surveys, statistical methods, textual analysis, discourse analysis, and so on. The proposal should reflect some understanding of the relevant secondary literature on the method being proposed
6. **Sources:** State the *types* of sources you propose to use in exploring your research topic. The list will aid in planning and prioritizing your data collection. Where appropriate, identify specific types of *primary sources* and *secondary sources* you plan to use and where you will find them.
7. **Preliminary Bibliography:** Provide a list of a minimum fifteen citations of specific sources you have or will read on your topic. There should be some discussion of this literature in the proposal, but it is not expected that you will have read all of the material or read it all in full. This discussion should show a reasonable grasp of the core ideas.



**8. Plan of Work:** Include a realistic timetable, including deadlines, for completing the study on time. Mention any difficulties you anticipate, such as problems getting necessary data, the need to travel to get information, and so on.

**9. Supervisor:** State who has agreed to supervise your thesis. The most important point to note in this connection is that the successful conduct of the thesis is mainly the responsibility of the student. However, the supervisor is expected to exercise professional judgment, expressed through feedback and guidance to the student. In order for such feedback to be timely, it is, of course, necessary for the student to provide progress reports to the supervisor, either orally or in writing, as agreed between them.

**10. Proposal approved:** When the thesis supervisor agrees that the proposal is acceptable, the student should submit a copy signed by the supervisor and the student to the grad chair and the grad secretary. Any research proposal in the University which involves individuals or groups as the subject of experimentation or study requires ethical approval. It is important that this process be initiated very soon after the thesis proposal is accepted. Students should be aware that in some cases this can take a month or more.

### Useful Online Resources

**McMaster University School of Graduate Studies:** <https://gs.mcmaster.ca/current-students/completing-your-degree/>

**University of Southern California: Organizing Your Social Sciences Research Paper**

A useful online course in how to do research in the social sciences. Helpful descriptions of different types of research projects, how to do a literature review, how to write up your results.

<http://libguides.usc.edu/content.php?pid=83009&sid=615849>

**Cornell University WEB Centre for Social Research**

This is a useful site for those wanting to learn a bit about research methods. It is an online textbook with a number of tutorials and links to other resources. <http://www.socialresearchmethods.net/>

**Global Health University**

Students working on a thesis might want to consult the following article from the Global Health Research Certificate offered by the Global Health University. It may also have some useful ideas for MRP students.

<http://www.uniteforsight.org/global-health-university/research-strategies>

### Research Presentations

In the final session of LABRST 715 Methods (typically the **first week of April**), all MA students will make a 5-minute presentation on their MRP or thesis topic to the class and the rest of the School of Labour Studies faculty and students. All MA students are expected to participate in this session.

Faculty supervisors are also expected to attend. The goals of this session include: making sure you are on track in your MRP/Thesis research, giving you a chance to inform faculty and fellow students what you

are working on and to get feedback from them, having an opportunity to provide feedback to students working on other projects. At a minimum, these presentations should include:

- 1) The research question;
- 2) The significance of the research question (i.e. why bother answering it, why is it important?); and
- 3) Preliminary findings.

### Ethics Approval

Students whose work involves human subjects, including interviews, will need to be granted approval through the Ethics Research Board. Given the short timeline for MRPs, it is imperative to initiate the process of application early (**at least two months before you wish to have the application approved**), and give yourself sufficient time to submit an application and make revisions.. Check the MREB website <https://research.mcmaster.ca/ethics/> for dates of drop-in consultations and seminars on the application process. Ethics approval is essential before you start any research involving human participants. It is an academic offence not to obtain the required ethics approval for research involving human participants. If you are in doubt about whether your project will require an ethics review, please consult with your supervisor.

## Tuition & Scholarships

### Tuition

Tuition is \$2,102.40 per term full-time or \$1,051.20 per term part-time for domestic (Canadian citizen and PR students). For international students in the MA program tuition is \$5,698.74 per term full-time or \$2,924.34 per term part-time. However, if a student falls under one of the following categories they may be eligible for the domestic tuition rate:

- Dependents of Canadian Citizens/native Canadians
- Dependents of Permanent Residents
- A person who has been approved “in-principle” for permanent resident status in Canada and dependents
- A visitor with a work permit and dependents
- A visitor with diplomatic status and dependents
- Religious workers (work permit exempt) and dependents
- Protected Persons and Dependents

Further details and the list of documents to be submitted by the student can be found here:

<https://registrar.mcmaster.ca/services/international-fee-exemptions/>

**Full-time student fees** are currently set at \$891.98 per year, **part-time student fees** are set at \$550.46 per year. This value may increase each year.

### MA Funding

MA students are not guaranteed a funding package, however many of our students are offered department scholarships or TAships.

In the case of a switch from the **MRP stream to the Thesis stream** of the program, the student will be funded for a second year at a level equivalent to their funding in the first year of the program. This switch must be approved by the Graduate Studies Committee prior to your second term in the program.

In the case of a switch from the **Thesis stream to the MRP stream**, the student will forfeit the funding associated with the fourth term of the program.

### Scholarship Payments

Scholarships are paid through Grad Studies: 40% mid-September; 30% January and 30% May. External awards (e.g., OGS, SSHRC) are paid 1/3 each term. Scholarships are paid via eTransfer to your McMaster email. More information here: <https://gs.mcmaster.ca/tuition-financial-aid-scholarships/scholarship-via-e-transfer/>

Payment schedule can be found here: <https://gs.mcmaster.ca/scholarship-payment-schedules/>

You can view your paystub in MOSAIC. [Your T4 will be available there in February.](#)

### Types of Scholarships/Funding

**Department Scholarship** - Comes from funds awarded by the department.

**Research Scholarship** – All domestic and international students may be offered Research Scholarships. These are offered from a supervisor's research grant. Applicant and prospective supervisor should discuss availability of research funds. Applicants are encouraged to reach out to potential supervisors during application process.

**TAs/RAs in Lieu** – Some MA students are offered a teaching assistantship as part of their funding package. TA employment involves an average of 10 hours a week of work, and can include some combination of leading tutorials (usually 1 or 2 hour-long tutorials per week), grading essays and meeting with students during regularly scheduled office hours or other duties as discussed with the instructor of that course

**Non-TA Employment** - Students may be employed as research assistants (RA), as long as their total number of hours of employment at McMaster does not exceed 505 total hours of employment (in all roles) per academic year. Employment as an RA is not equivalent to an RA in Lieu; the latter only applies if a student has been guaranteed a TA position and it is governed by terms and conditions of the collective agreement for teaching assistants

**Internal Scholarships** - These scholarships are only available in-course, which means that students must be fully enrolled to be able to apply.

- The application period opens October 1st and closes in early December.
- Applications are managed through AwardSpring, found on the Mosaic home page
- Student completes one application to be matched with all eligible awards.

**Note** - International students may only apply to merit-based internal scholarships.

**External Scholarships** – An external scholarship is defined as a scholarship that does not require the student to perform research outside the scope of their thesis research and is granted by an institution or organization other than McMaster. Studentships and research funding that requires research and tasks outside the core of the student’s thesis are not considered to be scholarships.

Students who win external awards may be subject to some clawback of their non-employment income (i.e., research and departmental scholarships). The principle underlying re-allocation of McMaster funds is to balance the goals of recognizing merit and equalizing funding among our students. Supervisors and students must disclose any external scholarship awarded.

Government funded Scholarships & Awards available to **non-Canadian students**:

<https://w05.international.gc.ca/Scholarships-Bourses/scholarshipnoncdn-boursenoncdn.aspx?lang=eng>

**Clawback Policy – For External Awards**

Base SGS/FSS Scholarship Funding	Amount of External Scholarship Funding			
	Category 1: < \$15,000	Category 2: \$15,000 - \$24,999	Category 3: \$25,000 - \$34,999	Category 4: ≥ \$35,000
SGS/FSS Funding: ≤ \$5,000				
Adjustment Rate	20%	30%	40%	50%
Maximum SGS/FSS Reduction (% of SGS/FSS \$)	25%	50%	75%	90%
SGS/FSS Funding: \$5,001 - \$15,000				
Adjustment Rate	30%	40%	50%	75%
Maximum SGS/FSS Reduction (% of SGS/FSS \$)	25%	50%	75%	90%
SGS/FSS Funding: > \$15,000				
Adjustment Rate	40%	50%	60%	80%
Maximum SGS/FSS Reduction (% of SGS/FSS \$)	25%	50%	75%	90%

### Research Costs and Conference Funding

Over the course of their program, each MA student is eligible to apply for funding to support research costs related to their Thesis or MRP and the costs of presenting their work at an academic conference. Each student in the MRP stream is eligible to apply for a maximum of \$500 over the life of their program. Each student in the Thesis stream is stream is eligible to apply for a maximum of \$750 over the life of their program. Note that funding levels may vary annually contingent on the availability of funds. Students may apply for funding more than once provided they have not reached the total amount allocated to them according to their program.

Note that funding levels may vary annually contingent on the availability of funds. Students may apply for funding more than once provided they have not reached the total amount allocated to them according to their program.

Applications for research costs support are due March 31 of each calendar year with receipts due August 15th. Applications for conference support are accepted throughout the year, and receipts must be submitted for reimbursement within two months after the presentation. If submitting for a conference expense, please send a copy of the brochure or agenda to [LSgrad@mcmaster.ca](mailto:LSgrad@mcmaster.ca) at the time of application.

Eligible expenses include subsistence, transportation/travel, materials, supplies & services necessary for the conduct of that research, conference registration fees, and transportation/travel/subsistence at conferences,

Ineligible items include equipment purchases, and thesis copying & binding.

Applications for this grant will be available in early March, provided by the Graduate Administrative Assistant.

Once your application is submitted it will be sent to your supervisor for approval, and then to the Graduate Chair. You will be notified of the results of your application via email by the Graduate Admin Assistant.

Students are also strongly encouraged to apply for other internal awards to support their research and conference participation. Please consult the School of Graduate Studies calendar section 8 "Fellowships, Scholarships and Other Awards" for details to determine eligibility for GSA Travel Assistance and other grants.

### Teaching Assistantships/Research Assistantships in Lieu

Some MA students are offered a teaching assistantship as part of their funding package. TA employment involves an average of 10 hours a week of work and can include some combination of leading tutorials

(usually 1 or 2 hour-long tutorials per week), grading essays and meeting with students during regularly scheduled office hours or other duties as discussed with the instructor of that course.

TA assignments are confirmed in August for Fall and December for Winter courses, and every effort is made to match students up with their preferences as submitted. Tutorials start the third week of each term. Some TAs may be offered an RA in Lieu of their TAship. This is a Research Assistantship that replaces the hours you were offered as a TA and paid at the TA rate of pay.

### Collective Agreement and Hours of Work

Your work as a TA is governed by a collective agreement which you can view on their website (copies also available in the CUPE office – KTH-B110).

The collective agreement has important information on sick days, religious holidays, hours of work, etc. Especially important is the “Hours of work form”, which will be filled out by the instructor of the course where you are assigned TA duties, in consultation with yourself, at the beginning of term to specify how many hours you will be spending on various tasks. Please complete this form and return to the Grad Admin ([LSGrad@mcmaster.ca](mailto:LSGrad@mcmaster.ca)) A copy for your files will be provided.

Students may waive, decline, or defer a portion, or the entire, TA guarantee at their discretion.

Students who:

- *decline* a TA position relinquish their guarantee of future TA employment.
- *wave* a TA position are requesting to waive their guarantee for that academic year only.
- *defer* a TA position are postponing their employment to the following term when they must be offered a position. This is true, even if they are not normally eligible in the following term (e.g. overtime status).

### Getting Paid

Graduate students who are employed as teaching assistants (TA) or research assistants (RA) are paid every two weeks through Direct Deposit. The exception is December when you will be paid earlier due to the holiday break. Miscellaneous fees, union dues, dental and health plan dues (if applicable), Employment Insurance and Canada Pension Plan premiums will be deducted from your pay. Tuition fees are your responsibility (i.e., not deducted from your pay or OSAP).

TAship will be paid over the months you are employed as a TA (i.e., Sept-Dec -130 hours and/or Jan-Apr – 130 hours). Incidental fees are deducted in September. You are paid an additional 3 hours to complete mandatory Health & Safety modules. (the modules only have to be completed in your first term, but 3

hours are paid for the module on each TA assignment) Your summer net income will therefore be much smaller than your September-April income. Please budget accordingly.

Payment schedules can be found here: <https://gs.mcmaster.ca/scholarship-payment-schedules/>

Please follow the instructions here: <https://hr.mcmaster.ca/employees/payroll/teaching-assistants-payroll-information/> to set up TA direct deposit

### Teaching Assistant, Job Hazard Analysis, and Health & Safety Training

It is mandatory for all employed staff at McMaster to take part of the Job Hazard Analysis and Health & Safety Training. TAs are paid three hours each term and are required to complete online training for the following components prior to start of TA duties.

Health and safety training registration and completion is now managed in [Mosaic](#). Employees, students, and volunteers (persons of interest) are now able to self-register for health and safety training courses offered by EOHSS through the self-service functionality in [Mosaic](#).

**Navigation: Main Menu>Human Resources>Self Service>Learning & Development>Request Training Enrollment**

Through self-service, individuals can also access their own training summary to view newly completed training. Historical data of training will not be included but can be requested by contacting the appropriate safety office.

**Navigation: Main Menu>Human Resources>Self Service>Learning & Development>Training Summary**  
[https://mosaic.mcmaster.ca/psp/preprd/EMPLOYEE/EMPL/h/?tab=MCM\\_TAB\\_WELCOME](https://mosaic.mcmaster.ca/psp/preprd/EMPLOYEE/EMPL/h/?tab=MCM_TAB_WELCOME)

- Asbestos Awareness
- Ergonomics
- Fire Safety
- Office WHIMS
- Slips, Trips and Falls
- Violence and Harassment

When you have completed these, please send an email informing the Grad Admin ([LSGrad@mcmaster.ca](mailto:LSGrad@mcmaster.ca)) for further processing with HR.

All Teaching Assistants and Research Assistants in Lieu of a TA, will be required to complete 5-hours of paid mandatory TA training. The 5-hours is a one-time payment, payable after the TA completes mandatory training that includes anti-oppression, TA rights & responsibilities, and other pedagogy training. Information about this training will be distributed at the start of term.

The 5-hours are separate from the 3-hours that TAs receive for orientation and health & safety training each Term. The 5-hours of mandatory TA training is to be completed once with pay. Should a TA choose to complete the training more than once, it will be without pay. When a TA has completed the new mandatory TA training Human Resources will issue the 5-hour payment.

These only need to be completed once (i.e., first year of degree)

### Health and Dental Benefits for TAs

Please see detailed information: <http://cupe3906.org/benefits-forms/unit-1-benefits>

Dental plan - The CUPE Dental Plan has no deductibles and provides for 100% coverage for diagnostic, preventive, and palliative services, 100% for restorative, endodontic, periodontic, and surgical procedures. You are eligible for up to \$1,000.00 every year (Jan 1 - Dec 31).

An employee who is eligible to be covered under the Dental Plan may choose to opt out if he/she provides proof to the spousal coverage or parental coverage under another dental plan. The CUPE Dental Plan Authorization for Change of Status form must be completed and handed back to CUPE office by September 12 to be effective September 1. If Opt-outs submitted after this date and until September 30, they will be effective as of October 1. No Opt-outs would be accepted after September 30. The Opt-out form must be submitted every year.

If an employee who is eligible for the Dental Plan elects to have family coverage for spouse (married, common-law, or same sex) and/or children, he/she will pay for the difference in the cost of the Dental Plan between single and family coverage. The CUPE Dental Plan Authorization for Change of Status form must be completed and handed back to CUPE office by September 12 to be effective September 1. The family opt-in form must be submitted every year.

### Teaching and Employment Supports

[The Paul R. MacPherson Institute for Leadership, Innovation and Excellence in Teaching](#)

The MacPherson Institute offers assistance to enhance your teaching. You can meet with an Educational Developer to discuss ideas to help improve your teaching, or you can consult their extensive library of books, articles, and newsletters on teaching and learning.

The MacPherson Institute also runs the [Teaching and Learning Certificates of Completion Program](#), where graduate students and postdoctoral fellows can take courses to improve their teaching skills and receive feedback on materials such as teaching portfolios.



The MacPherson Institute is located on the fifth floor of Mills Library; you can also contact us at 905 525 9140 x24540 or by email ([mi@mcmaster.ca](mailto:mi@mcmaster.ca)).

### [CUPE 3906](#)

CUPE 3906 is the union representing McMaster teaching and research assistants (both graduate and undergraduate). You receive benefits from CUPE 3906 and can contact their office if you have questions about your workplace conditions. You might also be interested in attending their General Membership Meetings to keep up to date on information and developments affecting your role as a TA. You can contact CUPE 3906 by calling their office at 905 525 9140 x24003, through email at [cupe3906@mcmaster.ca](mailto:cupe3906@mcmaster.ca), or by dropping by their office in Kenneth Taylor Hall B111.

### [The Office of Academic Integrity](#)

The Office of Academic Integrity strives to assist instructors and students with issues of academic integrity. The main purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. This website provides information for students and instructors alike to assist with this purpose and to help avoid problems with dishonesty.

### [Environmental and occupational health support services \(EOHSS\)](#)

Environmental and Occupational Health Support Services (EOHSS) is a team of health, safety, and risk management specialists working in the areas of environmental and occupational health, safety, loss prevention, and mitigation. Providing professional and technical support to stakeholders across the University community, EOHSS provides support services and leadership to assist in the continued development and maintenance of an effective Internal Responsibility System.

### Technical and Informational Resources for TAs

#### [McMaster libraries](#)

The McMaster Libraries network includes all four libraries across campus. The Mills Memorial Library hosts Social Sciences and Humanities collections and the [Mills Learning Commons](#), which is home to many student support services; the Innis Library serves the research interests of the DeGroote School of Business; the H.G. Thode Library services the Science and Engineering faculties, and the Health Sciences Library caters to the Health Sciences.

#### [Classroom Audio Visual Services](#)

If you need to book a data projector or need help using the equipment in your classroom, you can contact Classroom Audio Visual Services for help. They are located in Mills Memorial Library L305, or you can email [equipbkg@mcmaster.ca](mailto:equipbkg@mcmaster.ca) or call 905 525 9140 x 22761.

### [University Technology service \(UTS\)](#)

University Technology Service (UTS) administers campus emails, wireless, MOSAIC, student technology labs, and technology help desks. They are located in Burke Science Building 245. You can contact them at [uts@mcmaster.ca](mailto:uts@mcmaster.ca) or by calling 905 525 9140 x 24357 (2HELP).

### Building an Accessible, Inclusive Campus Community

#### [Accessibility at McMaster](#)

The Accessibility at McMaster page is a “one-stop-shop for all things accessibility” on campus, including tips and tools on how to create an accessible classroom, information about the Accessibility for Ontarians with Disabilities Act, and advocacy options on campus.

#### [Equity and Inclusion Office](#)

The Equity and Inclusion office (formerly Human Rights and Equity Services) works with campus and community partners to ensure that McMaster is a place where all students, staff, and faculty are treated equitably and respectfully. Services include confidential complaint resolution processes, educational opportunities, and support for survivors of sexual violence. They are located in MUSC 212, and can be contacted by phone at 905 525 9140 x 27581.

#### [Ombuds Office](#)

The Ombuds Office provides impartial, independent, and informal dispute-resolution advice and assistance to all members of the McMaster community. The Ombuds Office is located in the Student Centre Room 210, or you can email [ombuds@mcmaster.ca](mailto:ombuds@mcmaster.ca) or call 905 525 9140 x 24151.

#### [Ontario Public Interest Research Group \(OPIRG\)](#)

OPIRG is a volunteer-driven organization that is dedicated to empowering students and community in exchanging ideas and taking action on diverse social justice and environmental issues. It has a number of working groups related to environmental activism, global citizenship, and indigenous issues. OPIRG is located in MUSC 229 and can be reached by email at [opirg@mcmaster.ca](mailto:opirg@mcmaster.ca) or by phone at 905 525 9140 x 27289.

### [President's Advisory Committee on Building AN Inclusive Community \(PACBIC\)](#)

This committee is made up of stakeholders from many parts of McMaster's campus with a mandate to: identify and anticipate issues affecting equity-seeking communities within, and seeking access to, McMaster University, learn and discuss ways to address these issues, and provide advice to the President on such issues. For more information, consult the [PACBIC website](#) or email them at [pacbic@mcmaster.ca](mailto:pacbic@mcmaster.ca).  
[Office of Student Conduct](#)

The Office of Student Conduct contributes to the University's efforts to create and enhance the ethical environment of the campus community by addressing behavioural expectations for student civility and personal conduct. The Student Code of Conduct, posted at their [website](#), outlines students' rights and responsibilities in the shared quest to create a safe, inclusive, and fair environment at McMaster, and one that is conducive to learning.

### [Queer Students Community Centre](#)

Run by the McMaster Students Union, the QSCC describes itself as "A Place For Gender and Sexual Diversity at McMaster." It offers a contact point for McMaster students that may identify as gay, lesbian, bisexual, trans, or queer and their allies, and offers educational programming and access to resources of interest to the GLBTQ community. The QSCC is located in MUSC 221. You can reach the coordinator at 905 525 9140 x 27397 or by email at [qsc@msu.mcmaster.ca](mailto:qsc@msu.mcmaster.ca)

### [Indigenous Studies Program/Aboriginal Student Support](#)

The Indigenous Studies Program offers a number of services to the Indigenous community at McMaster University. These services include student counselling, writing skills workshops, and an Elder-in-Residence program. To learn more about Student Services in the Indigenous Studies Program, visit them at L.R. Wilson Hall 1010, call 905 525 9140 x 27426, or email [indig.admin@mcmaster.ca](mailto:indig.admin@mcmaster.ca).

## Departmental Support and Resources

### Office Space

Students with TA duties in the School of Labour Studies are provided shared offices (KTH 726, 727, 728, 729) for your TA office hours and socializing. Office keys are provided in September.

We share the 7th floor with some staff and students from other departments, so office doors should never be left unlocked, both for theft prevention and noise reduction.

Mice and other rodents are often unfortunately also occupants of our older building. That, combined with only monthly garbage pickup by custodians, means that it is important that you take your food/beverage

garbage to the washrooms, which is emptied daily. For health and environmental reasons, please DO NOT leave any leftover food or beverages in the offices overnight.

### Labour Studies Lounge

Our lounge is located across from your offices in KTH-731. There is comfortable furniture, a small fridge, microwave, kettle and coffee maker located there which is enjoyed by all faculty, grad students and staff in Labour Studies. Everyone is asked to do their own cleanup of spills etc. The door has a combination lock and the code is 13452

### Photocopying/ Printing/Scanning

The departmental photocopier is available free of charge to students who hold a TA or RA position and is intended to be used for these purposes ONLY. You will be given a copier code at the start of term; please do not lose this code as this is your only access to the printer. Students are not permitted to use the copier for course work, and instead are encouraged to use the printers available at McMaster in the libraries. Please note that printing fees are typically \$0.10 per side for black and white; colour printing is \$0.25 per side. For students with MacBooks, the printer is not typically fond of Apple devices, and in this case we encourage you to bring a USB to print directly from there. Please note that the department printer has a tracking system that records copies made. For excessive printing over 5,000 pages, we will start billing to your account directly.

### Mail Services

Each graduate student has their own mail slot located in the Labour Studies lounge. Please make a point to check your mail slot regularly, as staff and faculty utilize these often to return papers and share other information/forms.

To receive mail sent from outside, please address as follows:

Your name  
c/o School of Labour Studies  
McMaster University  
1280 Main St. West, KTH-717  
HAMILTON ON L8S 4M4 CANADA

### University and Faculty Resources for Graduate Students

The School of Graduate Studies has a number of resources you should consult: <https://gs.mcmaster.ca/>

Spark is a centre for social research innovation in the Faculty of Social Sciences <https://spark.mcmaster.ca/>. It offers good study space, consultations on methodology.

MacPherson Library offers licences for an excellent bibliographic software - Endnote <https://library.mcmaster.ca/databases/endnote>. You should also consult Graduate Students & The Library at <https://library.mcmaster.ca/services/graduate-students-library>

## Campus and Student Life Information

Map of McMaster buildings: <http://www.mcmaster.ca/welcome/campusmap.cfm>

### Accommodation

Off-Campus Resource Centre: <https://offcampus.mcmaster.ca/> - this is a very helpful link with a variety of information regarding housing issues

### Resources

Avenue to Learn: <https://avenue.mcmaster.ca/>

Campus Services: <https://graduate.mcmaster.ca/resources>

The closest computer labs which are supported by University Technology Services (UTS): <https://uts.mcmaster.ca/catalogue-students/>

Email (@mcmaster.ca): <https://uts.mcmaster.ca/services/communication-collaboration-and-storage/email/student-mail/>

**Maternity/Parental Leave; Sick Leave and Grievance Procedures** - For detailed information, consult your CUPE handbook or visit [www.cupe3906.org](http://www.cupe3906.org).

### Graduate Student Association Benefits

*Medical Plan* - The Plan is provided by your Graduate Students Association (GSA) and costs \$163.00 for full-year coverage (September 1 to August 31) automatically paid through your payroll deductions. You can opt-out of this plan if you provide proof of other equivalent coverage. For more info and claim forms go to: [https://studentcare.ca/rte/en/McMasterUniversity\\_Home](https://studentcare.ca/rte/en/McMasterUniversity_Home)

**NOTE:** McMaster Graduate students who do not qualify for the [CUPE 3906 dental plan](#) also have dental coverage through the same provider. For more details: ([ihaveaplan.ca](http://ihaveaplan.ca)).

International Students Coverage - <https://iss.mcmaster.ca/>

*Libraries* - <http://library.mcmaster.ca/>

Mills Memorial Library is the Social Sciences and Humanities library. You may also require materials from Thode Engineering Library or Innis Business Library (currently closed for expansion) Materials may be borrowed by graduate students for a period of 1 month.

Lyons Instructional Media Centre: <https://library.mcmaster.ca/spaces/lyons>

The Lyons Instructional Media Centre is home to a collection of audio visual and electronic materials. The new Centre has combined the McMaster University Video Library and the Visual Resources Centre / Slide Library into one area centrally located in Mills Library, L-411.

LibAccess (use your MacID and password) grants access to the library's licensed e-resources (including e-journals), which can be viewed from home or on campus. For more info on setting up your LibAccess, please contact: <https://libraryssl.lib.mcmaster.ca/libaccess/login.php?init>

Material not held in the collections of McMaster University Libraries, needed for study or research by faculty, staff or students, may be requested through Interlibrary Loan Services (RACER). <http://library.mcmaster.ca/borrow/ill> ILL is free for books.

The Library only has a 'snail mail' system to let patrons know of books that are recalled or overdue. You will only receive notices in your LS mailboxes, so please check your box often. Books requested by other users are recalled immediately. You have until 14 days from the original loan date or 10 days from the date of recall, whichever is longer, in which to return the book, after which a fine is levied.

Additionally, the Hamilton Public Library system is a great resource for fiction, popular non-fiction, CDs, DVDs, magazines, etc. There is a branch in Westdale on King Street West, and the Central Branch in on York Street beside the Farmer's market. Library cards are free to all McMaster students, even if you don't live in Hamilton. <http://www.hpl.ca/>

### Campus Organizations

#### Campus Food Bank

<https://www.msumcmaster.ca/services-directory/14-mac-bread-bin>

McMaster Student Union Services MUSC 201

[Facebook](#) | MSUFoodCollectiveCentre [Twitter](#) | @MSU\_FCC

#### Canadian Union of Public Employees Local 3906 (CUPE)

<http://cupe3906.org/>

Kenneth Taylor Hall, Room B111

Tel: 905.525.9140 ext. 24003

E-mail: [staff@cupe3906.org](mailto:staff@cupe3906.org)

CUPE represents Teaching Assistants, Research Assistants, Sessional Lecturers, and hourly-rated Music Instructors.

**COMPASS Information Centre**

Located in the Student Centre 'Marketplace', down the steps from the Tim Horton's.

Bus information

Attraction tickets (e.g., Cineplex, Canada's Wonderland, various trips, etc.)

**David Braley Athletics** <https://rec.mcmaster.ca/facilities/hours>

**McMaster Students Union** <https://www.msumcmaster.ca/>

**Graduate Students' Association (GSA)** <https://gsa.mcmaster.ca/>

Refectory Building (same building as The Phoenix)

Tel: 905.525.9140 ext. 22043

E-mail: [macgsa@mcmaster.ca](mailto:macgsa@mcmaster.ca)

Contact the GSA concerning your health benefits, travel and other funding, and graduate student organizations. The GSA represents the members (all graduate students) before the authorities of McMaster University, and promotes communication and participation in all matters of common interest of the members of the Association, both at McMaster and in other educational institutions. The GSA owns and operates the Phoenix restaurant and bar – show your Mac ID card for discount!

**Lost and Found:** <https://security.mcmaster.ca/lost-and-found/>

**McMaster Daily News** <http://dailynews.mcmaster.ca/> for information about upcoming events and speakers.

**Ombud's Office**

<http://www.mcmaster.ca/ombuds/>

McMaster University Student Centre, Room 210

Tel: 905.525.9140 ext. 24151

Email: [ombuds@mcmaster.ca](mailto:ombuds@mcmaster.ca)

Advice for students, staff and faculty on options and processes available to solve academic and non-academic concerns.

**School of Graduate Studies (SGS)**

<http://www.mcmaster.ca/graduate/>

Gilmour Hall, Room 212

Tel: 905.525.9140 ext. 23679

Email: [askgrad@mcmaster.ca](mailto:askgrad@mcmaster.ca)

Contact Grad Studies for issues concerning scholarships, and registration.

Campus Security



**By Phone:**

905.525.9140 ext. 24281

905.522.4135

Any University Phone - Dial 88

Any on campus pay phone - no charge dial "Security Button"

Inside every elevator on campus, direct line

"Red Rocket" emergency phones located throughout the campus

[Text with 911](#)

By Email: [security@mcmaster.ca](mailto:security@mcmaster.ca)

**Student Accessibility Services (SAS)**

McMaster University Student Centre, Room B107

Tel: 905.525.9140 ext. 28652

Disability services

Learning strategies

Assistive Technology Support

<http://sas.mcmaster.ca/>

Email: [sas@mcmaster.ca](mailto:sas@mcmaster.ca)

**Student Success Centre**

Gilmour Hall, Room 110

Tel: 905.525.9140 ext. 24254

**Mission Statement**

Through our programs, services and community partnerships we inspire students and alumni to engage in learning opportunities to achieve academically, personally and professionally.

<http://studentsuccess.mcmaster.ca/>

Email: [studentsuccess@mcmaster.ca](mailto:studentsuccess@mcmaster.ca)

**Student Wellness Centre**

McMaster University Student Centre, Room B106

Tel: 905.525.9140 ext. 27700

Personal and psychological counselling; mental health support; therapeutic groups.

Academic success counselling – learning concerns, motivation, perfectionism, procrastination, test anxiety Assessment and treatment of illness and injury; wellness resource materials

<http://wellness.mcmaster.ca>

Email: [wellness@mcmaster.ca](mailto:wellness@mcmaster.ca)

**Life in Hamilton**

<https://www.hamilton.ca/discovering-hamilton>

**Arts & Culture**

Art Gallery of Hamilton ([www.artgalleryofhamilton.com](http://www.artgalleryofhamilton.com))

Brott Music Festival ([www.brottmusic.com](http://www.brottmusic.com))

Carnegie Gallery (<http://www.carnegiegallery.org/>)

Hamilton Entertainment & Convention Facilities Inc ([www.hecfi.ca](http://www.hecfi.ca))



Hamilton Theatre Inc ([www.hamiltontheatre.com](http://www.hamiltontheatre.com))  
Theatre Aquarius ([www.theatreaquarius.org](http://www.theatreaquarius.org))  
Westfield Heritage Village (<http://www.westfieldheritage.ca/>)  
Workers Arts & Heritage Centre (<http://www.wahc-museum.ca/>)

### Books

Hamilton libraries (<http://ohip.hpl.ca/ipac20/ipac.jsp?profile=web>)  
McMaster libraries <http://library.mcmaster.ca/>

### By the Waterfront

Hamilton Waterfront Trust ([www.hamiltonwaterfront.com](http://www.hamiltonwaterfront.com))  
HMCS Haida National Historic Site of Canada  
[www.pc.gc.ca/lhn-nhs/on/haida/index\\_E.asp](http://www.pc.gc.ca/lhn-nhs/on/haida/index_E.asp)

### Groceries

Food Basics (grocery), 845 King St West, Hamilton  
Fortino's (grocery), 50 Dundurn St, Hamilton and 1579 Main St West, Hamilton  
Hamilton Farmer's Market <https://hamiltonfarmersmarket.ca/> 905-546-2096  
35 York Boulevard. Hours: Tues, Thurs, Fri: 8am-6pm; Sat: 7am-5pm <https://twitter.com/hamontmarket>  
<https://www.facebook.com/HamiltonFarmersMarket>

### Here at McMaster

McMaster Museum of Art (<http://www.mcmaster.ca/museum/>)  
William J McCallion Planetarium (<http://www.physics.mcmaster.ca/planetarium>)  
William Ready Division of Archives and Research Collection  
(<http://library.mcmaster.ca/archives/readyweb.htm>)

### More Activities

Adventure Village ([www.adventurevillage.ca](http://www.adventurevillage.ca))  
Haunted Hamilton ([www.hauntedhamilton.com](http://www.hauntedhamilton.com))  
Made in Hamilton Industrial Trail ([www.wahc-museum.ca](http://www.wahc-museum.ca))  
Westdale Theatre (built in 1935; refurbished 2019) <https://www.thewestdale.ca/>

### Labour Centre <http://www.wahc-museum.ca/>

Hamilton is home to The Workers Arts and Heritage Centre, 51 Stuart Street  
They run regular exhibits and special culture events throughout the year. There are often opportunities to volunteer in setting up exhibits etc. You should plan a visit ☺

### Museums

Battlefield House Museum & Park  
Canadian Warplane Heritage Museum ([www.warplane.com](http://www.warplane.com))  
Dundurn National Historic Site

Erland Lee Museum ([www.erlandlee.com](http://www.erlandlee.com))  
Dundas Museum & Archives ([www.dundasmuseum.ca](http://www.dundasmuseum.ca))  
Fieldcote Memorial Park & Museum  
Griffin House  
Hamilton Military Museum  
Hamilton Museum of Steam and Technology  
Whitehern Historic House & Garden

### Outdoors

Cycling Network Hamilton <https://www.hamilton.ca/streets-transportation/biking-cyclists>  
Hamilton Conservation Regulated Areas:  
<http://conservationhamilton.ca/conservation-areas-2/>  
Royal Botanical Gardens <https://www.rbg.ca/>

### Transportation

<https://www.msumcmaster.ca/services-directory/4-compass-information-centre/transportation>

### Presto Card

<https://www.hamilton.ca/hsr-bus-schedules-fares/fares/presto-cards>

### Some Tips from other Grads

- Buy/rent a bike (even used) for getting around Hamilton
- Check out Art Crawl/SuperCrawl (September) on James St. North!  
<https://tourismhamilton.com/art-crawl-guide>
- Enjoy the on-campus Phoenix bar/grill; Bridges Vegetarian Cafe
- Take some SUPER CHEAP yoga classes at the gym to de-stress
- Join the McMaster Outdoor Club for organized hiking/camping trips around Hamilton
- Use the insurance: Get your teeth cleaned before benefits run out; get new glasses
- Get a Hamilton Public Library card and borrow books, magazines:
- Leave Westdale and spend some time in "Hamilton's downtown core".
- Do most of your food shopping at the Farmer's Market downtown: Tues/Thurs/Fri/Saturday  
<http://hamiltonfarmersmarket.ca/> Great deals and almost makes shopping fun!
- Be creative and challenge your assumptions.
- Return your books to the library [on time].
- Sleep at least 6 hrs/night!
- Have weekly coffee/tea/ice cream with each other, start socializing early!
- Visit OPIRG (MUSC-229) <https://www.opirgcmcmaster.org/>
- Visit The Workers Arts and Heritage Centre (WAHC) <http://wahc-museum.ca/>
- Appreciate the intellect of your colleagues!

Enjoy your years of Graduate studies at McMaster.... they pass quickly!

