

PhD in Labour Studies

Graduate Students' Handbook 2020 – 2021

School of Labour Studies
McMaster University
Kenneth Taylor Hall, Room 717
1280 Main Street West
Hamilton ON CANADA L8S 4M4

Email: LSGrad@mcmaster.ca
Phone: 905.525.9140 x24692
Web: www.labourstudies.mcmaster.ca

TABLE OF CONTENTS

WELCOME!.....	4
Faculty and Staff	5
Program Requirements.....	6-7
Comprehensive Exams: Oral, Written, Evaluation.....	8-10
Dissertation Proposal.....	10
Literature Review; Methods	10
Research Ethics	11
Presentation of Research; Dissertation.....	12
PhD Timeline.....	13
Residency Requirement	13-14
Department Seminars.....	14
SGS 101 & SGS 201 Requirements.....	15
Course Timetable.....	16
Preparation of Thesis and Electronic Thesis Requirement	17
Scholarship Information.....	17
Departmental Support and Resources	18-19
Campus and Student Life Information	19
Acronyms at McMaster	
Accommodation and Computer Lab Locations	
Avenue to Learn, Campus Services.....	
Health and Dental Benefits (CUPE)	20-21
International Students Coverage.....	22
Libraries.....	

Teaching/Research Assistantships	23
Collective Agreement, Hours of Work and Getting Paid.....	23-24
Job Hazard Analysis and Health & Safety Training	24-25
Travel/Conference Funding	25
University Technology Services (UTS).....	
Important Campus Organizations	26
Campus Health.....	
The Canadian Union of Public Employees Local 3906 (CUPE).....	
Graduate Students' Association (GSA); Human Rights.....	
International Student Services (ISS)	27
Lost & Found; MacPherson Institute	
Ombuds Office and SECURITY	
School of Graduate Studies (SGS).....	
Security.....	
Student Accessibility Services (SAS) and Student Wellness	28
Life in Hamilton.....	29
Arts & Culture, Bookstores and Waterfront	
Food for Thought: On and off campus venue information.....	29-30
Here at McMaster	
More Activities.....	31
Labour Centre and Museums	
Outdoors.....	
Transportation: Bus and Taxi Information	
Top Tips from Other Grads	32

Welcome!

The School of **Labour Studies' PhD Program** was inaugurated in 2017 – the only one in North America!

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

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.

COVID19: The fall 2020 will progress with many adjustments like online/virtual classes, no access to campus offices, etc. Therefore, some information here may not be as noted as we adjust to new routines. However, we have attempted to provide as much information as possible at this time and will provide updates as available.

Faculty and Staff

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

Judy Fudge
fudgej@mcmaster.ca

David Goutor
goutor@mcmaster.ca

Suzanne Mills (*School of Earth, Environment & Society, formerly called Geography*)
smills@mcmaster.ca

Geraldina Polanco (*Sociology*) – on leave for 2020-21
polancoa@mcmaster.ca

Stephanie Premji (*Health, Aging and Society*)
premji@mcmaster.ca

Stephanie Ross
stephross@mcmaster.ca

Tommy Wu
wu21@mcmaster.ca

To view faculty profiles, as well as a list of associate and emeritus faculty, please visit our website: <http://www.labourstudies.mcmaster.ca/people/faculty>

Staff

McMaster Phone # 905.525.9140

Brenda Morrison, Administrator
Ext. 27723 bmorris@mcmaster.ca

Megan Stokes, Grad Assistant
Ext. 24692 LSGrad@mcmaster.ca

Maddy Lambert, Certificate & Undergrad Assistant
Ext. 24015 lambem5@mcmaster.ca

PhD Program Information

Program Requirements

Courses

PhD candidates are required to complete 12 units (4 half courses) of course work at the graduate level, including:

- LABRST 715 Methods or an equivalent methods course approved by the program; *Students entering the PhD program who have already taken LABRST 715 are exempt from this requirement and may take another elective*
- LABRST 793 Advanced Labour Studies Theory
- Two elective courses offered by the School of Labour Studies or by another department or academic unit

Graduate courses offered by the School of Labour Studies in the 2020-21 academic year are:

LABRST 715 / Methods (mandatory for all Labour Studies grad students)

LABRST 730 / Work & Democracy in a Global World

LABRST 740 / Special Topics: Labour in Geography

LABRST 780 / Bodies at Work, Science, Law and Occupational Health

LABRST 791 / Contemporary Issues in Labour Studies (The Global Governance of Forced Labour in Supply and Labour Chains: From Theory to Policy)

LABRST 793 Advanced Labour Studies Theory

Supervisors and Supervisory Committees

Applicants will be assigned a temporary supervisor of studies upon admission. Five months after admission and after discussion with their temporary supervisor and their supervisor of record (if different), PhD candidates will inform the graduate chair who will serve as their supervisor of record. If students do not initiate this process, after five months of study the temporary supervisor will become the supervisor of record. Before the end of term 2, a supervisory committee for each Ph.D. student will be appointed by the Graduate Committee, on the recommendation of the student and their dissertation supervisor. This committee will consist of at least three members:

- a dissertation supervisor, normally a full-time faculty member in the School of Labour Studies, and

- two other members, at least one of whom is a faculty member from outside of the School of Labour Studies, whose scholarly interests include the area of the student's main interest.

If a student wishes to have a dissertation supervisor other than one of the faculty members who are formally appointed in Labour Studies, they must submit this request for approval by the Graduate Program Director in consultation with the Graduate Committee.

Annual Progress Review meetings

Beginning in Term 2 of their first year, students are required to meet annually with their supervisory committee, normally in May but at the latest by November 30 of each year in the programme, to discuss student progress and to complete the annual progress report as required by the School of Graduate Studies

https://gs.mcmaster.ca/sites/default/files/resources/supervisory_committee_report_marc_h_2018.pdf

The School of Labour Studies has set specific dates for meeting certain milestones in order to ensure students are making satisfactory and timely progress in the programme. These milestones and plans for their achievement will be discussed at each annual meeting with the supervisory committee. Failure to meet these milestones will trigger a mid-year review meeting with the Graduate Program Chair and the student's dissertation supervisor, to assess problems being encountered, discuss remedies and forms of support, and set new timelines to meet milestones before the next annual progress review meeting. If a student does not meet these milestones after two meetings, they may be asked to withdraw from the programme.

Initiating a change of supervisor

As students develop clearer ideas of their thesis and dissertation topics, they may feel that another faculty member would be a better fit to supervise their studies. Any student wishing to change supervisors must fill out a form available from the Graduate Administrative Assistant and submit the request to the Graduate Committee. Before formally initiating a change, students should talk about the proposed change with both their current supervisor and their proposed supervisor. The Graduate Committee also requires that the change request form include the written opinions of both "old" and "new" supervisors about the proposed change. Note that the School of Labour Studies may not be able to accommodate all requests for changes because of the limited availability of Faculty members.

Comprehensive Examinations

After finishing their course work, and normally in Term 1 of their second year in the program, students will complete a comprehensive exam. The purpose of the exam is to ensure that the student has sufficient knowledge of the relevant scholarly literature in the field of Labour Studies and that they are able to synthesize and communicate this literature in a critically insightful way. The comprehensive exam consists of a written and oral component where the student's ability to understand and synthesize a set of readings is assessed. The examination committee for the comprehensive exam shall normally consist of the members of the supervisory committee.

The written component of the comprehensive exam will occur between November 1 and 15 each year and will be scheduled by the Graduate Program Assistant by September 10 of each year. The oral component of the exam will take place within one week of the submission of the written component of the exam.

Comprehensive exam list

A minimum of four months before the date of the comprehensive exam, the student will, in consultation with their dissertation supervisor and their supervisory committee, initiate the preparation of the comprehensive exam list. The list will include approximately 50 units of readings, where one unit is equal to 1) one full length book; or 2) three academic articles and/or book chapters.

The student will consult with each of their committee members to compile a comprehensive exam list that consists of four sub-sections. The first three sub-sections will consist of readings developed in consultation with each member of the student's supervisory committee in their respective areas of specialization. The fourth section will be compiled by the student in consultation with all members of their supervisory committee. Each sub-section/reading list should have approximately 12-13 units of reading.

For example, a student who plans to study how gender influences labour organizing in teacher unions may have a comprehensive list that includes the following subcomponents:

- The political economy of work and unions
- Equity, diversity, work and unions
- Teachers and their unions
- Public sector unionism

Examples of subject area lists are available on the School of Labour Studies website.

Students are responsible for contacting each Faculty member to discuss the development of each sub-section of readings, for assembling the complete comprehensive list for submission to the supervisory committee and the graduate chair, and for ensuring that the list is approved by May 31st of their first year to ensure that they have a minimum of four months of time to read prior to their exams.

Written exam

The written component of the comprehensive exam will be in the form of a take-home exam. Students will be provided with a list of the exam questions and given one week to complete them. The exam will consist of six questions, in three sets of two questions each. Students are required to answer one question from each pair of questions provided. Students will submit their exams using a zip drive to the Graduate Admissions Assistant by 4:30pm on the date that the exam is due.

Written comprehensive examinations must be formatted as follows:

- Answers must be double spaced with 1-inch margins on all sides of the page
- Answers must be in 12-point font and in a typeface no smaller than Times Roman
- Answers need to clearly identify the question that is being answered at the beginning of each answer by typing in the question number. Note: a copy of all of the exam questions is given to the committee with your returned answers
- Answers to each question should range between a minimum of 2000 to a maximum of 3000 words, including citations but excluding a bibliography
- Citations and a bibliography of works referred to in each answer are required

NOTE: FAILURE TO ADHERE TO THESE FORMAT REGULATIONS MAY RESULT IN THE EXAMINING COMMITTEE RETURNING YOUR EXAM TO YOU UNREAD.

Oral Exam

The oral component of the comprehensive exam constitutes the required invigilated portion of the examination. The oral exam will be used to further assess the candidate's ability to synthesize and explain the core ideas in the readings. The oral exam will also provide the student with an ability to address weaknesses in their written answers.

The oral exam will be chaired by a faculty member in the School of Labour Studies who is not a member of the supervisory committee. The student will be asked to make a brief presentation of no longer than 10 minutes, highlighting the key ideas and themes that emerged from their reading. Two rounds of questions will follow, rotating between each faculty member in turn. The first round of questions will focus on the written answers submitted by the student, and the second round of questions will focus on more general

questions about the readings on the list as a whole. In total, the oral examination will last approximately 2 hours.

Evaluation

Students will be evaluated on a Pass/Fail basis, following regulations in the School of Graduate Studies. Students will be evaluated on their depth of knowledge in the subject area and on their ability to critically synthesize and communicate this knowledge. Students who fail either the oral or the written examination will have a second opportunity to take the exam between one and six months of the date that the student was notified that they failed the original assessment. If a student fails the exams a second time, they will be required to withdraw from the program

Dissertation Proposal

Following the completion of the comprehensive exam requirement, students will prepare a dissertation proposal to their supervisory committee. Dissertation proposals should be brief, concrete and focused, approximately 12-20 double spaced pages in length (between 3000 and 5000 words). Proposals should outline their research question, methodology and how their project will contribute to academic knowledge. Normally, the dissertation proposal will be finalized between 12 and 22 months into a student's program. After the proposal has been approved by the committee, an electronic and hard copy of the proposal and the department's Proposal Approval Form must be submitted to the Graduate Administrative Assistant.

A concrete dissertation proposal, once approved, functions as an agreed-upon roadmap between the supervisor and the supervisory committee. If the project begins to take a different direction, it is expected that the student will consult their supervisory committee for guidance and approval of proposed changes.

Dissertation Proposal Format

The specific format of dissertation proposals can vary; however, all proposals should contain the following key parts:

Introduction

The introduction has two purposes:

1. to briefly and clearly state the problem or question to be researched, and
2. to provide a clear rationale for the proposed research.

The rationale often includes a brief statement pointing to a gap in the literature (to be elaborated on in the literature review section below) as well as a practical rationale for the research (for example: the research is important because ...). The research problem needs to be an original contribution to the literature. (Length suggestion: 1-2 pages).

Literature review

The literature review situates your research question in the existing literature in your specific area. The literature review is not meant to be exhaustive, rather, it should be similar to that found at the beginning of a research article, by presenting research similar to the proposed research and by making a case that existing work is insufficient to fully account for/explain/predict the research problem. A common way to structure a literature review is to begin with literature that situates the research problem within a broad theoretical frame and then ends with a description of empirical studies that are most similar to the proposed research and a statement about a research gap. (Length suggestion: 6-10 pages.)

Methods

Proposals are required to include a detailed description of their proposed methods, as well as rationale for why a particular approach was chosen. Description of the choice of data collection methods and approach to analysis should be as specific as possible. For example, for survey research students should indicate the population, sampling strategy, expected response rates and types of questions that will be asked. Students should also provide a description of how they will analyze their data. For example, if the research is quantitative, which statistical tests will the student use and what are the variables of interest? If the research is qualitative, what methodological approach is the student adopting and will they use analysis software? This is the most important part of the proposal, because it concretely describes the research to be undertaken. (Length suggestion: 4-7 pages.)

Schedule of work

The proposal should also lay out a tentative schedule of work, with ample detail, indicating a realistic assessment of when each part of the dissertation is to be completed. (Length suggestion: 1 page.)

Research Ethics

Research that involves human participants requires approval by the McMaster Research Ethics Board. <http://www.mcmaster.ca/ors/ethics/rebs.htm>

Presentation of Research

By March 30 of Year Two of their program, PhD candidates are required to make a public presentation of their dissertation proposal at a departmental seminar (approximately 30 minutes in length). Students are also encouraged to present their research results at academic conferences and/or to the department at later stages in their program.

Dissertation

Candidates for the Ph.D. degree are required to write a dissertation with a maximum length of 300 double-spaced pages that demonstrates competence in original research following School of Graduate Studies guidelines.

PhD dissertations can be prepared as a sandwich dissertation or as one document. A sandwich dissertation is a dissertation that is comprised of 3-5 interrelated manuscripts as well as an introduction and conclusion. Students will be required to defend their dissertation in an oral examination.

If a dissertation is substantially longer than 300 pages, the supervisory committee must obtain written approval from the Associate Dean of Graduate Studies prior to the submission of the dissertation for the defense. (See School of Graduate Studies Calendar section 2.8.1). General instructions regarding dissertation format and acceptable methods of reproduction can be found on the School of Graduate Studies website: <https://gs.mcmaster.ca/doctoral-degree>

The final dissertation must be approved by the student's supervisory committee and an external examiner from outside the university. The dissertation must be orally defended following procedures in the School of Graduate Studies.

PhD timeline for full-time students

Every year: - supervisory committee meeting - OGS, SSHRC or CIHR Fellowship application			
	Term 1 (Sep-Dec)	Term 2 (Jan-April)	Term 3 (May-Aug)
Year 1	2 courses Scholarship applications (e.g. SSHRC)	2 courses Submit supervisory committee to Graduate Chair Draft comprehensive reading list	Finalize comprehensive reading list (May) Preparation for comprehensive exams Annual Progress Review
Year 2	Comprehensive exams (November) Scholarship applications	Write proposal Present proposal to School and committee Submit ethics application (if working with human subjects)	Data collection and analysis Annual Progress Review
Year 3	Data collection and analysis Scholarship Applications	Analysis and writing	Dissertation writing Annual Progress Review
Year 4	Dissertation writing	Final draft of dissertation	Oral defense of dissertation

Residency requirements, status, and time limitations

Full-time students are expected to be on campus for the duration of their studies. If students are absent from the university for more than three months, they must fill out an Off-Campus Status form:

https://gs.mcmaster.ca/sites/default/files/resources/full_time_off_campus_request_form_-_revised_july_2017.pdf

If students want to change their status from Full-Time to Part-Time (or vice versa) or apply for a Leave of Absence, they must complete appropriate forms. Requests for each of the above must be approved by the Graduate Admissions and Study Committee of the School of Graduate Studies. Each case is examined on its merit and no request for extensions or change of status is automatically approved. Though the Graduate Chair of the Department is asked to make a recommendation on these requests, the final decision on these matters is made by the Graduate Admissions and Study Committee of the Faculty. This is a University committee made up of members from several departments and is chaired by the Associate Dean of Graduate Studies. Faculty and staff in the School of Labour Studies are therefore unable to guarantee that a request for a change of status will be successful. It is also the student's responsibility to file requests for change of status if these become necessary.

The School of Graduate Studies requires that full-time students who have not completed their Ph.D. in six years and that part-time students who have not completed their Ph.D. in eight years, withdraw in good standing due to time limit. If students subsequently complete their degree requirements, they can apply for readmission to the graduate programme. Permission will not be granted unless the School or Department is willing to certify that all requirements but the final oral examination have been completed.

Attendance at Departmental Seminars

All full-time Ph.D. candidates are required to attend all departmental seminars in their first year of their studies. Guest lectures from labour scholars and activists are critical to the scholarly life of the School and integral to a well-rounded graduate education. By attending guest lectures, students gain critical knowledge about how to present research, an appreciation for different approaches to research and an awareness of different methodologies. Additionally, attending seminars also helps foster community within the School of Labour Studies

These are always advertised on the website; bulletin boards and by the regular e-distribution lists. Previous speakers included: Pam Frache (Organizer, Fight for \$15; LS MA grad, 2012); Janice Martell (Founder, McIntyre Powder Project); Armine Yalnizyan, Jennifer Chun, Mark Johnson, Craig Heron.

SGS / 101 Academic Research Integrity and Ethics and SGS / 201 Accessibility

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

See also current course descriptions on our website:

<https://labourstudies.mcmaster.ca/courses> (Grad courses are further down the list)

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

FALL 2020	<i>All courses online/virtual for this term</i>	
COURSE CODE		INSTRUCTOR
LABRST 740	Special Topics: Labour in Geography MONDAYS: 2:30-5:30pm	Suzanne Mills
LABRST 791	Contemporary Issues in Labour Studies: (The Global Governance of Forced Labour in Supply and Labour Chains: From Theory to Policy) TUESDAYS: 11:30am-2:30pm	Judy Fudge
LABRST 793	Advanced Labour Studies Theory (<i>mandatory</i>) WEDNESDAYS: 11:30am-2:30pm	Stephanie Ross
WINTER 2021	<i>All courses online/virtual for this term</i>	
LABRST 715	Methods (<i>mandatory</i>) THURSDAYS: 4:30-7:30pm	tba
LABRST 730	Work & Democracy in a Global World MONDAYS: 11:30am-2:30pm	Tommy Wu
LABRST 780	Bodies at Work, Science, Law and Occupational Health TUESDAYS: 11:30am-2:30pm	Stephanie Premji

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

PREPARATION OF THESIS AND ELECTRONIC THESIS REQUIREMENT:

Guide for Preparation of Thesis Requirement can be viewed on the School of Graduate Studies website: <https://gs.mcmaster.ca/current-students/completing-your-degree/doctoral-degree/>

Following final electronic submission of your thesis (<https://macsphere.mcmaster.ca>), **Labour Studies graduate students are required to provide one hard-bound copy of their thesis to the School of Labour Studies.**

Scholarship Information

Each fall, all PhD students are expected to apply for the Doctoral awards program of the Social Sciences and Humanities Research Council <http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/doctoral-doctorat-eng.aspx#a4> or equivalent (e.g. CIHR). The deadline for applications to the School of Labour Studies will be sent to all students as soon as it is available early fall.

Students are encouraged to seek out additional funding opportunities to support their studies and fieldwork. Information about additional scholarships can be obtained from the School of Graduate Studies: <https://gs.mcmaster.ca/awards-funding/awards-funding>

Travel Scholarship

Over the course of their program, each PhD student is eligible to apply for a scholarship to support either field work or travel to present at an academic conference to a maximum of \$750 for conference travel and \$1000 for fieldwork. Note that funding levels will vary from year to year contingent on the availability of funds. Students may apply for a scholarship more than once provided that they have not reached a threshold of \$1000 per student. Information about how to apply will be distributed to students in advance of the annual application deadline.

Also, check with GSA for Travel Assistance Awards or email them: graduatescholarships@mcmaster.ca

More about the School of Labour Studies

Departmental Support and Resources

Office Space

PhD students in the School of Labour Studies are provided shared offices (KTH 728 & 729) for your TA office hours and socializing. Each office has a computer(s) with internet access and individual desks for each student. Any computer issues should be reported to LS staff as soon as discovered to request appropriate IT support. 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.

Recycling containers are located on the 1st floor of KTH or outside the building. The blue recycle bins in the offices are strictly for paper recycling and NOTHING ELSE.

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 provided to all in September.

Photocopying/ Printing/Scanning

The departmental photocopier is available for your use and you will be provided a personal photocopy code at the start of September. The service is available on a cost-recovery basis at \$0.10 each/printed side (not per page) for black and white printing; colour @ .25/copy. An individual account number to use the network photocopier will be provided to you. It is very important to keep your account number to yourself, as any charges to your number are your responsibility. The office will be unable to adjust the charge for you, as it is impossible for us to track it for you. You will be billed for your usage. Please ask how to double-side copies. LS staff will be happy to show you how

to use the photocopier. **If there is anything wrong with the printing, please contact the staff in the office immediately. Scanning is free.**

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

Campus and Student Life Information

Acronyms at McMaster

CUPE Canadian Union of Public Employees – this union represents TAs and Sessional Lecturers on campus
GSA Graduate Students' Association
KTH Kenneth Taylor Hall (our building).
Map of McMaster buildings: <http://www.mcmaster.ca/welcome/campusmap.cfm>
LS School of Labour Studies
SGS School of Graduate Studies

Accommodation

*Off-Campus Resource Centre:

http://macoffcampus.mcmaster.ca/ocrc_static/contact.htm

- this is a very helpful link with a variety of information regarding housing issues

Avenue to Learn: <http://www.mcmaster.ca/uts/selfservice/avenue.html>

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

Computer Lab Locations

The closest computer labs which are supported by University Technology Services (UTS): http://www.mcmaster.ca/uts/student_services.html

Email (@mcmaster.ca):

http://www.mcmaster.ca/uts/selfservice/student_email.html

Health and Dental Benefits

CUPE Benefits (TAs only):

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 form is available online at http://www.mactas.ca/images/stories/dental_opt-out_form.pdf. 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. The Dental family opt-in form is available at

http://www.mactas.ca/images/stories/cupe_unit_1_dental_family_opt-in.pdf.

Maternity/Parental Leave; Sick Leave and Grievance Procedures: For detailed information, consult your CUPE handbook or visit www.cupe3906.org.

Graduate Student Association Benefits (all Grad students):

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:

http://www.studentcare.net/displaypage.ch2?start=1&brand=2&language_id=1&UID=90&x=17&y=1

What does the Plan cover?

Prescription Drugs & Vaccinations

- Prescription drugs and vaccinations covered at 80% including oral contraceptives
- Pay-Direct Card
- Restricted drug formulary with generic substitution
- Smoking cessation devices up to maximum of \$500 per policy year
- Oral contraceptives covered up to \$10/month

Paramedical Practitioners

- Physiotherapists and chiropractors covered for maximum of \$35/visit, up to \$500 per policy year, per category
- Naturopath, psychologist, osteopath, speech therapist, podiatrist/chiropract, massage therapist covered for maximum of \$25/visit, up to \$300 per policy year per category

Medical Equipment & Services

- 100%: Medical equipment, diagnostic services, dental accident, and home nurse
- Orthotics/orthopedics shoes covered at 50%, up to \$250 per year
- Ambulance covered up to \$200 per occurrence
- Coverage for semi-private hospital room

- Coverage for private tutorial services in the event of accident or illness

Travel Health Coverage

- Unlimited trips; 120 days per trip; \$5 million per incident
- \$1,500 trip cancellation and \$5,000 trip interruption coverage

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

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 find that you will need resources from the Innis Business library. Materials may be borrowed by graduate students for a period of 1 month.

Lyons Instructional Media Centre: <http://library.mcmaster.ca/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.

Library Catalogue: <http://catalogue.mcmaster.ca/catalogue/MyResearch/Home>

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/>

Teaching/Research Assistantships

Full-time graduate 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 the first two weeks of fall and winter terms, and every effort is made to match students up with their preferences as submitted in late August. **Tutorials start the third week of each term.**

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) A copy for your files will be provided.

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 own 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 (***see note below**). Your summer net income will therefore be much smaller than your September-April income. **Please budget accordingly.**

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. A separate Direct Deposit form must be completed and returned to Grad Studies for this purpose. **You can view your paystub in MOSAIC. Your T4 will be available there in February.**

Direct Deposit is the only method McMaster uses – 2 of these are necessary:

- 1) Please complete this form and return it with a void cheque to the Grad Studies office, Gilmour Hall, Room 212 ASAP for your Scholarship payment and
- 2) A second Direct Deposit form to Human Resources, CSB-202 for TA pay.

Your pay will be delayed if this is not done in early September.

<http://graduate.mcmaster.ca/graduate-students/current-students/financial-matters>

Student Accounts & Cashiers (Gilmour Hall, room 209):

<http://www.mcmaster.ca/bms/student/index.htm>

***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

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

When you have completed these, please forward a copy of the Training Summary to the Grad Admin (LSGrad@mcmaster.ca) for further processing with H/R.

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

Travel/Conference Funding

Limited funding is available for travel for research and conferences. 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.

University Technology Services (UTS): <https://www.mcmaster.ca/uts/>

Provides assistance with internet, McMaster email, Mac ID,

Avenue to Learn, and MOSAIC

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

[Instagram](#) | @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

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

<http://marauders.ca/sports/2011/4/5/Hoursofoperation.aspx?tab=facilities>

McMaster Students Union <http://www.msu.mcmaster.ca/mirror/>

Graduate Students' Association (GSA)

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

Refectory Building (same building as The Phoenix)

Tel: 905.525.9140 ext. 22043

E-mail: 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!

Human Rights and Equity Services (HRES) <http://www.mcmaster.ca/hres/index.html>

McMaster University Student Centre Room 212

Tel: 905.525.9140 ext. 27581

Email: hres@mcmaster.ca

Provides services to all students, staff and faculty members at McMaster. They are responsible for the University's Sexual Harassment Policy & Anti-Discrimination Policy.

International Student Services (ISS)

Gilmour Hall, Room 104

Tel: 905.525.9140 ext. 24748

<http://oisa.mcmaster.ca/>Email: iss@mcmaster.ca

ISS offers information and services for International Students in a variety of areas, including immigration matters, University Health Insurance Plan (UHIP), work/study abroad, and more.

Lost and Found: https://security.mcmaster.ca/lost_found.html**MacPherson Institute**

Mills Library L504

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

A resource for everyone who teaches at McMaster University. Services include workshops, seminars, symposia, peer consulting, learning technology and resources for teaching.

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

McMaster University Student Centre, Room 210

Tel: 905.525.9140 ext. 24151

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

Gilmour Hall, Room 212

Tel: 905.525.9140 ext. 23679

<http://www.mcmaster.ca/graduate/>Email: askgrad@mcmaster.ca

Contact Grad Studies for issues concerning scholarships, and registration.



- **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](http://www.mcmaster.ca/911)

By Email: security@mcmaster.ca

Student Accessibility Services (SAS)

McMaster University Student Centre, Room B107

Tel: 905.525.9140 ext. 28652

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

Email: sas@mcmaster.ca

- Disability services
- Learning strategies
- Assistive Technology Support

Student Success Centre

Gilmour Hall, Room 110

Tel: 905.525.9140 ext. 24254

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

Email: studentsuccess@mcmaster.ca

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.

Student Wellness Centre

McMaster University Student Centre, Room B106

Tel: 905.525.9140 ext. 27700

<http://wellness.mcmaster.ca>

Email: wellness@mcmaster.ca

- 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

Life in Hamilton

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

Arts & Culture

Art Gallery of Hamilton (www.artgalleryofhamilton.com)
Brott Music Festival (www.brottmusic.com)
Carnegie Gallery (<http://www.carnegiegallery.org/>)
Hamilton Entertainment & Convention Facilities Inc (www.hecfi.ca)
Hamilton Theatre Inc (www.hamiltontheatre.com)
Theatre Aquarius (www.theatreaquarius.org)
Westfield Heritage Village (<http://www.westfieldheritage.ca/>)
Workers Arts & Heritage Centre (<http://www.wahc-museum.ca/>)

Books

Chapters, 737 Golf Links Road, Ancaster
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)
HMCS Haida National Historic Site of Canada
www.pc.gc.ca/lhn-nhs/on/haida/index_E.asp

Food for Thought

On-campus

There are a variety of dining options on campus and you can check out their sites at <http://hospitality.mcmaster.ca/locations/map.html>.

McMaster also has a one-of-a-kind café, Bridges, which is a student-based initiative that strictly serves delicious vegetarian/vegan food, see: <http://hospitality.mcmaster.ca/locations/oncampus/bridges.html> for more information. (Note: you are not allowed to bring meat items to the café for lunch **or** snack.)

The Phoenix pub (<http://www.mcmaster.ca/gsa/phoenix.html>) is run by GSA and located in the same building as Bridges.

For other dining options on campus, see <http://hospitality.mcmaster.ca/>.

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>

Some off-Campus Restaurants/Cafés/Pizza:

Basilique (Mediterranean), 1065 King St West, Hamilton

Bean Bar, Westdale Village

Chopstick Charley's, Westdale Village

Domino's Pizza, Main St. West (across from McMaster Hospital)

Earth to Table Bread Bar, 258 Locke St. South

India Village, 100 King St West, Dundas

La Luna (Lebanese), 306 King St. West (at Queen St.), Hamilton

Locke Street Bakery, 202 Locke St South, Hamilton

Mex I Can, 107 James St. North, Hamilton

Matsu Sushi, 36 King St. East, Dundas

My Thai, 42 Wilson St West, Hamilton

Nannaa Eatery (Persian/Iranian), Westdale Village

Nations Fresh Foods (back of Jackson Square), York/James, Hamilton

Paisley Coffeehouse, Westdale Village

Papagayo, 246 King St. West, Hamilton

Pita Pit, 1060 King St West (corner of Sterling), Hamilton

Pizza Pizza, Main St. West

Shehnai Restaurant (Indian), 447 Main St. West, Hamilton

Snooty Fox (British-type pub), Westdale Village

TCBY (frozen yogurt), 1063 King St. West, Hamilton

Walker's Chocolates, Westdale Village

Weil's Bakery, King St. West (east of Shopper's Drug Mart)

Wild Orchid (Portuguese food), 286 James St. North

West Town Bar & Grill, 214 Locke St South, Hamilton

Williams Pub, 47 Discovery Drive, Hamilton (at the Waterfront)

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)

Haunted Hamilton (www.hauntedhamilton.com)

Made in Hamilton Industrial Trail (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)

Dundurn National Historic Site

Erland Lee Museum (www.erlandlee.com)

Dundas Museum & Archives (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>

Public Transportation in Hamilton (how to do it free!)

<https://gs.mcmaster.ca/international-students/getting-hamilton/list/public-transportation-hamilton>

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 (dental, vision, etc); Get your teeth cleaned before benefits run out; get new glasses
- Get a Hamilton Public Library card and borrow books, magazines:
<http://www.myhamilton.ca/myhamilton/LibraryServices/> to find the nearest branch library or access the library catalogue online (note that the public library will send any item from another branch to the branch of your choice)
- +Fair Trade coffee is available at the student-run Union Market in the Student Centre
- **Avoid the Student Centre food court (especially Tim Horton's) during peak busy times: about 10-15 minutes before classes change!!
- 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*].
- Despite its reputation, Hess Village is overrated!
- Sleep at least 6 hrs/night!
- Go to Bridges (the vegetarian restaurant on campus) at least twice
- Have weekly coffee/tea/ice cream with each other, start socializing early!
- Visit OPIRG (MUSC-229) <https://www.opirgmcmaster.org/>
- Visit The Workers Arts and Heritage Centre (WAHC) <http://wahc-museum.ca/>
- Appreciate the intellect of your colleagues!
- Get to know the LS staff

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