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Welcome!

2017 is the inaugural year for the new Labour Studies PhD Program – the only one in North America! The School of Labour Studies is excited to welcome our first three students.

All Graduate Students should consult the School of Graduate Studies graduate calendar, available online at: http://academiccalendars.romcmaster.ca/index.php?catoid=20

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.
Faculty and Staff

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

Dave Goutor
goutor@mcmaster.ca

Wayne Lewchuk (Economics)
lewchuk@mcmaster.ca

Suzanne Mills (Geography and Earth Sciences)
smills@mcmaster.ca

Geraldina Polanco (Sociology)
polancoa@mcmaster.ca

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

Stephanie Ross
stephross@mcmaster.ca

Robert Storey (Sociology)
ostoreyr@mcmaster.ca

Please visit our website: http://www.labourstudies.mcmaster.ca/people/faculty to view faculty members’ profiles and contact information.

Staff

McMaster Phone # 905-525-9140

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

Sharon Molnar, Grad Assistant
Ext. 24692   molnars@mcmaster.ca

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

Course Requirements

Courses

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

- WORK SOC 715 Methods or an equivalent methods course approved by the program; Students entering the PhD program who have already taken WORKSOC 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 include:

MA level courses:

WORK SOC 715 / Methods
WORK SOC 700 / Work, Workers and Their Workplaces
WORK SOC 770 / Search for New Labour Movement
WORK SOC 780 / Bodies at Work: Politics, Science, Law & Occupational Health

Not currently offered:

WORK SOC 710 / Theories of Work, Social Justice and Inequality
WORK SOC 730 / Work and Democracy in the Global Society
WORK SOC 750 / Independent Study
WORK SOC 760 / Social Justice, Work and Society

PhD level courses:

LABRST 793 Advanced Labour Studies Theory
LABRST 791 Contemporary Issues in Labour Studies

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.

Students are also encouraged to seek out funding from the School of Graduate Studies: https://gs.mcmaster.ca/awards-funding/scholarships

**External Funding**

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/programs-programmes/fellowships/doctoral-doctorat-eng.aspx#a4](http://www.sshrc-crsh.gc.ca/funding-financement/programs-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.

**Attendance at Departmental Seminars**

All 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.

**Presentation of Research**

In year two of the program, PhD candidates will present their research proposal publically 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.

**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 the Faculty members who are formally appointed in Labour Studies, this decision will need to be approved by the Graduate Program Director in consultation with the Graduate Committee.

Students are required to have a supervisory committee meeting annually, before November 30th of each year in 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. If initiated before 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 to 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 the fall near the midpoint of their fourth semester in the program, students will write 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 exam where the student’s ability to understand and synthesize a set of readings is assessed. The examination committee for the comprehensive exams shall normally consist of the members of the supervisory committee.

The written component of the comprehensive exam will occur on a designated date in October each year. The oral component of the exam will normally take place in the month following the written exam, contingent on the availability of supervisory committee members.

Comprehensive exam list

Four months before the date of the comprehensive exam, each student will, in conjunction with their dissertation supervisor and their supervisory committee, finalize a comprehensive exam reading list. The exam 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. Students are responsible for ensuring that the list is compiled and approved by May 30th the spring before they intend to write the comprehensive examinations.

The student will consult with each of their committee members to compile a comprehensive exam list that consists of three sub-sections. The first two subsections will consist of reading lists from the Faculty in Labour Studies who are members of the students’ supervisory committee in their areas of specialization. The third section will be compiled by the student in consultation with all members of their supervisory committee. Each sub-section/reading list should have approximately 16-17 units of reading.

Each Faculty in the School will have two to three reading lists in their areas of specialization and students will chose from among these lists. Faculty list areas will include broad topics such as: the political economy of work; equity, diversity, work and unions; contemporary labour movements; and worker health and safety.

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 (list from supervisor)
- Equity, diversity, work and unions (list from committee member in Labour Studies)
- Teachers and their unions (list created by the student in consultation with committee members)

Students are responsible for contacting each Faculty member for their list 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 four months before the date of the written exam.

**Written exam**

Students will be provided with a list of the exam questions at 4:30pm on the day before the exam. Exams will be written on a departmental computer that is not connected to the internet.

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. The exam will occur in three blocks of two hours: 8:30-10:30, 11:30-1:30, and 2:30-4:30.

Students will submit their exams using a zip drive to the Graduate Admissions Assistant at 4:30pm.

Written comprehensive examinations must be formatted as follows:

- Answers are to 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 are limited to 10 pages each.
- Footnotes and endnotes are discouraged, but if used, are to be included in the 10-page limit for each question.

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

The oral 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.

**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. Thesis 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. 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](http://www.mcmaster.ca/ors/ethics/rebs.htm)

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 defence. (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](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.

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](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 Graduate School. 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.

**PhD timeline for full-time students**

| Every year: | supervisory committee meeting | OGS, SSHRC or CIHR Fellowship application |  
|-------------|---------------------------------|-------------------------------------------|------|
| **Year 1**  | Term 1 (Sep-Dec) 2 courses      | Term 2 (Jan-April) 2 courses, submit supervisory committee to Graduate Chair, draft comprehensive reading list | Term 3 (May-Aug) finalize comprehensive reading list (May), preparation for comprehensive exams  
|             |                                 |                                           |      |
| **Year 2**  | Comprehensive exams (October)  | Present proposal to School and committee, submit ethics application (if working with human subjects) | Data collection and analysis  
|             | Write proposal                  |                                           |      |
| **Year 3**  | Data collection and analysis    | Analysis and writing                      | Dissertation writing  
|             |                                 |                                           |      |
| **Year 4**  | Dissertation writing           | Final draft of dissertation                | Oral defense of dissertation  
|             |                                 |                                           |      |
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 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.

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: http://www.labourstudies.mcmaster.ca/current-students/graduate/course-information)

**Fall 2017 (Term 1, September - December)**
Location for ALL LS Grad courses: KTH-732

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title and Outline</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRKSOC 715E</td>
<td>Methods</td>
<td>Wednesdays: 5:30-8:30pm</td>
<td>S. Premji</td>
</tr>
<tr>
<td>WRKSOC 770</td>
<td>Special Topics: Searching for the New Labour Movement</td>
<td>Tuesdays: 2:30-5:30pm</td>
<td>S. Ross</td>
</tr>
<tr>
<td>PhD LABST 793</td>
<td>Advanced Labour Studies Theory</td>
<td>Mondays: 11:30am-2:30pm</td>
<td>R. Storey</td>
</tr>
</tbody>
</table>

**Winter 2018 (Term 2, January – April)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title and Outline</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRKSOC 700</td>
<td>Work, Workers &amp; the Workplace</td>
<td>Mondays: 11:30am-2:20pm</td>
<td>W. Lewchuk</td>
</tr>
<tr>
<td>WRKSOC 780E</td>
<td>Bodies at Work: Politics, Science Law and Occupational Health</td>
<td>Thursdays: 6-9pm</td>
<td>R. Storey</td>
</tr>
<tr>
<td>PhD LABST 791</td>
<td>Contemporary Issues</td>
<td>Tuesdays: 2:30-5:30pm</td>
<td>S. Mills</td>
</tr>
</tbody>
</table>
ELECTRONIC THESIS REQUIREMENT:

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:

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. Binding service is available through Lehmann Bookbinding. Lehmann Bookbinding has been a trusted McMaster Vendor for nearly 30 years and, via their website, can print, bind and send your thesis where you wish. However, this is only an option; you may use any binding service that you prefer.
More about School of Labour Studies

Visiting Speakers

The School of Labour Studies presents a number of visiting speakers throughout the year on a variety of labour studies topics. These are always advertised on the website; bulletin boards and by the regular e-distribution lists. Previous speakers included: Jim Turk, former Executive Director of Canadian Association of University Teachers; Michael Lynk, Faculty of Law, University of Western Ontario; Greg Albo and Bryan Evans, Political Sciences at York University; Rosemary Warksett, Department of Law at Carleton University; Jane Stinson, Managing Director of Canadian Union of Public Employees (CUPE); Andrew Jackson, National Director, Canadian Labour Congress and Alan Sears, Department of Sociology at Ryerson University. Students are strongly encouraged to attend, as these lectures touch upon many of the issues raised in your courses.

Departmental Support and Resources

Office Space
PhD students in the School of Labour Studies are provided shared offices (KTH 728) for your TA office hours and socializing. Each office has a computer(s) with internet access.

The departmental photocopier is available for your use and you will be provided a personal photocopy code at the start of September. We share this floor with 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 this building. That combined with the only once every two to three weeks 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 environment reasons, please DO NOT leave any leftover food or beverages in the offices overnight.

Cans and/or bottles can be recycled in containers on the 1st floor main hallway of KTH or outside the building in the Arts Quad area. The blue recycle bins in the offices are strictly for paper recycling and NOTHING ELSE. If you put items that are not recyclable papers, they will be disposed of as garbage and will not be recycled.
Mail Services
Each graduate student has their own mail slot located in the Labour Studies lounge (KTH-731) which has a combination handle. The code will be provided in September. Please make a point to check your mail slot regularly, as staff and faculty utilize these often.

If you have mail sent to you, please address as follows:
  Your name
  c/o School of Labour Studies
  McMaster University
  1280 Main St. West, KTH-717
  HAMILTON ON  L8S 4M4

Mail Services has free interdepartmental delivery across campus and also offers a free weekly Inter-University Transit System (“IUTS”) to a number of local Ontario universities and related organizations.

Photocopying/ Printing/Scanning
 **Scanning is free.** The photocopier is available for students to use. The service is available on a cost-recovery basis at $0.10 each/printed side (not per page) for black and white printing. 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. If there is anything wrong with the printing, please contact the staff in the office immediately.

Funding for Future Graduate Studies
If you are planning to do continue graduate studies, you should apply for a Social Sciences and Humanities Research Council (SSHRC) Doctoral Fellowship and an Ontario Graduate Scholarship (OGS), if you are a Canadian citizen (non-Canadian students may be eligible for some SSHRC awards.

Additional scholarship opportunities will be emailed through the distribution list.

https://gs.mcmaster.ca/awards-funding/awards-funding

If you have any questions about these scholarships, please ask Sharon in the Labour Studies office.

Also, check with GSA for Travel Assistance Awards or email them:
graduatescholarships@mcmaster.ca
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).
LS  School of Labour Studies
SGS  School of Graduate Studies
W&S  Work and Society

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

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&UniID=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/chiropodist, 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 duties involve an average of 10 hours a week of work, and will 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 which you will be participating. TA assignments are confirmed in the first two weeks of a term, 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 LABOUR STUDIES office. A copy for your files will be provided.

**Getting Paid**

Graduate students who are working 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).

TAship will be paid over the months you are engaged as a TA (i.e., Sept-Dec -130 hours and/or Jan-Apr – 130 hours). Incidental fees are deducted in September. Your summer net income will therefore be much smaller than your September-April income. **Please budget accordingly.**

Scholarship is paid through Grad Studies: 40% in September; 30% January 1 and 30% May 1. You can view your paystub in MOSAIC. Your T4 will be available there in February.
Direct Deposit is the only method McMaster uses.
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 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 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/prepprd/EMPLOYEE/EMPL/h/?tab=MCM_TAB_WELCOME

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

When you have completed these, please forward a copy of the Training Summary to Sharon for further processing with H/R. If you have any questions, please speak with Sharon. 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)**
Your **MAC ID** (the user name and password you used to enroll in classes) enables you to access a variety of UTS services: [http://www.mcmaster.ca/uts/](http://www.mcmaster.ca/uts/)

**A really helpful guide to ‘life as a McMaster student’ can be found here:**
[http://www.mcmaster.ca/uts/students/gettingstarted/welcome.html](http://www.mcmaster.ca/uts/students/gettingstarted/welcome.html)

**Student Life/Organizations/Athletics**

There are intramural sports activities and various clubs and activities under the McMaster Students Union ([http://www.msu.mcmaster.ca/mirror/](http://www.msu.mcmaster.ca/mirror/)). Consult McMaster Daily News ([http://dailynews.mcmaster.ca/](http://dailynews.mcmaster.ca/)) for information about upcoming events and speakers.


Important Campus Organizations

**Campus Food Bank**
McMaster Student Union Services MUSC 201  
Email: macbreadbin@msu.admin.mcmaster.ca  
https://www.msumcmaster.ca/services-directory/14-mac-bread-bin

**Canadian Union of Public Employees Local 3906 (CUPE)**
Kenneth Taylor Hall, Room B111  
Tel: (905) 525-9140, ext. 24003  
Web: [http://cupe3906.org/](http://cupe3906.org/)  
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
- Calling cards
- Attraction tickets (e.g., Cineplex, Canada’s Wonderland, various trips, etc.)

**Graduate Students’ Association (GSA)**
Refectory Building (same building as The Phoenix)  
Tel: (905) 525-9140, ext. 22043  
Web: [http://www.mcmaster.ca/gsa/](http://www.mcmaster.ca/gsa/)  
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.

**Human Rights and Equity Services (HRES)**
McMaster University Student Centre Room 212  
Tel: (905) 525-9140 ext. 27581  
Email: hres@mcmaster.ca  
Web: [http://www.mcmaster.ca/hres/index.html](http://www.mcmaster.ca/hres/index.html)

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

**International Student Services (ISS)**
Gilmour Hall, Room 104  
Tel: (905) 525-9140 ext. 24748  
Web: [http://oisa.mcmaster.ca/](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.
MacPherson Institute
Mills Library L504
Web: 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. They also sponsor Graduate Student Day and coordinate the TA Network.

Ombuds Office
McMaster University Student Centre, Room 210
Tel: (905) 525-9140 ext. 24151
Web: 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 Fax: (905) 521-0689
Web: http://www.mcmaster.ca/graduate/ Email: askgrad@mcmaster.ca
Contact Grad Studies for issues concerning payroll, scholarships, and registration.

Student Accessibility Services (SAS)
McMaster University Student Centre, Room B107
Tel: (905) 525-9140 ext. 28652
Web: http://sas.mcmaster.ca/ Email: sas@mcmaster.ca
- Disability services
- Learning strategies
- Assistive Technology Support

Student Success Centre Gilmour Hall, Room 110: FREE Services for students
Tel: (905) 525-9140 ext. 24254
Web: 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
Web: 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

Arts & Culture
Art Gallery of Hamilton (www.artgalleryofhamilton.com)
Brott Music Festival (www.brottmusic.com)
Canadian Football Hall of Fame (www.cfhof.ca)
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
Bryan Prince Bookseller, 1060 King St West, Hamilton http://www.princebooks.net/
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 lots 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/.
Off-campus:

Fortino’s (grocery), 50 Dundurn St, Hamilton and 1579 Main St West, Hamilton

Hamilton Farmer’s Market located at Jackson Square Mall – between Sheraton Hotel and the Dollarama Store (Tues & Thurs: 7 – 6, Fri: 8 – 6 and Sat: 6 – 6)

Food Basics (grocery), 845 King St West, Hamilton

Plan B Organic Farms (CSA; shares available by pre-order all year around) (http://www.planborganicfarms.ca/)

Farmers Markets
Weekly markets are held in locations throughout the city including Hamilton Downtown and the Mountain, Ottawa Street, and Westdale. For more info, consult the Hamilton Local Food Directory (http://environmenthamilton.org/eatlocal/directory/index.htm)

Some off-Campus Restaurants/Cafés/Pizza:
Basilique (Mediterranean), 1065 King St West, Hamilton
Bean Bar, 1012 King St West, Hamilton
Burrito Boyz, 66 King St East, Hamilton
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, 29 King St. West, Dundas
The Paisley (coffee house), 1020 King St. West, Hamilton
My Thai, 42 Wilson St West, Hamilton
Nations Fresh Foods (back of Jackson Square)
Papagayo, 246 King St. West, Hamilton
Pita Pit, 1060 King St West, Hamilton
Pizza Pizza, Main St. West
Shehnai Restaurant, 447 Main St. West, Hamilton
Snooty Fox, 1011 King St West, Hamilton
Walker’s Chocolates, Westdale Village
Weil’s Bakery, King St. West (east of Shopper’s Drug Mart)
Wild Orchid (Portugese 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)
- Double Decker (www.doubledeckerbus.ca)
- Haunted Hamilton (www.hauntedhamilton.com)
- Historical Perceptions (www.hamiltonhistory.ca)
- Made in Hamilton Industrial Trail (www.wahc-museum.ca)
- Puddicombe Farms and Estate Winery (http://www.puddicombeferms.com/)
- Royal Botanical Gardens (http://www.rbq.ca/)

Museums
(http://www.myhamilton.ca/myhamilton/CityandGovernment/CultureandRecreation/Arts_Culture_And_Museums/HamiltonCivicMuseums/)
- 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.undasmuseum.ca)
- Fieldcote Memorial Park & Museum
- Griffin House
- Hamilton Military Museum
- Hamilton Museum of Steam and Technology
- Whitehern Historic House & Garden

Labour Centre
Hamilton is home to the Workers Arts and Heritage Centre, 51 Stuart Street http://www.wahc-museum.ca/
They run regular exhibits and special culture events throughout the year. There are often opportunities to volunteer in setting up exhibits etc.

Outdoors
- City of Waterfalls (http://www.conservationhamilton.ca/parks/brochures.asp); (http://www.conservationhamilton.ca/Asset/iu_files/Waterfall_Bro_Pa...0.pdf)
- Confederation Park/Wild Waterworks) (http://www.conservationhamilton.ca/parks/visit/waterworks2.asp)
Cycling Network
  Hamilton (www.cyclehamilton.ca/eightroutes.pdf)
  McMaster (CyclingatMac map.pdf)
Hamilton Trails
(http://www.myhamilton.ca/myhamilton/ArtsSportsAndRecreation/outdoor/Trails.htm)
Royal Botanical Gardens (http://www.rbg.ca/)

Transportation

**FREE BUS in Hamilton**: https://www.hamilton.ca/hsr-bus-schedules-fares
-the miscellaneous fees in your tuition pay for the HSR bus pass for full-time students

Blue Line Taxi (905-525-0000)
Hamilton Cab (905-777-7777)
Yellow Cab (905-522-3535)
Some Tips from other Grads

- Buy a bike or rollerblades (even used) for getting around Hamilton
- Don’t rollerblade inside any buildings (!!)
- Enjoy the on-campus Phoenix bar/grill/Bridges Vegetarian Cafe
- Take some SUPER CHEAP yoga classes at the gym to de-stress
- Get a student membership to the Hamilton Art Gallery and see great films and lectures throughout the year ON THE CHEAP—if you are interested in independent films, the Art Gallery runs a relatively inexpensive film series on Wednesday nights. You can purchase your tickets online and see the schedule at: http://www.artgalleryofhamilton.com/; also check out the Transit Gallery on Locke Street for special events
- Join the McMaster Outdoor Club for organized hiking/camping trips around Hamilton
- Get a Hamilton Public Library card and borrow books, magazines, and a HUGE selection of DVDs—visit http://www.myhamilton.ca/myhamilton/LibraryServices/ to find your 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!!
- Check out The Casbah for the best live music in Hamilton (behind La Luna on Queen St)
- 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), the Workers Arts and Heritage Centre (WAHC)
- Use the insurance (dental, vision, etc); Get your teeth cleaned before benefits run out
- Appreciate the intellect of your colleagues and use it!
- Get to know the LS staff!

Enjoy your years of Graduate studies at McMaster....it goes by quickly!