



**School of Graduate Studies**

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4L8

Phone 905.525.9140  
Ext. 23679  
<http://graduate.mcmaster.ca>

To : Members of Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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The next meeting of Graduate Council will be held on **Tuesday February 23<sup>rd</sup> at 9:30 am in Council Chambers (GH-111)**

Listed below are the agenda items for discussion.

Please email [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca) if you are unable to attend the meeting.

## **A G E N D A**

- I. Minutes of the meeting of January 19<sup>th</sup>, 2016**
- II. Business arising**
- III. Report from the Associate Vice-President and Dean of Graduate Studies**
- IV. Report from the Graduate Associate Deans**
- V. Report from the Associate Registrar and Graduate Secretary**
- VI. Report from the Assistant Dean, Graduate Student Life and Research Training**
- VII. Faculty of Business Graduate Curriculum and Policy Committee Report**
- VIII. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report**
- IX. Faculty of Humanities Graduate Curriculum and Policy Committee Report**
- X. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report**
- XI. Discussion of the use of 'Marginal' in Supervisory Committee Report**



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Graduate Council  
January 19<sup>th</sup>, 2016 1:30 pm  
GH 111

Present: Dr. D. Welch (Chair), Ms. S. Baschiera, Dr. C. Hayward, Dr. N. Agarwal, Dr. T. Porter, Dr. B. Milliken, Mr. D. Finnerty, Mr. A. Viswanathan, Mr. R. Mah, Ms. R. Pereira, Dr. A. Shi, Dr. S. McCracken, Dr. S. Streeter, Ms. C. Brown, Dr. D. Novog, Dr. A. Deza, Dr. A. Holloway, Dr. A. Guarne, Dr. D. Gillespie, Dr. P. Swett, Dr. G. McClelland, Dr. E. Gedge, Mr. P. DeMaio

Regrets: Dr. M. Verma, Dr. A. Dean, Dr. J. Richardson, Dr. A. Roddick, Dr. E. Badone, Mr. R. Morton, Ms. A. Ion

## **A G E N D A**

### **I. Minutes of the meeting of December 8<sup>th</sup>, 2015**

The minutes of the meeting of December 8<sup>th</sup> were approved on a motion by Dr. Hayward, seconded by Dr. Deza with two abstentions.

### **II. Business arising**

There was no business arising.

### **III. Report from the Associate Vice-President and Dean of Graduate Studies**

Dr. Welch reported on two new initiatives put forth by the School of Graduate Studies to assist new students beginning their studies in January. The first was a welcome event for those new students. He noted that support for the session was great but the attendance was relatively low. A session to help January admits help clarify their pay will also be held. This session will allow students to ask specific questions regarding their own pay arrangements and the hope is that this will head off some confusion.

Dr. Welch also reported on the term by term scholarship payment model where students receive the full amount of their scholarship money minus tuition at the beginning of the term. There have had a few questions around this because the initial scholarship load has not happened yet. This was intentional. Dr. Welch noted that the upload would be happening in the next few days so by the end of the week scholarship support will appear in Mosaic for the remainder of the term. Anyone who does not see the support in their account after the upload should alert SGS via [gradpay@mcmaster.ca](mailto:gradpay@mcmaster.ca).

Dr. Welch reported that effective January 1<sup>st</sup> SGS has hired a Business Analyst who can speak 'Mosaic' and can participate in fixing and developing things. He noted that the BA had already been incredibly useful in terms of debugging current challenges.

Dr. Welch also mentioned that many of the scholarship competitions are coming to a head. A slightly different model has been put in place on the decision end of OGS. The application end is the same and the deadline has passed. The difference is how the awards not covered by the triagency or OGS will be handled. Instead of holding a number of mini competitions for relatively small numbers of people, Associate Deans will set the tone for their own programs.

Dr. Welch noted that there are a couple of existing working groups of Graduate Council, including a graduate pay working group as well as a graduate program handbook working group (lead by Dr. Cathy Hayward). He asked for volunteers for an interesting new working group that Dr. Tony Porter is leading. This group would review the risk assessment form. As it currently stands if the strict standards of the form are followed, graduate students can't go to about a quarter of the countries in the world. There are a number of issues for consideration and it would be good to have input from a variety of groups on this working group.

Dr. Porter expanded on the new working group. He noted that it turns out that McMaster has a risk procedure that is often not really followed or understood. It means students can't go to a lot of countries that have travel advisories – including Pakistan or Nigeria. Part of the work of the group will be to review how other universities do it and working to develop a more nuanced way of assessing the risk to students.

Dr. Welch noted that any revisions to the policy will have to be adopted by the university before they come into force.

#### **IV. Report from the Graduate Associate Deans**

Dr. Miliken reported that the Faculty of Science is working to establish a number of recruiting incentives for Masters and Ph.D. students. Dr. Porter reported that in the Faculty of Social Sciences they've become interested in whether there's a way to bring together groups with public policy interests across the university, perhaps in a centre or institute. They will be getting in touch with people across the university and examining the context outside of McMaster. Dr. Agarwal noted that new EMBA program is launching this coming year and that there is quite a bit of interest already. He also noted that the faculty is working on their first intake into the new Ph.D. field in Health Management.

Dr. Hayward provided an update on the first meeting of the Graduate Program Handbook working group. She noted that all program handbooks are supposed to go through formal approval and in many faculties they never have. This can put the university at risk if a student ever appeals based on something that is in the program handbook. The Faculty of Health Science went through a handbook review where reviewers were assigned for each handbook. At their first meeting the working group discussed approaching the

associate deans about whether or not a two year plan to bring all programs into the realm of approved handbooks was realistic to move forward. The suggested plan developed by the working group to support programs and their handbooks is to come up with a minimum checklist for items to be included in a handbook, develop a process for approval and archival of handbooks and work to develop supplemental material that is general to the university and all students, a central Graduate Students Resource Handbook. Dr. Hayward noted that the student life team in SGS would need to assist in the development of this book. Next steps for the working group will be the development of an initial review and approval timeline and the development of a checklist document.

A council member noted that CUPE needs to sign off on handbooks. Dr. Welch responded that CUPE doesn't sign off – SGS provides the graduate handbooks to CUPE and they will provide clarification as required.

A council member asked what happens in the interim if there is a dispute. Dr. Hayward responded that it is dealt with by the program and Associate Dean of the Faculty in question. She noted that if there is a student appeal it normally involves the graduate calendar but program handbooks do have extra information. Dr. Welch noted that program handbooks were looked over in their entirety 8 years ago and that the issue is one of the practice, making sure that they're reviewed consistently, but there is no evidence right now that they're causing problems.

Dr. Hayward noted that some of the changes made to program handbooks as a result of the review within the Faculty included removing duplicate calendar information or updating a welcome message. Clinical programs have always had a detailed review of their program handbooks.

Dr. Hayward reported that she had participated in a recent meeting about graduate recruitment, where SGS encouraged administrators and heads of graduate programs to come out and discuss recruitment strategies. She noted that student ambassadors from the FHS ambassadors program have gone out to promote their programs in innovative settings. Dr. Hayward is happy to share the forms they've developed and said it would be great if this program was expanded across the university. At the last fair the Faculty held in the student centre, the graduate student ambassadors were magnets for students in attendance.

Dr. Swett reported that the Faculty of Humanities has connected with a research project based out of McGill that is looking at the last 10 years of Ph.D. graduates from 15 universities in Canada. The real interest in this study is the breadth of careers students are going into. History and English and Cultural Studies were the programs selected to participate from McMaster. The hope is to use this information that comes from the research project to assist programs in preparing their students for a breadth of careers.

Dr. Thompson reported on initiatives from the Faculty of Engineering. The Faculty will be holding an open house on March 1<sup>st</sup> intended to assist in the recruitment of domestic students. The Faculty is also moving forward with their industrial Ph.D. option and departments are currently decided whether or not their

programs will participate. They are also developing an innovation retreat for graduate and undergraduate entrepreneurs to assist with commercialization.

Dr. Welch asked the University Librarian, Vivian Lewis, if there was anything to report. Ms. Lewis responded that the university library had recently completed a master space plan and one of the items that the architect noted as a requirement was a larger space to support graduate student study. She also reported that the plunging value of the Canadian dollar is disastrous from a library perspective. The biggest resources for libraries are purchased in US dollars. They lost about \$700 000 from the time they submitted their budget to now and are working to protect their acquisitions budget to avoid massive cuts of serials and book budgets.

#### **V. Report from the Associate Registrar and Graduate Secretary**

Ms. Baschiera provided an update on Graduate Admissions. A number of issues have been discovered with the new application system. At the moment there is a team of 9 full time staff dedicated to sorting this out. One of the main issues involves referees being able to get through to provide a reference. Based on conversations with UTS Ms. Baschiera was fairly optimistic that communication to referees and applicants would be improved in the near future. She noted her team has been in constant contact with programs so that staff is prepared with work arounds as needed. Her team is also still operating three hour long drop-in labs weekly. A lot of the current focus is on querying the database so programs will have a better encounter with the application process. There are a number of applicants and referees that are able to get through and everyone is working hard to solve the issues for those that aren't.

#### **VI. Report from the Assistant Dean, Graduate Student Life and Research Training**

There was no report.

#### **VII. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report**

Dr. Porter presented the changes. Anthropology proposed a change to their Ph.D. requirements; at the moment students are expected to do four courses, the proposed change will allow an option for students accelerated in from the M.A. to go directly to the comprehensive examination. The second change proposed by Anthropology was to change the name of a specialization within the program from 'physical' to 'biological' anthropology. Sociology proposed a change to their admission requirements to note that they will accept applicants from all disciplines in the social sciences. The program has been doing this in practice but until this point it was not reflected in the calendar. Sociology also proposed a change to the name of a research area and the creation of a comprehensive area to match to reflect the broadening of that research area. The last

change proposed by Sociology was to update their calendar copy to note that a supervised research course has restrictions attached.

Dr. Agarwal moved and Dr. McCracken seconded, 'that Graduate Council approve the curriculum changes proposed by the Faculty of Social Sciences as described in the documents.'

The motion was carried.

#### **VIII. Change to Scholarship Description**

Dr. Welch explained that this item was presented to Graduate Council for information only.

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

At its meeting on January 20<sup>th</sup>, the Faculty of Business Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved at the January 28<sup>th</sup> meeting of the Faculty of Business.

**FOR APPROVAL OF GRADUATE COUNCIL:**

- **Business Ph.D.**
  - **Change in Course Requirements**
- **EMBA**
  - **New Program Calendar Copy**
- **Professional Accountancy**
  - **Change to Admission Requirements**

**FOR INFORMATION OF GRADUATE COUNCIL:**

- **Business Ph.D.**
  - **Change in Course Title**
    - M774 Special Topics in Marketing Strategy
  - **New Course**
    - M775 Special Topics in Marketing Strategy II
- **EMBA**
  - **New Courses**

Module 1:

    - T711 Statistics for Analytics
    - T712 Strategic Marketing
    - T713 Strategic Informational Systems
    - T714 Accounting/Finance for Decision Making

Module 2:

    - T721 Digital Entrepreneurship OR Digitally-driven Entrepreneurship
    - T722 Strategic Marketing Analytics

Module 3:

- T731 Strategic HR Analytics
- T732 Organizational Behaviour for Decision Making
- T733 Personal Leadership and Communication
- T734 Innovation Leadership and Design Thinking

Module 4:

- T741 Strategic Management for Decision Making
- T742 Strategic Valuation for Digital Organizations
- T743 Emerging Topics in Digital Transformation
- T710 Integrative Capstone Project

**-M.B.A.**

- **New Cross-listed Course**
  - K745 eHealth Innovations and Trends
- **Change in Course Description**
  - O734 Supply Chain Management
- **Course Cancellations**
  - I731 International Business
  - I732 Japanese Business
  - M713 International Marketing Management
  - O722 Modern Manufacturing Strategy
  - O727 Service Operations Management
  - P714 Total Quality Management
  - P725 Team Research Project in MINT
  - P732 Strategic Public Relations Management
  - P734 Current Issues in MINT

**-Master of Finance**

- **Change to Course Titles**
  - 602 Microeconomics
  - 604 Statistics
  - 701 Introduction to Econometrics
  - 705 Financial Econometrics





**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>				
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>				
<b>DEPARTMENT</b>		Marketing		
<b>NAME OF PROGRAM and PLAN</b>		Ph.D. Program in Marketing		
<b>DEGREE</b>	Ph.D.			
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>				
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
CREATION OF NEW MILESTONE <input type="checkbox"/>				
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>
				Y
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b>		
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>			

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Five courses are listed as "Program and Field Required Courses ('D' Courses)." They are B790, M771, M772, M773, and **M774**.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Five "Program and Field Required Courses ('D' Courses)" are changed to B790, M771, M772, M773, and **M774 or M775**.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

Special Topics in Marketing Strategy I (M774) and Special Topics in Marketing Strategy II (M775) will offer different special topics. The two courses will be offered in rotation in a two-year period, so that PhD students can get trainings on all the topics.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2016

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

In the current calendar, M774 is listed with the title "Special Topics in Marketing Strategy." In the new calendar, M774 will be listed with the title "Special Topics in Marketing Strategy I," and a new course M775 will be listed with the title "Special Topics in Marketing Strategy II." The two courses will be offered in rotation in a two-year period.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Ruhai Wu    Email: [wuruhai@mcmaster.ca](mailto:wuruhai@mcmaster.ca)    Extension: 23048    Date submitted: 2016-01-19

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,  
[cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

## **EMBA**

Phone: 905-525-9140, ext. 20568

Fax: 905-634-4994

E-mail: General inquiries: [emba@mcmaster.ca](mailto:emba@mcmaster.ca); Admissions: [admit.emba@mcmaster.ca](mailto:admit.emba@mcmaster.ca)

Website: <http://emba.mcmaster.ca>

Location: Ron Joyce Centre, DeGroote School of Business, McMaster University, 4350 South Service Road, Burlington, ON, L7L5R8

## **EMBA Program**

The EMBA in Digital Transformation is designed to prepare experienced students with the requisite leadership skills to excel in a rapidly changing digital landscape. Students will focus on learning how to manage digital systems and how to use those systems to make data-driven decisions, lead complex and diverse teams in digital environments, and recruit exciting new talent.

The program is made up of four residential modules, each 9-12 days in length, held in Burlington and Toronto, Ontario, and in Silicon Valley, California. Students learn from faculty instructors in the classroom and from industry experts on site, including senior executives from the program's corporate sponsors, IBM, SAS, CIBC and theScore. Between modules, students will collaborate and learn online through a variety of lectures, projects and exercises, roughly 5-10 hours per week. For a full breakdown of each module including introductions from module lead faculty members, prospective students can visit <http://emba.mcmaster.ca/about-the-program>.

Over 13 months, students will cover core topics such as finance, marketing and strategy, while also gaining exposure to technical content more often associated with master-level courses in data science and business analytics. This technical content will better inform them in making strategic decisions, mitigating risk and driving business innovation. The program is aimed at candidates looking to advance their professional career in any industry that values digitally-driven innovation and "big data" insight.

Though there is no thesis requirement for graduation in the EMBA program, all students will complete a capstone project that begins in the first module and, developing through topics studied throughout the program's 13 months, will culminate in a formal presentation and report in module four.

## **Admission Requirements**

Standard admission requirements for the EMBA program are:

- 4-year bachelor's degree in any discipline
- B average (73-77%) in the two most recent years of university study
- Considerable work experience, including a significant amount in a managerial capacity
- Demonstration of English proficiency (written and oral)
- Exceptions: Non-degree applicants will be considered if they have a minimum of 7-years managerial experience. If candidates fall short on work experience or degree requirements, they will be assessed on a case-by-case basis and may be required to write a GMAT.

#### Admission process:

- Submit a current resume to [admit.emba@mcmaster.ca](mailto:admit.emba@mcmaster.ca).
- Phone discussion with EMBA admissions officer within 5 business days of submitting resume to:
  - Discuss candidacy and qualifications;
  - Book interview with Program Director if moving forward with application.
- In-person or Skype interview with Program Director to:
  - Determine fit and discuss expectations;
  - Determine if additional requirements are needed (TOEFL/IELTS for international candidates and/or GMAT for candidates that do not meet the minimum work experience or degree requirements)
- Full application following interview to include:
  - Official transcript (under seal) from each post-secondary institution attended
  - TOEFL/IELTS and/or GMAT if required
  - Two letters of recommendation
  - Current resume
  - Letter from employer confirming support of applicant in taking this program
  - Application fee
- Admission decision and letter from the Program Director sent within 10 business days after submission of full application
  - If all admission criteria are met, the decision will be made by the Program Director.
  - If the candidate falls short on one or more criteria, the decision will be made by the EMBA admission committee.

#### Program Requirements

##### **COURSE TITLES TBC AFTER GCPC**

The EMBA program is structured into 4 residency modules, with online components between modules. Below is a list of the courses, organized by modules:

#### **Module 1:**

##### **T711 Statistics for Analytics**

This course covers the fundamental ideas and concepts of statistical analytics. Commencing with the basic elements of exploratory data analysis, the course will delve further into modeling and regression methodology, laying foundation for advanced discussions in data analytics.

##### **T712 Strategic Marketing**

Providing a conceptual portfolio of marketing tools for analyzing and addressing problems, students will focus on using these concepts and tool along with critical thinking skills and data to make better strategic and tactical marketing decisions.

##### **T713 Strategic Informational Systems**

Introduces the fundamental concepts of digital information systems and how they support management and operations in the modern business environment, specifically addressing the question of what the role of such systems is in creating and sustaining a competitive advantage.

#### **T714 Accounting/Finance for Decision Making**

Introduces core concepts of accounting and finance with opportunities to apply these concepts to problems, cases and real-time analyses. This course is preceded by online self-study courses that will cover the basic principles in financial accounting and finance.

### **Module 2:**

#### **T721 Digital Entrepreneurship OR Digitally-driven Entrepreneurship**

This course combines collaborative explorations of new project development with a look at the theoretical and empirical study of entrepreneurship and intrapreneurship, entrepreneurial thinking and project promotion, development, support and project life-cycle.

#### **T722 Strategic Marketing Analytics**

Building on core concepts in analytics, students will have hands-on experience with the tools used by the most advanced marketers in modern business. Through discussions, site visits, cases and projects, students will study predictive analytics, data visualization, modeling, big data and more.

### **Module 3:**

#### **T731 Strategic HR Analytics**

This course will provide students with the knowledge and abilities required to effectively leverage human resources so that they are optimally aligned with the strategic direction of the organization, with some emphasis on emerging technology including data analytics and neuroscience.

#### **T732 Organizational Behaviour for Decision Making**

This course will enable to you analyze, understand and effectively manage the human dynamics that characterize organizations, so that data analytics and technology can best be leveraged to meet the needs of internal and external stakeholders.

#### **T733 Personal Leadership and Communication**

Personal and professional development and leadership practice form common themes throughout this course. Students will apply leadership principles within a coaching model that will involve self-assessment, identification of areas requiring improvement, action planning, and practical implementation steps designed to achieve positive change in chosen individual areas. Students will also focus on Leadership Communications including relationship & reputation management, multi-level communication strategies, crisis management, negotiation tactics, team alignment and engagement.

#### **T734 Innovation Leadership and Design Thinking**

Delivered in a highly interactive format, this course is designed to help students explore the leadership and governance challenges of building direction, alignment and commitment across complex business

ecosystems. Challenges such as identifying and overcoming barriers to innovation will be examined through the application of design thinking methodologies to complement traditional data mining and analytical techniques. Students will have an opportunity to engage with senior industry leaders with experience in the application of design thinking, advanced analytics and change management approaches to identifying and operationalizing digitally-driven insights and innovations.

#### **Module 4:**

##### **T741 Strategic Management for Decision Making**

The discussion of strategic management is framed around the need to develop a clear vision for how a firm can create value for existing and potential customers, with a focus explicitly on organizations in technology-intensive industries who seek to gain a competitive advantage by leveraging their digital and data assets.

##### **T742 Strategic Valuation for Digital Organizations**

This course explores theoretical underpinnings and practical applications of contemporary valuation theory, and accounting for the current economy of intellectual property competition, including proprietary digital technology, will introduce students to intangible assets valuation.

##### **T743 Emerging Topics in Digital Transformation**

This course will introduce students to emerging issues related to digital transformation. Topics will be drawn from current events and developing digital challenges and opportunities. The course will allow for an in depth investigation of these topics through the utilization of case studies as well as student and expert presentations.

##### **T710 Integrative Capstone Project**

The EMBA Capstone Team Project is initiated at the start of the program and culminates in a presentation during the final module. Under the guidance of faculty and industry mentors, students will gain tangible experience and insights on the opportunities and challenges associated with digital technologies.

#### **Faculty**

##### **Professors**

**Rick. D. Hackett**, B.Sc. (Toronto), M.A. (Windsor), Ph.D. (Bowling Green State) / Human Resources & Management / CRC Chair Tier 1

**Michael Hartmann**, BA Honours (Western Ontario), MA (Toronto), MBA (York), DBA (University of St. Gallen) / Human Resources & Management / Principal of the Directors College

**Khaled S. Hassanein**, B.Sc. (Kuwait), M.A. Sc. (Toronto), M.B.A. (Wilfrid Laurier), Ph.D. (Waterloo), P.Eng. / Chair, Information Systems / Director, McMaster eBusiness Research Centre

**Milena Head**, B.Math (Waterloo), M.B.A., Ph.D. (McMaster) / Information Systems / Wayne C. Fox Chair in Business Innovation

**Benson L. Honig**, B.A. (San Francisco State), Ph.D. (Stanford) / Human Resources and Management / Teresa Cascioli Chair in Entrepreneurial Leadership

**Mahmut Parlar**, B.Sc., M.Sc. (Middle East Tech.), Ph.D. (Waterloo) / Operations Management / Distinguished Business-Research Professor

### **Associate Professors**

**Arshad Ahmad**, MBA, Ph.D. (McGill) / Finance & Business Economics / Associate Vice-President, Teaching & Learning / Director, McMaster Institute for Innovation and Excellence in Teaching & Learning (MIETL)

**Nick Bontis**, B.A., Ph.D. (Western) / Chair, Strategic Management

**Catherine Connelly**, B.Comm. (McMaster), M.Sc., Ph.D. (Queen's) / Human Resources & Management/ CRC Chair Tier II

**Anna Danielova**, B.Sc. (Yerevan), M.Sc. (American University of Armenia), M.A., M.B.A. , Ph.D. (Indiana) / Finance & Business Economics

**Kenneth R. Deal**, B.S., M.B.A., Ph.D. (SUNY at Buffalo) / Marketing

**Manish Kacker**, B.A. (Delhi), PGDM (Indian Inst. of Management), Ph.D. (Northwestern) / AIC Professor in Strategic Business Studies / Marketing

**Teal McAteer**, B.Com. (Queen's), M.I.R., Ph.D. (Toronto) / Human Resources & Management

### **Assistant Professors**

**Terry Flynn**, B.A. (Carleton), M.S., Ph.D. (Syracuse) / Communication Studies

**Kevin Veenstra**, B.A. (Honours), M.Acc. (Waterloo), Ph.D. (Toronto), CPA, CA, CMA, CFA / Accounting & Financial Management Services

### **Industry Professors (TBC)**

**Chris Bones**, Professor of Creativity and Leadership, University of Manchester / Dean Emeritus, Henley Business School

**Barry Libert**, Chairman and CEO, OpenMatters LLC

**Karel Vredenburg**, Director, IBM Design / Head, IBM Studios





**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>								
<p>1. This form must be completed for <b>ALL</b> changes involving degree program requirements/procedures. <b>All</b> sections of this form <b>must</b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b>not</b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b>required to attend</b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		DeGroote School of Business						
<b>NAME OF PROGRAM</b>		Graduate Diploma in Professional Accountancy Program						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( x )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		x	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.</p> <p>The admission requirements are:</p> <p>(i) A four-year honours bachelor degree;</p> <p>(ii) At least a B- (70 - 72%) average in courses on economics; statistics; corporate finance; information systems; operations management; introductory, intermediate and advanced financial accounting;</p>								

<p>introductory, intermediate and advanced managerial accounting; accounting theory; audit and assurance; business law; and taxation with a passing grade (<math>\geq 60\%</math>) in each course; and</p> <p>(iii) At least a B (73 - 76%) average in each of the last two years of university study.</p> <p>Candidates from other Ontario universities who have completed the equivalence of the technical and enabling competencies of the CPA PREP will be considered, on a case-by-case basis, for admission to the Graduate Diploma program, subject to an assessment of the detailed course outlines for courses listed under (ii). Candidates must submit the relevant course outlines in their application.</p>
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<p><b>PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE</b> (<i>Attach additional pages if space is not sufficient.</i>)</p> <p>Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.</p> <p>The admission requirements are:</p> <p>(iv) A four-year honours bachelor degree;</p> <p>(v) At least a B- (70 - 72%) average in courses on economics; statistics; corporate finance; information systems; operations management; introductory, intermediate and advanced financial accounting; introductory, intermediate and advanced managerial accounting; accounting theory; audit and assurance; business law; and taxation with a passing grade (<math>\geq 60\%</math>) in each course; and</p> <p>(vi) At least a B (73 - 76%) average in each of the last two years of university study.</p> <p>Candidates from other <b>Canadian</b> universities who have completed the equivalence of the technical and enabling competencies of the CPA PREP will be considered, on a case-by-case basis, for admission to the Graduate Diploma program, subject to an assessment of the detailed course outlines for courses listed under (ii). Candidates must submit the relevant course outlines in their application.</p>
<p><b>RATIONALE FOR THE RECOMMENDED CHANGE:</b></p> <p>Although the objective of the Graduate Diploma program is to prepare graduates of McMaster University's Honours Commerce program (and MBA program) for the CPA certification process, CPA Ontario recognizes programs of post-secondary institutions (PSI) in Ontario and other provinces/territories as long as the other PSI's programs have been assessed as developing substantially the equivalent competencies as those developed through our CPA-Accredited streams. Thus, qualified candidates from other Canadian universities should be considered for admission to the Graduate Diploma program.</p> <p>In fact, we have admitted two candidates from other Ontario universities in Summer 2015, and we have received inquiries regarding the Graduate Diploma program from British Columbia and Nova Scotia.</p>
<p><b>PROVIDE IMPLEMENTATION DATE:</b> (<i>Implementation date should be at the beginning of the academic year</i>)</p> <p>Summer 2016</p>

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

Not applicable.

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.

The admission requirements are:

- (i) A four-year honours bachelor degree;
- (ii) At least a B- (70 - 72%) average in courses on economics; statistics; corporate finance; information systems; operations management; introductory, intermediate and advanced financial accounting; introductory, intermediate and advanced managerial accounting; accounting theory; audit and assurance; business law; and taxation with a passing grade ( $\geq 60\%$ ) in each course; and
- (iii) At least a B (73 - 76%) average in each of the last two years of university study.

Candidates from other **Canadian** universities who have completed the equivalence of the technical and enabling competencies of the CPA PREP will be considered, on a case-by-case basis, for admission to the Graduate Diploma program, subject to an assessment of the detailed course outlines for courses listed under (ii). Candidates must submit the relevant course outlines in their application.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Y. Lilian Chan      Email: [ylchan@mcmaster.ca](mailto:ylchan@mcmaster.ca)      Extension: 23974      Date submitted: December 14, 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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At its meetings on December 15<sup>th</sup> and January 13<sup>th</sup>, the Faculty of Health Sciences Graduate Policy and Curriculum Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved at the January 27<sup>th</sup> meeting of the Executive Committee of the Faculty of Health Sciences.

**FOR APPROVAL OF GRADUATE COUNCIL:**

- **Biomedical Discovery and Commercialization**
  - **New Program Calendar Copy**
- **Child Life Studies**
  - **New Program Calendar Copy**

**FOR INFORMATION OF GRADUATE COUNCIL:**

- **Biomedical Discovery and Commercialization**
  - **New Courses:**
    - a. 701 Team Project
    - b. 702 Community Internship
    - c. 703 Scholarly Paper
- **Clinical Behavioural Sciences**
  - **New Course:** 773 Supervision of Interpersonal Psychotherapy for Depression
- **Health Research Methodology**
  - **New Course:** 736 Health Care System Financing and Innovation
  - **Revision to Prerequisite:** 726 The Science and Practice of Knowledge Translation: Foundations
- **Public Health**
  - **New Course:** 707 MPH Special Topics

## **Biomedical Discovery and Commercialization**

The new Master of Biomedical Discovery and Commercialization (BDC) Program is a one-year course-based Master's that provides students with the scientific and technical knowledge that underlies breakthrough discoveries in the biomedical sciences and drug discovery. The program also provides an understanding of business fundamentals that are necessary to market such discoveries. The program is offered full-time and preference will be given to applicants who completed the Honours Bachelor of Health Sciences in Biomedical Discovery and Commercialization Program at McMaster University.

One of the most important features of the program, the integration of business and science, is achieved through the Team Project, Scholarly Paper and two M.B.A. level Business courses. Experiential learning is obtained through a four-month community internship that provides students with an opportunity for creative exploration of Biomedical Research and Commercialization. The internship also provides students with an invaluable opportunity to expand their professional network and to develop and refine a sound career plan.

Program Director: Eric Brown, Ph.D.  
Program Manager: Nancy McKenzie, Ph.D.  
Enquiries: 905 525-9140 Ext. 27335  
E-mail: [bdcprogram@mcmaster.ca](mailto:bdcprogram@mcmaster.ca)  
Fax: 905 522-9033  
Website: <http://www.bdcprogram-mcmaster.ca>

## **Master of Biomedical Discovery and Commercialization Program**

### **Admission**

Admission and program requirements conform to the general University regulations at the front of this Calendar. For additional information regarding the BDC application (e.g., important deadlines and how to apply online) please refer to the following website:

<http://graduate.mcmaster.ca/graduate-students/future-students/programs/174-future-students/programs-offered/1427-biomedical-discovery-and-commercialization.html>.

Applicants applying from outside the BDC undergraduate program will have their course work assessed for equivalencies before being considered further. Short-listed applicants who did not complete the Honours Bachelor of Health Sciences in Biomedical Discovery and Commercialization Program, but who have an equivalent Bachelor's degree from an accredited university, will be subject to an interview process.

### **General Requirements**

The general requirements for the Master's degree appear under the "Regulations for Master's Degrees" near the beginning of this Calendar.

## **Course Requirements**

The candidate must complete three full, 700-level BIOMEDDC graduate courses (BIOMEDDC 701, 702, 703), and two half, 700-level M.B.A courses (BUSINESS B735 and one of BUSINESS B730 or BUSINESS C727). All graded courses require at least a B- standing.

The required courses for the Master of BDC Program are as follows:

### **Fall**

- BIOMEDDC 701 / Team Project
- BUSINESS B735 / Multidisciplinary Entrepreneurship

One of:

- BUSINESS B730 / Strategic Management of Technology
- BUSINESS C727 / Pharma/Biotech Business Issues

### **Winter**

- BIOMEDDC 702 / Community Internship

### **Summer**

- BIOMEDDC 703 / Scholarly Paper

## **Additional Information**

The community internship provides students with an invaluable work-integrated learning opportunity. Emphasis is placed on the learning gains associated with a structured integration of theory and practice and the building of a professional network. Depending on the nature of the position, students may or may not receive any monetary compensation for the internship. Students have the option of securing their own internship placements, subject to the approval of the BDC Program Office. NOTE: as the majority of internship placements are expected to be in the GTA, students will be required to travel/and or relocate during their four-month internship placement.

## **BIOMEDDC Course Descriptions**

BIOMEDDC courses are administered by the Department of Biochemistry and Biomedical Sciences.

### **BIOMEDDC 701 / Team Project**

6 units (full course)

Students will work in small teams leveraging their training and developing career interests to create business plans and an entrepreneurial pitch for a new venture in biomedicine. Each team will be paired with an entrepreneur/company and will gain first-hand experience in entrepreneurship by helping to advance innovative Life Sciences products and services out of the lab and into the market. BIOMEDDC 701 (Team Project) will run concurrently with BUSINESS B735 (Multidisciplinary Entrepreneurship), which will allow students to apply the theory they learn in the classroom to the real world.

Prerequisite(s): Registration in the Biomedical Discovery and Commercialization Master's program

Course capacity: 50 Categories: NIL

Evaluation: Graded

### **BIOMEDDC 702 / Community Internship**

6 units (full course)

The internship will provide students with the opportunity to explore career options and integrate academic learning through an experiential placement in the community sectors related to the pharmaceutical/biotechnology industry. Students will be placed in an internship position through a matching process or through their own initiative, subject to the approval of the program office. Academic requirements will include completion of a learning portfolio where students will document the fulfillment of individual learning objectives. Students will also share aspects of their experiences in a student symposium.

Prerequisite(s): Registration in the Biomedical Discovery and Commercialization Master's program

Course capacity: 50 Categories: NIL

Evaluation: pass/fail

### **BIOMEDDC 703 / Scholarly Paper**

6 units (full course)

As a culminating task of the Master of BDC program, students will prepare a scholarly paper on a selected topic of interest that demonstrates integration of learning across science and business disciplines. To be completed in the final semester of study, the scholarly paper should reflect an understanding of current biomedical discovery and commercialization challenges and the tools and techniques needed to evaluate, plan, and implement solutions.

Prerequisite(s): Registration in the Biomedical Discovery and Commercialization Master's program

Course capacity: 50 Categories: NIL

Evaluation: Graded

## **BUSINESS Course Descriptions**

BUSINESS courses are administered by the DeGroote School of Business.

### **BUSINESS B735 / Multidisciplinary Entrepreneurship**

3 units (half course)

This course examines issues associated with mounting entrepreneurial ventures from a heterogeneous university base and addresses such concerns as intellectual property, marketing, strategic human resources, raising capital, and starting and growing a business in that context. The course is open to students from all faculties at McMaster and provides an opportunity to develop networks for accessing varied resources for entrepreneurial ventures.

### **BUSINESS B730 / Strategic Management of Technology**

3 units (half course)

In today's competitive environment technology has become a central component of the strategic process of many innovative organizations. This course surveys the issues involved in this new role for technology including competitive advantage, analytical tools, technology based strategies, partnerships and alliances, and the process for managing technology so that it is closely integrated with the activities of the firm.

Prerequisite(s): BUSINESS B600 / Organizational Behavior

### **BUSINESS C727 / Pharma/Biotech Business Issues**

3 units (half course)

This course will allow students to familiarize themselves with the strategic and management issues currently facing the Pharma/Biotech industries through a consideration of the structure and challenges of the industry at the global, national and provincial levels.

Prerequisite(s): Registration in the Health Services Management specialization of the MBA or permission of the instructor.



## **MSc Child Life and Pediatric Psychosocial Care Graduate Calendar - Draft Copy**

### **MSc General Regulations for Admissions**

In addition to the School of Graduate Studies requirements, applicants will have completed an honours-equivalent, four-year bachelor's degree or the international equivalent from an accredited university, and have achieved a minimum grade-point average of "B+" or 77-79%, or 3.3/4.0 or 8.5/12.0 in their final year of undergraduate study. Post-graduate coursework will also be considered in this GPA calculation, and calculated on a case-by-case basis.

Applicants whose native language is not English, will be required to demonstrate evidence of proficiency in the use of the English language, as outlined in the General Regulations of the Graduate School. The minimum acceptable TOEFL (iBT) score is 92 overall with a minimum of 22 for reading 24 for speaking, 24 for listening and 22 for writing, or 600 (paper based) with a minimum of 45 for speaking score and a minimum of 50 in the other areas. Alternately an overall minimum IELTS score of 7.0 will be required.

### **MSc degree - Stream 1 option**

Stream 1 of the Child Life and Pediatric Psychosocial Care program provides academic and clinical training to prepare students to practice as entry level child life specialists. This stream is only offered full-time. The anticipated completion of all program requirements for students enrolled in stream 1 is 2 years from initial enrollment.

### **Stream 1 Application Requirements**

Stream 1 applicants are required to submit:

- An official transcript(s) of academic work completed to date at all post-secondary institutions attended, sent directly from the issuing institution(s). Non-English transcripts must be translated and notarized. Applicants may apply during the fourth year of their degree. In such cases, the pre-admission GPA for eligibility purposes is calculated using the most recent 10 courses towards their degree. Should an applicant in this category be offered admission to the program, the offer is "conditional" upon successful completion of their four-year degree by June 30 in that year, and maintenance of a B+ average in their final year of study.
- A minimum of two undergraduate courses in child development. This course work must cover growth and development from birth to 18 years of age as a requirement for child life specialist certification eligibility through the Child Life Council. Should an applicant still completing this course work be offered admission to the program, the offer is "conditional". Admission will be contingent upon confirmation of these courses being successfully completed by June 30 in that year.
- A current resume
- A volunteer work form demonstrating completion of 100 volunteer hours in a child life setting. Applicants who have not fully completed these hours may still apply. Should an applicant who has not demonstrated completion of these hours be offered admission, the offer is "conditional". Admission will be contingent upon confirmation of these 100 hours being complete by August 15 in that year.
- Three confidential reference forms:
  - Two confidential academic reference forms from an instructor most familiar with the

- applicant's academic work.
  - One confidential reference form from a supervisor familiar with the applicant's work with children
- A personal statement (maximum 750 words) of intent that explains:
  - ways in which the work of a child life specialist contributes to the health care experience of a child and family
  - what prior knowledge, skills and experience they will bring to the program
  - what is desired from this degree

### **Stream 1 Additional Admission Requirements**

- Successful completion of the program's multiple-mini-interviews.
- An offer of admission is contingent upon a "clear" approved police check, or approval by the Program Director. This condition of admission follows the Police Records Check Policy - Faculty of Health Sciences.

Meeting the above minimum admissions requirements does not guarantee admission. Limited space will be available. The admission process is competitive.

### **Course requirements**

Complete with at least a B- standing 48 units of mandatory courses. All courses are half courses with the exception of 4 quarter courses (\*) and are scheduled as follows:

First Year Fall Term:

- Child Life Studies Residency Week\*
- The Child, Youth and Family in Healthcare
- HS 702 Educational Research Methods in Health Sciences Education

First Year Winter Term:

- Pediatric Psychosocial Assessment
- Grief, Loss and Bereavement in Childhood and Adolescence
- Professional Ethics\*

First Year Summer Term:

- The Vulnerable Child and Youth
- Child Life: Foundations of Play
- Evaluating Evidence\*
- Child Life Studies Residency Week 2\*

Second Year Fall Term:

- Clinical Internship 1 (360 hours)
- Clinical Skills Seminar 1

Second Year Winter Term:

- Clinical Internship 2 (360 hours)
- Clinical Skills Seminar 2

Second Year Summer Term:

- Program Planning and Evaluation
- Independent Master's Project

All courses are offered online with the exception of the mandatory on-campus residency week courses, and clinical internships.

### **Required Online Modules**

Online modules must also be taken by all graduate students:

- SGS 101/ Academic Research Integrity and Ethics
- SGS 201/ Accessibility for Ontarians with Disabilities act (AODA)

These modules must be completed in year 1.

Students are required to successfully complete the above graduate course work in addition to clinical internships and clinical skills seminars. All are required, with the exception of course 7XY which is offered to students eligible for remediation.

### **Clinical Internship Requirements**

In addition to the required coursework, students in Stream 1 will be required to successfully complete two twelve-week internships to establish minimum entry-level competence within the scope of child life practice across identified domains. Internships and competency areas follow the criteria set forth by the Child Life Council (CLC). Clinical internships will be evaluated utilizing an internship evaluation tool designed to assess skills and knowledge base reflective of the CLC Child Life Competencies, and the Child Life Professional Certification Exam Classification System. It will be utilized a minimum of twice per internship with the clinical preceptors in each internship, and the faculty Internship Coordinator/Clinical Educator to assess student progress and professional competencies. Internship locations at children's hospitals, general hospitals, and/or community settings vary each year, and may occur in different regions and cities. Students are responsible for their own transportation and all associated costs in order to meet this program requirement.

Health Sciences Graduate programs with clinical courses requires that all clinical activities associated with such courses must be successfully achieved for attainment of a passing grade in the course. Unsatisfactory standing or serious deficits in matters related to work in clinical settings (e.g. patient safety, ethical behaviour, professional competence), or professionalism when interacting with patients and families may result in termination of the clinical internship. In most situations termination of the clinical placement constitutes a failure and will result in the student receiving a grade of F in the Clinical Internship course, and may result in dismissal from the program. Students will receive a Program Handbook, and Clinical Education Handbook which provide additional information and details regarding procedures, guidelines and requirements. In the event of a discrepancy between these documents and the Graduate Calendar, the Graduate Calendar represents the official policy.

## **MSc degree - Stream 2 Option**

Stream 2 the Child Life and Pediatric Psychosocial Care program provides advanced practice skills in pediatric psychosocial care. It is offered on both a full and part-time basis to applicants who already hold child life specialist qualifications, or healthcare professionals with an interest in pediatric psychosocial care. Clinical internships and clinical skills seminars are therefore not required. The anticipated completion time of all Stream 2 program requirements for full-time students is 1 year, and 2-4 years from initial enrollment for part-time students.

### **Stream 2 Application Requirements**

Stream 2 applicants are required to submit:

- An official transcript(s) of academic work completed to date at all post-secondary institutions attended, sent directly from the issuing institution(s). Non-English transcripts must be translated and notarized.
- A current resume
- Proof of active registration in a professional association (e.g. membership number, certification or licensure number) must be included on the applicant's resume.
- Two confidential reference forms from an instructor most familiar with the applicant's academic work. Consideration on the use of an employer reference will be provided on a case-by-case basis.
- A personal statement (maximum 750 words) of intent that explains:
  - why they are seeking graduate education in this program
  - what they will bring to the program such as prior experience in a field related to healthcare
  - what is desired from this degree

Meeting the above minimum admissions requirement does not guarantee admission. Limited space will be available. The admission process is competitive.

### **Course requirements**

Complete with at least a B- standing 7 core and 3 elective graduate courses. All courses are half courses with the exception of 4 quarter courses (\*).

Core Courses:

- Pediatric Psychosocial Care Residency 1\*
- HS 702 Educational Research Methods in Health Sciences Education
- Evaluating Evidence\*
- Professional Ethics\*
- Pediatric Psychosocial Care Residency 2\*
- Current Issues in Pediatric Psychosocial Care
- Independent Master's Project

## Elective Options

- Special Topics in Pediatric Psychosocial Care
- RS 708 Reasoning and Decision Making
- RS 770 Leadership in Rehabilitation
- The Vulnerable Child and Youth
- Pediatric Psychosocial Assessment
- Grief, Loss & Bereavement in Childhood and Adolescence
- Program Planning and Evaluation
- Children, Youth and Families in Healthcare
- Other graduate elective(s) approved in advance by the program

All courses are offered online with the exception of the mandatory on-campus residency week courses.

## Required Online Modules

Online modules must also be taken by all graduate students:

- SGS 101/ Academic Research Integrity and Ethics
- SGS 201/ Accessibility for Ontarians with Disabilities act (AODA)

These modules must be completed in year 1.

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

At its meeting on November 12<sup>th</sup>, 2015 and via e-ballot on November 24<sup>th</sup> the Faculty of Humanities Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved at the February 1<sup>st</sup> meeting of the Faculty of Humanities.

**FOR APPROVAL OF GRADUATE COUNCIL:**

- **Classics**
  - **Change to Admission Requirements**
  - **Change to M.A. Requirements**
    1. With Thesis
    2. Without Thesis
- **French**
  - **Change to Calendar Copy – M.A.**
  - **Change to Calendar Copy – Ph.D.**
    1. Course Work
    2. Language Requirement
    3. Comprehensive Exam
    4. Timeline
- **History**
  - **Change to Comprehensive Exam Procedure**
- **Gender Studies and Feminist Research**
  - **Change to Calendar Copy**
- **Philosophy**
  - **Change to Calendar Copy**

**FOR INFORMATION OF GRADUATE COUNCIL:**

- **Cognitive Science of Language**
  - **Change to Course Description**
    1. 725 The Cognitive Science of Language Master's Lecture Series

2. 726 The Cognitive Science of Language Ph.D. Lecture Series

- **Communication Studies and Multimedia**

- **New Courses**

1. 714 Feminism, Technology and Science
2. 715 Cultural Memory, the Media, and 'Us'
3. 716 Critical Perspectives on Documentary
4. 717 Youth, New Media and Culture

- **Change in Course Description**

1. 705 Digital Media and Cultural Exchange

- **French**

- **Change to Course Title**

1. 705 Introduction to Literary Theory
2. 718 Représentations de l' exil dans la littérature francophone

- **History**

- **Change to Course Description**

1. 798 Ph.D. Major Field Specialized Reading Course

- **Philosophy**

- **Change in Course Title**

1. 6B03 Theory of Value
2. 760 Selected Topics in Logic & The Theory of Argumentation
3. 763 Selected Topics Epistemology and Philosophy

- **Change in Course Title and Description**

1. 6K03 Topics in Ancient Philosophy

- **Course Cancellations**

1. 6BB3 Theory of Value II
2. 6P03 Feminist Epistemology: Gender, Knowledge, Science
3. 768 Selected Topics in Existential Phenomenology and Hermeneutics
4. 779 Selected Topics in Philosophy of Education

- **Removal of Course from List**

1. HAS 713 Critical Perspectives on Aging



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>				
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>				
<b>DEPARTMENT</b>		Classics		
<b>NAME OF PROGRAM and PLAN</b>		Master's		
<b>DEGREE</b>	M.A. in Classics			
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>				
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
CREATION OF NEW MILESTONE <input type="checkbox"/>				
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input checked="" type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Calendar section = " <a href="#">Classics, M.A.</a> " Admission	
<b>OTHER CHANGES</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>		



**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**Admission**

Applicants for the M.A. Program in Classics may be admitted as Regular Students if they are graduates with at least B+ standing of any Honours program taken at McMaster or other university, which includes:

1. At least 12 units of Greek and at least 12 units of Latin with an average of at least B in each language.
2. At least 30 additional units of Classical Civilization, Greek, Latin, Ancient History, or other courses approved by the Department of Classics, at least 12 of these units to be in upper-level courses.

Graduates without sufficient specialization may be admitted with the requirement that they complete extra prerequisite courses with a grade of at least B+.

Candidates will not be allowed to take a graduate course in a language or area in which the Department feels they do not have sufficient background. For graduate courses in Latin or Greek, the minimum requirement is 24 units of the language.

In exceptional cases, students who have less than two years of undergraduate coursework in the ancient languages may be accepted into the program, providing they are well qualified and have an undergraduate record of superior academic achievement; they will, however, have to do extra language courses beyond the required minimum while in the M.A. program.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

- Reduction of ancient language admission requirements from 12 and 12 to 12 and 6 units Greek/Latin.
- Commensurate increase of minimum overall course requirements from 30 to 36 units.
- Deletion of exceptional circumstance clause in respect of language requirements.
- Deletion of minimum requirement of 24 units of Latin/Greek for some courses (while maintaining a condition of sufficient background).

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

- In common with all Classics programmes in Canada today, applicants and entrants to our MA programme tend to have less Greek and Latin preparation than was the case in

the past. These curricular reforms are designed to accommodate entrants with less language preparation and to bring them up, by the end of their degree, to our existing standards in their language training as well as in classical literature, history, and archaeology.

**PROVIDE IMPLEMENTATION DATE:** *(Implementation date should be at the beginning of the academic year)*

1-Sep-16

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

### **Admission**

Applicants for the M.A. Program in Classics may be admitted as Regular Students if they are graduates with at least B+ standing of any Honours program taken at McMaster or other university, which includes:

1. At least 12 units of either Ancient Greek or Latin and at least 6 units of the other language with an average of at least B in each language.
2. At least 36 additional units of Classical Civilization, Greek, Latin, Ancient History, or other courses approved by the Department of Classics, at least 12 of these units to be in upper-level courses.

Graduates without sufficient specialization may be admitted with the requirement that they complete extra prerequisite courses with a grade of at least B+.

Candidates will not be allowed to take a graduate course in a language or area in which the Department feels they do not have sufficient background.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Spencer Pope      Email: [spope@mcmaster.ca](mailto:spope@mcmaster.ca)      Extension: 23378      Date submitted: 29-Oct-15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)SGS/2013

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S)  
INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES****IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>	Classics		
<b>NAME OF PROGRAM and PLAN</b>	Master's		
<b>DEGREE</b>	M.A. in Classics (with thesis)		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN.</b> Calendar section = " <a href="#">Classics, M.A.</a> " Requirements for the M.A. degree with thesis	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**Requirements for the M.A. degree with thesis are:**

1. Eight half courses (one-term courses) offered by the Department, of which no more than two may be at the undergraduate level, and of which at least four must be graduate or undergraduate Latin or Greek (permission of the Graduate Adviser is required to take a course at undergraduate level). Six courses are completed in the first year of study and two additional language courses are taken in year two. A grade of at least B- is required in all courses.

Students who are admitted without the minimum entrance requirements in the ancient languages must take nine half courses to make up the deficiencies in their language preparation.

2. A comprehension test in French or German or Italian; exemption from this test may be granted to candidates who have completed an equivalent test at this or other universities.
3. A satisfactory thesis of approximately 80 pages on an approved topic.
4. An oral examination to defend the thesis.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

- Increase in number of units required (from 8 to 10 3-unit courses, 6 in first year and four in second year).
- Unit count can include up to four 3-unit undergraduate courses approved by Department.
- A minimum of four courses must still be in Greek/Latin, and at least one course in each must be completed at the graduate level.
- Deletion of clause pertaining to students admitted without minimum language requirements.
- Addition of diagnostic Greek and Latin exams on entry.
- Addition of explicit requirement that courses be selected in consultation with the Graduate Advisor.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's**

program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

- In common with all Classics programmes in Canada today, applicants and entrants to our MA programme tend to have less Greek and Latin preparation than was the case in the past. These curricular reforms are designed to accommodate entrants with less language preparation and to bring them up, by the end of their degree, to our existing standards in their language training as well as in classical literature, history, and archaeology

**PROVIDE IMPLEMENTATION DATE:** *(Implementation date should be at the beginning of the academic year)*

1-Sep-16

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR** (please include a tracked changes version of the calendar section affected if applicable):

**Requirements for the M.A. degree with thesis are:**

1. Ten half courses (one-term courses) offered by the Department, of which no more than four may be at the undergraduate level, and of which at least four, two in each year, must be graduate or undergraduate Latin or Greek (permission of the Graduate Advisor is required to take a course at undergraduate level). Students must pass at least one language class at the graduate level in each ancient language. Six courses are completed in the first year of study and four additional courses are taken in year two. Courses will be selected in consultation with the Graduate Advisor. A grade of at least B is required in all courses.

Upon entry into the program all students will take diagnostic exams in Ancient Greek and Latin to determine appropriate language level placement.

2. A comprehension test in French or German or Italian; exemption from this test may be granted to candidates who have completed an equivalent test at this or other universities.
3. A satisfactory thesis of approximately 80 pages on an approved topic.

#### 4. An oral examination to defend the thesis.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Spencer Pope      Email: [spope@mcmaster.ca](mailto:spope@mcmaster.ca)      Extension: 23378      Date submitted: 29-Oct-15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,  
[cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Classics	
<b>NAME OF PROGRAM and PLAN</b>		Master's	
<b>DEGREE</b>	M.A. in Classics (without thesis)		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN.</b> Calendar section = " <a href="#">Classics, M.A.</a> " Requirements for the M.A. degree without thesis	
<b>OTHER CHANGES</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>	

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**Requirements for the M.A. degree without thesis are:**

1. Six half courses offered by the Department, of which no more than two may be at the undergraduate level, and of which at least two must be graduate or undergraduate Latin or Greek (permission of the Graduate Adviser is required to take a course at undergraduate level). Students who are admitted without the minimum entrance requirements in the ancient languages must take seven half courses to make up the deficiencies in their language preparation.
2. A project consisting of a major research paper to be written during the summer, under the supervision of a faculty member;
3. A comprehension test in French or German or Italian; exemption from this test may be granted to candidates who have completed an equivalent test at this or other universities.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

- revision of method for student course selection
- inclusion of information regarding placement exams in Ancient Greek and Latin

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

- In common with all Classics programmes in Canada today, applicants and entrants to our MA programme tend to have less Greek and Latin preparation than was the case in the past. These curricular reforms are designed to accommodate entrants with less language preparation and to bring them up, by the end of their degree, to our existing standards in their language training as well as in classical literature, history, and archaeology

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

1-Sep-16

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No



PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

**Requirements for the M.A. degree without thesis are:**

1. Six half courses offered by the Department, of which no more than two may be at the undergraduate level, and of which at least two must be graduate or undergraduate Latin or Greek (permission of the Graduate Adviser is required to take a course at undergraduate level). Courses will be selected in consultation with the graduate advisor. **Students entering with less than 24 units of Greek and Latin may require two years to complete the degree and so should anticipate taking the degree with thesis.**

Upon entry into the program all students will take diagnostic exams in Ancient Greek and Latin to determine appropriate language level placement.

2. A project consisting of a major research paper to be written during the summer, under the supervision of a faculty member;
3. A comprehension test in French or German or Italian; exemption from this test may be granted to candidates who have completed an equivalent test at this or other universities.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Spencer Pope      Email: [spope@mcmaster.ca](mailto:spope@mcmaster.ca)      Extension: 23378      Date submitted: 29-Oct-15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM -  
FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES /  
MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.  2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).  3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
<b>DEPARTMENT</b>	French		
<b>NAME OF PROGRAM and PLAN</b>	Master's		
<b>DEGREE</b>	M.A. in French		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>  Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
		<b>CHANGE IN COURSE REQUIREMENTS</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b>  Calendar section = " <a href="#">French, M.A.</a> " A. M.A. with Thesis  X Calendar section = " <a href="#">French, M.A.</a> " B. M.A. with Project  Calendar section = " <a href="#">French, M.A.</a> " Additional Information  Calendar section = " <a href="#">French, M.A.</a> " Registration in Program	

OTHER CHANGES	EXPLAIN:
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**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**A. M.A. with Thesis**

The candidate is required:

1. to obtain a grade of at least B- in each of four half courses. Exceptionally, after consultation with the Department, one graduate course at the 700-level may be taken outside of the Department in a related subject.
2. to write, under the supervision of a member of the Department, a thesis that would normally amount to 80-120 double-spaced typewritten pages. The thesis should be on an approved subject, embodying the results of original research and showing independent critical judgement. The student must successfully defend this thesis at an oral examination normally conducted in French.

**B. M.A. with Project**

The candidate is required:

1. to obtain a grade of at least B- in each of six half courses. Exceptionally, after consultation with the Department, one graduate course at the 700-level may be taken outside of the Department in a related subject.
2. and to write in French, under the supervision of a member of the Department, a project that would normally consist of an essay amounting to approximately 25 double-spaced typewritten pages. The project must be on an approved subject. The student must successfully defend this project at an oral examination conducted in French.

**Additional Information**

Additionally, all M.A. students must pass the workshop on **Instruments and Methods of Research in French Literary Studies**. This compulsory workshop introduces students to the methods of bibliography. A “Pass” or “Fail” will be recorded on students’ transcripts for the workshop.

With the approval of the Graduate Program Committee a student may select a course of study under:

[FRENCH 730 / Lectures Dirigées](#)

**Registration in Program**

By January 15 of the academic year of initial registration, full-time graduate students must declare their choice of Program A or B. Students opting for Program A must have a thesis subject and thesis committee approved by January 31. Students opting for Program B must have their project subject or comprehensive subject areas as well as their examining committees approved by April 15.

Part-time graduate students must declare their choice of Program A (M.A. with Thesis) or B (M.A. with Project) on completion of four half courses and must, before registering in their final courses, have their thesis subject, project or comprehensive subject areas, and examining committee approved by the Department.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE** (*Attach additional pages if space is not sufficient.*)

**A. M.A. with Thesis**

-adding information about required course French 705 “Introduction to Literary and Critical Theory” to M.A. Thesis requirements

**B. M.A. with Project**

-to be consistent with the vocabulary used across the Faculty, and to avoid confusion with the "Thesis Project" required in PhD program. The committee considers that the length of 35 pages better reflects the actual practice.

-adding information about required course French 705 “Introduction to Literary and Critical Theory” to M.A. with Major Research Paper (MRP)

**Additional Information**

-to make clear that the workshop on Instruments and Methods is mandatory and has therefore a different status than other workshops (professionalization)

**Registration in Program**

-assuring consistent use of Program B title throughout the program description

**RATIONALE FOR THE RECOMMENDED CHANGE** (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

**A. M.A. with Thesis**

-making it explicit that French 705 is a required course

**B. M.A. with Project**

-renaming M.A. with Project to M.A. with Major Research Paper (MRP) in an attempt to formalize the writing process

-making it explicit that French 705 is a required course

**Additional Information**

- clarification required regarding departmental workshops

**Registration in Program**

- editorial changes required in light of previous revisions made to M.A with Thesis and M.A. with MRP

**PROVIDE IMPLEMENTATION DATE:** (*Implementation date should be at the beginning of the academic year*)

1-Sep-16

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

### **A. M.A. with Thesis**

The candidate is required:

- 1 to obtain a grade of at least B- in each of four half courses, one of which, FRENCH 705 "Introduction to Literary and Critical Theory", is mandatory. Exceptionally, after consultation with the Department, one graduate course at the 700-level may be taken outside of the Department in a subject related to a student's research. With the approval of the Graduate Program Committee a student may also select a course of study under: FRENCH 730 "Lectures Dirigées".
- 2 to write, under the supervision of a member of the Department of French, a thesis that would normally amount to 80-120 double-spaced typewritten pages. The thesis should be on an approved subject, embodying the results of original research and showing independent critical judgement. The student must successfully defend this thesis at an oral examination normally conducted in French.

### **B. M.A. with Major Research Paper (MRP)**

The candidate is required:

- 1 to obtain a grade of at least B- in each of six half courses, one of which, FRENCH 705 *Introduction to Literary and Critical Theory*, is mandatory. Exceptionally, after consultation with the Department, one graduate course at the 700-level may be taken outside of the Department in a subject related to student's research. With the approval of the Graduate Program Committee a student may select a course of study under: FRENCH 730 *Lectures Dirigées*.
- 2 to write in French, under the supervision of a member of the Department of French, a Major Research Paper normally amounting to 35 double-spaced typewritten pages. The paper must be on an approved subject, present solid research and critical analysis. The student must successfully defend this project at an oral examination conducted in French.

### **Additional Information**

All M.A. students must pass the workshop on **Instruments and Methods of Research in French Literary Studies (Pass/Fail)**. In addition, students are expected to participate in four other professionalization workshops offered

**during the academic year.**

All graduate students, including part-time students, must complete the course *SGS 101 Academic Research Integrity and Ethics* and *SGS 201 Accessibility for Ontarians with Disabilities Act (AODA)* before December 1st of the first year of their graduate studies.

### **Registration in Program**

By January 15 of the academic year of initial registration, full-time M.A. students must declare their choice of Program A or B. Students opting for either program must have a thesis or MRP subject and a thesis or MRP committee approved by January 31. Part-time graduate students must declare their choice of Program A (M.A. with Thesis) or B (M.A. with MRP) on completion of four half courses and must, before registering in their final courses, have their thesis or MRP subject and examining committee approved by the Department.



**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Elzbieta Grodek    Email: grodeke@mcmaster.ca    Extension: 24515    Date submitted: 29-Oct-15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,  
cbryce@mcmaster.ca

SGS/2013









**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		French	
<b>NAME OF PROGRAM and PLAN</b>		Ph.D.	
<b>DEGREE</b>	Ph.D. in French		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Calendar section = " <a href="#">French, Ph.D.</a> " Ph. D. Course Work	
<b>OTHER CHANGES</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>	

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

*Course Work*

All graduate students, including part-time students, must complete the course [SGS 101 Academic Research Integrity and Ethics](#) within the first twelve months 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. In the event that a student fails this course, he/she must retake it at the earliest opportunity. The course description for [SGS 101](#) may be found in Section 11 of the Calendar. The Ph.D. Degree Program itself includes six half-courses (three units each) of which one is required. The required half-course is the following: *Introduction to Literary Theory*.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Including the mandatory SGS 201 course and omitting detailed description of the content available in General Regulations of Graduate School, section 2.6.5.  
Required Course and Training for All Graduate Students.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

- changes required for clarification

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

1-Sep-16

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

**Course Work**

All PhD students must complete six half-courses (three units each) within the first year of the program. One of them, *Introduction to Literary and Critical Theory* is required. The listing of all courses can be found in the following section of the SGS Calendar: Faculty of Humanities — French — French Courses. Before December 1st of the first year of the program, all graduate students, including part time students, must also complete courses *SGS 101 Academic Research Integrity*

*and Ethics* and *SGS 201 Accessibility for Ontarians with Disabilities Act (AODA)*. A graduate student may not obtain a graduate degree at McMaster without having passed these courses. The course description for *SGS 101* and *201* may be found in Section 11 of the Calendar.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Elzbieta Grodek    Email: grodeke@mcmaster.ca    Extension: 24515    Date submitted: 29-Oct-15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>				
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>				
<b>DEPARTMENT</b>		French		
<b>NAME OF PROGRAM and PLAN</b>		Ph.D.		
<b>DEGREE</b>	Ph.D. in French			
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>				
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
CREATION OF NEW MILESTONE <input type="checkbox"/>				
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b> <input checked="" type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Calendar section = " <a href="#">French, Ph.D.</a> " Language Requirement	
<b>OTHER CHANGES</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>		



**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:*****Language Requirement***

Candidates will successfully pass a proficiency examination in a language other than English or French. The choice of language should be made by the candidate in consultation with her/his supervisory committee. Successful completion of a three-unit, doctoral-level course in another discipline more relevant to the candidate's research topic may be substituted for the language requirement with the approval of the candidate's supervisory committee. This requirement may be fulfilled at any time before completion of the degree.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

-providing new information regarding the languages so that students know there are options for language requirement

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

-to include an option of replacing the third language requirement by EDU 750/751(Principles and Practices of University Teaching) offered by MIETL (Instructors: Drs. Arshad Ahmad and Erin Allard)

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

1-Sep-16

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):****Language Requirement**

Candidates will successfully pass a proficiency examination in a language other than English or French. The choice of language should be made by the candidate in consultation with her/his supervisory committee. With the approval of the Department of French Graduate Studies Committee and the candidate's supervisory committee, this language requirement may be substituted by:

- Successful completion of the course EDU 750/751 *Principles and Practices of University Teaching* offered by MIETL (McMaster Institute for Innovation & Excellence in Teaching and Learning). The description of the course may be found in the following section of the SGS Calendar: Faculty of Humanities — French — French Courses. This course can either satisfy the language

requirement or the Milestones requirement but it cannot satisfy both.

- Successful completion of a three-unit, doctoral-level course in another discipline relevant to the candidate's research topic.

This requirement may be fulfilled at any time before completion of the degree.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Elzbieta Grodek    Email: grodeke@mcmaster.ca    Extension: 24515    Date submitted: 29-Oct-15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		French	
<b>NAME OF PROGRAM and PLAN</b>		Ph.D.	
<b>DEGREE</b>	Ph.D. in French		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b> Calendar section = " <a href="#">French, Ph.D.</a> " Comprehensive Field Examinations	
<b>OTHER CHANGES</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>	

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

***Comprehensive Field Examinations***

Ph.D. candidates in consultation with their supervisory committee will choose two areas of concentration: the first will be literary and theoretical in nature and the second interdisciplinary. Candidates will submit an extensive bibliography for each area of concentration and will be assessed by way of a written examination. Candidates will be given one week to complete a 10- to 15-page paper for each area. Full-time students will write these examinations within the first twenty months of their program, that is, before the end of April of their second year of residency, assuming the student began residency in September of the first year. These exams are intended as opening stages of the doctoral dissertation. For each examination, candidates must prove their proficiency in the French language and their competence in their selected areas of specialisation. They must display in-depth knowledge, not only of the primary texts, but also of the existing scholarship in their areas of concentration. Candidates must obtain a passing grade. In the event of a failing grade, candidates will have one opportunity to rewrite their exams; this second and final attempt should occur within three months of the date of their first examination.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

- inclusion of blurb re: the option of writing an article instead of comprehensive examination paper
- editing spelling of specialization

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

-clear formulation of this option in the SGS Calendar PhD program description. The option is included in the "PhD Program in French Proposal" submitted to the OCGS.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

1-Sep-16

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

**Comprehensive Field Examinations**

Ph.D. candidates in consultation with their supervisory committee will choose two

areas of concentration: the first will be literary and theoretical in nature and the second interdisciplinary. Candidates will submit an extensive bibliography for each area of concentration and will be assessed by way of a written examination. Candidates will be given one week to complete a 10- to 15-page paper for each area. Full-time students will write these examinations within the first twenty months of their program, that is, before the end of April of their second year of residency, assuming the student began residency in September of the first year. These exams are intended as opening stages of the doctoral dissertation. For each examination, candidates must prove their proficiency in the French language and their competence in their selected areas of specialization. They must display in-depth knowledge, not only of the primary texts, but also of the existing scholarship in their areas of concentration. Candidates must obtain a passing grade. In the event of a failing grade, candidates will have one opportunity to rewrite their exams; this second and final attempt should occur within three months of the date of their first examination. In place of a comprehensive examination paper, students will have the choice to write an original article that will be submitted to a recognized, peer-reviewed journal in their field. The article will be a minimum length of 7000 words.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Elzbieta Grodek    Email: grodeke@mcmaster.ca    Extension: 24515    Date submitted: 29-Oct-15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>					
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>					
<b>DEPARTMENT</b>		French			
<b>NAME OF PROGRAM and PLAN</b>		Ph.D.			
<b>DEGREE</b>	Ph.D. in French				
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>					
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
CREATION OF NEW MILESTONE <input type="checkbox"/>					
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<input checked="" type="checkbox"/>	<b>EXPLAIN:</b>		
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b> Adding new Timeline section (to appear after Required Courses)				

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

- N/A

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

Adding new Timeline section (to appear after Required Courses)

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

-adding new section listing Ph.D. Timeline to make Department's expectations clear and transparent

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

1-Sep-16

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

No

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

**Timeline**

**First Year**

- **Completion of 6 half courses within 12 months of start date**
- **Completion of a research methodology workshop**
- **Selection of thesis supervisor (end of first year)**
- **Two areas of concentration to be determined in conjunction with committee members**
- **Submission of the First Year Progress Report (before the 12th month)**

**Second Year**

- **Comprehensive exams or publishable articles to be completed within the first 20 months of the program. If the article option is chosen, the article will be submitted to a recognized, peer-review journal in the relevant field.**

- **A 25-page thesis project to be completed and defended orally within the first 24 months**
- **Completion of the Milestones Requirement within the first 24 months of the program**
- **Submission of Annual Progress Report (before the 24th month)**

### **Third Year**

- **Submission of draft chapters of the thesis**
- **Potential study/research/internship in a Francophone country or in a country related to student's research**
- **Submission of Annual Progress Report (before the 36th month)**

### **Fourth Year**

**Submission of the final draft of the thesis; the thesis defence; uploading of the final, electronic version of the thesis to the MacSphere**

#### **CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Elzbieta Grodek    Email: grodeke@mcmaster.ca    Extension: 24515    Date submitted: 29-Oct-15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S)  
INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES****IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>	History				
<b>NAME OF PROGRAM and PLAN</b>	PhD programme				
<b>DEGREE</b>	PhD				
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>					
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No					
CREATION OF NEW MILESTONE <input type="checkbox"/>					
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input checked="" type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>	<input checked="" type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Proposed revision of the programme requirements necessitates a change.			
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b> The re-wording of the calendar description of the major field course, His 798. See the separate form.				

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Successful completion of Written and Oral comprehensive examinations are required for PhD candidates before proceeding to the dissertation.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

1. The existing PhD comprehensive examinations (written and oral) will be replaced by an examination of the dissertation research proposal. The latter will constitute the required PhD comprehensive examination. See point 5 below for more detail.
2. Future PhD candidates will write a mandatory examination within their specialised Major Field Reading course, His 798. The examination may vary between 20 and 40% of the course weighting as determined by the PhD supervisor/committee in consultation with the candidate. There will be no oral examination in His 798. As is the case currently, there will be a maximum of 35,000 pages of reading in the Major Field Reading course.
3. The specialised Major Field Reading Course will begin when first-year PhD candidates enrol in the programme, i.e., September of their first year and will end by 1 June of the following year.
4. PhD candidates will take one Minor Field Reading course in each of the fall and winter terms of their first year in programme. The selection of courses will be determined by consultation between the candidate and their PhD supervisor. PhD candidates in minor field courses will be required to read 50% more than MA candidates in their chosen seminars.
5. All PhD candidates will write a dissertation research proposal by the end of their first year in the PhD programme. The proposal will be crafted by candidates in their first year in the months of June and July. The aim is twofold: a) to get PhD candidates thinking more clearly about their dissertation as early as possible; b) to provide PhD candidates a sound footing for their SSHRC application. Each candidate's proposal, of 10-15 pages in length, would be defended on a Pass/Fail basis by the candidate's PhD committee no later than the second week of September. This defence will constitute the required PhD comprehensive examination (written and oral). Eligibility for Armstrong, Fuller & Wilson funding for travel and research grants will be contingent upon an acceptable proposal.
6. PhD committee membership would be established when candidates enter the PhD programme and a first meeting of the committee would be held in October. The aim of this initial meeting would be to outline the expectations of the PhD course work for candidates.
7. Thereafter, PhD committee meetings would be held 1 October each year (or thereabouts). Candidates will provide a report to their committee of their endeavours in the preceding year. Eligibility for Armstrong, Fuller & Wilson funding will be contingent upon the committee deeming that progress on

the PhD has been acceptable.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

a) Funding constraints. Formerly we were able to fund PhD candidates through five years of study. This is no longer the case. Four year funding is the norm, making it more difficult for students to spend appreciably longer than four years on their PhD.

b) Since the introduction of our pass/fail model in 2006, 55 PhD candidates have taken the examinations.<sup>1</sup> Not a single student has failed, though in rare instances one component of the examination has been failed and then retaken successfully. Of the 55 students, only 7 have been awarded a grade of P+. The last such instance was Hayley Goodchild in 2012. While very exceptional candidates do get recognized, one of the key reasons for introducing the new grading model – the desire to differentiate more clearly among stronger and weaker candidates, and not permitting the marginal or too-weak to continue – has not been borne out. The comprehensive has become an obstacle to be hurdled rather than a marker of preparedness.

c) The altered nature of work after the PhD. In the spring of 2013 the American Historical Association produced a large-scale report that tracked the career outcomes of 2,500 PhDs from American universities between 1995 and 2009. The most pertinent finding is that 50.6 of PhDs granted in this period had secured, or were in, tenure track positions at four year schools. Even allowing for the further 2.4% who had found such positions in two year colleges, the reality is that approximately half of all PhDs do not find stable careers in academic life.<sup>2</sup> Several questions arise: 1) how applicable is this study to the Canadian experience and specifically to our PhDs? 2) are these figures changing over time? Treating the latter first, it is unclear. The AHA data did suggest a worsening of the situation in terms of tenure-track positions in its most recent four year tranche, from 2005-09, where the number of PhDs in such positions dipped below 50%. There is no more recent data. As far as Canada is concerned, there is no comparable study. However there is apparent a deterioration in the success rate of our students obtaining tenure-track and tenured jobs. In the period 2001 to 2007 our department placed approximately 40% of our PhDs in permanent academic positions. Since 2007 only four of our PhDs have managed to secure permanent academic positions out of the 28 who have obtained degrees since then (14%), while another two who finished prior to 2007 have secured them long after that date. That six of our PhDs since 2007 secured post-doctoral fellowships at prestigious institutions – Berkeley,

<sup>1</sup> As of 1 June 2015. A number of students withdrew from the PhD programme before their examinations were held.

<sup>2</sup> An additional 17.8% of PhDs were employed in sessional positions.

Columbia, Johns Hopkins, McGill, Toronto and (the somewhat less prestigious) Windsor – suggest that the quality of our graduating students remains high, yet to date, not one of those candidates has landed a full-time academic position. All this suggests that we need to appreciate that our traditional conception of the PhD and its outcome is dated, and the traditional PhD training procedures should be reconsidered.

**PROVIDE IMPLEMENTATION DATE:** *(Implementation date should be at the beginning of the academic year)*

September 2016

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

## Requirements

When admission to Ph.D. work has been granted a candidate will, in consultation with his or her prospective supervisor and the Graduate Studies Chair of the Department, select two Minor Fields and one Major Specialization. Minor Fields and Major Specialization will cover the principal literature in the areas of concentration.

Minor fields normally consist of two half-year 700- level graduate reading seminars ~~(offered in the first term)~~ in each of which a major historiographical essay and a written course examination are required. The grade for a minor field will consist of the grades for the in- course requirements, the examination, and the historiographical essay, in combination as indicated by the minor field supervisor. One minor field course will be taken in the fall term, the second in the winter term.

While some overlap may be deemed beneficial, the Minor Fields should not duplicate Major Specialization reading. All doctoral candidates must have a minimum of three, and usually four, instructors supervising the combination of their Minor Fields and Major Specialization.

Major Specialization preparation begins in ~~September~~ January and takes the form of a reading course that will run normally until the following June~~June~~. The reading for the course will be determined by the course instructors with oversight from the department's Graduate Studies Committee to ensure appropriate breadth and depth of the reading list. As part of the reading course candidates will complete a significant historiographical paper or papers as well as ~~a mandatory examination~~.

~~The Comprehensive Examination, comprised of written and oral components, will be held in the month preceding September 15 of the second year of the program. It will test the candidate's knowledge of the area of concentration and ability to deal with broad historiographic questions.~~ Successful completion of 6 units of Minor- Field coursework and 6 units of Major Specialization coursework, fulfill ~~and the Comprehensive Examination, fulfill~~ the course requirements of the School of Graduate Studies for doctoral candidates. Satisfactory performance in doctoral Minor Field and Major Specialization courses is a minimum grade of B- . A single grade of F on any course in the Ph.D. program, or two B- grades, entails automatic withdrawal from the program.

~~The Comprehensive Examination in History requires a minimum grade of P (Pass) for successful completion.~~

Finally, all PhD candidates will write a dissertation research proposal by the end of their first year in the PhD programme. Each candidate's proposal, of 10-15 pages in length, would be defended on a Pass/Fail basis by the candidate's PhD committee no later than the second week of September. This defence will constitute the required PhD comprehensive examination (written and oral). Successful passage of the comprehensive examination along with successful completion of the coursework is required before a candidate may proceed in programme.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Martin Horn

Email: mhorn@mcmaster.ca

Extension: 21602

Date submitted: 9 October 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,  
cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		N/A	
<b>NAME OF PROGRAM and PLAN</b>		Gender Studies and Feminist Research	
<b>DEGREE</b>	Ph.D. Diploma		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input checked="" type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Clarification of requirements
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

- 1) One elective from an approved list of courses.
- 2) Attendance is required at GSFR Research Symposium events
- 3) A doctoral thesis on a topic related to Gender Studies and/or Feminist Research

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

- 1) There is considerable confusion amongst our students about whether the elective course must be **in addition** to the requirements for the Ph.D. program, or whether one of their program courses can count. We have clarified the language to read: "This course is *in addition to* coursework required for your Ph.D. degree. Courses cannot be counted towards both the Ph.D. degree and the GSFR Ph.D. diploma."
- 2) We have strengthened the language about participation in the symposium to indicate that students are expected to attend all events, and that if they miss more than one event, they must contact the Director of the Program and meet with the Graduate Studies Committee.
- 3) We have changed the language relating to the thesis as follows "A doctoral these **with a focus** on a topic related to Gender Studies and/or Feminist Research. The **Statement of Interest** should clarify what elements in the applicant's academic background prepare them for graduate level work in feminist and gender theory." We have found that some students whose thesis work is tangentially related to GSFR ask to come into the program to aquire some background. This is not the purpose of the program. Students must come into the program with a background in Women's and Gender Studies/Feminist Research (although they don't necessarily need a degree in such a program) and that must be the clear focus of their dissertation research.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

Clarification of existing requirements

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2016

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

N/A

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

Attached.



<b>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</b>		
Name: Susan Fast	Email: fastfs@mcmaster.ca	Extension: 24715 Date submitted: October 25, 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

The Graduate Diploma (Ph.D.) in Gender Studies and Feminist Research aims to enhance the intellectual development and training of students already enrolled in doctoral programs by allowing them to combine disciplinary research with interdisciplinary scholarship from the fields of Gender and Feminist Studies.

The Graduate Diploma option is available to incoming and in-course Ph.D. students in McMaster's Departments of English and Cultural Studies, History, Philosophy, Religious Studies, Social Work, and Sociology.

Students completing the diploma will receive the notation ***Completed Graduate Diploma in Gender Studies and Feminist Research*** on their academic transcript in addition to the doctorate degree from their home graduate unit.

## Admission

The primary requirement for admission to the Graduate Diploma program (beyond admission to the home department's stand-alone Ph.D. program) is distinction in a Master's degree with sufficient academic background and preparation (at the undergraduate and/or Master's level) in women's, gender, and/or feminist studies. The University requires that applicants' previous graduate work be equivalent to at least a McMaster B+ (77-79%), but higher standards may be set in practice by the diploma student's home department.

For a full description of application materials and procedures see the Gender Studies and Feminist Research website <http://gsfr.mcmaster.ca>.

## Part-time Studies

Doctoral students who wish to pursue a doctorate in their home department together with the GSFR Graduate Diploma will normally be admitted full-time to both. In the occasional instance when the home department and the GSFR program admits, or converts a student, to part-time studies, the requirements for the diploma program (as for the home department) will remain the same but will be spread out over a longer time period.

## Program Requirements

Program requirements for the Graduate Diploma (Ph.D.), in addition to those of the student's home department, are:

- one compulsory core course ([GENDR ST 700 Current Debates in Gender and Feminist Theory](#)) (3 units) (also required for Master's students)
- one additional elective course in gender studies and feminist research (3 units) (from an [approved list](#)). [This course is in addition to coursework required for your Ph.D. degree. Courses cannot be counted towards both the Ph.D. degree and the GSFR Ph.D. diploma.](#)
- participation in the Program's Research Symposium, including
  - regular attendance at symposium events. [Important Note: The symposium is a key way in which we attempt to create an intellectual community in a program in which students come from many different disciplines. Therefore, students are expected to attend all symposia. Students who anticipate missing more than one symposium event per year must contact the Director of the Program and meet with the Graduate Program](#)

Committee to discuss the circumstances.

- an oral presentation based on the doctoral student's own research, normally in the third or fourth year of study; and
- a doctoral thesis on a topic related to Gender and/or Feminist Studies. The Statement of Interest should clarify what elements in the applicant's academic background prepare them for graduate level work in feminist and gender theory).

Students will normally complete the 6 units of diploma coursework during their second year. In order to ensure timely degree completion, diploma students will be encouraged to choose an elective course likely to directly enhance and move forward their thesis research.

Diploma students will normally give their Research Symposium presentation during their third or fourth year.

## **Language Requirements**

To be determined by individual home departments.

## **Thesis Evaluation Procedures**

Students in the Graduate Diploma program must have their thesis topics approved by both the home department and the program in Gender Studies and Feminist Research. The thesis must be on a topic related to the broad fields of Gender Studies and Feminist Research. Approval is granted by the program's Graduate Committee and occurs in conjunction with the home department's regular schedule for doctoral thesis proposal submission and approval. Members of the Gender Studies and Feminist Research program may sit on doctoral thesis supervisory committees, or serve as external examiners of doctoral theses. Such arrangements are at the discretion of the home department.



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b>ALL</b> changes involving degree program requirements/procedures. <b>All</b> sections of this form <b>must</b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b>not</b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b>required to attend</b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Philosophy	
<b>NAME OF PROGRAM and PLAN</b>		Philosophy PhD	
<b>DEGREE</b>	PhD		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		YES	<b>EXPLAIN:</b> <ul style="list-style-type: none"> <li>- Addition of headings to streamline program information</li> <li>- Clarification of existing PhD course requirements, see attached document "changes to program page"</li> </ul>
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Elisabeth Gedge, Chair      Email: [chphilo@mcmaster.ca](mailto:chphilo@mcmaster.ca)      Extension: 23459 Date submitted: October 29, 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

## Philosophy, Ph.D

←Return to: [Faculty of Humanities](#)

### Ph.D. Degree

#### Admission

Admission to the Ph.D. program requires an M.A. in Philosophy or an equivalent degree. There is also a possibility for students enrolled in McMaster's MA program in Philosophy to be accepted into the PhD program without completing the MA degree, subject to their satisfying certain conditions for excellent progress in their first year. Selection is made by the Ph.D. Program Committee of the Department of Philosophy, and any student admitted comes under the general regulations of McMaster University.

#### Requirements

##### **Courses:**

Ph.D. students take six one-term courses. In special circumstances this load may be reduced, but all candidates must take at least four courses.

##### **Comprehensive/Qualifying Exam:**

McMaster University regulations require that Ph.D. candidates take a Comprehensive Examination; in the Philosophy Department, this consists in candidates successfully completing Area Requirements and passing the Ph.D. Qualifying Exam (QE) by the end of their second year. Candidates are required to demonstrate to the Program Committee's satisfaction, a comprehensive knowledge of the central areas of philosophy by demonstrating competence in 5 areas of philosophy from the 2 lists below. No more than three areas may be selected from one list:

##### **Historical**

Ancient and Medieval Philosophy  
Modern Philosophy 1600 to 1800  
Continental Philosophy from 1800  
British and American Philosophy from 1800

##### **Systematic**

Ethics and Value Theory  
Metaphysics and Epistemology  
Social, Political, and Legal Philosophy  
Logic, Philosophy of Language, and Philosophy of Science.

Competence in a given area may be demonstrated by completing two graduate semester courses in the area with at least a B+ or equivalent in each course. Normally, the following are recognized as equivalents of two semester courses:

1. A three hour written examination on selected primary texts in the area. The examination may be repeated only once.
2. The candidate's MA thesis, if it was on a topic in the area.
3. The written portion of the QE on a topic in the area, conditional on its passing in the exam.
4. A published paper in the area, subject to approval by the Program Committee, provided that it appear in a peer-reviewed professional journal in philosophy (graduate-student edited journals are specifically excluded).

Candidates are required to successfully complete the QE in which a written dissertation proposal is presented and defended in an oral exam. In order to be eligible to take the QE the student must complete all their course requirements and have achieved (by the end of the 20th month in the program) a GPA on courses taken towards the Ph.D. of at least 9.5. Additionally, prior to taking the QE, some students may be required to demonstrate competence in one or more skills, which their supervisory committee decides, in consultation with the Ph.D. Advisor, is needed for their dissertation (e.g., a language other than English, logic).

***Dissertation:***

Students must also write a satisfactory dissertation and defend it at an Oral Examination.

A detailed description of the doctoral program is available at

<http://www.humanities.mcmaster.ca/~philos/graduate/phd/index.php>. NEW LINK is ...  
(<http://philos.humanities.mcmaster.ca/graduate-programs/ph-d-program/>)



To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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At its meeting on November 19<sup>th</sup>, 2015 and via e-ballot on December 3<sup>rd</sup>, 2015 the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following recommendations.

The enclosed documents have been forwarded for approval to the Faculty of Social Sciences Council for its meeting on February 25<sup>th</sup>, 2016.

**FOR APPROVAL OF GRADUATE COUNCIL:**

- **Globalization**
  - **Change to Course Requirements and Calendar Copy**
- **Health and Aging**
  - **Changes to Calendar Copy – Ph.D.**
  - **Comprehensive Examination Procedure of New Ph.D.s**
- **Economics**
  - **Changes to Calendar Copy**
    - Co-op
    - Additional Information
- **Religious Studies**
  - **Change to Admission Requirements – M.A. and Ph.D.**

**FOR INFORMATION OF GRADUATE COUNCIL:**

- **Globalization**
  - **New Cross-listed Courses:**
    - 716 Liberalism and Imperialism
    - 719 Comparative Authoritarianism
  - **New Courses:**
    - 709 Designing Global Research: Approaches, Methods and Techniques
    - 749 Global Health Crises: An interdisciplinary perspective
  - **Course Cancellations:**
    - 6C03 Topics in Feminist Scholarship: Refugee Women in Canada
    - 711 Cosmopolitics: Community, Identity and Agency Beyond the State
- **Economics**
  - **New Courses:**

- 796 Economics Co-op Work Term I
  - 797 Economics Co-op Work Term II
  - **Change in Course Description:** 769 Applied Microeconometrics
- **Health and Aging**
  - Change to Course Numbering
- **Political Science**
  - **New Courses**
    - 715 Liberalism and Imperialism
    - 716 Comparative Authoritarianism
  - **Course Cancellations**
    - 6E06 Issues in Liberal Democratic Theory
    - 702 Social Policy Transformations
    - 751 Classic Theories of “Realpolitik”
    - 753 Political Theory and Public Policy
    - 792 Public Choice
  - **Course Descriptions**
    - 6O06 Canadian Public Policy
    - 701 Theory & Practice of Policy Analysis: Frameworks and Models
    - 705 Global Public Policy
    - 708 Major Research Paper (MA in International Relations)
    - 740 Theories of Comparative Politics
    - 742 Politics of Developing Areas
    - 748 Democracy and Diversity
    - 757 Theories of Political Community
    - 758 Cosmopolitanism and Its Critics
    - 760 Political Institutions of the Canadian State
    - 767 Politics of the Global South: An International Relations Perspective
    - 768 Political Economy of Global Climate Change
    - 769 The Political Economy of East Asia
    - 770 Globalization and the Canadian State
    - 772 Theories of International Politics
    - 774 Global Political Economy
    - 775 MA IR Colloquium
    - 776 Advanced issues in Critical Security Studies
    - 777 Global Governance
    - 782 Development Theory and Administration
    - 784 Quantitative Political and Policy Analysis
    - 785 Public Sector Management
    - 788 Comparative Foreign Policy: Canadian and U.S. Foreign Policy
    - 789 Global Finance
    - 796 Research Design and Methods



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S)  
INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Institute on Globalization and the Human Condition (IGHC)	
<b>NAME OF PROGRAM and PLAN</b>		Globalization Studies (Course-Research Project)	
<b>DEGREE</b>	Masters		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
		<b>CHANGE IN COURSE REQUIREMENTS</b>	<input checked="" type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> We are dividing the list of courses into three groups to make it clearer to the students: core courses; courses offered by IGHC; courses cross listed with other programs.
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Currently, students in the M.A. program need to take a total of six half courses (one core course, two other Globalization courses, and three electives) at the graduate level and write a Major Research Paper (MRP). During the fall term, each student will take the required core course plus two other half courses. During the winter term, each student will take an additional three half courses. It is required that each student prepares a proposal for his/her Major Research Paper and identifies a potential supervisor and second reader during the winter term. The Major Research Paper is to be completed during the spring/summer session and graded as a pass or a fail.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

The changes are for the course requirements only. Instead of one core course, there will be two required core courses (Globalst 710, Globalst 709), one taken in each term. In addition, students will take two other Globalization courses, at least one of which must be a course offered by IGHC. These changes will reduce the number of electives from 3 to 2.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

- As an interdisciplinary program that admits students from various disciplinary backgrounds (mainly but not exclusively in the Social Sciences and Humanities), the Globalization MA will use this additional core course to prepare students to undertake interdisciplinary research for their MRPs (and in other courses in their program). The course is meant to complement Globalization 710: Introduction to Globalization, which deals with various theoretical and methodological approaches to the field. The course will enable students to explore theoretical issues concerning interdisciplinary research methods, as well as providing them with practical examples of current faculty research projects in preparation for undertaking their own research for the MRP. The course is consistent with similar discipline-specific research methods courses offered in various Social Science graduate programs. It will also give the Globalization MA a more distinctive profile, which should help with student recruitment.
- The requirement that one of the two additional Globalization courses must come from those that originate from IGHC is meant to strengthen the background in Globalization that students receive.
- With two electives, students still have considerable flexibility in designing their program.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2016

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

N/A

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

**Requirements:**

In the M.A. program, ~~studies take the form of course work plus a Major Research Paper.~~ Each student is required to take a total of six half courses (~~or equivalent, two~~ core courses, two other Globalization courses, ~~at least one of which should be offered by IGHC,~~ and ~~two~~three electives) at the graduate level ~~and write a Major Research Paper (MRP).~~ During the fall term, each student will take the first required core course (Globalst 710) plus two other half courses. During the winter term, each student will take the second core course (Globalst 709) and an additional ~~two~~three half courses. ~~It is required that e~~Each student is required to prepare a proposal for his/her Major Research Paper and identify a potential supervisor and second reader during the winter term. The Major Research Paper (Globalst 708) ~~course as well as the Major Research Paper are to~~ will be completed during the spring/summer session and will be. ~~Both of these requirements are graded either as a pass or as a fail.~~

**Globalization Courses:**

All courses are half courses. ~~Globalization 710\* is required of all students.~~

**Core Courses:**

- [GLOBALST 708 / Major Research Paper](#)
- [GLOBALST 709 / Designing Global Research: Approaches, Methods, and Techniques](#)
- [GLOBALST 710 / Globalization: An Introduction](#)

**Courses Offered by IGHC**

- ~~[GLOBALST 6C03 / Topics in Feminist Scholarship: Refugee Women in Canada](#)~~
- [GLOBALST 701 / Topics in Globalization Studies I](#)
- [GLOBALST 702 / Topics in Globalization Studies II](#)
- [GLOBALST 704 / Global Social Policy](#)
- [GLOBALST 711 / Cosmopolitics: Community, Identity and Agency Beyond the State](#)
- [GLOBALST 712 / International Trade and Economic Development](#)
- [GLOBALST 715 / Globalization and China](#)
- [GLOBALST 718 / Global Actors Beyond the State: Methods and Cases](#)
- [GLOBALST 749 / Global Health Crises: An Interdisciplinary Perspective](#)

**Courses Cross Listed with Other Programs:**

- [GLOBALST 703 / Acts of Global Citizenship](#)
- [GLOBALST 705 / Global Public Policy](#)
- [GLOBALST 707 / Religion and Globalization](#)
- [GLOBALST 713 / Islam, Diaspora, and Identities in Central Asia 1880 to the present](#)
- [GLOBALST 714 / The United States and Globalization since the Late Nineteenth Century](#)
- [GLOBALST 717 / Global Sex](#)
- [GLOBALST 720 / Topics in Political Culture](#)
- [GLOBALST 723 / Global Environmental History](#)

- [GLOBALST 725 / Political Economy of Global Climate Change](#)
- [GLOBALST 727 / The New Constellation of Race: Sovereignty, Citizenship, Social Death](#)
- [GLOBALST 728 / Issues in International and Intercultural Health](#)
- [GLOBALST 730 / Work and Democracy in the Global Society](#)
- [GLOBALST 731 / Anxiety Disorders: The Cultural Politics of Risk](#)
- [GLOBALST 741 / Theories of Political Community](#)
- [GLOBALST 746 / Science, Technology, and Nature](#)
- [GLOBALST 747 / Discourses of Empire 1700-1820](#)
- [GLOBALST 748 / The Qur'an in a Global Context](#)
- [GLOBALST 751 / European/Muslim Encounters in the Pre-Modern World](#)
- [GLOBALST 755 / Neoliberalism and the Limits of the Social](#)
- [GLOBALST 757 / The British Empire and Global Integration, 1815-1960](#)
- [GLOBALST 758 / Cosmopolitanism and its Critics](#)
- [GLOBALST 761 / Themes in the History of the Post-Slavery African Diaspora](#)
- [GLOBALST 763 / International Water Policy](#)
- [GLOBALST 764 / Global Power, Local Cultures: Comparative Colonialisms in Africa](#)
- [GLOBALST 765 / Biopolitics: An Introduction](#)
- [GLOBALST 766 / Islamic Fundamentalism](#)
- [GLOBALST 767 / Islam in a Global World](#)
- [GLOBALST 768 / Imperialism and Medicine](#)
- [GLOBALST 770 / Globalization and the Canadian State](#)
- [GLOBALST 771 / Politics of the Global South: an International Relations Perspective](#)
- [GLOBALST 774 / Global Political Economy](#)
- [GLOBALST 777 / Global Governance](#)
- [GLOBALST 779 / The Times We Live In](#)
- [GLOBALST 782 / Diasporas, Transnationalism, and Religious Identities](#)
- [GLOBALST 784 / Decolonizing Bodies](#)
- [GLOBALST 786 / Global Futures: Theory, Practice and Possibility](#)
- [GLOBALST 787 / Post-colonial Ecologies](#)
- [GLOBALST 788 / Writing Diaspora: Literature, Community, and Displacement](#)
- [GLOBALST 789 / Global Finance](#)

NB: Not all these courses are offered annually.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Donald Goellnicht Email: [goellnic@mcmaster.ca](mailto:goellnic@mcmaster.ca) Extension: 27556 Date submitted: Oct. 28, 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S)  
INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES****IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>	Health, Aging & Society		
<b>NAME OF PROGRAM and PLAN</b>	PhD in Health Studies		
<b>DEGREE</b>	PhD		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> "Additional Information" section of PhD in Health Studies	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Per the 2015-16 Graduate Calendar:

**Additional Information**

1. Students entering the PhD program who have already taken any of the following courses: HLTH AGE 701, 702, 714, and 715, or their graduate level equivalent from another program/university, can apply for exemption through the Department of Health, Aging & Society. Students who have been granted exemption for ALL courses stated above (or their graduate level equivalent) are still required to complete a minimum of 3 half courses offered by Health, Aging & Society or by another department or academic unit (provided that permission has been obtained from those departments or academic units). Only two of the three half courses may be taken in a department or academic unit other than Health, Aging & Society.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

The entry in the Graduate Calendar 2015-16 under the "Additional Information" section of the PhD in Health Studies provides direction only for students who have been exempted from ALL 4 required courses: HLTH AGE 701, 714, 716 (re-numbered course – previously 702 – see Curriculum Course Change form submitted), and 715. The current entry is confusing: it does not clearly state the total number of courses required for the program and it does not provide information for students who have been exempted for less than all 4 required courses. The recommended change is to modify the current entry to the following statements:

All students must complete a minimum of 6 half courses to fulfill the course requirements of the program. Students who have been granted exemption for any of the required courses stated above (or their graduate level equivalent) must take at least one course offered by Health, Aging & Society. Other courses may be taken in another department or academic unit (provided that permission has been obtained from those departments or academic units). Course selection should be discussed with the supervisor.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

The modification provides clarity to students about course exemptions and avoids confusion with regards to the course requirements of the program. The revision also provides one procedure for all students who are granted course exemptions and is more equitable in that all students are required to complete the same number of courses, with or without course exemptions. Maintaining the same number of course requirements for all students will provide good grounding in the program thereby giving them the opportunity to get the full benefit of the degree.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2016



**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

N/A

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

**Additional Information**

1. Students entering the PhD program who have already taken any of the following courses: HLTH AGE 701, 714, 716 and 715, or their graduate level equivalent from another program/university, can apply for exemption through the Department of Health, Aging & Society. All students must complete a minimum of 6 half courses to fulfill the course requirements of the program. Students who have been granted exemption for any of the required courses stated above (or their graduate level equivalent) must take at least one course offered by Health, Aging & Society. Other courses may be taken in another department or academic unit (provided that permission has been obtained from those departments or academic units). Course selection should be discussed with the supervisor.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Amanda Grenier    Email: grenier@mcmaster.ca    Extension: 26540    Date submitted: Nov. 5, 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Health, Aging & Society	
<b>NAME OF PROGRAM and PLAN</b>		PhD in Social Gerontology	
<b>DEGREE</b>	PhD		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> "Additional Information" section of PhD in Social Gerontology	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Per the 2015-16 Graduate Calendar:

**Additional Information**

1. Students entering the PhD program who have already taken any of the following courses: HLTH AGE 701, 702, 714, and 713, or their graduate level equivalent from another program/university, can apply for exemption through the Department of Health, Aging & Society. Students who have been granted exemption for ALL courses stated above (or their graduate level equivalent) are still required to complete a minimum of 3 half courses offered by Health, Aging & Society or by another department or academic unit (provided that permission has been obtained from those departments or academic units). Only two of the three half courses may be taken in a department or academic unit other than Health, Aging & Society.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

The entry in the Graduate Calendar 2015-16 under the "Additional Information" section of the PhD in Social Gerontology provides direction for students who have been exempted from ALL 4 required courses: HLTH AGE 701, 714, 716 (re-numbered course – previously 702 – see Curriculum Course Change form submitted), and 713. The current entry is confusing: it does not clearly state the total number of courses required for the program and it does not provide information for students who have been exempted for less than all 4 required courses. The recommended change is to modify the current entry to the following statements:

All students must complete a minimum of 6 half courses to fulfill the course requirements of the program. Students who have been granted exemption for any of the required courses stated above (or their graduate level equivalent) must take at least one course offered by Health, Aging & Society. Other courses may be taken in another department or academic unit (provided that permission has been obtained from those departments or academic units). Course selection should be discussed with the supervisor.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

The modification provides clarity to students about course exemptions and avoids confusion with regards to the course requirements of the program. The revision also provides one procedure for all students who are granted course exemptions and is more equitable in that all students are required to complete the same number of courses, with or without course exemptions. Maintaining the same number of course requirements for all students will provide good grounding in the program thereby giving them the opportunity to get the full benefit of the degree.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2016

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

N/A

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

**Additional Information**

1. Students entering the PhD program who have already taken any of the following courses: HLTH AGE 701, 714, 716 and 713, or their graduate level equivalent from another program/university, can apply for exemption through the Department of Health, Aging & Society. All students must complete a minimum of 6 half courses to fulfill the course requirements of the program. Students who have been granted exemption for any of the required courses stated above (or their graduate level equivalent) must take at least one course offered by Health, Aging & Society. Other courses may be taken in another department or academic unit (provided that permission has been obtained from those departments or academic units). Course selection should be discussed with the supervisor.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Amanda Grenier    Email: grenier@mcmaster.ca    Extension: 26540    Date submitted: Nov. 5, 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S)  
INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.			
2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).			
3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
<b>DEPARTMENT</b>		Health, Aging & Society	
<b>NAME OF PROGRAM and PLAN</b>		PhD in Health Studies	
<b>DEGREE</b>	PhD		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> A minor revision to the comprehensive exam description in the Graduate Calendar ("Comprehensive Examination" section of PhD in Health Studies)	
<b>OTHER CHANGES</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Comprehensive Examination Procedure of New Program – PhD in Health Studies	

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

The comprehensive exam procedure of the PhD in Health Studies was not described in detail in the IQAP Program Brief, therefore we are submitting the detailed comprehensive exam procedure (below) for approval.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Section 4.3 (Examinations) in the Graduate Calendar states that the School of Graduate Studies must approve the comprehensive examination procedure of a PhD program: "All departmental examination rules and practices are subject to approval by the Faculty Committee on Graduate Curriculum and Policy, which may refer questions to Graduate Council."

The comprehensive exam procedure of the PhD in Health Studies was not described in detail in the IQAP Program Brief, therefore we are submitting the detailed comprehensive exam procedure (below) for approval. **Please note the detailed comprehensive exam procedure will NOT appear in the Graduate Calendar.** The current description of the Comprehensive Examination in the Graduate Calendar will have minor revisions to reflect the components of the comprehensive exam.

**Comprehensive Examination**

The purpose of the comprehensive examination is to ensure that the student has a sufficient knowledge of the relevant scholarly literature in her/his area of research interest and that she/he is able to synthesize and communicate the literature in a critically insightful way. The student will take a comprehensive examination in her/his area of concentration. This examination will be completed between 12 and 20 months after beginning the PhD program. The required minimum course work must be completed before taking the PhD comprehensive examination.

The examination will consist of:

- a written examination
- an oral examination
- a research proposal (which is also evaluated during the oral examination)

**Pre-Examination Meeting**

Normally, at least three months but in no case less than 10 weeks in advance of the intended date of writing the examination, the Comprehensive Examination Committee will meet with the student to review a proposed reading list, and to schedule the various components of the examination.

**Written Examination**

The written examination will consist of six questions of which the student will answer any three. It will be a two-week, open book take-home examination. One of the three questions will address the particular research interest of the student. The questions are derived from a pool of 12-15 questions submitted by the Examination Committee.

**Research Proposal**

The research proposal serves to identify a viable project of research, the topic and focus of which is situated effectively in the relevant scholarly literature.

<p><b>Oral Examination</b></p> <p>One week after the submission of the written examination, there will be an oral comprehensive examination which involves:</p> <p>Student presentation of the research proposal (open forum to which other members and associate members of the department, including graduate students, are invited)</p> <p>Examination Committee will ask the student questions related to both the written examination questions and the research proposal. This portion of the oral examination is a closed session.</p>
<p><b>RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):</b></p> <p>The Department is submitting a more detailed description of the comprehensive examination procedure to provide clear instructions to students in the program. The detailed description of the comprehensive examination procedure will be included in the Department's handbook for students in the program.</p>
<p><b>PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>)</b></p> <p>Applicable to PhD students who entered the program in September 2015 and onward.</p>
<p><b>ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.</b></p> <p>N/A</p>
<p><b>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):</b></p> <p><b>Comprehensive Examination</b></p> <p>Students will take a comprehensive exam in their area of concentration in Health Studies. The purpose of the exam is to ensure that the student has sufficient knowledge of the relevant scholarly literature in her/his area of research interest and that she/he is able to synthesize and communicate this literature in a critically insightful way. The comprehensive exam will consist of a written examination, an oral examination, and a research proposal (which is also evaluated during the oral examination).</p>
<p><b>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</b></p> <p>Name: Dr. Amanda Grenier   Email: grenier@mcmaster.ca   Extension: 26540   Date submitted: Nov. 5, 2015</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Health, Aging & Society	
<b>NAME OF PROGRAM and PLAN</b>		PhD in Social Gerontology	
<b>DEGREE</b>	PhD		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b> X A minor revision to the comprehensive exam description in the Graduate Calendar ("Comprehensive Examination" section of PhD in Social Gerontology)	
<b>OTHER CHANGES</b>	X	<b>EXPLAIN:</b> Comprehensive Examination Procedure of New Program – PhD in Social Gerontology	



**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

The comprehensive exam procedure of the PhD in Social Gerontology was not described in detail in the IQAP Program Brief, therefore we are submitting the detailed comprehensive exam procedure (below) for approval.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Section 4.3 (Examinations) in the Graduate Calendar states that the School of Graduate Studies must approve the comprehensive examination procedure of a PhD program: "All departmental examination rules and practices are subject to approval by the Faculty Committee on Graduate Curriculum and Policy, which may refer questions to Graduate Council."

The comprehensive exam procedure of the PhD in Social Gerontology was not described in detail in the IQAP Program Brief, therefore we are submitting the detailed comprehensive exam procedure (below) for approval. **Please note the detailed comprehensive exam procedure will NOT appear in the Graduate Calendar.** The current description of the Comprehensive Examination in the Graduate Calendar will have minor revisions to reflect the components of the comprehensive exam.

**Comprehensive Examination**

The purpose of the comprehensive examination is to ensure that the student has a sufficient knowledge of the relevant scholarly literature in her/his area of research interest and that she/he is able to synthesize and communicate the literature in a critically insightful way. The student will take a comprehensive examination in her/his area of concentration. This examination will be completed between 12 and 20 months after beginning the PhD program. The required minimum course work must be completed before taking the PhD comprehensive examination.

The examination will consist of:

- a written examination
- an oral examination
- a research proposal (which is also evaluated during the oral examination)

**Pre-Examination Meeting**

Normally, at least three months but in no case less than 10 weeks in advance of the intended date of writing the examination, the Comprehensive Examination Committee will meet with the student to review a proposed reading list, and to schedule the various components of the examination.

**Written Examination**

The written examination will consist of six questions of which the student will answer any three. It will be a two-week, open book take-home examination. One of the three questions will address the particular research interest of the student. The questions are derived from a pool of 12-15 questions submitted by the Examination Committee.

**Research Proposal**

The research proposal serves to identify a viable project of research, the topic and focus of which is situated effectively in the relevant scholarly literature.

<p><b>Oral Examination</b></p> <p>One week after the submission of the written examination, there will be an oral comprehensive examination which involves:</p> <p>Student presentation of the research proposal (open forum to which other members and associate members of the department, including graduate students, are invited)</p> <p>Examination Committee will ask the student questions related to both the written examination questions and the research proposal. This portion of the oral examination is a closed session.</p>
<p><b>RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):</b></p> <p>The Department is submitting a more detailed description of the comprehensive examination procedure to provide clear instructions to students in the program. The detailed description of the comprehensive examination procedure will be included in the Department's handbook for students in the program.</p>
<p><b>PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>)</b></p> <p>Applicable to PhD students who entered the program in September 2015 and onward.</p>
<p><b>ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.</b></p> <p>N/A</p>
<p><b>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):</b></p> <p><b>Comprehensive Examination</b></p> <p>Students will take a comprehensive exam in their area of concentration in Social Gerontology. The purpose of the exam is to ensure that the student has sufficient knowledge of the relevant scholarly literature in her/his area of research interest and that she/he is able to synthesize and communicate this literature in a critically insightful way. The comprehensive exam will consist of a written examination, an oral examination, and a research proposal (which is also evaluated during the oral examination).</p>
<p><b>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</b></p> <p>Name: Dr. Amanda Grenier   Email: grenier@mcmaster.ca   Extension: 26540   Date submitted: Nov. 5, 2015</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Economics	
<b>NAME OF PROGRAM and PLAN</b>		MA in Economic Policy	
<b>DEGREE</b>	Master's of Arts in Economic Policy		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b> <p>X After discussions with the School of Graduate Studies, the department has for purely administrative purposes introduced two new co-op courses. Subsequently, the language around the co-op option in the MA programs has to be revised to reflect how the co-op option will now be administered.</p>	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

The recommended calendar changes reflect only a change in how the co-op option in the MA program will be administered, but not on the co-op option itself.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

Immediately - the two co-op courses have already received Dean's approval. But, if not possible then starting September 2016.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

Add the following section:

**Co-op Option in the M.A. in Economic Policy Degree**

Students in the M.A. in Economic Policy program who have successfully completed ECON 761 may apply for the co-op option associated with this degree program. The number of students who will be accepted will be small and will depend on available placements. To receive the M.A. co-op designation, the student must work a total of eight months in either one or two placements and successfully complete both ECON 796 Economics Co-op Work Term I and ECON 797 Economics Co-op Work Term II. A student may, however, choose to only work for four months in a co-op placement and successfully complete only ECON 796.

Students must register in ECON 796 for the first four months while working at a co-op placement and in ECON 797 for the second four months. Both of these courses are not for credit. Registration in these courses will be restricted to students who have a co-op placement that has been approved by the student's supervisor and the Department. A placement must include a significant research opportunity. At the completion of four months of a co-op placement, the student must write a report discussing the work undertaken in light of his/her academic studies and append a letter of evaluation by the employer. This report must be judged satisfactory by the student's supervisor and the Department to successfully complete either ECON 796 or ECON 797. Successful completion of these courses will be indicated on the student's transcript. In the event the report is judged unsatisfactory or the student does not complete the full

four months of a co-op placement, the student's transcript will indicate that either ECON 796 or ECON 797 was not completed.

While registered in ECON 796 or ECON 797 in Term 3 or earlier of the M.A. degree program, a M.A. student will be considered as a full-time student and will pay full-time fees. While registered in ECON 796 or ECON 797 in Term 4 or higher of the M.A. degree program, a M.A. student will be considered as a full-time student, but will pay discounted fees.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Katherine Cuff      Email: cuffk@mcmaster.ca      Extension: 23827      Date submitted: 26 October 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Economics	
<b>NAME OF PROGRAM and PLAN</b>		MA in Economics	
<b>DEGREE</b>	Master's of Arts in Economics		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b> <p>X After discussions with the School of Graduate Studies, the department has for purely administrative purposes introduced two new co-op courses. Subsequently, the language around the co-op option in the MA programs has to be revised to reflect how the co-op option will now be administered.</p>	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

The recommended calendar changes reflect only a change in how the co-op option in the MA program will be administered, but not on the co-op option itself.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

Immediately - the two co-op courses have already received Dean's approval. But, if not possible then starting September 2016.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

Replace the entire 'Co-op Option in M.A. and Ph.D. Degrees' section with:

**Co-op Option in the M.A. in Economics Degree**

Students in the M.A. in Economics program who have successfully completed ECON 761 may apply for the co-op option associated with this degree program. The number of students who will be accepted will be small and will depend on available placements. To receive the M.A. co-op designation, the student must work a total of eight months in either one or two placements and successfully complete both ECON 796 Economics Co-op Work Term I and ECON 797 Economics Co-op Work Term II. A student may, however, choose to only work for four months in a co-op placement and successfully complete only ECON 796.

Students must register in ECON 796 for the first four months while working at a co-op placement and in ECON 797 for the second four months. Both of these courses are not for credit. Registration in these courses will be restricted to students who have a co-op placement that has been approved by the student's supervisor and the Department. A

placement must include a significant research opportunity. At the completion of four months of a co-op placement, the student must write a report discussing the work undertaken in light of his/her academic studies and append a letter of evaluation by the employer. This report must be judged satisfactory by the student's supervisor and the Department to successfully complete either ECON 796 or ECON 797. Successful completion of these courses will be indicated on the student's transcript. In the event the report is judged unsatisfactory or the student does not complete the full four months of a co-op placement, the student's transcript will indicate that either ECON 796 or ECON 797 was not completed.

While registered in ECON 796 or ECON 797 in Term 3 or earlier of the M.A. degree program, a M.A. student will be considered as a full-time student and will pay full-time fees. While registered in ECON 796 or ECON 797 in Term 4 or higher of the M.A. degree program, a M.A. student will be considered as a full-time student, but will pay discounted fees.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Katherine Cuff      Email: cuffk@mcmaster.ca      Extension: 23827      Date submitted: 26 October 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013





**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Economics	
<b>NAME OF PROGRAM and PLAN</b>		PhD in Economics	
<b>DEGREE</b>	Doctor of Philosophy in Economics		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b> X After discussions with the School of Graduate Studies, the department has for purely administrative purposes introduced two new co-op courses. Subsequently, the language around the co-op option in the PhD program has to be revised to reflect how the co-op option will now be administered.	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

The recommended calendar changes reflect only a change in how the co-op option in the PhD program will be administered, but not on the co-op option itself.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

Immediately - the two co-op courses have already received Dean's approval. But, if not possible then starting September 2016.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

Replace the entire 'Co-op Option in M.A. and Ph.D. Degrees' section with:

**Co-op Option in the Ph.D. Degree**

Students in the Ph.D. program who have successfully completed the comprehensive examinations may apply for the co-op option associated with this degree program. The number of students who will be accepted will be small and will depend on available placements. To receive the Ph.D. co-op designation, the student must work a total of eight months in either one or two placements and successfully complete both ECON 796 Economics Co-op Work Term I and ECON 797 Economics Co-op Work Term II. A student may, however, chose to only work for four months in a co-op placement and successfully complete only ECON 796.

Students must register in ECON 796 for the first four months while working at a co-op placement and in ECON 797 for the second four months. Both of these courses are not for credit. Registration in these courses will be restricted to students who have a co-op placement that has been approved by the student's supervisor and the Department. A

placement must include a significant research opportunity. At the completion of four months of a co-op placement, the student must write a report discussing the work undertaken in light of his/her academic studies and append a letter of evaluation by the employer. This report must be judged satisfactory by the student's supervisor and the Department to successfully complete either ECON 796 or ECON 797. Successful completion of these courses will be indicated on the student's transcript. In the event the report is judged unsatisfactory or the student does not complete the full four months of a co-op placement, the student's transcript will indicate that either ECON 796 or ECON 797 was not completed.

While registered in either ECON 796 or ECON 797, a PhD student will be considered as a full-time student, but will pay discounted fees and the student's term count will be rolled back at the end of the co-op placement(s).

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Katherine Cuff      Email: cuffk@mcmaster.ca      Extension: 23827      Date submitted: 26  
October 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Economics	
<b>NAME OF PROGRAM and PLAN</b>		MA in Economic Policy	
<b>DEGREE</b>	Master's of Arts in Economic Policy		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b> Under 'Additional Information' delete irrelevant text (removal of fields of specializations as these fields are not designated) and include relevant information regarding elective courses and grade requirements for the degree.	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

Fields of specializations are not designated in the MA in Economic Policy program. Further practical information about electives and grade requirements for the MA degree are currently not provided in the graduate calendar for the MA in Economic Policy program.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2016.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

Under 'Additional Information' remove the following sentence:

Candidates for the M.A. in Economic Policy will designate a field of specialization in Health Economics, Human Resource Economics or Public Economics.

Include the following information (which is the same as the MA in Economics program):

### **Electives**

Subject to the approval of the Department, an elective program comprised of a sufficient number of courses, from those offered by the department, to bring the student's total load to 8 half course equivalents. The course load may include up to two half courses taken outside of the Department, in each case to be approved by the Department.

Candidates must obtain a grade of at least B- in all courses taken for credit in order to receive the degree.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Katherine Cuff

Email: cuffk@mcmaster.ca

Extension: 23827

Date submitted: 26

October 2015

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,  
cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		Religious Studies	
<b>NAME OF PROGRAM and PLAN</b>		Religious Studies (Thesis or Project)	
<b>DEGREE</b>	M.A.		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input checked="" type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	CHANGE IN COURSE REQUIREMENTS
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR		EXPLAIN:	
OTHER CHANGES	EXPLAIN:		

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

All incoming students should have completed the equivalent of six units (one full year course) of undergraduate work in Western religions. Students who do not meet this requirement will be expected to fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

Some students entering our program have taken only one or no undergraduate courses in Western religious traditions. This new rubric brings our admissions requirements for students entering our Asian Field into line with our requirements for those entering into our Biblical and Western Fields. The wording of this new rubric is identical to the existing wording in the calendar for our Asian breadth requirement.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2016

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):**

**Currently shows in calendar:**

Admission

The normal minimum requirement for admission to M.A. study is graduation with B+ standing in an Honours program



or equivalent in Religious Studies, or in a related discipline with significant emphasis on the study of religion. Related disciplines include Anthropology, sociology, History, Philosophy, Theology, Classics, Near Eastern, south Asian, and East Asian studies. Graduates with preparation in related fields may be required to take a certain amount of undergraduate work in Religious studies.

All incoming students should have completed the equivalent of six units (one full year course) of undergraduate work in Asian religions. Students who do not meet this requirement will be expected to fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination.

**New Revised version (Asian Breadth with new Western Breadth requirement)**

**Admission**

The normal minimum requirement for admission to M.A. study is graduation with B+ standing in an Honours program or equivalent in Religious Studies, or in a related discipline with significant emphasis on the study of religion. Related disciplines include Anthropology, sociology, History, Philosophy, Theology, Classics, Near Eastern, south Asian, and East Asian studies. Graduates with preparation in related fields may be required to take a certain amount of undergraduate work in Religious studies.

All incoming students should have completed the equivalent of six units (one full year course) of undergraduate work in Asian religions. Students who do not meet this requirement will be expected to fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination.

All incoming students should have completed the equivalent of six units (one full year course) of undergraduate work in Western religions. Students who do not meet this requirement will be expected to fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Doreen Drew      Email: relstud@mcmaster.ca      Extension: 23399      Date submitted: Nov. 5/15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013





**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S)  
INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.			
2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).			
3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
<b>DEPARTMENT</b>		Religious Studies	
<b>NAME OF PROGRAM and PLAN</b>		Religious Studies (Thesis)	
<b>DEGREE</b>	Ph.D.		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input checked="" type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>CHANGE IN COURSE REQUIREMENTS</b>	
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>	

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

New Western Breadth Requirement:

Students who have not completed the equivalent of six units (one full year course) of undergraduate work in Western religions may fulfil their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination early in their Ph.D. program.

**RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

Some students entering our program have taken only one or no undergraduate courses in Western religious traditions. This new rubric brings our admissions requirements for students entering our Asian Field into line with our requirements for those entering into our Biblical and Western Fields. The wording of this new rubric is identical to the existing wording in the calendar for our Asian breadth requirement.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2016

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please**

**include a tracked changes version of the calendar section affected if applicable):**

**Currently shows in calendar:**

**Minimum Requirements**

A candidate for the Ph.D. degree must satisfy the general regulations for the degree Doctor of Philosophy of the School of Graduate Studies. The minimum requirements for a Ph.D. candidate are as follows:

1. Completion of the breadth requirement. Students who have not completed the equivalent of six units (one full year course) of undergraduate work in Asian religions may fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination early in their Ph.D. program.

**New**

**Minimum Requirements**

A candidate for the Ph.D. degree must satisfy the general regulations for the degree Doctor of Philosophy of the School of Graduate Studies. The minimum requirements for a Ph.D. candidate are as follows:

1. Completion of the breadth requirement:

Students who have not completed the equivalent of six units (one full year course) of undergraduate work in Asian religions may fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination early in their Ph.D. program.

Students who have not completed the equivalent of six units (one full year course) of undergraduate work in **Western** religions may fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination early in their Ph.D. program.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Doreen Drew      Email: relstud@mcmaster.ca      Extension: 23399      Date submitted: Nov. 5/15

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,  
[cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013