



School of Graduate Studies

1280 Main Street West
Hamilton, Ontario, Canada
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Phone 905.525.9140
Ext. 23679
<http://graduate.mcmaster.ca>

To : Members of Graduate Council
From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday May 17th at 9:30 am in Council Chambers (GH-111)**

Listed below are the agenda items for discussion.

Please email cbryce@mcmaster.ca if you are unable to attend the meeting.

A G E N D A

- I. Minutes of the meeting of April 26th, 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. Revision to MIETL Teaching and Learning Certificate of Completion Courses**
- VIII. Faculty of Business Graduate Curriculum and Policy Committee Report**
- IX. Faculty of Engineering Graduate Curriculum and Policy Committee Report**
- X. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report**
- XI. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report**
- XII. Revised Supervisory Committee Report Form**
- XIII. Comprehensive Exam Discussion**
- XIV. Spring 2016 Graduands (to be distributed)**
- XV. Report on Faculty of Health Sciences Initiatives**



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Graduate Council
April 26th, 9:30 am
GH 111

Present: Dr. D. Welch, Ms. S. Baschiera, Ms. C. Bryce, Dr. N. Agarwal, Dr. C. Hayward, Dr. P. Swett, Dr. T. Porter, Dr. M. Thompson, Dr. B. Milliken, Mr. P. Self, Ms. B. Gordon, Dr. S. McCracken, Dr. D. Novog, Dr. A. Holloway, Dr. J. Richardson, Dr. E. Gedge, Dr. G. McClelland, Dr. D. Gillespie, Mr. D. Finnerty, Mr. R. Morton, Dr. F. Franek (attending for Dr. A. Deza)

Regrets: Dr. M. Verma, Dr. A. Deza, Dr. A. Roddick, Dr. A. Fudge Schormans

I. Minutes of the meeting of March 22nd, 2016

The minutes of the meeting of March 22nd, 2016 were approved on a motion from Dr. Agarwal, seconded by Dr. Richardson.

II. Business arising

There was no business arising.

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

Dr. Welch reported that there had been more and more positive Mosaic developments in recent weeks and months. A lot of progress has been made on improvements which will make a lot of the interactions one has with graduate school more paper and delay free. The information for preparing to pay students in the upcoming academic year will be distributed in July and August. Dr. Welch was pleased to report that the situation with admissions had improved significantly due to a joint effort between the departments and SGS. There were 17% more offers out for domestic masters and 29% more domestic Ph.D. Everything is tracking very well in terms of getting things out so people can decide on them and he noted that there are a number of initiatives in place to provide incentives for accepting offers.

The administration of TA employment and benefits has been transferred to HR as of May 1st. HR will be handling these issues entirely and SGS will support transition. He noted that there had been an issue with benefits being charged to researcher's grants and reported that this had been cleaned up as much as possible before the end of the grant year.

Dr. Welch reported that the GSA was holding a referendum later in the week. Some of the issues they're voting on are related to fees for student wellness, access to mental health services and also the professionalization available from SGS. The results will be known next week.

Dr. Welch asked Ms. Gordon to provide an update on the joint awards committee initiative. She reported that currently there's an undergraduate awards policy. It used to be a joint policy between undergraduate and graduate but for a variety reasons that was changed. They now want to change back, in part because there are a number of benefits to reap related to Mosaic. The Secretariat's office asked that SGS bring it to Graduate Council to see if there were any concerns. Ms. Gordon noted that the nuances of graduate versus undergraduate would be reflected in the policy and that they're also looking for volunteers to participate on the joint committee. Dr. Welch asked if there were any volunteers and asked Ms. Gordon when the first meeting would be. She said that it would likely be May or June.

IV. Report from the Graduate Associate Deans

Dr. Agarwal reported that over the past year and a half the MBA development committee had been involved in a major revision of year one of the program. This step was taken in response to the last IQAP review as well as some benchmarking exercises the Faculty of Business has undertaken. The curriculum items will go to GCPC and will come to last meeting of Graduate Council. The other item of note was that the Faculty of Business had received some funding from the Provost to boost domestic enrolment in their Ph.D. program. The plan is to use some of the money on website renewal and more effective promotional material. Dr. Porter noted that the Faculty of Social Sciences has been interested in research snapshots and are working to find a way for graduate students to use research snaps to talk about the work they're conducting that's in progress. He also reported that a workshop for the Research Shop had been held recently. The intention of the Research Shop is to bring graduate students together to do short term research projects for community partners. The workshop training session were held at McMaster's Centre for Continuing Education (CCE) and included a number of facilitators, including Lorraine Carter, the Director of CCE, and a number of other experts in community engagement. The next step is to match up the graduate students who have been trained with community partners. The plan is to pilot the program and then hope to continue it more permanently. Dr. Welch noted that he had already received a lot of positive feedback.

Dr. Thompson reported that the Faculty of Engineering is going to survey alumni, starting with Ph.D.'s. McMaster has linked up with three other universities to represent the hiring climate in south-western Ontario. They have just gone through the rough draft of the actual survey and are eager to be able to present some results to grad council. The intention is to use the results for recruitment and to make some adjustments for in-course students.

Dr. Welch thanked Dr. Milliken for this time as Acting Associate Dean for Science and reported that he had been appointed Acting Dean of Science effective May 1st.

Dr. Milliken reported that the Faculty of Science is working on a Master of Financial Mathematics program that is currently in the process of getting approved. They hope to launch the program in September 2017.

Dr. Hayward reported that programs within the Faculty of Health Sciences had been provided with data from a recent alumni survey. They have also conducted a survey of health science affiliated program websites. A lot of the programs within the Faculty have been making big changes on their websites to make them more appealing. She noted that programs are on target for recruitment and reported that the Faculty had received funding to launch DeGroot scholarships of excellence. Each program has been given an allocation to go after the very best applicants.

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on a number of initiatives occurring within SGS, including a website overhaul and the development of academic advisement. With the implementation of academic advisement, graduate students will be able to see their progress against their degree requirements. They have planned a soft launch over the summer. She also reported that the certificates and diploma policy is under review. Last year Graduate Council approved the concept of merging processes with respect to this policy with Undergraduate Council. She expected there to be some resolution on graduate certificates in the near future.

Ms. Gordon reported that entrance awards for students who are not graduating will not be in the Convocation program this year.

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

Mr. Self reported on a number of events his team had held to support graduate students. The first was Zero to Hero, a job hunting preparation event including employment preparation, resume and cover letter assistance as well as assistance identifying potential employers and mock interviews with volunteer professionals who provided feedback. 35 students signed up and there has been a lot of feedback that they found it to be very useful. The second event Mr. Self reported on was the upcoming thesis boot camp. It is the fourth time they've run the boot camp. A lot of students that they've worked with over the years have told them that the isolation really works at getting them through the final stage. The boot camp will run from May 17th to 19th and 50 students have signed up. He also reported on the Indigenous Undergraduate Summer Research Scholars (IUSRS) program. This is the second year of a two-year pilot project funded by the Provost. They're bringing in 23 students with a breadth of research interests. Dr. Welch thanked everyone involved in IUSRS, noting that being able to discuss successful initiatives on the indigenous front at OCGS was a pleasant position to be in.

VII. Faculty of Engineering Graduate Curriculum and Policy Committee Report

Dr. Thompson presented the changes proposed by the Faculty of Engineering. The first change is the introduction of an industrial Ph.D. option which all departments within the Faculty have looked at and

approved. This option would give students working full-time in industry the option to engage in full-time studies. A number of industrial folks have asked if they would pursue this option. The student needs to do all of their doctoral requirements but can do their research off campus. The option doesn't exclude them from doing work here as well. Dr. Thompson noted that the option for part time studies still exist but the introduction of this industrial option will give students the opportunity to accomplish the degree at a quicker pace. If a full time person who loses the position with industry, the Faculty will assume responsibility for funding that student. It's not a new degree but an option to be added to each department under existing curriculum for each degree.

He reported that the other items are related to the School of Engineering Practice. The Faculty of Engineering is merging the School of Engineering Technology (undergraduate) with the School of Engineering Practice. They are becoming the School of Engineering Practice and Technology and this has been approved by Senate and the Board of Governors. Some of the changes to SEP programs are a result of this merger. They have proposed a change in terms of wording to their admission requirements to add some flexibility, allowing them to consider applications from students from all STEM backgrounds. They have also rearranged some requirements within the programs themselves as there was some overlap. There were many course changes related to the other changes, and those were included in the package for information. Dr. Welch said that it's worth noting the memorandum of understanding that is built in as part of what's required to participate in the industrial Ph.D. option. Dr. Thompson responded that it was an important component as some people in industry may not be used to interacting with the university. It ensures the employer knows what they're in for.

Dr. Novog moved and Dr. Milliken seconded: 'that Graduate Council approve the changes proposed by the Faculty of Engineering as described in the documents.'

The motion was carried.

VIII. Faculty of Health Sciences Graduate Curriculum and Policy Committee Report

Dr. Hayward noted that all of the changes reported for information are straightforward and include the Child Life Studies courses developed as part of the launch of the new program.

IX. Graduate Calendar Revisions

Dr. Welch reported that this is the annual spring cleaning exercise of graduate calendar and asked if the council members had any questions about the changes. Dr. Hayward noted that she had sent along a couple of very minor editorial changes. Dr. Milliken asked about the change in UHIP wording where visiting students were concerned. Ms. Baschiera responded that if the student is coming in as a student and registered as a visiting student, they have to be insured. If they're coming in under other arrangements then the same

regulations don't necessarily apply. Dr. Welch responded he thinks the distinction in this case is between a visiting researcher and visiting student.

Dr. Hayward moved and Dr. Holloway seconded, 'that Graduate Council approve the proposed changes to the administrative sections of the Graduate Calendar as described in the document.'

The motion was carried.

X. Discussion of Revised Supervisory Committee Report Form

Dr. Welch noted that there had been a great deal of discussion and a considerable amount of input. He noted that the form had been cleared of unnecessary duplicative information. Some of the things that students need to have considered have been inserted. A very large fraction of supervisory committee members know the requirements but there are enough that don't that it's important to remind them within the form itself. There is a notation at the top that explains what needs to happen and when. The graduate administrators suggested that the form also clarify when this is required for people who start January and May and what happens for students with leaves, so that will be included. Dr. Welch noted that under the supervisor's report, the form has been changed to note that the section must not be filled out by the student. Part A, B, and C used to not have very much space for comments, so very brief comments were included. The fields have been expanded to show some indication of the level of detail that should be included. Part C has been changed from 'Comments' to 'Areas for improvement and additional direction'.

Dr. Welch noted that the main change requested was a rubric for different ratings and this is where most of the effort went into the writing. An additional intermediate grade and an explanation included for each rating to explain how they're to be used and in what timeframe. The grades given are not cumulative, so they can improve over time. Dr. Welch noted that SGS had done their best to codify this description but would very much like input on what has been created. He also noted that in the near future the form will be put online. No one who has already completed their meeting with the old form will be asked to use the new one. Dr. Welch said that they will ask for a vote on the form at an upcoming meeting.

A council member noted that in their program it is pretty common practice to submit the report before the meeting, instead of filling out that box. He suggested a note be included to say that something can be attached. Dr. Welch responded that while the form is in the paper format it's not an issue but once it goes electronic that information will need to be captured. He believed that they should be encouraged to at least produce what's intended here in addition to any other report. The council member noted that the revision date in the form needs to be updated.

A council member responded that they really liked the form and particularly liked that a student can get excellent for responding well to unexpected challenges. Another council member liked that the information was included right in the form and that it is, therefore, transparent to everyone.

Dr. Hayward suggested that the revisions would solve the issue of students being out of time and getting excellent or good ratings.

XI. New Scholarship

Dr. Swett moved and Dr. Hayward seconded, 'that Graduate Council approve the new scholarship as described in the document.'

The motion was carried.

XII. Other Business

Dr. Welch said that since the last meeting SGS had put together a list of the major practices of the comprehensive exams around the university that they could find. He wanted to propose that the Council have some discussion or that members take it back for consideration. There are a number of questions to consider, including thoughts on basic limits for best practices for the comprehensive exam and what McMaster would like the Ph.D. comprehensive exam to represent. There is also a question of whether comprehensive examinations should be continued period. To that end Dr. Welch had asked Dr. Swett to lead a future discussion regarding discontinuing the comprehensive. Right now it's a policy of McMaster but it may be that programs could be allowed to choose going forward.

Dr. Welch said that there had been a lot of discussion regarding the role the supervisor should play in the comprehensive. He noted that the supervisory committee has a potential conflict in that they obviously would like to the student to do well at the comprehensive exam. He said it's also unlikely, due to resourcing, that the entire comprehensive committee could be without any supervisory committee members in every department. Part of the proposal is to not put the supervisor in clear conflict of interest and have someone from outside the supervisory committee be part of the grading of the exam. In the review of comprehensive processes here at McMaster there are programs that do separate the comprehensive committee from supervisory committee. There were also a number of programs where there was someone in the program responsible for overseeing all comps. Because a comprehensive is not appealable, due to the fact that there are a number of academics making the judgement, the student is allowed to take the components again, once. If they fail any component twice, they are required to withdraw. Dr. Welch noted that this raises the question of what the minimum retake interval should be. Obviously, if it is attempted again to soon afterward there will likely be no difference in the outcome. Equally obviously, a year later there may be a huge difference.

A council member noted that he understood there might a conflict of interest but that the supervisor is also in the best position to question the student on their research area. The second consideration they noted in

this respect is that many students are officially or unofficially co-supervised, so eliminating the supervisors may mean eliminating two experts. He suggested that there could be some other way to limit the conflict of interest. Dr. Welch responded that he knew there were a lot of programs that allowed the supervisor to attend.

Another committee noted that they didn't quite understand the conflict of interest; as long as there is a chair of the examining committee to make sure nothing inappropriate happens the participation of the supervisory committee should be fine. In her program the Ph.D. advisor chairs all of the comprehensive exams. She seconded the idea that the supervisory committee is likely the best to review the student's knowledge and expertise. She asked for more clarity on this. Dr. Hayward responded that she had sat in on a comprehensive where there was a clear conflict of interest. In this case, the student was not able to complete their degree academically but was able to provide a lot of data, cheaply, for the supervisor. In that program the supervisor was allowed to ask questions but not vote. She has often wondered if the supervisor should be absent from the discussion when the comprehensive committee is voting/discussing. She said it was fine to have committee members participate but emphasized the importance of having someone external to Chair. The council member responded that in the Humanities it's rare for supervisors to be working on the same thing that their student is working on. The supervisor has expertise to oversee dissertation but areas are different. She noted the importance of recognizing the differences between disciplines. She would be reluctant to see universal policy that didn't take in account these differences.

A council member noted a case where the student failed twice and the supervisor wasn't on the committee and didn't agree with decision. The supervisor might have background knowledge and would be able to inform the committee as to whether student could do better on a retake.

Another council member noted instances where the supervisor has been in the room and has been a bully.

Dr. Welch responded that the only way that a student can appeal a Ph.D. comp exam is if it's biased. It is very much easier to establish a lack of bias if it isn't the supervisory committee making all of the decisions.

Another council member supported a model similar to what Dr. Hayward suggested where the supervisor leaves for the discussion of the outcome of the comprehensive. Her program modified their process because a supervisor used to argue on behalf of the students at this point of the examination.

Dr. Agarwal noted that the Ph.D. in Business was slightly different. The program takes students from different disciplines and there is a much heavier coursework component because of this. The examining committee has no reference to the supervisory committee. Those who teach the courses, become the comprehensive exam committee. The student's supervisor or supervisory committee member may have been the one to teach the course and it is by virtue of this role they would be on the committee. Each exam is marked by at least two independent markers.

Dr. Porter reported that he had had occasion to talk with the Chairs within his Faculty about this and noted that there had been a strong feeling that there was such variation across the discipline that it would be difficult to impose a standard that would fit all programs. They suggested that a comparison to peer programs at other institutions would be more important than comparing what happened between programs here at McMaster. He recognized that there could be an issue if there was no university standard for conflict of interest but reiterated a strong hesitation for universal rules

Dr. Welch suggested that perhaps there could be three options where programs chose one of three modes to reduce the potential for conflicts of interest. He also noted that every student who fails a comprehensive twice appeals.

Dr. Hayward said it would be useful to have a standard policy about what happens when there is disagreement between examiners.

Dr. Swett said that since she will be looking into university policy that it would be useful to have some examples of other programs outside of the Humanities where they don't have a comprehensive. She asked council members to send along the name of the institution and said that she will see what their experience has been and why they made that decision.

XIII. Faculty of Health Sciences Spring 2016 Graduands

Dr. Holloway moved and Mr. Morton seconded, 'that Graduate Council approve the list of the 2016 Spring Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'

The motion was carried.



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT/PROGRAM		Department: McMaster Institute for Innovation and Excellence in Teaching and Learning (MIETL) Program: Teaching and Learning Foundations Certificate of Completion		
COURSE TITLE		EDU 650: Peer-Evaluated Teaching Experience		
COURSE NUMBER	EDU 650	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE ()	QUARTER (MODULE) () <u>Other: Zero-Unit Course</u>
INSTRUCTOR(S)		MIETL staff members and/or faculty		
PREREQUISITE(S)		None		

NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

NEW COURSE		DATE TO BE OFFERED (FOR <u>NEW</u> COURSES ONLY):	YES	NO	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? IF YES, PROVIDE THE DATE:
			<input type="checkbox"/>	<input type="checkbox"/>	

WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT? No IF YES, PLEASE NOTE WHICH DEPARTMENT:

ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.

*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:			
CHANGE IN COURSE TITLE		PROVIDE THE NEW COURSE TITLE:	
CHANGE IN COURSE DESCRIPTION	Yes	600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form	
CHANGE TO FULL COURSE		CHANGE TO HALF COURSE	CHANGE TO QUARTER COURSE
COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.	
OTHER CHANGES		EXPLAIN:	
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. EDU 650: Peer-Evaluated Teaching Experience This zero-unit graduate course is offered in a small group setting and is designed to enhance teaching effectiveness. During the 3-4 day course (full attendance is mandatory to earn a pass), students design and conduct three lessons and receive verbal, written, and video feedback from the other students who have been learners in the lessons. Using an intensive experiential learning approach, students are provided with information on the theory and practice of teaching adult learners, the selection and writing of useful intended learning outcomes with accompanying lesson plans, techniques for eliciting learner participation, and suggestions for evaluation of learning. Reflection and examination of one's teaching practices are encouraged. Completion of EDU 650 and EDU 600 will result in students earning the Teaching and Learning Foundations Certificate of Completion.			
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. No change.			

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) No change.
2. EXPECTED ENROLMENT: No change.
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): No change.
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) No change.

**5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?
IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).**

No change.

**6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE
SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

No change.

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Arshad Ahmad Email: arshad@mcmaster.ca Extension: 22618 Date submitted: May 2, 2016

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

SGS /2013



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT/PROGRAM		Department: McMaster Institute for Innovation and Excellence in Teaching and Learning (MIETL) Program: Teaching and Learning Scholar Certificate of Completion		
COURSE TITLE		EDU 760: Self-Directed Study and Contributed Seminar		
COURSE NUMBER	EDU 760	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE ()	QUARTER (MODULE) () <u>Other: Zero-Unit Course</u>
INSTRUCTOR(S)		MIETL staff members and/or faculty		
PREREQUISITE(S)		EDU 600: Essential Skills in Teaching and Learning (I), and EDU 650: Peer-Evaluated Teaching Experience		

NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

NEW COURSE		DATE TO BE OFFERED (FOR <u>NEW</u> COURSES ONLY):	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?
			IF YES, PROVIDE THE DATE:

WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT? IF YES, PLEASE NOTE WHICH DEPARTMENT:

ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.

***FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:**

CHANGE IN COURSE TITLE	Yes	PROVIDE THE <u>NEW</u> COURSE TITLE: EDU 760: SELF-DIRECTED STUDY		
CHANGE IN COURSE DESCRIPTION	Yes	600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		
CHANGE TO FULL COURSE		CHANGE TO HALF COURSE		CHANGE TO QUARTER COURSE
COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.		
OTHER CHANGES		EXPLAIN:		
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. EDU 760: Self-Directed Study In this zero-unit graduate course, students will engage in a self-directed study on a teaching and learning topic of their choice. Students will be able to choose whether they wish to undertake a project with a research focus (e.g., literature review and research proposal, literature review and grant proposal), or an applied focus (e.g., develop and facilitate a workshop, develop and distribute a resource). The work will be supported via peer feedback and mentorship from the course instructor. All students will be expected to identify a venue through which they will share their work. They will also be expected to present their work to their peers during the final class meeting. Completion of EDU 760, EDU 600, EDU 650, EDU 700, and EDU 750/751 will result in students earning the Teaching and Learning Scholar Certificate of Completion.				
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. No change.				

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) No change.
2. EXPECTED ENROLMENT: No change.
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): No change.
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) No change.

**5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?
IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).**

No change.

**6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE
SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

No change.

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Arshad Ahmad Email: arshad@mcmaster.ca Extension: 22618 Date submitted: May 2, 2016

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

SGS /2013



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To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on May 6th the Faculty of Business Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations will be submitted to the May 25th Faculty of Business meeting.

FOR APPROVAL OF GRADUATE COUNCIL:

- **M.B.A.**
 - **Year 1 Redesign and Calendar Copy**
 - **Transfer Credit**

FOR INFORMATION OF GRADUATE COUNCIL:

- **Business Ph.D.**
 - **New Courses**
 - C780 Mixed Methods Research
 - C781 Health Economics and Evaluation
 - C782 Health Policy Analysis
 - C783 Research Issues in Health Management
- **M.B.A.**
 - **New Courses**
 - A650 Accounting for Decision Making
 - B650 Managing People in Organizations
 - C650 Introduction to Health Management
 - F650 Firms & Markets
 - I601 Managing Financial Resources
 - I602 Economics & Business Statistics
 - I603 Competing Through Digital Transformation & Analytics
 - I604 Creating Customer Value
 - I605 Managing Organizations
 - K650 Information Systems in Business
 - L611 Foundations 1: Analysis
 - L612 Foundations 2: Data & Decisions
 - L613 Foundations 3: Application
 - L614 Foundations 4: Reflection
 - L615 Foundations 5: Review & Relaunch
 - L626 Integrating Project

- M650 Strategic Marketing Management
- O650 Operations Management
- **Course Cancellations**
 - H721 Recruitment and Selection
 - H723 Compensation/Reward Systems

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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:								
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>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.</p> <p>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.</p>								
DEPARTMENT		DeGroote School of Business						
NAME OF PROGRAM		Master of Business Administration (M.B.A.)						
PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. (x)	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify)
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS		<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		<input type="checkbox"/>	CHANGE IN COURSE REQUIREMENTS		<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			EXPLAIN:					
OTHER CHANGES	X	EXPLAIN: Redesigned First Year Curriculum						
DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:								
<p>Our current Year 1 Term 1 consists of five- 13 week courses followed by an exam period. There are a total of 39 hours of instruction/course or a total of 195 hours in Term 1. Courses are taught by one instructor/course and these courses include:</p> <ul style="list-style-type: none"> • A600- Financial Accounting & Reporting • B600 – Organizational Behaviour • E600 - Economics • K603 – Information Systems Management 								

- Q600 – Applied Business Statistics

Our current Year 1 Term 2 program follows the same format as Term 1. The current Term 2 courses include:

- A610 – Managerial Accounting
- F600 – Managerial Finance
- H600 – Human Resources Management
- M600 – Marketing Concepts and Applications
- O600 – Operations Management

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

Please see attached Proposal

RATIONALE FOR THE RECOMMENDED CHANGE:

Please see attached Proposal

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:

Overview of Redesigned Year 1 MBA Curriculum

The redesigned MBA program will affect all newly admitted Traditional Full-time and Full-time Co-op students. Part-time students will continue to follow the original program, which will be in place for at least another two years. Following this period, a redesigned Part-time MBA program will be introduced, pending requisite approvals.

The one week Pre-MBA for International Students program along with the Onboarding/Transition Week will remain the same.

The redesigned Year 1 curriculum will begin with a four-week intensive foundations module required of all students, which will convey baseline information regardless of undergraduate major or experience.

Foundations Modules:

- Foundations 1: Analysis Module (L611)
(4 courses: 4 classes x 75 minutes each) includes:
 - Leadership A
 - Analytical Tool Box
 - Case Analysis
 - Teamwork Dynamics
- Foundations 2: Data & Decisions Module (L612)
(4 courses: 4 classes x 75 minutes each) includes:
 - Financial Statements
 - Data Analytics/Statistics
 - Economic Fundamentals
 - Business Modelling & Excel
- Foundations 3: Applications Module (L613)
(3 courses: 4 classes x 75 minutes each) includes:
 - Financial Concepts
 - Persuasive Communications
 - Managerial Negotiations
- Foundations 4: Reflections Module (L614)
(3 courses: 4 classes x 75 minutes each) includes:
 - Leadership B
 - Hot Topics
 - Case Competition

Redesigned Year 1 Term 1

(9 weeks - 36 hours of instruction/course or **180 hours total**).

The Core 1 curriculum will be team taught with content integrated across disciplines or functional areas. This cross-functional format will emphasize critical thinking and problem-solving skills throughout the program. The required courses will include:

- Managing Financial Resources (Accounting& Financial Management and Business Economics & Finance Areas)- I601
- Economics & Business Statistics (Operations Management and Finance & Business Economics Areas) – I602
- Creating Customer Value (Marketing and Information Systems Areas)- I604
- Competing Through Digital Transformation & Analytics (Information Systems and Operations Management Areas) – I603
- Managing Organizations (Human Resources & Management and Strategic Management Areas) – I605

Exam Period

- We will continue holding a final exam session

Year 1: Term 2

(9 weeks - 36 hours of instruction/course or **180 hours total**).

The term will begin with a **Foundation Week** (L625) focusing on professional development and skill-based workshops. (Similar format to Foundations 1-4)

There will be two (2) **Required courses**:

- Accounting for Decision Makers (A650)
- Firms & Markets (F650)

Student will then have a choice of 3/5 core electives:

- Strategic Marketing Management (M650)
- Managing People in Organizations (B650)
- Introduction to Health Services Management (C650)
- Information Systems in Business (K650)
- Operations Management (O650)

Exam Period

- We will continue holding a final exam session

Integrating Project (L626)

The final 3 weeks of Term 2 will be Integration Weeks: students will be required to complete a capstone project to implement all of the knowledge and skills they've learned

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Sue McCracken Email: smccrac@mcmaster.ca Extension: 23993 Date submitted: April 28, 2016

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

SGS/2013

DeGroot MBA Redesign – Year 1 Curriculum Proposal

Background & Rationale

The business world is experiencing a period of rapid transformation, with technological developments and global social, political, environmental and economic challenges radically altering how we do business. This climate needs individuals who are responsible leaders and who can inspire and influence a wide range of stakeholders. To address this need the DeGroot School of Business developed a 5-year strategic plan to innovate and continuously improve our core programs and add new areas of focus, ensuring that we execute these with an interdisciplinary, evidence-based approach. The school's ambition to be consistently recognized as a top tier business school in Canada will rest largely on the quality of its core management programs, including the MBA.

The DeGroot MBA program is building on its historical track-record of innovation and experiential learning by redesigning the MBA program in order to meet the needs and challenges of both our current and future business climate.

Our own review of MBA programs offered at competitor schools confirmed that most of the top global and national business schools have changed their curriculum and delivery models to address current real-world needs and a shift in student interests and learning aptitudes. We are finding that an increasing number of students join an MBA with the bare minimum work experience “all of which leads to a gap between theory and practice that’s hard to bridge in real life”. This is why MBA curricula are being re-designed to widen perspectives and “empower students with practical experience so that they “hit the ground running”. (*Rethinking the MBA: Business Education at a Crossroads* by Srikant Datar and David Garvin. Harvard)

The need for these major curriculum changes was highlighted in the last IQAP Review of the DeGroot MBA Program (2012). The review showed that there were a number of areas where the program can be strengthened. The review team's recommendations indicated an increased need for program flexibility especially in the first year curriculum, more up-to-date content in courses and pedagogy, and a need to integrate core courses.

This proposal calls for a major overhaul of the Year I curriculum of our MBA program. The redesigned MBA will provide an integrated classroom/real-world experience, develop leaders who can utilize their training to address modern industry needs and opportunities, and deliver education that will transform business and society. The new more rigorous and robust program will enhance the already impressive talent pool that has stemmed from McMaster University for many years, and will introduce new concepts in teaching and learning that aligns with the University's student-centred, evidence-based approach.

Process:

The redesign stemmed from recommendations from the PDC and IQAP reviews, dating back to 2012. While the IQAP review found much strength in the MBA program, including quality of students and academic rigor of the program, it found that there were areas that needed to be strengthened, in particular updated curriculum and “increased program flexibility in the first year in order to better prepare students for success in their desired discipline.”

Based on these reports, a mandate for the future of the MBA began to form, which was developed further over the next four years through a widely representative and inclusive process. This included

collecting and analyzing external market and stakeholder data, consultation and gathering feedback with stakeholders, and formulation of data and insights into actionable outcomes and priorities. Multiple focus groups, personal meetings and surveys with alumni and employers were held in Burlington and Toronto. Town halls, focus groups and surveys were also conducted with students, faculty and staff.

The development of the DeGroot Strategic Plan as well as the Mission, Vision and Values helped further push the direction of the MBA redesign to focus on innovation, interdisciplinary thinking, and evidence-based management. The program made initial non-curriculum changes that focused on student self-development and career preparation through Transition Week and DeGroot Days – with positive feedback from students.

On Feb 9th, 2016, the Dean's Advisory council took the work of the committee and helped devise and approve the first draft framework for the program. At a faculty retreat on March 4th, more feedback was received that further defined the new program.

On March 10th, the framework of the redesigned MBA received significant majority approval at the Faculty of Business Council meeting.

The core MBA redesign team was formed to begin curriculum development and includes Sue McCracken, Nick Bontis, Anna Danielova, Lilian Chan, Khaled Hassanein, Manish Verma, Aaron Schat, Baba Vishwanath, Marvin Ryder, Manish Kacker, John Medcof and Isabella Piatek.

Description of Program Requirements Changes

In order to implement this revised Year 1 curriculum, we will discontinue the granting of transfer credits and waivers for Traditional Full-time and Full-time Coop students. (Please refer to the attached Program Change Form for MBA Transfer Credits & Waivers). This will allow all full-time students to take the same program and have them fully engaged in the MBA experience.

The Accelerated MBA program will still be available where students with a prior business academic background who have met our admission requirements will continue to be accepted into Year 2 of the program.

Work is ongoing for a new Part-time program offering. New admissions to the current Part-time program will discontinue in January 2017. Part-time students already in the program and those being admitted in September 2016 will follow the current Year 1 curriculum. This curriculum will be in place for at least another two years, until a new part-time program is developed.

Description of Current and Proposed Year 1 Curriculum

Current Year 1 MBA Curriculum

Our current Year 1 Term 1 consists of five- 13 week courses followed by an exam period. There are a total of 39 hours of instruction/course for a total of **195 hours in Term 1**). Courses are taught by one instructor/course and these courses include:

- A600- Financial Accounting & Reporting
- B600 – Organizational Behaviour
- E600 - Economics
- K603 – Information Systems Management

- Q600 – Applied Business Statistics

Our current Year 1 Term 2 program follows the same format as Term1. The current Term 2 courses include:

- A610 – Managerial Accounting
- F600 – Managerial Finance
- H600 – Human Resources Management
- M600 – Marketing Concepts and Applications
- O600 – Operations Management

Overview of Proposed Year 1 MBA Curriculum

The proposed program will affect all newly admitted Traditional Full-time and Full-time Co-op students. The redesigned program is a full-time program. There will be no option of enrolling in the program on a part-time basis.

Part-time students will continue to follow the current curriculum format, which will be in place for another two years. Following this period, a redesigned Part-time MBA study option will be introduced, pending requisite approvals.

The proposed redesigned Year 1 curriculum will begin with a four-week intensive foundations module required of all students, which will convey baseline information regardless of undergraduate major or experience.

Proposed Foundations Modules (Detailed description & SGS Curriculum Change Forms are attached)
(Total instruction hours = 70)

- Foundations 1: Analysis Module – L611 (4 courses: 4 classes x 75 minutes each) includes:
 - Leadership A
 - Analytical Tool Box
 - Case Analysis
 - Teamwork Dynamics
- Foundations 2: Data & Decisions Module – L612 (4 courses: 4 classes x 75 minutes each) includes:
 - Financial Statements
 - Data Analytics/Statistics
 - Economic Fundamentals
 - Business Modelling & Excel
- Foundations 3: Applications Module – L613 (3 courses: 4 classes x 75 minutes each) includes:
 - Financial Concepts
 - Persuasive Communications
 - Managerial Negotiations
- Foundations 4: Reflections Module – L614 (3 courses: 4 classes x 75 minutes each) includes:
 - Leadership B
 - Hot Topics
 - Case Competition

Proposed Year 1 Term 1 (Detailed description & SGS Curriculum Change Forms are attached)
(9 weeks - 36 hours of instruction/course or **180 hours total**).

The Core 1 curriculum will be team taught with content integrated across disciplines or functional areas. This cross-functional format will emphasize critical thinking and problem-solving skills throughout the program. The required courses will include:

- Managing Financial Resources (Accounting/Finance) – I601
- Economics & Business Statistics (Economics/Statistics) – I602
- Competing Through Digital Transformation & Analytics (Information Systems/Operations) – I603
- Creating Customer Value (Marketing/Information Systems) – I604
- Managing Organizations (Human Resources/ Strategy) – I605

Please note that, in the first term, the new curriculum will provide students **250 hours of instruction** as opposed to **195 hours of instruction** as was offered in the current MBA curriculum.

Proposed Year 1: Term 2 (Detailed description & SGS Curriculum Change Forms are attached)
(9 weeks - 36 hours of instruction/course or **180 hours total + 35 hours of Foundations 5**).

Term 2 will begin with a **Foundation Week (L625)** focusing on professional development and skill-based workshops

Each student will need to complete two required courses:

- Accounting for Decision Makers – A650
- Firms & Markets – F650

Student will then have a choice of 3 out of 5 core electives:

- Strategic Marketing Management – M650
- Managing People in Organizations – B650
- Introduction to Health Management – C650
- Information Systems In Business – K650
- Operations Management – O650

Integrating Project (L626)

The final 3 weeks of Term 2 will be Integration Weeks: students will be required to complete an integrating project to implement all of the knowledge and skills they've learned throughout the first year.

What Will Remain The Same **Orientation**

The one week Pre-MBA for International Students program along with the Onboarding/Transition Week will remain similar to the current format (offered during the last week of August and first week of September), however new topic areas will be covered during the Onboarding Week.

Year 2: Will be unchanged

Evaluation

The Foundations Modules will be evaluated using a *Pass/Fail/Pass with Distinction* grading system based on attendance and demonstrated knowledge of the subject areas, similar to the current structure that is in place for the W601 & W611 DeGroot Day Workshops.

The Core Courses will continue to be evaluated using the 6 point grade scale that is in place for all graduate programs at McMaster University.

The following general evaluation guidelines will be proposed for those instructors team-teaching in the Core:

- First ½ of course evaluated by first instructor
- Second ½ of course evaluated by 2nd instructor

Implementation Schedule:

The Proposed Year 1 curriculum will be delivered in two stages:

- Year 1 Term 1 will be implemented this September 2016 (once approvals are finalized).
- Year 1 Term 2 curriculum will be implemented in January 2017 (once approvals are finalized).

Transitional Arrangements for Current Students

The proposed Revised Year 1 MBA curriculum will affect all current part-time students and anyone who has not yet completed their Year 1 requirements. In order to assist these students in completing their current program requirements, the following transitional arrangements are being proposed:

- The Current Year 1 curriculum will be offered in the evenings for another two years in order to allow all current students the opportunity to complete their current program requirements. Thus, current part-time students will have six terms to complete the remainder of their courses.

Conclusion

In conclusion, the proposed curriculum changes will address many of the concerns raised by the IQAP reviewers in that the program will now have increased flexibility in the first year, provide a more up-to-date course content and pedagogy, expose student to all business disciplines in the first year and provide students with a more experiential and integrated curriculum. The DeGroot MBA program will be able to move forward and produce graduates who will not only succeed in business but who will be future leaders transforming business.



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

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.
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.

DEPARTMENT	DeGroote School of Business
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NAME OF PROGRAM	Master of Business Administration (M.B.A.)
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PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. (x)	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify)
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NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>	CHANGE IN COURSE REQUIREMENTS	<input type="checkbox"/>
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CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:
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OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: All new Co-op and Full-time Students will be required to complete the entire Redesigned Year 1 curriculum. Therefore, transfer credits and waiver applications will no longer be considered for Full-time and Co-op MBA students.
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DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The DeGroote MBA Traditional Full-time Program grants transfer credits (exemptions) for 600-level MBA courses up to a maximum of 6 semester courses. Co-op students are limited to a maximum of 4 semester courses in order to maintain a full-time course load in each study term. Only candidates who have earned their degree within the last 10 years from a recognized Canadian or American University and have obtained a minimum B grade (B- (70% –

72%) for McMaster graduates) in the equivalent course will have their courses reviewed automatically for credit. Transfer credits and waivers (with replacements) will be determined at the time of admission and will be outlined in the admission offer.

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

Please see attached Proposal

RATIONALE FOR THE RECOMMENDED CHANGE:

Please see attached Proposal

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:

Starting September 2016, a new transfer credit and waiver policy has been proposed for the full-time and co-op programs. The intention of this new policy shifts the focus from student flexibility to one of delivering an experience – both inside and outside of the classroom – requiring all full-time and co-op students to follow the same programming throughout the entire program. Thus, no transfer credits or waivers will be granted for Co-op and Full-time students.

Part-time students will continue to receive transfer credits and waivers (no change from current practice)

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Sue McCracken Email: smccrac@mcmaster.ca Extension: 23993 Date submitted: April 28, 2016

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

SGS/2013

MBA Program

The MBA program at McMaster University was created in 1962, and boasts more than 16,000 alumni around the world. The DeGroote School of Business is also AACSB accredited - less than 5% of business schools worldwide earn this distinction in management education.

Canada's largest co-op MBA program was established at McMaster in 1973, and today is a premier choice for students who want to gain work experience while studying, and for employers who want to hire future business leaders.

Full-time, part-time and accelerated programs are also offered to give students the flexibility they need to continue their education and become leaders in the business world and the community. Classes are held at the Ron Joyce Centre in Burlington, Ontario in a state-of-the-art building designed to enrich the student learning experience.

Students interested in the MBA program can obtain full particulars on regulations, as well as full course descriptions, from the MBA Academic Calendar, available on the DeGroote School of Business MBA webpage at <http://mbastudent.degroote.mcmaster.ca/>.

The current MBA program consists of 20 courses; ten in year one and ten in year two. Twelve of the 20 courses are core courses, which all students are required to take. Traditional Full-time and Full-time Co-op students admitted in or after September 2016 will complete a redesigned Year 1 curriculum. This redesigned curriculum will begin with mandatory four-week intensive foundations modules which will convey baseline information regardless of undergraduate major or experience. There will be 5 required core courses in Term 1 which will be team taught with content integrated across disciplines. Term 2 will begin with a required Foundations Week focusing on professional development and skill-based workshops. Each student will also need to complete two required courses followed by a choice of 3 out of 5 core electives. The final 3 weeks of Term 2 will be Integration Weeks: students will be required to complete an integrating project to implement all of the knowledge and skills they've learned throughout the first year. In year two, all students (both newly admitted and current) must select a specialization and complete courses required for that specialization. ~~They may also elect to take minors in certain subject areas.~~ For specific information, see the MBA Academic Calendar.

Comment [DA1]: Minors will be eliminated, but current students can get a minor if they ask for it at the time of graduation.

Topics covered in the Selected Topics courses will vary depending on recent developments in the subject area and the research interests of the instructor(s).

There is no thesis requirement for graduation in the MBA program. However, a student in the second year may, with the prior approval of the appropriate instructor, Area Chair, and the Director of the MBA Program, undertake an original paper, research study or project in an area directly associated with his/her program of study. Credit for one second-year course will be granted upon satisfactory completion of the project.

To develop leadership competencies in our MBA students, a series of mandatory and optional training sessions and activities known as DeGroote Day workshops are offered to our first year full-time and co-op students (first two terms of the program). These workshops (W610 and W611) are non-credit courses (with zero units) but will be noted as pass/fail on the transcript. These workshops and activities focus on the students' skill development in areas such as; leadership, ethics, teamwork, professionalism and analytical

skills. Students will be expected to complete the one mandatory activity (DeGroote Day Challenge) each term and can choose any two of the other optional workshops, forums and activities offered each term to receive a Pass notation on their transcript.

A series of mandatory and optional workshops known as DeGroote Day workshops will be offered in each of two terms for first-year fulltime and coop MBA students. These workshops (W610 and W611) will be for credit (zero units). The workshops will be used to increase a student's leadership, ethics, team work, professionalism, and analytical skills. Students will be expected to complete the one mandatory workshop offered each term and can choose any two of the other optional workshops being offered each term.

Admission requirements/Required Documentation

1. Completed on-line application (mbarecruit.degroote.mcmaster.ca) accompanied by the application fee (\$150 Cdn).
2. Official transcripts are to be sent by the school's registrar (or equivalent officer) from each postsecondary institutions attended. In the final 2 years of study, a B average is recommended.
3. Completion of the GMAT is required. A score of 600 is normally competitive. Each application is processed on its own merits with higher scores on some criteria compensating for lower scores in other areas.
4. Two letters of recommendation are to be completed by individuals who can supply information relating to the applicant's abilities. While it is preferred that at least one reference be from an instructor who has taught the candidate, work-related references are also acceptable.
5. A full résumé must be supplied. Candidates applying to the Accelerated and traditional Fulltime options must have at least one year of full-time, continuous work experience at the professional, technical, or managerial level. Whether applying for full-time or co-op, all international candidates must have one year of full-time work experience that has been completed after graduation.
6. TOEFL results (if applicable) are to be sent directly by the Educational Testing Service (www.toefl.org).

Minimum required scores are 250 on the computer-based test or 100 on the internet-based test. IELTS (www.ielts.org) is also accepted with a minimum score of 7.0.

As of September 2016¹⁴, a new transfer credit and waiver policy is in place for the Full-time and Co-op programs. The intention of this new policy shifts the focus from student flexibility to one of delivering an experience both inside and outside of the classroom – requiring all Full-time and Co-op students to follow the same programming throughout the entire program. Thus, no transfer credits or waivers will be granted for Co-op and Full-time students. Part-time students will continue to receive transfer credits and waivers (no change from the current practice). The DeGroote MBA Program will be granting transfer credits (exemptions) at the time of admission for 600-level MBA courses up to a maximum of 6 term courses. Coop MBA students may receive up to 4 term courses as they must maintain a full-time course load of at least 4 courses/term. They would still be eligible to request waivers (with replacement) for any additional 600-level courses. Only candidates who have earned their degree within the last 10 years from a recognized Canadian or American University and have obtained a minimum B grade (B- for McMaster graduates) in the equivalent course will have their courses reviewed automatically for credit. Transfer credits and waivers (with replacements) will be determined at the time of admission and will

be outlined in the admission offer. For more information please visit <http://mbastudent.degroote.mcmaster.ca/newly-admitted-students/>

Specializations & Minors:

Comment [IP2]: Changes have already been submitted

Areas of specialization that are available are as follows:

- Accounting and Financial Management Services
- Finance
- Health Services Management (certain restrictions may apply)
- ~~Management Information Systems~~
- ~~Management of Innovation and New Technology~~
- Strategic Business Valuation
- Strategic Marketing
- Supply Chain Management

~~Minors are available in:~~

- ~~Accounting and Financial Management Services~~
- ~~Finance~~
- ~~Management~~
- ~~Management Information Systems~~
- ~~Management of Innovation and New Technology~~
- ~~Strategic Business Valuation~~
- ~~Strategic Marketing~~
- ~~Supply Chain Management~~

~~Courses used in fulfillment of specialization requirements cannot also be applied to a minor area. Completion of minors is subject to course availability. Students may complete more than one minor.~~

Non-Degree Applicants

Each year, the DeGroote School of Business is prepared to admit to the MBA program a small number of highly qualified students who do not hold a bachelor's degree. The Admissions Advisory Committee will consider applicants with a minimum of seven years of successful business experience along with the typical GMAT score that ranges upward from 600.

Programs

Master

- [Business Administration Accelerated, M.B.A.](#)
- [Business Administration Co-op, M.B.A.](#)
- [Business Administration Part-time, M.B.A.](#)
- [Business Administration, Full-time - M.B.A.](#)
- [Business Administration, M.B.A.](#)

Course Offerings

- [MBA Courses](#)
- ← Return to: [DeGroote School of Business](#)
- ←

Business Administration Accelerated, M.B.A.

← Return to: [DeGroote School of Business](#)

Accelerated MBA

If you have already completed a recognized undergraduate business degree within the last 10 years, or are a graduate of McMaster University's Engineering and Management program, you may be eligible for advanced standing in year one and be admitted directly into year two. You can earn your MBA degree in as little as 8 months of full-time study, or 20 months of part-time study. It is intended for those with at least one year of managerial, professional, or technical work experience.

Graduates of McMaster's Engineering and Management program can also take advantage of this option.

Length: 8 months full-time or approximately 20 months part-time

Number of courses: Normally 10 second year courses

Program specific requirements:

- You already have an undergraduate degree in business, or are a graduate of McMaster's Engineering and Management program.
- You graduated within the last 10 years from a recognized Canadian or American university.
- You received at least a B grade in all business and introductory economics courses that are equivalent to courses in our first-year curriculum.
- Minimum of one year of full-time continuous managerial, professional, or technical work experience. Undergraduate co-op or internship placements (adding up to 12 months of work or more) from a North American institution will also be considered if they are noted on your official transcripts or are confirmed in a letter from your school.
- ~~Applicants with an international business degree should apply to the traditional 20-course program first. Eligibility for the accelerated option will then be reviewed on a case-by-case basis.~~

Comment [DA3]: We're no longer giving transfer credits for courses from international degrees

When you apply to the accelerated option we assess your academic transcripts against the ten courses which make up the first year of the MBA program. Candidates with at least

seven equivalent courses with B grades will be considered on a case-by-case basis for this option. If there are any additional courses which you will still be required to complete we will let you know in your offer letter.

Business Administration Co-op, M.B.A.

←Return to: [DeGroot School of Business](#)

Specific Program Information

Length: 28 months (typically 4 academic terms alternating with 3 paid work terms)

Number of courses: 20

Program specific requirements: Although work experience is an asset, it is not a requirement for domestic applicants interested in the co-op MBA program. Applicants who meet the academic requirements will be required to take part in a behaviour based interview. *

This program is for you if you are a recent graduate with little or no work experience, or if you are interested in changing directions in your career and want to gain experience in a new field.

To develop leadership competencies in our MBA students, a series of mandatory and optional training sessions and activities known as DeGroot Day workshops are offered to our first year full-time and co-op students (first two terms of the program). These workshops (W610 and W611) are non-credit courses (with zero units) but will be noted as pass/fail on the transcript. These workshops and activities focus on the students' skill development in areas such as; leadership, ethics, teamwork, professionalism and analytical skills. Students will be expected to complete the one mandatory activity (DeGroot Day Challenge) each term and can choose any two of the other optional workshops, forums and activities offered each term to receive a Pass notation on their transcript.

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~~A series of mandatory and optional workshops known as DeGroot Day workshops will be offered in each of two terms for first year full-time and co-op MBA students. These workshops (BUSINESS W610 and BUSINESS W611) will be for credit (zero units) The workshops will be used to increase a student's leadership, ethics, team work, professionalism, and analytical skills. Students will be expected to complete the one mandatory workshop offered each term and can choose any two of the other optional workshops being offered each term~~

~~- Full-time Co-op students admitted in or after September 2016 will complete a redesigned Year 1 curriculum. This redesigned curriculum will begin with mandatory four-week intensive foundations modules which will convey baseline information regardless of undergraduate major or experience. There will be 5 required core courses in Term I which~~

will be team taught with content integrated across disciplines. Term 2 will begin with a required Foundations Week focusing on professional development and skill-based workshops. Each student will also need to complete two required courses followed by a choice of 3 out of 5 core electives. The final 3 weeks of Term 2 will be Integration Weeks: students will be required to complete an integrating project to implement all of the knowledge and skills they've learned throughout the first year.

International Students

International applicants who have at least one year of full-time continuous professional, managerial or technical work experience may also apply for the co-op option. There are a limited number of spots available for international students.

Co-op Students

As a co-op student, you will receive intensive career development assistance through DeGroote's [Centre for Business Career Development \(CBCD\) Student Experience – Career & Professional Development team](#). One-on-one coaching and skills development programs will prepare you for high-level co-op positions and career success when you graduate.

Business Administration Part-time, M.B.A.

← Return to: [DeGroote School of Business](#)

Part-Time Option

For students wishing to complete their MBA but unable to commit to a full-time study schedule, the DeGroote part-time option is an ideal alternative. ~~This option allows you to set your own timetable, taking courses as you are able and gives you the flexibility and balance you require.~~ For your convenience, MBA courses are offered in the ~~daytime and~~ evening in each of the 3 terms in a year allowing you to work while earning your degree. In terms of completing your program, you may take up to two courses per term, with the option of taking entire terms off, if needed. You have a maximum of 8 years to complete your degree. Part-time students will continue to follow the original program, which will be in place for another two years. Following this period, a redesigned Part-time MBA program will be introduced, pending requisite approvals.

Specific Program Information

Length: Variable. It takes most students 4 to 5 years.

Number of courses: 20

Program specific requirements: Work experience helps, but is not required.

Program specific notes:

- You can take a maximum of 2 classes per term.
- You have the option of taking complete terms off.
- You have up to 8 years to complete your degree. ~~fee-ree.~~ -
- ~~You can take day or evening courses.~~
- Classes for evening courses are held once a week and usually run from 7 p.m. to 10 p.m.

Business Administration, Full-time - M.B.A.

←Return to: [DeGroote School of Business](#)

Full-time MBA

The DeGroote Full-time MBA is a carefully blended combination of practical and theoretical business education. The [16 or 20](#)-month program includes an emphasis on both the learning of business fundamentals, and the development of practical skills required for you to advance your career. It is intended for those with at least one year of managerial, professional, or technical work experience.

Specific Program Information

Length: 16 months or 20 months (8 months of school, 4 months off for the summer, 8 months of school)

Number of courses: 20

Program specific requirements: In addition to the general admission requirements, you must also have a minimum of one year of full-time continuous managerial, professional, or technical work experience. (General admission requirements.) Undergraduate co-op or internship placements from a North American institution will also be considered if they are noted on your official transcripts or are confirmed in a letter from your school.

To develop leadership competencies in our MBA students, a series of mandatory and optional training sessions and activities known as *DeGroote Day workshops* are offered to our first year full-time and co-op students (first two terms of the program). These workshops (W610 and W611) are non-credit courses (with zero units) but will be noted as pass/fail on the transcript. These workshops and activities focus on the students' skill development in areas such as; leadership, ethics, teamwork, professionalism and analytical skills. Students will be expected to complete the one mandatory activity (*DeGroote Day*

Challenge) each term and can choose any two of the other optional workshops, forums and activities offered each term to receive a Pass notation on their transcript.

~~A series of mandatory and optional workshops known as DeGrootte Day workshops will be offered in each of two terms for first year full_time and co_op MBA students. These workshops (BUSINESS W610 and BUSINESS W611) will be for credit (zero units) The workshops will be used to increase a student's leadership, ethics, team work, professionalism, and analytical skills. Students will be expected to complete the one mandatory workshop offered each term and can choose any two of the other optional workshops being offered each term.~~

Traditional Full-time students admitted in or after September 2016 will complete a redesigned Year 1 curriculum. This redesigned curriculum will begin with mandatory four-week intensive foundations modules which will convey baseline information regardless of undergraduate major or experience. There will be 5 required core courses in Term 1 which will be team taught with content integrated across disciplines. Term 2 will begin with a required Foundations Week focusing on professional development and skill-based workshops. Each student will also need to complete two required courses followed by a choice of 3 out of 5 core electives. The final 3 weeks of Term 2 will be Integration Weeks: students will be required to complete an integrating project to implement all of the knowledge and skills they've learned throughout the first year.

Business Administration, M.B.A.

←Return to: [DeGrootte School of Business](#)

MBA Degree

The MBA program at McMaster University was created in 1962, and boasts more than 16,000 alumni around the world. The DeGrootte School of Business is also AACSB accredited - less than 5% of business schools worldwide earn this distinction in management education.

Canada's first co-op MBA program was established at McMaster in 1973, and today is a premier choice for students who want to gain work experience while studying, and for employers who want to hire future business leaders.

Full-time, part-time and accelerated programs are also offered to give students the flexibility they need to continue their education and become leaders in the business world and the community. Classes are held at the Ron Joyce Centre in Burlington, Ontario in a state-of-the-art building designed to enrich the student learning experience.

Students interested in the MBA program can obtain full particulars on regulations, as well as full course descriptions, from the MBA Academic Calendar, available on the DeGrootte School of Business MBA webpage at <http://www.degrootte.mcmaster.ca/MBA/registration.html>.

The current MBA program consists of 20 courses; ten in year one and ten in year two. Twelve of the 20 courses are core courses, which all students are required to take. Traditional Full-time and Full-time Co-op students admitted in or after September 2016 will complete a redesigned Year 1 curriculum. This redesigned curriculum will begin with mandatory four-week intensive foundations modules which will convey baseline information regardless of undergraduate major or experience. There will be 5 required core courses in Term 1 which will be team taught with content integrated across disciplines. Term 2 will begin with a required Foundations Week focusing on professional development and skill-based workshops. Each student will also need to complete two required courses followed by a choice of 3 out of 5 core electives. The final 3 weeks of Term 2 will be Integration Weeks: students will be required to complete an integrating project to implement all of the knowledge and skills they've learned throughout the first year.

In year two, all students (regardless of when they were admitted) must select a specialization and complete courses required for that specialization. They may also elect to take minors in certain subject areas. For specific information, see the MBA Academic Calendar.

Comment [IP4]: Minors have been removed – approved earlier this year

~~The above and following information relates to the program in effect in the Fall 2012. Any questions relating to program requirements in effect before September 2011 may be directed to the Manager, MBA Programs in the Ron Joyce Centre, RJC-316.~~

Topics covered in the Selected Topics courses will vary depending on recent developments in the subject area and the research interests of the instructor(s).

There is no thesis requirement for graduation in the MBA program. However, a student in the second year may, with the prior approval of the appropriate instructor, Area Chair, and the Director of the MBA Program, undertake an original paper, research study or project in an area directly associated with his/her program of study. Credit for one second-year course will be granted upon satisfactory completion of the project.

Year 1 Courses: For Full-time and Co-op students admitted on or after September 2016

Required Year 1 Term 1 Courses & Modules:

L611: Foundation 1 – Analysis
(4 courses: 4 classes X 75 minutes each)
(zero units)

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Leadership A

- key concepts, approaches, models and theories of leadership
- conduct self-assessment of leadership style and potential

Case Analysis

- use cases to define problem, organize relevant information, perform necessary analyses, develop alternatives, evaluate choices, and recommend course of action

Teamwork Dynamics

- provide a foundational platform for learning team success
- conduct exercises to support safe risk-taking, collaboration, idea generation, listening

Analytical Tool Box

- introduction to analytical tools (e.g., PEST, SWOT, Porter's 5 Forces)
- application of tools on real-world business problems and cases

L 612: Foundation 2 – Data and Decisions

(4 courses: 4 classes X 75 minutes each)
(zero units)

Financial Statements

- improve knowledge of basic accounting terminology and data
- introduction to understanding financial statements

Data Analytics and Statistics

- orientation to data analytic tools (SPSS, SAS)
- review of basic statistical concepts (sampling, correlation, linear regression)

Economic Fundamentals

- basic micro-economics (supply and demand, theory of firm and individual behaviour)
- basic macro-economics (output, unemployment, interest rates, inflation)

Business Modelling and Excel

- introduction to the development of business models using spreadsheets
- make logical business decisions (linear programming, modelling, cost / benefit)
 - introduce basic methods for analyzing decisions affected by uncertainty

L613: Foundation 3 – Application

(3 courses: 4 classes X 75 minutes each)
(zero units)

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Financial Concepts

- introduction to financial concepts (time value of money, risk and return, portfolio theory)
- basic valuation of projects and companies (ROI, NPV, IRR)

Persuasive Communication

- learn to project confidence, credibility, influence and persuasion in oral presentations
- practice concise written communications

Managerial Negotiations

- understand the central concepts of managerial negotiation
- develop a basic toolkit of useful skills, strategies, and approaches

L614: Foundation 4 – Reflection

(3 courses: 4 classes X 75 minutes each)
(zero units)

Leadership B

- as an extension of Leadership A – provide direction on leadership assessment results
- engage students on an application case study of emotional intelligence

Hot Topics

- students hear presentations related to current hot topics in the news and local community
- classroom sessions to be led by DeGroote alumni and industry professionals

Case Competition

- all *learning teams* will be assigned a comprehensive case to integrate foundational learning
- each *learning team* will analyze and present a written and oral solution for a panel of judges
- *learning teams* will present in each homeroom class with one finalist from each homeroom
- all four (4) homeroom finalists will compete against each other in the auditorium

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School of Graduate Studies

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

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

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on April 14th and via e-ballot on May 6th the Faculty of Engineering Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations have been submitted to the May 10th Faculty of Engineering meeting.

FOR APPROVAL OF GRADUATE COUNCIL:

- **Materials Science and Engineering**
 - **Change to Course Requirements and Calendar Copy (M.A.Sc./M.Sc.)**
 - **Change to Course Requirements and Calendar Copy (Ph.D.)**

FOR INFORMATION OF GRADUATE COUNCIL:

- **School of Engineering Practice**
 - **Course Title Correction**
 - 6PM3 Project Management

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

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

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

1/ Courses: Required to successfully complete at least two units of course work, which includes the mandatory seminar half course (3 units) MATLS 702. All remaining courses must be taken at the 700-level, which are offered as either a half course (3 units) or quarter course (1.5) units. Only one 600-level half course is permitted for graduate credit.

2/ Career Planning Exercise: No existing requirement.

3/ Graduate Calendar Description: See existing description attached.

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

1/ Courses: Only one non-technical course is permitted with approval from the Supervisor.

2/ Career Planning Exercise: Students are also required to complete a career planning exercise within the first three terms (12 months) of full time study. Students will participate in a planning session with a career specialist within the Faculty and subsequently produce (at most) a two-page report before completion of the first three terms (12 months) of full time study. The report must be submitted to the Associate Chair - Graduate.

3/ Graduate Calendar Description: See proposed modified description attached.

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?):

1/ Courses: Increase flexibility and availability in course selection for graduate students in response continuous improvement consultations.

2/ Career Planning Exercise: Mandated by the Faculty of Engineering.

3/ Graduate Calendar Description: To improve the clarity of the different degree options within the Department of Materials Science & Engineering and their associated set of requirements.

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

Inclusions of modified description within 2016-2017 Graduate Calendar

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):

See proposed modified description attached.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Joey Kish Email: kishjr@mcmaster.ca Extension: 21492 Date submitted: January 25, 2016

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

SGS/2013

Materials Engineering, Ph.D.

Ph.D. Degree

Requirements

~~A candidate for the Ph.D. degree in Materials Science or Materials Engineering will be required to complete not fewer than eight half courses beyond the bachelor's degree. This includes the course requirements listed for the M.A.Sc. or M.Sc. programs, plus two additional full courses at the 700 level. Students must complete the Graduate Seminar courses, MATLS 701 or equivalent and MATLS 702, as part of these course requirements.~~

~~Students entering the Ph.D. program in Materials Engineering directly with a Bachelor's degree are required to successfully complete at least 24 units (8 half-courses) of course work, which includes the mandatory seminar half course (3 units) MATLS 701. Courses at the 700 level are offered as either a half course (3 units) or a quarter course (1.5 units), whereas courses offered at the 600-level are offered as half courses (3 units). Only one 600-level course is permitted for graduate credit. Only one non-technical half course (3 units) is permitted for graduate credit with written approval from the Supervisor.~~

~~Students entering the Ph.D. program with a Master's degree or promoted from the Master's program are required to complete not fewer than two full courses at the 700 level. These students must complete MATLS 702 Graduate Seminar (Ph.D.), as part of these course requirements.~~

~~Students entering the Ph.D. program in Materials Engineering with a Master's degree are required to successfully complete at least 24 units (8 half-courses) of course work, which includes the mandatory seminar half course (3 units) MATLS~~

701. Courses at the 700 level are offered as either a half course (3 units) or a quarter course (1.5 units), whereas courses offered at the 600-level are offered as half courses (3 units). Only one 600-level course is permitted for graduate credit. Only one non-technical half course (3 units) is permitted for graduate credit with written approval from the Supervisor.

Students transferred to the Ph.D. program in Materials Engineering from the Master's program are required to successfully complete at least 24 units (8 half-courses) of course work, which includes the mandatory seminar half course (3 units) MATLS 701. Courses at the 700 level are offered as either a half course (3 units) or a quarter course (1.5 units), whereas courses offered at the 600-level are offered as half courses (3 units). Only one 600-level course is permitted for graduate credit. Only one non-technical half course (3 units) is permitted for graduate credit with written approval from the Supervisor.

Students are encouraged to consult with their Supervisor to select some of their technical courses from areas beyond the focus of their research, including courses offered by other Departments. It is expected that the student may also be required to take courses in addition to the prescribed courses for graduate credit. These may be at either the undergraduate or graduate level. For courses to be taken for credit outside of the Department but within the Faculties of Engineering, Science and Health Science, written approval from the Supervisor is required. Any other courses for credit require approval from the Associate Dean Graduate Studies (Engineering).

Students are also required to complete a career planning exercise within the first three terms (12 months) of full time study. Students will participate in a planning session with a career specialist within the Faculty and subsequently produce (at most) a two-page report before completion of the first three terms (12 months) of full time study. The report must be submitted to the Associate Chair (Graduate). Students transferring to the Ph.D. program are except from this requirement since they previously submitted such a report while enrolled in the Master's program.

Research Proposal Examination

Students entering the Ph.D. program in Materials Engineering with either a

~~Bachelor's or Master's degree who enrol directly into the Department's Ph.D. program will~~ must submit a written Research Proposal for their research and complete (pass) the associated oral examination program after the completion of three terms (12 months) one year, but no more less than four terms (16 months). Their ~~Supervisory Committee~~, augmented by two other members, **at least one of which should be from the Department**, will give a critical review and examine the student on ~~the content material~~ contained in or related to the Research Proposal during the oral exam.

Comprehensive Examination

~~Students enrolled in the Ph.D. program in Materials Engineering are required to successfully complete (pass) the Comprehensive Examination. The oral exam, which consists of two parts, is meant to ensure that students have a broad understanding of the foundations of the Materials Science and Engineering discipline. The Ph.D. Comprehensive Examination will be in two parts.~~

Part I

~~The Part I oral exam will covers, at the undergraduate level, topics central to the Materials Science and Engineering discipline. Credit for this part will be given to a candidate who has successfully completed the comprehensive examination previously required of M.Sc. and M.A.Sc. students. Topics have been divided into core areas that all students are responsible for and into elective areas so that students may choose an area of specialization. The Part 1 oral exam must be successfully completed prior to the completion of two terms (8 months) of full time study.~~

Part II

~~The Part II oral exam will tests the student's candidate's knowledge of three topics related to the research at an advanced level. Students Candidates are will be expected to show the greatest depth of knowledge in their field of research, but will also be expected to demonstrate knowledge of fields related to their areas of specialization. The Part II oral exam must be completed within nine terms (36 months) two years of entry into the a Ph.D. program at McMaster.~~

Thesis

Candidates are expected to begin their thesis research soon after registering for Ph.D. studies. ~~Students~~ Candidates will be are required to submit a thesis that ~~which~~ embodies the results of original research and to defend the thesis in the Final Oral Examination

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Additional Information

~~There are opportunities to take courses from visiting and adjunct professors and for part of the research to be conducted at other universities that collaborate with various faculty in the department.~~

Materials Science, Ph.D.

Ph.D. Degree

Requirements

~~A candidate for the Ph.D. degree in Materials Science or Materials Engineering will be required to complete not fewer than eight half courses beyond the bachelor's degree. This includes the course requirements listed for the M.A.Sc. or M.Sc. programs, plus two additional full courses at the 700-level. Students must complete the Graduate Seminar courses, MATLS 701 or equivalent and MATLS 702, as part of these course requirements.~~

Students entering the Ph.D. program in Materials Science directly with a Bachelor's degree are required to successfully complete at least 24 units (8 half-courses) of course work, which includes the mandatory seminar half course (3 units) MATLS 702. Courses at the 700 level are offered as either a half course (3 units) or a quarter course (1.5 units), whereas courses offered at the 600-level are offered as half courses (3 units). Only one 600-level course is permitted for graduate credit. Only one non-technical half course (3 units) is permitted for graduate credit with written approval from the Supervisor.

~~Students entering the Ph.D. program with a Master's degree or promoted from the Master's program are required to complete not fewer than two full courses at the 700-level. These students must complete MATLS 702 Graduate Seminar (Ph.D.), as part of these course requirements.~~

Students entering the Ph.D. program in Materials Science with a Master's degree are required to successfully complete at least 24 units (8 half-courses) of course work, which includes the mandatory seminar half course (3 units) MATLS 702. Courses at the 700 level are offered as either a half course (3 units) or a quarter course (1.5 units), whereas courses offered at the 600-level are offered as half courses (3 units). Only one 600-level course is permitted for graduate credit. Only

one non-technical half course (3 units) is permitted for graduate credit with written approval from the Supervisor.

Students transferred to the Ph.D. program in Materials Science from the Master's program are required to successfully complete at least 24 units (8 half-courses) of course work, which includes the mandatory seminar half course (3 units) MATLS 702. Courses at the 700 level are offered as either a half course (3 units) or a quarter course (1.5 units), whereas courses offered at the 600-level are offered as half courses (3 units). Only one 600-level course is permitted for graduate credit. Only one non-technical half course (3 units) is permitted for graduate credit with written approval from the Supervisor.

Students are encouraged to consult with their Supervisor to select some of their courses from areas beyond the focus of their research, including courses offered by other Departments. It is expected that the student may also be required to take courses in addition to the prescribed courses for graduate credit. These may be at either the undergraduate or graduate level. For courses to be taken for credit outside of the Department but within the Faculties of Engineering, Science and Health Science, written approval from the Supervisor is required. Any other courses for credit require approval from the Associate Dean Graduate Studies (Engineering).

Students are also required to complete a career planning exercise within the first three terms (12 months) of full time study. Students will participate in a planning session with a career specialist within the Faculty and subsequently produce (at most) a two-page report before completion of the first three terms (12 months) of full time study. The report must be submitted to the Associate Chair (Graduate). Students transferring to the Ph.D. program are except from this requirement since they previously submitted such a report while enrolled in the Master's program.

Research Proposal Examination

Students entering the who enrol directly into the Department's Ph.D. program in Materials Science with either a Bachelor's or Master's degree must will submit a written Research Proposal for their research program and complete (pass) the associated oral exam after the completion of three terms (12 months) one year,

but ~~no more~~ less than four terms (16 months). Their Supervisory Committee, augmented by two other members, ~~at least one of which should be from the Department~~, will give a critical review and examine the student on the content material contained in or related to the Research Proposal during the oral exam.

Comprehensive Examination

Students enrolled in the Ph.D. program in Materials Engineering are required to successfully complete (pass) the Comprehensive Examination. The exam, which consists of two parts, is meant to ensure that students have a broad understanding of the foundations of the Materials Science and Engineering discipline.~~The Ph.D. Comprehensive Examination will be in two parts.~~

Part I

The Part I oral exam will covers, at the undergraduate level, topics central to the Materials Science and Engineering discipline. ~~Credit for this part will be given to a candidate who has successfully completed the comprehensive examination previously required of M.Sc. and M.A.Sc. students.~~ Topics have been divided into core areas that all students are responsible for and into elective areas so that students may choose an area of specialization. The Part 1 oral exam must be successfully completed after completion of two terms (8 months) of full time study.

Part II

The Part II oral exam will tests the student's candidate's knowledge at an advanced level. StudentsCandidates are will be expected to show the greatest depth of knowledge in their field of research, but will also be expected to demonstrate knowledge of fields related to their areas of specialization. The Part II oral exam must be completed within nine terms (36 monts) two years of entry into the a-Ph.D. program at McMaster.

Thesis

~~Candidates are expected to begin their thesis research soon after registering for Ph.D. studies.~~ Students Candidates will be required to submit a thesis which embodies the results of original research and to defend the thesis in the Final Oral Examination.

Additional Information

~~There are opportunities to take courses from visiting and adjunct professors and for part of the research to be conducted at other universities that collaborate with various faculty in the department.~~

Materials Engineering, M.A.Sc.

~~M.A.Sc. or M.Sc. Degree~~

Requirements

Research Program (M.A.Sc.)

~~A candidate is required to complete successfully at least three half courses, at least two of which should be at the 700 level. Students are required to present a thesis, which constitutes an original contribution to engineering knowledge. The thesis must be defended in an oral examination, which is a public event. Completion of the M.A.Sc. thesis typically requires five terms of full-time study.~~

Students are required to successfully complete at least 12 units of course work, which must include the mandatory seminar half course (3 units) MATLS 701. Courses at the 700 level are offered as either a half course (3 units) or a quarter course (1.5 units), whereas courses offered at the 600-level are offered as half courses (3 units). Only one 600-level course is allowed for graduate credit. Only one non-technical half course (3 units) is permitted with written approval from the Supervisor. Students are required to present a thesis, which constitutes an original contribution to engineering knowledge. The thesis must be defended in an oral examination, which is a public event. Completion of the M.A.Sc. thesis typically requires six terms (24 months) of full-time study.

Students are also required to complete a career planning exercise within the first three terms (12 months) of full time study. Students will participate in a planning session with a career specialist within the Faculty and subsequently produce a report before completion of the first three terms (12 months) of full time study. The report must be submitted to the Associate Chair (Graduate).

An Accelerated Option is available to students currently enrolled at McMaster as undergraduate students in the Department of Materials Science and Engineering whereby the M.A.Sc. degree may be completed in [three or four terms \(12-16 months\)](#) of full-time study. In exceptional circumstances, [undergraduate engineering](#) students from [another Engineering Department in McMaster](#) may apply for entry into the [Accelerated Option](#) by contacting the [department's Associate Chair \(Graduate\)](#). Application for entry into the Accelerated Option occurs in the penultimate year of undergraduate studies. Applicants must have a sessional average of 8.0 at the time they are applying for the option. The Accelerated Option requires students to complete at least one term [\(four months\)](#) of their research project with a [Supervisor](#) from the [Department](#) prior to completion of their undergraduate degree. [Successful completion of A one-term 600-level half course \(3 units\)](#) is required [under the Accelerated Option](#) in the final undergraduate year for graduate credit [\(which also counts towards the undergraduate degree course requirements\)](#) provided it is listed within the [Department](#). Entry into the M.A.Sc. program under the Accelerated Option must occur [within less than one year of upon](#) completing one's undergraduate degree, [providing the applicant and must](#) meets the same requirements for admissions as [for regular other students/candidates](#).

Transfer to Ph.D.

Students wishing to be transferred to the Ph.D. program prior to the completion of the Master's degree (see [section 2.1.2](#) of the General Regulations of the Graduate School) must submit a Transfer Report, embodying a statement of progress and achievement in the research to date and a proposal for Ph.D. research. The Transfer Report must be submitted to the [Department Associate Chair \(Graduate\)](#) not later than the completion of five terms [\(20 months\)](#) after initial registration in the M.A.Sc. [aster's](#) program. Approval to transfer will be determined through a [closed \(non-public\)](#) oral examination- [in defense of the submitted Transfer Report](#).

Materials Science, M.Sc.

~~M.A.Sc. or M.Sc. Degree~~

Requirements

Research Program (M.A.Sc.)

~~A candidate is required to complete successfully at least three half courses, at least two of which should be at the 700-level. Students are required to present a thesis, which constitutes an original contribution to engineering knowledge. The thesis must be defended in an oral examination, which is a public event. Completion of the M.A.Sc. thesis typically requires five terms of full-time study.~~

Students are required to successfully complete at least 12 units of course work, which must include the mandatory seminar half course (3 units) MATLS 701. Courses at the 700 level are offered as either a half course (3 units) or a quarter course (1.5 units), whereas courses offered at the 600-level are offered as half courses (3 units). Only one 600-level course is allowed for graduate credit. Only one non-technical half course (3 units) is permitted with written approval from the Supervisor. Students are required to present a thesis, which constitutes an original contribution to engineering knowledge. The thesis must be defended in an oral examination, which is a public event. Completion of the M.Sc. thesis typically requires six terms (24 months) of full-time study.

Students are also required to complete a career planning exercise within the first three terms (12 months) of full time study. Students will participate in a planning session with a career specialist within the Faculty and subsequently produce a report before completion of the first three terms (12 months) of full time study. The report must be submitted to the Associate Chair (Graduate).

An Accelerated Option is available to students currently enrolled at McMaster as undergraduate students in the Department of Materials Science and Engineering whereby the M.A.Sc. degree may be completed in three or four terms (12-16 months) of full-time study. In exceptional circumstances, engineering students from an other Engineering Departments in McMaster may apply for entry into the Accelerated Option by contacting the Department's Associate Chair (Graduate). Application for entry into the Accelerated Option occurs in the

penultimate year of undergraduate studies. Applicants must have a sessional average of 8.0 at the time they are applying for the option. The Accelerated Option requires students to complete at least one term ([four months](#)) of their research project with a [Supervisor](#) from the [Department](#) prior to completion of their undergraduate degree. [Successful completion of A one-term 600-level half course \(3 units\)](#) is required ~~under the Accelerated Option~~ in the final undergraduate year for graduate credit provided it is listed within the [Department](#). Entry into the M.A.Sc. program under the Accelerated Option must occur less than one year upon completing one's undergraduate degree, [providing the applicant and must](#) meets the same requirements for admissions as [for regular student](#)~~other candidates~~.

Transfer to Ph.D.

Students wishing to be transferred to the Ph.D. program prior to the completion of the Master's degree (see [section 2.1.2](#) of the General Regulations of the Graduate School) must submit a Transfer Report, embodying a statement of progress and achievement in the research to date and a proposal for Ph.D. research. The Transfer Report must be submitted to the [Associate Chair \(Graduate\) Department Chair](#) not later than the completion of five terms ([20 months](#)) after initial registration in the Master's program. Approval to transfer will be determined through a [closed \(non-public\)](#) oral examination [in defense of the submitted Transfer Report](#).

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

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

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

1/ Courses: Required to successfully complete at least 24 units of course work, which includes the mandatory seminar half course (3 units) MATLS 702. All remaining courses must be taken at the 700-level, which are offered as either a half course (3 units) or quarter course (1.5) units. Only one 600-level half course (3 units) is permitted for graduate credit.

2/ Graduate Calendar Description: See existing description attached.

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

1/ Courses: Required to successfully complete at least 24 units of course work, which includes the mandatory seminar half course (3 units) MATLS 702. One 600-level half course (3 units) and one non-technical half course (3 units) course is permitted with approval from the Supervisor.

2/ Graduate Calendar Description: See proposed modified description attached.

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?):

1/ Courses: Increase flexibility and availability in course selection for graduate students in response continuous improvement consultations.

2/ Graduate Calendar Description: To improve the clarity of the different degree options within the Department of Materials Science & Engineering and their associated set of requirements.

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

Inclusions of modified description within 2016-2017 Graduate Calendar

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):

See proposed modified description attached.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Joey Kish Email: kishjr@mcmaster.ca Extension: 21492 Date submitted: January 25, 2016

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

SGS/2013

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meetings on March 24th and April 28th, the Faculty of Health Sciences Graduate Policy and Curriculum Committee approved the following graduate curriculum recommendations.

Please note that these recommendations have been submitted to the May 25th Executive Committee of the Faculty of Health Sciences meeting.

FOR APPROVAL OF GRADUATE COUNCIL:

- **Health Policy**
 - **Change to Course Requirements and Calendar Copy**
- **Medical Sciences**
 - **Change to Course Requirements and Calendar Copy**
- **Rehabilitation Science**
 - **Change to Comprehensive Exam Procedure**

FOR INFORMATION OF GRADUATE COUNCIL:

- **Child Life Studies**
 - **New Courses**
 - 701 Pediatric Psychosocial Care Residency 1
 - 711 Pediatric Psychosocial Care Residency 2
 - 702 The Child, Youth and Family in Healthcare
 - 709 The Vulnerable Child and Youth
 - 712 Professional Ethics
 - **New Cross-listed Course**
 - 703 Educational Research Methods in Health Science Education
- **Global Health**
 - **New Course**
 - Refugee Health Policies and Practice

- **Health Research Methodology**
 - **New Course**
 - 775 Health Care Guidelines Development Methods (online)

- **Nursing**
 - **Change to Course Description**
 - 714 Scholarly Paper



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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:								
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>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.</p> <p>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.</p>								
DEPARTMENT		Health Policy						
NAME OF PROGRAM		Health Policy PhD Program						
PROGRAM DEGREE	PhD (X)	M.A. ()	M.A.Sc. ()	M.B.A. ()	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify)
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS			CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE			CHANGE IN COURSE REQUIREMENTS		X
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			X	EXPLAIN: Overall coursework requirements to be reduced from 11 to 10. Overall methods courses to be reduced from 4 to 3.				
OTHER CHANGES		X	EXPLAIN: Reduction in the number of methods course requirements from 4 to 3. Overall course reduction is congruent with the IQAP referees recommendations, submitted to the School of Graduate Studies on June 12, 2013.					

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE: The current Graduate Calendar description will consequently necessitate the following adjustment:

0-4 half courses, including both quantitative and qualitative or mixed methods.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*) *Changes have been highlighted in red text.*

Between 4-10 half courses are required.

0-3 half courses, including both quantitative and qualitative or mixed methods.

RATIONALE FOR THE RECOMMENDED CHANGE:

The Program amended its admission's requirement during the past year to ensure a graduate level statistics course was completed prior to entry. Research methods (qualitative and quantitative empirical approaches), along with a mixed methods course are required in advance of either Political Studies or Social Organization specialty field students completing their comprehensive exams. Robust quantitative methods, as opposed to mixed methods, is necessary for Health Economics specialty field students, unless waived through pre-entry approval of the Program's Executive Committee and final approval from the Associate Dean overseeing this PhD program. With the above 3 methods courses in place, no gaps have been identified as absent in one's interdisciplinary skill set.

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

The implementation date is requested to be retroactive 01 June 2015, to coincide with the commencement of this curriculum discussion by the Health Policy PhD Executive Committee members.

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

None.

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

Coursework

Coursework is normally completed during the first and second years of full-time study. Between 4-10 half courses are required. Courses are chosen from the list of recommended courses for each curriculum area.

Required courses include:

0-3 half courses, including both quantitative and qualitative or mixed methods.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Lydia S. Garland Email: garlndl@mcmaster.ca Extension: x22952 Date submitted: 07 Jan. 2016

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

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>					
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DEPARTMENT		Faculty of Health Sciences			
NAME OF PROGRAM and PLAN		Medical Sciences			
DEGREE	MSc & PhD				
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)					
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	N/A	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	N/A	CHANGE IN COURSE REQUIREMENTS	Yes
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		Yes	EXPLAIN: Change in course requirements		
OTHER CHANGES	No	EXPLAIN:			

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

At the MSc Level: "The candidate must complete, with at least B- standing, not fewer than one full graduate course, which must include at least one 700-level half course in Medical Sciences but may include one 700-level half course normally in the Faculty of Science or Faculty of Engineering. When appropriate, a maximum of one Health Research Methodology or Nursing half course may be taken by M.Sc. students."

At the PhD Level: "A candidate for the Ph.D. degree must comply with the School of Graduate Studies Regulations for the Degree Doctor of Philosophy, including the completion of the equivalent of one and one-half full graduate courses beyond the B.Sc. or one additional half course in Medical Sciences beyond those required for the Master's degree. The three half courses beyond the B.Sc. must include at least one full 700-level graduate course in Medical Sciences, but may include one 600-level half course in Medical Sciences or one 700-level half course normally in the Faculty of Science or Faculty of Engineering. When appropriate, a maximum of one Health Research Methodology or Nursing half course may be taken from the B.Sc. to the level of Ph.D."

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

The change would allow MSc and PhD students to take courses outside of the Medical Sciences program.

At the MSc Level: "The candidate must complete, with at least B- standing, at least one half 700-level graduate course in Medical Sciences, **and one graduate-level half course in Medical Sciences or any other Faculty (with approval from the supervisory committee and Assistant Dean of Medical Sciences)**, not fewer than one full graduate course, which must include at least one 700-level half course in Medical Sciences but may include one 700-level half course normally in the Faculty of Science or Faculty of Engineering. When appropriate, a maximum of one Health Research Methodology or Nursing half course may be taken by M.Sc. students."

At the PhD Level: " A candidate for the Ph.D. degree must comply with the School of Graduate Studies Regulations for the Degree Doctor of Philosophy, including the completion of the equivalent **of three half of one and one-half full** graduate courses beyond the B.Sc. or one additional half course in Medical Sciences beyond those required for the Master's degree. The three half courses beyond the B.Sc. must include at least one half 700-level graduate course in Medical Sciences, **and two graduate-level half courses** in Medical Sciences or any other Faculty (with approval from the supervisory committee and Assistant Dean of Medical Sciences).**If the additional half course beyond those required for the Master's degree is taken outside of the Faculty of Health Sciences, the approval of the candidate's supervisory committee and the Assistant Dean is required.** When appropriate, a maximum of one Health Research Methodology or Nursing half course may be taken from the B.Sc. to the level of Ph.D."

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 new requirement allows for flexibility in the courses that students take, and students will be able to select courses more aligned with their research training and goals.

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):

At the MSc Level: "The candidate must complete, with at least B- standing, at least one half 700-level graduate course in Medical Sciences, and one graduate-level half course in Medical Sciences or any other Faculty (with approval from the supervisory committee and Assistant Dean of Medical Sciences), not fewer than one full graduate course, which must include at least one 700-level half course in Medical Sciences but may include one 700-level half course normally in the Faculty of Science or Faculty of Engineering. When appropriate, a maximum of one Health Research Methodology or Nursing half course may be taken by M.Sc. students."

At the PhD Level: " A candidate for the Ph.D. degree must comply with the School of Graduate Studies Regulations for the Degree Doctor of Philosophy, including the completion of the equivalent of three half of one and one-half full graduate courses beyond the B.Sc. or one additional half course in Medical Sciences beyond those required for the Master's degree. The three half courses beyond the B.Sc. must include at least one half 700-level graduate course in Medical Sciences, and two graduate-level half courses in Medical Sciences or any other Faculty (with approval from the supervisory committee and Assistant Dean of Medical Sciences). If the additional half course beyond those required for the Master's degree is taken outside of the Faculty of Health Sciences, the approval of the candidate's supervisory committee and the Assistant Dean is required. When appropriate, a maximum of one Health Research Methodology or Nursing half course may be taken from the B.Sc. to the level of Ph.D."

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Judith West-Mays Email: westmayj@mcmaster.ca Extension: 26237 Date submitted: April 27, 2016

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.

DEPARTMENT	School of Rehabilitation Science				
NAME OF PROGRAM and PLAN	Rehabilitation Science				
DEGREE	PhD				
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)					
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	N	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	Y	CHANGE IN COURSE REQUIREMENTS	N
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	Y	EXPLAIN: The change in the description of the graduate calendar will describe that the students in preparing for their comprehensive exam will be required to complete two components rather than three.			
OTHER CHANGES	EXPLAIN: N/A				

<p>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</p> <p>Candidates are required to complete and pass the Ph.D Comprehensive Examination. The Comprehensive Examination will include submission and oral defense of a portfolio designed to demonstrate breadth of knowledge and skills within their field, extending beyond the thesis topic. The candidate will use critical thinking and analysis to complete three tasks: a scholarly paper, a completed funding proposal and an evaluated knowledge translation tool/intervention. The Comprehensive Examination will normally be completed within 20 months following registration for full time students and 28 months for part-time students.</p>
<p>PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (<i>Attach additional pages if space is not sufficient.</i>)</p> <p>Students in the PhD program in Rehabilitation Science will be required to complete TWO components for the comprehensive exam: 1) a scholarly paper for publication and 2) a research protocol for submission to a funding agency. They have previously been required to complete a third component which was a knowledge translation project (KT), which involved them developing a KT resource/module and then evaluating this module.</p>
<p>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?):</p> <p>Students are required to submit the proposal for their comprehensive exam by 12months from when they entered the program. Very few students achieve this timeline which means that it also makes it very difficult for them to achieve future timelines. Many of the components of the Knowledge Translation part of the portfolio are also covered by a required course RS725. Students were required for completion of the portfolio of the comprehensive exam to undertake an evaluation of the KT resource they had created but this was often not at a level that was meaningful due to time constraints.</p>
<p>PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>)</p> <p>This change would be implemented for students who are entering in September 2016.</p>
<p>ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.</p> <p>No.</p>
<p>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): Candidates are required to complete and pass the Ph.D Comprehensive Examination. The Comprehensive Examination will include submission and oral defense of a portfolio designed to demonstrate breadth of knowledge and skills within their field, extending beyond the thesis topic. The candidate will use critical thinking and analysis to complete three tasks <u>two components: a scholarly paper, a completed funding proposal and an evaluated knowledge translation tool/intervention. : 1) a scholarly paper prepared for publication and 2) a research protocol prepared for submission to a funding agency.</u> The Comprehensive Examination will normally be completed within 20months following registration for full time students and 28 months for part-time students.</p>
<p>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Julie Richardson Email: jrichard@mcmaster.ca Extension: 27811 Date submitted: 12/04/2016</p>

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

SGS/2013



School of Graduate Studies

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

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

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on April 29th the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations have been submitted to the May 26th Faculty of Social Sciences meeting.

FOR APPROVAL OF GRADUATE COUNCIL:

- Sociology
 - New Stream
 - Change to Admission Options
 - Change to Course Requirements



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:			
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DEPARTMENT		Sociology	
NAME OF PROGRAM and PLAN		Sociology GSSMA: sociomas	
DEGREE	MA_SS		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
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 type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:	
OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: Addition of a Social Psychology stream to the M.A in Sociology, coursework option	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

No stream currently exists. All MA students are admitted to a single academic plan "sociomas". All students must pass a sociological theory course (Sociology 750 or 751).

B. Course Work Option

A candidate must pass a minimum of eight half courses. Of these, at least one half course must be a course in Sociological Theory and another half course in Sociological Methods. Students are limited to two supervised research courses (SOCIOL 730, 731), two 600-level half courses, and two half courses in another department. All courses will normally be completed by the end of the summer term. Students completing the Course Work or Major Research Paper program options must pass one 700-level method course, namely one of:

- SOCIOL 740 / Statistical Methods for Social Research
- SOCIOL 742 / Qualitative Methods
- SOCIOL 743 / Historical Methods

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

The stream in social psychology would be a coursework MA that consists of the following requirements:

A candidate must pass a minimum of eight half courses:

- One half course must be in Sociological Theory (750 or 751)
- One half course in Sociological Methods (740, 742, 743).
- Two half courses relating to Social Psychology: 702 (Selected Topics in Sociological Approaches to Social Psychology), 704 (Deviance and Social Problems), 711 (Sociological Perspectives in Social Psychology), 718 (Sociology of Work and Occupations), 755 (Individual and Society), 758 (Sociology of Race and Ethnicity).
- Four additional half courses. Students are limited to two supervised research courses (Sociology 730 or Sociology 731), two 600-level half courses, and two half courses in another department.

All admissions, enrolment, supervision, and other procedures would be the same as our existing coursework MA program. Regardless of topical interest, all students will be admitted to the Sociology MA program. Those students who wish to pursue the Social Psychology stream can do so by meeting the above requirements and notifying the Graduate Administrator of their preferred degree designation: MA Sociology or MA Sociology (Social Psychology Stream).

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 new MA stream in Social Psychology will contribute to the learning goals of our MA program by giving students the opportunity to focus their studies on a particular area within sociology that concerns itself primarily with social processes and the interaction between individuals and society. Social psychology has a long and rich history within the discipline, and also within our Department. It is one of the Department's six research areas. We have a critical mass of faculty who specialize in the area and are involved with the Faculty of Social Sciences Honours Social Psychology program at the undergraduate level. MA students who opt to pursue this stream will deepen their knowledge and understanding of this important tradition in

sociology.

The stream will also contribute to the research and scholarship learning goals of our MA program by giving students the grounding they need to pursue advanced study in sociological social psychology at a doctoral level. The combination of already existing courses and new courses we are developing for this stream (Soc 702 and 711) will expose students to the range of theoretical perspectives and methodological approaches that sociological social psychologists employ in their research as well as to the wide range of substantive areas in sociology (deviance/ social problems, health/mental illness, race/ethnicity, science/knowledge, work/occupations) to which sociological social psychologists have made significant contributions. Students will emerge with a better appreciation for the scope of the field and the research possibilities it offers.

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

September 2016. To be advertise to applicants currently applying to the MA in Sociology (deadline January 15, 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):

B. Course Work Option

A candidate must pass a minimum of eight half courses. Of these, at least one half course must be a course in Sociological Theory and another half course in Sociological Methods. Students are limited to two supervised research courses (SOCIOL 730, 731), two 600-level half courses, and two half courses in another department. All courses will normally be completed by the end of the summer term. Students completing the Course Work or Major Research Paper program options must pass one 700-level method course, namely one of:

- SOCIOL 740 / Statistical Methods for Social Research
- SOCIOL 742 / Qualitative Methods
- SOCIOL 743 / Historical Methods

[B. \(1\) Course Work Option - stream in Social Psychology](#)

[A candidate must pass a minimum of eight half courses. Of these, at least one half course must be a course in Sociological Theory and another half course in Sociological Methods. In addition, students must complete two courses relating to social psychology \(702, 704, 711, 718, 755, 758\). Students are limited to two supervised research courses \(SOCIOL 730, 731\), two 600-level half courses, and two half courses in another department. All courses will normally be completed by the end of the summer term. Students completing the Course Work or Major Research Paper program options must pass one 700-level method course, namely one of:](#)

- [SOCIOL 740 / Statistical Methods for Social Research](#)
- [SOCIOL 742 / Qualitative Methods](#)
- [SOCIOL 743 / Historical Methods](#)

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:			
Name:	Email:	Extension:	Date submitted:

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:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>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).</p> <p>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.</p>			
DEPARTMENT		Sociology	
NAME OF PROGRAM and PLAN		GSSPH: sociphd	
DEGREE	PHD_SS		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
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 type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:	
OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: Change in admission requirement: remove statement allowing consideration of part-time PhD admission	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The Department is willing to consider applications for admission to the Ph.D. program on a part-time basis. However, the Department prefers that students register for the Ph.D. on a full-time basis.

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

Removal of above statement to match with current process of only admitting students full-time to the PhD programme.

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?):

This sentence is a legacy from a time when the province required departments to admit part-time PhD students. However, our practice has been to require all PhD students to attend full-time. The structures of the part-time graduate programme are burdensome for students. There is no financial aid available for part-time graduate students, and the 1-course-per-term maximum seriously limits the progress that part-time students can make toward the PhD degree. Part-time PhD students must complete in eight years (whereas full-time students get six years). Our approach to these constraints has been to refuse to admit PhD students into a part-time program in which their success is unlikely.

The recommended change brings the Calendar in line with our practices.

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):

To be admitted directly to the Ph.D. program, applicants must have received a Master's degree from a recognized University.

~~The Department is willing to consider applications for admission to the Ph.D. program on a part-time basis. However, the Department prefers that students register for the Ph.D. on a full-time basis.~~

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Tina Fetner Email: tina.fetner@mcmaster.ca Extension: 23623 Date submitted:

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:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>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).</p> <p>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.</p>			
DEPARTMENT		Sociology	
NAME OF PROGRAM and PLAN		GSSMA: term I sociomas; after proposal accepted: socithma	
DEGREE	MA_SS		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
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 type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:	
OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: Change in MA Thesis requirements: method requirement	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The MA thesis plan requires students to complete four one-term classes of which one must be a theory course (750, 751). All other MA plans require both a theory and a methods course (740, 742, 743).

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

To bring consistency with all MA plans, students pursuing the MA thesis plan must complete both a theory and a methods course.

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?):

Consistency in training for MA students. Methods courses teach marketable skills.

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

Fall 2017

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

Currently the vast majority of MA thesis students have chosen to take an MA methods course.

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):

Normally candidates for admission to the M.A. program are expected to have completed work in sociology equivalent to the honours degree (57 units, including 9 units of theory and 12 units of methods). A candidate for the M.A. degree in Sociology may follow either of three programs.

Regardless of which M.A. program option is chosen, all students must pass one 700-level theory course, namely one of:

- [SOCIOLOGICAL THEORY 750 / Classical Sociological Theory](#)
- [SOCIOLOGICAL THEORY 751 / Contemporary Sociological Theory](#)

All M.A. students also must pass one 700-level methods course, namely one of:

- [SOCIOLOGICAL 740 / Statistical Methods for Social Research](#)
- [SOCIOLOGICAL 742 / Qualitative Methods](#)
- [SOCIOLOGICAL 743 / Historical Methods](#)

A. Thesis Option

A candidate must pass a minimum of four half courses and must complete and defend a satisfactory thesis based on research. At least one half course must be a course in Sociological Theory and another half course in Sociological methods. Students are limited to one supervised research course ([SOCIOLOGICAL 730, 731](#)), one 600-level half course, and one half course in another department. In the first term, the candidate must enrol in three half courses and by the end of the term, present a thesis proposal to the Department. If the proposal is approved, the candidate may then prepare a thesis. If the proposal is not approved, the student must complete the course work option.

B. Course Work Option

A candidate must pass a minimum of eight half courses. Of these, at least one half course must be a course in Sociological Theory and another half course in Sociological Methods. Students are limited to two supervised research courses ([SOCIOLOGICAL 730, 731](#)), two 600-level half courses, and two half courses in another department. All courses will normally be completed by the end of the summer term.

C. Major Research Option

A candidate must pass a minimum of six half courses and complete a satisfactory major research paper (MRP). Of the six half courses, at least one must be in a course in Sociological Theory and another in Sociological Methods. Students are limited to one 600-level half course and one course in another department. [SOCIOLOGICAL 730, 731](#) may not be used to complete the course requirements. In the first term, the candidate must enrol in three half courses and by the end of the term, present a proposal for the MRP to the Department. If the proposal is approved, the candidate may then prepare a MRP. If the proposal is not approved, the student must complete the course work option. Courses will normally be completed through September-April, while the MRP will be completed through the summer.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Tina Fetner Email: tina.fetner@mcmaster.ca Extension: 23623 Date submitted:

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

SGS/2013

Student ID# _____ First Name _____ Family Name _____

Program

Date student began PhD studies at McMaster: _____ **Date format: YYYY-MM-DD**

Date of last Supervisory Meeting: _____ **Date of This Meeting:**

Every Ph.D. student must have a Ph.D, Supervisory Committee meeting at least once every academic year (between September 1st and the following August 31st). This report must be received by the School of Graduate Studies within two weeks of the end of the academic year.***

COMPREHENSIVE REQUIREMENT

The School of Graduate Studies Calendar states that the Comprehensive Examination for full-time students will normally have taken place between 12 and 20 months from commencement of PhD studies with an upper limit of 24 months.

Date Of Completion		Expected date of completion	
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RESEARCH ETHICS APPROVALS (http://www.mcmaster.ca/ors/ethics/faculty_intro.htm)

Does research involve human participants, their records or tissues?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, has approval been obtained from the research ethics board?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does research involve animals or their tissues?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, has approval been obtained from the research ethics board?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

FIELD TRIPS (<http://www.workingatmcmaster.ca/link.php?link=eohss%3Aeohss-events-electives>)

Does research involve international travel, which poses an identifiable additional risk under the university's risk management policy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, has student completed risk management forms and obtained approval?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

*** Clarifications regarding timing of the meeting and report:

- 1) Students who began their Ph.D. studies in January or May must complete have held their first Ph.D. supervisory committee meeting within the first 12 months of their program.
- 2) The deadline for a Ph.D. supervisory committee meeting for a student who has been on leave is extended by the duration of the leave beyond the nominal deadline.
- 3) Part-time students, like full-time students, are required to have Ph.D. supervisory committee meetings at least once during the academic year.
- 4) Normal deadlines apply for students who have been granted full-time off-campus status during part or all of the academic year.

Student ID# _____ First Name _____ Family Name _____

TO BE COMPLETED BY THE STUDENT and SUBMITTED FOR THE COMMITTEE MEETING

Details of progress made since the last report (or toward meeting degree requirements since beginning the program if this is the first report), i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications:

DRAFT

Student signature: _____ Date: _____

Supervisory Committee Members: Initial below to affirm that you have read the student's report on this page.

Supervisor: _____ Committee Member: _____ Committee Member: _____ Committee Member: _____

Student ID# _____

First Name _____

Family Name _____

Supervisor's report (This section must not be filled out by the student and must not be left blank.)

Part A: Progress

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since beginning the program if this is the first report):

(i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications).

Part B Goals

Specific goals for the next interval of ____ months (attach an additional page if necessary):

Anticipated date for the completion of degree requirements:

Date:

Part C Areas for improvement and additional direction:

Committee's Report

Evaluation of overall progress at this stage in the degree development during the interval since beginning Ph.D. studies (if this is the first Committee meeting) or since the last Ph.D. Supervisory Committee meeting:

RATING**[E] Excellent**

The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study. This rating is only given to a student with no significant weakness in any area, and who is clearly on track to complete within four years.

[G] Good

The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner. Overtime students whose performance towards concluding their research and thesis requirements has improved significantly since their last meeting and are likely to complete all requirements and defend within the fifth year of Ph.D. studies are eligible for this assessment.

[S] Satisfactory

The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student's skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in Part C.

[M] Marginal*

The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student's skill growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in Part C.

[U] Unsatisfactory*

There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in Part C. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue in the program until their next committee meeting.

	Print Name	Email address (McMaster if available)	Rating	Signature
Supervisor	_____	_____	_____	_____
2 nd Member	_____	_____	_____	_____
3 rd Member	_____	_____	_____	_____
4 th Member	_____	_____	_____	_____

*Where progress is deemed marginal or unsatisfactory, attach a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.

This completed report has been seen by me.

Student's Signature: _____ Date: _____

Department Chair's
Signature _____ Date: _____

The student may append additional comments. A student who thinks that s/he is receiving unsatisfactory supervision is urged to follow the recommended grievance procedure for the Department or Program and/or to contact the Department Graduate Advisor, Department/Program Chair, or the Associate Dean of Graduate Studies.

Department	Components	Written Process (where applicable)	Departmental Seminar (where applicable)	Oral Process	Committee Composition	In case of failure
Anthropology	-Written -Oral	-writing and evaluation process for comp papers must be completed by the beginning of Winter term of second year -student may submit two page plan/biblio to committee to ensure direction of each paper is clearly understood or agreed by committee member of supervisory –committee should evaluate comp paper within three weeks of submission -if a student receives a failing grade for two or more committee members they must rewrite paper. Only one rewrite per paper is allowed. Maximum two papers re-written	N/A	-oral defence held soon after all three papers are assessed and accepted -max one hour devoted to discussing each paper	-supervisor chairs oral examination -in case of failure, chair of the oral is normally a delegate of the Department Chair	-if a student fails any part of the oral, a second is scheduled within four weeks -if the student failed two or more of the papers in the first oral defence, the second oral will examine all three parts .Should a student fail any part of this second oral examination, he or she is withdrawn from the program.
Biochemistry	-Departmental Seminar - a post seminar question period with members of student's supervisory committee	N/A	45-50 minutes in length. Students required to give thorough background description of their field and complete synopsis of research accomplishments to date	-Following the Seminar the student will meet the comp exam committee -format similar to transfer exam or Ph.D. thesis defence -Lasts approximately 90 minutes -Questions can include anything relevant to students field. –some questioning will likely centre on strategy for completing Ph.D. research within allotted time	-A member of the Graduate Curriculum and Recruitment Committee Chairs this oral examination	-re-examination will normally take place within one month. A second failure will necessitate withdrawal from Ph.D. program
Biology	- prep of formal research proposal -background of proposed project and overview of aims and progress thus far in seminar -Defence of the research proposal, progress and oral examination on the background preparation including the integration of knowledge gained through reading study topics	Preparation of a formal research proposal outlining the long term and short-term goals of the thesis project, the hypothesis being tested, the experimental approach to address the proposed objectives, and the progress till date.	Presentation on the background of the proposed project, an overview of the aims and progress thus far in a seminar. At the discretion of the comp exam committee, the presentation may also cover the literature in assigned study topics intended to fill knowledge gaps in areas outside of the current Ph.D. work.	Defense of the research proposal, progress, and oral examination of the background preparation including the integration of knowledge gained through reading study topics by the CEC. -Defense of the research proposal, progress, and oral examination of the background preparation including the integration of knowledge gained through reading study topics by the CEC. - It is expected that the student will have sufficient and critical understanding of the pertinent literature and will be able to identify key questions that need to be addressed in the field	The exam committee will consist of a minimum of 4 members including the Supervisor, two Supervisory Committee members, and another McMaster faculty member who is not a member of the SC. At least two members of the CEC must be full-time Biology faculty or Biology associates	-A fail normally requires that the candidate repeat the CE in its entirety – i.e. seminar, research proposal and defense. The candidate will normally be allowed six weeks to repeat the CE. This option may be exercised only once.
Biomed Eng	-Written report -Oral Presentation	-submit proposal, 10 000 words of text plus references on research topic related to but not the same as Ph.D. research topic -required to prepare report within 21 days of receiving the proposal topic	N/A	-conducted in two parts -first candidates make brief presentation of report -second part will probe candidates general comprehension of research filed and peripheral areas -first round of questions on the proposal,	-exam chair -2 members of supervisory committee -one additional member whose area is relevant to topic -supervisor is present but is not part of the official exam panel	-candidate who fails will be given a second opportunity to retake portions -no opportunity for third attempt.

Department	Components	Written Process (where applicable)	Departmental Seminar (where applicable)	Oral Process	Committee Composition	In case of failure
		-must include proposal objectives, literature pertinent to proposal, methods and proposed approach, milestones for specific objectives and tasks, anticipated significance of work		second related to general Biomedical Eng -normally two hours, maximum three hours -Chair of Exam Committee calls a meeting of the committee at least 5 weeks in advance to review candidates records and background to determine appropriate research topic and scope of background exam.		
Business Ph.D.	1. Accounting -Written Examination (1 day) -Take home Examination -Oral Presentation 2. Finance -Written Examination (2 days) 3. Health Management (new field effective September 2016) -Written Examination (1 day) (TBD) 4. Information Systems -Written Examination (1 day) -Take home Examination 5. MOBHR Written Examination (3 days) -Oral Presentation 6. Management Science -Written Examination (1 day) -Take home Examination 7. Marketing -Written Examination (1 day) -Take home Examination -Oral Presentation	For all fields: Each question on the Comprehensive Exams is created based on one of the PhD Courses in the specific area. It is marked by the instructor who taught the class		1. Accounting Responses to take home exam are reviewed and the student is required to clarify his/her responses 2. Finance N/A 3. Health Management N/A 4. Information Systems N/A 5. MOBHR Students are required to discuss and clarify the responses from their written exams with a chair and two instructors 6. Management Science N/A 7. Marketing Responses to take home exam are reviewed and the student is required to clarify his/her responses	1. Accounting <ul style="list-style-type: none"> Area Chair Instructors (PhD Courses) 2. Finance <ul style="list-style-type: none"> Area Chair Instructors (PhD Courses) 3. Health Management <ul style="list-style-type: none"> Area Chair Instructors (PhD Courses) 4. Information Systems <ul style="list-style-type: none"> Area Chair Instructors (PhD Courses) 5. MOBHR <ul style="list-style-type: none"> Area Chair Instructors (PhD Courses) 6. Management Science <ul style="list-style-type: none"> Area Chair Instructors (PhD Courses) 7. Marketing <ul style="list-style-type: none"> Area Chair Instructors (PhD Courses) 	-If the comprehensive exam is written over multiple days and a student receives a failing grade for an exam on one of the days, he/she will re-write the exam from that day. -Re-examination will normally take place within two months. A second failure will necessitate withdrawal from Ph.D. program
Chemical Biology	-Presentation -Examination	N/A		-presentation 20 minutes in length -cover research in comprehensive fashion and placing it in context of the field -after the presentation the student and advisory committee engage in question and answer session -students expected to be able to answer questions germane to their field of expertise	-three faculty members from the Graduate Program in Chem Bio, one of who will chair it as if it were a Ph.D. defence	-re-examination will normally take place within one month. A second failure will necessitate withdrawal from Ph.D. program

Department	Components	Written Process (where applicable)	Departmental Seminar (where applicable)	Oral Process	Committee Composition	In case of failure
Chemical Engineering	-Written -Oral	-require to submit proposal, up to 25 pages in length on a research topic related to but not the same as the Ph.D. research topic -required to prepare report within 21 days of receiving the proposal topic -must include critical survey of directly related literature, explanation of relevant background in terms of chem eng principles and research proposal related to topic -submitted to department at least one week prior to date of oral -late submissions without explanation acceptable to exam committee will be deemed a failure by default and candidate will be asked to withdraw from program		-brief presentation followed by questions directly related to the report -the second part of the oral exam will probe the candidate's general comprehension of the research field and peripheral areas	-the associate chair (Graduate) appoints a Chair for the Examining Committee	A candidate who fails the Comprehensive Examination will be given a second opportunity for a retake on the portions of the comprehensive examination deemed to have been failed. There is no opportunity for a third attempt.
Chemistry	-Written -Oral	-written research proposal, 18-20 pages long -final proposal due to committee three weeks after the topic has been approved -first half of document should review relevant literature and explicitly state the aim of the proposal -remainder focused on proposed research, including key methodology		- 15 minute summary presentation and field questions concerning both the proposal and the general research area. The whole meeting will be completed within 2 hours.	-supervisory committee with one faculty member added as the Chair of the examination	One retake of the oral or of the complete comprehensive is possible if needed, and should take place within 2 months.
Civil Engineering	-Part A: Breadth and Depth of Knowledge -Part B: Research Proposal and Oral Exam	Part A: -examination with three questions in three selected subject (chosen by examination committee) areas for 4 hours, candidate to demonstrate graduate-level understanding of undergrad material -candidate information of topics at least two months prior Part B: (within 6 months of passing part A) -research proposal 25 pages in length		Part A: -conducted within one week of written -brief presentation on three written answers, followed by questions on these -scope of the oral part may extend to examining the depth of knowledge in the candidate's discipline area and possible deficiencies in the candidate's academic background. Part B: -summary presentation of research proposal -followed by questions directly related to proposal and candidate's specific area of research	-non-voting committee chair -three voting members: supervisor, one member of supervisory committee and one departmental rep not part of the committee	-two or more "Unsatisfactory" votes there shall be a re-examination. For Part A, the re-examination shall be at the next sitting of the Part A Examinations. For Part B, the re-examination shall be within 3 months of the original examination and within 20 months of admission to the doctoral program, whichever is earlier. In the event of a re-examination, one new member shall be added to the original examination committee and three or more passing votes are

Department	Components	Written Process (where applicable)	Departmental Seminar (where applicable)	Oral Process	Committee Composition	In case of failure
						required for the candidate to pass the examination. The Part A re-examination shall contain only three questions -candidate required to withdraw from the Ph.D. programme for a Fail in the re-examination of either Part A or Part B
Classics	-comp exam in Greek and Latin translation -two comps covering special areas of Greek and Latin Literature					
Cognitive Science of Language	-reading list (covering two subject areas determined by comp committee -written -oral exam	two take home exams or two papers of publishable quality, two experimental reports or some combination therein -comp committee determines the appropriate form of the written exam for each student		-held within one week of having completed and passed the written exam	typically the comp committees are made up of 3 people (sometimes it is their supervisory committee and other times it is not). If they require a 4th then it is from outside of the department.	-one opportunity to re-take each component
Computational Science and Engineering	-Written document and Oral Examination -Research Proposal and Oral Examination	Part I: maximum 20 page report surveying the state of art on specified areas Part II: written research proposal		Part I: oral examination designed to test the student's breadth of knowledge, her/his understanding of computational sciences and engineering, and to test the student's ability in critical thinking, and her/his ability to synthesize and integrate ideas from within and peripheral to the candidate's research area. Part II: designed to examine students understanding of and approach to their proposed dissertation research topic	consists of the student's supervisory committee plus one additional member whose area is relevant to the examination topic	-both parts of exams can be repeated once
Computing and Software	-Grad level understanding of ugrad material -Research proposal	- students provided syllabus of topics for part 1 -clear definition of research proposal (20-30 pages in length) -should show how research will yield a substantial contribution to comp sci/software engineering -research proposal submitted 2 to 4 weeks ahead of oral exam (depending on whether computer science or software engineering)		-presentation of research plan (20 mins) followed by questions -committee members probe	-supervisory committee acts as the examination committee, with chair from outside the committee appointed by Grad Advisor	-(CS)In case of failure, the Examination Committee determines whether the student can continue, what actions are needed, and whether re-examination is necessary. The Computer Science Graduate Committee makes a recommendation to the Department based on the Examination Committee's recommendation -(SE) The Supervisory Committee

Department	Components	Written Process (where applicable)	Departmental Seminar (where applicable)	Oral Process	Committee Composition	In case of failure
						may reject the proposal in which case a revised proposal must be submitted and defended.
Economics						
ECE	-Part A: oral examination -Part B: report and presentation	-Part B report is on specific problem involving the integration of ideas related to, but not the same as, the student's thesis topic, specified by exam committee (at least one reference material will be suggested as a starting point) - 20 pages double-space		-Part A: student examined on any two courses chosen by the exam committee out of those the student has already taken at grad level with questions on theory and application -committee may choose particular skills or topics within the combined scope of grad courses instead of two separate courses if they are deemed more appropriate to assess the student's ability to integrate ideas -50 minutes for Part A, 60 for Part B	-consists of four faculty members including the thesis advisor and at least one regular ECE faculty member outside the supervisory committee who will act as the chair. The chair, who needs to be approved by the Department Chair	If the student fails one or more parts of the examination, he/she needs to re-do only the ones that he/she failed.
Eng Phys	-Oral Exam (the program also has students do a thesis proposal, but they don't seem to be categorizing it as part of the comp)			-student receives 3 questions or topics, 3 weeks in advance of the exam -student give a presentation on each topic -breadth and depth are assessed	The oral examination is conducted with 3 departmental committee members.	
English and Cultural Studies	-Field Survey -Topic Paper -Oral Examination	-Field survey intended to develop broad expertise in wider field of knowledge than candidate's research -topic paper describes how candidate's dissertation intervenes in that field and contribution it will make -both papers 25 to 30 pages in length		-follows ten days after submission of the two papers -examiners pose specific questions about candidates written work	-no info in hand book but the committee seems to be distinct from supervisory	-Failure to pass any part of the exam after two attempts will result in withdrawal from program
French	-Written	-candidates choose two areas of concentration, submit an extensive bibliography for both areas and are examined on a 10-15 page paper for each area -one week to write -students must display in-depth knowledge of the primary texts as well as existing scholarship in their areas of concentration			-supervisory committee, student's supervisor Chairs the comps	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.
SGES	-Written exam -Oral exam -Research proposal and reading list	-student answers four of eight questions provided by exam committee -open book (with constraints) to be completed within an 8 hour period -first draft of research proposal due one week prior to first meeting of comp		-pre-exam meeting minimum 10 weeks out to approve fields to be reviewed and reading list -max three hours -questions related (equal time spent) to agreed-upon subfields and research proposal	-Chair, whose work is an unrelated field -supervisor -three members from SGES faculty -max one member can be from	-student has single opportunity to repeat one or more components (within three months)

Department	Components	Written Process (where applicable)	Departmental Seminar (where applicable)	Oral Process	Committee Composition	In case of failure
		committee, to ensure everyone understands the research to be undertaken -final draft of research proposal is due two weeks after the exam (should be about 30 pages long)			an outside academic or research institution	
Health and Aging	-Written exam -Oral exam -Research proposal (also evaluated at the oral)	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 research proposal serves to identify a viable project of research, the topic and focus of which is situated effectively in the relevant scholarly literature.		Student presentation of the research proposal (open forum to which other members and associate members of the department, including graduate students, are invited) 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.	-Chair (faculty member in the department) -Supervisor -Two members of the supervisory committee	
Health Policy	-Breadth Comp -Methods Comp -Speciality Comp (all written)	-each exam is 6-7 hours long, open book and is based on a reading listed posted 7-8 months ahead of the exam			-the program has an HP Program Comps Committee and bring in additional members as needed	
HRM	-seminar -independent study project with oral defence (each component weighted 50% of the overall comprehensive grade)	-empowers the student to demonstrate the depth of their specialization -specific topic is expected to be different from the dissertation topic -20 double-spaced pages in length	-addresses the students' need to demonstrate breadth of learning -20 sessions – students write commentary on 6 of the core sessions -prepare 1 in-seminar presentation in an area where they have an interest but limited expertise	-40% of independent study mark derived from the oral defence -20 minute presentation followed by 40 minutes of explaining and defending the material	-Board of Comprehensive Examinations review and give final approval to each student's study plan -at oral defence of study project students are assessed by the independent study supervisor and the designated member-at-large	-should student fail either component of the comp they will be provided with a second chance to demonstrate their knowledge
History	-examination of dissertation proposal -Major and Minor Field courses	-dissertation proposal 10-15 pages in length -mandatory written examination within Major Field reading course (HIST 798), involves max 35,000 pages of reading		-dissertation proposal is defended on a pass/fail basis	-members include the faculty teaching the Major and Minor field courses	
Kinesiology	-written -oral	-topic of comp must be distinct from thesis area, as verified by supervisory committee -three questions, one from each examiner related to previously-defined subtopics -closed-book format, completed within single working day -limit 10 typed pages per questions		-each examiner evaluates acceptability of student's written answers to determine whether to proceed to oral defence -if positive, schedule oral defence within one week of day of writing	-three members, at least one member of student's supervisory committee (not supervisor)	-written answers deemed unsatisfactory brought to attention of grad chair and chair of exam committee to determine next steps -oral questions deemed failure, student will be required to perform sup work on question in close consultation with examiner responsible for subtopic -students given second change to

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						complete and pass comp
MSE	-Part 1: broad understanding of foundations of discipline -Part 2: centered on the research area of the student (includes oral)			-it seems both part 1 and 2 are oral exams -topics on which the examination is to be based are set by the supervisory committee and approved by the Chair -student informed of topic at least 1 month prior -last 2 to 3 hours	-appointed by the Chair, consists of three members of faculty – typically the supervisor, one other member of the supervisory committee and one other faculty member from outside the supervisory committee.	
Mathematics	-written -oral	Covers basic undergraduate material. Students select one exam composed of a core section plus a specialized section		-intended to check that the student has sufficient knowledge of the general area of their proposed research to undertake original research -normally one hour and in no case more than two -commonly use formats are: advanced topics in general research area or research proposal	The examining committee consists of three faculty members, including the supervisor, who is the chair of the examining committee.	
Mechanical Engineering	-A: breadth and depth of knowledge -B: Research Proposal	Part A: Written exam focuses primarily on candidate's understanding of fundamental concepts in two technical areas related to his/her research topic and any deficiencies therein Part B: -research proposal should be max 40 pages in length -must include: -critical survey of directly related literature in field -outline of proposed research program -account of expected contributions proposed research will bring to existing literature -proposed timetable to accomplish		Part A: -provide brief synopsis (max 5 minutes) on answers to the two written questions Part B: -1.5 hours -summary of proposal followed by questions related to proposal and candidate's specific area of research (Part A and B of the oral exam happen consecutively on the same day)	-at least three members of supervisory committee, including supervisor -additional member who has a scholarly interest in candidates area of specialization -one member of exam committee must be from outside department	
Medical Physics	-review paper on select topic (choose one from three topics – must be outside thesis research area) -public seminar on topic -oral examination	-3,000 to 5,000 words -three weeks to submit written report after choosing topic -committee reviews and approves whether or not student can move to seminar/oral exam phase	-last one hour and aimed to level of M.Sc. grad student -generally one hour in length, including presentation and questions	-questions in closed session must relate to the topic of the presentation although relationship can be indirect and questions can explore aspects of a topic in depth -closed question session lasts no longer than one hour -seminar and oral exam happened consecutively on the same day	-exam committee struck by Comp Exam Coordinator -three faculty members, one of which Chairs the committee	In the event that a judgement of Fail is given on the examination as a whole, the examining committee will provide the candidate with reasons for failure. A second attempt will be permitted and must be completed at any time during the next 12 months. The second attempt will comprise an ab initio examination and possibly

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						with new committee members.
Med Sci	-written -oral	-student and supervisory committee will agree on a topic that is of interest and value to the student and merit independent study -CIHR style grant proposal		-student expect to provide reasoned arguments in support of his/her interpretation of the scientific area under study , to demonstrate ability to use the info to develop hypothesis and experimental plan	The examining committee will consist of one external examiner (voting) who will be chosen by Assistant Dean (Medical Sciences), the Area Co-coordinator (or designate) of the relevant Medical Sciences Area (voting) who will also chair the examination, a member of the supervisory committee (COMP advisor; voting), and the supervisor (non-voting). Only one member of the student's supervisory committee may be a voting member on the Examining Committee.	
Neuroscience	-written -oral	-student (with supervisory committee) selects an area of concentration -grant-style research report (CIHR) focused on area of concentration selected		-orally examined on grant proposal as well as their knowledge of area of concentration -student expect to provide reasoned arguments in support of his/her interpretation of the scientific area under study , to demonstrate ability to use the info to develop hypothesis and experimental plan -presentation is 20 minutes, followed by questions	-student's thesis supervisor (non-voting member & Chair) -one member from students Supervisory committee(must be a MiNDS faculty member) -two additional members from the Neuroscience faculty	Students who fail the overall evaluation will be given a second opportunity to take the comprehensive exam.
Nursing	-written -oral	-supervisory committee approves topic outlines, then sent to Board of Comp Examiners -six weeks to prepare two written papers, minimum 15 pages -2 papers examined independently by all three examiners -papers prepared for comp cannot be used as part of the student's thesis, should they choose to do a sandwich thesis		- After receiving the written evaluation and specific questions from the Examiners and achieving a pass on the written papers, the student will proceed to the oral examination. The oral examination consists of 2 concise presentations (not read from notes), one for each paper. Each presentation will last for 20 minutes, followed by questioning by individual Examiners. -limited to two hours	-3 examiners approved by Board of Comp Exam Chairs -one member of the student's supervisory committee may be part of the exam committee (not supervisor) -at least one member must be from Nursing Graduate faculty	The student will be allowed to write the failing paper(s) a second time. The student is normally given 2 weeks to submit the rewrite of the paper. A student who fails both papers will be given a total of four weeks to rewrite (2 weeks for each paper).
Philosophy						
Physics & Astronomy	-oral				-three faculty members, with one designated Chair -usually one member will have expertise in students specific area of research -student gives fifteen minute presentation then examiners take turns asking a series of	The academic record and research progress of candidates who receive a failing grade will undergo a wider examination, in order to decide whether they will be allowed to repeat the exam the following year, or be asked to withdraw from the program.

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					<p>questions</p> <p>-in some cases these questions may not be focused on the presentation itself but on the specialized or general background knowledge the committee considers necessary for the intended research.</p> <p>-roughly half of the exam will deal with material in student's sub-discipline and half on more general topics</p>	
Political Science	<p>-Major Field</p> <p>-Major Field (teaching)</p> <p>-qualifying paper</p>	<p>-for the two major field comprehensive exams student complete two take home exams (89 hours for Major Field 1 and 65 hours for Major Field 2)</p> <p>-max 7500 words for Major Field 1 and 5000 for Major Field 2</p>	<p>-students make a fifteen minute presentation on their qualifying papers – this is not part of the evaluation of the qualifying paper</p>		<p>The examining committee for Major Field will consist of the convenor, or his/her delegate, and one other member of the faculty, who would normally be the student's supervisor. The examining committee for the Teaching Field will consist of one member of the faculty who is in the field to be examined and one other faculty member. The latter may, when appropriate, be drawn from the wider University Community. Responsibility for appointing the members will rest with the appropriate field convenor in consultation with the Supervisor.</p>	<p>A student who fails one or more parts of the Comprehensive Examinations may be asked to leave the programme.</p>
PNB (pulled from the internet, no handbook)	<p>-written</p> <p>-oral</p>	<p>-Students may submit a written paper to the examining committee that integrates the material in the reading list in accord with themes identified by the examining committee or students can write exam held within single working day – submit answers to the exam questions electronically</p>		<p>The oral examination will take place at the final meeting of the examining committee, which is to be scheduled by the student. The target date for this meeting is two months following the initial meeting of the examining committee and one week following completion of the written submission. In no case should the oral examination take place more than three months following the initial meeting of the examining committee.</p>	<p>-supervisory committee, including supervisor</p> <p>-may include as many as two other faculty members chosen for their expertise</p> <p>-Chair cannot be supervisor</p>	<p>In the case of a Fail grade on the first attempt at the comprehensive exam, the student will be allowed a second attempt</p>
Rehab Sci						
Religious Studies	<p>-major area of study</p> <p>-minor area of study</p>	<p>-normally for major and minor examinations there will be two equal parts, max 5 hours (major) or 4 (minor) written on different</p>			<p>Each examination is to be graded by two faculty examiners, both members of the</p>	

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		<p>days. One of these two parts may be taken orally.</p> <p>-the questions for the exams must be set by a faculty member from the area in which the examination is being taken</p>			field in which the examination is being written; the first reader must be a faculty member from the area of the examination.	
Social Work	<p>-major paper</p> <p>-meeting</p>	<p>-examines key issues in student's proposed thesis research and demonstrates breadth of knowledge of debates and developments in contemporary scholarship</p> <p>-relationship between comp exam and anticipated thesis research will vary from student to student</p> <p>-students consult with Supervisor to define focus and parameters</p>		<p>-after the evaluation of the material the supervisor of the committee will arrange for a meeting.</p> <p>-student reflects on the exam, questions and feedback from each committee member</p> <p>-committee makes a decision on the evaluation</p>	Supervisory Committee	
Sociology	-two fields of study	<p>-two week take-home examinations</p> <p>-not designed to be a research paper or thesis proposal</p> <p>-comp exam areas should be sufficiently different from each other to ensure students are not essentially doing the same examination twice</p>			<p>-Each Comprehensive Area Committee must have at least three members, one of whom is to be designated as chair. A list of members is made available to all Ph.D. students.</p> <p>-Supervisors may sit on one or both Examining Committees, but may not act as chair on either examination.</p>	