**Gender Studies and Feminist Research**

**Graduate Student Handbook**

2020-2021

**Gender Studies and Feminist Research**

**Faculty of Humanities**

**McMaster University**

Togo Salmon Hall – Room 721

1280 Main Street West | Hamilton, Ontario | Canada | L8S 4M2

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**Web**: [gsfr.mcmaster.ca](http://gsfr.mcmaster.ca/)

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# Welcome from the Director

Dear GSFR Students,

On behalf of faculty and staff associated with GSFR, I wish to welcome our incoming and returning students. In this handbook, you will find information about the M.A. and Ph.D. programs in GSFR, the Research Symposium, Faculty, Staff, and practical information about the University, including the library, School of Graduate Studies contacts, the TA union, layout of the campus, transportation, etc.

Our goal in GSFR is to provide you with the best possible educational experience within a supportive environment. Faculty and staff view our graduate students as colleagues, and we value all aspects of your intellectual contribution to the program, whether teaching, activism, or research.

As this year is starting out with a pandemic, and in a virtual context, we will all work together to meet your changing needs, in a flexible manner, as the year progresses.

Please contact me any time to discuss the program, McMaster, or just to chat. I look forward to working with you, and I offer you my very best wishes for a challenging and rewarding year as members of our program.

Dr. Christine Quail

Acting Program Director

# Sessional Dates & School of Graduate Studies Policies

**Sessional Dates**

**From School of Graduate Studies Calendar, 2020-21**

https://gs.mcmaster.ca/current-students/dates-and-deadlines/

|  |  |  |  |
| --- | --- | --- | --- |
| Deadline Dates | Fall Term | Winter Term | Summer Term |
|  | September to December 2020 Sept to Oct (1HF) Nov to Dec (2HF) | January to April 2021 Jan to Feb (1HF) March to April (2HF) | May to August 2021 |
| On-Time Registration | July 7 to August 4 | November 26 to December 10 | April 1 to April 15 |
| Class start dates | Classes begin on or after September 2. | Classes begin on or after January 4. | Class start dates vary. Check with program for details. |
| Late registration | August 5 to September 9 | December 11 to January 4 | April 16 to April 30 |

There is no official fall break or reading week for graduate students (except for MBA). Students should check with their program and their course instructors as to whether classes will be held during these times. Please see sections [1.3 (Responsibilities of Graduate Students to the university)](https://academiccalendars.romcmaster.ca/content.php?catoid=39&navoid=8153&hl=%221.3%22&returnto=search#1.3_Responsibilities_of_Graduate_Students_to_the_University_) and [2.5.6 (Vacations)](https://academiccalendars.romcmaster.ca/content.php?catoid=39&navoid=8154&hl=%222.5.6%22&returnto=search#2-5-6_full_time_on_campus) of the Graduate Calendar for more information.

**SGS Policies**

Please review the McMaster School of Graduate Calendar 2020-21 for all School of Graduate Studies Policies:

https://academiccalendars.romcmaster.ca/index.php

# Program Sessional Dates

**September 2020**

|  |  |
| --- | --- |
| 1 | Graduate Student Week starts. See details here:  School of Graduate Studies: <https://gs.mcmaster.ca/news-events/news/category/orientation> |
| 2 | GSFR MA Orientation  GSFR PhD Orientation |
| 4 | GSFR TA Training – Time TBA |
| 8 | Classes Start |

**October 2020**

|  |  |
| --- | --- |
| 15 | SSHRC doctoral grant applications due |

**November 2020**

|  |  |
| --- | --- |
| 1 | Begin exploring possibilities for MRP supervisor (program director will assist) |

**December 2020**

|  |  |
| --- | --- |
| 31 | MRP supervisor solidified (program director will assist) |

**January 2021**

|  |  |
| --- | --- |
| 4 | Term 2 Courses and TA Duties Begin |

**February 2021**

|  |  |
| --- | --- |
|  | Continue work on MRP proposals with supervisors |

**March 2021**

|  |  |
| --- | --- |
| 12 | MRP Proposal Due Date |

**April 2021**

|  |  |
| --- | --- |
|  | Work on MRP |

**May 2021**

|  |  |
| --- | --- |
| 14 | Colloquium/Workshop - 15 minute presentation of MRP material – May be in online workshop format |

**June 2021**

|  |  |
| --- | --- |
| 30 | MRP First draft due to supervisor |

**July 2021**

|  |  |
| --- | --- |
| 15 | First draft returned |

**August 2021**

|  |  |
| --- | --- |
| 1 | MRP Second draft due to program director & admin assistant (to go to supervisor and second reader) |
| 15 | Second draft returned with feedback |
| 30 | Submit MRP to GSFR program director & admin assistant (to go to supervisor & 2nd reader for final evaluation) |
| 31 | Clean out office space no later than this date |

**September 2021**

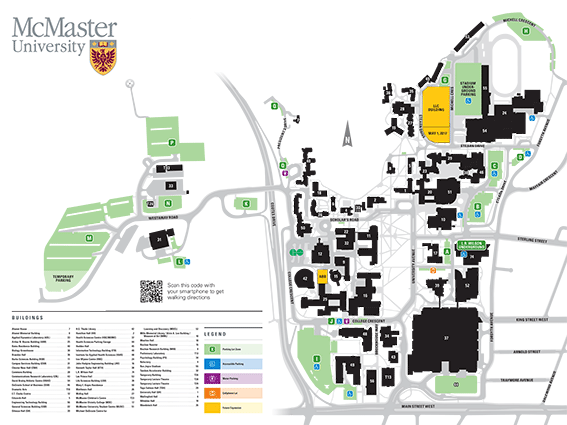
|  |  |
| --- | --- |
| 8 | Final evaluation of MRP returned |
| 14 | Submit electronic copy of clean final MRP to program director, admin assistant, supervisor & 2nd reader  Complete and submit all final forms to clear to graduate |

**November 2021**

|  |  |
| --- | --- |
| TBA | Convocation Ceremony |

# Map of Campus & Map of Hamilton

**McMaster Map**



You can find the above map of campus at the following link:

<http://www.mcmaster.ca/welcome/campusmap.cfm>

The GSFR main office and graduate offices are located in Togo Salmon Hall (TSH), rooms 721 and 725/726 respectively, which is building #29 on the map.

**Map of Hamilton**

If you are new to Hamilton, this website is a great resource to help you find your way around the city.

<http://map.hamilton.ca>

Parking and Transportation

**Security & Parking Services**

Security & Parking Services strive to provide our University Community and visitors with safe and well maintained parking and transiting infrastructure. We are dedicated to courteous and helpful customer service through information resources, polite and knowledgeable staff, and convenient parking facilities.

We also encourage alternative means of transportation to preserve the environment. We have collaborative initiatives with the office of sustainability, such as go transit, carpool parking, and secure storage and bike locker rentals to meet storage needs for green transit users.

Detailed information on parking lots and rates may be found via the following link:

<http://parking.mcmaster.ca/index.html>

**How to Contact Security and Parking**

The Parking Office is located in **T32, Room 106. This is behind lots N and P in west campus. It is in a portable adjacent to the daycare.**

**Email:** [parking@mcmaster.ca](mailto:parking@mcmaster.ca)  
**By Phone:** (905) 525 9140 Ext. 24232

**Security Inquires:   
Email:** [security@mcmaster.ca](mailto:security@mcmaster.ca)   
**Web:** [www.mcmaster.ca/security](http://www.mcmaster.ca/security)

**Transportation**

**Local Cab Lines**

Below is a list of some cab companies that operate in Hamilton along with their phone numbers and websites.

Blue Line:   
Phone: 905-525-2583  
Web: <http://www.525blue.com/>

Hamilton Cab:   
Phone: 905-777-7777  
Web: <http://www.hamiltoncab.com/>

**GO Transit**

Please use the following links for more information on Go Transit transportation options in the city:

<http://www.gotransit.com/publicroot/en/travelling/citylocations.aspx>  
<http://www.gotransit.com/publicroot/en/default.aspx>

**Hamilton Bus System – Hamilton Street Railway (HSR)**

For full-time students, normally, the miscellaneous fees in your tuition include your HSR bus pass; your bus pass is valid from September until August. In this year, please note that the HSR bus pass is currently unavailable due to Fall 2020 going virtual. The University will update us as to when the bus pass will resume.

More information about the HSR can be found at the following links:   
<https://www.hamilton.ca/hsr-bus-schedules-fares> or <https://www.msumcmaster.ca/services-directory/4-compass-information-centre/transportation>

# Food On and Close to Campus

**Dining on Campus**

There are numerous Hospitality Services dining outlets conveniently located on campus (see list below), including two major residence dining facilities in the North and West Quad.

Download the ***MacEats App***! <https://play.google.com/store/apps/details?id=ca.mcmaster.mps.maceats&hl=en>

Hours of Operation: <http://hospitality.mcmaster.ca/hours.html>

To find out more information about the dining locations on campus, use the following link: <http://hospitality.mcmaster.ca/on-campus.html> and click on the “Locations” tab at the top of the page. The Hospitality Services website provides a full list of all the eateries on campus along with their menus and hours of operation. The website features an interactive map that can guide you to the location of any of the eateries on campus.

A few highlights: A food court in MUSC, Bridges (a vegetarian café), Phoenix (pub).

**Mac Farmstand – A Farmers Market on Campus**

Mac Farmstand is an initiative coordinated by the McMaster Students Union, in partnership with McMaster Sustainability and McMaster Hospitality Services.   
  
Each week, farmers bring a fresh assortment of seasonal produce to be sold conveniently on campus for students and faculty to enjoy.

More information about Mac Farmstand can be found at the following link:   
<https://www.msumcmaster.ca/services-directory/15-mac-farmstand>

**Food Off Campus**

*Please note: This is a sampling. Please use your favourite app to locate many other options.*

**Grocery Stores**

Fortinos

* 50 Dundurn St S, Hamilton, ON L8P 4W3
* 1579 Main St W, Hamilton, ON L8S 1E6

Metro

* 15 Governors Road, Dundas, ON L9H 6L9

Food Basics

* 845 King St W, Hamilton, ON L8S 1K4

Goodness Me (Organic grocery)

• 176 Locke St S. L8P 4L9

Plan B Organic Farms (CSA; shares available by pre-order all year around)

(<http://www.planborganicfarms.ca/>) or (<https://www.facebook.com/planbfarms/>)

**Hamilton Farmers Market**

|  |  |
| --- | --- |
| **Location:** | 35 York Boulevard, Hamilton, Ontario |
| **Phone:** | 905-546-2096 |
| **Email:** | [farmersmarket@hamilton.ca](mailto:farmersmarket@hamilton.ca) |

**Hours of Operation**

|  |  |
| --- | --- |
| Tuesday: | 8 am - 6 pm |
| Thursday: | 8 am - 6 pm |
| Friday: | 8 am - 6 pm |
| Saturday: | 7 am - 5 pm |

**The Market is closed on Mondays, Wednesdays, Sundays and all statutory holidays.**

**Plan your visit:**

[*https://hamiltonfarmersmarket.ca/visit/*](https://hamiltonfarmersmarket.ca/visit/)

**Weekly Farmers Markets**

Weekly markets are held in locations throughout the city, including the Hamilton Mountain, Centre Mall, Durand, Locke St., Ottawa St., and Westdale. For more info, consult the Found Locally Food Directory. Some are seasonally dependent.

<http://hamilton.foundlocally.com/shopping/sh-farmersmarkets.htm>

# Program Contacts

**GSFR Faculty**

**Dr. Christine Quail (July – December)**

Acting Program Director: Gender Studies and Feminist Research

**E-mail:**[gsfrdir@mcmaster.ca](mailto:gsfrdir@mcmaster.ca)   
**Phone:** 905 525 9140 ext. 24715  
**Office:** TSH-722

**Dr. Melinda Gough (January – June)**

Acting Program Director: Gender Studies and Feminist Research

**E-mail:**[gsfrdir@mcmaster.ca](mailto:gsfrdir@mcmaster.ca)  
**Teams:** @goughm

For a full list of GSFR Faculty, please see the [Graduate Calendar.](https://academiccalendars.romcmaster.ca/preview_entity.php?catoid=37&ent_oid=5099&returnto=7586)

\* Potential GSFR-affiliated MRP supervisors from other programs and departments will be discussed with students in the Fall term.

**GSFR Staff**

**Angela Zaya**

**Administrative Assistant**

**E-mail:** [gsfr@mcmaster.ca](mailto:gsfr@mcmaster.ca)   
**Phone:** 905 525 9140 x. 24491  
**Office:** CNH 321

**Sophie Goellnicht**

**Administrative Coordinator**

**E-mail:** gsfr@mcmaster.ca  
**Phone:** 905 525 9140 x. 28629   
**Office:** CNH 327

Office Hours: 9:00 a.m. – 4:00 p.m.

# School of Graduate Studies Contacts

**School of Graduate Studies**   
Gilmour Hall 212, 1280 Main Street West  
McMaster University, Hamilton, Ontario, Canada L8S 4L8  
  
**Telephone:** 905 525-9140 x23679

**Office Hours:**8:30 a.m. to 4:30 p.m. \*hours may differ in the summer months\*

**Dr. Martin Horn**

**Associate Dean of Graduate Studies and Research - Faculty of Humanities**

[adeangrh@mcmaster.ca](mailto:adeangrh@mcmaster.ca)

Below is a full list of contacts in the School of Graduate Studies:

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

On the link below, you will find useful forms, including:

* “Petition for Special Consideration” i.e., Leave of Absence requests
* “Parental Leave”
* “Change of Graduate Student Status” i.e., Withdraw from program
* “Request for Change of Name in McMaster Student Records”

and more:

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

Directory for Information:

#### Mailing Address:

|  |  |
| --- | --- |
|  | School of Graduate Studies McMaster University Gilmour Hall, Room 212 1280 Main Street West Hamilton, Ontario Canada L8S 4L8 |
| Telephone: | 905-525-9140 |
| Website: | <http://graduate.mcmaster.ca> |

Ext. 23679 General Inquiries and Associate Deans

Ext. 24205 Vice-Provost and Dean of Graduate Studies

Ext. 24623 Assistant Dean, Graduate Student Life and Research Training

Ext. 23684 Associate Graduate Registrar

Ext. 24341/23070/20871 Admissions, Online Graduate Applications

Ext. 27748 Data Analysis

Ext. 24204 Graduate Committees, Graduate Calendar, IQAP

Ext. 24258/23686 Financial Payments

Ext. 28067/24234 Scholarships

Ext. 20834/24267/23685 Student Records, Theses, Ph.D. Orals

The above information can also be found online in the School of Graduate Studies Calendar: <https://academiccalendars.romcmaster.ca/content.php?catoid=39&navoid=8193>

# Teaching Assistantship, CUPE Collective Agreement and Hours of Work

**Teaching Assistantship**

Most full-time graduate students are offered a teaching assistantship as part of their funding package. TA duties involve an average of 10 hours/week of work, and will include some combination of leading tutorials (usually 1 or 2 hour-long tutorials per week), grading essays and meeting with students during regularly scheduled office hours or other duties as discussed with the professor of the course in which you will be participating. TA assignments are confirmed in the first and second weeks of September, and every effort is made to match students with departments/courses in areas in which they have some experience. Depending on departments’ needs, students may be assigned to different courses in fall and winter terms.

**CUPE Collective Agreement (Unit 1 TAs) and Hours of Work**

Your work as a TA is governed by a collective agreement. The collective agreement has important information on sick days, religious holidays, hours of work, etc. Especially important is the “Hours of work form”, which will be filled out by your TA supervisor (course instructor), in consultation with yourself, at the beginning of term to specify how many hours you will be spending on various tasks. You can view the agreement using the links below (copies also available in the CUPE office):

<https://hr.mcmaster.ca/resources/collective-agreements-contracts/>

<http://cupe3906.org/tas-unit-1/collective-agreement/>

**Getting Paid**

Graduate students who are working as teaching assistants or research assistants are paid on a bi-weekly basis. Tuition fees, miscellaneous fees, union dues, dental and health plan dues (if applicable; opt-out information can be found here: <http://cupe3906.org/tas-unit-1/dental-plan/>), Employment Insurance, and Canada Pension Plan premiums will be deducted from your pay. See Student Accounts and Cashiers website here: <https://www.mcmaster.ca/bms/student/>

Graduate Student Registration opens as of 8:30AM on July 23, 2020.

Important Dates & Deadlines for paying your account:

<https://student-accounts.mcmaster.ca/payments/important-dates-deadlines/>

- Tuition is due term-by-term on Sep 25, Jan 25, and May 25.

- Interest on tuition will not begin to be collected prior to the second to last business day of those months.

- Lump sum (whole-term) scholarship payment by mid-Sep, mid-Jan, and mid-May.

- Bi-weekly employment payments (if you hold a TA or RA)

- All money goes out to the student (as opposed to first being applied to the student account).

- Students are \*solely\* responsible for paying their tuition.

- Emergency advances are still possible in extreme situations (against future TA income).

**Example for Fall 2020:**

Sep 13 - Bank deposit for first two weeks of TA pay

- Bank deposit of all scholarship pay for the term

Sep 25 - Tuition for term is due

Sep 27 - Bank deposit of second two weeks of TA pay

Sep 27 - Interest begins to accrue on balance outstanding in student account

In addition, each student and their grad admin will receive an e-mail in early September outlining the dates on which pay will be received for the academic year and the gross amount in each form of pay. Such a schedule will ensure that everyone understands the profile of their pays for the coming academic year.

Review the School of Graduate Studies (SGS) website for payment information. <https://gs.mcmaster.ca/awards-funding/understanding-your-funding> **If you have specific questions regarding your scholarship pay**, please email [gradpay@mcmaster.ca](mailto:gradpay@mcmaster.ca) and please CC [gsfr@mcmaster.ca](mailto:gsfr@mcmaster.ca). **Questions regarding your TA pay should be directed to HR**: Cassandra DeMedeiros, Humanities HR Advisor, CSB 202, [demedecm@mcmaster.ca](mailto:demedecm@mcmaster.ca), ext. 23936.

# Job Hazard Analysis and Health and Safety Training

It is **mandatory** for all employed staff at McMaster to take part in the Health & Safety Training and Job Hazard Analysis.

1. Training done through McMaster’s **EOHSS**:

<http://www.workingatmcmaster.ca/link.php?link=eohss:training-employees>

*See* ***Training Process*** *on the right hand side.*

You need to complete the following modules:

* **Health and Safety Orientation**
* **Ergonomics**
* **Slips, Trips, and Falls**
* **Asbestos Awareness**
* **Fire Safety**
* **Office WHIMS**
* **Violence and Harassment Prevention in the Workplace**

1. **Job Hazard Analysis** Form (to accompany your Hours of Work form when you begin TA duties in the Fall term; the JHA only needs to be completed ***once*** in the year). The Hours of Work form will be provided to you by the professor of the course you are a TA for.

[http://jhaweb.mcmaster.ca](http://www.workingatmcmaster.ca/eohss/prevention/job-hazard)

Complete the following areas:

* Computer work
* Encountering violent situations in the workplace
* Operating machinery
* Reviewing reports
* Walking on campus and off-site locations
* Working alone

# Libraries on and off Campus

**The URL for the library is library.mcmaster.ca**

**Mills Memorial Library** is the Social Sciences and Humanities library. You may also find that you will need resources from the Innis Business library, or other libraries. Materials may be borrowed by graduate students for a period of 1 month.

To improve and accelerate access to information, the University Library is introducing changes to the way our users access licensed online content remotely

https://library.mcmaster.ca/offcampusaccess

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

* If another user has recalled a book you have checked out, you will receive an email notification requesting you to return the book. You have until 14 days from the original loan date or 5 days from the date of recall, whichever is longer, in which to return the book, after which a fine of up to $5 a day or partial day is levied.
* McMaster users now have the option of paying their University Library recall or reserve fine with non-perishable food items. If you don't return an overdue item we suspend your borrowing privileges, charge the cost of replacing the book, and a $25 non-refundable administrative fee per item.

As a McMaster Graduate student, you can also get a “Reciprocal Borrower” card at university libraries across Canada: http://library.mcmaster.ca/borrow/reciprocal Since there are many great university libraries nearby, this can come in very handy: you can borrow books from the University of Toronto libraries, for example, a collection that is much bigger than McMaster’s and may have items you need readily available.

**Hamilton Public Library**

HPL system is a great resource for fiction, popular non-fiction, CDs, DVDs, magazines, etc. There is a branch in Westdale on King Street West and the Central Branch on York Street beside the Farmer’s market. There are a number of other small neighbouhood brances. Library cards are free to all McMaster students, even if you don’t live in Hamilton.

https://www.hpl.ca

# M.A. in Gender Studies and Feminist Research Program Requirements

The M.A. program requirements include the following mix of course work, experiential learning, and independent research:

**Three compulsory core courses: (12 units)**

* [GENDR ST 700 / Current Debates in Feminist and Gender Theory](https://academiccalendars.romcmaster.ca/preview_program.php?catoid=25&poid=14626) (3 units)
* [GENDR ST 701 / Doing Research in Feminist and Gender Studies](https://academiccalendars.romcmaster.ca/preview_program.php?catoid=25&poid=14626)  (3 units)
* [GENDR ST 707 / Knowledge in Action](https://academiccalendars.romcmaster.ca/preview_program.php?catoid=25&poid=14626) (6 units)

**Two additional elective courses:** (3 units each) of relevance to gender studies and feminist research offered by a number of disciplines across the university in the Faculties of Humanities and Social Science:

<http://gsfr.humanities.mcmaster.ca/graduate-programs/m-a-program/electives-from-outside-departments/>

**Major Research Paper/Project:** An independent research paper or project supervised by a faculty mentor and a second reader. Please see below.

## Other Course Requirements:

The below listed courses are **required** for all students registered at McMaster University, and they are **no-fee** courses. These courses need to be added to your student record at the time of registration (whether you are full-time or part-time), the same way you would add any other course. When you search for classes, look under the “S” tab and choose School of Graduate Studies. Then you will select 101 and 201.

**Where to complete these courses:**

On Avenue 2 Learn and during our Health & Safety Training**.**

These no-fee courses are mandatory and need to be completed as soon as possible. They take approx. 30 minutes each to complete.

**Course Details:**

**SGS 101 – Academic Research Integrity and Ethics (1.5 units)**

This course will introduce incoming graduate students to the standards of academic integrity expected at McMaster. It will provide examples of acceptable and unacceptable practices and will clarify the responsibility and expectations of graduate students with respect to academic integrity. Students will be exposed to the Academic Integrity Policy of McMaster and best practices will be described that will minimize the likelihood of incorrectly attributed work from appearing in their assignments and research records. Students may not graduate or register for subsequent years in a graduate program at McMaster unless they have received a passing grade in SGS #101.

**SGS 201 – Accessibility for Ontarians with Disabilities Act (AODA) (1.5 units)**

All graduate students are required to complete appropriate training required to complete their research and studies (health and safety training, ethics training, biosafety training, etc.), as determined by their home Department or Program. All graduate students also are required to complete training on the Accessibility for Ontarians with Disabilities Act (AODA), which can be completed on-line [www.mcmaster.ca/accessibility]. Having an understanding of how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University’s commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster’s graduates move forward in their varied, chosen professions. Students may not graduate or register for subsequent years in their program until they have completed their required training.

### Guidelines for the GSFR M.A. Major Research Project (MRP) 2020-2021

Overview

In addition to 18 units of coursework, the M.A. in Gender Studies and Feminist Research requires the student to complete a Major Research Project (MRP). The MRP builds on and expands work begun in the core courses, while also giving more scope to explore new interests and devise an independent research agenda. The student will work closely with a Supervisor, first to develop a proposal to be approved by the GSFR Graduate Program Committee and then to see the project through to completion. Most of the work on the project will take place between April and August. The student should, however, begin working on the proposal in January and should be developing the project throughout Term II.

Project Options

The student will choose one of the following options, and develop a project in accordance with the requirements below:

**1.** **A Major Research Project**, resulting in an original and potentially publishable article of 20-25 pages, likely arising from and extending previous seminar work.

**2.** **A Project in Pedagogical Research**. The student will choose a particular sub-field or topic within feminist and/or gender studies and will develop, in consultation with the supervisor, an extended reading list in that area along with a body of research on pedagogy related to that sub-field or topic. The reading list should consist of between 30 and 40 items in total. The specific ratio of items related to the topic and those on pedagogy related to the topic will be arrived at in consultation with the supervisor. On the basis of this material, the student will choose from one of the following two options:

* ***Creation of a detailed course outline*** ***and a short research paper*** (7-10 pages) explaining and rationalizing the choices made in the original reading list and in the course outline.
* ***Pedagogical research paper***: a 15 page paper researching pedagogical issues and theories relating to the topic or sub-field studied.

For both options, the original reading list (described above) is submitted with the pedagogical paper and forms part of the evaluation.

**3. A Knowledge in Action Project**, based in work with a community organization, ideally extending a placement previously undertaken for GENDRST 707 Knowledge in Action. The student will devise and deliver a policy brief, website, grant proposal, lecture series, or other document or tool for use by the community organization in question, in addition to writing a 10-15-page critical reflection paper.

**4. An Arts-Based/Research Creation Project** – a creative project accompanied by a 10-15 page critical reflection paper.

**Procedures and Timeline for M.A. Major Research Projects**

**Important Dates at a Glance**

|  |  |  |
| --- | --- | --- |
| Confirmation of Supervisor | November | Program director will work with students to help identify potential supervisors and provide guidelines for contacting them. |
| Proposal Due Date | March 12 | Email Proposal and MRP Proposal Submission Form (signed by supervisor) to program director and admin assistant |
| Colloquium/Workshop | May 14 | 15 minute presentation of MRP material (work in progress stage) |
| First Draft Due | June 30 | Submit to supervisor only |
| First Draft Returned | July 15 | Make revisions suggested by supervisor |
| Second Draft Due | Aug 2 | Submit electronically to program director and administrative assistant. Will go to supervisor and 2nd reader. |
| Second Draft Returned | Aug 15 | Make final revisions |
| Final Draft Due | Aug 30 | Submit electronic copy to program director and administrative assistant, and a second electronic copy to supervisor |
| Final Evaluation Returned | Sept 8 | Supervisor and second reader will return final evaluation Form |
| Submission of Final MRP and Paperwork | Sept 14 | Submit all final copies of MRP and graduation forms to program director, administrative assistant (and send clean copy of MRP to supervisor and second reader) |

1. ***Selecting a supervisor***. The student, in consultation with the director of the GSFR program, will consult with potential supervisors in the fall term. Supervisors should be decided upon early in Term II, and the student should work with the supervisor in crafting the project proposal. The supervisor will sign the completed proposal before it is submitted to the program director (see below).
2. ***MRP Proposal***. The proposal should be between 3-5 pages long, double-spaced (about 1000-1500 words). It will outline the nature, scope, critical underpinnings and methodology that will inform the MRP, and will include a timeline that identifies 5 benchmark dates for project work. Please consult sample proposals by former students posted (with their permission) to the GSFR MA Resources hub in Avenue to Learn.

For Major Research, Pedagogical Research, and Research-Creation Projects (options 1, 2, and 4 above), the proposal should include a working bibliography. For the Knowledge in Action project (option 3 above), the student must submit a written agreement with their designated community organization, indicating the organization’s willingness to accommodate the student’s project, specifying the person(s) in the organization who will directly supervise and mentor the work, and outlining what the terms of the project will be. For the research-creation project (option 4 above), the proposal should also detail the medium/format.

**\*Important Note:** If the student’s MRP requires ethics approval (that is, if the student plans to conduct research using human subjects), a draft of the ethics approval form *must be submitted along with the proposal*. This draft will be reviewed by the Graduate Program Committee, along with the project proposal. Once the project has been approved by the committee, the ethics approval form should be finalized and submitted to the McMaster Ethics Review Board without delay. Ethics approval takes time, as does the collection and evaluation of ethnographic data. The student should ensure that there is sufficient time to gain Ethics Board approval, collect and evaluate data in order to meet project deadlines. If the ethics approval form is not submitted with the proposal, the student will not be able to conduct research using human subjects (that is, the student cannot decide on this methodology after the Proposal has been approved).

The supervisor must sign the **MRP Proposal Submission Form** and the student must submit an electronic copy of this form, along with an electronic (***Word format***) copy of the proposal, to the program director and administrative assistant.

**MRP Proposal due date: March 12, 2021**

The proposal will be evaluated by the Graduate Program Committee and will be accepted or rejected. Those proposals that are rejected will be returned to students for revisions and re-submission.

1. **Presentation:** During the second or third week of May, students will present their in-progress research at a colloquium and/or workshop, and receive feedback from other instructors and students in the program. The student’s presentation will be approximately 15 minutes in length. It will summarize the project’s main ideas and methodology, and outline areas the student would like advice and feedback on, to help them as they move into next stages of the project work. The student’s presentation of work in progress is required for the completion of the MRP.
2. **First complete draft:** due June 30, 2021. The student will have worked on this draft with the Supervisor. The complete draft will be submitted ***as*** ***a Word document*** to the Supervisor on this date. This draft will be returned to the student, with comments and suggestions for revision, no later than July 15, 2020.
3. **Second draft**: due August 2, 2021. This draft, which takes into account the revisions suggested by the supervisor, will be submitted to the program director and administrative assistant electronically ***(as a Word document; for those who have a non-written component of the project, this component must be made readily available to the supervisor and second reader).*** This draft will be read by the supervisor and a second reader. The second reader will be chosen by the Graduate Program Committee, in consultation with the supervisor and student. Both readers will provide feedback on the second draft of the student’s MRP directly to the student, no later than August 16, 2021.
4. **Final Draft:** The student must make revisions and submit an electronic ***Word document*** ***of the final complete draft*** to the Graduate Program Director and Graduate Program Assistant, no later than August 30, 2021. This deadline must be met in order for the student to graduate by Fall Convocation. The Supervisor and Second Reader will review the final version of the MRP and assign it a grade; the final MRP will be marked Pass, Fail, or Pass with Distinction. After this date, the student will submit a final, clean copy of the MRP and all administrative forms, by September 14, 2021.

# 12. Graduate Diploma (Ph.D.) - Requirements

Program objectives for the Graduate Diploma (Ph.D.) will be achieved through four separate but related requirements in addition to those of the student’s home department:

* one compulsory half-course (3 units): GSFR 700 [Current Debates in Feminist and Gender Theory](http://gsfr.humanities.mcmaster.ca/graduate-programs/m-a-program/core-courses-and-gsfr-electives/) (which is also required for Master’s students)
* one additional elective (3 units) [from a list of approved courses.](http://gsfr.humanities.mcmaster.ca/graduate-programs/graduate-diploma-ph-d/electives-from-outside-departments/) This course is in addition to coursework required for your Ph.D. degree.  Courses cannot be counted towards both the Ph.D. degree and the GSFR Ph.D. diploma.
* participation in the program’s Research Symposium, including:
  + regular attendance at symposium events (with followup discussion in the Avenue to Learn GSFR PhD diploma resource hub);
  + an oral presentation (usually a conference paper length talk as part of a research panel, or alternatively participation in a roundtable) based on the doctoral student’s own research, normally in the third or fourth year of study.
* a doctoral thesis on a topic related to Gender and/or Feminist Studies. The **Statement of Interest** should clarify what elements in the applicant’s academic background prepare them for graduate level work in feminist and gender theory.

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

The research symposium is a key aspect of GSFR’s intellectual community and is particularly important in a program like ours, in which students come from many different disciplines. Students who anticipate missing more than two symposium events per year must contact the Director of the Program and meet with the Graduate Program Committee to discuss possible alternatives to this degree requirement.

In the spirit of keeping alive a discussion community within the GSFR diploma student community, across cohort years, diploma students will also post to the Research Symposium discussion forum hosted in the GSFR PhD Diploma Resource Hub on Avenue to Learn. For the 2020-21 academic year, students are required to post **two discussion posts for the whole academic year.** We encourage you to read your peers’ posts and respond to them respectfully with an aim of sharing knowledges and building an equitable and engaged intellectual community. This year Dr. Dilyana Mincheva (chair of the PhD diploma committee) will be reading the posts and responding to them (or moderating the discussion), too.

Diploma students will normally give their Research Symposium presentation during their third or fourth year; this requirement, too, will enhance the dissertation work by providing a useful forum for sharing preliminary research results and receiving feedback from interested students and faculty members across a range of disciplines.

**Language requirements**: To be determined by individual home departments.

**Thesis evaluation procedures**: Students in the Graduate Diploma program must have their thesis topics approved by both the home department and the program in Gender Studies and Feminist Research. The thesis must be on a topic related to the broad fields of Gender Studies and Feminist Research. Approval is granted by the program’s Graduate Committee and occurs in conjunction with the home department’s regular schedule for doctoral thesis proposal submission and approval. After this point, thesis evaluation for Ph.D. students is entirely at the discretion of the home department, i.e. the supervisor and thesis committee members appointed by that department. Members of the Gender Studies and Feminist Research program may sit on doctoral thesis supervisory committees, or serve as external examiners of doctoral theses, but such arrangements are entirely at the discretion of the home department.

**Progress reports**: Graduate Diploma (Ph.D.) students will complete progress reports together with their thesis committees as part of their home department requirements. Since the Gender Studies and Feminist Research Graduate Diploma does not require the participation of our faculty members on Ph.D. thesis committees, our program will not submit progress reports for diploma students.

**Additional Diploma-specific initiatives:** Depending on student interest, Ph.D. Diploma students may organize additional meetings, reading groups, and/or professionalization workshops, with support from the program director and/or PhD diploma committee chair.

# 13. Research Symposium

The GSFR program supports a robust series of visiting speakers, community events, and workshops. We sponsor/co-sponsor guests from other universities, activist organizations, and community groups, as well as scholars from McMaster, to present their research. Each of our Ph.D. Diploma students presents their thesis as research-in-progress in the series. In addition to public lectures, GSFR students have opportunities to meet with several symposium guests in a seminar setting for deeper conversation. Some symposia will meet during the GSFR 701 course, while others are scheduled at other times to encourage broader community participation. M.A. and Diploma students are expected to attend symposium events.

# 14. Department Support and Resources: *Note: Due to COVID-19, details in the following section will be modified as needed.*

**Office Space**

Space is at a very high premium at the university. The Program has provided two offices (TSH 725 and 726) for your TA office hours and quiet study.

***We share this floor with staff and students from other programs so the doors to these rooms should be kept closed, both for theft prevention and noise reduction.***

We also have a photocopier set up on the seventh floor (TSH 712).

For health and environment reasons, please **DO NOT** leave any leftover food or beverages in the room unattended overnight. We encourage you to bring your own mug to be filled at the coffee outlets on campus. There is a water re-fill station as well on the 7th floor of TSH.

**Mail Services**

Each graduate student will have his or her own mailbox tray located in their T.A. office. If you have mail sent to you, please ensure it is addressed as follows:

Your Full Name

C/O Gender Studies and Feminist Research

TSH 722, McMaster University

1280 Main St West

Hamilton, Ontario L8S 4M2

Mail Services has free interdepartmental delivery across campus and also offers a free Inter-University Transit System (“IUTS”) to a number of local universities and related organizations. All outgoing mail must be placed in the “outgoing mail” box in the GSFR office, TSH 721. Any mail other than IUTS or inter-departmental delivery must have a stamp or it will be returned to the student. For the list of universities that have the IUTS services, please go to this link: <http://cou.on.ca/about/more/inter-university-transit-system-iuts/>

**Photocopying/ Printing**

There is one black/white printer located in each TA office. You must open your work on the computer it is connected to in order to print. A network photocopier is also available for students (TSH 712) and you will be provided with an account number in order to use it. It is very important to keep your account number to yourself because any charges due to overuse become your responsibility. Please keep in mind that the photocopier room will be left open during the day and **closed every day at 4:00 PM**, so plan ahead when you need to print/photocopy in large numbers.

# 15. Office of Financial Aid & Scholarships

**Office of Student Financial Aid & Scholarships**   
McMaster University, 1280 Main Street West  
Gilmour Hall, Room 108  
Hamilton, Ontario L8S 4L8  
**Telephone:** (905) 525-9140 ext. 24319

**Email**: [sfas@mcmaster.ca](mailto:sfas@mcmaster.ca)   
**Website**: <http://sfas.mcmaster.ca/>: Here you can find their office hours and any relevant information.

**Contacting the Office of Financial Aid via Email**

For inquires relating to your personal information, please include your **full name** and **McMaster Student Number** on all e-mail correspondence.

To further protect your privacy, students are encouraged to use their McMaster e-mail account.

* **Scholarships (entrance, in-course, and graduand awards):** [awards@mcmaster.ca](mailto:awards@mcmaster.ca)**.**
* **Federal & Provincial Student Aid programs (i.e. OSAP), bursaries & work programs:** [osap@mcmaster.ca.](mailto:osap@mcmaster.ca)

**Scholarships**

The GSFR Administrative Assistant will send out details regarding the Ontario Graduate Scholarship (OGS) and Social Sciences and Humanities Research Council (SSHRC) Scholarships for the academic session in early September.

The School of Graduate Studies website provides some details here:

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

Please email gsfr@mcmaster.ca if you have any questions.

# 16. Wellness Facilities on Campus: *Note—Due to COVID-19, adjustments in availability and mode will be made. Please check websites of each for updated information.*

**The Pulse Fitness Centre**

The Pulse is McMaster’s on campus gym and it is located in the David Braley Athletic Centre. Below you will find a summary of membership fees for the pulse. Additional information can also be found on the Pulse website.

<http://rec.mcmaster.ca/programs/pulse-fitness-centre>

Membership Fees

A Fitness Membership allows members to take advantage of the various fitness and cycling classes run by the Pulse and its staff.  A Fitness Membership also includes access to free weights, circuit, selectorized weight machines, cardio equipment (including treadmills) and the Feather Family Climbing Wall.

[**http://rec.mcmaster.ca/memberships**](http://rec.mcmaster.ca/memberships)

**\*In order to use the Feather Family Climbing Wall, you must pass a belay test (available during climbing wall operating hours). If you are unable to pass the**

**belay test, you must attend the Climbing Wall Orientation Workshop.**

**Intramural Sports**

McMaster offers a wide range of Intermural Sports. Below you will find the contact information for the Intramural’s office.

<http://www.marauders.ca/index.aspx?path=intramurals&tab=home2>

* **Email:** [intramurals@mcmaster.ca](mailto:intramurals@mcmaster.ca)
  + Include your **sport, division, and team name** in your emails!
* **Office Hours:** Monday-Friday 09:00am – 5:00pm
  + Located in the **David Braley Athletic Centre**, just inside the main (south) entrance on your right - DBAC/WG101.
* **Mailing Address:**
  + McMaster Intramurals  
    DBAC/WG101  
    McMaster University  
    1280 Main Street West  
    Hamilton, ON, L8S 4K1
* **Phone:** (905) 525-9140 ext. 23569

They don't have voicemail. If you can't call during office hours but need to leave a message, please send them an email: [intramurals@mcmaster.ca](mailto:intramurals@mcmaster.ca)

**Student Wellness Centre**

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

Their contact information is:

**McMaster University**

**MUSC B101**

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

**905-525-9140 ext: 27700**

**1280 Main Street West**

**L8S 4S4**

Student Wellness Education Lower Lounge (**SWELL**): <https://wellness.mcmaster.ca/stay-well/swell/>

For more information on other wellness and student health initiatives on campus, visit the Student Wellness Centre website or call 905-525-9140 ext. 27700.