



Department of Political Science
M.A. Degree in Political Science
Handbook
2020 – 2021

Disclaimer: If there is a discrepancy between this Handbook and the School of Graduate Studies Calendar, the [School of Graduate Studies Calendar](#) will prevail.

McMaster University
Department of Political Science
Master of Arts in Political Science

The [Master of Arts Degree in Political Science](#) is an examination of power and politics at the national level including Canadian and comparative politics, political theory, public policy and administration.

2020-2021 Important Dates	4
Degree Requirements	5
A. Course work with Major Research Paper (MRP)	5
B. Course Work with Thesis	5
Selecting your courses	5
MA Colloquium	6
MA Major Research Paper	6
M.A. Thesis	7
Political Science Graduate Course Offerings (2020-2021)	8
Canadian Politics	8
Comparative Politics	8
Global Politics / International Relations	8
Political Theory	8
Public Policy	8
School of Graduate Studies (Required Course and Training)	9
SGS 101 (1) Academic Research Integrity and Ethics	9
SGS 201 (1) Accessibility for Ontarians with Disabilities Act (AODA)	9
School of Graduate Studies / McMaster University (mandatory requirements)	10
Institute on Globalization and the Human Condition (IGHC)	10
University Regulations	10
Other Administrative Information	10
Personal Information	10
Transportation	10
CUPE	10

Dental Plan	11
Employment Regulations.....	11
Full-time Status.....	11
Student Vacations.....	11
Teaching Assistantships/RA in lieu of TA.....	12
Transcripts.....	12
Universal Health Insurance Plan (UHIP) for Visa Students.....	12
Contacts and Facilities	12
MA Colloquium Convenor	12
MA Political Science Student Advisor.....	12
Graduate Committee 2020-2021	12
Area Convenors.....	13
Administrative Assistant.....	13
Graduate Student Computer Lab	13
Photocopying/Printing.....	13
Mail Services.....	13
Department Checkout Requirements.....	13
Departmental website.....	13

2020-2021 Important Dates

Monday, September 7	Labour Day Holiday, Department is closed
Tuesday, September 8	Undergraduate classes begin, Fall 2020, Term 1
Wednesday, September 9	Final day for <u>late</u> Mosaic graduate enrollment
Friday, September 11	Graduate Course Enrollment worksheet due
Monday, September 14	Graduate classes begin, Fall 2020, Term 1
Friday, September 25	Last day to add courses in Mosaic for Fall 2020, Term 1
Monday, September 28	Last day to complete and pass SGS 101 and SGS 201
October 12 – 18	Mid-term recess, NO CLASSES
Friday, November 13	Last day to drop courses for Term 1 (please note that all courses on a student's record after this date will require a grade)
Wednesday, December 9	Last day of Undergraduate classes for Fall 2020, Term 1
Friday, December 11	Last day of Political Science Graduate classes, Fall 2020, Term 1
December 24 – January 3	Department and University closed for the Holiday Break
Monday, January 4	Department and University reopen for Winter 2021
Wednesday, January 6	Undergrad and Graduate classes begin, Winter 2021, Term 2
Wednesday, January 13	Last day to Drop/Add Term 2 with Department approval
Friday, January 22	Last day to add courses in Mosaic for Winter 2021, Term 2
February 15	Family Day Holiday, Department and University closed
February 15 – 21	Mid-term recess, NO CLASSES
Friday, March 19	Last day to drop courses for Term 2 (please note that all courses on a student's record after this date will require a grade)
Friday, April 2	Good Friday, no classes or examinations, Department and University closed
Friday, April 9	Last day of classes for Winter 2021, Term 2
Monday, May 3	First draft copy of MRP due to Supervisor
Monday, May 31	Second draft copy of MRP due to Supervisor
Friday, June 25	Final (finished) copy of MRP due by 4:00 p.m.
Friday, July 16	MRP grade to be released informally by email
Monday, August 16	Release of final grade and comments will be distributed

More detailed information on [Sessional Dates](#) can be found online in the [2020-2021 School of Graduate Studies Calendar](#).

Degree Requirements

Admission to the M.A. in Political Science degree program requires an average of B+ or better in Honours Political Science or, with the approval of the Department's Graduate Chair, in another discipline. The Department offers a regular M.A. in Political Science program in four areas, Canadian Politics, Comparative Politics, Political Theory and Public Policy. Students must indicate the area in which they wish to major in their application.

In the M.A. in Political Sciences, studies in all areas may take the form of course work and Major Research Paper (MRP), or course work and a thesis.

A. Course work with Major Research Paper (MRP)

Students in this option are required to complete:

- a. Four political science graduate courses; at least two in a 'major' field (Canadian Politics, Comparative Politics, Political Theory and Public Policy) and one in a 'minor' field (Canadian Politics, Comparative Politics, Political Theory, Public Policy and Global Politics/International Relations).
- b. One additional graduate course
- c. M.A. Colloquium course, POLSCI 775
- d. Major Research Paper (10,000 words), POLSCI 708

B. Course Work with Thesis

This option consists of five half courses (or equivalent) and a thesis, which must demonstrate independent research skills. Full-time students who wish to write a thesis must submit a thesis proposal form for departmental approval by a date to be determined by the Department in Term 1. If the thesis proposal is not approved, students may continue in the course/MRP option. The thesis option is normally a two-year program.

Selecting your courses

Students are required to complete 18 units (6 half courses) of course work beyond the B.A. level. Depending on the courses selected, this may mean three half courses plus the MA Colloquium (POLSCI 775) in Term 1, and two half courses plus the MA Colloquium in Term 2, or vice versa.

Students should consult with the MA Political Science Advisor and with the Area Convenors on the appropriate courses to take.

The University and the Department use a letter grade system in which the following are passing grades: A+, A, A-, B+, B, B-. **A grade below a B- (B minus) is considered a failure in graduate courses.** While a B- standing is sufficient to earn a degree by [School of Graduate Studies criteria](#), **a failure in any course normally results in the Department recommending that the student not be allowed to continue.**

Exceptional Incompletes: Incompletes will be granted **only in very unusual circumstances.** To qualify, the student must apply for one by filing out the University's Incomplete Grade Memo

Form. This must be signed by the Instructor, and must be submitted to the Graduate Chair for approval. Deadlines for removal of incomplete grades are given in the School of Graduate Studies Calendar. Courses still incomplete after the deadline are given a grade of F (fail) and the student is not permitted to re-register without the approval of the School of Graduate Studies Committee on Graduate Admissions and Study.

MA Colloquium

- POLSCI 775 MA Colloquium

The MA Colloquium will take place every second week in the Fall and Winter terms under the leadership of the MA Colloquium Convenor. It will be a three-hour meeting with all of the MA students. It will consist of faculty presentations highlighting their research and professional development sessions on topics such as grant writing, PhD programs and career information. Other sessions will focus upon skills needed for the Major Research paper (choosing a topic and supervisor, preparing an outline, etc.).

MA Major Research Paper

- POLSCI 708 MA Major Research Paper

In addition to completing 18 units of graduate level course work, students enrolled in the M.A. in Political Science are required to complete a Major Research Paper (MRP) in the spring/summer term following their coursework.

The major research paper (MRP) is an opportunity for students to do an extended piece of research on a topic of their choosing. Guidance on the MRP will be provided in the MA Colloquium. Students will be assigned a faculty supervisor in consultation with the MA Colloquium Convenor/Political Science Advisor. MRPs are to be no longer than 10,000 words including all front matter, references and bibliography. That normally leaves 8,000 words for the text which is the length of an average scholarly journal article.

ONE electronic copy (PDF) of your MRP in finished form must be submitted to the Graduate Administrative Assistant, Manuela Dozzi at dozzim@mcmaster.ca by **no later than 4:00 p.m. on Friday, June 25, 2021**. Your MRP must be prepared with a word processor, double-spaced, set to a paper size of 8 ½ x 11" paper. The MRP must be in either 10 or 12 point Arial font. Top and left margins should be 3.8 cm and the right and bottom margins should be 2.5 cm. All pages are to be numbered EXCEPT the title page and all pages should have header information containing the degree program, author's name, McMaster University and the department, e.g.

MA MRP – A. Smith; McMaster University – Political Science

Sources must be documented according to the conventions of a recognized academic style (MLA, Chicago, etc.). Those who fail to submit the final copy by the due date risk not graduating. Please note that INCOMPLETES will only be granted for legitimate medical or other properly documented reasons.

Your MRP will be read and marked by your supervisor and a second reader, normally chosen by your supervisor and/or the MA Convenor.

The MRP is marked on a pass/fail basis. Truly outstanding papers may be given a pass with distinction (P+). We will collate comments from both markers and pass them on to the students by August 31, 2021.

MRPs will be graded and grades will be released informally via email on or about Friday, July 16, 2021. The release of final grades with comments from the Supervisor and second reader will be forwarded via email on or about Monday, August 16, 2021. A student whose MRP receives a failing grade will normally have the opportunity to revise and resubmit for August 16, 2021.

Any general questions should be directed to the MA Colloquium Convenor, Dr. Tony Porter (tporter@mcmaster.ca) or to the Graduate Administrative Assistant, Manuela Dozzi (dozzim@mcmaster.ca).

M.A. Thesis

Only those students in the course/thesis option will write a thesis.

A student who wishes to write an M.A. thesis should seek out a thesis supervisor as soon as possible on entering the program, and should begin to work out a potential topic for research with that supervisor. The supervisory committee, which must include no fewer than 3 members (including the Supervisor) should be established **no later than October 15**, during Term 1 of the program. Members of the supervisory committee are normally all from the Department, although one can be from another department.

Students will develop their thesis proposal in consultation with the thesis supervisor and other members of the supervisory committee. The thesis proposal must be no longer than 3,500 words or 15 double-spaced pages (including references). The goal of the proposal is to enable the student to focus early in the program on the thesis and to obtain preliminary agreement on its acceptability and feasibility from a supervisory committee. The proposal must also be approved by the supervisory committee before data collection begins. Because of similarities in the structures of M.A. and Ph.D. thesis proposals, M.A. students may want to consult the department guidelines for writing Ph.D. dissertation proposals.

The supervisory committee must submit memorandum, along with a copy of the thesis proposal to the Graduate Chair. The Departmental requirement is that the **thesis proposal be submitted to the Graduate Chair by December 1st** during Term 1 of the program. The supervisory committee will then meet with the Graduate Chair to discuss the proposal and decide whether it is to be formally approved. If the thesis proposal is not approved, the student may continue in the course/MRP option.

The thesis defense is to be undertaken according to the regulations set out by the School of Graduate Studies. The M.A. thesis should be no more than 30,000 words (must not exceed 200 double-spaced pages) including all front matter, references and bibliography.

The M.A. thesis will normally be a two-year program. Space permitting, students in the second year of the thesis program will be provided office space on the 2nd floor of KTH. M.A. thesis students are also eligible to apply for the graduate travel grants offered by the Department.

Political Science Graduate Course Offerings (2020-2021)

Canadian Politics

POLSCI 760 (1) Political Institutions of the Canadian State

POLSCI 780 (2) Selected Political Problems I: Public Policy in Canada & other Federal Systems

Comparative Politics

POLSCI 706 (2) Comparative Politics of Health Policy

POLSCI 730 (1) Digital Technology and the Politics of the Information Age

POLSCI 740 (2) Theories of Comparative Politics

POLSCI 742 (2) Politics of the Developing Area

POLSCI 780 (2) Selected Political Problems I: Public Policy in Canada & other Federal Systems

POLSCI 783 (1) Comparative Public Policy

POLSCI 788 (1) From Ottawa to Washington and Beyond: Critical Perspectives on Foreign Policy

Global Politics / International Relations

POLSCI 705 (1) Global Public Policy

POLSCI 730 (1) Digital Technology and the Politics of the Information Age

POLSCI 731 (2) Forgetting, Remembering and Finding Actors in IR

POLSCI 758 (1) Cosmopolitanism and Its Critics

POLSCI 767 (2) Politics of the Global South: an IR Perspective

POLSCI 768 (1) Political Economy of Global Climate Change

POLSCI 772 (1) Theories of International Politics

POLSCI 774 (2) Global Political Economy

POLSCI 777 (2) Global Governance

POLSCI 788 (1) From Ottawa to Washington and Beyond: Critical Perspectives in Foreign Policy

Political Theory

POLSCI 715 (2) Liberalism and Imperialism

POLSCI 758 (1) Cosmopolitanism and Its Critics

Public Policy

POLSCI 701 (1 & 2) Theory and Practice of Policy Analysis: Frameworks and Models

POLSCI 705 (1) Global Public Policy

POLSCI 706 (2) Comparative Politics of Health Policy

POLSCI 780 (2) Selected Political Problems I: Public Policy in Canada & other Federal Systems

POLSCI 783 (1) Comparative Public Policy

POLSCI 784 (2) Quantitative Political and Policy Analysis
POLSCI 785 (1) Public Sector Management
POLSCI 788 (1) From Ottawa to Washington and Beyond: Critical Perspectives in Foreign Policy
POLSCI 796 (1) Research Design and Methods

The complete list of Political Science graduate courses is available in the [School of Graduate Studies Calendar](#). Political Science graduate courses being offered for the 2020-2021 academic year are listed on the [Department of Political Science website](#) as well as the [class search](#) function in Mosaic.

School of Graduate Studies (Required Course and Training)

SGS 101 (1) Academic Research Integrity and Ethics

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.

All graduate students, including part-time students, exchange and visiting students must complete and pass the course [SGS 101 Academic Research Integrity & Ethics](#) within the first month of their first term after their admission to graduate studies at McMaster. The purpose of this course is to ensure that the standards and expectations of academic integrity and research ethics are communicated early and are understood by incoming students. All students are required to take and pass SGS 101. You must enroll in this online course through Mosaic and it will be available to you via [Avenue to Learn](#) to complete.

SGS 201 (1) Accessibility for Ontarians with Disabilities Act (AODA)

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 [avenue.mcmaster.ca]. 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.

Graduate students are also required to complete and pass [SGS 201 Accessibility for Ontarians with Disabilities Act \(AODA\)](#). You can enroll in this online course through Mosaic and it will be available to you as well in [Avenue to Learn](#). More information about this can be found through the [Accessibility Hub](#).

Students may not graduate or register in subsequent terms without having completed this required training.

School of Graduate Studies / McMaster University (mandatory requirements)

McMaster's [Environmental and Occupational Health Support Services \(EOHSS\)](#) Health and Safety Training Program provides mandatory training for all employees, grad students, volunteers and visitors working in the University. Self-registration for training courses offered by EOHSS is available through Mosaic. As a graduate student at McMaster you are required to complete the following the Core 7: 1) Asbestos Awareness, 2) Ergonomics, 3) Fire Safety, 4) Health & Safety Orientation, 5) Slips, Trips & Falls, 6) WHMIS 2015, and 7) Violence & Harassment Prevention. The training material is available in [Avenue to Learn](#) 1 business day after registering in Mosaic.

Institute on Globalization and the Human Condition (IGHC)

The [Institute on Globalization and the Human Condition](#) (IGHC) is a Research Institute which hosts an M.A. in Globalization Studies and supports teaching and research on a wide variety of global studies topics. The Institute is located on the 2nd floor of L.R. Wilson Hall (LRW-2021). It runs a working paper series, hosts numerous visiting speakers, awards essay prizes and grants research scholarships. Political Science and Global Politics students, with an interest in Globalization are welcome and encouraged to take courses in the Institute and participate in all of its activities.

University Regulations

For complete listing of Regulations for Master's Degrees, students are advised to consult the current edition of the [School of Graduate Studies Calendar](#).

Other Administrative Information

Personal Information

Students are responsible for keeping the personal contact information, such as addresses and phone numbers up to date. Additions and changes must be completed through your Student Center in Mosaic.

Transportation

Agreement between McMaster University and Hamilton Street Railway (HSR) Bus service TBA. More information about this can be found on the [Graduate Students Association website](#).

CUPE

Canadian Union of Public Employees (CUPE), [Local 3906](#), Unit 1, represents all individuals employed as teaching assistants (TAs) and Research Assistants in lieu (RAs in lieu), demonstrators, tutors & super tutors and markers. If you are a TA or an RA in lieu of a TA, you are a member of CUPE. Union dues are deducted when you receive TA/RA payments. The [Union office](#) is located in KTH-B111.

Dental Plan

All full-time graduate students who are receiving a TA and/or RA in lieu of a TA of 130 hours or greater will have Dental Plan premiums deducted each month for the full year, September to August). Provisions for opting-out of the [Dental Plan](#) or for obtaining family coverage can be found online through the CUPE Local 3906 website.

Employment Regulations

Full-time students who are participating in McMaster-based paid employment should work no more than an average of 10 hours a week to a maximum of 505 hours in the academic year. Normally students who exceed this limit are asked drop down to part-time status, to stop working or reduce their hours of work. Changing student status from full-time to part-time will affect a student's scholarship funding, OSAP, and student visa.

No exceptions totaling 505 hours or more per academic year (September-August) will be approved. For more detailed information, refer to [Section 2.5.3 McMaster University's Regulations for Full- and Part-time Status](#) in the SGS Academic Calendar.

Full-time Status

Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Any student who is away from campus for longer than one week, which is not part of the student's vacation entitlement, requires their supervisor's approval in writing. If this period of time exceeds two weeks, the approval of the department chair is also required. Students who will be away from campus for more than four weeks require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies and must submit a Request to be Full Time Off Campus.

Note that this permission is needed even for field work or study elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office.

Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be "full-time off-campus" for periods of up to a year. Students will also be required to complete the Risk Management Manual (RMM) 801 forms and gain approval through EOHSS. In cases of unauthorized absence the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made.

In order to receive a degree, the student must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. Students who have outstanding financial accounts at the end of the academic year will not receive their academic results, diplomas, or transcripts.

Student Vacations

Full-time graduate students are expected to be on campus for all three terms of the university year. In addition to statutory holidays and the closure of the University normally late December until early January, normal vacation entitlement for a graduate student is two weeks of vacation

during the year, to be scheduled by mutual agreement with the research supervisor. An exception to this allotment requires approval from the supervisor or in the supervisor's absence the Graduate Chair.

Students who are also employees of the University must seek vacation approval from their employment supervisor and are entitled to vacation time pursuant to the terms of their employment contract.

Teaching Assistantships/RA in lieu of TA

Some full-time graduate students are offered a TA (or RA in lieu) as part of their funding package. Duties vary according to department/course requirements but will normally consist of leading tutorials, meeting with students, email communication, marking, and other duties as discussed with the course instructor. It is important to note that TA positions will be distributed in the first or second week of September if not sooner.

Transcripts

Unofficial transcripts are available through Mosaic. Access is available to view and print on demand through the My Academics tab. You can also request an official transcript through Mosaic with options to include in-person pick-up (GH-108) or mail. For rush, courier or fax requests processing charges will apply. More information can be found through the [Office of the Registrar](#).

Universal Health Insurance Plan (UHIP) for Visa Students

The [Universal Health Insurance Plan](#) (UHIP) is a mandatory, comprehensive health insurance plan that provides health coverage for International and Incoming Exchange Students. UHIP covers medically necessary doctors and hospital visits within Ontario. International students are automatically enrolled in UHIP every year. The student is responsible to ensure that the coverage is correct and are asked to check student account in Mosaic. For more information please visit the Health Care portal through McMaster's [International Student Services website](#). More detailed information and what you need to know is listed on this site.

Contacts and Facilities

MA Colloquium Convenor

Dr. Tony Porter, tporter@mcmaster.ca

MA Political Science Student Advisor

Dr. Michelle Dion, dionm@mcmaster.ca

Graduate Committee 2020-2021

Chair: Dr. Katherine Boothe, boothek@mcmaster.ca

MA Global Politics Student Advisor: Dr. Alina Sajed

MA Political Science Student Advisor: Dr. Michelle Dion

Scholarships Coordinator: Dr. Netina Tan

Recruitment Coordinator: Dr. Marshall Beier

Member: Dr. A. Shafiqul Huque
Member: Dr. Inder Marwah
PhD Graduate Student Representative: TBA
MA Graduate Student Representative: TBA

Area Convenors

Canadian Politics: Dr. Greg Flynn
Comparative Politics: Dr. Netina Tan
International Relations: Dr. Robert O'Brien
Political Theory: Dr. Inder Marwah
Public Policy: Dr. A. Shafiqul Huque

Administrative Assistant

Manuela Dozzi
Email: dozzim@mcmaster.ca
Office: Kenneth Taylor Hall, Room 527 (KTH-527)
Tel: (905) 525-9140 extension 24742

Please feel free to visit the [Political Science website](#) to view faculty profiles and contact information.

Graduate Student Computer Lab

At present, graduate students in Political Science have access to a small computer lab located on the 5th floor of Kenneth Taylor Hall in KTH-501. If instructors make paper copies of course readings available they will be placed in KTH-501 and can be borrowed for photocopying. The access code to this room will be given to all MA students after the Orientation Session.

Photocopying/Printing

A network photocopier is available for students to use and is located in KTH-501. The service is available at a cost of \$0.10/printed per side (not per page) for black and white printing only. Individual photocopier codes will be given to each student in September.

Mail Services

Each graduate student will have their own mailbox located in KTH-526. This room can be accessed at any time and we ask that you regularly check your mailbox. The access code for this room will be given to all MA students after the Orientation Session.

Department Checkout Requirements

Upon completion of all degree requirements, students will be required to empty their mailboxes, return any keys (if applicable) and to make sure that their contact information in Mosaic is current and up to date. Any mail collected will be forwarded to you for up to three months.

Departmental website

More information about the department, courses, news, research, people and contacts can be found on the [Department of Political Science](#) website.