

M.A. in Communication and New Media

Graduate Student Handbook

2022-23

Department of Communication Studies and Media Arts
McMaster University
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WELCOME!

This package has been developed to help you become familiar with your new surroundings as well as provide you with useful, basic information about McMaster University, the Department of Communication Studies and Media Arts, and items specific to the M.A. in Communication and New Media Program. Also included in this package is information related to the greater Hamilton community, with the hope that it will help you feel at home.

ABOUT THE PROGRAM

The M.A. in Communication and New Media Program at McMaster University offers the opportunity for students to gain experience in independent communication studies research and/or media arts design at the graduate level, while developing advanced knowledge in communication theories and methodologies, and cultivating their interest in one or more subspecialties in this interdisciplinary program (such as media studies, discourse analysis, performance studies, audio and video art, audience studies, computer-mediated methodologies, etc.).

Students entering the program from undergraduate Communication Studies and/or Media Arts programs will all share a background in critical and creative approaches to conventional and new media, but they will also bring a spectrum of interests, reflecting the diversity of these fields, that will contribute to a vibrant interchange of ideas. This program will cultivate their intellectual development through coursework, a major research project, and extracurricular activities.

The program prepares students for both further graduate education in the areas of communication, media and multimedia study, and for employment in a range of fields such as media production, media administration, communication policy, organizational communication, and the arts.

Students should consult the general university guidelines for an M.A. degree in the School of Graduate Studies Graduate Calendar, available online [here](#).

Important Acronyms:

CUPE	Canadian Union of Public Employees (this union represents TAs at McMaster)
GSA	Graduate Students' Association
TSH	Togo Salmon Hall (our building)
SGS	School of Graduate Studies
CSMA	Communication Studies and Media Arts
CNM	Communication and New Media MA program
CNMCS	Communication, New Media and Cultural Studies PhD program

IMPORTANT DATES

2022

July 5 - August 2	Registration online
August 3 – September 7	Late registration (late fee applies)
September 1	CSMA Program Orientation (10:00 – 11:45, TSH 201) CSMA TA Training (1:30 – 3:30, TSH 201) CSMA Graduate Student Welcome (4:30 – 6:30, The Phoenix)
September 6	Undergraduate lectures begin
September 12	Graduate classes begin
September 12	Undergraduate tutorials begin
September 23	Final date to add/change electives for term 1
September 30	Final date to complete SGS 101 and 201
November 1	Supervisor Application due

2023

January 20	Final date to add/change electives for term 2
March 1	MRP Proposal due
June 15	Submit first complete draft of MRP to supervisor
July 31	Submit final draft for second reading (with approval of supervisor)
August 31	Final, approved MRP submitted to department

SESSIONAL DATES

Graduate and Undergraduate Sessional Dates can be found [here](#).

FACULTY AND STAFF

CHAIR

Christina Baade, Ph.D. (Wisconsin-Madison)
chaircsm@mcmaster.ca

GRADUATE CHAIR

David Ogborn, Mus.Doc. (Toronto)
cnmchair@mcmaster.ca

ACADEMIC DEPARTMENT MANAGER

Lorraine Bell, lorraine.bell@mcmaster.ca

GRADUATE ADMINISTRATIVE ASSISTANT

Cassandra Weimann, cweima@mcmaster.ca

FULL PROFESSORS

Christina Baade, B. Mus. (Northwestern), M. Mus., Ph.D. (Wisconsin-Madison)
Paula Gardner, B.A. (SUNY Potsdam), M.A. (New York), Ph.D. (Massachusetts)
Robert S. Hamilton, M.F.A. (SAIC), M.F.A. (Jan van Eyck Academie)
Liss Platt, B.F.A. (Connecticut), M.F.A. (California-San Diego)

ASSOCIATE PROFESSORS

Sara Bannerman, B. Mus. (Queen's), M.A., Ph.D. (Carleton)
Terence Flynn, B.A. (Carleton), M.S., Ph.D. (Syracuse)
Faiza Hirji, B.A. (Simon Fraser), M.A., Ph.D. (Carleton)
Andrew Mactavish, B.A. (Mount Saint Vincent), M.A. (Dalhousie), Ph.D. (Alberta)
Chris Myhr, B.A. (Simon Fraser), B.F.A (Lethbridge), M.F.A. (NSCAD)
David Ogborn, B.Sc. and B.A. combined (Mary), B.Mus. (Manitoba), M. Mus., Mus. Doc. (Toronto)
Christine Quail, B.A., M.A. (Pennsylvania), Ph.D. (Oregon)
Philip Savage, B.A. (Carleton), M.A. (Simon Fraser), Ph.D. (York)
Alexandre Sévigny, B.A. (York), M.A., Ph.D. (Toronto)
David Harris Smith, M.F.A. (York), Ph.D. (York)

ASSISTANT PROFESSORS

Alpha Abebe, B.A. (Toronto), M.A. (York), Ph.D. (Oxford)
Lyndsey Beutin, B.A. (Duke), M.A., Ph.D. (UPenn)
Dilyana Mincheva, B.A. M.A. (Sofia), Ph.D. (Trent)
Selina Mudavanhu, B.A., M.A. (Zimbabwe), Ph.D. (Cape Town)
Derek Woods, B.A., M.A. (UBC), Ph.D. (Rice)
Andrea Zeffiro, B.A., M.A. (Western), Ph.D. (Concordia)

**Please visit our [website](#) to view faculty profiles and contact information.*

PROGRAM INFORMATION

Degree Requirements

The M.A. in Communication and New Media will typically be completed within twelve months. Students will complete six 3-unit courses and a year-long pro seminar, in addition to a major research project (either a 40-page research paper/project or a digital media project supported by a shorter paper).

Course Requirements

Course requirements consist of a required core course in methodologies relevant to communication studies and new media (CMSTMM 700), a year-long pro-seminar (CMSTMM 799A/B) and five elective courses from the Course List. Students may take one course from another graduate program, subject to departmental approval, in lieu of an elective course from the Course List. Students must achieve a grade of at least a B- in all courses they take for credit in order to qualify for the degree.

Grade	Points
A+	12
A	11
A-	10
B+	9
B	8
B-	7
F	0

Pass/Fail
P
F

Major Research Project

In addition to the course requirements, students will complete a major research project under the supervision of a core faculty member. The major research project will be evaluated on a Pass/Fail basis by the project supervisor and second reader. There are two options for the major research project:

1. A paper (approximately 40 pages) based on original research. The paper will provide an opportunity to apply methodological skills acquired in the research methods courses (CMSTMM 700, CMSTMM 712) to theoretical and substantive issues taken up in other courses.
2. A digital media project (e.g., a work of art, performance, or installation; methodological tool; a software application; an educational application, or a digital game) together with a shorter paper (approximately 15-20 pages) explaining the conception and development of the project. The digital media project may reflect expertise and knowledge acquired during course work.

Program Timeline

Students will normally take four courses in Term 1 and four courses in Term 2, including the pro seminar, which runs through Terms 1 and 2. Preparation for the major research project will normally begin in Term 2. Between January and July, students are expected to meet regularly with their faculty supervisor and make steady progress on their research and writing. A first complete draft of the project is due to the supervisor by June 15; a final draft is due for second reading (with the approval of the supervisor) by July 31; and the approved version of the project must be submitted to the department no later than August 31.

Course Offerings for 2022-23

All students are required to take CMSTMM 700 and CMSTMM 799. CMSTMM 700 is a half-year course, offered in Term 1. CMSTMM 799 is a full-year course.

TERM 1:

CMSTMM 700 Communication Research Methods (required) – Paula Gardner

This course provides an overview of research methodology relevant to the study of human communication. Topics include formulation of a research problem and research questions, appropriate methods of data gathering (questionnaires, focus groups, interviewing, ethnography, digitalized document collection), and data analysis (quantitative and qualitative approaches).

CMSTMM 702 Media and Social Issues (elective) – Christine Quail

An analysis of relationships between mass media and modern society. Topics may include ideology and agenda-setting in the news, representations of social problems (e.g., homelessness, violence), moral panics, media scandals, media and violence, media and racism, media and religion, media and social activism, etc.

CMSTMM 716 Critical Perspectives on Documentary (elective) – Liss Platt

This course explores documentary film/video practices through theoretical writings and film/video screenings. Course readings will include historical and contemporary texts, particularly those that interrogate forms, concepts, and approaches to documentary. Close analysis of films screened will inform our discussions, with a focus on artistic interventions and subversions of traditional modes of documentary.

CMSTMM 718 Critical Approaches to Communication Policy & Law (elective) – Sara Bannerman

This course provides an introduction to communication policy and law, focusing on critical analysis. Examining both private and public forms of regulation, topics may include internet regulation, privacy, broadcasting, telecommunications regulation, and intellectual property, drawing on critical political economy, feminist, critical race theory, postcolonial theory, governmentality, and other critical approaches.

TERM 2:

CMSTMM 707 Theoretical Issues in Media Culture and Communication (elective) – Lyndsey Beutin

This course examines selected theories and theoretical issues in communication (e.g., the history of communication as object and field of study, critical approaches to the study of communication, and socio-cultural approaches to the study of communication). The main focus will be to advance understanding of theoretical and normative frameworks of media and communication.

CMSTMM 708, Selected Topics in Communication and New Media (elective) – Andrew Mactavish

Topic: Imag(in)ing Extinction: How the End Looks from Here. This course explores visual representations of species extinction found in contemporary news media, documentaries, cinema, and photography. It contextualizes these representations within a range of theoretical frameworks and ecological visions of the future or non-future of human life.

CMSTMM 720 Data Cultures (elective) – Andrea Zeffiro

In this course, students will examine the ways in which contemporary life and the environments we inhabit are captured as data and mediated through data-driven technologies. Students will consider how data shape and are shaped by the entities, instruments, practices, contexts and knowledges used to collect, interpret, share, monetize and store data. Attention will be paid to the epistemological, ethical, material, political and economic dimensions of data, with a focus on interrogating contemporary data paradigms in relation to positionalities, such as race, ethnicity, gender, class, sexuality. Students will engage in these debates through class discussions and presentations, self-reflexive writing, and the completion of a research project.

CMSTMM 721 Alternative Media Forms in Africa (elective) – Selina Mudavanhu

This course examines alternative media forms in Africa that prioritise the rights, voices and quotidian experiences of people who are often marginalised in mainstream media. Media forms whose ownership patterns, content, format and distribution will be analysed include 'pirate' radio, community radio, alternative film and video, grassroots and 'dissident' press, alternative blogs, social media sites and websites, and 'guerilla' or street art. Contexts the course covers include South Africa during the apartheid and fallism epochs, Zimbabwe, Kenya and Uganda under undemocratic colonial and postcolonial regimes, Nigeria and Ghana in the film and video era as well as Egypt and Tunisia in times of anti-government uprisings. Topics that may be considered and applied to analyses of media forms in the above contexts include power, intersectionality, hegemony, counter-hegemony, anti-hegemony, subalternity, self-representation, active citizenship and social activism.

Term 1 & Term 2:

799A/B Pro-Seminar (required) – David Ogborn

This graduate pro-seminar focuses upon professionalization, the research/creation process (especially in relation to the Major Research Project), and the broader issue of what it means to belong to an academic community. There will be no assignments, but attendance is mandatory, and a Pass/Fail grade will be assigned based on attendance.

MAJOR RESEARCH PROJECT GUIDELINES

Graduate Students

Students will become familiar with the research interests and priorities of the graduate faculty through presentations during the first six weeks of pro-seminar meetings. Students will also be encouraged to discuss their research interests with potential supervisors during September and October, although the final decision for supervisory assignments will rest with the Graduate Committee. The Chair of the Graduate program will act as an advisor to help mentor and orient students during their first months of the program until they are assigned a supervisor.

MRP Supervisors

Supervisors for the MRP will be assigned by the Graduate Committee in November. Students will be required to submit a 1-2 page application essay to the graduate Committee by November 1st, explaining their rationale (i.e., shared research interests, methodological background, etc.) for wishing to work with the faculty members who are their first and second choices for MRP Supervision. In consultation with graduate faculty, the Graduate Committee will make assignments based upon student preference, faculty workload and availability, and the strength of the written application.

Ethics Approval

Students whose work involves human subjects, including interviews, will need to seek approval through the McMaster Research Ethics Board (MREB). Given the short timeline for MRPs, it is imperative to initiate the process of application early, in consultation with supervisors. Check the [MREB website](#) for dates of drop-in consultations and seminars on the application process. If you are in doubt about whether your project will require an ethics review, please consult with your supervisor and/or the Graduate Chair.

General Guidelines for the Graduate Student

- 1) Commitment to scholarly activity is a pre-requisite for graduate success.
- 2) To support mentorship and guidance, the student must engage in effective, timely and on-going communication with the supervisor/advisor regarding the status of their project.
- 3) The student should discuss expectations with the supervisor/advisor to ensure that there is a mutual understanding of research goals and related activities, coursework, timelines and deadlines.
- 4) The student must manage their time, meet deadlines, and prepare for regularly scheduled meetings (e.g. with the supervisor/advisor and supervisory committee). Students should recognize that graduate program academic expectations will not be modified if they choose to engage in other activities, such as working outside of his/her graduate studies, studying for professional program entrance exams or applying for jobs or postdoctoral fellowships. Student-supervisor meetings for thesis work typically occur at least monthly, although meeting regularity will vary amongst disciplines and at various stages. Students are encouraged to discuss concerns about the type and amount of supervision needed for their work with their supervisor. Students are expected to inform the academic head of the graduate program if they are concerned about inadequate or inappropriate supervision.
- 5) The student is expected to develop effective communication and collaborative skills and to demonstrate respect for others. The student should carefully and earnestly consider advice, suggestions,

comments, and criticisms received from the graduate supervisor/advisor. The student should expect timely, but not immediate, responses (regarding meetings, feedback on written work, etc.) from the supervisor/advisor and supervisory committee.

6) The student is obliged to act ethically in conducting graduate work. This includes, but is not limited to, following McMaster University policies on the ethical conduct of research and academic integrity. The student is required to document and honestly report research data, to conscientiously cite information and data sources, and to seek guidance on any data exclusions.

He/she must acknowledge contributions of the supervisor/advisor, committee members and others, in accordance with the norms of their academic discipline.

7) It is the student's responsibility to carry out all work safely and in accordance with standard operating procedures. Potentially dangerous tasks should not be done while impaired and should not be done until properly trained. It is the student's duty to learn about safe practices, ask questions, and seek appropriate help and guidance on safety matters.

8) It is the student's responsibility to be aware of all the requirements, regulations, and guidelines outlined in the Graduate Calendar as well as all University policies pertaining to graduate work.

Please read the full section about [Graduate Work Supervision Guidelines for Faculty and Students](#) provided in the School of Graduate Studies Graduate Calendar and on the School of Graduate Studies website.

Graduate Calendar Regulations:

Students should read the Graduate Calendar, available on the SGS web site. Students should note, in particular:

- that graduate students are required to be geographically available and visit campus regularly (Grad Calendar section 2.5.2). Students who move to a location that makes this impossible are required to request permission and complete related paperwork. Please consult with the Grad Chair if this is the case.
- McMaster full-time graduate students are not permitted, as a general rule, to work more than 20 hours per week on average, including hours worked on Teaching and Research Assistantships, including in the summer term (Grad Calendar section 2.5.3 and 2.5.4).
- Students that are not successful in completing all course requirements (who receive a grade of less than B- or INC) will normally be required to withdraw from the program; see the Grad Calendar, section 2.6.11.

ARRIVAL AND REGISTRATION

The McMaster Graduate Student Welcome is part of the orientation for graduate students hosted by the School of Graduate Studies. You will be notified by SGS about any orientation events that you may wish to attend. These are not mandatory events but are an enjoyable way to get used to the campus and surrounding areas, as well as meet graduate students from other programs. Some events may require advance registration, so please read emails from SGS carefully.

In addition to attending these orientation events, incoming students are expected to attend the CNM Program Orientation as well as the department's TA orientation. The date and time of each event is listed under Important Dates at the beginning of this handbook.

Much of the communication with students both by the Department and the University takes place via email. Be sure to use your McMaster email account as soon as it is activated. Once you have your email account set up, it is REQUIRED that you inform the CSMA Department by sending an email to gradcnm@mcmaster.ca. This email address will be used by the Department and University to communicate with you, and for you to communicate with students as a Teaching Assistant.

SGS 101 and 201

You are required to register for **SGS 101**, Academic Integrity and **SGS 201**, AODA (Accessibility for Ontarians with Disabilities) training. These are online courses that do not take very long to complete, but they are mandatory. **You must complete these courses before the end of September. You will not be able to graduate if you do not take these courses.**

DEPARTMENTAL SUPPORT AND RESOURCES

Office Space

Office space is at a premium within the university. The CSMA Department provides all M.A. students a shared office space for TA office hours and quiet study. There is one M.A. student room (TSH 324), as well as access to a fridge, coffee maker and kettle. The office door should be kept closed for theft prevention and noise reduction. Students are responsible for keeping the office clean. There is a keypad lock on the door to TSH 324. The code will be sent to you by email.

Mail/Photocopying/Printing

Your student mailboxes are located across from the CSMA main office in TSH 317. A photocopier/printer is available in this room for students to photocopy and/or print course and TA-related items. The password to use the photocopier is posted in your student room and instructions will be sent by email.

Conference and Research Travel Funding

Limited funding is available through the CSMA Department for conference and exhibition-related travel. Details of how to apply for this funding will be shared with you in early Fall and early Winter. Note that funding for research and/or conferences is also available through the Graduate Students' Association (see [GSA funding](#)).

TEACHING ASSISTANTSHIPS

Most full-time graduate students are offered a teaching assistantship as part of their funding package. TA duties involve an average of 10 hours a week of work, and will include some combination of leading tutorials/labs (usually 1 or 2 hour-long tutorials per week), grading assignments and meeting with students during regularly scheduled office hours or other duties as discussed with the course instructor.

CUPE Local 3906 Collective Agreement and Hours of Work

The Canadian Union of Public Employees (CUPE), Local 3906, Unit 1, represents all part-time employees at McMaster, including teaching assistants, demonstrators, tutors and super tutors, markers, and research assistants who receive a research assistantship in lieu of teaching assistantship. A copy of the current collective agreement can be found [here](#). 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 instructor, in consultation with yourself, at the beginning of term to specify how many hours you will be spending on various tasks.

Health and Dental Benefits

CUPE 3906 provides dental coverage for Unit 1 members who have a TAship or RAship in lieu of a TAship worth 130 hours or more. Any questions about the CUPE dental plan should be directed to benefits@cupe3906.org. Click [here](#) for information related to your Dental Plan.

UHIP

It is essential that all international students have proper medical insurance coverage while in Canada. Please read this section carefully. Full details are available from the [International Students' Services \(ISS\) webpage](#).

The University Health Insurance Plan (UHIP) is a comprehensive plan that is for international students only. The plan provides doctors' services, hospital ward accommodation, all maternity claims (even if pregnancy began before you arrived in Ontario), and coverage for medical care outside of Ontario or Canada. The plan is compulsory, and students will not be permitted to register unless they purchase UHIP. Students may purchase additional coverage under UHIP if they intend to stay in Canada after completion of their studies or would like to travel outside of Canada (Please note that UHIP does not cover the cost of prescription drugs and dental work, you are covered by the GSA and CUPE insurance plans for this). For more information about applying for UHIP, fees, and obtaining your UHIP card, click [here](#).

Getting Paid

Tuition will be charged by term on September 1, January 1, and May 1, which will have to be paid before the end of that month. Mandatory Supplementary Fees are charged in full on September 1. Interest on tuition will begin to accrue on the second to last business day of those months unless a payment arrangement has been made with Student Accounts in the Registrar's Office.

Scholarship funds: For all scholarships, including graduate scholarships awarded with your offer, you will receive a lump sum payment by e-transfer each term in the middle of the first month of the term (mid-September, mid-January, mid-May). This is T4A income, which means that if you are enrolled full-time, these funds are not taxable.

Employment Income: TA ship money is paid on a bi-weekly schedule in the terms in which you are completing your work. You will have a record of this payment in MOSAIC. Once you have successfully logged into MOSAIC you will be able to view your pay statement online.

To receive your TA/RA/RA-in-lieu pay you must complete the direct deposit form and the TD1 and TD1ON tax forms that will be emailed to you. Once complete, please upload them to MacDrive as a pdf file. They will be submitted to HR on your behalf. *Note that on page 2 of the contact & deposit form, it requests banking information. Manually entered information will not be accepted and must be provided in the following format: 1) Void cheque, or 2) Direct deposit form completed by banking institution. A scan of the forms with the void cheque/form is sufficient. Please do not send the files as a jpg; a pdf is required.

Job Hazard Analysis and Health and Safety

It is **mandatory** for **all** employees at McMaster to take part in the Job Hazard Analysis and Health and Safety Training. This training must be completed on [MOSAIC](#) within, or before, the first two weeks of September. You will receive training in the following sections:

1. Training done through McMaster's EOHSS:
 - The Health & Safety Orientation
 - Ergonomics

- Slips, trips, and falls
 - Asbestos Awareness
 - Fire Safety
 - Office WHIMS
2. Job Hazard Analysis Form:
 - Computer work
 - Encountering violent situations in the workplace
 - Operating machinery
 - Reviewing reports
 - Walking on campus and off-site locations
 - Working alone
 3. Violence and Harassment Prevention
 4. Accessibility for Ontarians with Disabilities (AODA) Training

Additional Employment (Research Assistantships)

Research assistantships may be available in addition to teaching assistantships, depending on faculty needs and funding. Please see the Academic Department Manager should you wish to apply for additional work.

FACILITIES

Media Arts Labs

The McArthur Media Arts Wing (formerly: McArthur Multimedia Wing) is located on the 2nd floor of Togo Salmon Hall in room 202B (end of hall, top of the stairs). 'The Wing' offers 49 well-appointed workstations featuring a wide range of industry-standard web, audio, and video editing software suites.

Access to The Wing is by key card only. Key cards can be obtained by visiting the Administrative Assistant at the Humanities Media and Computing Service Centre in TSH 209. You will need to show your student ID card and indicate that you are a graduate student in Communication and New Media. A non-refundable charge applies for each key card. Wing Access: 24/7 (September to April)

Humanities Media and Computing (HMC) Services

Cameras and lighting equipment are available to be signed out from Humanities Media and Computing (HMC), located on the 2nd floor of Togo Salmon Hall. HMC is also able to provide standardized Wordpress installations. For more information about services offered please visit <https://hmc.humanities.mcmaster.ca/>.

Lyons New Media Centre

The Lyons New Media Centre is a media space for the innovative creation and use of new and traditional media in teaching, learning and research at McMaster. Work spaces include:

- video and audio editing workstations (all equipped with Adobe Creative Cloud)
- 2 edit suites
- consultation room
- video-gaming room
- a classroom
- a green screen
- a Help Desk to provide assistance to students, faculty and staff

The Centre features a large video wall to showcase the media creation process, to highlight faculty and student research and to display faculty and student media projects. The video wall may also be used for special media rich presentations.

The Lewis & Ruth Sherman Centre for Digital Scholarship

The Sherman Centre is a research centre located in Mills Memorial Library at McMaster University. The Centre provides consulting and technical support to faculty and graduate students with all levels of technological experience and on any stage or aspect of a digital scholarship or pedagogical project to help determine the digital tools, techniques and methods that best suit the project whether big or small. Some of the specific resources offered by the Sherman Centre include:

Digital Humanities Training - The Centre's 'Do More with Digital Scholarship' workshop series is aimed at introducing McMaster students, faculty, and staff to the multifaceted domain of digital scholarship and digital humanities tools and methods.

Research Dissemination - The Centre provides a platform for students to publicize their work and expose it to a wider audience for feedback and input. We achieve this via multiple means: a regular Sherman Colloquium that invites graduate students to present their work in progress; our digital media wall where visualizations and other depictions can be displayed in an artistic and engaging setting; and by offering publishing platforms such as our institutional repository, a journal publication system, and the Sherman website.

Scholarly Repository - The Centre is home to [MacSphere](#), McMaster's institutional repository (IR). MacSphere is the place where McMaster researchers can archive their intellectual property and make it available to a global community. Often this takes the form of published journal articles—conveniently meeting the new Tri-Council mandate regarding open access—but there are myriad other forms of scholarship in our repository: slide decks, video, white papers, etc. MacSphere is harvested by Google Scholar and other academic search engines, ensuring global reach.

Dedicated Workspace - The Centre has private cubicle space reserved for a limited number of graduate researchers, who benefit greatly from the proximity of a peer group working in similar fashion.

High Performance Workstations - Three state-of-the-art workstations, highly powerful computers with a wide range of complex software for digital scholarship installed.

Three 3D printers - an Ultimaker 2, a Makerbot 5th gen, and a Lulzbot TAZ 4 are available to researchers interested in engaging more deeply in modelling and fabrication.

For more information on the Sherman Centre see: scds.ca

Libraries

[Mills Memorial Library](#) is the Social Sciences and Humanities library that you will use most frequently. You may also find that you will need resources from the Innis Business library and the Health Sciences library. Graduate students may borrow materials for a period of one month. 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. If you do not return an overdue item the library will suspend your borrowing privileges, charge a book replacement fee, and a non-refundable administrative charge per item.

The Study Room in Mills Library

The Study Room in Mills Library (L405) is a small area designed for writing and research – complete with large tables and office chairs, a standing work area, comfortable seating, and, of course, internet access. Please click [here](#) for more information on how to access the room.

[LibAccess](#) permits access to the library's licensed e-resources (including e-journals), which can be viewed from home or on campus. You can login using your MAC ID and password. 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 \(RACER\)](#). ILL is free for books.

As a McMaster Graduate student, you can also get a “Reciprocal Borrower” card at university libraries across Canada. Please inquire at Mills Library for details.

Additionally, the [Hamilton Public Library](#) system is a great resource for fiction, popular non-fiction, CDs, DVDs, magazines, etc. There is a branch in Westdale on King Street West, and the Central Branch on York Street in Jackson Square. Library cards are free to all McMaster students, even if you don’t live in Hamilton.

University Technology Services (UTS)

Your MAC ID (the username and password you used to register for classes) enables you to access UTS services including:

- E-mail account on the MacMail Server
- MacSecure - public area wireless access
- MacVote - McMaster’s online voting system
- MOSAIC - allows you to view and change your personal information, view grades, use registration system, etc.

Visit [UTS Student Catalogue](#) for a full listing of UTS provided services for students.

CAMPUS ORGANIZATIONS

[Student Accessibility Services \(SAS\)](#)

McMaster University Student Centre, Room B107

Student Accessibility Services offers various supports for students with disabilities. SAS works with full-time and part-time students, as well as prospective students. SAS assists with academic and disability-related needs. If you will require accommodations, please contact SAS before September.

[MacPherson Institute for Leadership, Innovation & Excellence in Teaching](#)

Mills Library L504

McMaster Institute for Innovation & Excellence in Teaching & Learning is a resource for everyone who teaches at McMaster University. Their services include workshops, seminars, symposia, peer consulting, learning technology and resources for teaching.

[International Student Services \(ISS\)](#)

Gilmour Hall, Room 104

ISS offers information and services for International Students in a variety of areas, including immigration matters, University Health Insurance Plan (UHIP), work/study abroad, and more.

[The Canadian Union of Public Employees Local 3906 \(CUPE\)](#)

Kenneth Taylor Hall, B111

CUPE represents Teaching Assistants, Research Assistants, Sessional Lecturers, and hourly-rated Music Instructors.

[The Graduate Students' Association \(GSA\)](#)

Wentworth House, Room 109A

Contact the GSA concerning your health benefits, travel and other funding, and graduate student organizations. The GSA represents the members (all graduate students) before the authorities of McMaster University, and promotes communication and participation in all matters of common interest of the members of the Association, both at McMaster and in other educational institutions. The GSA owns and operates the [Phoenix](#) restaurant and bar.

[Ombuds Office](#)

McMaster University Student Centre, Room 210

A confidential service designed to assist students, faculty, and staff in the just, fair and equitable resolution of university related complaints and concerns.

[School of Graduate Studies \(SGS\)](#)

Gilmour Hall, Room 212

Contact the School of Graduate Studies for issues concerning payroll, scholarships, and registration information.

[Equity and Inclusion Office \(EIO\)](#)

McMaster University Student Centre Room 212

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

Graduate Student Life/Organizations/Athletics

There are intramural sports activities and various clubs and activities under the [McMaster Students Union \(MSU\)](#), while the [McMaster Daily News](#) provides information on upcoming events and speakers. [International Student Services](#) and the [Graduate Students Association](#) also publish information about events and activities of interest to students. The School of Graduate Studies website is also an excellent resource for graduate student-specific resources, including space for community research, project funding, and resources to help build academic and professional skills. Please click the 'Graduate Student Life' tab [here](#) for more information.

The David Braley Athletics Centre is one of the largest fitness centres at a Canadian university. The complex includes a double gymnasium, certified indoor, 200-metre track, four international squash courts, and multipurpose studios for karate, yoga, dance, and tai chi. Most of the activities in the Athletic Centre are free to students, except for "The Pulse" fitness room. For detailed information regarding membership fees, please visit their [website](#).

Parking and Transit

"Security and 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 encourage voluntary compliance.

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: <https://parking.mcmaster.ca/>

Transportation

Taxis: [Blue Line](#) (905-525-2583, 905-525-BLUE), [Hamilton Cab](#) (905-777-7777)

[GO Transit](#)

GO Transit is the regional public transit service for the Greater Toronto and Hamilton Area, with routes extending to communities across the Greater Golden Horseshoe.

[Hamilton Street Railway \(HSR\)](#)

The miscellaneous fees in your tuition include your HSR bus pass; this bus pass is valid from September until August. Details about distribution will be provided by SGS.

[Hamilton Bike Share:](#)

Hamilton's Community Bike Share Program is an inexpensive and innovative system of publicly accessible bicycles for pay per use transportation. These bikes are available at over 100 stations across the city, and there is a special rate for McMaster students.

SEPTEMBER CHECKLIST

- Carefully read through this information and information provided to you by the School of Graduate Studies.
- Upload your tax forms, deposit information form, and a VOID cheque as a pdf file to [MacDrive](#) as soon as possible so that you will get paid on time.
- Complete your personal and banking information on MOSAIC.
- Register for and complete SGS 101 – Ethics Online course; register in MOSAIC to have the course made available to you in Avenue to Learn.
- Register for and complete SGS 201 – Online Accessibility course; register in MOSAIC to have the course made available to you in Avenue to Learn.
- Meet with the instructor for whom you will be TAing and complete the “Supervisor and Teaching Assistant Hours of Work” form. Submit to the CSMA office.
- Sign up for office hours (if required by the instructor/supervisor as part of your job as a teaching assistant) and confirm them with your supervisor.
- Complete Health & Safety online training as indicated.
- If you received a conditional offer, provide original documentation to the Graduate Administrative Assistant to clear your condition(s).
- Send the Graduate Administrative Assistant an email from your new McMaster email account. Include your complete home address, phone number and the name and phone number of someone we can contact in case of emergency.
- Get to know your neighbours and make yourself at home!