

Your program as a sociology graduate student is affected by expectations from three main sources: School of Graduate Studies; Department of Sociology; and your supervisor and supervisory committee.

This Graduate Handbook is presented as a working guide to help graduate students and their supervisors.

For general university rules and procedures, refer to the current [School of Graduate Studies Calendar](#). Students should be familiar with the regulations therein and note that they take precedence over all departmental regulations.

Regulations contained in this handbook are subject to revision. Students are responsible for fulfilling those requirements in effect at the time they entered the program of study for any degree. If changes occur, students can sometimes opt to follow the new regulations. It is the student's responsibility to stay informed of changes. Students should consult the departmental Graduate Chair if there are any questions concerning these regulations or changes in them.

The most up-to-date regulations in the graduate program, and this handbook, may be found on the [Department of Sociology website](#). The website also provides information on graduate courses, faculty research activities, and e-mail addresses for faculty, graduate students, and staff. No hard copy of this information is available since it is updated on a regular basis.

*McMaster University recognizes and acknowledges that it is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the "Dish with One Spoon" wampum agreement.*

*McMaster Sociology is committed to the principles of equity, diversity, and inclusion (EDI).*

# Contact Information

Wednesday, May 21, 2025 1:50 PM

**Dr. Marisa Young, Professor**  
**Acting Chair, Graduate Committee**  
Chair of Graduate Committee  
July 1 to December 31, 2025  
905-525-1940 ex. 23621  
[myoung@mcmaster.ca](mailto:myoung@mcmaster.ca)

**Dr. Karen Robson, Professor**  
**Chair, Graduate Committee**  
Chair of Graduate Committee  
January 1 to June 30, 2026  
905-525-9140 ex. 23613  
[klrobson@mcmaster.ca](mailto:klrobson@mcmaster.ca)

**Ms. Corinne Jehle**  
**Administrative Assistant, Graduate Program**  
905-525-9140 ex. 23613  
[socgrad@mcmaster.ca](mailto:socgrad@mcmaster.ca)

# Starting your Graduate Journey

Thursday, May 22, 2025 3:01 PM

## Clearing Admission Conditions

### [SGS Instructions](#)

Please consult with the department graduate administrative assistant if you have questions about clearing your admissions conditions.

## Department

### [Orientation for New Graduate Students and TAs: Required](#)

Wednesday, September 3, LRW-1003 (Community Room), 9:00 a.m. - 4:00 p.m. Lunch provided

## Faculty of Social Sciences (FSS)

### [Orientation for New Doctoral Students](#)

Tuesday, September 16, 4:00 p.m. location t.b.a.

## School of Graduate Studies (SGS)

### [Graduate Studies Orientation Hub](#)

- [How to Register](#)
- [Photo ID Card](#)
- [McMaster Email](#)

## Activation of Mac ID

### [Instructions](#)

A MacID is a unique, alphanumeric identifier provided to all McMaster community members to access university systems, resources and applications. Additional permissions may be required for some services.

Your MacID is not your employee or student number.

# Registration Information

Thursday, May 22, 2025 3:02 PM

## Registration Dates for 2025-26

[Graduate Studies Enrolment instructions](#)

On time: June 24, 9:00 a.m. to August 1, 11:59 p.m.  
Late (with fee): August 2nd to September 5th

# Grad Office Space

Thursday, May 22, 2025 3:09 PM

Shared office space is available for all graduate students; each student is assigned their own desk.

Teaching Assistants typically hold their office hours in this space.

As the space is shared, please keep the following in mind:

- 1) If someone is holding office hours, please step away from the office should undergraduate students wish to meet with their TA.
- 2) Please ensure the door is locked when you leave the office even if it is only for a few minutes. Theft is rare but it can happen.
- 3) Please do not bring your bike into the office. See [campus bike storage options](#).
- 4) Report lost keys immediately to the Academic Department Manager [deptsoc@mcmaster.ca](mailto:deptsoc@mcmaster.ca)

Other Points of information

- 1) Garbage is picked up once every ten days. Take food garbage to the bathroom bins; they are cleaned daily.
- 2) Group study space is available in the grad room (KTH-616)

# Grad Life at Mac!

Thursday, May 22, 2025 3:09 PM

## Department

The Department hosts guest lectures, special academic sessions and social events. Typically, these will be held during the Department meeting time on the fourth Wednesday of the month from 2:00 to 4:00 p.m.

## Sociology Graduate Student Caucus

Students may serve on various department committees as representatives of the Sociology Graduate Student Caucus. The Caucus Chair for 2025-26 is Camden Church ([churcc7@mcmaster.ca](mailto:churcc7@mcmaster.ca)).

### Examples

- Graduate Committee Representatives: one MA and one PhD student.
- Tenure and Promotion
- Research Ethics Committee
- Caucus Social Committee

## Social Sciences Graduate Students' Association (SSGSA)

### [Website](#)

The Association aims to:

- Create a sense of community and support for Social Science graduate students across the faculty throughout their time at McMaster
- Offer opportunities for social connections
- Provide grants to assist with conference presentations and research
- Advocate for graduate student needs with the faculty

Opportunities exist to serve as elected representatives

## Faculty of Social Sciences

Student representatives are elected faculty wide for the General Faculty Committee and the Faculty Council Committee. Emails with voting instructions will be sent yearly in late summer/early fall. Typically, in Sociology, the Graduate Student Caucus nominates the representatives.

School of Graduate Studies

- [Graduate Community Resources](#)

Graduate Students Association

- [Graduate Students Association of McMaster University](#)

# Objectives

Wednesday, May 21, 2025 1:53 PM

Graduate education in the Department of Sociology at McMaster University is geared toward the intellectual development of sociologists, at both the M.A. and the Ph.D. levels. We have the highest standards, in line with national and international norms for excellence in sociology.

The Sociology Department's areas of strength are subfields of sociology in which we have clusters of faculty expertise. The current areas of strength for the department are:

- Gender, Sexuality, Family
- Political Sociology and Social Movements
- Race, Ethnicity, and Immigration
- Social Inequality
- Social Psychology
- Work and Occupations

Individual faculty members also have expertise in a broad range of research areas. Please feel free to contact faculty members to learn more about their research.

# Faculty Advisor/Supervisor

Wednesday, May 21, 2025 1:56 PM

During the summer prior to starting their program, new students are assigned a faculty advisor for one term for M.A. and two terms for Ph.D. students. At the end of these periods, the advisor becomes the permanent supervisor unless the student or advisor initiates a request for a change. The assignment of advisors is initially made based on compatibility of interests between student and faculty member, taking into account the supervisory load and availability of particular faculty members. Students can change supervisors (see below), but they should settle on a permanent supervisor and thesis topic early in the program. The faculty advisor/supervisor will assist the student in planning a program of study and ensure that the student is progressing at a satisfactory pace.

Advisors/supervisors play a significant role in helping to develop a graduate student's program of study. They consult with the student in setting up the program of study and, at the same time, ensure that standards of excellence are met. They also guide students in their completion of M.A. and Ph.D. theses. At the regularly scheduled evaluation periods, the supervisor and supervisory committee are responsible for evaluating the student's performance and making recommendations to the Department and to the School of Graduate Studies regarding the student's status. These evaluations are made relative to the progress milestones laid out in this document.

The student-advisor/supervisor relationship rests on mutual respect and trust. The student should be able to talk freely with the advisor/supervisor about all aspects of the graduate program. To a large extent, the advisor/supervisor is responsible for ensuring that the student moves through the various stages of the graduate program in a timely fashion, obtaining the best possible qualifications and meeting the program's goals. The student has a responsibility to consult with the advisor/supervisor on a regular basis about all aspects of the program of study and research. To learn more about how to best approach the supervisory/student relationship please view the SGS "[Graduate Supervision website](#)".

Students should exercise the following:

- Consult with the faculty advisor/supervisor about the courses to be taken to satisfactorily complete the program. **Students should be aware that the Graduate Committee could require a student to complete more than the minimum number of courses required if it believes that the student lacks expertise in areas that are particularly important training as a sociologist.**
- Consult with the supervisor about the topics for the M.A. major research paper and thesis and Ph.D. dissertation. Students should develop their thesis/dissertation proposal in consultation with their supervisor and members of their supervisory committee. The proposal must be approved by the supervisory committee before the student pursues the research program. In the case of the M.A. thesis and MRP, the proposal must be formally completed and approved by the end of the first term; in the Ph.D. program, the deadline is the end of the sixth term (typically the end of the summer of the second year).
- Consult with their supervisor about the selection of other members of the supervisory committee. The committee must be set up in the case of those following the M.A. thesis route by October 15 of the first term, and in the Ph.D. program by the middle of the second term. In agreeing to be on a supervisory committee, faculty members commit to making themselves available for committee meetings and to provide guidance informally to students when necessary.
- Consult with the supervisor over the choice of areas in which Ph.D. comprehensive examinations will be taken. These areas are chosen primarily based on the student's interests, and with an eye to gaining a solid grounding in the subject area in which research will be undertaken for the Ph.D. dissertation.
- Consult with the supervisor concerning any change in status that may be desired. This includes requests for transfer to part-time status, leaves of absence, off-campus status while undertaking field research, or for extension of the time normally permitted by the School of Graduate Studies for the completion of degree requirements.

Consult with the supervisor regularly while conducting their M.A. MRP, thesis, or Ph.D. dissertation research. The supervisor, in consultation with the student's supervisory committee, approves all data collection instruments (e.g., questionnaires, interview guides, etc.) before these are used by students. **Following approval by the supervisor, in cases where the research involves human participants, an application (protocol) must be submitted to the [McMaster Research Ethics Board](#).** The supervisor must sign applications. The Ethics Committee takes several weeks to process applications.

- Consult with your supervisor whether your research activities will require [risk management documentation](#) and/or "[full-time off campus status](#)."
- Consult with your supervisor about the appropriate use of generative AI. Please see policy in the "policies and resources" section of this handbook."
- Consult with the supervisor regularly while writing the M.A. thesis or Ph.D. dissertation. The supervisor (and usually the supervisory committee) must also approve each chapter or section of the student's thesis or dissertation as these are being written. Students will not be allowed to proceed to the oral defence of the thesis or dissertation unless the supervisory committee has approved it.
- Consult with the supervisor about any problem being encountered in the program, including any administrative or bureaucratic difficulties that may arise.

**IMPORTANT: The Administrative Assistant for the Graduate Program must be advised of all decisions that are made vis-à-vis the student's program.**

# Supervisory Committee

Wednesday, May 21, 2025 1:57 PM

The supervisory committee functions in conjunction with the supervisor as an advisory and examining body for each student's work. The committee should be established as soon as possible after the student enters the program and has worked out a potential topic for research with the supervisor. **The supervisory committee must be in place no later than October 15 for those following the M.A. thesis route, and the end of the second term for those in the doctoral program.**

At the M.A. level a supervisory committee consists of at least three members of the faculty in the Department of Sociology. If the student is working in an area in which there is limited expertise within the department, permission can be obtained to include someone from another department within the university.

At the Ph.D. level the supervisory committee consists of at least three members, at least **two of whom must be in the Department of Sociology**. On very rare occasions, a member of the committee can be from another university, but this requires a formal application by the supervisor to the School of Graduate Studies; the application must demonstrate that a person of comparable expertise cannot be found at McMaster and that such a person is critical for the successful completion of the thesis or dissertation. This person must be available to attend regular supervisory committee meetings.

The School of Graduate Studies requires a formal supervisory meeting and accompanying "Supervisory Committee Meeting Report" at least once every academic year. The Graduate Administrative Assistant will initiate this electronic report. Students will be notified by email when this report has been initiated. It is their responsibility to complete sections that pertain to the student's progress over the past year and future plans. The report will be sent to the supervisor and committee. Each member indicates an assessment of the student's progress and approval of the program of study and research set out for the following year. The ratings range from Excellent to Unsatisfactory. In that way, the School of Graduate Studies maintains a record of the student's progress through the program and can determine whether or not the student is fulfilling the expectations of the supervisory committee as set down at previous meetings.

The supervisory committee, on the appointment of the Graduate Studies, acts as the oral examining committee for the M.A. thesis defence. Likewise, for the Ph.D. defense, members of the supervisory committee can serve on the final oral examining committee (for more information see "Guide for the Preparation of Thesis," available from Graduate Studies). ([See 3.4.4. SGS Calendar](#)).

# Changing Advisors/Supervisors

Wednesday, May 21, 2025 1:58 PM

Changes in advisors/supervisors can be made. Often these requests are made in instances when students develop clearer ideas of their MRP, thesis and dissertation topics that may vary from their selected supervisor's areas of expertise. Students are encouraged to meet and work with a wide variety of faculty members and to participate in the process of selecting an appropriate supervisor.

Any student wishing to change supervisors must fill out a form available from the Administrative Assistant and submit the request to the Graduate Committee. The Graduate Committee also requires that the change request form include the written opinions of both "old" and "new" supervisors about the proposed change.

# Graduate Courses, Terms and Units

Wednesday, June 25, 2025 2:46 PM

The academic year – September 1, 2025 to August 31, 2026 is broken into three academic terms:

- Fall: September to December
- Winter: January to April
- Summer: May to August

Please refer to the [SGS Calendar's "Sessional Dates" for details and SGS deadlines.](#)

Note: in Mosaic, typically, will display Spring/summer as the undergraduate program has two terms between the months of May and August.

## Within Sociology

Typically, all one term courses are valued at 3-units. Some calendar copy call these "half-courses".

Exception: Sociol 724/725 are valued at 1.5 units each and offered over the fall and winter terms.

## Outside Department Courses

Graduate Course start and end dates will vary by department. There is no official fall break or reading week for graduate students across campus. Students should check with the program offering the course for the precise timetable for that program.

# Deadline Expectations & Incomplete Grades

Wednesday, May 21, 2025 2:01 PM

## Grade Deadlines

Students are required to submit papers for credit to their instructors no later than 10 days before the grade is due in the School of Graduate Studies. These dates are given in the [Graduate Calendar](#). They are typically a few weeks after the end of classes.

## Instructors' Design of Courses

Instructors have a responsibility to design courses in order that all requirements can normally be completed within the limits of a single term, taking into account students' overall course loads.

## Exceptional Incompletes

Incompletes will be granted only in very unusual circumstances. To qualify, the student must discuss the reasons with both the course instructor and the Graduate Chair. Subsequently, a "request for incomplete form" must be submitted to the department (obtained from the Grad Admin Assistant). Deadlines for removal of incomplete grades are given in the [Calendar](#). Courses still incomplete after the deadline are given a grade of F and the student is not permitted to re-register without the approval of the School of Graduate Studies Committee on Graduate Admissions and Study.

# Graduate Courses 2025-26

Wednesday, June 25, 2025 2:50 PM

## Notes:

- Total length of a term is 12 weeks or 36 hours of classes.
- MA students must take three fall classes. The number of winter and summer courses required is dependent on program pathway. Please see your offer letter for choices of programs offered to you and the [Department Handbook](#) for more information.
- PhD students have the option of two pathways to follow when scheduling courses. Please see the Section 6B, [Department Handbook](#) for more information.
- All students should discuss their course selection with their advisors.
- Enrolment is **limited** with priority given to students in the Department of Sociology. Students from outside of the department should contact the instructor to be added to a waiting list. Please ensure your email contains details regarding your academic background in sociology or related disciplines.
- Schedule subject to change

## FALL TERM September to December

No Classes/Offices Closed	Monday, September 1 (Labour Day)
Classes Start	Monday, September 8
Last Day to add classes	Friday, September 19
Last Day to Delete Courses	Friday, November 7
No classes/some services open	Tuesday, September 30: (National Day for Truth and Reconciliation)
Campus Closed	Monday, October 13 (Thanksgiving)
Fall Break	Tuesday, October 14 - Sunday, October 19 (university offices are open as normal)
Classes End:	Tuesday classes end on December 9th All others Dec 1 to 5th
	<b>Additional or make-up classes may be scheduled in December.</b>
Instructor Grade Submission	Tuesday, January 6, 2026

**700** Selected Topics in Sociology I. 2025 Topic: Critical Indigenous and Decolonial Thought in “Canada” – [Jeff Denis](#) .  
Thursday, September 11 to December 4, 2:30 p.m. to 5:30 p.m., KTH-712 (Mosaic class number: 6540)

**701** Selected Topics in Sociology II. 2025 Topic: Digital Text as Data – Zhifan Luo .  
Wednesday, September 10 to December 3, 9:00 a.m. to noon, KTH-712 (Mosaic class number: 9158)

**724A** Doctoral Research and Professional Development I (Required for first year doctoral students) - [Tina Fetner](#) .  
Thursday, noon to 2:00 p.m., September 11 to December 4, see course outline for exact schedule, KTH-712 (Mosaic class number: 5979)

**725A** Doctoral Research and Professional Development II (Required for second year doctoral students) – [Tina Fetner](#) .  
Thursday, noon to 2:00 p.m., September 11 to December 4, see course outline for exact schedule, KTH-712 (Mosaic class number: 5980)

**741** Introduction to Social Statistics – [Lisa Kaida](#) .  
Tuesday, September 9 to December 9, 9:00 to noon, KTH-712. (no classes on September 30th), (Mosaic class number: 6473)

**743** Historical Methods – [Vic Satzewich](#).  
Tuesday, September 9 to December 9, 1:00 to 4:00 p.m., KTH-712. (no classes on September 30th),

(Mosaic class number: 6543)

**751** Contemporary Sociological Theory - [Neil McLaughlin](#) .  
Friday, September 12 to December 5, 3:00 p.m. to 6:00 p.m., KTH-712), (Mosaic class number: 9159)

**HOLIDAY CLOSURE: University is fully closed/ most buildings locked. Thursday, December 25 to Friday, January 2nd. Repens: Monday, January 5th.**

**WINTER TERM January to April**

Classes Start	Monday, January 5
Last Day to add classes	Friday, January 23
Last Day to Delete Courses	Friday, March 20
Campus Closed	Monday, February 16 Family Day)
Winter Break	Tuesday, February 17 to Sunday, February 22 (university offices are open)
Classes End:	Monday, March 30 to Thursday, April 2 Friday classes end Friday, April 10
No Classes/University Closed	Friday, April 3 (Good Friday)
	<b>Additional or make-up classes may be scheduled in April</b>
Instructor Grade Submission	Thursday, May 1, 2026

**718** Sociology of Work and Occupations - [Paul Glavin](#).  
Wednesday, January 7 to April 1, 5:00 p.m. to 8:00 p.m., KTH-712 (Mosaic class number: 8473)

**724B** Doctoral Research and Professional Development I (Required for first year doctoral students) - [Tina Fetner](#)  
Thursday, noon to 2:00 p.m., January 8 to April 2, see course outline for exact schedule, KTH-712

**725B** Doctoral Research and Professional Development II (Required for second year doctoral students) - [Tina Fetner](#)  
Thursday, noon to 2:00 p.m., January 8 to April 2, see course outline for exact schedule, KTH-712

**740** Statistical Methods for Social Research – [Marisa Young](#)  
Friday, January 9 to April 10, 1:00 p.m. to 4:00 p.m., KTH-712  
Prerequisite: Sociol 741 or permission of the instructor as determined by a diagnostic exam. See Handbook for details. (Mosaic class number: 5804)

**742** Qualitative Methods – [Melanie Heath](#)  
Tuesday, January 6 to April 7, 1:00 p.m. to 4:00 p.m., KTH-712 (Mosaic class number: 8484)

**758** Sociology of Race and Ethnicity – [Anne-Marie Livingstone](#)  
Wednesday, January 7 to April 1, 9:00 a.m. to noon, KTH-712 (Mosaic class number: 6074)

**Spring/Summer: see next tab**

Supervised research courses

**730** Supervised Research Course

**731** Supervised Research Course in Sociological Approaches to Social Psychology

1. MA coursework students may take one of either Sociol 730 or Sociol 731 or a course outside of the department (provided it is not a supervised research course)/
2. Those pursuing the MRP option may not take either Sociol 730 or 731 but may take a class outside of the department provided it is not a supervised research course.
3. Those pursuing the thesis option may petition to take one of Sociol 730 or 731 or a class outside of the department.
4. PhD students may take one of either Sociol 730 or Sociol 731 or a course outside of the department. These course will not exist as a choice in Mosaic until after the instructor provides the course number, term, and student name to the Grad Administrative Assistant. Mosaic requires the student to self-enrol once the class is available.

### **Courses outside of the Department**

1. Sociology students have limits on the number of courses that may be taken outside of the department depending on your program. Consult the [Department Handbook](#) for more details.
2. There is no comprehensive list of all graduate course offerings across campus; seek information from Mosaic or via department websites.
3. It may be necessary to seek permission of the outside department prior to enrolment.
4. Be advised that different programmes have different term start and end dates.
5. Reading week is not universal for graduate programs; as above, check if a mid-term break is offered.
6. Education courses including EDUCATN 750 will be excluded from the degree course selections. If interested, students are encouraged to take the course as an extra credit option towards the [teaching and learning certificate](#).

# Summer Courses

Wednesday, May 21, 2025 2:01 PM

To provide flexibility in the scheduling of students' coursework, the Department tries to offer two graduate courses during the summer. Since many faculty are absent from campus during the summer, however, the availability of summer courses, and the particular course or courses offered, vary from year to year. Students may have the option of taking a Sociol 730 or 731 course, or a course in another department. Please check degree requirements for options and restrictions and discuss your plans with your student advisor or supervisor.

## SPRING/SUMMER May to August

Summer classes are scheduled during March and April. Typically, summer classes are scheduled for 36 hours of instruction – like the fall and winter classes – but classes may be scheduled twice a week at the request of the instructor.

There is no "spring/summer" division as there is in undergraduate classes and grades can only be submitted once the system opens in August with a maximum deadline of September 1<sup>st</sup>.

Classes Start	tba
Last Day to add classes	Friday, May 8
Last Day to Delete Courses	Friday, July 10
Classes End:	tba
Instructor Grade Submission	Monday, September 1, 2026

702 Selected Topics in Sociological Approaches to Social Psychology. 2026 Topic: The Sociology of Mental Health: Work, Family, and Social Context - [Marisa Young](#) (Mosaic course number: 1278)

713 Social Inequality – [Phillipa Chong](#) (Mosaic course number: 1278)

## Supervised research courses

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2. Those pursuing the MRP option may not take either Sociol 730 or 731 but may take a class outside of the department provided it is not a supervised research course.
3. Those pursuing the thesis option may petition to take one of Sociol 730 or 731 or a class outside of the department.
4. PhD students may take one of either Sociol 730 or Sociol 731 or a course outside of the department.

These courses will not exist as a choice in Mosaic until after the instructor provides the course number, term, and student name to the Graduate Administrative Assistant. Mosaic requires the student to self-enrol once the class is available.

## Courses outside of the Department

1. Sociology students have limits on the number of courses that may be taken outside of the department depending on your program. Consult the [Department Handbook](#) for more details.
2. There is no comprehensive list of all graduate course offerings across campus; seek information from Mosaic or via department websites.
3. It may be necessary to seek permission of the outside department prior to enrolment.
4. Be advised that different programmes have different term start and end dates.
5. Reading week is not universal for graduate programs; as above, check if a mid-term break is offered.
6. Education courses including EDUCATN 750 will be excluded from the degree course selections. If interested, students are encouraged to take the course as an extra credit option towards the [teaching and learning certificate](#).

# SGS Required Courses

Friday, August 15, 2025 4:23 PM

## Required On-line SGS Courses for all New Graduate Students

- SGS 101 Academic Research Integrity and Ethics (course code: 6029)
- SGS 201 Accessibility for Ontarians with Disabilities Act (AODA) (course code:6030)

All graduate students must complete the above courses in the first month of their studies.

*Exception:* Doctoral students who have completed the courses as part of their MA are not required to repeat them.

Students cannot graduate or proceed to next term if the course is not completed successfully.

The course content is available on [Avenue to Learn](#). Each class takes approximately one hour to complete.

Courses are marked on a pass/fail basis.

Further details

- [How to enrol in – and complete – SGS 101 and 201 – School of Graduate Studies](#)

## Place Holder Course:

The purpose of SGS 700 is to confirm enrolment for any term where no formal graded class is taken.

MA students in the MRP or Thesis option will need to add SGS 700 to the summer term (course code Summer 2026 1101) of the first year.

New doctoral students will typically add SGS 700 to the summer term (course code 1101)

# Sandwich Thesis

Wednesday, May 21, 2025 2:02 PM

A sandwich thesis consists of a collection of articles, some of which have been published or are about to be published. They are often multi-authored. The student must provide a thematic introduction and indicate her or his role in researching and writing the articles. Copyright clearance must be obtained from the publishers of the articles. This is an acceptable thesis format at McMaster. The sandwich thesis was instituted to allow students in fields where expectations around publishing are high the opportunity to publish without having to wait till after the thesis defence occurs. The sandwich thesis also recognizes the increasingly cooperative nature of research. Further information may be obtained in the [Graduate Calendar](#) and from the School of Graduate Studies [Guide for the Preparation of Master's and Doctoral Thesis](#).

# On-Campus Status & Travel

Wednesday, May 21, 2025 2:37 PM

## Full time On Campus status - [SGS Calendar 1.3](#)

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. Vacation entitlement is discussed in [Section 2.5.8](#). If this period of time exceeds two weeks, the approval of the supervisor or in the supervisor's absence a member of the supervisory committee is also required. In accordance with government regulations (see [Section 2.5.2](#) 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 for conferences, field work or studies 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 and pay the readmission fee. No guarantee of readmission or of renewal of financial arrangements can be made and a decision on readmission is not subject to appeal. An exception to this policy would be programs described in the calendar as delivering their curriculum either partially or fully in on-line formats. Please refer to details in individual program descriptions.

## Related Forms

- [Application for full time off campus status](#)
- [RMM 801: Risk Management for Field Trip, Student Placements and Research Travel](#)  
Research Travel Scholarships
- [SGS Scholarships](#): awards to fund research travel. Of specific note,
  - GSA Travel grant
  - The James F. Harvey and Helen S. Harvey Travel Scholarships
  - The School of Graduate Studies Grant in Aid for Research Travel
  - Yates ScholarshipConference Travel Scholarships
- [SGS Scholarships](#): awards to fund conference travel. Of specific note,
  - GSA Travel grant
  - Yates Scholarship
- Sociology Conference Travel Grant for doctoral students
  - Details will be emailed in fall 2025 for travel in 2025-26

# SGS Required Courses for All Graduate Programs

Monday, June 02, 2025 11:27 AM

## Degree Required Courses

- SGS 101: Academic Research Integrity and Ethics
- SGS 201: Accessibility for Ontarians with Disabilities Act (AODA) Training

All new students must enrol and complete these online courses during the first month of studies.

See [SGS instructions](#)

## Mosaic "Placeholder" Course

- SGS 700 – reading and writing

To confirm registration, students not taking formal classes (ie summer for an MRP or thesis or PhD comprehensive, research and writing, must add SGS 700 to each term of enrolment.

See SGS Calendar: [2.6.8 Placeholder Courses](#)

# MA PROGRAM

Wednesday, May 21, 2025 2:02 PM

The Department offers three routes to an MA: coursework, major research paper option or thesis option. All students are admitted into a coursework option. Students may petition to follow another option once matched with a supervisor and upon a formal petition submitted and approved by the graduate committee. This petition is to be submitted in early September of the first year. Please see below for other requirements and timelines.

The coursework option requires the completion of eight courses. These courses are normally completed within twelve months. Students take the coursework option if they wish to give themselves exposure to a range of substantive areas of study in sociology. We advise students to consider the coursework option seriously because it allows for the timely completion of the MA, and for those who want to continue their studies, provides the breadth of graduate level training that is a good foundation for doctoral studies.

The MRP option requires that students complete six courses and a major research paper. These requirements are normally expected to be completed within twelve months. The MRP option gives students the opportunity to both strengthen their general training in sociology and to plan and execute a major research project. Those pursuing this option are strongly advised to have a clearly defined topic before entering the M.A. program. In addition, a proposal of approximately five pages must be completed and approved by December 15 and a copy must be submitted (see instructions below) to the Administrative Assistant by the end of the first day of classes in January. If this requirement is not met, you will be transferred into the coursework option in January.

Those students who choose the thesis option are advised that this option normally takes at least two years to complete, and sometimes longer. We strongly encourage you to have a clearly defined thesis topic before entering the M.A. program. In addition, you must form a three-person supervisory committee by October 15, and subsequently develop a thesis proposal of approximately five pages. The proposal must be approved by the committee by December 15 and submitted (see instructions below) to the Administrative Assistant by the end of the first day of classes in January. If any of these requirements are not met, you will be transferred into the coursework option in January.

# MA Theory Requirement

Wednesday, May 21, 2025 2:03 PM

To meet the theory requirement, all M.A. students must pass an accepted theory course (B-). If the student is awarded a grade of B+ or more, the theory requirement will have met at the Ph.D. level as well should that student continue with graduate studies. In other words, in cases where students pursue a doctorate at McMaster within two years of completing the M.A. degree, the Ph.D. Theory requirement will be waived.

Courses that meet the theory requirement are Sociol 750 (classical), and Sociol 751(contemporary).

# MA Methods Requirement

Wednesday, May 21, 2025 2:03 PM

To meet the methods requirement, all M.A. students must pass an accepted 700-level methods course (B-). If the student is awarded a grade of B+ or more, the methods requirement will have been met at the Ph.D. level as well. In other words, in cases where students pursue a doctorate at McMaster within two years of completing the M.A. degree, the corresponding Ph.D. Methods requirement will be waived.

Courses that meet the methods requirement are Sociol 740 (quantitative), Sociol 742 (qualitative), and 743 (historical). Sociol 741 is the prerequisite for Sociol 740 and on its own does not meet the methodology requirement.

# MA Students Meeting PhD Theory & Methods Requirements

Wednesday, May 21, 2025 2:03 PM

It is possible for M.A. students to meet the theory and the methods requirements for the M.A. and Ph.D. programs simultaneously. To be eligible for this process, the student must have received a grade of "B+" or better for the course and must pursue a doctorate at McMaster within two years of completing the M.A. degree.

# MA Coursework Option

Wednesday, May 21, 2025 2:04 PM

## Schedule

Term	Fall (Sept. - Dec.)	Winter (Jan – April)	Summer (May - Aug)
Year I:	- 3 courses	- 3 courses	- 2 courses

Requirements: Includes one theory and one methods course. Students must consult with their Graduate Advisor to ensure they enrol in courses that meet program requirements.

The coursework option requires that students take eight courses (courses are one term, or four months, in length), including one course in theory (see 5A above) and one course in methods (see 5B above). Courses may not be taken at the 600 level. Students are limited to one supervised research course (SOCIOL 730, SOCIOL 731), or one-half course in another department provided it is not a supervised research course. Students may petition the Department Graduate Committee on a case-by-case basis for greater flexibility.

Students must consult with their Graduate Advisor to ensure they enrol in courses that satisfy the requirements. Students must declare their intention to pursue this option by the end of the second term using the service request feature on Mosaic.

Note: Education courses including [EDUCATN 750](#) will be excluded from the degree course selections.

# MA Major Research Paper (MRP) Option

Wednesday, May 21, 2025 2:05 PM

The MRP option requires approval by a supervisor and a petition to the graduate committee in September of the first year. Award holders of the CGRS-M graduate scholarship are automatically approved to complete the MRP option as the award provisions require original research and prohibit the completion of a coursework option. If approved to complete the MRP, students are required to complete six courses and prepare a major research paper on a sociological topic of their choice.

## Schedule

Term	Term 1 (Sept. - Dec.)	Term 2 (Jan – April)	Term 3 (May - Aug)
Year I	- 3 courses - Sept: petition to the graduate committee - Dec 15: submit MRP proposal. identify supervisor & second reader. - approval required by the beginning of term 2	- MRP Option Approved - 3 courses - work on MRP begins.  OR  Option Not Approved: continue coursework option (see Table 1 or 2)	- final paper submitted by August 1
Requirements	Includes one theory & one methods course. Students must consult with their Graduate Advisors to ensure they enrol in courses that satisfy the requirements.		

Students are expected to complete six courses (courses are one term or four months in length) with three scheduled in the first term and three in the second term. These courses include one in theory (see 5A above) and one course in methods (see 5B above). Courses may not be taken at the 600 level. Students may take one course in another department. As independent study is incorporated into this path, no supervised research course (SOCIO 730, SOCIO 731) or a similar such course in another department may be used to complete the course requirements. Students may petition the Department Graduate Committee on a case-by-case basis for greater flexibility.

Students must consult with their Graduate Advisors to ensure they enrol in courses that satisfy the requirements.

**Note:** Education courses including [EDUCATN 750](#) will be excluded from the degree course selections.

By the end of the first term, students will have prepared a proposal of approximately five pages (see items 2 and 3 below). The proposal must identify a supervisor and second reader. If the MRP option is not approved by the supervisor, students will be moved into the coursework stream and will continue following the schedule for that stream: three courses in term II and two over the summer.

Students complete the major research paper through the summer term. The paper is expected to be 7,500-10,000 words in length (approximately 30-40 pages).

The MRP must be completed and submitted to the supervisor, and the second reader by August 1. It will be marked on a pass/fail basis.

## Format

The MRP can take one of two forms.

- The first is a critical literature review, in which the sociological literature relevant to a topic is researched, synthesized and discussed analytically. This option would include a research question and build theory based on analysis of relevant literature. It would ideally provide a strong foundation in the sociological literature for a future dissertation-length project.
- The second option is to complete a paper that includes an empirical component using pre-existing data and would take the form of a manuscript suitable for submission to an academic journal. Such a paper would include a research question, discussion of relevant literature, analysis of qualitative, quantitative, or historical data, and a discussion of the paper's contribution to the literature.

In either case, the scope of the paper should be considered carefully and discussed with the supervisor. A project that requires data collection, such as ethnography, a set of interviews, or a survey, is outside the scope of an MRP.

## Supervisor and Second Reader

Students taking the MRP route will normally work with their Graduate Advisor as supervisor. In cases where the topic of inquiry makes it necessary to seek out a new supervisor with greater expertise in the area, a change in supervisor should be requested. Both the supervisor and second reader will submit their assessments of the MRP by August 31. In cases of dispute, the Chair of the Graduate Committee will act as a third reader. The decision of the Chair will be binding.

### **MRP Proposal**

Students following the MRP route must write a proposal of approximately five pages, submit it to their supervisor by December 15 of their first term in the program and have it approved by the beginning of Term 2. An electronic and hard copy of the proposal, along with the department's Proposal Approval Form must be submitted to the Administrative Assistant by the end of the first week of classes in January. The goal of the proposal is to allow students to select their topic of inquiry and have it approved in sufficient time to complete the MRP. Since the MRP proposal is expected to conform in structure to M.A. and Ph.D. proposals, students may want to consult the department guidelines for writing Ph.D. dissertation proposals (section 7-G below).

# MA Thesis Option

Wednesday, May 21, 2025 2:06 PM

It is expected that most M.A. students will take the coursework or MRP route. The thesis option requires approval. Please check your offer letter if this option is permitted. Those students completing the thesis option are required to complete four courses (courses are one term or four months in length) and prepare and defend a thesis.

## Schedule

Table 4: M.A. Thesis Schedule (September Admission)			
Term	Term 1 (Sept. - Dec.)	Term 2 (Jan – April)	Term 3 (May - Aug)
Year I	<ul style="list-style-type: none"> <li>- 3 courses</li> <li>- Sept: petition to the Graduate Committee</li> <li>- Oct 15: supervisory committee formed</li> <li>- Dec 15: thesis proposal submitted</li> <li>- approval by beginning of term 2</li> </ul>	Thesis Option Approved - 1 course - data collection OR Thesis Option Not Approved: continue coursework option (see Table 1 or 2)	- data collection
Requirements	Includes one theory and methods course. Students must consult with their Graduate Advisors to ensure they enrol in courses that satisfy the requirement.		
Year II	- 1st draft by 7th week	- final draft by 7th week - oral defense by end of term	May supervisory meeting if defense not completed by April

Students are expected to take four courses with three scheduled in the first term. Course choices must include one course in theory (see 5A) and one course in methods (see 5B). Courses, whether inside or outside of the department, may not be taken at the 600 level. Students may petition the Department Graduate Committee on a case-by-case basis to take a supervised research course (SOCIO 730, SOCIO 731), or a half course in another department, provided it is not a supervised research course.

**Note:** Education courses including [EDUCATN 750](#) will be excluded from the degree course selections.

If the thesis option is not approved, students will continue following the schedule for the coursework M.A: three courses in term II and two over the summer.

Students must consult with their Graduate Advisors to ensure they enrol in courses that satisfy the requirement.

## Supervisory Committee

In the M.A. thesis route, the supervisory committee must be set up by October 15. The committee must consist of three members. Normally the committee will be made up of faculty in the Department, though one member of the committee can be from another department. For further information, see the general information on supervisory committees (Section 2).

## Thesis Proposal

Students following the M.A. thesis route must write a proposal of approximately five pages and submit the proposal to their supervisory committees by December 15 of their first term in the program. The proposal must also be approved by the supervisory committee before data collection begins. The proposal must be approved by the beginning of the second term.

An electronic copy of the proposal and the department's Proposal Approval Form must be submitted to the Administrative Assistant by the end of the first week of classes in January. 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. Since M.A. and Ph.D. proposals are similar in structure, M.A. students may want to consult the department guidelines for writing Ph.D. dissertation proposals (section 7-H below).

## Thesis and defense

Approval of the proposal allows students to do preliminary data collection and preparation during the second term, and to continue researching and writing through the third term. Students always have the option of planning a more accelerated program.

Please review the FSS Policy regarding GenAI in the Policies and Resources section of this Handbook.

If a complete first draft of the thesis has not been submitted to the supervisory committee by the end of the fifth term, a supervisory meeting will be held by May 15 to create a timetable for completion by the end of the sixth term.

The thesis must be defended at a public oral examination in which the examining committee separately judges the quality of the thesis and the performance in the oral. Both must be rated satisfactory for the student to be recommended for graduation. A minimum of 10 days must elapse between the time the supervisor confirms the thesis is ready for defence to the Administrative Assistant and the thesis defence. Please also review the [SGS Completing your Master's degree – Thesis](#) for information regarding formatting, defense initiation directions, and final forms and instructions for uploading the thesis to MacSphere.

# MA Application to PhD Program

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M.A. students who wish to pursue their Ph.D. at McMaster will be required to submit an admission application by the regular admission deadline of December 14th.

# PhD PROGRAM

Wednesday, May 21, 2025 2:09 PM

All degree requirements must be completed within a maximum of six years of entering the Ph.D. program. Funding will be provided only for the first four years under the condition of satisfactory progress. The schedule below is based on this funding period.

The requirements of the Ph.D. program consist of:

- seven graduate courses beyond the M.A. These courses must:
  - (a) meet the methodology requirement (this includes the fulfilment of two methods requirements [quantitative and qualitative or historical]) (see C, below).
  - (b) meet the theory requirement (see D, below).
  - (c) include two quarter courses on professional development.
  - (d) include at least two regularly scheduled 700-level courses offered by the Department in addition to those taken to meet the methodology and theory requirements.
  - (e) optionally include no more than one Sociology supervised research course (730 or 731) or a one graduate course offered by another McMaster department or by a Sociology Department in another university
- no 600 level courses are permitted.
- fulfilment of two methods requirements (quantitative and qualitative or historical)
- the completion of comprehensive examinations in two specific areas (see G, below)
- in some cases, a foreign language proficiency examination
- an approved one-page dissertation abstract
- an approved proposal for a Ph.D. dissertation; and,
- the writing and oral defence of a Ph.D. dissertation consisting of original research.

Detailed regulations for the Ph.D. are given below. Others are provided in [the School of Graduate Studies Calendar](#). Students are responsible for familiarizing themselves with these regulations and are subject to all regulations which were in effect at the time they entered the program.

# PhD Schedule

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Students who fail to adhere to this schedule will submit the a [“request for extension form”](#) that will be reviewed by the faculty members of the Graduate Committee to justify the delay in their progress. An attempt will be made to devise a satisfactory resolution for any outstanding problems. The form will be submitted to the Associate Dean for approval. Failing this, students will receive an unsatisfactory progress report. Please note that two consecutive unsatisfactory progress reports threaten the status of a student in the program.

Table 1: Ph.D. Schedule (September Admission)			
Yearly	Supervisory Committee Meeting Report		
	SSHRC or CIHR Fellowship applications		
Terms	Term 1 (Sept. - Dec.)	Term 2 (Jan. – April)	Term 3 (May - Aug)
Year I:	- 3 courses and 724A	- 3 courses and 724B	-preparation for first comprehensive
Year I alternative plan	OR completion of at least 4 courses and preparation for first comprehensive and 724A and 724B		- completion of one comprehensive
Year II	- 725A - completion of one comprehensive exam	- 725B - preparation for 2nd comprehensive exam	- completion of 2nd comprehensive by 1st month (May) - completion of dissertation proposal
Year II alternative plan	- completion of remaining courses including 725A and 725B		- completion of 2nd comprehensive by 1st month (May) - completion of dissertation proposal
Year III:	- dissertation data collection	- dissertation data analysis	- completion of 1st draft of dissertation
Year IV:	- rewriting dissertation	- completion of final draft of dissertation	- oral defense of dissertation

# Yearly

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- Supervisory Committee Meeting Report: A student must meet with their full committee at least once per academic year to complete a Supervisory Committee Report. The electronic report will be initiated by the Administrative Assistant once a meeting is booked. Two or more reports may be required if a marginal or unsatisfactory evaluation was received in a previous report or if marginal or unsatisfactory reports threaten the status of a student in the program.
- All doctoral students must apply each year for all major external scholarships for which they are eligible. These include the [Canada Graduate Research Scholarships – Doctoral](#); and may the [Pierre Elliott Trudeau Foundation Scholarship](#). Additional scholarships may be found on the [SGS Scholarships](#) website.

# First Year

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- By the end of their first year, doctoral students must complete six courses, or alternatively, at least four courses and one comprehensive exam. In addition, students must complete Sociology 724A&B. If these requirements have not been met, the student will be considered to be making unsatisfactory progress through the program.
- The course requirement includes satisfying the theory and methods requirements and includes the options of taking one supervised research course (Sociology 730 or 731), or one graduate course in another McMaster department or sociology department at another university. Courses at the 600 level may not be taken for doctoral credit.
- Note: Education courses including [EDUCATN 750](#) will be excluded from the degree course selections. If interested, students are encouraged to apply such courses towards the "[Teaching and Learning Certificate](#)".
- A supervisory committee must be set up by the end of the second term. The committee must consist of three members, though in some cases it can include four. Two members (including the supervisor) must be from the Department. One member can be from another department. For further information, see the general information on supervisory committees at the beginning of the handbook. Please inform the Administrative Assistant of the composition of your committee.
- By the end of April of the first year, all students must complete a "Doctoral Comprehensive Examination Planner" and have it signed by their supervisor. Students who wish to change their schedule must submit a new form at least a month before the date of the exam previously scheduled.
- For students taking six courses in their first year, in addition to Sociology 724A&B, the third term of the first year must be spent preparing for the first comprehensive examination.
- For students taking fewer than six courses in their first year, in addition to Sociology 724A&B, the first comprehensive exam must be taken in May of the first year.

# Second Year

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- By the end of the second year, all seven courses and both comprehensive exams must be completed. If these requirements have not been met, the student will be considered to be making unsatisfactory progress through the program.
- Area comprehensive examinations are taken in the months of October, January, and May. By the end of the second year, students must successfully complete both comprehensive examinations and all seven required courses. Please see section F for comprehensive exam regulations.
- For students taking six courses, in addition to Sociology 724A&B in their first year, the first comprehensive exam must be completed in September/October of the second year in the program. The second comprehensive may be written in either January or May of the second year.
- Students taking at least four courses, in addition to Sociology 724A&B, and one comprehensive exam in their first year must complete their remaining coursework, including Sociology 725A&B, and second comprehensive exam by the end of their second year in the program.
- The dissertation proposal must be completed and approved by the student's supervisory committee by the end of the third term of the second year, normally the summer term. An electronic and a hard copy of the proposal and the department's Proposal Approval Form must be submitted to the Administrative Assistant (see section G)
- The foreign language requirement, when necessary, should be completed during the second year (see Section E).
- Please review the FSS Policy regarding GenAI in the "Policies and Resources" section of this Handbook.

# Third Year

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- To be 'on schedule' students should enter their third year with no requirements to complete but those associated with the dissertation. Dissertation proposals must be completed and accepted before the third year has begun. If this requirement has not been met, the student will be considered to be making unsatisfactory progress through the program.
- The third year is spent entirely on the dissertation. Details vary with the nature of the dissertation research (e.g., quantitative research using available data, quantitative research collecting data, data collected by participant observation, theoretical), but a draft of the dissertation should be completed by the end of the third year.

# Fourth Year

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- The final year in the doctoral program is spent entirely on the dissertation.
- The first term is spent rewriting the first draft of the dissertation on the basis of comments from, and meetings with, the supervisory committee.
- During the second term, the finishing touches are put on the final draft. After recommendation and approval from the student's supervisory committee, the dissertation is submitted to the School of Graduate Studies.
- Students should plan on an oral defence of their dissertation by the second month of the third term in their final year. This is normally the end of June. Oral defences are not normally scheduled during July and August. Students should allow approximately two months for the external assessor and other defence committee members to read the final draft of the dissertation before an oral defence can be held.

# The Fine Print

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## Off-Campus Status

Students should be aware that Ph.D. studies off-campus are not permitted except in exceptional circumstances, and only with prior approval of the School of Graduate Studies Committee on Admissions and Study. Students who leave campus for an extended period without having a "[Leave of Absence](#)" (including medical or disability leave, parenting leave or compassionate or personal leave)" or "[Off-Campus Status](#)" approved by Graduate Studies risk being automatically dropped from the graduate program. Students may be required to complete specific health and safety requirements including the [RMM 801 form](#) (risk management for research travel).

## Time Limits

Financial support for Ph.D. work is normally for a maximum of four years. Students are considered out of time at the end of year six (term 18); please see the See [SGS Calendar 3.4.2 Regulations for Degree Progression](#).

## Second Language Proficiency Requirement

The Department may require a Ph.D. student to demonstrate competence in a second language if their chosen area for study and research makes knowledge of a second language desirable.

## Change of Status & Time Limitations

Requests for Leave of Absence, for Off-Campus Status, and for Part-Time Status must be approved by the Graduate School. Each case is examined on its merit and no request for extensions or change of status is automatically approved. Though the Graduate Chair of the Department is asked to make a recommendation on these requests, the final decision on these matters is made by the Associate Dean of the Graduate Studies.

Consequently, no member of the Department of Sociology can guarantee that a student will be granted permission to change his or her status.

Graduate students should also be aware that it is their responsibility, in consultation with their supervisor, to file requests for change of status if these become necessary. The Graduate School does not automatically continue a student in the graduate program beyond the normal period required to complete a degree.

Students who have not completed the Ph.D. in SIX YEARS are "required to withdraw in good standing due to time limit". Should they subsequently complete their degree requirements, they must apply for readmission to the graduate program. Permission will not be granted unless the Department is willing to certify that all requirements, but the final oral examination have been completed. Students on withdrawn status must understand that the faculty (including their supervisors) have no obligation to work with them. Please see [SGS Calendar](#) for more information

Students who withdraw or who are automatically dropped from the graduate program of the Department will have to apply for readmission in the regular manner, and their new applications are placed in competition with those students applying to the Department for the first time.

# Methodology Requirements

Wednesday, May 21, 2025 2:14 PM

Ph.D. candidates will be required to demonstrate competence in quantitative methods AND in either historical or qualitative methods.

## **i. Regulations re QUANTITATIVE Methods Qualification**

Demonstration of competence in quantitative methods is achieved by taking Sociology 740. Sociology 741," or an equivalent course taken elsewhere, is the prerequisite. The instructor for Sociology 740 in any year will determine whether the student has the necessary prerequisite, or whether they will be required to take Sociology 741. This determination will be made by means of a one-week take-home diagnostic exam in August/September of each year. More details can be found in Appendix A.

If the grade in Sociology 740 is "B+" or better, then the student will have fulfilled the quantitative methods requirement for the Ph.D. program. If the student receives a course grade of "B-" or "B," the student must repeat the course.

If Sociology 740 was completed at the MA within the last two years, it is not necessary to repeat the course. Replace this course slot with another sociology course.

## **ii. Regulations re HISTORICAL and QUALITATIVE Methods Qualifications**

To be eligible to meet the historical and qualitative methods requirements, students must first pass the designated courses. For historical methods, the relevant course is Sociology 743, while for qualitative methods, the relevant course is Sociology 742. If the grade for these courses is "B+" or better, then the student will have fulfilled the historical or qualitative methods requirement for the Ph.D. program. If the student receives a course grade of "B-" or "B" the student must take the course again.

If Sociology 742 or 743 was completed at the MA within the last two years, it is not necessary to repeat the course. Replace this course slot with another sociology course which may include the other method class or another sociology course.

# Quantitative Methods Diagnostic Exam

Wednesday, May 21, 2025 2:34 PM

All doctoral students are required to meet a quantitative methods requirement. To do so, a student must pass Sociol 740 with a minimum grade of B+. Coursework, MRP, and thesis M.A. students may take Sociology 740 to meet their methods requirement. (For further information see the main text of the Graduate Handbook).

The prerequisite for Sociol 740 is either Sociol 741 or permission of the instructor as determined by a diagnostic exam. This is a one-week take-home exam. Students may use whatever written sources they wish to assist with the exam, and—where calculation is required—students can check their work with a computer program. Students may not, however, seek assistance from others. Please direct any questions to the instructor of Sociology 740. Currently it is Marisa Young (myoung@mcmaster.ca).

The diagnostic take-home will cover basic statistical methods, with questions drawn from the following topics:

- Summarizing distributions: measures of central tendency (mean, median), and dispersion (variance, standard deviation, range)
- Probability distributions: expectation (mean), variance, and standard deviation of a random variable.
- Standard sampling distributions
- Basic statistical inference: confidence intervals and hypothesis testing
- Tests and confidence intervals for means and proportions: single mean, difference in means, difference in proportions, one-way analysis of variance.
- Two-way and three-way contingency tables: percentage tables, chi-square test of independence
- Basic data coding and interpretation of statistical program output

Any competent introductory statistics text should cover these topics adequately, so if students have a favourite book, they may use it for review and reference. If students are looking for a book, Dr. Young recommends the following:

David Moore, *The Basic Practice of Statistics* (any edition)

Levin, Fox and Forde, *Elementary Statistics in Social Research* (any edition)

The test is available by request from the Graduate Administrative Assistant. Please return directly to Dr. Marisa Young (myoung@mcmaster.ca)

# Theory Requirement

Wednesday, May 21, 2025 2:17 PM

To meet the theory requirement, the student must pass a designated theory course with a grade of "B+" or better. Courses that meet this theory requirement are Sociol 750 and 751. If the student receives a course grade of "B-" or "B" the student will be required to repeat the course. If Sociol 750 or 751 was completed during the last two years as part of an MA program, it is not necessary to repeat the course. Replace this course slot with another sociology course.

# Comprehensive Exams

Wednesday, May 21, 2025 2:18 PM

The required Ph.D. Comprehensive Examinations consist of examinations in two fields of sociology. Each exam is designed to test the student's critical and comprehensive understanding of a field of study and to demonstrate his or her ability to teach in the area. Areas must be chosen so that they do not overlap in content. Students must take one core area. For the other exam, they can either take another core area or one of the speciality areas. The speciality areas may not be offered every year depending on the availability of faculty. Core examination areas are Sociology of Gender and Sexuality, Political Sociology and Social Movements, Social Psychology, Sociology of Race and Ethnicity, and Sociology of Work and Occupations. In addition to the examinations offered in core areas, students may take a comprehensive exam in the following speciality areas: Crime and Law, Education, Indigenous Thought and Settler Colonial Studies and Migration.

The following regulations govern area examinations:

1. Each Comprehensive Area Committee must have at least two members, one of whom is to be designated as chair. A list of members is made available to all Ph.D. students.
2. Each Comprehensive Area Committee must prepare a bibliography indicating the date of preparation. The bibliography must include approximately 40 units of reading (where one unit equals one book or five articles or chapters). Particular examining committees may not revise existing lists or replace them with substitutes. To ensure equality across areas, there will be no supplementary readings beyond the required 40 units, nor may students substitute readings for the required reading. All Area Committees must review and approve their lists at least once every four years. Revisions must be available for students at least six months prior to the relevant examination period.
3. Each Area Comprehensive Committee will develop a bank of 10 to 20 questions from which comprehensive questions normally are drawn. Each Area Committee will revise these questions at least every four years, along with the reading list. The questions will be made available to faculty and graduate students at least six months prior to the relevant examination period.
4. Examining Committees must have two members. For each Comprehensive Exam, students will provide a list of 3 to 5 faculty members in order of preference on their Doctoral Comprehensive Planner, which is submitted several months in advance of the Comprehensive Exam. The list of faculty must be drawn from the membership of the Comprehensive Area Committee. The Graduate Chair will then contact potential committee members to constitute the Comprehensive Examining Committee based on student preferences, the expertise and experience of faculty members, and balancing workload issues among faculty members. Students may not have more than one of the same two individual faculty members on both of their comprehensive exams. If it is not possible to draw the entire Comprehensive Examining Committee from the preferences of the student, the Graduate Chair will contact the student to suggest alternatives.
5. Supervisors may sit on one or both Examining Committees but may not act as chair on either examination.
6. Comprehensive examinations will normally be held in October, January, and May. Any requests for exceptions to this timing must be with due cause supported by the student's supervisor and Graduate Chair.

In unforeseen circumstances such as illness, students can petition the Graduate Committee for alternative dates. Students must fill out the Doctoral Comprehensive Examination Planner form in order to advise the relevant committee that they are planning to take the examination several months in advance. Comprehensive exams are held on the following dates: the second Friday in October; the second Friday in January; and the first Friday in May.

For 2024-25, comprehensive examinations will take place on the following specific dates:

Pickup October 18, 2024, Return November 1, 2024  
Or Pickup January 10, 2025, Return January 24, 2025  
Or Pickup May 2, 2025, Return May 16, 2025

7. All students taking a particular comprehensive exam at the same time will write a common exam with questions selected by the chairs of the examining committees involved and vetted by the Chair of the Area Committee and all members of the Examining Committees involved.
8. Comprehensive examinations consist of a two-week take-home examination. In all exams, a maximum of four questions will be grouped into two subtopics, where students have a choice of one of two questions within each subtopic. In all cases, questions are intended to test the student's comprehensive knowledge in the chosen field of study. The exam is not designed to be a research paper or thesis proposal. Furthermore, comprehensive examinations in different areas should be sufficiently different from each other to ensure that students are not essentially doing the same examination twice. It is the responsibility of the chairs of both the Area Committees as a whole, and the specific examination committees, to minimize the overlap between both different sections within the same examination and a student's two comprehensive examinations. Guidelines for the length of the student's answers or written work and acceptable formatting are described under item 12.
9. Students are prohibited from using generative AI while preparing for or answering comprehensive examination questions. In alignment with [McMaster academic integrity policy](#), it "shall be an offence knowingly to ... submit academic work for assessment that was purchased or acquired from another source". This includes work created by generative AI tools. Also stated in the policy is the following, "Contract Cheating is the act of "outsourcing of student work to third parties" (Lancaster & Clarke, 2016, p. 639) with or without payment." Using Generative AI tools is a form of contract cheating. Charges of academic dishonesty will be brought forward to the Office of Academic Integrity.
10. A portion of the examination must be invigilated. An oral examination will fulfill this requirement. Committee members may request that oral exams be audio-recorded.
11. Students will have their comprehensive examination questions emailed to them by 4:00 p.m. on the pick-up date. Students must email the exam answers to their committee (copied to the Administrative Assistant) by 4:00 p.m. on the return date.

12. Format regulations for writing comprehensive examinations:
  - i. Line Spacing - Answers are to be double spaced.
  - ii. Margins - Answers must have a one-inch border on all sides.
  - iii. Standard Fonts - Answers must be in 12-point font and in a typeface no smaller than Times Roman.
  - iv. Question - Clearly identify the question that is being answered at the beginning of each answer by typing in the question number. It is not necessary to retype the question as part of your answer or to attach a separate cover sheet. A copy of all the exam questions is given to the committee with your returned answers.
  - v. Length - Answers are limited to 10 pages each. Footnotes and endnotes are discouraged, but if used, are to be included in the 10-page limit for each question.

NOTE: FAILURE TO ADHERE TO THESE FORMAT REGULATIONS MAY RESULT IN THE EXAMINING COMMITTEE RETURNING YOUR EXAM TO YOU UNREAD.

13. Normally, no more than one month should elapse between the time the student submits a written portion of an examination, and a judgment is rendered by the Examining Committee.
14. The outcome will be reported to the School of Graduate Studies as "pass with distinction," "pass," or "fail." Following the [SGS Calendar](#), students who fail the exam will be given a second opportunity to take the comprehensive exam. If an exam is failed, the student will be informed in writing, with detailed instructions about how to improve the exam at the second opportunity.
15. In the event of a failure, the Chair of the Examining Committee will request the Graduate Chair to reschedule a second-opportunity exam. This exam will take place no later than four weeks from the date of the failure. The exam committee must decide upon new questions for the second-opportunity exam and submit them to the Administrative Assistant. Like the original exam, the written portion of the second-opportunity exam will be due two weeks following the pick-up date. The oral exam will be scheduled within one month of the submission of written responses. If the student fails the exam a second time, the Department will recommend to the Faculty Committee on Graduate Admissions and Study that the student be withdrawn from the program.

Normally, students will be expected to complete coursework, comprehensive exams, and the proposal within twenty-four months after entering the Ph.D. program.

# Dissertation

Wednesday, May 21, 2025 2:21 PM

See [3.2](#) and [3.4.4](#) in SGS Calendar

Doctoral dissertations are normally limited to no more than 300 manuscript pages. Should a substantially greater length be required, the supervisory committee must obtain written approval from the Associate Dean of Graduate Studies prior to the submission of the thesis for the defence. ([SGS Calendar](#) 3.2.1)

General instructions regarding dissertation format and acceptable methods of reproduction can be found on the [School of Graduate Studies degree completion](#) website.

The final dissertation must be approved by the student's supervisory committee prior to initiating the defense process. The dissertation must be orally defended. After the defense and subsequent revisions, dissertations are uploaded to [MacSphere](#).

# Dissertation Proposal

Wednesday, May 21, 2025 2:20 PM

Dissertation proposals should be brief, concrete, and focused. The purpose of the proposal is to set out a plan for the dissertation research and for writing the dissertation. The proposal also functions as a kind of contract between the student and the committee. A concrete dissertation proposal, once approved, should eliminate the possibility of later conflict over the scope and nature of the dissertation. Well formulated dissertation proposals should be about 15 to 30 double-spaced pages.

While the specific format of dissertation proposals can vary, a proposal in general should include the following elements:

- A clear introductory statement of the problem to be researched. The research problem for the dissertation must represent an original contribution to sociology; the nature of this contribution should be made clear in the introductory section of the proposal. (Length suggestion: 12 pages.)
- A brief, critical review of the relevant theoretical and empirical literature in the specific area of the dissertation. This should not be an exhaustive review; rather, it should be similar to that of a sociology article, by focusing on how other works in the field have approached a problem similar to the dissertation topic, articulating claims in the field, and making a case that existing work is insufficient to account for/explain/predict the research problem. If students are testing hypotheses, they should be stated clearly in this section (either throughout the section as articulations of particular claims in the literature or collected at the end). (Length suggestion: 7-15 pages.)
- A description of the research methods to be employed in the dissertation, and the manner in which they will be employed. It is insufficient, for example, to say that a survey will be conducted (of what population? with what questionnaire?); that data will be analysed by regression analysis (of which variables?); or that participant observation will be employed (of what group? to what end?) It is important to keep the data-collection plan realistic and within the means of the student. In quantitative research, in particular, it is often better to use existing data sources, even when these do not precisely reflect the student's interests, than to collect inadequate data of one's own. This is the most important part of the proposal because it concretely describes the research to be undertaken. (Length suggestion: 6-12 pages.)
- Research "instruments," such as questionnaires or interview schedules, should be appended to the proposal. (These are not included in the 1530-page guideline for length.)
- A tentative chapter outline, with chapter titles and one-sentence descriptions. (Length suggestion: 12 pages.)
- A tentative schedule of work, indicating when each part of the dissertation is to be completed. Be realistic. (Length suggestion: 1 page.)
- Remember that research that involves human participants requires approval by the McMaster Research Ethics Board.
- An electronic and hard copy of the proposal and the department's Proposal Approval Form must be submitted to the Administrative Assistant.

# Oral Dissertation Defense

Wednesday, May 21, 2025 2:22 PM

- In this examination, the candidate will defend the dissertation and answer questions the committee finds appropriate. See [SGS Calendar 3.4.4.](#) for an overview of the oral defense and the [SGS Degree Completion website](#)
- Dissertations are public documents and cannot be classified as secret or not accessible. An embargo can be requested for a maximum of one year.

# Optional Certificates & Diplomas

Wednesday, May 21, 2025 2:41 PM

The following optional certificates and diplomas may be pursued concurrent to a graduate degree. Please contact the applicable department if you are interested. Some will require a formal application.

- [Gender and Social Justice Graduate Diploma \(Ph.D.\)](#)
- [Teaching and Learning Certificate](#)
  - Note: Education courses including Education 750 will be excluded from the Sociology M.A. and Ph.D. degree course selections. All courses may be taken for extra credit.

# Scholarships

Wednesday, May 21, 2025 2:50 PM

Scholarships are available for all full-time students: one year for MA students and up to four years for doctoral students.

Typically, scholarships are determined at time of admission and are outlined on the offer letter.

MA students will receive funding for one academic year. PhD students will be offered four years of funding.

Other awards require specific application and can be divided into three main sources: McMaster based, Government, and External Agencies. Note, many McMaster and Government awards are reserved for domestic and permanent residents only.

- [SGS Scholarships website](#)
- [SGS Fees and Payments](#)
- [FSS Scholarship Adjustment Policy](#)

## Useful Definitions

- Bursaries: awards based solely on financial need.
- Grants: awards based on financial need and academic achievement
- Scholarships: awards based on academic achievement.

## Scholarship Payment

Typically, scholarship funds are typically spread out over the three academic terms. Entrance scholarships are paid in the first term of studies.

- [E-transfers](#)

Typically, payment in in the second week of the term.

# McMaster Graduate Scholarships

Tuesday, July 22, 2025 4:09 PM

All graduate students are offered funding at the time of admission. Typically, these offers include McMaster graduate scholarships.

## Terms and Conditions

### SGS Calendar

#### 4.1 Fees for Graduate Students

##### 4.1.1 Payment of Fees

##### 4.1.2 Non-payment of Fees or Charges

##### 4.1.3 Discounted Fees - Ph.D. Students

##### 4.1.4 Change in Residency

##### 4.1.5 Readmission Tuition Charges

##### 4.1.6 Refund of Tuition Fees

#### 4.2 Financial Assistance

##### 4.2.1 Financial Support for Graduate Students

##### 4.2.2 Financial Payments to Graduate Students

## Useful Websites

- [SGS Fees and Payments](#)
- [Scholarship Payments via-etransfer](#)

# Federal Awards

Wednesday, June 18, 2025 1:23 PM

The Canada Graduate Research Scholarships are federal awards to support graduate students and available at MA and PhD levels. They are connected to the three federal granting agencies and for Sociology in specific, the agency is "[The Social Sciences and Research Council of Canada](#)" or SSHRC in short form. As such, typically, in speech, the use of the phrase "SSHRC scholarships."

Typically, students apply in the fall for funding for the next academic year (i.e. apply in fall 2025 for funding for 2026-27).

Doctoral Students are required to apply for all funding they are eligible for including federal scholarships.

Eligible MA students are encouraged to apply for federal awards.

See the next two pages for more information.

# Canada Graduate Research Scholarships – Doctoral (SSHRC)

Friday, July 25, 2025 3:20 PM

## Internal supports for the CGRS-D application

### Department

- Sociol 724/725: first few classes
- All eligible doctoral students are required to apply.
- Although SSHRC recommend Master's students apply for the CGRSM award if eligible, these sessions will be open to MA students who choose to apply to the CGSRD. Please note, only one federal award application may be submitted each year.

### FSS Supports

#### Doctoral Grant Information Session

- Tuesday, September 9 at 4pm
- LRW 1003

This information session is designed for doctoral students in the Faculty of Social Sciences and Sciences applying for a SSHRC Doctoral Fellowship in fall 2025. It will provide guidance on how to develop an effective research proposal, how applications are assessed, and strategies for effective grant writing. Specific topics will include:

- How research funding applications differ from other types of applications
- The major components of the SSHRC Doctoral Fellowship application
- How to effectively structure the 2pp research proposal
- How to ask for—and provide—effective feedback
- A short Q&A

Students who intend to apply for a SSHRC doctoral award in 2025 will benefit from attending, as will graduate students who plan to apply in future years.

Snacks will be provided!

### Deadline

- **Wednesday, September 24, 11:59 p.m.**

### Relevant Websites

- [SGS Scholarships site](#)
- [Federal website](#)
  - [Applications Instructions](#)
  - [Application website](#)

# Canada Graduate Research Scholarship Master's (SSHRC)

Friday, July 25, 2025 3:20 PM

Internal McMaster Application Supports:

## Department Supports

Session: SSHRC Scholarships for MA Students  
September 15, 4:30 to 5:30 p.m.  
KTH-712

## Deadline

- December 1, 2025, 7:59 p.m.

## Relevant Website

- [NSERC - Canada Graduate Research Scholarship – Master's program](#)

Advice for students currently in MA program

- [From CGRSD website](#): quote
  - "Note: If you are eligible to apply to the Canada Graduate Research Scholarship—Master's (CGRS M) program, you may be able to maximize your potential period of funding by applying to the CGRS M program for your first year of doctoral funding instead of the CGRS D program. You are responsible for choosing the award program to which you apply. "

# Provincial Awards

Tuesday, July 22, 2025 4:09 PM

The Ontario Graduate Scholarship is valued at \$15,000 a year (September 1 to August 31) and the Ontario Graduate Fellowships is valued at \$12,000 a year. Limited awards are available for International students.

Payment is by term; and processed by interact e-transfer on the same time/schedule as McMaster Graduate Scholarship payments.

## Master's Students

All eligible applicants for the CGRSM awards (see the federal awards page) will be automatically considered for the OGS award.

## Doctoral Students

All admissions candidates and current doctoral students will be consider for this award

## Indigenous Students

Apply as described: [Ontario Graduate Scholarship for Indigenous Students \(OGS-I\) – School of Graduate Studies](#)

## Eligibility, Terms and Conditions

### Academic Requirements

An applicant must, at minimum, meet the following academic requirements:

- Students entering their first or second year of graduate studies in 2025-26: must have achieved a first-class average (which is an A-at McMaster or equivalent (80%, 10/12)), as determined by the host institution, in each of the last two completed years of study (full-time equivalent). Students entering their third year or beyond of graduate studies in 2025-26: must have an overall average of at least A- or equivalent (80%, 10/12)) on all graduate courses completed.
- If master's or doctoral degree marks used for calculating an applicant's grade point average (GPA) are not available (e.g., courses were graded on a pass-fail basis), then the university's Graduate Studies Office will use the most recently available undergraduate or graduate marks to calculate a student's GPA.

### Additional Eligibility for Ministry Funded Awards: QEII-GSST and OGS

Recipients must be enrolled as a full-time student in an eligible research-based program. Recipients who withdraw, transfer to part-time status, or fail to complete the term will be required to repay the award for incomplete and future terms. A withdrawal in the second term will not require repayment of the award for the first term.

Lifetime maximums of six (6) years of government-funded student awards (see list below) must have not have been exceeded by the applicant. Applicants cannot hold an OGS or QEII-GSST scholarship and an award from any of the following programs, concurrently:

- Ontario Graduate Scholarship (OGS)
- Ontario Graduate Fellowship (OGF)
- Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST)
- Ontario Trillium Scholarships (OTS)
- Social Sciences and Humanities Research Council of Canada (SSHRC)
- Natural Sciences and Engineering Research Council (NSERC)
- Canadian Institute of Health Research (CIHR)
- Vanier Canada Graduate Scholarships (Vanier CGS)

# Tuition

Monday, June 02, 2025 2:52 PM

## Graduate Fees

[Policy: See Tuition, Fees and Scholarships](#)

[Policy: SGS Calendar: Financial Matters.](#)

Each student may view their financial account in their Mosaic Students Centre. Individual questions regarding fees and payments should be directed to [the Registrar's Office.](#)

- [Tuition Fees](#)  
Social Sciences Drop down menu  
Scroll to  
MA research based programs  
or  
PhD
- [Supplemental Fees](#)
  - September Admit column only

NOTE: GSA dental plan is for those without a teaching assistantship position: All TA are enrolled the [CUPE 3906 Unit 1 dental plan.](#)

It is possible to opt out of the [GSA health or dental plans](#) for those with coverage under a different plan.

- [Tuition Fee due dates by term.](#)
- [Payment Methods](#)

# OSAP/Government Aid

Wednesday, June 18, 2025 9:04 AM

Questions regarding OSAP should be directed to the [Registrar's Office](#).

- [OSAP/Government Aid](#)

# Research Funding

Thursday, May 22, 2025 3:05 PM

## Research Travel Scholarships

- [SGS Scholarships](#): awards to fund research travel. Of specific note,
  - GSA Travel grant
  - The James F. Harvey and Helen S. Harvey Travel Scholarships
  - The School of Graduate Studies Grant in Aid for Research Travel
  - Yates Scholarship
- [Canada Graduate Scholarships – Michael Smith Foreign Study Supplements \(CGS-MSFSS\)](#)

# Conference Funding

Thursday, May 22, 2025 3:05 PM

## Conference Travel Scholarships

- [SGS Scholarships](#): awards to fund conference travel. Of specific note,
  - GSA Travel grant
  - Yates Scholarship
- Sociology Conference Travel Grant for doctoral students
  - Details will be emailed in fall 2025 for travel in 2025-26

# Teaching Assistantships (TAs)

Wednesday, May 21, 2025 2:38 PM

## Employment information

- [Collective Agreement: CUPE 3906 Unit 1 and McMaster University](#)
- [HR Labour Relations](#)
- [CUPE 3906, Unit 1](#)

## Required Forms

- [TA/RA in lieu of TA Hours of Work form](#) – required completion within the first five days of employment; submit to [socgrad@mcmaster.ca](mailto:socgrad@mcmaster.ca) or KTH-627 (See Article 12 in the [collective agreement](#))

## Teaching Resources

- [Classroom Technology](#)

## FAQs

1. I have an employment or payroll concern. Who should I contact?

Please contact the Academic Department Manager: Christine Marits ([maritsc@mcmaster.ca](mailto:maritsc@mcmaster.ca)).

2. I am concerned about my workload; what should I do?

Please speak to your employment supervisor (course instructor) as soon as you realize there is a concern. If the situation does not resolve, please contact Christine at [maritsc@mcmaster.ca](mailto:maritsc@mcmaster.ca)

3. May I submit preferences for my guaranteed position?

Yes, all persons holding a guaranteed position will have the opportunity to submit course preferences once the posting is circulated (by August 1st). While we try to honour preferences, the Department cannot guarantee that you will be assigned to your preferred courses. The Department uses a Microsoft form survey for submission of preferences. Allocation Criteria are listed in 13.02 j and k in the [Collective Agreement](#).

4. I wish to decline or defer my teaching assistant position.

Please send an email with your request to [socgrad@mcmaster.ca](mailto:socgrad@mcmaster.ca) and a "declination/deferral of TAs" form will be given to you to sign. Please note that the option to request to defer one term of a guaranteed position is only available to PhD students and it is subject to the approval of the Department. (See 13.02 b in the [Collective Agreement](#))

Please submit requests as early as possible to allow time to post for a replacement.

5. Can I apply for additional positions in addition to my guaranteed position?

If extra class A positions are posted, all graduate students are welcome to apply. Please see hiring criteria in 13.05 in the collective agreement.

# RA in Lieu of TA

Thursday, May 22, 2025 12:01 PM

Eligible students holding a guaranteed TA position can – at the discretion of the Chair – have the position converted to an RA in lieu of TA. (Collective agreement 13.02 (h))

PhD students hold guaranteed teaching assistantships for the first four years of the program and MA students are offered a full or half TA guarantee for the first year of the program. Thesis MA students may hold a TA for the first two years of the program.

RA in lieu of TA positions are funded by individual faculty member's research grants and as such, are not available as a "preference."

This role provides practical research experience to students - duties are entirely research based for the faculty member rather than instruction.

# TA and RA in Lieu Training

Thursday, May 22, 2025 3:04 PM

## Mandatory TA/RA in lieu Training (Anti-Oppression and Pedagogy)

This training is for all new TAs/RAs in lieu of TA, and is part of the Collective Agreement with CUPE Local 3906, unit 1. You are required to complete 5 (paid) hours of online training modules, which you register for on Mosaic. Instructions for how to register for TA training modules can be found [here](#). The specific modules you should complete are:

- Anti-Oppression (2 hours)
- TA Rights and Responsibilities (1 hour)
- Department specific modules: we recommend “Leading effective tutorials” (1 hour) and “Marking Efficiently and Effectively” (1 hour)

## Health and Safety training for all Employees including TA and Research Assistants

[Human Resources](#) training and enrolment instructions.

Register for all training on [Mosaic](#) and complete the course on [Avenue to Learn](#).

Training frequency is listed in brackets. Doctoral students who complete these courses during a McMaster MA, may need to repeat training in the later years of their studies.

- Health and Orientation (once)
- SAFE Training (repeat after five years)
- Violence and Harassment Prevention in the Workplace (repeat after three years)
- WHMIS (repeat after five years)

More detailed information about training and learning opportunities can be found on the MacPherson Institute site:

## Optional Additional Training

- [New TA Programming – MacPherson Institute](#)
- [TA guidebook](#) by MacPherson Insitute
- [Forward with FLEXibility: A teaching and learning Resource on Accessibility and Inclusion.](#)

# Graduate Teaching Fellowship

Wednesday, May 21, 2025 2:50 PM

Upper-level doctoral students have the opportunity to apply for a Graduate Teaching Fellows to serve as an undergraduate course instructor (year (ref. [McMaster/CUPE 3906 Unit 2 Collective Agreement 12.12](#))). The available positions and competition notification will be sent by email to students in May.

## Criteria

The successful candidate must be a full-time doctoral student in good standing in a department/program within the Faculty of Social Sciences and meet the following criteria:

- Must have completed her or his coursework and comprehensive examinations and had their thesis proposal accepted by the academic unit.
- Must have an excellent record in terms of research progress such that the student is well on the way to completing her or his degree. The annual reviews of student progress will be taken into consideration in this process.
- Must have proven expertise in the field or subject of the course. Such expertise can be said to have been achieved through course work, teaching assistantships or other previous teaching experience, comprehensive examinations and/or dissertation work, or professional practice background and expertise directly salient to the course requirements.
- If the course in question is a special topics course, the alignment between the student's expertise and the proposed subject for the course will be taken into consideration. Excellent organizational skills with evidence of some consideration by the candidate of the pedagogical skills required to teach a successful University course.
- Preference for students who have not taught a course previously.
- Preference for students not funded in the term in question.

Be reminded that full-time students are recommend to work no more than 1005 hours of employment on campus over the course of the academic year (September 1, 2025 to August 31, 2026); ([ref SGS Calendar 2.5.3](#)). A one term teaching position is rated as 238 hours; one term TA is 133 hours.

The faculty complement of the Sociology Department Graduate Committee will evaluate all applicants based on these criteria, as well as an assessment of academic merit and record of accomplishments during the PhD program.

## Sessional Faculty Positions

All students are also welcome to apply for sessional faculty positions which will be posted on Mosaic.

## [HR Career Opportunities](#)

# Academic & Research Resources

Wednesday, May 21, 2025 2:36 PM

## School of Graduate Studies (SGS)

- [Main website](#)
- For New Graduate Students
  - [New Students Offer accepted](#)
  - [Graduate Student Orientation Hub](#)
  - [International Students](#)
- For Current Students
  - [Overview](#)
  - [Forms and Policies](#)
  - [Completing your Degree](#)
- [Scholarships](#)
- [News and Events](#)

## Office of the Registrar (RO)

- [Main Website](#)
- [Fees and Payment](#)
- [Registrar Services](#) including Transcripts.
- [Convocation](#)

## Campus Academic Resources

- [Academic Integrity Office](#)
- [Library](#)
- [McMaster Research Ethics Board \(MREB\)](#)
- [Writing And Academic Skills Support: Student Success Centre](#)
- [McMaster University Copyright](#)

## Research Centres

- [Advanced Research on Mental Health and Society \(ARMS\)](#)
- [Lewis and Ruth Sherman Centre for Digital Scholarship](#)
- [McMaster Indigenous Research Institute](#)
- [McMaster Institute for Health Equity \(MIHE\)](#)
- [Statistics Canada Research Data Centre at McMaster \(RDC\)](#)

## Technology

- [Avenue to Learn](#)
- [Mosaic](#)
- [University Technology Services \(UTS\) Student Services](#)
  - [Software licensing](#)
  - [Zoom](#)
  - [VPN](#)
  - [Multi-factor Authentication](#)
  - [Microsoft 365 – Students](#)

# Research: Ethics and Safety

Thursday, May 22, 2025 3:08 PM

- [Ethics Review & Certifications](#)
- [McMaster Research Ethics Board \(MREB\)](#)

# Human Resources, Payroll & Benefits

Wednesday, May 21, 2025 2:39 PM

## Payroll

- [Payroll information](#): includes information regarding payroll schedule, deductions, pay statement and tax slips.
- REQUIRED: [Employee Self-Service in Mosaic for Teaching Assistants](#) : submit banking information, SIN, name, address, emergency contacts, Tax forms (TD1 Federal and TD1-Ontario), Freedom of Information and Collection of Personal Information, payroll dashboard, et al.

## Benefits for Students and TA employees

### Graduate Students Association

- [Health and Dental Benefits](#).
- Health benefits listed are for all students.
- Dental benefits are for those that do not hold a TA position (see CUPE below for eligibility)
- opt out information also included.

### CUPE Unit 1 Benefits for TA / RA in lieu of TA employees

- [Dental](#)
- [Health Care Spending](#)
- [UHIP Rebates](#)
- [Childcare](#)
- [Gender Affirmation Fund](#)

### Human Resources

- [Benefits](#) for CUPE Unit 1 (TA/RA in lieu)
- [Workplace Accommodation](#)
- [UHIP for international students](#)
- [Employee and Family Assistance Program](#)
- [McMaster Employee Discount Program](#)
- [Events and Seminars](#)

# Healthcare, Wellness & Accommodations

Wednesday, May 21, 2025 2:40 PM

## Offices

- [Student Accessibility Services](#)
  - For academic (degree/student related) accommodations. Accommodation related to employment at the University is handled separately. For more information, please contact Christine Marits, department manager at [maritsc@mcmaster.ca](mailto:maritsc@mcmaster.ca).
- [Student Affairs](#)
- [University Health and Safety \(UHS\) \(formerly EOHSS\)](#)
- [Indigenous Student Services](#)
- [Sexual Violence Prevention and Response office](#)
- [Student Wellness Centre](#)
  - provides counselling, medical and wellness education.
    - [Black Student Supports](#)
    - [Helping a Student in Distress: Referring a peer to a resource](#)
    - [Indigenous Student Supports](#)
    - [International or out of province](#)
    - [Sexual Violence](#)
    - [2SLGBTQSI+ Supports.](#)

## Related Services and Websites

- [Mental Health at McMaster](#)
- [Accessibility Hub](#)
- [Student Walk Home Attendant Team](#) (SWHAT)
- [UHIP for International Students](#)
- [The Pulse Fitness Centre](#)

## Mental Health Education Program

- [Professor Hippo-on-Campus](#)

## SGS Leaves

- [Leave of Absence](#)
  - [Petition for Special Consideration form](#)
- [Parenting Leave](#)
  - [Parenting Leave form and Grant](#)

## Emergency

- [Emergency First Response Team](#)
- [Security Services](#) – dial 88 on any campus phone; “Red Rocket” emergency phones are located throughout campus. They will coordinate with the first response team above.
  - [Download Mac Safety App](#)

## Off-Campus

- [Good2Talk](#) – free, confidential specially for post-secondary students
  - 1-866-925-5454 24/7 24hour support line
- [Sexual Assault Centre Hamilton and Area](#) (SACHA)  
905-52504162; 24-hour support line

# Inclusive Excellence

Wednesday, May 21, 2025 2:38 PM

## Offices

- [Black Student Success Centre](#)
- [Equity and Inclusion Office \(EIO\)](#)
- [Indigenous Student Services](#)
- [International Students Services](#)
- [Student Accessibility Services](#)
- [Student Success Center](#)

## Related Services and Websites

- [Accessibility Hub](#)
- [McMaster Chaplaincy Center](#)
- [McMaster Indigenous Research Institute](#)
- [McMaster Muslim Students' Association](#)
- [McMaster Multifaith Resources](#)
  - [Prayer Spaces on campus](#)
- [President's Advisory Committee on Building an Inclusive Community \(PACBIC\)](#)
- [Pride Community Centre](#): an office of the undergraduate McMaster Student union. The website contains resources available within and in the community for the 2SLGTQA+ community.
- [Smudging Protocol](#)

## Student Wellness Centre Resources

[Resources list](#) includes the following and more.

- [Black Student Supports](#)
- [Indigenous Student Supports](#)
- [International or out of province](#)
- [2SLGBTQSI+ Supports](#)

## Formal Policies, Procedures and Guidelines

- [Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances](#)
- [Academic Accommodation of Students with Disabilities](#)
- [Accessibility, University Policy on](#)
- [Code of Student Rights and Responsibilities](#)
- [Discrimination and Harassment Policy](#)
- [Inclusive Communications, Policy Statement and Guidelines](#)

# Other Campus Services & Supports

Wednesday, May 21, 2025 2:40 PM

- [Campus Map and Directions to Campus](#)
- [McMaster Website Directory](#)
- [Student Affairs](#)
- [Ombuds Office](#)

## Career

- [Black Student Success Centre](#)
- [Student Success Centre](#)
- [SGS Career and Professional Development](#)
- [Alumni Career Services](#) (for McMaster graduates)

## Childcare

- [MSU Child Care Centre](#)
- [McMaster Children's Centre](#)

## Financial

- [SGS Scholarships](#)
- [Fees and Payments](#),
- [RO Aid and Awards](#) - OSAP and more
- [HR Payroll and Tax](#)
- [Payroll information for TA's](#)
- [Mac's Money Centre](#) – money coaching, resources, tax help

## Food

- [Hospitality Services](#) – some are located in the nearby Student Centre.
- MSU food services in Student Centre
  - [The Grind Café](#)
  - [TwelvEighty](#)
  - [Union Market](#)
- [The Phoenix Craft House and Grill](#) (owned by the Graduate Students Association)

## Housing

- [Off Campus Housing](#)
- [10 Bay Street Residence](#)

## Nature

- [Nature at McMaster](#)

## Safety

- [Student Walk Home Attendant Team](#) (SWHAT)
- [Security Services](#)
- [Safety App](#)
- [HR Health, Safety and Wellbeing](#)
  - [Health and Safety training](#)

## Spiritual

- [Chaplaincy Center](#)
- [McMaster Multifaith Resources](#)
  - [Prayer Spaces on campus](#)

- [McMaster Muslim Students' Association](#)
- [MSU Hub](#) contains Multi-faith Prayer Rooms and Ablution Room
- [Open Circle](#)
- [Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances](#) (RISO)
- [Smudging Protocol](#)

### **Transportation**

- [HSR bus pass for students](#)
- [Campus Parking and Passes](#)
- [Campus Bike racks and secure storage](#)

### **Off-campus sites related to transportation**

- [Go Bus student](#)
- [Hamilton Street Railway \(HSR\) city bus website](#)
- [Hamilton Bike Share](#) (Sobi)