



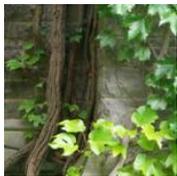
# Institute on Globalization and the Human Condition



## MA IN GLOBALIZATION STUDIES

### Student Handbook

### 2020-2021



#### **Institute on Globalization and the Human Condition**

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[Meetings and materials are available in accessible formats on request](#)

# Table of Contents

Welcome! .....	1
2020-2021 Important Dates.....	2
MA Program Information .....	3
Requirements and Duration of Study .....	3
Part-Time MA in Globalization Studies .....	4
Major Research Paper (MRP) Guidelines .....	4
Overview .....	4
Selecting a Topic .....	4
Selecting a Supervisor .....	5
Submitting a Proposal .....	5
Obtaining Ethics Approval.....	5
Student/Supervisor Agreements .....	5
MRP Work-in-Progress Colloquium .....	5
Final Submission.....	5
Other Administrative information.....	6
Address Change .....	6
Bus Passes .....	6
CUPE.....	6
Dental Plan.....	6
Fees and Payment.....	6
Full-time Status .....	6
Full-time off campus .....	6
Graduate Student Vacations.....	7
School of Graduate Studies (SGS) .....	7
Teaching Assistantships/Research Assistantships in Lieu of Teaching Assistantships .....	7
Transcripts.....	7
University Health Insurance Plan (UHIP) for Visa Students .....	7
Campus and Student Life Information .....	8
Athletics & Recreation .....	8
Campus Emergencies .....	8
Campus Store .....	8

Chaplaincy Centre .....	8
Computer Lab Locations .....	8
Covid-19 Updates.....	8
Equity and Inclusion Office (EIO) .....	9
Financial Aid & Scholarships .....	9
Graduate Students Association (GSA).....	9
Hospitality Services .....	9
Housing .....	9
International Student Services (ISS).....	9
Libraries.....	10
Ombuds Office .....	10
Parking and transit services .....	10
Student Wellness Centre .....	10
Student Success Centre.....	10
Student Accessibility Services (SAS).....	11
University Plans, Policies, Procedures & Guidelines.....	11
University Technology Services (UTS) .....	11
IGHC Support and Resources .....	11
Office Space .....	11
Locker .....	11
Mail Services .....	11
Photocopying/Printing.....	12
Funding for Future Graduate Study.....	12
Research Support Fund.....	12
Departmental Check-Out Requirements.....	12

## Welcome!

McMaster's MA in Globalization Studies provides students with the opportunity to think creatively about cultural, political, social, and economic globalizing processes in the contemporary era. These processes, often accelerated by information and communication technologies, have redefined in unequal ways how individuals and communities experience and view the world. They also present new challenges to students, researchers and practitioners intent on understanding both the contemporary era and its historical antecedents.

Students in the program can take courses and conduct research on globalization in relation to a wide range of topics such as contemporary culture; diasporic, transnational and multicultural communities; global governance; international trade and finance; and social, environmental and labour issues.

Our faculty members work together in an interdisciplinary way. They come from departments across the Faculties of Humanities and Social Sciences including Anthropology; English and Cultural Studies; History; Labour Studies; Political Science; Religious Studies; and Social Work. The program fosters a strong sense of collegiality between program students and faculty from all participating departments.

Students should consult the general university regulations for an MA degree in the School of Graduate Studies Graduate Calendar, available at: <https://academiccalendars.romcmaster.ca/index.php>

It is particularly important that students be aware of the regulations governing such matters as full-time and part-time status, leaves of absence, deadlines for adding and dropping courses, and thesis supervision (Major Research Project).

### **Director, Graduate Advisor**

Dr. Petra Rethmann  
905-525-9140 X26259  
[rethman@mcmaster.ca](mailto:rethman@mcmaster.ca)  
LRW-2020

### **Associate Director**

Dr. Tony Porter  
905-525-9140 X21288  
[tporter@mcmaster.ca](mailto:tporter@mcmaster.ca)  
KTH-536

### **Program Administrator**

Leigh-Ann Sepe  
905-525-9140 X27556  
[globalhc@mcmaster.ca](mailto:globalhc@mcmaster.ca)  
LRW-2021

Please go to IGHC's website: <http://globalization.mcmaster.ca/people> to view faculty members' profiles and contact information.

## 2020-2021 Important Dates

Tuesday, September 8	First day of classes
Thursday September 10	Teaching and Learning Forum (8:00 a.m. – 4:20 p.m.) Online registration in advance required
Friday, September 25	Last day to add courses for Term 1
Friday, November 13	Last day to drop courses for Term 1 (note: all courses on a student's record after this date will require a grade)
October 12-18	Mid-term recess
Wednesday, December 9	Last day of class for Term 1
Monday, January 4	First day of classes for Term 2
Wednesday, January 13	<b>MRP Information Session (1:00 p.m. - 2:00 p.m.)</b>
Friday, January 22	Last day to add courses for Term 2
Friday, March 19	Last day to drop courses for Term 2
February 15-21	Mid-term recess
Monday, March 1	Deadline to submit final MRP proposal with supervisor's signature (supervisor may also email approval) to IGHC office
Wednesday, May 12	<b>MRP Work-in-Progress Colloquium (10:00 a.m.-4:00 p.m., LRW 1003)</b>
Monday, July 5	Deadline to submit draft MRP to supervisor
Monday, July 19	Deadline to receive draft MRP comments from supervisor
Monday, August 2	Deadline to submit final MRP to supervisor and reader
Monday, August 16	Deadline to receive final MRP comments from supervisor and reader
Monday, August 23	Deadline to submit final MRP with corrections to IGHC office (pdf file sent to globalhc@mcmaster.ca)

For more detailed information on Sessional Dates for graduate calendar, please see:

<https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8741>

For more detailed information on Sessional Dates for undergraduate calendar, please see:

<https://academiccalendars.romcmaster.ca/content.php?catoid=41&navoid=8636>

## MA Program Information

### Requirements and Duration of Study

The program consists of coursework and a Major Research Paper (MRP, [GLOBALST 708](#)) with a maximum length of 10,000 words, i.e., 35 to 40 pages. Completion time for the coursework and MRP will be twelve months of full-time study. In total, students take a total of six graduate half courses (or equivalent): two core courses, two other Globalization courses, at least one of which should be offered by IGHC, and two electives. During the fall term, each student will take the first required core course ([GLOBALST 710](#)) plus two other half courses. During the winter term, each student will take the second core course ([GLOBALST 709](#)) and an additional two half courses. Elective courses may be taken from any discipline (subject to obtaining permissions from course instructors or the offering departments) and may be concentrated in a single discipline, if students so choose. The program is designed to allow students to develop interdisciplinary skills while also fulfilling requirements for further discipline-based graduate work. By selecting discipline-based options and research paper topics, students maintain the option of pursuing doctoral work in a traditional discipline.

It is important to note that the University uses a letter grade system (A+, A, A-, B+, B, B-). A grade below B- in any graduate course is considered a failure. In the event a student receives a failing grade, the Institute reserves the authority to recommend that he or she withdraw from the program. Compulsory courses and training modules include the following:

#### *GlobalSt 708, Major Research Paper (MRP)*

- A year-long course created to administer the MRP. All three parts of the course: GlobalSt 708A (Fall), 708B (Winter), and 708C (Summer) need to be registered in Mosaic.
- Involves one MRP-focused information sessions in term 2 and the MRP work-in-progress colloquium in May
- Final draft to be submitted to the supervisor and second reader for grading by Monday, August 3, 2020. The MRP is graded as a Pass or a Fail.
- Final corrected MRP to be submitted as a PDF file to [globalhc@mcmaster.ca](mailto:globalhc@mcmaster.ca), by **Monday, August 23, 2021**

#### *GlobalSt 709\*, Designing Global Research: Approaches, Methods, and Techniques*

- This course will explore theoretical issues concerning interdisciplinary research methods related to globalization studies, and will provide students with practical examples of current faculty research projects in preparation for developing and undertaking their own research.
- To be taken during term 2

#### *GlobalSt 710\*, Globalization: An Introduction*

- An introduction to major theories and debates in the field of globalization studies
- To be taken during term 1

#### *SGS 101, Academic Research Integrity and Ethics*

- Register in Mosaic
- Accessible via Avenue to Learn at <http://avenue.mcmaster.ca/>
- A minimum grade of 70% (14/20) is to be achieved with 3 attempts
- This should take around 1 hour
- Complete by the end of September

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

- Register in Mosaic
- Accessible via Avenue to Learn at <http://avenue.mcmaster.ca/>
- A perfect grade (10/10) is to be achieved with unlimited attempts
- More information available at <https://accessibility.mcmaster.ca/training/aoda-and-human-rights-code-training/>
- This should take around 30 minutes
- Complete by the end of September

Environmental and Occupational Health Support Services (EOHSS) Trainings

- Accessible via Avenue to Learn after registering for the online sessions in Mosaic
  1. Health and Safety Orientation
  2. Asbestos Awareness
  3. Ergonomics
  4. Fire Safety
  5. Office Workplace Hazardous Materials Information System (WHMIS 2015)
  6. Slips, Trip and Falls
  7. Violence and Harassment Prevention in the Workplace
- More information available at <http://www.workingatmcmaster.ca/link.php?link=eohss:training>

Job Hazard Analysis (JHA)

- All **new** TAs or RA in lieu of TAs must complete a JHA form with their supervisors
- This is an online process available on the [HR wellness website](#)
- It takes approximately 15 minutes and can be part of the first meeting with your supervisors

The complete list of Globalization courses is available in the [School of Graduate Studies Calendar](#). The Globalization courses that are offered during 2020-2021 are listed on [IGHC's website](#).

**Part-Time MA in Globalization Studies**

The requirements for the part-time MA are the same as those for the full-time MA, but the degree is completed over a longer time period (typically three years). The School of Graduate Studies permits a part-time student to take up to three half courses per academic year.

**Major Research Paper (MRP) Guidelines****Overview**

The MRP must be no more than 10,000 words (35 to 40 pages, font 12, double spaced, 1.25 inch margins, footnote or endnote citation), not including the bibliography, and focus on a globalization-related topic. At the beginning of the winter term, each student will identify a potential supervisor and prepare a proposal for their research paper. The second reader will be determined in consultation with the student and supervisor. If no appropriate second reader has been found by May 1, IGHC will determine one.

**Selecting a Topic**

Students are responsible for selecting a topic for study or research. These choices must be approved by a supervisor and by the Director. The topic should be of a scope that is manageable within the Spring/Summer session and may develop an idea from an essay submitted for a course.

### **Selecting a Supervisor**

Potential MRP supervisors are to be consulted as early as October. By the first week of January, students should have decided on the general area in which they wish to study and have chosen a manageable topic (which is likely to be redefined in discussion with the supervisor). Students who need help finding a supervisor should consult either with the Director or with an IGHC instructor.

### **Submitting a Proposal**

The MRP information session will offer students advice on how to frame a topic and craft a strong proposal, while the MRP proposal workshop will give students the opportunity to solicit feedback from other students and faculty on draft proposals. Students must submit their supervisor-approved proposals to the IGHC office by **Monday, March 1, 2021**.

### **Obtaining Ethics Approval**

A student whose work involves human subjects, including interviewees, will need to seek approval through the McMaster Research Ethics Board (MREB). Given the short timeline for MRPs, it is imperative to initiate the application process early. The [MREB website](#) is to be checked for drop-in dates as well as consultations and seminars on the application process. If there is doubt whether a paper will require an ethics review, a student is to consult with his or her supervisor and/or the Director.

### **Student/Supervisor Agreements**

Supervisors and students are strongly advised to familiarize themselves with the Institute's "2020-2021 Important Dates" to ensure that work is submitted and returned on time. (For some, signing a contract is helpful.) Meetings should be in person wherever possible, though travel in the summer may make it necessary to communicate via email.

### **MRP Work-in-Progress Colloquium**

Students must present an oral report of their work-in-progress to their peers at a colloquium on **Wednesday, May 12, 2021**. These presentations give students the opportunity to share their work and to receive feedback from an audience of students and faculty with different levels of familiarity with the area of research.

### **Final Submission**

A draft MRP must be submitted to the supervisor no later than **Monday, July 5, 2021**. It will be returned with comments and suggestions for revision to the student by **Monday, July 19, 2021**. A final hard copy and/or electronic version of the MRP must be submitted to both the supervisor and the reader by **Monday, August 2, 2021**, at which point the supervisor and the reader will evaluate the paper on a pass or fail basis and provide written commentary. It is important to note that the Program Administrator will not distribute MRP submissions to supervisors and readers; it is the responsibility of the student to ensure that hard and/or electronic copies of MRP are delivered to all parties by the due date. A PDF file of the final MRP (with typographical corrections made) must be sent to [globalhc@mcmaster.ca](mailto:globalhc@mcmaster.ca) by **Monday, August 23, 2021**. Students who fail to meet the submission deadline may be required to register and pay fees for an additional term (or terms) in order to complete the degree.

## Other Administrative information

### **Address Change**

Students are responsible for keeping their personal contacts, such as addresses and phone numbers up to date. Ensure you provide the IGHC office with this information.

### **Bus Passes**

All full-time graduate students are eligible for HSR U-Pass/Presto Card. Please see the Graduate Students Association link for more details: <https://gsa.mcmaster.ca/services/hsr-bus-pass/>

### **CUPE**

The Canadian Union of Public Employees (CUPE), Local 3906, Unit 1, represents all individuals employed as teaching assistants, demonstrators, tutors, super tutors, markers, and research assistants who receive research assistantships in lieu of teaching assistantships. If you are receiving a Teaching Assistantship or a Research Assistantship in lieu of TA, you are a member of CUPE. Union dues are deducted when you receive TA/RA payment. The union office is located in KTH B111. <http://www.cupe3906.org/>

### **Dental Plan**

All full-time graduate students who are receiving a TA and/or RA in lieu of a TA of 130 hours or greater will have Dental Plan premiums deducted the first pay for the full year (Sept to Aug). Provisions for opting out of the Dental Plan or for obtaining family coverage are covered in a separate document which describes the CUPE Dental Plan. For more information, please visit <http://cupe3906.org/tas-unit-1/dental-plan/>

### **Fees and Payment**

Information on tuition and supplementary fees for the MA Globalization program, as well as payment methods, can be found on the Office of the Registrar's website. <https://gs.mcmaster.ca/current-students/fees-and-payment/>

### **Full-time Status**

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

### **Full-time off campus**

Full-time students are obliged to be geographically available and visit the campus regularly for all three terms of the university year from September to August, except for vacation periods or authorized off-campus status. Students who absent themselves from campus for more than four weeks in any term, without permission from the Department and the appropriate Associate Dean of Graduate Studies, will be deemed to have withdrawn voluntarily from graduate study. 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. In cases of unauthorized absence, the student will have to petition for readmission. The appropriate Committee on Graduate Admissions and Study will rule on each request on a case-by-case basis. No guarantee of readmission or of renewal of financial arrangements can be made.

## **Graduate Student Vacations**

In addition to statutory holidays and the weeklong closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor and the employment supervisor. An exception to this allotment requires approval from IGHC's Graduate Advisor.

## **School of Graduate Studies (SGS)**

All students are advised to familiarize themselves with the regulations in the [School of Graduate Studies Calendar](#). SGS is located in GH-212, ext. 23679, <https://graduate.mcmaster.ca/>

## **Teaching Assistantships/Research Assistantships in Lieu of Teaching Assistantships**

Some full-time graduate students are offered a teaching assistantship (or research assistantship in lieu of a teaching assistantship) as part of their funding package. Duties involve an average of 10 hours of work a week, and will include some combination of leading tutorials, grading essays, meeting with students during regularly scheduled office hours, and other duties as discussed with the course instructor. It is important to note that assistantship assignments are confirmed in the first and second weeks of September. Every effort is made to match students with departments/courses/areas in which they have some experience. For information on payments for Teaching Assistantships, please visit:

<https://hr.mcmaster.ca/employees/payroll/teaching-assistants-payroll-information/>

## **Transcripts**

Unofficial transcripts are available through MOSAIC. If you require an official transcript, please contact the Office of the Registrar directly.

For more information, please visit <https://registrar.mcmaster.ca/services/transcripts/request/>

## **University Health Insurance Plan (UHIP) for Visa Students**

It is essential that all international students have proper medical insurance coverage while in Canada. Full details are available from the International Students' Services (ISS) webpage, <https://studentsuccess.mcmaster.ca/international-students/>.

The University Health Insurance Plan (UHIP) is a comprehensive plan that is for international students only. The plan provides doctors' services, hospital ward accommodation, all maternity claims (even if pregnancy began before arrival in Ontario), and coverage for medical care outside of Ontario or Canada.

The plan is compulsory and students will not be permitted to register unless they purchase UHIP. Students may purchase additional coverage under UHIP if they intend to stay in Canada after completion of their studies or would like to travel outside of Canada. Please note that prescription drugs and dental work are covered by the GSA and CUPE insurance plans not UHIP.

For more information about applying for UHIP, visit <https://studentsuccess.mcmaster.ca/international-students/health-insurance/>

## Campus and Student Life Information

### Athletics & Recreation

The Department of Athletics and Recreation provides opportunities for students to participate in inter-university athletics, clubs, intramurals, outdoor recreation, instructional programs, fitness and a variety of recreational activities, both formal and informal. For the online fall semester, they have virtual Recreation programs that students can participate in. For more information, visit the website linked below.

[Athletics and Recreation website](#)

Building: David Braley Athletic Centre and the Ivor Wynne Centre

### Campus Emergencies

McMaster Security Office is responsible for overall security on campus. It is located in E. T. Clarke Room 201 and can be contacted at ext. 24281. In case of emergency call **88** from any university phone or call **905-522-4135**. Please refer to [McMaster Emergency Guidebook](#) for more information.

Security Office also provides [Lost and Found service](#) (ext. 27093). Any lost items will be held for 30 days.

### Campus Store

The main store is located in Gilmour Hall Room B101. This is where you can purchase your textbooks. In addition, stationery, supplies, stamps, McMaster clothing and gifts, computer supplies, as well as Parking and ID services are available in store. For more information, check their website at <https://campusstore.mcmaster.ca/>

### Chaplaincy Centre

The McMaster University Chaplaincy Centre has an open-door policy and offers responsive pastoral support to the whole community with personal counselling, bereavement support groups, public memorial services, and participation in McMaster University networks and programs. It is located in the McMaster University Student Centre (MUSC) in room 231. <http://www.mcmaster.ca/chaplain/>

### Computer Lab Locations

There are three computer labs located across campus which are supported by University Technology Services (UTS):

Burke Sciences Building, rooms 241, 242, 244, and 249

John Hodgins Engineering Building, room 233A/234

Kenneth Taylor Hall, rooms B121 and B123

\*For current hours of operation, see: [https://www.mcmaster.ca/uts/lab\\_facilities/labs.html](https://www.mcmaster.ca/uts/lab_facilities/labs.html)

### Covid-19 Updates

McMaster University is planning and implementing all reasonable precautions in accordance with guidelines set by the Public Health Agency of Canada, Public Health Ontario, and Global Affairs Canada to ensure the health and safety of all students, staff, and faculty. For updates on campus activities and guidelines, please visit the university's Covid-19 [website](#) for all updates and developments.

## **Equity and Inclusion Office (EIO)**

The services offered by EIO are available to the entire McMaster community – students, staff and faculty. The overall goal is to create an environment where everyone can learn, work, teach or live in an atmosphere free from all forms of violence, harassment and discrimination. For more information, visit <https://equity.mcmaster.ca/> office location University Hall Room 104.

## **Financial Aid & Scholarships**

The Office of the Registrar can help students address the financial obligations associated with University study through Government Aid (i.e. OSAP), McMaster Aid, Bursaries, Work Programs, and Scholarships. It is located in GH-108, <https://registrar.mcmaster.ca/aid-awards/>

## **Graduate Students Association (GSA)**

The mandate of the GSA is to promote the welfare and interests of the members through the provision of facilities and opportunities for social, athletic and intellectual activities, to represent the members before the duly elected and appointed authorities of McMaster University, and to promote communication and participation in all matters of common interest between the members of other student organizations, both at McMaster and in other educational institutions.

Website: <https://gsa.mcmaster.ca/>

Office location: Refectory Rathskeller Building East Tower, 2nd floor

## **Hospitality Services**

[McMaster Hospitality Services](#) is dedicated to providing healthy, nutritious and flavourful food including vegetarian choices, international food menus, healthy options, as well as quick snacks and made-to-order entrees. Meal plans are available to suit both on-campus and off-campus students. Visit <http://mealcard.mcmaster.ca> for more information about Meal Plans and other on-campus dining.

## **Housing**

There is no on-campus housing for Graduate Students. However, McMaster Off-Campus Resource Centre is available to all students who have off-campus housing related concerns. The office runs an on-line listing service if you are looking for a place to live, but also offers guidance and counseling when dealing with landlord or housemate issues throughout the year. Various resources are available on the website (<http://macoffcampus.mcmaster.ca/>) and in the McMaster Society of Off-Campus Students (SOCS) office, MUSC B112.

## **International Student Services (ISS)**

A division of the Student Success Center (SSC), the International Student Services (ISS) (<https://studentsuccess.mcmaster.ca/international-students/>) provides support for international students and exchange students through activities geared to student success and development:

- Advise students on immigration, health insurance and academic matters
- Deliver workshops related to careers, employment, academic support and community involvement
- Implement exchange programs between McMaster University and partner universities
- Organize reception and orientation sessions for new international students
- Provide information on campus and community services
- Liaise with sponsoring agencies, foreign governments, consulates and embassies

## **Libraries**

Mills Memorial Library is the Social Sciences and Humanities library. Graduate students may borrow materials for a period of one month. If another user has recalled a book that has been checked out, an email notification requesting the return of the book will be sent. Borrowers have 14 days from the original loan date or 5 days from the date of recall (whichever is longer) to return the book. If library materials are not returned on time, the library will suspend borrowing privileges and charge book replacement and administrative fees.

LibAccess <<https://libraryssl.lib.mcmaster.ca/libaccess/login.php?init>> permits access to the library's licensed e-resources (including e-journals), which can be viewed from off or on campus. Material not held in the collections of McMaster University Libraries, needed for study or research by faculty, staff or students, may be requested through [Interlibrary Loan \(ILL\) Services](#). ILL is free for books.

The Lyons Instructional Media Centre is home to a collection of audio visual and electronic materials. The new Centre has combined the McMaster University Video Library and the Visual Resources Centre/Slide Library into one area centrally located in Mills Library. The Institute has worked on populating this library with globalization related videos. Films and videos circulate to faculty for classroom use only. Students who wish to use AV material for class presentations must have permission to do so from a faculty member. Please consult <https://library.mcmaster.ca/spaces/lyons> for further information.

All libraries at McMaster University are closed indefinitely as of March 18, 2020. Please check the [library website](#) for updates throughout the year. Despite the closure, many of the library services are available remotely, including access to software found on campus computers and support for research. For more information, please visit their website.

## **Ombuds Office**

The Ombuds Office provides impartial, independent, and informal dispute-resolution advice and assistance to all members of the University community. The Ombuds Office is located in MUSC 210 <http://www.mcmaster.ca/ombuds/>

## **Parking and transit services**

There are a limited number of parking facilities on campus. Travel to and from the University on foot, by bicycle, by public transportation, and by carpool is encouraged. If you do require parking for an extended period, please contact the Parking Services, <http://parking.mcmaster.ca/index.html>

## **Student Wellness Centre**

You can access health services on campus in the Campus Health Centre, which is located in the Peter George Centre for Living and Learning (PGCLL) 210/201 ext. 27700. They provide medical care similar to a family physician and health care is available throughout the year for all students. There is also a pharmacy located in the McMaster University Student Centre (MUSC). For more information on health care and wellness services and office hours, please visit: <http://wellness.mcmaster.ca/>

## **Student Success Centre**

Student Success Centre is located in GH-110 and is designed to help students in all programs and faculties in establishing a more focused view of their academic and career options. They provide a full range of services for academic support, personal growth and professional development, including writing assistance, English Language Support, career counselling, job postings, resume and cover letter workshops, interview skills and job search workshops, personality and interest testing, educational

planning, as well as mentoring and experiential education opportunities. Their services, including support for online learning, are available remotely for the fall semester. For more information, please visit their [website](#).

### **Student Accessibility Services (SAS)**

SAS (<http://sas.mcmaster.ca/>) supports students who have been diagnosed with a disability or disorder, such as a learning disability, ADHD, mental health diagnosis, chronic medical condition, sensory, neurological or mobility limitation.

Students with disabilities are strongly encouraged to contact SAS as early as possible in the year, before classes start in September, to allow ample time to arrange for appropriate accommodations.

### **University Plans, Policies, Procedures & Guidelines**

University Plans, Policies, Procedures & Guidelines pertaining to Graduate Studies <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/> Office location: Gilmour Hall, room 210

### **University Technology Services (UTS)**

UTS (<http://www.mcmaster.ca/uts/>) offers a variety of services to McMaster students. The services start with the activation of your MAC ID account and MAC ID enabled services. Your MAC ID provides authenticated access to a range of technology services including Email, Mosaic, Microsoft Office 365, Student Computing Labs, Fee for Service Printing (in the labs), Virtual Private Networking (VPN) etc. Many student related areas on campus have [wireless access](#).

## **IGHC Support and Resources**

### **Office Space**

The Institute is able to provide an open space (LRW 2811) with 15 desks and chairs for graduate students. A shared graduate office (LRW 2022) is also provided for quiet study and TA office hours.

There are shared computers and a photocopier in the open space as well as a microwave and fridge in the Kitchen (LRW 2018). The open study space is provided as a courtesy to students. It is students' shared responsibility to keep the room tidy.

As garbage is collected from offices once every week, please take any food garbage to the kitchen or the washrooms, where the bins are emptied daily.

### **Locker**

Each graduate student is assigned a locker in the open space. \$15 cash needs to be paid to sign out the key to the locker. Students will receive the money back by returning the key back to the Main Office at the end of the school year.

### **Mail Services**

Each graduate student will have his or her own mailbox located in the open space, LRW 2811. Mail can be sent using the following address:

Name  
 C/o Institute on Globalization and the Human Condition  
 McMaster University  
 L.R. Wilson Hall 2021  
 1280 Main Street West  
 Hamilton, Ontario  
 L8S 4K1

Mail Services has free interdepartmental delivery across campus and also offers a free Inter-University Transit System (IUTS) to a number of universities and related organizations. Any mail other than IUTS or inter-departmental delivery must have a stamp or it will be returned to the student. For the list of universities that have the IUTS services, please visit the following link: <https://cou.ca/resources/inter-university-transit-system-iuts/>.

### **Photocopying/Printing**

A network photocopier is available for students to use. The service is available on a cost-recovery basis at \$0.07/printed side (not per page) for black and white printing. Each student will be provided with an account number to use the network photocopier.

Billing cycle 1: **September to April**

- Bill date: Friday, **April 30, 2021**
- Payment due date: Friday, **May 14, 2021**

Billing cycle 2: **May to August**

- Bill date: Monday, **August 2, 2021**
- Payment due date: **Monday, August 16, 2021**

**\*\*The Program Administrator is to be contacted immediately if any problems are encountered with the photocopier.**

### **Funding for Future Graduate Study**

Students planning to do further graduate studies after completing the MA in Globalization Studies are encouraged to apply for Social Sciences and Humanities Research Council (SSHRC) Doctoral Fellowship and Ontario Graduate Scholarship (OGS). For more information regarding SSHRC, visit <http://www.sshrc-crsh.gc.ca/>. Respective program offices are to be contacted directly for OGS information. Additional scholarship opportunities will be emailed through the distribution list.

### **Research Support Fund**

Limited funding from the Institute's MA Research Support Fund is available for travel to conduct field research for the Major Research Paper. Other research activities (e.g. conference presentation) will also be considered, depending on available funds. Students are expected to pursue additional funds from other sources ([GSA travel assistance and other grants](#)). The deadline for the 2020-2021 competition is **Monday, March 15, 2021**.

## **Departmental Check-Out Requirements**

Upon completion of all degree requirements, the students will be required to empty their mailboxes and lockers, return the keys and leave a forwarding address with IGHC office. Mail will be forwarded for up to three months.