

W1 – H2**Inquiry in the Social Sciences, 1SS3, Section C-01, Version 1.0 Virtual**

- Classes: Wednesday, May 2nd, 2022, to
Wednesday, August 3rd, 2022
9:30 am to 12:20 pm
- Classroom: Zoom invitation posted on Avenue
- Instructor: Mr. George Hough
- Instructor Email: houghg@mcmaster.ca
- Office Hours: Tuesdays, 10:00 to noon Zoom invitation on Avenue

0.0 Warning, Table of Contents and Pre-Reading Handouts

Warning – McMaster University is offering this and many other courses in a mix of Zoom and classroom settings. Your safety while at McMaster is our first priority. This is a live classroom course, should the need arise, the university retains the right to change to a virtual teaching format using Zoom.

Please see Avenue / Contents / **Course Outline Table of Contents**, Handout W1 – H2

Please see Avenue / Contents / **Pre-Reading Handouts by Week**, Handout W1 – H3

1.0 Course Description

Inquiry courses are designed to teach students how to critically learn, research into and how to share academic knowledge. Inquiry courses are skill-driven as much as content-driven with a focus on the skills required to perform effectively both in university and the work world.

Students are expected to engage in a process to begin to learn how to formulate good academic questions, gather and interpret scholarly evidence, draw reasoned conclusions, and communicate these conclusions, using as content, topics central to a research theme in the Social Sciences (e.g., social identity, globalization, health and gender).

1.1 Our Theme: Human and Animal Trafficking

Everyday people, animals, their organs and body parts are exported from one area to another to satisfy a variety of demands, both legal and illegal. The focus or theme of this course will be on the illegal and immoral trade of humans, animals, their organs and body parts for whatever purpose.

Your first task is to choose whether to research into the illegal trade of humans or animals, and then whether you will delve into the trade of while animals or just their organs or body parts. Your assignments will take your question about trafficking further, step by step.

Our textbook (Somerville) delves into the illegal ivory trade. You must select a different product while applying Somerville's or another author's analysis to your topic.

Assignment 1 involves your choosing your topic and research question and expressing it in the Inquiry Formula. Topics are approved on a first come - first served basis. You are to develop and submit your topic and research question expressed in the Inquiry Formula format. Approval and topic finalization require your prompt responses to email input from your instructor.

If you are late at submitting your topic and research question, please prepare 2 or 3 such topics as your first and second choice may already be taken.

1.2 Inclusivity and a Culture of Respect

As a McMaster student, you have the right to experience and the responsibility to demonstrate respectful and dignified interactions within all of our living, learning and working communities. Expectations are described in **Code of Student Rights & Responsibilities** which may be found at:

<https://secretariat.mcmaster.ca/app/uploads/Code-of-Student-Rights-and-Responsibilities.pdf>

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual and classroom learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviors that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx, Teams or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

Additional information about the Code and netiquette can be found at:

<https://sscm.mcmaster.ca/the-code/the-code-virtual-communities/>

1.3 Requesting Accommodation for Missed Academic Term Work

McMaster Student Absence Form (MSAF): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

2.0 Basic Course Requirements / Assignments

All written assignments are to be typed and double-spaced. Your title page must include your name, McMaster student number & email address, class and the name of the assignment. Always number the pages of your assignments. Review this Course Outline and our Check List for further requirements for each assignment. Each of your assignments must meet McMaster's Academic Integrity Policy - you must always cite in text and on slides the sources of the material you are using.

Assignments are due at the beginning of class on the due dates, unless otherwise arranged in advance. All assignments are to be submitted to the appropriate assignment mail box in Avenue / Assessments.

Your prof will strive to mark submitted assignments promptly and provide you with marks and detailed feedback on Avenue within the week of each due date (final paper exempted). This way you will receive feedback and have no less than a week before your next assignment is due. Timely feedback requires on-time submission and enables your production of a higher quality of product with each subsequent assignment.

3.0 Assignment Submission and Grading

Written assignments are to be submitted via the Avenue Assessments Assignment Mailbox on or before the due date (see Section 3.2 below). Printed assignments are not necessary. Assignments will be marked as they have for over two decades at McMaster. Marks will be promptly posted to Avenue Grades.

3.1 Assignments file names are to follow this naming protocol:

All assignments:

(Your Surname, Initial, and Assignment as one word).doc

My Lit Review in Word file name would be: houghglitreview.doc

3.2 Back-Up Only - The On-Line Nature of Courses at McMaster

Courses at McMaster use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

- 3.2.1 Please feel free to use any software to when creating any assignment - but AFTER COMPLETION YOU ARE RESPONSIBLE TO CONVERT IT BEFORE SUBMISSION. In most cases the 'save as' function in your preferred software will achieve this for you. The staff at the IT Help Desk in the Learning Commons of the 2nd floor of the Mills Library may be able to help with file conversion.

3.3 Academic Integrity, Honesty, Authenticity and Plagiarism Detection

You are expected to exhibit honesty and use ethical behavior in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behavior can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at:

<https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.pdf>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

McMaster recently updated our definition of plagiarism:

The submission of material that has been, entirely or in part, copied from or written by another person, without proper acknowledgment, is probably the most common form of academic dishonesty. All material, including information from the internet, anonymous material, copyrighted material, published and unpublished material and material used with permission, must be properly acknowledged. There are two aspects to using material from other sources of which students should be aware. In a direct quotation of text or material, it is important to distinguish the text or material that has been taken from the other source. Common methods of identification of directly quoted material include indentation, italics, quotation marks or some other formatting change to separate the quoted material from the student's own work. Indirectly quoted material involves expressing an idea, concept or interpretation that one has obtained from another source, in one's own words. Direct and indirectly quoted material requires a reference or footnote in the text and full citation in the references or bibliography, in accordance with the standards appropriate to the discipline

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

Students who do not wish to submit their work for Turnitin.com review must still submit an electronic copy to the instructor. No penalty will be assigned to a student who does not submit work for Turnitin.com review. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.).

3.4 **SPECIAL OPPORTUNITY – Turnitin.com Assignment Testing:**

Unlike other courses, you may use Turnitin.com may as a tool to check your work in advance of its due date. If you complete your literature review or any another assignment, say 7 days prior to the deadline, you may submit that draft to our Avenue Assignment Mailbox. It will be checked by Turnitin.com and you will be able to see the results and amend your assignment before submitting it a 2nd time. This takes a few days. Where two or more assignments are submitted, only the last one before the due date will be marked.

4.0 **Late Penalty and Late Free Window**

Our late penalty is 5.0 % per day (weekend days included). All assignments have deadlines at university. Each will be judged as being on time or late by the date stamp on the Avenue Assignment Mailbox.

BEWARE: the McMaster email server often holds items for up to 30 minutes before sending them on, stamping the send date and time as the time the item was finally sent.

Students facing too many assignments due at the same time may opt to use our Late-Free Window without penalty, up to twice on eligible assignments. Before using our late-free window – you must email your professor of your intention prior to that assignment deadline.

A late window assignment is to be submitted no more than five days after the original due date. Late-Free assignments will begin being penalized as late on day six after the original due date..

Our late-free window may be applied to any two of:

| | |
|-------------------|-------------------|
| Research Question | Research Proposal |
| Literature Review | Major Paper |

Where more than two assignments are submitted late, the late-free window will apply to the eligible assignments of the least value toward your final mark. Our 5.0% / day penalty would apply to the subsequent late assignment or assignments.

Late penalties begin:

- on Day 1 after the deadline for non-eligible and assignments for which a late free request was received after the assignment deadline.
- on Day 6 for pre-approved late free eligible assignments

Our late-free window does not apply to:

Reading Quiz, Individual Research Presentations & Student Interviews.

4.1 Assignments, Weighting and Due Dates

| | | Weight | Assigned | Due Date |
|--|-------|------------|----------|---|
| 1. Topic & Inquiry Formula | | 3.0% | May 4th | 6:00 pm, May 9th |
| 1 st Library Training Session | | | May 4th | May 18th |
| 2. Research Proposal | | 5.0% | May 4th | May 25th |
| 2 nd Library Training | | | May 4th | Jun 1st |
| 3. Citation Chaining & Literature Review | | 15.0% | May 4th | Jun 8th |
| 4. Student Interviews Begin | | Compulsory | | Jun 15th |
| 5. Presentations Begin - Handout | 2.0% | 17.0% | May 4th | beginning July 6 th 2 days before presentation |
| In Class Answers | 5.0% | | | |
| Body | 10.0% | | | before presentation time |
| 6. Major Paper Abstract | 2.0% | 40.0% | May 4th | Jul 20th |
| Body | 20.0% | | | |
| Next Question | 6.0% | | | |
| Bib & Credentials | 12.0% | | | |

| | | | |
|-----------------------------------|--------|---------|--|
| 7. Ivory - Reading Quiz | 9.0% | May 4th | July 6th |
| 8. Participation: Questions Asked | 7.0% | May 4th | After each student presentation |
| 9. Individual Presentation Review | 4.0% | May 4th | July 16th - Aug 3rd |
| Total | 100.0% | | |

The components shown above may look like separate assignments, a closer examination will reveal they are components of larger assignments. This shows the weighting for both.

5.0 Student Conduct Expectations and Responsibilities

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the Code of Student Rights & Responsibilities (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, whether in person or online.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviors that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

Successful students Recognize that university marks are earned by the quality of their analysis of findings, the logical path toward their conclusion, and their creativity in terms of adding to the reader’s and their own knowledge. Successful students attend all classes, complete their assigned readings in advance of class, show up for student interviews, submit complete assignments on time, meet with their professor at least once after their interview and become engaged in each of their classes. Students who are less successful tend to miss one or two of these expectations. Students who miss three or more expectations receive failing marks.

As per University Board of Governors Policy, students who remain in class past the Drop Date are by their presence agreeing they have read and understood the university calendar, this course outline and are like the instructor, committed to the terms and conditions of both.

6.0 Library, Academic Skills and Integrity Training

Successful students strive to become masters of the McMaster library system.

A librarian will provide the class with two Zoom on-line sessions to help you determining the components of a reference, searching library databases and citation chaining skills.

You are expected to approach the Library Help Desk at any time, seeking help finding peer reviewed articles, and more.

You are expected to review a PowerPoint handout on Academic Integrity. The integrity of the work you produce at university and in the workplace must be of the highest caliber. Anything less face serious consequences.

7.0 Negative Class Participation:

How well you do and the quality of this and other courses largely depends on you! At the end of the term, your prof will assess each student for his/her negative participation. Your prof reserves the right to downgrade your mark (a maximum of 15 percent) for negative class participation.

Negative class participation will include but is not limited to: failure to attend your interview with the professor, regular absence from lectures, distracting classmates with things that do not contribute to the class discussion, general non-participation in the lectures and presentations, frequently coming to class late, leaving early, sleeping in class, using any of the following devices for other than class purposes: cell phone, personal organizer, tablet, mp3 player, I-pod, and other devices during class. Taking notes on your personal computer or tablet is fully acceptable – but not being on Facebook or watching You Tube, etc.

Please check with the instructor before using any audio or video recording devices in the classroom.

8.0 Weekly Topics, Scannings and Readings

Students are expected to scan and read ahead of class. Doing so ensures you obtain the optimum degree of learning in each class. The insights, strategies and suggested habits in these scans and readings will be enormously helpful in your building well researched, reasoned, polished and successful research presentations and papers.

The initials in the grid below relate to these authors and their texts:

HA = Handouts by week & number

HM = Haig & MacMillan
An APA documentation guide

K = Kump, Speed Reading

NT = Northey, Tepperman & Albanese
Making sense, A student's guide to research and writing,
Social sciences

SO = Somerville
Ivory: Power and poaching in Africa

| <u>Week #</u> | <u>Date</u> | <u>Topic</u> | <u>Assigned Scanning and Reading</u> |
|---------------|-------------|---|--|
| 1 | May 4 | Introduction, Course Outline | |
| 2 | May 11 | Objectives | READ HA W1-H1 to W-H13 |
| 3 | May 18 | Avenue & How Marks are Earned <i>1st Library Training Session</i> | SCAN: NT Ch 1, 2 & 3; HM Ch 1 & 2; K Chas 1-6; READ: SO pgs 99 – 144 & HA W2-H1 to W2-H16 |

| | | | |
|----|---------|--|---|
| 4 | May 25 | Sources & Academic Integrity | SCAN: NT Ch 4, 5 & 6; HM Ch 3 & 4; K Chas 7-12; READ: SO pgs 145 - 190 & HA W3-1 to W3-H7 |
| 5 | June 1 | Citing and Other Needed Skills <i>2nd Library Training Session</i> | SCAN: NT Chap 7, 8 & 9; HM Ch 5 & 6; K Chas 13-19; READ: SO 191 – 236 & HA W4-H1 to W4-H10 |
| 6 | June 8 | Being a Successful Student & Presentation Preparation | SCAN: K Chas 20-27; READ: SO pgs 237 – 282 & HA W6-H1 to W6-H7 |
| 7 | June 15 | | READ Kump and HA W5-H1 to W5-H7 |
| 8 | June 22 | Ivory - Reading Quiz Student Interviews Begin Presentations Begin | SCAN: NT Chap 10 – 11; K Chas 28-36; READ: SO pgs. 283 – 328 |
| 9 | June 29 | Student Presentations | |
| 10 | July 6 | Student Presentations | |
| 11 | July 13 | Student Presentations | |
| 12 | July 20 | Student Presentations | |
| 13 | July 27 | Student Presentations | |
| 14 | Aug 3 | Student Presentations | |

9.0 Copyright and Class Recording

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, including lectures by University instructors

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

10.0 Discrimination, Harassment and Sexual Harassment Policy

McMaster's policy on discrimination and harassment:

- Emphasizes education and prevention
- Clarifies the roles and responsibilities of those responsible for the implementation of the policy and
- Specifies procedures for the ongoing collection and communication of campus-wide data on the incidence of discrimination and harassment.

Further details may be found at:

<http://dailynews.mcmaster.ca/article/new-discrimination-harassment-and-sexual-harassment-policy/>

10.1 Resources for Survivors of Sexual Violence

SACHA Sexual Assault Center Hamilton and Area

24 hour support line 905 525 4162

www.sacha.ca

McMaster University Sexual violence Prevention and Response Office

svpro@mcmaster.ca

svpro.mcmaster.ca

WGEN McMaster Students Union Women and Gender Equity Network

wgen@msu.mcmaster.ca

msumcmaster.ca/sercice/wgen

11.0 Course Overview

Inquiry 1SS3 is a multiple section course with individual sections of no more than 35 students. Students are expected to be active participants in every section. Inquiry classes meet in class or over Zoom once each week for a three-hour block of time. A different instructor facilitates each section of this class, so the exact classroom experience will vary. All Inquiry sections hold consistent expectations of students.

Each course at McMaster is evaluated by the students who have taken it. Teaching Evaluations take place over Avenue; they tend to be quick and straight forward. They very much help each of your professors improve their courses for the future.

12.0 Course Format and Speaking Protocol

Our class will take place in a classroom, with your instructor. Some classes take place virtually over Zoom or another virtual teaching format. McMaster reserves the right to change from classroom to virtual teaching at any point in time, as directed by the city and provincial Chief Medical Officers of Health.

Our class will unfold in three distinct phases:

Phase One - will introduce your instructor, explain what Inquiry can do for you, why it is vital to your future success at both the university and work world.

Phase Two - will involve your scanning and reading material set out in Section 7.0 and your discussing and answering questions about these readings in class each week.

This second phase will take place as follows:

- You are expected to read the assigned selection of readings in Section 7.0 before each class.
- These readings will be reviewed with questions being asked and answered each week
Our later reading quiz will test your assigned readings in Somerville's book, Ivory

Phase Three – comprises students presenting their research projects to the whole class and responding to questions posed by other students and the instructor in class, this is the student participation phase of class.

- Points will be earned for both the number and quality of the questions asked and the number and quality of answers
- Student presenters and responders are to follow our speaking protocol. Failing to do so risks not being credited with the participation points you might have earned. Asking for question points later will not be entertained.

Our speaking protocol - to answer or ask questions is:

Answer if your name is called

If you are not called upon by name: Raise your hand or on Zoom, place it in front of your face and await the presenter's recognition

Once recognized, state your surname clearly before asking your question

WARNINGS:

- Keep your questions short so others may be able to ask their questions
- Students who fail to connect or drop off Zoom during class risk missing an opportunity to learn and earn participation points.

After our last class, speaking and participation points will be cumulated and transposed into a percentage for each student's participation mark.

Assignments and their due dates are shown in Section 4.0 above and will be posted on Avenue Calendar. It is your job to submit complete assignments on or before our due dates.

13.0 Handouts

This course is reliant upon your pre-reading our many handouts, all of which may all be found on Avenue / Contents / Handouts where they are listed by week.

Handouts are numbered in order of week and sequence.

Handout W2 - H5 is the 5th handout for week 2

14.0 Required Texts:

Somerville, K. (2019). *Ivory: Power and poaching in Africa*. 2nd Edition. London. Hurst Publishing
Also available used in the bookstore as a hardcover dated 2016

Haig, J., & Sutherland V., (2021), *Cites & sources, Student Guide to APA Style*, (6th ed.), Don Mills, Canada, Nelson

Kump, P. (1998). *Break-through rapid reading*. (Revised edition). New York: Penguin/Putnam Inc.
Kump is an E-Book on Avenue / Contents / Handout W1 – H11

Northey, M., Tepperman, L. & Albanese, P. (2018). *Making sense, A student's guide to research and writing, social sciences*. (7th ed.), Don Mills: Oxford University Press

Also available as an e-book in Word dated 2020

14.1 Supplementary Readings and Videos

Supplementary readings are largely from media sources and will be posted on Avenue. Supplementary videos are optional.

15.0 Assignment Details: Overview, Requirements and Specifications

Please consult our Course Outline and Assignment Check List in addition to what follows.

In this course each class and assignment are like building blocks the first underpinning the next. Your cap-stone assignments (final paper and presentation) are built upon all earlier steps. This progression is intended to bring you to a higher understanding than when you began. Successful students take all

of these steps and embrace what they learn as they prepare and complete assignments in all of their courses.

Your research should better inform you about the research question and sub-questions you are researching. As you move along you may change or expand your initial research question because of new material you have uncovered. This is normal.

After submitting each of your assignments your prof will get back to you with detailed comments, suggestions, and marks. If your assignment is on time, your prof will strive to provide my feedback to you within a week of the due date. If your assignment is late-free or late, this promise may not be met.

Do not hesitate to discuss your progress or the obstacles you encounter with your prof in advance of submitting your assignments. Your professors all hold office hours for this reason. Profs are also available on e-mail. I promise to review my e-mail at least once weekly but expect to do so more frequently.

I will be available in my office or on Zoom during my office hours. Avenue / News will explain which that week. I will also make myself available to meet via Zoom at other times of the week, subject to mutual convenience. Please connect with me by email to arrange for such a meeting.

15.1 **Choosing and Expressing Your Research Topic as an Inquiry Formula:**

Your **1st Assignment** requires your taking *two steps*.

The first step involves reviewing four handouts in W1: H9, H10, H12 and H13

If you join our class late, this assignment remains a necessity.

If your MacID email or Avenue is not working yet, forward your assignment to your prof's e-mail address shown above from your personal email address then get on to initializing your MacID and Mac Mail at the IT Helpdesk in the Learning Commons, 2nd floor Mills Library.

The second step is your formatting your research question into the Inquiry Formula, shown in Handout W1-H10 (in 3 paragraphs, no more than 10 to 20 sentences) pose at least 6 to 8 questions in the second part of your Inquiry Formula.

Finally, submit this to the correct Avenue Assessment Assignment Mailbox by:

6:00 pm as set out in Section 4.0 above

Once submitted, your prof will begin e-mailing you to help refine your Inquiry Formula. Many students receive 3 or 4 messages before this step is finalized. Topics are approved on a first come first served basis.

With your Research Question submitted, review the next sections of this Course Outline and Handouts W2 – H10 to W2 - H16.

Other handouts contain further details on how to complete and what comprises each of your early assignments.

15.2 **Assignment 2**, your research proposal contains your improved research question (inquiry formula plus more focus), an outline of what your paper might look like (the sections and headings you might use), a description of the method you will follow. See Handouts W2 – H10 to W2 - H16.

15.3 **Assignment 3** is your citation chaining and literature review. See the Handout W3 – H7, W5 – H1 and W5 – H7 for details on this assignment. Assignment 3 will confirm there are sufficient peer reviewed sources to meet your research needs. Once proven you will be directed to proceed forward. If not, you must either modify or substantially change your research question with your instructor's help.

15.4 **Assignment 4**, Student Interviews are compulsory. They are conducted separately by your instructor. These will take place in my office or over Zoom after your research proposals have been submitted and both marks and comments have been returned.

Interviews are intended to help get things back on track. Students who are progressing well should expect a much shorter interview than those requiring more help.

15.5 **Assignment 5** is your Research Presentation which may take place before or after your final paper is submitted.

Your literature review, presentation and final paper require a minimum of six peer reviewed journal articles and one of either a government document or academic book, and author credentials for all seven authors. Your research may be supported by other sources such as: news media, trade journals, lobby group publications, maps, etc.

Your instructor will post the Presentation Schedule to Avenue well in advance of these beginning. An Avenue News item will also be posted to notify you. See Handout W6 – H3 and the points below for Assignment 6.

There are two components to Assignment 5:

- **your presentation handout** and
 - o A one to two-page overview of your presentation **which is due no less than two days prior to your presentation date**
 - o This will be circulated by the instructor to all students before your presentation is given
- **your presentation**
 - o Your handout may be in PowerPoint or any other format you have discussed in advance with the instructor, **it is due prior to being delivered in class**

15.6 **Assignment 6** is your Final Paper is called your capstone or final assignment. An example of what is sought may be found on pages 8 – 21 in Haig.

Each assignment builds to this assignment.

Your presentation and final paper must include the requirements set out in our Course Outline and Check List:

- Answer the sequence of questions you pose in the second component of your Inquiry Formula
- Disclose any assumptions you have made
- The testing of your claim or use of an operational definition
- Your creating an analytical rather than merely a descriptive work
- Provision of a resolution or way forward regarding the differences or disagreement you present
- Analysis of your findings, linked together logically, leading to your conclusion
 - o Comparing and contrasting and analyzing what you found using two examples or locations, etc.
- Discussing one or more alternate arguments worthy of consideration
- One or more items which surprised you which had not been expected
- The next questions you now see value in working on
- Your complete reference list in the APA Style followed by your authors' credentials (the stronger of your 1st or 2nd authors of each source used)

15.7 **Assignment 7** is an Avenue Reading Quiz on Somerville's book *Ivory*.

15.8 **Assignment 8** is for your Participation in posing questions to student presenters

15.9 **Assignment 9** is your review of what you thought was one of the best student presentations given. Use the Presentation Review Handout W6 – H3 to complete this assignment.

16.0 **On-Line Proctoring**

Many courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

17.0 **Required Class (Assignment) Software:**

MS Office 360, Adobe pdf, Avenue and Zoom

MS Office 365 is available free to all McMaster Students.

To download it, go to: <https://uts.mcmaster.ca/catalogue-students/>

Click on the Office 365 – Students hot button

The staff at the IT Help Desk in the Learning Commons of the 2nd floor of the Mills Library may be able to help you download your copy if needed.

The **software standard** for all assignments is MS Word (Word (doc or docx), Power Point (ppt or pptx), Excel (xls orxlsx), etc. Open Office software may be used so long as your assignments have been "saved as" files with these suffixes.

Assignments submitted in any other software cannot be read - cannot be marked and will receive "0.0%". Late penalties will apply until a readable file is submitted.

17.1 Avenue to Learn (A2L) and Zoom

This course and most of your other courses will rely heavily on **Avenue to Learn**. You must quickly become adept using Avenue. See Handout W2 – H1.

Avenue includes a news column, course calendar, a mailbox to enter your assignments, your marks for all courses and much more.

Although ours will be a lecture and classroom-based course, **Zoom** will be the alternative interface we will use to connect during class time if need be. See *Handout W2 – H2*.

Zoom will be our 'out of office hours' communications link. I will be using it for student interviews and to answer questions beyond using Mac Mail. [Email me to make an appointment time to Zoom](#). Once I have confirmed simply connect to the Zoom meeting invitation sent to you.

18.0 Privacy Protection

In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; tests and assignments must be returned directly to the student. Similarly, grades for assignments for courses may only be posted using the last 5 digits of the student number as the identifying data.

The following possibilities exist for return of graded materials:

- 1) Direct return of materials to students in class.
- 2) Return of materials to students during office hours.
- 3) Students attach a stamped, self-addressed envelope with assignments for return by mail.
- 4) Submit/grade/return papers electronically.

Arrangements for the return of assignments from these options above will be finalized during the first class.

19.0 Extreme Circumstances

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labor disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

20.0 Academic Accommodation of Students with Disabilities

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's *Academic Accommodation of Students with Disabilities* policy.

21.0 Religious, Indigenous and Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous, or spiritual observances should follow the procedures set out in the RISO policy. Students should submit their request to their Faculty Office *normally within 10 working days* of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact

their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

22.0 Faculty of Social Sciences E-mail and Communication Policy

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

23.0 McMaster Student Absence Form (MSAF) Use

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

24.0 Late Withdrawal Option

Students who have become irretrievably behind in a course and are not prepared to complete a final exam or an equivalent evaluation should contact their Academic Advisor in their Faculty or Program Office. A form will be provided that will allow a student to make this request while seeking counsel with an Advisor.

In consultation with their Academic Advisor students may request a Late Withdrawal, without the need for a petition, prior to the last day of classes in the relevant term with the conditions outlined in the policy. This request can be made after the scheduled "Last day for withdrawing from courses without failure by default" stated in the McMaster Sessional Dates. Please note that an important part of the decision to allow a Late Withdrawal request is consulting with the instructor(s) of the affected course(s). The policy notes that:

Requests for Late Withdrawal cannot be made in courses for which the final exam (or equivalent) has been attempted or completed. This also includes courses where a final grade has been assigned (e.g. clinical courses).

25.0 Assigned Pre-Reading Handouts by Week

Please see Handout W1 – H1 for the index to all of our weekly handouts.

Dean (Undergraduate Academics)

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