

**INQUIRY 1SS3**  
**INQUIRY IN THE SOCIAL SCIENCES**  
**THEME: Human and Animal Trafficking**  
**Section C - 06**  
**Term 1, Winter 2018**  
**Tuesdays, Jan 9 – Apr 3, 2018**  
**7:00 pm – 10:00 pm**  
**Location: LRW 1056**

Ver. 1 + Index

---

**McMaster University**  
**Faculty of Social Sciences**

**Instructor Name**  
**Email**  
**Office Location**  
**Office Hours**

Mr. George Hough  
[houghg@mcmaster.ca](mailto:houghg@mcmaster.ca)  
KTH – 208  
Tuesdays 10:00 am to 12:00 am  
Or by pre-arranged appointment

### 1.0 What Do We Mean by Inquiry?

Inquiry is the process of developing skills to arrive at understandings of a problem, an issue, or a phenomenon, through the process of asking good questions, searching out good evidence, analyzing what you found and arriving at a well-reasoned conclusion. The process of critical inquiry promotes self-directed learning, helping you develop the skills necessary to acquire and reflect on new knowledge and understanding, and what will be invaluable in your other university courses and your academic, personal and professional lives.

In this course you will learn the skills needed to meet and exceed the performance expectations of every university course and the work world. You'll choose the topic you'll research into such as: people smuggling, refugee migration, sex tourism, medical tourism, the organ transplant trade, the illegal animal parts or exotic animal trade, or the seamy side of mass human migration. You'll find yourself learning from your lecturer, the work you do and your fellow students while you teach all of them.

### 1.1 Course Description:

Inquiry courses are designed to teach students how to learn and how to share academic knowledge. The courses are skill-driven as much as content-driven with a focus on the skills required to perform effectively in university. These personal, transferable skills and approaches to learning will be useful in other university courses, and beyond. Students will 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 research in the Social Sciences (e.g., social identity, globalization, health and gender).

### 1.2 Course Objectives:

Successful completion of this course you will provide students valuable experience in:

- Developing a researchable question and refining it;
- Demonstrating the ability to obtain relevant information to answer this question;
- Critically evaluating the validity and relevance of academic and other research;
- Communicating a reasoned response to the researchable questions; and
- Critically reflecting on your learning process

#### 1.2.1 Developing Transferrable Skills:

Students will work on developing academic skills that are transferrable to other university courses as well as to the workplace. These skills include:

- Question formulation
- Critical reading and thinking

- Communication (oral, written and visual)
- Self and peer evaluation
- Research skills; and
- Individual and group work skills (Vajoczki, 2010)

## 2.0 **Theme:            Illegal Human and Animal Trafficking**

Every day people, animals, their organs and body parts are exported from one area of the world 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 you wish to research into the illegal trade of animals or humans, and then whether you wish to delve into the trade of people or animals or just their organs or body parts.

As our text book (Somerville) deals with the illegal ivory trade, you must select a different trade/product to research but are expected to transpose Somerville's analysis to the topic choice you make.

With your choice you are then to develop and submit your research question expressed in the Inquiry Formula format (Handout B 1). Approval almost always involves your responding to email input from your instructor. Approvals will be granted on a first-come-first-served basis so it may be wise to keep one or two back-up products in mind, especially if you are late at submitting your research question.

Our class, texts, etc. will guide you as you prepare assignments including a presentation and final paper on your research topic. Your presentation and paper require your assessing: the advantages and disadvantages of this trade for parties at each link of the complete trade chain: from the gatherer/producers through to the retail consumer and the home communities and environments of each.

## 3.0 **Required Textbooks:            To be purchased**

Somerville, K. (2016). *Ivory: Power and poaching in Africa*. London, UK, Hurst Publishers

## 3.1 **Required Reference Books:   The 1<sup>st</sup> and 3<sup>rd</sup> are to be purchased**

Haig, J., & MacMillan, V., (2017 ), *Cites & sources, An APA documentation guide*, (5<sup>th</sup> ed.), Don Mills, Canada, Nelson

Kump, P. (1998). *Break-through rapid reading*. (revised edition). New York: Penguin/Putnam Inc.  
Provided as an E-Book on Avenue / Contents / Handout B 25

Northey, M.,Tepperman, L. & Albanese, P. (2015). *Making sense, A student's guide to research and writing, Social Sciences*. (6<sup>th</sup> ed.), New York: Oxford University Press

## 4.0 **Assignment Basics: Layout, Deadlines, Submission Destination**

All written assignments should be **typed and double-spaced**. Your **title page** includes your name, student number, McMaster e-mail address, and the name of the assignment. Always **number the pages** of your assignments. Review this Course Outline and the Check List (Handout 5 on Avenue Contents) for the requirements of each assignment.

Assignments are due at the beginning of class on the due dates, unless otherwise arranged in advance. Assignments are to be submitted to the appropriate box in Avenue Mail Box.

Your prof will strive to mark submitted assignments promptly and provide you with timely 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 enables you to produce a higher quality of product with each subsequent assignment.

#### 4.1 Evaluation Components, Weights & Assignment Deadlines:

Assignment Schedule	% of Final Grade	Date Assigned	Date Due
<b>1. Research Question</b>	<b>2.0%</b>	Sept 8	6:00 pm, Jan 12
<b>2. Research Proposal</b>	<b>4.0%</b>	Sept 8	Jan 23
<b>3. Student Interviews Begin</b>	Compulsory		See the schedule
<b>Mid Term Recess – No Classes</b>			
<b>4. Literature Review</b>	<b>10.0%</b>	Sept 8	Feb 6
<b>5. Academic Skills, Integrity Quiz</b>	<b>10.0%</b>	Sept 8	Feb 27
<b>6. Presentation</b> Body 11.0	<b>15.0%</b>	Sept 8	To begin Mar 6
In Class Answers 2.0			See the schedule
Handout 2.0			Before presentation
<b>7. Major Paper</b> Abstract 2.0	<b>37.0%</b>	Sept 8	Mar 13
Body 20.0			
Next Question 5.0			
Bibliog & Credentials 10.0			
<b>8. Participation</b> In Class Questions 5.0	<b>22.0%</b>	Sept 8	After presentations
Presentation Reviews 5.0			1 week after @ presentation
Team Presentations 12.0			
<b>Total</b>	<b>100.0%</b>		

While the many components shown above might look like separate assignments, a closer examination will reveal that the separate components of assignments are being marked separately instead.

A weekly schedule of readings is shown in Section 19.0 below. Assignments are described in Section 7.1 below and Handout B 4, our Check List on Avenue Contents.

##### 4.1.1 Our Late Penalty and Late Free Window

All assignments have deadlines. Each will be judged as being on time or late by the date stamp on the email or 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 has finally been sent.

Students may opt to use our Late window without penalty, up to twice on eligible assignments. A late window assignment is to be submitted no more than five days late, but will begin being penalized as late on day six. Before using our late-free window – you are asked to notify your professor by email prior to that assignment deadline.

Our late free window may only be applied to two of:

- Research Question
- Research Proposal
- Literature Review and
- 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, the 17.5%/day penalty would apply to all other late assignment or assignments. Late penalties will begin on Day 1 after the deadline or on day 6 for up to two eligible Late Window assignments.

Our late-free window excludes (**does not apply to**) the following:

- Academic Skills and Integrity Quiz
- Team Presentations and
- Individual Research Presentations.

Our late penalty is 17.5% per day (weekend days included)

#### 4.2 **Becoming a Successful Student:**

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.

#### 4.3 **Digital Assignment Submission:**

Written assignments are to be submitted via the **Avenue Assignment Mail Box** (Assessments Tab) on or before the above due dates. Printed copies of assignments other than your presentation handout are not necessary.

4.3.1 E-copies of assignments must have proper **file names**, use these naming protocols:

All assignments other than Presentation Reviews:

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

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

Presentation Reviews:

Your Surname, Initial, Their Surname, Initial, Presentation Revoew.doc

My review of Anne Brown's would be: ***houghbrownapresentation review.doc***

4.3.2 **Use of the following software is required:** MS Office 365 is available free to all McMaster Students. The software standard for all assignments is MS Word (Word (doc or docx), Power Point (ppt or pptx), Excel (xls or

xlsx), etc. Open Office software may be used so long as your assignments have been saved into files with these suffixes. Apple word processing and presentation software will not be accepted.

4.3.2.1 Feel free to use any software to create when creating any assignment - but after doing so **IT IS YOUR RESPONSIBILITY TO CONVERT IT INTO AN APPROVED SOFTWARE BEFORE SUBMISSION.**

The staff at the IT Help Desk in the Learning Commons of the Mills Library may be able to help with file conversion. Files submitted in other than the above approved software or which cannot be read - cannot be marked and will be given "0.0%" until such time as they can be read and marked. Late penalties will apply to software conversion caused delays.

4.4 **Originality Checking:**

In this course we use turnitin.com to uncover plagiarism and other integrity concerns. Most of your subsequent courses will do so as well. All work submitted via Avenue (Drop Box) will automatically be reviewed by Turnitin.com. All submitted work is subject to normal verification and the standards of academic integrity which meet the University Academic Integrity Policy. To see Turnitin.com Policy please go to <http://www.mcmaster.ca/academicintegrity/>

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

Unlike other courses, in our section of Inquiry 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 and/or final paper early (say 7 days prior to the deadline) you may submit these assignments to Avenue Assignment Mail Box. It will then be checked by Turnitin.com and you will be able to see the results and amend your assignment before submitting it a 2<sup>nd</sup> time. Depending on demand this may take a few days. Where two or more assignments are submitted, the last one before the due date will be the only one marked.

4.5 **Copyright Regulations:**

McMaster University holds a licensing agreement with Access Copyright, the Canadian Copyright Licensing Agency. Information on current regulations for copying for educational purposes can be found at: <http://www.copyright.mcmaster.ca> .

5.0 **Avenue to Learn or "Avenue"**

Avenue to Learn (Designed to Learn) is the course software used in most classes at McMaster. Think of it as a webpage for this and every other course you may take. To help you learn and master Avenue please see Handout B31. Avenue is found at, sign in with your Mac ID and password: [avenue.mcmaster.ca/index.html](http://avenue.mcmaster.ca/index.html)

Our Avenue page includes important announcements in the news column, a calendar with due dates, tabs which open a variety of sub-pages including Contents where the latest course outline, presentation schedule, our handouts, other help pages for your assignment grades, etc. Handouts are divided into A Handouts For This Course and B Handouts For All Courses. Handout A 4 will help you complete Assignment 1 while B 4 is our Assignment Check List for example.

No one student will make use of all of the handouts, but most use some of them. Their titles are self-descriptive, see the index if you need help finding them.

**You are urged to review any of these handouts which apply to your needs, use our handouts in your other classes.**

#### 6.0 Objectives of Your Assignments:

- To consolidate and expand on the information students acquire in their readings and classes;
- To increase student's self-awareness and self-evaluation skills;
- To develop research skills that will assist the student in critically assessing the information they are provided;
- To improve synthesizing the information into a coherent whole; and
- To develop their ability to communicate findings

#### 7.0 The Learning Path You Will Be Taking – Completing Your Assignments:

In this course each class and assignment are like building blocks underpinning the next assignment. Your cap-stone assignments (final paper and presentation) are built upon all earlier steps. This progression brings you to a higher understanding than where you were at the beginning or at any point along the way. Successful students take all of these steps as they prepare and complete assignments in all of their courses.

At each step along the way - your research should better inform you about the research question and sub-questions you are researching. As you move along you'll change your initial research question because of new material you have uncovered. This is how research is conducted.

After submitting each of your assignments (other than your final paper) I will get back to you with detailed comments, suggestions and marks. If your assignment is on time, I will strive to provide my feedback to you within the week after the due date. If your assignment is late, this promise cannot be met.

**Don't hesitate to discuss your progress or the obstacles you encounter with your prof well in advance of submitting your assignments - that's what my office hours are for and why I am available on e-mail.** I promise to review my e-mail at least once weekly, but will be doing so more frequently. I may also be contacted via Skype subject to mutual convenience and prior arrangements being made.

#### 7.1 Steps to Complete Your Research Question:

This first assignment involves developing a **topic and research question in two steps**. First review handouts A 3, B 1, B 2, and B 4 on Avenue Contents and watch the required videos listed below (Sections 7.1 & 7.1.1). This will take you about 2 hours. Be prepared to skip through the adverts.

**Your Research Question is due on Friday January 12<sup>th</sup> by or before 6:00 pm.**

If you join our class late, this assignment remains an essential necessity. If your Mac email or Avenue isn't working just yet, forward your assignment to your prof's e-mail address shown above from your personal email address.

Required Videos for all:

**1<sup>st</sup> watch:** Undercover Scenes: Illegal Animal Trade with Simon Reeve BBC 4 m 16 s  
[https://www.youtube.com/watch?v=BodUHLH\\_UcY](https://www.youtube.com/watch?v=BodUHLH_UcY)

<b>2<sup>nd</sup> watch:</b>	Inside the Illegal Wildlife Trade, Humane Society of the US <a href="https://www.youtube.com/watch?v=v8rzMUhn01o">https://www.youtube.com/watch?v=v8rzMUhn01o</a>	6 m 31 s
<b>3<sup>rd</sup> watch:</b>	Thailand's human trafficking trade, BBC <a href="https://www.youtube.com/watch?v=QBAs13AL1Jg">https://www.youtube.com/watch?v=QBAs13AL1Jg</a>	6 m 47 s
<b>4<sup>th</sup> watch</b>	Tales from the Organ Trade <a href="https://www.bing.com/videos/search?q=Chinese+Prisoners+and+Organ+Harvesting&amp;&amp;view=detail&amp;mid=B075C87332B44686E054B075C87332B44686E054&amp;&amp;FORM=VDRVRV">https://www.bing.com/videos/search?q=Chinese+Prisoners+and+Organ+Harvesting&amp;&amp;view=detail&amp;mid=B075C87332B44686E054B075C87332B44686E054&amp;&amp;FORM=VDRVRV</a>	10 m 49
<b>Finally,</b>	Asia's Kidney Black Market – 101 East <a href="https://www.youtube.com/watch?v=V6yRKosE2MI">https://www.youtube.com/watch?v=V6yRKosE2MI</a>	25 m 30 s

Then view the two following required videos which touch the area you've chosen and look on Wikipedia and You Tube to find out a bit more on the issue you are most concerned about.

**7.1.1 Required Videos by Research Topic:**

Human Body Part/Organ Trade

Malaysia: Where jungle camps where traffickers raped and killed, BBC <a href="https://www.youtube.com/watch?v=YiFAXEhIbbs">https://www.youtube.com/watch?v=YiFAXEhIbbs</a>	3 m 38 s
Medical Tourism in India <a href="https://www.youtube.com/watch?v=qzv6zYAYK4o">https://www.youtube.com/watch?v=qzv6zYAYK4o</a>	28 m 29 s
Malaysia: Where jungle camps where traffickers raped and killed, BBC <a href="https://www.youtube.com/watch?v=YiFAXEhIbbs">https://www.youtube.com/watch?v=YiFAXEhIbbs</a>	3 m 38 s

Human Trafficking

Human Trafficking: Lives bought and sold, BBC <a href="https://www.youtube.com/watch?v=JpsxAjuye7I">https://www.youtube.com/watch?v=JpsxAjuye7I</a>	18 m 39 s
Hidden America: Chilling new look at sex trafficking in the US <a href="https://www.youtube.com/watch?v=gSgTmcq-bBk">https://www.youtube.com/watch?v=gSgTmcq-bBk</a>	11 m 45 s

Animal Body Part/Organ Trade

The Last Rhino <a href="https://www.youtube.com/watch?v=WY7sY49W8gA">https://www.youtube.com/watch?v=WY7sY49W8gA</a>	47 m 27 s
Big Game, Money: Inside the illegal wildlife trade <a href="https://www.youtube.com/watch?v=lzYrtRkGcuo">https://www.youtube.com/watch?v=lzYrtRkGcuo</a>	22m 53 s

## Animal Trafficking

The animal smugglers – Techknow 23 m 26 s  
<https://www.youtube.com/watch?v=TDKjXFxEplo>

Inside the illegal wildlife trade 22 m 53 s  
<https://www.youtube.com/watch?v=lzYrtRkGcuo>

Put things in the Inquiry Formula format shown in Handout B 2 (a three paragraph, perhaps 10 to 20 sentence research question) and email this to [houghg@mcmaster.ca](mailto:houghg@mcmaster.ca) .

With your Research Question submitted, review this Course Outline and our Check List (Handout B 4) on Avenue Contents so you'll be able to begin work on Assignment 3. Be prepared to refer to these handouts frequently as they and the wording below contain details on what your assignments comprise. Once submitted, your prof will begin e-mailing you to help refine and make your question workable. Be prepared for 3 or 4 messages back and forth before this is finalized. Topics will be approved on a first come first served basis. Warning: missing this phase of work poses serious risks to your success in class.

7.2 Assignment 2, your **research proposal** contains your improved research question (inquiry question plus more focus), an outline of what your paper might look like, the sections and headings you'd use, a description of the method you'll follow. See Handout A 4 for more details.

7.3 Assignment 3, your **interview with your professor** will take place after your research proposals have been submitted and returned. Interviews are compulsory, every student will be interviewed. You may opt to initiate this interview by requesting an appointment or wait until your professor requests an interview with you. Interviews will generally take place on a different day of the week.

Your interview is intended to ensure you are on the right track to successfully complete this course (and by extension, all of your other courses). Students who are progressing well should expect shorter interviews than those requiring more help. Students are encouraged to return for additional meetings along the way.

7.4 Assignment 4, your **literature review** must contain (please present these items in this order):

- In depth reviews of three (3) **peer reviewed journal articles** sources that will contribute to your paper, (see the check list and handout on article types), these should each be one page long followed by author credentials (see Handout B 7).
  - 2 of these 3 sources should favor your argument, 1 should differ or oppose it
- In depth review of one (1) **government document** or **academic book** which will contribute to your paper, also one page long and
- Brief reviews of no fewer than three (3) more **peer reviewed journal articles** with potential but you have yet to examine thoroughly, these should be a half page long each, no credentials needed at this time.
  - 5 of these 7 sources should favor your argument, 2 should differ or oppose it
- Show how you'll assess the issue, markets, trade links, and operating levels you've selected, the corporate organizations you may be examining, etc. how you might compare and contrast, resolve differences, etc. For help see Handouts A 4 and B 3 on Avenue.



This step will confirm the information needed is available. Once proven proceed forward. If not, you must be prepared to both modify your research question and seek out other sources.

7.5 Assignment 5 comprises our 100 question **Academic Skills and Integrity Quiz** worth 10% which is described in detail below in Section 9.0. This quiz covers the material in our learning modules and our lectures on library skills and academic integrity.

7.6 Assignment 6 is your **Individual Research Presentation which** will be made in front of the class on a date which will be scheduled later. It can take any format you wish: PowerPoint, verbal only, mini-theater, a poetry reading, a song, etc. The duration of your presentation and its date will be set out in the Presentation Schedule which will be posted along with the Course Outline on Avenue by week 5.

**Your presentation, your reviews of the presentations of others and your final paper must contain each of the components specified in this Course Outline and in the Check List (Handout B4):**

- The structure of each should follow the Check List (Handout B 4), you may use these as section headings
- Address the issue you have chosen, the supply chain, nations and possibly organizations involved in two nations,
- Compare and contrast the effect on these sub-groups, resolve differences between your supporting and opposing sources
- Provide a resolution to the disagreement between the authors supporting your argument and those who do not
- Highlight what surprised you at the end and what next questions emerged from your work
- Provide a 2-page printed handout to all students in class plus your professor, and
- Respond to questions posed by students in class. Both student questions and presenters' answers, will earn marks.
- Submit electronic copies of both presentation and handout to our Avenue Assignments Mail Boxes.

Marks are earned for both the presentation and the answers you give to questions that come from the floor.

7.7 Assignment 7 is your **final paper** is what is called your capstone assignment. Everything builds to produce it. It requires a minimum number of peer reviewed journal articles and a government document or academic book, but may also be supported by more of these and other sources such as: news media, trade journals, maps, etc.

Your final paper must in addition to the requirements set out in the Course Outline and Check List (Handout 5):

- Provide a resolution to the disagreement between the authors supporting your argument and those who do not and
- Compare and contrast the corporate organization and/or population sub-group across the issue you have examined in terms of the advantages and disadvantages that flow to each link in the trade chain.

7.8 Assignment 8 is your **Participation and Engagement**, marks for this are derived from two activities:

- Marks are earned through the number and quality of questions you pose to both team and other individual presenters in class:
  - o You are expected to ask **questions of each presenter**. Everyone may ask one question before 2<sup>nd</sup> questions may be posed. Do not enter into a debate, these take time away from others wishing to ask

questions. Presenters must manage question period and keep a speakers list. Once others are not posing questions, 2<sup>nd</sup> and 3<sup>rd</sup> questions may be taken as time permits.

- Your 2<sup>nd</sup> source of marks are earned by the number and quality of the **individual presentation** reviews you submit. It is recommended you follow Handout A 6 when completing them. You are expected to point out whether or not the presenter covered each component and how well this was done. Presentation Reviews may be in point or sentence form and must be submitted to Avenue Assignments Mailbox within a week of the presentation.

## 8.0 **Course Format and Evaluation:**

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 once per week in either the day or the evening in 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. Evaluations take place over Avenue, they tend to be quick and straight forward. They very much help your professor improve the course for the future.

## 9.0 **Library an Academic Skills & Integrity Training Modules:** see Avenue Contents

You must master the McMaster library system. Begin this by going through the “pod-cast-like” interactive training modules on your own time as set out in the reading schedule. Each short module contains material essential to your success in both Inquiry and every other course taken at university. You will find these same skills essential in your future workplace.

You will also find learning modules on Academic Integrity. The integrity of the work you produce at university and in the workplace must be of the highest caliber. Anything less and the consequences are most painful.

You will be given an Academic Skills Test which is based on both these interactive training modules and the experience you gain from use of these skills with your assignments in this and other courses. Be certain to go over the modules as shown in the reading schedule below. The date of your Academic Skills Test is shown in Section 16 below.

You may refer back to our Library Modules at any point during the course or over your years at McMaster.

## 10.0 **Academic Dishonesty:**

You are expected to exhibit honesty and use ethical behavior in all aspects of the learning process. The academic credentials you earn are rooted in principles of honesty and academic integrity. Academic dishonesty is to knowingly act or fail to act in a way those 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.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at <http://www.mcmaster.ca/academicintegrity>

The following list illustrates only four of many forms of academic dishonesty:

- Plagiarism, e.g. the submission of work that is not one's own or for which credit has not been given.
- Improper collaboration in group work.
- Submitting work for marking for which credit has already been obtained in another course.
- Copying or using unauthorized aids in tests and examinations.

A practical and detailed explanation of **how academic integrity, copyright and intellectual property rights work in the real world** may be found in: Gladwell, M. (2009) pgs. 222-243.

#### 10.1 **Discrimination, Harassment and Sexual Harassment Policy**

McMaster's policy in regard to 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/>

A plain-language companion guide is being developed and will be circulated shortly.

#### 11.0 **Return of Final Work:**

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:

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

You will receive a marking grid for your final paper by Avenue e-mail after all final papers have been marked. Do not expect this before the end of your final exam period. It will like other marking grids, include your marks earned and comments and compliments.

#### 12.0 **Negative Class Participation:**

This quality of this course depends in part 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.

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

**13.0 Standard Operating Procedure – Cell Phone Use in Class:**

Whenever you enter a classroom - put your cell phone on Airport mode.

Should your prof invite you to use hand-held technology - assume this invitation applies for that day's class alone, until confirmed otherwise.

During Tests and Exams – Place your cell phone on your desk so everyone can see you are not using it. You won't be allowed to use your cell phone as a calculator.

**14.0 Online and Electronic Course Components - Avenue to Learn:**

In this course we will be using Avenue to Learn (Avenue) for the electronic components of this course. Students should be aware that when they access these electronic components of this course, 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 this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

**15.0 Faculty of Social Sciences E-Mail Communications 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 opt not open that message or reply at his or her discretion.

Use of McMaster's e-mail system is also subject to a code of conduct that you must learn and meet the standards of. It is based on the university's academic integrity policy, anti-harassment policy, etc.

Students may obtain help directing their Mac Mail to their personal e-mail addresses from the IT Help Desk located in the Learning Commons.

**16.0 McMaster Sources of Student Assistance**

Please see our many handouts on the sources of help available to students at McMaster.

**17.0 McMaster Student Absence Form**

See Handout B 32 on how and when to use this form and what your responsibilities are.

### 18.0 Important Notice!

The instructor and university reserve the right to modify elements of the course during the term.

The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email and course Avenue page frequently weekly during the term and to note any changes.

### 19.0 Lecture, Reading & Library/Integrity Module Viewing Schedule:

You are expected to complete the assigned readings and viewings below prior to coming to class.

<b>Week #</b>	<b>Date</b>	<b>Topic</b>	<b>Reading</b>
1	Jan 9	Introduction, Course Outline, Objectives	None
2	Jan 16	How Marks are Earned	<b>NT</b> Ch 1, 2 & 3; <b>HM</b> Ch 1 & 2; <b>LM</b> 1 – 54 & <b>IM</b> 1 – 6; <b>K</b> Chas 1-6; and <b>SO</b> Cha 4
3	Jan 23	University Papers – The Necessities	<b>NT</b> Ch 4, 5 & 6; <b>HM</b> Ch 3 & 4; <b>LM</b> 24 – 118 & <b>IM</b> 7 – 12; <b>K</b> Chas 7-12; and <b>SO</b> Cha 5
4	Jan 30	Good Better and Best Research Questions	<b>NT</b> Chap 7, 8 & 9; <b>HM</b> Ch 5 & 6; <b>LM</b> 55 119 & <b>IM</b> 13 – 18; <b>K</b> Chas 13-19; and <b>SO</b> Cha 6
5	Feb 6	Your Presentation and Final Paper	<b>K</b> Chas 20-27; and <b>SO</b> Cha 7
6	Feb 13	Why Successful Students Succeed	<b>NT</b> Chap 10 – 11; <b>LM</b> 120 - 158 & <b>IM</b> 19 – 24; <b>K</b> Chas 28-36; and <b>SO</b> Cha 8
7	Feb 20	Mid-Term Break Week	No Class
8	Feb 27	Your Assignment Completion Strategy	
9	Mar 6	Academic Skills Test & 1 <sup>st</sup> Presentations	
10	Mar 13	Presentations	
11	Mar 20	Presentations	
12	Mar 27	Presentations	
13	Apr 3	Student's Reflection & Comments	

**NT** = Northey, Tepperman & Albanese

**SO** = Somerville Text Book Chapters

**LM** = Library Modules

**HM** = Haig & MacMillan

**K** = Kump

**IM** = Integrity Modules

Students are expected to read ahead of class and keep up with assigned readings. Doing so ensures you obtain the optimum degree of learning in each class. The insights, strategies and suggested habits in these readings will be enormously helpful in the step by step process of building well researched, reasoned, polished and successful research papers. Assignment due dates may be found in section 4.1 above.

### 20.0 Index of General Topics:

### Section

Academic Skills and Integrity Training Modules:	9.0
Assignment Basics, Layout, Deadlines:	4.0
Late Window	4.1.1
Evaluation Components, Weights & Assignment Deadlines:	4.1
Lecture, Pre-Reading & Viewing Schedule:	16.0
Assignment Format Requirements:	
Digital Assignment Submission:	4.3
Assignment File Names	4.3.1
Responsibility for Converting Assignments to Approved Software	4.3.2.1
Originality Checking	4.4
Special Opportunity to Pre-Check Assignments on Turnitin.com	4.4.1
The Objectives of Your Assignments	6.0
Individual and Group Assignments	10.0
Return of Final Work	11.0
Assignment Components:	
Assignments	7.1 – 7.8
Becoming a Successful Student	4.2
Negative Class Participation	12.0
Lecture, Reading & Library/Integrity Modules	19.0
McMaster Student Absence Form Use:	17.0
Sources of Assistance:	
Avenue to Learn	5.0
Online and Electronic Course Components – Avenue to Learn	14.0
Text and Other Books:	
Required Textbooks	3.0
Required Reference Books	3.1
The Process for Completing Your Assignments:	
Your Learning Path	7.0
Steps to Completing Assignments	7.1 – 7.8

## **21.0 Index of Handouts**

### **A For This Course**

- 1 Sample Ideas to Help Select a Research Topic
- 2 Inquiry Based Learning
- 3 How to Complete Assignment 1
- 4 How to Complete Other Assignments
- 5 In Class Presentation Review Check-List
- 6 What is Academic Integrity
- 7 Our Late Penalty and Late Free Window
- 8 Required Texts and Reference Books

### **B For This and All Courses**

- 1 Asking Good Research Questions
- 2 Using the Inquiry Formula
- 3 UofT Assignment Types and Contents
- 4 Check List for Assignments
- 5 How to Manage References Using Word
- 6 What to Do when You Can't Find Enough References
- 7 Assessing the Credibility of an Author
- 8 Conforming the Peer Reviewed Nature of a Journal
- 9 Journal and Article Types and How to Recognize Them
- 10 Corporate Citizenship Types
- 11 Basic Logic for First Year Students
- 12 Time Management
- 13 Cornell Note Taking Tips
- 14 Manchester Online Group Work Guide
- 15 Presentation Tips
- 16 Other Resources for You
- 17 You Tube Help with the APA Style
- 18 iTunes Sources of Student Support
- 19 Time Management Supports for Students
- 20 Ending Anxiety and Procrastination
- 21 Study Skills for Students
- 22 Writing Workshops for the Social Sciences
- 23 How to Google like a pro
- 24 The Learning Process
- 25 How to Improve Your Thinking
- 26 Kump. P. (1998). Breakthrough Rapid Reading
- 27 Our Textbooks and Their Chapters
- 28 Expedite Your Surfing in Google Chrome
- 29 Web Browser Extensions For You
- 30 How to Print Webpage Content
- 31 Avenue – How To Videos
- 32 McMaster Student Absence Form (MSAF)
- 33 Assignment Tracking Apps