Inquiry in the Social Sciences, 1SS3, Section C-05, Version 5.0

* Classes: Monday, January 6th, 2020 to

 Monday, April 6th, 20120

 7:00 to 10:00 pm

* Classroom: MDCL - 1016
* instructor: Mr. George Hough
* Office Hours: KTH 208, Mondays, 5:00 to 6:30 pm

 or by appointment or via Skype

* Email: houghg@mcmaster.ca

##

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1.0 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 both in university and the work world. 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 a research theme in the Social Sciences (e.g., social identity, globalization, health and gender).

1.1 Our Theme: Illegal 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 to delve into the trade of while animals or just their organs or body parts.

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 is choosing your topic and research question. 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 (see Handout B 1). 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 choice may already be taken.

2.0 Basic Course Requirements / Assignments

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

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 box in Avenue Mailbox.

#### 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 other than your presentation handout 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 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: brownapresentation review.doc

3.2 Use of the following software is required: MS Office 360 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 as" files with these suffixes. Apple word processing and presentation software are not accepted.

 Files submitted in software which cannot be read - cannot be marked and will be given “0.0%”. Late penalties will apply until a readable file is submitted.

3.2.1 Feel free to use any software to when creating any assignment - but after doing so YOU ARE RESPONSIBLE TO CONVERT IT BEFORE SUBMISSION.

 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 Authenticity/Plagiarism Detection

#### In this course we will be using a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically to Avenue to Learn (A2L) assignment mailbox. Assignments will all be reviewed by Turnitin.com for academic dishonesty. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). To see the Turnitin.com Policy, please go to the [academic integrity website](http://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.

3.3.1 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, may submit it 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 may take a few days. Where two or more assignments are submitted, only the last one will be marked.

#### 4.0 Assignments, Weighting and Deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| Assignment Schedule | % of Final Grade | Date Assigned | Date Due |
| 1. Topic & Research Question | 2.0% | Jan 6 | 6:00 pm, Jan 10 |
| 2. Research Proposal | 5.0% | Jan 6 | Jan 20 |
|  Library Training, Connections Center, 1st floor, Mills Library: 7:00 to 9:00 pm |  |  | Jan 20 |
| 3. Literature Review | 18.0% | Jan 6 | Feb 3 |
| Mid Term Recess – No Class | Feb 17 - 23rd  |  |  |
| 4. Student Interviews Begin | Compulsory | Jan 6 | Feb 24 |
| 5. Reading Pop-Quizzes  |  8.0% | Jan 6 | Jan 20, 27, Feb 3, 10 &17 |
| 6. Presentation Handout 3.0 | 19.0% | Jan 6 | Begin Mar 2 |
|  Body 11.0 |  |  | See the schedule |
|  In Class Answers 5.0  |  |  | Before presentation in class |
| 7. Major Paper Abstract 2.0 | 35.0% | Jan 6 | Mar 16 |
|  Body 20.0 |  |  |   |
|  Next Question 5.0  |  |  |  |
|  Bib & Credentials 8.0 |  |  |  |
| 8. Participation In Class Questions  | 8.0% | Jan 6 | After each presentation |
| 9. Individual Presentation Review  | 5.0% | Jan 6 | Mar 16 |

 Total 100.0%

The components shown above might look like separate assignments, but a closer examination will reveal most are the components of larger assignments. This division shows the weighting for each.

#### 4.1 Late Penalty and Late Window Provisions

Our standard 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 may opt to use our Late-Free Window without penalty, up to twice on eligible assignments. A late window assignment is to be submitted no more than five days late. Late-Free assignments will begin being penalized as late on day six after the deadline. Before using our late-free window – you must email your professor of your intention prior to that assignment deadline.

Our late-free window may only be applied to 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 another late assignment or assignments.

Late penalties begin:

- on Day 1 after the deadline for non-eligible assignments.

- on Day 6 for late free eligible assignments which have sought approval in advance

- on Day 1 for late free assignments for which pre-notice was not received before the deadline.

Our late-free window does not apply to these assignments:

 Pop Quiz, Team Presentations, Individual Research Presentations & Student Interviews.

5.0 Student Responsibilities

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

You must become a master of 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.

#### A librarian will provide you with hands-on experience: determining the components of a reference, searching databases and more.

 January 20th, Library Training, Connections Center

1st floor, Mills Library: 7:00 to 9:00 pm

You are also expected to review PowerPoint slides 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.

You may return to our Library Modules at any point during the course and over your years at McMaster.

7.0 Weekly Topics and Readings

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 4.0 above.

Bring your laptop to the Connections Center in the Mils Library on January 20th, see below.

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

NT = Northey, Tepperman & Albanese HM = Haig & MacMillan

 Making sense, A student’s guide to research An APA documentation guide

 and writing, *Social sciences*

SO = Somerville Textbook Chapters K = Kump, Speed Reading

 Ivory: Power and poaching in Africa

LM = Library Modules IS = Integrity Slides

|  |  |  |  |
| --- | --- | --- | --- |
| Week # | Date | Topic | Assigned Readings |
| 1 | Jan 6 | Introduction, Course Outline, Objectives | None |
| 2 | Jan 13 | How Marks are Earned, Practice Pop Quiz | NT Ch 1, 2 & 3; HM Ch 1 & 2; LM 1 – 4 + PP Slides; IS & K Chas 1-6; and SO Cha 4 |
| 3 | Jan 20 | Library Training, Connections Center 1st floor, Mills Library: 7:00 to 9:00 pm & 1st Pop Quiz | 9:00 to 10:00 class lecture continues |
| 4 | Jan 27 | University Papers – The Necessities. 2nd Pop Quiz | NT Ch 4, 5 & 6; HM Ch 3 & 4; LM 4 - 7; K Chas 7-12; and SO Cha 5  |
| 5 | Feb 3 | Good Better and Best Research Questions.3rd Pop Quiz | NT Chap 7, 8 & 9; HM Ch 5 & 6; LM 5 – 8; K Chas 13-19; and SO Cha 6 |
| 6 | Feb 10 | Your Presentation and Final Paper. 4th Pop Quiz | K Chas 20-27; and SO pgs 215 - 270  |
| 7 | Feb 17 | Why Successful Students Succeed, Last Pop Quiz | NT Chap 10 – 11; LM 8+; & K Chas 28-36; and SO pgs 271 - 325 |
| 8 | Feb 24 | Break Week |  |
| 9 | Mar 2 | Presentations |  |
| 10 | Mar 9 | Presentations |  |
| 11 | Mar 16 | Presentations |  |
| 12 | Mar 23 | Presentations |  |
| 13 | Mar 30 | Presentations |  |
| 14 | Apr 6 | Final PresentationsStudent’s Reflections & Comments |  |

8.0 Negative Class Participation:

How well you do and the quality of this and other courses 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.

Negative class participation will include but are 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: 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 –not so, being on Facebook or watching You Tube, etc.

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

9.0 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 for a course 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 a few 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.
* Colluding with other students to earn better marks,
* Providing another student with advice which risks their earning a lower mark.
* Submitting work for marking for which credit has already been obtained in another course.
* Copying or using unauthorized aids in tests and examinations.

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/>

#### 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 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 their courses for the future.

## 12.0 Course Format

Information will be presented through lectures, case study analyses and discussion.

For approximately one-third of the class time, information will be given in a lecture-discussion format. This information will focus on a selected theoretical framework as applied to social work practice with individuals.

13.0 Required Texts:

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

Haig, J., & MacMillan, V., (2017), *Cites & sources, An APA documentation guide*, (5th 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.* (7th ed.), New York: Oxford University Press

## 14.0 Supplementary Readings

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

## 15.0 Assignment Details: Overview, Requirements and Specifications

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.

Don’t 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 may also be contacted via Skype subject to mutual convenience and prior arrangements being made.

15.1.1 Express Your Research Topic and Questions in the Inquiry Formula format:

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

Your first step involves reviewing handouts A 3, B 1, B 2, and B 4 on Avenue Contents and watch the required videos listed in Sections 15.1.1 & 15.1.2. This should take about 2 hours. Please skip through the annoying adverts.

#### To open these videos, while reading this file on your computer take the appropriate step below:

 With a PC running Windows 10:

Place your cursor over the underlined file name, press Control and Click at the same time, turn your sound on and press Run

####  With any Mac running OS High Sierra:

Place your cursor over the underlined file name, left click, tun your sound on and press Run.

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

Four Required Videos for everyone:

1st watch: Undercover Scenes: Illegal Animal Trade with Simon Reeve BBC 4 m 16 s

 <https://www.youtube.com/watch?v=BodUHLH_UcY>

2nd watch: Inside the Illegal Wildlife Trade, Humane Society of the US 6 m 31 s

 <https://www.youtube.com/watch?v=v8rzMUhn01o>

3rd watch: Thailand’s human trafficking trade, BBC 6 m 47 s

 <https://www.youtube.com/watch?v=QBAs13AL1Jg>

Finally, Undercovering World’s Largest Human and Organ Trafficking Operation in Seattle <https://www.youtube.com/watch?v=hcgQTY_eV1A> 16 m 19 s

Having developed a preference for your topic, review the following videos on that topic. Then your topic up on Wikipedia and You Tube to find out a more about your issue.

15.1.2 Required Videos by Research Topic:

Human Body Part/Organ Trade

 Malaysia: Where jungle camps where traffickers raped and killed, BBC 3 m 38 s

 <https://www.youtube.com/watch?v=YiFAXEhlbbs>

 Medical Tourism in India 28 m 29 s

 <https://www.youtube.com/watch?v=qzv6zYAYK4o>

 China organ trafficking: I sold my kidney for $4000 2 m 42 s

 <https://www.youtube.com/watch?v=jNp9OtXcdZo>

Human Trafficking

 Human Trafficking: Lives bought and sold, BBC 18 m 39 s

 <https://www.youtube.com/watch?v=JpsxAjuye7I>

 Hidden America: Chilling new look at sex trafficking in the US 11 m 45 s

 <https://www.youtube.com/watch?v=gSgTmcq-bBk>

Animal Body Part/Organ Trade

 The Last Rhino 47 m 27 s

 <https://www.youtube.com/watch?v=WY7sY49W8gA>

 Big Game, Money: Inside the illegal wildlife trade 22m 53 s

 <https://www.youtube.com/watch?v=lzYrtRkGcuo>

Animal Trafficking

 The animal smugglers – Techknow 23 m 26 s

 <https://www.youtube.com/watch?v=TDKjXFxEpIo>

 Exotic Pets for Sale in Jakarta, Indonesia 2017

 <https://www.youtube.com/watch?v=BE5yXvH95ys> 10 m 21 s

#### If you are having difficulty choosing a topic, see the suggestions in Handout A1. More directions for this assignment may be found in Handout A3.

Your second step is formatting your research question into the Inquiry Formula, shown in Handout B 2 (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

Once submitted, your prof will begin e-mailing you to help refine your Inquiry Formula. Most students receive 3 or 4 messages 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.

With your Research Question submitted, review the next sections of this Course Outline, the Assignment Guide (Handout B3), and our Check List (Handout B4) on Avenue Contents to prepare for Assignment 3.

Our handouts contain further details on what comprises each of your assignments.

15.2 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 Handouts B3, B4 and A4 for details on what’s required.

15.3 Assignment 3, Student Interviews by your professor are not marked. These will take place after your research proposals have been submitted and returned. Interviews are compulsory. Interviews are intended to help get things back on track.

Students who are progressing well should expect shorter interviews than those requiring more help or no interview at all.

15.4 Assignment 4, your literature review. See Handout A 5 for directions with this assignment.

Assignment 4 will confirm there are sufficient peer reviewed sources to meet your needs. Once proven you’ll proceed forward. If not, you must either modify or substantially change your research question.

15.5 Assignment 5 Comprises two parts. Two practice Pop Quizzes and three marked Pop Quizzes from your readings in Somerville, see below. The first two will not be marked, the final three will be marked which in combination are worth 8.0% of your final mark. Each quiz will have 15 questions.

####  Pop Quiz 1 Somerville, Chapter 4, pgs. 99 – 134, practice

 Pop Quiz 2 Somerville, Chapter 5, pgs. 135 – 180, practice

Pop Quiz 3 Somerville, Chapter 6 & 7, pgs. 181 - 229

Pop Quiz 4 Somerville, Chapter 7, pgs. 230 - 278

Pop Quiz 5 Somerville, Chapter 7 & 8, pgs. 279 – 326

15.7 Assignment 6 is your Research Presentation which will be made in front of the class on a date which will be scheduled later. It may be in any format you wish PowerPoint, verbal only, mini theater, a poetry reading, a song, etc. The duration of your presentation, its date and time will be set out in the Presentation Schedule which will be posted to Avenue during week 5.

 You are urged to practice your presentation several times prior to delivering it in class.

 To assist with your pacing during your presentation we will be using a Time Tracker light system and a stopwatch.

* Begin speaking once you see the green light.
* If you finish during the green light your presentation was too short and will be penalized.
* At the end of the green light period, it will flash and then turn yellow.
* Completing your presentation during the yellow or flashing yellow light period is best.
* Once the flashing yellow ends the light turns red indicating you are overtime and will be penalized.

Your presentation and your final paper must contain each of the components specified in this Course Outline and the Check List (Handout B4), you will be marked for each:

* 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,
* 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 your presentation and handout to the correct Avenue Assignments Mailboxes.

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

15.8 Assignment 7 is your Final Paper is called your capstone or final assignment. An example of what is sought may be found on pages 18 – 31 in Haig.

Everything builds up to it. It requires the above minimum number of peer reviewed journal articles and a government document or academic book and author credentials, 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 differences or disagreement you present 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.

15.9 Assignment 8 is for Participation and Engagement, marks for this are derived from the number and quality of questions you pose to fellow students after their presentations

Students are expected to follow this protocol when posing questions:

* Wait to be recognized before answering or posing questions
* Before your question, clearly state your Surname
* Students are to avoid lecturing - this takes time away from others wishing to ask questions
* Presenters must manage these periods by keeping a speakers list. Once others are not answering or posing questions, 2nd and 3rd questions may be taken if time permits.

15.10 Assignment 9 is your review of what you thought was one of the best student presentations given, excluding your own. Use the Presentation Review form on Avenue to complete this assignment. The due date for this assignment is shown in Section 4.0 above.

Students are urged to complete this assignment early as it comprises the same measures your prof uses to judge your presentation.

## 16.0 Avenue to Learn

In this course and most of your other courses we will be using Avenue to Learn. You must quickly become adept using Avenue. Avenue includes a news column, course calendar, a mailbox to enter your assignments, your marks for all courses and much more.

Students should be aware that, when they access the 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 with the course instructor.

## 17.0 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.

## 18.0 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.

## 19.0 Academic Accommodation of Students with Disabilities

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca for further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf) policy.

## 20.0 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 requiring a RISO accommodation 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.

Please review the [RISO information for students in the Faculty of Social Sciences](https://socialsciences.mcmaster.ca/current-students/riso) about how to request accommodation.

## 21.0 E-mail 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, they may not reply.

## 22.0 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”.

# 23.0 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).