

HLTH AGE 4Z06 (2022-23) Term 3

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Lecture: Tuesday 11:30-2:20
(blended:mostly in person with occasional online/zoom options)

Room:Term 1 BSB105; Term 2 KTH104
Office Hours: By appointment (KTH 240)

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Course Description

Students are given a choice of one of three thesis experiences, based on their own goals and interests. One is oriented to developing expertise in academic knowledge and understanding; another in practice and program issues; the third in the process of knowledge production.

Option 1: Thesis in Published Theory and Knowledge in Health and/or Aging

This option has the student integrate theory and knowledge in a substantive area. Working with an academic supervisor, the student and supervisor would choose current literature in a specific area of interest. They would be expected to analyze, synthesize, evaluate and summarize the material they are reading.

Option 2: Thesis Experience in Health or Social Care Practice

This option involves the student working with a community supervisor to develop, implement and evaluate a program through the collection and analysis of data. Students could work in teams, depending on the scope of the project. Programs might be located in settings where the student has existing contacts.

Option 3: Thesis Experience in Research/Inquiry

This option sees students working with a supervisor to develop a research question, determine appropriate research methodology, collect data, analyze the data and write up the project in a traditional research thesis format.

Topic and supervisor selection:

Students choose their own topic and then recruit a faculty member (not necessarily in Health, Aging and Society) or a community-based mentor as their supervisor. The Thesis Coordinator grants approval for a supervisor who is not a McMaster faculty member. Students might develop an independent project or link into the supervisor's ongoing research.

Ethics approval:

All research involving direct contact (in person, by phone, or by mail) with human subjects **must** be approved by the McMaster Student Ethics Committee. If you are working on a project for which your supervisor has already obtained University ethics approval, you will not need to go through this step. If you are unclear as to whether your project requires ethics approval, discuss the matter with the Thesis Coordinator. You may obtain an [ethics form](http://www.mcmaster.ca/ors/ethics/) online at <http://www.mcmaster.ca/ors/ethics/>. All COVID protocols must be adhered to. **Please note that ethics approval can take 4+ weeks.**

Course Objectives

The thesis course allows students to develop and conduct a research project of their own choosing. By the end of the course students should be able to conduct all phases and aspects of the research process including proposals, literature reviews, ethics (if applicable), data collection (if applicable), analysis and synthesis, oral presentation, poster presentation, report/thesis writing.

Required Materials and Texts

Because of the individualized nature of the projects, there are no required materials or texts. Supervisors will advise on readings.

Class Format

Dispersed synchronous online classes and individual telephone or in person meetings throughout the academic year

Course Evaluation – Overview

- Proposal and Literature Review (marked by Supervisor) **25%**
- Proposal and Literature Review 15 min Online Presentation (marked by Thesis Coordinator) **10%**
- Electronic Poster (marked by Thesis Coordinator) **10%**
- Full Thesis (marked by Supervisor) **55%**

Course Requirements, Deadlines and Evaluation – Details

Supervisor Information Sheet and Project Approval Form (at the end of this document) must be submitted to the Thesis Coordinator at the first class or at the first individual meeting with them.

A 12-15 page Proposal and Literature Review must be submitted both to the Supervisor and Thesis Coordinator (both electronic versions via email) on **NOVEMBER 18th**. Your supervisor will need to inform the coordinator of your grade by **DECEMBER 2nd**.

An electronic version of your completed ethics approval form (if required) must be submitted to the Thesis Coordinator (via email) **ON NOVEMBER 18th, (or as soon as possible thereafter)**.

The thesis must be submitted electronically to your supervisor **NO LATER THAN APRIL 1st**. Plan ahead to meet the deadline. You are **STRONGLY** encouraged to submit an electronic draft of the thesis ahead of that time so that the supervisor can

provide comments that you can incorporate into the final version. Your supervisor will need to inform the coordinator of your grade by **APRIL 14th**

The **FINAL ELECTRONIC COPY** of the thesis must then be submitted (by either you or your supervisor) to the Thesis Coordinator, before grades can be submitted to the Registrar. Grades are normally submitted to the registrar **WITHIN TWO WEEKS OF THE LAST DAY OF CLASSES**. Keep in mind that this copy of the thesis will remain in the Program Archives.

This academic year no bound copies of the thesis are required.

Weekly Course Schedule

Any Zoom links will be emailed to the class ahead of time.

Students only have to attend one individual meeting in September and one in January. Similarly they present orally only on one of the October dates.

For all individual meetings and oral presentations, students will select and sign up to times at the first class.

- **September 6: in person class on course requirements and ethics**
- **September 13: individual meetings with the Thesis Coordinator to discuss thesis proposals (in person and zoom options will be available)**
- **September 20: individual meetings with the Thesis Coordinator to discuss thesis proposals (in person and zoom options will be available)**
- **October 18: in person class for oral presentations of thesis proposals and literature reviews**
- **October 25: in person class for oral presentations of thesis proposals and literature reviews**
- **January 10: individual meetings with the Thesis Coordinator to discuss thesis progress (in person and zoom options will be available)**
- **January 17: individual meetings with the Thesis Coordinator to discuss thesis progress (in person and zoom options will be available)**
- **February 7: in person class on design and content of thesis posters**
- **March 7: in person class to show thesis posters**

Course Policies

MAIN THESIS FORMAT:

Textual material must be double-spaced; footnotes and long quotations should be single-spaced.

The first line of each paragraph and of each footnote should be indented five (5) spaces. Each chapter or division should begin 2" from the top of a new page, as should also the Table of Contents, the Abstract, a List of Illustrations, and the Bibliography. All other pages should have top and left-hand margins 1½" wide and a right-hand margin of 1" wide. The last line of the page, whether of text or footnote, should be no less than 1" from the bottom.

All pages are to be numbered except the half-title page, which is disregarded in the pagination, and the title page, on which the number (i) is implied but not given. For the remaining pages of the preliminaries, lower-case Roman numerals (ii, iii, iv, etc.) are centered ¾" above the bottom of the page. For the first page of each chapter or section, Arabic numerals (1, 23, 56, etc.) are similarly centered at the bottom of the page.

On all other pages of the text and reference matter, Arabic numerals should be in the top right-hand corner, 1" below the top of the page (this includes maps, tables, etc.).

SEQUENCE:

A thesis normally comprises the following parts, arranged in this order:

- (a) **Title Page**: The material on the title page is arranged symmetrically on either side of an imaginary vertical line 4½" from the left side of the page. Spacing and capitalization should be like those in the sample attached.
- (b) **Descriptive Note**: To consist of degree and year; department; University name and location; full title in lower case; full name of author; supervisor; number of pages. To be numbered ii.
- (c) **Abstract**: An abstract of not more than one page shall be included and shall indicate the major emphasis of the thesis, new discoveries and its contribution to knowledge. To be numbered iii.
- (d) **Acknowledgments**: An expression of thanks for assistance given by the supervisor and by others should be set forth on a separate page. To be numbered in lower case Roman numerals.
- (e) **Table of Contents**: A list of the major divisions in the thesis indicating their page numbers.
- (f) **List of Tables**: A list of the titles of tables, with page numbers.

(g) **List of Figures:** A list of the titles of figures (illustrated charts), with page numbers

The main body of the thesis should be approximately forty (40) pages in length and should normally consist of the following four (4) parts:

- (1) **Introduction and Literature Review:** This includes a brief (1 - 2 pages) introduction which sets up the topic and tells the reader in general terms what the purpose of the thesis is and how the research was done. The literature review (15 - 18 pages) presents relevant previous research, relates the research to your topic, and is synthesized so as to show both what is known and what still needs to be examined (i.e., show how your thesis will fill a gap in knowledge). Following the literature review, if appropriate, you should have a section on the theoretical approach you will use and/or describe the major concepts you will use. The end of part 1 should include a section, Research Questions. List the specific questions (1 - 5) that your thesis will ask and seek to answer, in order to address the gap in knowledge you have identified through your literature review. Note that this section takes your overall topic and breaks it into researchable questions. If appropriate for your thesis, also list your hypotheses in this section.
- (2) **Method:** This section informs the reader of the methodological approaches to be used in the investigation. This includes (as appropriate): setting, sample, measures, and methods of analysis.
- (3) **Results:** This section deals with the findings of the investigation. It provides the kind of data that enable the reader to make independent judgements regarding the nature and quality of the investigation. Your presentation of the results should reflect the research questions posed in part 1.
- (4) **Discussion:** The discussion presents the major findings and interprets them in the light of the issues raised in the Introduction and Literature Review.

References: Use the format of one style manual (e.g., American Psychological Association).

Appendices: Appendices may include lists of materials, data, or whatever the supervisor deems appropriate.

SUGGESTED MARKING SCHEME:

The following guidelines have been suggested to supervisors:

- Introduction and Literature Review 15
- Methods 10
- Results 30
- Discussion 25
- Style 5
- Process 15*
- Total 100

* Process refers to such things as student participated in regular non face-to-face meetings (at least once a month), completed tasks on schedule, followed through on supervisor's suggestions, revisions, etc.

15 MINUTE ORAL PRESENTATION AND POSTER:

Present an overview of your project to the class. Be prepared to answer questions from the class and the Thesis Coordinator. Provide the class with a handout providing an overview.

Poster requirements and content will be covered in the corresponding lecture.

Grades

Grades will be based on the McMaster University grading scale:

MARK	GRADE
90-100	A+
85-90	A
80-84	A-
77-79	B+
73-76	B
70-72	B-
67-69	C+
63-66	C
60-62	C-
57-59	D+
53-56	D
50-52	D-
0-49	F

Late Assignments

Late assignments will be reduced by 5% a day unless approval is gained from the supervisor

Absences, Missed Work, Illness

Absences, missed work and illness must be discussed with the supervisor

Course Modification

The instructor reserves the right to modify elements of the course during the term. If any 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 websites weekly during the term and to note any changes.

University Policies

Academic Integrity

You are expected to exhibit honesty and use ethical behaviour 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 behaviour 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](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

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.

Authenticity / Plagiarism Detection

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.

Courses with an On-line Element

Some courses may 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.

Online Proctoring

Some 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.

Conduct Expectations

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 behaviours 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.

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.

Requests For Relief For Missed Academic Term Work

In the event of an absence for medical or other reasons, students should review and follow the [Policy on Requests for Relief for Missed Academic Term Work](#).

Academic Accommodation For Religious, Indigenous or 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.

Copyright And 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.

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, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

Faculty of Social Sciences 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, the instructor may not reply at his or her discretion.

PROJECT APPROVAL FORM
THESIS, HEALTH AGING AND SOCIETY

This form is to be completed by the student and must be submitted electronically to the Course Coordinator within the first week of the first term.

1. **NAME:** _____ **I.D.#:**

2. **ADDRESS:**

Postal Code

TELEPHONE NO.: () -

Area Code

3. **TERM OF REGISTRATION:**

Term I _____ Term II _____ Summer _____

Beginning Date: _____ Ending Date: _____

4. **TOPIC:**

5. **BRIEFLY DESCRIBE THE NATURE AND OBJECTIVES OF THE PROPOSED PROJECT:**

(attach or insert a one page description)

THESIS: HEALTH, AGING AND SOCIETY

**** REQUIRED ****

SUPERVISOR INFORMATION

THIS FORM IS TO BE COMPLETED IN FULL BY THE STUDENT AND/OR SUPERVISOR, AND MUST BE SUBMITTED BY THE STUDENT TO THE COURSE COORDINATOR WITHIN THE FIRST WEEK OF THE FIRST TERM.

STUDENT NAME:

I.D. #:

SUPERVISOR:

NAME:

TITLE: (e.g., Dr. Mr., Mrs., Ms., etc.)

POSITION:

WORK ADDRESS (including postal code):

PHONE NUMBER: ()

COMPLETE E-MAIL ADDRESS: