

LABOUR STUDIES PRACTICUM

Fall 2022 & Winter 2023

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LECTURE: Tuesdays 11:30, UH 102

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OFFICE HOURS: Monday 5:30-6:20
(or after class)

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Course Description

This course will provide students with an opportunity to study and work in the field with a union, a government organization, a private firm or other non-government organization. They also have the choice to write a thesis on a major question in labour studies. The content and focus of the course will depend greatly upon their choice of placement and/or thesis topic – but in all cases, students will be challenged to take on their own project and develop a final paper based on a year’s worth of research and field experience. Some students will write a series of short papers based on their placement work.

Course Learning Objectives

This course addresses many Undergraduate Degree Level Expectations. It will expand their breadth and especially depth of knowledge, as it will to allow students to observe organizations and to make links between what they learn in class and the field where they will be placed. They will also acquire new forms of knowledge through participating in some of their organization’s activities. The course will also give them greater understanding of both the application of knowledge and the limits of knowledge, as they will see how their classroom learning can or cannot be used a setting in the field.

The course will expand their knowledge of methodologies, as it provides students with the opportunity to do original field work and to develop qualitative and quantitative research skills. It will develop their communication skills, including their inter-personal skills they will need to settle into a placement, and their writing skills they will be to complete a major writing assignment

The course will seriously enhance their autonomy and professional capacity, as it will allow students to develop networking and communication skills and to acquire practical experience to complement their academic knowledge. It will also help students learn how their academic skills can be used in the work world as part of their transition from student life to their chosen careers. The placements in this course also demand high levels of both individual independence and ability to work as part of a team.

Required Materials and Texts

As this is a field course, there is no text or courseware. Background reading and research material will be determined by the content of your placement or thesis.

Course Evaluation Breakdown

➤ NOTES:

- Details on each Assignment/Requirement/Whatever will be posted on Avenue to Learn. You need to keep up on ATL for this course
- In some placements, you might have some freedom regarding which option you pursue, but in many, the mentors have designed a large research project that only suits Option 1.
 - In all cases, you will need to work with the mentor and the instructor to determine your Option.

OPTION 1 – Placement- Major Research Paper

	<i>Value</i>	<i>Due Date</i>
1. Student-Sponsor Agreement		Sept 28
2. Activity Reports (Forms & deadlines will be posted on Avenue)		
3. Placement Research Proposal (Big Proposal)	5%	Oct. 18
4. Term 1 Paper Proposal (Little Proposal)		November 1
5. Term 1 Paper (Little Paper)	15%	November 29
6. Placement Analysis (Preliminary Draft)	10%	February 14
7. Title of Presentation		February 14
8. Formal Presentation (based on placement)	15%	Early March
9. Placement Analysis (Final Version)	35%	March 28
10. Field & class participation and office hours (throughout course)	20%	

**** If your research requires Ethics approval, you will go through that process with the professor's supervision.**

OPTION 2 – Placement – Shorter Papers & Reflections

1. Student-Sponsor Agreement		Sept 28
2. Activity Reports (Forms & deadlines will be posted on Avenue)		
3. Reflection Paper/Source Analysis	5%	October 18
4. Proposed Topic for Term 1 Paper		November 1
5. Term 1 Paper	20%	November 29
6. 2 nd Paper Proposal		January 25
7. 2 nd Paper	20%	February 14
8. Title of Presentation		February 14
9. Formal Presentation (based on placement)	15%	Early March
10. 3 rd Paper Proposal		March 1
11. 3 rd Paper	20%	March 28
12. Field & class participation and office hours (throughout course)	20%	

**** If any of your papers require Ethics approval, you will go through that process with the professor's supervision.**

OPTION 3 - THESIS

	<i>Value</i>	<i>Due Date</i>
1. Thesis Proposal and Bibliography	5%	Oct. 18
2. Ethics Proposal (tentative deadline)		Nov. 1
3. Proposed Topic for Term 1 Paper		Nov. 1
4. Term I Paper	15%	Nov. 29
5. Thesis (Preliminary Draft)	10%	Feb. 14
6. Title and Analytical Focus of Presentation		Feb. 14
7. Formal Presentation (based on thesis)	15%	March
8. Thesis (Final Version)	45%	March 28
9. In class participation and office hours (throughout course)	10%	

Weekly Course Schedule and Required Readings

Unit 1 September 6

Topic – Introduction

- Discussion of field placements, field work ethics and sponsor-student responsibilities including student-sponsor agreement.
- Placement timelines
- Process for Allocation of Placements.
 - Students will Submit Placement Choices over the following week (September 8 -15) – details posted as we go.

Unit 2 September 7-14 (no class, unless needed – I will update)

Students Submit Placement Choices – final deadline for choices
TBA

Unit 3 September 14-20 (still no class, unless needed – I will update)

Allocation of Field Placements & Start Field Work

- You will receive notice by email of your placement allocation
- Contact Sponsors and arrange first meeting
- First Meeting with Sponsors:
 - Discuss placement projects & research material
 - Discuss organizational exposure
 - Establish expectations in placement
- Complete Student-Sponsor Agreements

Unit 4 September 20 (yes, a class!)

Topics

- First Impressions from placements
- Methods for field research
- Student-Sponsor Agreements

- How to do your Final Paper Proposals (Big Proposal)
- How to do your Reflections/Source Analysis

Unit 5 October 4

Topics

- Discussion of placement progress
 - Ethics & Ethics Proposals
 - How to do your Term 1 Paper Proposal (Little Proposal)
- **Deadlines:**
 - Reflections/Source Analysis
 - Activity Report #1 (signed by mentor)
 - **Deadline Between Classes:**
 - October 18 - Final Paper Proposal (Big Proposal) Tentative

Unit 6 November 1

Topics

- Discussion of placement progress
- **Deadlines**
 - Term 1 Paper Proposal
 - Ethics Proposals - Tentative
 - NOTE – this deadline depends on when you begin research involving humans
 - Activity Report #2 (signed by mentor)

Unit 7 November 29

Topics

- Discussion of placement progress
- **Deadlines**
 - Term 1 Paper (Little Paper)
 - Activity Report #3 (signed by mentor)

Unit 9 January 10

Topics

- Term 1 Paper (Little Paper) Feedback
 - Term 2 Planning
 - Short Papers Option: Preparing 2nd Paper
 - Discussion of placement progress
- **Deadlines**
 - Activity Report #4 (signed by mentor)

Unit 10 January 24

Topics

- Final Paper - preparing the draft
- Discussion of placement progress
- **Deadlines**
 - Activity Report #5 (signed by mentor)
 - Short Papers Option: 2nd Paper Proposal Due

Unit 11 February 14

Topics

- Preparing your Presentations
- Finishing Final Paper
- Discussion of placement progress
- **Deadlines**
 - Draft of Final Research Paper (soft deadline)
 - Short Papers Option: 2nd Paper (not a soft deadline)
 - Title and one paragraph explanation of your Presentation
 - Presentation date preference for early March
 - Activity Report #6 (signed by mentor)

Unit 12 – Early March – Date TBA

Topic – Class Presentations

- **Once the date is set, students are responsible for ensuring that they have no scheduling conflicts for the entire day of presentations**
- **Other Deadlines**
 - February 28 - Short Papers Option: 3rd Paper Proposal Due

Unit 13 March 28 (no class)

- **Deadlines**
 - **Final Major Research Paper Due**
 - Short Papers Option: 3rd Papers Due
 - Final Placement Activity Report (signed by mentor)

Course Policies

Submission of Assignments

- Submission of assignments and other work will be done electronically.

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 Penalties:**
 - **First 3 days:** 1% per working day. (This means 1% out of 100 on that assignment, not 1% from the final course grade.)
 - **After first 3 days:** 2% per working day. (This means 2% out of 100 on that assignment, not 2% from the final course grade.)
- **Grade Adjustments:** redistributions of grade values (for example, moving the weight for an assignment to something else) are extremely rare and given only in truly extraordinary circumstances.

Avenue to Learn

In this course we will be using Avenue to Learn. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, usernames 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.

Turnitin.com

In this course we will be using a web-based service (Turnitin.com) to reveal plagiarism. Students will be expected to submit their work electronically to Turnitin.com and in hard copy so that it can be checked for academic dishonesty. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted

work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please to go www.mcmaster.ca/academicintegrity.

Academic Dishonesty:

<http://www.mcmaster.ca/academicintegrity/students/index.html>

Academic dishonesty consists of misrepresentation by deception or by other fraudulent means and 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 kinds of academic dishonesty please refer to the Academic Integrity Policy, specifically Appendix 3, located at <http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

In this course, we will be using a software package designed to reveal plagiarism.

Department/University Policies:

Labour Studies staff does not date-stamp assignments, nor do they monitor the submission or return of student papers. All papers should be submitted/returned in-class, in tutorials or during Professor/TA office hours. Instructors who utilize Avenue to Learn will provide instructions on that preference.

Absence Reporting:

<http://www.mcmaster.ca/msaf/> On-line self-reporting tool – illness lasting **less than 3 days**. Can only be used once per term. Instructors are not allowed to accept medical notes! These must be submitted to your Faculty office. 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”. Please also communicate with the course instructor.

Code of Conduct:

<http://studentaffairs.mcmaster.ca>

“McMaster University is a community dedicated to furthering learning, intellectual inquiry, the dissemination of knowledge and personal and professional development. Membership in this community implies acceptance of the principle of mutual respect for

the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study work and live within it.”

Computer Use:

Computer use in the classroom is intended to facilitate learning in that particular lecture or tutorial. At the discretion of the instructor, students using a computer for any other purpose may be required to turn the computer off for the remainder of the lecture or tutorial.

Course Modifications:

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 their McMaster email AND Avenue to Learn (if used by instructor) regularly during the term to note any changes.

Email Communication Policy of the Faculty of Social Sciences:

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/TA receives a communication from an alternate address, the instructor may not reply at his or her discretion. **Please always include student name, ID, course # and TA name (if applicable) in messages.**

Evaluations (Online):

<http://evals.mcmaster.ca>, and log in via **MACID**.

These help faculty and the School of Labour Studies to meet our goal of continually improving teaching effectiveness. All students in the course are invited and encouraged to complete the evaluation.

Student Accessibility Services:

<http://sas.mcmaster.ca/>

Location: MUSC – B107

Contact: 905-525-9140 extension: 28652

NOTE: Disclosure of disability-related information is personal and confidential.

Student Accessibility Services offers various supports for students with disabilities. We work with full time and part time students. SAS provides or assists students with their academic and disability-related needs, including: Learning Strategies, Assistive

Technologies, Test & Exam Administration, Note-Taking Programs, and Classroom Accommodations. *Please inform the instructor if there are disability needs that are not being met.

McMaster University Policy on Academic Accommodation of Students with Disabilities & McMaster University Anti-Discrimination Policy

- <http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf>

Student Success Centre: <http://studentsuccess.mcmaster.ca/>

GH-110 905-525-9140 x24254

Some services include: student orientation, academic skills, volunteerism, educational planning, employment and career transition. Writing Support:

<http://studentsuccess.mcmaster.ca/students/academic-skills/writing-support-services.html>

Student Wellness Centre: <http://wellness.mcmaster.ca/>

PGCLL - 210 905-525-9140 x27700

Provides services in: Personal and Psychological Counselling, Mental Health Support, Medical and Health Services