

# SOCWORK 773: Doctoral Seminar

* **September 10th, 2020 to December 3rd, 2020, Thursday, 10:30pm to 12:30pm.**
	+ **Weekly to mid October**
	+ **Bi-weekly from mid October to December 2020**
* **Synchronous online**
* **Instructor: Saara Greene**
* **Office: KTH- 327**
* **Office hours: by appointment**
* **Email: greenes@mcmaster.ca Phone: 905-525-9140 ext. 23782**

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# Course Overview

## Course Description:

The seminar supports student’s introduction to and progress through the program, and facilitates connections among students and faculty. First year doctoral students are required to take part in the seminar, and they are graded on a pass/fail basis (grading criteria is attendance and participation). Doctoral students in subsequent years of the program are encouraged to attend and take part. Active participation in the doctoral research seminar is intended to help foster a sense of scholarly community, introduces students to research and knowledge dissemination processes, and institutional arrangements (funding, university organization).

The seminar meets (almost) every week during the fall term, and approximately every 2 weeks throughout the winter term. The timing of scheduled activities may change to accommodate guests’ schedules. Similarly, topics of discussion may change to better reflect the needs and desires of doctoral students participating in the course.

## Course Objectives:

1. To prepare students to complete doctoral fellowship and research funding applications.
2. To provide students with an overview of the doctoral program and to support students through the processes of undertaken doctoral study.
3. To help students develop strategies for self-care throughout the doctoral program.
4. To evaluate strategies used by previous students to engage with the pragmatics of doctoral study (eg. composing a committee, writing for publication, organization and time management).
5. To provide students with an understanding of career option upon completion of doctoral study.

The basic assumptions of this course concur with the broader curriculum context set by the **School of Social Work's Statement of Philosophy**:

*As social workers, we operate in a society characterized by power imbalances that affect us all. These power imbalances are based on age, class, ethnicity, gender identity, geographic location, health, ability, race, sexual identity and income. We see personal troubles as inextricably linked to oppressive structures. We believe that social workers must be actively involved in the understanding and transformation of injustices in social institutions and in the struggles of people to maximize control over their own lives.*

## Course Format

The seminar meets (almost) every week during the fall term, and approximately every 2 weeks throughout the winter term. The timing of scheduled activities may change to accommodate guests’ schedules. Similarly, topics of discussion may change to better reflect the needs and desires of doctoral students participating in the course. All classes will be attended over Zoom.

The materials are presented in seminar format. Topics and areas of focus will be adjusted on the basis of student interests and needs.

## Required Texts:

1. There are no required texts. Specific readings may be assigned or recommended based on the topics covered in the seminar.

# Course Requirements/Assignments

* There are no assignments in this course. Students may be asked to prepare and present materials based on the topics selected by the group. No grade will be assigned to these presentations.

## Avenue to Learn

In this course we will be using Avenue to Learn to share materials relevant to the topics covered in the seminar. 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.

## 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 five 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 the options above will be finalized during the first class.

## 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.

## Course Modification Policy

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 students to check their McMaster email and course websites weekly during the term and to note any changes.

# Student Responsibilities

* Students are expected to contribute to the creation of a respectful and constructive learning environment. Students should read material in preparation for class, attend class on time and remain for the full duration of the class. A formal break will be provided in the middle of each class, students are to return from the break on time.
* In the past, student and faculty have found that non-course related use of laptop computers and hand-held electronic devices during class to be distracting and at times disruptive. Consequently, during class students are expected to only use such devices for taking notes and other activities directly related to the lecture or class activity taking place.

## Attendance

Students are expected to attend all scheduled seminars. If students are unable to attend seminary, they are asked to inform Saara Greene by email in advance (greenes@mcmaster).

## 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. 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. 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](https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf)

The following illustrates only three forms of academic dishonesty:

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

Academic dishonesty also entails a student having someone sign in for them on a weekly course attendance sheet when they are absent from class and/or a student signing someone in who is known to be absent.

## 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.

## Accessibility Statement

The School of Social Work recognizes that people learn and express their knowledge in different ways. We are committed to reducing barriers to accessibility in the classroom, and working towards classrooms that welcome diverse learners. If you have accessibility concerns or want to talk about your learning needs, please be in touch with the course instructor.

## 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.

## 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.

## 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.

The School of Social Work requests and expects that:

* Instructors inform students about what they will record, when they will record, and what they will do with the recording
* Students who wish to record contact the instructor first. This is so the instructor can inform the class when permission has been given to a student to record (the identity of the student will be kept confidential by the instructor).
* Recordings by students are used for personal study only, and not shared with anyone else, and are deleted when no longer needed for personal study

There will likely be times when students or guest speakers share personal or sensitive information. In this circumstance we expect everyone to stop recording. The instructor (or student or guest sharing) may also ask for recording to stop, and we expect everyone to respect such a request.

# Course Weekly Topics and Readings

## Week 1: September 10, 2020

### Topics:

* Introductions and orientation to the seminar
* How to create successful Doctoral Fellowship
* Social Sciences and Humanities Research Council (SSHRC) applications:
* Online materials provided via Avenue 2 Learn
* Applying for SSHRC: Mary Vaccaro

## Week 2: September 17, 2020

### Topics:

* Group discussion of questions, common challenges in fellowship applications
* Applying for CIHR: Lydia Pandian
* Saara Green is available for consultations in Hr 2

## Week 3: September 24, 2020

### Topics:

* Group discussion of questions, common challenges in fellowship applications

## Week 4: October 1st, 2020

### Topics:

* Group discussion of questions
* **CHIR and SSHRC grants due October 1st, 2020 by 11:59pm**

## Week 5: October 8th, 2019

**Bi Weekly Schedule Begins**

### Topics:

* What if I get the fellowship!?: TBA

## Week 6: October 15, 2019

* **FALL READING WEEK: No Class**

## Week 7: October 29th, 2020

### Topics:

* “Playing nice” and taking care of yourself: TBA

## Week 8: November 12, 2020

### Topics:

* Thinking about your thesis committee: Diane Fierheller

## Week 9: November. 26, 2020

### Topics:

* Library Research – Seminar with librarians from Mills Library Services
* Databases, open source statistics and archival research will be covered in the session

**In the event of a class cancellation a class will be scheduled on December 3, 2020.**

## Additional Resources

PLEASE SEE AVENUE to LEARN