



Indigenous Studies Graduate Program Handbook

2024-2025



SOCIAL SCIENCES
Department of
Indigenous Studies

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McMaster University Indigenous Studies Department Master's Degree Program

This Handbook covers the period from September 2024 to August 2025

Disclaimer: If there is a discrepancy between this handbook and the School of Graduate Studies Calendar, the School of Graduate Studies Calendar prevails.

Sgé:nq', shé:kon, boozhoo, aaniin, welcome!

Congratulations on your decision to enter graduate study! We welcome our guests to the traditional territories of the Mississauga and Haudenosaunee Peoples on the lands covered by the Dish With One Spoon Wampum Agreement. On these lands we are asked to conduct ourselves according to the values practiced here: good minds, generosity, and kindness. This handbook has been developed to help you become familiar with your new surroundings as well as provide you with useful, basic information about McMaster University and the Indigenous Studies Department (ISD) as well as items specific to the MA in ISD. Also included in this package is information related to the greater Hamilton community, with the hope that it will help you feel at home.

About Indigenous Studies

MA in Indigenous Studies

Students should consult the general university guidelines for an M.A. Degree in the School of Graduate Studies Graduate Calendar, available online [here](#).

Location

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Important Acronyms

- GSA = Graduate Students' Association
- LRW = L.R. Wilson Hall (our building)
- ISD = Indigenous Studies Department
- SGS = School of Graduate Studies
- MIRI = McMaster Indigenous Research Institute
- ISS = Indigenous Student Services
- IHLL = Indigenous Health Learning Lodge
- CUPE = Canadian Union of Public Employees (this union represents TAs at McMaster)

- ❑ IEC = Indigenous Education Council
- ❑ FEAST = The Feast Centre for Indigenous STBBI Research, Faculty of Social Sciences
- ❑ MIGS = McMaster Indigenous Graduate Students
- ❑ FSS = Faculty of Social Sciences
- ❑ JIACG = Joint Indigenous-Administration Consultation Group
- ❑ CSMA = Communication Studies and Media Arts
- ❑ MOSAIC = McMaster business process system for students (records, courses), finances, human resources, and research accounting

Arrival and Orientation

The McMaster Graduate Student Welcome is part of the orientation for graduate students hosted by the School of Graduate Studies. You will be notified by SGS about any orientation events that you may wish to attend. These are not mandatory events but are an enjoyable way to get used to the campus and surrounding areas, as well as meet graduate students from other programs. Some events may require advance registration, so please read emails from SGS carefully.

In addition to attending these orientation events, incoming students are expected to attend the Indigenous Studies Graduate Program Orientation on September 5th, 2024, as well as the Faculty of Social Science TA orientation on September 6th, 2024. A separate communication will be sent with times and locations for these events.

Much of the communication with students both by the department and the university takes place via email. Be sure to use your McMaster email account as soon as it is activated. Once you have your email account set up, it is REQUIRED that you inform the Indigenous Studies Department by sending an email to isgrad@mcmaster.ca.

September Checklist for New Students

- ✓ Carefully read through this information and any information provided to you by the School of Graduate Studies.
- ✓ Register for and complete SGS 101 – Ethics Online course; register in MOSAIC to have the course made available to you in Avenue to Learn (*see below*).
- ✓ Register for and complete SGS 201 – Online Accessibility course; register in MOSAIC to have the course made available to you in Avenue to Learn (*see below*).

- ✓ Obtain original and final copies of your previous degree transcripts if you receive a conditional offer and submit it to the Graduate Administrative Assistant.
- ✓ Send the Graduate Administrative Assistant an email from your new McMaster email account. Include your complete home address, phone number, and the name and phone number of someone we can contact in case of emergency.
- ✓ Meet with the instructor for whom you will be TAing (if applicable) and complete the “Supervisor and Teaching Assistant Hours of Work” form. Submit to the ISD office.
- ✓ In consultation with your supervisor, determine TA office hours as needed.
- ✓ Complete Health & Safety online training as indicated.
- ✓ Upload your tax forms, deposit information form, and a VOID cheque as a pdf file to MacDrive as soon as possible so that you will get paid on time. Once you arrive on campus, we will give you more information about MacDrive and how to access it.
- ✓ Complete your personal and banking information on MOSAIC.

Registration & Course Enrollment

- On-time course registration opens on June 25th and closes on August 1st. Beyond this window, you are subject to a late registration penalty fee of 75CAD. It is highly recommended that you plan to register for the courses you need for your program (see pages 13-18). Further information on how to register for classes can be found here: <https://gs.mcmaster.ca/ive-accepted-my-offer/how-to-enroll/>. **Important: Please note you must be registered by the last day of the enrollment period to access your scholarship funding.**
- The academic calendar can be found here: <https://academiccalendars.romcmaster.ca/index.php>

SGS 101 and 201

You are required to register for SGS 101, Academic Integrity and SGS 201, AODA (Accessibility for Ontarians with Disabilities) training. These are online courses that do not take very long to complete, but they are mandatory. You must complete these courses before the end of September. You will not be able to graduate if you do not take these courses.

Graduate Calendar Regulations

Students should read the Graduate Calendar, available on the SGS website. Students should note:

- That graduate students are required to be geographically available and visit campus regularly (Grad Calendar section 2.5.2). Students who move to a location that

makes this impossible must request permission and complete related paperwork. Please consult with the Graduate Chair if this is the case.

- McMaster full-time graduate students are not permitted, as a general rule, to work more than 20 hours per week on average, including hours worked on Teaching and Research Assistantships, including in the summer term (Grad Calendar section 2.5.3 and 2.5.4).
- Students who are not successful in completing all course requirements (who receive a grade of less than B- or INC) will normally be required to withdraw from the program; see the Grad Calendar, section 2.6.11.
- Completion of a MA degree is normally required within 3 years, and a part-time MA degree is limited to 5 years. Check the academic regulations in the Graduate Calendar. Each student's progress is reviewed annually by the department and more frequently by the supervisory committee. The committee will assess the students' progress. A student who encounters difficulties arranging a meeting of this committee should consult the Graduate Chair or Department Chair in advance of the relevant deadline. In those cases where a student does not manage to complete the degree requirements before the end of the time limit specified above, the university has no further obligation to provide supervision. Upon consultation with the department and on its recommendation, the student will be shown as having been "withdrawn in good standing due to time limit." ([Grad Calendar section 3.4.2](#), in part)

General Guidelines for Graduate Students

- 1) Commitment to scholarly activity is a pre-requisite for graduate success.
- 2) To support mentorship and guidance, the student must engage in effective, timely, and on-going communication with the supervisor regarding the status of their project.
- 3) The student should discuss expectations with the supervisor to ensure mutual understanding of research goals and related activities, coursework, timelines, and deadlines. The student must manage their time, meet deadlines, and prepare for regularly scheduled meetings (i.e. with the supervisor and supervisory committee). Students should recognize that graduate program academic expectations will not be modified if they choose to engage in other activities, such as working outside of his/her/their graduate studies, studying for professional program entrance exams, or applying for jobs or postdoctoral fellowships. Student-supervisor meetings typically occur at least monthly, although meeting regularity will vary amongst disciplines and at various stages. Students are encouraged to discuss concerns about the type and amount of supervision needed for their work with their

supervisor. Students are expected to inform the Graduate Chair if they are concerned about inadequate or inappropriate supervision.

- 4) The student is obliged to act ethically in conducting graduate work. This includes following McMaster University policies on the ethical conduct of research and academic integrity. The student must document and honestly report research data, conscientiously cite information and data sources, and seek guidance on any data exclusions. He/she/they must acknowledge contributions of the supervisor, committee members, and others, in accordance with the norms of their academic discipline.
- 5) It is the student's responsibility to carry out all work safely and in accordance with standard operating procedures. Potentially dangerous tasks should not be done while impaired and should not be done until properly trained. It is the student's duty to learn about safe practices, ask questions, and seek appropriate help and guidance on safety matters.
- 6) It is the student's responsibility to be aware of all the requirements, regulations, and guidelines outlined in the Graduate Calendar as well as all McMaster University policies pertaining to graduate work.

Please read the full section about [Graduate Work Supervision Guidelines for Faculty and Students](#) provided in the School of Graduate Studies Graduate Calendar and on the School of Graduate Studies website.

Graduate Grading Scale

Grade	Points	Equivalent Percentages	Pass/Fail
A+	12	90-100	P+
A	11	85-89	P
A-	10	80-84	
B+	9	77-79	
B	8	73-76	
B-	7	70-72	
F	0	69 and under	F

For a more detailed explanation of graduate grading scale, please see Section 2.6.9 of the School of Graduate Studies Graduate Calendar, <https://academiccalendars.romcmaster.ca/index.php>

Important Dates 2024-25

Fall 2024

- | | |
|---|--|
| <input type="checkbox"/> Jun 25 th – Aug 1st | Registration online |
| <input type="checkbox"/> Aug 2 nd – Sept 6 th | Late registration (late fee applies) |
| <input type="checkbox"/> Sept 3 rd | Undergraduate lectures begin |
| <input type="checkbox"/> Sept 9 th | Graduate classes begin |
| <input type="checkbox"/> Sept 9 th | Undergraduate tutorials begin |
| <input type="checkbox"/> Sept 20 th | Final date to add/change electives |
| <input type="checkbox"/> Sept 30 th | Final date to complete SGS 101 and 201 |
| <input type="checkbox"/> Nov 8 th | Final date to drop electives |

Winter 2025

- Jan 6th Undergraduate classes begin
- Jan 13th Graduate classes begin
- Jan 24th Final date to add/change electives
- Jan 15th Supervisor-approved MRP proposals due (MA students)
- Mar 21st Final date to drop electives

Spring-Summer 2025

- May 9th Final date to add electives
- Jun 15th Submit first complete draft of MRP to supervisor
- Jul 11th Final date to drop electives
- Jul 31st Submit final draft of MRP for second reading
- Aug 5th Final approved MRP submissions

Note: Official McMaster graduate and undergraduate sessional dates can be found [here](#).

About the Indigenous Studies Graduate Program

The Indigenous Studies M.A. is an interdisciplinary program focusing on Indigenous People and communities. Students admitted to the M.A. program will complete two coursework terms and can either complete a Major Research Paper (MRP) or a Community-Based Research Project (CRP). In consultation with their supervisors, M.A. students must choose which option to pursue by October 15th of the first term of the program. Admission to the Indigenous Studies M.A. degree program requires an average of B+ or better in an undergraduate Honours Bachelor's degree or equivalent.

Applicants should identify three (3) potential supervisors they would like to work with and state why they would like to work with them at the time of their application to the M.A. program. The department will assign a supervisor who is deemed best suited to the applicant's research interests. Applicants are encouraged to visit the department's website to become familiar with faculty research areas. If, for whatever reason, there is a need to substitute their supervisor, the student will work with the Graduate Chair (and/or Department Chair) to find a suitable replacement.

Degree Requirements

Students will have two options for completing an M.A in Indigenous Studies. Depending on the degree option selected, it will determine how long it will take to complete the degree: the MRP will typically be completed within twelve months, and the CRP will typically be completed in sixteen months.

Major Research Paper Option (MRP) (12 months)

MRP Course Work

Students will be required to complete the following:

- **3 core courses:**
 - INDIGST 702 Indigenous Studies Research Methods
 - INDIGST 701 Theories in Critical Indigenous Studies
 - INDIGST 704 Indigenous Studies Experiential Learning.
 - Students must achieve a grade of at least a B- in all courses they take for credit to qualify for the degree.

- **3 elective courses:**
 - Students will need to complete 3 elective courses. At least one of these courses must be an Indigenous Studies course. Students must achieve a grade of at least a B- in all courses they take for credit to qualify for the degree. Please note that the electives you choose do not have to have Indigenous content, and it is strongly encouraged that you consult with your supervisor and/or Graduate Chair on these choices.
 - Obtaining permission for courses in another department/academic unit is the student's responsibility.

- **1 non-credit Professional Development course:**
 - INDIGST 725 Professional Development
 - Attendance and active participation are mandatory for a passing grade.

- **Major Research Paper:**
 - Students will complete a major research paper (MRP) of 7,500-8,500 words excluding references. The MRP will be based on original research. The paper will provide an opportunity to apply methodological skills to theoretical and

substantive issues taken up in other courses. The research paper will be read by the supervisor and another faculty member. If the supervisor is an associate member, then the second reader must be a core faculty member selected by the supervisor in consultation with the student. Students will complete and submit their MRP for approval by their supervisor and the second reader by August of the first year.

MRP Timeline

One Year Schedule: September Admission (Full Time)

Students will normally take three courses in Term 1 and three courses in Term 2, in addition to the INDIGST 725 Professional Development course, which runs through all terms, 1-3. Preparation for the major research paper will normally begin in Term 2. Between January and July, students are expected to meet regularly with their faculty supervisor and make steady progress on their research and writing. A first complete draft of the paper is due to the supervisor by June 15th; a final draft is due for second reading (with the approval of the supervisor) by July 31st; and the approved version of the project must be submitted to the department no later than August 31st.

Schedule	Term 1 (September- December)	Term 2 (January - April)	Term 3 (May - August)
	3 courses or 9 units including: <ul style="list-style-type: none"> <input type="checkbox"/> INDIGST 702 Indigenous Studies Research Methods <input type="checkbox"/> 2 Electives <input type="checkbox"/> INDIGST 725 Professional Development (non-credit course) 	3 courses or 9 units including: <ul style="list-style-type: none"> <input type="checkbox"/> INDIGST 701 Theories in Critical Indigenous Studies <input type="checkbox"/> INDIGST 704 Experiential Learning Course <input type="checkbox"/> Elective <input type="checkbox"/> INDIGST 725 Professional Development (non-credit course) <input type="checkbox"/> Preparation of research paper 	<ul style="list-style-type: none"> <input type="checkbox"/> INDIGST 725 Professional Development (non-credit course) <input type="checkbox"/> Complete Major Research Paper; 7,500- 8,500 words

MRP Process

In late-Fall of the first term, students begin work towards their MRP, which is completed during the following Summer Term. Students are responsible for selecting a topic for study or research, which must be approved by their supervisor. The topic should be manageable within the deadlines outlined below. The MRP is original research; field work is not required.

The MRP should, however, demonstrate a student's ability to analyze and integrate ideas that reflect the current state of knowledge on their chosen topic. The MRP must demonstrate critical thinking and expertise at specific, general, and abstract levels.

Students and supervisors are strongly advised to draw up a detailed plan indicating when/how they will communicate. Meetings should be in person wherever possible, though it may be necessary to communicate electronically.

- Fall Semester: Informal discussions with MRP supervisor; develop outline and research plan
- January 15: Submit MRP draft proposal with bibliography to MRP supervisor.
- First week of February: Supervisor feedback
- February 15: Submit MRP Formal proposal, signed by supervisor, to Graduate Administrative Assistant (1000 words, plus bibliography)
- February 15: Where appropriate, submit ethics application
- March 1: Supervisor to recommend two potential second readers to student
- June 15: Submit first draft of MRP to supervisor
- June 30: Draft returned to student with comments
- First Tuesday in August: Submit completed MRP: electronically to supervisor, second reader, and Graduate Administrative Assistant PLUS check with supervisor & second reader if they are each interested in receiving a hard copy. If yes, hard copies should be coil bound with an acetate cover
- August 31: Grades and comments from supervisor and reader due.

Schedule	Term 1 (September - December)	Term 2 (January - April)	Term 3 (May - August)
	<ul style="list-style-type: none"> <input type="checkbox"/> October 15: Declare intent to pursue 12-month option <input type="checkbox"/> Informal discussions with potential MRP supervisor <input type="checkbox"/> Develop outline & research plan with supervisor <input type="checkbox"/> December 1: Submit supervisor proposal to graduate committee; OR Declare MRP supervisor to Graduate Administrative Assistant 	<ul style="list-style-type: none"> <input type="checkbox"/> January 15: Submit MRP draft proposal with bibliography to MRP supervisor. <input type="checkbox"/> First week February: Supervisor feedback on proposal <input type="checkbox"/> February 15: Submit MRP Formal proposal (signed by supervisor) to Graduate Administrative Assistant <input type="checkbox"/> February 15: Submit ethics application (if applicable) <input type="checkbox"/> March 1: Supervisor to recommend two potential second readers to student 	<ul style="list-style-type: none"> <input type="checkbox"/> June 15: Submit first draft of MRP to supervisor June 30: Draft returned to student with comments from supervisor <input type="checkbox"/> First Tuesday in August: Submit completed MRP: electronically to supervisor, second reader, and Graduate Administrative Assistant, plus confirm if the supervisor and second reader prefer a hard copy <input type="checkbox"/> August 31: Grades and comments from supervisor and second reader due

MRP Second Reader Policy

Major Research Papers will be evaluated by the supervisor and a second reader, normally also a member of the department. In consultation with the student, the MRP supervisor will recommend two candidates for second reader. These recommendations will accompany the student's MRP proposal, due on Mar 1st. The Graduate Committee will consider the recommendations and assign a second reader to the MRP. Students will become familiar with the research interests and priorities of the graduate faculty through presentations during the first six weeks of Professional Development class meetings.

The second reader will receive a final draft of the MRP by the first Tuesday in August. The second reader shall provide a grade of Pass or Fail, plus comments on the MRP using the second reader form but is not expected to comment extensively. The grade and comments will be sent directly to the supervisor by August 28th. The supervisor shall provide the student with the second reader's grade and comments. The MRP, final grade and comments on the MRP shall be submitted to the Graduate Administrative Assistant by 31st August.

If there is a serious discrepancy between the supervisor and the second reader (i.e., one marker fails a paper), a meeting of the supervisor and the second reader will be convened to resolve and confirm the mark. If no agreement is reached, a third reader, assigned at the discretion of the Graduate Chair, will evaluate the MRP to provide a deciding grade.

Ethics Approval

Students whose projects require Ethics Committee approval (i.e., if they involve human or animal subjects of research, including interviews) should ensure that all communications with the Committees/Boards identify the student and the supervisor and bear the signatures of both.

Students will need to seek approval through the McMaster Research Ethics Board (MREB). Given the short timeline for MRPs, it is imperative to initiate the process of application early, in consultation with supervisors. An ethics application, where appropriate, must be submitted by February 15. More detailed information about the criteria for obtaining Ethics Committee approval can be found at the [McMaster Research Ethics Board web site](#). Check the MREB website for dates of drop-in consultations and seminars on the application process. If you are in doubt about whether your project will require an ethics review, please consult with your supervisor and/or the Graduate Chair.

Archiving MRPs for Future Reference

The Indigenous Studies Department will keep an archive of completed MRPs as reference for future students and supervisors. If the student does not wish to have their MRP included in the archive, the student must submit a written notice to the department by August 31st.

Community-Based Research Project Option (CRP) (16 months)

CRP Course Work

- **3 core courses:**
 - INDIGST 702 Indigenous Studies Research Methods
 - INDIGST 701 Theories in Critical Indigenous Studies
 - INDIGST 704 Indigenous Studies Experiential Learning.
 - Students must achieve a grade of at least a B- in all courses they take for credit in order to qualify for the degree.

- **3 elective courses:**
 - Students will need to complete 3 elective courses. At least one of these courses must be an Indigenous Studies course. Students must achieve a grade of at least a B- in all courses they take for credit in order to qualify for the degree. Please note that the electives you choose do not have to have Indigenous content, and it is strongly encouraged that you consult with your supervisor and/or Graduate Chair on these choices.
 - Obtaining permission for courses in another department/academic unit is the student's responsibility.

- **1 non-credit Professional Development course:**
 - INDIGST 725 Professional Development
 - Attendance and active participation are mandatory for a passing grade.

- **Community-Based Research Project:**
 - Students will work with a community and/or community organization to conduct a research project that involves original and independent research (approximately 10,000-12,500 words excluding references). Students will work with their supervisor to have a research proposal complete and

approved by December 1 of their first term. Students must select a committee member from the Indigenous Studies faculty complement or an approved associate member. Students will present a snapshot of their work as a group (15 min each) at MIRI Research Day, or the Indigenous Studies Graduate Student Symposium.

CRP Timeline

16-Month Schedule: September Admission (Full Time)

Students will normally take three courses in Term 1 and three courses in Term 2, in addition to INDIGST 725 Professional Development course, which runs through all terms, 1-3.

Schedule	Term 1 (September – December)	Term 2 (January – April)	Term 3 (May – August)	Term 4 (September – December)
	3 courses or 9 units including: <ul style="list-style-type: none"> <input type="checkbox"/> INDIGST 702 Indigenous Studies Research Methods <input type="checkbox"/> 2 Electives <input type="checkbox"/> INDIGST 725 Professional Development (non-credit course) 	3 courses or 9 units including: <ul style="list-style-type: none"> <input type="checkbox"/> INDIGST 701 Theories in Critical Indigenous Studies <input type="checkbox"/> INDIGST 704 Experiential Learning Course <input type="checkbox"/> Elective <input type="checkbox"/> INDIGST 725 Professional Development (non-credit course) 	Conduct Research <ul style="list-style-type: none"> <input type="checkbox"/> INDIGST 725 Professional Development (non-credit course) 	Community-Based Research Project 10,000 – 12,500 words

CRP Process

All Community-Based Research Projects (CRP) must make distinct contributions to knowledge and meet the highest academic standards.

Students must declare and discuss their interest in the CRP option with their faculty supervisor by October 15th of the student's first year.

Students prepare a CRP proposal in consultation with their supervisor. The proposal must contain the following elements:

- a community and/or community organization partner
- a statement of the problem/research question
- background/rationale/ theoretical orientation
- research methodology
- plan and schedule of research/proposed timeline
- contribution to existing literature
- bibliography.

The CRP Proposal must be submitted to the supervisor and the Graduate Administrative Assistant by December 1st of the student's first year. The proposal must be approved by the department's graduate committee and the student's supervisor.

Each MA CRP candidate is required to form a supervisory committee (comprised of their supervisor and a second reader) by January 15th of the student's first year.

The student will present a snapshot/overview of their research as a group (15 minutes each) at MIRI's Research Day OR the Indigenous Studies Graduate Student Symposium in the fall. More details to come.

Schedule	Term 1 (September - December)	Term 2 (January - April)	Term 3 (May - August)	Term 4 (September -December)
	<input type="checkbox"/> October 15: Declare intent to pursue 16-month option <input type="checkbox"/> October 15: Develop CRP proposal/study plan with supervisor <input type="checkbox"/> December 1: CRP proposal submitted for approval to Graduate Committee <input type="checkbox"/> December 1: Declare CRP supervisor to Graduate Administrative Assistant	<input type="checkbox"/> January 15: Supervisory Committee formed <input type="checkbox"/> Data collection for CRP	<input type="checkbox"/> Data collection and analysis for CRP	<input type="checkbox"/> Complete writing final draft of the CRP report by October 1 <input type="checkbox"/> Present findings during MIRI's Research Day OR the Indigenous Studies Graduate Student Symposium by December 15

Departmental Support and Resources

As an ISD Graduate Student, you will have access to the following in L.R. Wilson 1811:

- Graduate student study space
- Kitchen
- Private outdoor area
- Smudging area
- Access to printing

Student Services

- Graduate Student Support: <https://studentsuccess.mcmaster.ca/grad-students/>
- Indigenous Student Services: <https://indigservices.mcmaster.ca/>
- Elders in Residence (Contact Lisa Lavallee llaval@mcmaster.ca)
- Student Accessibility Services (SAS): The Student Accessibility Services office offers various supports for students with disabilities. SAS works with full-time and part-time students, as well as prospective students. SAS assists with academic and disability-related needs. If you require accommodations, please contact SAS before the end of September.

Scholarships and Funding

The majority of graduate students at McMaster receive competitive funding packages that may include financial support such as teaching assistantships, university graduate scholarships, as well as external scholarships and bursaries. Bursaries are non-repayable grants awarded solely on financial need. Bursaries are intended to supplement a students' other sources of funding, such as post-secondary program funding through band funding offices, OSAP, bank loans and parental/spousal contributions. Financial need is generally determined using information from your OSAP application; however, Indigenous students who do not apply for OSAP may still be considered for a bursary.

Internal

- Indigenous Bursaries Search Tool:
<https://www.sac-isc.gc.ca/eng/1351185180120/1351685455328>
- The ionkhihahonnién:ni student bursary
<https://registrar.mcmaster.ca/aid-awards-for-indigenous-students/#tab-20>
- Indigenous Student Bursary

- <https://registrar.mcmaster.ca/aid-awards-for-indigenous-students/#tab-20>
- Métis Nation of Ontario Student Bursary
<https://registrar.mcmaster.ca/aid-awards-for-indigenous-students/#tab-20>
- DeGroot School of Business Graduate Award for Indigenous Learners
<https://gs.mcmaster.ca/degroote-school-of-business-graduate-award-for-indigenous-learners/>
- Harvey E. Longboat Graduate Scholarship for First Nations, Inuit, and Métis Students
<https://gs.mcmaster.ca/current-students/scholarships/harvey-e-longboat-graduate-scholarship-for-first-nations-inuit-and-metis-students/>
- Health Sciences Graduate Scholarship for Indigenous Scholars
<https://ihll.mcmaster.ca/students/future-students/facilitated-admissions-self-identification/#tab-content-applicationadmissions/scholarships-bursaries>
- Indigenous and Black Engineering/Technology (IBET) PhD Fellowship
<https://www.eng.mcmaster.ca/future-students/indigenous-and-black-engineeringtechnology-ibet-phd-fellowship>
- Indigenous Mentorship Network of Ontario
https://imnp.uwo.ca/opportunities/scholarships_and_research_grants.html
- INDSPIRE Bursary and scholarships
<https://indspire.ca/>

External

- Ontario Graduate Scholarships (OGS) for Indigenous Graduate Students
- Canada Graduate Scholarships-Master's (CGS-M) Competition (harmonized SSHRC Master's, CIHR Master's and NSERC Master's)

Conference and Research Travel Funding

The department has limited funds available to help offset costs (registration, memberships, travel, accommodations, per diem, etc.) for graduate students who attend and/or present at conferences/workshops related to their area of research. If you are interested in applying for a conference travel grant, please contact the Graduate Administrative Assistant.

The Graduate Students Association (GSA) also accepts applications for a number of GSA Travel Assistance Grants awarded each semester (Fall, Winter, and Spring/Summer). For more information, visit the [GSA Travel Grants web site](#).

Tuition Payments

Tuition will be charged by term on September 1, January 1, and May 1, which will have to be paid before the end of that month. Mandatory Supplementary Fees are charged in full in September. Interest on tuition will begin to accrue on the second to last business day of those months unless a payment arrangement has been made with Student Accounts in the Registrar's Office.

Scholarship funds – For all scholarships, including graduate scholarships awarded with your offer, you will receive a lump sum payment by e-transfer each term in the middle of the first month of the term (mid-September, mid-January, mid-May). This is T4A income, which means that if you are enrolled full-time, these funds are not taxable.

Other Policies and Procedures

For a complete listing of the policies and procedures pertaining to Master's degree programs, students are advised to consult the current edition of the School of Graduate Studies calendar on the [McMaster University Academic Calendars Welcome Page](#). A candidate for the Master's degree must comply with the general regulations and program requirements of the School of Graduate Studies.

Office Administration

Office Facilities

Office space is at a premium within the university. Office doors should be kept closed for theft prevention and noise reduction. Students are responsible for keeping the office clean. Graduate student offices are located in L.R. Wilson Hall in the Indigenous Studies Department. All offices are shared between multiple occupants for quiet study. There are no workspaces designated for the exclusive use of any one particular occupant. Keys and/or the access code will be given to MA students during the Orientation Session in September.

Graduate Student Mailboxes and Photocopier Codes

Mailboxes for graduate students are located in the Indigenous Studies Department. The access code will be given to all graduate students in September by the Graduate Administrative Assistant.

Teaching Assistant Positions

Most full-time graduate students are offered a teaching assistant (TA) position as part of their funding package. TA duties involve an average of 10 hours of work a week and will include some combination of grading assignments, meeting with students during regularly scheduled office hours, or other duties as discussed with the course instructor. In early August, The Academic Department Manager in Indigenous Studies will contact all students that have been offered a TA position to begin the formal HR hiring process.

Payroll Schedule

Employment Income is paid on a bi-weekly schedule in the terms in which you are completing your work. You will have a record of this payment in MOSAIC. Once you have successfully logged into MOSAIC you will be able to view your pay statement online.

Health & Safety Training

It is mandatory for **all employees at McMaster University** to take part in the Job Hazard Analysis and Health and Safety Training. This training must be completed on MOSAIC within, or before, the first two weeks of September. You will receive training in the following sections:

Training done through McMaster's EOHSS:

- SAFE Training (includes Slips, Trips and Falls, Asbestos Awareness, Fire Safety & Ergonomics)
- The Health & Safety Orientation
- Violence & Harassment Prevention
- WHIMIS 2015
- AODA (Accessibility for Ontarians with Disabilities Act)
- Primer on Privacy

CUPE Local 3906 Collective Agreement and Hours of Work

The Canadian Union of Public Employees (CUPE), Local 3906, Unit 1, represents all part-time employees at McMaster, including teaching assistants, demonstrators, tutors and super tutors, markers, and research assistants who receive a research assistantship in lieu of teaching assistantship. A copy of the current collective agreement can be found [here](#). The collective agreement has important information on sick days, religious holidays, hours of work, etc.

Especially important is the "Hours of Work" form, which will be filled out by your instructor, in consultation with you, at the beginning of term to specify how many hours you will be spending on various tasks.

Health and Dental Benefits

CUPE 3906 provides dental coverage for Unit 1 members who have a TAship or RAship in lieu of a TAship worth 130 hours or more. Any questions about the CUPE dental plan should be directed to benefits@cupe3906.org. Click [here](#) for information related to your dental plan.

Additional Employment (Research Assistantships)

Research assistantships may be available in addition to teaching assistantships, depending on faculty needs and funding. Please see the Academic Department Manager should you wish to apply for additional work.

Facilities

Media Arts Lab

The McArthur Media Arts Wing (formerly: McArthur Multimedia Wing) is located on the 2nd floor of Togo Salmon Hall in room 202B (end of hall, top of the stairs). 'The Wing' offers 49 well-appointed workstations featuring a wide range of industry-standard web, audio, and video editing software suites.

Access to The Wing is by key card only. Key cards can be obtained by visiting the Administrative Assistant at the Humanities Media and Computing Service Centre in TSH 209. You will need to show your student ID card and indicate that you are a graduate student in Indigenous Studies and complete a training session to be able use the lab equipment. A non-refundable charge applies for each key card. Wing Access: 24/7 (September to April)

Lyons New Media Centre

The Lyons New Media Centre is a media space for the innovative creation and use of new and traditional media in teaching, learning and research located in the Mills Library 3rd floor. Workspaces include:

- video and audio editing workstations (all equipped with Adobe Creative Cloud)
- two edit suites
- consultation room
- video-gaming room
- a classroom
- a green screen
- a Help Desk to provide assistance to students, faculty and staff

The Centre features a large video wall to showcase the media creation process, to highlight faculty and student research and to display faculty and student media projects. The video wall may also be used for special media rich presentations.

The Lewis & Ruth Sherman Centre for Digital Scholarship

The Sherman Centre is a research centre located in Mills Memorial Library at McMaster University. The Centre provides consulting and technical support to faculty and graduate students with all levels of technological experience and on any stage or aspect of a digital scholarship or pedagogical project to help determine the digital tools, techniques and methods that best suit the project whether big or small.

Some of the specific resources offered by the Sherman Centre include:

➤ **Digital Humanities Training:**

The Centre's 'Do More with Digital Scholarship' workshop series is aimed at introducing McMaster students, faculty, and staff to the multifaceted domain of digital scholarship and digital humanities tools and methods.

➤ **Research Dissemination:**

The Centre provides a platform for students to publicize their work and expose it to a wider audience for feedback and input. We achieve this via multiple means: a regular Sherman Colloquium that invites graduate students to present their work in progress; our digital media wall where visualizations and other depictions can be displayed in an artistic and engaging setting; and by offering publishing platforms such as our institutional repository, a journal publication system, and the Sherman website.

➤ **Scholarly Repository**

The Centre is home to [MacSphere](#), McMaster's institutional repository (IR). MacSphere is the place where McMaster researchers can archive their intellectual property and make it available to a global community. Often this takes the form of published journal articles—conveniently meeting the new Tri-Council mandate regarding open access—but there are myriad other forms of scholarship in our repository: slide decks, video, white papers, etc. MacSphere is harvested by Google Scholar and other academic search engines, ensuring global reach.

➤ **Dedicated Workspace:**

- The Centre has private cubicle space reserved for a limited number of graduate researchers, who benefit greatly from the proximity of a peer group working in similar fashion.

- High Performance Workstations - Three state-of-the-art workstations, highly powerful computers with a wide range of complex software for digital scholarship installed.
- Three 3D printers - an Ultimaker 2, a Makerbot 5th gen, and a Lulzbot TAZ 4 are available to researchers interested in engaging more deeply in modelling and fabrication.

Libraries

[Mills Memorial Library](#) is the Social Sciences and Humanities library that you will use most frequently. You may also find that you will need resources from the Innis Business library and the Health Sciences library. Graduate students may borrow materials for a period of one month. If another user has recalled a book you have checked out, you will receive an email notification requesting you to return the book. You have until 14 days from the original loan date or 5 days from the date of recall, whichever is longer, in which to return the book, after which a fine of up to \$5 a day or partial day is levied. If you do not return an overdue item the library will suspend your borrowing privileges, charge a book replacement fee, and a non-refundable administrative charge per item.

[The William Ready Division of Archives and Research Collections](#) is the principal repository for rare books, archives, antiquarian maps, and related historical material for the McMaster University Libraries. To view material in Archives and Research Collections (in the lower level of Mills Library) please fill out the material request form or email archives@mcmaster.ca

[The Graduate Student & Postdoctoral Fellows Study Room](#) in Mills Library (L405) is a small area designed for writing and research – complete with large tables and office chairs, a standing work area, comfortable seating, and, of course, internet access. Please click [here](#) for more information on how to access the room.

[LibAccess](#) permits access to the library's licensed e-resources (including e-journals), which can be viewed from home or on campus. You can login using your MAC ID and password. Material not held in the collections of McMaster University Libraries, needed for study or research by faculty, staff or students, may be requested through [Interlibrary Loan Services \(RACER\)](#). ILL is free for books. As a McMaster Graduate student, you can also get a “Reciprocal Borrower” card at university libraries across Canada. Please inquire at Mills Library for details.

Additionally, the [Hamilton Public Library](#) system is a great resource for fiction, popular non-fiction, CDs, DVDs, magazines, etc. There is a branch in Westdale on King Street West, and the Central Branch on York Street in Jackson Square. Library cards are free to all McMaster students, even if you don't live in Hamilton.

University Technology Services (UTS)

Your MAC ID (the username and password you used to register for classes) enables you to access UTS services including:

- E-mail account on the MacMail Server
- MacSecure - public area wireless access
- MacVote - McMaster's online voting system
- MOSAIC - allows you to view and change your personal information, view grades, use registration system, etc.

Visit [UTS Student Catalogue](#) for a full listing of UTS provided services for students. [Student Accessibility Services \(SAS\)](#):McMaster University Student Centre, Room B107.

Graduate Student Life/Organizations/Athletics

There are intramural sports activities and various clubs and activities under the [McMaster Students Union](#) (MSU), while the [McMaster Daily News](#) provides information on upcoming events and speakers. [International Student Services](#) and the [Graduate Students Association](#) also publish information about events and activities of interest to students. The School of Graduate Studies website is also an excellent resource for graduate student-specific resources, including space for community research, project funding, and resources to help build academic and professional skills. Please click the "Graduate Student Life" tab [here](#) for more information.

The David Braley Athletics Centre is one of the largest fitness centres at a Canadian university. The complex includes a double gymnasium, certified indoor, 200-metre track, four international squash courts, and multipurpose studios for karate, yoga, dance, and tai chi. Most of the activities in the Athletic Centre are free to students, except for "The Pulse" fitness room. For detailed information regarding membership fees, please visit their [website](#).

Parking and Transit

From their website: "Security and Parking Services strive to provide our university community and visitors with safe and well-maintained parking and transiting infrastructure. We are dedicated to courteous and helpful customer service through information resources, polite and knowledgeable staff, and convenient parking facilities. We encourage voluntary compliance. We also encourage alternative means of

transportation to preserve the environment. We have collaborative initiatives with the office of sustainability, such as go transit, carpool parking, and secure storage and bike locker rentals to meet storage needs for green transit users.” Detailed information on parking lots and rates may be found via the following link: <https://parking.mcmaster.ca/>

Transportation

Taxis:

[Blue Line](#) (905-525-2583, 905-525-BLUE), [Hamilton Cab](#) (905-777-7777)

GO Transit

The regional public transit service for the Greater Toronto and Hamilton Area, with routes extending to communities across the Greater Golden Horseshoe. Student access to public transportation with your student card.

Hamilton Street Railway (HSR)

The miscellaneous fees in your tuition include your HSR bus pass; this bus pass is valid from September until August. Details about distribution will be provided by SGS.

Hamilton Bike Share:

Hamilton’s Community Bike Share Program is an inexpensive and innovative system of publicly accessible bicycles for pay per use transportation. These bikes are available at over 100 stations across the city, and there is a special rate for McMaster students.

