Inquiry Project Guidelines

*review this information in its entirety prior to completing the project course forms*

An inquiry project is developed by the student in partnership with an individual supervisor or group of their choosing. It is an opportunity to explore one or more specialized areas of interest, in preparation for HTH SCI 4B06/4A09/4A12/SCI 4A15. The intent of this course is to provide students with an opportunity to explore various areas in health sciences (e.g. Speech language pathology, economics, alternative medicine and many others) or to develop a more focused knowledge in an area of their choice. Students ARE NOT restricted to Health Science topics only.

GUIDELINES

1. Decide on the goals of the project.
2. The project may be completed in a location of your choice (e.g. some students have chosen to complete the requirements of this course in other countries throughout the world).
3. The project must have specific learning objectives, defined by you and your supervisor.
4. The project must have specific evaluation criteria. Please clearly indicate the name of the individual(s) providing evaluation next to EACH evaluation component (include percentages).
   *NOTE: A SELF EVALUATION MUST be included in the evaluation criteria (a 1-page written reflection). The supervisor MUST review this with the student upon final evaluation and SIGN the page.
   THIS COMPONENT IS MANDATORY AND BUT NOT CONTRIBUTE TO THE FINAL GRADE.
5. You may not be remunerated, but you may accept funds related to airfare or room and board.
6. BHSc SAFETY EDUCATION TRAINING RECORD – YOU MUST COMPLETE ALL APPLICABLE TRAINING BEFORE YOU BEGIN YOUR PROJECT - Please keep a record of your completion of ALL safety training sessions for future reference.
7. You must indicate if external ethics approval has been/is being obtained for the project you are working on.
8. If your project course work requires Immunization or Unpaid Work Placement forms, you can access these via the BHSc Placement/Project/Thesis Requirements chart. These must be submitted to the BHSc Office, MDCL 3300.

EXAMPLES OF 3H03/3H06/4D03/4W03/3BM3/3BM6 PROJECTS

- Working in a research environment in Hamilton (library investigations, lab work, attending group research meetings)
- Placements at other health care centres in Canada or with groups concerned with health issues.
- Research or placement in an area unrelated to Health Sciences.
- Working in another country with an NGO or health group
- Systematic review of a research topic

ADDITIONAL OPTIONS

- HTH SCI 3H03/3H06/4D03/4W03/3BM3/3BM6 may be used as a stepping stone to completion of the project or thesis in 4th year.
- The continuation of this work may exist even for cases in which you complete the requirements in another country (you could follow-up with someone here.)
- You may elect to undertake more than one sub-topic for 3H03/3H06/4D03/4W03/3BM3/3BM6 (e.g. 1/3 in each of 3 areas, etc.).
- Day/Time for work on the inquiry project is individually negotiated.

HTH SCI 3H03/3H06 Prerequisite: Registration in Level III B.H.Sc. (Honours) program or registration in Level III of the B.H. Sc. (Honours) Specializations *registration in HTH SCI 3H06 requires permission of the B.H.Sc. (Honours) Program.

HTH SCI 4D03/4W03 Prerequisite: Permission of the Assistant Dean, B.H.Sc. (Honours) program. May be repeated, if on a different topic, to a total of six units.
**SUPervision:** Part of the process of your 3H03/3H06/4D03/4W03/3BM3/3BM6 Inquiry Project involves securing a supervisor to work with. Although the BHSc Office does provide lists of previous 3H03/3H06/4D03/4W03/3BM3/3BM6 Supervisors via the 3H03/3H06/4D03/4W03/3BM3/3BM6 course conference on LearnLink, we do not arrange supervision for students. When approaching potential supervisors, please keep in mind that they should have expertise in the area that you have elected to research. They should also be able to adequately evaluate your progress based on the Learning Objectives and Evaluation Criteria that were initially agreed upon by both parties. You may make adjustments or revisions to your Learning Objectives and/or Evaluation Criteria as long as your supervisor is in agreement (these changes can be submitted via email to ghazaleh.ferdowski@learnlink.mcmaster.ca). Course expectations and time commitment should be discussed and agreed to by both parties before the project begins (a 3-unit course is equivalent to a minimum of 100 hours of work). Contact should be such that the student is able to obtain continuous guidance, feedback and support from the supervisor. It is the responsibility of the supervisor to advise the student of any specific training required, otherwise students are asked to refer to the BHSc Placement/Project/Thesis Requirements Guidelines available in the 3H03/3H06/4D03/4W03/3BM3/3BM6 course conference on LearnLink.

To complete your 3H03/3H06/4D03/4W03/3BM3/3BM6 Inquiry Project, you must first complete and submit the project course form at least 2 weeks prior to the start of your project. This form consists of three required sections and can only be completed on Adobe Acrobat Reader DC. You cannot use a browser to complete and submit this form. If you are working in a pair or group, each member must submit their own form. Please indicate on the proposal the names of the other student(s) that you intend to work with. You will not be able to submit the form unless each section has been correctly completed:

http://www.learnlink.mcmaster.ca/Docs/HTHSCI_Project_Course_Form.pdf

**REQUIREMENT 1: PROPOSAL**
- Project Outline
- Learning Objectives
- Evaluation Criteria
  - you MUST submit something tangible to your supervisor (i.e. final paper, poster, journal, etc.)
  - Please be specific as to who is evaluating which components
  - Include percentage breakdown
  - *NOTE: A SELF EVALUATION MUST be included in the evaluation criteria (1-page written reflection). The supervisor MUST review this with the student upon final evaluation and SIGN the page.
  - *THIS COMPONENT IS MANDATORY AND WILL NOT CONTRIBUTE TO THE FINAL GRADE.

**REQUIREMENT 2: SAFETY EDUCATION TRAINING**
- BHSc SAFETY EDUCATION TRAINING – YOU MUST COMPLETE ALL APPLICABLE TRAINING BEFORE YOU BEGIN YOUR PROJECT. Review this chart to determine what training is required as determined by your project course work and location: http://www.learnlink.mcmaster.ca/Docs/Requirements.pdf

**REQUIREMENT 3: ETHICS**
- It is incumbent upon every student conducting research within the BHSc program to seek Research Ethics Approval. You MUST accurately complete the ETHICS SCREENING section of the project course form and your project MUST be cleared for ETHICS before you may begin.
NOTE: IF ANY OF THE ABOVE REQUIREMENTS ARE NOT COMPLETED CORRECTLY, YOUR PROPOSAL WILL NOT BE ACCEPTED.

ONCE YOU HAVE COMPLETED AND SUBMITTED THE REQUIRED HTH SCI PROJECT COURSE FORM, YOU WILL ONLY BE CONTACTED VIA LEARNLINK IF THERE IS A PROBLEM/CONCERN WITH YOUR PROPOSAL. YOU WILL NOT RECEIVE CONFIRMATION OF PROJECT APPROVAL OR PERMISSION TO REGISTER.

REQUIREMENT 4: SUBMISSION

Once you have completed your project, please print and complete the 3H03/3H06/4D03/4W03/3BM3/3BM6 GRADE SUBMISSION form.

THE FINAL DEADLINE FOR SUBMISSION IS DEPENDENT ON THE TERM IN WHICH YOU ARE REGISTERED. MID-DEC FOR TERM 1 AND MID-APRIL FOR TERM 2 OR A MULTI-TERM COURSE.

Please submit the following:

- **PROJECT EVALUATION** (in a sealed envelope, signed on the flap by the supervisor)
- **SELF EVALUATION** (1-page written reflection). The supervisor MUST review this with the student upon final evaluation and **SIGN THE PAGE**. THIS COMPONENT WILL NOT CONTRIBUTE TO THE FINAL GRADE. **IF YOU WOULD LIKE A COPY OF YOUR EVALUATION, PLEASE OBTAIN IT FROM YOUR SUPERVISOR.**
- **ALL EVALUATED MATERIALS** (i.e. essays, journals, etc.) can be sent electronically to project.course.submissions@learnlink.mcmaster.ca