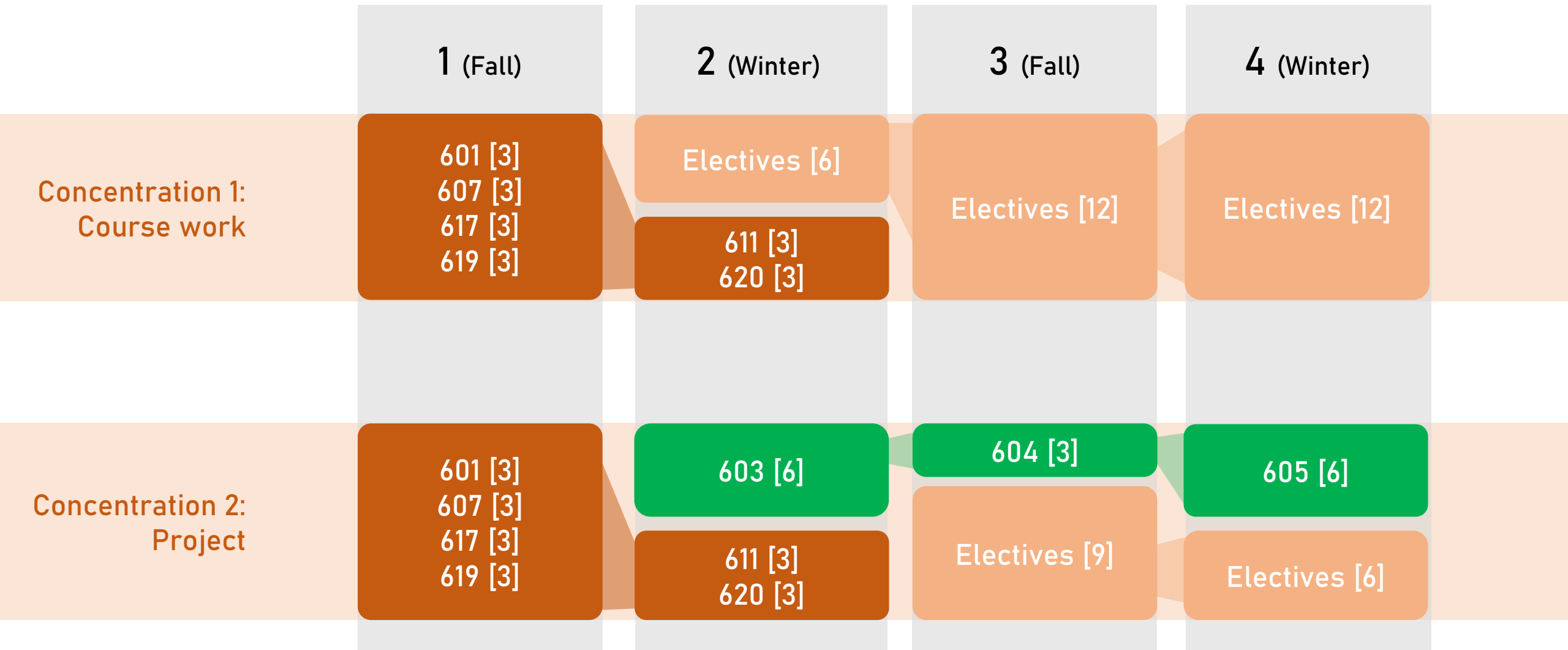


One MSt: 2 Concentrations / 4 Semesters



Under the supervision of a faculty member:

eCalendar

603 [6]

Research
Project 1/3

- Exploration/analysis of literature related to area of interest in information studies
- Development of research proposal

604 [3]

Research
Project 2/3

- Application of research methodologies
- Collection of research data

605 [6]

Research
Project 3/3

- Data analysis
- Preparation of a research paper with potential for publication.

Under the supervision of a faculty member:

“The form”

603 [6]

Research
Project 1/3

- Literature Review and Proposal
- Plan and pursue an individualized program of directed study/research, according to student's interest

604 [3]

Research
Project 2/3

- Data Collection
- Report on data sources, methods used, how data was processed

605 [6]

Research
Project 3/3

- Data Analysis
- Report on how data were analyzed, results obtained, discussion of findings

Under the supervision of a faculty member:

“The form”

603 [6]

Research
Project 1/3

- Literature Review and **Research** Proposal
- Plan and pursue an individualized program of directed study/research, according to student's interest

604 [3]

Research
Project 2/3

- Data Collection
- Report on data sources, methods used, how data was processed


605 [6]

Research
Project 3/3

- Data Analysis
- Report on how data were analyzed, results obtained, discussion of findings

How to apply: “the form”

1 document for 603, 604, 605


School of Information Studies

INFS 603, 604 and 605 RESEARCH PROJECT

Version: January 18, 2023

Overview:

- INFS 603 – RESEARCH PROJECT 1
- INFS 604 – RESEARCH PROJECT 2
- INFS 605 – RESEARCH PROJECT 3
- INFS 603 Application Form
- INFS 604/605 Application Form
- Appendix A: Applying for INFS 603 – Suggested table of contents for project summary
- Appendix B: Ethics approval

Overview

–The Research Project is a non-thesis concentration within the MEdS program, for students who wish to conduct original empirical research into a topic of interest. It allows students to complete 18 credits of research-related coursework.

There are a number of courses for here to meet the Research Project concentration; however, all require the completion of the forms in this document.

Recommended timeline

Below is the recommended timeline for full-time students in the program:

Year 1	
Term	Courses
Fall	601, 607, 617, 619
Winter	611, 620 + 603


Year 2 (has two possible paths)		
Path	Term	Courses
A	Summer	604
	Fall + Winter (third term)	605
B	Fall	604
	Winter (six credits)	605

Part-time students should consult with their supervisor about developing a workable timeline.

Requirements

To start 603: Pre-requisite:
To continue after 603: To B

- A minimum mark of
- An overall GPA of


School of Information Studies

INFS 603 Application Form

Student Name: _____

Student Number: _____

Term of Study: _____

Proposed title of research project (print): _____

I authorize SJS to publish the title of this project on its website. Yes ☐ No ☐
☐ FULL PROPOSAL ATTACHED (See proposal content guidelines)

Student signature: _____ Date: _____

Administrative use

Approval granted: _____ Date: _____


Supervisor's signature: _____

_____ Date: _____

Co-Supervisor's signature (if required): _____


_____ Date: _____

SJS Director's signature _____


School of Information Studies

INFS 603 604 605

Revised: 2023-01-18


School of Information Studies

INFS 604/605 Application Form

Student Name: _____

Student Number: _____

Term of Study: 604 Summer ____ Fall ____ 605 Fall ____ Winter ____

Proposed title of research project (print): _____

I authorize SJS to publish the title of this project on its website. Yes ☐ No ☐
ETHICS CERTIFICATE required: Yes ☐ No ☐ Date obtained: _____

Student signature: _____ Date: _____

Administrative use

Student has successfully completed 603? Yes ☐ No ☐
Additional supervisor comments: _____


Student is in satisfactory standing? Yes ☐ No ☐
(confirmation received by GPD from Student Standing Committee)
If not, please provide additional information: _____

Approval granted: _____ Date: _____

Supervisor's signature _____


_____ Date: _____

Program Director's signature _____


School of Information Studies

INFS 603 604 605

Revised: 2023-01-18


School of Information Studies

INFS 604 – RESEARCH PROJECT 2

Description

Under the supervision of a faculty member, application of research methodologies and collection of research data.


Prerequisite

Successful completion of 603 and satisfactory standing

Outcomes

The outcomes will include, in addition to the data collected, a summary report describing the data sources, collected data it should a

RESE


School of Information Studies

INFS 604/605 Application Form

Student Name: _____

Student Number: _____

Term of Study: 604 Summer ____ Fall ____ 605 Fall ____ Winter ____

Proposed title of research project (print): _____

I authorize SJS to publish the title of this project on its website. Yes ☐ No ☐
ETHICS CERTIFICATE required: Yes ☐ No ☐ Date obtained: _____

Student signature: _____ Date: _____

Administrative use

Student has successfully completed 603? Yes ☐ No ☐
Additional supervisor comments: _____


Student is in satisfactory standing? Yes ☐ No ☐
(confirmation received by GPD from Student Standing Committee)
If not, please provide additional information: _____

Approval granted: _____ Date: _____

Supervisor's signature _____


_____ Date: _____

Program Director's signature _____


School of Information Studies

INFS 603 604 605

Revised: 2023-01-18


School of Information Studies

INFS 604 – RESEARCH PROJECT 2

Description

Under the supervision of a faculty member, application of research methodologies and collection of research data.


Prerequisite

Successful completion of 603 and satisfactory standing

Outcomes

The outcomes will include, in addition to the data collected, a summary report describing the data sources, collected data it should a

RESE


School of Information Studies

INFS 604/605 Application Form

Student Name: _____

Student Number: _____

Term of Study: 604 Summer ____ Fall ____ 605 Fall ____ Winter ____

Proposed title of research project (print): _____

I authorize SJS to publish the title of this project on its website. Yes ☐ No ☐
☐ FULL PROPOSAL ATTACHED (See proposal content guidelines)

Student signature: _____ Date: _____

Administrative use

Approval granted: _____ Date: _____


Supervisor's signature: _____

_____ Date: _____

Co-Supervisor's signature (if required): _____


_____ Date: _____

SJS Director's signature _____


School of Information Studies

INFS 603 604 605

Revised: 2023-01-18


School of Information Studies

INFS 604 – RESEARCH PROJECT 2

Description

Under the supervision of a faculty member, data analysis and preparation of a research paper with potential for publication.

Prerequisite

Successful completion of 603 and satisfactory standing

Outcomes

The outcomes will include descriptions of how data were analyzed and reporting of the results obtained. A final research report will discuss these findings and relate them back to the literature review and research questions.

McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/studentconduct for more information).

It is agreed with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any course work that is to be graded.


Prerequisite

Successful completion of 603 and satisfactory standing

Outcomes

The outcomes will include, in addition to the data collected, a summary report describing the data sources, collected data it should a

RESE


School of Information Studies

INFS 604/605 Application Form

Student Name: _____

Student Number: _____

Term of Study: 604 Summer ____ Fall ____ 605 Fall ____ Winter ____

Proposed title of research project (print): _____

I authorize SJS to publish the title of this project on its website. Yes ☐ No ☐
☐ FULL PROPOSAL ATTACHED (See proposal content guidelines)

Student signature: _____ Date: _____

Administrative use

Approval granted: _____ Date: _____


Supervisor's signature: _____

_____ Date: _____

Co-Supervisor's signature (if required): _____

_____ Date: _____

SJS Director's signature _____


School of Information Studies

INFS 603 604 605

Revised: 2023-01-18

How to apply: “the form”

1 document for 603, 604, 605

McGill School of Information Studies

INFS 603, 604 and 605 RESEARCH PROJECT

Version: January 18, 2023

Overview

The Research Project is a non-thesis concentration within the MEd program, for students who wish to conduct original empirical research into a topic of interest. It allows students to complete 18 credits of research-related coursework.

There are a number of sessions for how to enter the Research Project concentration; however, all require the completion of the forms in this document.

Recommended timeline

Below is the recommended timeline for full-time students in the program:

Year 1	
Term	Courses
Fall	601, 607, 619
Winter	611, 620 + 603

Year 2 (this may vary slightly)	
Path	Courses
A Summer	604
Fall + Winter (second term)	605
B Fall	604
Winter (8 credit course)	605

Part-time students should consult with their supervisor about developing a workable timeline.

Requirements

To start 603: Pre-requisite: To continue after 603: To be a minimum merit of 70% in overall GPA of

For 603

For 604 & 605

McGill School of Information Studies

Part-time students should consult with their supervisor about course (co-)requirements.

Process

To start the program you need the permission of a Supervisor and a proposal.

1. Student locates a potential supervisor and fully discloses proposal: After discussion with the student's academic advisor, the student locates a potential supervisor from the SIS faculty. The student works with the supervisor on a proposal draft using appropriate application forms (above) prior to the deadline date for the first submission.
2. Student completes draft submission: The draft proposal is submitted both to the supervisor along with the proposal application form. This draft could still need some refinement, but should be in ready for final review for acceptance.
3. Reviewer's comments to student: Supervisor reviews proposal changes (if necessary) to student. Student revises.
4. Student's final submission to supervisor (Deadline: Nov. 30th): Student submits final version to supervisor. The supervisor will communicate with the student regarding the final approval to approval decision. In the case of approval, the student will be informed when they can register.

The INFS 603 Application Form included with this outline must be submitted and approved prior to

McGill School of Information Studies

The student will work with a faculty supervisor to plan and pursue an individualized program of directed study/research, which will vary according to the student's interest.

Basic readings

Readings will vary with the topic being studied, and are to be determined by the student and supervisor.

Final products

The scope and final products of the project may consist of, but are not limited to:

- Scope of the course
 - In-depth literature review that will typically require 40-50 issues;
 - Case study of an organization;
 - Other, as agreed to with the supervisor.
- Format of final paper
 - Academic paper that will typically range from 7500-12500 words;
 - Annotated bibliography that will typically range from 30-50 issues;
 - Other formats, as agreed to with the supervisor.

The final paper must also include the proposal for the research project to be completed in 604 and 605. The proposal should include:

- Objectives
- Scope of the project
- Methodology (if necessary/see also appendix B).

RESEARCH PROJECT 2

faculty number, application of research methodologies and collection of

603 and satisfactory standing

McGill School of Information Studies

The outcomes will include, in addition to the data collected, a summary report describing the data sources, subject data

McGill School of Information Studies

INFS 604/605 Application Form

Student Name: _____

Student Number: _____

Term of Study: 604 Summer ____ Fall ____ 605 Fall ____ Winter ____

Proposed title of research project (print): _____

I authorize SIS to publish the title of this project on its website. Yes ☐ No ☐

☐ FULL PROPOSAL ATTACHED (See proposal content guidelines)

Student signature: _____ Date: _____

Administrative use

Approval granted: Supervisor's signature: _____ Date: _____

Co-Supervisor's signature (if required): _____ Date: _____

SIS Director's signature: _____

McGill School of Information Studies

INFS 604/605 Application Form

Student Name: _____

Student Number: _____

Term of Study: 604 Summer ____ Fall ____ 605 Fall ____ Winter ____

Proposed title of research project (print): _____

I authorize SIS to publish the title of this project on its website. Yes ☐ No ☐

ETHICS CERTIFICATE required. Yes ☐ No ☐ Date obtained: _____

Student signature: _____ Date: _____

Administrative use

Student has successfully completed 603? Yes ☐ No ☐

Additional supervisor comments: _____

Student is in satisfactory standing? (confirmation received by GED from Student Standing Committee) Yes ☐ No ☐

If not, please provide additional information: _____

Approval granted: Supervisor's signature: _____ Date: _____

Program Director's signature: _____

McGill School of Information Studies

Appendix A: Applying for INFS 603 – Suggested table of contents for project summary

In writing the project summary for INFS 603 – Research Project 1, you should include the following sections:

1. Problem Description of the topic or area of interest with an explanation of why the project is being undertaken. This typically includes:
 - Research problem. Discuss the research problem (for the 603 course and for the overall research stream project), including its significance to the research community.
 - Scope. Describe the scope of the 603 course project.
 - Context and background. Discuss the context and background to the 603 course project, including references to the literature.
2. Methodology Statement explaining the proposed method to be followed for the 603 project, for example:
 - Reading list to be undertaken by you and your supervisor;
 - Oral or written report(s), on a regular basis and final report.
3. Schedule List of deadlines for establishing a reading list, meetings with supervisor for oral reports, written reports, final report.
4. Bibliography Annotated bibliography. The proposal should include a preliminary bibliography of readings that will be consulted during the course of the project.

McGill School of Information Studies

Appendix B: Ethics approval

If your research involves collecting data from human beings (e.g., interviews, questionnaires), you must get your research approved by the University's Research Ethics Board (REB) before you can start collecting data. You also need to complete required ethics training.

Getting REB approval

Make sure to become familiar with the REB by reading their [website](https://www.mcgill.ca/research/research-compliance/home).

McGill University uses the Electronic Research Administration Portal (eRAP) for handling ethics applications. You can access it here: <https://www.mcgill.ca/research/research-compliance/home>.

Please make sure to become familiar with the eRAP tool.

- Read the User Guide and FAQ on this page: <https://www.mcgill.ca/research/research-compliance/home/ethics-in-submission-process>
- There is also a Word document that breaks down what to expect when using eRAP: https://www.mcgill.ca/research/files/research-reb_application-form_template.docx

Required ethics training

All Principal Investigator applicants, whether McGill students (graduate, postdoctoral), faculty or staff, must complete the Tri-Council Policy Statement (TCPS2). Supervisors of student applicants are also required to complete the material before submission for review. The material is available in English and French.

To complete the online tutorial go to the TCPS2 Course on Research Ethics (CORE) website (http://www.gc.ca/ethics.gc.ca/mcg-education_tutorial_didactical.html) and create an account selecting McGill as your institution.

Completion can be verified online by the University's REB office. You will also be able to print a certificate of completion for your records.

Timing

Important: You need to complete the ethics training before you can submit an REB application. The ethics training will take several hours. Also keep in mind that the REB approval process takes time. It can take several weeks (typically 3 weeks) and will likely involve a round of revisions/clarifications before you get approval to start your research.

Make sure to take these timing issues into account in your planning and start the process and training in due time. For instance, if you want to start collecting data in the fall semester, it is advisable to submit the ethics application by the end of the previous winter semester.

INFS 603 604 605

Revised 2023-01-18

5

INFS 603 604 605

Revised 2023-01-18

6

INFS 603 604 605

Revised 2023-01-18

7

INFS 603 604 605


Revised 2023-01-18

8

How to apply: “the form”

1 document for 603, 604, 605

Main bit:
Proposal



INFS 603 Application Form

Student Name: _____
Student Number: _____
Term of Study: _____
Proposed title of research project (print):

I authorize SIS to publish the title of this project on its website: Yes ☐ No ☐
☐ FULL PROPOSAL ATTACHED (See proposal content guidelines)
Student signature: _____ Date: _____

Administrative use


Approval granted: _____ Date: _____
Supervisor's signature

Date: _____
Co-Supervisor's signature (if required)

Date: _____
SIS Director's signature

INFS 603 604 605 Revised 2023-01-18 5

Main bit:
Ethics
Approval



INFS 604/605 Application Form

Student Name: _____
Student Number: _____
Term of Study: 604 Summer ____ Fall ____ 605 Fall ____ Fall/Winter ____ Winter ____
Proposed title of research project (print):

I authorize SIS to publish the title of this project on its website: Yes ____ No ____
ETHICS CERTIFICATE required: Yes ☐ No ☐ Date obtained _____
Student signature: _____ Date: _____

Administrative use

Student has successfully completed 603? Yes ____ No ____
Additional supervisor comments:

Student is in satisfactory standing? Yes ____ No ____
(confirmation received by GPD from Student Standing Committee)
If not, please provide additional information:

Approval granted: _____ Date: _____
Supervisor's signature

Date: _____
Program Director's signature

INFS 603 604 605 Revised 2023-01-18 6

How to apply: “the form”

1 document for 603, 604, 605

Main bit:
Proposal

McGill | School of Information Studies

INFS 603 Application Form

Student Name: _____

Student Number: _____

Term of Study: _____

Proposed title of research project (print):

I authorize SIS to publish the title of this project on its website: Yes ☐ No ☐
☐ FULL PROPOSAL ATTACHED (See proposal content guidelines)

Student signature: _____ Date: _____

Administrative use

Approval granted: _____ Date: _____
Supervisor's signature

_____ Date: _____
Co-Supervisor's signature (if required)

_____ Date: _____
SIS Director's signature

INFS 603 604 605 Revised 2023-01-18 5


The proposal

The details of the proposal will be discussed with the supervisor. But they will typically include the following:

	Main points	In other words
1	Research questions/objectives	What exactly do you want to research?
2	Methodology	How are you going to go about doing the research
3	Schedule	What are your milestone and when should they be met
4	Plan for ethics approval	When working with human participants

How to apply: “the form”

1 document for 603, 604, 605



INFS 603 Application Form

Student Name: _____
Student Number: _____
Term of Study: _____
Proposed title of research project (print):

I authorize SIS to publish the title of this project on its website: Yes ☐ No ☐
☐ FULL PROPOSAL ATTACHED (See proposal content guidelines)

Student signature: _____ Date: _____

Administrative use

Approval granted: _____ Date: _____
Supervisor's signature

_____ Date: _____
Co-Supervisor's signature (if required)

_____ Date: _____
SIS Director's signature

INFS 603 604 605 Revised 2023-01-18 5

Main bit:
Proposal

The project proposal

The details of the proposal will be discussed with the supervisor. But they will typically include the following:

	Main points	In other words
1	Research questions/ objectives	What exactly do you want to research?
2	Methodology	How are you going to go about doing the research
3	Schedule	What are your milestone and when should they be met
4	Plan for ethics approval	When working with human participants

How to apply: “the form”

1 document for 603, 604, 605

McGill | School of Information Studies

INFS 603 Application Form

Student Name: _____

Student Number: _____

Term of Study: _____

Proposed title of research project (print):

I authorize SIS to publish the title of this project on its website: Yes ☐ No ☐
☐ FULL PROPOSAL ATTACHED (See proposal content guidelines)

Student signature: _____ Date: _____

Administrative use

Approval granted: _____ Date: _____
Supervisor's signature

_____ Date: _____
Co-Supervisor's signature (if required)

_____ Date: _____
SIS Director's signature

INFS 603 604 605 Revised 2023-01-18 5

Main bit:
Proposal

Timeline for 603

The main task is to find a supervisor and agree on a proposal

	Main events	In other words
1	Supervisor	Student finds supervisor and discuss project proposal
2	Draft	Student completes draft project proposal
3	Review	Supervisor provides feedback Student revises
4	Submission	Student submits revised project proposal

Deadline:
“Nov 30th”

Next step: Download “the form”

The screenshot shows the McGill School of Information Studies website. The navigation bar at the top includes links for Home, About, Programs, People, Research, Resources, News & Events, and Careers. The breadcrumb trail indicates the current location: McGill.CA / SCHOOL OF INFORMATION STUDIES / Resources / Student Resources.

Student Resources

- Forms & guidelines** (highlighted)
- On-campus services
- Funding
- Working & work experience
- Technology
- Current PhD Students

Faculty & Staff Resources

Alumni Resources

Forms & guidelines - for students

Forms

- [MISSt Completion Award Application](#)
- [PhD Completion Award Application](#)
- [INFS 603, 604, 605 Application Form](#)
- [INFS 688 Application Form](#)
- [INFS 689 Application Form](#)
- [K / KE Submission Form](#)
- [Request for Approval for Course Outside of SIS](#)

NB: The most current version is from January 2023

ilja.frissen@mcgill.ca