

HRM *Quick Reference Sheet*

HRM Scholarly Paper

What is it?

The Scholarly Paper is the final degree requirement for the course-based MSc. The paper should reflect the student's understanding of methodological issues and biostatistical concepts, as well as the ability to independently apply and discuss these concepts in a concise, critical, and coherent manner.

The Scholarly Paper is an essay, not a thesis, and should not involve the collection of data, the design of a research protocol, or the conduct of research with subjects.

Some examples of Scholarly Paper topics are:

- Compare and contrast the methods involved in several papers that have disparate findings about the same topic of interest to you. Discuss the differences and similarities in methods and their likely impact on the findings. Briefly describe the kind(s) of research that would need to be done to resolve the current controversy.
- Discuss such methodological issues as confounding or blinding and how they can best be managed in the research area in which you are interested (e.g., the issues related to blinding in the evaluation of particular surgical interventions).

When should the Scholarly Paper be initiated?

The Scholarly Paper should be written after all the required courses have been completed. It is permissible for the student to write their paper during their final semester if they are only taking one course. Permission must be obtained from the Assistant Dean - HRM.

The process is initiated when the student submits the topic approval form to the HRM Administrative Assistant. The document is forwarded to the HRM Assistant Dean for approval. Once the topic is approved the student has four weeks from the time of approval to write the paper. After the paper is submitted, it is distributed to the two readers for assessment. If for some reason the paper is given a fail grade by one of the readers, the student will have two weeks to re-write the paper and the readers will have seven business days to make a final assessment.

IMPORTANT NOTE: If the student wishes to deviate from the suggested timelines, special permission must be obtained from the Assistant Dean, HRM.

To arrange for the completion of the Scholarly Paper in one semester, it is recommended that students submit the topic approval form three months before the end of the semester. The form should be submitted to the HRM Administrative Assistant at the beginning of October for the Fall semester, the beginning of February for the Winter semester, or the beginning of May for the Spring/Summer semester.

TIME-LINE: Once your scholarly paper proposal is approved you can expect to be finished 7 to 8 weeks later (if no major rewrite is required).

Where do I get the form and who should it be submitted to?

The Scholarly Paper Topic Approval form is available on the HRM website at <https://healthsci.mcmaster.ca/hei-hrm/education/current-students/resources> Alternately, you can send an email to Lorraine Carroll (carrl@mcmaster.ca), the HRM Administrative Assistant, and request a copy of the Topic Approval form along with the Scholarly Paper guidelines.

The Topic Approval form should be submitted to Lorraine Carroll [carrl@mcmaster.ca].

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HRM Scholarly Paper Timeline

	➤ Student submits Scholarly Paper Topic Approval form
+ 7 – 10 business days*	➤ Form is circulated to the HRM Assistant Dean for approval ➤ Topic is approved and student is notified to begin writing
+ 4 weeks	➤ Student submits paper to HRM Administrative Assistant
+ 7 - 10 business days	➤ HRM Administrative Assistant circulates the paper to the two readers ➤ HRM Administrative Assistant notifies student regarding the final grade of the paper <ul style="list-style-type: none">○ If a fail, student must rewrite the paper
+ 2 weeks	➤ Rewrite is submitted to the HRM Administrative Assistant
+ 7 business days	➤ HRM Administrative Assistant circulates the revised paper to the readers ➤ HRM Administrative Assistant notifies student of paper status

*Please note: Volume of scholarly papers or reader unavailability may result in delays. Students hoping to make 'last-chance' timelines with the School of Graduate Studies (SGS) must submit their *completed* paper for marking at least 5 weeks before the SGS 'last-chance' deadline.

Once your HRM Scholarly Paper is marked and you received a 'pass', please complete the "Notification of Completion of HRM MSc Requirements Course-Based Option" form to ensure that you are cleared to graduate. You can download the form from the HRM website: <https://healthsci.mcmaster.ca/healthsci/education/current-students/resources>