



**FACULTY OF ARTS  
DEPARTMENT OF CLASSICS AND RELIGION  
COURSE OUTLINE  
Winter 2022**

**COURSE NUMBER: GRST 603A**

**COURSE NAME: Research and Professional Training**

**CLASSROOM LOCATION: SS008**

**CLASS DAYS & TIMES: Fridays 2:00**

**INSTRUCTOR NAME AND CONTACT INCLUDING UCALGARY EMAIL & PHONE:**

Dr. Marica Cassis

[Marica.cassis@ucalgary.ca](mailto:Marica.cassis@ucalgary.ca)

403-210-7995

**INSTRUCTOR EMAIL POLICY:**

Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student's @ucalgary emails within 48 hours.

**COURSE CALENDAR STATEMENT:**

Course Hours:3 units; (1S-0)

**COURSE DESCRIPTION:**

This course provides graduate students with an introduction to UCalgary and discipline specific resources that will be useful for their academic program (in both RELS and GRST). In addition to receiving guidance about academia from faculty and guest lecturers, students will be able to discover the norms and expectations for their careers. Students will learn more about development of research skills, including research methods and grant applications; in addition to pedagogy. This will also be a place to ask questions about their roles in the department as graduate students and teaching assistants.

**COURSE LEARNING OUTCOMES**

Upon successful completion of this course, students will be able to:

1. Have a sense of the progression of their graduate careers
2. Establish connections with other graduate students in the course
3. Obtain resources for both research and teaching at the University of Calgary
4. Connect with resources in their individual disciplines, including through networking

**LEARNING RESOURCES**

N/A

**\*LEARNING TECHNOLOGIES AND REQUIREMENTS**

There is a D2L site for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca).

**CLASS SCHEDULE**

The course is scheduled for every second Friday, beginning September 9. However, I will make myself available to you every Friday between 2-3. Participation is mandatory every second week, and in the “in-between” weeks I will be available in the classroom space for questions, concerns, problems, or quiet writing time.

**EXAMINATIONS**

This class has no examinations.

**ASSESSMENT COMPONENTS**

Date	Assessment	Weight	Required pass/fail
Throughout Term	Participation in Discussion Classes every second Friday	Pass/Fail	Yes
Throughout Term	Participation in most departmental seminars	Pass/Fail	No
Throughout Term	Contribution to discussions and resources on D2L	Pass/Fail	Yes

**MISSED OR LATE ASSIGNMENTS**

N/A

**\*GRADING**

CR

F.1.2 Graduate Studies Grading System

Grade	Grade Point Value	Graduate Description
A+	4.00	Outstanding performance
A	4.00	Excellent performance
A-	3.70	Very good performance
B+	3.30	Good performance
B	3.00	Satisfactory performance

B-	2.70	Minimum pass
C+	2.30	All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.
C	2.00	
C-	1.70	
D+	1.30	
D	1.00	
F	0.00	
CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.

**ADDITIONAL COURSE INFORMATION**

**ATTENDANCE AND PARTICIPATION EXPECTATIONS**

The point to this course is to help you adjust to graduate school, which includes a different encounter with the academic environment. You are expected to be present every second Friday and to be an active participant in the discussions. Please come with questions and concerns which will supplement the themes I bring to class. I also ask you to be respectful of each others' concerns and questions – this should be a safe space where we can respectfully engage with the question of what it means to be a graduate student.

**CONDUCT**

Provide information related to the university's commitment to integrity and conduct. Professional Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment. As members of the University community, students, employees, and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of Conduct and Non-Academic Misconduct policy and procedures, which can be found at: <http://www.ucalgary.ca/pubs/calendar/current/k.html>

**USE OF INTERNET AND ELECTRONIC COMMUNICATION DEVICES IN CLASS**

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University's Internet and email use policy, which can be found at <https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf>

## **COURSE EVALUATIONS AND STUDENT FEEDBACK**

Student feedback will be sought at the end of the course through the standard University Student Ratings of Instruction (USRI) and Faculty course evaluation forms. A midterm evaluation may also be included to provide students an opportunity to provide feedback, for the instructor to adjust their approaches to teaching and learning, and to continuously improve the course. Students are welcome to discuss the process and content of the course at any time with the instructor.

## **UNIVERSITY OF CALGARY POLICIES AND SUPPORTS**

### **ACADEMIC MISCONDUCT**

Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit:

<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf>

<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>

Additional information is available on the Academic Integrity Website at <https://ucalgary.ca/student-services/student-success/learning/academic-integrity>.

### **ACADEMIC ACCOMODATION**

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at

<https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (<https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf>). Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.

SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit

[www.ucalgary.ca/access/](http://www.ucalgary.ca/access/).

### **RESEARCH ETHICS (if applicable)**

If a student is interested in undertaking an assignment that will involve collecting information from members of the public, they should speak with the course instructor and consult the CFREB Ethics (<http://www.ucalgary.ca/research/researchers/ethics-compliance/cfreb>) before beginning the assignment.

### **INSTRUCTOR INTELLECTUAL PROPERTY**

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

### **COPYRIGHT LEGISLATION**

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf>) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy <https://www.ucalgary.ca/pubs/calendar/current/k.html>.

### **SEXUAL VIOLENCE POLICY**

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at <https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>

### **OTHER IMPORTANT INFORMATION**

Please visit the Registrar's website at: <https://www.ucalgary.ca/registrar/registration/course-outlines> for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk