

CMCL/IDST 590
Honours Thesis: Directed Research
Fall 2013-Winter 2014
Wednesday 14:00-16:45

Instructor: Dr. Dawn Johnston

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Office Hours: Fall: Tuesdays from 10:00am-12:00pm or by appointment. Winter: Thursdays from 1:00pm-3:00pm or by appointment. Feel free to stop by anytime that the door is open.

Additional Information

This course will not meet every week. The tentative schedule of meetings is below; any changes will be communicated through Blackboard. You will always have at least a few weeks of notice of any changes to the schedule, but are expected to be available during the Honours time slot.

Your attendance and participation are crucial to the success of this course in developing an intellectual community for Honours students. Please commit to attending all scheduled classes.

Course Description

This course is designed to enrich students' Honours experience by providing a common forum for discussing the research process. We will look at some previous years' Honours theses in depth, focusing on the research methods used and the various ways in which information can be presented. Students will also present progress reports on their work and discuss the strategies they are using. This course is designed to facilitate, not to interfere with, the research process as guided by your supervisor. As this is an interdisciplinary group, there may be a great deal of flexibility in academic approach. We will examine a range of research methods and presentation styles. The one that is best for you is the one that you agree on with your supervisor. In case of any conflict with the advice you receive in this course and the advice your supervisor gives you, your supervisor is "the boss."

Objectives of the Course

This course is designed to help students acquire deep research skills and to foster a sense of cohort among Honours students in Communications Studies, Development Studies, Film Studies, Law and Society, and Science, Technology and Society.

Textbooks and Readings:

There is no textbook. Selected readings will be posted on Blackboard.

Assignments and Evaluation

There are no formal graded assignments for this course. Your thesis itself, graded by your supervisor, is the only formal assignment. However, you are expected to be prepared for the activities listed on the schedule of activities (below).

Freedom of Information and Protection of Privacy Act

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). As one consequence, **students should identify themselves on all written work by using their ID number. Also you will be required to provide a piece of picture identification in order to pick up an assignment or look at a final exam.**

For more information see also <http://www.ucalgary.ca/secretariat/privacy>.

Grading System

	Grading Scale
A+	96-100
A	90-95.99
A -	85-89.99
B+	80-84.99
B	75-79.99
B-	70-74.99
C+	65-69.99
C	60-64.99
C-	55-59.99
D+	53-54.99
D	50-52.99
F	0-49

Where a grade on a particular assignment is expressed as a letter grade, it will normally be converted to a number using the midpoint of the scale. That is, A- would be converted to 87.5 for calculation purposes. F will be converted to zero.

Tentative Schedule of Activities for CMCL/IDST 590

Please note: Every meeting will begin with a “round table” on research progress – please come prepared to update your classmates on the status of your research and writing.

September 11: Meet the Honours cohort; discuss everyone’s research topic; outline the seminar expectations; discuss the Honours thesis deadlines; discuss the Ethics application process; discuss scheduling of meetings with supervisor.

September 18: Discuss formal proposal criteria; look at past Honours theses; discuss possible thesis formats; select theses to read for next meeting.

October 2: Return to discuss the styles and formats of past theses; discuss various theoretical frameworks and methodologies.

October 16: Discuss introductions and conclusions; first round of peer review (a section of your thesis or proposal).

October 30: Short meeting – progress reports and plans for coming few weeks.

November 20: Progress reports to cohort; meet with former Honours students to talk about typical struggles and strategies for success.

December 4: Last meeting of semester; second round of peer review (a new section of your thesis); discuss expectations for winter semester; discuss strategy for coming month.

January 15: Detailed progress reports to cohort; sign-up for presentations; discuss presentation format and respondent responsibilities.

January 29: First round of presentations (those who are not presenting will prepare questions and provide feedback).

February 12: Final round of presentations (those who are not presenting will prepare questions and provide feedback).

February 26: Discuss final push of writing; peer review (a new section of your thesis).

March 12: First half of class: check-in (all). Second half of class: Discuss oral exam (required for students who have an oral exam; optional for those who don’t).

March 26: Discuss editing process; plan for Honours Day presentations.

April 9: Final check in (short meeting)

April 30 (Wednesday): Honours Day presentations and celebration (supervisors and other faculty members will be invited).

Schedule of 2012-2013 Honours Thesis Deadlines

(Please note: these general deadlines apply to the Honours Thesis, not the CMCL/IDST 590 course – any deviations from these deadlines should be discussed with your supervisor)

Friday, September 27: Final proposal and working bibliography submitted to Honours Coordinator.

Monday, September 30: Ethics forms, if required, must be submitted by this date. Please keep in mind that the ethics turnaround, including revisions, often takes 3-4 weeks, so you are highly encouraged to submit ethics applications well in advance of this deadline.

Friday, October 18: Names of committee members (for students who have oral exams) submitted to Administrative Assistant (Form 2)

Friday, December 13: Ideally, your supervisor should have a provisional first draft of the entire thesis. The exact date is negotiable with your supervisor. This will only be a draft – be prepared for significant rewriting after this point.

Friday, January 10: Your supervisor should REALLY have a provisional first draft of the entire thesis by this date. Without a first draft at this point, you significantly jeopardize the likelihood of adequate re-writing and timely submission.

Friday, January 17: Interim Progress Report. This is an informal email to the Honours Coordinator from **both you and your supervisor** summarizing the progress made and alerting the coordinator of any possible problems. You and your supervisor may write these reports individually or together, but be aware that if there is a significant difference between your supervisor's perception of your progress and your perception of your progress, the Honours Coordinator will arrange a discussion/meeting to address the gap.

Friday, March 7: A provisional "final" draft of the entire thesis must be in your supervisor's hands by this date for final editorial insight and feedback.

April 3 - April 15: The FINAL copy of the thesis should be submitted (confirm official deadline with your own supervisor). In the case of students who have an oral exam,

thesis must be submitted to examiners two weeks before oral exam takes place. Notice of Oral Exam (Form 3) is due by this date.

April 17 – April 29: Exam period. Oral exams will normally be scheduled during this time.

Friday, May 2: Final corrected copy of thesis submitted to Administrative Assistant **in both hard copy and electronic format.**

Ethics

Whenever you perform research with human participants (i.e. surveys, interviews, observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your supervisor must review and approve of your research plans and supervise your research. For more information about your research ethics responsibilities, see

Ethics information for the Faculty of Arts is available at <http://arts.ucalgary.ca/research/research/research-ethics>. The section entitled “Individual Student Research” applies to Honours projects.

Plagiarism

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people’s words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources.

Please consult your instructor if you have any questions regarding how to document sources.

Internet and electronic communication device information

Laptops are permitted for note taking only. iPods, cell phones and gaming devices should be turned off during class. Laptops may not be open during video screenings or during other students’ presentations. Please respect your fellow students and your instructor by avoiding distracting uses of technology.

Academic Misconduct

For information on academic misconduct and the consequences thereof please see the current University of Calgary Calendar at the following link;

<http://www.ucalgary.ca/pubs/calendar/current/k.html>

Academic Accommodation Policy

If you are a student with a disability who may require academic accommodation, it is your responsibility to register with the Student Accessibility Services (220-8237, <http://www.ucalgary.ca/access/>) and discuss your needs with your instructor no later than fourteen (14) days after the start of the course.

Emergency Evacuation and Assembly points

Please note the evacuation points for this particular classroom. All classrooms on campus exit to specific places in case of emergency. The emergency assembly points differ depending upon where your classroom is located. For information on the emergency evacuation procedures and the assembly points see

<http://www.ucalgary.ca/emergencyplan/assemblypoints>

"SAFEWALK" Program

Campus Security will escort individuals day or night -- call 403-220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot booths.

Student Representation

There are now four Arts reps because of the amalgamation, with the email addresses being arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, and arts4@su.ucalgary.ca. Please contact if you have questions related to Students Union matters, events, or concerns.

For your student ombudsman, please see

<http://www.su.ucalgary.ca/services/student-services/student-rights.html>

Faculty of Arts Program Advising and Student Information Resources

- Have a question, but not sure where to start? The new Faculty of Arts Program Information Centre (PIC) is your information resource for everything in Arts! Drop in at SS110, call us at 403-220-3580 or email us at artsads@ucalgary.ca.

You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.

- For program planning and advice, contact the Student Success Centre (formerly the Undergraduate programs Office) at (403) 220-5881 or visit them on the 4th Floor of MacEwan Student Centre.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.