

**UNIVERSITY OF CALGARY
FACULTY OF ARTS
DEPARTMENT OF CLASSICS AND RELIGION
COURSE OUTLINE – Fall 2017**

**GRST 603 / RELS 701
Professional Development**

Time	Scheduled time is Monday 12:00-12:30, but the class will take place 6 times a term on select Mondays (TBA) from 12:00-12:50
Instructor	James Apple and Noreen Humble
Location	SS 553
Office Hours	TBA
Office	SS 532 & SS 514
E-mail	jbapple@ucalgary.ca / nmhumble@ucalgary.ca
Telephone	220-8267 / 220-4560

Course Description: This seminar introduces graduate students who are new to the University of Calgary at both the MA and PhD level to the world of graduate studies here in Calgary, and provides an opportunity for students to ask questions, exchange ideas, and discover the norms and expectations for graduate students particularly those considering an academic career. It will also discuss alternatives to the normal academic career for post-graduates. The seminar focuses on the development of research skills, including research methods and grant applications. Teaching skills will also be discussed.

Core Competencies: Students will know what the programme expects of them and what they can expect from the programme. They will have learnt how to go about writing scholarship applications and writing annual reports effectively. They will have been introduced to key research and teaching resources at the University of Calgary, and how to make use of them. And they will have been introduced to a broad set of research skills which can be applied beyond

Course Requirements: Attendance at the seminars, and completion of any advance reading if set. There are no set assignments for this course.

Grading: The grade will either be a pass or fail and is dependent upon attendance at and participation in the seminars.

Required Reading(s): Any reading assignments will be handed out in the class prior to when they will be discussed.

Expectations for student conduct in this course: You are expected to show consideration and respect for your fellow-classmates and instructor, to come to class regularly (with any reading done if it has been assigned) and participate fully in class discussions.

Electronic Device Policy: Please show respect towards your classmates and instructor with regard to electronic devices by keeping your phone on silent during the class and using laptop computers (or other note-taking devices) only for the purposes of taking notes, following along with classroom demonstrations, or for other course-related purposes. Those who cause a distraction by using them for other purposes will have this privilege withdrawn. For copyright reasons recording any part of any lectures in any form, including through a computer, is not permitted. Nor will the power point slides or lecture notes be posted on the web for the same reason. Photographing power point lectures with a cell phone or other device is not permitted. All of these restrictions are due to copyright issues and are strictly enforced.

Academic Honesty

Plagiarism is not tolerated at the University of Calgary and has serious consequences. Your essays/presentations must be your own work and inadequate referencing may be seen as plagiarism. Please see the relevant sections on Academic Misconduct in the current University Calendar (section K, which can be found here: <http://www.ucalgary.ca/pubs/calendar/current/k.html>.) If you have questions about correct referencing, please consult your instructor or librarian staff.

Student Accommodations

The student accommodation policy can be found at: ucalgary.ca/access/accommodations/policy.

Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities ucalgary.ca/policies/files/policies/student-accommodation-policy.

Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the course instructor.

Desire 2 Learn (D2L) Help

Go to <http://elearn.ucalgary.ca/desire2learn/home/students> for Student Help and FAQ's about D2L. Troubleshooting tips and a tutorial are also available on this website.

Freedom of Information and Privacy

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP): <http://www.ucalgary.ca/secretariat/privacy>

The Freedom of Information and Protection of Privacy Act indicates that assignments given by you to your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your express permission. Similarly, any information about yourself that you share with your course instructor will not be given to anyone else without your permission. As one consequence, students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page.

Graduate Student Association Ombudsperson

The Student Ombuds Office provides independent, impartial and confidential support for students who require assistance and advice in addressing issues and concerns related to their academic careers. See www.ucalgary.ca/provost/students/ombuds for more information.

Emergency Evacuation Assembly Point

In case of an emergency evacuation during class, students must gather at the designated assembly point nearest to the classroom. The list of assembly points is found at www.ucalgary.ca/emergencyplan/assemblypoints. Please check this website and not the nearest assembly point for this course.

Safewalk

The Safewalk program provides volunteers to walk students safely to their destination anywhere on campus (including McMahon Stadium, Health Sciences, Student Family Housing, the Alberta Children's Hospital and the University LRT station). This service is free and available to students, staff and campus visitors 24 hrs/day, 365 days a year. Call 403-220-5333 or use one of the Help phones located throughout campus to request a walk.