

UNIVERSITY OF CALGARY

FACULTY OF ARTS

DEPARTMENT OF ENGLISH

ENGLISH 504 A/B-01 HONOURS PROJECT SEMINAR

Time: W 3:00-5:45 pm

Location: ST 125

Seminar Leader: Dr. Jason Wiens

Office: SS 1128

Office Hours: W 12:00-2:00 pm

Office Phone: 220-4662

e-mail: [jlwiens@ucalgary.ca](mailto:jlwiens@ucalgary.ca)

### Course Description

This course consists of two components: an independent research project conducted under the supervision of an English Department faculty member, and a year-long seminar. The seminar component is designed to support students while they work on their independent research, as well as introduce them to other elements of advanced academic work.

### English 504 Seminar

Students enrolled in English 504 will participate in a regular seminar, led by one or more faculty members. The seminar will be conducted as a workshop based on students' individual research and writing and will also emphasize specific research, writing and professional skills, such as proposal and application writing, seminar presentations of work-in-progress, library research, and conference paper planning and presentation. The goal of the seminar is to facilitate the writing of the Honours Project by providing an environment in which students can explore issues involved in the planning and completion of a long research project.

### Grades in English 504

Sixty percent of the final grade will be assigned by the student's supervisor, and will reflect the quality of the final version of the essay. Forty percent will be assigned by the seminar leader, and will reflect not so much the final result as the process of research, writing, and seminar interaction. The seminar leader will be responsible for calculating and reporting the final, combined grade.

Texts and Readings: Complete reading lists will be dependent on a student's individual project and research needs; however, all students are required to own a copy of the latest edition of the MLA Handbook for Writers of Research Papers (8th ed.). Copies are available at the University of Calgary Bookstore. All final papers must conform to MLA (8th ed.) style. Early in the Fall semester, students will be asked to submit to the seminar leader a

selection (of no more than 10 pages) from either the primary text they are writing on, a theoretical text closely related to their project, or (in the case of creative writing students), some samples of their own writing. The other students in the seminar will then be able to read these texts and part of each seminar will involve some collective discussion of these texts.

PLEASE NOTE: This course is restricted to senior level English Honours Students who have applied and been admitted into Honours Program and Seminar.

### Assignments and Evaluation

Grade Assigned by Supervisor for Completed Paper: 60%

Grades Assigned by ENGL 504 Seminar Leader:

First Ten Pages Draft	CR/NCR
Complete Rough Draft Check	CR/NCR
Annotated Bibliography of Secondary Sources	10%
Work-in-progress Talk (Fall Semester)	5%
Overview of projects talk (Fall Semester)	2.5%
Conference Proposal (Winter Semester)	5%
Conference Presentation and Symposium Participation (Winter Semester)	15%
Reflection on symposium	<u>2.5%</u>
	100%

Please note that students must complete the Annotated Bibliography, the Honours Project itself, and participate in the Honours Symposium in order to qualify for a passing mark in the class. The seminar leader will be checking in on the completion of the first ten pages and the complete rough draft at the specified dates. Unless I receive notification from your supervisor about extraordinary extensions of these deadlines, these dates are not negotiable. Failure to meet these posted deadlines will result in a third of a letter grade deduction for the seminar portion of your grade. There is no final exam in this course.

### Late Assignment Policy:

All assignments are due at the start of the seminar on the specified due date. Written assignments should be submitted on the D2L dropbox. Marks and feedback will be posted there as well. It is your responsibility to check D2L regularly for class updates. In completing a substantial project such as the Honours thesis, it is especially important to keep abreast of all interim and final deadlines. That said, late assignments will be penalized one-third of a letter grade for each business day late, up to a maximum of three days. No late assignments will be accepted past that period without prior arrangement or documentation substantiating a medical or personal emergency. No extensions will be granted without similar documentation. Failure to present the work-in-progress talk and the conference paper when scheduled will result in the failure of that course component except in cases of

documented emergency. Draft deadlines are not negotiable (see above). Please let the instructor know if you are having trouble meeting deadlines or if you anticipate substantial delays.

**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 possible suspension or expulsion from the university. Please refer to the following information and make sure you are familiar with the statement below on plagiarism.

<http://www.ucalgary.ca/pubs/calendar/current/k-5.html>

**Scribe and Muse Club for English Students:**

The Scribe and Muse Reading and Writing Club (SMRWC) fosters and champions reading and writing through community service, leadership, and engagement. We strive to enhance the academic and social experience of undergraduate students by promoting academic excellence and interaction between students, faculty, and the community, through social, cultural, and academic events <http://english.ucalgary.ca/scribe-and-muse-english-club>.

Our email address is [smecuofc@gmail.com](mailto:smecuofc@gmail.com).

**English Department Website:**

For more information about courses, programs, policies, events and contacts in the Department of English, please go to our website at <https://arts.ucalgary.ca/english>. Please note that the course outlines posted on the English Department website constitute the official course outline for purposes of appeals. Students should verify any hard copies against this posted version. For courses which employ numerical grades, the official departmental percentage to letter grade conversion scale is also posted on the department website.

**Writing support:**

The Student Success Centre offers both online and workshop writing support for U of C students. <http://www.ucalgary.ca/ssc/writing-support>

**Library and Research Support:**

Melanie Boyd, Librarian for English, offers research support to students, including strategies for finding articles, books, and other library materials. Contact: [maboyd@ucalgary.ca](mailto:maboyd@ucalgary.ca).

Find The English Pages research guide here:

[https://library.ucalgary.ca/sb.php?subject\\_id=52619](https://library.ucalgary.ca/sb.php?subject_id=52619)

**Follow the Department of English on Facebook & Twitter:**



**Academic regulations and schedules:**

Consult the Calendar for course information, university and faculty regulations, dates, deadlines and schedules, student, faculty and university rights and responsibilities. The homepage for the University Calendar is

<http://www.ucalgary.ca/pubs/calendar/current/index.htm>

**Grade appeals:**

Consult the following University Calendar link and request advice from the English Department office, SS 1152. Please note that “mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade or other academic decision.”

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

**Deferral of term work and final examinations:**

Should you require an extension for completion of term papers or assignments beyond the deadline of five days after the end of lectures, an Application of Deferment of Term Work form must be completed. The University also has regulations governing the deferral of final examinations. See Calendar:

<http://www.ucalgary.ca/pubs/calendar/current/g-6.html>

<http://www.ucalgary.ca/pubs/calendar/current/g-7.html>

**Student Accommodations:****ACADEMIC ACCOMMODATIONS**

The student accommodation policy can be found at:[ucalgary.ca/access/accommodations/policy](http://www.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](http://www.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.

The full policy on Student Accommodations is available

at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

**Emergency Evacuation/Assembly Points:**

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

**Freedom of Information and Protection of Privacy Act:**

<http://www.ucalgary.ca/legalservices/foip>

**“Safewalk” Program:**

Campus Security will escort individuals day or night: call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. <http://www.ucalgary.ca/security/safewalk/>

**Faculty of Arts Program Advising and Student Information Resources:**

Have a question, but not sure where to start? The new Arts Students’ Centre (ASC) is your information resource for everything in Arts! Drop in at SS102, call us at 403-220-3580 or email us at [ascarts@ucalgary.ca](mailto:ascarts@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 in their new space on the 3rd Floor of the Taylor Family Digital Library.

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.

**Contact for Students Union Representatives for the Faculty of Arts:**

[arts1@su.ucalgary.ca](mailto:arts1@su.ucalgary.ca), [arts2@su.ucalgary.ca](mailto:arts2@su.ucalgary.ca), [arts3@su.ucalgary.ca](mailto:arts3@su.ucalgary.ca),  
[arts4@su.ucalgary.ca](mailto:arts4@su.ucalgary.ca)

**Contact for Students Ombudsman's Office:** <https://www.ucalgary.ca/student-services/ombuds/role>

**Universal Student Ratings of Instruction (USRI):**

"At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses ([www.ucalgary.ca/usri](http://www.ucalgary.ca/usri)). Your responses make a difference – please participate in USRI Surveys."

**PLAGIARISM**

Plagiarism is an extremely serious offence. Please read the following information carefully. The penalty routinely recommended by the English Department for documented plagiarism is failure of the course in which the offence occurred; academic probation is also routinely applied at the Faculty level. Suspension or expulsion can result from severe or repeated plagiarism.

The University Calendar states:

1. Plagiarism - Essentially plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:
  - a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),
  - b) parts of the work are taken from another source without reference to the original author,
  - c) the whole work (e.g., an essay) is copied from another source, and/or,
  - d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted.

Plagiarism occurs when direct quotations are taken from a source without specific acknowledgement, or when original ideas or data from the source are not acknowledged. Citing your sources in a bibliography is not enough, because a bibliography does not establish which parts of a student's work are taken from other sources. MLA (Modern Language Association) documentation or other recognized forms of citation must be used for this purpose. Advice on adequate documentation can be found at the following web sites:

<http://owl.english.purdue.edu/owl/resource/747/01/>

Students who are absent from class assessments (tests, participation activities, or other assignments) should inform their instructors as soon as possible. Instructors may request that evidence in the form of documentation be provided. If the reason provided for the absence is acceptable, instructors may decide that any arrangements made can take forms other than make-up tests or assignments. For example, the weight of a missed grade may be added to another assignment or test. For information on possible forms of documentation, including statutory declarations, please see

<https://www.ucalgary.ca/pubs/calendar/current/m-1.html>.

## **DEPARTMENT OF ENGLISH STATEMENT ON PRINCIPLES OF CONDUCT**

According to the University Calendar;

<https://www.ucalgary.ca/pubs/calendar/current/k-2.html>

“The University of Calgary community has undertaken to be guided by the following statements of purpose and values: to promote free inquiry and debate, to act as a community of scholars, . . . , to respect, appreciate, and encourage diversity, [and] to display care and concern for community”. The Department of English, like the university as a whole, is committed to a “positive and productive learning and working environment.” This environment is characterized by appreciation and encouragement of diversity and respect for the dignity of all persons: students, support staff, and faculty. The department will not tolerate unacceptable behaviour, such as threatening gestures, threatening or abusive verbal or written communication (including e-mails), or any conduct that “seriously disrupts the lawful education and related activities of students and/or university staff”. Any cases of such misconduct should be reported immediately to the department Head, who, depending on the nature and severity of the incident, may then take further appropriate action.