



**FACULTY OF ARTS**  
**Department Of English**

**COURSE OUTLINE**

**ENGL 504 A/B: Honours Project Seminar**  
**Fall 2021–Winter 2022 (two-semester course)**  
**In-person**

**Seminar meetings: Wednesdays 3:30 – 6:15, Science A 123**

<b>Instructor</b>	David Sigler
<b>Email:</b>	dsigler@ucalgary.ca
<b>Web Page:</b>	D2L (access via MyUofC portal)
<b>Office Hours:</b>	individual consultations on Zoom. Tuesdays 9:30–10:45 a.m., Thursdays 4:00–5:00 p.m. Book an appointment at <a href="http://www.sigler.youcanbook.me">www.sigler.youcanbook.me</a> .

**Course description:**

This course consists of two components: an independent research project conducted under the supervision of a Department of English faculty member, and a year-long seminar designed to support students as they conduct that research and explore other elements of advanced academic work. The course culminates in a polished research project of about 40–50 pages and a presentation of the students' work at an Honours Symposium.

The seminar component meets roughly every two weeks on Wednesdays, per a schedule provided separately on D2L. The seminar will have assigned readings, offer opportunities to workshop work-in-progress, and provide a space for our collectively planning the culminating Honours Symposium. The seminar will develop students' research skills, advanced academic writing skills, academic and non-academic presentation skills, professional skills gained through the research project; it will also offer a space for us to think about possible next steps in academic life, in professional life, and in the wider world.

The seminar meets only every two weeks, approximately, so that students have time to schedule one-on-one meetings with their supervisors and conduct independent library research. Students must, as part of the course, schedule regular meetings with their supervisors, which will guide the particulars of the independent research.

Pre-requisites: Admission to the B.A. (Honours) program in English. The course is restricted, additionally, to those who have submitted a successful application to the Department of English.

**Course learning outcomes:**

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

1. Deliver a polished and convincing long-format research or research creation project at an advanced undergraduate level in the field of English;
2. Conduct advanced undergraduate-level independent research in literary scholarship or as part of a project of research creation, using library resources and techniques of analysis appropriate to the discipline of literary studies or creative writing;
3. Explain the significance of their research to academic and non-academic audiences, and explain the relevance of their research skills for possible graduate studies in English and other career paths;
4. Respond to peers' work in progress meaningfully;
5. Observe the conventions of MLA style in their written work;
6. Present their research in a conference-style symposium;
7. Plan an academic event with their peers.

### **Texts and readings:**

Required: *MLA Handbook for Writers of Research Papers*, 9th edition. Modern Language Association, 2021. Copies of the Handbook are available at the University of Calgary Bookstore. All final papers must conform to MLA (9<sup>th</sup> ed.) style. It is acceptable to use the 8<sup>th</sup> edition if you already have a copy, but you will need to cross-reference it with information about the new 9<sup>th</sup> edition, from sites such as Purdue OWL, to ensure that your formatting is fully up-to-date.

Required electronic book: Wayne C. Booth et. al., *The Craft of Research*, 4th Edition. Available electronically through the University of Calgary Library and linked via D2L.

Other brief electronic readings for the Winter semester will be assigned and distributed via D2L.

Beyond this, each student's reading lists will be individualized, in consultation with the faculty supervisor, based on their particular project and research needs.

During some seminar meetings, two students will be asked post to D2L 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, along with some prompts for discussion. These materials must be approved for copyright purposes beforehand; the instructor will help to facilitate this. The other students in the seminar will then read these texts and respond to the prompts during the seminar meetings.

### **Learning technology requirements:**

There is a D2L site for this course which contains required readings and other relevant class resources and materials (see [d2L.ucalgary.ca](http://d2L.ucalgary.ca)). To access course files and readings, students will need to have access to a laptop computer, tablet, or, as a last resort, smartphone during class time. Students without ready access to these items can discuss with the instructor and we will make a plan together to ensure your access to the needed materials.

## Assessments and Evaluation:

A note about grading in ENGL 504AB: 60% of the course grade is determined by the student's faculty research supervisor, as an evaluation simply of the quality of the final version of the Honours Project as submitted. 40% of the course grade is determined by the Seminar Leader, based on the quality of the student's work in the seminar space itself, the quality of the research presentation, and the meeting of course deadlines for drafts of the research in progress.

The structure of assessment is as follows:

Grade Assigned by Supervisor for Completed Paper: 60%

Grades Assigned by ENGL 504 Seminar Leader:

### TYPE 1: *credit/no credit work*

On-time first ten pages draft (deadline in Sept. 2021): CR/NCR

On-time next ten pages draft (deadline in Dec. 2021): CR/NCR

On-time complete rough draft (deadline in Feb. 2022): CR/NCR

On-time submission of complete project (deadline in April 2022): CR/NCR

The four TYPE 1 assignments immediately above must be uploaded to the D2L dropbox by the deadline, which is specified in D2L on the assignment dropbox. Failure to submit the expected work by any these deadlines will result in a third of a letter grade deduction for the seminar portion of your overall grade, for each of the deadlines missed. These due dates are not negotiable; the work should still be submitted late, but the penalty will be applied to the student's grade. (In extraordinary circumstances, the student's supervisor will alert the instructor for the need for an extension, but this is not typical.) The instructor simply checks the TYPE 1 assignments for completion to an acceptable minimum level of polish and achievement.

### TYPE 2: *graded work* (40% of total grade, graded with letter grades)

Annotated bibliography assignment (Oct. 2021): 7%

Career preparation assignment (in-class; Jan. 2022): 6%

Conference proposal: (200 words, February 2022): 2%

Quality of Symposium Presentation and Symposium participation: 15%

Quality of participation in seminar activities: 10%

Details about each of the assignments, including precise deadlines, will be posted to D2L.

## Additional regulations:

You must complete the Honours Project to the proper specifications of length (40–50 pp.), with proper MLA formatting per the 9<sup>th</sup> edition of the *MLA Handbook*, to receive a passing grade in this course. You must present your work at the Honours Symposium to receive a passing grade

in this course—although, for reasons related to the pandemic, remote modes of presentation will be available for those who are unable to attend in person.

There is no Final Examination in this course. There are no extra credit assignments available.

Student work is to be submitted through the dropbox in D2L, in .docx or .pdf formats.

**Attendance and participation expectations:**

We are attempting to have an in-person course during a pandemic; this makes this section longer and more complex than it would normally be.

Do not attend the seminar, meet in person with your supervisor, or come to campus if you have tested positive for Covid-19, if you have come into close contact with someone who has tested positive, or if you are experiencing any symptoms of the disease, however mild. The most common symptoms include: fever, cough, tiredness, aches and pains, sore throat, diarrhea, conjunctivitis, loss of taste or smell, a rash on skin or discoloration of fingers or toes, difficulty breathing or shortness of breath, chest pain or pressure, or a loss of speech or movement. If you experience any of these symptoms or have come into close contact with someone who has, you must stay away from the seminar and your supervisor until you have tested negative for covid-19 and you are cleared for a return to in-person activities.

If the above Covid requirements prevent you from attending the seminar or meeting with your supervisor, please notify the seminar leader and your supervisor within 24 hours. The seminar leader will devise a plan for you to make up the class session remotely once you are feeling well enough to complete the assigned activities, and your participation assessment for that session will be based on that work instead. Missing seminar meetings for reasons related to the pandemic will not negatively affect your participation assessment in the course, so long as the alternative activities are completed successfully. The alternative activities will not be onerous; they will be there to help you meet the course learning outcomes, specifically. And, if you are feeling sick, we can delay your delivery of the alternative activities until you are feeling well enough to work meaningfully. And so, to be clear: there will be absolutely no penalty to your grade for seminar time missed reasons related to the pandemic. Even if your symptoms are mild, or if you are asymptomatic but have tested positive or have come into close contact with someone who has tested positive, please stay away from our seminar meetings.

Beyond that, it is expected that students will attend the seminar every week it is held. Exceptions can also be made as needed for other extreme situations, of course. In general, your participation in the seminar is crucial to the success of the course. Except as noted above, you are expected to attend the seminar unfailingly and to participate in its activities fully and in good faith.

On weeks in which the seminar is not held, it is expected that students will schedule a meeting, either in person or electronically, with their supervisors, at a time of their mutual convenience.

Students should plan to meet with their supervisors at minimum every two weeks through the Fall and Winter semesters, and more frequently if desired.

We are still living in a time of pandemic and need to look out for one another's safety. Students are required to follow the university's mask protocols in the classroom. Students must wear a protective mask while within two meters' proximity to other students, and wear the mask properly—as in, covering both nose and mouth. Students failing to do so will be reminded, only once, of this policy; after that, their failure to wear a mask properly or maintain proper distancing from others will lead to their being required to leave the classroom. This would become part of a student's assessment for quality of seminar participation; also, refusal or persistent failure to abide by the university's mask requirements can and will be referred to the Faculty of Arts as a possible case of non-academic misconduct.

Quality of participation in the seminar activities is assessed with a letter grade, based on the overall quality of their contributions to the seminar across the two semesters.

A participation grade in the A range is earned through a student's regular presence in the seminar meetings (or, as necessary, good work in pandemic-related make-up activities as described above); their meaningful and substantive engagement with all assigned readings and course materials; their engagement in the seminar's activities with thoughtfulness and in good faith; their perceptive and constructive advice to their peers when peer assessment is called for; their showing respect and consideration for others at all times, including through strict observation of the university mask mandate.

A participation grade in the B range grade is earned through a student doing the above list of activities most of the time, but with invariable strict observation of the mask mandate.

A participation grade in the C range comes about if a student misses several class meetings, or portions of meetings, for reasons unrelated to the pandemic and without prior approval of the seminar leader; if they fail to set up regular meetings with their supervisors; if they offer unconstructive advice, or very little advice, to their peers when workshopping; if they seem unfamiliar with the assigned readings for the course or unwilling to participate thoughtfully in the seminar activities; if they are not completing the seminar activities in good faith or are disruptive to the collective work of the seminar.

A student who seldom attends the seminar or participates meaningfully in its activities, or who has to be sent away from the seminar room due to a refusal to comply with the covid protocols for masking and isolation, will earn a D or F in this category, depending on the severity of the problem.

**Conduct:**

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>

**Policy on use of electronic devices:**

The use of laptop and mobile devices in class 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](#).

**Grading System:**

Grades in the course are given by letter grade according to the following scale:

90 + %	A+	4.0	67 – 69 %	C+	2.3
85 – 89 %	A	4.0	64 – 66 %	C	2.0
80 – 84 %	A–	3.7	60 – 63 %	C–	1.7
77 – 79 %	B+	3.3	55 – 59 %	D+	1.3
74 – 76 %	B	3.0	50 – 54 %	D	1.0
70 – 73 %	B–	2.7	0 – 49 %	F	0

The exceptions to the above grading system are the four Type 1 assignments listed above, which are graded on a CR/NCR basis: i.e., the first ten pages draft, the next ten pages draft, the complete rough draft, and the delivery of the complete project. For each of these assignments, the instructor will merely check for completion of the activity in good faith, to see if there is an acceptable passable level of quality. Failure to deliver any of these CR/NCR assignments to that minimum standard by the deadlines in D2L will result in a third of a letter grade penalty to the seminar component of the final grade (i.e., the 40% portion assessed by the seminar leader).

Although the A+ is solely an honorific that entails no additional points in the four-point system, the course instructor will employ this mark to distinguish superlative work that far exceeds expectations in style, correctness, intellectual depth and breadth, sophistication, and originality. There is no D- grade.

The interpretation of the undergraduate university grading system can be found at <https://www.ucalgary.ca/pubs/calendar/current/f-1-1.html>

In borderline cases, rounding up or down for final grades can happen at the instructor’s discretion; normally, though, this will not occur. Borderline situations will be automatically reviewed by the instructor; there is no need to request such consideration, and please do not do so.

**Academic Integrity:**

This course, like all courses at the University of Calgary, holds students to high standards of honest and responsible scholarship. Please consult the [Academic Integrity website](#) for a detailed description of university policies, which will be enforced in this course. Cases of suspected academic misconduct will be referred to the Associate Dean of Arts for a ruling.

Plagiarism is a type of academic misconduct. Plagiarism occurs when a student presents the ideas, expression of ideas, or work of another person as their own. Another equally serious form of plagiarism occurs when a student submits something they have written themselves for credit in two or more courses without first securing written permission from all those course instructors. Consequences for plagiarism include failure on the assignment, failure in the course, and possible suspension or expulsion from the university. Using any source whatsoever without clearly documenting it is a serious academic offense.

**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](#) must be completed. It is the student's responsibility to initiate this process with the instructor. The University also has regulations governing the [deferral of final examinations](#).

**Grade appeals:**

To pursue a Reassessment of Graded Term Work or a Reappraisal of an Academic Assessment, Consult the [University Calendar](#) and request advice from the English Department at [engl@ucalgary.ca](mailto:engl@ucalgary.ca). Please note that mere dissatisfaction with a grade is not sufficient grounds for an appeal.

[English Department Website:](#)

For more information about courses, programs, policies, events and contacts in the Department of English.

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

The [Scribe and Muse Reading and Writing Club](#) fosters and champions reading and writing through community service, leadership, and engagement. Our email address is [smecuofc@gmail.com](mailto:smecuofc@gmail.com).

**Writing support:**

[The Student Success Centre](#) offers both online and workshop writing support for U of C students.

[Academic regulations and schedules](#)

**Student Academic Accommodations:**

The Student Accessibility Services website is available [here](#). University accommodation policies can be found at the following links:

<https://www.ucalgary.ca/pubs/calendar/current/b-6-1.html>

<https://www.ucalgary.ca/pubs/calendar/current/b-6.html>  
<https://www.ucalgary.ca/pubs/calendar/current/b-6-2.html>

**Program Advising and Student Information Resources** is done through the Faculty of Arts Students' Centre. Office location: SS102; phone: 403-220-3580; email: [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca)  
Website: <http://arts.ucalgary.ca/undergraduate>

### **Instructor's Intellectual Property**

Course materials created by instructors, including presentations, 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 usual classroom practice. Students' assignments will be accessible only by the authorized course faculty and teaching assistants. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

### **Sexual violence policy:**

<https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>

### **Other important information:**

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

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

Please participate in [USRI Surveys](#) toward the end of the course. The feedback they provide helps us evaluate teaching, enhance student learning, and guide students as they select courses.