

FACULTY OF ARTS
DEPARTMENT OF ENGLISH
COURSE OUTLINE

ENGLISH 691.01

Fall 2017

COURSE TITLE: Graduate Pro-Seminar

Mondays 13:00 – 15:50, Room SS 1015

Instructor: Suzette Mayr

Office: SS 1148 (Graduate Office) or SS 1048

E-mail: smayr@ucalgary.ca

Office hours: Thursdays, 12:00-2:00 pm or by appointment

Homepage/course website: <https://english.ucalgary.ca/profiles/suzette-mayr>

Course description:

This course is designed to offer students new to graduate studies or new to the Department of English at the University of Calgary an introduction to a variety of scholarly and professional skills. The aim is to ensure that you have the training to help you succeed academically and professionally, particularly in your program here. To this end, guests with a range of expertise will meet with us most weeks to present their area of research or their research methodologies, to help you develop specific skills (grant writing for example, or advanced library research), or guide you through useful practices (such as proposal writing, conference presenting, career preparation, etc.). This course is required for all MA and PhD students.

Course Pre-Requisites:

Required of all graduate students who have not had an equivalent course.

Texts and readings: Students should have available for their use (either in print or online) the most recent MLA guide (8th edition), and a good handbook of English grammar and usage. The Purdue University Online Writing Lab (OWL) has links to citation styles (<https://owl.english.purdue.edu/owl/section/2/>) and a good number of resources on grammar and writing, especially useful for teaching: <https://owl.english.purdue.edu/owl/>. These will be immensely useful to you for all courses, as will subscribing (for free) to a citation service through the library or paying for one that you prefer. You will be asked, as part of your graduate-student life here, and part of this course, to attend various workshops and events that will assist you in professional development, now considered an essential part of your career as a graduate student. There is a D2L site associated with this course. Be sure to keep up with the online resources and blogs there, particularly those that will be of considerable assistance to you as you navigate your way through graduate school.

Assignments and Evaluation:

This is a credit/fail course. You should expect to be given reading and/or assignments by some of our guest instructors. Please prepare these, out of courtesy to our guests, and as preparation for your end-of-term dossier. In order to pass this course, you will submit a dossier (or portfolio) by December 15th:

1. A final proposal for SSHRC and/or other scholarships (such as the Graduate Award Competition, or GAC, competition in February). Even if you are not eligible for scholarships or already have one, this component is required.

2. A conference proposal for Free Exchange or another conference held within the year, and that you will submit to that conference. You will find Calls for Papers (CFPs) in your field online.
3. Brief (2 pages or so) documentation of your consultation with a librarian about your research. You may consult the department librarian, Melanie Boyd, or another University of Calgary librarian such as Annie Murray (Special Collections). Arrange your research meeting with them well ahead of time. Plan for about an hour.
4. The certificate for the TCPS2 Core Tutorial on Ethical Conduct for Research Involving Humans (you are exempt from this if you already have your certificate of completion. If this is the case, please provide a copy for your dossier). At many universities, this is a requirement for new faculty and for graduate students. This will take some time (3 hours or so), so don't leave it until December. This is a great opportunity for reflection on principles of and critique of research ethics and processes in our discipline and your field. The Tutorial is accessible online: <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>
5. Other tasks or assignments suggested by guest instructors throughout the term – these will not be onerous.

Be sure to submit your entire dossier by December 15th, at which point I will compile and submit the credit/fail grade for each student. Students must complete all required assignments and attend classes in order to receive a pass credit in this course.

Submit your work dossier at the end of term through the D2L dropbox or let me know if you prefer another arrangement (hardcopy, for example). Work in print should be submitted directly to me. Attendance and participation are essential for all graduate classes. Therefore, if you must miss a class, please let me know in advance by email. I am happy to discuss any concerns with you, so do not hesitate to keep in touch. I am frequently in the graduate office (SS 1148) during the week: do drop in, or make an appointment.

Schedule (Note: dates may vary due to unforeseen circumstances, eg: presenter illness, etc.):

Sept. 11	Introduction, setting the stage – why grad school?
Sept. 18	Marking and assessment workshop: Faye Halpern and David Sigler (for all TAs)
Sept 25	Library/Research skills (TFDL 440A): Melanie Boyd
Oct. 02	SSHRC funding applications (required for all students new to the department): Susan Bennett
Oct. 09	Thanksgiving holiday (NO CLASS)
Oct 16	Archives and archival research (TFDL 520D): Annie Murray
Oct. 23	Research with alternative sources and public scholarship: Stefania Forlini
Oct. 30	Getting your work journal-ready: reviews, publications, etc.: Faye Halpern (<i>ARIEL</i> editor)
Nov. 06	Conference proposals and presentations: Derritt Mason
Nov. 13	Surviving and thriving in the academy (Guests TBA)
Nov. 20	Digital humanities; establishing your professional presence online: Michael Ulyot
Nov. 27	Creative practice, research, community: Shannon Maguire
Dec. 4	Final class; conclusions?
Dec. 15	Dossier due date (NO CLASS)

Please make every effort to take assignments directly to the instructor. If it is not possible to do so, take your assignment to SS 1152 and put it in the dropbox. Your assignment will be date-stamped and placed in the instructor's mailbox. It is your responsibility to keep a copy of all assignments in case of loss by any cause. Assignments cannot be returned by staff in the Department office.

The dossier assignment will not be accepted one week past the assignment deadline without the prior consent of the instructor.

Grading system:

Grades are calculated according to the 4 point scale used in the *Graduate Calendar*:

<https://www.ucalgary.ca/pubs/calendar/grad/current/gs-g-1.html>

Grade	Grade Point Value	Graduate Description
A+	4.00	Outstanding
A	4.00	Excellent-superior performance showing comprehensive understanding of the subject matter
A-	3.70	Very good performance
B+	3.30	Good performance
B	3.00	Satisfactory performance
B-	2.70	Minimum pass for students in Faculty of Graduate Studies
C+	2.30	All grades below B- are indicative of failure at the graduate level and cannot be counted towards Faculty of Graduate Studies course requirements.
C	2.00	
C-	1.70	
D+	1.30	
D	1.00	
F	0.00	

Please note: A B- is considered a minimum pass for students in the Faculty of Graduate Studies.

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 exceeds expectations in style, correctness, intellectual depth and breadth, sophistication, and originality.

In the case of Instructors using numerical marks in the grading of term work, the departmental conversion chart applies.

90 + %	A+	4.0
85 – 89 %	A	4.0
80 – 84 %	A–	3.7
77 – 79 %	B+	3.3
74 – 76 %	B	3.0
70 – 73 %	B–	2.7
67 – 69 %	C+	2.3

64 – 66 %	C	2.0
60 – 63 %	C–	1.7
55 – 59 %	D+	1.3
50 – 54 %	D	1.0
0 – 49 %	F	0

Grading system:

This is a credit/fail course. In this course, grades are calculated according to the 4 point scale used in the University of Calgary's *Graduate Calendar*:

<http://www.ucalgary.ca/pubs/calendar/grad/current/gs-h-1.html>

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>

English Department Website:

For more information about courses, programs, policies, events and contacts in the Department of English, please go to our website at <http://english.ucalgary.ca/graduate>. 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: maboym@ucalgary.ca.

Find The English Pages research guide here: <http://libguides.ucalgary.ca/english>

Follow the Department of English on Facebook & Twitter:



Academic regulations and schedules:

Consult the Department of English's graduate website for courses, departmental deadlines, and other related program information at <http://english.ucalgary.ca/node/245>. Consult the Faculty of Graduate Studies Calendar for university and faculty regulations, dates, deadline, fees, and schedules, student, faculty and

university rights and responsibilities. The homepage for the Faculty of Graduate Studies Calendar is <http://grad.ucalgary.ca>.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact the Graduate Office at 403 220 5484 or visit us in Social Sciences Tower 1148 in the first instance.

For program planning and advice, contact the Graduate Program Administrator at enggrad@ucalgary.ca to make an appointment with Dr. Suzette Mayr, Graduate Program Director.

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.

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

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_0.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/>

Contact for the Graduate Student Association: <http://gsa.ucalgary.ca/>

Contact for Students Ombudsman's Office: <http://www.ucalgary.ca/provost/students/ombuds>

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). 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://www.dianahacker.com/resdoc/>

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

DEPARTMENT OF ENGLISH STATEMENT ON PRINCIPLES OF CONDUCT

According to the University Calendar, <http://www.ucalgary.ca/pubs/calendar/current/j.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.