

**FACULTY OF ARTS**  
**DEPARTMENT OF ENGLISH**

**ENGLISH 696.01**

**Fall 2013**

**COURSE TITLE: Studies in Bibliography, Research Methods and Paleography**

**Instructor: J. Jenkins**

**Office: SS 1148**

**E-mail: [jenkinsj@ucalgary.ca](mailto:jenkinsj@ucalgary.ca)**

**Class: Monday, 1:00-2:45 pm (SS 1015)**

**Office hours: By Appointment: Tuesday, 1:00—3:00pm; Thursday, 10:00am—1:00pm.  
Please contact Ms Barb Howe to make an appointment during my office hours  
([howe@ucalgary.ca](mailto:howe@ucalgary.ca); or 220-5484)**

**Course description:** This course is designed to offer students new to graduate studies or new to the University of Calgary an introduction to a variety of scholarly and professional skills. The aim is to ensure you have the training to help you succeed academically and professionally. To this end, professors with a range of expertise will meet with us each week 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 conference proposal writing and conference presenting).

**Texts and readings:** Students should have available for their use (either in print or online) the most recent MLA guide (7<sup>th</sup> edition), and a good handbook of English grammar and usage.

**Assignments and Evaluations:** You should expect to be given assignments by our guest instructors, for instance in library research or proposal writing, and every student is expected to write an application for SSHRC and other scholarships as well as a conference proposal. (If you hold a SSHRC currently, you are exempted from the SSHRC sessions and proposal requirement.) This is a credit/ fail course. Instructors responsible for specific assignments will communicate to me when assignments have been satisfactorily completed, and 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 in this course.

Please make every effort to take assignments directly to the instructor who has assigned it. 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.

Attendance is mandatory. If you must miss a class please let me know in advance. I am happy to discuss any concern with you, so do not hesitate to be in touch.

**Schedule:**

- Sept 9: Introduction
- Sept 16: Ms. Melanie Boyd: Library/ Research Skills (TFDL 440A)
- Sept 23: SSHRC Proposal Writing: Professor S. Bennett
- Sept 30: Book History: Professor M. McGillivray
- Oct 7: SSHRC workshop [final review before Oct 23 submission]
- Oct 14: NO CLASS: Thanksgiving
- Oct 21: Digital Humanities: Professor Ulliyot  
There are readings assigned to this class: please go to <http://bit.ly/PWaU53>
- Oct 28: Program Information and Requirements: Professor J. Jenkins
- Nov 4: Archives and Archival Research (TFDL 520D)  
Professor S. Forlini and Ms. A. Murray (SPC librarian)
- Nov 11: NO CLASS: Reading Days
- Nov 18: Conference Preparation and Presenting: Professor H. Vandervlist
- Nov 25: Academic Jobs, Other Careers, and Scholarly and Creative Communities  
Professor C. Bök; Dr. Robyn Read (Banff Press); and TBA
- Dec 2: TBA

**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-2-1.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>

**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 Barbara Howe at 403 220 5484 or visit her in Social Sciences Tower 1148 in the first instance.

For program planning and advice, contact Barbara Howe at [howe@ucalgary.ca](mailto:howe@ucalgary.ca) to make an appointment with Dr. Jacqueline Jenkins, Graduate Program Director.

**Guidelines on e-mail Etiquette:**

<https://www.ucalgary.ca/it/help/articles/email/etiquette>

**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>.

**Academic Accommodation:**

It is the students' responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodations and have not registered with Student Accessibility Services, please contact them at 403-220-6019. Students who have not registered with Student Accessibility Services are not eligible for formal academic accommodations. More information about academic accommodations can be found at [www.ucalgary.ca/access](http://www.ucalgary.ca/access).

**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>

## **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.