



International Indigenous Studies Program

Website: <https://arts.ucalgary.ca/international-indigenous-studies>
(Fall 2022)

INDG 415 (L01): Indigenous Ethics and Protocol

Pre/Co-Requisites: Indigenous Studies 201 and an additional 3 units from the Core Courses in the Field of International Indigenous Studies (Anthropology 210, English 376, History 345, 443, Indigenous Studies 303, 305, 407, Indigenous Languages 301, Political Science 345, Sociology 307).

Instructor: Adela Kincaid, PhD	Lecture Location: ST 055
Email: atkincai@ucalgary.ca	Lecture Days/Time: Wednesday 14:00-16:45 in person. Students will present their project proposals during Week 11 (Wednesday Nov. 16) and Week 12 (Wednesday Nov. 23) online through Zoom.
Office: SS724	Office hours: Friday online 2:00pm to 3:00pm or online by appointment
Instructor Email Policy: Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student's @ucalgary emails within 48 hours.	

COURSE DESCRIPTION

This course will apply an experiential approach to examine principles underlying Indigenous ethics and local research protocols. Students will develop research proposals in the course that will guide them through concepts related to Indigenous ways of knowing, Indigenous methodologies, respectful relationships, spirituality, community, responsibility in academic research, and teaching and learning when collaborating with Indigenous peoples. This course is built around the creation of a proposal to work with and for Indigenous-focused organizations (NGOs) and/or Indigenous communities. The focus is on exploring Indigenous and blended applied research methods and protocols where students apply ethical approaches to working with Indigenous peoples, organisations, and communities through their projects.

Experiential learning is connected to Indigenous ways of learning and doing. This course will provide opportunities for students to engage in direct learning where they reflect on, apply and learn by seeing and doing. This course will provide students with opportunities to connect and work with organizations and to direct their own learning. The instructor will act as a facilitator and guide. Experiential learning opportunities such as the one being offered through this course provide work-integrated learning and prepare students for professional engagement with organizations.

COURSE OBJECTIVES & LEARNING OUTCOMES

The International Indigenous Studies Program has a range of capacities and critical thinking skills that our Majors will develop over the course of their degree. This course sets you on the pathway to achieving them.

For the full list of program learning outcomes expected at the end of the degree, please see:

<https://arts.ucalgary.ca/international-indigenous-studies/about/program-statement>

The course incorporates an applied project-based and experiential approach to teaching and learning. Methods will include short lectures, case studies, videos, podcasts, class discussions, student workshop presentations, guest lectures and collaborative learning. The course syllabus and schedule might change throughout the term as needed. Assigned readings should be read prior to class.

For this Course, the learning objectives are:

1. Students will plan to apply respectful practices and protocols when working with Indigenous communities/organizations
2. Students will apply community-based research approaches to their specific project proposal
3. To critically examine how research has impacted Indigenous people and communities
4. Students will develop leadership skills by chairing meeting sessions and leading workshops to teach and support the class in building research skills
5. Students will select appropriate Indigenous and community-based approaches to incorporate into their research proposal
6. Identify Indigenous informed strategies for collaborating with organizations on specific projects, formulate research questions, and select methodologies that will propose to produce findings usable to community
7. Students will be able to describe the principles that inform Indigenous research relationships, ethics, and protocols
8. Students will practice and contribute meaningfully to committee work

REQUIRED TEXTBOOK(S)

Please acquire the textbook from the University of Calgary bookstore. Additional readings will be posted on D2L.

McGregor, D., Restoule, J., & Johnston, R. (Eds.). (2018). *Indigenous Research: Theories, practices, and relationships*. Canadian Scholars.

Additional readings and resources will be posted on D2L.

COURSE COMPONENT WEIGHTS AND DUE DATES

COMPONENT	WEIGHTING	DUE DATES
Participation	15%	Ongoing – assessed last week of classes
Group Workshop	20%	Group workshops are scheduled for Sept. 21, Sept. 28, Oct. 5, Oct. 19, and Oct. 26. Each student will be assigned to a group on one of the above dates.
Committee Work	10%	Submit group report and ongoing meeting notes to instructor after each meeting (groups will be posted on D2L)

Presentation of Proposal	20%	Presentation dates November 16 and November 23.
Final research/project proposal	35%	Discussed throughout the term. Proposal specifications will be posted November 30. Due last day of class December 7.
Total	100%	

If a student misses a required course component, please get in touch the instructor as soon as possible (see Late Penalties). Students will receive an update on their participation, group workshop, and committee work prior to the last day of class.

COURSE SCHEDULE & TOPICS

The schedule is tentative and may change as the need arises. Additional videos, podcasts, readings and tutorials will be available on D2L to support assignments and course learning.

DATE	TOPIC	READINGS/ASSIGNMENTS
Week 1	Course introduction and project planning	Complete committee selection choices and workshop presentations dates Complete 'To do's' on D2L
Week 2	Research/project questions and literature review	Chapter 1 (read before class) Prepare a group workshop agreement Complete 'To do's' on D2L
Week 3	Ethics, REB – research applications <i>Committee Workshop</i>	Chapter 4 & Chapter 5 (read before class) Go over committee work and create an agreement Complete 'To do's' on D2L
Week 4	Relationships and protocol <i>Committee Workshop</i>	Chapter 2 (read before class) Committee Meeting #1 Complete 'To do's' on D2L
Week 5	Community-based approaches and methodologies <i>Committee Workshop</i>	Chapter 5 (read before class) Complete 'To do's' on D2L
Week 6	Committee work and meetings with Adela	
Week 7	Methodologies <i>Committee Workshop</i>	Chapter 7 (read before class) Committee Meeting #2 Complete 'To do's' on D2L
Week 8	Spirituality and guidance <i>Committee Workshop</i>	Chapter 9 (read before class) Committee Meeting #3 Complete 'To do's' on D2L
Week 9	Responsibility, reciprocity, respect, relevance	Chapter 12 (read before class) Committee Meeting #4 Complete 'To do's' on D2L
Week 10	Reading Week	
Week 11	Online Proposal Presentations	No assigned reading. Online recorded presentations.

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Week 12	Online Proposal Presentations	No assigned reading. Online recorded presentations. Submit presentation material through D2L
Week 13	Project proposal to pitch to organization or community	No assigned reading
Week 14	Research Proposal	Project proposal due December 7

Please note that the above schedule is tentative and may change as the need arises.

ASSIGNMENT(S)

You will find a description of the assignment requirements, the assessment methods, and format and submission procedures below. All assignments are to be submitted through D2L.

GROUP WORKSHOP

Students will sign up for group workshops during the first week of classes (assigned committees and workshop dates will be posted on D2L). Each committee is responsible to develop and deliver a workshop that will draw from the weekly reading and be beneficial to the class projects. Experimentation with methods that engage the class are encouraged. Committees may utilize visual aids, power point, art, videos and should incorporate a practical component where the class has time to practice the concepts.

Each group will need to discuss their workshop and related questions with me or with a research coach at least one week before their presentation. Additional meetings with me are encouraged leading up to your presentation date.

Workshop material must be supported by academic literature using **APA format**.

Workshops require a **detailed lesson plan** and at least **3 references** from academic sources. **The presentation material as well as the lesson plan should be submitted through D2L.**

Presentations will be assessed based on the following criteria:

- evidence that the group practiced the workshop prior to delivery (worked well together)
- group was able to collaboratively use technology to effectively deliver their presentation
- group engaged the class
- group developed and executed a lesson plan
- group delivered information in creative ways and through the use of various mediums
- presentation was hands-on, practical and applicable to student projects
- group submitted workshop material, lesson plan and references (used APA and followed formatting specifications discussed during class and posted on D2L)

COMMITTEE WORK

Committee work will consist of each student choosing one committee (I will do my best to accommodate your first choice, but it might not always be possible):

- conference organization and planning committee
- technology support committee (videos, recordings, zoom)
- communications committee
- social committee

Each committee will be tasked with creating objectives, tasks, meeting agendas, action items and organizing a regular reporting structure to the instructor. The main goal of each committee is to contribute to the course and to support the learning experiences of their classmates. For example, the conference planning committee will create the conference agenda, the order and groupings of the speakers, plan a moderator, design invitations, work with the communication committee to send out invitations, work with students and the instructor as well as other committees to make the conference a success.

PROJECT PROPOSAL PRESENTATION

The semester will involve students creating a project proposal that could be used to serve an Indigenous organization, population, or community. Toward the end of the course students will be asked to pitch/present their project idea to the organization or community to see if their idea would be useful. The student presentations will take place online through Zoom during week 11 (November 16th) and week 12 (November 23rd) and will be recorded. The organizations and communities will be invited to join the presentations online or the recorded video presentations will be sent to them (with student permission).

PARTICIPATION

All students will participate in weekly reporting on the progress of their projects. Students will also take turns chairing these weekly reporting sessions.

Participation comprises 15% of the final grade which includes: attendance, participation in class discussions, peer-assessments/feedback, completion of weekly To do's (posted on D2L), and active participation in group learning. This course will be highly interactive and will include various opportunities for active engagement during each class session through talking circles, organized discussion in small and larger groups, small group work etc. Your participation will be assessed by your peers (method to be discussed during the first week of classes), and by your instructor. Meetings with the instructor and research coach can be booked throughout the term to discuss your progress and participation in the course. Your participation grade will be based on the consistency of your engagement, respect displayed toward all people involved with the course and the thoughtfulness of your contributions and on your interaction with others.

FINAL PROJECT/RESEARCH PROPOSAL

The final project/research proposal will consist of a cumulative and detailed proposal that will be useful for the partner organization and include all the components that were learned throughout the course. Each student will share their proposal through the short proposal presentation. The final project proposal will be developed throughout the course. The proposal will include a reflection on what was learned by working/volunteering with the community or organization, readings, workshops, lectures, annotated bibliography, and guest speakers. Reference material and citations should consistently follow the APA format. Specifications will be discussed and developed throughout the course and students will work to build the project proposal as well as work with the organization during the course. The assessment criteria will be posted on D2L. The final and cumulative report is due **December 7** and is to be submitted through D2L.

FINAL EXAMINATION

Final Exam	No. Each student must submit a research proposal.
Length	~15 PAGES
Format	ASSIGNMENT – RESEARCH PROPOSAL

Type	REPORT CREATED THROUGHOUT SEMESTER
Aids	OPEN BOOK – AIDS ARE PERMITTED

WRITING STATEMENT

Written assignments are often required in International Indigenous Studies courses, and the quality of writing skills, including but not limited to such elements as grammar, punctuation, sentence structure, clarity, citation, and organization, will be taken into account in the determination of grades. Students are encouraged to make use of the services offered through Writing Support Services in the Student Success Centre by contacting them at <http://www.ucalgary.ca/ssc/writing-support>.

GRADING SCALE: The following grading scale will be used:

The International Indigenous Studies Program uses the percentage conversion scale below. Your final grade will be converted to the University's official 4-point scale at the end of term. The interpretation of the undergraduate university grading system can be found at <http://www.ucalgary.ca/pubs/calendar/current/f-1.html>.

A+ (96-100)	B+ (80-84.99)	C+ (65-69.99)	D+ (53-54.99)
A (90-95.99)	B (75-79.99)	C (60-64.99)	D (50-52.99)
A- (85-89.99)	B- (70-74.99)	C- (55-59.99)	F (0-49)

These are the grade ranges and specific numeric values I assign to letter grades on D2L. An A+ is solely honorific, meaning that its grade point amount is the same as an A (4.0). I will use this mark to distinguish superlative work that exceeds expectations in style, intellectual depth and breadth, sophistication, creativity and originality.

LATE PENALTIES

Please talk to me in advance (minimum of 24 hours) if you feel you will be unable to hand in an assignment on time so that we can make alternative arrangements. If you miss a required course component and have not contacted me ahead of time, please contact me as soon as possible. If life circumstances or illness intervenes, I may refer you to an advisor for advice, particularly if you have missed a number of classes. Please keep in mind that in order to pass this course you must complete all assignments.

Assignments received after midnight of the due date will be considered 'late', thereafter, students will lose 5% per day. Please refer also to the policies on deferring term work.

INSTRUCTOR GUIDELINES

Students requiring assistance are encouraged to speak to the instructor during class or their office hours. Office hours will be held virtually on Fridays at 2:00pm. Should you wish to meet outside of office hours, please email to make an appointment. It is to the student's advantage to keep such appointments.

Email is a common form of communication, but it is not always the most effective way of answering student questions. If you cannot make office hours, please request a one on one meeting outside of these hours.

Students are welcome to use laptops and other electronic note-taking devices in this course. Please be considerate of others and switch off all cell phones when you enter the classroom. Sending/receiving texts and browsing the Web is disruptive to others and will not be tolerated.

COURSE-SPECIFIC INFORMATION

Required technology: This course will take place in person with the exception of the proposal presentations which will take place online through Zoom. To succeed in the course, students are encouraged to complete weekly learning tasks using the D2L learning environment and **to attend** in-person classes. When unable to participate due to unforeseen circumstances, inform the instructor in advance and connect with a peer to discuss missed material.

For the proposal presentations please come prepared with a:

- computer with a stable internet connection
- web camera and a good microphone (headset or built into the computer) for class meetings and presentations
- current antivirus and/or firewall software
- current and updated web browser
- word processing software (Word)
- computer software that enables viewing videos and listening to podcasts

When in class or online, you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour may affect others.

MENTAL HEALTH SUPPORTS

International Indigenous Studies covers topics that can have elements that are emotionally difficult to talk about. The INDG website contains supports and resources for students that can be accessed both on and off campus.

Please see:

- ◆ <https://arts.ucalgary.ca/international-indigenous-studies/contact/indigenous-supports-campus>
- ◆ <https://arts.ucalgary.ca/international-indigenous-studies/contact/indigenous-supports-campus-0>

IMPORTANT POLICIES AND INFORMATION

Supporting Documentation and the Use of a Statutory Declaration

As stated in the University Calendar:

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Students may be asked to provide supporting documentation for an exemption/special request. This may include, but is not limited to, a prolonged absence from a course where participation is required, a missed course assessment, a deferred examination, or an appeal. Students are encouraged to submit documentation that will support their situation. Supporting documentation may be dependent on the reason noted in their personal statement/explanation provided to explain their situation. This could be medical certificate/documentation, references, police reports, invitation letter, third party letter of support or a statutory declaration etc. The decision to provide supporting documentation that best suits the situation is at the discretion of the student. Students cannot be required to provide specific supporting documentation, such as a medical note.

Students can make a Statutory Declaration as their supporting documentation (available at ucalgary.ca/registrar). This requires students to make a declaration in the presence of a Commissioner for Oaths. It demonstrates the importance of honest and accurate information provided and is a legally binding declaration. Several registered Commissioners for Oaths are available to students at no charge, on campus. For a list of locations to access a Commissioners for Oaths, visit ucalgary.ca/registrar).

The University of Calgary does not require documentation of student illness or absence **for the Fall 2022 semester**, including Statutory Declarations.

Falsification of any supporting documentation will be taken very seriously and may result in disciplinary action through the Academic Discipline regulations or the Student Non-Academic Misconduct policy.

This statement is accessible at: <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>

Absence From a Mid-term Examination

Students who are absent from a scheduled term test or quiz for legitimate reasons are responsible for contacting the instructor via email within 48 hours of the missed test to discuss alternative arrangements. A copy of this email may be requested as proof of the attempt to contact the instructor. Any student who fails to do so forfeits the right to a makeup test.

Deferred Term Work Form: Deferral of term work past the end of a term requires a form to be filled out by the student and submitted, along with any supporting documentation, to the instructor. The form is available at:

<https://live-ucalgary.ucalgary.ca/sites/default/files/teams/14/deferral-of-term-work-2020.pdf>

Once an extension date has been agreed between instructor and student, the instructor will email the form to the Faculty of Arts Program Information Centre (ascarts@ucalgary.ca) for approval by the Associate Dean.

Deferral of a Final Examination

Deferral of a final examination can be granted for reasons of illness, domestic affliction, and unforeseen circumstances, as well as to those with three (3) final exams scheduled within a 24-hour period. Deferred final exams will not be granted to those who sit the exam, who have made travel arrangements that conflict with their exam, or who have misread the examination timetable. The decision to allow a deferred final exam rests not with the instructor but with Enrolment Services. Instructors should, however, be notified if you will be absent during the examination. The Application for Deferred Final Exam, deadlines,

requirements and submission instructions can be found on the Enrolment Services website at <https://www.ucalgary.ca/registrar/exams/deferred-exams>.

Reappraisal of Grades:

For Reappraisal of Graded Term Work, see Calendar I.2
<http://www.ucalgary.ca/pubs/calendar/current/i-2.html>

For Reappraisal of Final Grade, see Calendar I.3
<http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

Academic Misconduct:

Academic Misconduct refers to student behavior that compromises proper assessment of students' academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

Student committing academic misconduct during the final exam will not receive a passing grade for the course.

For information on the Student Academic Misconduct Policy, Procedure and Academic Integrity, please visit: <https://www.ucalgary.ca/pubs/calendar/current/k-3.html>

Plagiarism And Other Forms Of Academic Misconduct

Academic misconduct in any form (e.g., cheating, plagiarism) is a serious academic offence that can lead to disciplinary probation, suspension or expulsion from the University. Students are expected to be familiar with the standards surrounding academic honesty; these can be found in the University of Calgary calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>. Such offences will be taken seriously and reported immediately, as required by Faculty of Arts policy.

Recording of Lectures:

Recording of lectures is prohibited, except for audio recordings authorized as an accommodation by SAS or an audio recording for individual private study and only with the written permission of the instructor. Any unauthorized electronic or mechanical recording of lectures, their transcription, copying, or distribution, constitutes academic misconduct. See <https://www.ucalgary.ca/pubs/calendar/current/e-6.html>.

Academic Accommodations:

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services. SAS will process the request and issue letters of accommodation to instructors. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their instructor. The full policy on Student Accommodations is available at <https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure>

Research Ethics

Students are advised that any research with human subjects – including any interviewing (even with friends and family), opinion polling, or unobtrusive observation – must have the approval of the Conjoint

Faculties Research Ethics Board. In completing course requirements, students must not undertake any human subject research without discussing their plans with the instructor, to determine if ethics approval is required.

Instructor Intellectual Property

Course materials created by instructors (including presentations and 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 (FOIP) Act:

Personal information is collected in accordance with FOIP. Assignments can only be returned to the student and will be accessible only to authorized faculty and staff. For more information, see <https://www.ucalgary.ca/legal-services/access-information-privacy>

Copyright Legislation:

See the University of Calgary policy on Acceptable Use of Material Protected by Copyright at <https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy> Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Course materials created by instructors (including presentations and 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.

Evacuation Assembly Points

In the event of an emergency evacuation from class, students are required to gather in designated assembly points. Please check the list found at <https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points> and note the assembly point nearest to your classroom.

Important Dates:

Please check: <http://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>.

Faculty of Arts Program Advising and Student Information Resources

- Have a question, but not sure where to start? The Arts Students' Centre is your information resource for everything in Arts! Drop in at SS102, call them at 403-220-3580, or email them at artsads@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, including program planning and advice.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625] or visit them in the MacKimmie Tower.

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Important Contact Information

Campus Security and Safewalk (24 hours a day/7 days a week/365 days a year)
Phone: 403-220-5333

Faculty of Arts Undergraduate Students' Union Representatives
Phone: 403-220-6551
Email: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca,
arts4@su.ucalgary.ca
Students' Union URL: www.su.ucalgary.ca

Graduate Students' Association
Phone: 403-220-5997
Email: askgsa@ucalgary.ca
URL: www.ucalgary.ca/gsa

Student Ombudsman
Phone: 403-220-6420
Email: ombuds@ucalgary.ca

Campus Mental Health Resources

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the following resources:

SU Wellness Centre: <http://www.ucalgary.ca/wellnesscentre/>

Student Wellness Services:
<https://www.ucalgary.ca/wellness-services/services/mental-health-services>

Campus Mental Health Strategy website: <https://www.ucalgary.ca/mentalhealth/>.

Facebook Group for Indigenous Studies Program: <https://www.facebook.com/groups/UC.IIST/>

INDG Program Website: <http://www.ucalgary.ca/indg/>

Writing Symbols Lodge (Native Centre) Website: <https://www.ucalgary.ca/nativecentre>

Library and Resource Website : <http://www.ucalgary.ca/library>