![University of Calgary - Faculty of Arts - Department of Philosophy]

PHIL 603 Lec 01
Graduate Proseminar
Fall Term 2020

COURSE OUTLINE

Instructor Name: Ann Levey
Email: levey@ucalgary.ca

COURSE DELIVERY INFORMATION
The course will meet synchronously on zoom
W 16-18:45

PREREQUISITE(S)
There are no prerequisites for this course

COURSE INFORMATION
The aim of this course is to develop research and professional skills. We will focus on skills such as how to conduct a literature review and develop a bibliography, write a scholarship proposal, construct a CV, and write and deliver a conference length paper.

COURSE OBJECTIVES/LEARNING OUTCOMES
- Ability to identify and develop a research topic
- Ability to conduct a literature review
- Ability to present a research plan and research results in both written and oral form
- Development of professional skills (including writing scholarship proposal, CV, chair a conference session, comment on a conference paper, use citation software, using research databases)
- Ability to engage in constructive, respectful, oral and written argumentation

REQUIRED/RECOMMENDED TEXTBOOKS, READINGS AND MATERIALS
There are no required texts for this course. Readings will be available on D2L or will be searchable online by students

COURSE ASSESSMENT AND EVALUATION
 Course components: Dates are tentative only and are subject to revision as required

- Research topic identification   In-class Sept 9   Not graded
- Short writing assessment assignment
    o   First Draft   Due Sept 16   Not graded
    o   Second Draft   Due Sept 30   5% of final grade

- Article presentation to the class
    o   Oct 7, 14, 21   10% of final grade

- Preliminary bibliography & research question   Oct 28   Not graded

- Scholarship proposal   5% of final grade
  - Draft 1   Due Oct 7
  - Draft 2   Due Nov 18

- Literature Review—preliminary draft   Due Nov 4   10% of final grade

- Conference length paper   Due Nov 18   20% of final grade
  - Paper will be presented orally at a mini conference to be held in early December

- Commentary on conference paper   Dec 2   5% of final grade

- CV   Due as scheduled   5% of final grade
  - Draft 1 due Nov 25
  - Draft 2 due Dec 9

- Literature Review Paper   Due Dec 9   40% of final grade
- Zoom Mini conference:
  - attend, present, chair   Dec 11/12   Not graded

Writing will be a factor in evaluation of assignments except the article presentation and CV

Class policies regarding the submission of assignments
- All components of the course (including ungraded components) must be completed in order to pass the course
- Late assignments will not be accepted unless the student has made prior arrangement with the instructor
- Course work will be due on D2L prior to midnight on the due date unless the assignment specifies otherwise.

Exams
There is no final exam in this course

Grading scale
Assignments will be graded using letter grades. These will be converted to grade point values as follows:

A+ = 4.3	B = 3.0	C- = 1.7
A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	F = 0.0

Final Grades will be determined by averaging the grade point values and assigning a final grade based on the following scale:

> 4.2 = A+	> 2.9 = B	> 1.6 = C-
> 3.9 = A	> 2.6 = B-	> 1.2 = D+
> 3.6 = A-	> 2.2 = C+	> 0.9 = D >
> 3.2 = B+	1.9 = C	≤ 0.9 = F

IMPORTANT DEPARTMENTAL, FACULTY AND UNIVERSITY INFORMATION

Academic Accommodations
It is the student's responsibility to request academic accommodations according to the University policies and procedures. The student accommodation policy can be found at ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf.

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/procedure-for-accommodations-for-students-with-disabilities.pdf. Students needing an Accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to their instructor.

Absence or Missed Course Assessments
Students who are absent from class assessments (tests, participation activities, or other assignments) should inform their instructors as soon as possible. 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.

Student Support and Resources
Full details and information about the following resources can be found at ucalgary.ca/Registrar/registration/course-outlines
- Wellness and Mental Health Resources
- Student Success Centre
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk

Academic Advising
If you are a student in the Faculty of Arts, you can speak to an academic advisor in the Arts Students' Centre about course planning, course selection, registration, program progression and more. Visit the Faculty of Arts website at arts.ucalgary.ca/advising for contact details and information regarding common academic concerns.

For questions specific to the philosophy program, please visit phil.ucalgary.ca. Further academic guidance is available by contacting David Dick (Undergraduate Program Director dgdick@ucalgary.ca) or Jeremy Fantl (Honours Advisor jfantl@ucalgary.ca). If you have questions regarding registration, please email Rebecca Lesser (Undergraduate Program Administrator phildept@ucalgary.ca).

Writing Assessment and Support
The assessment of all written assignments—and, to a lesser extent, written exam responses—is based in part on writing skills. This includes correctness (grammar, punctuation, sentence structure, etc.), as well as general clarity and organization. Research papers must include a thorough and accurate citation of sources. Students are also encouraged to use Writing Support Services for assistance. For more information, and other services offered by the Student Success Centre, please visit ucalgary.ca/ssc.

Required Technology
In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection.

Most current laptops will have a built-in webcam, speaker and microphone.

Responsible Use of D2L
Important information and communication about this course will be posted on D2L (Desire2Learn), UCalgary's online learning management system. Visit ucalgary.service-now.com/it for how-to information and technical assistance.

All users of D2L are bound by the guidelines on the responsible use of D2L posted here: https://elearn.ucalgary.ca/commitment-to-the-responsible-use-of-d2l/. The instructor may establish additional specific course policies for D2L, Zoom, and any other technologies used to support remote learning. Instructional materials, including audio or video recordings of lectures, may not be posted outside of the course D2L site. Students violating this policy are subject to discipline under the University of Calgary's Non-Academic Misconduct policy.

Media Recording
Please refer to the following statement on media recording of students: https://elearn.ucalgary.ca/wp-content/uploads/2020/05/Media-Recording-in-Learning-Environments-OSP_FINAL.pdf

Academic Misconduct/Honesty
Cheating or plagiarism on any assignment or examination is as an extremely serious academic offense, the penalty for which will be an F on the assignment or an F in the course, and possibly a disciplinary sanction such as probation, suspension, or expulsion. For information on academic misconduct and its consequences, please see the University of Calgary Calendar at ucalgary.ca/pubs/calendar/current/k.html.

Intellectual honesty requires that your work include adequate referencing to sources. Plagiarism occurs when you do not acknowledge or correctly reference your sources. If you have questions about referencing, please consult your instructor.

University Policies
The Instructor Intellectual Property Policy is available at ucalgary.ca/policies/files/policies/Intellectual%20Property%20Policy.pdf

The University of Calgary is under the jurisdiction of the provincial Freedom of Information and Protection of Privacy (FOIP) Act, as outlined at ucalgary.ca/legalservices/foip. The instructor (or TA) must return graded assignments *directly* to the student UNLESS written permission to do otherwise has been provided.

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf) and requirements of the copyright act (laws-lois.justice.gc.ca/eng/acts/C-42/index.html).