

Sociology 602/702
Seminar in Professional Sociology
Fall 2016/Winter 2017

Professor: Dr. Fiona Nelson

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Office Hours: Fall 2016: Tuesdays, 9:00 – 11:00 a.m.
Winter 2017: Tuesdays, 9:00 – 11:00 a.m.

Or by appointment (or drop-in when my door is ajar)

Class: Select Fridays from 1:00 – 3:45 in SS 921

Course Description

This seminar is designed to introduce students both to the graduate program and to the professional and academic worlds of sociology. Students will be provided with relevant resources, given opportunities to practice some writing and presentation skills, and will be offered a safe and supportive atmosphere in which to discuss their grad school experiences and to ask any questions as they arise.

Course Objectives

The primary objective is to help students begin to gather the information, and develop the skills, that will assist them in completing their graduate degrees and going on to employment or further study afterward. In the Fall semester, discussion topics will include the grad student experience/trajectory; TA'ing; applying for scholarships; becoming familiar with library resources; and choosing a supervisor. In the Winter semester, a closer focus on writing and presentation skills will help students to prepare presentations for the Sociology Graduate Student Research Symposium as well as their own thesis proposals and, in the case of doctoral students, prepare an article for submission.

Course Requirements

This is a pass/fail class and attendance is mandatory in order to pass. Absences should be explained by a doctor's note or some other form of documentation. Students are expected to participate in class discussions and activities. This course is designed, in part, to help you navigate your first year in the Graduate Program, so please do bring any questions, concerns or discussion topics you might to share with the class.

Assigned readings are listed below. Please complete the readings before the class in which they will be discussed and come to class prepared to discuss them.

There is a **small assignment in some classes**, related to the topic under consideration.

Apart from completing the readings and any assignments, the other course requirements are:

-All students must make a presentation at the Annual Sociology Graduate Student Research Symposium (early March, 2017)

-All M.A. Students must (in consultation with their supervisor) prepare a research proposal to be approved by their supervisor, and submitted to the department, by May 15, 2017. This is a requirement in order to receive departmental funding for Spring/Summer (and in order to move forward with the thesis research)

-Doctoral Students must, by May 15, 2017, prepare a draft article which will be sent out to two anonymous faculty reviewers who will provide feedback, generally within about four weeks. There is an expectation that doctoral students will then revise their papers and submit them to a journal or conference.

Required Book

Blair, Lorrie. 2016. *Writing a Graduate Thesis or Dissertation*. Rotterdam/Boston/Taipei: Sense Publishers.

****In addition**, there will be several articles/readings as indicated on the Schedule of Topics, Readings and Assignments.

Email Policy

I generally do not answer emails over the weekend or after 5:00 p.m. on weekdays. If you have a course-related question, please check the course outline first. Also, please e-mail me for administrative purposes only, for example to set up an appointment. Please do not use e-mail as a replacement for an office visit, if there is something you want to discuss. Questions about the course content, readings and assignments, or any other personal/academic issues, should be dealt with in person during my office hours (or by appointment).

REQUIRED ADMINISTRATIVE DETAILS

Handing in Papers, Assignments:

The main Sociology Department office does not deal with any course-related matters. Please speak directly to your instructor.

1. **Protection of Privacy:** The Freedom of Information and Protection of Privacy (FOIPP) legislation does not allow students to retrieve any course material from public places. Anything that requires handing back will be returned directly during class or office hours. If students are unable to pick up their assignments from the instructor, they provide the instructor with a stamped, self-addressed envelope to be used for the return of the assignment.
2. Final grades are not posted by the Sociology Department. They are available only online.

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

Academic Misconduct:

Plagiarism, cheating and other academic misconduct are regarded as serious academic offences. Please refer to the website listed below for information on University of Calgary policies on Plagiarism/Cheating/Other Academic Misconduct:

<http://www.ucalgary.ca/pubs/calendar/current/k-2-1.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 possibly suspension or expulsion from the university.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources.

Please consult your instructor or the Writing Support Centre (<http://www.ucalgary.ca/ssc/writing-support>) if you have any questions regarding how to document sources.

Deferrals:

If at all possible you must provide *advance* notice to the professor if you are unable to submit an assignment or essay on time. All requests for deferral of a course component due to health reasons must be accompanied by written documentation as outlined in the University Calendar and should be obtained while the student has the physical or emotional problem rather than

after recovery. Deferrals will be allowed in the following circumstances: illness, domestic affliction or religious conviction. Travel arrangements and misreading of the syllabus are not valid reasons for requesting a deferral. Deferrals will not be granted if it is determined that just cause is not shown by the student.

Assignments submitted after the deadline, without documentation or the professor's approval, may be penalized with the loss of a grade (e.g.: A- to B+) for each day late.

Deferred Term Work Form:

https://www.ucalgary.ca/registrar/files/registrar/deferred_termwork15_0.pdf

For requests to submit term work past the end of the term, once an extension date has been agreed between instructor and student, you must submit this deferral form to the Faculty of Arts Associate Dean (Students) through the Program Information Centre: SS110 (first floor social sciences).

Emergency Evacuations

In the case of fire or other emergency evacuation of this classroom, please proceed to the assembly point at **the Professional Faculties Food Court**. Please check these assembly point locations for all of your classes at: <http://www.ucalgary.ca/emergencyplan/assemblypoints>

"SAFEWALK" Program -- 220-5333

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 booths.

Emergency evacuations:

In the case of fire or other emergency evacuation of this classroom/lab, please proceed to the assembly point in the Professional Faculties Food Court.

Academic Accommodation

Students needing an Accommodation because of a Disability or medical condition should contact Student Accessibility Services (MC 293, phone 403-220-8237) in accordance with the Procedure for Accommodations for Students with Disabilities available at http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf. Please provide academic accommodation letters to the instructor as early in the semester as possible and no later than two weeks after the course begins.

FALL, 2016: TOPICS, READINGS AND ASSIGNMENTS

Week 1 – September 23rd:

Introduction to the Course, TA'ing, etc.

Reading: University of Calgary. 2014. *Graduate Student Best Practices*. (Distributed)

Week 2 – October 7th:

Writing an Effective Scholarship Application

Readings: “FGS Tips for Creating Strong Funding Applications”
http://grad.ucalgary.ca/awards/creating_strong_applications

“Listing Publications on a CV or Scholarship Application”
http://grad.ucalgary.ca/awards/categories_of_publications

Kraicer, J. (2010). The Art of Grantmanship. *Human Frontier Science Program*
<http://www.hfsp.org/sites/www.hfsp.org/files/webfm/Communications/The%20Art%20of%20Grantsmanship.pdf>

Assignment: Come to class with a draft of the research proposal/statement of program that you will be working on for your scholarship application. These will be shared with, and reviewed by, your classmates.

Week 3 – October 21st:

The Grad School Experience

Readings: Blair: Introduction, Chapters 1 & 5

Adler, P.A., & Adler, P. (2005). The Identity Career of the Graduate Student: Professional Socialization to Academic Sociology. *The American Sociologist*, 36:11-27.
<http://link.springer.com.ezproxy.lib.ucalgary.ca/article/10.1007/s12108-005-1002-4>

Week 4 – November 4th:

The Library and Other Resources

Meeting Location to be Announced

Week 5 – November 18th:

Departmental Speed-meet and Coffee Klatsch

Assignment: Come to class with several copies of a half-page, point-form, overview of your work and research interests. Be sure to include your name and contact information. Print this on a full sheet so that there is room for notes.

Week 6 – December 2nd:

Approaching Prospective Supervisors and The Supervisory Relationship

Readings: Haggerty, K.D. (2010). Tough Love: Professional Lessons for Graduate Students. *American Sociologist*, 41:82-96.
<http://link.springer.com.ezproxy.lib.ucalgary.ca/article/10.1007/s12108-010-9088-8>

Blair: Chapters 2, 10 & 11

WINTER, 2017: TOPICS, READINGS AND ASSIGNMENTS

Week 1 – January 20th:

Writing: Proposals and Lit Reviews

Readings: Blair: Chapters 3 & 4

Department of Sociology: General Guidelines for Preparing a Thesis Prospectus

[http://soci.ucalgary.ca/sites/soci.ucalgary.ca/files/Prospectus - Info -
Rev.pdf](http://soci.ucalgary.ca/sites/soci.ucalgary.ca/files/Prospectus-_Info_-_Rev.pdf)

Week 2 – February 3rd:

Writing: Theses etc.

Readings: Cornall, M. (2010). From the Editor: Ten Most Likely Ways an Article Submission Fails to Live up to Publishing Standards. *Journal for the Scientific Study of Religion*, 49, 4.

<http://onlinelibrary.wiley.com.ezproxy.lib.ucalgary.ca/doi/10.1111/j.1468-5906.2010.01531.x/abstract>

Blair: Chapters 6, 8, & 12

Week 3 – February 17th:

Ethics and Human-Subject Research

Readings: Steps in the CFREB Application Process

http://www.ucalgary.ca/research/files/research/140610-cfreb_description_of_the_application_and_review_process.pdf

Research Activities Exempt From CFREB Review

http://www.ucalgary.ca/research/files/research/150130-cfreb_research_exempt_from_review.pdf

Common Issues and How to Avoid Them

http://www.ucalgary.ca/research/files/research/150218-cfreb_common_issues_2015.pdf

Ethical Considerations for Research in University of Calgary Courses

http://www.ucalgary.ca/research/files/research/141105-cfreb_research_in_courses.pdf

Assignment: Complete the TCPS2 CORE tutorial (takes about three hours) and print your certificate.

University link to the tutorial (with some useful information:

<http://www.ucalgary.ca/research/research-services-office-rso/ethics-compliance/tcps2-core-tutorial>

Week 4 – March 3rd:

Practice Session for Symposium

Assignment: This session will be a week or so prior to the Annual Sociology Graduate Student Research Symposium. Bring your presentation notes and slides and have a practice run, with feedback, with your classmates.

Week 5 – March 17th:

Futures: Ac and Alt-Ac

Readings: Blair: Chapter 9

Bowness, S. (2015) Awakening to Alt-Ac Careers. *University Affairs*: October.

http://www.universityaffairs-digital.com/universityaffairs/201510?sub_id=ad7id3D2IWAY&folio=10&pg=12#pg12

Other readings to be distributed

Week 6 – March 31st:

Tales from the Field

**Session with senior and former MA and PhD students*