

SOC 606 & 706 (Seminar in Professional Sociology I)			
Pre/Co-Requisites			
Instructor:	Dr. Ariel Ducey	Lecture Location:	SS921
Phone:	403-220-5054	Lecture Days/Time:	Fridays, bi-weekly, 1:00 – 3:45
Email:	<a href="mailto:aducey@ucalgary.ca">aducey@ucalgary.ca</a>		
Office:	SS938		
<b>Instructor Email Policy</b>	Feel free to contact me over email at any time. I try not to send or respond to emails during evenings and weekends. I prefer to use email for administrative and practical matters – if you wish to discuss something substantive, an appointment is recommended.		

## Course Description

This seminar is designed to introduce you to our sociology graduate program and to the professional and academic worlds of sociology. It also provides a supportive atmosphere in which to discuss graduate school experiences and to ask questions as they arise. There are ungraded but required assignments throughout the year.

In the fall semester, topics will include the graduate student experience/trajectory; teaching and research assistantships; applying for scholarships; connecting with faculty and choosing a supervisor. In the winter semester, you will prepare for participation in the Sociology Graduate Student Research Symposium. Other topics to be addressed by guest speakers include institutional ethics review and the career trajectories of MA and PhD graduates. MA students will then write their thesis proposals and doctoral students will prepare an article for submission to a scholarly journal.

## Course Objectives/Learning Outcomes

This course will contribute to your working knowledge in the areas of:

- writing effective scholarship applications
- working as a teaching or research assistant
- writing conference abstracts and preparing conference presentations
- understanding the principles underlying ethics guidelines related to research with human participants
- knowing what is involved in ethics review and how to prepare an effective application
- establishing a good supervisory relationship (thesis students)
- career opportunities for MA and PhD graduates and how to find them
- writing a thesis proposal (MA students)
- writing a journal article (PhD students).

### Required Textbooks, Readings, Materials, Electronic Resources

All readings and course materials will be available through the UofC library or posted on D2L.

### LEARNING TECHNOLOGIES AND REQUIREMENTS

There is a D2L site for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca).

### Schedule of Lectures and Readings

Sept 9	Workshop: software for literature searches, reviews, citation management, project organization	
Sept 23	<b>Course-based MA students:</b> meet with Soci 680 instructor <b>Thesis-based students:</b> choosing a supervisor, establishing a good working relationship with a supervisor; the FGS checklist	
Oct 7	Part 1: EDI and Indigenous Engagement – decolonisation and sociological research Part 2: scholarship application deadlines and components (not mandatory for all students – TBD)	Reading: Eve Tuck, “Suspending Damage,” 2009
Oct 21	Workshop on scholarship application research statements and literature reviews, with guest reviewers	Assignments (as relevant): submit draft scholarship research statement no later than <b>October 14<sup>th</sup>, 2:00 p.m.</b> OR Submit draft literature review for MRP no later than <b>October 14<sup>th</sup>, 2:00 p.m.</b>
Nov 4	“Tales from the Field” (presentations by alumni guests)	
Nov 18	Attending and presenting at conferences: the Sociology Graduate Research Symposium, writing an abstract, planning a presentation Peer feedback on revised scholarship research statements and lit reviews	Obtain feedback on scholarship research statement from one faculty person, submit revised scholarship research statements and lit reviews no later than <b>Nov 15<sup>th</sup>, 2:00 p.m.</b>
Dec 2	End of term celebration; topics as arising (social media?)	
Jan 13	Research ethics: the TCPS2 and ethics review application process	Assignment: read the TCPS2 before class; complete TCPS2 tutorial and submit certificate of completion by <b>March 1st</b>

Jan 27	<p><b>PhD students:</b> writing a journal article and selecting a suitable journal; the review process; getting published</p> <p><b>MA thesis students:</b> writing a thesis proposal</p> <p><b>Course-based MA students:</b> workshop with Soci 680 instructor – creating a plan of work for the MRP</p>	
Feb 10	SGRS presentation practice session – extended class 1-5 pm	Assignment: be prepared to run through your SGRS presentation
Mar 10	No class. All students must present at or attend the SGRS (dates TBA)	
Mar 24	Workshop: employment beyond academia: CV preparation, describing skillset, finding positions	Readings TBA
Mar 31 (instead of Apr 7)	<p><b>Course-based students:</b> meeting with Soci 680 instructor, planning for Major Research Project</p> <p><b>Thesis-based students:</b> APRs, planning summer's work</p> <p><b>PhD students:</b> review journal article plans</p>	<p>PhD students must submit draft journal article to Dr. Ducey on or before <b>April 21<sup>st</sup></b></p> <p>All MA thesis students must have an approved thesis proposal on file with the department no later than <b>May 12th</b></p>

### **Methods of Assessment and Grading Weights**

This is a credit/no credit course. Participation in seminar meetings and completion of assigned activities are mandatory in order to receive credit. In addition to the assignments above, selected readings may be assigned during the term, for discussion in class seminars.

### **Final Exam Information**

There is no final exam.

### **Absences and Deferrals**

If you need to miss a scheduled class meeting for reasons of illness, family affliction, or religious observance, please let me know ahead of time.

### **Grading Scale**

There are no letter grades in this course.

### **Passing Grades**

Students must complete all required assignments to pass the course.

## **IMPORTANT POLICIES AND INFORMATION**

### **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 that email may be requested as proof of the attempt to contact the instructor.

**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/P22\\_deferral-of-term-work\\_lapseGrade.pdf](https://live-ucalgary.ucalgary.ca/sites/default/files/teams/14/P22_deferral-of-term-work_lapseGrade.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](mailto: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.

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### **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](mailto: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.

### **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](mailto:arts1@su.ucalgary.ca), [arts2@su.ucalgary.ca](mailto:arts2@su.ucalgary.ca), [arts3@su.ucalgary.ca](mailto:arts3@su.ucalgary.ca),  
[arts4@su.ucalgary.ca](mailto:arts4@su.ucalgary.ca)  
Students' Union URL: [www.su.ucalgary.ca](http://www.su.ucalgary.ca)

Graduate Students' Association  
Phone: 403-220-5997  
Email: [askgsa@ucalgary.ca](mailto:askgsa@ucalgary.ca)  
URL: [www.ucalgary.ca/gsa](http://www.ucalgary.ca/gsa)

Student Ombudsman  
Phone: 403-220-6420  
Email: [ombuds@ucalgary.ca](mailto: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/>.