



# UNIVERSITY OF CALGARY

**Winter 2020**

FACULTY OF ARTS

Department of Sociology

Department of Sociology Website: <https://soci.ucalgary.ca/>

<b>COURSE TITLE: Institutional Ethnography</b>			
<b>Course Number</b>	SOCI 701.19		
<b>Instructor Name</b>	Dr. Liza McCoy	<b>Email</b>	mccoy@ucalgary.ca
<b>Office Location</b>	SS 934	<b>Office Hours</b>	Wednesday 1:00 -3:00 pm
<b>Telephone No.</b>	403-220-6856		
<b>Class Dates</b>	January 16 – April 9, 2020		
<b>Class Times</b>	9:00 – 11:45 am		
<b>Class Location</b>	SS 921/virtually, via Zoom starting March 19		

## Course Description

This is an advanced, theoretically-informed, practice-oriented course that builds on students' prior experience with qualitative research. The focus is on institutional ethnography as a project of inquiry, along with some attention to related approaches. Practical topics will include research planning, generating data, making interview summaries and transcriptions, writing field notes, analyzing texts, working analytically with interview and observational data, and writing up ethnographic studies.

## Course Objectives/Learning Outcomes

- Demonstrate a conceptual and practical knowledge of institutional ethnography as a project of inquiry.
- Reflect critically on institutional ethnography and other approaches, and consider how they might inform your thesis research.
- Practice qualitative research and analytic methods that are new/and or that extend your current skills.
- If possible, conduct some preliminary research and analysis related to your thesis research.
- Reflect critically on language use and writing in ethnographic research.

## Required Textbooks, Readings, Materials, Electronic Resources

Dorothy E. Smith, *Institutional Ethnography: A Sociology for People* (Lanham, MD: AltaMira, 2005).

Michael Billig, *Learn to Write Badly: How to Succeed in the Social Sciences* (Cambridge, UK: Cambridge University Press, 2013).

Robert M. Emerson, Rachel I. Fretz, and Linda L. Shaw, *Writing Ethnographic Fieldnotes*, 2<sup>nd</sup> edition (Chicago: University of Chicago Press, 2011).

Various book chapters and journal articles available through the course site in D2L.

## Schedule of Lectures and Readings

This information is posted in the course site in D2L.

## Methods of Assessment and Grading Weights

- Interview project & paper; due February 27 (40%)
- Text analysis paper; due March 19 (20%)
- Observation project & paper; due April 20 (40%)

COVID-19 Update: Because there may be limitations to observation opportunities as a result of the closure or restricted use of many public settings, which might affect the length and depth of the observation paper, students will individually have the option to change the weighting of the second two assignments from 20% (text analysis) and 40% (observation) to 30% each. Requests for equivalent weighting must be made no later than April 20.

Regular attendance, thoughtful preparation, and active participation in seminar discussions are expected of doctoral students and will therefore not be graded.

## Final Exam Information

There is no final exam.

## Grading Scale

Letter grades will be assigned and submitted to the registrar based on the following scale:

Grade	Percent range	Grade Point Value	Description
A+	96 – 100%	4.0	Outstanding performance
A	90 – 95.99%	4.0	Excellent - superior performance showing comprehensive understanding of the subject matter
A-	85 – 89.99%	3.7	Very good performance
B+	80 – 84.99%	3.3	Good performance
B	75 – 79.99%	3.0	Satisfactory performance
B-	70 – 74.99%	2.7	Minimum pass for students in the Faculty of Graduate Studies
C+	67 – 69.99%	2.3	All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements.

## Passing Grades

Passing grades must be obtained on all assignments in order to pass the course. Students who receive a failing grade on an assignment may revise their work and resubmit it for evaluation within two weeks. A grade of B is the highest grade that will be awarded for resubmitted work.

## Grade Reappraisal

Within two weeks of the date the exam/assignment is returned, students seeking reappraisal of examinations or assignments must submit a written response to the instructor explaining the basis for reconsideration of one's mark. The instructor will reconsider the grade assigned and will then book a time with the student to discuss his or her work and rationale. It should be noted that a re-assessed grade may be raised, lowered, or remain the same.

## Technology Use

It is assumed that students will use technology appropriately when class is in progress.

## Handing in Papers, Assignments

1. The main Sociology Department office does not deal with any course-related matters. Please speak directly to your instructor.
2. **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 can provide the instructor with a stamped, self-addressed envelope to be used for the return of the assignment. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

3. Final grades are not posted by the Sociology Department. They are only available 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.

### Copyright Legislation

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf>) and requirements of the Copyright Act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

### Instructor Intellectual Property

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. 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.

### Academic Misconduct

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.html>

### Absences and Deferrals

Please inform me ahead of time if you must miss class.

**Deferred Term Work Form:** Deferral of term work past the end of a term also requires a form to be filled out. It's available at:

[https://live-ucalgary.ucalgary.ca/sites/default/files/teams/1/deferred\\_termwork15\\_0.pdf](https://live-ucalgary.ucalgary.ca/sites/default/files/teams/1/deferred_termwork15_0.pdf)

Once an extension date has been agreed between instructor and student, the form should be taken to the Faculty of Arts Program Information Centre (SS 110) for approval by an Associate Dean (Students).

### Academic Accommodation

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. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/). 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:

<http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>

Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the course instructor.

## Wellness and Mental Health Resources

The University of Calgary recognizes the pivotal role that 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 support 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 Student Wellness Services (Room 370 MacEwan Student Centre, <https://www.ucalgary.ca/wellness-services/services/mental-health-services>) and the Campus Mental Health Strategy (<http://www.ucalgary.ca/mentalhealth/>).

## Student Success Centre

The Student Success Centre provides services and programs to ensure students can make the most of their time at the University of Calgary. Our advisors, learning support staff, and writing support staff assist students in enhancing their skills and achieving their academic goals. They provide tailored learning support and advising programs, as well as one-on-one services, free of charge to all undergraduate and graduate students. For more information visit:

<https://www.ucalgary.ca/student-services/student-success>

## Student Ombuds Office

The Student Ombuds Office supports and provides a safe, neutral space for students. For more information, please visit [www.ucalgary.ca/ombuds/](http://www.ucalgary.ca/ombuds/) or email [ombuds@ucalgary.ca](mailto:ombuds@ucalgary.ca).

## Student Representation

The Graduate Student Association VP Academic can be contacted at [vpa.gsa@ucalgary.ca](mailto:vpa.gsa@ucalgary.ca)

For more information, and to contact other elected officials with the GSA, please visit this link:

<https://www.ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html>

## Emergency Evacuation/Assembly Points

Assembly points for emergencies have been identified across campus. Assembly points are designed to establish a location for information updates from the emergency responders to the evacuees; from the evacuated population to the emergency responders. For more information, see the University of Calgary's Emergency Management website:

<https://live-risk.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points>

## Safewalk

Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit <http://www.ucalgary.ca/security/safewalk>. Use

any campus phone, emergency phone or the yellow phone located at most parking lot pay booths.  
Please ensure your personal safety by taking advantage of this service.