



PHIL 603 Lec 01 - Graduate Proseminar

Fall Term 2019

W 15:30-18:15 SS 1253

COURSE OUTLINE

Instructor Name: Ann Levey

Email: levey@ucalgary.ca

Office: SS 1248A

Office Hours: by appointment

Office Phone: 403-220-5536

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.

PREREQUISITE(S): There are no prerequisites for this course.

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: There are no required texts for this course. Readings will be made available either online (on D2L) or in class as required.

COURSE ASSESSMENT AND EVALUATION

Course components

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| • Research topic identification | Due September 18 | Not graded |
| • Article presentation to the class | | |
| ○ these will happen in Sept/Oct | Due as scheduled | 10% of final grade |
| • Preliminary bibliography | Due Oct 23 | 5% of final grade |
| • Scholarship proposal | Due as scheduled | 5% of final grade |
| ○ Draft 1 due October 16 | | |
| ○ Draft 2 due October 30 | | |
| • Research question | Due Oct 30 | Not graded |
| • Literature Review—preliminary draft | Due Nov 6 | 10% of final grade |
| • Conference length paper | Due Nov 20 | 20% of final grade |
| ○ Paper will be presented orally as well | | |
| • Commentary on conference paper | Due early December | 5% of final grade |
| • CV | Due as scheduled | 5% of final grade |
| ○ Draft 1 due Nov 6 | | |
| ○ Draft 2 due Nov 27 | | |
| • Literature Review Paper | Due Monday Dec 9 | 40% of final grade |

Writing will be a factor in evaluation of assignments

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 in class unless the assignment specifies otherwise. The final literature review paper may be submitted by email or delivered in hard copy to my office.

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/access/accommodations/policy.

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. Instructors may request that evidence in the form of documentation be provided. 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. For information on possible forms of documentation, including statutory declarations, please see ucalgary.ca/pubs/calendar/current/m-1.html

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 (one-on-one appointments, drop-in support and writing workshops). For more information, and other services offered by the Student Success Centre, please visit ucalgary.ca/ssc.

Online Resources and Electronic Devices

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

The instructor reserves the right to establish specific course policies regarding the use of electronic devices. If permitted, the use of devices must be exclusively for instructional purposes, and without disruption to the instructor or fellow students. Devices should be set to silent mode during lectures. Audio or video recording of lectures is not permitted without the written permission of the instructor. Students violating this policy are subject to discipline under the University of Calgary's Non-Academic Misconduct policy.

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.pdf) and requirements of the copyright act (laws-lois.justice.gc.ca/eng/acts/C-42/index.html).