



UNIVERSITY OF CALGARY

FACULTY OF ARTS
Department of Sociology

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

COURSE TITLE: Seminar in Professional Sociology			
Course Number	SOC 602/SOC 702		
Pre/Co-Requisites			
Instructor Name	Dr. Liza McCoy	Email	mccoy@ucalgary.ca
Office Location	SS 934	Office Hours	Wednesdays 1-3:00 pm
Telephone No.	403-220-6856		
Class Term	Sept. 13, 2019 – April 15, 2020		
Class Dates	Friday	Class Times	1:00 – 3:45 pm
Class Location	SS 921		

Course Description

This seminar is designed to introduce students to the graduate program and to the professional and academic worlds of sociology. Students will be provided with relevant resources, assisted in developing strong scholarship applications, and given opportunities to practice certain essential writing and presentation skills. The seminar provides a safe and 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.

Course Objectives/Learning Outcomes

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, topics will include the graduate student experience/trajjectory; teaching assistantships; applying for scholarships; connecting with faculty 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 to a scholarly journal. Career possibilities after an MA or PhD in sociology will also be explored.

Required Textbooks, Readings, Materials, Electronic Resources

A few short readings: links will be provided in the detailed course schedule

Schedule of Lectures and Readings

Posted in D2L.

Methods of Assessment and Grading Weights

This is a pass/fail course. Attendance and completion of assigned activities are mandatory in order to pass. 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 bring questions and concerns for discussion.

Assignments Fall Term

Both MA and PhD students:

1. Prepare a brief (1/2 page) summary of your research interests to share with faculty (for September 20).
2. Meet with at least 3 different faculty members to discuss your research interests (by October 18).
3. Write a draft research statement for scholarship applications (due October 18).
4. Get feedback on your research statement from at least 3 different faculty members (by November 22).

Assignments Winter Term

Both MA and PhD students:

5. Write and submit an abstract for a presentation at the Sociology Graduate Student Research Symposium (deadline to be determined by SGRS organizing committee).
6. Make a presentation at the Sociology Graduate Student Research Symposium (March 5-6); be ready to do a run-through of your presentation on February 28.
7. Complete the online ethics tutorial (by March 13).

For MA students:

8a. In consultation with your supervisor, prepare a research proposal to be approved by your supervisor, and submitted to the department, by May 9, 2019. This is a requirement in order to receive departmental funding for Spring/Summer (and in order to move forward with the thesis research).

For PhD students:

8b. Prepare an article manuscript (by May 31, 2019) which will be sent out to two faculty reviewers who will provide anonymous feedback, generally within about four weeks. There is an expectation that doctoral students will then revise their manuscripts and submit them to a journal or conference.

Final Exam Information

There is no final exam.

Grading Scale

Students completing the requirements for the course will receive a CR grade on their transcript. This is not included in GPA calculation.

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 (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-5.html>

Absences and Deferrals

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 <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>

Deferred Final Exam Form: Please note that requests to defer a Registrar scheduled final exam are dealt with through the Registrar's Office. Further information can be found at:

<https://www.ucalgary.ca/registrar/exams/deferred-exams>

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://www.ucalgary.ca/registrar/files/registrar/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

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/student-accommodation-policy.

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/wellnesscentre/services/mental-health-services>) and the Campus Mental Health Strategy (<http://www.ucalgary.ca/mentalhealth/>).

Student Success

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/ or email ombuds@ucalgary.ca.

Student Representation

The Graduate Student Association VP Academic can be contacted at 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:

<http://www.ucalgary.ca/emergencyplan/assemblypoints>

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.