



UNIVERSITY OF CALGARY

Fall 2020

FACULTY OF ARTS

Department of Sociology

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

COURSE TITLE: Seminar in Professional Sociology			
Course Number	SOC 602a & b/702a & b		
Pre/Co-Requisites			
Instructor Name	Liza McCoy	Email	mccoy@ucalgary.ca
Instructor Email Policy	Feel free to contact me over email at any time. I strive to answer emails within one business day; usually I reply within hours. I try not to answer emails over the weekend, unless the matter is urgent.		
Office Location	N/A	Office Hours	By appointment
Class Dates	Class meets biweekly over Fall and Winter semesters; see schedule.		
Class Times	Fridays from 1:00 – 3:30 pm		
Class Location	Online		

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 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.

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
- establishing a good supervisory relationship
- 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
- career opportunities for MA and PhD graduates and how to find them
- writing a thesis proposal (MA students)
- writing a journal article (PhD students).

Course Format

This course will meet synchronously on Zoom in the Fall semester, for those who are able to attend during the scheduled class time. Course meetings will involve discussion, small group work, and guest presentations. Guest presentations will be recorded or made available as PowerPoint slides for those who cannot attend synchronously; other arrangements will also be made so that students who are not in Canada can participate as fully as possible in discussions and group work.

Learning Resources

Recommended for MA students (for the Winter semester):

Lynn P. Nygaard, *Writing Your Master's Thesis: From A to Zen* (Sage Publications, 2017). Paper and e-versions available.

Recommended for PhD students (for the Winter semester):

Lucinda Becker and Pam Denicolo, *Publishing Journal Articles* (Sage Publications, 2012). An e-version is available in the U of C library.

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).

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection.

Most current laptops will have a built-in webcam, speaker and microphone.

Schedule of Lectures and Readings

Posted in D2L.

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.

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 23).
2. Meet by Zoom with at least 3 different faculty members to discuss your research interests (by October 23).
3. Write a draft research statement for scholarship applications (due October 23).
4. Get feedback on your research statement from at least 2 different faculty members (by November 20).
5. If eligible for SSHRC, submit your application by November 30.

Assignments Winter Term

Both MA and PhD students:

6. Submit your GAC (Graduate Awards Competition) application by January 15.
7. Write and submit an abstract for a presentation at the Sociology Graduate Research Symposium (deadline to be determined by SGRS organizing committee).
8. Make a presentation at the Sociology Graduate Research Symposium (March 4-5); be ready to do a run-through of your presentation on February 26.
9. Complete the online ethics tutorial (by March 12).

For MA students:

10a. In consultation with your supervisor, prepare a research proposal to be approved by your supervisor, and submitted to the department, by May 12, 2021. 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:

10b. Prepare an article manuscript (by May 31, 2021) which will be sent out to two faculty reviewers who will provide anonymous feedback, generally within about four-six weeks. There is an expectation that doctoral students will then revise their manuscripts and submit them to a journal or use them for a conference presentation.

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.

What follows is information we are required to include in course outlines, but which may not be relevant to this seminar.

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.

Guidelines for Zoom Sessions

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the [Code of Conduct](#)). When entering Zoom sessions, you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others.

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity for the missed session (e.g., to review a recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

Media Recording

Please refer to the following statement on media recording of students: https://elearn.ucalgary.ca/wp-content/uploads/2020/05/Media-Recording-in-Learning-Environments-OSP_FINAL.pdf

****Media recording for lesson capture***

The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is

recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.

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-policy.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.

Recording of Lectures

Note that the audio or video recording of lectures and taking screenshots of PowerPoint slides during the lecture are not permitted without explicit authorization. The non-authorized media recording of lectures is inconsistent with the Code of Conduct and may result in discipline in accordance with the Student Non-Academic Misconduct Policy and Procedure. For more information click here: <https://www.ucalgary.ca/policies/files/policies/non-academic-misconduct-policy.pdf>.

Sharing of Lecture Notes and Exam Questions

Note that publicly sharing lectures notes and exam questions on 3rd party sites such as OneClass, StudyBlue, Quizlet, Course Hero, etc. is not permitted. If you wish to use these helpful studying tools, make sure you adjust your privacy settings accordingly. Any violations are subject to

investigation under the UofC Student Non-Academic Misconduct Policy. For more information, click here: <https://www.ucalgary.ca/policies/files/policies/non-academic-misconduct-policy.pdf>.

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>

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/. 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.

Libraries & Cultural Resources

To contact your librarian or find out about the resources and services available to sociology students go to the Sociology Library guide: <https://library.ucalgary.ca/guides/sociology>

To access the main Library website go to: <https://library.ucalgary.ca>

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/ 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:

<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.