



# UNIVERSITY OF CALGARY

Faculty of Arts

Department of Sociology

Sociology Department Home Page: <http://www.soci.ucalgary.ca>

**SOCI 602/702**

**Seminar in Professional Sociology**

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|--------------------------------|------------------------------|-----------------|
| • <b>Fall 2018/Winter 2019</b> | • <b>Friday 1:00-3:45 pm</b> | • <b>SS 921</b> |
|--------------------------------|------------------------------|-----------------|

**Instructor: Dr. Liza McCoy**

**Office: SS 934**

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**Phone: 403-220-6856**

**Office Hours: Wednesdays 10:00 am -12:00 pm; and by appointment**

## **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 any 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/trajectory; 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 considered.

## **Required Textbooks, Readings, Materials**

Blair, Lorrie. 2016. *Writing a Graduate Thesis or Dissertation*. Rotterdam/Boston/Taipei: Sense Publishers. (Required for MA students; optional for PhD students)

Other short readings as listed in schedule of classes. Links are provided to these readings.

## **Methods of Evaluation**

This is a pass/fail course. Attendance and completion of assigned activities are mandatory in order to pass. Absences should be explained by a doctor's note or some other form of documentation. 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 do bring any questions, concerns or discussion topics you might to share with the class.

## **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 28).
2. Meet with at least 3 different faculty members to discuss your research interests (by October 26).
3. Write a draft research statement for scholarship applications (due October 26).
4. Get feedback on your research statement from at least 3 different faculty members (by November 23).

## **Assignments Winter Term**

Both MA and PhD students:

5. Write a draft abstract for a presentation at the Sociology Graduate Student Research Symposium (due February 1).
6. Complete the online ethics tutorial and print certificate (by March 1).
7. Make a presentation at the Sociology Graduate Student Research Symposium (March 7-8); be ready to do a run-through of your presentation on March 1.

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 10, 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.

## **Required Information (whether relevant or not to this particular course)**

### **Emergency Evacuations**

In the case of fire or other emergency evacuation of this classroom, please proceed to the assembly point at the Social Sciences Food Court.

### **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 provide the instructor with a stamped, self-addressed envelope to be used for the return of the assignment.
3. Final grades are not posted by the Sociology Department. They are only available online.

### **Ethics Research**

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.

### **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>

### **Deferrals**

When possible, please provide advance notice if you are unable to write an exam or complete/turn-in assignments on time. All requests for deferral of a course component due to health reasons must be accompanied by written documentation as outlined in the University Calendar and should be obtained while the student has the health issue rather than after recovery. Deferrals will be allowed in the following circumstances: illness, domestic affliction or religious conviction. Travel arrangements, misreading the syllabus, and scheduling conflicts with other classes or employment are not valid reasons for requesting a deferral. Deferrals will not be granted if it is determined that just cause is not shown by the student.

If you have missed a test for a legitimate reason, the instructor can require you to write a “make up” test as close in time to the original test as possible or can choose to transfer the percentage weight to another course component. If the instructor schedules a “make up” test for you, its date and location will be at the convenience of the Department of Sociology.

**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 about deadlines, and where paperwork should be taken, is available on the form, which can be found at:

<https://www.ucalgary.ca/registrar/student-forms>

**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](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).

### **Student Representation**

The 2018-19 Students' Union VP Academic is Jessica Revington ([suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca)).

For more information, and to contact other elected officials with the Student's Union, please visit this link: <https://www.su.ucalgary.ca/about/who-we-are/elected-officials/>

You may also wish to contact the Student Ombudsperson for help with a variety of University-related matters: <http://www.ucalgary.ca/ombuds/contact>

### **Safewalk**

The University of Calgary provides a "safe walk" service to any location on Campus, including the LRT, parking lots, bus zones, and campus housing. For Campus Security/Safewalk call 220-5333. Campus Security can also be contacted from any of the "Help" phones located around Campus.

### **Academic Accommodation**

The student accommodation policy can be found at: [ucalgary.ca/access/accommodations/policy](http://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](http://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.

### **Student Resources**

[SU Wellness Centre](#)

[Campus Mental Health Strategy](#)