

**University of Calgary**  
**Department of Communication, Media and Film**

Communication and Media Studies (COMS) 590  
Film Studies (FILM) 590  
Honours Thesis and Seminar  
Fall 2017 & Winter 2018  
Sept. 14, 2017 - April 12, 2018  
Thursdays 12:30-3:15

**Instructor:** Barbara Schneider  
**Office:** SS320  
**Office Phone:** 403 220 7738  
**E-Mail:** baschnei@ucalgary.ca  
**Office Hours:** By appointment

### **Course Description**

Supervised individual research and preparation of an Honours thesis. This course may not be repeated for credit. Admission to the Honours Program and consent of Honours Program Coordinator.

### **Additional Information**

The course involves two components, an honours thesis and a seminar.

1) The honours thesis consists of an eight-month independent research project under the supervision of a faculty member and co-direction of the honours program coordinator. At the end of this project the student will submit a written thesis of approximately 40-50 pages (in addition to bibliography and appendices) and participate in an oral examination of the thesis by a committee of three faculty members including the thesis supervisor.

2) The 590 seminar provides a collegial and supportive environment for discussion of thesis-related skills and issues. Students will participate in seminars, present a poster on Honours day (date TBA), and participate in an honours showcase event (Jan. 25) open to potential future honours students.

### **Objectives of the Course**

- To conduct a senior undergraduate-level independent research project, culminating in an honours thesis and oral examination
- To learn about various research methods, thesis research and writing processes, and thesis structures and styles through peer review, seminar activities, and thesis-related assignments
- To learn how to effectively present one's research in a thesis document, in oral presentation format, and in a poster presentation

## Textbooks and Readings

No textbooks are required but students will be required to read materials for their thesis and to review each other's drafts and presentations.

## Internet and electronic communication device information

Laptops may be used for purposes related to the course. Please do not use electronic devices during other student's presentations.

## Assignments and Evaluation

Weight	Course components	Due
Required	Seminar participation. Students are expected to prepare for and actively engage in class activities. Activities will include reading a previous honours thesis, attending a CMF graduate seminar, and presenting and reviewing drafts. Class meetings are every two weeks in Fall, every 3-4 weeks in Winter. Please make a standing appointment to meet your supervisor in the intervening weeks.	As scheduled
Required	Full Honours Thesis Proposal	Oct. 10
Required	Ethics Application (if your project requires this)	Oct. 20
Required	Partial first draft and Progress Report Draft should include (at least) literature review and theory chapters	Draft: Jan. 8 Report Jan. 15
Required	Honours showcase event	Jan. 25
Required	Full draft for supervisor review Due at least three weeks before scheduled date of oral exam	March 19-30
Required	Full draft for committee review Due at least two weeks before scheduled date of oral exam	March 26-April 5
Required	Honours Day poster presentation	TBA between April 23-27
100%	<b>Thesis oral exam and final grade</b>	Oral exam scheduled during exam week, April 16-27, 2018.

## Schedule of Lecture Topics and Activities

Fall Meeting Dates	Activities & Lectures	Due Dates
Sept. 14	Introductions Proposals, Theses Choose a previous honours thesis to read and present. Plan to attend a graduate seminar in a CMF grad course.	
Sept. 28	Present on an honours thesis	Sept. 28
Oct. 12	Five minute presentations Ethics applications	Proposal & bibliography due Oct. 10

		Ethics app due Oct. 20
Oct. 26	Writing a literature review	
Nov. 9	Writing a theory section	
Nov. 23	Writing a method section	Peer review of literature review chapter. Post your chapter by Nov. 21 and read all submissions by Nov. 23.
Dec. 7	Fall wrap up	Peer review of theory chapter Post your chapter by Dec. 5 and read all submissions by Dec.7.
<b>Winter Meeting Dates</b>		
Jan. 11	Progress report Writing an analysis section	Literature and theory chapters due Jan. 8 Progress report due Jan. 15 With your supervisor, choose two additional faculty members for your oral exam committee.
Jan. 25	Honours showcase event	
Feb. 15	Oral exam preparation Poster preparation	
March 22	Presentations	Full draft to supervisor March 19-30
April 23-27	Honours day and posters	TBA

### Registrar-scheduled Final Examination: No

The thesis and oral exam must be completed in order to receive a passing grade in the course.

### Submission of Assignments:

- Sections of your thesis and progress reports will be submitted directly to your thesis supervisor either by email or in paper form, as directed by them.
- 590 seminar documents will be submitted via D2L using the following file name format: 590-Draft01-LastnameFirstname.docx

Please include your name and ID number on all assignments, **except** on materials shared with other students (drafts etc.). Personal information is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. For more information, see <http://www.ucalgary.ca/legalservices/foip/foip-hia>

**Note:** It is the student's responsibility to keep a copy of each submitted assignment and to ensure that the proper version is submitted (particularly in courses requiring electronic submission). Including a version date in your file name may be useful.

### Policy for Late Assignments

Late assignments may reflect on the quality of your thesis and your final thesis grade, at the discretion of your supervisor. Upon consultation with your thesis supervisor and the honours coordinator, you may reschedule your deadline dates to accommodate the phases of research and writing for your particular thesis.

## Grading & Grade Scale of the Department of Communication, Media and Film

The only grade you will receive is from your thesis supervisor after the completion of the thesis and oral exam. Your grade in this course will largely rest on the quality of the written thesis, but your thesis supervisor will also take into consideration:

1. The evaluations of your two other committee members
2. Your performance at the oral exam
3. Participation in a) the seminar, b) meetings with your supervisor
4. Ability to meet deadlines (with accommodations as necessary)

Final grades are reported as letter grades. The following chart outlines the grade scale percentage equivalents used in the Department of Communication, Media and Film.

Grade Point Value	Description	Grade	Dept of CMF grade scale equivalents*	Letter grade % equivalent for calculations* *
4.00	Outstanding	A+	96 - 100%	98.0%
4.00	Excellent—superior performance, showing comprehensive understanding of subject matter.	A	90 - 95.99%	93.0%
3.70		A -	85 - 89.99%	87.5%
3.30		B+	80 - 84.99%	82.5%
3.00	Good--clearly above average performance with knowledge of subject matter generally complete.	B	75 - 79.99%	77.5%
2.70		B-	70 - 74.99%	72.5%
2.30		C+	65 - 69.99%	67.5%
2.00	Satisfactory—basic understanding of the subject matter.	C	60 - 64.99%	62.5%
1.70		C-	55 - 59.99%	57.5%
1.30	Minimal pass—marginal performance; generally insufficient preparation for subsequent courses in the same subject	D+	53 - 54.99%	54.0%
1.00		D	50 - 52.99%	51.5%
0.00	Fail – unsatisfactory performance or failure to meet course requirements.	F	0- 49.99%	0%

### Writing Skills Statement

Department policy directs that all written assignments (including, to a lesser extent, written exam responses) will be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc) but also general clarity and organization. Sources used in research papers must be properly documented. If you need help with

your writing, you may use the Writing Centre. Visit the website for more details:  
<http://www.ucalgary.ca/ssc/writing-support>

## **Plagiarism**

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. In-text citations must be provided, and readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. Wording taken directly from a source must be enclosed within quotation marks (or, for long quotations, presented in the format prescribed by the documentation style you are using). Paraphrased information must not follow the original wording and sentence structure with only slight word substitutions here and there. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

For information on citation and documentation styles (including APA, Chicago, IEEE, MLA, and others), visit the links provided at <https://ucalgary.ca/ssc/resources/writing-support/436>. If you have questions about how to document sources, please consult your instructor or the Writing Centre (3<sup>rd</sup> Floor TFDL, <http://www.ucalgary.ca/ssc/writing-support>).

## **Student Accommodations:**

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 seeking accommodation for transient illnesses (e.g., the flu) should contact their instructors. Whenever possible, students should advise their instructors in advance if they will be missing quizzes, presentations, in-class assignments, or group meetings.
- When accommodations are granted, they may 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 Deferrals of Final Exams and Term Work, see sections G.6 and G.7 of the *University Calendar* at <http://www.ucalgary.ca/pubs/calendar/current/g-6.html> and <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>

## **Academic Misconduct**

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

## **Research Ethics**

Whenever you perform research with human participants (e.g., surveys, interviews, or observations) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve your research plans and

supervise your research. For more information about your research ethics responsibilities, see <http://arts.ucalgary.ca/research/resources/ethics>

**NOTE:** If your thesis requires you to conduct any primary research involving human subjects (i.e. surveys, interviews, observations), OR to analyze data which is not publicly accessible without login or special permission from individuals or organizations (i.e. privacy-protected social media, or internal organizational documents), you must first obtain Faculty of Arts Research Ethics Committee approval.

- Do not recruit any participants or contact organizations until you obtain approval. Guidelines and forms are at <http://arts.ucalgary.ca/research/resources/ethics> under “Individual Student Research”
- First, complete the Government of Canada Tri-Council Agency online training program at <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>
- By the October deadline, submit your ethics application to the Faculty of Arts Research Ethics Committee. Seek the guidance of your thesis supervisor and obtain their approval of your application. Include the Tri-Council certificate of completion in your application.
- After submitting the application to the Faculty of Arts, be prepared to submit revisions requested by the committee; the review may take several weeks to process.

### Important information, services, and contacts for students

For information about . . .	Visit or contact . . .
<b>ARTS PROGRAM ADVISING (ASC)</b>	SS 102 403-220-3580 <a href="mailto:artsads@ucalgary.ca">artsads@ucalgary.ca</a>
<b>CAMPUS SECURITY</b> <ul style="list-style-type: none"> <li>• Calgary Police Service</li> <li>• Emergency Text Messaging</li> <li>• Emergency Evacuation &amp; Assembly</li> <li>• Safewalk Program</li> </ul>	<a href="http://www.ucalgary.ca/security/">http://www.ucalgary.ca/security/</a> <b>403-220-5333</b> <b>403-266-1234</b> <b>Emergency: call 911</b> <a href="http://www.ucalgary.ca/emergencyplan/textmessage">http://www.ucalgary.ca/emergencyplan/textmessage</a> <a href="http://www.ucalgary.ca/emergencyplan/assemblypoints">http://www.ucalgary.ca/emergencyplan/assemblypoints</a> If you feel uncomfortable walking alone at any time, call Campus Security for an escort ( <b>220-5333</b> ). For more information, see <a href="http://www.ucalgary.ca/security/">http://www.ucalgary.ca/security/</a>
<b>DESIRE2LEARN (D2L) Support</b> <ul style="list-style-type: none"> <li>• IT help line</li> </ul>	<a href="http://elearn.ucalgary.ca/desire2learn/home/students">http://elearn.ucalgary.ca/desire2learn/home/students</a> 403-220-5555 or <a href="mailto:itsupport@ucalgary.ca">itsupport@ucalgary.ca</a>
<b>STUDENT SUCCESS CENTRE</b> <ul style="list-style-type: none"> <li>• Writing Support Services</li> <li>• Student Services Mobile App</li> </ul>	<a href="http://ucalgary.ca/ssc">http://ucalgary.ca/ssc</a> <a href="http://www.ucalgary.ca/ssc/writing-support">http://www.ucalgary.ca/ssc/writing-support</a> <a href="http://ucalgary.ca/currentstudents">http://ucalgary.ca/currentstudents</a>
<b>STUDENTS' UNION CONTACTS</b>	

<ul style="list-style-type: none"> <li>• <b>Faculty of Arts Reps</b></li> <li>• <b>Student Ombudsman</b></li> </ul>	<p><a href="https://www.su.ucalgary.ca/about/who-we-are/elected-officials/">https://www.su.ucalgary.ca/about/who-we-are/elected-officials/</a></p> <p><a href="http://www.ucalgary.ca/provost/students/ombuds">http://www.ucalgary.ca/provost/students/ombuds</a></p>
<p><b>SU WELLNESS CENTRE</b></p> <ul style="list-style-type: none"> <li>• <b>Counselling Services</b></li> <li>• <b>Health Services</b></li> <li>• <b>Distress centre 24/7 CRISIS LINE</b></li> <li>• <b>Online resources and tips</b></li> </ul>	<p><b>403-210-9355</b> (MSC 370), M-F, 9:00–4:30 pm</p> <p><a href="http://ucalgary.ca/wellnesscentre/counselling">http://ucalgary.ca/wellnesscentre/counselling</a></p> <p><a href="http://ucalgary.ca/wellnesscentre/health">http://ucalgary.ca/wellnesscentre/health</a></p> <p><b>403-266-HELP (4357)</b></p> <p><a href="http://ucalgary.ca/wellnesscentre/healthycampus">http://ucalgary.ca/wellnesscentre/healthycampus</a></p> <p>If you're concerned about a friend or your own well-being, it is important to seek help early. Call or visit the SU Wellness Centre or the 24-hour crisis line.</p>