

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

**Communication and Media Studies (COMS) 590, S01**  
**Film Studies (FILM) 590, S01**  
**Honours Thesis (Seminar)**  
**Fall 2016 and Winter 2017**  
**As Scheduled, Room SS 315**

Instructor: Dr. Tania S. Smith  
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Office Phone: 403-220-7774  
E-Mail: [smit@ucalgary.ca](mailto:smit@ucalgary.ca)  
Web Page: **Course:** on D2L available through MyUofC portal  
**Instructor:** <http://www.ucalgary.ca/smit>  
Office Hours: By appointment, telephone or Skype (smit.ucalgary).  
please check availability at <http://ucalgary.ca/smit/about/appointment-calendar>

## 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 Co-ordinator.

## 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 your thesis by a committee of three faculty members including your thesis supervisor.
- 2) The 590 seminar provides peer-supported learning, lectures on thesis-related skills and issues, and the program coordinator's guidance throughout the process. Students are expected to participate in seminars, to present a poster on Honours day April 26, and to meet the thesis deadlines of the Honours program.

## 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

## Internet and electronic communication device information

During student check-ins and presentations, electronic devices should be put away and laptop screens be closed. At other times, students should use electronic devices for course-related functions only. Show professional courtesy and attentiveness to the instructor and fellow students by using technology silently and discreetly.

## Textbooks and Readings

- There are no required textbooks for the 590 course, but students will be required to read materials for their thesis and to and review sections of each other's drafts and each other's presentations.
- All Honours students are expected to be familiar with the program guidelines pages:
  - <http://commfilm.ucalgary.ca/undergraduate/honours-program>
  - Expand the sections at the bottom of the page.
- Recommended readings and handouts will be provided on Desire2Learn.

## Assignments and Evaluation

Weight	Course components	Due
Required	<p><b>Seminar participation</b></p> <p>Students are expected to prepare for and actively engage in the class activities listed on the 590 schedule (below). Meetings are biweekly in Fall, every 3-4 weeks in Winter. Drafts, reviews, and other activities will be required.</p>	As scheduled
Required	<p><b>Full Honours Proposal</b></p> <p>The application included a preliminary proposal. This proposal is based on summer readings and a full plan of research approved by the supervisor.</p>	Fri Oct. 07
Required	<p><b>Research ethics application, if necessary.</b></p> <p>Begin preparing this application in September. See "Research Ethics" below.</p>	Fri Oct. 21
Required	<p><b>Provisional first draft &amp; Progress Report</b></p> <p>The student and supervisor submit to the honours program coordinator a draft, comprehensive report of work completed to date, and plans for completion.</p>	Draft: Jan 9 Report: Fri Jan. 13
Required	<p><b>Full draft for supervisor review</b></p> <p>Due at least 3 weeks before final version goes to committee</p>	March 13-24 as scheduled
Required	<p><b>Final thesis for committee review</b></p> <p>Due at least 2 weeks before scheduled date of oral exam</p>	April 3-12 as scheduled
Required	<p><b>Honours Day poster presentation</b></p> <p>Faculty, students, staff, and students' guests are invited to this catered event at which honours students present 4x6-foot wall posters of their thesis research.</p>	As scheduled on or before Wed April 26
100 %	<p><b>Thesis oral exam and final grade</b></p> <p>Your grade in this course will largely rest on the quality of the written thesis, but your thesis supervisor will also take into consideration:</p> <ol style="list-style-type: none"> <li>1. The written evaluations of your 2 other committee members</li> <li>2. Your performance at the oral exam</li> <li>3. Participation in a) the seminar, b) meetings with your supervisor</li> <li>4. Ability to meet deadlines (with accommodations as necessary)</li> </ol>	Oral Exam scheduled during exam week April 15-26.  1 week later, Submit thesis to dept.

## Registrar-scheduled Final Examination: No

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

**NOTE: This course is only part of the requirements of the BA Honours degree program.** Please see the calendar for full regulations for Honours Degrees with a Major Field in the Faculty of Arts at <http://www.ucalgary.ca/pubs/calendar/current/arts-3-4-3.html> . A Bachelor of Arts degree “with honours” requires that students maintain a minimum GPA of 3.30 in the final 15 FCE and all courses in the Major Field, including this 590 course. A degree with “first-class honours” requires a higher GPA of 3.60.

See also specific course requirements for honours in your major field:

- COMS: <http://www.ucalgary.ca/pubs/calendar/current/arts-4-14-3.html>
- FILM: <http://www.ucalgary.ca/pubs/calendar/current/arts-4-14-8.html>

If a student fails to meet the GPA and course requirements for an “honours” degree, they may still fulfill the requirements for a normal Bachelor of Arts degree in their major field.

## 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
- Files must be submitted by 11:59PM (23:59) on the date specified.

Please include your name and ID number on all assignments, EXCEPT on your thesis and materials shared with other students on D2L (i.e. drafts, posters). 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/secretariat/privacy>

**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 honours coordinator, it may be allowable to reschedule your deadline dates to accommodate your unique thesis' phases of research and writing.

## 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>

## 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>

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

- Final grades are reported as letter grades.
- The only grade you will receive is from your thesis supervisor after all requirements have been completed.

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%

\* If percentages are used to calculate final grades, then grades falling within these ranges will be translated to the corresponding letter grades.

\*\* These percentage equivalents will be used for calculating final grades unless an alternative method of final grade calculation is outlined above.

## 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>).

## 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 . . .
ARTS PROGRAM ADVISING (ASC)	SS 102 403-220-3580 <a href="mailto:artsads@ucalgary.ca">artsads@ucalgary.ca</a>
CAMPUS SECURITY <ul style="list-style-type: none"><li>• Calgary Police Service</li><li>• Emergency Text Messaging</li></ul>	<a href="http://www.ucalgary.ca/security/">http://www.ucalgary.ca/security/</a> <b>403-220-5333</b> 403-266-1234      Emergency: call 911

<ul style="list-style-type: none"> <li>• Emergency Evacuation &amp; Assembly</li> <li>• Safewalk Program</li> </ul>	<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>
DESIRE2LEARN (D2L) Support <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>
STUDENT SUCCESS CENTRE <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>
STUDENTS' UNION CONTACTS <ul style="list-style-type: none"> <li>• Faculty of Arts Reps</li> <li>• Student Ombudsman</li> </ul>	<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> <a href="http://www.ucalgary.ca/provost/students/ombuds">http://www.ucalgary.ca/provost/students/ombuds</a>
SU WELLNESS CENTRE <ul style="list-style-type: none"> <li>• Counselling Services</li> <li>• Health Services</li> <li>• Distress centre 24/7 CRISIS LINE</li> <li>• Online resources and tips</li> </ul>	<b>403-210-9355</b> (MSC 370), M-F, 9:00–4:30 pm <a href="http://ucalgary.ca/wellnesscentre/counselling">http://ucalgary.ca/wellnesscentre/counselling</a> <a href="http://ucalgary.ca/wellnesscentre/health">http://ucalgary.ca/wellnesscentre/health</a> 403-266-HELP (4357) <a href="http://ucalgary.ca/wellnesscentre/healthycampus">http://ucalgary.ca/wellnesscentre/healthycampus</a> 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.

## Schedule of Lecture Topics and Readings

This is the plan. The official schedule will be online on a [Google Spreadsheet](#).

### Fall 2016

Date	Thesis activities & deadlines (Due dates RED)	590 activities & topics (Seminars in GREY)
Mondays & Tuesdays as scheduled	Thesis research & writing is guided primarily by your thesis supervisor, with assistance and oversight from the program coordinator (Dr. Smith) as needed.	Mondays 10:00-11:30AM Katie F, Katie W, Lucas, Sherry, and Saima Tuesdays 9:30-11:00AM April, Dustin, Kerrin
9/12/2016	Make plans for your thesis work, schedule meetings with your supervisor, discuss primary data set, secondary literature. If Ethics app required, review the application form. See proposal assignment instructions file on D2L	SEMINAR: Meet peers, discuss research topics, meetings planned with supervisor. Dr. Smith: Overview of seminar, schedule, plans for Ethics app. Review honours program pages on C&C website. Discuss criteria for full honors proposal.
9/19/2016	Make arrangements to attend a graduate seminar class by end of October. Take notes and prepare to	Prepare your short presentation on your selected thesis. Past theses available online.

	present your experience informally at a seminar.	
9/26/2016	Supervisor, in consultation with you, recruits 2 oral exam committee members who must submit their signed forms by Oct. 21	SEMINAR: Tips for establishing a good mentoring relationship with your supervisor, developing a strong thesis proposal, and reading & reviewing scholarly sources. Dr. Smith: Discuss bibliographic software & tools like Zotero. Discuss various types of COMS/FILM theses using samples. Report your progress on proposals and ethics apps so far.
10/3/2016	<b>DUE Fri Oct 7: Full honors proposal &amp; bibliography. Email to Dr. Smith, cc. to your supervisor</b>	Prepare your short presentation on your selected thesis in an upcoming seminar. Past theses available online.
10/11/2016	<b>MONDAY OCT 10 THANKSGIVING:</b> No classes Monday. Tuesday seminar meets Oct. 11. Monday seminar meets NEXT monday Oct. 17	<b>TUESDAY SEMINAR:</b> Discuss methods of writing up a literature review, distinctions between a theory section and a literature review section. Students: Report your graduate class visit, if completed by now.
10/17/2016	<b>DUE Fri Oct 21: Student's Instructor-approved ethics application (if required by research methods). Submit a copy to Coordinator and Supervisor.</b>	<b>MONDAY SEMINAR:</b> Discuss methods of writing up a literature review, distinctions between a theory section and a literature review section. Students: Report your graduate class visit, if completed by now.
10/24/2016	Work on your Theory and/or Literature review. Wait for ethics approval before doing human subjects research.	SEMINAR: Ways of writing about your methodology; methods of data analysis for different types of data (qualitative textual criticism, numeric data, interview/survey data). Students: Informally present on a past honours thesis.
10/31/2016	Work on early sections of your thesis. Wait for ethics approval before doing human subjects research.	Report your graduate class visit, when completed, on D2L Discussion as a post
11/7/2016	Work on early sections of your thesis. Wait for ethics approval before doing human subjects research.	<b>READING DAY &amp; REMEMBRANCE DAY</b> Thurs & Fri
11/14/2016	Gather & analyze data. Draft your thesis	SEMINAR: Using language (not visuals yet) to report findings/analyses: Articulating your claims clearly, integrating sufficient, well selected evidence, i.e. descriptions, quotations from data and secondary sources. Students: Informally present on a past honours thesis.
11/21/2016	Gather & analyze data. Draft your thesis	Post your current thesis draft to D2L discussion before next seminar begins. Also bring a handout with a focused 2-3p sample and targeted questions to the next seminar.
11/28/2016	Gather & analyze data. Draft your thesis	SEMINAR: Effective use of headings, transitions, and how to conclude paragraphs and sections well. Peer review & discussion of thesis drafts and sections. Discuss Progress reports due in January. Discuss expectations for winter semester. Discuss strategy for coming month.
12/5/2016	<b>DUE: December 07-January 09: Provisional first draft of the entire</b>	A "full draft" has significant content in each chapter or section, but focuses on complete lit review section, theory section, and some provisional

	thesis due to supervisor & coordinator	analysis/findings in the body. Date negotiable with supervisor. This will only be a draft – be prepared for significant rewriting after this point. Without a first draft at this point, you significantly jeopardize the likelihood of adequate revision and timely submission of the final version.
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## Winter 2017

Date	Thesis activities & deadlines (Due dates RED)	590 activities & topics (Seminars in GREY)
Mondays & Tuesdays as scheduled >	Note the different Monday/Tuesday 590 Seminar schedule >>	- Mondays 10:30-11:30: Katie F, April, Dustin, Saima - Tuesdays 10:00-11:00: Katie W, Kerrin, Lucas
1/9/2017	Prepare your progress report due next Fri.	Prepare your progress report due next Fri.
1/16/2017	<b>DUE: Interim Progress Report from you and your supervisor is due Jan 20 to the Honours Coordinator.</b>	Prepare to talk about your thesis in an honours info session for prospective honours students Thurs Jan 26.
1/26/2017	Continue data analysis. Revise or develop sections of your thesis.	SEMINAR THURS 9:30-10:30AM: In lieu of a regular seminar meeting, participate in honours event
1/30/2017	Continue data analysis. Revise or develop sections of your thesis	SEMINAR (Monday & Tuesday): Academic Poster presentation design & oral poster communication tips. Dr. Smith: Discuss MS Word thesis document formatting tips, and offer thesis template. Detailed oral progress reports to cohort.
2/6/2017	Continue data analysis. Revise or develop sections of your thesis	Prepare your 590 poster draft.
2/13/2017	<b>DUE: Supervisor to schedule Honours Exam Date</b>	SEMINAR: Good design of visuals in your thesis and/or poster (i.e. screenshots, graphs, flowcharts, tables), and how to discuss visuals in adjacent paragraphs; review of sample(s). Present your Poster draft on-screen for in-class Q&A and review. Check-in.
2/20/2017	Family day Monday Feb 20	READING WEEK
2/27/2017	Continue data analysis. Revise or develop sections of your thesis	SEMINAR: How to write good thesis conclusion sections, review of sample(s). Present your Poster draft on-screen for in-class Q&A and review. Check-in. Discuss final push of writing, revision
3/6/2017	Final editing / proofreading as directed by supervisor	
3/13/2017	<b>DUE: March 13-24, at least 3 weeks before final draft to oral exam committee: submit your full draft due to instructor for final review. Give them enough time to review it and plan a week or two to implement your final revisions.</b>	Supervisor: "The Supervisor, in consultation with the Student and the other Committee Members, is to schedule a date and time for the Oral Examination, such date to fall within the period set by the Calendar for final examinations in the Winter term. The date is to be set at least two weeks before the Oral Examination. Once this information is

		available the Administrative Assistant will book the exam room. Submit Form 3.
3/20/2017	Final editing / proofreading as directed by supervisor	SEMINAR: Tips for final thesis proofreading and thesis preparation. How to prepare for the oral exam. Dr. Smith: Preparing your poster for printing & display on Honours day.
3/27/2017	Final editing / proofreading as directed by supervisor	
4/3/2017	DUE: April 03 - April 12: Submit FINAL thesis to examiners & supervisor 2 weeks before your oral exam date and CC electronic copy to your honours coordinator (Dr. Smith)	Thesis deadline depends on date of your oral exam. Guidelines: "C.3 The Student is responsible for providing each Committee Member with a copy of the thesis no later than 2 weeks before the scheduled date of the Oral Examination."
4/10/2017	Prepare for Oral exam. Your examination committee is now reviewing your thesis and will write up & submit Forms.	The program coordinator may attend your oral exam.
4/17/2017	ORAL EXAM: April 15 – April 26: Oral Examination period for your honours thesis.	Your supervisor & other examiners: "Each member of the Committee is responsible for completing Form 3 no later than the day before the Oral Examination and for submitting that report to the Supervisor and honours program Coordinator so that it can be placed in the Student's file.
4/24/2017	HONOURS DAY: scheduled between April 19-26, TBA	SEMINAR = HONOURS DAY. Bring your poster. Invite significant others, family, and friends, and prospective honours students.
Within 1 week after oral exam	DUE: Students submit electronic & print copy of your final thesis (including any final edits) to Kristine Ennis in SS320, along with Form 6 to give permission for publication.	Supervisors: assign the grade, in consultation with the other members of the committee. Your supervisor will submit all examiners' Form 4s as well as Form 5 no later than one week following the oral examination. Dr. Smith will enter grades into PeopleSoft.