

University of Calgary
Department of Communication, Media and Film

FILM 595 (S01): Honours Seminar
COMS 595 (S01): Honours Seminar

FALL 2020: September 8 to Dec. 9 (excluding Nov. 09-13)

Lecture: Th 14:00 to 15:30

Seminar meetings will be held in synchronous Zoom sessions.

IMPORTANT NOTE ON COURSE DELIVERY FOR FALL 2020:

This Fall 2020 course will be offered entirely online as part of the University's plan to ensure everyone's safety during the Covid-19 pandemic. Please read the outline carefully to see which course components will be offered synchronously (where you are expected to participate at the usual scheduled course time) and which components will be offered asynchronously (to be completed on your own time). Synchronous course sessions will normally be hosted on Zoom, a video-conferencing program. To access scheduled Zoom course sessions, go to D2L, click on the COMMUNICATION tab, and select Zoom 5 or 10 minutes before class is scheduled to begin.

If you will not be able to participate in scheduled synchronous class sessions owing to time differences, then you should arrange to take this course when it is offered in person in the future.

Note that the time indicated on course outlines for all timed quizzes and exams in CMCL, COMS, and FILM courses includes 50% extra time to allow for technical difficulties.

Instructor:	Dr. S. Thrift
Email:	samantha.thrift@ucalgary.ca
Web Page:	D2L (access via MyUofC portal)
Office Hours:	W 11-12; Th 11-12

Course Description

Individual research and seminar activities (e.g., critiques, presentations, and peer reviews of drafts) to produce a proposal and a paper to be used as the basis for the Honours Thesis.

Additional Information

This course requires student participation in two components, biweekly synchronous seminar activities and independent research:

1) The 595 seminar provides a collegial and supportive environment for discussion of thesis-related skills and issues. Students will take part in group critiques, individual presentations, and peer review of draft chapters.

2) Students will also write an extended proposal and paper, which will form the basis for the Honours Thesis. These writing projects will be executed under the supervision of a faculty member and co-direction of the honours program coordinator.

Note: Communication and Media Studies 313 or Communication Studies 313 and admission to the Honours Program is required.

Please note that the Honours Seminar meets every two weeks in Fall. Please make a standing appointment to meet your supervisor in the intervening weeks.

Refer to the schedule of meeting dates (and topics) found at the end of this outline or on D2L. Students are responsible for reading and following all course and university policies discussed in this outline.

Objectives of the Course

The course objectives are to:

- Conduct a senior undergraduate-level independent research project, culminating in an expanded honours thesis proposal and complete literature review and/or theory chapter.
- Understand various research methods, thesis research and writing processes, and thesis structures and styles through peer review, seminar activities, and thesis-related assignments.
- Effectively present one's research in a written document and oral presentation format.

Textbooks and Readings

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

Learning Technologies and Requirements & Policy on the Use of Electronic Communication Devices

This is an online course. In order to complete online (or blended) courses, University of Calgary students 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, with current antivirus software enabled;
- Broadband internet connection, and a current and updated web browser;
- A webcam (built-in or external);
- A microphone and speaker (built-in or external), or headset with microphone.

Most current laptops will have a built-in webcam, speaker and microphone. If you need access to other software programs to complete assignments, your instructor will provide relevant information and links.

If you have technical difficulties, contact the university's IT department. For more information, see <https://www.ucalgary.ca/pubs/calendar/current/student-campus-services-information-technologies-it.html>

Instructors may arrange to record synchronous zoom class sessions for lesson capture; however, students are not to share recordings with others. Please carefully review the section on Instructor Copyright at the end of this outline.

Assignments and Evaluation

Weight	Assessed Components	Due
15%	<p>Previous Thesis Study (4-5 pages)</p> <p>Students will select two Honours Theses (one Film, one Coms) from the Honours website (https://commfilm.ucalgary.ca/undergraduate/honours-program). Students must read both theses and prepare detailed notes that compare and contrast the theses' structure and argument development.</p> <p>Your notes will be submitted for assessment, and will form the basis of a group discussion about the structure of Honours Theses for the two disciplines.</p>	Sept. 24

15%	<p>Thesis Project Presentation Students will prepare a 10-minute presentation describing their honours thesis projects, based on initial research and conceptualization of the project. These presentations will be evaluated on the suitability of the presentation format, the clarity of the ideas communicated, and the ability of the presenter to field questions about their research.</p> <p>Student presentations will take place synchronously during one of our regularly scheduled Zoom classes. (If preferred, students may upload narrated PPTs or a video prior to class).</p>	Oct. 8
25%	<p>Honours Thesis Proposal & Bibliography (5 pages) Students must prepare an expanded honours thesis proposal (with bibliography & timeline). This proposal may be based on the initial proposal used to gain admittance to the honours program, but must be developed more fully through additional research and more advanced conceptualization of the project. This proposal should demonstrate the feasibility of the honours research by stating the key research question(s), identifying the key theories and/or literatures to be used, describing the methodological approach (ex. what will be analyzed? how will it be analyzed?), and producing a clear timeline to completion.</p>	Oct. 8
5%	<p>Peer Review: Chapter Posting Students need to upload one thesis chapter to D2L for peer review by Nov. 16. All submissions should be read prior to meeting as a group on Nov. 19.</p>	Nov. 16
25%	<p>Peer Review Session Students are expected to produce a draft of at least one thesis chapter during the fall term. The seminar provides an opportunity to conduct a peer review of one chapter. Participation in the peer review process entails pre-reading each other's drafts, preparing written and verbal feedback (notes) on the draft, and constructively discussing each other's work during a peer review session.</p> <p>The peer review session will take place synchronously, via Zoom break-out rooms.</p>	Nov. 19
15%	<p>Progress Reports Students' participation in the Honours Seminar will be measured by their active engagement in group discussion and class activities. Specifically, on days when progress reports are due, students should come prepared to share a status update on their thesis work. These progress reports will be delivered verbally during synchronous sessions on: October 22, November 5, and December 3.</p> <p>Each report is worth 5 points.</p>	Oct. 22 Nov. 5 Dec. 3

Registrar-scheduled Final Examination: No

Note: You do not need to complete all assignments and exams in order to receive a passing grade in the course. However, students must achieve a grade of B- (or higher) in order to take COMS 597 / FILM 597 (unless exceptional circumstances apply).

If you miss a required course component, please contact your instructor as soon as possible.

Submission of Assignments

Please submit all assignments electronically by uploading them to the designated D2L dropbox or discussion folder (unless instructed otherwise in the assignment guidelines). Include your name and ID number on all assignments.

Note: It is your responsibility to keep a copy of each submitted assignment and to ensure that you submit the proper version (particularly in courses requiring electronic submission).

Private information related to individual students is treated with the utmost regard by University of Calgary faculty. Student assignments will be accessible only by the authorized course faculty, and personal information is collected in accordance with the ***Freedom of Information and Protection of Privacy (FOIP) Act***. Please note that instructors may use audio or video recorded for lesson capture, assessment of student learning, and self-assessment of teaching practices.

Policy for Late Assignments

Assignments submitted after the deadline may be penalized with the loss of 5% or a partial letter grade (e.g.: A- to B+) for each day late.

Student Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation 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) or another legitimate reason should contact their instructors. Whenever possible, students should provide supporting documentation to support their request; however, instructors may not require that a medical note be presented. For the policy on supporting documentation the use of a statutory declaration, see Section M.1 of the *University Calendar*: <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>. Also see FAQs for Students: <https://www.ucalgary.ca/registrar/registration/appeals/student-faq>

Expectations for Writing

Department policy directs that all written assignments and, to a lesser extent, written exam responses 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 and proper documentation of research sources. For further information, please refer to the *University of Calgary Calendar* section on writing across the curriculum: <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Grading & Department of Communication, Media and Film Grade Scale

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

components graded using percentages or numerical scores, those values will be used directly in calculating the final course grade, while for components graded using letter grades, the letter grades will be converted to the midpoint values listed in the final column of the table below in calculating the final course grade.

In this course, points grades will be used for progress reports and the draft chapter posting, while percentage grades will be used for all other assignments.

Grade Point Value	Description	Grade	Dept of CMF grade scale equivalents*	Letter grade % equivalent for calculations*
4.00	Outstanding performance	A+	96 - 100%	98.0%
4.00	Excellent performance	A	90 - 95.99%	93.0%
3.70	Approaching excellent performance	A -	85 - 89.99%	87.5%
3.30	Exceeding good performance	B+	80 - 84.99%	82.5%
3.00	Good performance	B	75 - 79.99%	77.5%
2.70	Approaching good performance	B-	70 - 74.99%	72.5%
2.30	Exceeding satisfactory performance	C+	65 - 69.99%	67.5%
2.00	Satisfactory performance	C	60 - 64.99%	62.5%
1.70	Approaching satisfactory performance	C-	55 - 59.99%	57.5%
1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	D+	53 - 54.99%	54.0%
1.00	Minimal pass. Insufficient preparation for subsequent courses in the same subject	D	50 - 52.99%	51.5%
0.00	Failure. Did not meet course requirements.	F	0 - 49.99%	0%

* Column 4: If percentages are used to calculate final grades, then grades falling within these ranges will be translated to the corresponding letter grades. Column 5: 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. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

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.

For information on citation and documentation styles (MLA, APA, Chicago, IEEE, etc.), visit the Student Success Centre resource links at <https://ucalgary.ca/student-services/student-success/writing-support> or the Purdue Online Writing Lab (OWL) Research and Citation Resources at https://owl.purdue.edu/owl/research_and_citation/resources.html

If you need help with your writing or have questions about citing sources, please consult your instructor or visit the Student Success Centre, 3rd floor, Taylor Family Digital Library. To book an appointment, go to https://ucalgary.ca/student-services/student-success?utm_source=ssc&utm_medium=redirect&utm_campaign=redirect

Instructor Intellectual Property & Copyright Legislation

Course materials created by the instructor (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. 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 same course section and term may be allowed under fair dealing. Check with the instructor if you have any questions about sharing materials with classmates.

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.

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, including surveys, interviews, or observations as part of your university studies, you are responsible for obtaining research ethics approval and for following university research ethics guidelines. In some cases, your instructors may apply for course-based research ethics approval for certain assignments, and in those cases, they must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, please see <https://arts.ucalgary.ca/research/arts-researchers/resources-researchers-and-instructors/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.

Deferrals of Course Work and Requests for Reappraisal

For university regulations and procedures related to deferrals of exams and course work, requests for reappraisals, and other matters, please see the relevant sections in the *University Calendar*: <https://www.ucalgary.ca/pubs/calendar/current/academic-regs.html>

Student Support Services and Resources

Please visit <https://www.ucalgary.ca/registrar/registration/course-outlines> for information about student support services and resources, including Wellness and Mental Health Resources, Student Success programs and services, the Student Ombuds Office, the Student Union, and Safewalk.

For resources on D2L, visit <http://elearn.ucalgary.ca/desire2learn/home/students>. IT support is available at itsupport@ucalgary.ca or by calling 403-220.5555.

Schedule of Lecture Topics and Readings

Synchronous Sessions	Activities	Work Due
Sept. 10	Welcome & Introductions. Why an honours thesis? Review of thesis timeline. Ethics applications. *Select previous theses to read and compare for next meeting.	Introductions.
Sept. 24	Structure of an honours thesis: COMS & Film. Tips on preparing your expanded honours proposal.	Previous thesis comparison: submit your notes to Dr. Thrift. Be prepared to share your findings with the group.
Oct. 8	Presentation of honours thesis projects.	Project presentations. Submit your revised proposal & bibliography to Dr. Thrift. Ethics applications due (if necessary).
Oct. 22	Thinking about theory: lit reviews and theoretical frameworks.	Progress Reports.
Nov. 5	Research methods and why they matter.	Progress Reports. Draft thesis chapter due & circulated to group by <u>Nov. 16</u> (or earlier)
Nov. 19	Peer review of first draft chapter.	Read peer submissions for Nov. 19. Come prepared to participate in review session.

Dec. 3	Fall wrap-up: goal setting for winter break.	Progress Reports. Submit winter break thesis goals to Dr. Thrift
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