FACULTY OF ARTS
Department Of English

COURSE OUTLINE

ENGL 691: Graduate Pro-Seminar
FALL 2022
Thursdays 9:00-11:45/In-person

Instructor	Dr. Stefania Forlini
Email:	sforlini@ucalgary.ca
Web Page:	D2L (access via MyUofC portal)
Office Hours:	Tuesdays/Thursdays 13:00-14:15

Course description:
This course is designed to offer students new to graduate studies or new to the Department of English at the University of Calgary an introduction to a variety of scholarly and professional skills. The aim is to ensure that you have the training to help you succeed academically and professionally, particularly in your program here. To this end, guests with a range of expertise will meet with us most weeks to present their area of research or their research methodologies, to help you develop specific skills (grant writing for example, or advanced library research), or guide you through useful practices (such as proposal writing, conference presenting, career preparation, etc.). This course is required for all MA and PhD students.

This course will take place in person. Regular attendance at our weekly sessions (Thursdays 9:00-11:45) is required.

COURSE PRE-REQUISITES
Required of all graduate students who have not had an equivalent course.

COURSE LEARNING OUTCOMES
Upon successful completion of this course, students will be able to:
1. Demonstrate improved ability to perform research in their areas of scholarly interest;
2. Demonstrate knowledge regarding the protocols and best practices of conference presenting, writing for journals, academic grant writing, and preparation of CVs and résumés;
3. Demonstrate knowledge of alternative research sources, including archives;
4. Access resources to begin reaching out to and networking with scholarly communities, academic creative writing communities, and alternative academic communities.

Texts and readings:

There are no required texts for this course, but you may be given reading by some of our guest instructors.

Recommended Texts and Learning Resources: Students should have available for their use (either in print or online) the most recent MLA guide and a good handbook of English grammar and usage. The Purdue University Online Writing Lab (OWL) has links to citation styles and resources on grammar and writing, especially useful for teaching: **https://owl.english.purdue.edu/owl/**. These will be immensely useful to you for all courses, as will subscribing (for free) to a citation service through the library or paying for one that you prefer. You will be asked, as part of your graduate-student life here, and part of this course, to attend (virtually) various workshops and events that will assist you in professional development, now considered an essential part of your career as a graduate student.

Learning technology requirements:
There is a D2L site associated with this course which contains readings and other relevant class resources and materials (see d2L.ucalgary.ca). Be sure to keep up with the online resources there, particularly those that will be of considerable assistance to you as you navigate your way through graduate school.

Assessments and Evaluation:
This is a credit/fail (CR/F) course. You may be given reading and/or assignments by some of our guest instructors. Please prepare these, out of courtesy to our guests, and as preparation for your end-of-term dossier. **In order to pass this course, you will submit a dossier (or portfolio) by December 8th** comprised of the following:

1. A final proposal for SSHRC (Social Sciences and Humanities Research Council) and/or other scholarships (such as the Graduate Award Competition, or GAC, competition in February). Even if you are not eligible for scholarships or already have one, this component is required;
2. A conference proposal for Free Exchange (the UofC English Dept. graduate conference) or another conference held within the year, and that you will submit to that conference. You will find Calls for Papers (CFPs) in your field online;
3. Brief (2 pages or so) documentation of your consultation with a librarian about your research. You may consult the department librarian librarian, Christena McKillop, whose expertise lies in supporting research in our discipline, including how to access Special Collections and Archival materials. Arrange your research meeting with them well ahead of time. Plan for about an hour.
4. The certificate for the TCPS2 Core Tutorial on Ethical Conduct for Research Involving Humans (you are exempt from this if you already have your certificate of completion. If this is the case, please provide a copy for your dossier). At many universities, this is a requirement for new faculty and for graduate students. This will take some time (3 hours or so), so do not leave this until December. This is a great opportunity for reflection on principles of and critique of research ethics and processes in our discipline and your field. The Tutorial is accessible online: **https://tcps2core.ca/welcome**
5. Group plan for an ENGLConnect Network of current and past students of our graduate program to promote networking and mutual support (both in-program and beyond to next

steps (such as further studies, academic positions, alt-ac or ac-adjacent positions, and non-academic positions). This plan will be produced collaboratively and submitted as a 2-4 page proposal with small-scale proof-of-concept;

6. Other tasks or assignments suggested by guest instructors throughout the term – these will not be onerous.

Be sure to submit your entire dossier through the D2L Dropbox by December 8th, at which point I will compile and submit the credit/fail grade for each student. The dossier assignment will not be accepted after one week past the assignment deadline without the prior consent of the instructor.

<u>Schedule</u>
Note: Most sessions include special guest speakers; dates may vary due to unforeseen circumstances, eg: presenter illness, etc., but this schedule will be updated as necessary and re-posted to D2L as needed.

Sept. 08	Introduction – why grad school?: MA and PhD student guests TBA
Sept. 15	SSHRC funding applications (required for all domestic students): Dr. Stefania Forlini + MA and PhD Student guests TBA
Sept. 22	Marking and Assessment Workshop: Dr. Jenny McKenney
Sept. 29	Library/Research Skills and Archives and Special Collections: Christena McKillop
Oct. 06	EDGA: Graduate Community, Learning, and Teaching: Graduate Student Guest TBA
Oct. 13	Creative practice, research, community: Dr. Suzette Mayr
Oct. 20	Getting your work journal-ready: reviews, publications, etc.: TBA
Oct. 27	EDI Theory and Practice: TBA
Nov. 03	BIPOC experience and gendered labour in the academy: TBA
Nov. 10	**Reading Week (NO CLASS)**
Nov. 17	Conference Proposals and Presentations: TBA
Nov. 24	Transformative Research Collaborations: TBA
Dec. 01	Cover Letters and CVs for Academic, Alt-Ac, and Ac-Adjacent Careers: TBA
Dec. 08	**Dossier due date** (NO CLASS)

ADDITIONAL REGULATIONS
There is no final exam in this course. Students must complete all required assignments and attend classes in order to receive a pass credit in this course.

Attendance and participation expectations:
Attendance and participation are essential for all graduate classes and are required to receive credit for this course. When unable to participate due to unforeseen circumstances, inform the instructor in advance and propose and implement an alternative participation activity.

Conduct:
Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment. As members of the University community, students, employees, and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of

Conduct and Non-Academic Misconduct policy and procedures, which can be found at:
http://www.ucalgary.ca/pubs/calendar/current/k.html

Policy on use of electronic devices:
The use of laptop and mobile devices in class is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University's Internet and email use policy.

Grading System:
Credit/Fail

Academic Integrity:
This course, like all courses at the University of Calgary, holds students to high standards of honest and responsible scholarship. Please consult the Academic Integrity website for a detailed description of university policies, which will be enforced in this course. Cases of suspected academic misconduct will be referred to the Associate Dean of Arts for a ruling.

Plagiarism is a type of academic misconduct. Plagiarism occurs when a student presents the ideas, expression of ideas, or work of another person as their own. Another equally serious form of plagiarism occurs when a student submits something they have written themselves for credit in two or more courses without first securing written permission from all those course instructors. Consequences for plagiarism include failure on the assignment, failure in the course, and possible suspension or expulsion from the university. Using any source whatsoever without clearly documenting it is a serious academic offense.

Deferral of term work and final examinations:
Should you require an extension for completion of term papers or assignments beyond the deadline of five days after the end of lectures, an Application of Deferment of Term Work must be completed. It is the student's responsibility to initiate this process with the instructor. The University also has regulations governing the deferral of final examinations.

Grade appeals:
To pursue a Reassessment of Graded Term Work or a Reappraisal of an Academic Assessment, Consult the University Calendar and request advice from the English Department at engl@ucalgary.ca. Please note that mere dissatisfaction with a grade is not sufficient grounds for an appeal.

English Department Website:
For more information about courses, programs, policies, events and contacts in the Department of English.

Scribe and Muse Club for English Students:
The Scribe and Muse Reading and Writing Club fosters and champions reading and writing

through community service, leadership, and engagement. Our email address is
smecuofc@gmail.com.

Writing support:
The Student Success Centre offers both online and workshop writing support for U of C
students.

Academic regulations and schedules

Student Academic Accommodations:
The Student Accessibility Services website is available here. University accommodation policies
can be found at the following links:
https://www.ucalgary.ca/pubs/calendar/current/b-6-1.html
https://www.ucalgary.ca/pubs/calendar/current/b-6.html
https://www.ucalgary.ca/pubs/calendar/current/b-6-2.html

Program Advising and Student Information Resources is done through the Faculty of Arts
Students' Centre. Office location: SS102; phone: 403-220-3580; email: ascarts@ucalgary.ca
Website: http://arts.ucalgary.ca/undergraduate

Instructor's Intellectual Property
Course materials created by instructors, including presentations, 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 course at the same time may be allowed under fair dealing.

Freedom of Information and Protection of Privacy
Student information will be collected in accordance with usual classroom practice. Students'
assignments will be accessible only by the authorized course faculty and teaching assistants.
Private information related to the individual student is treated with the utmost regard by the
faculty at the University of Calgary.

Research Ethics
- If a student is interested in undertaking an assignment that will involve collecting
  information from members of the public, they should speak with the course instructor
  and consult the CFREB Ethics (http://www.ucalgary.ca/research/researchers/ethics-
  compliance/cfreb) before beginning the assignment.
- If students are going to be used as research subjects or expected to conduct research
  (such as interviews), a statement about this expectation must be included. Please note
  that if you plan to have students conduct research for class, you must get ethics
  approval for the course.

Sexual violence policy:
https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf

Other important information:
- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk

Universal Student Ratings of Instruction (USRI):
Please participate in USRI Surveys toward the end of the course. The feedback they provide helps us evaluate teaching, enhance student learning, and guide students as they select courses.