COURSE TITLE: ENGLISH 691: Graduate Pro-Seminar

Course Number	691.01		**FALL 2021**
Faculty / Department	**Faculty of Arts/Department of English**		
Instructor Name	S. Forlini	**Email**	sforlini@ucalgary.ca
Instructor Email Policy	Please note that all course communications must occur through your @ucalgary.ca email. I will respond to emails sent via student's @ucalgary.ca emails within 1-2 business days.		
Office Location	Zoom (see D2L for link)		
Office Hours	Mondays, 15:45-16:45 or by appointment		
Class Dates/Times/Location	Zoom (see D2L for link) This is a synchronous class that meets every week: Mondays, 13:00-15:45		

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 **online** via Desire2Learn (D2L) and Zoom. To best succeed in the course, students are encouraged to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions**.** When unable to participate live due to the time difference or unforeseen circumstances, inform the instructor in advance and propose and implement an alternative participation activity (e.g., watch the recordings, and actively contribute to the follow-up online discussion).

There will be 11 synchronous Zoom sessions throughout the term (as indicated in the course schedule), and each will be recorded with the permission of the individual guest lecturers.

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, and academic grant writing;
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.

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 (**https://owl.english.purdue.edu/owl/section/2/**) and a good number of 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.

There is a D2L site associated with this course. 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.

LEARNING TECHNOLOGIES AND REQUIREMENTS
The D2L site for this course contains required readings and other relevant class resources and materials.

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses 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;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection.
Most current laptops will have a built-in webcam, speaker and microphone.

ASSIGNMENTS 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 13ᵗʰ** 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, Bethany Paul, or another University of Calgary librarian such as Christena McKillop (Special Collections). 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. Other tasks or assignments suggested by guest instructors throughout the term – these will not be onerous.

Be sure to submit your entire dossier by **December 13th** through the D2L DropBox. The dossier assignment will not be accepted after one week past the assignment deadline without the prior consent of the instructor.

Attendance and participation are essential for all graduate classes. Therefore, if you must miss a class, please let me know in advance by email. I am happy to discuss any concerns with you, so do not hesitate to keep in touch.

Schedule (Note: dates may vary due to unforeseen circumstances, eg: presenter illness, etc.):

Sept. 13	Introduction, setting the stage – why grad school?: Leah van Dyk, Amy LeBlanc, and Dania Idriss
Sept. 20	SSHRC funding applications (required for all students new to the department): Dr. Stefania Forlini + Student guests TBA
Sept. 27	Marking and Assessment Workshop: Dr. David Sigler
Oct. 04	Library/Research Skills: Bethany Paul
Oct. 11	**Thanksgiving (NO CLASS)**
Oct. 18	Archives and Special Collections Research at the U of C: Annie Murray, Regina Landwehr, Bonnie Woelk
Oct. 25	Creative practice, research, community: Dr. Suzette Mayr
Nov. 01	Getting your work journal-ready: reviews, publications, etc.: Dr. Michael Clarke (*ARIEL* editor)
Nov. 08	**Reading Week (NO CLASS)**
Nov. 15	BIPOC experience and gendered labour in the academy: Dr. Aruna Srivastava
Nov. 22	Conference Proposals and Presentations: Dr. Anthony Camara & FreeEx Guest TBA
Nov. 29	Transformative Research Collaborations: Dr. Bridget Moynihan, Dr. Jim Ellis
Dec. 06	Cover Letters and CVs for Academic, Alt-Ac, and Ac-Adjacent Careers: Dr. Jess Nicol + UofC Career Advisor TBA
Dec. 13	**Dossier due date (NO CLASS)**

ADDITIONAL REGULATIONS

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

CONDUCT
Students, employees, and academic staff are 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**

USE OF INTERNET AND ELECTRONIC COMMUNICATION DEVICES IN CLASS
The use of laptop and mobile devices 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, which can be found at:
https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf

GUIDELINES FOR ZOOM SESSIONS
Zoom is a video conferencing program that will allow us to meet at specific times for a "live" video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor's permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the Code of Conduct). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (eg: Student Non-Academic Misconduct Policy). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: https://elearn.ucalgary.ca/guidelines-for-zoom/ .

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity for the missed session (eg: to review a recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

GRADING SYSTEM
This is a credit/fail course. Please refer to the Graduate Grading System at the following link:
http://www.ucalgary.ca/pubs/calendar/grad/current/gs-h-1.html