

**Carleton University**  
**College of the Humanities**  
**Religion Program: RELI 5780**  
**Research Methods**  
**Winter 2020**

**Instructor Information**

Professor: Kimberly Stratton  
Office Location: 2A61 Paterson Hall  
Office Hours: W1:00-2:30pm  
Email: [kim.stratton@carleton.ca](mailto:kim.stratton@carleton.ca)

**Course Information**

Class Location: PA2a46  
Class Meetings: W 2:35-5:25  
Course Website: Available on cuLearn  
RELI Site: [www.carleton.ca/religion/](http://www.carleton.ca/religion/)

**Course Description**

This mandatory seminar, intended as a workshop, guides students through the process of producing a major paper proposal and the initial stages of writing the Master's Research Essay.

**Course Objectives**

This course is intended to impart research skills that will assist you in the successful and timely completion of your MRE. Exercises—both in class and at home—are designed to assist students in the acquisition of specific project-management skills: time management, formulating a coherent thesis, constructing a logical outline, synthesizing complex ideas into an academic abstract, improving reading and writing skills, learning to give and take constructive feedback, profitably revising drafts, and learning to overcome setbacks and frustrations. The mark you receive will be based on whether and to what extent you meet the course objectives by: (1) engaging fully and participating *every* week; (2) performing at a high level on course exercises; (3) offering high quality interaction (detailed questions, comments, critiques, and support) on the work of your peers; (4) submitting a solid, *20 page written section of your MRE, plus a bibliography*.

**Learning Outcomes**

By the end of the course successful students should be able to:

- Formulate a coherent thesis for their MRE
- Produce a clear and logical outline for the MRE
- Organize and manage a large academic research project
- Write an academic abstract for a conference paper or article
- Critically and constructively read each other's work
- Constructively respond to peer-review
- Present their ideas orally in class
- Present a conference-length research paper
- Construct an annotated bibliography

**Evaluation**

This course is a workshop, which means that the bulk of the learning occurs hands-on, face-to-face, and in class. For that reason, attendance and participation account for the largest percentage of your mark (30%). Because the learning objectives for the course are *skills* acquisition rather than knowledge acquisition, marks indicate my perception of the care and attention you have put into mastering a particular skill. Since I am not an expert in each of the fields represented by the cohort

I am not able to evaluate *knowledge* content (the quality or originality of your ideas as they pertain to the specifics of your field). I expect you to submit the work relevant to your MRE (i.e., bibliography, thesis, abstract, outline, and final paper) to your supervisor for field-specific feedback on the progress of your project. I will give a short report to your supervisors on progress or any problems that I perceive during the course of this class.

### Assignments/Assessments

|  |     |
|--|-----|
| Active and engaged participation and constructive peer feedback:                           | 30% |
| - More than 2 absences without a medical note results in F for the course                  |     |
| - Every 15 min missed (arriving late or leaving early) deducted at 10% off that day's mark |     |
| Research blogs (weekly from Jan. 15 - March 18; recorded in cuPortfolio):                  | 20% |
| - In most weeks, a significant portion of class will be spent discussing your blogs        |     |
| Academic Agenda:*  | 5%  |
| Annotated Bibliography:*   | 5%  |
| Abstracts:   | 5%  |
| Outline:*  | 15% |
| Final Paper:*  | 20% |

\* The mark on these assignments will be based on the final submitted version. I am not giving a separate grade for the presentation itself, which you should treat like a conference paper: it is an opportunity to try out ideas and get peer feedback before you submit the final version. You have until the following week to submit these assignments, with the exception of the Final Paper, which is due at the end of the Examination Period.

### Assignments

Check the course page on cuLearn for assignment details and links to upload. Marks will be posted on cuLearn.

### Schedule of Work

|                             |   |
|-----------------------------|---|
| <b>Jan. 8<sup>th</sup></b>  | Intro to Course: <i>your</i> objectives, from topic to thesis, peer review, cuPortfolio   |
| <b>Jan. 15<sup>th</sup></b> | Research Strategies, Photo Reading, Project Management<br>DUE: Present <b>Academic Agenda</b> , research blog                       |
| <b>Jan. 22<sup>th</sup></b> | Abstract writing workshop, Review of digital databases<br>DUE: Present <b>Annotated bibliography</b> (10-20 sources), research blog |
| <b>Jan 29<sup>th</sup></b>  | Student-led Seminar on academic article (TBA)<br>DUE: <b>abstracts</b> for assigned readings, research blog                         |
| <b>Feb. 5<sup>th</sup></b>  | Student-led Seminar on academic article (TBA)<br>DUE: <b>abstracts</b> for assigned readings, research blog                         |
| <b>Feb. 12<sup>th</sup></b> | Outline Workshop  |

DUE: Working Thesis (written up as abstract), research blog

**Feb. 19<sup>th</sup>**

*Winter Break; No Class*

**Feb 26<sup>th</sup>**

Presentations of MRE **Outlines**

DUE: research blog

**Mar. 4<sup>th</sup>**

Presentations of MRE **Outlines**

DUE: research blog

**Mar. 11<sup>th</sup>**

Student-led Seminar on primary source(s) (TBA)

DUE: Questions/reflections on assigned material, research blog

**Mar. 18<sup>th</sup>**

Student-led Seminar on primary source(s) (TBA)

DUE: Questions/reflections on assigned material, research blog

**Mar. 25<sup>th</sup>**

Presentations of 10-15pp MRE paper

**Apr. 1<sup>st</sup>**

Presentations of 10-15pp MRE paper

**Apr. 25<sup>th</sup>**

**Final Papers Due on CuLearn**



## University Regulations for All College of the Humanities Courses

### Copies of Written Work Submitted

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Always retain for yourself a copy of all essays, term papers, written assignments or take-home tests submitted in your courses.

### Academic Integrity at Carleton

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Plagiarism is presenting, whether intentionally or not, the ideas, expression of ideas, or work of others as one's own. Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. More information can be found [here](#).

### Academic Accommodation Policy

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#### **Academic Accommodation**

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

**Pregnancy obligation:** write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#)

**Religious obligation:** write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#)

**Academic Accommodations for Students with Disabilities:** The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at

613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the [PMC website](#) for the deadline to request accommodations for the formally-scheduled exam (if applicable).

### **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and is survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: [carleton.ca/sexual-violence-support](http://carleton.ca/sexual-violence-support)

### **Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

## **Grading System at Carleton University**

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Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion is below. Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

[Grading System](#)

## **Course Sharing Websites and Copyright**

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Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copy protected and remain the intellectual property of their respective author(s). All course materials, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or

distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

## Statement on Class Conduct

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The Carleton University Human Rights Policies and Procedures affirm that all members of the University community share a responsibility to:

- promote equity and fairness,
- respect and value diversity,
- prevent discrimination and harassment, and preserve the freedom of its members to carry out responsibly their scholarly work without threat of interference.

## Deferred Term Work

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In some situations, students are unable to complete term work because of illness or other circumstances beyond their control, which forces them to delay submission of the work.

Students who claim illness, injury or other extraordinary circumstances beyond their control as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor and **in all cases this must occur no later than three (3.0) working days after the term work was due.**

The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule. Normally, any deferred term work will be completed by the last day of term. More information is available [in the calendar](#).

## Deferred Final Exams

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Students who are unable to write a final examination because of a serious illness/emergency or other circumstances beyond their control may apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made. [More information.](#)

The application for a [deferral](#) must:

1. be made in writing or online to the Registrar's Office no later than **three working days** after the original final examination or the due date of the take-home examination; and,
2. be fully supported by appropriate documentation and, in cases of illness, by a medical certificate dated no later than one working day after the examination, or by appropriate documents in other cases. Medical documents must specify the date of the onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred medical form can be found at the Registrar's Office [forms and fees page](#).

Any questions related to deferring a Final Exam or Final Assignment/Take Home Examination should be directed to the [Registrar's Office](#).

## Withdrawal From Courses

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Withdrawn. No academic credit, no impact on the CGPA. WDN is a permanent notation that appears on the official transcript for students who withdraw after the full fee adjustment date in each term (noted in the Academic Year section of the Calendar each term). Students may withdraw on or before the last day of classes.

Important dates can be found [here](#).

## Financial vs. Academic Withdrawal

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**Make sure that you are aware of the separate deadlines for Financial and Academic withdrawal!**

Making registration decisions in Carleton Central involves making a financial and academic commitment for the courses you choose, regardless of attendance. If you do not attend – you must withdraw in Carleton Central within the published deadlines to cancel your registration. [More information](#)

## Department Contact Information

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**College of the Humanities** 300 Paterson Hall (613)520-2809

[CollegeOfHumanities@cunet.carleton.ca](mailto:CollegeOfHumanities@cunet.carleton.ca)

Drop box for CLCV, HUMS LATN GREK Term Papers and assignments is outside 300 P.A.

**Greek and Roman Studies** 300 Paterson Hall (613)520-2809

[GreekAndRomanStudies@cunet.carleton.ca](mailto:GreekAndRomanStudies@cunet.carleton.ca)

Drop Box is outside of 300 P.A.

**Religion** 2A39 Paterson Hall (613)520-2100

[Religion@cunet.carleton.ca](mailto:Religion@cunet.carleton.ca)

Drop box for RELI and SAST Term Papers and assignments is outside of 2A39 P.A.

**Registrar's Office** 300 Tory (613)520-3500

<https://carleton.ca/registrar/>

## Student Resources on Campus

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[CUKnowHow Website](#)

[Academics: From registration to graduation, the tools for your success.](#)