

**CARLETON UNIVERSITY
DEPARTMENT OF COGNITIVE SCIENCE**

COURSE OUTLINE: CGSC 4908

INSTRUCTOR: JO-ANNE LEFEVRE JO-ANNE.LEFEVRE@CARLETON.CA
OFFICE: DT 2217
OFFICE HOURS: BY APPOINTMENT

Course Information

To complete your thesis you will work closely with a faculty member on a piece of original research. This class is designed to help you with the thesis process and with other aspects of completing your degree.

The general information about the honours thesis is available in the Honours Thesis Guidelines Document, available on the cuLearn for this course and on the department website at <http://carleton.ca/cognitivescience/current-students/undergraduate/forms-and-documents/>.

Classes

There are no formally scheduled classes for this course.

End of Year Presentations

Students are encouraged to present the results of their research at the Cognitive Science Spring Conference. More information will be provided as the year progresses.

Honours Thesis Contracts

Students must have a completed HONOURS THESIS CONTRACT on file. It is important for students to understand that their contract with a supervisor carries an obligation to remain in communication concerning a schedule of work, the meeting of deadlines, and so forth. Otherwise a supervisor may rightfully conclude that the student is not upholding his or her part of the agreement. Similarly, the thesis supervisor is expected to respond promptly to requests for meetings, provide appropriate guidance and feedback as needed. The supervisor and student should meet at the beginning of the process and decide on a schedule for the work to be done.

Evaluation Process

Recommended grades will be provided by the research supervisor to the course instructor. Final grades will be assigned after consultation between the supervisor and the course instructor. Final thesis and grades from research supervisors are due on the last day of examinations for Winter term, April 23, 2021.

Term Check-In

I will arrange a time to meet briefly (on Zoom) with all students over the course of the first term. The goal of the meeting will be so that you can ask any questions and for me to learn more about your project. These meetings will start in late September so if you would like to meet sooner, rather than later, please let me know.

Brief Videos and Posted Tip Sheets

Information about the following topics will be available on CULearn over the course of the term.

Topic
Graduate School, Professional Programs, & Scholarships (Overview); Panel Discussion**
Graduate School Applications and Scholarships Workshop
Graphs, Tables, and Figures
Writing Workshop – organizing the literature review; summarizing papers
Writing Workshop – nuts and bolts
Hypotheses, Questions, Predictions
Formatting – why does it matter?
Careers in Cognitive Science
Poster Preparation

** Date to be determined.

Important Information

- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean's approval.
- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>

For a list of dates and deadlines, including holidays and exam dates, please visit:

<https://carleton.ca/registrar/registration/dates-and-deadlines/>

Regulations and Information Common to all Cognitive Science Courses

REQUESTS FOR 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 me 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 me 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 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).

PETITIONS TO DEFER

Students unable to complete a final term paper or write a final examination because of illness or other circumstances beyond their control or whose performance on an examination has been impaired by such circumstances may apply within five working days to the Registrar's Office for permission to extend a term paper deadline or to write a deferred examination. The request must be fully and specifically supported by a medical certificate or other relevant documentation. Only deferral petitions submitted to the Registrar's Office will be considered.

PLAGIARISM

The University Senate defines plagiarism as “*presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own.*” This can include:

- 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;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- handing in “*substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs.*”

Plagiarism is a serious offence, which cannot be resolved directly with the course’s instructor.

The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They range from a mark of zero for the plagiarized work to a final grade of "F" for the course, and even suspension from all studies or expulsion from the University.

GRADING SYSTEM

Letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100 B = 73-76 C - = 60-62

A = 85-89 B - = 70-72 D+ = 57-59

A - = 80-84 C+ = 67-69 D = 53-56

B+ = 77-79 C = 63-66 D - = 50-52

F Failure. No academic credit

ABS Absent from the final examination

DEF Official deferral (see "Petitions to Defer")

FND “Failed, no Deferral” – assigned when the student is absent from the final exam and has failed the course on the basis of inadequate term work as specified in the course outline.

Standing in a course is determined by the course instructor, subject to the approval of the Chair and Faculty Dean.

Academic Advising

The undergraduate administrator in ICS is Ms. Melissa Lett. The faculty advisor is Dr. Mark MacLeod. They can be reached at ics@carleton.ca. In person, you can visit the Cognitive Science Undergraduate Office, DT 2201 to discuss your program. Advisors can answer questions concerning:

- Course selection and meeting program requirements
- Your audit and transfer credits
- Gaining access to courses that are closed
- Information concerning prerequisites and preclusions
- Course equivalencies and substitutions

- Information about whether to choose the honours project (CGSC 4909) or the honours thesis course (CGSC 4908), and CGPA requirements for these options
- Concentrations
- Exchanges and course selection

DEPARTMENTAL DROP BOX – Located outside 2201 DT

Mail received prior to 8:30am will be date stamped with yesterday's date. Mail received before 8:30am on Monday will be date stamped with the previous Friday's date.

Please include your name, student number, course code and instructor's name. If any of this information is missing it may delay getting your paper to your instructor.