

**CARLETON UNIVERSITY  
DEPARTMENT OF COGNITIVE SCIENCE**

**COURSE OUTLINE: CGSC 4908 A, B, AND C**

**INSTRUCTOR:** JO-ANNE LEFEVRE [JO-ANNE.LEFEVRE@CARLETON.CA](mailto:JO-ANNE.LEFEVRE@CARLETON.CA)  
**OFFICE:** DT 2217  
**CONSULTATION:** BY APPOINTMENT; DROP-IN HOUR 10:00-11:00 WEDNESDAY

**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.

More general information about the honours thesis is available in the Honours Thesis Guidelines Document, available on BrightSpace and on the department website at <https://carleton.ca/cognitivescience/academic-programs-2/bachelors-of-cognitive-science/bachelors-of-cognitive-science-forms-and-documents/>

You can also access theses from previous years in Brightspace, in the **Cognitive Science Honours Thesis Library**. I recommend you read some theses before you start writing your own.

**CLASSES**

There are no formally scheduled classes for this course. A few online or in-person meetings may be scheduled. Students may also be provided with information about workshops provided by the department but attendance is optional.

**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 with the Undergraduate Advisor (Melissa Lett). 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. A single grade for the thesis will be submitted. The grade will be based both on work (e.g., data collection, programming, analyses) and on the final written document. Students should discuss the weighting of these components with their research supervisor.

The thesis is required to have a substantial literature review component and must demonstrate that you have undertaken some original research. The nature of the research will vary with the topic and the area of the thesis supervisor.

## THESIS SUBMISSION

Final thesis and grades from research supervisors are due on the last day of examinations for Winter term, **April 27, 2023**.

Students should upload a PDF version of their thesis to Brightspace AND send a copy directly to their thesis supervisor.

Supervisors should email the course instructor – [jo-anne.lefevre@carleton.ca](mailto:jo-anne.lefevre@carleton.ca) – with a suggested grade and a brief justification. The grade should reflect the combination of the work done and the final thesis. A suggested ratio is 50% term work (e.g., conceptualization, data collection, analysis, timely meetings) and 50% final product (e.g., interpretation of data, literature review, presentation in figures and graphs, thesis writing, responsiveness to feedback). However, the final distribution and how it is reflected in the grade may depend on the project.

All theses will be posted to the Cognitive Science Honours Thesis Library at the end of the term by the Librarian (Melissa Lett). The theses in the Library are available for viewing and downloading. You retain the copyright for your thesis. If you have questions about this process, please contact the course instructor.

## BRIEF VIDEOS AND POSTED TIP SHEETS

Information about the following topics are available on BrightSpace.

Topic
Graduate School (Tip Sheets); Panel Discussion (video)
Scholarships
Research Information
Academic Resume (Curriculum Vita or CV)

*Note.* A workshop about scholarship applications is held in the fall for students in Cognitive Science. I will let you know the time and date and post the video if possible.

## REGISTRATION AND DE-REGISTRATION

Unlike other undergraduate courses, students are permitted two (but ONLY two) re-registrations in the honours thesis. If the Honours thesis is not completed within three sessions, as described below, a grade of F will be assigned. Students should note that they **MUST BE REGISTERED** to be eligible for supervision and library privileges, to submit an honours thesis for grading, and to graduate. Registration and re-registration must take place on time, no later than the last day for late registration in the session.

During June registration, students should register in Section A for the fall/winter term. If they are unable to complete their thesis by the end of the Winter term, they can either register in Section B for the Spring/Summer term (if they intend to complete their thesis in the summer) or register in Section C in the next fall/winter term. Students must consult with their supervisor when deciding whether to continue in the summer or in the fall. For example, a student who first registers in the thesis course in September but does not finish by the end of April will receive a grade of IP (in progress). They must either re-register in the summer term in Section B (if they will be finished before the end of August) or wait and register again in September for Section C (fall/winter).

## GRADUATION

Students who wish to be considered for graduation must apply through Carleton Central by the following deadlines:

September 1 for Fall Graduation (November Convocation)

December 1 for Winter Graduation (February Graduation – Spring Convocation)

April 1 for Spring Graduation (Spring Convocation)

## DEADLINES

The deadline for submission of the Honours thesis to both your thesis supervisor and to the course instructor (via BrightSpace) is the last day of the examination period for the session of registration. However, your thesis supervisor should already have read multiple drafts before the final one is submitted.

If the Honours thesis is not submitted by the appropriate deadline, a grade of IP will be assigned for those students eligible to re-register. A grade of F will be assigned for those students (in section C) not eligible to re-register.

**Summer Registration.** Students intending to register in a graduate program in September who are not finished their thesis in the Winter term must register for CGSC 4908 B and submit their thesis by the last day of exams in August. In order to register in the Faculty of Graduate Studies and Research, students require a statement from the Administrator confirming that the honours degree requirements have been completed. This statement will not be available until the completed thesis and signed grade report have been submitted.

## WITHDRAWALS

Students may withdraw from the Honours thesis up to the last date for withdrawal from full courses in the session. Students who withdraw during their initial registration (CGSC 4908 A) will retain their Honours status and may begin the Honours thesis again by registering in CGSC 4908 A in a subsequent session.

## FEES

The full-credit fee is charged for the first registration. The half-credit fee is charged for each reregistration.

## ADDITIONAL INFORMATION

### Plagiarism

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This 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, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts 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 can include a final grade of “F” for the course.

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### Statement on Student Mental Health

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. Here is a list that may be helpful:

**Emergency Resources (on and off campus):** <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

### Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

### Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

### Statement on Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

**Feeling sick?** Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow Carleton's [symptom reporting protocols](#).

**Masks:** Masks are no longer mandatory in university buildings and facilities. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be

maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

**Vaccines:** While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).

## Requests for Academic Accommodations

### 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 accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

**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 [click here](#).

**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 where 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: <https://carleton.ca/equity/sexual-assault-support-services>

**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 will be provided to students who compete or perform at the national or international level. 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. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

**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.
- The last day for academic withdrawal for Fall courses is November 15th, 2022.
- 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/>

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

<https://calendar.carleton.ca/academicyear/>