

**GEOGRAPHY AND ENVIRONMENTAL STUDIES
Carleton University**

COURSE OUTLINE - Winter 2023

COURSE:	Masters Research Workshop – GEOG 5905		
WORKSHOPS/SEMINARS:	Wednesdays	08:35 - 11:25	Loeb A220
INSTRUCTOR:	Derek Mueller Room A427, Loeb Building Email: derek.mueller@carleton.ca Phone: 613-520-2600 x1984		
OFFICE HOURS:	Wednesdays 11:30 to 12:30, by chance or appointment.		

COURSE DESCRIPTION:

A workshop which focuses on the challenges of research design in the various sub-fields of geography. The workshop will culminate with the development and defence of a thesis research proposal. (*from Carleton University, Graduate Calendar*)

The Masters Research Workshop is a course designed for you to plan and write your thesis proposal with instructor, supervisor and peer feedback. Insofar as your proposal is a road map for your thesis, this involves planning out your research and the remainder of your graduate program timeline. You will need to consider your theoretical approach and your methodology (including your research design, sampling strategy, field work sites and timeline). You will need to articulate the context and rationale for your research, anticipate its significance, and be aware of ethical codes of conduct and data management best practices. You will hone your oral and written communication and critical analytical skills through peer review of research proposals. You will be expected to interact and engage with both MA and MSc students and you will be exposed to many different types of geographic research and approaches. In addition to considering course materials and feedback you are expected to remain in close consultation with your thesis supervisor, who will be involved in the evaluation of your assignments and overall progress.

COMMUNICATION:

This course uses Brightspace, Carleton's learning management system to disseminate materials and for discussion. To access your courses on Brightspace go to <http://brightspace.carleton.ca>. For help and support, go to <http://carleton.ca/students>. Any unresolved questions can be directed to Information Technology Services (ITS) by phone at 613-520-3700 or via email at its.service.desk@carleton.ca.

Private correspondence with the instructor should be through a Carleton email account. If you have questions of a general nature, please post these to the discussion board in Brightspace so that others can benefit from the answers. The instructor will check email and Brightspace every 24 hours and do their best to respond to queries within 48 hours.

Information on Brightspace or sent via email will be considered to have been provided to all students within 24 hours of posting and students will be fully responsible for reading and responding appropriately to this information.

COURSE STRUCTURE:

A one term course in a workshop format (including instructor lectures, guest presentations, student presentations, seminar discussions, etc.) plus assignments. The course also entails consultations with the Instructor and your thesis supervisor as well as acting as a peer reviewer for other students

TEXTBOOK/READINGS:

There is no course textbook. Materials will be provided on Brightspace as a file or web link or placed on reserve at the library.

EVALUATION:

Thesis proposal (70%)

The goal of this course is to develop a Masters research proposal which will help to guide your graduate research throughout your degree program. Details on the proposal expectations will be distributed in class. The thesis proposal grade is broken down into several components, including:

- 1) A 1-page preliminary thesis summary - **Due January 22**
- 2) Draft proposal (15%) – **Due February 28**
- 3) Plain language proposal summary and oral presentation (10%) - **Due March 13/15**
- 4) Data/Ethics/Safety plan (5%) – **Due March 21**
- 5) Oral presentation of the revised thesis proposal (10%) - **Due March 29 or April 5**
- 6) Final written thesis proposal (30%) – **Due April 12**

Participation (30%)

This course is run as a workshop, and thus its success relies heavily on student engagement and contributions of all participants to the class discussions. Students are expected to come to class well-prepared to actively participate and lead discussions of assigned readings. This includes doing the required readings, and reviewing your peers' proposal drafts. Student contributions also include participating in discussions, providing constructive feedback, and asking questions related to all presentations or discussions. The participation grade is broken down into several components, including:

- 1) Thesis critique presentation (8%) – **Due February 8**
- 2) Integrity reflection (2%) – **Due February 17**
- 3) Being a reviewer during the thesis proposal development process for one of your peers (10%) - **ongoing/March 7**
- 4) Contributions to seminar discussions and small groups/pairs (10%) - **ongoing**

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

Late Policy:

There is a nominal late policy of 10% per day. Students with medical or extenuating circumstances which cover the duration of the assignment period will be accommodated. However, students who anticipate missing course deadlines for these reasons must notify the instructor as soon as possible *prior to* the deadline in question. Please complete the Medical Self-Declaration form available [here](#) as appropriate.

Cell phones and social media:

Students must turn off their cell phones before each class. Interruption of classes by users of cell phones is disruptive and distracting for instructors and students alike. Consultation of social media during classes is similarly inappropriate.

Uploading of course materials:

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).

Plagiarism:

The University Senate 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, art works, 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 or even suspension or expulsion from the University. The university’s full Academic Integrity Policy can be found [here](#).

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>

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 instructors 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](#).

Religious obligation: write to instructors 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 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>

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 must follow Carleton's [symptom reporting protocols](#).

Masks: Carleton has paused the [COVID-19 Mask Policy](#), but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, 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.

Other Important Locations on Campus:

Writing Services <https://carleton.ca/csas/writing-services/> (506 and 507 MacOdrum Library)

Centre for Student Academic Support <https://carleton.ca/csas/> (CSAS, 2nd Floor, MacOdrum Library)

CLASS SCHEDULE/TOPICS (Subject to modification!!)

Note – Guest speakers will be invited to the seminar, which may lead to some adjustments to the schedule below.

Month	Day	Topic	Assignment due
Jan	11	01 – Course overview, expectations, introductions	
	18	02 – The research process and components of a research proposal; theoretical approaches	Select thesis to critique
	25	03 – Writing workshop	1-page thesis summary (Jan 22)
Feb	01	04 – Refining your research question; grad. student experiences; tips on presenting	Peer edit thesis summary
	08	05 – Thesis critique presentations	Thesis critique presentation
	15	06 – Finding sources and using them with integrity; Refining your methods	Integrity reflection (Feb 17)
	22	READING WEEK – NO CLASS	
Mar	01	07 – Data and file management; field safety, biosafety	Draft proposal
Feb	08	08 – Research ethics, permits and communications	Proposal peer review
	15	09 – Student plain language elevator pitches (3 min each, plus 3 min discussion)	Presentation and plain language summary/discuss draft thesis proposal
	22	10 – Oh, the places you'll go (with a Master's degree)	Data/Ethics/Safety plan
	29	11 – Final thesis proposal presentations/discussion	Proposal presentation
Apr	05	12 – Final thesis proposal presentations/discussion	Proposal presentation
	12	-	Final thesis proposal due

Written assignments are typically due at 23:59 the day prior to class (or as noted in Brightspace); Oral assignments are due in class as scheduled

Please consult the course Brightspace page for an updated schedule plus details about each topic and readings.