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Examiners: Dr Donna Patrick, Dr Jennifer Spence, Dr Christopher Burn

Key dates: Reading lists to be submitted – 31 January, 4 pm; Distribution of one question to each student – 16 April (Tues.), 3 pm; Written answers due – 1 May (Wed.), 3 pm; Schedule of oral examinations published – 1 May, 4 pm; Oral examinations – 6-7 May. The written answers are due 15 days after the assignment of questions because the university is closed on April 19.

Purpose: The purpose of the Comprehensive Examination is to assess a student's capacity to integrate and reflect upon the multi- and inter-disciplinary contexts of an aspect of environment and/or society in northern Canada and to discuss matters of policy related to it. Complementary purposes are to assess the ability of a student to present a cogent analysis of the topic under time-limited conditions, and the ability of a student to self-direct their enquiries.

Activity sequence: The topic will be selected by the student in the fall term with the coordinator. The coordinator will endeavour to introduce each student to a mentor, who will facilitate development of a reading list for the examination. Each student should create a reading list suitable for their specific interest that is also broad enough to provide background for a *comprehensive* examination. Mentors will normally be suggested from staff at Carleton. Students will develop a command of the material cited in the reading list through a program of self-directed reading. In mid-April, students will be handed a question tailored to their specific interest. Approximately two weeks later, a written response (paper) will be submitted to the coordinator of the examination. Subsequently, an oral examination of the paper will take place. The examiners will be the instructors in NORTH 5000.

Reading list: The reading list will be submitted electronically to the administrator of the Northern Studies program as a pdf attachment by email. The deadline for submission is 4 pm Eastern time on the due date. **Late submission of a reading list will lead to a reduction by one grade point in the final mark.**

Paper: The written assignment will be submitted electronically email as a pdf attachment **to the Administrator of the Northern Studies program**. The style of the submission should be double spaced, 12 pt Times New Roman font. The paper must be paginated in the upper right-hand corner of each page. The paper should not exceed 5,000 words, excluding references but including any footnotes. A coversheet with the question, name of student, course number, and date of submission must be provided. The coversheet should include a signed statement attesting that the submission is entirely the work of the student. The coversheet is page zero (0); it need not be numbered. Subheadings should be used to make the structure of the paper explicit. The

references must be presented in a standard academic style. The reference list should have citations written out in full. Any footnotes should appear at the end of the paper. **Papers that do not conform to these guidelines will have the equivalent of one grade point deducted from the final mark for the course.** The deadline for submission is 3 pm Eastern time on 1 May 2019. **Late papers will be penalized by one grade point in the final mark for the course.** The paper must be a considered response to the assigned question. It should draw on material in the reading list prepared for the examination and other materials as appropriate. The paper will be graded considering that it is the product of a term's work. The mark for the paper will be 65% of the course grade. The mark for the paper will be the average of the marks assigned by each of the three examiners.

Oral examination: An oral examination of the paper will take place on 6-7 May. The examination will last approximately 1.5 hours. The examination will focus on the paper. The examination will begin with a brief summary by the student of the paper, lasting not more than 10 minutes. Questions to the student from the examiners will then follow, on an one-on-one basis, with about 15 minutes of questioning by each examiner. A second round of questions will not be as restricted, but will last less than 30 minutes. The mark awarded for the oral examination will be 35% of the course grade. The Chair of the Examining Committee will be the coordinator of the comprehensive examinations. The Chair is responsible for the timing of the components of the examination, for ensuring that the examination is conducted in an appropriate manner, and for coordinating the discussion of grading of both examination components. The student must attend the oral examination in person and not via tele- or video conference.

Late submissions and absence from the oral examination: Late submissions of the paper or absences from the oral examination due to illness or bereavement will be accommodated on production of appropriate documentation. This may consist of a letter from a physician or death certificate. However, students should be aware that rescheduling of the examination may not occur at their convenience, but at a time that is mutually acceptable to all parties. The deferred examination will take place at Carleton.

Return of materials: Students will receive their marked papers after all oral examinations have taken place. The grade for the course will be submitted to the Faculty of Graduate and Postdoctoral Affairs (FGPA) at the same time.

Grading: Passing grades for the comprehensive examination range from B- to A+. A grade of C+ or below may require that the course be retaken, in accordance with the regulations of FGPA. In that case, a new question will be assigned. It may not be possible to arrange an examination in the summer term. A total of three grade points may be deducted as outlined above.

Academic conduct: If the examiners or coordinator detect or suspect that an academic offence, i.e., plagiarism, has occurred in the preparation of the paper, the matter will be referred to FGPA. Carleton University policy requires academic offences to be handled at the Faculty level and not by course instructors.