

**Coordinator:** Dr Donna Patrick, Supervisor of the Graduate Programs in Northern Studies  
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**Examiners:** Dr Donna Patrick (Chair), Dr Derek Muller, Dr Jennifer Spence, Tim Browne.

**Key dates:** Reading lists to be submitted - 31 January (Fri), 12 noon; Distribution of one question to each student – 13 April (Mon), 12 noon; Written answers due – 28 April, 12 noon; Oral examinations – Friday 1 May

**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. Complimentary 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 first two weeks of the winter term, in consultation with the coordinator. A reading list will be constructed subsequently, with assistance from the coordinator and faculty members in the Northern Studies program. Students will develop a command of the material cited in the reading list through a program of self-directed reading. In early 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 by email. The deadline for submission is 12 noon 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 by email as a pdf attachment to the administrator of the 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 12 noon Eastern time on the due date. **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 May 1st. 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 committee will then deliberate on the mark to be awarded for the oral examination, which will be 35% of the course grade. The Chair of the Examining Committee will be the coordinator of the comprehensive examinations, but the Chair will not be an examiner. Nevertheless, the Chair may pose a few questions to the student at the end of the first round of questions. 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.

**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.

**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.