

NORTHERN STUDIES
Carleton University
COURSE OUTLINE - Winter 2024

Course: Comprehensive Examination - NRTH 5905

Coordinator: Derek Mueller (derek.mueller@carleton.ca)

Examiners: John Crump, Tim Browne, Derek Mueller

Brightspace link: <https://brightspace.carleton.ca/d2l/home/223554>

Key dates:

Reading lists to be submitted	February 7, 2024
Distribution of one question to each student	April 12, 2024
Written answers due (14 days after the assignment of questions)	April 26, 2024
Oral examinations	April 30, 2024

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 previous term. 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. At the end of term, before the exam period, students will be handed a question tailored to their specific interest. Two weeks later, a written response (paper) will be submitted. Within a few days time, an oral examination of the paper will take place. The examiners will be the instructors in NRTH 5000.

Reading list: Prepare a reading list, along with a title (that captures what the topic is about), and the name and position of your mentor for submission. The reading list will be submitted electronically on Brightspace as a pdf document. The deadline for submission is 23:59 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 to Brightspace as a pdf attachment. The format 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 and figure/table captions. 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 23:59 Eastern time on the day identified above. **Late papers will be penalized by one grade point in the final mark for the course for each day that the paper is late, day one beginning at 23:59 on the day of the deadline.** 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.

Oral examination: An oral examination of the paper will take place after the end of the exam period. The examination will last approximately 1.5 hours. The examination will focus on the paper, but students are expected to show breadth of knowledge beyond the written assignment. The examination will begin with the student briefly summarizing their 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 45 minutes. The Chair of the Examining Committee will be the coordinator of the comprehensive examinations or an alternate. 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 oral examination will be in person.** Students may bring a copy of their paper to the oral examination but no other aids will be permitted.

Late submissions and absence from the oral examination: Late submissions of the course deliverables or absences from the oral examination due extenuating circumstances will be accommodated (see below). However, students should be aware that rescheduling of the examination may not occur at their convenience.

Return of materials: Students may 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) and transmitted to the student at the same time.

Evaluation:

- The mark for the paper will be 65% of the course grade.
- The mark awarded for the oral examination will be 35% of the course grade.

Note that 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.

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. Grade points may be deducted as outlined above.

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, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- 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:

Academic consideration for medical or other extenuating circumstances: Students must contact the instructor(s) as soon as possible, and normally no later than 24 hours after the submission deadline for course deliverables. Please be prepared to complete the [Self-Declaration for Academic Considerations form](#).

Students should also consult the Course Outline Information on Academic Accommodations for more information. Detailed information about the procedure for requesting academic consideration can be found [here](#).

Pregnancy and family-status related accommodation: Please write to me with any requests for academic accommodation during the first few weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details about the accommodation policy, visit the Equity and Inclusive Communities (EIC) website.

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, please request your accommodations for this course through the [Ventus Student Portal](#) 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). Requests made within two weeks will be reviewed on a case-by-case basis. For final exams, the deadlines to request accommodations are published in the [University Academic Calendars](#). 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>

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)