

**Thesis Proposal Workshop**

**PSCI 6908**

Monday, 1135-225

Online till January 31, 2021

**Instructor:** Christina Gabriel  
**Office Hours:** Available by Appointment  
**E-mail:** [christina.gabriel@carleton.ca](mailto:christina.gabriel@carleton.ca)

**Course Objectives**

This seminar-workshop is designed to help students organize, develop and refine their dissertation proposal. The purpose and expectations of a thesis proposal in Political Science will be reviewed before students engage in a step-by-step, hands on development of their proposal. Over the course of the term students will be required to present preliminary elements of their proposal to the class. It is expected that students will incorporate peer feedback into a longer developed version of their dissertation proposal. This longer effort will be presented at the end of the term.

**Course Format**

This workshop is scheduled as a face-to-face seminar. It is student-led and the instructor will act as a facilitator.

*While face-to-face classes at Carleton remain suspended because of COVID-19, this course will meet in a synchronous online format via Zoom.*

**Course Requirements**

This seminar-workshop is evaluated on a satisfactory/unsatisfactory basis. Students will not be assigned a letter grade but must complete ALL requirements to receive a satisfactory grade. It is necessary to successfully complete this workshop before moving on to a proposal defence.

**Requirements**

- 1) Regular attendance and participation in the weekly workshop sessions
- 2) Reading student draft sections of proposals in advance of their presentation in class
- 3) Presentation of each of the proposal elements
- 4) Preparing comments for peer review of elements (2-5 minutes)
- 5) Completion of a full draft proposal, circulation of this draft by e-mail to members of the class
- 6) A 20 minute class presentation discussing your full draft proposal. There will be a discussant for each proposal
- 7) The final draft proposal should include a working title of your dissertation and the following elements
  - (a) the topic of the dissertation and why this topic is important
  - (b) a statement of your research question(s)
  - (c) your argument (or research thesis) about this (these) question(s)
  - (d) a contextualization of your research question and your argument in the relevant literature(s) (How does your question/argument “fit” within the literature? In what ways does

- your argument agree or disagree with other relevant approaches/studies? What gap does it fill/how is it original and/or innovative?)
- (e) a discussion of your theoretical framework/approach
  - (f) a discussion of your methodology (How will you go about substantiating your argument? What lines of inquiry will be pursued? What aspects of the topic and/or cases and/or data will be investigated? What methods will be used?)
  - (g) expected contributions
  - (h) an identification of particular areas of your proposal that need further development and a reflection on challenges related to your research project (if any)
  - (i) an indicative bibliography

### **Schedule of Classes**

#### **January 10                      Course Introduction**

- Student Introductions
- Overview of Course & Expectations

#### **January 17                      The Elements of a Proposal in Political Science**

- Department of Political Science - Thesis Proposal Template
- Maggie Fitzgerald's Proposal
- Noah Swartz's Proposal
  
- The Craft of Organizing a Committee
- Kevin Haggarty and Aaron Doyle. 2015. "Supervisors" *In 57 Ways to Screw Up in Grad School: Perverse Professional Lessons for Graduate Students* pp. 41-55.

Guest: William Walters, Department of Political Science and Sociology and Anthropology

#### **January 24                      Research Ethics**

- Review - Chapter One "Ethics Framework" - [https://ethics.gc.ca/eng/policy-politique\\_tcps2-eptc2\\_2018.html](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html)
- TCPS2 (2018): Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. Go to <https://carleton.ca/researchethics/policies-and-resources/> - complete if you have not done the training.

Guest - Leslie Macdonald Hicks, Research Compliance Officer - Confirmed

#### **January 31                      The Research Question & Topic**

Guest: TBC

Discussion:      Draft of Topic (a)

#### **February 7                      The Work of a Lit Review vs Conceptual Framework**

Guest: Fiona Robinson, Professor, Department of Political Science

Discussion:      Draft of Written Research Question (b) & (c)

#### **February 14                      Methodology**

Guest: Laura Macdonald, Professor Department of Political Science

Discussion: Draft of Literature Review (d)

### **February 21 – 25 Reading Week**

#### **February 28 Research Contributions**

Guest: Bill Cross, Professor, Department of Political Science

Discussion: Drafts of Conceptual Framework (e)

#### **March 7**

Discussion: Drafts of Methodology & Research Contributions (f) (g)

#### **March 14**

- No class, work on completing draft proposal and presentation

#### **March 21**

- No class, work on completing draft proposal and presentation

#### **March 28**

- Presentations #1 and Presentations #2

#### **April 4**

- Presentations #3 and Presentations #4

#### **April 11**

- Presentations #5
- Next steps

#### **\*Policies on Assignments:**

All assignments in this course (with the exception of the single-space annotation) must be 12 pt. font, double-spaced and have standard one-inch margins. As much as possible they should be free of spelling and grammatical errors. They must include appropriate citations (endnotes or footnotes) and a bibliography. Please review details on each assignment carefully.

With the exception of the written annotations all assignments are due at the 4:30 p.m on the due date specified.

#### **\*\*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, 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.

Additionally, in this course it is not acceptable to submit an assignment (or part of an assignment) that you have produced for another course. Please consult the course instructor if you need further clarification.

## Appendix

---

### **Covid-19 Information**

All members of the Carleton community are required to follow COVID-19 prevention measures and all mandatory public health requirements (e.g. wearing a mask, physical distancing, hand hygiene, respiratory and cough etiquette). When accessing campus you must fill in the [COVID-19 Screening Self-Assessment in cuScreen](#) each day before coming to campus. You must also check-in to your final destination (where you plan on being longer than 15 minutes) within a building using the [QR location code](#).

If you feel ill or exhibit COVID-19 symptoms while on campus or in class, please leave campus immediately, self-isolate, and complete the mandatory [symptom reporting tool](#). For purposes of contact tracing, attendance will be recorded in all classes and labs. Participants can check in using posted QR codes through the cuScreen platform where provided. Students who do not have a smartphone will be required to complete a paper process as indicated on the [COVID-19 website](#).

All members of the Carleton community are required to follow guidelines regarding safe movement and seating on campus (e.g. directional arrows, designated entrances and exits, designated seats that maintain physical distancing). In order to avoid congestion, allow all previous occupants to fully vacate a classroom before entering. No food or drinks are permitted in any classrooms or labs.

For the most recent information about Carleton's COVID-19 response and required measures, please see the [University's COVID-19 webpage](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca)

Please note that failure to comply with University policies and mandatory public health requirements, and endangering the safety of others are considered misconduct under the [Student Rights and Responsibilities Policy](#). Failure to comply with Carleton's COVID-19 procedures may lead to supplementary action involving Campus Safety and/or Student Affairs.

### **Requests for 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 accommodation:*** Please contact your instructor 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,

visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf).

**Religious accommodation:** Please contact your instructor 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, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf).

**Accommodations for students with disabilities:** If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, reach out to your instructor as soon as possible to ensure accommodation arrangements are made. For more information, please visit [carleton.ca/pmc](https://carleton.ca/pmc).

**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 must be provided to students who engage in student activities at the national or international level. Please contact your instructor 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>.

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](https://students.carleton.ca/course-outline).

### **Sexual Violence Policy**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated. 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: [carleton.ca/sexual-violence-support](https://carleton.ca/sexual-violence-support).

### **Plagiarism**

The University Senate defines plagiarism as “presenting, whether intentional 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 which cannot be resolved directly with the course's instructor. The Associate Deans of the Faculty conduct 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 may include a mark of zero for the plagiarized work or a final grade of "F" for the course.

More information on the University's Academic Integrity Policy can be found at: <https://carleton.ca/registrar/academic-integrity/>.

### **Intellectual property**

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

### **Submission and Return of Term Work**

Papers must be submitted directly to the instructor according to the instructions in the course outline. During the COVID-19 pandemic, the departmental office will not accept assignments submitted in hard copy.

## **Grading**

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Final standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points is:

| Percentage | Letter grade | 12-point scale | Percentage | Letter grade | 12-point scale |
|------------|--------------|----------------|------------|--------------|----------------|
| 90-100     | A+           | 12             | 67-69      | C+           | 6              |
| 85-89      | A            | 11             | 63-66      | C            | 5              |
| 80-84      | A-           | 10             | 60-62      | C-           | 4              |
| 77-79      | B+           | 9              | 57-59      | D+           | 3              |
| 73-76      | B            | 8              | 53-56      | D            | 2              |
| 70-72      | B-           | 7              | 50-52      | D-           | 1              |

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

## **Carleton E-mail Accounts**

All email communication to students from the Department of Political Science will be via official Carleton University e-mail accounts and/or Brightspace. As important course and university information is distributed this way, it is the student's responsibility to monitor their Carleton University email accounts and Brightspace.

## **Carleton Political Science Society**

The Carleton Political Science Society (CPSS) has made its mission to provide a social environment for politically inclined students and faculty. By hosting social events, including Model Parliament, debates, professional development sessions and more, CPSS aims to involve all political science students at Carleton University. Our mandate is to arrange social and academic activities in order to instill a sense of belonging within the Department and the larger University community. Members can benefit through our networking opportunities, academic engagement initiatives and numerous events which aim to complement both academic and social life at Carleton University. To find out more, visit us on Facebook <https://www.facebook.com/CarletonPoliticalScienceSociety/>.

## **Official Course Outline**

The course outline posted to the Political Science website is the official course outline.