

**Thesis Proposal Workshop  
PSCI 6908**

Friday, 830-1130 (Revised)

Please confirm location on Carleton Central – No Zoom Option

**Instructor:** Professor 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.

**Course Requirements**

This seminar-workshop is evaluated on a satisfactory/unsatisfactory basis. Attendance is **mandatory** for all face-to-face sessions.

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 defense.

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 12-15 minute class presentation of 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

- 8) (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 12                      Course Introduction**

- Student Introductions
- Overview of Course & Expectations
- The Craft of Organizing a Committee

Reading: Haggarty, Kevin and Aaron Doyle. 2015. “Supervisors”. In *57 Ways to Screw Up in Graduate School* Chicago: Chicago University Press. pp.41-56

Reading: Hatemi, Peter K. and Rose McDermott. 2022. “Strategies for Picking the Right Advisor” *PS: Political Science and Politics* 55:4 pp. 793-798.

Guest: Peter Andree, Professor, Department of Political Science  
– “What Happens at a Proposal Defence”

#### **January 19                      The Elements of a Proposal in Political Science**

- Department of Political Science - Thesis Proposal Template
- Hailey Walker’s Proposal
- Noah Swartz’s Proposal
- Allisson Levesque’s Proposal
- Amanda Robert’s Proposal

Reading: Haggarty, Kevin and Aaron Doyle. 2015. “Writing”. In *57 Ways to Screw Up in Graduate School* Chicago: Chicago University Press. pp. 89-103

Discussion

Topic (a) – Oral Presentation of Topic

**January 26                      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

**February 2                      How to Fashion a Lit Review**

Guest: Erin Tolley, Professor, Department of Political Science

Reading: Jeffrey Knopf. 2006. “Doing a Literature Review” *PS: Politics* 39:1 pp. 127-132

Discussion:    The Evolution of Your Research Question (b)  
**Share Research Question by Monday, January 29**

**February 9                      The Work of a Theoretical Framework**

Guest: William Walters, Professor, Department of Political Science

Discussion:    Draft of Literature Review Presentation (d)  
**Share Lit Review by Monday, February 5**

**February 16                      Methodology: Dos and Don'ts**

Guest: To be confirmed

Discussion:    Drafts of Theoretical Framework Presentation (e)  
**Share Theoretical Framework by Monday, February 12**

**February 19 – 23 Reading Week**

**March 1**

- No class, work on completing draft proposal and presentation.

**March 8**

- No class, work on completing draft proposal and presentation.  
**Presenters #1, #2, #3 circulate complete draft proposal to class and discussant.**

**March 15**                      **Group A - Presentations**

- Presentations #1
- Presentations #2
- Presentation #3

**Presenters #4, #5, #6 circulate complete draft proposal to class and discussant.**

**March 22**                      **Group B - Presentation**

- Presentations #4
- Presentations #5
- Presentation #6

**Presenters #7, #8, #9 circulate complete draft proposal to class and discussant.**

**March 29**                      **Good Friday – No Class**

**April 5**                              **Group C Presentations**

- Presentations #7
- Presentation #8
- Presentation #9

## Appendix

---

### **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>

### **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:

#### ***Academic consideration for medical or other extenuating circumstances:***

Please contact your instructor if you are experiencing circumstances that (a) are beyond your control, (b) have a significant impact your capacity to meet your academic obligations, and (c) could not have reasonably been prevented.

Decisions on academic consideration are in your instructor's discretion; they will be guided by the course learning outcomes and the principle of good faith.

Please see [here](#) for more details. For considerations relating to course work, your instructor may request that you complete the [Self-Declaration form](#). To apply for a deferral of your final exam, you must submit the Self-Declaration form

to the Registrar's Office no later than three days after the scheduled examination or take-home due date.

***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 accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

***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 [click here](#).

***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 details, [click here](#).

***Accommodation for student activities:*** Carleton University recognizes the substantial benefits, both to the individual student and to the university, that result from a student participating in activities beyond the classroom. Reasonable accommodation will 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. For more information, please [click here](#).

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).

## **Academic Integrity**

Academic integrity is an essential element of a productive and successful career as a student. Carleton's [Academic Integrity Policy](#) addresses academic integrity violations, including plagiarism, unauthorized collaboration, misrepresentation, impersonation, withholding of records, obstruction/interference, disruption of instruction or examinations, improper access to and/or dissemination of information, or violation of test and examination rules. Students are required to familiarize themselves with the university's academic integrity rules.

### ***Plagiarism***

The Academic Integrity Policy 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, websites, 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.

### ***Use of Artificial Intelligence***

Unless explicitly permitted by the instructor in a particular course, any use of generative artificial intelligence (AI) tools to produce assessed content (e.g., text, code, equations, image, summary, video, etc.) is considered a violation of academic integrity standards.

## ***Procedures in Cases of Suspected Violations***

Violations of the Academic Integrity Policy are serious offences which cannot be resolved directly with the course's instructor. When an instructor suspects a violation of the Academic Integrity Policy, the Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student. Penalties are not trivial. They may include a mark of zero for the assignment/exam in question 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. 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:

<b>Percentage</b>	<b>Letter grade</b>	<b>12-point scale</b>	<b>Percentage</b>	<b>Letter grade</b>	<b>12-point scale</b>
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.

---