

Thesis Proposal Workshop
PSCI 6908 W
Thursday, 830-1130

Instructor: Professor Christina Gabriel
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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 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 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
 - (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
- 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.

January 19 The Elements of a Proposal in Political Science

- Department of Political Science - Thesis Proposal Template
- Maggie Fitzgerald’s Proposal
- Noah Schwartz’s Proposal
- Allisson Levesque’s Proposal

Presentation: Topic (a)

January 26 Research Ethics

- Review - Chapter One “Ethics Framework” - 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, Associate Professor and Canada Research Chair

Presentations: The Evolution of Your Research Question (b)

February 9 No Class – Work on Completing Lit Review

February 16 The Work of a Conceptual Framework

Guest: Hans-Martin Jaeger, Associate Professor

Discussion: Draft of Literature Review (d)

February 20 – 23 Reading Week

March 2 Methodology: Dos and Don’ts

Guest: Steve White, Associate Professor

Discussion: Drafts of Conceptual Framework (e)

March 2

Discussion: Drafts of Methodology & Research Contributions

March 9

- No class, work on completing draft proposal and presentation

March 16

- No class, work on completing draft proposal and presentation

March 23

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

March 30

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

April 6

- Presentations #7 and #8

Appendix

Covid-19 Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow Carleton's [symptom reporting protocols](#).

Masks: Masks are no longer mandatory in university buildings and facilities. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

Vaccines: While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

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:

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 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 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.

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.

Plagiarism

Carleton's [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.

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. 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.