

**CARLETON UNIVERSITY
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY**

**ANTH 6100F/W: THESIS WRITING SEMINAR
FALL/WINTER 2023-24**

Dr. Jen Pylypa (she/her)
Office: Loeb C772
Office phone: 520-2600 Extension 6329
Email: jen.pylypa@carleton.ca
Office hours: by appointment

Mode of delivery: in-person (synchronous by Zoom
for those living outside of Ottawa)

Class time: Fall: alternating Fridays, 11:35-2:25
Winter: alternating Wednesdays, 11:35-2:25

CALENDAR DESCRIPTION:

This seminar will meet on a regular basis for students who are writing their doctoral theses to present draft chapters for constructive critical discussion. Normally required for all PhD Anthropology students who have completed their doctoral research, until the completion of their theses.

PRE-REQUISITES AND PRECLUDED COURSES: Available to doctoral candidates in anthropology currently writing their doctoral theses, or permission of the instructor.

COURSE DESCRIPTION AND OBJECTIVES:

The purpose of the seminar is to support the thesis-writing process, both by providing structure for the writing process, and by providing feedback on individual chapters from faculty and peers.

The seminar will meet at least six times in the Fall term and six times in the Winter term, approximately once every two weeks. During the first class of each term, a schedule will be established for students to present draft chapters of their theses. Ideally we will have one PhD candidate presenting a chapter at each meeting, having provided the chapter at least one week in advance for everyone to read. The student's supervisor and committee members will also be invited to attend the meeting in weeks when their student is presenting. The student will present the chapter in 5-10 minutes and will then receive written and verbal comments from all participants. Thus, your obligation as a seminar participant is to present a chapter at least once per term for comment by the group, and to, in turn, comment on the work of your peers in writing as well as orally in the remaining meetings.

As time permits, we may also spend some time discussing other issues of relevance to this stage and upcoming stages of your careers. This may include discussion topics such as the writing process, giving conference papers, applying for academic jobs, academic cv.'s, interviewing for jobs, preparing job talks, grant writing, writing for publication, career trajectories and career planning, etc.

READINGS/BOOKS:

There are no required readings for this course. However, academic resources to support the writing process and professional development will be posted on Brightspace for your reference.

COURSE REQUIREMENTS AND METHODS OF EVALUATION:

This is a zero-credit course, which receives a grade of 'satisfactory' or 'unsatisfactory.' All anthropology PhD students who are at the dissertation writing stage are required to complete two terms of this seminar with a grade of 'satisfactory.' Students must register for the Fall and Winter terms separately. Students are welcome and encouraged to continue to enroll in the seminar as long as they are working on their thesis, beyond the minimum two term requirement.

There are no graded assignments for this course.

A grade of satisfactory requires:

- regular attendance and participation in class meetings
- informed written and verbal feedback on peers' work
- presentation (in writing and orally) of at least one draft chapter of the dissertation per term for comment by peers, committee members, and the instructor

*Presentation chapters must be circulated to class members, the instructor, and the student's committee members a minimum of 7 days prior to the scheduled feedback session, but students should also consult their committee members well in advance of this to let them know to expect the chapter and ensure the committee member has time to read it before the session.

***Students are responsible for contacting their supervisor and committee members about the scheduled feedback session well in advance of the date, and to bring any time conflicts to the attention of the instructor as soon as possible.**

*Chapters should be emailed to everyone in the class and the committee members. The instructor will also upload the chapter to Brightspace where everyone registered in the class can access it. You may also submit the url of a Google document if you want people to comment on a single document, however, this could result in a lot of comments on a single text, which can be cumbersome. Committee members and class participants may choose to comment on a separate, clean version of the chapter, or write comments separately in an MS Word file, and send this back to you if they prefer.

*If a student joins the seminar prematurely and is not at the point of being able to distribute a draft chapter for commentary by the end of the first term, the student will be asked to withdraw and re-register for the following term as their official 'term one.'

PROPOSED SCHEDULE OF MEETINGS FOR 2023-24:

September 8: Introductory meeting	January 17
September 22	January 31
October 6	February 14
October 20	March 6
November 3	March 20
November 17	April 3
December 1	

**Presentation weeks for individual students to be assigned at the beginning of each term.

**We may choose to adjust this schedule as needed, for example, based on the availability of committee members to attend meetings, etc.

PEER WRITING GROUP:

Students are encouraged to use the off-weeks, when there is no scheduled meeting, to meet up as a ‘writing group,’ either virtually or in-person. Since our classroom is booked for every week but we only meet every second week, you are welcome to use the classroom as a group writing space during those weeks when we are not holding a class meeting. Alternatively, you could arrange a Zoom session during this time block on the off-weeks where those who wish to participate can join a Zoom meeting for a fixed period of time and then either discuss your writing, circulate smaller pieces of writing for comment, or simply sit and write in each other’s presence. Making writing social and taking part in a peer writing group can be helpful for breaking the sense of isolation associated with the thesis writing process.

Other faculty and grad students in the department sometimes form writing communities that are open to all grad students, and I will communicate any information about such possibilities to the class. In this regard, you can check out Professor Alexis Shotwell’s ‘Writing Anyhow’ server on Discord: <https://discord.com/invite/cM59mWRKKk>

DIVERSITY AND INCLUSION IN LEARNING:

We strive towards making this an inclusive learning space, considering all perspectives and contributions from every participant and avoiding the use of denigrative language in any comments we make. This is especially vital when we read each other’s work. It is essential to respect each other’s views, while providing any criticisms or contrary perspectives with respect. As we strive to be more inclusive in this course and beyond, please let me know if there are exclusions and forms of marginalization that may be occurring and which I have not noticed, including in my own actions/inactions.

ALGONQUIN TERRITORY ACKNOWLEDGEMENT:

Carleton University acknowledges the location of its campus on the traditional, unceded territories of the Algonquin nation. In doing so, Carleton acknowledges it has a responsibility to the Algonquin people and a responsibility to adhere to Algonquin cultural protocols.

ADDITIONAL INFORMATION:

Academic Regulations, Accommodations, Plagiarism, Etc.

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

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, contact your PMC coordinator to send your **Letter of Accommodation** 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*).

*The deadline for contacting the Paul Menton Centre regarding accommodation for December full fall and late fall examinations and fall/winter midterm examinations is November 15, 2023.

For Religious Obligations:

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: www.carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

For Pregnancy:

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: www.carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

For 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: www.carleton.ca/sexual-violence-support

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 compete or perform 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>

Plagiarism

Plagiarism is the passing off of someone else's work as your own and is a serious academic offence. For the details of what constitutes plagiarism, the potential penalties and the procedures refer to the section on Instructional Offences in the Undergraduate Calendar. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy (See <https://carleton.ca/registrar/academic-integrity/>). The Policy is strictly enforced and is binding on all students. Academic dishonesty in any form will not be tolerated. Students who infringe the Policy may be subject to one of several penalties.

What are the Penalties for Plagiarism?

A student found to have plagiarized an assignment may be subject to one of several penalties including but not limited to: a grade of zero, a failure or a reduced grade for the piece of academic work; reduction of final grade in the course; completion of a remediation process; resubmission of academic work; withdrawal from course(s); suspension from a program of study; a letter of reprimand.

What are the Procedures?

All allegations of plagiarism are reported to the faculty of Dean of FASS and Management. Documentation is prepared by instructors and departmental chairs. The Dean writes to the student and the University Ombudsperson about the alleged plagiarism. The Dean reviews the allegation. If it is not resolved at this level then it is referred to a tribunal appointed by the Senate.

Assistance for Students:

Academic and Career Development Services: <https://carleton.ca/career/>

Writing Services: <http://www.carleton.ca/csas/writing-services/>

Peer Assisted Study Sessions (PASS): <https://carleton.ca/csas/group-support/pass/>

Important Information:

- 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).
 - Students must always retain a hard copy of all work that is submitted.
 - 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.
 - Carleton University is committed to protecting the privacy of those who study or work here (currently and formerly). To that end, Carleton's Privacy Office seeks to encourage the implementation of the privacy provisions of Ontario's *Freedom of Information and Protection of Privacy Act* (FIPPA) within the university.
 - In accordance with FIPPA, please ensure all communication with staff/faculty is via your Carleton email account. To get your Carleton Email you will need to activate your [MyCarletonOne account](#) through Carleton Central. Once you have activated your MyCarletonOne account, log into the [MyCarleton Portal](#).
 - Please note that you will be able to link your MyCarletonOne account to other non-MyCarletonOne accounts and receive emails from us. However, for us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid MyCarletonOne address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://students.carleton.ca/>
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Important Dates and Deadlines: Fall 2023

August 29, 2023: Deadline for course outlines to be made available to students registered in full fall, early fall, and fall/winter courses.

September 1, 2023: Last day for receipt of applications from potential fall (November) graduates.

September 4, 2023: Statutory holiday. University closed.

September 5, 2023: Academic orientation (undergraduate and graduate students).

Orientation for new Teaching Assistants.

All new students are expected to be on campus. Class and laboratory preparations, departmental introductions for students, and other academic preparation activities will be held.

September 6, 2023: Fall term begins. Full fall, early fall, and fall/winter classes begin.

September 12, 2023: Last day for registration and course changes (including auditing) in early fall courses.

September 19, 2023: Last day for registration and course changes (including auditing) in full fall, late fall, and fall/winter courses.

Last day to withdraw from early fall courses with a full fee adjustment.

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in fall 2023 and must register for the fall 2023 term.

September 22-24, 2023: Full summer and late summer term deferred final examinations will be held.

September 30, 2023: Last day to withdraw from full fall and fall/winter courses with a full fee adjustment.

October 1, 2023: Last day for academic withdrawal from early fall courses.

Last day to request Formal Examination Accommodations for Oct/Nov final examinations from the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.

October 6, 2023: December examination schedule (fall term final and fall/winter mid-terms) available online.

October 9, 2023: Statutory holiday. University closed.

October 13, 2023: Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in early fall term undergraduate courses, before the official Oct/Nov final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

October 15, 2023: Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.

October 20, 2023: Last day of early fall classes.

Last day for final take-home examinations to be assigned in early fall courses, with the exception of those conforming to the examination

regulations in the Academic regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

Last day that can be specified by a course instructor as a due date for term work for early fall courses.

October 23, 2023: Deadline for course outlines to be made available to students registered in late fall courses.

October 23-27, 2023: Fall break, no classes.

October 28-29,
November 4-5, 2023: Final examinations in early fall undergraduate courses will be held.

October 30, 2023: Late fall classes begin.

November 10, 2023: Last day to withdraw from late fall term courses with a full fee adjustment.

November 15, 2023: Last day for academic withdrawal from full fall and late fall courses.

Last day to request Formal Examination Accommodations for December full fall and late fall examinations and fall/winter midterm examinations from the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.

Last day for receipt of applications for admission to an undergraduate degree program for the winter term.

November 17-19, 2023: Early fall undergraduate deferred final examinations will be held.

November 24, 2023: Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full fall term or fall/winter undergraduate courses, before the official December final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

December 1, 2023: Last day for receipt of applications from potential winter (February) graduates.

Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.

Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in late fall term

undergraduate courses, before the official final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

December 8, 2023: Fall term ends.

Last day of full fall and late fall classes.

Classes follow a Monday schedule.

Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

Last day that can be specified by an instructor as a due date for term work for full and late fall courses.

Last day for receipt of applications for undergraduate degree program transfers for winter term.

December 9, 2023: No classes or examinations take place.

December 10-22, 2023: Final examinations in full fall and late fall courses and mid-term examinations in fall/winter courses will be held. Examinations are normally held all seven days of the week.

December 22, 2023: All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

December 25, 2023 through January 3, 2024 inclusive: University closed.

Important Dates and Deadlines: Winter 2024

January 1, 2024: Deadline for course outlines to be made available to students registered in full winter and early winter term courses.

January 4, 2024: University reopens.

January 8, 2024: Winter term begins. Full winter and early winter classes begin.

- January 12, 2024: Last day for registration and course changes (including auditing) in early winter courses.
- January 19, 2024: Last day for registration and course changes (including auditing) in full winter and late winter courses.
- Last day to withdraw from early winter courses with a full fee adjustment.
- Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in winter 2024 and must register for the winter 2024 term.
- January 26-28,
February 3-5, 2024: Full fall and late fall term deferred final examinations will be held.
- January 31, 2024: Last day to withdraw from full winter courses and the winter portion of fall/winter courses with a full fee adjustment.
- February 1, 2024: Last day for academic withdrawal from early winter courses.
- Last day to request Formal Examination Accommodations for Feb/Mar final examinations from the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
- February 9, 2024: Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in early winter term undergraduate courses, before the official Feb/Mar final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
- February 16, 2024: Last day of early winter classes.
- Last day for final take-home examinations to be assigned in early winter courses, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
- Last day that can be specified by an instructor as a due date for term work for early winter courses.
- April examination schedule available online.
- February 19, 2024: Statutory holiday. University closed.

Deadline for course outlines to be made available to students registered in late winter courses.

February 19-23, 2024: Winter break, no classes.

February 24-25,
March 2-3, 2024: Final examinations in early winter undergraduate courses will be held.

February 26, 2024: Late winter classes begin.

March 1, 2024: Last day for receipt of applications to Bachelor of Architecture, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Music and Bachelor of Social Work degree programs for the fall/winter session.
Last day for receipt of applications for admission to an undergraduate program for the summer term.
Last day for receipt of applications for admission from candidates who wish to be guaranteed consideration for financial assistance (including Carleton fellowships, scholarships and teaching assistantships) administered by Carleton University. Candidates whose applications are received after the March 1 deadline may be considered for the award of a fellowship, scholarship or teaching assistantship (Graduate students only).

March 8, 2024: Last day to withdraw from late winter term courses with a full fee adjustment.

March 15, 2024: Last day for academic withdrawal from full winter, late winter, and fall/winter courses.

Last day to request Formal Examination Accommodations for April full winter, late winter and fall/winter final examinations from the Paul Menton Centre for Students with Disabilities. Note, that it may not be possible to fulfil accommodation requests received after the specified deadlines.

March 15-17, 2024: Early winter undergraduate deferred final examinations will be held.

March 27, 2024: Last day to for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full winter term or fall/winter undergraduate courses, before the official April final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

March 29, 2024: Statutory holiday. University closed.

- April 1, 2024: Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
- Last day for receipt of applications for admission to an undergraduate degree program for the fall/winter session from applicants whose documents originate from outside Canada or the United States, except for applications due March 1.
- Last day for receipt of applications from the potential spring (June) graduates.
- April 3, 2024: Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in late winter term undergraduate courses, before the official final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
- April 10, 2024: Winter term ends.
- Last day of full winter, late winter, and fall/winter classes.
- Classes follow a Friday schedule.
- Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
- Last day that can be specified by an instructor as a due date for term work for full winter and late winter courses.
- April 11-12, 2024: No classes or examinations take place.
- April 13-25, 2024: Final examinations in full winter, late winter, and fall/winter courses will be held. Examinations are normally held all seven days of the week.
- April 25, 2024: All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
- May 1, 2024: Last day for receipt of applications for undergraduate internal degree transfers to allow for registration for the summer session.

- May 10, 2024: Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in spring 2024 and must register for the summer 2024 term.
- May 17-29, 2024: Full winter, late winter, and fall/winter deferred final examinations will be held.
- June 1, 2024: Last day for receipt of applications for admission to an undergraduate program for the fall/winter session except for applications due March 1 or April 1.
- June 15, 2024: Last day for receipt of applications for undergraduate degree program transfers for the fall term.