Instructor: Matthew Hawkins
Office: Loeb A711
Office Hours: Mondays 10:30 am – 11:30 am and Tuesdays 10:30 am – 11:30 am
Email: matthew.hawkins@carleton.ca

Course meets: Tuesdays 2:35 – 5:25 pm in Loeb A 700

Pre-requisites & Precluded Courses: 4th year standing and specialization in the Globalization, Culture and Power stream of the BGINS

Course Description and Objectives:

At the end of this Capstone Seminar you will have completed an individual research project based on a question of your choice that incorporates themes of globalization, culture and power. Your project should include original research and you will be strongly encouraged to conduct participant-observation research locally in support of your project. You may, however, choose to conduct an ethnographic project through other means (such as using online documents or doing archival research). The analysis of your research should identify and apply a useful theoretical perspective on power and explore the relevant global connections of your topic.

The course is divided into two halves. In the fall semester, we will meet regularly each week to discuss topics and readings related to the preparation of your research project, such as ethnographic methodology and ethics, writing field notes, and writing a proposal. By the end of the semester you will have presented on and submitted your research proposal, as well as your research ethics application (if required). During the winter semester, we will meet less frequently as you conduct your research and complete your project. Towards the later half of the semester we will workshop your papers and explore various possibilities of presenting your research.

In-class time will be seminar style, meaning there will be significant opportunities for everyone to participate and guide the class’ discussion. While I have prepared a structure and will have important contributions to make, this course is about your research projects, and we will be able to adapt the course to fit the needs of your research projects.
Reading(s)/Textbook(s):


A digital copy is also available.

Course Requirements & Methods of Evaluation:

Assignments:

Completing assignments on time will help you keep on track to completing your individual research project. Assignments in the lead up to your major research paper will be marked based upon their level of completeness.

Attendance and participation (10%)

Your regular and active participation in the seminar will be an important to your research project and supporting your peers.

Assignment #1 (5%)

Due: Sept 25

Write a short reflection piece (2-3 pages double spaced) on your “international experience requirement” in BGINS. Describe a moment (or situation) that made you think about the dynamics of power and culture. Explain why.

Assignment #2 (10%) Presentation on your research topic

Conduct background research on your topic and identify major themes or issues related to your topic. At the end of your presentation you will be asked to submit a 3-page annotated bibliography of sources relevant to your research topic.

In class, you will present on your research topic (~10-15 minutes) and then lead a discussion around your research topic and potential research methods. When you are not presenting, it is important that you be an active and engaged with comments and questions.

Your presentation should include:
1) A working title for your project
2) A clear explanation of your intended research focus: what is the topic? What is the context and background information? How is it related to concepts of globalization, culture and power?
3) A sense of the research question(s) at the core of your project.
4) How will answer your questions? How will you do your research and what will be required?

You can assign a short reading relevant to your selected topic to help facilitate discussion.

Research Proposal and Ethics Application (20%)

Due dates:

Research topic October 16

You will be required to submit by email a short description (one to two paragraphs) of your intended focus for your project and potential research methodology by the end of October 16. The sooner the better!
**Ethics Application November 20**
If you are doing research with people, your ethics application should be submitted by the end of day Nov 20 through the Carleton University ethics portal: [https://carleton.ca/researchethics/submit-an-application/](https://carleton.ca/researchethics/submit-an-application/)

**Important:** If your application is reviewed and there are requests for revisions, please let me know so we can discuss any changes to your project if needed.

**Research Proposal December 4**
Your research proposal should be between 5-8 pages excluding bibliography. Your proposal will outline your major research question, your research methodology (how will you do research? Who will you interact with and how?), and a short description of available research related to your topic.

**Research Project Workshop (5%)**
Dates: March 19 (peer)
March 26 and April 2 (one-on-one)
In the lead up to the final submission, we will meet two times to workshop your project. This will be a chance for you to get feedback from your peers and myself on your writing. Your mark will be based on the level of completeness of your project.

**Final Research Project (50%)**
Due: April 9
The final product of your research project should be an ethnography with a contextual analysis of “power”. Your paper should be 35-45 standard double spaced pages.

If you are interested in exploring alternative ways of representing your research such as using a photographic essay, video or alternative creative writing formats, let me know early in the semester and we can explore alternatives Note: that some of these methods could affect your research methods and ethics applications.

**Fall Semester**

**Sept 11 – Introductions**
Introduction to the seminar, syllabus and each other.

**Sept 18 – Culture and Power**
We will use this week to re-engage with and reflect on concepts of culture and power in a global context; what do these concepts mean when doing research locally? Be prepared to discuss how you have learned and used these concepts in other courses. How will they inform a research project that you are interested in?

*Readings:*

**Sept 25 – Selecting a Research Topic and Writing a Research Proposal**
Assignment #1 Due
We will discuss your interests in conducting research, examine the steps to completing a research project and preparing a proposal, as well as how to think about the relationship between what you learn through research and the application of theory.
Reading:

Oct 2 – Doing Ethnographic Research 1
Sociocultural anthropologists predominately do research through participant-observation methodology in order to provide a rich contextual description of lived realities. We will look at little closer at what doing “ethnographic research” might entail and think about how you might do your own participant-observation project.

Readings:

Oct 9 – Doing Ethnographic Research 2
Submit your research topic.
We will continue our discussion about how to do research, as well as look at alternative ways of doing ‘ethnographic’ research other than participant-observation.

Readings

Oct 16 – Ethics
Gaining ethics approval is a major requirement when conducting research with people. We will look at the practical steps you will need to complete to get the Research Ethics Board’s approval before starting research, discuss some of the important issues that could affect your work, and more broadly how anthropologists understand and work within ethical frameworks.

Familiarize yourself with the ethics forms:
https://carleton.ca/researchethics/forms-and-templates/
And, the Tri-Council Policy Statement: Ethical conduct for research involving humans. Available online:
By the end of the week: complete the online ethics course:
https://tcps2core.ca/welcome

Oct 23 – Reading Week (no class)

Oct 30 – Student Presentations
Annotated bibliography due.
Two presentations
1.
Nov 6 – Student Presentations
Three presentations
1. 
2. 
3. 

Nov 13 – Student Presentations
Three presentations:
1. 
2. 
3. 

Nov 20 – Proposal and Ethics Workshop
Ethics applications are due Nov. 23 to Research Ethics Board and should be submitted through the online portal for my approval by the end of day.

We will workshop/peer review the rough draft of your proposals and ethics documents during this class and I will meet with you individually to go over your ethics.

Please come with a printed copy of your proposal and ethics application.

Nov 27 – Representation(s) and Writing
We will come back to ‘doing’ ethnographic writing and talk about how to get useful information from your research. We will also discuss issues around representation and power.

Readings:


Dec 4 – Prepping for doing research
Research Proposals Due. We will use our class time to plan the next steps of your research and writing.

Winter Semester
Jan to Mid February – Research
We will meet twice between January and mid-February to allow you to focus on “doing” the research. I ask that you come prepared to talk about your fieldwork setup/experiences and to be actively engaged in the projects of your colleagues.

Meeting dates: Jan 8 and Feb 5.

Mid February to April – Creating Final Product
Final project due: April 9
We will meet two times prior to the due date to conduct peer workshops (March 19) on a major section of your research project and to discuss one-on-one (March 19 or April 2) how you are analyzing your research findings.

For the peer workshop, you will be provided a mark out of 5% based on the level of completeness of a 20-page section of writing.

**Apr 9 – Submit assignments and celebrate!**

In accordance with the Carleton University Undergraduate Calendar Regulations, the letter grades assigned in this course will have the following percentage equivalents:

- **A+** = 90-100
- **B+** = 77-79
- **C+** = 67-69
- **D+** = 57-59
- **A =** 85-89
- **B =** 73-76
- **C =** 63-66
- **D** = 53-56
- **A - =** 80-84
- **B - =** 70-72
- **C - =** 60-62
- **D - =** 50-52
- **F =** Below 50
- **WDN =** Withdrawn from the course
- **DEF = Deferred**

**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: [http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/](http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/)

**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](mailto: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 final exams for the Fall 2018 (December) exam period is November 9, 2018. The deadline for contacting the Paul Menton Centre regarding accommodation for final exams for the Winter 2019 (April) exam period is March 15, 2019.*

**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](http://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: http://carleton.ca/sacds/
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/

Important Dates

Fall 2018

August 29      All Fall term syllabi must be posted
September 3    Labour Day – University Closed.
September 5    Classes start.
September 14-16 Summer term deferred examinations will be written.
September 19   Last day for registration and course changes in Fall and Fall/Winter courses.
September 30   Last day to withdraw from fall term and fall/winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN to appear on the official transcript.
October 5      December exam schedule available online.
October 8  Thanksgiving Day – University closed.
October 22-26  Fall break, no classes.
November 23  Last day for summative tests or final examinations, or formative tests or examinations totaling more than 15% of the final grade in Fall term courses before the official examination period.
December 7  Classes follow a Monday schedule.
          Fall term ends. Last day of classes. Last day for academic withdrawal from Fall term courses. Last day for take-home examinations to be assigned (except those that conform to the Academic Regulations of the University in the Undergraduate Calendar/General Regulations of the Graduate Calendar).
          Last day for handing in term work and the last day that can be specified by a course instructor as a due date for Fall term courses.
December 9-21  December exams: Final examinations for Fall courses, mid-terms for Fall/Winter courses. Exams are normally held all seven days of the week.
December 21  All take-home exams are due except those that conform to the Academic Regulations of the University in the Undergraduate Calendar/General Regulations of the Graduate Calendar.
December 24  All Winter term syllabi must be posted
December 25 - January 1  University closed

**Winter 2019**

January 7  Winter term classes begin.
January 15  Deferred final assignments and/or take-home examinations for Fall Term 0.5 credit courses are due.
January 18  Last day for registration and course changes in Winter term classes.
January 18-20, 25-27  Fall term deferred examinations will be written.
January 31  Last day to withdraw from Winter term and Winter portion of Fall/Winter courses with full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN to appear on the official transcript.
February 15  April exam schedule available online.
February 18-22  Winter Break, classes suspended.
March 26  Last day for summative tests or final examinations, or formative tests or examinations totaling more than 15% of the final grade in Winter term courses before the official examination period.
April 9  Winter term ends. Last day of Fall/Winter and Winter term classes. Last day for academic withdrawal from Fall/Winter and Winter term courses. Last day for take-home examinations to be assigned (except those that conform to the Academic Regulations of the University in the Undergraduate Calendar/General Regulations of the Graduate Calendar). Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for Fall/Winter and Winter term courses.
April 12-27  Final Examinations for Winter and Fall/Winter courses. Exams are normally held all seven days of the week.
April 19-21  Statutory Holiday, University closed
April 27  All take-home examinations are due except those that conform to the academic Regulations of the University in the Undergraduate Calendar/General Regulations of the Graduate Calendar.
April 30  All summer term syllabi must be posted