Instructor: Bernhard Leistle  
Office: C 775  
Office Hours: Monday, 3 – 5 p.m., or by appointment  
Email: bernhard.leistle@carleton.ca  
Phone Number: ext. 1955  

Course meets: Fall Term Monday, 11:35 a.m. – 2:25 p.m., Loeb D 794  
Winter Term Monday, 11:35 a.m. – 2:25 p.m., Loeb D 794  

Pre-requisites & precluded Courses: Doctoral students in anthropology, or by permission of instructor  

Course Description and Objectives:  
The seminar intends to support doctoral students in writing their PhD thesis. General discussions will revolve around such matters of conceptual structure, composition and style, as are pertinent to academic and in particular anthropological writing. Students will present written work and will comment on the work presented by others. An important element is the participation of faculty serving on students’ committees who will be invited to attend sessions in which the respective student is presenting. Besides practical and theoretical guidance of the writing process, topics addressed in the course will also cover other aspects of students’ professional careers (e.g. job-talks, the academic hiring process, conference presentations, etc.)  

Course Requirements & Methods of Evaluation:  
This is a required “zero credit” course for doctoral students in anthropology. Students take the course after they have completed the data collection phase of the program (in most cases: ethnographic fieldwork), and are ready to begin the thesis writing process, typically during the third year of their studies. Enrollment is possible both in the fall and in the winter term; successful participation is required for a minimum of two terms, but students can enroll for as long as they work on their thesis. There are no letter grades in this course; performance is graded as “satisfactory” or “unsatisfactory”. Evaluation takes place at the end of each term, fall and winter. A satisfactory grade is achieved by regular attendance and active participation in the seminar. Participating students are expected to present a minimum of one chapter draft of their thesis per term.
This is the preliminary meeting schedule

Fall Term:

Sept. 17
Oct. 01
Oct. 15

Fall Break Oct 22 - 26
Nov. 05
Nov. 19
Dec. 03

Winter Term:

Jan. 14
Jan 28
Feb. 11

Winter Break Feb. 18 - 22
March 04
March 18
April 01

In accordance with the Carleton University 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 (See above)

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/

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 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

**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 is 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.

Plagiarism and cheating at the graduate level are viewed as being particularly serious and the sanctions imposed are accordingly severe.

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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 3</td>
<td>Labour Day – University Closed.</td>
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<tr>
<td>September 5</td>
<td>Classes start.</td>
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<tr>
<td>September 19</td>
<td>Last day for registration and course changes in Fall and Fall/Winter courses.</td>
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<tr>
<td>Date</td>
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<tr>
<td>September 30</td>
<td>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.</td>
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<tr>
<td>October 8</td>
<td>Thanksgiving Day – University closed.</td>
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<tr>
<td>October 22-26</td>
<td>Fall break, no classes.</td>
</tr>
<tr>
<td>December 7</td>
<td>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.</td>
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<tr>
<td>December 25 - January 1</td>
<td>University closed</td>
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**Winter 2019**

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<th>Date</th>
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<tr>
<td>January 7</td>
<td>Winter term classes begin.</td>
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<tr>
<td>January 18</td>
<td>Last day for registration and course changes in Winter term classes.</td>
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<tr>
<td>January 31</td>
<td>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.</td>
</tr>
<tr>
<td>February 18-22</td>
<td>Winter Break, classes suspended.</td>
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<tr>
<td>April 9</td>
<td>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</td>
</tr>
<tr>
<td>April 19-21</td>
<td>Statutory Holiday, University closed</td>
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