

**CARLETON UNIVERSITY
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY**

**ANTH 4590 A / ANTH 4900 A
FALL 2023 & WINTER 2024**

**CAPSTONE IN GLOBALIZATION, CULTURE, AND POWER / HONOURS RESEARCH PAPER IN
ANTHROPOLOGY**

Instructor: Matthew Hawkins

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Office Hours: Mondays 12:00pm – 2:00pm; Tuesdays 2:35pm – 4:00pm

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Course meets: Mondays 2:35pm – 5:25pm

Pre-requisites & Precluded Courses: Fourth year standing in the BGINS Globalization, Culture and Power program or fourth-year Honours standing in Anthropology.

Course Description

The objective of this course is for you to submit a completed individual ethnographic research project that has been guided by a research question. Along the way, you will develop and use skills such as how to create a research question from a topic of interest, design research methodology, submit research ethics if required, practice project-appropriate research methods, apply and critically engage with analytical concepts and theory, and represent your research as an essay or through a creative media. You may, however, choose to conduct an ethnographic project through other means (such as auto-ethnographic methods, using secondary literature, and/or doing archival research). The analysis of your research will identify and apply relevant theoretical concepts. And your project will be situated in relevant academic literature. The course uses activities to guide you through the research process and help you organize your projects through to completion.

You will have the opportunity to use a media form of your choosing to represent your research data and analysis. You may present your data and analysis as a research essay 12,000 – 15,000 words (35 to 45 pages) or an ethnographic film, pod-cast series (2 or 3 ~15-20-minute episodes), an artistic medium, or other digital media with a supporting shorter paper as potential examples.

Learning Objectives:

- To experience the research process from start to a completed project
- Learn how to design a research project that is guided by research question
- Develop and use appropriate and ethical research methods to collect ethnographic data (primary and/or secondary)
- Apply related theoretical concepts to aid you in your analysis
- Be able to situate the project in a broader context and with related research

- Represent your research findings and analysis using media of your choosing
- To collaborate in and support the research of your peers

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.

Important Notes about Expectations

My goal is to provide you with an accessible learning environment where you will be able to develop research skills and explore in-depth a topic of interest.

For the instructor:

You can expect me: to provide general knowledge about theories and methods as well as my own research experiences, facilitate moments of collaborative discussions, and support your research agenda in this class and where possible your other academic classes. You can expect me to provide critical feedback, while working with you to understand and develop your own perspective and approach to your research projects. I will be accessible in class, to meet in office hours/by Zoom, and through email (please give me 24-hours and weekends to respond) and adjust the course when needed to meet the above objectives.

For the students:

I expect you to be engaged with your own research agenda, which will require you to be proactive and plan to work on your project while anticipating other demands on your time. I expect you to also be engaged with the studies of your peers through supportive discussions and helping each other with ideas and experiences. Also, please let me know as soon as possible if physical/mental health, personal/family issue, technological access, and/or workload is affecting your ability to fulfill your responsibilities in this course, and we will work towards an accommodation.

For all of us:

Finally, we all have different backgrounds and life experiences that provide different perspectives on issues and what is most important. Potential project topics are almost limitless, but we should be aware of power dynamics present in all research, be open to exploring how our perspectives and actions may be part of and further structures or systems of power that marginalized, exclude, or exploit people. It is important to take a reflexive position throughout the design, research, and completion of your research projects. As supervisor, I also should be reflexive throughout my engagement guiding you through your research projects. Ultimately our goal in our work together should be towards an inclusive classroom and society. This requires all of us to think and act with care and be open to the possibilities of rethinking how our experiences

should influence our actions towards ending the ways in which people are marginalized, excluded, and/or exploited.

Reading (s)/Textbook (s):

There are various texts on ethnographic research methods (including digital ethnography) and taking fieldnotes; if you are looking for resources on specific methods or topics please reach out.

Here are resources that may be useful for the practice of doing ethnographic fieldwork, including on digital ethnography, which may require unfamiliar methods:

- Berry, M. (2017). Creating with mobile media.
- Emerson, R. M., Fretz, R. I., & Shaw, L. L. (2011). Writing Ethnographic Fieldnotes (Second
- Hine, C. (2015). Ethnography for the Internet: Embedded, Embodied and Everyday.
- Pink, S., Horst, H., Postill, J., Hjorth, L., Lewis, T., & Tacchi, J. (2016). Digital Ethnography: Principles and Practice.

Other assigned materials and other resources will be available on Brightspace.

Course Description and Objectives:**Course Requirements & Methods of Evaluation:**

There are two parts to your mark, your final project submission worth and portfolio assignments. Portfolio assignments are designed to aid your progress through the research process and be useful to your final project submission.

Project Submission – 70%

Due: April 10

You will have one major assignment for this course, which is the summation of your research and analysis. There are different options of how to conceive of your submission including as an honours research paper. We will decide together what format works best for your research, but to provide you with an idea of possibilities:

Honours Research Paper

The most common submission is in the format of an honours research paper (35-45 double spaced pages), which includes a central/organizing argument and sections covering background/context, methodology, theoretical concepts, and ethnographic data.

Public facing/multimedia options:

1. An ethnographic film (10-20 minutes depending on the editing work involved) with a short reflection paper (~15 double spaced pages) focused on your methods and theoretical inspiration.
2. An edited podcast / podcast series (20-30 minutes of audio) with a short reflection paper.
3. A graphic short story with a short reflection paper.
4. Digital webspace using multimedia; should include ways of demonstrating theoretical analysis.

5. An artistic representation (dance, artwork, or other form) with an interpretive essay (10-15 pages)

Considerations:

As how you will represent your research data and analysis will require different forms of research data collection, you should be considering how you want to represent your research early in the process. That way you can design your research methodology to include methods that collect data with useful media (for example recorded interviews if you are producing a podcast or photo-voice if you are creating a multimedia webspace, which will also impact your ethics application).

Preparation Assignments – 30% total

Each assignment will be submitted through Brightspace.

Project Ideas

Due: September 16

Develop 3 project ideas and write a short paragraph for each explaining what the project would be about (conceptually and contextually), what you might do to complete this project (what, where, when, who, how of research), and why you are interested in the project. No background research is needed. Even if you have a clear idea for your project, this activity can be helpful for you to think in comparison to other project possibilities how and why you will do a project. You can be creative with potential project ideas.

Background research – 5%

Due: October 16

Post a page with an annotated bibliography for eight sources (total) from one or two of your potential ideas. The annotation should be a paragraph long. One sentence: the main argument of the paper/book/chapter. Two or three sentences about important sub-arguments and/or relevant data to your idea. And one or two sentences about how you think the source would influence a project on this topic.

Sources can be ethnographic, theoretical, and/or methodologically significant to your idea.

You should start by doing quick survey of related ethnographic articles on all three of your potential ideas, thinking broadly about potentially related topics. This will help you further refine which project idea works best for you. And give you a set of articles to use.

Research Ethics Draft (if required)

Due: Monday November 20

If you plan on interviewing, recording video or audio with people, and/or soliciting participants you will need to submit an ethics application. This requires a basic application form, as well as any of your research instruments (information sheet, consent form, interview script, etc.). I will review these documents, provide you feedback so you can successfully apply for ethics.

All students will complete the TCPS2: CORE training by this date.

Research Proposal – 15%

Due: December 8

A template for your proposal will be posted to Brightspace.

Research Journals (Winter Semester) – 10% (5% each)

You will be asked to submit two research journals throughout the ‘research’ phase of your project. Your journals can take many different forms, they can be your plan for the upcoming weeks, a summary of what you have done, a reflection on what you have been thinking about, or “fieldnotes” of your observations. Ideally you will try to include a bit of each of these points. A journal should be 500-750 words, and you can include media as well.

Fall Schedule

This is a tentative schedule with topics for the Fall semester and subject to change. Readings for September and October will be added to the Brightspace Page.

September

- 11 – Introduction & Developing Your Research Idea
- 18 – From Ideas to Background Research & Locating the Field
- 25 – Research Methods Activity

October

- 2 – Role of theory and thinking about representation
- 16 – Ethics Introduction
- 23 – READING WEEK
- 30 – Research ethics, interviewing and consent

November

- 6 – Deciding on methods and developing sites of research
- 13 – Ethics Application Workshop
- 20 – How to ‘get started’ in research (and deciding what is ‘research’)
- 27 – Journaling / Fieldnotes

December

- 4– Presentation & Discussion on projects 1
- 8 (Note: Friday) – Presentation & Discussion on projects 2

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:

<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.

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.