

Teaching Sociology (SOCI 5805H)

Course Outline – Fall 2023

Department of Sociology and Anthropology, Carleton University

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E-mail sent to my Carleton or Rogers addresses goes immediately to the same place so you can use either one.

Office: Loeb C763 Office hours: By appointment, by Zoom or phone.

Cell: 613-799-1954 – the cell works. Call any time.

Phone: 613-520-2600 x1914 – don't use this. Call me on my cell.

Class is Wednesday 2:35 to 5:25 online with some hybrid sessions Loeb A715

No prerequisites or precluded courses

Course Description

I am very excited to be teaching this course, which is the seventh section of our departmental teaching course for graduate students. Teaching can be a tremendously rewarding experience, and will be a central way you find meaning in your work as an academic. This course addresses teaching techniques in higher education, the theory and research underlying them, and the sociology of the university context.

I owe a great deal of thanks to the 62 graduate students, mostly PhD students from the Department of Sociology and Anthropology, who completed the six previous sections of this course, for all their enthusiasm and ideas, and for being a tremendous source of inspiration.

This course was originally built as an adaptation of the Seminar in University Teaching developed here at Carleton by professors Tim Pynchyl from Psychology, and Janna Fox and Devon Woods from Linguistics and Language Studies. I owe a ton of thanks in particular to Tim Pynchyl for mentoring me through the first version of this course in 2008 and for his continued support since then. The course also draws from the UBC Faculty Certificate Program on Teaching and Learning in Higher Education, which I completed as a post-doc. That said, this course has taken on a life of its own by now, and compared to these other courses, we will put more emphasis on hands-on practical skills. Unlike those other courses, this course features a small teaching practicum component. We also look more at the sociology of the university setting and at the idea of critical pedagogy.

You will learn many practical tips and approaches to teaching your first few classes, but this course is about more than that. We will discuss how the practice of teaching is often undervalued and neglected in universities. This is not simply due to laziness, or because some individuals are “bad” teachers; instead there are systemic barriers to good teaching. Unlike most other teaching courses, this course will also incorporate some critical sociological analysis of the university and of those barriers, while acknowledging that university teachers can exercise a great deal of agency in overcoming them. We will begin to explore the notion of “critical pedagogy” and what that might mean in practice. If you are a critical sociologist, concerned with social justice, how do you put that into practice in what you do in the classroom? Do you simply teach critical content in a traditional fashion, or do you change the way you teach? If so, how?

Who would take this course and why?

The course has been designed specifically for doctoral students (in Sociology, Anthropology, and other disciplines) who are at the beginning of their careers as university teachers. It may be appropriate for some M.A. students as well, depending on their aspirations. The course will suit both graduate teaching assistants with varying degrees of experience in leading tutorials and guest lecturing, but who have not taught any courses (most of you will fall into this category), and new sessional lecturers who are teaching or have recently taught their first courses.

Some of you may be formally auditing the class rather than taking it for credit. This does not mean those auditing will only be casual observers, dropping in intermittently and listening! Instead, if auditing, you will still be expected to be a full participant in the course. Even while auditing you will be expected to complete the key items: a course outline, the beginnings of a teaching dossier (including a statement of teaching philosophy) and a guest lecture of approximately 50-60 minutes for an undergraduate course. You will do two versions of the guest lecture, a practice run to get feedback from me and the group, and then the real thing in front of an actual undergraduate class this term, with me observing.

It is worth noting that, while all this is a fair bit of work, these are all items you will likely need to complete before long anyway, if you plan to teach in university, and this course allows you to do them with guidance and support rather than working them out on your own.

Aims of the course:

Broadly the course has three aims.

1. To help make sure that you have a rewarding experience in your early days as a university teacher, including helping you:

- a) teach in an effective and engaging way so your students get a lot out of your courses and you enjoy them also.
- b) get strong teaching evaluations.
- c) manage your time to minimize being overloaded as a junior teacher/faculty member. A key aspect of this is being well prepared to start teaching before you begin your first full-time teaching job.

2. To help prepare you for job applications and interviews when you will be asked about teaching, and when you will want to produce evidence of your teaching ability and potential. In the job application and interview process, normally you would produce a teaching dossier, including a statement of teaching philosophy and other items. Ideally, in an interview for a tenure track job, you would also want to produce several course outlines/syllabi. Often as part of an interview process for a tenure track job, you will also be asked to give a guest lecture to undergraduates or give a mock class. The teaching course aims to help you have all of these items prepared in advance, before you get your first job interview. The course will also give me material to write a letter of reference for you speaking to your teaching ability.

3. To help you situate your teaching in research and theory, not only in important psychological and educational research, but also somewhat in a sociological analysis of post-secondary education and some of its systemic challenges. Thus, the course aims to

move beyond a simple “how to” class on techniques.

Specific Learning Objectives for the Course.

You will:

read a variety of articles and chapters on teaching and learning in higher education

demonstrate knowledge and comprehension of principles of learning, principles of teaching, and their application

develop an appreciation for the diversity of learning and teaching styles and show the ability to design curricula and learning activities that accommodate a range of such styles. (A key theme of the course will be that excellent university teaching moves beyond simply lecturing in order to incorporate a variety of other instructional methods)

design a course syllabus and curriculum that takes into account research on teaching and learning and be able to justify your pedagogical choices

create a teaching dossier that reflects your professional development as teachers

articulate a teaching philosophy, including an understanding of key aspects of the professional responsibilities of the university teacher as well as ethical issues related to university teaching

experience giving a guest lecture using a variety of tools and techniques learned in the course, after having had the opportunity to practice and refine it with feedback.

SEMINAR INFORMATION

Text:

I will provide readings weekly. These will all be available on Brightspace. Students will have the opportunity to choose some readings for the course and introduce them to your classmates

SEMINAR EVALUATION

Grading:

Students auditing the class will be expected to attend fully and to complete the guest lecture, syllabus, and teaching dossier and philosophy statement components. Note that these are all tasks you will need to complete before long anyway if you plan to start post-secondary teaching soon.

All students who complete the course (including those auditing) can ask me for letters of reference for any teaching job application (including an application to teach as a sessional in the department). I will provide potential employers with a detailed individual letter outlining your training and strengths as a teacher. I will give you a copy you can submit with your applications for tenure track jobs, and/or I will send it directly to potential employers. For

students for whom I am writing letters of reference anyway, such as those I am supervising, this course enables me to speak at length in your letters about your teaching skills as well as your scholarly ability.

Grading scheme for students taking the course for credit:

Written reflection on teaching theory and practice: 15 per cent. Approximately 1000 words.
Due Friday November 4.

Practice lecture/guest lecture: 30 per cent. Must be completed before the end of classes
Friday December 8.

Course syllabus: 25 per cent. Final version due December 22.

Teaching dossier and philosophy statement: 10 per cent. Final version due December 22.

Class participation: 20 per cent. This involves attending weekly, completing the readings and actively contributing to discussion. You will choose at least one reading for the class and briefly introduce the reading to your classmates.

For students who are auditing, the same due dates apply.

Here is a little more detail on the assignments:

Written Reflection: This will be a brief (approximately 1000 words), informally written reflection on the ideas discussed in the first part of the course, the extent to which they lead us to a rethinking of traditional university practices, and how you in particular might put these ideas into practice as a university teacher.

Due Date: Friday, November 4. Returned to you with written feedback: Third week of November.

Course Syllabus

Development of a course syllabus (which involves much of the early stages of planning and development of a course itself) is one of your major projects in this seminar. The course for which you will develop the syllabus/outline can be at any undergraduate level (introductory through fourth year). My experience is that a number of you will likely go on to teach the course that you develop the outline for, perhaps even here at Carleton later in your PhDs. In a job interview, it is good to be able to point to at least one course that you are ready to teach, and to produce a syllabus as evidence.

Due Date: The course syllabus is due December 22, 2023. I will give you each written feedback on the final version of this by January 15.

Guest Lecture

You will get your feet wet teaching in this course! You will give a guest lecture to an undergraduate class later in the term. I will help you find a class to lecture to. We will need to work to set this up right away. I will ask you to put certain elements we talk about in class into your guest lecture – for example a video segment and an in-class activity for students. Before giving your guest lecture, you will give a practice version or dry run for me and likely some or all of your classmates to get feedback and refine the final version. You will be expected to provide supportive feedback on classmates' practice lectures.

Due Date: You will complete the practice version and then the actual guest lecture before

classes end on December 8. You should meet with me soon after your guest lecture (not immediately afterwards but either later that day or the next day) and I will give you oral and written feedback. The written feedback will include a component that will go into your letter of reference.

Teaching Dossier and Teaching Philosophy Statement

This should be a relatively small and simple project. As described by the Canadian Association of University Teachers, "a teaching dossier is a summary of a professor's major teaching accomplishments and strengths. It is to a professor's teaching what lists of publications, grants, and academic honors are to research." The teaching dossier is a key factor in hiring, tenure and promotion decisions. You will send a version of your teaching dossier as part of your application when you apply for teaching jobs. At this early stage, however, you have relatively little to put into a teaching dossier, but you should start to build one. One goal in this course is to get you into the habit of collecting material for your teaching dossier. A personal teaching dossier is something you will add to throughout your career. Details of how to create a teaching dossier will likely be presented in a special session of the class through Teaching and Learning Services. Though most of you have not taught before, you can build your teaching dossiers with material from your teaching assistant and guest lecturing experiences and with materials developed in this course, so that you have one ready to go when you begin to apply for jobs.

A key part of your teaching dossier is a brief teaching philosophy statement (say two pages). In fact, this statement is usually one of the first elements of a dossier and can be used as a device to situate the various material in the dossier. Many job applications require a statement of teaching philosophy and my experience is that people are often rushing to complete one at the last minute when they start applying for jobs. This will give you a head start. More broadly, a careful articulation about our philosophy of teaching is central to our continued development professionally. Who are we as teachers? What do we believe makes for "good" and effective teaching?

Due Date: The teaching dossier and teaching philosophy statement is due December 22. I will give you written feedback by January 15.

Seminar Schedule

The following table provides a (very) tentative outline of the seminar topics for each week.

This is provided as an initial guide only. I will be responsive to your specific interests and needs. The schedule may vary depending on other factors such as the availability of guest lecturers. I will likely sub in one or two departmental teaching brown bag sessions for particular classes. I will be assigning specific readings most weeks. Our choice of readings will also depend to some extent on how the class evolves over time.

Tentative schedule of class meetings and topics (this will be subject to change!)

Week	Date	Topic
1	Sept. 6	Introduction to the course

2	Sept.13	The student: theories of learning, student motivation, enhancing student engagement, learning styles
3	Sept. 20	The teacher and the university. The effective and caring teacher: What does the research say? Critical pedagogy
4	Sep. 27	Critical pedagogy: some challenges. Introduction to lecturing and planning lectures
5	Oct. 4	Discussion of student selected readings. You each will choose a reading for this week and introduce it to the class
6	Oct. 11	Indigeneity and university teaching. Indigenous learning bundles at Carleton. Guest speaker - to be confirmed.
7	Oct. 18	Session on your guest lectures. Practice lectures by class members.
X	Oct. 25	READING WEEK – NO CLASS
8	Nov. 2	More on preparing lectures and courses. More practice lectures by class members.
9	Nov. 9	The inclusive classroom. Guest speaker – Krista Craven, Department of Equity and Inclusive Communities
10	Nov. 16	University teaching and disability. More practice lectures.
11	Nov. 23	Teaching dossiers and teaching philosophy statements – Workshop (date to be confirmed)
12	Nov. 30	Writing to learn, learning to write Guest speaker –Jen Gilbert, Centre for Initiatives in Education (date to be confirmed)
13	Dec. 6	Assessment – Testing, assignments, grading Summing up. Professional roles. Ethics. Your future as a teacher – where to from here?

In this course, you are expected to learn from your texts, your teacher and from one another. This requires striving towards understanding each other but it does not imply striving towards finding agreement. Our class will be racially, religiously, politically, culturally, generationally, and economically diverse. We will be of different gender identifications and sexual orientations and our lived experiences and reactions to the course material will reflect this diversity. Sharing our perspectives and interpretations on the course material will enhance everyone's learning experience and you are encouraged to openly express any disagreements with the authors you will read, with your fellow classmates, or with the Professor in the different participation fora that are available for this course. However, you are expected to conduct yourself in such a way that shows the utmost respect to others who may – or may not – share your views. Derogatory comments and hateful behavior towards others (and their views) will not be tolerated.

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.

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.