

**CARLETON UNIVERSITY**  
**DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY**

**COURSE NUMBER /SECTION**  
**FALL 2025-WINTER 2026**  
**ANTH 5100F/ ANTH 6100F**  
**THESIS WRITING SEMINAR**

**Instructor: Donna Patrick**

**Office: Loeb C770**

**Office Hours: Tuesdays 10:00-11:00 am or by appointment**

**Email: [donnapatrick@cunet.carleton.ca](mailto:donnapatrick@cunet.carleton.ca)**

**Course meets: Alternating Tuesdays 11:25-2:35, in-person in the Winter term [Note: The day has changed from the Fall term, when we met Thursdays 11:35-2:25]**

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**Pre-requisites & Precluded Courses:**

Available to doctoral candidates and MA students in anthropology currently writing their doctoral dissertations, or MA Theses, or by permission of the instructor.

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**COURSE DESCRIPTION AND OBJECTIVES**

The purpose of the seminar is to support doctoral students in their writing process.

The seminar will meet 12 times during the Fall and Winter terms, approximately once every two weeks. So for the Winter term, we will meet for 6 classes. Students will aim to provide a writing sample at least three days in advance for everyone to read. Each student will present their writing sample (5-10 minutes) and highlight writing-related issues/questions/concerns to discuss with the class. Peer feedback will be in the form of verbal comments from all participants. Thus, your obligation as a seminar participant is to (1) present a writing sample to the class (chapter excerpt and/or full chapter) as per the schedule discussed at the beginning of each term; and (2) to read disseminated writing samples produced by peers and to comment on these in class discussion. There will be opportunities to comment on the work of your peers in writing as well as orally throughout the term.

As time permits, each week we will discuss topics that might include i) contemplating the process of writing; 2) the mechanics of writing, crafting clear sentences and coherent writing, developing a writing style; 3) copy-editing and how to handle revisions. We will also discuss the use of AI and critically reflect on its advantages and disadvantages in our own experiences using it.

**READINGS/BOOKS:**

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

**COURSE REQUIREMENTS AND METHODS OF EVALUATION:**

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

There are no graded assignments for this course.

**A grade of satisfactory requires:**

- attendance of 6 classes each semester for a total of 12 classes (contact instructor if you will miss a class)
- active participation in all class meetings
- informed verbal feedback on peers’ work
- presentation (in writing and orally) of at least one draft writing sample/chapter of the dissertation per term for comment by peers and instructor

Please note:

1. Writing samples or chapters should be circulated to class members and the instructor a minimum of 7 days (for a chapter) and 2 days (for an excerpt) prior to our scheduled feedback session.
2. Email your writing sample to everyone in the class. The instructor will also upload the chapter to Brightspace where everyone registered in the class can access it.
3. If a student attends the seminar, but is not at the point of being able to distribute draft writing samples/chapter for commentary by the end of the first term, the student will be asked to withdraw and re-register for the following term as their official ‘term one’.

**PROPOSED SCHEDULE OF MEETINGS FOR 2025-26:**

September 11: Introductory meeting	January 13: (Tuesdays 11:35-2:25)
September 25	January 27
October 9	February 10
October 30	February 24
November 13	March 10
November 27	March 24

Please Note:

We may choose to adjust this schedule as needed.

**PEER WRITING GROUP:**

Students are encouraged to use the off-weeks, when there is no scheduled meeting, to meet up as a ‘writing group,’ either virtually or in-person. During one of the 2-week periods between classes

that might be a suitable time for a peer writing group to meet up. Since our classroom is booked for every week but we only meet six times during the term, you are welcome to use the classroom as a group writing space during those weeks when we are not holding a class meeting. Alternatively, you could arrange a Zoom session during this time block on the off-weeks where those who wish to participate can join a Zoom meeting for a fixed period of time and then either discuss your writing, circulate smaller pieces of writing for comment, or simply sit and write in each other's presence. Making writing social and taking part in a peer writing group can be helpful for breaking the sense of isolation associated with the thesis writing process.

## INCLUSIVITY

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

Carleton University acknowledges the location of its campus on the traditional, unceded territories of the Algonquin nation (the Algonquin Anishinaabeg). In doing so, Carleton acknowledges it has a responsibility to the Algonquin people and to all Indigenous people residing in the Ottawa area.

## 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/>

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, are outlined on the Academic Accommodations website (<https://students.carleton.ca/course-outline/>). For an accommodation request, the processes are as follows:

## Academic Accommodations for Students with Disabilities

The Paul Menton Centre for Students with Disabilities (PMC: <https://carleton.ca/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 February/March examinations is **February 1, 2026** and **March 15, 2026** for April examinations.

### **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](http://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](http://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.

### **Generative Artificial Intelligence Tools (e.g. ChatGPT)**

Unless explicitly permitted, either generally or for a specific assignment, any use of generative AI tools to produce assessed content is considered a violation of academic integrity standards. As our understanding of the uses of AI and its relationship to student work and academic integrity continue to evolve, students are required to discuss their use of AI in any circumstance not described here with the course instructor to ensure it supports the learning goals for the course.

Note: Students can also access resources related to citing Generative AI on the [MacOdrum Library website](#).

## **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.

## **Statement on Student Mental Health:**

“As a student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. For more information, please consult <https://wellness.carleton.ca/>”

## **Emergency Resources ([on and off campus](#))**

- Crisis/Urgent Counselling Support: 613-520-6674 (Mon-Fri, 8:30-4:30)
- Suicide Crisis Helpline: call or text 9-8-8, 24 hours a day, 7 days a week.
- For immediate danger or urgent medical support: call 9-1-1

## **Carleton Resources**

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

## Off Campus Resources

- Distress Centre of Ottawa and Region: call 613-238-3311, text 343-306-5550, or connect online at <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: call 613-722-6914 or toll-free 1-866-996-0991, or connect online at <http://www.crisisline.ca/>
- Good2Talk: call 1-866-925-5454 or connect online at <https://good2talk.ca/>
- The Walk-In Counselling Clinic: for online or on-site service  
<https://walkincounselling.com>

## 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/>.

## WINTER TERM 2026 – Important Dates and Deadlines

Date	Activity
<b>WINTER TERM</b>	
2026	
December 29, 2025	Deadline for course outlines to be made available to students registered in full winter and early winter term courses.
January 5, 2026	University reopens.
	Winter term begins. Full winter and early winter classes begin.
January 9, 2026	Last day for registration and course changes (including auditing) in early winter courses.
January 16, 2026	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 Graduate Studies will not be eligible to graduate in winter 2026 and must register for the winter 2026 term.
January 23-25, January 30-February 1, 2026	Full fall and late fall term deferred final examinations will be held.
January 31, 2026	Last day to withdraw from full winter courses and the winter portion of fall/winter courses with a full fee adjustment.
February 1, 2026	Last day for academic withdrawal from early winter courses.

Date	Activity
	<p>Last day to request Formal Examination Accommodations for Feb/Mar final examinations from the Paul Merton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.</p>
February 6, 2026	<p>Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in early winter 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).</p>
February 13, 2026	<p>Last day of early winter classes.</p>
	<p>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.</p>
	<p>Last day that can be specified by an instructor as a due date for term work for early winter courses.</p>
	<p>April examination schedule available online.</p>
February 16, 2026	<p>Statutory holiday. University closed.</p>
	<p>Deadline for course outlines to be made available to students registered in late winter courses.</p>
February 16-20, 2026	<p>Winter break, no classes.</p>

Date	Activity
February 21-22, February 28- March 1, 2026	Final examinations in early winter undergraduate courses will be held.
February 23, 2026	Late winter classes begin.
February 27, 2026	Last day for registration and course changes (including auditing) in late winter courses.
March 1, 2026	Last day for receipt of applications for admission to an undergraduate degree program for the fall/winter session from applicants whose documents originate outside Canada or the United States.
	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, Bachelor of Science in Nursing and Bachelor of Social Work degree programs for the fall/winter session.
	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 6, 2026	Last day to withdraw from late winter term courses with a full fee adjustment.
March 13-15, 2026	Early winter undergraduate deferred final examinations will be held.

Date	Activity
March 15, 2026	<p>Last day for academic withdrawal from full winter, late winter, and fall/winter courses.</p> <p>Last day to request Formal Examination Accommodations for April full winter, late winter, and fall/winter final examinations from the Paul Merton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.</p>
March 25, 2026	<p>Last day 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).</p>
April 1, 2026	<p>Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.</p> <p>Last day for receipt of applications from potential spring (June) graduates.</p> <p>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).</p>
April 3, 2026	Statutory holiday. University closed.
April 8, 2026	Winter term ends.

Date	Activity
	Classes follow a Friday schedule.
	Last day of full winter, late winter, and fall/winter classes.