

**CARLETON UNIVERSITY**  
**DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY**  
**SOCI 6102**

**Doctoral Seminar Year 1: Comprehensive Exam**

**Winter 2026**

**Method of Delivery: In-Person**

**Time: Wednesday 2:35 – 5:25pm (Bi-Weekly)**

**Instructor: Dr. Carlos Novas**

**E-mail: [carlos.novas@carleton.ca](mailto:carlos.novas@carleton.ca)**

**Office hours:** Wednesday 10:30am – 12:00pm or by appointment

Please send me an email and we can arrange to meet in-person or over Zoom. I'm in my office (Loeb C779) on campus daily – please feel free to drop by outside of my office hours.

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.

**Course Description:**

The aim of this course is to help students hone their sociological skills to assist them in writing their comprehensive exam. It also aims to guide students in forming a supervisory committee, deciding on a comprehensive exam field, and preparing a reading list.

**Required Texts:**

There is no required textbook for this course. All readings will be provided for this course through links to essential course texts on Brightspace. Textbook Costs: \$0

**Methods of Evaluation:**

### **Colloquia Summaries (2 X 5) 10%**

Attend 2 colloquia talks, research talk or academic job talk presentations at Carleton University or in your field of research over the course of the term. Whilst attending these presentations, think of the following questions: What makes a good talk? How does the presenter retain or fail to retain the audience's attention? What are some mistakes to avoid? How does the presenter structure their talk; Did the presenter make effective use of PowerPoint slides or other media? How did the presenter manage the Q&A section?

Upload a paragraph or two long "review" of the event to Brightspace before the end of term (April 8, 2026).

### **Participation: 20%**

To ensure the success of the seminar, students should attend every class and actively contribute to seminar discussions. Students should come prepared to each seminar by reading all the required texts prior to attending class.

### **Reading Rites: 5%**

#### **Deadline: January 13, 2026**

Based on the required reading for Week 1, describe your reading practices in relation to the required texts. Tell us about your reading practices and your favourite places to read. Do your write notes in the margins of your texts or use an array of digital tools. Post your Reading Rites to a Brightspace Discussion Forum (500-750 words)

### **Friends and Foes: 10%**

#### **Deadline: March 4, 2026**

This assignment is oriented around describing who you are writing with in your doctoral project and who you are writing against. This assignment is oriented around helping you think of the authors or bodies of literature that inform your project. This assignment is intended to help you with the comprehensive exam draft due at the end of term. (Length:1000-1500 words)

### **Comprehensive Exam Proposal Draft: 20%**

#### **Deadline: March 24, 2026**

This assignment is oriented around drafting a comprehensive exam proposal that can subsequently be used to inform your supervisor and committee of what you intend to study for your comprehensive exam. This document should not be more than 2-3 pages. A key element of this assignment is developing a reading list for your comprehensive exam. You should list 20-25 sources. You can consult with your supervisor or committee members to help you develop this reading list.

### **Comprehensive Exam Draft: 35%**

#### **Deadline: April 23, 2026**

This assignment is intended to help you develop a first draft of your comprehensive exam. It can be messy! The key point is to start thinking about the literature in relation to your comprehensive exam and writing about it. The more you think and write about the literature in your chosen field of study, the easier it will become to write your comprehensive exam. This document should be between 8-12 double spaced pages.

### **Assignment and Deadlines**

All deadlines are firm and are included in the course schedule above. Written work is to be submitted on Brightspace.

Late submissions will be penalized 3% every day. No submissions will be accepted or graded after the last day of term, April 8, 2026

### **Citation Style**

The Chicago author-date citation style (17th edition) is to be used in the assignments and papers of this course. For more information, please see:

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)

### **Course Requirements & Methods of Evaluation:**

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

## **COURSE SCHEDULE**

## **Week 1: January 14, 2026**

### **Reading Rites:**

#### **Required Texts:**

Game, Ann., and Andrew W. Metcalfe. 1996. "Reading." In *Passionate Sociology*. London, Sage

Wohl, Hannah, and Gary Alan Fine. 2017. "Reading Rites: Teaching Textwork in Graduate Education." *The American Sociologist* 48 (2): 215–32. <https://doi.org/10.1007/s12108-016-9322-0>.

**Guest Visitor:** TBD

## **Week 2: January 28, 2026**

### **Writing:**

#### **Required Texts:**

Game, Ann., and Andrew W. Metcalfe. 1996. "Writing." In *Passionate Sociology*. London: Sage.

Kamler, Barbara, and Pat Thomson. 2006. "Putting doctoral writing centre stage." In *Helping doctoral students write: pedagogies for supervision*, London, Routledge.

**Guest Visitor:** TBD

## **Week 3: February 11, 2026**

### **The Literature**

#### **Required Texts:**

Kamler, Barbara, and Pat Thomson. 2006. "Persuading an octopus into a jar." In *Helping doctoral students write: pedagogies for supervision*, London, Routledge.

Latour, Bruno. 1987. "Literature." In *Science in Action: How to follow scientists and engineers through society*, 21-62. Cambridge, Massachusetts: Harvard University Press. (This is a long chapter – use your skimming skills)

Billsberry, Jon. 2013. "A Longitudinal Empirical Study Into the Buildup of Fluff in My Belly Button." *Journal of Management Education* 37 (5): 595–600. <https://doi.org/10.1177/1052562913502639>.

**Guest Visitor:** TBD

## **Week 4: February 25, 2026**

## **More on the literature, and B) Working with your supervisor/doctoral committee**

### **Required Texts:**

Kamler, Barbara, and Pat Thomson. 2006. "Getting on top of the research literature." In *Helping doctoral students write: pedagogies for supervision*, London, Routledge.

Rojas, Fabio. 2011. *Grad Skool Rulz: What You Need to Know about Academia from Admissions to Tenure*. Chapter 12, 13, 15, 16, 17, 18, 19, 20. These are all short chapters!

Carleton Sociology PhD Handbook (p. 28 – 33)

### **Guest visitor:**

**TBD**

## **Week 5: March 11, 2026**

### **Research ethics**

#### **Required Texts**

**Complete Tri-Council Research Ethics Course:** <https://tcps2core.ca/welcome>

Wiles, Rose. 2012. "Chapter 6: Ethical Dilemmas." In *What Are Qualitative Research Ethics?*, 69–80. London: Bloomsbury Academic.

Downes, J., M. Breeze, and N. Griffin. 2013. "Researching DIY Cultures: Towards a Situated Ethical Practice for Activist-Academia." *Graduate Journal of Social Science* 10 (3): 100–124.

Fujii, Lee Ann. 2012. "Research Ethics 101: Dilemmas and Responsibilities." *PS: Political Science & Politics* 45 (4): 717–23. <https://doi.org/10.1017/S1049096512000819>.

### **Guest Visitor**

**TBD**

## **Week 6: March 25, 2026**

### **Disseminating your Research/Community Engagement**

#### **Required Texts**

Vannini, Phillip. 2013. "Popularizing Ethnography: Reflections on Writing for Popular Audiences in Magazines and Blogs." *Qualitative Research* 13 (4): 442–51. <https://doi.org/10.1177/1468794113481795>.

Kara, Helen. 2020. "14: From Research into Practice." In *Creative Research Methods*, 215–34. Bristol, UK: Bristol University Press. <https://doi.org/10.51952/9781447356769.ch014>.

Thomas, Kate Carruthers. 2022. "An Alternative Dynamics of Research Dissemination? The Case of the g Word Tour." *Qualitative Research* 22 (2): 300–312.  
<https://doi.org/10.1177/1468794120981234>.

**Guest Visitor: TBD**

**Week 7: April 8, 2026**

**End of Term Social Event**

### **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
WINTER TERM 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.

Date	Activity
	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.
	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 6, 2026	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).

Date	Activity
February 13, 2026	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 16, 2026	Statutory holiday. University closed.
	Deadline for course outlines to be made available to students registered in late winter courses.
February 16-20, 2026	Winter break, no classes.
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.

Date	Activity
	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.
March 15, 2026	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 25, 2026	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).
April 1, 2026	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.

Date	Activity
	Last day for receipt of applications from potential spring (June) graduates.
	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 3, 2026	Statutory holiday. University closed.
April 8, 2026	Winter term ends.
	Classes follow a Friday schedule.
	Last day of full winter, late winter, and fall/winter classes.
	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, late winter, and fall/winter courses.
April 9-10, 2026	No classes or examinations take place.
April 11-23, 2026	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 23, 2026	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

Date	Activity
	Undergraduate Calendar/General Regulations of the Graduate Calendar.
May 1, 2026	Last day for receipt of applications for undergraduate internal degree transfers to allow for registration for the summer session.
May 15-27, 2026	Full winter, late winter term, and fall/winter deferred final examinations will be held.
June 1, 2026	Last day for receipt of applications for admission to an undergraduate program for the fall/winter session except for applications due March 1.
June 15, 2026	Last day for receipt of applications for undergraduate degree program transfers for the fall term.