

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**
<https://ualberta.ca/modern-languages-and-cultural-studies>

2020-2021 MLCS 799 B1: Candidacy Colloquium

Note: Remote Delivery

Instructor: Victoria Ruétalo
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Time: W 9:00-10:30 am MST
Place: REMOTE
Office Hours: By appointment

Course Prerequisite: Consent of Department

It is your responsibility as a student to ensure that you have the appropriate prerequisites for the course.

Technology requirements (minimum):

It is your responsibility as a student to ensure that you have the appropriate technology for the course.

Experiential Learning Component

- this course has a significant experiential learning component (15% or more of the course grade)

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?

- Yes No, not needed

Past or Representative Evaluative Course Material Available

- Exam registry – Students' Union
<http://www.su.ualberta.ca/services/infolink/exam/>
 See explanations below
 Document distributed in class
 Other (please specify)
 NA

Course Description, Objectives and Expected Learning Outcomes:

This course will guide students in preparing the thesis proposal for the Candidacy Exam. Students will define the research project and work with their corpus in focused workshops to develop the introduction, literature review, methodology and theoretical framework, research questions, outline and timeline develop a dissertation prospectus by the end of the term. At the end of the course, successful student will have a working

thesis proposal that they will be able to present to all of their committee members by April 30, 2021.

Course Format:

The objectives of this course will be to learn how to write a research proposal. The course will use a combination of formal lectures, assigned readings, guided assignments, and peer editing, and comments from the professor.

Texts:

Students will read from great online resources along with different chapters from these books.

Clark, Irene L. *Writing the Successful Thesis and Dissertation. Entering the Conversation.*

Davis, Gordon B. and Clyde A. Parker. *Writing The Doctoral Dissertation: A Systematic Approach.* Second Edition.

James, E. Alana, and Tracesea Slater. *Writing Your Doctoral Dissertation Or Thesis Faster: a Proven Map to Success.*

Terrell, Steven R. *Writing a Proposal for Your Dissertation: Guidelines and Examples.*

Wentz, Elizabeth A. *How to Design, Write, and Present a Successful Dissertation Proposal.*

Additional Course Fees

Yes No

Important Dates: [See Academic Schedule in current Calendar](#)

First Day of Class: January 11, 2021

Add/Delete Date: January 22, 2021

50% Withdrawal Date: February 10, 2021

Winter Term Reading Week: February 16-19, 2021

Withdrawal Date: April 9, 2021

Last Day of Class: April 16, 2021

Components of Course Grade and Explanatory Notes on Assignments:

Each of the components in this course will be graded as pass or fail.

Participation and Attendance: 50%

Attendance and participation in the course are essential. By attending class, participating in the assignments that are meant to guide you through writing your dissertation proposal, and discussing your ideas and issues with the class you will be supported through this process that will lead you to Candidacy.

Assignments: 50%

There will be five written assignments. Each assignment will be a good copy (ready for submission to your supervisor) of the section of the proposal. Each section is worth 10%. Each assignment will vary in length. All of these assignments will be graded as pass or fail. In order to achieve a pass, students need to have a completed draft which they will be submitting the supervisor for feedback by the due date.

The sections with corresponding due dates will be as follows:

1. Background and/or Introduction (February 3, 2021)
2. Literature Review (February 24, 2021)
3. Methodology and Theoretical Framework (March 10, 2021)
4. Research Questions (March 24, 2021)
5. Outline/Timeline/ References (April 7, 2021)

The whole proposal will be ready for submission to the instructor/supervisor on April 16, 2021 and the supervisory committee by April 30, 2021 after having been read by at least the supervisor.

Required Notes:

Policy about course outlines can be found in the [Evaluation Procedures and Grading System](#) of the University Calendar.

Student Responsibilities:

Academic Integrity:

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the [Code of Student Behaviour](#) and avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

All students should consult [the Academic Integrity website](#). If you have any questions, ask your instructor.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students, faculty and staff are able to work and study in an environment that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels that this policy is being violated to:

- Discuss the matter with the person whose behaviour is causing concern; or
- If that discussion is unsatisfactory, or there is concern that direct discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the [Office of the Student Ombuds](#). Information about the [University of Alberta Discrimination and Harassment Policy and Procedures](#) is described in [UAPPOL](#).

Sexual Violence Policy:

It is the policy of the University of Alberta that sexual violence committed by any member of the University community is prohibited and constitutes misconduct. Resources and more information can be found at <https://www.ualberta.ca/campus-life/sexual-violence>

Territorial Statement:

“The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.”
(from the beginning of the Calendar).

Recording of Lectures:

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Attendance, Absences, and Missed Grade Components:

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections [Attendance](#) and [Examinations](#) of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

Deferral of term work is a privilege and not a right; there is no guarantee that a deferral will be granted. Misrepresentation of facts to gain a deferral is a serious breach of the Code of Student Behaviour.

Policy for Late Assignments:

Since this course is meant to help you prepare for the Candidacy Exam all assignments must be handed in on time in order to keep up with the pace of the course. The instructor will not accept any late assignment.

Disclaimer:

Any typographical errors in this syllabus are subject to change and will be announced in class and posted on eClass. The date of the final examination is set by the Registrar and takes precedence over the final examination date reported in this syllabus.

Student Resources:

The best all-purpose website for student services is: <https://www.ualberta.ca/current-students>.

Accessibility Resources: (1 – 80 SUB)

The University of Alberta is committed to creating work and learning communities that inspire and enable all people to reach their full potential. Accessibility Resources promotes an accessible, inclusive, and universally designed environment. For general information to register for services visit the [Accessibility Resources](#) webpage.

The Academic Success Centre: (1-80 SUB)

[The Academic Success Centre](#) offers a variety of workshops on effective study and exam strategies. There are in-person and online sessions available for a modest fee.

The Centre for Writers: (1-42 Assiniboia Hall)

The [Centre for Writers](#) offers free one-on-one writing support to students, faculty, and staff. Students can request consultation for a writing project at any stage of development. Instructors can request class visits and presentations.

Health and Wellness Support: There are many health and community services available to current students. For more information visit the [Health and Wellness Support](#) webpage.

Office of the Student Ombuds:

The [Office of the Student Ombuds](#) offers confidential interviews, advice and support to students facing academic, discipline, interpersonal and financial difficulties.

Grading:

Assessment of the individual course components may be in the form of numerical marks or letter grades. The final letter grade will be based on "a combination of absolute achievement and relative performance in a class" (University Calendar, [Evaluation Procedures and Grading System](#)). The University Grading Procedure mandates that "a student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade must be aligned" (<https://policiesonline.ualberta.ca/>). The following guidelines have been adopted by the Department of Modern Languages and Cultural Studies:

“MLCS Graduate Grading Scale”

A+	97-100	Excellent
A	93-96	Excellent
A-	90-92	Excellent
B+	87-89	Good
B	79-86	Good
B-	74-78	Satisfactory
C+	68-73	Satisfactory
C	63-67	Failure
C-	58-62	Failure
D+	54-57	Failure
D-	50-53	Failure
F	00-49	Failure

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