

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**

<https://uofa.ualberta.ca/modern-languages-and-cultural-studies>

**2017-2018 MLCS 799: Candidacy Colloquium
(Winter Term)**

Instructor: Victoria Ruetalo
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Time: T 1:00-3:50 pm
Place: Arts 430
Office Hours: By appointment

Course Prerequisite: Consent of Department

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

Yes No, not needed, no such projects approved.

Community Service Learning component

Required Optional None

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

Additional mandatory Instructional fees (approved by Board of Governors)

Yes No

Course Description and Objectives:

This course will guide students in preparing the thesis proposal for the Candidacy Exam. Students will develop research questions and work with their corpus in small oriented workshops with the end goal of completing a working dissertation prospectus by the end of the term.

Texts:

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

Booth, Wayne C., Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, and William T. Fitzgerald. *The Craft of Research*. Fourth edition.

Evans, David, Paul Gruba, and Justin Zobel. *How to Write a Better Thesis*. Third edition.

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

Locke, Lawrence F, Waneen Wyrick Spirduso, and Stephen J Silverman. *Proposals That Work: a Guide for Planning Dissertations and Grant Proposals*. Sixth edition.

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*.

Grade Distribution and Explanatory Notes:

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 1, 2018)
2. Literature Review (February 15, 2018)
3. Methodology and Theoretical Framework (March 8, 2018)
4. Research Questions (March 22, 2018)
5. Outline/Timeline/ References (April 5, 2018)

The whole proposal will be ready for submission to the supervisory committee by April 30, 2018 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.”

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 (online at www.governance.ualberta.ca) 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.”

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students; faculty and staff are able to study and work 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](#).

Academic Honesty:

All students should consult the information provided by the [Student Conduct & Accountability Office](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general. If in doubt about what is permitted in this class, ask the instructor.

Students involved in language courses and translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in languages courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

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](#).

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.

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.

Student Accessibility Services:

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with [Student Accessibility Services](#), contact their office immediately (1-80 SUB; Email sasrec@ualberta.ca; Email; phone 780-492-3381).

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