

# Capstone Seminar ASHA 503



Winter 2019

**Instructor:** Dr. Ryan Burns

Email: ryan.burns1@ucalgary.ca

**Meets:** T 5:00-7:45pm, 209 Social Science

Office hours: TR 11-12am, by appt.

Office: 442 Earth Sciences Building

## General Information

### 1. Course Description

This course is designed to help ASHA students reflect on their ASHA experience, present and refine their current work, and consider the trajectory of their intellectual futures. Particular emphasis will be placed on the communication skills of making technical disciplinary work accessible to non-specialists and giving useful and constructive feedback to colleagues. This will be done in a seminar setting where students will give presentations, discuss the content of those presentations, and give written feedback to their colleagues. The class will culminate in a final capstone project.

### 2. Prerequisites: ASHA 501

### 3. Course Learning Outcomes

By the end of this course, students will have:

- Developed their ability to critically digest, interpret, and analyze complex sources;
- Creatively engaged in constructive, respectful, oral and written argumentation and discussion;
- Translated their own technical ideas accessible to non-specialists;
- Practiced giving useful and constructive feedback to colleagues.

### 4. Required/Recommended Texts (including electronic resources):

There is no physical textbook for this class. Reading and additional materials will be indicated via the D2L site for this class.

## 5. Course Assessment

- Presentation 1 25%
- Presentation 2 25%
- Feedback Papers 35%
- Capstone Project 15%

This course has no Registrar administered final exam, only a final project. Writing and the grading thereof is a factor in the evaluation of your work for this course. For further explanation, see the University Calendar at

<http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Note: The final grade will be based on the credit accumulated from the various assignments, so it is mathematically possible to pass the course without turning in any particular assignment. But this strategy is not recommended.

### **Presentations:**

Each student will give two presentations to the class. Each session will be divided into sections, and the presentation will occupy one of these sections. Presentation 1 will function as a workshop for the student's ongoing academic work (Honours Thesis or the like), presenting it in an accessible way and leading a discussion about it. Think of it as the presentation on your academic present. Presentation 2 should be thought of as the presentation about the student's academic past and future. This will include past experiences in ASHA, including the international component, and directions for future intellectual inquiry. Detailed guidelines for presentations will be provided separately.

### **Feedback Papers:**

Each student will write six feedback papers in response to their colleagues' presentations. Feedback papers aim to provide constructive responses to both the form and the content of the presentation on which they are based.

A copy of each feedback paper submitted for credit will be submitted to both the instructor and the presenter. Feedback papers are due by the beginning of the class that follows the presentation.

To ensure every student receives feedback from their colleagues on each of their presentations, each presentation can have no more than three feedback papers written in response to them for credit. Students must sign up in advance to write a feedback paper on a given presentation, once the first three volunteers have signed up, no further feedback papers will receive credit.

Detailed guidelines for feedback papers will be provided separately.

## Capstone Project:

Depending on scheduling, the capstone project will be **either** the student's participation and presentation at a public event at the end of the term, or a term paper about their work in progress.

## 6. Grading Method

All evaluated material will be graded on a scale from A+ to F. To weight assignments and calculate

the final grade, these letter grades will be converted into the standard 4.0 scale:

4.3 – A+	3.3 – B+	2.3 – C+	1.3 – D+	0.0 – F
4.0 – A	3.0 – B	2.0 – C	1.0 – D	
3.7 – A–	2.7 – B–	1.7 – C–		

The arithmetic that will calculate your final grade will follow this formula:

$$(\text{Presentation 1}).25 + (\text{Presentation 2}).25 + (\text{Feedback Papers}).35 + (\text{Capstone Project}).15 = \text{Final Grade}$$

## 7. Policy on Late Assignments

Late term papers are accepted, with a penalty of one full grade per 24-hour period late. So, an A paper submitted between 24 and 48 hours after it was due would receive a C. Once a paper is late, it should be submitted via email (to me at [ryan.burns1@ucalgary.ca](mailto:ryan.burns1@ucalgary.ca)) as soon as it is ready.

# Important Faculty and University Information

## 1. Well-being:

College can be stressful, and your mental well-being is important. If you are a student of University of Calgary, the SU Wellness Centre offers you support for your emotional, educational or vocational concerns. Assistance is free of charge. They provide an atmosphere that is informal and professional, where you can feel safe and comfortable seeking help. Find them at **MacEwan Student Centre 370** or call them at **403-210-9355**.

Your academic advisors can be great advocates for you. While I expect that you will all make an effort to keep me informed if you will be absent, or ask for help if you are struggling, your advisor also can help you find the people at the university that you need to talk to if you have an unexpected life event.

## 2. USRI

In the courses I lead, I actively seek to make the USRI feedback redundant. By that, I mean that I consciously strive to accommodate your needs and feedback throughout the course. I respond very strongly to your concerns, thoughts, ideas, energies, and ambitions. I hope that by the time I read the USRI reports, nothing written there will surprise me – and that's good for you!

However:

At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses ([www.ucalgary.ca/usri](http://www.ucalgary.ca/usri)). Your responses make a difference - please participate in USRI Surveys.

## 3. Academic Honesty

Academic dishonesty is not an acceptable activity at the University of Calgary and students are **strongly advised** to read the Student Misconduct section in the University Calendar. Quite often, students are unaware of what constitutes academic dishonesty or plagiarism. The most common are 1) presenting another student's work as your own 2) presenting an author's work or ideas as your own without proper referencing and 3) using work completed for another course. This activity will not be tolerated in this course, and the penalty may be an F on the assignment, an F in the course, academic probation, or requirement to withdraw from the University. Please see the calendar entry here: <http://www.ucalgary.ca/honesty/plagiarism>. If you have questions about correct referencing, consult your instructor.

## 4. Academic Accommodation

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services. SAS will process the request and issue letters of accommodation to instructors.

For more information on support services and accommodations for students with disabilities, visit <http://www.ucalgary.ca/access/> Students who require accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their instructor. The full policy on student accommodations is available at [http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf)

## **5. D2L Help**

Desire2Learn is UCalgary's online learning management system. Important information and communications about this course may be posted on D2L. Go to <http://www.ucalgary.ca/it/services/d2l> for help.

## **6. General Academic Concerns and Program Planning**

Have a question but not sure where to start? The Arts Students Centre is your information resource for everything in the Faculty of Arts. Drop in at SS102, call 403-220-3580, or email [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca). Advisors in the ASC can also provide assistance and advice in planning your program through to graduation. Visit the Faculty of Arts website at <https://arts.ucalgary.ca/undergraduate> for detailed information on common academic concerns

## **7. Writing**

This course will include written assignments. Faculty policy directs that all written assignments (including, although to a lesser extent, written exam responses) will be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc.) but also general clarity and organization. Research papers must be properly documented. Students are also encouraged to use Writing Support Services and other Student Success Centre Services, located on the 3rd floor of the Taylor Family Digital Library. Writing Support Services assist with a variety of assignments, from essays to lab reports. Students can book 30-minute one-on-one appointments online, sign up for 15-minute drop-in appointments, and register for a variety of writing workshops. For more information on this and other Student Success Centre services, please visit [www.ucalgary.ca/ssc](http://www.ucalgary.ca/ssc).

## **8. Protection of Privacy**

The University of Calgary is under the jurisdiction of the provincial Freedom of Information and Protection of Privacy (FOIP) Act. It ensures the student's right to privacy by requiring all graded assignments be returned to the student directly from the instructor or teaching assistant.

## **9. Internet and Electronic Communication Devices**

The instructor reserves the right to establish course policies regarding the use of devices such as laptops, tablets, and smartbooks. If allowed, these devices must be used exclusively for instructional purposes and must not cause disruption to the instructor or to fellow students. Cell phones and paging devices should be set to silent mode during lectures. Audio or video recording of lectures is not permitted without the written

permission of the instructor. Students violating this policy are subject to discipline under the University of Calgary's Non-Academic Misconduct policy.

#### **10. Emergency Evacuation**

In case of an emergency evacuation during class, students must gather at the designated assembly point nearest to the classroom. The list of assembly points is found at <http://www.ucalgary.ca/emergencyplan/assemblypoints>. Please check this website and note the nearest assembly point for this course.

#### **11. Other Helpful Contacts**

- Safewalk and Campus Security: 403-220-5333.
- Faculty of Arts Student Representatives: 403-220-6552, [arts1@su.ucalgary.ca](mailto:arts1@su.ucalgary.ca) , [arts2@su.ucalgary.ca](mailto:arts2@su.ucalgary.ca), [arts3@su.ucalgary.ca](mailto:arts3@su.ucalgary.ca), [arts4@su.ucalgary.ca](mailto:arts4@su.ucalgary.ca) .
- Student Ombudsman: <http://www.ucalgary.ca/provost/students/ombuds>