



**UNIVERSITY OF CALGARY
FACULTY OF ARTS
COURSE OUTLINE
Winter 2023**

Course Number:	ASHA 503 (L01)
Course Name:	Capstone
Classroom Location:	SS 012
Class Days & Times:	In Person, Thursdays 17:00 to 19:45
Instructor:	Annette Tézli
Email:	atezli@ucalgary.ca
Email Policy	Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student's @ucalgary emails within 48 hours.
Office Hours:	Wednesdays via Zoom: 9:00-11:00 a.m. or by appointment.

Course Description

In this seminar-style, inquiry-based course, you will reflect on your intellectual journey from both disciplinary and interdisciplinary perspectives. This course is designed to help you reflect on past, present, and future learning and personal growth. Particular emphasis will be placed on communication and presentation skills to make specialized scientific work accessible to non-expert audiences. We will be working collaboratively throughout the term and make use of peer feedback to enhance the work of colleagues through respectful and constructive critique. Each student will prepare two separate presentations: one mid-semester presentation on a topic related to scientific inquiry, and a final presentation related to their honours thesis or disciplinary specialty that builds on the feedback provided for the first presentation.

Objectives of the Course

By the end of this course, successful students will be able to...

- critically read, interpret, analyze, and discuss scientific texts from a variety of disciplines.
- link scientific inquiry to social contexts.
- identify and critically evaluate major ideas and common controversies within their own disciplines.
- communicate complex, scientific information to non-expert audiences in writing, through leading discussions, as well as formal and informal presentations.
- meaningfully contribute to the education of others.
- work in teams effectively and respectfully.
- provide constructive and respectful feedback to their peers.

Additional Information

We will meet on Thursdays at 5:00pm (MST) in SS012. The main objective of weekly meetings is to discuss research ideas, develop assignment guidelines and grading criteria for upcoming assessments, refine essential skills, facilitate interaction between course participants, and provide mutual support. You should be prepared to attend weekly meeting regularly and contribute to group discussions and exercises as an active participant. Please notify the instructor in advance if you are unable to attend a meeting. All meetings will be recorded and posted on D2L for those who had miss a session. The length of our weekly meetings will vary depending on the topic of discussion, but you should be prepared to be present from 5:00pm-7:45pm (MST) on days for which a meeting has been scheduled as per course schedule provided at the end of the course outline.

Learning Resources

No text has been assigned for this course. Students will read primarily academic literature immediately relevant to their own research projects and presentations.

Assignments and Evaluation

	Due Date	% of final grade
Discipline analysis		
1) Topic Proposal	February 2, midnight	10
2) Presentation	February 16, midnight	15
3) Peer feedback	March 2, midnight	5
Research Presentation		
1) Strategy	March 9, midnight	15
2) Presentation	March 30, midnight	25
3) Peer feedback	April 6, midnight	5
Learning reflection	April 13, midnight	25

Note: You must complete all assignments, or a course grade of F may be assigned at the discretion of the instructor. If you miss a required course component, please contact your instructor as soon as possible.

Discipline Analysis (30% in total)

This research assignment will give you the opportunity to conduct a critical investigation of your own discipline's key ideas, central controversies, and limitations. There are 3 components to this assignment:

- 1) You will submit a 2-page topic proposal that identifies the focus of your analysis as well as list of 10 peer-reviewed, academic journal articles to support your arguments.
- 2) You will share the results of your analysis with the rest of the class via a pre-recorded 15-minute presentation.
- 3) You will watch your peers' pre-recorded presentations and provide constructive feedback to help them prepare for the research presentation. To make the workload manageable, we will randomly form 2 teams for the review process.

We will discuss possible presentation formats and collaboratively develop assignment guidelines in class. Further, we will discuss the peer review process as well as feedback and grading criteria for your peer feedback in detail in class. Guidelines and assignment resources will be posted on D2L.

Research Presentation (45% in total)

The objective of the 20-minute research presentation is to present insights related to your honours thesis or disciplinary specialty, in full or in part, to a non-expert audience. This presentation should specifically address the relevance of your research for the discipline, science, and society. There are 3 components to this assignment:

- 1) You will submit a 3-page presentation strategy in which you detail what information your presentation will convey, how you will present your insights, and how you will ensure your presentation is suitable for a non-expert audience.
- 2) You will present the results of your analysis to your peers.
- 3) You will watch your peers pre-recorded presentations and provide constructive feedback. To make the workload manageable, we will randomly form 2 teams for the review process.

Learning Reflection (25%)

This end-of-term assignment asks you to critically reflect on your own learning process in the course, ASHA in general, as well as your own program of study. In this assignment, you will describe key learning experiences, analyze them, and identify specific changes in your thinking or conduct as a consequence of your learning. All arguments should be supported by evidence, so make sure to document your insights throughout the semester. Detailed assignment guidelines and permissible formats to present your insights will be discussed in class and circulated on D2L.

Registrar-scheduled Final Examination:

There will be no registrar-scheduled final exam for this course. All graded course work must be completed no later than April 20, 2021.

Submission of Assignments

Please note that all assignments must be submitted at the beginning of class via D2L on the day they are due as indicated in the course schedule. The assignment guidelines will specify where exactly on D2L to submit assignment.

Note: It is your responsibility to keep a copy of each submitted assignment and to ensure that you submit the proper version (particularly in courses requiring electronic submission).

Private information related to individual students is treated with the utmost regard by University of Calgary faculty. Student assignments will be accessible only by the authorized course faculty, and personal information is collected in accordance with the ***Freedom of Information and Protection of Privacy (FOIP) Act***. Please note that instructors may use audio or video recorded for lesson capture, assessment of student learning, and self-assessment of teaching practices.

Policy for Late Assignments

It is your responsibility to complete all assessments listed in this course outline. That said, students might at times face exceptional challenges and are unable to complete a scheduled assessment on time. Students who cannot submit a scheduled assessment for legitimate reasons are responsible for contacting the instructor via email **within 48 hours** of the missed test to discuss alternative arrangements. A copy of that email may be requested as proof of the attempt to contact the instructor.

Deferred Term Work Form: Deferral of term work past the end of a term requires a form to be filled out by the student and submitted, along with any supporting documentation, to the instructor. The form is available at: https://live-ucalgary.ucalgary.ca/sites/default/files/teams/14/P22_deferral-of-term-work_lapseGrade.pdf

Once an extension date has been agreed between instructor and student, the instructor will email the form to the Faculty of Arts Program Information Centre (ascarts@ucalgary.ca) for approval by the Associate Dean.

Student Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation 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.pdf>.

Students seeking accommodation for transient illnesses (e.g., the flu) or another legitimate reason should contact their instructors as soon as possible. Extensions will not be granted without instructor approval.

Expectations for Writing

Department policy directs that all written assignments and, to a lesser extent, written exam responses 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 and proper documentation of research sources. For further information, please refer to the *University of Calgary Calendar* section on writing across the curriculum: <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Arts and Science Honours Academy Grade Scale

The following table outlines the grade scale percentage equivalents used in for the Arts and Science Honours Academy. Final grades are reported as letter grades. For components graded using percentages or numerical scores, those values will be used directly in calculating the final course grade, while for components graded using letter grades, the letter grades will be converted to the midpoint values in calculating the final course grade.

In this course, numerical scores will be used to grade assessments. Numerical scores will be translated into percentages and the weighted percentages will be used for the final grade calculation. Final letter grades will be assigned based on the cut-offs provided in the table below.

	Grading Scale
A+	96-100
A	90-95.99
A -	85-89.99
B+	80-84.99
B	75-79.99
B-	70-74.99
C+	65-69.99
C	60-64.99
C-	55-59.99
D+	53-54.99
D	50-52.99
F	0-49

Plagiarism

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. **In-text citations must be provided, and readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin.** Wording taken directly from a source must be enclosed within quotation marks (or, for long quotations, presented in the format prescribed by the documentation style you are using). Paraphrased information must not follow the original wording and sentence structure with only slight word substitutions here and there.

For information on citation and documentation styles (MLA, APA, Chicago, IEEE, etc.), visit the Student Success Centre resource links at <https://ucalgary.ca/student-services/student-success/writing-support> or the Purdue Online Writing Lab (OWL) Research and Citation Resources at https://owl.purdue.edu/owl/research_and_citation/resources.html

If you need help with your writing or have questions about citing sources, please consult your instructor or visit the Student Success Centre, 3rd floor, Taylor Family Digital Library. To book an appointment, go to https://ucalgary.ca/student-services/student-success?utm_source=ssc&utm_medium=redirect&utm_campaign=redirect

Instructor Intellectual Property & Copyright Legislation

Course materials created by the instructor (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the same course section and term may be allowed under fair dealing. Check with the instructor if you have any questions about sharing materials with classmates.

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Academic Misconduct

Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar. For information on academic misconduct and its consequences, please see the *University of Calgary Calendar* at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Academic Accommodation

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

Research Ethics

Whenever you perform research with human participants, including surveys, interviews, or observations as part of your university studies, you are responsible for obtaining research ethics approval and for following university research ethics guidelines. In some cases, your instructors may apply for course-based research ethics approval for certain assignments, and in those cases, they must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, please see <https://arts.ucalgary.ca/research/arts-researchers/resources-researchers-and-instructors/ethics>

Deferrals of Course Work and Requests for Reappraisal

For university regulations and procedures related to deferrals of exams and course work, requests for reappraisals, and other matters, please see the relevant sections in the *University Calendar*: <https://www.ucalgary.ca/pubs/calendar/current/academic-regs.html>

Student Support Services and Resources

Please visit <https://www.ucalgary.ca/registrar/registration/course-outlines> for information about student support services and resources, including Wellness and Mental Health Resources, Student Success programs and services, the Student Ombuds Office, the Student Union, and Safewalk.

For resources on D2L, visit <http://elearn.ucalgary.ca/desire2learn/home/students>. IT support is available at itsupport@ucalgary.ca.

Schedule of Lecture Topics and Readings

January 12	Welcome and Introductions
January 19	Ways of Knowing and Positionality
January 26	The Social Construction of Scientific Knowledge
February 2	Ways of Knowing and Not Knowing in your Discipline
February 9	Giving Effective Presentations & Providing Constructive Feedback Discipline Analysis Topic Proposal due by February 2, midnight (MST) via D2L
February 16	Presentations: Watch independently via D2L, No course Meeting Discipline Analysis Presentation due by February 16, midnight (MST) via D2L
February 23	Midterm break, No Course Meeting
March 2	Finding a Presentation Focus – Why Does it Matter to the Discipline? Presentation Peer Feedback due by 5:00pm (MST) via D2L
March 9	Finding a Presentation Focus – Why Does it Matter to Science? Research Presentation Strategy due by March 9, midnight (MST) via D2L
March 16	Finding a Presentation Focus – Why Does it Matter to Society?
March 23	Communicating Scientific Knowledge Effectively and in Accessible Ways
March 30	Presentations: Watch independently via D2L, No Course Meeting Research Presentation due by March 30, midnight (MDT) via D2L
April 6	Reflecting on Learning Presentation Peer Feedback due by April 6, midnight (MDT) via D2L
April 13	Learning Reflection due by April 13, midnight (MDT) via D2L