

FALL 2021  
**RESEARCH METHODS & PROFESSIONALIZATION (SP 9505A)**  
Department of Languages and Cultures  
Arts and Humanities, UWO  
Tuesday, 9.30 to 12.30 – Room: UC 3325

**\*\*THIS SYLLABUS IS SUBJECT TO CHANGE\*\***

**Instructor:** Constanza Burucúa

**Email:** [cburucua@uwo.ca](mailto:cburucua@uwo.ca)

**Office:** UC 4309

**Office Hours:** Wednesday, 10.30 to 12.30 (in person and/or on Windows Teams)

### **Course Description**

This is a mandatory course for all graduate students in the Hispanic Studies Graduate Program. It is structured around a series of practical topics and activities to provide students with an understanding of academic work and fundamental resources in the university, in the program, and in the university's library system. The course is designed to explore research methods, academic writing, and scholarly skills, covering topics such as finding the adequate literature, scholarship and grant applications, conference proposals, publishing, etc. It is also meant to introduce students to the basics of job application and career prospects.

#### **Please Note:**

- \* Most of the sessions will be delivered in Spanish; those facilitated by SGPS, Careers and Experience, and Western librarians will be offered in English.
- \* All the bibliography is in English.

### **Course Objectives**

- 1) Familiarize students with the graduate program, the faculty, the university and the wide array of resources offered;
- 2) Increase knowledge of different information systems, knowledge management and research methods;
- 3) Develop professional and scholarly skills.

### **Bibliography**

→ The following two books are to be purchased by students:

\* Loleen Berdahl and Jonathan Malloy. *Work your Career. Get What you Want from your Social Sciences or Humanities PhD*. The University of Toronto Press, 2018.

\* Wayne C. Booth, et al. *The Craft of Research*. The University of Chicago Press, 2016.

→ All other required readings are available online, through the course OWL site > Resources.

**Please Note:** All readings listed in this syllabus are compulsory.

## Grading method and assignments

This course is graded on a PASS/ FAIL basis.

To PASS, students are required to:

- Do all assigned readings;
- Attend class – synchronous component of the course (referred to here as “seminar”);
- Participate actively, thoughtfully and constructively in class discussions and activities;
- Submit assignments on due dates (see course schedule).

The following are motives to FAIL the course:

- Not attending the synchronous component of the course;
- Not participating in class discussions with opinions informed by the readings;
- Not submitting completed assignments on time.

Instead of numerical grades on your assignments, students will be assessed according to the following criteria:

- \* MB = *Muy bien* – excellent, very good, great work (90-100)
- \* B = *Bien* – good (70-80)
- \* S = *Suficiente* – just enough to pass, needs some major improvement (60)
- \* NA = *No aprobado* – failed to meet the minimum requirement (< 60)
- \* NP = *No presentó* – did not submit assignment (0)

## Course Dynamics

This course will involve either in person or online interactions, with a synchronous component (via Zoom or equivalent), which will take place every Tuesday, between 9.30 and 12.30.

During this three-hour period, our meetings will follow the format of a seminar and we will discuss the literature / readings, the assignments and the different presentations that will be offered by the instructor, the students or guest speakers, throughout the term. When needed and as students progress in their individual projects, the third hour (11.30 to 12.30), will be dedicated to the discussion of your individual projects and/or questions.

**Please Note:** It is fundamental that you check periodically your UWO email address – this is the preferred (and only) channel of interaction between the instructor and the students, and the success of this course depends on the fluid communication between you and me.

### **E-mail policy and etiquette**

Generally, all emails will be responded to within 24-48 hours during weekdays (not including holidays). Emails will \*usually\* be addressed during regular work hours (9-5). The instructor may choose, at her discretion, to respond outside these hours, depending on availability.

\* When sending an email to the instructor, please make sure of the following:

- That it observes the basic rules of etiquette
  - o Include the proper salutation and sign-off
  - o Avoid abbreviations – an email is not a text message
- That it is clearly written
- That the tone is the appropriate one in an exchange between a professor and a student.

### **Online Etiquette (in the case of online delivery of the course)**

To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- please “arrive” to class on time
- please use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material
- to minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- please be prepared to turn your video camera off at the instructor’s request if the internet connection becomes unstable
- unless invited by your instructor, do **not** share your screen in the meeting

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:

- if you wish to speak, use the “raise hand” function or communicate it using the chat and wait for the instructor to acknowledge you before beginning your comment or question
- remember to unmute your microphone and turn on your video camera before speaking
- self-identify when speaking.
- remember to mute your mic after speaking (unless directed otherwise)

General considerations of “netiquette”:

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.

- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment. “Flaming” is never appropriate.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately.

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

### **Attendance and Participation**

\* The success of the course depends on the frequency and quality of the participation of its members. Consequently, seminar participation is a central component of the course.

\* Seminars are mostly structured around the debates generated by short presentations and the discussion of the bibliography, which means that all assigned readings for the week must be done prior to class to be adequately discussed.

\*Students are expected to come to class having read and critically thought about all the weekly readings, as well as with the relevant notes and material in hand.

\*Students are expected to arrive to class on time, and to conduct themselves in a respectful manner that is not disruptive to others.

\*Being present in class does not necessarily imply participating in it. Similarly, being absent from class on a repetitive basis will have a serious impact and you may fail the course.

### **Absences and late assignments**

\*Students are required to attend all sessions – synchronous component of the course. When absent, it is still the student’s responsibility to complete and turn in coursework on time and to catch up on the material covered in class.

\*If you are absent or if an assignment is late due to illness or other legitimate reasons, please contact me by email as soon as possible and forward supporting documentation. If you are in doubt as to the “legitimacy” of your situation regarding lateness or absence, please contact me as soon as possible.

*\*Except for duly documented medical illnesses and emergencies, late assignments will be penalized **3 points per day late** (including weekends). Assignments turned in a week after the due date (7 days) will not be accepted and will receive a grade of “0.”*

## **Health and Wellness**

As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree. For example, to support physical activity, all students, as part of their registration, receive membership in Western's Campus Recreation Centre. Numerous cultural events are offered throughout the year. Please check out the Faculty of Music web page <http://www.music.uwo.ca/>, and our own McIntosh Gallery <http://www.mcintoshgallery.ca/>. Information regarding health- and wellness-related services available to students may be found at <http://www.health.uwo.ca/>

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate chair), or other relevant administrators in their unit. Campus mental health resources may be found at [http://www.health.uwo.ca/mental\\_health/resources.html](http://www.health.uwo.ca/mental_health/resources.html)

To help you learn more about mental health, Western has developed an interactive mental health learning module, found here: [http://www.health.uwo.ca/mental\\_health/module.html](http://www.health.uwo.ca/mental_health/module.html). This module is 30 minutes in length and provides participants with a basic understanding of mental health issues and of available campus and community resources. Topics include stress, anxiety, depression, suicide and eating disorders. After successful completion of the module, participants receive a certificate confirming their participation.

## **Student Accessibility Services (SAS)**

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are encouraged to register with Student Accessibility Services, a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both SAS and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

For more information, see <http://www.sdc.uwo.ca/ssd/>

## Course Schedule Calendar, Readings, Assignments

- Each week, students will be asked to present a brief summary of the assigned readings

**SEPTEMBER 14.** Introduction to the Course. Knowing the program and the available resources.

**Readings:** Familiarize yourself with the information in the following links / documents:

- MA Students: <https://www.uwo.ca/languages/graduate/hispanic/ma.html>
- PhD Students : <https://www.uwo.ca/languages/graduate/hispanic/phd.html> & [https://www.uwo.ca/languages/graduate/hispanic/phd\\_requirements1/phd\\_requirements.html](https://www.uwo.ca/languages/graduate/hispanic/phd_requirements1/phd_requirements.html)
- SGPS – Life and Community: [https://grad.uwo.ca/life\\_community/index.html](https://grad.uwo.ca/life_community/index.html)
- Health & Wellness: <https://www.uwo.ca/health/>
- Learning Development & Success: [https://www.uwo.ca/sdc/learning/information\\_for/](https://www.uwo.ca/sdc/learning/information_for/)
- Center for Teaching and Learning: <https://teaching.uwo.ca/programs/index.html>
- *Graduate Student Supports at Western*: document available on the course's OWL site

**Assignment:**

- Contact your potential supervisor and begin to think about research project / thesis proposal. Copy Grad Chair in your introductory email.

**SEPTEMBER 21.** Setting realistic goals and expectations / OWN YOUR FUTURE (presentation by Julie Jonkhans, facilitator)

**Readings:**

- *Work your Career*, chapters 1 to 4 (pp. 1-96).
- Obhi, Sukhvinder. "Chapter 6: Planning and Time Management", in *Success in Seminars & Tutorials*. Oxford University Press: 2016. (Available on OWL > Resources)

**Assignment:**

- Complete the Timetable exercise.
- Complete Table 1.1 / Worksheet, *Work Your Career*, p. 4.

**SEPTEMBER 28.** Becoming a researcher.

**Readings:**

- *The Craft of Research*, Introduction + chapters 1 to 4 (pp. 3-64).

**Assignment:**

- Do the reading with a/your research topic in mind. Come to the seminar prepared to present it by referring to a *topic*, 2 or 3 *questions* related to it and a *problem*.

**OCTOBER 5.** Introduction to Library Research.

Presenter: Jason Dyck (Teaching & Learning Librarian).

**Readings:**

- *The Craft of Research*, chapters 5 and 6 (pp. 65-104).

**Assignment:**

- Do the reading with a/your research topic in mind. Come to the seminar prepared with 3 or 4 keywords.
- Library Assignment #1 (OWL).  
Complete the assignment with your research topic in mind.

**OCTOBER 12.** Library Resources: Advanced Searches and Evaluating Sources.

Presenter: Jason Dyck (Teaching & Learning Librarian).

**Readings:**

- *The Craft of Research*, chapter 14 (pp. 200-213).

**Assignment:**

- Library Assignment #2 (OWL).  
Complete the assignment with your research topic in mind.

**OCTOBER 19.** Open Access (OA) publishing, building and maintaining an online scholarly identity.

Presenter: Courtney Waugh (Assistant Librarian, Research and Scholarly Communication)

**Readings:**

- *Work Your Career*, chapter 6.
- "The Ethics of Research", in *Work Your Career* (pp. 271-274).
- Video & How-To on Plagiarism – visit link here:  
<https://www.lib.uwo.ca/tutorials/plagiarism/index.html>

**Assignment:**

- Build a profile on Scholarship@Western -  
[https://ir.lib.uwo.ca/cgi/login.cgi?return\\_to=https%3A%2F%2Fir.lib.uwo.ca%2Fcgi%2Fmyaccount.cgi%3Fcontext%3D&context=https://ir.lib.uwo.ca](https://ir.lib.uwo.ca/cgi/login.cgi?return_to=https%3A%2F%2Fir.lib.uwo.ca%2Fcgi%2Fmyaccount.cgi%3Fcontext%3D&context=https://ir.lib.uwo.ca)

**OCTOBER 26.** Planning, Organizing and Academic Writing (1)**Readings:**

- Resource on Literature Reviews – visit link here:  
<https://www.lib.uwo.ca/tutorials/typesofliteraturereviews/index.html>
- <https://www.lib.uwo.ca/tutorials/literaturereview/index.html>
- Resource on Annotated Bibliographies – visit links here:  
<https://www.lib.uwo.ca/tutorials/annotatedbibliographies/>
- Macaulay, Monica. "The Field of Linguistics", in *Surviving Linguistics. A Guide for Graduate Students*. Cascadilla Press: 2011, pp. 19-32. (OWL)
- Familiarize yourselves with the following link:  
<https://www.uwo.ca/research/ethics/human/index.html>

**Assignment:**

- MA students: submit first draft of Brief Proposal for the MRP  
<https://www.uwo.ca/languages/graduate/hispanic/MA1yearpreproposal.pdf>

- PhD students: submit PhD Pre-proposal  
[https://www.uwo.ca/languages/graduate/hispanic/phd\\_requirements1/PhDPre\\_proposal-0021.pdf](https://www.uwo.ca/languages/graduate/hispanic/phd_requirements1/PhDPre_proposal-0021.pdf)

\*Before the end of the week, the instructor will return the proposal with comments and feedback to incorporate into the second draft, due on November 9.

## **NOVEMBER 2.** READING WEEK.

### **NOVEMBER 9.** Planning, Organizing and Academic Writing (2)

#### **Readings:**

- *The Craft of Research*, chapters 12 and 13 (pp. 173 – 199).
- Baudelaire, Ulysse. “Review of Literature”, in Lukenchuk, A. (ed.), *Outliving Your Dissertation*. Peter Lang: 2017, pp. 45-55. (OWL)

#### **Assignment:**

- Second draft of MRP (MA students) / Pre-proposal (PhD students). Come to class ready to present on the literature review or the annotated bibliography for your research project.

### **NOVEMBER 16.** Preparing a Scholarship Application.

#### **Readings:**

- *Work Your Career*, Chapter 5 (pp. 99-114).

#### **Assignment:**

- Familiarize yourself with the following link:  
[https://grad.uwo.ca/finances/external\\_funding/index.html](https://grad.uwo.ca/finances/external_funding/index.html)
  - o Find at least one external funding source that you would be eligible for and come to class prepared to discuss it.

### **NOVEMBER 23.** Attending Conferences and Sharing Your Research.

#### **Readings:**

- Goldsmith, John A., Konlos, John, Schine Gold, Penny. *Your Academic Career*, University of Chicago Press: 2001, pp. 69-74. (OWL)
- *A Guide to the Abstract* – UWO resource available on course’s OWL site or here:  
[http://writing.uwo.ca/gradspostdocs/graduate\\_writing\\_resources.html](http://writing.uwo.ca/gradspostdocs/graduate_writing_resources.html)

#### **Assignment:**

- Submit an abstract of 250 words about your research topic -- incorporate feedback received on your Brief Proposal (MA) / Pre-Proposal (PhD)

### **NOVEMBER 30.** The Dissertation / CAREERS & EXPERIENCE (presentation by David Feeney, Career Coach, Graduate Students)

#### **Readings:**

- Goldsmith, John A., Konlos, John, Schine Gold, Penny. *Your Academic Career*, University of Chicago Press: 2001, pp. 54-65. (OWL)



- Familiarize yourself with the following links:
  - MA → MRP:  
<https://www.uwo.ca/languages/graduate/hispanic/MA1yearMRP.pdf>
  - PhD → Thesis Proposal :  
[https://www.uwo.ca/languages/graduate/hispanic/phd\\_requirements1/phd thesis proposal.html](https://www.uwo.ca/languages/graduate/hispanic/phd_requirements1/phd_thesis_proposal.html)
  - SGPS > Thesis Guide: <https://grad.uwo.ca/academics/thesis/index.html>

**Assignment:**

- MA students: Continue working on Brief Proposal for MRP + first draft of section 1 to 5 of MRP Proposal (<https://www.uwo.ca/languages/graduate/hispanic/MA1yearMRP.pdf>)
- PhD students: Continue working on PhD Pre-Proposal - Sections 1 & 2  
[https://www.uwo.ca/languages/graduate/hispanic/phd\\_requirements1/PhDPre\\_proposal-0021.pdf](https://www.uwo.ca/languages/graduate/hispanic/phd_requirements1/PhDPre_proposal-0021.pdf)  
[https://www.uwo.ca/languages/graduate/hispanic/phd\\_requirements1/PhDPre\\_proposal-section22.pdf](https://www.uwo.ca/languages/graduate/hispanic/phd_requirements1/PhDPre_proposal-section22.pdf)

**DECEMBER 7.** Preparing for the Major Research Paper (MRP) and the PhD Pre-Proposal.

**Assignment:**

- MA students: Submission of Brief Proposal for MRP + first draft of section 1 to 5 of MRP Proposal
- PhD students: Submission of PhD Pre-Proposal sections 1 & 2

**\*\* The submitted document must include the signature of the professor that you will be working with as your supervisor \*\***