

SP 9505A Information and Research Methods
Hispanic Studies – Graduate Program
Department of Modern Languages and Literatures
Fall 2018

*** Please note this course outline is subject to change ***

Instructors: Alena Robin & Peggy Ellis

Schedule: Monday 1:30-4:30pm

Email: arobin82@uwo.ca

Classroom: TBA / Library sessions will be held at Weldon Instruction Room

Office hours: TBA

Office: UC 3311 (Alena Robin)

1. Course description and objectives:

This is a mandatory course for all graduate students in the Hispanic Studies Program. The course is organized around a series of practical topics to offer students a better understanding of the academic life and fundamental resources in the Graduate program. This course is designed to explore research methods, academic writing, and scholarly skills. We will cover topics such as finding the adequate literature, scholarship applications, conference proposals, publishing, and the job search.

The main objectives of the course are to:

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

Depending on the instructor, some classes will be offered in Spanish, others in English.

2. Grading method and assignments:

This course is graded on a PASS/ FAIL basis. To be successful in this course students are required to:

- 1) Do the assigned readings;
- 2) Attend class;
- 3) Participate actively, thoughtfully and constructively in class discussions and activities;
- 4) Submit the assigned tasks on the due dates (see below).

To fail the course:

- 1) Don't come to class;
- 2) Don't submit completed assignments on time.

You will not get a numerical grade on your assignments, but the following:

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

NP = No presentó – did not submit assignment (0)

ATTENDANCE AND PARTICIPATION: The success of the course depends on the frequency and quality of the participation of its members. Assigned readings must be done prior to class in order to be adequately discussed in class. Students are expected to come prepared with ideas for discussion. Being present in class does not necessarily imply participating in it. Similarly, being absent from class on a repetitive basis will seriously affect the participation mark.

ABSENCE FROM CLASS: Students are expected to attend every class unless medical circumstances prevent them from doing so. When appropriate, it should be documented through a medical accommodation request.

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. Students must inform their professor by email of any absence as soon as possible.

LATE ASSIGNMENT: The only acceptable reason for turning in a late assignment or missing an examination is for medical purposes. Assignments turned in a week after the due date (7 days) will not be accepted and will receive a grade of "0."

CONDUCT: Students are expected to arrive to class on time, and to conduct themselves during class in a professional and respectful manner that is not disruptive to others.

Electronics

- Computers/laptops/netbooks (and similar technologies) are permitted only for note taking and reading electronic materials.
- NO Facebook, Instagram and other social media during class.
- All cellphones (and similar technologies) must be turned off, or set to silent 'vibration' mode during the duration of the class.
- The instructor reserves the right to ensure that students are not text-messaging, surfing the internet, or distracting any students; spot-checks will be conducted during class time.
- No digital taping (either voice or image) is allowed.
- Disruptive behavior will be dealt with on a case-by-case basis and may result in the suspension of laptop privileges.

E-mail policy and etiquette

Generally, all emails will be responded to within 24-48 hours during weekdays (excluding holidays). Emails will *usually* be addressed during regular work hours (9-5).

The instructors may choose, at their discretion, to respond outside these hours, depending on availability.

When sending an email to the instructors, please make sure of the following:

An email etiquette is expected from your emails. Include a courteous greeting and closing. Make sure that the answer to your question is not contained in the syllabus.

Please identify yourself properly.

Students are responsible for regularly checking their email, and the course OWL site for new notices related to the course.

3. Texts:

The following books will be available from the bookstore for students to purchase:

Mandatory:

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, Gregory G. Colomb, Joseph M Williams. *The Craft of Research.* The University of Chicago Press, 2016.

Other highly recommended readings:

Paul. J. Silvia. *How to Write a Lot. A Practical Guide to Productive Academic Writing.* Washington, American Psychological Association, 2010.

Weldon: PE1408.S48787 2007

(Some copies to buy at the Bookstore)

John A. Goldsmith, John Komlos, and Penny Schine Gold. *The Chicago Guide to Your Academic Career. A Portable Mentor for Scholars from Graduate School through Tenure.* The University of Chicago Press, 2001. (for those considering to work in academia)

Weldon: LB1778.G63 2001 (there is also an online version)

(Some copies to buy at the Bookstore)

Monica Macaulay. *Surviving Linguistics. A Guide for Graduate Students.* Cascadilla Press, 2011. (for Linguistics students)

Weldon: P57.U7M33 2011

Umberto Eco. *How to Write a Thesis.* Cambridge, Massachusetts: The MIT Press, 2015.

(a classic)

Weldon: available online.

* Other reading material will be available on the OWL site of the course *

4. Class calendar, assigned readings and evaluation:

All assigned readings should be done prior to class.

Evaluations must be uploaded to OWL a week after the class, unless otherwise indicated.

Date	Topic	Assigned readings	Evaluation
September 10	Introduction and presentation of course. Knowing the program. Setting realistic goals and expectations.	Readings: <i>Success in Seminars & Tutorials</i> , chapter 6: Planning and Time Management (OWL) <i>Work your Career</i> , Chapters 1, 2, 3, 4 Familiarize yourself with the following links and resources and with the expectations MA/ PhD, according to your case: http://www.uwo.ca/modlang/graduate/hispanic/index.html SGPS: http://grad.uwo.ca/current_students/living_well/index.html Teaching Support Center: https://www.uwo.ca/tsc/graduate_student_programs/index.html Student Development Center: https://www.uwo.ca/sdc/learning/information_for_graduate_students.html	Timetable example Activity on p. 4 of <i>Work your Career</i>
September 17	Asking questions, finding answers, and making an argument	<i>The Craft of Research</i> , pp. 29-119.	
September 24	The Library - 1	Introduction to library research	Assignment #1
October 1	Preparing a scholarship application	<i>Work your Career</i> , chapter 5 Familiarize yourself with the following resources: http://grad.uwo.ca/current_students/student_finances/index.html	If you are working on a scholarship application, bring it to class.
October 8	Thanksgiving – no class		
October 15	The Library - 2	Advanced searching and evaluating sources	Assignment #2
October 22	Writing, planning and organizing an essay	<i>The Craft of Research</i> , pp. 171-212, 232-248.	You must be working on an essay for a course. Bring your proposal to class.

October 29	Attending conference and other ways of sharing your research	<p><i>Surviving Linguistics. A Guide for Graduate Students</i>, pp. 87-101.</p> <p><i>A Scholar's Guide to Getting Published in English</i>, chapter 4. (OWL)</p> <p>John A. Goldsmith, John Konlos, and Penny Schine Gold, <i>Your Academic Career</i>, pp. 69-74.</p>	<p>Chose one of the following options (it can be done in group):</p> <ul style="list-style-type: none"> - Poster presentation - Session proposal - Abstract <p>For all: Build a profile on Academia.edu</p>
November 5	The Dissertation	<p>John A. Goldsmith, John Konlos, and Penny Schine Gold, <i>Your Academic Career. A Portable Mentor for Scholars from Graduate School through Tenure</i>, pp. pp. 54-65.</p> <p>Familiarize yourself with the following links: MA Thesis Proposal: http://www.uwo.ca/modlang/graduate/hispanic/ma_thesis_proposal_guidelines.html</p> <p>PhD Thesis Proposal: http://www.uwo.ca/modlang/graduate/hispanic/phd_requirements1/phd_thesis_proposal.html</p> <p>SGPS: http://grad.uwo.ca/current_students/thesis/index.html</p>	<p>If you are planning to do a thesis, it is time to approach your potential supervisor, then start working on the thesis proposal.</p>
November 12	Asking permissions: ethics board and copyrights issues	<p><i>Surviving Linguistics. A Guide for Graduate Students</i>, p. 47.</p> <p>Susan M. Bielstein, <i>Permissions, A survival Guide. Blunt Talk about Talk as Intellectual Property</i>, chapters 4 and 9: copyright and fair use.</p> <p>Familiarize yourself with the following links: Human Research Ethics: http://www.uwo.ca/research/services/ethics/index.html</p> <p>Copyright @ Western: http://copyright.uwo.ca</p>	<p>If you are working on research ethics protocol, please come prepare to share your experience with the class!</p>
November 19	The Library - 3	<p>Scholarly publishing, Open Access, Predatory journals</p>	<p>Make a list of 3 journals where you would like to submit an article and explain why. Include a link to the journal.</p>

November 26	Publishing: selecting a journal; submitting your manuscript, and surviving feedback	<p><i>Work your Career</i>, chapter 6</p> <p>Paul J. Silvia, <i>How to Write a Lot</i>, chapter 6. (OWL)</p> <p>Familiarize yourself with the following link: https://ir.lib.uwo.ca/entrehojas/</p>	
December 3	The job hunt	<i>Work your Career</i> , chapters 7, 8, 9, and 10.	CV and letter of intent