**UNIVERSITY OF WATERLOO AND ST PAUL’S UNIVERSITY COLLEGE**

**FALL TERM 2021**

**INDEV490A**

**HONOURS THESIS PREPARATION**



**Dr Julie Kate Seirlis**

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**STP 206**

**519 885 1465 ext 25222**

Lectures: Mondays 9am-12pm

Room: STP 201 (Alumni Hall)

Consultation times: Tuesdays and Thursdays 10-11am

(in-person or over Zoom/ Skype/whatsapp)

**At a Glance**

Thesis length 10,000 – 15,000 words (excluding bibliography)

Due date 8th April 2022

Referencing Style APA 7th edition

You will work on your thesis over two semesters, Fall 2021 (490A) and Winter 2022 (490B).

INDEV490A offers and hones skills in reading, writing, and critical analysis so that you can identify and circumscribe your topic; formulate your research questions; find and apply the literature relevant to your topic; and synthesise your ideas and all the information into a clear argument.

There are no classes for INDEV490B. You’ll be working on and finishing your thesis.

**Grades**

490A Complete all three milestones and achieve a “Pass” for all your assignments to get an “In Progress” (IP) grade on your transcript.

490B Your supervisor will mark your thesis and send me your final grade at the end of the Winter term in 2022. This will replace the IP grade and will be your mark for the whole course (490A and B).

**The Milestones**

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| --- | --- |
| Get a supervisor! | by Friday 24th September 2021  |
| Fill out and submit the supervisor and student form to the DropBox | by Friday 8th October 2021 |
| Supervisors send me a brief progress report | by Friday 3rd December 2021 |

**The Classes and Assignments**

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| **Class/ Assignment** | **Grade/ Weighting** | **Due Date** |
| Introduction: Finding your Feet(Lily Karelse)13th Sept |  |  |
| Translate This!(Zack Ahmed/ Erin McLaren) 20th Sept |  |  |
| Translate This!(Jenny Bailey)27th Sept | Pass/Fail | 11.59pm Friday 1st October |
| 3 min video pitch4th Oct | Pass/ Fail | in class 4th October |
| **11th-15th OCTOBER READING WEEK** |
| Reading the Literature, Annotating a Bibliography (Hart)18th Oct |  |  |
| Reading the Literature, Framing an Argument(Parpart)25th Oct |  |  |
| 5 article annotated bibliography | Pass/Fail | 11.59pm Friday 29th October |
| Context, Context, Context(Finnstrom)1st Nov |  |  |
| The Importance of Meaning(Limbert)8th Nov |  |  |
| **Class/ Assignment** | **Grade/ Weighting** | **Due Date** |
| One article on context: summary and application to your thesis | Pass/ Fail | 11.59pm Friday 12th November |
| The Art of Writing15th Nov |  |  |
| An Introduction  | Pass/ Fail | 11.59pm 19th November |
| The Art of Writing22nd Nov |  |  |
| Synthesis 29th Nov |  |  |
| Literature review (5 pages) | Pass/ Fail | 11.59pm Friday 3rd December |
| (6th Dec) |  |  |

If we have to go into another lockdown (aaaaaargh!), we’ll have synchronous zoom/ Teams/ Skype class meetings but for a shorter time so 10am-12pm on Mondays. I’ll confirm that with the ENV Faculty and UW Covid protocols and let you know. I’ll make sure LEARN will contain all the materials you will need. I’ll confirm which platform we’ll be using and I’ll make sure you have the necessary links. Let me know by 5.30pm on Friday 17th September any platform preferences.

**Other Information**

Submit assignments to the relevant DropBox on LEARN. **To pass the course, you have to complete all the assignments.** I’ll accept assignments submitted up to **TWO** days after the due date and time.

Where this applies, I’ll be using Turnitin® to check on your referencing. You have the option not to have your work screened by Turnitin® - we’ll figure out alternatives to that software together in line with UW’s regulations.

**University Policies**

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. www.uwaterloo.ca/academicintegrity/

Students who are unsure what constitutes an academic offence are requested to visit the on-line tutorial at http://www.lib.uwaterloo.ca/ait/

Research Ethics: Please also note that the ‘University of Waterloo requires all research conducted by its students, staff, and faculty which involves humans as participants to undergo prior ethics review and clearance through the Director, Office of Human Research and Animal Care (Office). The ethics review and clearance processes are intended to ensure that projects comply with the Office’s Guidelines for Research with Human Participants (Guidelines) as well as those of provincial and federal agencies, and that the safety, rights and welfare of participants are adequately protected. The Guidelines inform researchers about ethical issues and procedures which are of concern when conducting research with humans (e.g. confidentiality, risks and benefits, informed consent process, etc.). If the development of your research proposal consists of research that involves humans as participants, the please contact the course instructor for guidance and see <http://iris.uwaterloo.ca/ethics/>

Note for students with disabilities: The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

Religious Observances: Student needs to inform the instructor at the beginning of term if special accommodation needs to be made for religious observances that are not otherwise accounted for in the scheduling of classes and assignments.

**Grievance:**  A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, [www.adm.uwaterloo.ca/infosec/Policies/policy70.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm). When in doubt please contact your Undergraduate Advisor for details.

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, [www.adm.uwaterloo.ca/infosec/Policies/policy71.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). For typical penalties, check Guidelines for Assessment of Penalties, [www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm](http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm)

**Appeals:** A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 – (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) [www.adm.uwaterloo.ca/infosec/Policies/policy72.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm)