PPOL 613 – Effective Writing and Research Skills
Course Outline

Course:	PPOL 613 - Effective Writing and Research Skills	**Term:**	Fall 2016
		Section:	01
Time:	September 6 - 10 Monday to Saturday 9:00am-12:00pm & 1:30pm to 4:30pm September 16, 23, and 30 9:00-12:00 pm	**Place:**	Nexen Technology and Conference Center, DTC (Downtown Campus: 5th Floor, 906-8th Avenue SW)

Instructor:	Dr. Brenda McDermott		
Office:	5th floor of DTC	**Telephone:**	N/A
Office Hours:	September 6-10 8:00am-9:00am By appointment (in-person or through Adobe Connect)	**E-mail:**	bemcderm@ucalgary.ca

Required Textbooks:

Booth, Wayne, Gregory Colomb, and Joseph Williams. *The Craft of Research*. Chicago, IL: University of Chicago Press, 2008.

Additional readings will be listed on D2L. Students are strongly recommended to ensure they are able to log-in to the library website prior to the start of course.

Required Software:

Prior to the start of class on September 6, students should have selected and installed a citation manager, a pdf annotator, and a group editing platform. Below are a few options that are available.

Citation Managers. A comparison of various citation management tools is available at http://libguides.ucalgary.ca/BibSoftware.
- Endnote (Desktop $125/ Online free through UCalgary) – http://endnote.com/
- Refworks (Free through UCalgary) – http://library.ucalgary.ca/refworks
- Mendeley (Free) – https://www.mendeley.com/
- Zotero (Free) – https://www.zotero.org/

PDF Annotators. There is a variety of software available. Choose what works for you.
- Drawboard ($10) – Window Surface app
- PDFpen for iPad ($15) – iPad app
- Fox It Reader (free) – https://www.foxitsoftware.com/products/pdf-reader/

Document Sharing Software. Likely you are already using one of these.
- Dropbox (free) – https://www.dropbox.com/
- Evernote (free) – https://evernote.com/
- Google Docs (free) – https://www.google.ca/docs/about/

Desire2Learn:

Desire2Learn (D2L), a web-based course management tool, will be used in the course. Students registered in this course can log in at: https://d2l.ucalgary.ca/. Note that D2L features a class e-mail list that will be used and I will use this list to communicate with you. It is your responsibility to ensure that D2L uses the e-mail address of your choice. The default is your University of Calgary e-mail address.

Course Description:

Research and writing will be a key part of your experience as student of public policy and your future career. After this course, students should have a refined writing process and be familiar with variety of public policy writing genres. To succeed in the course, students should be prepared to research, to read, and to write. Students should bring the required textbook and a laptop or digital device (required to access library resources, software, and draft writing assignments) to each class. The course will involve periods of lecture, class discussion, group work, peer review, and individual consultations.

Public Policy 613 Course Outline

The objectives of this course are the following:
- Students will appraise their current writing process and determine appropriate changes to improve the clarity and precision of their writing, including structure, syntax, and word choice.
- Students will identify key features of various public policy genres and construct samples.
- Students will follow best practices in research, including use of citation software, digital annotation, and group work tools.
- Students will compare the tone and style of individual writing samples to create a cohesive group document.
- Students will review citation and documentation requirements, particularly the Chicago Manual of Style.
- Students will practice patterns of argumentation and use appropriate types of support.

Main topics will include
- Digital document management and working in research groups
- Appropriate citation and paraphrasing in public policy
- Identifying and writing for particular audiences
- Common genres in public policy writing
- Developing and supporting arguments
- Reflection on appropriate to the writing process and revision

Classes and Readings:

To facilitate the block week course, students will be required to do some preliminary work.

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Pre-Class Requirements
(Deadline: August 10)
- *Writing questionnaire* – This 10 question D2L quiz will be used to help inform the class topics. This quiz will not be graded and responses will not impact students' grades.
- *Introduction posting* – Students will post a short comment (approx. 100 words) on the D2L discussion board introducing themselves and outlining their specific public policy interest. Research groups will be constructed based on these postings.

(Deadline: August 31)
- *Diagonistic assignment* – Detailed instructions will be posted on D2L. Students will write an executive summary of George Orwell's (1946) essay "Politics and the English Language" (250-400 words).

A detailed list of course readings will be available on D2L by August 1st. These will included a variety of supplementary resources on various areas. It is recommend that students familiarize themselves with the course D2L site prior to the first day of class.

Grade Determination:

A detailed description of all assignments will be posted on D2L. All assignments should be submitted through the D2L Dropbox.

Assignment	Value	Due Date
Group Research Summary and Bibliography	**10%**	**September 8**
Revised Diagnostic Assignment	**10%**	**September 12**
Writing Portfolio	**30%**	**September 16**
Policy Brief and Position Statement	**30%**	**September 23**
Group Stakeholder Analysis	**20%**	**September 30**

Grading: If any letter grades are given, these will be consistent with those provided in the Faculty of Graduate Studies Calendar (see section E.1 of Calendar online) will be given for all elements of grade determination noted above. In the event that elements are marked on a numerical (percentage) basis, they will be converted to letter grades. As a guide to determining standing, the following letter grade equivalences will generally apply:

A+	97-100	B	75-79	C-	60-62
A	90-96	B-	70-74	D+	55-59
A-	85-89	C+	67-69	D	50-54
B+	80-84	C	63-66	F	0-49

Important Notes:

- The School of Public Policy expects the highest standards of professional conduct by students, faculty and staff. Abusive or disrespectful behavior will not be tolerated. This includes any expression of prejudice in any of its forms.
- It is the student's responsibility to be fully aware of the academic regulations outlined in the University Of Calgary Faculty Of Graduate Studies Calendar. Provisions regarding Student Misconduct (plagiarism, cheating and other academic misconduct) will be strictly enforced. Please review the University of Calgary's Regulations on Plagiarism, Cheating and Other Academic Misconduct, online: http://www.ucalgary.ca/pubs/calendar/current/k-2.html
- Students seeking reappraisal of a piece of graded term work (term paper, essay, etc.) should discuss their work with the Instructor *within fifteen days* of the work being returned to the class.
- Examinations will not be given prior to the scheduled date.
- It is the student's responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodation and have not registered with the Student Accessibility Services, please contact their office at 220-8237. Students who have not registered with the Student Accessibility Services are not eligible for formal academic accommodation. You are also required to discuss your needs with

your instructor no later than fourteen (14) days after the start of this course. The Student Accessibility Services website is here: http://www.ucalgary.ca/access/

- All material used in this course is for the sole use of the individual and should not be recopied in either print or digital format. For copyright guidelines, including those relating to photocopying and electronic copies, please refer to the Association of Universities and Colleges of Canada (AUCC) fair dealing guidelines. http://library.ucalgary.ca/copyright/fair-dealing
- The University of Calgary complies with the requirements of the *Freedom of Information and Privacy Act*. The University's policy on the sharing of student information with third parties can be found here: http://www.ucalgary.ca/legalservices/files/legalservices/pg-pi-of-students-to-3rd-parties.pdf. The University's policy on the sharing of student information with the subject can be found here: http://www.ucalgary.ca/legalservices/files/legalservices/pg-pi-of-student-to-subject.pdf
- In the event of an emergency, students may be required to evacuate the building. If evacuation is ordered, follow these procedures:

  - Stay calm, do not rush, and do not panic.
  - Safely stop your work.
  - Gather your personal belongings if it is safe to do so. (keys, purses, jackets, cell phones, etc. It may be hours before you are allowed back in the building.)
  - If safe, close your office door and window, but do not lock them.
  - If directed by wardens, follow their instructions.
  - Use the closest emergency exit. Do not use the elevator.
  - Proceed to the designated Emergency Assembly point in front of the Holiday Inn on 8th avenue to the west of the Downtown Campus.
  - Do not re-enter the building or work area until you have been advised by emergency responders that it is safe to do so.

Graduate Students' Union Vice-President, Academic
      Abu Abdelhafiz
      Phone: 403-220-5997
      E-mail: gsavpa@ucalgary.ca

Graduate Students Association
      214 MLT, 2500 University Dr. NW
      Calgary, Alberta T2N 1N4
      CANADA
      Tel: 403 220-5997
      Fax: 403 282-8992

Emergency Assembly Point
      Holiday Inn Lobby (weather permitting)
      1020 8th Avenue SW
      Calgary, Alberta T2P 1J2
      Or remain at nearest exit point

Safewalk / Campus Security: 220-5333

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