UNIVERSITY OF CALGARY

SCHOOL OF PUBLIC POLICY

PPOL 613 – Effective Writing and Research Skills
Course Outline

Course:	PPOL 613 - Effective Writing and Research Skills	**Term:**	Fall 2018
		Section:	01
Time:	August 27-31 Monday to Friday 9:00am-12:00pm & 1:30pm to 4:30pm	**Place:**	Nexen Technology and Conference Center, DTC (Downtown Campus: 5th Floor, 906-8th Avenue SW)
	September 14 & September 21 9:00am -12:00 pm		
Instructor:	Dr. Brenda McDermott		
Office:	5th floor of DTC	**Telephone:**	N/A
Office Hours:	August 27-31 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, any edition.

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.

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. 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.

Required Software:

Prior to the start of class on September 5, 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.
- 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/
- Google Docs (free) – https://www.google.ca/docs/about/
- Evernote (free) – https://evernote.com/

Course Description:
Research and writing will be a key part of your experience as a student of public policy and your future career. After this course, students should have a refined writing process and be familiar with a 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.

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 the following:
- 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 writing process and revision

Grading*:
Letter grades as described 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. The course grade will be determined based on a weighted average of those grades according to the percentages shown 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

*Please note: information above as per the FGS Calendar.

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

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

Pre-Class Requirements
(Deadline: August 13)
- *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 20)
- *Diagnostic 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).

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	**5%**	**August 28**
Revised Diagnostic Assignment	**10%**	**August 31**
Citation Quiz	**5%**	**September 7-10**
Writing Portfolio	**30%**	**September 14**
Policy Brief and Position Statement **	**30%**	**September 22**
Group Stakeholder Analysis **	**20%**	**September 29**

**Students are allowed an extension of two days (Sept 24/Oct1) on these
assignments without any penalty. The only requirement for the extension is
to email the instructor by noon on the original due date (Sept 22/Sept29).

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
  http://www.ucalgary.ca/pubs/calendar/current/k-5.html
- Students seeking reappraisal of a piece of graded term work (term paper, essay, etc.) must discuss their work with the Instructor *within fifteen days* of the work being returned to the class. If not satisfied the student shall immediately take the matter to the Director of the MPP program or the Academic Director of the School and ask for a ruling and written reassessment. Should the student wish a further appeal it must be addressed to the Director and Palmer Chair of the School within 15 days of the ruling by the MPP Director or the Academic Director. For further information see the School of Public Policy Student Appeals Process at: http://www.policyschool.ca/wp-content/uploads/2017/06/Student-Academic-Appeals.pdf
- Examinations will not be given prior to the scheduled date.
- Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and

accommodations for students with disabilities, Visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework 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

- 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. https://libanswers.ucalgary.ca/faq/199025

- 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

- A link for the Student Ombuds' Office is www.ucalgary.ca/ombuds/

- Links to campus mental health resources include: www.ucalgary.ca/wellnesscentre/ and www.ucalgary.ca/mentalhealth/

- 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
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Graduate Students Association
1030 ES, 844 Campus Place 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

******* *Robert Mansell*