

INTE 298/2/A

EWCI: Writing a Research Paper 101

Concordia University - Fall 2019
September 6th – November 29th, 2019

**Please note: Communication in this course will be primarily by email and/or on MOODLE.
Please make sure to check your email inbox regularly.**

Course Coordinator:	Mebis Kanji (WSSR Director)
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WSSR Coordinator:	Kerry Tannahill (for workshop related questions)
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COURSE DESCRIPTION

This credit course is ideal for students who would like to learn how to write an original research paper that adheres to the standards of academic integrity. There is an orientation session followed by six, day-long information and skill-building workshops. The workshops introduce the basics of the scientific method and where a research paper fits into the broader research universe. You will gain helpful insights and writing strategies by engaging in activities that show you how to organize your time, choose a worthy research problem, and structure, revise, edit and polish a research paper that includes a(n):

- **TITLE:** That accurately captures the key message of the paper and sparks reader interest;
- **ABSTRACT:** That concisely provides an overview of the paper and the main argument;
- **INTRODUCTION:** That identifies a topic of interest, a research problem/puzzle worthy of investigation; a clearly stated research question or testable hypothesis that addresses a gap in knowledge, the relevance/significance of the research and the purpose and roadmap of the paper;
- **LITERATURE REVIEW:** That presents the results of a systematic review of literature and establishes what is known about the problem and points to the gap in knowledge that the study intends to fill and justifies the research question or hypothesis;
- **METHODS SECTION:** That outlines a research plan that includes an appropriate justification for the approach and indicates how quality data were collected from credible sources and analyzed;
- **RESULTS SECTION:** That describes and explains the significant research findings that address the research question or hypothesis and uses non-textual elements (e.g., figures, graphs, tables) where appropriate;
- **DISCUSSION SECTION:** That interprets the findings in light of the existing literature and, where appropriate, theory and/or policy and/or contemporary public debate;
- **CONCLUSION:** That summarizes the argument and key findings, and identifies the implications, recommendations and limitations of the study;
- **REFERENCE LIST:** That includes a complete, accurate and appropriately formatted list of all in-text citations and demonstrates a commitment to academic integrity.

WORKSHOPS AT A GLANCE

Sep 6 9:00am-11:30am	Orientation	Course Orientation (H415) Orientation to Course Objectives Learning Resources and Assignments
Sep 13 9:00am-4:30pm	Workshop 1	Introduction to the Research Paper Purpose of Research and How It Is Communicated Structure of a Research Paper Identifying a Topic and a Research Problem Academic Integrity and Citation Style
Oct 11 9:00am-4:30pm	Workshop 2	Introduction & Literature Review Sections Purpose and Structure of the Introduction Conducting a Literature Search Using a Reference Manager Critiquing a Journal Article Purpose and Structure of the Literature Review Section
Oct 18 9:00am-4:30pm	Workshop 3	Research Methodologies & Methods Section Overview of Research Methodologies Purpose and Structure of the Methodology/Methods Section
Oct 25 9:00am-4:30pm	Workshop 4	Data Analysis & Findings Section Introduction to Primary and Secondary Data Analysis Purpose and Structure of the Findings Section Use of Figures, Graphs and Tables
Nov 8 9:00am-4:30pm	Workshop 5	Discussion & Conclusion Sections Purpose and Structure of the Discussion Purpose and Structure of the Conclusion
Nov 22 9:00am-4:30pm	Workshop 6	Revising, Editing & Polishing a Research Paper Purpose and Structure of the Title Purpose and Structure of the Abstract Strategies for Aligning the Argument Revising, Editing and Proofreading the Paper

For all workshops listed above – **with the exception of the course orientation** – please check in on the **5th floor of the Hall Building** between 8:30am and 9:00am (follow the WSSR signs). Here you will be directed to the classroom where your workshop will take place.

LEARNING RESOURCES

Activities and online resources are assigned for each workshop. You can access each of these readings and activities through MOODLE. To take full advantage of the workshop experience, you are **expected to complete the readings and other preparatory activities in advance of each workshop.**

ASSIGNMENTS AND GRADING SCHEME

Assignment		Due Date	%
In-Class Worksheets	1 – Identifying a researchable topic	Sep 13 @ 4:30pm	4
	2 – Critiquing the introduction to a research paper	Oct 11 @ 4:30pm	4
	3 – Selecting a research methodology	Oct 18 @ 4:30pm	4
	4 – Diagramming a secondary analysis	Oct 25 @ 4:30pm	4
	5 – Critiquing a conclusion	Nov 8 @ 4:30pm	4
	6 – Drafting a title and abstract	Nov 22 @ 4:30pm	5
Total in-class worksheets			25
Take-home Assignments	1 – Introduction to a research paper	Oct 18 @ 5:00pm	15
	2 – Synthesis of the literature produced by lit search	Nov 1 @ 5:00pm	15
	3 – Draft of an introduction	Nov 15 @ 5:00pm	15
	4 – Outline of a research paper	Dec 13 @ 5:00pm	30
Total take-home assignments			75

In-Class Worksheets

In-class worksheets must be completed *in the workshops (in-class)* and delivered in person to Dr. Gustafson at the end of each workshop. Worksheets will be graded and returned at the next scheduled workshop.

Submissions of worksheets **will not be accepted after 4:30pm** AND if you are absent from the workshop you cannot submit the in-class worksheet.

Take-Home Assignments

Take-home assignments must be completed individually outside of the workshops. The instructions for each take-home assignment as well as an evaluation template will be distributed and discussed during the workshop prior to the assignment due date. These instructions and templates will also be posted to MOODLE after the workshop. The templates make the grading expectations for your assignments transparent.

- Furthermore, refer to **Appendix A** in this course outline for more GENERAL INSTRUCTIONS FOR TAKE-HOME ASSIGNMENTS.
- Use the evaluation templates and **Appendix B** in this course outline for REVISING, EDITING AND PROOFREADING your work before submitting it.

Take-home assignments must be submitted ELECTRONICALLY to the TA at ta.INTE298@gmail.com on or before the due date. Graded assignments will be returned to students electronically by email.

7-DAY LATE PASS PROVISION (“Debit Card”)

All students will be given a late pass “Debit Card” which will be tracked by the TA for this course. This pass provides you with a **total of 7 possible late days without penalty**, to be used over the ENTIRE semester. **The expiry date for “Debit Card” is December 17th**. It cannot be used after this date.

NB: You can use up these 7 days early in the semester or spread them out over the term. Remember, if all 7 late days are used up, and your assignment is late, it will no longer be accepted without a doctor’s note or demonstrated extenuating circumstances.

BONUS OPPORTUNITIES (total up to 10.5%)

BONUS Opportunities	%
You will be able to pick a <u>selection</u> from the list below (for a maximum of 10.5%):	
September 20 1:00pm-4:00pm - Library-led seminar <i>Hands-on seminar on creating a search strategy and conducting a literature search</i> OR October 10 2:00pm-5:00pm - Library-led seminar (originally scheduled Oct. 18) <i>Hands-on seminar on creating a search strategy and conducting a literature search</i>	1.5
October 4 9:00am-4:30pm - WSSR Workshop <i>Inside an Election War Room: Hands on lessons in rapid response with Ian Capstick, Social Impact Strategist and Founder of MediaStyle</i>	3
Date TBA 12:00pm-1:30pm - Lunch Talk <i>The New US-M-C Agreement: Is it good or bad for Canada? A Lunch Talk with...Honourable Jean Charest, Former Premier of Quebec</i>	1
October 24 6:30pm-7:45pm - Evening Talk <i>Post-Election Panel</i>	1
November 1 9:00am-4:30pm - WSSR Workshop [new] <i>Reinventing Canada's Healthcare System with Stephen Skyvington, Political Pundit, Expert in Health Care Policy and President of PoliTrain Inc.</i>	3
November 28 6:30pm-7:45pm - Evening Talk <i>An Evening with...Honourable Jody Wilson Raybould, Former Attorney General of Canada and Honourable Jane Philpott, Former Treasury Board President</i>	1
November 29 9:00am-4:30pm - WSSR Workshop <i>Nonaligned: The future of independence in Canadian politics with Honourable Jody Wilson Raybould, Former Attorney General of Canada and Honourable Jane Philpott, Former Treasury Board President</i>	3

You will be given the opportunity to earn up to maximum of 10.5% BONUS in this course. The value for each individual BONUS opportunity is listed in the table above.

BONUS opportunities are intended to create a safe learning environment where, if you attend, you will get BONUS points added to your overall grade **simply** for attending the seminar, evening or lunch talk or workshop **in its entirety**.

NB: It is your responsibility to make sure that your name has been recorded on the attendance sheets that will be available during each BONUS event, confirming your participation.

Once more, there are no assignments associated with these activities. You can earn BONUS points simply by attending these BONUS events in their entirety.

Conversely, students are not *required* to attend and will not lose points for not attending.

An email will be sent to all students after September 6th and posted to MOODLE, listing all opportunities and giving students the chance to sign up.

NB: If you sign up for a BONUS opportunity, you are expected to show up, sign the attendance sheet and stay for the entire workshop, seminar, or talk. Bonus points will not be awarded unless these three criteria are met.

APPENDIX A: GENERAL INSTRUCTIONS FOR TAKE-HOME ASSIGNMENTS

Read carefully and please follow these general requirements (in addition to the specific instructions) of each take-home assignment that you submit:

1. Format your submission with 1” margins, Times New Roman font 12, and double line spacing. Submissions that do not adhere to these formatting requirements **will not be read or evaluated.**
2. Include a title page and reference list for all submissions. **These pages will NOT be considered part of the word count.**
3. Indicate the **word count** on the title page.
4. Adhere to **APA citation style** for all other formatting requirements.
5. Do NOT exceed the word count allowed for each take-home assignment. **Content that exceeds the word count will NOT be read or evaluated.**
6. Do NOT use headings or subheadings except in the final take-home assignment.
7. Do NOT use bullet points or footnotes. All take-home assignments must be in narrative form (sentence and paragraph).
8. Include a figure, diagram, table or appendix only when that element is a specifically required part of the assignment. When included, those elements should complement rather than replace text and will be NOT be considered part of the word count.
9. Revise, edit and proofread each assignment carefully before submitting it. Organization, style, format and grammar are worth up to 25% of your take-home assignments.
10. Adhere to Concordia University Standards for academic integrity. Submissions that violate these standards may be subject to reporting.

APPENDIX B: CHECKLIST FOR REVISING, EDITING AND PROOFREADING

Evaluation Element	Comments or Suggested Changes
Focus and Organization	
Accurate content	
Clear argument	
Consistent message	
Convincing argument	
Logical narrative flow	
Quality evidence	
Other	
Elaboration and Style	
Accessible language	
Active voice	
Consistent voice	
Scholarly tone	
Sparkling presentation	
Succinctness	
Transitions and Segues	
Other	
Format	
Adherence to citation style	
Appropriate headings	
Figures and tables labelled	
One idea per paragraph	
References properly cited	
Sentences of varied lengths	
Text explains figures/table	
Other	
Grammar	
Acronyms	
Correct spelling	
Proper punctuation	
Proper verb tense	
Sentence structure	
Subject-verb agreement	
Word choice	
Other	