



INTE 298/1/AA

Writing a Research Paper 101

Concordia University - Spring 2019

May 6th – May 30th, 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:	Mebs Kanji (WSSR Director)
Phone:	514-848-2424 (x2599)
Office Hours:	Mondays and Wednesdays 2:00pm-3:00pm in H609, or by appointment
Email:	mebs.kanji@concordia.ca
Lead Guest Lecturer:	Diana L. Gustafson
Office Hours:	Thursdays 11am-12noon via SKYPE @ dgustafs
Email:	diana.gustafson@med.mun.ca
Teaching Assistant:	Jocelyn McGrandle
Office Hours:	Tuesday 5:00pm-6:30pm and Fridays 12:00pm-1:30pm via SKYPE @ live:jocelyn.mcgrandle → during these times, please email Jocelyn to be added to the SKYPE office hour queue
Email:	ta.INTE298@gmail.com
WSSR Coordinator:	Kerry Tannahill (for workshop related questions)
Phone:	514-848-2424 (x5473)
Email:	wssr@concordia.ca

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 will introduce helpful insights and tools and engage you in activities that show you how to organize your time, choose a worthy and relevant research problem, plan a sound, well-supported argument, and structure, draft, revise, edit and proofread a research paper that includes a(n):

- **TITLE:** That accurately captures the key message of the paper and sparks reader interest;
- **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 purpose/aim and significance of the research and a 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;
- **METHODS SECTION:** That outlines a research plan that includes an appropriate justification and is transparent in indicating 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 clearly presents research findings using figures and tables where appropriate;
- **DISCUSSION SECTION:** That interprets the findings in light of the existing literature and, where appropriate, theory and/or public policy and/or contemporary public debate;
- **CONCLUSION:** That summarizes the argument 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

Dates and Times	Workshop	Title
May 6 9:00am-11:30am	Orientation	Course Orientation Orientation to Course Objectives Learning Resources and Assignments
May 7 9:00am-4:30pm	Workshop 1	Introduction, Structure and Purpose Purpose and Structure of a Research Paper Identifying a Topic and Research Problem Identifying a Knowledge Gap
May 8 9:00am-4:30pm	Workshop 2	Literature Review and Research Methodology Conducting & Drafting a Literature Review Introduction to Research Methods Drafting the Methods Section
May 13 9:00am-4:30pm	Workshop 3	Introduction to Qualitative-Interpretive Research Understanding and selecting a qualitative approach to data collection and analysis
May 15 9:00am-4:30pm	Workshop 4	Introduction to Quantitative Research Understanding and selecting a quantitative approach to data collection and analysis
May 27 9:00am-4:30pm	Workshop 5	Results and Discussion Drafting Findings and Discussion Sections
May 29 9:00am-4:30pm	Workshop 6	Conclusion and Revision Drafting the Conclusion Revising, Editing and Proofreading the Paper

For all workshops listed above, please check in on the 6th floor of the Hall Building at the top of the escalators between 8:30am and 9:00am. Here you will be directed to the classroom where your workshop will take place.

PRIMARY 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 topic and research problem	May 7 @ 4:30pm	4
	2 – Mapping a synthesis of literature	May 8 @ 4:30pm	6
	3 – Generating a researchable question	May 13 @ 4:30pm	3
	4 – Generating a testable hypothesis	May 15 @ 4:30pm	2
	5 – Describe, explain and interpret research findings	May 27 @ 4:30pm	5
	6 – Comparing the introduction and conclusion	May 29 @ 4:30pm	5
Total in-class worksheets		25	
Take-home Assignments	1 – Reporting and diagramming a search strategy (covering week 1)	May 17 @ 5:00pm	15
	2 – Synthesis of the literature produced by search (covering week 2)	May 24 @ 5:00pm	15
	3 – Outline of research plan (covering week 4)	June 7 @ 5:00pm	15
	4 – Outline of research paper (full course review)	June 14 @ 5:00pm	30
Total take-home assignments		75	

In-Class Worksheets must be completed in class and delivered in person to Dr. Gustafson (Workshops 1-3, 5, 6) or to Dr. Kanji (Workshop 4) at the end of each workshop. Worksheets will be graded and returned at the next scheduled workshop. **Late submissions will not be accepted and if you are absent from the workshop you cannot submit the in-class worksheet.**

Take-home assignments must be completed individually outside of the workshops. The instructions for each take-home assignment and an evaluation template will be distributed and discussed during the workshops and posted on MOODLE after the workshop. The template makes the grading key of your assignment transparent. Refer to Appendix A for **GENERAL INSTRUCTIONS FOR TAKE-HOME ASSIGNMENTS**. Use the evaluation template and the checklist (See MOODLE) 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. Hard copies of graded assignments can be picked up from the workshop lecturer during the workshop.

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

All students will be given a late pass “Debit Card” which will be tracked by the Teaching Assistant for this course. This pass provides you with a **total of 7 possible late days without penalty**, to be used over the whole semester. **The expiry date for “Debit Card” is June 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 9.5%)

You will be given the opportunity to earn up to 9.5% BONUS in this course.

BONUS points will be given simply for attending the seminar, evening talk or workshop **in its entirety**. There are no assignments associated with these activities. Note, however, that it is your responsibility to make sure that your name has been taken in attendance. The value for each individual BONUS opportunity is listed in the table below.

BONUS Opportunities	%
May 7 6:30pm-7:45pm - Evening Event <i>Partisanship, Independence and Progress: The politics we want for the government we need. An Evening with...Honourable James Cowan, Former Senate Liberal Leader</i>	1
May 10 1:00pm-4:00pm - Library-led seminar <i>- Hands-on seminar on creating a search strategy and conducting a literature search</i>	1.5
May 13 6:30pm-7:45pm - Evening Event <i>- Climate Change: Can We Win This? Be Honest. An Evening with...Honourable Dalton McGuinty, Former Premier of Ontario</i>	1
WSSR Program Workshops - pick up to 3 days' worth from the list below	6
May 09 (9:00am-4:30pm) - How Parliament Works and Are Reforms Necessary? with Honourable Don Boudria, Former Minister of Public Works (2%)	
May 14 (9:00am-4:30pm) - The Philosopher King in the Modern World: Exploring philosophical leadership in the Hindu tradition with Seegla Brecher, Expert in Advaita Philosophy and Indian Classical Music (2%)	
May 16-17 (9:00am-4:30pm) - Assessing Canada's Defense Strategy 2017 with Dr. David J. Bercuson, School of Public Policy, University of Calgary (4%)	
May 21-22 (9:00am-4:30pm) - Working with Concepts in the Social Sciences with Dr. Frederic Schaffer, Professor, University of Massachusetts Amherst (4%)	
May 21-22 (9:00am-4:30pm) - Mining the Social Web with Dr. Mikhail Klassen, Data Scientist, Astrophysicist, Co-Founder and Chief Technology Officer at Paladin AI (4%)	
May 23-24 (9:00am-4:30pm) - Congressional Politics in America with Dr. Lawrence LeDuc, Professor Emeritus, University of Toronto (4%)	

BONUS opportunities provide a safe learning environment where, if you attend you will get BONUS points added to your overall grade simply for taking part. Students are not *required* to attend and will not lose points for not attending. An email will be sent to all students after May 6th and posted to MOODLE, listing all opportunities and giving students the chance to sign up.

Important: Spaces in each workshop are limited and therefore, BONUS workshop selection and registration will be based on the order in which students submit their preferences using the "Bonus Opportunity Signup Form".



APPENDIX A: GENERAL INSTRUCTIONS FOR TAKE-HOME ASSIGNMENTS

Read carefully and follow the specific requirements of each assignment. Follow these general instructions:

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. **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 approximately 25% of take-home assignments.
10. Adhere to Concordia University Standards for academic integrity. Submissions that violate these standards may be subject to reporting.