

## Course Information

### SSM1100Y Research Paper I: Science Concentration 2020-2021

Thursdays, 1:00-4:00 pm Location: L-1220\*

\*In accordance with the University's response to COVID-19 restrictions, we will meet online via Zoom at the scheduled time, if necessary, until in-person meetings become possible.

#### Course Coordinator/Teaching Team:

Barbara Murck, Professor Teaching Stream – Coordinator SSM1100Y5 Research Paper I (SCI)  
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Office Hours: open-door policy; or by appointment

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Office Hours: Thursdays 11-12; or by appointment

## Course Description

This course is intended to provide students with the opportunity to conduct independent academic research on a topic that falls within the interdisciplinary fields of the MScSM program. It is not meant to be a thesis but should adhere to principles of excellent research. Students work on a research project in their area of interest, under the supervision of a faculty member with expertise and research interests in the topic area. Through semi-regular meetings with the course coordinator, and in collaboration with the students' supervisor, students will work to identify potential research questions, apply methodological skills and research skills appropriate for addressing the research question and conduct primary or secondary research. Finally, students write up their results in a full-length research report and present their findings in an open forum to members of MScSM Program as well as interested members of IMI and the wider UTM community.

## Course Objectives

The objectives of this course are for students to:

- Develop research skills adequate to address a sustainability-related research question at an advanced level
- Acquire knowledge and practice skills and methods of data collection
- Develop critical and analytical skills and effective research habits
- Practice writing and presentation skills for the communication of advanced academic research
- Produce a research project that contributes to the literature and/or advances academic or practical knowledge in the chosen field of study

## Course Logistics

The class does not meet every week. Some class times are set aside for independent project work. Scheduled classes are designed to boost your skills in research, writing, and presentations, and to give you additional opportunities to ask questions and discuss your progress with your classmates. Students complete a number of assignments over the course of the year, including some pre-course planning work, building up to the final research paper submission.

As mentioned above, in accordance with the University's response to COVID-19 restrictions, class meetings and any scheduled in-person updates **will be held online via Zoom at the regularly scheduled time**, until in-person meetings become possible. Class meetings also are held via Zoom for those who are on Study Abroad programs during the Fall semester.

**Students should meet regularly with their supervisor and should discuss each assignment prior to submission.** Your **supervisor** is your key contact. Meet with that person regularly and keep them informed of your progress or of any problems you encounter. The role of the course coordinator is to help keep you on track and work with you on any problems you may face in the process. Be sure to reach out to your supervisor and/or course coordinator early when you do encounter a problem!

## SSM1100Y & SSM1101Y: What's the Difference?

There isn't a significant difference between SSM1100Y and SSM1101Y. You must complete one of these courses as a core program requirement for MScSM.

- SSM1100Y5 Research Paper I is primarily for students intending to focus on the **Science stream** of MScSM. The Coordinator for this course is Prof. Murck – but you're more than welcome to consult with Prof. Toh, as needed.
- SSM1101Y5 Research Paper II is primarily for students intending to focus on the **Social Science stream** of MScSM. The Coordinator for this course is Prof. Toh – but you're more than welcome to consult with Prof. Murck, as needed.

We will share a course Quercus site, and the Assessment Scheme will be the same for the two courses. We will hold most of our class meetings jointly. Later in the course we may meet separately for workshops on data analysis and other topics, as required.

## Assessment Scheme and Due Dates

The faculty supervisor and/or the course coordinator will grade all work and return assignments with comments within two weeks of submission. Due dates and assignment details are below.

Dates are subject to change, but we will alert you if any changes occur.

Item	Due	Weight	Notes	Submission
1. Brief Topic Proposal	June 15	5%	Graded by course coordinator; input from supervisor	Online to Quercus; copy to supervisor by e-mail
2. Summer Progress Report	Aug 20	5%	Graded by course coordinator; input from supervisor	Online to Quercus; copy to supervisor if required

3. Elevator Pitch Presentation	Sept 10	Pass/Fail	Graded by course coordinator	In class/Zoom
4. Formal Research Proposal	Oct 29	15%	Graded by supervisor; confirmed by course coordinator	E-mail to supervisor; copy online to Quercus
5. Fall Progress Meeting and Report	Nov 19 <sup>1</sup>	5%	Graded by course coordinator	Online to Quercus; discuss at in-person meeting
6. First Draft of Research Paper	Feb 11	Pass/Fail	Graded by supervisor; confirmed by course coordinator	E-mail to supervisor; copy online to Quercus
7. Winter Progress Meeting and Report	Mar 4 <sup>2</sup>	5%	Graded by course coordinator	Online to Quercus; discuss at in-person meeting
8. Final Version Research Paper	Mar 25	45%	Graded by supervisor; confirmed by coordinator	E-mail to supervisor; copy online to Quercus
9. Final Poster and Research Presentation	Apr 1 <sup>3</sup>	10%	Graded by course coordinator	Research Day poster and presentation
10. Professionalism and Participation	Ongoing	10%	Graded by course coordinator and supervisor	Attendance, participation, and professional conduct

1 Individual meetings with course coordinator will be scheduled for the weeks of Nov 19 and Nov 26

2 Individual meetings with course coordinator will be scheduled for the weeks of Mar 4 and Mar 11

3 Research Day presentations and poster session schedule will be finalized closer to the date

## Final Product Format: Options

There are several options for the format of your final research product, and for the methods you will use. You should work with your supervisor and the course coordinator to determine which of these will provide the best fit for your project. Additional details about the Final Report and submission guidelines are provided below, in this document.

There are **four “standard” pathways** to your final product:

1. a scientific or engineering study (which might include experimentation or scientific field work)
2. a social scientific study (which might include data collection through interviews, surveys, focus groups, policy analysis, comparative studies, etc.)
3. a modelling exercise (which might be quantitative/programming-based; a physical model or prototype; economic/policy options explored through modelling; etc.)
4. a substantive, comprehensive, analytical literature review (in which, in lieu of collecting primary data, you will undertake an analytical review of the state of research and practice in your subject area; see the journal *Annual Review of Environment and Resources* for models)

It may be possible – with the permission of the course coordinator and your supervisor – to submit part of your work in an alternative, non-written format, such as a model (computer or physical); a piece of original software; a laboratory analysis; or a video. Alternative-format work must be accompanied by a written analysis of the problem you addressed and its significance for sustainability management; the methods you used to arrive at the final product; the criteria used to test its validity or usefulness; and an evaluation of its performance in relation to the sustainability and/or management problem you identified.

**All written submissions will be electronic**, but please be ready to provide a hard copy upon a request by your supervisor or course coordinator. Detailed instructions for electronic submission will be given in class.

## **Project Components**

### **1. Brief Topic Proposal and Supervisor Confirmation (5%)**

A **two-page Brief Topic Proposal** including the **name of your supervisor** must be submitted to our Quercus site and to your supervisor by e-mail, before midnight on **June 15, 2020**. The work you do now may well determine whether you find the research paper experience enjoyable or difficult. Get started as early as possible. Talk to everyone you can about your ideas and read up on the topic. Meet with your supervisor to get advice on your topic and guidance in preparing your proposal.

The Brief Proposal should address the following items:

1. What topic will you pursue for your research project? Describe your idea in 1 to 2 paragraphs.
2. What is your proposed research question(s)?
3. Why is this an important or interesting question or topic? Why should we care about it, and what is its relevance to sustainability?
4. What method(s) do you propose to use to answer the research question(s)?
5. If your proposed research will require any funding, please give a brief idea of the activities so that we (and your supervisor) can help you pursue possible funding sources.
6. If your work will require submission of an ethics protocol (e.g., if you are planning to interview members of vulnerable populations), this also must be discussed in the Brief Proposal (and with your supervisor).
7. What resources will you use for your background research? Please include a properly formatted list (APA or MLA style preferred) that includes at least five appropriate, well-targeted references. The reference list should focus primarily on scholarly literature, but appropriate grey literature can be included.
8. What research goals are you setting for yourself over the summer? Please include a brief timeline, outlining your targets and your plan for achieving them.

**Please Note:** You don't necessarily have to carry out actual data collection over the summer, but you do have to make some identifiable progress on your research project over the summer (e.g., reading articles; writing survey questions). We will ask you to report on this in the Summer Progress Report.

If you do intend to begin data collection over the summer and/or if your supervisor asks for your Formal Research Proposal (described below) to be submitted in advance, you must follow their requirements for submission deadline. Please ensure that you inform the course coordinator if you will be submitting your work prior to the due date.

**You need to have confirmed a supervisor by this time.** Once we have received your brief proposal, we will follow up with your supervisor to confirm their participation.

The main **objectives** of the Brief Proposal are for you to begin to identify and refine a research topic; to get you started working with your supervisor over the summer to draft your research proposal; and to set you up to begin data collection and/or integrate your research project with your summer internship work, if appropriate.

## **2. Summer Progress Report (5%)**

A brief **summary of progress-to-date** must be submitted to Quercus before midnight on **August 20, 2020**. An appropriate length for this summary would be **one page**, but you can go to two pages if needed. Please ask your supervisor if they would like to receive a copy of the Summer Progress Report.

The Summer Progress Report should address the following items:

1. Have you modified your original research idea or proposal? Please summarize your research topic, questions, and proposed methods as they now stand.
2. What do you now see as the main obstacles or challenges that you will need to overcome to complete the research?
3. Have you met the goals that you set for yourself in your Brief Proposal? If not, please address the reasons. Revisit your original timeline and summarize your progress to date. Include a modified or extended timeline, specifying the research goals that you hope to achieve for the rest of the summer.
4. If you mentioned the need for research funding or an ethics protocol in your Brief Proposal, please summarize your progress. If you now realize that you might need funding or an ethics protocol, please discuss.

The main **objectives** of the Summer Progress Report are to give you and your supervisor (and us) a chance to check on your progress, and to help you stay on track to meet your summer research goals.

## **3. Elevator Pitch Presentation (Pass/Fail)**

At the first class meeting, **September 10, 2020**, students will give an **“elevator pitch” presentation** describing their proposed research topic. The presentation should address the “what,” “why,” and “how” of your research in a compelling way. Students who are on exchange will join our class sessions via Zoom to present their work. The talk will be limited to **3 minutes** and **one powerpoint slide**, so you will need to think very clearly about the important points that you need to communicate. This is a required course element that will be marked on a Pass/Fail basis.

The main **objectives** of the Elevator Pitch Presentation are to provide an opportunity for the class to get an idea of what is being studied by colleagues; and for students to practice articulating their work clearly and concisely.

#### 4. Formal Research Proposal (15%)

Your **Formal Research Proposal** of approximately **2000-3000 words** should be submitted by e-mail to your supervisor and by file upload to Quercus before midnight on **October 29, 2020**. ***A well-thought out proposal with a clear justification and methods can save you considerable grief later on, so take this step very seriously.***

**Consult with your supervisor over the summer to refine your research focus and decide on the best methodology and format for the proposal**, which will be largely determined by the disciplinary context for the work. If your supervisor is satisfied with your Formal Research Proposal, they will sign a form that will give you approval to go ahead with your project. If there are significant problems with your proposal, your supervisor will ask you to submit a revised proposal before signing off on the project.

Additional details and guidance on how to write the Formal Research Proposal will be provided during the first few weeks of class in September.

The Formal Research Proposal should address the following items:

1. What is your main research topic, and how has it changed since your last Progress Report? Building on the work that you completed for the Brief Topic Proposal and Summer Progress Report, describe your focused topic and hypothesis and/or research questions (which, no doubt, have evolved since your original proposal).
2. What are your research objectives? What methods are you going to use to carry out the research? Describe your proposed methods in as much detail as possible, from a very practical perspective.
3. Why is the work important and relevant in the context of sustainability?
4. How does the proposed work fit into the context of research in your field or sub-discipline, based on the readings that you have completed? Your description of the topic and discussion of the context for your research must cite the sources from your reference list; these will provide the basis for a more fulsome literature review in your Final Version of the Research Paper.
5. If your work requires the completion of an **ethics protocol**, you should be prepared to show that this has been completed by the due date for the Formal Research Proposal.
6. What are your sources? Include a properly referenced (APA or MLA style) list of at least ten appropriate and well-targeted sources that you have read. The reference list should focus primarily on scholarly literature, but appropriate grey literature can be included.
7. Include an updated and extended timeline, with specific identified targets for your work up to the due date for the First Draft.

The main **objectives** of the Formal Research Proposal are to refine and formalize your research topic and confirm your supervisor's commitment to the project; to become familiar with standard formats for formal research proposals; to summarize your investigation of previously-published works in the topic focal area; to formulate a plan of action for your project for the coming weeks; and to practice concise academic writing. To that end, you should plan to write the proposal, then revise it several times and get others to read it before you submit it.

## 5. Fall Progress Meeting and Report (5%)

The course coordinator will meet individually with students in scheduled meetings during our regular class times or by appointment during the weeks of **November 19 and 26**. Before midnight on November 19, please submit a **one-page Fall Progress Report** to our course Quercus site. Ask your supervisor if they would like to receive a copy of the Progress Report.

The Fall Progress Report should address the following items:

1. Summarize your progress-to-date, with respect to your targets.
2. Summarize any major changes or evolution of your core research topic, research questions, and/or your research methods and approaches.
3. Briefly summarize the feedback that you received from your supervisor on the Formal Research Proposal, your reactions to the feedback, and your plans for incorporating and/or responding to the feedback.
4. Give a prognosis: How do you think you're doing, overall, at this point? What do you think will be your main challenges and obstacles going forward?

At your individually scheduled meeting, you will have 10 minutes in which to present your Progress Report to us; answer questions that might arise; and bring up any issues that you might be facing in your research project. Students will be graded based upon progress-to-date.

The main **objectives** of the Progress Meetings and Reports are to give you an opportunity to demonstrate the progress you have made on your research project; to gain feedback and advice from the course coordinator; and to give us a chance to detect and remedy any problems you might be experiencing.

## 6. First Draft Research Paper (Pass/Conditional/Fail)

The **First Draft** of the Research Paper is due on **February 11, 2021**. You should aim to hand in a draft that is **as complete as possible** to allow for useful feedback from your supervisor. Submit the First Draft by e-mail to your supervisor and upload a copy to Quercus. The default format is PDF, but you may be asked for a copy in DOC or DOCX format.

This course component is required and will be graded based on a Pass/Conditional/Fail basis. **You must receive a passing or conditional passing grade in order to submit your final draft in late March.** You should meet with your supervisor within two weeks of receiving their feedback to discuss their comments, suggestions, and other guidance for the Final Version of the paper. If you don't receive a Pass on the First Draft, you will be asked to submit an interim draft for approval.

The format and organization of the First Draft, like the Final Version of the paper, will depend on the specific sub-discipline in which you are working, and you should discuss this with your supervisor. Note that if you wrote a good, solid Formal Research Proposal, many of these items will already exist and will just need to be expanded, updated, or polished for this version. Additional formatting guidelines and organizational options will be discussed in class.

The First Draft should address the following items (not necessarily in this order):

1. An introduction to the work, including a clear statement of your topic focus; research questions

and/or hypothesis; and the importance of the research to the discipline and to sustainability.

2. A complete description of your methods.
3. A fulsome discussion of the context for your work – that is, a Literature Review.
4. Your research results, and/or a thorough explanation of research results that are coming.
5. Discussion of research results, and preliminary conclusion points.

Formatting of the First Draft:

- Portrait layout (not landscape), with a “normal” font and font size; single spacing (unless your supervisor prefers 1.5- or double-spacing); and 2.5-cm margins on all sides.
- All references properly cited, with consistent use of APA or MLA citation and reference list in scholarly format.
- All tables numbered and cited in order. Figures, photographs, and maps numbered, cited, and captioned.

The main **objectives** of the First Draft are to produce a Research Paper that is **as close to complete as possible**; to receive feedback on the work itself and on the document; and to receive guidance from your supervisor for the preparation of the Final Version.

## **7. Winter Progress Meeting and Report (5%)**

The course coordinator will meet individually with students in scheduled meetings during our regular class times or by appointment during the weeks of **March 4 and 11**. Before midnight on March 4, please submit a **one-page Winter Progress Report** to our course Quercus site. Ask your supervisor if they would like to receive a copy of the Progress Report.

The Winter Progress Report should address the following items:

1. Summarize your progress-to-date, with respect to your research goals and targets.
2. Briefly summarize the feedback that you received from your supervisor on the First Draft submission, and your reactions to the feedback. Do you think the feedback is valid?
3. How do you plan to address the feedback, as you move forward to produce your Final Version?
4. Give a prognosis: How do you think you’re doing, overall, at this point? What do you think will be your main challenges and obstacles going forward towards the completion of your research and submission of your Final Version?

At your individually scheduled meeting, you will have 10 minutes in which to present your Progress Report to us and answer any questions that might arise. Students will be on progress-to-date.

The main **objectives** of the Progress Meetings and Reports are to give you an opportunity to demonstrate the progress you have made on your research project; to gain feedback and advice from the course coordinator; and to help you address any problems you might be experiencing.

In particular, for students who received a mark of “Fail” or “Conditional Pass” for the First Draft submission, we will want to work with you fairly intensively to ensure that you are on-track for a successful final submission.



## 8. Final Version of the Research Paper (45%)

The Final Version of the Research Paper (including any alternate-format work) is due before midnight on **March 25, 2021**. The paper must be **complete**, including the abstract, appendices, figures/tables, and references. The main text of the paper should be no more than **12,000 words** (unless otherwise agreed upon by your supervisor and the course coordinator). You can add appendices to include relevant information that does not fit into the body of the paper, such as data tables (these are not included in the word count). If you would like to use more elaborate or distinctive formatting from that used for the first draft, you may do so in the final version of your paper. The only requirement is that the font, throughout, must be large enough and clear enough to read comfortably.

In addition to the items that were included in the First Draft submission, please provide all of the following:

1. Detailed table of contents
2. Abstract of approximately 250 words
3. Appendices, if required
4. Cover page, including a word count for the main text

Please submit the Final Version of the Research Paper to your supervisor by email. Also submit a copy by file upload to Quercus (which will automatically generate a Turnitin Similarity Report). And finally, please submit a PDF copy of the paper to the MScSM Coordinator by e-mail for archive purposes.

Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site.

## 9. Final Poster Session and Research Presentation (10%)

Students will present their research results at a final **Research Day and Poster Session**, tentatively scheduled for **April 1, 2021**. Attendance is required for the entire research day.

**Posters:** You will receive guidance in how to design an academic research poster, and posters will be printed free of charge. During scheduled poster sessions, you will deliver a short (approx. 3-minute) presentation at your poster to assigned graders and other visitors. Posters will be evaluated on content, design, professionalism, and communication effectiveness a rubric will be provided. The **deadline** for digital submission of posters for printing will be two weeks in advance of the scheduled Research Day.

**Research Presentations:** The afternoon session of the Research Day will showcase student research presentations, possibly in a "3-minute thesis" competition format. Please be prepared to give a brief professional summary of your research to the entire audience. Guidelines and a rubric will be provided.

The **objectives** of this exercise are to learn how to design and present a research poster (a standard format for communication of research); to practice delivering a short, professional presentation summarizing your research for an audience from a range of backgrounds; and to share your findings with others from the program and from the broader community.

## 10. Professional Conduct and Participation (10%)

The ability to function professionally and to communicate in an appropriate manner is critical to success in any career field. We view each class session as a professional meeting, and thus **we expect students to be present (whether in-person or online), to participate productively, and to conduct themselves in a professional manner at all times.** Please show respect to your fellow students by attending, and being punctual for and attentive during all classes, presentations, and guest lectures, and by being actively involved in activities related to the course. On your unexplained absence from any class meeting, a zero mark will be assigned for class participation component for that class.

Professionalism is also expected in all communications, using your @mail.utoronto e-mail address. In particular, please also show professional courtesy and respect when interacting with your research paper supervisor.

The research project is in some ways a rehearsal for professional and academic life in the future, and you are expected to approach this assignment in a professional manner. This means that **you must meet all deadlines.** Only in exceptional circumstances will due dates be adjusted, and this will occur **only** if you have told the course coordinator and your supervisor about your situation **well in advance** and have proposed a new deadline. If you simply let a deadline go with no advance explanation, your grade will be reduced by 5% per day, and the submission will not be accepted if it is more than six days late. When in doubt or difficulty, consult your supervisor and the course coordinator **immediately.**

This mark will be partly based on **input from your supervisor** about your professional conduct in your research relationship. This is a different type of relationship than you may have had with other professors, especially at the undergraduate level. Please make an effort to keep active communications open with your supervisor. **Don't make your supervisor chase you, and don't leave them wondering how you're doing with your research!**

### Questions?

There are many routes to completing this course, provided you demonstrate the required skills and commitment; produce original and academically viable research; and meet deadlines. The research projects have been very useful additions to students' professional portfolios in the past, so please make full use of the opportunities provided.

**If in doubt – ask!** The sooner you ask, the sooner you will have an answer.

## Course, University, and Program Policies and Resources

### Accessibility Resources and Policy

U of T Mississauga and the Accessibility Resource Centre are committed to the full participation of students with disabilities in all aspects of campus life. [Accessibility Services](#) provides academic accommodations and services to students who have a physical, sensory, or learning disability, mental health condition, acquired brain injury, or chronic health condition, be it visible or hidden. Students who have temporary disabilities (e.g., broken dominant arm) are also eligible to receive services. All interested students must have an intake interview with an advisor to discuss their individual needs. Students who require accommodation are advised to visit the AccessAbility Resource Centre as early as possible to have their needs assessed, as it may take some time to process the application.

For more information please contact the Centre at:

Rm. DV2047 Tel/TTY: 905-569-4699

E-mail: [access.utm@utoronto.ca](mailto:access.utm@utoronto.ca)

Web: <https://www.utm.utoronto.ca/accessibility/welcome-accessibility-services>

### Policy on Religious Observances

As noted in the University's Policy on Scheduling of Classes and Examinations and Other Accommodations for Religious Observances:

"It is the policy of the University of Toronto to arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays. Students have a responsibility to alert members of the teaching staff in a timely fashion to upcoming religious observances and anticipated absences. Course coordinators will make every reasonable effort to avoid scheduling tests, examinations or other compulsory activities at these times. If compulsory activities are unavoidable, every reasonable opportunity should be given to these students to make up work that they miss, particularly in courses involving laboratory work. When the scheduling of tests or examinations cannot be avoided, students should be informed of the procedure to be followed to arrange to write at an alternate time... It is most important that no student be seriously disadvantaged because of her or his religious observances. However, in the scheduling of academic and other activities, it is also important to ensure that the accommodation of one group does not seriously disadvantage other groups within the University community."

With respect to minimum advance notice, since students would normally be aware of upcoming religious observances and due dates in advance, a minimum of three weeks advance notice is considered sufficient.

More information and some dates of potential relevance for the U of T community are available at: <https://www.utm.utoronto.ca/utm-engage/student-groups/multi-faith/accommodations-religious-observances>

### Code of Conduct and Academic Integrity

It is your responsibility, as a student at the University of Toronto, to familiarize yourself with, and adhere to, both the Code of Student Conduct and the Code of Behaviour on Academic Matters. This means, first and foremost, that you should read them carefully. The Codes are available on the UTM website at <https://www.utm.utoronto.ca/academic-integrity/code-behaviour-academic-matters>.

See also [www.governingcouncil.utoronto.ca/Policies/studentc.htm](http://www.governingcouncil.utoronto.ca/Policies/studentc.htm) and the University's websites on

Academic integrity [www.utoronto.ca/academicintegrity](http://www.utoronto.ca/academicintegrity) and <https://www.utm.utoronto.ca/academic-integrity/students>

As noted in the Preamble to the Code of Behaviour on Academic Matters:

“The concern of the Code of Behaviour on Academic Matters is with the responsibilities of all parties to the integrity of the teaching and learning relationship. Honesty and fairness must inform this relationship, whose basis remains one of mutual respect for the aims of education and for those ethical principles which must characterize the pursuit and transmission of knowledge in the University.”

The Code refers to expectations for faculty members, not just for students. It is our responsibility, as members of the faculty of the University of Toronto, to be familiar with these expectations and adhere to them. There are many additional academic requirements that we are expected to meet with regard to the integrity of course materials, returning of marked work to students, maintenance of student privacy, fairness, grading practices, and others. We make every possible effort to meet these expectations, and we hope that you will do the same.



"ACADEMIC INTEGRITY" MAY BE AN UNFAMILIAR TERM, BUT BASICALLY:

"ACADEMIC INTEGRITY IS A COMMITMENT, EVEN IN THE FACE OF ADVERSITY, TO FIVE FUNDAMENTAL VALUES: HONESTY, TRUST, FAIRNESS, RESPECT, AND RESPONSIBILITY. FROM THESE VALUES FLOW PRINCIPLES OF BEHAVIOR THAT ENABLE ACADEMIC COMMUNITIES TO TRANSLATE IDEALS INTO ACTION."

### Late Assignment Submission Policy

MScSM students are expected to submit all assignments on time. A late assignment will be penalized 5% of the full value of the assignment for each day past the deadline, for a maximum of 6 days (weekdays and weekend days included). After 6 days, assignments will not be accepted.

The only exceptions will be for emergencies and illness and will require documentation. Students must immediately contact the course coordinator and the MScSM Program Office of their illness/emergency. Official medical documentation is a completed and signed [Verification of Student Illness or Injury](#) form, which is available online or in hard copy at the UofT Health Services Office at any UofT campus. Documentation\* (submitted to the MScSM Program Coordinator) must show that the emergency occurred and/or the physician was consulted within one day of the missed deadline. Also provided on our course website are links and alternative forms that can be used in case of other unavoidable conflicts and emergencies, such as religious obligations, court appearances, car accidents, etc.

\*During COVID-19 restrictions, the University has temporarily suspended the need for original documentation (such as medical forms) to be submitted in support of requests for special consideration.

### Re-Grading Policy

If you believe that there is a problem with the grading of any of the course assignments, submit the assignment in question to the instructor with a full, written explanation for why you believe the mark to be in error. Queries should be submitted within 30 days of the date when the marks for that item were returned to the class. We will not consider any explanation predicated with anything resembling the statement "it's not fair". Also, we will re-grade the **entire** assignment. **This means that it is possible to lose points as well as gain points through re-grading.** So, be confident that an error in grading has occurred before submitting a request for re-grading.

## SSM1100Y & SSM1101Y Tentative Schedule: Class Meetings and Due Dates 2020-21

\* **Bolded dates** are due dates for course components, or dates when in-person meetings will be scheduled.

<b>Dates*</b>	<b>Meetings</b>	<b>Work Due</b>
<b>Pre-Course and Summer 2020</b>		
<b>Mar 26</b>	Research Project Kick-Off Meeting	
<b>June 15</b>	No class meeting planned	Brief Topic Proposal (5%)
<b>Aug 20</b>	No class meeting planned	Summer Progress Report (5%)
<b>Fall Semester 2020</b>		
<b>Sept 10</b>	First class meeting – Course Overview	Elevator Pitch Presentation (in class) (P/F)
<b>Sept 17</b>	Research Methods I	
<b>Sept 24</b>	Research Methods II	
<b>Oct 1</b>	Research Methods III	
<b>Oct 8</b>	Research Methods IV	
Oct 15	No class meeting planned	
Oct 22	No class meeting planned	
<b>Oct 29</b>	No class meeting planned	Formal Research Proposal (15%)
Nov 5	No class meeting planned	
Nov 12	No class meeting planned	
<b>Nov 19</b>	Scheduled individual progress meetings	Fall Progress Report – due on Nov 19 and to be presented at your individual scheduled meeting (5%)
<b>Nov 26</b>	Scheduled individual progress meetings	
<b>Winter Semester 2021</b>		
<b>Jan 14</b>	Data Analysis Methods I	
<b>Jan 21</b>	Data Analysis Methods II	
<b>Jan 28</b>	Getting Organized and Writing Up	
Feb 4	No class meeting planned	
<b>Feb 11</b>	No class meeting planned	First Draft of Research Paper (P/C/F)
<b>Family Day and Reading Week Feb 15-19</b>		
Feb 25	No class meeting planned	
<b>Mar 4</b>	Scheduled individual progress meetings	Winter Progress Report – due on Mar 4 and to be presented at your individual scheduled meeting (5%)
<b>Mar 11</b>	Scheduled individual progress meetings	
Mar 18	No class meeting planned	
<b>Mar 25</b>	No class meeting planned	Final Draft Research Paper (45%)
<b>Apr 1</b>	MScSM Research Day	Poster and Research Presentation (10%)