

COURSE OUTLINE GEOG-4702(3) - 600

DIRECTED READINGS –WRITING AN EFFECTIVE PEER-REVIEWED SCIENTIFIC PUBLICATION IN THE CONTEXT OF ASTEROID SAMPLE ANALYSIS

2021 FALL TERM (September 2021)

Lectures: Section 600
3 hours Weekly; day and time TBD
September 7 – December 6, 2021

Office hours: TBD

Instructor (Lectures): Dr. Ed Cloutis Office - 5L13 (Lockhart Hall)
Tel: 204-786-9386 Fax: 204-774-4134
E-mail: e.cloutis@uwinnipeg.ca

Nexus: Use your WebAdvisor User ID and password
Login at: <https://nexus.uwinnipeg.ca>

Textbook : none required. Readings will be provided on an as-required basis

This course is Nexus enhanced. All information posted on the Nexus site for this course is required reading unless otherwise indicated.

Assistance and questions:

- If you have questions about the structure of the course, address them to Dr. Cloutis

Lectures:

- Lecture materials will be provided by the instructor and posted on Nexus.

NEXUS:

- Documents related to this course (e.g. course syllabus, project guidelines, lecture slides, supplemental readings) will be made available directly to student(s) or via NEXUS.
- You must be registered in the course to have access to these materials. To log into NEXUS, go to: <https://nexus.uwinnipeg.ca/>
- If you encounter difficulties with Nexus, contact the help desk at 204-786-9149 or

help.desk@uwinnipeg.ca

**Please note when corresponding with the instructor, use your University of Winnipeg email account: name@webmail.uwinnipeg.ca.*

1. COURSE INFORMATION

1.1. Course Description

This course has two main and interrelated goals. The first is designed to enable students writing an undergraduate thesis to do so effectively and to produce work that will “stand the test of time”. Many aspects of writing a high-impact “traditional thesis” or peer-reviewed paper are the same across different disciplines. This course will cover the various kinds of materials that are found in such high-quality publications, supplemented by materials specific to each student’s project. The second goal is to undertake a study of techniques for non-destructive analysis of asteroid sample and produce a peer-reviewed paper that incorporates the “best practices” discussed in this course.

1.2. Course Objectives

This course has a number of objectives:

- Develop expertise in critically evaluating the quality of peer-reviewed papers.
- Thinking about a punchy title and most appropriate journals for submitting a manuscript to.
- Learn how to write an effective and engaging abstract.
- The importance and benefits of a good Introduction – what to exclude and include, level of detail, awareness of level of expertise of a target audience
- Methodology: the need for detail
- Results: how to present research results effectively
- Discussion: how does it differ from results
- Applications: your target audience; where can your research results be applied?
- Summary and conclusions: providing a roadmap for future work and other researchers.
- Acknowledgements: their importance; don’t leave key players out
- Figures and tables: when is one better than the other? Effective figures and tables.
- On-line supplements: becoming more and more prevalent: posting and archiving of data
- Submitting a manuscript to a journal: a sometime painful process

- How to use various on-line search tools to find relevant information and papers.

1.3. Topics for Discussion

The following topics will be covered during the course:

- The importance of a good abstract
- The importance of a good title
- Authors, co-authors, collaborators, acknowledgements
- All aspects of a peer-reviewed paper
- Good versus bad papers
- Your specific paper or project – how to increase its impact; who is your target audience; how best to reach them
- Reputation of journals and conferences; predatory journals and conferences

1.4. Laboratories

There are no laboratories associated with this course.

1.5. Course Prerequisites

Permission of the instructor.

1.6. Course Restrictions

None.

1.7. Course Materials

There is no required textbook for this course. Appropriate materials will be provided by the instructor.

2. IMPORTANT DATES

First Lecture	Week of Sept. 5, 2021
Period when 2021 Fall Term course registration, course adds/drops and section changes occur	Sept. 7-20, 2021
Final date to pay fees without a late payment fee being charged for all courses which begin in the 2021 Fall and Fall/Winter Terms.	Sept, 23, 2021
Truth and Reconciliation Day. University closed.	Sept. 30, 2021
Thanksgiving Day, University closed	Oct. 11, 2021
Reading Week. University closed	Oct. 11-15, 2021
Remembrance Day. University closed	Nov. 11, 2021
Final date to withdraw without academic penalty from courses which begin in September and end in December of the 2021 Fall Term	Nov. 16, 2021
Lectures end	Dec. 6, 2021
Classes held in place of classes on Thursday September 30, and will be scheduled in accordance with a Thursday schedule	Dec. 7, 2021
Classes held in place of classes on Thursday November 11, and will be scheduled in accordance with a Thursday schedule	Dec. 8, 2021
Fall term evaluation period for final items of work for this term	Dec. 10-23, 2021

Please refer to the 2021 - 2022 Course Calendar for additional dates and schedules.

3. GRADING PROCEDURE

Final grades will be assigned on the basis of absolute numeric grades received for the following course components:

Weekly assignments	50%
Mid-term review of assigned sections of asteroid analysis paper	20%
Assigned section of asteroid analysis paper – ready to submit version	30%

Late work will be penalized 20% for each day the work is late. No term work will be accepted after Dec. 22, 2021. Deferrals of late penalties will only be permitted with documented proof of illness or for compassionate reasons.

Final grades will be assigned on the basis of accumulated numeric marks allocated throughout the term.

Senate approved grades for courses include A+, A, A-, B+, B, C+, D, and F. The University does not have a standardized numerical grade conversion scale for each letter grade. The following numeric grading system **provides guidelines** only for the separation of letter grades in this course. These boundaries may be adjusted at the requested of the Geography Department Review Committee or University Senate. Final letter grades are based on accumulated numeric grades during the course.

The following numeric percentages will be used as guidelines when assigning letter grades:

Percent	0-49.9	50-59.9	60-64.9	65-69.9	70-74.9	75-79.9	80-84.9	85-89.9	90-100
Letter Grade	F	D	C	C+	B	B+	A-	A	A+

Deferrals will be considered in very exceptional cases and for legitimate reasons only; vacation travel is not an acceptable reason. If you miss a deadline, you must contact your instructor as soon as possible. Documentation (i.e., proof of illness or circumstances beyond your control) may be required before alternate arrangements can be made.

The course work deadline dates must be adhered to as scheduled in the 2021-2022 Fall/Winter Timetable; alternate dates will not be considered. If exceptional circumstances prevent you from meeting the course deadline, you must contact your instructor and/or Academic Advising immediately.

4. VOLUNTARY WITHDRAWAL

(Please refer to the 2021 - 2022 Calendar for Voluntary withdrawal procedures).

****You must formally withdraw from a course. If you simply stop going to classes, you may receive an "F" on your transcript and loss of tuition credit.**

Please note the following deadline dates for voluntary withdrawal for courses:

Tuesday, November 16, 2021 FINAL DATE to withdraw without academic penalty from courses which begin in September 2021 and end in December 2021 of the 2021 Fall Term

5. COURSE POLICIES

5.1. Late Work

Unless prior arrangements have been made, any course work that may be assigned and that are handed in late (after the specified time/date) will incur a penalty of 20% off per day of the earned grade and will not be accepted after 5 days have passed from the due date.

5.2. Test/Exam Format, Identification and Equipment Policy

Course work must be submitted as scheduled above and in the 2021 - 2022 Course Calendar. Alternate dates will not be considered except for exceptional circumstances. If you are unable to complete the assigned course work on the due dates because of medical, religious holiday celebration, or compassionate reasons, or if other circumstances beyond your control prevent you from writing the exam as scheduled, you must contact your instructor and/or Academic Advising immediately. Please refer to the appropriate section of Regulation and Policies in the 2021 - 2022 Course Calendar link: (<http://www.uwinnipeg.ca/index/calendar-calendar>).

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. See <http://www.uwinnipeg.ca/accessibility> for more details.

- If you send me an email, please try to use my University of Winnipeg e-mail address: e.cloutis@uwinnipeg.ca and I will try to reply promptly. Alternatively, you can contact me using the Nexus e-mail system to contact me. I will generally reply more promptly to an e-mail sent to my University of Winnipeg e-mail address.

I will make every reasonable attempt to:

- i) mark and return course work to students in a timely fashion, normally within 2 weeks; and
- ii) ensure that students do not have to submit course work on the date of a religious holiday. Alternate arrangements may be made when conflicts do arise. Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide an opportunity for students to make up this absence without penalty. A list of religious holidays can be found in the 2021 - 2022 Undergraduate Academic Calendar.

6. OTHER INFORMATION

1. When it is necessary to cancel classes due to exceptional circumstances, the instructor will make every effort to inform you via uwinnipeg.
 2. Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or their course instructors.
 3. Your uwinnipeg email address will normally be used for course-related correspondence.
 4. Please note that withdrawing before the VW date does not necessarily result in a fee refund.
 5. The first day of class is September 7. Last class is December 6. Evaluation period is December 10-23.
 6. See <https://www.uwinnipeg.ca/academics/calendar/docs/dates.pdf> for all dates.
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7. ACADEMIC REGULATIONS AND POLICIES

It is your responsibility to be familiar with the information on Academic Regulations and Policies listed in the 2021 - 2022 University of Winnipeg Course Calendar www.uwinnipeg.ca/index/calendar-calendar. This section covers grading, transcripts, challenge for credit, academic standing, student discipline (academic and non-academic misconduct), appeals including grade appeals, general university policies and codes, and graduation.

Students can find answers to frequently asked questions related to remote learning here: <https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.

7.1. Voluntary Withdrawal

You must formally withdraw from a course. If you simply stop going to classes, you may receive an “F” on your transcript and loss of tuition credit. The final date to withdraw from the course without academic penalty is November 16. Please refer to the Undergraduate Academic Calendar for Voluntary withdrawal procedures.

7.2. Academic Conduct

A summary of important information regarding Academic Misconduct follows. Where discrepancies exist between the text below and the Course Calendar, the Course Calendar will prevail.

Academic Regulations and Policies

Avoiding Academic and Non-academic Misconduct. Students are encouraged to familiarize themselves with the Academic Regulations and Policies found in the University Academic Calendar at: <https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf> . Particular attention should be given to subsections 8 (Student Discipline), 9 (Senate Appeals), and 10 (Grade Appeals). Please note, in particular, the subsection of Student Discipline pertaining to plagiarism and other forms of cheating.

Detailed information can be found at the following:

- Academic Misconduct Policy and Procedures:
<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>
- Non-Academic Misconduct Policy and Procedures:
<https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf>

Misuse of Filesharing Sites. Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves “aiding and abetting” plagiarism. Students who do this can be charged with Academic Misconduct.

Avoiding Copyright Violation. Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/ presenter before photographing or recording slides, presentations, lectures, and notes on the board.

Research Ethics. Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>.

Plagiarism. The University of Winnipeg has a library video tutorial entitled “Avoiding Plagiarism, which can be accessed at:

<https://www.youtube.com/watch?v=UvFdxRU9a8g>.

7.2.1. Forms of Academic Misconduct

see online: <http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>

- **Plagiarism:** includes presenting other people’s published or unpublished work in part or as a whole as your own. This includes material from lab manuals, essays, journal articles, books, etc. Plagiarism also refers to submitting the same work in more than one course without both instructors’ permission and to the situation where two or more students submit identical (or nearly identical) work for evaluation when the work was to be completed individually.
- **Cheating:** includes copying another person’s answer on a test, communicating with another person during a test or exam, consulting unauthorized sources (including written and electronic sources), obtaining a copy (of all or part) of a test/exam/assignment before it is officially available, purchasing tests, essays or other assignments and submitting the work as your own.
- **Improper Academic/Research practices:** include fabricating or falsifying results, using other peoples’ research findings without permission, misrepresenting research results or methods, referring to non-existent sources or investigators, or contravening the University’s Policy and Procedures on Research Integrity.
- **Obstructing academic activities of another person:** for example interfering with another person’s access to pertinent resources or information to gain academic advantage.
- **Impersonation:** both impersonation of another individual or allowing someone to impersonate you.
- **Falsification or Modification of an Academic Record:** including tests, transcripts, letters of permission, etc.
- **Aiding and Abetting Academic Misconduct.**

7.2.2. Penalties for Academic Misconduct

Penalties for academic misconduct include, but are not limited to:

- Written warning
- Lower or failing grade on an assignment or test
- Lower or failing grade in a course
- Denial of admission or readmission to the University
- Forfeiture of University awards or financial assistance
- Suspension from the University for a specified period of time

- Withholding or rescinding a U of W degree, certificate or diploma
- Expulsion from the University

7.2.3 Procedures for Academic Misconduct

All allegations of academic misconduct must be reported initiating a process which involves several steps. These include procedures involving the instructor of the course in which the misconduct is alleged to have occurred, the Departmental Review Committee, and the Senate Academic Misconduct Committee. Students facing a charge of academic or non-academic misconduct may choose to contact the UWSA Student Advocacy Centre where Student advocates will be available to answer any questions about the process, help with building a case and ensuring students have access to representation. For more information or to schedule an appointment, visit the UWSA website at www.theuwsa.ca/academic-advocacy or call 204-786-9780.

8. UNIVERSITY SERVICE INFORMATION

8.1. Accessibility Services

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

8.2. Indigenous Student Services

Indigenous students seeking additional supports, academic or other, are encouraged to contact the Aboriginal Student Services Centre (ASSC). The ASSC offers a variety of support services, and was created to maintain a safe, educational and culturally sensitive environment for all Aboriginal students (First Nation, Metis and Inuit) as they pursue their academic studies at The University of Winnipeg. More information can be found at: <http://www.uwinnipeg.ca/assc/>

8.3. The University of Winnipeg Respectful Working and Learning Environment Policy

All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

8.4. Academic Accommodation for Religious Reasons

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide an opportunity for students to make up this absence without penalty. A list of religious holidays can be found at: <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

8.5. Student Wellness

The University of Winnipeg provides comprehensive general and specialized counselling and health services to all students for free at the Wellness Centre, located on the first floor of Duckworth Centre (1D25). For more information see <https://www.uwinnipeg.ca/student-wellness/>

The Instructor retains the right to make changes to the above course structure and procedures as circumstances require.

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The information presented in this course is the intellectual property of the instructor(s) and is presented for the benefit of registered students only. Any audio, video, or virtual reproduction of the lectures or labs, either in whole or in part, without the express written consent of the instructor(s) is strictly prohibited.

In the event of extenuating circumstances I reserve the right to make changes to any information presented in this document, after consulting with, or with the approval of, the class. Changes in test dates require the unanimous approval of the class.