SPRING 2024
URBST 791: SEMINAR ON RESEARCH AND WRITING
Thursdays | 6:30 -8:30p | Online/Synchronous
Adjunct Instructor: Erin Lilli, PhD | Email: elilli@gradcenter.cuny.edu
Office Hours via Zoom: Thursdays 5-6p or by appointment
Course Website: https://urb791s24lilli.commons.gc.cuny.edu/
Zoom Registration Link: https://us06web.zoom.us/meeting/register/tZMrd-yrrzojHdQzSFqC4PMw52XilGoOm33D
Note: This syllabus is a living document and subject to change (you'll be fairly notified)

COURSE DESCRIPTION
Students will learn to research, organize, and write an original research paper on a subject of their choice. The paper may take the form of a research paper or policy brief that engages current issues or policy debates. This paper can also be used to fulfill the Final Project required for graduation.

This course invites students to build on their knowledge and experience to formulate an original research question that they will explore in depth. As you know, Urban Studies is an interdisciplinary field that does not have a methodology all its own. Your research may deploy any of a range of methods: a field study, a survey, intensive interviewing, ethnography, a community study, demography, archival research. Or you might use a mixed method approach. It is also possible to develop a study based on secondary sources. However, such research must be based on an original research question that can be addressed with library or archival research. In any case, the method deployed should conform to the research question.

COURSE FORMAT
Online/Synchronous URBST 791 is a collaborative seminar that is being taught, this term, synchronously online via zoom—this means it is crucially important that you are prepared to take part in an online class and are engaged (ideally with cameras on!) with a working microphone for the full length of the seminar. Additionally, we'll be utilizing google drive to share and submit our work.

Collaborative The majority of class time will be spent working as a community of scholars to help your classmates (and yourselves!) work through the challenges of executing research and writing and sharing research findings. During the semester, we will discuss chapters from *The Craft of Research* (4th ed.) as a class and apply topics to the development of your research projects. We will also use class time to organize into small groups to workshop the organization, argument, and write up of your project. As a seminar, the course will be structured both to instruct students in the craft of writing research papers and to develop your craft within a collaborative learning community.

There is a good chance that students will be at different stages in the process and therefore have specific needs and paths to follow this semester; however, the goal is for each of you to develop and present a final, original piece of research that may serve as your Final Project for your MA in Urban Affairs. We will start the term by assessing where you are in your own research process and then, as needed, work to set interim goals and timelines throughout the term to help you complete your research paper and the requirements of the course.

I think you will find this course a genuine capstone to your journey through the M.A. program, as you encounter both the challenge and the satisfaction of writing an original research paper. Although this is often a solitary exercise, through this seminar you will come to appreciate how the diversity of our students translates into a fascinating and illuminating repertory of discovery.

COURSEWORK
Assignments details will be posted to the Assignments page on the course website. All assignments will be submitted through google drive (via folders with shared access with the instructor) and grades will be posted to Blackboard.

Points	Assignment	Due Date
5	Project Abstract	Thur. Feb 1, by 1:00p
10	Working Argument and Outline	Wed. March 6, by 8:00p
30	Draft Paper	Thur. March 28, by 6:30p
25	Final Paper	Wed. May 1, by 8:00p
10	*Optional* Final Presentation (free points!)	Thur. May 9, by 6:00p
20	Teamwork and Constructive Seminar Participation	Every Thursday we meet!
100 points total		

REQUIRED TEXT
Booth, Wayne C., Gregory G. Colomb and Joseph M. Williams. 2016. *The Craft of Research,* 4th ed. Chicago: University of Chicago Press.
(This text is available online and in print through the QC library)

COURSE POLICIES
Email Policy: I will be available by email (elilli@gradcenter.cuny.edu). Questions or issues concerning grades, assignments, or general course information should be submitted through email. In responding to emails, please allow me roughly 24 hours for a response. This time will

allow me to have enough time to adequately address your issue – or for you to resolve it on your own.

When emailing, please put the class name followed by a short description of the issue in the subject line. For example: "URBST791: Outline". This will create a reference that we can easily pull back up and, most importantly, it lets me know that the email is class related and, therefore, requires my complete attention.

I will correspond with you via email throughout the semester. <u>IMPORTANT:</u> <u>Please make sure you are using an email you frequently check (ideally your QC email) and make sure that email is associated with Blackboard—I will send class announcements via Blackboard.</u> Please do not ignore messages because they may contain important information about due dates or schedule changes. I welcome your emails—feel free to contact me at any time with questions, comments, or concerns about the course.

Academic Dishonesty and Plagiarism: Plagiarism is a serious academic offense. The work you do in this course is assumed to be your own. If you reproduce someone else's work—by using their exact words, rephrasing their words, summarizing their words, or borrowing their idea—you must fully cite your source. This means that you should not take the words or ideas of another person and submit them without acknowledging the original author(s).

According to the [Queens College Academic Integrity Policy](#)*; "Plagiarism* is the act of presenting another person's ideas, research or writings as your own". Below are some of the examples:

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

If in doubt about how or when to cite, or if you feel you might be plagiarizing, <u>please refer to</u> *[Avoiding Plagiarism](#)* <u>or simply ask me- I'm here to help</u>. If you find yourself even remotely tempted to purposefully plagiarize, remember that it is incredibly obvious when you use somebody else's words.

If I suspect you are plagiarizing your work, I will review the work with you so we can correct it. If problems persist and/or are egregious I may report the incident on the *Queens College Academic Integrity Violation Form*.

Accessibility:
It is important that this course be accessible to all students. In order to receive disability-related (physical, emotional, etc.) academic accommodations students must first be registered with

The Office of Special Services for Students with Disabilities | Ph#: 718-997-5870 | Email: QC.SPSV@qc.cuny.edu

Students who have a documented disability or suspect they may have a disability are invited to set up an appointment with the Center for Student Accessibility Services. If you have already registered with The Office of Special Services for Students with Disabilities, please provide your instructor with the course accommodation form so we may discuss your specific accommodation(s).

Here are some other student services you may find helpful:
Counseling Services | Email: CounselingServices@qc.cuny.edu | Ph#: 718-997-5420 | Crisis Text Line: Text CUNY to 741741
IT Services | Email: support@qc.cuny.edu | Ph#: 718-997-4444
Blackboard Help | or reach out to IT Services
QC Help Desk
QC Writing Center | Email: qc.writing.center@qc.cuny.edu | Kiely Hall 229

I will do my best to help as much as I can or connect you with the right person/people/ department.

Communicating Challenges:
I understand life can be complicated and messy and extenuating circumstances arise. Please utilize the campus counseling services for help and/or communicate to me any concerns you have with your success in this class—as early as possible, be proactive!

If you find that you are struggling with the course, please contact me. We can set up an office hour to work it out. Bottom line, I want you to do well in this class and have a positive, meaningful experience!

ONLINE TOOLS
Course Website: The syllabus, course schedule, assignments, and helpful links are located on the course website: https://urb791s24lilli.commons.gc.cuny.edu/.

Google Drive: Each student will have a folder that has shared editing access with the instructor. In this folder, you will keep your assessment form, submit assignments, and keep any other process work you would like to share with the instructor. Since this is a collaborative seminar, you may share links with fellow students as needed.

Blackboard: Blackboard will ONLY be used to post grades and send announcements. It is YOUR responsibility to make sure you can access Blackboard and that it uses your correct email—one that you frequently check (see link for how to change/verify email on BB). Information on how to log on to Blackboard is available here via QC Helpdesk. Please direct your technical questions about Blackboard access to the IT Service (support@qc.cuny.edu or 718-997-4444). Any class announcements posted to Blackboard will be received by you through the email you have associated with Blackboard.

SCHEDULE at a GLANCE
Detailed daily schedules will be posted weekly to the course website Schedule page.
NOTE: We'll start classes with quick/informal check-ins.

Week 1: **Introduction**	January 25	• Review course • Abstracts
Week 2: **Forming a Research Question**	February 1	• DUE by 1:00p: Project Abstract • *The Craft of Research* Chapters 1-4
Week 3: **Sources**	February 8	• *The Craft of Research* Chapters 5-6
Week 4: **Argumentation**	February 15	• *The Craft of Research* Chapters 7-9
Week 5	February 22	**NO CLASS (CUNY "Monday")**
Week 6: **Argumentation Workshop**	February 29	• *The Craft of Research* Chapters 10-11
Week 7: **Individual Conferences**	March 7	• DUE Wednesday 3/6 by 8:00p: Working Argument and Outline • *The Craft of Research* Chapters 12-13 • Individual Student conferences – 20 mins each
Week 8: **Individual Conferences**	March 14	• Individual Student conferences – 20 mins each
Week 9: **Progress Workshop**	March 21	• *The Craft of Research* Chapter 14
Week 10: Review & Workshop Drafts	March 28	• DUE by 6:30p: Draft Paper**
Week 11: Workshop	April 4	• *The Craft of Research* Chapter 15
Week 12: Workshop	April 11	• *The Craft of Research* Chapters 16-17
Week 13: Workshop	April 18	
Week 14 NO CLASS	April 25	**NO CLASS (Spring Recess)**
Week 15: Final Proofread	May 2	• DUE Wednesday 5/1 by 8:00p: Final Paper
Week 16: Presentations & Course Wrap Up	May 9	• DUE by 6:00p: *"Optional"* Presentations

** Since you are taking 791, your Final Projects must be submitted to the Graduate Advisor and/or final project advisor 2 weeks prior to the end of the semester for Spring graduation. Ordinarily, this would be 4-6 weeks out. (https://www.qc.cuny.edu/academics/us/final-project/)