



## **GINS 4908 (1.0 Credit) Honours Research Project Guidelines and Forms – For Faculty Supervisors**

### **Overview**

Students in any of the Global and International Studies specializations may opt to undertake an Honours Research Project (GINS 4908) as part of their degree. The course constitutes one credit. The topic of the essay is intended to align with both the student's given specialization and with broader Bachelor of Global and International Studies (BGIInS) pedagogical and epistemological goals (see below). Varied interdisciplinary and/or multidisciplinary approaches are encouraged. The pool from which BGIInS students may seek out a faculty supervisor is the list of BGIInS Core and Affiliated Faculty (<https://carleton.ca/bgins/faculty-and-staff/>) across both the Faculty of Public Affairs (FPA) and the Faculty of Arts and Social Sciences (FASS).

These guidelines are intended for faculty members. They outline key steps in the supervision process, set out general expectations, and describe the responsibilities of the supervisor. These expectations are not intended to constrain the academic judgement and discretion of faculty colleagues. Students undertaking an HRP are expected to operate independently, without excessive oversight on behalf of the supervisor. An important aim of our HRP is to provide students the opportunity to develop their independent research skills in consultation with an expert. As noted below, all supervisors are asked to identify an appropriate second reader at the end of the supervision process and no comments are expected from the second reader.

These guidelines mirror information provided to our students. If you have any questions about the supervision of the Honours Research Project, do not hesitate to contact the Program Director or the Program Administrator.

### **BGIInS Mission Statement and Knowledge Clusters**

The Bachelor of Global and International Studies is a community of faculty, staff, and students committed to the goals of teaching, learning, scholarship and service to the university and to the community, in the field of global and international studies. Administratively, it is housed within the Arthur Kroeger College of the FPA. It operates within the rules, norms and procedures of the College, Faculties and University.

As an undergraduate teaching program, BGIInS is committed to certain core pedagogical values. These are:

- Knowledge of Global and International Issues
- Multiple Paths of Knowledge
- Critical Awareness of Self and Others
- Ethical Engagement in the World
- Demonstrated Intercultural Competencies

Additionally, BGIInS has three core knowledge clusters: (1) Economy, Order, and Power; (2) Bodies, Migration, Place-making and Environment; and (3) Mediation, Circulation, and Cultural Formations. While these clusters are not mutually exclusive, they highlight keywords that characterize some of the central learning components of the program streams.

## First Steps

From the outset, the student should present you with a brief, preliminary document that indicates a topic area and preliminary thesis. The student will explain their background and research interests, and you should determine if the proposed topic corresponds to your own expertise, research and teaching interests. The topic should be connected to a global and/or international context. The student would benefit from the following information:

- Feasibility: is the preliminary project proposal – as written –feasible? This includes contemplation of review of relevant scholarly literature and/or data, discussion of issues, and related propositions that could support a 10,000-15,000-word paper;
- Possible revisions: what revisions to their approach might address your concerns;
- Timelines: what is your availability for supervision for the duration of the HRP (i.e. any expected leaves or major commitments).

If, after your initial discussion with the student, you agree to supervise the project, then please complete the attached GINS 4908 Application Form, which can be found here: <https://carleton.ca/bgins/fourth-year-tutorial-courses-and-honours-research-essay/>. Both you and the student should sign it, and it should then be returned to the BGInS Program Administrator. You or the student who you have agreed to supervise can do this. The completed, signed form may be scanned and submitted by email to [bgins@carleton.ca](mailto:bgins@carleton.ca) or a complete hard copy may be left in person with the BGInS Program Administrator in 2404R Richcraft Hall.

## Research Proposal

Students will be expected to prepare and submit a research proposal to their supervisor no later than the two month point of the first term in which they are registered in GINS 4908 (normally the beginning of November). The proposal should: demonstrate the student's engagement with the topic and the research process; respond to any concerns, revisions, or refinements the supervisor requested; and set out a 'roadmap' for next steps. The intention is that the proposal will demonstrate the level of the student's serious and systematic preparatory work and planning for the HRP. The HRP may take somewhat different shape as the student's research progresses. Your comments will flag such possibilities and provide some direction, but there is no expectation that the final version of the HRP will exactly mirror the proposal. The supervisor will determine the exact requirements of the research proposal, depending on the project and disciplinary expectations. Typically, the following components may be present in the proposal:

- An introduction (describing the topic area and why research is necessary in this area);
- Thesis (present the position being taken and questions being considered);
- Theoretical framework and literature review (specifying assumptions and concepts in prior work and existing literature, drawing on theoretical perspectives, arguments, treatment of issues, limitations and so forth);
- Sources (specifying the types of evidence that will be consulted to build and defend thesis);
- Methodological frameworks or processes relevant to the discipline(s) and project;
- Bibliography (cite primary and secondary sources that have been consulted and those you expect to consult);
- A work schedule for the HRP (to be drafted in consultation with supervisor).

Completion and approval of the research proposal is a mandatory component of GINS 4908. Students should not continue with their research project until the proposal is approved. Upon approval, the student and the faculty supervisor will both sign the GINS 4908 Research Proposal Form, which can be found on page 6 of this document. They should then arrange to have it returned to the BGInS Program Administrator. The completed, signed, form may be scanned and submitted by email to [bgins@carleton.ca](mailto:bgins@carleton.ca) or a complete hard copy may be left in person with the BGInS Program Administrator in 2404R Richcraft Hall.

## Content and Format

A key aspect of the HRP is that it is intended to present and defend a particular thesis statement, rather than simply describe and define the subject matter at hand. Students will be given the opportunity to develop research skills and will be encouraged to do original research for their HRP. The research component may include primary source research and methods, depending on the project and disciplinary expectations. Students will follow a basic but flexible research process including developing a proposal, writing chapter drafts and locating their work in existing literature that informs the position being taken. The finished HRP paper should be in the range of 10,000-15,000 words. This approximate length is based on written content.

Confirm with the student the format for footnotes and bibliographical structure that you prefer. They understand that the final draft of the essay must be carefully proofread, that the style and clarity of writing will be taken into account in the determination of a grade, and that errors in fact, spelling or grammar may result in the essay not being accepted as written. The essay must be typed and double spaced using size 12 font. Margins should not be less than 3cm on all pages. A title page and Table of Contents should be included, and all pages with the exception of the title page should be numbered. The format for the title page is as follows:

TITLE
By
AUTHOR
A research submitted in fulfillment of the requirements for GINS 4908 toward the degree of Bachelor of Global and International Studies
Global and International Studies Arthur Kroeger College of Public Affairs Carleton University Ottawa, Ontario
DATE

## Submission Guidelines

Students are required to submit their completed HRP by the last day for submitting term assignments in the term in which they intend to complete their HRP. Students should consult the University Calendar for this date for any given term, as well as their supervisor so there is full clarity on expectations regarding final submission. A student's supervisor may request final submission earlier than this date.

For students registered in Sections A or B or GINS 4908, if submission deadlines are not met a grade of IP (in progress) will be entered and students will be required to re-register in the next term(s) in order to proceed with their HRP. Students registered in Section C of GINS 4908 who fail to meet the submission deadline will receive a grade of F.

It is the student's responsibility to submit two copies of their HRP. One electronic copy must be submitted to [bgins@carleton.ca](mailto:bgins@carleton.ca) and the other must be submitted to their supervisor. The student must consult their supervisor to determine if they prefer an electronic or paper copy. The electronic copy submitted to BGInS may be in PDF or MS Word

format as an attachment in an e-mail with the subject line "GINS 4908 HRP Final". This e-mail must be sent from the student's Carleton e-mail address and the e-mail needs to also include the student's full name and student ID number.

### **Evaluation of the HRP**

A second reader will be chosen by the supervisor, and the HRP will receive a grade that is agreed upon by the supervisor and the second reader. In assigning this grade, the supervisor and second reader will adhere to the general grading principles laid out in the Faculty of Public Affairs grading guidelines. A final grade report is provided to record evaluation details in this document below.

In the event that the supervisor and second reader cannot agree on a grade, a final decision on the grade will be made by the Program Director. The Program Director will attempt to mediate and achieve consensus on the grade. Where this proves impossible, the Program Director will request written comments from both the supervisor and second reader. Based on these comments, the Program Director will then assign the grade.

**GINS 4908 APPLICATION FORM**

To be registered in GINS 4908, students must:

- Complete this form and submit it to the BGIoS Program Director for review
- If approved, formally register in the course on Carleton Central

*Both steps above must be completed by the last day of registration and course changes in the respective term as indicated in the University Calendar.*

**NAME:** \_\_\_\_\_ **STUDENT NUMBER:** \_\_\_\_\_

**CARLETON E-MAIL:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**SPECIALIZATION:** \_\_\_\_\_

**I AM SEEKING TO REGISTER FOR GINS 4908 IN THE FOLLOWING TERM:**

**TERM** \_\_\_\_\_ **YEAR** \_\_\_\_\_

**PROPOSED TOPIC OF HONOURS RESEARCH PROJECT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NAME OF FACULTY SUPERVISOR:** \_\_\_\_\_

**SIGNATURES:**

**FACULTY SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROGRAM DIRECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTE: CARLETON UNIVERSITY INSTRUCTIONAL OFFENCES REGULATIONS AND DEPARTMENTAL POLICIES APPLY.**

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the *Freedom of Information and Protection of Privacy Act* (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless you provide your consent. Should you have any questions concerning your personal information please contact the Global and International Studies Program, 2404R Richcraft Hall, 1125 Colonel By Drive, Ottawa, ON K1S5B6. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.



**GINS 4908, Honours Research Project, Research Proposal Form**

<b>Student</b>	
Name:	Student number:
E-mail address:	
<b>Supervisor</b>	
Name:	E-mail address:
<b>Confirmation of submission and acceptance of research proposal</b>	
_____	_____
Supervisor Signature	Date

Please complete this form and return it to the BGI nS Program main office (2404R Richcraft Hall) by November 5<sup>th</sup>. If you are unable to submit the form in person, it can be scanned and e-mailed to [bgins@carleton.ca](mailto:bgins@carleton.ca). If submitting electronically, please include student name and number in the subject line.



### GINS 4908 Honours Research Project Grade Report

<b>Student</b>	
Name:	Student Number:
<b>Supervisor</b>	
Name:	Date:
Signature:	
E-mail address:	
<b>Second Faculty Reader</b>	
Name:	Date:
Signature:	
E-mail address:	
<b>Title of Project</b>	
<b>Grade of Honours Research Project</b>	

Please complete this form and return it to the BGInS Program main office (2404R Richcraft Hall). E-grades entry will be completed by the BGInS Program Director. If you are unable to submit the form in person, it can be scanned and e-mailed to [bgins@carleton.ca](mailto:bgins@carleton.ca) (please mark as confidential and indicate the student name and number in the subject line).