

## Guidelines for Students – Summer 2021 Term

**Undergraduate Supervisor: Vandna Bhatia**  
Office: B649 Loeb  
Telephone: 613-520-2600 x 1360  
Email: [Vandna.Bhatia@carleton.ca](mailto:Vandna.Bhatia@carleton.ca)

**Undergraduate Advisor: Sarah Landry**  
Office: B640 Loeb  
Telephone: 613-520-2600 x 2776  
Email: [psci.advising@carleton.ca](mailto:psci.advising@carleton.ca)

### OVERVIEW

The Honour's Research Essay is based on an individual research project that is completed under the supervision of a faculty member in the Department. Prerequisites for enrolling in the HRE are: fourth-year Honours standing in Political Science with a Political Science CGPA of 9.00 (B+) or better, or permission of the Supervisor of Undergraduate Studies. As part of the agreement with their HRE supervisor, students have an obligation to maintain regular communication with their supervisor concerning a schedule of work and meet agreed-upon deadlines. In the absence of regular communication, the supervisor may conclude that the student is not upholding their part of the agreement.

Students must adhere to and complete each of the following requirements by the listed dates in order to receive a final grade. Failure to meet the deadlines below and other commitments (i.e., scheduled meetings between the student and supervisor) may be regarded as voiding the student/supervisor agreement for the Honours Essay.

Date	Element
May 18, 2021	A <b>supervision consent form</b> signed by the HRE supervisor must be submitted to the Undergraduate Administrator in B640 Loeb or to <a href="mailto:psci.advising@carleton.ca">psci.advising@carleton.ca</a> .
May 21, 2021	A detailed <b>proposal and work plan</b> , along with a proposal approval form signed by both student and supervisor and must be uploaded on Brightspace.
July 5, 2021	A <b>progress report</b> , signed by both student and supervisor, must be uploaded on Brightspace. This progress report is normally based on the draft chapters that have been completed to date and have been discussed with the supervisor.
August 16, 2021	A <b>finalized essay</b> must be uploaded on Brightspace AND submitted to both the supervisor and second reader. The HRE supervisor must submit a final grade report, co-signed by the second reader, to the Undergraduate Administrator.

Each of the required forms are included at the end of this information package.

### SELECTION OF A SUPERVISOR

Students are responsible for finding an HRE supervisor from among the faculty members of the Department of Political Science. The HRE supervisor or the Undergraduate Supervisor will approve a second faculty member (from either Political Science or another discipline) as a second reader for the essay. In exceptional cases, the Undergraduate Supervisor may approve qualified faculty from other departments as essay supervisors. In such cases, the second reader must be a faculty member of the Department of Political Science. Contract instructors or graduate students cannot be essay supervisors.

Faculty members accept a small number of students for supervision, so students are strongly advised to approach potential supervisors well in advance (2-3 months) of registering for PSCI 4908. Potential supervisors are more likely to respond favourably to a supervision request if students can demonstrate initiative and the ability to work independently. An effective way to do this is for students to prepare a 2 to 3-page preliminary proposal for the HRE based on initial research. The proposal should identify a concrete topic or idea for the HRE and be clear, concise, and well-drafted (see more on this below, in Selection of an Essay Topic). Essay topics that connect with the academic interests and expertise of potential supervisors will also increase the likelihood of a favourable response.

Once a faculty member agrees to supervise a student, the student must submit a signed Supervision Consent Form to the Undergraduate Advisor ([psci.advising@carleton.ca](mailto:psci.advising@carleton.ca)), no later than **May 18, 2021**.

## SELECTION OF AN ESSAY TOPIC

Preparations for undertaking the HRE should be made throughout a student's first three years of undergraduate coursework, such as in essay assignments, readings, conversations with instructors, and related experiences, becoming more focused towards the end of the third year. By this time, students should have identified a topic for the HRE. Each year the Department hosts an HRE information session for Third Year Honours students to discuss expectations for completing the credit and address students' questions.

A preliminary proposal prepared for approaching potential supervisors may also serve as the first version of a more detailed proposal and work plan. A preliminary proposal should include:

1. A clear statement of the topic and 2-3 key question(s) or issues to be addressed in the essay.
2. Two to three paragraphs explaining the relevance of the topic to the student's studies, its broader significance or importance, the theoretical approach that will be used to study it, and an overview of the methodology that will be used for the research.
3. A short bibliography of three to five key sources.
4. A title and tentative table of contents indicating chapter titles/major headings for the essay.

## REGISTRATION AND RE-REGISTRATION

Prior to Carleton Central registration in PSCI 4908 (Section A), students must obtain written permission from the faculty member who will supervise the HRE. The faculty supervisor may submit their consent to supervise the HRE in an email to the Undergraduate Advisor, no later than **May 18, 2021**. Registration in PSCI 4908 is subject to the approval of the Undergraduate Supervisor, and students cannot register until this approval process has been completed. PSCI 4908 is a full-credit (1.0) course so students must register in both the fall and winter (or early and late summer) sections. The last day to register for a full summer course is **May 20, 2021**.

Unlike other undergraduate courses, students may re-register in the HRE for an additional term if they require extra time to complete the essay (as per the [University's Registration Information](#)). If the HRE is incomplete by August 16, 2021, students may re-register for the Fall term in PSCI 4908 Section B OR for the Winter term in PSCI 4908 Section C. Registration in PSCI 4908 Section B is optional and dependent on the HRE supervisor's availability, so students should confirm this prior to registration.

Re-registration in PSCI 4908 Section C is compulsory in the Winter term for students who did not complete their HRE in August and who opted not to re-register for the Fall term in Section B. If the HRE is not completed at the end of PSCI 4908 Section C, a grade of F will be assigned.

Note that students who are not registered are not eligible for supervision or library privileges, may not submit an Honours essay for grading, and may not graduate. Registration and re-registration must be completed no later than the last day for registration in the session.

<b>Option 1</b>	Registration: Full Summer, PSCI 4908 Section A	HRE due August 16, 2021
<b>Option 2</b>	Registration: Full Summer, PSCI 4908 Section A Re-registration: Fall, PSCI 4908 Section B	HRE due December 2021
<b>Option 3</b>	Registration: Full Summer, PSCI 4908 Section A Re-registration: Winter, PSCI 4908 Section C	HRE due April 2022

A full-credit fee is charged for the first registration (PSCI 4908, Section A). A half-credit fee is charged for each re-registration (Sections B or C). Students may withdraw from the Honours Essay up to the last date for withdrawal from full-summer courses.

### PROPOSAL AND WORKPLAN

Students must submit a formal research proposal (5-10 pages, double-spaced, in length) to the HRE Supervisor, who must sign off on the proposal using the **Proposal Approval Form**, no later than **May 21, 2021**. The proposal should reflect meaningful work on the research question, including a literature review and methodology to be used in collecting information for the HRE. It should also include a realistic work plan, with mutually agreed-upon targets for various stages of work, and a schedule of planned meetings between the student and supervisor. Finally, the proposal should be detailed as this document will serve as a contract between you and your supervisor.

The elements to consider in the proposal are:

1. Introduction

Describes the topic area and explains why research is necessary in this area (e.g. the gaps in existing research, the importance of the policy implications, the groups that could benefit).

2. Research question

States the central question to be explored in the HRE.

3. Theoretical Framework

Specifies the set of assumptions and concepts to be used in supporting the thesis, and the reasons for adopting them. These assumptions may be ones that have been previously established in the literature or in policy analysis more generally (e.g. class analysis, public choice, incrementalism, corporatism), or they may be ones that have been devised or adapted for this particular study.

4. Sources of Evidence

Indicates the types of evidence to be consulted in defending the thesis (e.g. analysis of existing scholarship, historical or current case studies, polls, interviews, speeches).

5. Literature Review

Reviews 3 to 5 examples of research in the topic area - their theses, theoretical perspectives, arguments, treatment of the issues – indicate the limitations or gaps within this literature, and how the essay will attempt to overcome these.

6. Bibliography

Cites the primary and secondary sources that have been consulted (including those mentioned under headings 4 and 5 above), as well as those that are expected to be consulted.

7. Proposed Work Schedule (final version to be drafted in consultation with the supervisor)

Confirms the agreed-upon frequency of future meetings, and the dates by which various stages of the work are to be completed (e.g., finish literature survey, collect data, conduct interviews, write and submit preliminary portions of the essay, etc.).

## FINAL ESSAY

### Deadlines

A final version of the HRE is due on the last day of classes, **August 16, 2021**. If the Honours Essay is not submitted by this deadline, a grade notation of IP (In Progress) will be assigned for those students eligible to re-register. A grade of F will be assigned for those students (in Section C) who are not eligible to re-register. Please note that there are no extensions to the due date for Honours Research Essays.

### Content and Format

Style and clarity of writing is essential for high-quality work. A poorly written essay, irrespective of its substance, is not acceptable. Errors in grammar, spelling, format, and/or facts will detract from the final grade. Students are encouraged to consult writing style guides and resources available at [MacOdrum Library](#) and [Writing Services](#) at the Centre for Student Academic Support. Students should confer with their HRE supervisor before finalizing the essay structure and preferred citation format. Citations and sources must follow a standard citation format (such as APA or Chicago) and must include a complete bibliography. As a rough guide, an Honours Essay should be between 12,000 and 15,000 words. The final HRE essay must be formatted using standard 12-point font and double spaced.

The title page of the HRE should include the following information:

<p style="text-align: center;"><b>Essay Title by Author</b></p> <p style="text-align: center;">A research essay submitted in fulfillment of the requirements for PSCI 4908 as credit towards the degree of Bachelor of Arts with Honours</p> <p style="text-align: center;">Essay Supervisor's Name, Department</p> <p style="text-align: center;">Second Reader's Name, Department</p> <p style="text-align: center;">Department of Political Science Carleton University Ottawa, Canada</p> <p style="text-align: center;">DATE</p>
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### Submission of Work

Students must submit their HRE in Word or PDF format by e-mail directly to the HRE supervisor and second reader, *and* upload an electronic version to Brightspace, both no later than **August 16, 2021**.

### Evaluation

The final grade for the HRE will be awarded after a process of joint evaluation of the manuscript by the HRE supervisor and second reader. The minimum grade necessary to satisfy the PSCI 4908 requirement is B minus. The HRE supervisor must submit a Final Grade Report, co-signed by the second reader, to the Undergraduate Advisor no later than **August 24, 2021**.

## GRADUATION

To be considered for graduation, students must apply ON-LINE via the Registrar's Office webpage by the following deadlines:

Fall Graduation (November):	September 1
Winter Graduation (February):	December 1
Spring Graduation (June):	April 1

## FORMS

The following forms are included in this package:

1. Supervision Consent Form – Due May 18, 2021
2. Honours Essay Proposal Approval Form – Due May 21, 2021
3. Honours Essay Progress Report – Due July 5, 2021
4. Honours Essay Final Grade Report – Due August 24, 2021



Student Name
Student Number
Student C-Mail

Proposed HRE Topic:

Supervisor's Name	Academic Position & Academic Unit
Carleton Email	Carleton Telephone & Extension
Supervisor's Signature	
Student's Signature	
Date	

*Please return this completed consent form to the Undergraduate Administrator at [psci.advising@carleton.ca](mailto:psci.advising@carleton.ca) and upload a copy in Brightspace no later than **May 18, 2021***



Student's Name	Student Number
Student C-Mail	

Preliminary Title

Key Dates and Requirements	
<b>July 2, 2021</b>	Progress report, signed by both student and supervisor, must be uploaded to Brightspace. This progress report is normally based on the draft chapters that have been completed to date and have been discussed with the supervisor.
<b>August 16, 2021</b>	Final version of the essay must be uploaded to Brightspace and copies must also be sent to the Supervisor and the Second Reader.

Please indicate if the Honours Research Essay shall count towards a concentration requirement in the Political Science program:     Yes                       No

If yes, indicate which concentration:

- |  |  |
|--|--|
| <input type="checkbox"/> Comparative Politics (Global North) | <input type="checkbox"/> North American Politics |
| <input type="checkbox"/> Comparative Politics (Global South) | <input type="checkbox"/> Political Theory        |
| <input type="checkbox"/> International Relations             | <input type="checkbox"/> Canadian Politics       |
| <input type="checkbox"/> Public Affairs and Policy Analysis  | <input type="checkbox"/> Gender and Politics     |

*We have agreed on a topic and work plan for the above student's Honours Research Essay. A detailed research proposal is attached to this form. The deadlines noted above are acknowledged.*

Supervisor's Name	Supervisor's Signature
Student's Signature	Date

*Please return this form with the supervisor's e-signature to the Undergraduate Advisor at [psci.advising@carleton.ca](mailto:psci.advising@carleton.ca) and upload it to Brightspace no later than **May 21, 2021**.*



<b>Student's Name</b>
<b>Student Number</b>
<b>Student C-Mail</b>

- The above student has made satisfactory progress in completing his/her Honours Research Essay. We expect the essay to be ready for submission by the deadline of August 16, 2021.
  
- The above student has NOT made satisfactory progress in completing his/her Honours Research Essay. The supervisor recommends that the student withdraw from PSCI 4908 and complete one credit [1.0 credit] at the 4000-level in seminar courses instead.

<b>Supervisor's Name</b>
<b>Supervisor's Signature</b>
<b>Student's Signature</b>
<b>Date</b>

*Please return this form with the supervisor's e-signature to the Undergraduate Advisor at [psci.advising@carleton.ca](mailto:psci.advising@carleton.ca) and upload it to Brightspace no later than **July 2, 2021**.*



Student's Name	Student Number
Student C-Mail	

This essay is presented in fulfilment of the requirements of PSCI 4908 Honours Research Essay

*Essay Title*

The essay has been graded as follows:

- The essay is passed and awarded a grade of: \_\_\_\_\_
- This essay did not satisfy the readers.
  - The student was requested to revise the essay for submission by this date: \_\_\_\_\_
  - The essay was not acceptable for the following reasons:

Supervisor's Name	Supervisor's Signature & Date
Second Reader's Name	Second Reader's Academic Position & Unit
Second Reader's Signature	Date

Please return this grade sheet and one copy of the essay signed by both examiners (if applicable) to the Undergraduate Advisor at [psci.advising@carleton.ca](mailto:psci.advising@carleton.ca) no later than **August 16, 2021**.