

PSCI 4908 – HONOURS RESEARCH ESSAY Guidelines for Students

Department of Political Science

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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
September 15, 2019	A <i>supervision consent form</i> from HRE supervisor must be submitted to the Undergraduate Advisor.
October 31, 2019	A detailed proposal and work plan, along with a <i>proposal approval form</i> signed by both student and supervisor, and must be submitted to the Undergraduate Advisor.
January 8, 2020	A <i>progress report</i> , signed by both student and supervisor, must be submitted to the Undergraduate Advisor. This progress report is normally based on the draft chapters that have been completed to date, and have been discussed with the supervisor.
April 7, 2020	A <i>finalized essay</i> must be submitted to the Undergraduate Advisor, and to 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. A second faculty member (either from Political Science or another discipline) will be chosen by the HRE supervisor or the Undergraduate Supervisor as a second reader for the essay. In exceptional cases, qualified faculty from other departments may be approved as essay supervisors by the Undergraduate Supervisor. 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, no later than September 15, 2019.

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 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 **September 15, 2019**. 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.

Unlike other undergraduate courses, students may re-register in the HRE up to two (**but only two**) times. If the HRE is not completed within three consecutive sessions, a grade of F will be assigned. The first re-registration in **Section B** is optional. For students whose Honours essays are still outstanding at the beginning of the third

session, **registration in PSCI 4908 Section C** (the second re-registration) **is compulsory**. There is no registration for the Honours essay in January. Registration in PSCI 4908 over the summer session is dependent on the HRE supervisor's availability, so students should confirm this prior to registration.

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.

Summary of Registration Options for PSCI 4908

Option 1	Fall/Winter: PSCI 4908, Section A	Option 3	Fall/Winter: PSCI 4908, Section A Summer: No registration Fall/Winter: PSCI 4908, Section C
Option 2	Fall/Winter: PSCI 4908, Section A Summer: PSCI 4908, Section B	Option 4	Fall/Winter: PSCI 4908, Section A Summer: PSCI 4908, Section B Fall/Winter: PSCI 4908, Section C

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 **October 31, 2019**. 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 workplan, with mutually agreed-upon targets for various stages of work, and a schedule of planned meetings between the student and supervisor.

HONOURS RESEARCH ESSAY

Deadlines

A final version of the HRE is due on the last day of classes, **April 7, 2020**. 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 50 and 70 double-spaced pages in length. The final HRE essay must be in prepared using 12-point font, and be double-spaced on standard letter size paper format.

Submission of Work

Students should consult with their HRE supervisor and second reader to determine whether they will accept an electronic submission of the final HRE or they prefer a hard copy. If electronic submissions are preferred, students must submit their HRE in Word or PDF format by e-mail to the HRE supervisor, second reader, *and* the Undergraduate Advisor. If a hard copy is preferred, students must submit **two printed copies** to the Undergraduate Advisor in the Department office (B640 Loeb). These copies will be distributed by the Undergraduate Advisor to the HRE supervisor and second reader.

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

<p style="text-align: center;">Essay Title</p> <p style="text-align: center;">by Author</p> <p style="text-align: center;"><i>A research essay submitted in fulfillment of the requirements for PSCI 4908 as credit towards the degree of Bachelor of Arts with Honours</i></p> <p>Essay Supervisor's Name, Department</p> <p>Second Reader's Name, Department</p> <p>Department of Political Science Carleton University Ottawa, Canada</p> <p style="text-align: center;">DATE</p>
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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 Advisory no later than **April 15, 2020**.

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 September 15, 2019
2. Honours Essay Proposal Approval Form – Due October 31, 2019
3. Honours Essay Progress Report – Due January 8, 2020
4. Honours Essay Final Grade Report – Due April 7, 2020

Student Name: _____ Student Number: _____

Student Carleton Email: _____

Proposed HRE Topic:

Enrolled in:

Political Science **PSCI 4908 Honours Graduation Essay**

Section: A _____ B _____ C _____

Supervisor's Name: _____

Supervisor's Email/Phone: _____

Supervisor's Academic Unit: _____

Supervisor's Academic Position: _____

Date: _____

Signed:

Student

Date

Supervisor

Date

Please return this completed consent form to
Julianna Moffatt the Undergraduate Administrator in B640 Loeb to be enrolled in the HRE.

Student Name: _____ Student Number: _____

CMail Address: _____

We have agreed on a topic and work plan for the above student's Honours Research Essay.

Preliminary title: _____

☐ *A detailed research proposal is attached to this form (check if appropriate).*

The following deadlines are acknowledged:

Date	Element
January 8, 2020	Progress report, signed by both student and supervisor, must be submitted to the Undergraduate Program Advisor. This progress report is normally based on the draft chapters that have been completed to date, and have been discussed with the supervisor.
April 7, 2020	Final version of the essay must be submitted to the Undergraduate Program Advisor.

Please indicate if the Honours Research Essay shall count towards a concentration requirement in the Political Science program:

- | | |
|--|--|
| <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 |

Supervisor's name: _____

Supervisor's signature: _____

Student's signature: _____

Date: _____

*Students are required to complete this form, obtain the supervisor's signature, and return it to the Undergraduate Program Advisor in Room B640 Loeb by **October 31, 2019.***

Student Name: _____ Student Number: _____

Telephone Number: _____ Cmail Email Address: _____

- ☐ **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 April 7, 2020.**
- ☐ **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.**

Supervisor's name: _____

Supervisor's signature: _____

Student's signature: _____

Date: _____

*Students are required to complete this form, obtain the supervisor's signature, and return it to the Undergraduate Program Advisor in Room B640 Loeb by **January 8, 2020.***

Student Name: _____ Student Number: _____

Essay Title: _____

Presented in fulfilment of the requirements of

PSCI 4908 Honours Research Essay

Section: A _____ B _____ C _____

The essay has been graded as follows:

☐ Passed and awarded a grade of: _____

☐ Did not satisfy the readers.

The student was requested to revise the essay for submission by (date): _____

The essay was not acceptable for the following reasons:

Signed:

Essay Supervisor

Date

Second Reader

Date

Please return this grade sheet and one copy of the essay signed by both examiners (if applicable) to the Undergraduate Advisor in B640 Loeb.