

Carleton University
School of Linguistics and Language Studies

Honours Project – ALDS 4908: Guidelines

Description

Students with a GPA of 9.0 and above can take this full-credit (1.0 credit) two-semester course. There are two options for the Honours Project: Doing a Research Paper or doing a Practicum. This set of guidelines applies only to the first option, the Research Paper. The guidelines and assignments for a Practicum will be worked out by the student and their supervisor.

Research papers will generally involve empirical work, but entirely theoretical papers, or critical literature reviews, are also acceptable. The course involves continuous reading, research and writing under the supervision of a faculty member during the fall and winter terms. The final product will, ordinarily, be a written document of 30-40 pages (not including the references and any appendices). The steps in the completion of the project are explained below.

Preliminaries

By March of your third year, identify a topic that seriously interests you. Then you should approach a potential supervisor. If necessary, you could also consult with the ALDS Undergraduate Advisor on identifying a supervisor. Once a faculty member agrees to supervise your project, you need to agree with them on a schedule to complete the project.

Schedule

Below is an idealized schedule. You should consult with your supervisor to come up with a timeline and schedule.

- **Between March and early September of fourth year**, consult with the supervisor to find out what preparatory work needs to be done over the summer, such as reading and preparing an outline of your project to be approved by both the supervisor and the ALDS Undergraduate Advisor.
- **In September of fourth year**, register in the course.
- **During September and October** you need to do the following:
 - Submit a work-plan of 2-3 pages to your supervisor. The details regarding the content of the work-plan are to be worked out with your supervisor in advance.
 - Sign the Honours Project contract and have it signed by both your supervisor and the ALDS Undergraduate Advisor [[link to the HP Contract](#)]; and then submit a copy of the work-plan to the ALDS Undergraduate Advisor for approval. You may begin your work, as agreed to with the supervisor, as soon as you receive approval from the ALDS Undergraduate Advisor.
 - For empirical projects, submit an ethics application to the Research Ethics Board.
- **By December 15:** (a) for an empirical project, start collecting and analyzing the data and begin writing the paper (this assumes that ethics clearance has been received from the

Research Ethics Board; or (b) for a theoretical project, write the first draft of your literature review.

- **In early January**, submit a written progress report of 1-2 pages to your supervisor and discuss it with them. You should also discuss and agree upon the next steps to take on your way to completing the Honours Project.
- **In January**: (a) if you are doing an empirical project, finish collecting and analyzing your data and continue writing up the research; or (b) for a theoretical project, continue writing your literature review and the other parts of your paper.
- **In February**: (a) for an empirical project, write the findings section, the introduction, the conclusion, and the list of references; or (b) for a theoretical project, write the last parts of the paper (e.g., introduction, conclusion, reference list, etc.).
- **In early March**, submit a complete draft of your project to the supervisor for comments and feedback. Use the supervisor's feedback in revising the paper.
- **By the last day of classes in April** submit one e-copy of the complete paper to the ALDS Undergraduate Advisor and, if requested, up to two printed copies.

Final paper

- The length of the paper should ordinarily be 30-40 pages (references list and appendices not included).
- Use the APA style conventions.
- The paper should include these parts: cover page, front matter (Abstract, Acknowledgments, Table of Contents, etc.); Introduction; other chapters you agree upon with your supervisor, such as Literature Review, Analytical Framework, Methodology, Findings, Conclusion, and References. For further information see the HP Template [[here, a link to the template](#)].

Evaluation

The Honours Project will be evaluated by two faculty members: the supervisor and the Undergraduate Academic Advisor.

Last revised: February 2013