

MDIA 489 Research Project

Trimester 1+2 2013

4 March to 17 November 2013

30 Points

TRIMESTER DATES

Teaching dates:	4 March to 18 October 2013
Easter break:	28 March to 3 April 2013
Mid-trimester break 1/3:	22 to 28 April 2013
Mid-year break:	4 to 14 July 2013
Mid-trimester break 2/3:	26 August to 8 September 2013

WITHDRAWAL DATES

Information on withdrawals and refunds may be found at

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds>

NAMES AND CONTACT DETAILS

MDIA 489 Coordinator	Email	Phone	Room
Michael Daubs	michael.daubs@vuw.ac.nz	04 463 6821	Room 302, 83 Fairlie Terrace
Office Hours:	Tuesday 1-3pm or by appointment		

CLASS TIMES AND LOCATIONS

There are no regularly scheduled classes for MDIA 489. Instead, you are required to meet regularly with your supervisor and to attend the six (6) 489 Workshops specified below. Students who do not meet these expectations may be required to meet with the MDIA 489 Coordinator to discuss their ongoing enrolment in the course.

Supervision

The staff member you will work most closely with in completing your research essay is your supervisor. Students are expected to meet regularly with their supervisor to discuss their progress. You should expect to be meeting with your supervisor every 2-3 weeks during the trimester period.

What you can expect from your supervisor:

- Regular meetings to discuss your project, and progress on it.
- Written and oral feedback on written work within 2 weeks of submitting it.

What your supervisor will expect of you:

- Regular meetings to discuss your project, and progress on it.
- Adherence to any deadlines set (including milestone deadlines).
- The incorporation of feedback into subsequent drafts of your work.
- Notification as soon as possible of any problems you are having with your research.
- Notification as far in advance as possible of any reason why you may not be able to reach a milestone deadline.

Workshops

Students are required to attend six (6) one-hour workshops that address different aspects of the MDIA 489 research project.

These workshops are:

- Introductory workshop (3pm Thursday 14 Mar, 81FT103)
- Library and database workshop (12pm Wednesday 10 April, KK216)
- Zotero workshop (12pm Wednesday 17 April, KK216)
- Troubleshooting (3pm Thursday 9 May, 81FT103)
- Troubleshooting (3pm Thursday 18 July, 81FT103)
- Preparing final drafts (3pm Thursday 12 Sept, 81FT103)

Seminars

Students in MDIA 489 are strongly encouraged to attend the Film and Media Studies Research seminars. These take place during the trimester, Thursdays 12pm to 1pm. Full details will be conveyed via email and made available on the MDIA 489 Blackboard site.

TEACHING LEARNING SUMMARY

Students will be assigned a supervisor for their research project and will work with this supervisor to program a suitable course of study. There will also be a number of workshops and seminars that will provide students with advanced research skills and will give them the opportunity to discuss their project.

COMMUNICATION OF ADDITIONAL INFORMATION

Additional information will be posted on Blackboard.

If you are not going to use the Victoria email address set up for you, we strongly encourage you to set a forward from the Victoria email system to the email address you do use.

COURSE PRESCRIPTION

This course gives students the opportunity to pursue an individual research project with regular guidance and support from a supervisor. This project is developed and completed as a 10,000 word research essay. MDIA 489 is a mandatory part of an Honours degree in Media Studies. Students enrolled in MDIA 489 will be contacted by the MDIA 489 coordinator prior to the start of trimester one regarding their research topic and supervision.

COURSE CONTENT

There are three components to MDIA 489: the MDIA 489 research essay, supervision meetings, and workshop attendance.

LEARNING OBJECTIVES

By the end of this course, students should have developed and demonstrated the skills required to:

1. conceive and implement a project
2. conceptualise and clarify a problem
3. cogently present the results of the inquiry.

EXPECTED WORKLOAD

The expected workload for a 30 point course is 300 hours over the year.

READINGS

Students will determine appropriate readings for their research project through their own research and through discussion with their supervisor.

ASSESSMENT REQUIREMENTS

Research Essay: Due 2pm Friday 11 October. 100% of final grade.

This piece of assessment relates to all learning objectives

The largest component of MDIA 489 is the individual research project you develop and complete as a 10,000 word research essay in consultation with your supervisor. This is a theoretically informed piece of writing that should demonstrate that you are able to conceive and implement a project, to conceptualise

and clarify a problem, and to cogently present the results of the inquiry. Your research essay should include:

- A research question
- A thesis statement
- A theoretical and methodological framework
- Demonstration of familiarity with relevant literature
- Research findings and analysis
- A reference list

In Media Studies, completing the research essay is structured around a number of milestone deadlines that students must meet. These milestones are intended to ensure that steady progress is made on the research project throughout both trimesters, and to identify and help those students having difficulty with any aspect of the research process. If you are having trouble with the work required to meet these deadlines, you should discuss this with your supervisor as early as possible. Students who do not complete milestone tasks will be required to meet with the MDIA 489 Coordinator to discuss their continued enrolment in the course. Students who do not complete milestone tasks on time may also be required to meet with the MDIA 489 Coordinator. All milestone assignments should be clearly labelled, attached with an assignment cover sheet and submitted via the MDIA drop slot in 83FT.

The milestones are:

1. Research outline, with research question and methodology (Due 2pm Thursday 4 April)
2. Demonstration of familiarity with relevant literature (Due 2pm Thursday 20 June) PLEASE NOTE: The form this takes will depend on the specifics of your individual research project, and may differ from what other 489 students are submitting. Your supervisor will advise you on his/her expectations for this milestone.
3. Submission of a completed chapter. (Due 2pm Thursday 25 July) PLEASE NOTE: Which chapter you submit will depend on the specifics of your individual research project, and may differ from what other 489 students are submitting. Your supervisor will advise you on his/her expectations for this milestone.
4. Full first draft (Due 2pm Monday 9 September)
5. Submission of Research Essay (Due 2pm Friday 11 October).

Submitting your research essay

You should submit two soft-bound or stapled hard copies into the MDIA drop slot, outside of the Administration office, 83 Fairlie Terrace. These should be in an envelope and accompanied by a signed SEFTMS assignment cover sheet. You must also email an electronic copy i.e. MS Word file of your essay to media-studies@vuw.ac.nz by the deadline.

Formatting your research essay

There is no prescriptive template for formatting a MDIA 489 research essay, however you should consider the following:

- This is a long document that someone has to read, and you would like that person to look as favourably upon your essay as possible. Clearly separated sections/chapters with subtitles make it much easier for the reader to understand how your essay is organised, and when you are moving from one section to another.
- The examples on the MDIA 489 Blackboard site may be helpful to consult when deciding how best to set out your own essay.
- You should follow the general rules for formatting Media Studies essays (12-pt font, double-spacing, easy to read font).
- Make sure you have page numbers. This makes it easy for the marker to indicate parts that are particularly problematic or particularly successful in their report.

Reference styles

There is no compulsory referencing style in Media Studies. The most common is MLA, and extensive referencing guidelines for MLA are contained in the SEFTMS handbook (available on Blackboard). You should use a recognised referencing style for your in-text citations and bibliography (e.g. MLA, Chicago, Harvard) and you must make sure you use that consistently throughout your essay.

The marking process

Please note: Marks for Honours level assignments and final course grades are not finalised until feedback from the external examiner has been considered. Note also that honours grades gained in individual courses remain provisional until the overall final classification made by the Honours programme examination committee.

The marking process for a MDIA 489 research essay is: a Media Studies staff member is appointed to mark the essay in consultation with the supervisor and the MDIA 489 Coordinator. They mark the essay and write

a report. The student's supervisor then writes a short response to the report and the grade given. Both reports are forwarded to the external Honours moderator. Your final grade is determined at the Media Studies Honours Examiners' Meeting.

Marking criteria

MDIA 489 markers are asked to respond to the following criteria:

- Clarity of the research question and thesis statement
- Whether the essay conforms to its stated scope, methodology and theoretical framework
- Knowledge of literature relevant to the topic
- Quality of the analysis
- Quality of the written expression

Receiving your grade and feedback

Grades are entered in Student Records following the Honours Examiners' Meeting, and are usually available to students a couple of days later. You will be notified closer to the time when those grades will be available. If you would like to see feedback on your essay, contact the MDIA 489 Coordinator once your grade is available.

SUBMISSION OF WORK

The Research Essay is submitted in two formats:

- Two hardcopies in the MDIA drop slot outside the Administration office: 83 Fairlie Terrace.
Attach an assignment cover sheet to your essay, found on Blackboard or outside the Administration office.
- Email your essay as a MS Word file to media-studies@vuw.ac.nz

EXTENSIONS AND PENALTIES

Extensions will be granted only in exceptional and unforeseen circumstances. Issues of workload do not constitute exceptional and unforeseen circumstances. Extensions are negotiated with your supervisor and the MDIA 489 Coordinator. Research essays submitted after Friday 11 October 2013 will be penalised by a 2.5 percent deduction from your total mark per work day.

MANDATORY COURSE REQUIREMENTS

To gain a pass in this course you must submit your research essay on or by the specified date (subject to such provisions as are stated for late submission of work).

CLASS REPRESENTATIVES

A class representative will be elected in the first workshop, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students. You can find out more information on Class Representatives on www.vuwsa.org.nz.

STATEMENT ON LEGIBILITY

You are expected to present work that meets appropriate standards. Work submitted during the course (i. e. work that is internally assessed) should be typed or prepared on a computer.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work. Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material

Designs and ideas

The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism>

TURNITIN

Work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

WHERE TO FIND MORE DETAILED INFORMATION

Find key dates, explanations of grades and other useful information at <http://www.victoria.ac.nz/home/study>. Find out how academic progress is monitored and how enrolment can be restricted at <http://www.victoria.ac.nz/home/study/academic-progress>. Most statutes and policies are available at <http://www.victoria.ac.nz/home/about/policy>, except qualification statutes, which are available via the *Calendar* webpage at <http://www.victoria.ac.nz/home/study/calendar> (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at http://www.victoria.ac.nz/home/about_victoria/avcacademic.

COURSE PROGRAMME

Week 1

Week 2 14 Mar Workshop 1: Introductory workshop, 3pm

Week 3

Easter Break: Thursday 28 March to Wednesday 3 April 2013

Week 4 R F 4 April Milestone deadline:
Research outline, with research question and methodology

Week 5 10 April Workshop 2: Library and database, 1pm

Week 6 17 April Workshop 3: Zotero, 1pm

Mid Trimester Break: Monday 22 to Sunday 28 April 2013

Week 7

Week 8 9 May Workshop 4: Troubleshooting, 3pm

Week 9

Week 10

Week 11

Week 12

20 June Milestone deadline:
Demonstration of familiarity with relevant literature (MDIA drop slot by 2pm).

Mid Year Break: Thursday 4 July to Sunday 14 July 2013

Week 13 18 July Workshop 5: Troubleshooting, 3pm

Week 14 25 July Milestone deadline:
Submission of a completed chapter (MDIA drop slot by 2pm)

School of English, Film, Theatre, & Media Studies
MEDIA STUDIES PROGRAMME COURSE OUTLINE MDIA 489

Week 15

Week 16

Week 17

Week 18

Mid Trimester Break: Monday 26 August to Sunday 8 September 2013

Week 19	9 Sept	Milestone deadline: First full draft (MDIA drop slot by 2pm)
	12 Sept	Workshop 6: Preparing final drafts, 3pm

Week 20

Week 21

Week 22

Week 23	11 Oct	Milestone deadline: Submission of Research Essay (2 copies to MDIA drop slot and an electronic copy to media-studies@vuw.ac.nz by 2pm)
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Week 24