TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

FACULTY OF HUMANITIES AND SOCIAL SCIENCES
SCHOOL OF LANGUAGES AND CULTURES

SCHOOL OF LANGUAGES AND CULTURES
(ASIA/CHIN/FREN/GERM/ITAL/JAPA/SPAN)
489 RESEARCH PROJECT
30 POINTS

TRIMESTER 1 AND 2 2015

Please read through this material very carefully in the first week of the course, and refer to it regularly.

Trimester dates

Teaching dates: 2 March to 16 October 2015
Easter/Mid-trimester break: 3–19 April 2015
Mid-year break: 2–12 July 2015
Mid-trimester break 2/3: 24 August to 6 September 2015
Study period: 19–23 October 2015
Examination/Assessment Period: 23 October to 14 November 2015

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds.

Names and contact details

Contact details of staff involved in this course are as follows:

Course Coordinator	Professor Yiyan Wang Office: vZ701 Phone: 463 56456 Email: yiyan.wang@vuw.ac.nz
Supervisors:	As determined by each Programme
Administrators:	Nina Cuccurullo Office: vZ610 Phone: 463 5293 Email: nina.cuccurullo@vuw.ac.nz Ida Li Office: vZ610 Phone: 463 5318

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Email: ida.li@vuw.ac.nz

School Office Hours: 9.00am – 4.30pm Monday to Friday

Contact Person for Māori and Pasifika Students	Dr Carolina Miranda Office: vZ502 Phone: 463 5647 Email: carolina.miranda@vuw.ac.nz
Contact Person for Students with Disabilities:	Dr Margaret Sutherland Office: vZ615 Phone: 463 5975 Email: margaret.sutherland@vuw.ac.nz
School Website:	www.victoria.ac.nz/slc

The Course Coordinator for 489 Research Project is Professor Yiyan Wang. She is available for student consultations at 2 - 3:00 on Tuesdays and 3 - 4:00 on Thursdays, or by appointment. Supervisors are assigned by each Programme and will arrange regular meetings with students.

Class times and locations

Workshops

489 Research Project includes a number of workshops/seminars designed to support students in developing advanced research skills and give you the opportunity to discuss your project with experienced researchers and with your peers. The workshops are held on Tuesdays from **1.10-2.00pm in KK203**. On days when workshops are not held, this timeslot is available for 489 Research Project peer-support/writing meetings.

Supervision

You will be assigned a supervisor for your research project by the Programme and will work with this supervisor to develop, research and write the research essay. Ideally, students and supervisors should meet fortnightly throughout the year.

Communication of additional information

Additional information or information on changes will be conveyed to students either via supervisors, seminars, Blackboard, or email. If you are not going to use the Victoria email address set up for you, we strongly encourage you to set up a forward from the Victoria email system to the email address you do use.

Prescription

A supervised research exercise.

Course content

SLC (ASIA/CHIN/FREN/GERM/ITAL/JAPA/SPAN) 489 Research Project is a full-year 30-point supervised research project for students in the Programmes of the School of Languages and Cultures. The main component of the course is the writing of the 489 research essay. This is supported through supervision meetings, the 489 research proposal, a brief written progress update, workshop attendance and an oral presentation of the research project.

This course gives students the opportunity to pursue an individual research project in the form of an extended essay of up to 10,000 words, with regular guidance and support from a supervisor within the School of Languages and Cultures. A research project is a mandatory part of an Honours degree in the School of Languages and Cultures. You

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will gain experience with high-level research, managing an independent project, presenting your work orally, and producing an extended piece of written work. Supervisors and workshops help students with research methods, essay structure and managing the project as a whole. Students wishing to enrol for the course should consult with academic staff to discuss your areas of interest and should ideally be in contact with the relevant Programme regarding your research topic and supervision prior to the start of trimester 1.

Course learning objectives (CLOs)

Students who pass this course will be able to:

1. demonstrate advanced research and argumentation skills, identify relevant research questions and answer these questions within appropriate methodological frameworks and using appropriate research;

2. present research findings effectively in both verbal and written forms and to manage a long-term project;

3. demonstrate enhanced skills in critical thinking and communication;

4. assess and analyse proficiently aspects of the societies and cultures studied.

Teaching Format

The main component of this course consists of supervised individual research and the completion of a 10,000-word research essay, but students are also expected to attend workshops, submit a research proposal and a brief written progress update, attend supervision meetings, and make an oral presentation to SLC staff and fellow students on the topic of your choice.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:
- make an oral presentation on your research project in Week 9 or 10, Trimester 1;
- submit the essay on or by the specified date. Please note that late submission of the 489 papers can only be approved by the Associate Dean of Teaching and only for unforseen circumstances.

Workload

The University Assessment Handbook has laid down guidelines as to the number of hours per week which students are expected to devote to a course in order to maintain satisfactory progress. The expected workload for a full year, 30-point course is 300 hours over the year, i.e. an average of 10 hours per week.

Although this course has only one assessed item, students should be aware of the tasks that require your attention throughout the two trimesters. These tasks include:

1. Research proposal
2. Oral presentation of research project
3. Statement on research progress to date
4. Full first draft of the paper
5. Submission of Research Essay.

Assessment

Assessment items and workload per item	%	CLO(s)	Due date
1	Research Essay (no more than 10,000 words)	100%	1, 2, 3, 4	Friday, 16 October

Research Essay: Due Friday 16 October, 4pm. 100% of final grade.

The Research Essay is a substantial academic work of individual research on a clearly defined topic, which you will develop in consultation with your supervisor. Your essay must articulate a clear research question and seek to answer it in a structured and theoretically informed manner. It should demonstrate your familiarity with the major issues and scholarship on the topic and present an extended argument on that topic. It may be written in English or in the target language. Your research essay should be no more than 10,000 words long and should include:

- a research question and/or thesis statement
- a theoretical and methodological framework
- demonstration of familiarity with relevant literature
- research findings and analysis
- proper referencing (footnotes or in-text citations)
- a bibliography
- any other Programme-specific requirements as outlined by your supervisor.

It is very important that you choose one of the standard methods of citation and bibliography and use it consistently throughout your essay. A clear and relatively brief handbook is the *MLA Handbook for Writers of Research Papers* 7th Edition (New York: The Modern Language Association of America, 2009). Another excellent choice is the *Chicago Manual of Style* 16th Edition (Chicago: University of Chicago Press, 2010). Please check with your supervisor as some Programmes have language-specific requirements.

Milestones

Completion of the Research Essay is structured around a series of milestones. These are intended to ensure that you make steady progress on your project across both trimesters and to identify and support anyone struggling with any aspect of the research project. If you are having difficulty in meeting any of these deadlines, please discuss this with your supervisor as soon as possible. The milestones are as follows:

1. Research proposal (approximately 2-3 pages, including Title, Abstract, Outlines and a brief reference list of research project due **Monday 20 April**)
2. Oral presentation of research project to School (10 mins + 5 mins for questions, held in **mid-May** in weeks 9 and 10 of trimester 1)
3. A brief (approximately 1 page) written progress update (due **Monday 3 August**)
4. Full first draft (due to supervisors **Friday 18 September**)
5. Submission of Research Essay (10,000 words, due **4pm Friday 16 October**)

Individual Programmes may also have other requirements. Please discuss this with your supervisor.

Formatting your Research Essay

There is no School-wide template for formatting the Research Essay, but your essay must include a title page with your name, Programme and the name of your supervisor. Bear in mind that your essay is a long document that someone has to read, and that you want that person to look as favourably as possible on your work. With that in mind, remember that 489 Research Essays are easiest to read and mark when they have:

- a cover sheet with your name, your Programme name, the title of the essay and your supervisor's name
- a half page abstract
- a clear table of contents
- an easy-to-read font in 12 pt and double-spaced lines
- clearly separated sections/chapters with subtitles
- page numbers
- been very thoroughly proof-read and had a spell check applied.

Individual Programmes may also have other requirements, so make sure to consult with your supervisor about what these are. You may also like to consult the examples held in vZ610 for ideas about formatting the essay.

Assessment

Your supervisor will assess your Research Essay, write a short report on it and suggest a grade. An external assessor from another university will then check the essay, report and grade. Marks are not final until this external feedback has been received and the grade confirmed at your Programme's Honours examination meeting.

Marking criteria

In general, the following criteria are used in marking the 489 research essays:
- clarity of the research question and/or thesis statement
- the extent to which the essay responds to the research question and achieves the goals set out
- the effectiveness of the methodology and theoretical framework employed
- knowledge of relevant literature and demonstration of effective research
- quality of analysis
- quality of written expression (including the ability to follow the requirements of academic writing).

Individual Programmes may have further Programme-specific requirements. Please check with your supervisor.

Submission and return of work

The research essay should be completed and handed in both electronically (via email) and in two hard copies (soft bound or stapled) to the SLC Honours Administrator, Ida Li (ida.li@vuw.ac.nz) no later than **4pm on Friday 16 October**. All assignments must include a cover sheet available from Blackboard or from the School of Languages and Cultures (SLC) Office.

Grades are entered in Student Records following the individual Programmes' Honours examination meetings, and are usually available to students shortly afterwards. You will be notified by the SLC Honours Administrator when essays and reports are available to be collected from the SLC Office.

Extensions and penalties

Extensions can only be granted by the Associate Dean of FHSS, and only in exceptional and unforeseen circumstances. Issues of workload do not constitute such circumstances.

Students should observe that the length of 489 papers is 10,000 words, including bibliography and footnotes. You are strongly advised to discuss this issue with your supervisor if you believe your paper will be longer or shorter by 10 %.

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

> Class Rep name and contact details:

Class reps will attend a meeting with the Head of School to discuss how the course is going and to raise any concerns or suggestions that they may have. You can find out more information on Class Representatives on the VUWSA website: www.vuwsa.org.nz

Student feedback

Response to feedback for this course will be discussed in class or delivered via Blackboard.
Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progess (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: http://library.victoria.ac.nz/library-v2/find-your-subject-librarian
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz

Course Programme

Week	Date	Workshop	Milestones/Due dates
1	3 March	Introductory meeting: Research and methods	
2	10 March	Library resources for advanced research (databases, research tools etc.)	
3	17 March	Preparing your research proposal	**Begin drafting proposal**
4	24 March	Bibliographic programmes (Endnote, Zotero)	
5	31 March	Workshop on draft proposals	**Draft proposals to workshop**

EASTER/MID-TRIMESTER BREAK: 3-19 APRIL

Week	Date	Workshop	Milestones/Due dates
6	21 April	Writing strategies workshop	**Proposal due to supervisor 20 April**
7	28 April	*Peer-support/writing meeting*	
8	5 May	Workshop on oral presentations	
9	Week of 11 May	Oral presentations	**Oral Presentations (dates and times TBC)**
10	Week of 18 May	Oral presentations	**Oral Presentations (dates and times TBC)**
11	26 May	*Peer-support/writing meeting*	
12	2 June	*Peer-support/writing meeting*	

MID-YEAR STUDY/EXAMINATION PERIOD AND BREAK: 8 JUNE – 12 JULY

Week	Date	Workshop	Milestones/Due dates
1	14 July	Progress update workshop	
2	21 July	*Peer-support/writing meeting*	
3	28 July	*Peer-support/writing meeting*	**Progress updates due to supervisor 3 August**
4	4 August	*Peer-support/writing meeting*	
5	11 August	*Peer-support/writing meeting*	
6	18 August	Editing, formatting, and troubleshooting workshop	

MID-TRIMESTER BREAK: 23 AUGUST – 7 SEPTEMBER

7	8 September	*Peer-support/writing meeting*	
8	15 September	*Peer-support/writing meeting*	**Research Essay draft due to supervisors 18 Sept.**
9	22 September	*Peer-support/writing meeting*	
10	29 September	*Peer-support/writing meeting*	
11	6 October	*Peer-support/writing meeting*	
12	13 October	*Peer-support/writing meeting*	

FINAL VERSION OF RESEARCH ESSAY DUE TO SLC OFFICE IN vZ610 BY 4PM, FRIDAY 16 OCTOBER