



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES
SCHOOL OF LANGUAGES AND CULTURES**

**(ASIA/CHIN/FREN/GERM/ITAL/JAPA/SPAN)
489 RESEARCH PROJECT
30 POINTS**

TRIMESTER 1 AND 2 2016

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

Trimester dates

Teaching dates: 29 February to 14 October 2016
Easter break: 24–30 March 2016
Mid-trimester break: 25 April to 1 May 2016
Mid-year break: 30 June to 10 July 2016
Study period: 17 – 21 October 2016
Examination/Assessment Period: 21 – 12 November 2016

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

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 **12.00pm – 12.50pm CO228**. 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.

Names and contact details

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

Course Coordinator Professor Yiyang Wang
Office: vZ701
Phone: 463 6456
Email: yiyang.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
Email: ida.li@vuw.ac.nz

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

Contact Person for Māori and Pasifika Students Dr Ross Woods
Office: vZ504
Phone: 463 5098
Email: ross.woods@vuw.ac.nz

Contact Person for Students with Disabilities: Dr Andrea Hepworth
Office: vZ604
Phone: 463 5321
Email: andrea.hepworth@vuw.ac.nz

School Website: www.victoria.ac.nz/slc

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

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. The learning process consists of self study, supervision meetings, submissions of the 489 research proposal and 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 will gain experience with high-level research, especially skills in managing an independent project, in oral presentation, and in 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 as early as possible. Students are strongly encouraged to contact the relevant Programme regarding your research intention, possible working topic(s) and supervision prior to the start of trimester 1.

Course learning objectives (CLOs)

Students who pass this course will be able to:

- demonstrate advanced research and argumentation skills, identify relevant research questions and answer these questions within appropriate methodological frameworks and using appropriate research;
- present research findings effectively in both verbal and written forms and to manage a long-term project;
- demonstrate enhanced skills in critical thinking and communication;
- 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 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 FHSS Associate Dean of Students and only for unforeseen circumstances.

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

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 Research Essay;
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, 14 October

Research Essay: Due Friday 14 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 Programmes may 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 11 April**)
2. Oral presentation of research project to School (10 mins + 5 mins for questions, held in **May**)
3. A brief (approximately 1 page) written progress update (due **Monday 1 August**)
4. Full first draft (due to supervisors **Friday 16 September**)
5. Submission of Research Essay (10,000 words, 3 copies, due **4pm Friday 14 October**)

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 your assessors have to read, and that you want that them to look as favourably as possible on your work. In other words, 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.

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

Individual Programmes may have other requirements. Students should 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.

Assessment 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 THREE hard copies (soft bound or stapled) to the SLC Honours Administrator, Ida Li (ida.li@vuw.ac.nz) no later than **4pm on Friday 14 October**. Your submission must also 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. One copy of the essay will be returned to you when the assessment process is complete.

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.

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 in the first or the second week 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

N. A. This is not a standard course. Students are taught primarily by their supervisor and this course is largely an aid to the process of writing the research paper.

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
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (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

- Special passes: refer to the *Assessment Handbook*, at www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- 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
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- 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	01 March	Introductory meeting: Research and methods	
2	08 March	Library resources for advanced research (databases, research tools etc.) Guest Workshop convenor: Tony Quinn, Humanities Subject Librarian, VUW Library	
3	15 March	Workshop on how to write research proposals	Begin drafting proposal
4	22 March	Bibliographic programmes (Endnote, Zotero) Guest Workshop convenor: Tony Quinn, Humanities Subject Librarian, VUW Library	
5	5 April	Preparing your research proposal	Draft proposals to Writing Space on Blackboard
EASTER BREAK: 25 – 29 MARCH			
6	12 April	Writing strategies workshop Guest Workshop convenor: Dr Kathryn Sutherland, FHSS Associate Dean for Teaching	Proposal due to supervisor 19 April
7	21 April	Workshop on oral presentations	
8	28 April	MID-TRIMESTER BREAK: 25 APRIL – 01 MAY	
9	03 May	Peer-support/writing meeting	
10		<i>Oral presentations</i>	Oral Presentations (dates and times TBC)
11		<i>Oral presentations</i>	Oral Presentations (dates and times TBC)
12	24 May	Workshop on how to write literature reviews	
13	31 May	Peer-support/writing meeting	

Topic to be suggested by students

MID-YEAR STUDY/EXAMINATION PERIOD AND BREAK: 07 June – 10 July

1	12 July	Workshop on “Progress Updates”	Progress updates to Blackboard
2	19 July	Peer-support/writing meeting	Progress updates due to supervisor 1 August
3	26 July	Peer-support/writing meeting	
4	02 August	Peer-support/writing meeting	
5	09 August	Editing, formatting, and troubleshooting workshop Guest workshop convenor: Dr Deborah Laurs, Postgraduate Learning Adviser	
6	16 August	<i>Peer-support/writing meeting</i>	

MID-TRIMESTER BREAK: 22 AUGUST – 04 SEPTEMBER

7	06 September	Peer-support/writing meeting	
8	13 September	Peer-support/writing meeting	Research Essay draft due to supervisors 16 Sept.
9	20 September	Peer-support/writing meeting	
10	27 September	Peer-support/writing meeting	
11	04 October	Peer-support/writing meeting	
12	11 October	Peer-support/writing meeting	

FINAL VERSION OF RESEARCH ESSAY DUE TO SLC OFFICE IN vZ610 BY 4PM, FRIDAY 14 OCTOBER