



Guidelines Governing Honours Essays

Department of Political Science

This document serves as the syllabus for 4010 and for 4011 for Political Science Honours students, research supervisors and the Head of the Department.

(as prepared June 2009)

www.mun.ca/posc/undergraduate/Guidelines_Honours_Essays.pdf

Honours Essay Learning Contract

Department of Political Science

To be completed when requesting enrollment in POSC 4010

I, _____ [*print name*], confirm that:

I have read and understand the *Guidelines Governing Honours Essays* in its entirety, including the expectations for the research proposal and for the research Essay;

I will maintain good communication with my Essay supervisor and attend regular meetings;

I am aware that if I receive a final grade below 70% in 4010 or 4011 on my first attempt that I will be ineligible for an Honours degree. I must earn a minimum grade of 70% in 4010 to be eligible to enroll in 4011. If I earn a grade between 50% and 69% in either 4010 or 4011, the credit hours may be eligible for use towards a B.A., but will not qualify towards an Honours; and,

I am aware of the importance of following the timelines identified in the *Guidelines* and recognize that if I do not comply with the provided schedule that this may affect my grade, that I will risk being eligible for my preferred degree and convocation ceremony, and/or that the Essay supervisor may request to be relieved of supervision duties which would require that a new supervisor be located.

My anticipated research subject is:

My anticipated research supervisor is: _____

Signed: _____

Date: _____

MUN e-mail: _____

MUN ID: _____

(Submit original to the Department Head at the start of 4010; copies provided to student and Essay supervisor)

OVERVIEW OF THE HONOURS ESSAY

Prerequisites

- Enrollment in the Honours program. The Essay is usually prepared in the student's final year.
- Students are expected, but not required, to have completed the two designated research/writing courses required for their degree and POSC 3010 (Empirical Methods) prior to enrolling in POSC 4010 in order to ensure that they are familiar with academic standards of research, organization, writing and presentation.
- Usually a candidate will locate a research supervisor in the semester prior to enrolling in 4010.
- An "add/drop" form must be signed by the Head of the Department to enroll in either 4010 or 4011.
- Students cannot enroll in 4011 unless they have received a minimum final grade of 70% in 4010.

Independent Research and Writing

- All Honours candidates must complete 4010 and 4011 (see *Appendix 1*).
- Students communicate regularly with a research supervisor—a faculty member in the Department of Political Science—who guides their research and writing. There are no classes, no classmates, no textbooks, and no tests or exams.
- During 4010, students must prepare a formal research proposal and must submit at least one section of their Honours Essay to their research supervisor.
- During 4011, the Honours Essay must be completed. This material should reflect work equivalent to two senior level courses and be polished, well researched and well integrated.

High Academic Standards

- All Honours candidates must earn a minimum of 70% on both of Political Science 4010 and 4011. These courses cannot be repeated or substituted. Students who earn less than 70% in either course on the first attempt become ineligible for an Honours degree in Political Science.
- All Honours Essays must demonstrate high levels of academic merit and conform to standard presentation styles established by the Department.

HONOURS ESSAY I (POSC 4010)

The first part of the Honours Essay, POSC 4010, usually occurs in the Fall semester of a student's fourth year.

4010 Honours Essay I: develops independent research and writing skills through regular meetings with a research supervisor, the preparation of an approved research proposal, and the completion of a high quality draft of at least one section of the Honours essay. Students are expected to follow the Department's "Guidelines Governing Honours Essays". Prior to enrolling, and ideally a semester in advance, students should contact the Head of the Department to identify a potential supervisor. Prerequisite: Enrollment in the Honours program and permission of the Head of the Department.

Identifying a Research Topic

At the end of the student's third year, and before enrolling in POSC 4010, the student should think about a possible research topic. This might begin by attending the Department's information session for Honours students (in March) and reviewing the list of past project titles available on the Department's website. What interests you? Is there a topic from one of your political science courses that you'd like to understand better? Is there something in the news that has caught your attention? Is there a subject that you might research further in graduate studies and/or that is related to your career preferences? Choosing a topic should not be particularly onerous and arguably matters less than finding the right fit with a research supervisor. Identifying a research question that you find intriguing and developing a good relationship with your supervisor usually results in a more enjoyable research experience.

Identifying a Research Supervisor

Students need to identify faculty members in the Department of Political Science whose expertise is most closely related to the student's interests; from these they should identify a potential supervisor with whom they would like to work. Students may wish to consider faculty members whom they have taken courses with before in an area of mutual interest and with whom they feel comfortable. Reviewing the "People" section of the Department's website is an excellent way to identify various areas of expertise.

Prior to enrolling in POSC 4010 students should communicate with the Head of the Department about their interests and ideas for possible supervisors. The Head will recommend which faculty member to approach. Contact the faculty member to see if he/she would be interested and available to act as a supervisor.

It is the student's responsibility to ensure that a faculty member is willing to supervise the Honours Essay and that he/she will be available to provide the necessary guidance during the period when the Essay is being written. The Department can accept no responsibility in cases where a student wishes to undertake an Honours Essay in a field in which no Department member is able or willing to provide supervision. Only in the most unusual of circumstances will the Head of the Department give approval for a student to be supervised by a faculty member from another department. If you have difficulty locating a supervisor please contact the Head of the Department immediately.

Start of 4010 Semester

Prior to, or immediately after, an initial meeting with a potential research supervisor students should review completed Honours Essays on file in the Centre for Newfoundland Studies in the QEII library for examples of successful documents. This will assist with organizing the research proposal and envisioning what the final product will look like. Note however that some requirements, such as documentation style, were updated for Essays filed in the library beginning in Winter 2010.

Supervision

It is the responsibility of students to initiate an initial meeting with their research supervisor to discuss the proposed research project. The first meeting should involve identifying the student's topic, what the research question will be, and what the research supervisor's expectations and availability are.

Once the research proposal has been finalized the student is expected to meet with his/her research supervisor at least once every two weeks for the remainder of the semester. The supervisor may require that progress reports be submitted. It is the student's responsibility to be proactive in seeking guidance and the supervisor is expected to be reasonably accessible to the student.

If the student does not comply with the schedule outlined in these Guidelines, the Essay supervisor may request to the Head of the Department that he/she be relieved of supervision duties, and that a new supervisor be located. If a student has difficulty reaching the supervisor this should be brought to the attention of the Head of the Department for assistance.

4010 Research Proposal

The research proposal is the first stage in any significant research undertaking. It helps to ensure that you receive guidance before proceeding further. Ideally information prepared for the proposal will be integrated into the Honours Essay itself. The components of the proposal are identified below.

At a minimum a draft proposal and a revised proposal must be completed to the research supervisor's satisfaction. Multiple revisions may be required. When the supervisor is ready to approve the proposal then he/she will sign one copy as acceptable and return it to the student. The supervisor will retain a second copy. No subsequent changes may be made to the proposed topic or procedures without the *written approval* of the supervisor.

a) Working Essay Title

Identify a preliminary title of your Essay. This will be subject to change but provides an indication of what you are planning to write about. Your topic should be sufficiently broad that primary data collection will not be required and that there will be literature available on it to review. However, the scope should be sufficiently narrow that it lends itself to testing a hypothesis and is therefore manageable.

b) Research Questions

Present a short list of research questions that you are hoping to answer in your Essay. There should be one clearly identified primary overarching research question that is directly related to your working Essay title. The remaining questions are supplementary and may or may not be answered.

c) Essay Introduction and Thesis Statement

Submit a well-written preliminary paragraph that captures the reader's interest, states the topic, identifies how you will address the topic, and establishes the tone of the Essay. This must state what the research question or problem is and clearly define the problem or issue. It must end with a preliminary thesis statement that is a hypothesis statement that addresses your primary research question – a position that your research will try to prove or disprove through research and analysis.

d) Essay Outline

The outline is approximately 5 pages of proposed chapter headings and subheadings – usually five chapters, including an introduction and a conclusion. Each subheading must include some background information that explains what content will be included and why it is important for answering your research question. Next to each subheading identify the proposed number of double-spaced pages; the total number is to be 40 to 50 pages.

When preparing the outline draw upon your academic knowledge to identify the areas of political science literature that you should integrate. This component must clearly demonstrate that you have reviewed many of the sources listed, must identify some of the overarching theories in the literature and must establish the relevance of your sources.

Ordinarily primary data collection will not be required. Note that university and department regulations require that research ethics approval must be obtained prior to the administration of any interviews. The research supervisor can advise about this process.

e) List of Sources

This is a robust list of literature that you may draw upon when researching your Essay. Standard presentation information is required (e.g., author, title, editor, periodical, pages, website, publisher, place of publication, date, edition). Your preliminary list must be principally comprised of academic books and journal articles; peer-reviewed academic journals, such as the *Canadian Journal of Political Science*, must be consulted. These are to be supplemented with other sources such as government documents, statistical data and news items from reputable news organizations. Scholarly resources must take precedence over non-scholarly materials. The depth of research for an Honours Essay is much more demanding than for an ordinary course. At a minimum, at least 10 books and 10 journal articles should be identified at this stage; at least 5 government documents (if applicable); and at least 5 sources of statistical data and news items. Note that the final Essay will demonstrate use of more sources than this.

4010 Honours Essay Section (1/3rd of total Essay)

During POSC 4010 a significant amount of the Honours Essay must be completed in preparation for POSC 4011. After the research proposal has been approved the student is to submit, by the first day of the official exam period, about one-third of the total page count (approximately 15 pages). This is normally the introduction and first chapter. It must be prepared at a high standard that observes the Honours Essay instructions provided in the 4011 section of these Guidelines.

Grading

While observing the grading guidelines (*Appendix 2*), the research supervisor will assign a grade that is primarily based upon the first draft of the Honours Essay section, but which also considers the research proposal, various progress reports and other associated factors. A grade of at least 70% must be awarded for the student to enroll in POSC 4011.

Timelines for 4010

Editing, redrafting and attention to detail takes time. It is therefore in the student's interests to be a good time manager and to complete as much work as early in the semester as possible.

4010 Timeline	Student's Tasks	Supervisor's Tasks
Prior to fourth year	<ul style="list-style-type: none"> March: Attend the Department's information session for Honours students. Enroll in POSC 4010, contact potential supervisor, and review "Guidelines Governing Honours Essays". Book study room in QEII library (if desired). 	<ul style="list-style-type: none"> Meet with the prospective Honours student and provide advice as required.
1 st week	<ul style="list-style-type: none"> Consult with research supervisor. The supervisor will explain the criteria used for grading various tasks during the semester and the requirements for the research proposal. Complete "Learning Contract" and submit to Department Head. 	<ul style="list-style-type: none"> Receive copy of completed "Learning Contract". Meet with the student and review the "Guidelines" together. Advise of the need for ethics approval if interviews are being considered. Keep a record of meetings with student(s) whom you are supervising.
Last Monday in September	<ul style="list-style-type: none"> Deadline to present supervisor with written research proposal. 	<ul style="list-style-type: none"> Receive the student's written Honours Essay proposal.
First Monday in October	<ul style="list-style-type: none"> Supervisor will return research proposal with feedback. 	<ul style="list-style-type: none"> Provide written comments on the proposal and return to the student.
Within 7 days of receiving feedback on proposal	<ul style="list-style-type: none"> Deadline to present supervisor with revised research proposal. Begin regular meetings with supervisor (at least every two weeks). 	<ul style="list-style-type: none"> Ensure the student submits a revised proposal. If it is satisfactory, keep one copy and return the original to the student, signed as being acceptable.
By first day of official exam period	<ul style="list-style-type: none"> Deadline to submit a draft of at least one section of the Honours Essay (about 1/3rd of total Essay). 	<ul style="list-style-type: none"> Receive at least one section of the Honours Essay. This first draft, along with progress reports, will be the basis for a grade for 4010.
By the end of the official exam period	<ul style="list-style-type: none"> Course completed. If grade awarded in 4010 is at least 70%, enroll in 4011; if lower than 70%, follow requirements for Major degree. 	<ul style="list-style-type: none"> Submit grade for 4010.

Note: This assumes that POSC 4010 is being followed in the Fall semester. Students taking 4010 in the Winter or Spring semesters should consult with their supervisor to identify corresponding dates. Should identified days fall on a University holiday then the due date falls on the next business day.

Students Considering Graduate School

Honours candidates who are considering graduate studies are advised that application deadlines tend to begin in early January. Scholarship competitions like the SSHRC fellowship often have even earlier deadlines. Students may need assistance preparing personal statements and identifying potential referees to write reference letters. All such students are advised to speak with their Honours Essay supervisor and/or contact the Department's graduate coordinator during the Fall semester for advice.

HONOURS ESSAY II (POSC 4011)

The second part of the Honours Essay, POSC 4011, usually occurs in the semester immediately following completion of POSC 4010 with a minimum final grade of 70%.

4011 Honours Essay II: building on skills developed in 4010, requires students to complete the writing of their Honours essay, including submitting a high quality complete draft before the midpoint of the semester, with the final complete document to follow soon afterwards. Students are expected to meet regularly with their research supervisor and to follow the Department's "Guidelines Governing Honours Essays". Prerequisite: Completion of POSC 4010 with a minimum grade of 70%.

Start of 4011 Semester

Students need to complete a considerable amount of Honours Essay work during the first month of 4011. This allows time for the substantial additional research and redrafting that tends to be required. By the end of the semester the pressure to complete the Essay requirements will increase at the exact time that demands in other courses tend to peak. Students who completed Essay work earlier on will be thankful and, generally speaking, more likely to earn a strong grade.

Note: In order to meet the student's desired convocation event date, it is the student's first responsibility to ensure that the completed Essay is submitted by the prescribed deadline.

Supervision

The student is expected to meet with his/her research supervisor at least once every two weeks throughout the semester. The supervisor may require that progress reports be submitted. As with POSC 4010, if the student does not comply with the schedule outlined in these Guidelines, the Essay supervisor may request to the Head of the Department that he/she be relieved of supervision duties, and that a new supervisor be located. If a student has difficulty reaching the supervisor this should be brought to the attention of the Head of the Department for assistance.

4011 Research Essay

The final version of all Honours Essays must be of a consistently high standard with similar formatting. Some of these are described below; see grading guidelines for a further indication of content expectations.

a) Length

The length of the Essay is to be 40 to 50 double-spaced pages in length. This page count does not include appendices, endnotes, bibliography, and other supplementary material. The supervisor is to be firm in adhering to length regulations. Essays that are significantly shorter or longer than this risk receiving a lower grade based on length.

b) Peripherals

All Honours Essays will have a title page (see *Appendix 3* for correct format), a 250-word abstract that is a brief statement of the problem examined and the major findings or results of your study (see *Appendix 4* for correct format), and a bibliography that lists references cited in the text in alphabetical order (see *Appendix 6*). Essays may also have appendices for supplementary material of an illustrative nature. In particular the bibliography of sources consulted must be presented in an error-free manner with a consistent standard of presentation.

A preface and/or acknowledgements page may be included at the student's discretion. A preface should include the writer's reasons for undertaking the study, its background, scope, and purpose. (These remarks might otherwise be included in the body of the paper. If there is no preface, head the section ACKNOWLEDGEMENTS.) This is also the place to acknowledge direct and substantial assistance by people who have helped the student with the study.

c) Page Numbering

Pages must be numbered sequentially. There is no page number on the cover page. Preliminaries such as the abstract and acknowledgements pages are to be numbered in lower case Roman numerals (i, ii, iii, iv...). The body text (i.e., Chapter 1) is to be numbered in Arabic numerals (1, 2...). To facilitate binding the page numbers are to be positioned in the bottom right corner.

d) Headings

The main body of the text is usually divided into sections with the title in capitals. If subheadings are required a descending order is to be adopted (see *Appendix 5*).

e) Writing Style

As with the *Canadian Journal of Political Science*, Honours Essays must generally follow standards of Canadian English. Authors should be mindful that the Essay may be read by others over an extended period of time; therefore remarks concerning individuals or current events must be appropriately explained.

Capitalized words are generally avoided, however political parties' names should be capitalized, usually with the word "party" in lower case (e.g., "Liberal party). Numbers less than 10 are spelled out and use numerals for 10 up (e.g., "The Liberal party won nine out of 22 seats"). Within the text spell out percentages (e.g., "8 per cent", not "8%"). The initial reference to an institution should appear in full followed by an abbreviation; do not use periods in abbreviations (e.g., "...the Member of Parliament (MP) was..."). Consult the *CJPS Guidelines* for style on other matters such as gender-neutral language; the use of "ise/ize"; examples of particular spellings; hyphenation; the presentation of dates; Latinized terms; and other styles.

f) Quotations

Information from sources should be paraphrased rather than directly quoted. When a quote is suitable this is to be integrated into the text as part of a sentence written by the student. On rare occasions students may opt to insert a quotation that is five or more typeset lines, in which case it should be offset from the text and end with a bibliographic reference following the period.

g) Tables

Tables should follow immediately after the first mention in the text. Number them consecutively in Arabic numerals (Table 1, Table 2...). The format of presenting data in a table must be consistent with the source of information appearing immediately below. Tables that are more than two pages long should be placed in an appendix following the bibliography. Maps, plates, graphs, and diagrams throughout the text should also be numbered consecutively (Figure 1, Figure 2...). Reduce photographically if necessary.

h) In-Text Citation

The style of documentation must be consistent with the *Canadian Journal of Political Science Editorial Style Guidelines*. The most current version of the *CJPS Guidelines* can be located online and students can also consult recent editions of the *CJPS* for presentation examples.

An embedded “in-text” citation style is to be used for the Honours Essay. Immediately following the use of information from a source, the author’s last name, the year of publication and, if appropriate, the relevant page number(s) are to be inserted. Examples of how this may be presented are provided below. Consult the *CJPS* for information about other presentation guidelines, including works by multiple authors, multiple sources, and references to court cases.

Example 1: The 2008 American general election result is considered to be one of the most significant in the history of the United States (Smith, 2009).

Example 2: John Smith (2009) maintains that the 2008 American general election result is one of the most significant in the history of the United States.

Example 3: According to John Smith (2009: 45), “the outcome of the 2008 election was a seismic event in a country with a history of fragile race relations.”

i) Bibliography

A list of all references cited follows the text in a bibliography (see example in *Appendix 6*). Material is to be arranged alphabetically. The bibliography appears at the end of the last chapter.

The presentation of sources only available on the Internet must, to the extent possible, approximate documentation formats of conventional sources, as well as indicating when you accessed the site. Identifying the access date in the bibliography for all online sources is important due to the changing nature of online content.

j) Endnotes

Endnotes, not footnotes, may be used sparingly by the author to provide explanatory text. The endnotes are to appear at the end of each chapter.

k) Appendices

Include tables over two pages long, background documents, or other materials not directly relevant to the text. Place after bibliography, and label “Appendix 1”, “Appendix 2”, etc.

Timelines for 4011

It is easy for the researcher to underestimate the time demands involved with finalizing a research project that must meet established requirements. Time is needed for the research supervisor to review and provide feedback; to ensure that the final product is consistent with the standards for an Honours Essay; for the student to act on the changes requested by the supervisor and second reader; and to provide the final paper copies. As with POSC 4010, students are advised to complete as much work as early in the semester as possible.

There is very limited flexibility with the Honours Essay deadlines. Unless there are exceptional circumstances the Head of the Department will only assign a second reader for the current semester if the graded Essay was provided to the Head by the first day of the official exam period. Students whose essays have not been graded by their supervisor by this date will ordinarily be assigned a grade of incomplete until the end of the next semester.

4011 Timeline	Student's Tasks	Supervisor's Tasks
1 st week	<ul style="list-style-type: none"> Meet with research supervisor, who will explain the criteria used for grading various tasks during the semester and especially the Honours Essay itself. Review "Guidelines Governing Honours Essays". 	<ul style="list-style-type: none"> Continue to meet with the student at least every two weeks. Keep a record of meetings with the student(s) whom you are supervising this semester. Ensure that any required ethics approval has been obtained.
1 st Monday in March	<ul style="list-style-type: none"> Deadline to present supervisor with a <i>complete</i> draft of the Honours Essay. 	<ul style="list-style-type: none"> Ensure that a complete draft of the Honours Essay is received.
Within 7 days of submitting complete draft	<ul style="list-style-type: none"> Supervisor will return draft Honours Essay with feedback. Student will revise and resubmit. This process is to be repeated as many times as required (if time allows) to meet the Honours Essay standards. 	<ul style="list-style-type: none"> Return the draft to the student with written comments. Repeat as necessary when the student submits a revised version.
By first day of official exam period	<ul style="list-style-type: none"> Deadline to present supervisor <u>and</u> Head of Department with final Honours Essay. This is the version that will form the basis of a grade in 4011. Students not submitting a final Essay by this date will automatically be awarded a grade of incomplete. Beyond this date there is no guarantee that the student will qualify for the Honours designation. 	<ul style="list-style-type: none"> Receive final Honours Essay. This final draft, along with progress reports, will be the basis for a grade for 4011. The Department Head will simultaneously have the Essay graded by a second reader (and a third, if necessary).
By the end of the official exam period	<ul style="list-style-type: none"> Receive any corrections required by the second reader. 	<ul style="list-style-type: none"> Submit a completed evaluation form (<i>Appendix 7</i>) to the Head of the Department. If necessary: The Department Head will have the Essay graded by a third reader.
Within 3 days of the end of the official exam period	<ul style="list-style-type: none"> Provide the Head of the Department with four final corrected copies and a completed University Library release form. 	<ul style="list-style-type: none"> The Head of the Department will ensure that all corrections are made, that final copies are submitted and distributed, and that all forms are completed.
Once corrected copies and release form are received	<ul style="list-style-type: none"> Course completed. If grade awarded in 4011 is between 50-69% the credit hours may be used towards a Major degree instead of an Honours. 	<ul style="list-style-type: none"> The Head of the Department will assign the grade (in consultation with the supervisor).

Note: This assumes that POSC 4011 is being followed in the Winter semester. Students taking 4011 in the Spring or Fall semesters should consult with their supervisor to identify corresponding dates. Should identified days fall on a University holiday then the due date falls on the next business day.

Grading

The grade for POSC 4011 will be determined as the average of the grade assigned by the research supervisor and the grade recommended by a second reader. The graders must be mindful that all Honours Essays must meet University and Department standards, including consistent presentation style, depth of research, writing quality, and analysis of information.

The supervisor will follow the grading guidelines (see *Appendix 2*) and submit a written report (see *Appendix 7*) to the Head of the Department. The Head will designate a second reader, usually a member of the Department, who will be responsible for grading the Essay and returning it with a written report to the Head within one week (also using *Appendices 2* and *7*). The student will not normally be informed of the identity of the second reader. In cases where there is a greater than 10 mark (or one grade) spread between the two grades, the Head will designate a third person to read the Essay, and will award a grade in consultation with the supervisor.

Final Copies (required prior to receipt of grade for POSC 4011)

After any changes required by the second reader have been made, the student must provide four final corrected copies of the Honours Essay to the Head of the Department on standard 8½" X 11" white paper (single sided). Essays submitted electronically, written by hand or on non-standard paper cannot be accepted. Final copies must be polished documents and free from all spelling or grammatical errors. This must be done before the grade can be submitted to the Registrar's Office and before the degree is conferred. A University Library release form (see *Appendix 8*) must also be completed and submitted. The University Library arranges for the binding of its own copy. The Department's, the supervisor's, and the student's own copies will be bound in soft cover through University facilities.

Appendix 1 – Honours Degree Requirements

HONOURS DEGREE REQUIREMENTS

To qualify for the degree Bachelor of Arts (Honours) in Political Science, students are required to complete at least 60 credit hours in courses offered by the Department, including:

- a. 1000;
- b. a minimum of 15 credit hours at the 2000-level, which must include: 2010, 2100, 2800, and a minimum of two of 2200, 2300, 2600;
- c. a minimum of 36 credit hours at the 3000-level or above, which must include:
 - (1) a minimum of 18 credit hours at the 3000-level, which must include 3010, a minimum of three credit hours from a course numbered 32xx or 33xx, and a minimum of three credit hours from a course numbered 36xx or 38xx; and,
 - (2) a minimum of 15 credit hours at the 4000-level, which **must include 4010, 4011.**

Only one of 1010 or 1020 can be included among the 60 Political Science credit hours.

(Students who had completed at least one Political Science course at the 2000-level or higher before September 2009 ordinarily will follow the old degree regulations or may choose to opt in to the new regulations identified above. If following the old regulations, POSC 4010 is to be substituted for the former POSC 4950, and POSC 4011 is to be substituted for the former POSC 4951.)

Note: The official University calendar and information provided by the Registrar's Office presides.

Appendix 2 – Grading Guidelines

GRADING GUIDELINES FOR POSC 4010 AND POSC 4011

The following guidelines will be used by the research supervisor, as applicable, for the calculation of a numeric grade in 4010 and in 4011. For POSC 4011 the second reader will consider only Essay and timeliness considerations. In all cases the greatest weight in calculating a final numeric grade will be placed on the quality of the Essay itself.

Grades Eligible for Course Credit for the Honours Program

90% to 100% (A+)

Essay: An excellent paper deemed to show a thorough and superior understanding of the subject under discussion and displays significant insights. It makes precise and clear arguments and is thoroughly researched. Its organization is very logical and coherent. It makes all relevant connections to relevant literature and theory. It is written and presented in excellent scholarly fashion; it clearly follows directions for the format of the Essay; it has no spelling, grammatical or syntactic mistakes; and it reads very smoothly.

Communication: The student maintained excellent communication with the research supervisor by regularly initiating contact, acknowledging the supervisor's e-mails, acting on requests and by attending all scheduled meetings.

Timeliness: The deadlines identified in the Guidelines were very closely observed by the student and the Essay was finalized as required.

85% to 89% (A)

An excellent effort deemed to meet most of the "A+" criteria, but has some minor flaws.

80% to 84% (A-)

A superior effort deemed to meet many of the "A+" criteria, but has some flaws and therefore does not quite meet standards of excellence.

75% to 79% (B+)

Essay: A very good paper deemed to show a good understanding of the subject under discussion and displays at least some insights. It makes fairly clear and precise arguments and is adequately researched. Its organization is, for the most part, logical and coherent. It makes some connections to relevant literature and theory. It has no major or consistent spelling, grammatical, or syntactic mistakes. However, it is written in less than perfect scholarly fashion and does not always read very smoothly.

Communication: The student maintained good communication with the research supervisor by remaining in contact, receiving the supervisor's e-mails, acting on most requests, and/or attending most scheduled meetings.

Timeliness: The deadlines identified in the Guidelines were closely observed by the student and the Essay was nearly finalized by date required.

70% to 74% (B)

Essay: A good paper that meets many of the “B+” criteria, but which is deemed to have additional flaws.

Communication: The student maintained a reasonable level of communication with the research supervisor by usually remaining in contact, but perhaps not responding to all e-mails, not acting on all requests, and/or not attending some scheduled meetings.

Timeliness: The deadlines identified in the Guidelines were loosely observed and the Essay was in draft form by the date required.

Grades Eligible for Course Credit for the Major Program

Papers awarded a course grade below 70% will not be deposited in the university library (re: *Appendix 8*)

65% to 69% (B-)

Essay: A less than satisfactory paper deemed to show an understanding of some of the issues related to the subject under discussion but displays few insights. It attempts to make some arguments but they are not always too clear or precise and not entirely well researched. Its organization is not always logical or coherent. It makes few connections to relevant literature and theory. Though there are no major spelling mistakes or grammatical problems, it is written in an informal manner and does not always read smoothly.

Communication: The student maintained a basic level of communication with the research supervisor by not always remaining in contact, not responding to all attempts by the supervisor to contact the student, not acting on all requests, and/or missing some scheduled meetings without explanation.

Timeliness: The student appeared to exhibit relatively little concern for deadlines identified in the Guidelines and the Essay was not completed by the date required.

55% to 64% (C) and 50% to 54% (D)

Essay: An inadequate paper deemed to show a poor understanding of the issues related to the subject under discussion and displays no insights. It attempts to make some arguments but they are not clear or precise and are poorly researched. Its organization lacks logic and coherence. It hardly makes any connection to relevant literature and theory. It is written in an informal manner, may not read very smoothly, and may contain major or consistent spelling, grammatical, or syntactic mistakes.

Communication: The student was a poor communicator and did not usually initiate and/or maintain contact with the research supervisor.

Timeliness: Deadlines identified in the Guidelines tended not to be followed and the Essay was not completed by the date required.

Grades Not Eligible for Course Credit

Less than 50% (F)

Essay: A paper deemed to be extremely weak and/or unacceptable. There are no arguments or they are either unclear or very poorly developed. It is written in an informal manner and may present major or consistent spelling, grammatical, or syntactic mistakes. Also, the paper is not written on the topic requested.

Communication: There were very poor communications by the student.

Timeliness: Deadlines identified in the Guidelines were not followed and the Essay was submitted after the end of classes.

Appendix 3 - Title Page Format

GIFT OF THE GAB OR POLITICAL PERSUASION:
THE ORATORICAL SKILLS OF JOSEPH R. SMALLWOOD

by

Jane A. Doe

An Honours Essay submitted in partial
fulfillment of the requirements for
the degree of Bachelor of Arts (Honours)

Department of Political Science
Memorial University of Newfoundland
(Essay supervised by Professor XXXXX)

April 2009

Appendix 6 – Documentation of Sources Format

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Note: Modified from the Canadian Journal of Political Science Editorial Style Guidelines

Appendix 7 – Honours Evaluation Form



Memorial University of Newfoundland
Department of Political Science

B.A. Honours Essay Evaluation

I have read the Essay by _____
entitled _____.

I recommend:

- Acceptance of the Essay as it is now presented, subject to proper typing and binding. I recommend a grade of _____ be awarded.
(Attach a short appraisal).

- Acceptance of the Essay subject to the attached changes or improvements being completed by the candidate. I recommend that a grade of _____ be awarded.

- Rejection of the Essay in its present form, for reasons in the attached statement. I would not recommend approval of the Essay without reading a new draft revised along the lines suggested.

(signed)

Date: _____

Faculty member: Please return to the Head of the Department with your comments and the Essay.

Appendix 8 – University Library Release Form (unofficial version)

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

Undergraduate Honours Essays and Dissertations

(Signed release forms must accompany an Honours Essay/ Dissertation when it is submitted to the University Library).

STUDENT NAME: _____ STUDENT NUMBER: _____
DEGREE PROGRAMME: _____ MAJOR: _____
TITLE OF ESSAY/DISSERTATION: _____

In accordance with the regulations for the Honours degree of Bachelor of Arts/ Bachelor of Science, a copy of the essay/dissertation which was required of me is herewith submitted to the University Library.

I recognize that the copyright on the essay/dissertation belongs to me, and that the Regulations require that the essay/dissertation shall be available for unrestricted consultation by students and faculty, except under very exceptional circumstances which must be approved by the Senate Committee on Undergraduate Studies.

PLEASE CHECK EITHER A OR B BELOW:

- A I do not wish to request restrictions on the time at which the essay/dissertation shall first be made available.
- B I do wish to request a restriction so that the essay/dissertation will be withheld from public use for a period of _____ months from the date of submission. My supporting reason for this request is:
- _____ (a) it is my intention to have my work published,
 - _____ (b) an academic extension of the work will be made in a short time,
 - _____ (c) patent possibilities exist which I wish to protect,
 - _____ (d) other — please specify: _____

I hereby request the Senate Committee on Undergraduate Studies to consider this application for restriction and to inform me of its decision in due course. I understand that the Senate Committee is entitled to receive applications for the restriction of availability of my essay/dissertation from third persons and to adjudicate on such applications.

Signature of student

Signature of Head of Department

Signature of Witness

Date