



Honours coordinator: Robert Finbow

Seminar meetings: Online via Microsoft Teams

Tuesday 13:05- 15:55 pm (generally bi-weekly)

Office hours: T-R 10-11:30 online via appointment

GUIDE TO HONOURS SEMINAR & RESEARCH PROJECT

Welcome to the fourth year of your Honours Programme in Political Science! The material that follows is intended to provide you with the background information you will need to complete the Honours Seminar and Essay requirements, and to brief you on the way in which we will compile the so-called “21st grade.”

GENERAL ADVICE

Three really important points:

Stick to a rigorous schedule. Do as much of your thesis as possible in the first term, and don't fall behind in your research and writing. The worst thing you can possibly do is to attempt to write

your entire Honours Essay during the February study break, when everyone else is having fun (or completing term papers for regular classes -- a necessity that you, too, may find yourself having to confront). The year looks invitingly long in September. It isn't!

Enjoy your research. This is the one chance you get to work on an issue that really interests you, as opposed to the sometimes tedious exercises that will have been assigned to you by your professors over the past three years. Try to find a subject that genuinely sparks your curiosity.

Do not try to solve all of the world's problems in your Honours Essay! NOT trying to solve all of the world's problems may appear to make it difficult for you to respond to the previous bit of advice (“enjoy your research”). But remember: *the more specific and precise the topic, the easier it*



is to write the essay. “Currency devaluation as a causal variable in the establishment of military rule in post-Weimar Germany” may not be as engaging a subject as “What causes war?”, but it would be a more manageable topic to undertake within the six-month period at your disposal. So: if your supervisor urges you to narrow the scope of your inquiries, *listen, heed the advice*, and give thanks!

HONOURS SEMINARS

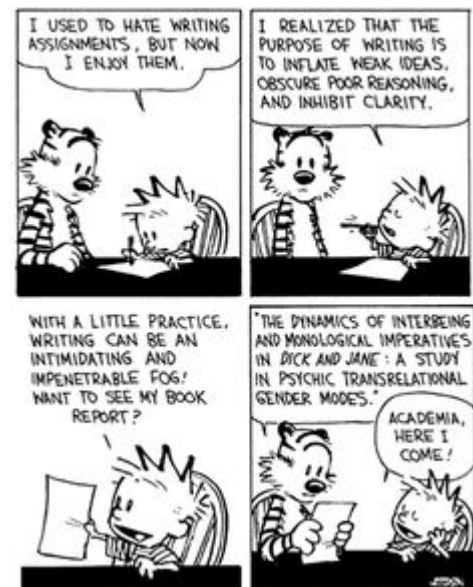
There will be an irregular series of bi-weekly seminars, scheduled mainly in the first term, for Political Science Honours students (and for Combined Honours students whose primary subject is Political Science). These will take place online via MS Teams. Unless stated otherwise, all seminars are mandatory. As this is an online program for the first time, students should report any problems which you experience for

Some of the first term seminars are designed to help you to construct your thesis, and to make certain that you meet all of the deadlines. The first few of them will consist of informal discussions, and will address the following questions, among others:

Identifying the issue you wish to investigate, and with whom:

What is the general area in which you intend to do your research? What is it about this topic that interests you? With whom would you like to work?

Formulating an hypothesis: Exactly what cause-and-effect proposition or other assertion (e.g., in political philosophy) are you investigating? It is often helpful to begin your research with the question, “Why...?” and to be guided by a hypothetical answer. Think clearly about what would count as evidence to support your core hypothesis, and what would count as evidence against it – you will need to deal with BOTH in your thesis.



Determining methodology: What will be your theoretical framework and how will you defend that choice given available alternatives? How will you approach your research and why is that the best approach? What kinds of evidence will count as “important”, and what kinds not? How will you go about finding the information you need?

Other first term seminars can address such specific concerns as some of you may have, along with problems that arise more generally in the context of doing research in Political Science.

In the second term, the seminars will be confined to a brief period in early February, when each

participant will formally present her/his research project to the rest of the seminar group. Emails will be sent about a week beforehand apprising you of the venue and format for each session but these will likely be held online on Microsoft Teams.

Please keep in mind that these seminars should be constructive and supportive rather than competitive. The point is not to see “who is ahead” and “who is behind” in their research, but to be able to solicit input from (and offer suggestions to) your colleagues, and to articulate clearly how your research is progressing.

HONOURS ESSAY

The “Honours Essay” requirement is intended (1) to provide you with experience in developing a substantial research project at a sophisticated level of analysis; (2) to give you an opportunity to work at some depth in a field of inquiry in which you may have a particular interest; (3) to create a context in which you will be engaged in scholarly exchanges, on an individual basis, with one or more members of the department's teaching staff; and (4) to expose you very broadly to the kinds of challenges involved in research and analysis at the graduate level and beyond.

Honours Essays are obviously not expected to reach the dimensions of an M.A. thesis. On the other hand, it is certainly assumed that they will be much more substantial than a normal term paper for a 3000- or 4000-level class. It is difficult to define what this means in the abstract, and ultimately the task of controlling the dimensions of any particular project must be left to the discussions that each of you will have individually with your supervisors. In general terms, however, you will be expected to have a good working knowledge of the most prominent literature in the field immediately related to your topic, and the essays themselves should reveal at least some measure of originality with respect to evidence, data, or interpretation in the case of projects involving empirical research, and of analysis or synthesis in the case of investigations of a more theoretical or philosophical character. **They should be roughly 50-60 pages in length** (double-spaced).

As a rough guide to the amount of work involved, and assuming a normal load of five full-year classes (or the equivalent) in a minimum 45-hour working week, **you should consider an average of 8 to 9 hours per week throughout the academic year as a reasonable allocation of time to the Honours Essay project.** Please understand, however, that in any system which is designed to serve students individually, there will be unavoidable variations from one case to the next in both the volume and level of effort required.

Since one of the purposes of the Honours Essay is to provide you with experience in developing and carrying through a research project on your own, **the initiative is to a considerable extent left to you rather than to your supervisor.** You are expected, for example, to identify your own field of inquiry, although the precise nature of your project may be modified because of discussions with one or more members of the teaching staff. The pursuit of source material and the development of a

pertinent bibliography are similarly considered to be primarily your own responsibility, although again the faculty supervisor may suggest additional titles or alternative lines of inquiry.

At the risk of repeating the same advice over and over, it may be worth emphasizing again that **the key to the Honours Essay project is to be as CLEAR about your research as possible**. You should be able, very early in the first term, to state your research agenda precisely and succinctly in **ONE SENTENCE**. At the beginning, this can still be a little vague (“I am interested in examining the roots of authoritarianism in Latin America.”). By early November, however, you should be asking “whether” something or other is the case (“I am investigating whether authoritarianism in Latin America is due to certain problems of industrialization.”). And by the time of your formal presentation in February, you should be able to give a detailed and specific account of your research enterprise (“I am arguing that authoritarianism in certain Latin American states was due to their need to quell political and social disturbances caused in part by specific economic crises, which were in turn a result of the lack of vertical integration of national industrial structures.”)

The important part of your research is the establishment of **causality**. This can be either empirical (as in the Latin American example above) or normative (e.g., patterns of distribution should be changed *because of* certain principles of distributive justice).

A number of Honours Essays from previous years are available for examination should you wish to peruse them.

For the rest, the configuration and character of your Essay is a matter for you and your Supervisor to determine.

Supervisors are normally selected from among regular faculty members in Political Science. After consultation with the coordinator, part-time instructors and professors in other FASS departments with appropriate specializations may also be considered. In rare instance, supervisors may be from other faculties or disciplines.

Several political science faculty members have provided profiles on their past and preferred areas of supervision. It might be helpful for you to consult these profiles which can be found at the right-hand panel on the main honours information of the department. This is also the best place to refresh your memory about honours program requirements and regulations.

<https://www.dal.ca/faculty/arts/politicalscience/programs/undergraduate-programs/honours-program.html>

SEMINAR SCHEDULE AND DEADLINES

POLI 4601 – FALL 2020

- Sept 15:** **Seminar** (required #1): Orientation to the Honours programme
- Sept 29:** **Seminar** (required #2): Topic formation and literature review.
- Oct 20:** **Seminar** (required #3): Selecting hypotheses, variables, theories.
- Oct 27:** **Deadline:** By this date, you must submit the title of your thesis project, along with the signature of the supervisor with whom you wish to work (Form 1, available on the POLI 4600 website). It is a good idea to identify a potential supervisor and to complete this form as soon as possible. Each professor will be able to work with only a limited number of Honours students, so if you have a particular professor in mind, act quickly!
- Nov 3:** **Seminar** (required #4): Cases, comparisons, correlations
- Nov 9-14:** **Fall study break.**
- Nov 17:** **Seminar** (required #5): Formulating an Outline
- Dec 1:** **Seminar** (required #6): Presenting your research project, phase one. This is your first opportunity to present your research verbally to the Honours group. Using the information on research design you learned in previous seminars, you should be able to explain what your research project is, why current research does not adequately address the problem you identify, and how you intend to investigate the issue.
- Dec 7:** **Deadline:** On or before this date, a one-page research outline should be submitted to me by email. Once I have received them, I will pass the outlines on to your Supervisor for marking (see “Grading System” below).

POLI 4602 – WINTER 2021

- Jan 11:** **Deadline:** By this date – following the Christmas break – you should be sufficiently immersed in your project to have begun writing your first draft. I will be in touch, therefore, with your individual supervisors to obtain a brief report on your progress, and a graded evaluation (see "Grading System") of the quantity and quality of the work you have completed up to that point.

First half of Feb: **Deadline:** In the first half of February, you will be presenting the details of your research project to your colleagues and some faculty members. More information on this formal public presentation will be given to you at the beginning of the winter term. You should at this point be able to make a specific argument, rather than simply describing what it is that you are investigating. This, too, will contribute to the 21st grade. (See “Grading System” below.) These will likely be conducted remotely via Microsoft Teams, unless the campus is substantially reopened by then.

Mar 1: **Deadline:** By this date, you must submit your *penultimate* final draft to your supervisor **AND** you must supply me with a note signed by your supervisor confirming that the draft has been submitted. The Essay will not be graded at this point, but there will be a **2% late penalty per diem** in the event that the draft is not submitted and I do not receive the note by this date. Your supervisor will be able to tell you whether any changes are necessary before the final submission date: **March 14**. Also by March 14, you and your supervisor should have identified an **additional faculty reader** for your oral examination.

Mar 19: **Deadline:** Submit **three copies of the final draft** of your Essay to me, either directly or through the Department Office. (One copy is for the Supervisor, one is for the Examiner, and one is for the Department’s own files.) Be sure to indicate on the cover of the Essay who your Supervisor and Examiner are. While the mark given for your written thesis itself will be the grade for Political Science 4600X/Y, **a late penalty of 2% per diem** will be applied to your “21st grade” (in the absence, at least, of extenuating circumstances that have been confirmed, and are supported, by your supervisor and medical or other documentation; simple procrastination does not qualify as an "extenuating circumstance"). **At this point, you and your supervisor should fix a date with your second reader for an oral examination, which must be held no later than Apr 4, 2019, and preferably before.**

Apr 5: Deadline for oral examinations. This deadline will be adjusted slightly if need be if online instructions and disruptions causes any difficulties. But if you miss the final deadline as set by the registrar (even for reasons of illness or other calamity), you may not be able to graduate in the Spring.

Exam format: Traditionally the honours defence was held in person with the supervisor and a second independent reader assessing the essay and posing questions to the student. Considering the unusual circumstances and closure of campus last March, students were given the option of a) a remote defense on camera possible using some technology such as Skype etc. OR b) a written question

and answer format, wherein the reader and supervisor pose questions based on the final draft, to which you respond in writing. If the campus remains closed, this would be offered again as it allows students to choose based on their access to technology, broadband etc. You can decide at that time which to select, in consultation with supervisors and second readers.

Honours luncheon: We traditionally end the year with an honours luncheon, which was another unfortunate casualty of last spring's campus closure. We hope to return to one this year, though the online Teams get together in April was also sociable.

GRADING SYSTEM

POLI 4601/4602: These will be a letter grades and will be based on your written Honours Essay after it has been formally submitted. It will be determined mutually by your Supervisor and your Examiner. An interim grade based on performance to date will be recorded for POLI 4601. As this is the first split year, the details need to be worked out with the registrar.

"21st Grade": The 21st grade will be composed on the basis of the following formula:

Contributions to First Term Seminars	10%
Draft outline (due November 16)	10%
Supervisor's Progress Report (January)	20%
Oral Presentation of Project (February)	20%
Oral Examination (March-April)	<u>40%</u>
TOTAL	100%

N.B.: 20% of your 21st grade will be deducted if you miss your presentation in February, so that it has to be rescheduled.

Honours Awards:

James H. Aitchison award for best honours' selected by a committee of honours supervisors.

In 1979 colleagues of Dr. J.H. Aitchison established a fund from which an annual prize would be awarded in recognition of the best undergraduate honours essay. The fund was established to honour Professor Aitchison who was instrumental in founding the Department.

The **Eric Dennis Gold Medal Prize** goes to an Honours student with the highest cumulative GPA throughout their degree programme, who is notified by the registrar at graduation.

Founded by Senator William Dennis and Mrs. Dennis in 1918, in memory of their son, who was lost in World War I. This medal will be awarded on graduation to the student who stands first among those taking First Class Honours in Government and Political Science.

MORE ADVICE

The foregoing is intended to be helpful, but please remember that **YOU** are primarily responsible for meeting your obligations, both fully and on time. It is not the responsibility of the Supervisor or Honours Coordinator to take the initiative in reminding you of what you have to do next. Having said that, **please** do not hesitate to see me at any time if you have a problem, or if you have a question about any aspect of the Honours Programme. I will hold regular office hours online on Tuesday and Thursday mornings 10-11:30 by appointment on Microsoft Teams. If you have a conflict, we can arrange to meet at another time. I can be reached by e-mail: finbow@dal.ca.

Textbook to consider for e-book purchase

Margaret Northey (et.al.) *Making Sense in the Social Sciences* 7th edition (Oxford University Press)
This book is available through Kobo as an ebook for **\$29.95**:
<https://www.kobo.com/ca/en/ebook/making-sense-in-the-social-sciences-1>

Useful References and Guides for Writing Research Papers in Political Science

Lucille Charlton & Mark Charlton (2013). *The Nelson Guide to Research and Writing in Political Science*. Toronto: Nelson.

Bruce Berg (2009). *Qualitative Research Methods for Social Sciences*. New York: Allyn & Bacon.

A NOTE ON ACADEMIC INTEGRITY

At Dalhousie University, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility and respect (The Center for Academic Integrity, Duke University, 1999). As a student, you are required to demonstrate these values in all of the work you do. The University provides policies and procedures that every member of the university community is required to follow to ensure academic integrity.

At university we advance knowledge by building on the work of other people. Academic integrity means that we are honest and accurate in creating and communicating all academic products. Acknowledgement of other people's work must be done in a way that does not leave the reader in any doubt as to whose work it is. Academic integrity means trustworthy conduct such as not

cheating on examinations and not misrepresenting information. It is the student's responsibility to seek assistance to ensure that these standards are met.

We must all work together to prevent academic dishonesty because it is unfair to honest students. The following are some ways that you can achieve academic integrity; some may not be applicable in all circumstances.

Make sure you understand Dalhousie's policies on academic integrity (<http://academicintegrity.dal.ca/Policies/>)

Do not cheat in examinations or write an exam or test for someone else

Do not falsify data or lab results

Be sure not to plagiarize, intentionally or unintentionally, for example...

Clearly indicate the sources used in your written or oral work. This includes computer codes/programs, artistic or architectural works, scientific projects, performances, web page designs, graphical representations, diagrams, videos, and images

Do not use the work of another from the Internet or any other source and submit it as your own

When you use the ideas of other people (paraphrasing), make sure to acknowledge the source

Do not submit work that has been completed through collaboration or previously submitted for another assignment without permission from your instructor (These examples should be considered only as a guide and not an exhaustive list.)

All students in this class are to read and understand the policies on academic integrity and plagiarism referenced in the Policies and Student Resources sections of the university's Academic Integrity website: http://www.dal.ca/dept/university_secretariat/academic-integrity.html. Ignorance of such policies is no excuse for violations.

Any paper submitted by a student at Dalhousie University may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered a serious academic offence which may lead to loss of credit, suspension or expulsion from the University, or even to the revocation of a degree. It is essential that there be correct attribution of authorities from which facts and opinions have been derived. At Dalhousie there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course, students should read the Policy on Intellectual Honesty contained in the Calendar or on the Online Dalhousie website. The Senate has affirmed the right of any instructor to require that student papers be submitted in both written and computer-readable format, and to submit any paper to be checked electronically for originality.

This course is governed by the academic rules and regulations set forth in the University Calendar and by the University Senate

<https://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=105&loaduseredits=False>

University Statements

Academic Integrity http://www.dal.ca/dept/university_secretariat/academic-integrity.html

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Accessibility https://www.dal.ca/campus_life/academic-support/accessibility.html

The Advising and Access Services Centre is Dalhousie's centre of expertise for student accessibility and accommodation. The advising team works with students who request accommodation as a result of: a disability, religious obligation, or any barrier related to any other characteristic protected under Human Rights legislation (NS, NB, PEI, NFLD).

Student Code of Conduct

https://www.dal.ca/campus_life/safety-respect/student-rights-and-responsibilities/student-life-policies/code-of-student-conduct.html

Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution.

Diversity and Inclusion – Culture of Respect

Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality. Dalhousie is strengthened in our diversity. We are a respectful and inclusive community. We are committed to being a place where everyone feels welcome and supported, which is why our Strategic Direction prioritizes fostering a culture of diversity and inclusiveness (Strategic Priority 5.2).

(read more: <http://www.dal.ca/cultureofrespect.html>)

Recognition of Mi'kmaq Territory

Dalhousie University would like to acknowledge that the University is on Traditional Mi'kmaq Territory. The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Contact the program at elders@dal.ca

University Policies and Programs

Important Dates in the Academic Year (including add/drop dates)

http://www.dal.ca/academics/important_dates.html

University Grading Practices: Statement of Principles and Procedures

https://www.dal.ca/dept/university_secretariat/policies/academic/grading-practices-policy.html

Scent-Free Program

<http://www.dal.ca/dept/safety/programs-services/occupational-safety/scent-free.html>

Learning and Support Resources

General Academic Support – Advising https://www.dal.ca/campus_life/academic-support/advising.html
(Halifax)

Fair Dealing Guidelines

<https://libraries.dal.ca/services/copyright-office/guidelines/fair-dealing-guidelines.html>

Dalhousie University Library <http://libraries.dal.ca>

Indigenous Students

https://www.dal.ca/campus_life/communities/indigenous.html

Black Students

https://www.dal.ca/campus_life/communities/black-student-advising.html

International Students

https://www.dal.ca/campus_life/international-centre.html

Student Health Services

https://www.dal.ca/campus_life/health-and-wellness.html

Counselling

https://www.dal.ca/campus_life/health-and-wellness/frequently-asked-questions-august-2017.html

Copyright Office

<https://libraries.dal.ca/services/copyright-office.html>

E-Learning website

<http://www.dal.ca/dept/elearning.html>

Dalhousie Student Advocacy Services

<http://dsu.ca/dsas>

Dalhousie Ombudsperson https://www.dal.ca/campus_life/safety-respect/student-rights-and-responsibilities/where-to-get-help/ombudsperson.html

Writing Centre https://www.dal.ca/campus_life/academic-support/writing-and-study-skills.html

Faculty or Departmental Advising Support: Studying for Success

Program: http://www.dal.ca/campus_life/academic-support/study-skills-and-tutoring.html

Online Netiquette

Students will always be expected to engage in online communications in a respectful fashion. This applies to any common areas and discussion groups and exchanges as well as in individual communications with the instructor. The instructor reserves the right to remove any comment, posting or message which violates Dalhousie guidelines for a respect culture. <https://www.dal.ca/cultureofrespect.html> Students who persist in such postings may face removal from course forums or further disciplinary measures.

For further information you should consult

<https://dal.brightspace.com/d2l/le/content/126100/viewContent/1834588/View>

For your information here are links on maintaining proper online netiquette in class settings. Further information will be provided in class lecture notes.

<https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/>

<https://elearningindustry.com/10-netiquette-tips-online-discussions>

https://www.cise.ufl.edu/wp-content/uploads/2019/08/CISE_Netiquette_Guide.pdf

<http://www.albion.com/netiquette/rule1.html>

<http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/>

<https://distancelearning.ubc.ca/learner-support/communicating-online-netiquette/>