



DEPARTMENT OF
HUMANITIES &
CREATIVE WRITING
人文及創作系

LCS

Honours Project Handbook

2016-2017

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1. INTRODUCTION

LCS students are free to choose among a wide range of Honours Project topics. You may choose a subject that stems from your Concentration studies; you may choose to write an interdisciplinary essay; you may choose to develop a creative manuscript. Most students will want to write in either Chinese or English, but under special circumstances, some students will employ both languages.

Given this wide scope of possible Honours Projects, we must carefully monitor the choices students make. We will require that the majority of projects be interdisciplinary essays, while others could be creative works.

You should, therefore, consider a number of projects that would interest you. You must submit two possible research topics (one in Chinese, and one in English) for consideration. The Chinese and the English Topic can be the same one, and you have to elaborate your ideas related to these topics in a paragraph of description as clear as possible. The Programme staff will assess all the submissions and accept proposals in such a way that you students benefit and the faculty can accommodate your desires comfortably.

Once you have been assigned an adviser, the normal scheduled interaction between you and your Chief Adviser may vary. This interaction may take the form of an individual or small group tutorial. You have to negotiate a working schedule with your adviser.

2. ASSESSMENT

Each Honours Project will be assessed by the Chief Adviser and a Second Examiner. The Chief Adviser and the Second Examiner should meet to agree on a letter grade for the project. The final product may also be sent to a third reader for review.

The Chief Adviser will monitor the progress throughout the year – long project. The Chief Adviser will be solely responsible for assigning a grade for the “process” assessment. Both the Chief Adviser and the Second Examiner will assess the final project (the “product”) and will contribute equal weight on the “product” grade. The grade should be an accurate reflection of how well the student has demonstrated an ability to produce a good product. In determining this grade, one or more of the following criteria might be useful for some Chief Advisers: written evidence of organized, self-disciplined study; verbal evidence of understanding the topic; willingness to seek help and to improve, when necessary; creative and critical interaction with material being researched; reliability in meeting deadlines.

Should the Chief adviser and the Second Examiner fail to come to a mutual agreement, the Liberal and Cultural Studies Programme will form a committee to make the final decision. The Honours Project Committee will resolve disputes among the various readers, usually by referring the paper to a third reader.

The assessment will be based on the following quantitative division:

1. Process 20%
2. Product 80%

The following table of conversion is provided as a reference to determine the effect of Process Grade (20%) and Product Grade (80%) on the Overall Grade of an Honours Project. The Overall Grade is the sum of the Process Grade and the Product Grade.

	<u>Product 80%</u>	<u>Process 20%</u>
A	3.20	0.80
A-	2.93	0.73
B+	2.64	0.66
B	2.40	0.60
B-	2.13	0.54
C+	1.86	0.47
C	1.60	0.40
C-	1.33	0.34
D	0.80	0.20
F	0.00	0.00

Final Product

Letter Grade	Academic Performance	Grade	Interpretative Range
A	Excellent	4.00	4.0 – 3.84
A-		3.67	3.83 – 3.51
B+	Good	3.33	3.50 – 3.17
B		3.00	3.16 – 2.84
B-		2.67	2.83 – 2.51
C+	Satisfactory	2.33	2.50 – 2.17
C		2.00	2.16 – 1.84
C-		1.67	1.83 – 1.34
D	Marginal Pass	1.00	1.33 – 0.51
F	Fail	0.00	0.50 – 0.00

To guard against artificial adjustments to the Process Grade, the Chief Advisor should decide this grade independently and inform the LCS Office of the Process Grade before consulting with the second examiner for the Product Grade.

Plagiarism will lead to a failing grade (i.e. an F grade).

The component parts involved in assessing an academic essay are as follows:

Continuous assessment (the Chief Adviser's evaluation of student's ongoing performance);

Bibliographic thoroughness

- Does the project reflect a well-considered use of available materials?
- Has the student done enough literature review?
- Are the citations clear, correct, and thorough?

Approach and argument

- Is the topic clearly defined and are the relevant issues/problems explicitly identified?
- Are the arguments in the project consistent?
- Does the student demonstrate an appropriate comprehensiveness of understanding in dealing with the topic?
- Are the project's conclusions supported by the evidence and the arguments presented by the student?
- Does the student employ a creative strategy in handling the topic?

Communication Skills

The criteria for assessing creative projects are parallel: imaginative and structural excellence, consistency of artistic vision and argument, writing skills.

3. SCHEDULE FOR LCS HONOURS PROJECTS

YEAR III :

8 March 2016

The Programme will provide a list outlining the research interests of our teaching staff members. You will have a copy of the information concerned. You should study the lists with care to get ideas for your project. Then discuss possible topics with the Honours Project Coordinator, the Programme Director, teachers and classmates.

8 April 2016

Narrow your choice of subjects. Fill out the Proposal Form and return it to the Honours Project Coordinator.

25 April 2016

Advisers will be assigned by the Honours Project Committee.

Preliminary research and discussion with your assigned adviser to set research expectations and goals for the summer. **You have to consult with your adviser before the**

summer begins, and the 20% process assessment will start from the beginning of May. By the end of Aug, you should have your topic fairly well narrowed and confirmed.

YEAR IV

First Week of AY 2016-2017

Final topic will be approved by the Honours Project Committee. Major changes reflecting the summer's research should be announced by this date. **Any new topic entirely different from the one stated on your Proposal Form will not be accepted at this stage, unless it is endorsed by your advisor.** Second Examiners should be assigned by this date.

AY2016-2017

Continued work on research, writing the first draft, regular meetings with your adviser to discuss your progress. Note down the date and the content of your visit on the Progress Record Form attached in the Handbook. During this period, you should organize your time so that you can discuss your ideas (and problems) and submit written work to your adviser in manageable portions.

Task 1 (35%), a detailed proposal including a literature review is to be submitted at the end of September.

Task 2 (30%), consultation meeting quality, judged by the chief advisor based on the student's curiosity, initiative and independence, etc. as stated in the Honours Project CILOs.

Task 3 (35%), one full chapter of about 4,000 words is to be submitted in mid-January (beginning of the second semester, final year) for progress check together with PILOs assessment.

(Depending on individual negotiation between you and your Chief Adviser, **the "Process" grade will be downgraded for late submission.**)

New: A mid-term letter grade would be given by your advisor based on this submission

Major consultation with your Chief Adviser: There are 3 Group Consultations and minimum 3 individual consultations during the course of the year.

Group Consultation Schedule:

1st Group Consultation- within last two weeks of May 2016

2nd Group Consultation- within first two weeks of September 2016

3rd Group Consultation- after submission of the first full chapter in mid-January 2017

Study your Adviser's notes and criticism carefully before your conference.

During these consultations, be prepared to discuss both your accomplishment to date and the work still ahead. These consultations will shape your final working calendar including a new meeting schedule and resubmission of sections of the essay, if necessary.

17 April 2017

Submit the Final Project to the College of International Education at Shek Mun Campus, HKBU. **17 April 2017** is the last day the project may be submitted without penalty. Any late submission would lead to a sub-grade reduction per day of the final thesis.

IMPORTANT NOTES TO STUDENTS AND ADVISERS

The LCS has some important notes for students and advisers to pursue the Honours Project. Please pay careful attention to these notes concerning the Honours Project Coordinator, the Aims of the Honours Project, Creative Writing Projects, and the Common Marking Scheme.

A) Honours Project Co-ordinator

The LCS has appointed an Honours Project Coordinator. The Coordinator's job includes 1) negotiating with the Programme to ensure that there are sufficient numbers of suitable advisers available for LCS students; 2) informally advising students during topic development; 3) helping students find advisers; 4) helping students acquire library cards for other institutions; 5) supervising the distribution of students among advisers; 6) ensuring that Honours Projects topics reflect the Aims of the Programme; 7) helping to resolve difficulties in the student-adviser relationship.

The Honours Project Coordinator for 2016-2017 is Dr. Peter Lok.

B) Aims of the Honours Project

The Honours Project is the capstone of your undergraduate career and, therefore, it should, to some degree, reflect the overall aims of the Programme. Those aims, as stated in the LCS Document include:

- 1) Empathy for human beings and their struggles;
- 2) A willingness to collaborate with others;
- 3) Adaptability so that one can change with a changing world;
- 4) An ability to integrate diverse thoughts and points of view;
- 5) Commitment to one's values;
- 6) Critical judgement to test value commitments;
- 7) Creative thinking which produces an independent mind;
- 8) A heightened sense of self-awareness;
- 9) More effective communication skills.

The Programme encourages students and their advisers to refer to these Aims, to discuss them as they assess the Project's development and progress. Advisers should feel free to incorporate their understanding of these Aims in their grading of the papers.

If all students and advisers ensure that all projects reflect these Aims, we can also ensure comparability of standards across the whole Programme, and we can be certain that the Programme is meeting its obligations to its students and to the Hong Kong community.

C) Creative Writing Projects

Students working on creative projects should be reminded that, each creative writing project must include a critical introduction (or afterword) of 1500 to 2000 words or characters. This essay should reflect on the author's intentions, the artistic problems to be solved, how

other writers have addressed similar creative and/or social questions, how this project differs from or extends the efforts of other artists. The number of words used in this essay will be counted together with the content of the Honours Project.

Students should discuss these matters with their advisers, and they should develop a sufficient creative and critical reading list to serve as a foundation for the critical commentary.

D) Common Marking Scheme:

Because of the interdisciplinary nature of the Programme, students may work on thoroughly original projects that cross disciplinary, linguistic, and cultural boundaries. It is quite possible, therefore, that students may produce work that presents challenges to the instructors charged with assessing that work.

To prepare students for the multiplicity of learning experiences, the Programme will provide training in writing different forms of academic and personal essays in the documentation styles appropriate to different disciplines. Students should ask their teachers what documentation styles they prefer or require.

LCS students may also produce creative work which will be assessed by different, but comparable, criteria.

Because the Programme enjoys greater than usual diversity in the academic background of its instructors, its disciplines and subject matter, it is important that instructors share a common marking scheme that allows comparable grading. Teachers, students, the Programme Examination Subcommittee, and the Programme Management Committee may refer to the description below to ensure that grading is accurate and fair.

<u>GRADE</u>	<u>ACHIEVEMENT</u>
A	Exceptional and unusually thorough; comprehensive analysis.
A-	Excellent and thorough; superior understanding and analysis.
B+	Very good ; clear demonstration of knowledge of the subject; very good analysis.
B	Good ; understands the subject matter; good analysis.
B-	Above average ; above standard with fairly good analysis.
C+	Satisfactory ; understands more than the essentials; adequate analysis.
C	Average ; understands the essentials; some analysis.
C-	Acceptable ; partly understands the essentials; little analysis.
D	Barely acceptable ; lacking in understanding and analysis.
F	Very poor ; failure; does not understand the essentials; no analysis.

Instructors should also consider these factors when assessing projects:

- 1) the student's ability to formulate and limit a topic, to conceive an arguable thesis, and to present a coherent argument;
- 2) the student's ability to construct a sufficiently thorough and pertinent bibliography, to synthesize diverse secondary sources, and to integrate source materials with original argumentation;
- 3) communication skills, and mechanics.

LCS Students may submit creative projects rather than scholarly work for some assignments, including Honours Projects. Assessment of creative projects necessarily differs from that of scholarly papers, but the grading techniques *are* parallel. As with scholarly papers, readers can assess the *materials* the project attempts to master and the *skill* that effort demonstrates. For example, readers can evaluate the imaginative scope of a work, its thematic material, its artistic structure, its characterization, its narrative line. Having considered these materials, the reader can assess the degree to which the work masters, fulfills, or develops these materials. Once again, the same descriptors (Exceptional, Excellent, etc.) will help convert the assessment into a letter grade.

GENERAL PROGRAMME REQUIREMENTS FOR THE PREPARATION OF THE HONOURS PROJECT

The following are standard across the Programme and are required for all students:

1. The length of the text of the completed project will generally be 7,000-10,000 words in English or 10,000-15,000 characters in Chinese, in both cases excluding footnotes, bibliography, and appendices. Use a font size that ensures easy reading and record the total number of words at the end of the Table of Contents or on the last page of the body of the manuscript. Students must write a critical Preface or Afterword for their creative work.
2. As far as practical all projects in English should be word-processed on the computer for easy revision. Use the best quality paper and printer available.
3. All Projects in Chinese or English must be typed on A-4 paper.
4. All typed Projects are to be double-spaced.
5. Margins are to be 1.5" left margin and 1" for top, bottom, and right margins. Whether or not the right margin should be justified is decided by the Chief Adviser.
6. Two bound copies of the Final Project as well as the file on a CD-Rom are to be submitted to College of International Education, Shek Mun Campus, HKBU on the day negotiated with your Adviser. All Projects are **due by 17 April 2017**. One copy must be an original and the other may be originals or copies. All two copies must be identical in content, format, etc. Good quality and clear photocopies may be submitted.
7. One copy of the project will be read by the Chief Adviser; the second copy will go to the Second Examiner.
8. The Chief Adviser will keep one copy of the project. The Second Examiner's copy and the CD-Rom will remain in the LCS Programme as a reference copy.
9. Two sets of standard covers (see samples) will be provided for all students by the LCS Programme, one cover for each of the two copies submitted. A notice will be posted when these are available for collection. If a student requires more than the two copies provided, they may be purchased from the LCS Office.
10. The order of the materials included should be as follows (See samples attached):
 - 1) Standard Cover (provided by LCS Programme)
 - 2) Standard Title Page
 - 3) Standard Page of Acceptance
 - 4) Acknowledgement Page (if applicable, see sample included)
 - 5) Table of Contents/Outline/Abstract (if required, by adviser)

- 6) Critical Introduction (if applicable)
- 7) Text
- 8) Notes (if used)
- 9) Appendices (if needed)
- 10) List of Works cited/Bibliography
- 11) Critical Afterword (if applicable)

Note that the title page is counted but not numbered. If the title requires two or more lines, single-space and centre the lines. Do not use a period after a centered title.

An Acknowledgements page is useful if you wish to acknowledge assistance or support of public bodies such as libraries and government offices, or individuals. Consult your Chief Adviser if you have any questions as to whether this is applicable to your project.

An Appendix or Appendices may be the appropriate place for tables, charts and illustrations, questionnaire data, statistics, and the like if you feel they are too big or disruptive to include in the text. If possible, place each appendix on a new page and number it. If there is only one appendix included in the Project, simply put down "Appendix" on the sheet.

GUIDELINES FOR THE CHIEF ADVISER AND THE SECOND EXAMINER

1. The Chief Advisers are expected to meet their students regularly, either individually or in small group tutorials, and to supervise the progress of the students' projects throughout the period.
2. The Chief Advisers should leave their students ample scope to demonstrate their ability to work and think independently.
3. The role of the Chief Adviser is to a) help students narrow their proposed topics to manageable size; b) help students develop and clarify their views; c) advise students on the use of various library resources; d) ensure that students are provided with sufficient resources to complete their projects; e) ensure that students are working through their projects at an appropriate pace; f) provide support and encouragement; and g) provide the necessary forum for the student's intellectual development through regular discussion and commentary on the emerging project.
4. The Chief Adviser will be expected to review all aspects of the student's project.
5. The Chief Adviser is not a copy editor, but a teacher. Though the Chief Adviser need not devote meticulous attention to copy editing, it is understood that correctness and style of expression are important aspects of Honours Projects. Thus, advisers should develop methods of addressing matters of expression, and students must attend to correctness.
6. The Chief Adviser alone is responsible for the percentage of the grade assigned to continuous assessment. The Chief Adviser will consult with the Second Reader before combining the Process and Product grades to produce a final mark.
7. The grade "YR" will be recorded at the end of the first semester to indicate that the Project is a year-long subject. At the end of the second semester, the "YR" grade will be changed to whatever grade the students receive for their Honours Projects.
8. A record of meetings with the students may be useful for future reference and for the preparation of the progress report.
9. Because LCS students may write unconventional projects or bilingual projects, finding an appropriate Second Examiner will require special care. Therefore, the LCS Honours Project Committee will assign a Second Examiner for students.
10. The Second Examiner is not expected to read any portion of the draft project for the student. And in the reading of the project, the Second Examiner is expected to mark the project independently rather than reviewing the marks of the Chief Adviser. The Second Examiner is not a second adviser. Grades should be entered in the Second Reader's copy in pencil. The grades will be erased when the copy is reserved for reference.

GUIDELINES FOR THE STUDENT

1. The Honours Project is a 6-unit subject.
2. You should be prepared to:
 - a) work independently;
 - b) initiate your project and take complete responsibility for carrying it out;
 - c) report to your Chief Adviser at least once per month or as required by your Adviser;
 - d) observe the deadlines.
3. There are few specific deadlines to mark the progress of your project. You and your classmates will be working according to different schedules and timetables. Be certain you know your schedule and adhere to its tenets. The only rigid deadline is the final due date.
4. You must be certain to establish a working relationship with your Adviser that recognizes the constraints imposed on lecturers and students. This caution should guide your negotiation of a working calendar and your obligation to work within the confines of that calendar.
5. Remember that the project is your responsibility. Though your Chief Adviser will assist you in significant ways, you should not expect your Adviser to provide you with solutions to scholarly or creative problems you must work out for yourself.
6. If your project is done on a computer, make sure to have a back-up system. Computer or computer-related problems will not be considered adequate reasons for late submission of your project. You should print your project several days in advance so that if problems arise, you still have time to correct them.
7. Note that proper acknowledgement of sources of information or ideas is extremely important. You must scrupulously observe the standards of conduct stated in the University calendar and bear in mind that "any act of dishonesty, including plagiarism and cheating, will be brought before the Student Affairs Committee for action which may lead to suspension or dismissal".
8. Note that the participating departments may follow different research and documentation conventions. You must know which conventions to observe. Most students will use the MLA or LSA styles or Kate L. Turabian's **Student's Guide for Writing College Papers**. Choosing the proper convention will become particularly important if you undertake a project which crosses disciplinary lines and confronts you with different conventions. You must then negotiate a format with your adviser(s).
9. In some cases, students will undertake projects that will require a team of Chief Advisers. In such cases, the LCS will help the student and advisers to devise a working schedule and a means of monitoring and assessing the project.

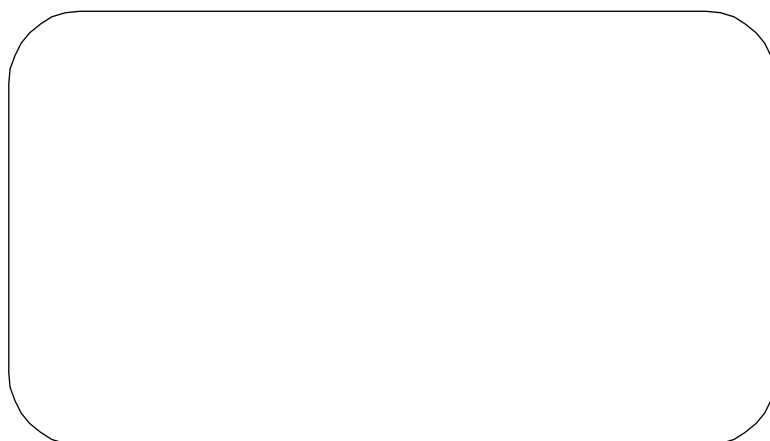
Checklist for Honours Project Requirements

- 1) Do you have a Chief Adviser? Do you have a Second Examiner?
- 2) Has your Project proposal been approved?
- 3) Have you met your Chief Adviser on a regular basis?
- 4) Is the length of your project acceptable to the Programme?
- 5) Is your Project word-processed on the computer?
- 6) Have you used the required size paper?
- 7) Have you double-spaced your text?
- 8) Have you set the proper margins for your Project?
- 9) As your project is done on a computer, do you have a back-up system?
- 10) Are the materials included in the Project put in the proper order? (e.g. cover, title page, acknowledgement page, etc.)
- 11) Have you properly acknowledged sources of information or ideas used in your Project and/or on your Acknowledgements page?
- 12) Have you included a page of acceptance in each of the 2 bound copies submitted?
- 13) Have you followed the specific requirements set by your Chief Adviser?
- 14) Does your title page meet the standard requirement?
- 15) Have you used the style manual required by your Chief Adviser?
- 16) Have you made 2 quality copies of your Project?
- 17) Have you bound the 2 copies of the Project in the required way at the LCS Programme?
- 18) Have you saved your Project on a CD-Rom for submission?
- 19) Have you kept a copy of your own Project for personal reference?



香港浸會大學

HONG KONG BAPTIST UNIVERSITY



通識及文化研究文學士（榮譽）學位課程
BACHELOR OF ARTS HONOURS DEGREE
IN
LIBERAL AND CULTURAL STUDIES



畢業論文
Honours Project

(The boxes represent the cut-out on the standard Honours Project cover.)

中國詩的意境
陳大文 學號

畢業論文

通識及文化研究文學士 (榮譽) 學位課程

--

香港浸會大學

日期

THE BATTLE OF THE SEXES IN
THREE SAUL BELLOW NOVELS

BY

WONG MEI LI, CHRISTINE
STUDENT NO.

AN HONOURS PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF

BACHELOR OF ARTS IN LIBERAL AND CULTURAL STUDIES (HONOURS)



HONG KONG BAPTIST UNIVERSITY

DATE

HONG KONG BAPTIST UNIVERSITY

Date

We hereby recommend that the Honours Project by Mr CHAN Tai Man, David entitled "Ibsen and the May Fourth Intellectuals" be accepted in partial fulfillment of the requirements for the Bachelor of Arts Honours Degree in Liberal and Cultural Studies.

Dr. John Jost
Chief Adviser
(Name of Adviser's Department)

Dr. Allan P. K. Wong
Second Examiner
(Name of Examiner's Department)

Continuous Assessment : _____

Product Grade : _____

Overall Grade : _____

香港浸會大學

我們一致通過學生XXX的畢業論文，（XXXXXX）作為結業要求的一部份，並推薦上述學生接受 通識及文化研究文學士 (榮譽) 學位課程委員會審核。

(簽名)

指導老師XXX
(請填寫指導老師所屬部門名稱)

(簽名)

校內評審委員XXX
(請填寫評審委員所屬部門名稱)

日期

研究進程：_____

論文得分：_____

總成績：_____

謝辭

本論文為本人個人研究成果，從未在本校或其他學院發表作為考取學位、文憑或其他之用。本人遵循學生學術誠信規則，無論徵引刊行文稿或非刊行文稿資料，一切直接引用或釋義內容均在論文中作出誠實而正確之標示；另詳細徵引資料列於正文後之引用書目。同時，本畢業論文，承蒙XXX老師悉心指導，得以完成，謹此衷心感謝，下列提供協助人士 / 機構併此致謝。

- 一、XX圖書館
- 二、XXX先生提供寶貴意見
- 三、XXX協助問卷調查
- 四、XXX協助作問卷調查分析

學生 (陳大文)

日期

Acknowledgements

Part of the work presented in this Honours Project was done in collaboration with Dr. William Miller while he was Visiting Scholar in the Department of English Language and Literature, Hong Kong Baptist University. The interviews described in Table 1 and Fig. 4 of Chapter 2 were done jointly with Dr. John Ellis. The survey described in Fig. 2 of Chapter 3 was performed by Miss Jane Wilson. All other field research described in this Honours Project was my own original work and was carried out by myself under the supervision of Dr. Howard Walters.

Student's signature _____
Student's Name

(Fill-in Name of Concentration)
Hong Kong Baptist University

Date: _____

Department of Humanities and Creative Writing
Liberal and Cultural Studies Programme
HONOURS PROJECT PROGRESS RECORD
2016-2017

Student Name: _____ Year: _____

Student No.: _____

Project Topic: _____

Endorsed by (Your Advisor): _____

DATE	SUMMARY OF DISCUSSION WITH YOUR ADVISOR		ASSIGNMENTS
Year 3, 2 nd Semester after advisor has been assigned	Date		
Summer Consultation	Date		
Year 4 1 st Semester	Date		
Year 4, 2 nd Semester	Date		

* This form, with the signature of your advisor, has to be submitted with the finalized version of your Honors Project.

HONG KONG BAPTIST UNIVERSITY LIBRARY

Honours Project Release Form

Student No.: _____

Author / Student Name: _____

Honours Project Title: _____

Degree Program: _____

Year of the Honours Project : _____

Declaration :

- I agree that the full text of my Honours Project may be consulted by *any/all users* in electronic format online through Internet connection, and in print version for onsite use at the University Library, for purposes of private study, educational use, scholarship or research.

Signature of Author: _____ Date : _____

Final Honours Project Topic

Student Name: _____ (_____) Student Number: _____

Adviser's Name: _____

Honours Project Topic:

Approach to be used (1 or 2 sentences)

Signature of Adviser: _____ (_____)

Signature of Second Reader: _____ (_____)

Signature of Student: _____ (_____)

Return this form to the LCS Office by First Week of AY 2016-2017.

HMW HONOURS PROJECT PROPOSAL FORM

Name: _____ Student Number: _____

Major in: _____ Student Signature: _____

Email: _____ Mobile Number: _____

Please list two possible research topics (one in Chinese, and one in English) for consideration. The Chinese and the English Topic can be the same one.

The topics I am prepared to work on are

1. Topic to be written in Chinese: _____

Description (briefly state your research area, objectives, and methodology, in 200 words. If the space is not enough, attachment is welcome)

2. Topic to be written in English: _____

Description (briefly state your research area, objectives, and methodology, in 200 words. If the space is not enough, attachment is welcome).

The final decision of Chief Adviser, Second Examiner, research topic, and the use of language will be made by the Honours Project Committee.

Return this form to the LCS Office by 8 April 2016.