

HONOURS PROGRAM - APPLICATION FORM

Department of Sociology/Anthropology

Mount Saint Vincent University

IMPORTANT NOTE

All students who are considering applying to the Honours Program should first read the Honours Program - Deadlines document, which can be obtained from the departmental administrative assistant. As noted in that document, applicants to the program require a **minimum** cumulative **and** SOAN GPA of 3.0 in order to apply; **meeting this minimum standard does not guarantee admission.**

INSTRUCTIONS

- The following documents **MUST** be submitted with this application form:
 - A statement (about ½ page) explaining why you wish to enter the Honours Program in Sociology/Anthropology, and what you hope to get out of it, commenting particularly on your future vocational or education objectives.
 - An outline (about ½ page) of your proposed area of research for the Honours Thesis.
 - A completed **Confirmation Of Thesis Advisor** form.
- Submit completed application form and supporting documents to the Department Chair **by February 1 of the year in which you apply.**
- Make an appointment with the Department Chair to discuss your application. At this appointment, the Chair will have a copy of your most recent transcript to review with you.

SECTION A

Student Number

Last Name

First Name

Email Address

Permanent Contact Info

Street Address

City

Province

Country

Postal Code

Telephone Number

SECTION B

Select a program of study:

- Bachelor of Arts – Honours degree in Sociology/Anthropology
- Honours Certificate in Sociology/Anthropology

HONOURS PROGRAM - CONFIRMATION OF THESIS ADVISOR
Department of Sociology/Anthropology
Mount Saint Vincent University

STUDENT INSTRUCTIONS	
1.	Once a faculty member has agreed to be your thesis advisor if you are accepted into the programme, complete Section A of this form and submit it to your thesis advisor for signature.
2.	Your thesis advisor completes Section B. This form, signed by your advisor, must accompany your application
3.	When completed, attach this form to your SOAN Honours Program Application Form
4.	Submit completed application form and all supporting documents to the Department Chair by February 1 of the year in which you apply.
5.	Make an appointment with the Department Chair to discuss your application.

SECTION A	
Name of thesis advisor:	_____
Student Signature:	_____
Date:	_____

ADVISOR INSTRUCTIONS	
1.	Complete Section B of this form after discussing the applicant's research plans.
2.	Once complete, return this form to the applicant for submission with her/his application package.

SECTION B	
Please check one:	
<input type="checkbox"/>	I agree to act as an advisor for _____'s thesis.
<input type="checkbox"/>	I do not agree to act as an advisor for _____'s thesis.
Faculty Signature:	_____
Date:	_____

HONOURS PROGRAM - DEADLINES

Department of Sociology/Anthropology

Mount Saint Vincent University

The BA Honours and the Honours Certificate in Sociology/Anthropology are aimed at qualified students who wish to gain a more in-depth understanding of the disciplines of Sociology and Anthropology. They also offer the student the opportunity to conduct a research project from beginning to end and to write a thesis. Students interested in pursuing graduate work, in particular, will benefit from the Honours program, since an Honours degree is the normal requirement for graduate study.

Students who are majoring in Sociology/Anthropology and who are interested in the Honours Program are strongly encouraged to consult the Department Chair as early as possible in the course of studies, certainly **by the end of 2nd year or the completion of 10 units of course work.**

Students must **formally apply to the Chair of the Department of Sociology/Anthropology by February 1** of 3rd year (after the completion of approximately 12.5 units of coursework). Students may also choose to apply during the Winter term of their 2nd year for early consideration. Application forms are available on the SOAN department website or from the Department Administrative Assistant (Evaristus 454).

APPLICATION PROCESS	
<p>Prior to January 10 of 3rd Year (after completion of 10 units of coursework)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pick up an Honours Program Information Package, including: application form, confirmation of thesis advisor form, program deadlines, and a program checklist. These can be obtained from the Department Administrative Assistant. <input type="checkbox"/> Make an appointment with the Department Chair to discuss the Honours Program and to review the application form, program deadlines, and program checklist. <input type="checkbox"/> Make an appointment with proposed thesis advisor to confirm availability to serve as advisor.
<p>APPLICATION DEADLINE February 1 of 3rd year (after completion of approximately 12.5 units)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit completed application form with the required documents, to the Department Administrative Assistant in Evaristus 454. Your submission must include: <ul style="list-style-type: none"> <input type="checkbox"/> A completed application form; <input type="checkbox"/> A statement (about ½ page) explaining why you wish to enter the Honours Program in Sociology/Anthropology, and what you hope to get out of it, commenting particularly on your future vocational or education objectives; <input type="checkbox"/> An outline (about ½ page) of your proposed area of research for the Honours Thesis; and <input type="checkbox"/> A completed Confirmation Of Thesis Advisor form <input type="checkbox"/> Make an appointment with the Department Chair to discuss your application.
<p>March 1</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Applicant will receive notification of status of application.

HONOURS YEAR CHECKLIST

There is some flexibility to these dates at the discretion of the advisor and with the consent of the thesis committee.

Students in the Honours Program must fulfil the specific requirements of the department in addition to the general university requirements. Please read the relevant portions of the University Calendar. It is the student's responsibility to fulfil all university requirements for graduation.

April 30	<input type="checkbox"/> Deadline for the student, in consultation with the thesis advisor, to select thesis committee members and receive their written agreement to be part of the committee.
October 1	<input type="checkbox"/> Deadline for the student to submit thesis proposal to thesis committee. (See "Guidelines for Preparing Honours Thesis Proposals" document available from thesis advisor.)
October 15	HONOURS THESIS PROPOSAL HEARING <input type="checkbox"/> Thesis committee meet with student and give final approval of thesis proposal. <input type="checkbox"/> Advisor and committee agree as to any required revisions. <input type="checkbox"/> Signed copy of agreement and proposal submitted to Department Chair, with copies to the advisor and honours student.
November 15	ETHICS APPROVAL <input type="checkbox"/> Obtain ethics approval for the project. <input type="checkbox"/> Advisor and student develop schedule for submission of drafts and receipt of feedback.
November 15 – February 15	<input type="checkbox"/> Conduct the research, submit drafts of the thesis to the thesis advisor, revise drafts as necessary
February 15	<input type="checkbox"/> Deadline for sending the completed thesis draft to the committee.
March 1	<input type="checkbox"/> Committee responds to student and advisor regarding revisions.
March 20	<input type="checkbox"/> Deadline for student to submit revised thesis to committee prior to defence. <input type="checkbox"/> Schedule Honours Thesis Defence.
Reading Day (Early April)	HONOURS THESIS DEFENSE <input type="checkbox"/> Oral defence of thesis. <input type="checkbox"/> The Committee may pass the thesis as is (note that a grade of B- of higher is required to pass). Alternatively the committee may agree to pass the thesis if certain specific revisions are made. In this case the student makes the revisions and the thesis advisor determines if the provisions specified by the committee have been met.
Last Day of MSVU April Exams	<input type="checkbox"/> Deadline for student to submit 1 unbound hard copy of the final approved thesis to the thesis advisor, and an electronic version of the thesis to the Department Administrative Assistant. <input type="checkbox"/> The Department Administrative Assistant will arrange for the printing and binding of 2 copies of the thesis, one copy for the department, one copy for the Library archives. NOTES: 1. A final grade will not be assigned to an Honours Thesis until a final and approved version of thesis has been received by the thesis advisor. 2. Grades are due within 5 days of the last day of exams.

Consult Department Chair regarding revised deadlines if Honours Program extends beyond one academic year.

HONOURS PROGRAM – GUIDELINES*
Department of Sociology/Anthropology
Mount Saint Vincent University

***NOTE:** These guidelines are to be used in consultation with your thesis advisor.

ASSEMBLING THE HONOURS THESIS COMMITTEE

A SOAN honours thesis committee is composed of a minimum of two members: the thesis supervisor and either another SOAN faculty member or an appropriate authority external to SOAN. Further, the department must approve any member who is external to MSVU and who does not possess a Ph.D.

In any thesis committee, at least one member of the committee must be a full-time member of the SOAN department.

As the Committee may consist of two members, tie judgments may occur when assessing the student's work. In the event of a tie in respect to a student's thesis, a third reader from the SOAN department will be selected and approved by the department.

MANDATORY RESEARCH ETHICS APPROVAL

The ethics application process is a separate process, and the student must satisfy the thesis committee that a certificate of approval has been obtained before any data collection can begin. The thesis advisor will advise the student on the preparation of the ethics application and the timing of the submission. The forms to be used are located on the MSVU site: <http://www.msvu.ca/en/home/research/researchethics/forms.aspx>

Ethics applications go first to the Sociology/Anthropology Department Research Ethics Board (DREB). In some cases, where the proposed research does not involve human subjects, the student may request a waiver of the ethics application requirement. Such a request must be made in writing to the DREB.

All undergraduate honours theses that require/receive Departmental Research Ethics Board (DREB) approval must also receive approval from the University Research Ethics Board (UREB) prior to the commencement of research. A copy of the DREB Approval must accompany the application to the UREB. The student is responsible for meeting the ethics application requirements of the UREB - <http://www.msvu.ca/en/home/research/researchethics/default.aspx>

The UREB Chair, or designate, will review the application. Once approved, a certificate of approval will be issued to the student. Data collection cannot begin until the UREB Certificate of Approval has been obtained.

PREPARING THE HONOURS THESIS PROPOSAL

1. A research proposal is a statement that must do four things:

- 1.1 Identify the purpose of the proposed research;
- 1.2 Demonstrate the relationship between the topic and previous research;
- 1.3 Describe the conceptual (or theoretical) approach to be taken;
- 1.4 Describe the methods to be used in researching the topic.

2. Organization of proposal:

- 2.1 **Introduction:** the proposal begins with a concise statement of the purpose of your research, giving clear indication of the specific research question(s) you intend to answer.
- 2.2 **Literature Review:** provides the rationale and background for the research topic by situating the topic within a body of relevant, published research. Please note: Since the proposal is a preliminary to research, the literature review need not be exhaustive, but rather should reflect the initial reading you have done in order to identify and define the research question.
- 2.3 **Conceptual Framework:** describes the main approach or perspective you intend to take in working toward an answer to your research question. Reference to relevant theoretical literature should be included.
- 2.4 **Methods:** describes how you will go about doing your research, making particular reference to the sources of information or data you propose to collect and examine, the way(s) you will collect and analyse that material, and, when empirical research is planned, the means of dealing with relevant ethical considerations.

3. Formatting:

- 3.1 Proposals need a cover page as well as concise and highly descriptive titles;
- 3.2 Each section of the proposal should be headed with a subtitle (eg. Introduction, Literature Review, etc.);
- 3.3 All references to the literature must be properly cited in the proposal, and the proposal itself should be accompanied by a reference list of all cited works.
- 3.4 Whatever style of citation adopted must be used consistently throughout.
- 3.5 Both the thesis proposal and the final thesis must be formatted as a formal paper, according to ??? Standards. As a rough guide, an honours thesis is approximately 50 double-space typed pages plus a List of References and any relevant appendices. A thesis proposal is approximately 8-10 pages, to the same specifications

4. Suggested readings for Doing Research and Writing Research Papers

American Psychological Association, Publication Manual of the American Psychological Association. 6th ed. Washington, DC, 2009). (This is available through an MSVU library site, which also has access to other style guides - <http://www.msvu.ca/en/home/library/research/citationrefworks/default.aspx>)

Avery, H. et al. Thinking It Through: A Practical Guide to Academic Essay Writing. Peterborough, 1989.

Barzun, J. and H. Graf, The Modern Researcher. 5th ed. Boston, 1992.

Becker, H. Writing for Social Scientists: How to Start and Finish Your Thesis, Book or Article. Chicago, 1986.

Buckley, J. Fit to Print: The Canadian Students' Guide to Essay Writing. Toronto, 1998.

Meyer, M. The Little, Brown Guide to Writing Research Papers. Boston, 1982.

Searing, S. Introduction to Library Research in Women's Studies. Boulder, 1985.

The Sociology Working Group, A Guide to Writing Sociology Papers. 4th ed. New York, 1998.

Steward, J.S. and M. Smelstor, *Writing in the Social Sciences*. Glenview, 1984.

Stewart, K. and M. Freeman, *Essay Writing for Canadian Students*. Scarborough, 1981.

University of Chicago. *The Chicago Manual of Style*. 13th ed. Chicago, 1982.

Weeks, J. *Introduction to Library Research in Anthropology*. Boulder, 1991.

You may find the MSVU Library site, "How to Write a Research Paper", to be useful as well :
<http://www.msvu.ca/en/home/library/research/researchhelp/researchpaper.aspx>

HONOURS THESIS PROPOSAL HEARING

- The student and the thesis advisor decide when the proposal is ready to be formally presented to the full thesis committee
- The student formally presents the thesis proposal and answers questions from the thesis committee.
- The thesis advisor will take notes of the proceedings and at the end will recap the input and expectations of the committee.
- The student will have the opportunity to respond and to ask questions of clarification.
- After the Thesis Proposal Hearing, the thesis advisor will create a summary document, which will contain the final agreed upon items from the meeting.
- The summary document is sent to the thesis committee for approval.
- A copy of the approved summary document is then sent to the student.
- The summary document will serve as a clarification of the committee's expectations regarding methodology, overall framework, ethics, analysis techniques, etc. The summary document does not guarantee that the student will successfully complete the thesis requirement.

HONOURS THESIS DEFENSE

- Honours students defend their theses on Reading Day at a public presentation so as to partially fulfill the requirements to graduate from the honours program

HONOURS THESIS ARCHIVING

- Completed Honours theses are to be archived both at the University Library and the SOAN Department Administrative Assistant's office.
- The student must provide the Department Administrative Assistant with a final electronic copy of the thesis so she may arrange for printing and archiving.

This Will Be Your Title

Submitted by: Student Name

A thesis submitted in partial fulfillment of
the requirements for the

Bachelor of Arts (Honours in Sociology and Anthropology)

Mount Saint Vincent University

DATE

Thesis Committee: Dr. XX, Thesis Advisor
Dr. YY
Dr. ZZ