

ENGLISH HONOURS
499 GRADUATING ESSAY FORM

- PLEASE READ THE ATTACHED REGULATIONS ON THE GRADUATING ESSAY, PAYING PARTICULAR ATTENTION TO THE SECTION ON DATES. IF YOU HAVE ANY QUESTIONS REGARDING ANY OF THE REGULATIONS, PLEASE CONTACT A MEMBER OF THE HONOURS COMMITTEE.

- PLEASE COMPLETE THE ATTACHED FORM.

- OBTAIN THE CONSENT OF A FACULTY MEMBER TO ACT AS SUPERVISOR FOR YOUR GRADUATING ESSAY AND ASK HIM/HER TO SIGN THE COMPLETED FORM.

- WRITE A 250-300 WORD PROSPECTUS (150-200 WORDS FOR THE 3-CREDIT 499) FOR YOUR GRADUATING ESSAY. THIS MUST BE APPROVED AND SIGNED BY YOUR SUPERVISOR AND SUBMITTED TO THE HONOURS COMMITTEE.

- RETURN THE COMPLETED FORM TOGETHER WITH A SIGNED COPY OF YOUR PROSPECTUS TO THE HONOURS ADMINISTRATIVE ASSISTANT. SEE REGULATIONS FOR DATE OF SUBMISSION.

THANK YOU.

YOURS SINCERELY,

DR. LESLIE ARNOVICK
CHAIR, ENGLISH HONOURS PROGRAM
Telephone: 604-822-9569
E-mail: leslie.arnovick@ubc.ca

NAME: _____

STUDENT NUMBER: _____

E-MAIL: _____

ADDRESS: _____

TELEPHONE: _____

My 499 graduating essay is to be: 3 credits or 6 credits

The subject of my graduating essay, English 499, is:

The supervisor I have chosen for my graduating essay is:

I have read and understand the regulations regarding the Honours graduating essay.

(Signature of student)

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I agree to supervise the completion of the above course.

(Signature of supervisor)

Please attach the prospectus for your graduating essay topic signed by your supervisor.

REGULATIONS REGARDING THE HONOURS GRADUATING ESSAY (ENGLISH 499)

The Topic:

Honours students are responsible for choosing the general area for their graduating essays, and for having a supervisor by the beginning of the term in which they plan to complete the essay. The six-credit or full-year graduating essay should be approximately 40 pages in length and no more than 50 pages. The three-credit or half-year graduating essay should be approximately 20 pages in length and no more than 25 pages. The supervisor should be quite strict in adhering to the maximum length regulations. If you have difficulty finding a supervisor, contact a member of the Honours Committee.

The Committee:

In consultation with the student, the supervisor of the 6-credit graduating essay should appoint, before the end of the first term, a committee of one or two additional members who have some expertise in the topic being considered. For the 3-credit essay, the committee should be appointed before the third week of the term in which the essay is being written. These individuals need not be in the English Department, but should be full-time faculty members at UBC. Sessional lecturers may serve on such committees, but their duties **MUST** be concluded by the end of the term. If the topic is interdisciplinary, the student may choose to have co-supervisors, one from each area of interest.

Dates:

499 (6 credits):

Students should submit their graduating essay prospectus (250-300 words), approved and signed by their supervisor or supervisors, to the Honours Administrative Assistant before the Thanksgiving weekend.

The first draft of the graduating essay, in a form fairly acceptable to the supervisor, must be submitted by the Monday following the second term's midterm break.

The final draft, amended according to the supervisor's and committee's directions, must be submitted by the Friday of the eleventh week of the term, that is, two weeks prior to the end of term.

If a student fails to comply with any of the above dates, the supervisor, should he or she choose, may ask to be relieved of all supervising responsibilities, so it is extremely important for students to ensure that all of these deadlines are met.

These dates also apply to students who have been granted an extension on their graduating essay. Please note that students who are granted extensions on their graduating essays may have to pay tuition for 499 again, in the term in which they complete the essay, unless the Dean is satisfied that the reasons offered for the extension are valid.

499 (3 credits):

Students should submit their graduating essay prospectus (150-200) words), approved and signed by their supervisor or supervisors, to the Honours Administrative Assistant before the third week of the term in which the essay is being written.

The first draft of the graduating essay, in a form fairly acceptable to the supervisor, must be submitted by the Monday of the tenth week of the term in which the essay is being written.

The final draft, amended according to the supervisor's and committee's directions, must be submitted by the Friday of the twelfth week of the term, that is, one week prior to the end of term in which the essay is being written.

If a student fails to comply with any of the above dates, the supervisor, should he or she choose, may ask to be relieved of all supervising responsibilities, so it is extremely important for students to ensure that all of these deadlines are met.

These dates also apply to students who have been granted an extension on their graduating essay. Please note that students who are granted extensions on their graduating essays may have to pay tuition for 499 again, in the term in which they complete the essay, unless the Dean is satisfied that the reasons offered for the extension are valid.

Supervision:

Students are expected to meet at regular intervals with their supervisors, normally once every two or three weeks. If this is not physically possible, as is occasionally the case for students granted extensions, students should ensure that the supervisor is aware of the evolving status of the essay by contacting the supervisor at least every three weeks.

The Oral:

The oral examination follows acceptance of the graduating essay by the supervisor and the committee. This exam focuses on the materials and issues covered in the essay and aims to determine how thoroughly students understand, in the broadest sense, what they have written. The committee will determine the mark for the course on the basis of both the essay and the oral.

Copies:

The student should bring to the oral three copies of the title page (a sample title page is attached) to be signed by the committee at the conclusion of the oral. After the oral, and after any required corrections and/or revisions are made, the student should attach each of these title pages to a clean copy of the graduating essay. One copy is submitted to the supervisor, one is submitted to the Honours Administrative Assistant and will be kept on file in the 6th floor graduate library (this copy must be bound or presented in a binder), and one copy is kept by the student.

Form:

Students should follow the regulations for the Master's thesis, particularly with regard to bibliography, footnotes, quotation, spacing, title page, and table of contents. The graduating essay should be presented in accordance with the rules for documentation set out in the MLA Handbook for Writers of Research Papers.

(Sample Title Page)

THE REPRESENTATION OF ABORIGINAL WOMEN
IN CANADIAN POPULAR HISTORY
AND SCHOLARLY LITERATURE OF THE FUR TRADE

By

Kathleen McConchie

An essay submitted in partial fulfillment of
the requirements for the degree of
Bachelor of Arts (Honours)
in the
Department of English

We accept this essay as conforming
to the required standard

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THE UNIVERSITY OF BRITISH COLUMBIA

April 2006