HMW

Honours Project Handbook

2023-2024

Table of Contents

1.   INTRODUCTION

HMW students are free to choose among a wide range of Honours Project topics. You may choose a subject that stems from your academic studies, to write an interdisciplinary essay, or 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 <u>must</u> submit two possible research topics (one in Chinese, and one in English) for consideration. The Chinese and the English Topics 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 Department staff will assess all the submissions and accept proposals in such a way that you benefit <u>and</u> 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, 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. A standard assessment rubric will be employed for grading.

Both the Chief Adviser and the Second Examiner will assess the final project (the "product") and will contribute equal weight on the "product" grade.

Should the Chief adviser and the Second Examiner fail to come to a mutual agreement, the Department of Humanities and Creative Writing 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.

	Product 80%	**Process 20%**
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 Department 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.

◆ **Please also consult the Honours Project Assessment Rubrics**

3.   SCHEDULE FOR HMW HONOURS PROJECT

YEAR III (for 4-year curriculum):

By the end of April, 2023

You could visit the HMW website to get more information on the research interests of our teachers. This will help you get ideas for your project. You could then discuss possible topics with your teachers and classmates.

<u>May – June, 2023</u>

Narrow your choice of subjects. Submit the Honours Project Proposal with Microsoft Forms to the HMW Office **by 19 June 2023**. Advisors will then be assigned by the Department.

(Note: if you would like to be supervised by a particular teacher, you are invited to discuss your topics with him / her, and seek his / her prior agreement also <u>by 19 June 2023</u>. If the teacher agrees to supervise you, he / she will inform the Department and you will be assigned to the teacher directly.)

<u>July – August, 2023</u>

Preliminary research and discussion with your assigned adviser to set research expectations and goals for the summer. **You have to consult your adviser before the summer begins, and the 20% process assessment will start from July.** By the end of August, you should have your topic fairly well narrowed and confirmed.

<u>September, 2023</u>

Reading and research. Begin writing the thesis.

Submit the Final Honours Project topic form (After getting the endorsement from your Chief Advisor) to the HMW Office **by 8 September 2023**.

You are **no longer allowed** to change the topic after this date. Any change of topic after the deadline, if at all, will be considered on a case-by-case basis by the Honours Project Committee. In other words, your project supervisor will NOT be the one approving such a request. Any request for a topic change after the 12 September deadline will be made only if absolutely necessary, as agreed by the student and his/her supervisor, and the request will be made with detailed explanation.

<u>October, 2023</u>

For Honours projects which require relevant ethics/safety approval, submit the duly completed ethical clearance application form to the HMW office **on or before 13 October 2023**. Please refer to "Important Notes to Students and Advisors – E. Ethical Clearance for Students" shown on page 10 of this handbook for details.

<u>October, 2023 – February, 2024</u>

Submit the first draft of your Honours Project to your Chief Advisor **by 16 February, 2024**. Electronic submission is accepted.

The submission has to be at least more than half in stated length of your completed thesis (full length for HP written in English is 7,000-10,000 words; full length for one written in Chinese is 10,000-15,000 words). Any failure to do so would lead to a grade reduction of the final thesis.

A **mid-term letter grade** will be given by your advisor based on this submission.

February – Early-April, 2024

Major consultation with your Chief Adviser.

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

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

Mid-April, 2024

Submit the Final Project to the HMW Office by **26 April,2024,** this is the last day that the project may be submitted without penalty. One day delay will mean a 5% deduction from the final grade, up to a maximum of 5 days delay. After the 5th day beyond the 26 April,2024 deadline, the submission will receive 0 mark.

IMPORTANT NOTES TO STUDENTS AND ADVISERS

The HMW has adopted some modifications in the way students and advisers will pursue the Honours Project. Please pay careful attention to the following notes.

A)   Honours Project Co-ordinator and the Honours Project Committee

From 1998, the HMW has appointed an Honours Project Coordinator. The Coordinator's job includes 1) negotiating with the Department to ensure that there are sufficient numbers of suitable advisers available for HMW 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 Department; 7) helping to resolve difficulties in the student-adviser relationship.

The Honours Project Committee was formed in 2015. Its members include the Honours Project Coordinator and 3 other teaching staff members from HUM and CPW. The Committee is responsible 1) to oversee matters related to honours project assignment, honours project's teaching and learning quality and assessment; 2) to advise on areas of honours project research that are in line with needs of the department; 3) to organize the event of honours project award.

The Honours Project Coordinator for 2023-24 is Dr. Charles Cheung.

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 Department. Those aims, as stated in the HMW Document include:

1)   the development of articulate language and thought;
2)   an ability to present arguments and to persuade others;
3)   an understanding of contemporary issues within a longer cultural and historical perspective;
4)   the development of critical and creative thinking;
5)   the development of the intellectual habit of independent judgment;
6)   the development of self-awareness;
7)   the development of interpersonal skills.

The Department 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 Department, and we can be certain that the Department 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 at least 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, and/or your knowledge of the previous creative tradition.

<u>The number of words used in this essay will be counted together with the content of the Honours Project</u>.

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 Department, 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 Department 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.

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

Because the Department 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 Department/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.

E   **Minimally acceptable**; at the threshold of passing grade

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.

HMW Students may submit creative projects rather than scholarly work. 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.

E)   Ethical Clearance for Students

The Research Committee approved in November 2012 that student projects at all levels including honours project which require relevant ethics/safety approval should apply for ethical clearance from their Faculty/Department concerned. It is the responsibility of both the Principal Supervisors and students to ensure that such ethical approval has been obtained prior to any research work taking place.

Details of the application procedures of ethics clearance are as follows:

(For Student)
Step 1:
Access and fill in the application forms via this website (https://research.hkbu.edu.hk/support/policies-and-guidelines/research-ethics) for completion.

Step 2:
A **checklist** on the completion of the application form will be sent to all students in due course. Make sure that all the items are filled in / provided before submission.

Step 3:
Consult your supervisor on the preparation of the application form if needed.

Step 4:
Submit the duly completed application to the HMW office **on or before 13 Oct 2023**

   F)   Honours Project Award

      The Honours Project Award has been established to recognize students' academic achievement in their Honours Projects.

      4 awards would be given to the top projects in the following categories:
1 Scholarly research project in English Language
1 Scholarly research project in Chinese Language
1 Creative Writing project in English Language
1 Creative Writing project in Chinese Language

The prize is HK$2000 for each awardee and would be presented in an award ceremony.

GENERAL PROGRAMME REQUIREMENTS FOR THE PREPARATION OF THE HONOURS PROJECT

The following are standard across the entire Department 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. All Projects in Chinese or English must be typed on A-4 sized paper.

3. All typed Projects are to be double-spaced.

4. 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.

5. The final project is to be submitted to the HMW Office on the day negotiated with your Adviser. All Projects are **due by 26 April, 2024**.

6. One copy of the project will be read by the Chief Adviser; the second copy will go to the Second Examiner.

7. The final project will remain in the HMW Office for record and as reference materials for students.

8. The standard covers (see samples at Pg.) will be provided for all students by the HMW Office. Please refer to Pg 17- 20 of this handbook.

9. The order of the materials included should be as follows (See samples attached):

   1) Standard Cover
   2) Standard Title Page
   3) Standard Page of Acceptance
   4) Acknowledgement Page (if applicable, see sample included)
   5) Table of Contents/Outline
   6) Abstract (required for research project only)
   7) Critical Introduction (if applicable)
   8) Text
   9) Notes (if used)
   10) Appendices (if needed)
   11) List of Works cited/Bibliography
   12) 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 <u>not</u> use a period after a centered title.

An <u>Acknowledgements</u> 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 <u>Appendix</u> or <u>Appendices</u> 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. A "Mid-term" grade will be released by the Department after students have submitted their first draft.

8. A record of meetings with the students may be useful for future reference and for the preparation of the progress report.

9. Because HMW students may write unconventional projects or bilingual projects, finding an appropriate Second Examiner will require special care. Therefore, the HMW 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 rigid deadlines are the first draft submission date and 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 are 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 different disciplines may follow different research and documentation conventions. You must know which conventions to observe. Most students will use the MLA or Chicago styles. 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 HMW 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 Department?

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 final project 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 saved your Project into a soft copy for submission?

17) Have you kept a copy of your own Project for personal reference?

18) Have you submitted the Progress Record with the signature of your Chief Adviser?

香 港 浸 會 大 學
HONG KONG BAPTIST UNIVERSITY
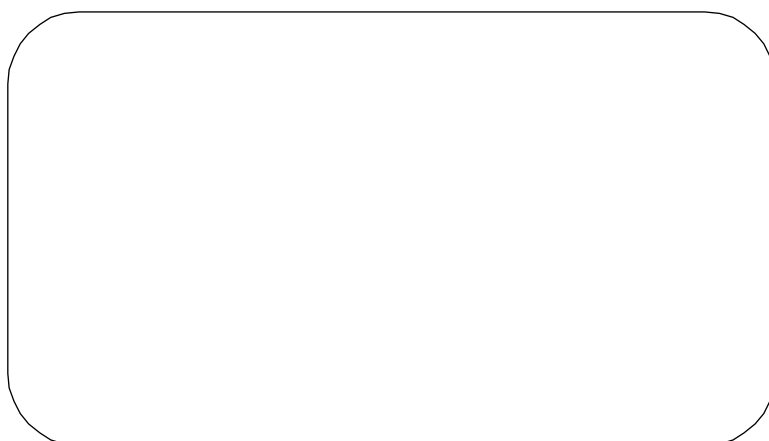
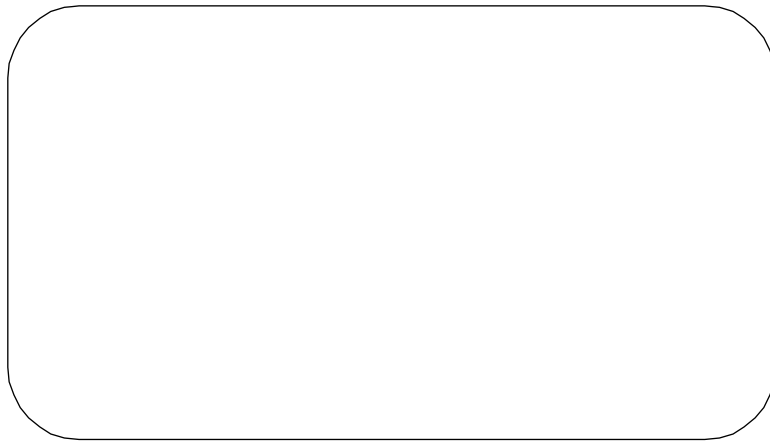人文學文學士（榮譽）學位課程
BACHELOR OF ARTS HONOURS DEGREE
IN
HUMANITIES

畢業論文
Honours Project

香 港 浸 會 大 學
HONG KONG BAPTIST UNIVERSITY

創意及專業寫作文學士（榮譽）學位課程
BACHELOR OF ARTS HONOURS DEGREE
IN
CREATIVE AND PROFESSIONAL WRITING

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

人文學文學士(榮譽)學位課程/ 創意及
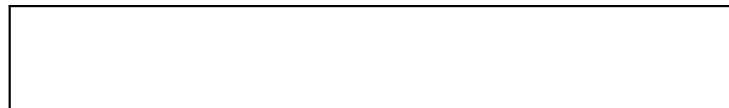專業寫作文學士(榮譽)學位課程

香港浸會大學

日期

THE BATTLE OF THE SEXES:
A NOVELLA

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 HUMANITIES (HONOURS)/ BACHELOR OF
ARTS IN CREATIVE AND PROFESSIONAL WRITING

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 Humanities/ Bachelor of Arts Honours Degree in Creative and Professional Writing.

_____   _____
Dr. John Jost   Dr. Allan P. K. Wong
Chief Adviser   Second Examiner
(Name of Adviser's Department)   (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，（**XXXXX**）作為結業要求的一部份，並推薦上述學生接受 人文學文學士(榮譽)學位課程/創意及專業寫作文學士(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

<u>Acknowledgements</u>

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.

<u>Student's signature</u>
Student's Name

Date:

Department of Humanities and Creative Writing

HONOURS PROJECT PROGRESS RECORD
2023-2024

Student Name: _____ Year: _____

Student No.: _____

Project Topic: _____

Endorsed by （Your Advisor）: _____

Signature of your advisor: _____

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

Student Name: _____   Student Number: _____

Adviser's Name: _____

Use of language for your project: (Chinese / English)

Honours Project Topic:

_____

_____

_____

Approach to be used (1 or 2 sentences)

_____

_____

_____

Signature of Student: _____

Signature of Adviser: _____

Return this form to the HMW Office by 8 September 2023

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).

    _____

    _____

    _____

    _____

    _____

Preference on the use of language for your project (Chinese / English): _____

*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 HMW Office by 19 June**, 2023**.

Criteria	%	CILO alignment	PILO alignment	Excellent	Good	Satisfactory	Needs Improvement	Fail
Process assessment (20%)								Plagiarism
Topic selection	5%	4	e	Identifies a creative, focused, and manageable topic that addresses potentially significant yet previously less-explored aspects of the topic.	Identifies a focused and manageable/doable topic that appropriately addressed relevant aspects of the topic.	Identifies a topic that while doable, is too narrowly focused and leaves out relevant aspects of the topic.	Identifies a topic that is far too general and wide-ranging as to be manageable and doable.	
Numerical value				4-5	3-4	2-3	1-2	
Time planning	10%	3	e	Clear and logical schedule. Sufficient time reserved for the research. Effective execution of the schedule.	Schedule is well planned. Sufficient time reserved for the research. Adequate execution of the schedule.	Incomplete/Unrealistic schedule with some impractical tasks. Poor execution of the schedule.	No time schedule is presented.	
Numerical value				7-10	5-7	3-5	1-3	
Project abstract	5%	3	e	Abstract is informative, succinct and offer sufficiently specific details about the background, context, and proposed methods of study.	Abstract is relevant, offering details about the proposed research study.	Abstract lacks relevance or fails to offer appropriate details about the background, context, or methods of the proposed study.	Abstract is omitted or inappropriate.	
Numerical value				4-5	3-4	2-3	1-2	
Product assessment (80%)								
Project objectives and significance	20%	3	a, b, c & e	Articulates a specific, significant research problem by connecting that problem to the literature. Statement of purpose clearly and persuasively articulates the significance of study.	Identifies a relevant research issue. Good attempt to connect with the literature. Good effort at articulating the significance of study.	Although a research issue is identified, the statement is too broad or the description fails to establish the importance of the problem area .Connections to the literature are unclear, debatable, or insignificant.	Statement of the problem, significance, purposes, questions/hypotheses, or definitions of constructs and variables were weak, inappropriate, or omitted.	
Numerical value				15-20	10-15	5-10	1-5	
Research method	10%	1, 2, 4	a & c	The research methods selected are practical and effective. Justification of the choice of the research methods presented. The plans and methods of the research clearly spelled out. Concepts and arguments are fully reflected and supported by the research methods.	Appropriate research methods are used. Demonstrate an intended ability to construct a research method in relation to the problem definition.	Appropriate research methods are used. Ways to conduct the research marginally effective. Anomaly appears along the research without justification.	Neither research method nor the justification of it provided. The research methods used are irrelevant to building up arguments.	
Numerical value				7-10	5-7	3-5	1-3	
Literature review	20%	3, 4	a & c	Relevant background information presented. Show sufficient and up-to-date evidence to support arguments. Basic and major academic references are included. Primary and/or secondary sources of information are referred. Good use of citations.	Demonstrate effort to collect useful and relevant information along the literature review work. Unnecessary citations and descriptions sometimes found. Effort to collect primary and/or secondary information in light of literature review. Reference in general academically respectable.	Demonstrate effort to collect information along the literature review work. Insufficient and irrelevant background information provided making reference to some information with less/insufficient explanation.	Irrelevant or even no references to academic literature. Insufficient and inaccurate background information provided. Making reference to some information without explanation.	
Numerical value				15-20	10-15	5-10	1-5	
Analysis	20%	3, 4	b & c	In-depth and comprehensive analysis. Analysis is critical and explorative with full support of research findings. Organizing and synthesizing evidence to reveal insightful patterns, differences, or similarities related to focus.	A critical and explorative analysis is fairly conducted with support of research findings. Organizing evidence to reveal important patterns, differences, or similarities related to focus.	Showing an effort to conduct analysis which is barely meaningful in relation to research subject. Ineffective organization of evidence in revealing important patterns, differences, or similarities.	Listing evidence, but it is not organized and/or is unrelated to focus. No intention to do analysis. Analysis is biased and supported with no evidence. No relation is drawn between the data and analysis.	
Numerical value				15-20	10-15	5-10	1-5	
Clarity and Style	10%	4	b & e	The text is legible. Effective use of language. Objective and try best to avoid subjectivity. Logical and strong reasoning. Communication style is concise and coherent. Appropriate tone and style.	The text is legible. Use of language is generally acceptable with logical reasoning. Generally objective. Communication style is adequate but with minor problems of clarity and tone.	The text is generally legible. Use of language is acceptable. Try to be objective but not well achieved. Communication style is inadequate. Major problems with clarity and tone.	The text is generally illegible. Poor use of language. Ideas not well presented. Unintentionally or intentionally using emotion terms and frequently use of first person. Communication style is confusing. Inappropriate tone.	
Numerical value				7-10	5-7	3-5	1-3	

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Assessment Rubric for Honours Project (Creative Writing)

	4 (A)	3 (B)	2 (C)	1 (D)	0 (F)
Context of and Purpose for Writing	Demonstrates a thorough understanding of context and purpose that is responsive to the assigned task(s) and focuses all elements of the work.	Demonstrates adequate consideration of context and purpose with a clear focus on the assigned task(s).	Demonstrates some awareness of context and purpose, and to the assigned tasks(s).	Demonstrates minimal attention to context and purpose, and to the assigned tasks(s).	Fail to Submit/ Plagiarism/ Fail to demonstrate outcome
Content Development	Uses appropriate, relevant, and compelling content to illustrate mastery of the subject, conveying the writer's understanding, and shaping the whole work.	Uses appropriate, relevant, and convincing content to explore ideas within the context of the discipline and shape the whole work.	Uses appropriate and relevant content to develop and explore ideas through most of the work.	Uses appropriate and relevant content to develop simple ideas in some parts of the work.	
Genre and Disciplinary Conventions	Demonstrates detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task(s) including organization, content, presentation, formatting, and stylistic choices	Demonstrates consistent use of important conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, and stylistic choices	Follows expectations appropriate to a specific discipline and/or writing task(s) for basic organization, content, and presentation	Attempts to use a consistent system for basic organization and presentation.	
Innovative Thinking	Extends a novel or unique idea, question, format, or product to create new perspective and understanding.	Creates a novel or unique idea, question, format, or product.	Experiments with creating a novel or unique idea, question, format, or product.	Reformulates a collection of available ideas.	
Control of Syntax and Mechanics	Uses effective language that skillfully communicates meaning to readers with clarity and fluency, and is virtually error-free.	Uses straightforward language that generally conveys meaning to readers. The language in the portfolio has few errors.	Uses language that generally conveys meaning to readers with clarity, although writing may include some errors.	Uses language that sometimes impedes meaning because of errors in usage.	
Critical Analysis	Strong awareness of the previous creative tradition. Comprehensively reviews past learning experience to reveal new perspectives on their own writing.	Good awareness of the previous creative tradition. Able to review past learning experience to generate interesting perspectives on their own writing.	Some awareness of the previous creative tradition. Able to review past learning experience to produce some perspectives on their own writing.	Minimal awareness of the previous creative tradition. Have attempted to review past learning experience in relation to their own writing.	