

CONTENTS

| | |
|---|----|
| THE FINAL YEAR RESEARCH PAPER | 1 |
| General Information | 1 |
| Online Registration of the Research Paper | 1 |
| HUMN3099 CARIBBEAN STUDIES | 2 |
| Approved Alternative Courses | 2 |
| GUIDELINES FOR THE RESEARCH PAPER | 3 |
| A. Selection and Registration of Topic | 4 |
| B. Important Deadlines | 5 |
| C. Extensions | 6 |
| D. Deferrals | 6 |
| E. Failures | 7 |
| F. Corrections | 8 |
| G. Consulting your Supervisor | 8 |
| H. Composition of the Study | 9 |
| I. Format and Presentation of Study | 9 |
| J. Additional Guidelines | 13 |
| GUIDELINES FOR TRANSLATIONS (FRENCH & SPANISH) | 15 |
| APPENDICES: | |
| Appendix I PHIL3099 Research Paper in Philosophy | 18 |
| Appendix II PSYC3011 Research Paper in Psychology | 20 |
| Appendix III EDRS3501 The BEd Study | 21 |
| Appendix IV HUMN3901 Capstone/Thesis Project in the Creative Arts | 23 |
| DIRECTORY | 26 |
| FIGURES: | |
| Figure I Sample Title Page | 10 |



PLEASE READ THESE GUIDELINES
CAREFULLY AND THOROUGHLY

USEFUL TELEPHONE NOS.

MODERATOR, HUMN3099 Caribbean Studies:
Dr K Claver Mabana
Tel: 417-4419 Fax: 424-0634
Email: kahiudi.mabana@cavehill.uwi.edu

Head, Department of History and Philosophy:
Prof Frederick Ochieng' Odhiambo
Tel: 417-4403 Fax: 424-0634
Email: frederick.ochieng-odhiambo@cavehill.uwi.edu

Head, Department of Language, Linguistics & Literature:
Prof Curwen Best
Tel: 417-4402/4405 Fax: 424-0634
Email: curwen.best@cavehill.uwi.edu

DEAN'S OFFICE:
Tel: 417-4385 Fax: 424-0634
Email: humanities@cavehill.uwi.edu

See Page 26 for a Directory of potential Supervisors

THE FINAL YEAR RESEARCH PAPER

GENERAL INFORMATION

The Final Year Research Paper counts for honours and any study undertaken must be considered equivalent to two Faculty courses both in terms of weight of content and rigour of research effort. Students must therefore be prepared to devote the equivalent of at least two semesters to research and preparation.

The rules and regulations governing the research paper are to be found on Page 32 of the Faculty Regulations Handbook 2011/2012. It is the responsibility of the student to familiarise himself/herself with and observe those rules and regulations.

ONLINE REGISTRATION OF THE RESEARCH PAPER

Students are reminded that the research paper is a year-long course carrying six (6) credits, and are therefore required to register online for the paper in each semester. Students should register as follows:

- Bachelor of Arts (Major/Special in French, History, Linguistics, Literatures in English, Spanish) - HUMN3099 Caribbean Studies;
- Bachelor of Arts in Philosophy - PHIL3099 Research Paper in Philosophy (See Appendix I);
- Bachelor of Arts in Psychology (Majors/Special) - PSYC3011 Research Paper in Psychology (See Appendix II).
- Bachelor of Education - EDRS3501 The BEd Study (See Appendix III);
- Bachelor of Fine Arts, Creative Arts - HUMN3901 Capstone/Thesis Project in the Creative Arts (See Appendix IV)

NOTE: Students who, at the beginning of an academic year, need only the research paper to complete the degree, are reminded that they are required to register online for this research paper and to submit the study at the normal time.

HUMN3099 CARIBBEAN STUDIES

The HUMN3099 Caribbean Studies course is the final year research paper for students reading for the BA in French, History, Linguistics, Literatures in English or Spanish. Students are required to investigate some topic relating to the Caribbean, and to report the results in the form of a paper.

APPROVED ALTERNATIVE COURSES

Students in the following disciplines, with permission, may substitute the HUMN3099 Caribbean Studies paper as indicated:

FRENCH OR SPANISH: Students majoring in French and or Spanish and who have maintained a B+ average or above may submit a Translation, duly approved and supervised, in fulfilment of this requirement (see Guidelines for Translations on Page 15).

LITERATURES IN ENGLISH: Students in Literatures in English may opt to substitute two approved courses within this discipline for their HUMN3099 Caribbean Studies: For example:

LITS3304 - Contemporary Critical Theory
LITS3501 - Advanced West Indian Literature A,
LITS3502 - Advanced West Indian Literature B
LITS3601 - African Literature I
LITS3602 - African Literature II
LITS3603 - African Film

Students taking approved alternatives in Literatures in English for HUMN3099 (the equivalent of 6 credits) should note that these two courses cannot be compulsory courses required for the Major.

Students should indicate their intention of substituting the paper with an approved alternative by writing and submitting their letter to the Dean, Faculty of Humanities and Education, through their Head of Department before completing the registration for HUMN3099.

GUIDELINES FOR THE STUDY

STEPS IN THE REGISTRATION PROCESS

This follows official registration on CHOL

1. Select Topic

2. Meet with Departmental Representatives (please check notice boards for meeting)

3. Collect Registration forms from Faculty Office

4. Complete and return Registration forms to Faculty Office by September 16

5. Collect copy of approved registration form from Faculty Office (check Faculty notice board for date).

A. SELECTION AND REGISTRATION OF TOPIC

Students are advised that since the Final Year Research Paper counts for honours, the topic selected should pertain to the student's major academic discipline. Students pursuing a double Major or a heavy concentration in a discipline other than their Major may select a topic pertaining to any one of the academic disciplines in which their Faculty courses are located. (Double Majors are not required to produce two individual HUMN3099 studies).

1. Topics should be selected only after consultation with the Head of Department concerned. Only the Head of Department or the Discipline Co-ordinator can approve a topic in the discipline taught by that Department. However, the Moderator of HUMN3099 Caribbean Studies can reject a topic for a good reason.
2. The Head of Department or the Discipline Co-ordinator is also responsible for appointing supervisors/markers of Caribbean Studies papers. Therefore, students should NOT attempt to obtain signatures from supervisors/markers on their forms. The forms will be forwarded by the Faculty Office to the Head of Department or the co-ordinator who will appoint supervisors/markers and obtain signatures - even in cases where the second marker is not a member of that Department. The forms will then be forwarded to the Moderator of HUMN3099 Caribbean Studies for signature and each student can collect his/her other copy of the completed form from the Faculty Office early in November (Check the Faculty notice board for notification of when you may collect your registration form).

Topic

The topic chosen for the Study, which must not be wholly identical with Faculty course-work undertaken by the student, must normally be chosen from the student's major area of study and must be approved by the Moderator of Caribbean Studies at the Campus at which the student will register.

Proposal

An outline plan indicating the scope and organisation of the proposed study together with a bibliography or list of source materials, should normally be submitted when seeking this approval.

Registration and Approval of Topic

It is the responsibility of the student to register the topic of his/her study with the Faculty Office for formal approval by the Moderator no later than Friday, September 16, 2011. Registration of topics must be done in triplicate on forms available at the Faculty Office. Changes to the title (not topic) will be permitted up to Friday, January 27, 2012.

Requirements

The paper shall be not more than 9,000 words excluding bibliography, except with the permission of the supervisor and the Moderator for Caribbean Studies, and must be of a quality appropriate to the work of an undergraduate in the final year of the degree course.

B. IMPORTANT DEADLINES

The deadline for the submission of the completed research paper is May 4, 2012 in the case of HUMN3099 and PHIL3099. This should be submitted to the Faculty Office. In the case of Psychology students, PSYC3011 should be submitted by April 27, 2012 to the School of Education. Only in exceptional circumstances will a Paper be accepted after that date (see section on Extensions below).

**FAILURE TO SUBMIT YOUR
STUDY BY THE DEADLINE IS
AN AUTOMATIC FAIL**

C. EXTENSIONS

Requests for extensions for research projects undertaken as part of the final year requirements must be made in writing to the Dean, Faculty of Humanities and Education, at least three (3) weeks BEFORE the deadline date. The letter must state the reasons for the requested extension. Students must have the letter endorsed by their Supervisor before submitting it to the Faculty Office.

Students should note that extensions will be granted only in exceptional circumstances, such as illness, where such illness has precluded work on the project for an extended period of time, or in cases where there are severe difficulties in acquiring data such that the progress of the project may be significantly affected. In cases of illness, the request must be supported by a doctor's certificate attesting to the same.

In cases where special difficulties in acquiring data have been reported, such difficulties must be clearly identified and must have been communicated to the Supervisor at least nine (9) weeks prior to the deadline date. Extensions will be granted up to a maximum of two weeks, except, where, at the discretion of the Dean, the circumstances merit other consideration.

D. DEFERRALS

Full-time students expecting to complete their degree at the end of the 2011/2012 academic year, and have been granted permission to take extra courses i.e. between 36 and 42 credits (12-14 courses including the study), in their final year, must register their research paper as 'Deferred'. Students with Deferred studies are permitted to submit their paper not later than August 24, 2012. The same applies to final year students who, as a result of having failed a course in Semester I, 2011/2012, need to gain 21 credits (7 courses) in Semester II, 2011/2012 to complete the degree.

A student who fails a Deferred study may not be able to resubmit before the **following academic year**.

E. FAILURES

1. Students who do not submit a paper by the deadline date for submission shall be deemed to have failed and must register as normal in the next academic year.
2. Students who, having duly submitted by the deadline date, and did not pass at the first attempt and wish to graduate without losing time may re-submit not later than the Friday, August 24, 2012 provided that all regulations governing Final Year Supplemental Examinations are observed.
3. Students who fail the Research Paper on the first attempt are allowed a total of four resubmissions within the period of two years. Any change in topic must be approved by and registered with the Moderator.

DEADLINES 2011/2012

| | |
|---|--|
| Registration of Topic | September 16, 2011 |
| Amendments to Title | January 27, 2012 |
| Requests for Extension | April 6, 2012 |
| Submission of Study: PSYC3011 & PSYC3016 | April 27, 2012 no later than 4:30pm |
| Submission of Study: HUMN3099; PHIL3099; EDRS3501 | May 4, 2012 no later than 4:30pm |
| Registration of Topic for Deferred Thesis | May 31, 2012 |
| Resubmission of failed Thesis (for Thesis submitted on May 4, 2012 or other approved date) | August 24, 2012 |
| Submission of Deferred Thesis | August 24, 2012 |

F. CORRECTIONS

All studies shall be marked as received. However, after marking, a study may be returned for correction of minor editorial/stylistic errors, for purposes of lodgement in the Library but not for remarking.

G. CONSULTING YOUR SUPERVISOR

Although the main advice concerning the academic worth and the feasibility of a topic will be received during discussion with the Head of Department or representative, a student may still seek advice from potential supervisors concerning the scope or precise focus of the research to be undertaken. Other assistance which students can expect from their supervisors includes:

1. Guidance with regard to bibliography

Students may seek assistance from their Supervisors in identifying and, where genuine difficulties arise, securing the necessary bibliographical materials.

2. Guidance with regard to research techniques

Students must consult regularly with their Supervisor and adhere to any supervisory arrangements agreed between them. It is the students' responsibility to make their supervisors aware of the progress of the research and of methodological or other difficulties they are encountering in carrying out their research.

Where genuine difficulties arise, they may seek advice and request assistance from their supervisors in preparing specific documents such as questionnaires and multiple-choice tests. Guidance may also be sought with regard to appropriate methods of eliciting and recording oral information. Ultimately the collection and interpretation of data remain the responsibility of the student.

If you are experiencing problems contacting your Supervisor, this should be reported to the Faculty Office before the start of Semester II

3. Guidance with regard to form, presentation and style of the Research Paper

Each student should submit a rough draft of each section of his/her paper to his/her supervisor for comment and advice on how to improve its form and style of presentation. The final draft should be submitted to the Supervisor at least four weeks before the deadline for handing in the study to the Faculty Office, but students are advised to submit this paper even earlier to allow for any last minute alterations.

Ultimately, the composition of the paper is the responsibility of the student. Guidelines are set out below for the composition of the same.

H. COMPOSITION OF THE STUDY

1. The study should not be more than 9,000 words in length (excluding bibliography, tables, charts, graphs, appendices, maps, notes and references), except with the permission of the Supervisor and the Moderator for Caribbean Studies, and must be of a standard and quality consistent with that of final year undergraduate degree coursework. Students who fail to adhere to the guidelines concerning the length of the study may be penalised.
2. It should preferably indicate some measure of originality either in its argument, conclusion and/or source material. However, evidence of extensive reading, clear comprehension of secondary materials used and a careful, well-planned presentation may compensate for lack of originality.

I. FORMAT AND PRESENTATION OF THE STUDY

1. Each study must be easily identifiable by a Title Page with the title of the paper, the name of the student, Faculty degree sought, and academic year of presentation (See Figure 1).

FIGURE 1: SAMPLE TITLE PAGE

The Confrontation of Caribbean Reality - Woman's Version:
An Analysis of the Writings and Performances of
Jacinth Henry-Martin and Jean 'Binta' Breeze

by

MICHELLE QUEELEY-ROBERTS
STUDENT ID # 0123456

THE UNIVERSITY OF THE WEST INDIES
FACULTY OF HUMANITIES AND EDUCATION
CAVE HILL CAMPUS
BARBADOS

Submitted in partial fulfillment of the requirements for
The Degree of Bachelor of Arts Degree

MAY 2012

2. Research Framework
Adopt a research framework (an ordering and organizing framework) in your paper for instance:
 - i. Study Objectives - put a short introduction, state objectives of the paper. [Suggested completion: October]
 - ii. Literature survey (where necessary) - this involves selecting and putting together a part of literature on the topic which is relevant to the aims and objectives of the paper in a direct, as well as indirect way. [Suggested completion: December]
3. Analysis - presentation of materials, critical examination, tabular or graphical presentation, quantitative analysis, qualitative analysis, interpretation, inference, comparison, contrast, typing, empirical evidence to theoretical observation. Spend more time on this segment. [Suggested completion: March]
 - I. Findings - conclusions, recommendations, etc. [Suggested completion: April]
 - II. References - footnotes, endnotes and bibliography [record your bibliographical information as you go along]. (Pay close attention to Section G.2. of these Guidelines).

The study should have a well-arranged list of works cited, with author, title, date and place of publication clearly stated.

You may use two kinds of notes in the MLA parenthetical system:

- Content notes - these contain comments, explanations or information that you consider important, but which would otherwise interrupt the smooth flow of the text and divert the reader's attention from the primary material.
- Bibliographical notes - use these to cite several sources or present evaluation comments or sources.

Should your paper not fit this framework, you may write it using the conventional steps (introduction, description, conclusion, etc).

4. Our recommended reference for style and presentation is the MLA Handbook.
5. Presentation

All papers must be submitted in a typewritten format and presented as follows:

- printed on white 8.5" x 11" letter-size paper of a good quality (75g weight is good);
- printed single-sided;
- printed in black text;
- margins (top, bottom, left and right) no less than one inch;
- body of text double spaced (lengthy quotations, footnotes or endnotes and bibliography may be typed single spaced);
- A plain serif (e.g. times roman) or sans serif (e.g. Arial) font in 12 point font size should be used. Avoid cursive fonts.

**PLAGIARISM IS A SERIOUS OFFENCE
AND MAY RESULT IN DISQUALIFICATION.**

J. ADDITIONAL GUIDELINES

1. Read widely in the area of your research interest. Make notes while reading. Think and reflect. Formulate a few research questions to guide your work.
2. Plagiarism is a serious offence and may result in disqualification from the course. The Faculty Handbook states:

“Failure to acknowledge your sources or imprecise documentation can result in invalid research or in plagiarism. Ideas are considered to belong to the person who first documents them; therefore, if you incorporate ideas or phrasing from an author in your work, whether quoted directly or used indirectly, you should be honest about your sources and indicate them fully. If you fail to do this you are guilty of plagiarism.”

Please see also University Examinations Regulations 97 and 103.

3. Should you choose a topic in which fieldwork is necessary, then you must be ready to do the fieldwork (establishing contact with agencies/personnel, getting there, keeping appointments, spending time there, observing, recording, interviewing, etc).

4. Time management is important.
Avoid putting off work, hesitating,
and being indecisive.

5. The fieldwork that you carry out on an organization/country of your choice is no doubt intended to produce certain kinds of data and information. These should be used.
6. One may do a conceptual/theoretical paper in which fieldwork may not be essential.

7. Pay attention to grammar, spelling and sentence structure. Avoid verbosity.
8. Pay attention to composition, neatness, paragraphs, headings, subheadings and clarity.
9. Work on drafts where necessary. Pay attention to typing norms.
10. Be analytical and avoid superficial generalisations. Do not confuse fact with value/view/opinion.
11. Make sure you keep a close eye on your research objectives. Fulfil set objectives. It is easy to lose your way in the research maze.
12. Think through and put down clearly your conclusion/findings.

“Besides plagiarism, over-use of quotations strung together like a string of pearls without intervening explanation, analysis, or original input from you, the author of the paper, is a practice which should be avoided. This problem can be alleviated somewhat by paraphrasing and summarizing to cut down on the number of direct quotations.” (Faculty of Humanities and Education, Essay writing Guidelines, pg 14).

GUIDELINES FOR TRANSLATIONS AS A HUMN3099 CARIBBEAN STUDIES ALTERNATIVE

Final Year Research Paper 2011/2012

FOR FRENCH AND SPANISH STUDENTS ONLY

Students majoring in French and/or Spanish, who have maintained a B+ average or above in the Level Two language courses or a B+ average or better in one or more Level Three translation courses in the relevant language, may submit a translation, duly approved and supervised, in fulfillment of this requirement.

Please note the following stipulations and guidelines:-

- No pre-existing published translation: The text to be translated should not have an existing published translation into the target language. The supervisor will perform checks to ensure that this rule is observed.
- Commentary: Students exercising this option must produce a Commentary as well as a translation (in practice, a few pages of Introduction and a Commentary in footnotes; hereafter "Commentary" includes Introduction and Commentary in footnotes).
- Length of Translation: The translation or Target Text (TT) plus Commentary must not exceed 9000 words (the source text (ST) is not included in the word count).
- Minimum Length of Commentary: The minimum proportion of Commentary to TT should be 15% Commentary vs 85% Target Text - i.e. Commentary minimum 1350 words vs 7650 words of TT if your study is exactly 9000 words long (it may be less).
- Format: The Source Text should be included both in a separate booklet, to facilitate comparison with the translation, and as an appendix bound in with the main submission. Same-page footnotes should be used for the Commentary proper.
- Content: For examples of what introductory matter and commentary look like, see any of the translations in A Translation

Manual for the Caribbean. The idea is to:

- S In the Introduction, contextualize the translation by defining the discourse type, the particular issues of translation it raises and the function of the translation, amongst other things. The Introduction is for discussion of strategic issues - for example, foreignizing vs. domesticating approach; culture-bound elements; approach to proper names - that are pervasive in the text.
- S In the Commentary, justify particular translation choices using footnotes. The Commentary is for local issues: translation dilemmas or matters that arise from the specific context of a given piece of discourse.
- Direction of translation and consultation: You may translate into or out of the foreign language. French or Spanish and English must be the language pair you use (no French into Spanish, for example). If you choose to do a translation from your mother tongue into the foreign language, you will not be expected to achieve as polished a result as into your language of habitual use. You may have a native speaker check your translation, but, before doing so, you are required to submit the version you have produced to the supervisor of your thesis, who will check with your consultant that this rule has been observed. You may then incorporate improvements into your translation as long as you identify these as the result of consultation and explain why they are an improvement in the Commentary.
- Choice of text: If possible, find a text that is varied, so that you are challenged to translate a number of discourse types. For example, a past student chose to translate into Spanish pages from the tourist website of St Vincent and the Grenadines, some of which were informative and historical (position of adjectives, past tenses), others of which were persuasive and consumer-oriented (imperatives, vocative forms).

- For further advice, consult with:

FRENCH: Dr Isabelle Constant, Room A29
isabelle.constant@cavehill.uwi.edu or
Tel: 417-4410

SPANISH: Dr Ian Craig, Room, A8
ian.craig@cavehill.uwi.edu
Tel: 417-4393

REMINDER:
THE DEADLINE FOR SUBMISSION OF
YOUR PROJECT IS MAY 4, 2012.
PROJECTS SHOULD BE HANDED IN AT
THE HUMANITIES FACULTY OFFICE
BEFORE 4.30 PM

PHIL3099 RESEARCH PAPER IN PHILOSOPHY

This course introduces final year students to techniques of research in Philosophy. Students will be able to produce a written paper, under supervision, which identifies issues and/or themes in the works of a major philosophical figure.

Description

1. Introduction to Research in Philosophy.
2. Reading Classical and Non-classical Works in Philosophy.
3. Understanding the background to the works of each author.
4. Detailed reading of the works of a major philosopher.
5. Writing a research paper under supervision of the lecturer for the course as the culmination of the work in the research course.

Objectives

At the end of this course students should be able to:

1. Identify issues in philosophy and/or themes in the works of a major philosophical figure.
2. Critically analyze the issues and/or theme of interest to them.
3. Comment on the issues and/or theme and its validity and/or applicability to contemporary experience.
4. Show ability to carefully present research with proper documentation of sources.

Nature of Assessment

1. Students will produce an extended essay of a maximum of 4,000 words in semester I. This essay will be marked out of 40% and consist of the student's analysis of a work in Philosophy assigned by the lecturer.
2. The final research paper of a maximum of 10,000 words, will be chosen by the student but in consultation with the lecturer. This will be marked out of 60%. It should be noted that the topic for the final research paper will be chosen by the student but in consultation with the lecturer.

APPENDIX II

FOR FURTHER INFORMATION AND GUIDELINES, PLEASE CONSULT THE DEPARTMENT OF HISTORY AND PHILOSOPHY AND THE DEPARTMENTAL HANDBOOK.

TEL: 417-4403 FAX: 424-0634 EMAIL: history@cavehill.uwi.edu

DEADLINE FOR SUBMISSION

The deadline for Submission of PHIL3099 is May 4, 2012, 4.30 pm.
The study should be handed in at the Humanities Faculty Office.

PSYC3011 RESEARCH PAPER IN PSYCHOLOGY (Psychology Majors)

This project will develop students' capacity to formulate a research topic in psychology and to consolidate data collection and data analytic skills. Students are required to choose an issue in psychology, design a study to investigate it, and to collect and analyse empirical data. Students should produce an written report of the research in APA (American Psychological Association) format . In this report the rationale for the research, the methodology and research design employed, the analyses used and results obtained, and interpretations thereof, should be presented.

Students are very strongly urged to avoid contentious topics and must at all times adhere to ethical standards of psychological research.

LEARNING OUTCOMES

Upon completion of this course students will be able to:

- (i) Formulate a viable research topic in Psychology;
- (ii) Review the existing literature relevant to the topic;
- (iii) Practise ethical principles of research;
- (iv) Collect and analyse data;
- (v) Interpret the meaning of the results of their analyses;
- (vi) Produce a written report of their research in standard APA format.

The Report should not exceed 10,000 words.

FOR FURTHER INFORMATION AND GUIDELINES, PLEASE CONSULT THE SCHOOL OF EDUCATION.

TEL: 417-4425/32 FAX: 417-9615 EMAIL: education@cavehill.uwi.edu

DEADLINE FOR SUBMISSION

The deadline for Submission of PSYC3011 & PSYC3016 is April 27, 2012.
The study should be handed in at the School of Education.

APPENDIX III

THE B.ED. STUDY BACHELOR OF EDUCATION

What is the BEd Research Paper?

EDRS3501 The BEd Study is a piece of research, planned, executed and reported by each student registered in the Bachelor of Education Degree Programme. Each student is assigned a Supervisor who provides assistance, advice and support. However, it must be stressed that the work produced should be done by the student.

When is the BEd Study Done?

The BEd Study is a Level III course, done over TWO (2) semesters. Students should register for this course in both semesters of their final year of the programme.

During the first semester, students should engage in activities such as

- S Prepare a proposal for the study
- S Present the proposal to the Faculty and their peers
- S Select and search for appropriate literature
- S Select or construct relevant data collections tools

During the second semester, students should be ready to

- S Engage in data collection activities
- S Compile collected data in an appropriate manner
- S Analyse the data
- S Write the research report.

SPECIAL NOTES:

This is a TWO SEMESTER course. Students who make no progress in the first semester may not be allowed to register for the second semester.

NO EXTENSIONS of the submission date will be granted EXCEPT for special cases. Students who do not submit their papers by the deadline date will be deemed as failed.

FOR FURTHER INFORMATION AND GUIDELINES, PLEASE CONSULT THE
SCHOOL OF EDUCATION. TEL: 417-4425/32 FAX: 417-9615
EMAIL: education@cavehill.uwi.edu

DEADLINE FOR SUBMISSION

The deadline for submission of the BEd Study is May 4, 2012. The study should be handed in at the School of Education.

APPENDIX IV

HUMN3901 CAPSTONE/THESIS PROJECT IN THE CREATIVE ARTS

This year-long course will involve the production of a strong, well constructed, compelling work of art in film, theatre, writing and/or dance. The student will work under close supervision of the lecturer and be expected to make class presentations and provide a journal of his/her activities.

Your proposal will be evaluated for effective storytelling in the discipline that you select, relevance and resonance, originality, artistic vision and potential for social engagement. Please indicate how your project addresses the following:

- Artistic Quality: The artful use of expressive language to convey meaning
- Effective Storytelling: Clear beginning, middle and end to character or community journey
- Originality: A story, idea or artistic approach that has not been explored or is under-explored, which is unique to the material and audience
- Compelling: Engaging characters and story line handled with intimacy, candor, humanity, humor, courage
- Sense of Urgency: Subject matter is important to target audience, a sense of timeliness ("current affairs")
- Relevance and Resonance: Outcomes matter concretely to a specific audience and to a larger group of people, communities and countries

Your proposal should provide the following information:

- I. Story Idea (50 -75 words)
 - Provide a one or two sentence description of the story
- II. Arts Discipline
 - Using the following classifications, please indicate the discipline of your proposed project. A proposal may fall into more than one classification; please specify all that may apply.

- I. Film
- II. Theatre
- III. Dance
- IV. Digital Media

- III. Synopsis (1 -3 pages)
 - Briefly outline the subject and the story of your proposed work.
 - Describe your project idea, including the objectives, scope of the work and key themes.
 - Place your story idea in context by briefly explaining the subject of your proposed work.
 - Explain why the topic is interesting and why such an artistic project is needed now.
 - Explain the relevance of the work to Barbadian society, the Caribbean and any global relevance for the issues addressed.
 - Describe why you are pursuing this project and why you are the best person to tell this story.
- IV. Treatment
 - Clearly communicate how your work will unfold from beginning to end.
 - Who are the characters and what is their journey.
 - Describe story structure, point-of-view, scope, artistic approach, stylistic innovation, and the length and format of the project.
 - Summarise your vision for the finished artwork. Discuss details about story structure, theme, style, format, voice and point-of-view.
- V. Creative Idea Development
 - Provide an overview of your creative idea and describe the creative avenues you are pursuing to develop your story.
 - Describe your research plan, characters, settings, atmosphere and props.
- VI. Creative Team
 - Provide brief biographies (50 - 150 words) for key members of the creative team, e.g., the director, producer, choreographer, writer, cinematographer, lighting designer, sound designer, editor

- VII. Outreach
- Explain how you plan to enhance your project through a companion web site.
 - Discuss elements of the proposed site.
- VIII. Budget
- Provide an itemised list of project costs and any funds and in-kind support raised to date. Estimate the total cost of your project and a list of possible funding sources. What is your fundraising strategy? Prepare a line item budget

CAPSTONE DEADLINES

| | |
|-------------------|---|
| 30 September 2011 | Registration of Capstone Topic |
| 28 October 2011 | Presentation of Capstone Proposal |
| 25 November 2011 | Presentation of Progress Report |
| 27 January 2012 | Amendment to Title |
| 3 February 2012 | Oral presentation of project research |
| 29 February 2012 | Presentation of Work in Progress |
| 20 April 2012 | Request for Extension to Submission Date |
| 28 April 2012 | Public presentation of Creative Project |
| 11 May 2012 | Submission of Artist's Portfolio or study |

FOR FURTHER INFORMATION AND GUIDELINES, PLEASE CONSULT THE ERROL BARROW CENTRE FOR CREATIVE IMAGINATION.

TEL: 417-4446/7 FAX: 425-1327 EMAIL: ebcci@cavehill.uwi.edu

DIRECTORY

Note: ADD 417 before the extension for a direct line
Format for email address - firstname.lastname@cavehill.uwi.edu

| | | | |
|-------------------------|--------|-------------------------|----------|
| ALLSOPP, Dr. Jeanette | 4468/9 | JULES, Dr. Janice | 4412 |
| ARCHUNG, Dr. Kim | 4438 | KAMUGISHA, Dr. Aaron | 4183 |
| ARMSTRONG, Dr. Andrew | 4415 | KING, Prof. Winston | 4425 |
| BEST, Prof. Curwen | 4416 | LEACOCK, Dr. Coreen | 4708 |
| BELGRAVE, Dr. Korah | 4417 | LEYSHON, Mr. Robert | 4391 |
| BLACKMAN, Dr. Stacey | 4429 | MABANA, Dr. Kahiudi C. | 4419 |
| BURROWES, Dr. Marcia | 4406 | MARSHALL, Dr. Ian | 4549 |
| BURTON, Ms. Roxanne | 4422 | MAYNARD, Dr. Donna | 4433 |
| BRYCE, Prof. Jane | 4413 | McWATT, Mrs. Amparo | 4017 |
| CARTER, Dr. Henderson | 4397 | RAMPERSAD, Dr. Sabrina | 4398 |
| CLARKE, Dr. Richard | 4411 | OBIDAH, Dr. Jennifer | 4548 |
| *COBLEY, Prof. Alan | 4464 | O'CALLAGHAN, Prof. E | 4399 |
| CONSTANT, Dr. Isabelle | 4410 | OCHIENG' ODHIAMBO, | |
| CRAIG, Dr. Ian | 4393 | Prof. Frederick | 4418 |
| DENNY, Dr. Stacy | 4463 | OGUNKOLA, Dr. Babalola | 4980 |
| DOWNES, Dr. Aviston | 4423 | PUJALA-SOTO, Dr. Grisel | 4414 |
| EVANS, Ms. Keisha | 4420 | RAMPERSAD, Dr. Sabrina | 4397 |
| FAYOMBO, Dr. Grace | 4435 | RICHARDSON, Prof. A. | 4425 |
| FONGKONG-MUNGAL, | | ROCK, Rev Dr. Ian | 423-1140 |
| Dr. C | 4439 | ROCHA, Dr. Elaine | 4389 |
| FORD, Ms Dianne | 4549 | SIMMONS-MCDONALD, | |
| GIBSON, Prof. Kean | 4420 | Prof. Hazel | 4022 |
| *GOODRIDGE, Dr. Richard | 4389 | *SIMPSON, Dr. Victor | 4655 |
| HUME, Dr. Yanique | 4424 | VINSON, Dr. Kevin | 4434 |
| HUNTE, Dr. Nicola | 4402 | WELCH, Mr. Glindon | 4407 |
| INNISS, Dr. Tara | 4934 | WELCH, Dr. Pedro | 4395 |
| INNISS, Mr. Terrence | 4407 | ZAMOR, Dr. Hélène | 4390 |
| JOHNSON, Dr. Alana | 4933 | | |

* On leave 2011/2012

Office Hours are usually posted on the office doors.