

# HUMN3099

GUIDELINES 2015/2016

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**PLEASE READ THESE GUIDELINES  
CAREFULLY AND THOROUGHLY**

HUMN3099 website may be accessed through the following link:  
<http://cavehill.uwi.edu/fhe/current-students.aspx>

**USEFUL TELEPHONE NOS.**

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Department of Language, Linguistics & Literature:**

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**See Page 21 for Directory of Faculty members**

## 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 can be found in the Faculty Handbook 2015/2016. 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 on CHOL for the paper. **STUDENTS MUST REGISTER FOR THE COURSE IN BOTH SEMESTERS**. Students should register on CHOL 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
- **Bachelor of Arts in Psychology** (Majors/Special) - PSYC3011 Research Paper in Psychology
- **Bachelor of Education** - EDRS3501 The BEd Study
- **Bachelor of Fine Arts, Creative Arts** - HUMN3901 Capstone/Thesis Project in the Creative Arts.

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 (in both semesters) 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 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 page 16 *Guidelines for Translations*).

##### **Literatures in English:**

Students in Literatures in English may opt to substitute two of the following approved Level III courses within this discipline (not previously completed) for their HUMN3099 Caribbean Studies:

- 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

Literatures in English students should indicate their intention of substituting HUMN3099 with approved alternatives by submitting a letter to the Dean, Faculty of Humanities and Education by the second week in September.

Students taking approved alternatives should note that these two courses cannot be any one of the compulsory courses required for the Major. **Students taking approved alternatives should note that these cannot be counted within the nine credits (3 courses) of Level III courses required for the Major.**

### STEPS IN THE REGISTRATION PROCESS

1. **August 1—31**  
**Submit your Topic and Proposal Online** (Visit our website for details). Deadline August 31
2. **August 17 –September 11**  
Register on CHOL during the regular registration period.
3. **September 7-11**  
Meeting with Departmental Representatives. Look out for your meeting date in your inbox or on the notice boards or website.
4. **September 14-18**  
Notification of topical approval and Supervisor Assignment.
5. **September 19-27**
  - (i) Contact your Supervisor to arrange a preliminary meeting
  - (ii) Register your Topic: Following notification of approval of your topic, you will be emailed the official **TRF topic registration form**. Deadline for returning this to the office by email is September 25.
6. Register on CHOL again in January.

## GUIDELINES FOR THE RESEARCH PAPER

### 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 are **NOT** required to produce two individual HUMN3099 papers.

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. The list of topics and proposals submitted will be forwarded by the Faculty Office to the Head of Department or the Co-ordinator for review and appointment of supervisors/examiners. The supervisor assignments will then be forwarded to the Faculty Office which will contact students accordingly. Following this, each student will be asked to complete the **TRF Topic Registration Form** and return it to the Faculty Office. It is important to complete the TRF as this becomes your marksheet and is the supervisor's only way of submitting your final marks. Check the Faculty notice board for notification of when you may collect a copy of your **TRF**.

### Thesis 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. Please visit our website at <http://www.cavehill.uwi.edu/fhe> to access the topic and proposal submission form which should be completed online.

### 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.

### 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 before the deadline specified. Registration of topics must be done using the TRF (Topic Registration Form) in duplicate (triplicate for Theology students) on forms available at the Faculty Office. Changes to the title (not topic) will be permitted up to Friday, **September 11, 2015**.

### Requirements

The length of the paper shall be between **7,000** and **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.

**Copies of past theses are available in the Main Library. A list of past topics may also be accessed on our website.**

## B. DEFERRALS

**Full-time** students expecting to complete their degree at the end of the 2015/2016 academic year, and have been granted permission to take extra courses i.e. between 36 and 42 credits (12-14 courses for the academic year including the study) in their final year, must register their research paper as **'Deferred'**. The same applies to final year students who as a result of having failed a course in Semester I, 2015/2016, need to gain 21 credits (7 courses) in Semester II, 2015/2016, to complete the degree.

Students with Deferred studies should register as normal in semester I and semester II, and must submit their topic and proposal by the September deadlines. Students must submit their paper not later than **July 15, 2016**. A student who fails a Deferred study may not be able to resubmit before the following academic year.

Students with deferred studies are still expected to have consultations with their supervisor and submit preliminary work during the academic year.

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

## C. IMPORTANT DEADLINES

The deadline for the submission of the completed research paper is Friday, **May 6, 2016**. These should be submitted to the Humanities and Education Faculty Office. Only in exceptional circumstances will a Paper be accepted after that date (see Section D Extensions).



## DEADLINES 2015/2016

Submission of Topic and Proposal	August 31, 2015
Amendments to title (change of approved topic not permitted)	September 11, 2015
Registration of Topic with Faculty office (including Deferred theses)	September 27, 2015
Requests for Extensions for HUMN3099	April 18-22, 2016
Submission of Study: PSYC3011 & PSYC3016	April 29, 2016 <b>no later than 4:30pm</b>
Submission of Study: HUMN3099; PHIL3099; EDRS3501	May 6, 2016 <b>no later than 4:30pm</b>
Approved Resubmission of failed Thesis ( <i>for Thesis submitted on May 8, 2015 or other approved date</i> )	Approved date not to exceed July 15, 2016
Submission of Deferred Thesis	July 15, 2016

### D. EXTENSIONS

Requests for extensions for research projects undertaken as part of the final year requirements must be made by completing a *Request for Extension* form between April 18 and 22. Students should collect the form from the Faculty Office. Completed forms should be returned to the Faculty Office and not left with your Supervisor.

Students should note that extensions will be granted only in exceptional circumstances, such as MAJOR 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 major illness, the request must be supported by a doctor's certificate, submitted via the Student Health Clinic, attesting to the same. Please note that in the case of medicals, the Dean's Office is the final authority on the submission date granted.

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 and the Faculty Office no less than two months prior to the deadline date. The period of the extension if granted is at the discretion of the Dean.

#### E. FAILURES

**Treat the submission date of HUMN3099 as a final examination date. The same regulations apply!**

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, did not pass at the first attempt and wish to graduate without losing time may re-submit by a stipulated date provided that all regulations governing Final Year Supplemental Examinations are observed i.e. that the candidate has only these 6 credits left to complete the degree and has obtained at least 45% (with effect from 2014/2015) required to qualify for an oral/supplemental examination.
3. Students who fail the Research Paper on the first attempt are allowed a total of four additional submissions within a period of two years. Any change in topic must be approved by and registered with the Moderator.

#### 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 lodgment in the Library but not for remarking.

#### G. CONSULTING YOUR SUPERVISOR

Advice concerning the academic worth and the feasibility of a topic will be received during discussion with your supervisor. Students will also

be advised on 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.

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 advise 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.

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

#### H. COMPOSITION OF THE STUDY

1. The study should be between **7,000-9,000 words** in length (excluding bibliography, tables, charts, graphs, appendices, maps, notes and references). Only with the permission of the Supervisor and the Moderator for Caribbean Studies can a student exceed this amount. The paper 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 for correct layout of title page*). A template for the title page may also be downloaded from the HUMN3099 web page).

**A signed copy of the Individual  
Plagiarism Declaration  
should be included after your title page**

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 2016

Supervisor: Dr. James Brown

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 for Writers of Research Papers .**

**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;
- main text printed in black;
- 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.
- spiral bound (soft or hard binding also accepted), or presented in a sturdy cover.

**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.

Students are required to include a signed copy of the *Individual Plagiarism Declaration* after their title page. This document may be downloaded from the website.

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 12).

## GUIDELINES FOR TRANSLATIONS AS A HUMN3099 CARIBBEAN STUDIES ALTERNATIVE

### FOR FRENCH OR 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 be 7000 - 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:
  - 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.
  - 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 on FRENCH and SPANISH Translations, consult with:

**French:** Dr. Desrine Bogle  
desrine.bogle@cavehill.uwi.edu or Tel: 417-4396

**Spanish:** Dr. Ian Craig  
ian.craig@cavehill.uwi.edu or Tel: 417-4393

REMINDERS:

You must register for the final year research paper on CHOL in Semester 1, and again in Semester 2

THE DEADLINE FOR SUBMISSION OF  
YOUR HUMN3099 PROJECT IS **MAY 8, 2016.**  
PROJECTS SHOULD BE HANDED IN AT  
THE HUMANITIES FACULTY OFFICE  
BEFORE 4.30 PM

## FACULTY DIRECTORY

FACULTY OFFICE ADMIN:

E-mail: [alison.johnson@cavehill.uwi.edu](mailto:alison.johnson@cavehill.uwi.edu) Tel: 417-7458

**Note: ADD 417 before the extension for a direct line**

**Format for email address -** [firstname.lastname@cavehill.uwi.edu](mailto:firstname.lastname@cavehill.uwi.edu)

### CULTURAL STUDIES

BURROWES, Dr. Marcia	4406
HUME, Dr. Yanique	4424
KAMUGISHA, Dr. Aaron	4183

### EDUCATION

BLACKMAN, Dr. Stacey	4429
FONGKONG-MUNGAL, Dr. Claudette	4439
JACKMAN, Dr. Grace-Ann	4434
LEACOCK, Dr. Coreen	4708
MARSHALL, Dr. Ian	4549
OBIDAH, Dr. Jennifer	4387
OGUNKOLA, Dr. Babalola	4980
ROBINSON, Dr. Sandra	4437

### FRENCH

BOGLE, Dr. Desrine	4396
CONSTANT, Dr. Isabelle	4410
INNISS, Mr. Terrence	4017
MABANA, Dr. K. Claver	4419
ZAMOR, Dr. H��l��ne	4408

### HISTORY

CARTER, Dr. Henderson	4397
COBLEY, Prof Alan	4403
DOWNES, Dr. Aviston	4423
GOODRIDGE, Dr. Richard	4392
INNISS, Dr. Tara	4934
JOHNSON, Dr. Alana	4015
RAMPERSAD, Dr Sabrina	4398
ROCHA, Dr. Elaine	4389
SCOTT, Dr. Cleve	4403

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

LINGUISTICS

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LITERATURES IN ENGLISH

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SIMPSON, Dr. Victor	4655
WELCH, Mr. Glendon	4407

THEOLOGY (CODRINGTON COLLEGE)

CLARKE,, REV. DR. MICHAEL (Principal)	416-8051
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<u>ERROL BARROW CENTRE FOR CREATIVE IMAGINATION</u>	417-4776
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## Useful Tips

*Start your thesis early!*

**Contact your supervisor before the end of September.** “I could not find my Supervisor” is not an accepted excuse for not working on your study. If you are unable to establish contact with your supervisor, please notify the Faculty Office by the end of semester I.

**Work on your study should begin no later than early October.** Too often students delay the start of their thesis then find themselves struggling to complete by the deadline. Remember, you will be completing your thesis along with other coursework and final examinations. **Do not put it off!**

**Visit the Sidney Martin Library** to view past HUMN3099 studies awarded grades of at least B+

**It is recommended** that you have the final draft of your thesis completed at least one month in advance of the deadline date. This would give your Supervisor adequate time to review and return the study to you for final edits.

**Students collecting data from schools,** attempt to start your data collection no later than the beginning of Term 2. Therefore, all your contacts should have been made and approvals sought in semester I. Do not wait until Term 3! You will have extreme difficulty accessing the schools and collecting your data on time!

**All examinations regulations apply to HUMN3099.** Treat it with the same seriousness as you would any of your other coursework and final examinations, including deadline dates. The submission deadline is your “examination” date. Do not miss your “examination”!