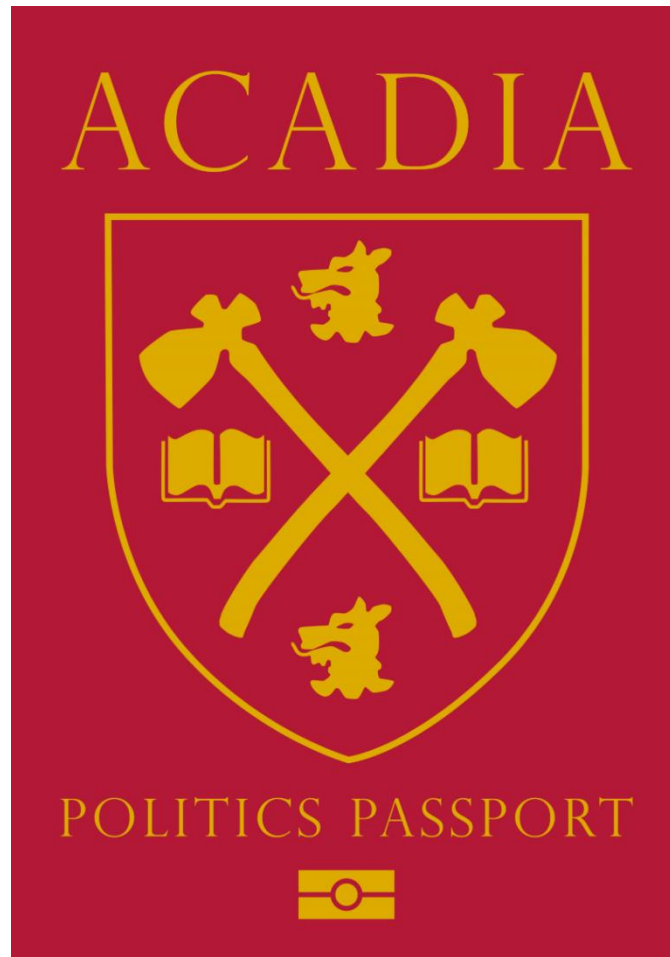


# Department of Politics - Honours Handbook

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This handbook is designed as a guide for students entering into the final stages of the Honours program in the Department of Politics. It aims to clarify the basic elements of an Honours thesis, the processes that produce them, and the standards/guidelines used to evaluate them. Although there will always be a range of styles of projects, supervision, and final products, this handbook should help you understand the core elements of the thesis process, and help you complete your project successfully.

Exceptions to rules are always considered: if you are considering an Honours thesis but feel like you cannot because of grades, courses, study abroad or personal reasons, please talk to your advisor, a potential supervisor or the Department Head.

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## 1. What is an Honours thesis?

An Honours thesis is typically an undergraduate student's first significant piece of independent scholarly research. It is an opportunity to design and conduct research in an area of your own interest. You will see the entire research process through every stage and get the satisfaction of bringing it to conclusion. You'll be self-directed but you won't work alone, since you'll have the guidance of your thesis supervisor and can share your progress in our collegial and friendly department.

A thesis is a written piece of work documenting scholarly activity. Writing an Honours thesis is an opportunity for you to pursue a topic that you do not feel like you have yet had enough time to explore more deeply during your time at Acadia. You might have encountered this topic in a class, or it might be something that you feel fell through the cracks and wasn't sufficiently explored. Regardless, this means that you probably have an idea (and a literature) to start exploring, developing, and/or applying! It is that easy. A thesis topic can come from what you already know a bit about and want to explore in greater detail with the help of some supervision.

A thesis is generally between 50-60 pages in length. This means that it is comparable to three term papers; however, a thesis is more than parts stuck together. It is a collection of parts that are held together by a unifying argument and analysis that answers a well-defined research question(s).

## 2. What are the requirements for entering the Honours program?

1. A program GPA of 3.0 is required to declare Honours
2. POLS 3043 (Honours Seminar) completed with a B+ or higher

## 3. What are the requirements for graduating with an Honours degree?

### **General Bachelor of Arts degree requirements:**

1. 60h of Politics, all completed with a minimum grade of B- (see detailed info below)
2. The Arts Core (30h). Arts Core courses must have a minimum grade of D-.
3. 24h to satisfy minor requirements in a single subject or in multidisciplinary studies. Only 6h at the 1000-level may be offered towards minor requirements in one subject. Minor courses must have a minimum grade of C-.
4. Electives to complete a total of 120h.
5. 96h must be taken in the Faculties of Arts and Science
6. A program GPA of 3.0 is required to in order to be eligible to graduate with Honours.

### **Required Politics (Academic Calendar year 2017, 2018, 2019) (Minimum grade of B-)**

1. All of the following:
  - POLS 1303 Law/Politics & Government
  - POLS 1403 Global Politics, Law, and Culture
  - Either POLS 2013 or POLS 3033 Research Methodology

- POLS 3043 Honours Seminar (Requires a B+)
  - POLS 4996 Honours Thesis
2. 9h at the 4000-level (excluding POLS 4996)
  3. 33h additional Politics courses, with at least 6h from each of the four streams ([Canadian Politics](#), [Comparative Politics](#), [International Relations](#), and [Political Theory](#)). Note that in addition to the four streams noted above, there are also Non-Stream and Cross-Listed courses that can count towards your Honours in Politics.
  4. [POLS 2000 Politics Passport](#) in each year of full-time study

**Required Politics (Academic Calendar year 2020 onwards) (Minimum grade of B-)**

1. All of the following:
  - POLS 1303 Law/Politics & Government
  - POLS 1403 Global Politics, Law, and Culture
  - POLS 2003 Introduction to Public Policy and Public Good
  - POLS 2113 Introduction to Political Theory: Politics of Knowledge
  - POLS 2223 Canadian Politics
  - POLS 2683 Global Politics
  - POLS 2893 Comparative Politics I
  - Either POLS 2013 or POLS 3033 Research Methodology
  - POLS 3043 (Honours Seminar (Requires a B+))
  - POLS 4996 Honours Thesis
2. 9h at the 4000-level (excluding POLS 4996)
3. 18h additional Politics courses.
4. [POLS 2000 Politics Passport](#) in each year of full-time study

## 4. Why might you want to do an Honours thesis?

In addition to exploring a topic, which you and your supervisor find exciting, you hone your concrete research and writing skills. Being able to say that you have written an Honours thesis may strengthen your application for graduate study. It also gives you an opportunity to see whether you would like to do a thesis-based graduate program. Furthermore, writing an Honours thesis allows you to develop, execute, and present a major project that involves a number of steps, each of which involves learning a valuable and transferable skill.

First, you learn how to carry out project management by shaping something you're curious about into a 'big idea', and/or deep question, and breaking it down in smaller, manageable parts.

Second, you learn how to create a research plan and choose an appropriate methodology.

Third, you learn how to analyze, develop and mobilize the research that you conduct.

Fourth, you get an opportunity to discuss and reflect on the assumptions and preconditions that make a project "thinkable."

Fifth, you learn how to organize and communicate different parts of a project so that they have the most effective impact.

## 5. What is the structure of an Honours thesis?

Every Honours thesis is a unique piece of research so every thesis will look different. Since theses vary in their research methods and the types of data or information they examine, there are various ways to structure a thesis. The precise format should be determined in consultation with your thesis supervisor. The following guidelines are, therefore, suggested and should be tailored to the subject area and research method of your thesis topic. That said, there are structural features that are common to all theses. There are no “hard rules” about what each chapter in a thesis must contain—or how many chapters your thesis will have – however, you may find it helpful to ask the following questions in order to plan the contents of your thesis, and to ensure that you have all the structural features that are required:

1. What is my research question?
2. Why is it important?
3. What do we already know about the answer to my question?
4. How am I going to answer my question?
5. What is my answer to my question?
6. What is my contribution to knowledge?
7. What work remains to be done to answer my question?
8. What other related questions, perspectives, and approaches exist that I had not considered at the outset of my research?

**Introduction:** The answers to questions 1 and 2 are usually contained in your introductory chapter. Your introduction should explain what you plan to study and why it is important to study. It is here that you introduce your argument to the reader and tell them how you are going to support it. The introductory chapter should therefore provide a roadmap that describes the rest of the thesis, including brief summaries of each chapter and of your key research findings.

**Literature Review:** The answer to question 3 is your literature review. The objective of the literature review is to summarize the existing literature, and basic theories, concepts, and findings in your research area. It may also show how there are either theoretical and/or empirical inadequacies in the existing literature or field that the thesis endeavours to address. A **literature review** is a survey of already published secondary sources. In an academic setting, secondary sources refer to journal articles, academic books, databases, and surveys among others. Conducting a literature review presents an opportunity for you to understand where your project fits in relation to the existing literature that is “out there.” As part of a literature review, you will try to demonstrate your grasp on the existing/current knowledge including substantive findings, as well as theoretical and methodological contributions to a particular topic. It is key to explore the literature with an open mind as thoroughly as possible, and to examine and consider sources that might not align with, and indeed, might challenge the response(s) to your question that you may prefer.

In other words, a good literature review will present a map of the existing literature on your chosen topic. To present a comprehensive literature review you must sometimes go back as far as 15-20 years or more in your field of research. Depending on your research question, you might also find yourself exploring literature beyond our discipline, which offers valuable information and insights.

In writing a literature review, you must try and answer some important questions: What do other authors argue? What are different perspectives on this issue? How do these perspectives compare and contrast? What are some sources of agreements and disagreements? What's missing from the debate? Where does my project fit in relation to these debates, gaps? Answering these questions will help you understand common arguments and consensuses/disagreements in your area of research.

A literature review forms an important part of your research project. As part of writing a literature review, you must:

- Identify the parameters of your research (time period, sectors, actors etc.) and base your initial searches on these parameters.
- Identify important academic books, government documents, policy statements by different stakeholder communities, academic articles. These sources will be selected from your initial searches.
- Identify main arguments in each source and write down how these arguments differ/overlap, etc. Remember that it is crucial that from the very beginning you take good notes, including noting down specific page numbers, as you are working through the literature.

Once you “map” out the literature, and identify methodological/theoretical/empirical debates, agreements, disagreements in the literature, then you can start writing your literature review. As part of the literature review, you must present the reader:

- The fit: Where your project fits in relation to the existing works that have already been published.
- The summary: What are some main theoretical, empirical, methodological issues addressed in the existing literature and why?
- The analysis: Where you agree/disagree with the existing works, and why?

**Theory and Methodology:** The answer to question 4 is your theoretical framework and/or methodology section(s). Your theoretical framework helps to explain why you answered your research question in the way that you did. Most broadly, it explains what you think “Politics” is really about, and where, when, and how it happens. If your thesis is a review of secondary resources or is primarily theoretical, you may not have a separate methods chapter, though you will assess how the research methods and/or theories used by other researchers in your literature review affect the nature and adequacy of their conclusions. If you are doing primary research, it is important to explain your methodological approach to the research and why you chose this approach. Is your approach quantitative, qualitative, or mixed? Also, you will need to describe in detail the methods you used to collect data and analyze data. Remember that every method has both advantages and disadvantages and you should be able to justify your choice of methods.

**Substantive Chapters on Topic:** The answer to question 5 is the bulk of your thesis and where you get to make your research contribution. It is recommended that each chapter is further divided into sections and sometimes, subsections, to aid in the clarity and rigor of your argument development. Even though it is expected that the answer to your research question contributes to existing knowledge (and not merely repeats what others have said before you), you are not required to come up with a unique and completely original contribution at this level of study. Students are often discouraged when, in the process of their research and writing, they encounter a book or an article that seems to have answered their question. It is important to remember that the generation of ideas is never a purely individual

project and ideas always arise out of community of research and shared thinking, even if we are not always conscious of its presence and influence. For an Honours thesis what matters is not how original your idea or answer is, but how much care and honest work you put into your research, how well you are able to present your findings, and how effectively you identify the limits of your knowledge and contributions.

**Conclusion:** The answer to question 6 is your conclusion. Your concluding chapter should summarize the research objectives, contributions, and key findings of the thesis. Similar to the introduction, you may opt to present your findings and contributions in a chapter-by-chapter format. The answers to questions 7 and 8 can be considered optional but are usually a helpful contribution to your conclusion. That is, after completing the research, it can be valuable to share your insights into what outstanding questions remain and what research needs to be done; what alternative approaches exist that merit consideration; whose interests tend to be ignored in the field of study; and/or what the stakes are if the issue/question/idea remains ignored, mis-represented, or otherwise merits further deliberation and/or action.

**Bibliography:** Like all research papers, your Honours thesis must include a bibliography that lists in alphabetical order all sources that you cite. Materials that are not cited in the thesis should not appear in your bibliography. Given that a thesis is a major research project, the bibliography is likely to be “major” in size and is not something you will want to leave until the last minute to complete. As part of your research process, it is important that you keep your research materials organized and up to date. There is no required style to use for your citations and bibliography, but they have to be consistent throughout the entire text. Therefore, using citation software like Zotero is recommended. However, if you choose to use a citation software, make sure you proofread your bibliography, as it is ultimately your responsibility to make sure that it is formatted correctly and contains all necessary information, and make sure to keep a backup copy of your bibliography list, in case of software failure. A thesis that does not provide appropriate citations and a bibliography will be considered incomplete.

## 6. Will you need Ethics Approval, and if yes, how will you get it?

Acadia University adheres to the Tri-Council Policy Statement, Second Edition (TCPS2). TCPS2 defines “research” as “an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.”

Research that involves living human subjects, with some exceptions, requires ethics approval. If you plan to interview or survey human participants for your Honours thesis, you will need to receive ethics approval either from either your thesis advisor or Acadia’s Research Ethics Board (REB).

To receive ethics approval, you must submit a REB application and it must adhere to TCPS2. A description of what is required to be included in a REB application is available on the Acadia REB website ([reb.acadiau.ca](http://reb.acadiau.ca)) under [“Forms.”](#)

Honours research involving human subjects that is considered minimal risk may be reviewed and approved by your thesis advisor. “Minimal risk” research is defined by the TCPS2 as “research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the

research.” Depending on the complexities of your proposed research and the possibility that your research may be published in the future, your thesis advisor may require that you submit your application to the REB for approval. To learn more, review the guidelines set out on the REB website (reb.acadiau.ca) under [“Levels of Review.”](#)

## 7. What are some tips for thesis writing? How is it different from writing a term paper?

Make it your passion...

Write everyday...

Talk to everyone about your project...

Plan to polish your work with great care: proofread and edit, edit, edit!

One obvious way that a thesis is different from a term paper is its size. While you might be able to cram and get a 10- or 15-page paper done in just a few days, this is impossible for a thesis. This means that a thesis is something that you work on regularly over an extended period. You will need to manage your time effectively and make time to work on it well before it is due. If you wait until the deadline is looming, you will have left it too late. Another, less obvious, implication of this is that you will start writing your thesis before you know everything that you are going to say.

It is through the process of writing your thesis that you will come to an understanding of what your thesis is really about: what exactly your research question is, what your research tells us about “Politics,” and so on. It is not unusual for thesis projects to evolve (change) considerably as they are worked on. This is why it is so important to have time for revising a complete draft. The process of revision is a critical throughout the development of the thesis and it can be highly time-consuming; revising your thesis will require your focused attention and sometimes even a fundamental rethinking of your plan for the thesis. Thus, a thesis will also require for you to be engaged in an ongoing and productive dialogue with your supervisor, who will offer feedback and suggestions on how to strengthen your core argument, how to revise your writing and improve other elements of your thesis throughout the writing process.

Advice from Politics profs on how to write a thesis:

- **Dr. Alexander:** "Around whatever subject you are curious about, in the first instance, avoid framing an argument and leading with it to seek out sources. Instead, keep letting your curiosity guide your research and seek out the widest, most diverse sources you can find--including those outside the field or discipline--to identify and explore multiple perspectives. Then see how the dots connect and where your curiosity takes you. And then start to make meaning and slowly see where you go in terms of an argument. When you have written your first full draft of your thesis, take your concluding chapter, which likely has the clearest statement of your thesis you offer and...move that thesis statement into the first chapter, From that clear and strong starting point, undertake another thorough edit of the entire thesis, and you'll develop an even stronger conclusion when you get there."
- **Dr. Biro:** "Write! You are always already ready to start writing, because you will figure out what you want to say by writing. Students sometimes feel that they have to know everything before

they can write anything. This is a problem, especially for a big project like a thesis. You can get paralyzed by thinking that there is always one more thing that you have to read before you can start writing. Remember that taking notes, summarizing things that you have read, drafting outlines, etc., etc. – all of that counts as writing. It is never too early to start writing!"

- **Dr. Brickner:** "Use a detailed outline. A detailed outline can help you break down a really big project into much smaller component parts and can make the whole process much less overwhelming. Knowing more precisely what you need to write can also help with time management. Finally, having a detailed outline helps you keep your ideas organized: you'll know what you need to cover in order to defend your argument, and you'll know what you've already covered so you won't be repetitive. Outlines can always be revised as your thesis evolves, and they can ultimately become your table of contents."
- **Dr. Crandall:** "There is value in talking about your thesis with others. Writing a thesis can be a solitary experience and at times self-doubt and imposter syndrome will creep in. Talking about your thesis, whether it's with your advisor, friends, or family, makes the experience less solitary and can lead to new ideas and perspectives on the research."
- **Dr. Mutlu:** "My advice is to start writing early. Work to improve drafts rather than start from scratch before the deadline. So aim to have a first full draft by first week of January."
- **Dr. Viriasova:** "My advice would be: write 100-500 words every day, first thing in the morning, rain or shine, no matter what. And literally first thing in the morning, before even brushing teeth, etc."
- **Dr. Whitehall:** "1) I would recommend narrowing/choosing a topic that already has a well-defined/developed literature around it. At the undergraduate level this will provide them with guiderails need to do a good lit review so that when (if) they add their "take," it will be grounded. 2) Chapters should not be containers where they stick stuff, they should be steps towards an ending. 3) draw pictures to conceptualize the flow between ideas, arguments and exercises..."

## 8. What are the Supervision areas of Politics Faculty Members?

- **Dr. Cynthia Alexander's** research interests include a range of human rights and public policy issues in Canada including decolonization and reconciliation with Indigenous peoples in Canada, the U.S., Australia, and in North Africa. She has an ongoing interest in diverse developments around Arctic sovereignty. Current Honours supervision includes one thesis focused on missing and murdered Indigenous women and girls, and another thesis on transportation policy and social justice issues with a case study of the Confederation Bridge which links P.E.I.
- **Dr. Andrew Biro's** research and teaching interests are in the areas of environmental Politics, political theory, political economy, and cultural studies. He is happy to work with students who are interested in any of those areas, and/or in media analysis or the application of political theory to contemporary problems or conflicts.
- **Dr. Rachel Brickner** specializes in comparative Politics with a regional focus on the Americas and a substantive focus on labour, education, and gender Politics. She has supervised Honours theses in a wide range of areas, including the American Politics; Latin American Politics; the Politics and theory of development; gender and women in Politics (and feminist theory); and social, economic, education, and labour policy. She is happy to work with students who want to

use case studies, qualitative interviews and basic surveys, policy analysis, or content analysis as their primary research methods.

- **Dr. Erin Crandall** teaches and does research in the areas of Canadian government and Politics. She specializes in Canadian courts, law and constitutionalism, issues of representation on the bench, and election law and regulation. She is happy to supervise Honours students who are interested in studying topics related to Canadian Politics broadly understood, as well as comparative studies that address one of her research topic areas.
- **Dr. Can E. Mutlu** teaches global Politics and conducts research at the intersection of global Politics, security, and technology. He is happy to supervise research on a wide range of topics at Honours level that touch on global Politics international theory, and technology. In the past, he has supervised research on topics including use of drones by RCMP, Refugee Settlement in Annapolis Valley, the emerging role of China in the United Nations framework, Canada-US Readmission Agreement, legal challenges to self-driving cars, and securitization of carbon emissions in Canada, among other topics.
- **Dr. Inna Viriasova** specializes in contemporary political theory, focusing on critical theory, bioPolitics, post-humanism, and non-Western thought. She is happy to supervise theoretically rich research projects, as well as projects broadly related to European Studies and Eastern European Politics, Politics of global mobilities, and political psychology.
- **Dr. Geoffrey Whitehall** teaches in political theory and global Politics and researches how theoretical assumptions shape what is considered politically possible. Special attention is paid to continental political theory; questions of subjectivity and sovereignty; popular culture and aesthetics; theories of war and peace; bioPolitics and resistance; and discourses of time and space. He is most excited to supervise research projects that explore how contemporary problems can be transformed by viewing problems differently. Past theses have explored political correctness, genocide, Miley Cyrus's feminism, language games, protest and resistance Politics, the tyranny of choice, simulation and surveillance, and bioethics and biotechnology.

## 9. What is the Honours thesis supervision process/dynamic?

Your relationship with your supervisor will be extremely important, and even though you may have taken a class (or many classes!) with your Honours supervisor, the relationship with her/him/them during your Honours project will likely be a different than the one you have during a class. The main reason is that you will be working closely with your supervisor throughout the duration of this journey. You will be *in conversation with* your supervisor. They are there to guide you through the process, which might involve any number of things, including, but not limited to, brainstorming dialogues; discussing literature; providing training or advice on methods; talking through some unexpected puzzle, working through a challenge, or discussing a surprising finding; working out the best way to analyze or present your data; prompting you to learn to edit your own work in a very detailed way, with care; helping you through brain freeze and other challenges, as well as encouraging you at every step of the way.

Another reason that the relationship with your supervisor is different than your relationship with a professor in class is because you will be submitting multiple drafts of the different chapters of your thesis. A thesis is not like other assignments that you submit once and get graded on. A thesis is developed and refined by writing multiple drafts. When you submit a draft, your supervisor will read it and give you extensive substantive feedback on how to improve your work. Don't take your supervisor's feedback as criticisms of your work or your potential. The ongoing cycle of feedback is offered to you so

that you can improve your final product. This is a normal part of the writing process, in academia and elsewhere, and even though it can sometimes be hard to see lots of “red ink” on something you’ve worked hard on already, it is always an opportunity to make your thesis better! Of course, your supervisor is also going to give you advice about writing, but their job is not to be a copy editor! When you hand in a draft of a chapter, you should always make sure that it has been thoroughly and carefully edited, formatted, and proofread according to the Honours thesis editing and formatting [standards established by Research and Graduate Studies](#).

When you are thinking about a prospective supervisor, you might gravitate to someone you have really liked as a class instructor. Because the Honours thesis process is different, your best supervisory fit might be someone you have never really thought of or approached. It’s a great idea to drop in and meet different professors about your interest to get their perspectives, have a dialogue, and then see with whom you’d like to work. Don’t be shy or afraid to talk to the faculty about your idea for your project and about their approaches to the supervisory process. If for some reason things are not working out, it is okay to switch supervisors. The important thing is to keep everyone informed about your progress.

#### **Joint Responsibilities of supervisors and students**

- **Respect.** Every student and faculty supervisor has a right to be treated respectfully. This includes, but is not limited to, the following:
  - Maintain appointments, except in cases of extenuating circumstances. If cancellation is necessary, provide as much advanced notice as possible.
  - Come to meetings having read or prepared whatever was agreed upon prior to the appointment.
  - Allow for disagreements, but recognize that it is the supervisor’s responsibility to guide the direction of, and approach to, the study. If disagreements or disputes arise in the relationship, faculty and students are expected to treat each other in ways that are not hurtful or otherwise disrespectful.
  - Maintain confidentiality. While not all aspects of a supervisory relationship are confidential, areas that have been identified by one or the other as being such must be respected.
  - Construct a joint relationship that is free of stereotyping, discrimination, and prejudicial behaviour.

#### **What are the responsibilities of the Student?**

- **Commitment to Research:** Research takes time and commitment on behalf of students. In discussion with faculty supervisors, students need to plan for sufficient time to complete a thesis. This includes: (i) time needed to gain sufficient background and skills in the research area before initiating the study, (ii) time required to undertake the fieldwork/analysis in a comprehensive and rigorous manner, and (iii) time to produce a thesis manuscript that is thorough, well organized, and lucidly written.
- **Research Proposal:** Each thesis student is required to write and submit a research proposal in consultation with their supervisor that meets the standards established by the department. Normally, the first full draft of the research proposal will be submitted as a course assignment for the Honours Seminar.
- **Communication:** Students are expected to maintain regular contact with supervisors to inform them of progress and make them aware of factors that may cause problems or interruptions. It may be helpful if students and supervisors agree upon a schedule of meetings and event

horizons, although this may not always be possible. It is important for students to recognize that faculty members have other responsibilities which can delay access and feedback on short notice. Respond in a timely and thorough manner to feedback provided by the thesis supervisor: aim to keep in regular touch. Your supervisor isn't a mind-reader nor should your supervisor have to seek you out. Be sure to provide regular updates. If you experience any challenges, it's better to give a heads up and touch base rather than wait and sit in discomfort with the problem growing (in one's mind, if not in reality, which can be just as challenging sometimes). In a timely manner, respond to communication requests via e-mail, phone, or in person.

- **Ethical Behaviour:** All students are expected to adhere to high ethical standards in undertaking research that involves humans or other animals. This includes close familiarity with the protocols established by the Research Ethics Board or the Animal Care Committee, in addition to appropriate discipline-specific codes of ethics (see the Canadian Political Science Association's resources on [research ethics](#)). Furthermore, it is the responsibility of the student to ensure that all written work in the thesis is either his/her/their own work, or, where appropriate, has been attributed to the actual authors, in other word, properly cited.

#### **What are the responsibilities of the Supervisor?**

- **Expertise:** A supervisor will be sufficiently familiar with the field of research to provide guidance to a student.
- **Fair and Principled Mentorship:** Your supervisor will be sensitive to differences in ability, gender, culture, life circumstances and other factors that may influence an individual student's learning and research behaviour and experience, and which may require special accommodations.
- **Topic Development:** Supervisors are expected to provide guidance for students in the development of thesis/project topics. This includes offering ideas and generally assisting students in identifying areas within a disciplinary realm that are suitable for investigation. In instances where a student enters the supervisory relationship with a well-developed idea for a research study, the faculty supervisor can assist in refining the research focus and delimiting the study.
- **Thesis Development:** Although, every thesis-based research project at Acadia begins with the development of a formal research proposal by the student, formal research proposal does not preclude the possibility that research studies can change due to unforeseen circumstances. If this happens, changes must be jointly agreed upon by the supervisor and the student, and must adhere to departmental or school policy. Substantial changes in focus may require the student to prepare and submit a new proposal.
- **Reasonable Access:** Faculty members who have agreed to supervise Honours students are expected to be reasonably accessible for thesis consultation. To whatever extent possible, supervisors should plan with students around likely completion dates in order to avoid interruptions and delays. In cases of leaves of absence or sabbaticals, the supervisor, in consultation with the Department Head, may arrange for a replacement supervisor.
- **Length of Study (timelines):** It is the responsibility of the faculty supervisor to assist an Honours student in designing a study that is achievable over a one-year academic time period, unless there are medical or other serious challenges.
- **Constructive and Timely Feedback:** A central component of the research process for Honours students is constructive and timely feedback from supervisors. This is crucial in allowing a student to maintain consistent progress. What constitutes timely feedback is to be negotiated in

each supervisory relationship, and perhaps by standards established within the department. Under normal circumstances, students should not expect feedback to be “immediate,” but neither should they expect it to be in excess of two (2) weeks during the academic term. Constructive and timely feedback is equally crucial in instances where students are not meeting academic expectations.

- **Professional Growth:** Supervisors are expected to support students’ professional development. Where appropriate, this may include encouraging participation in discipline-specific professional gatherings (e.g., conferences, symposia). and/or encouraging the publication (jointly or otherwise) of a student’s work.
- **Thesis quality:** It is the responsibility of the supervisor to advise the student as to the quality of the thesis (i.e., that it meets or exceeds the standards of Honours level work at Acadia) and to judge whether it is ready for submission.

### **What are the responsibilities of the Second Reader?**

The second reader is another faculty member in the Department who will read and evaluate your thesis to ensure that it meets the requirements. The second reader is assigned by the department. Your second reader may also give you feedback on revisions that are recommended before your thesis can be accepted. Such feedback falls into three categories:

- things that must be fixed (e.g., typos, formatting and citation errors, etc.)
- conceptual or substantive issues that need clarification (e.g., definitions that need to be refined, arguments that need to be better thought through, gaps in the analysis, major holes in the literature that need to be recognized (time permitting)
- big questions or suggestions that you could think about if you wanted to expand on this work in subsequent study, like an MA thesis.

Your second reader will send their feedback to your supervisor, who will then discuss the recommended changes with you. You are always welcome to speak to your second reader—and they may have great ideas for how to make the recommended revisions in an effective way—but your supervisor should always be in the loop on the discussions you are having with your second reader.

The second reader and your supervisor will collectively determine the final thesis grade.

### **What are the responsibilities of the Department Head?**

- **Dispute Resolution:** At times conflict arises in a supervisory relationship. As uncomfortable as this may be, it is imperative that troubling issues be addressed at an early stage before they lead to a deterioration of the working relationship. Resolution at an early stage should be between the student and the supervisor, without the necessity of involving others. However, given the power imbalance in a supervisory relationship, if students are uncomfortable approaching their supervisors on issues of conflict, or if the supervisory relationship has deteriorated to the point where the likelihood of resolution at this informal stage is remote, the Head of the department will be engaged by either the student or the supervisor. In some cases, it may be in the best interest of the student to have a new supervisor appointed. This is done by the Head, in consultation with the student. Appointing a new supervisor will be done without penalty or disadvantage to the Honours student. In instances where the head is the supervisor, recourse will be directly to the Dean of Arts.

## 10. What are the deadlines?

End of Honours Seminar (usually end of your 3<sup>rd</sup> year): Thesis proposal submitted for course requirement

- Draft Proposal
- HSR Award application
- Confirm Supervision
- Meet with Supervisor to decide summer expectations
- Submit Research Ethics proposal (if necessary for summer research)
- Create thesis plan (timeline)

Beginning of Fall Term, 4<sup>th</sup> year:

- Revised Thesis Proposal based on comments from Honours Seminar and Supervisor
- Student-Supervisor discuss thesis process and plan (timeline)
- Meet with Honours cohort
- Present proposal in Research Methods
- Submit Research Ethics proposal (if necessary)
- Finalize proposal

Fall Term:

- Receive Ethics Approval (if necessary)
- Submit Introduction [for supervisor comments](#)
- Submit lit review, methodology, for supervisor comments

End of Fall Term:

- First full draft by end of exam period
  - In most contexts, the full draft is the cleanly edited text of all substantive chapters and the introduction. In some cases, such as when you are carrying out primary data collection during the fall term, you may not be able to complete a full data analysis by this deadline. In all cases, you and your Supervisor will determine the exact expectations of this full draft.

Beginning of Winter Term:

- Comments and Discussion with Supervisor about First Full Draft
- Student-Supervisor discuss thesis process and plan (timeline)
- Present thesis project in Honours Seminar

Winter Term Countdown:

- **AT LEAST Eight weeks before final RGS deadline: Submit complete draft to supervisor (all sections complete with correct formatting)**
  - Academic Year 2020-2021: Friday February 19, 2021
  - Academic Year 2021-2022: Thursday February 17, 2022
  - Academic Year 2022-2023: Monday February 20, 2023
- **AT LEAST Seven weeks before final RGS deadline: Supervisor returns draft with written comments to student**

Academic Year 2020-2021: Friday February 26, 2021

Academic Year 2021-2022: Thursday February 24, 2022

Academic Year 2022-2023: Monday February 27, 2023

- **AT LEAST Five weeks before final RGS deadline: Submit revised draft to supervisor for approval to submit to second reader**

Academic Year 2020-2021: Friday March 12, 2021

Academic Year 2021-2022: Thursday March 10, 2022

Academic Year 2022-2023: Monday March 13, 2023

- **AT LEAST Four weeks before final RGS deadline: Submit to second reader for comments**

Academic Year 2020-2021: Friday March 19, 2021

Academic Year 2021-2022: Thursday March 17, 2022

Academic Year 2022-2023: Monday March 20, 2023

- **AT LEAST Two weeks before final RGS deadline: Receive second reader comments**

Academic Year 2020-2021: Friday April 2, 2021

Academic Year 2021-2022: Thursday March 31, 2022

Academic Year 2022-2023: Monday April 3, 2023

- **Thesis Presentations:** To celebrate your achievement and give you the opportunity to present your work in a succinct and compelling way, the Department organizes a forum for you, along with your fellow Honours students, to present your research results to a general audience of fellow students and faculty and the public. Traditionally these sessions have been informal, aimed at giving each researcher 5 minutes to describe your research. This presentation is not graded.

Academic Year 2020-2021: Friday April 9, 2021

Academic Year 2021-2022: Friday April 8, 2022

Academic Year 2022-2023: Thursday April 6, 2023

- **AT LEAST Two days before final RGS deadline: Submit penultimate draft to supervisor**

Academic Year 2020-2021: Wednesday April 14, 2021

Academic Year 2021-2022: Tuesday April 12, 2022

Academic Year 2022-2023: Thursday April 13, 2023

- **Last day to submit final version to Research and Grad Studies**

Academic Year 2020-2021: Friday April 16, 2021

Academic Year 2021-2022: Thursday April 14, 2022

Academic Year 2022-2023: Monday April 17, 2023

## 11. What are the required thesis formatting items?

See Attached Appendix: [Regulations for Honours Theses at Acadia University](#)  
Published by the Senate Honours Committee (Last revised 16 March 2020)

## 12. How is a thesis evaluated?

### A+ Thesis:

- The thesis overall exceeds all the expectations of an undergraduate research project.
- Argument is not only excellent and thoroughly developed, but also exhibits a level of originality not normally required of a successful undergraduate thesis.
- Well-written, clear, well-structured, organized and formatted with an exceptional attention to detail.
- Deadlines and presentations throughout the thesis process have been met.

### A Thesis:

- Thesis question answered through an excellent argument.
- Argument and analysis sustained across the entire document.
- Well-developed literature review, theoretical framing, and/or methodology.
- Thorough research or application of established research.
- Core concepts and literatures are thoughtfully and fully explored, defined, developed and mobilized.
- Written with clarity and purpose.
- Introduction and Conclusion provide a useful framework for the implications of the thesis to be understood.
- Deadlines and presentations throughout the thesis process have been met.

### A- Thesis:

- Thesis question answered through a well-developed argument.
- Argument sustained across the entire document.
- Good literature review, theoretical framework, and/or methodology.
- Good research or application of established research.
- Core concepts and literatures are explored, well-defined, developed and evidence of mobilization.
- Mostly written with clarity and purpose.
- Introduction and Conclusion provide a useful framework for the implications of the thesis to be understood.
- Deadlines and presentations throughout the thesis process have been met.

### B+ Thesis:

- Thesis question answered through an argument.
- Argument or organizational framework is sustained across the entire document.
- Satisfactory literature review, theoretical framework and/or methodology.
- Evidence of research or application of established research.
- Core concepts and literatures are explored and defined. Written in a manner that makes the intent of the author clear.
- Introduction and Conclusion provide an organizational framework for the thesis.

**B Thesis:**

- Thesis question posed clearly.
- Argument or organizational framework is evident.
- Evidence of a literature review, theoretical framework and/or methodology.
- Evidence of research or application of established research.
- Core concepts and literatures are defined.
- Mostly written in a manner that makes the intent of the author clear.
- Introduction and Conclusion provide an organizational framework for the thesis.

**B- Thesis:**

- Thesis question posed.
- Evidence of argument or organizational framework.
- Evidence of a literature review, theoretical framework and/or methodology.
- Evidence of research or application of established research.
- Some key concepts and literatures are present.
- Writing conveys intent but needs to be better polished.
- Introduction and Conclusion provide an organizational framework for the thesis.

**Note:** A “B- Thesis” is the lowest grade a student can receive on the thesis and remain in the Honours program. It is, however, an acceptable grade. It is acceptable because the student demonstrated the following things: developed a reasonable thesis proposal; engaged in meaningful research; made progress developing the research into written elements of a thesis; compiled a final document that addresses the thesis proposal.

**Can you earn a failing grade on an Honours thesis?**

The grade of B- is the lowest grade a student can receive on the thesis and remain in the Honours program. This is not a failed thesis, however. If the thesis is judged to be above a C- then the credits can still count towards your Politics program credits. If the thesis is judged to be above an F but below a C-, then the credits can count towards the general Acadia Degree credits. A failed thesis earns no credits.

Like other courses, a thesis can also be deemed “Incomplete.” If extenuating circumstances prevent you from completing the thesis by the Acadia deadline (see Winter Term Countdown above), then you may get a grade of “S” (incomplete) on your transcript, which will be updated to a final grade when your thesis is completed. Note that credit is not given for incomplete courses, so you cannot graduate with an Honours degree (and may not be able to graduate at all) until the thesis is completed.

## 13. What are your responsibilities after revisions are complete?

From [RGS Website](#) (last revised **Winter/Spring 2020 for Special Covid-19 regulations**)

### STEPS FOR FINALIZING AND SUBMITTING AN HONOURS THESIS

1. Student ensures the final draft is complete and properly formatted, as per the Honours Thesis Regulations (see [Honours Thesis Regulations](#)).
2. Thesis Supervisor and 2nd Reader review the draft Thesis for content and formatting. \*Signatures are not required for the Checklist Form or 2nd Reader Assessment Form while the University is closed.
3. Student makes the agreed changes/edits which are then checked and approved by the Supervisor.
4. Student uploads the unsigned FINAL Thesis to the Library, using their Acadia student email account, by 17 April 2020. Go to <https://library.acadiau.ca/about/help/fag/thesis-submission.html> \*Submission of a printout confirming the upload is not required while the University is closed.
5. Student electronically shares the same final version of the Thesis with their Supervisor, and with the home Department or School, if requested. A hardcopy of the Thesis, for the Library, will be printed at Acadia at a later date.
6. If an extension is required, send a completed [Extension Request form](#) (signatures not required) to the Dean of Research & Graduate Studies, at [anna.redden@acadiau.ca](mailto:anna.redden@acadiau.ca).
7. When the university is again open, the student will send the signed author's signature page (3rd page of the Thesis front pages) to their supervisor for inclusion in a printed copy of the Thesis. The Thesis hardcopy, with original signatures (student signature page and the page with signatures of the Supervisor, Head of Department, and Chair of the Senate Honours Committee), will be permanently housed in the Vaughan Library.

Any questions regarding regulations, deadlines, extensions, etc. should be directed to the Research & Graduate Studies Administrative Office at [Donna.Dillman@acadiau.ca](mailto:Donna.Dillman@acadiau.ca).

## 14. Where is your Honours Thesis stored? Can you get a copy?

Your thesis will be stored as a hardcopy in the Library, as well as electronically on the [Library's website](#).

If you would like to purchase your own personal hardcopy, you can purchase one through [Wallaceburg Bookbinding & Mfg. Co. Ltd.](#) Cost is around \$30 CAD plus shipping.

## **15. Appendices**

Regulations for Honours Theses at Acadia University (Last revised 16 March 2020)

REB Application Form (Last Revised February 2020)

Wallaceburg Bookbinding Order Form

# REGULATIONS FOR HONOURS THESES AT ACADIA UNIVERSITY

Published by the Senate Honours Committee

*Last revised 16 March 2020*

All students intending to complete an honours thesis must register in the appropriate 4996 course for their programs (see calendar). Students normally register for their thesis in the last year of full-time studies. If the thesis is not completed for the May graduation, a student may apply to graduate in the fall (convocation no longer held at this time of the year) with no further tuition charges incurred. However, if a student does not complete the thesis in time for fall convocation, he/she must register for 4996 in the fall semester and pay the continuing fee in order to remain in the honours program.

## **DEFINITION OF THESIS**

A thesis is a written piece of work documenting scholarly activity. The request for co-authorship is subject to individual department approval. A form requesting permission can be found at [http://research.acadiau.ca/Undergraduate\\_Student\\_Honours\\_Research.html](http://research.acadiau.ca/Undergraduate_Student_Honours_Research.html). In terms of effort, content and presentation, a thesis goes well beyond the level of a normal term project or essay; however, sheer bulk is not to be regarded as equivalent to scholarship. The decision as to whether a topic is suitable for an honours thesis is made by the department or school.

**Further information on thesis practices and the review process may be obtained from the student's home Department or School.**

Note: Research involving human subjects must be approved by the Research Ethics Board. Research involving vertebrate animals and cephalopods must be approved by the Acadia Animal Care Committee.

## **PRESENTATION**

Your final thesis will be published and bound as a hardcopy book and placed on file in the Vaughan Memorial Library.

- (1) **Style**: The Senate Honours Committee recognizes that each discipline has a style manual or procedures that are recognized by professional or learned societies associated with that discipline. The methods outlined in these style manuals are acceptable to the Committee as long as they are consistently applied.
- (2) **Blank pages**: The sections within the Preliminary pages, each new chapter in the main body of the thesis, and each new section that follows the main body of the thesis, must start on the right-hand page of your "book". This may require inserting a blank page at the end of a section or chapter.
- (3) **Preliminary Pages and Arrangement**: A thesis consists of three main components: preliminary pages, thesis proper, appendices, and references. The preliminary pages include:

Title page  
Approval page  
Permission for duplication page  
Acknowledgement page  
Table of contents  
List of tables  
List of figures  
Abstract page

Samples of the first three Preliminary sections are attached to these regulations (Appendix A, B and C). Their **format should be followed exactly with each new section beginning on a right-hand page (i.e. Table of Contents, List of Tables).**

The tone of the acknowledgement page should be formal.

The abstract should state concisely and lucidly the objectives, the method of procedure and the findings or conclusions of the thesis. It must be complete in itself with no references.

- (4) Citations/Bibliography: Any factual material or quotation taken from other sources must be properly cited in the text and the source listed in the bibliography. The bibliography should list only those materials actually referred to in the thesis. Additional works that have been consulted may be listed, but their secondary nature should be clearly indicated. Footnotes may be at the bottoms of pages, at the ends of chapters, or at the end of the thesis.
- (5) Paper: Use only one type of good quality paper for the final copy. Charts, graphs, and images may be prepared on the same paper as used for text. Heavy grades of paper and cardboard must not be used for illustrative material.
- (6) Margins, Font, Page Numbering: The manuscript must be computer-generated and printed back-to-back with a **1 inch / 2.54cm margins** all around the page (top, bottom, left, right). All pages, including illustrations, must be numbered (centre bottom).

Students must use a standard font, no smaller than 11 point in the body of the text, footnotes and bibliography. Font size and style must be consistent throughout. Spelling usage must be consistent within the thesis.

The preliminary pages before the thesis proper should be numbered with small Roman numerals at the bottom centre of the page (i. ii, iii etc). Chapter 1 starts on Page 1 on a right hand side page.

- (7) Charts, graphs, maps and tables: These should be reduced to an 8 1/2 x 11" format to fit within the 1", 2.54 cm margins. It is recommended that oversize pages be avoided unless absolutely necessary; when used, they should be folded. Observing the style guidelines of the discipline, charts, graphs and maps can be inserted into the body of the text, provided they can fit on one page. All figure and table legends should begin with a short title sentence. The title sentences appear in the list of figures and list of tables in the Preliminary pages of the thesis.
- (8) Sections: Each new section of the Preliminary pages and each new chapter, should start on a right-hand side page. It may be necessary to electronically "insert a blank page" for

this to happen. When properly formatted, Chapter 1 will start on page 1 on the right-hand side, Chapter 2 will start on an odd number page on the right-hand side as will each chapter and section that follows.

- (9) Printing: printing a double-sided document requires a printer with this capability. For a fee, students can send an electronic file by e-mail or on a memory stick to the Acadia Print Shop ([printshop@acadiau.ca](mailto:printshop@acadiau.ca)).
- (10) Line Spacing: All typing must be double spaced except for those disciplines which allow quotations, footnotes and bibliographical entries to be single spaced. Lengthy table titles and figure captions may also be single spaced.
- (11) Illustrated material will reproduce well if drawn in dark, opaque ink. Students should bear in mind the need to choose sharply contrasting colours to allow for clear reproduction.
- (12) Coloured images may be used. Avoid glossy photographs and photographs with dark background.
- (13) Overlays must be carefully aligned with underlying maps or charts. In order to produce the most legible image, the underlying sheet is filmed alone. The overlay is then placed on the underlying sheet and both are filmed together.
- (14) Slides may not be used.
- (15) Submit the final thesis unbound, unstapled and not hole-punched. Ensure that all required signature pages and the signed checklist form are submitted with the thesis (refer to Appendices A-D).

## **COPYRIGHT**

Students are reminded that any material protected by copyright can be reproduced in a thesis only with permission of the owner of the copyright. The authorization(s) obtained from the copyright owner must be submitted with the thesis and put in an appendix to the thesis.

## **REVIEW PROCEDURES**

Honours students and their supervisors must check that any thesis submitted conforms in mechanical matters (such as style, format, grammar, spelling), as well as structure, logic, consistency, and clarity of argument. Ensure the Thesis is properly formatted. Complete the **Thesis Checklist form** <https://www2.acadiau.ca/research/undergraduate.html> (Appendix D) and provide it with the thesis to the 2<sup>nd</sup> Reader.

In January 2020, Senate adopted a motion to replace the Honours Thesis “external” review process, as administered by Research & Graduate Studies, with Thesis review by an internal 2<sup>nd</sup> reader, which is administered by the unit. Second readers may come from within the unit, or from another unit with relevant expertise on the topic of the Thesis (e.g., from a cognate unit at Acadia). Check with your department or School for the second-reader plan/policy and any other guidelines specific to the Honours program in your unit.

**Please ensure the following:**

- (a) The text has been proofread and edited (if needed) prior to review by the 2<sup>nd</sup> Reader.
- (b) The 2<sup>nd</sup> Reader is to provide comments using the **Second Reader's Assessment Form** <https://www2.acadiou.ca/research/undergraduate.html> (Appendix E), or use an alternative but approved process developed for review. The 2<sup>nd</sup> Reader will also complete and sign the Checklist form (Appendix D) provided with the thesis. Completed forms should be given to the supervisor who will then communicate with the student regarding any agreed upon corrections and/or revisions.
- (c) The student is to make any necessary corrections/revisions and have their supervisor confirm that they have been made by signing the Second Reader's Assessment of Thesis form. This Assessment of Thesis form and the Thesis Checklist form must be submitted to the Office of Research and Graduate Studies with the final thesis, even if no corrections were required.
- (d) One final, corrected and signed version of the thesis must be submitted to the Office of Research and Graduate Studies by the date stated in the University Calendar. All signatures on the hard copy of the thesis must be original. Insert the name of the Chair of the Senate Honours Committee, with correct spelling, under the "approved by the Chair, Senate Honours Committee" signature line on the approval page (Appendix B).
- (e) Etheses. After all final corrections have been made, and the Checklist signed (Appendix D), students are required to submit an electronic copy of their thesis in addition to the one hard copy to the Office of Research & Graduate Studies. Confirmation that this has been done must be presented at the R&GS Office with your final hard copy. For complete details on electronic theses submission see: <https://library.acadiou.ca/about/help/faq/thesis-submission.html>

**BINDING**

The University pays for the binding of the one copy of your thesis which is sent to and kept in the University Library. If you wish to have additional copies bound, you must make those arrangements yourself at the bindery of your choice.

*Appendix A No page number*

PROFESSIONAL EFFICACY AMONG DIRECT CARE PROVIDERS  
IN NURSING HOMES

by

Phyllis L. Harvie

Thesis submitted in partial fulfillment of the  
requirements for the Degree of  
Bachelor of Science with  
Honours in Psychology

Acadia University

April, 1996

© Copyright by Phyllis L. Harvie, 1996

**Appendix B** should be page iii – right hand side

This thesis by Phyllis L. Harvie  
is accepted in its present form by the  
Department of Psychology  
as satisfying the thesis requirements for the degree of  
Bachelor of Science with Honours

Approved by the Thesis Supervisor

\_\_\_\_\_  
*(insert typed name here)*                      Date

Approved by the Head or Director of the Department or School

\_\_\_\_\_  
*(insert typed name here)*                      Date

Approved by the Chair, Senate Honours Committee

\_\_\_\_\_  
*(insert typed name here)*                      Date

**Appendix C – page v, right hand side**

I, Phyllis L. Harvie, grant permission to the University Librarian at Acadia University to reproduce, loan or distribute copies of my thesis in microform, paper or electronic formats on a non-profit basis. I, however, retain the copyright in my thesis.

---

Signature of Author

---

Date

## Appendix D

### STUDENT, SUPERVISOR & 2<sup>ND</sup> READER THESIS CHECKLIST FORM

I, \_\_\_\_\_, \_\_\_\_\_, confirm the following:  
(Student Name) (ID number)

The style reference used is: \_\_\_\_\_

**St Su 2<sup>nd</sup>** St=Student, Su=Supervisor, 2<sup>nd</sup>=2<sup>nd</sup> Reader. All are required to check boxes to confirm requirements are met.

- Margins:** 1" (2.5cm) consistent through thesis including appendices.
- Preliminary pages:** Conform to examples in the regulations. No page numbers on the title page, subsequent preliminary pages with numbers in lower case roman numerals at the bottom centre of the page. Body of thesis begins with page 1 and each new chapter/section starts on the right-hand side with an odd numbered page.
- Table of Contents** corresponds to page numbering.
- Printing** is back-to-back with numbering at the centre bottom of each page following the preliminary pages.
- Honours Committee Chair name is typed under last signature line on page iii.
- The thesis is double sided, double-spaced except where disciplines require that long citations be single-spaced.
- All changes required by the supervisor(s) have been made.
- All changes required by the second reader have been made.
- The thesis has been thoroughly proofread and spell-checked and the font is consistent throughout the thesis.
- The **final thesis** submitted to Research & Graduate Studies must have original signatures on the approval page *except* for the Honours Committee Chair, who will sign after submission to Research & Graduate Studies.
- An electronic copy of the final thesis (pdf) has been submitted to the library. For information on e-thesis submission, go to <https://library.acadiau.ca/about/help/faq/thesis-submission.html>

For 2020, the final thesis, in hardcopy, is due at the Office of Research Graduate Studies by **4 pm, April 17<sup>th</sup>**

You must include the following documents when submitting your final thesis.

- a) This check list form, completed by the Student, Supervisor & 2<sup>nd</sup> Reader
- b) Signed 2<sup>nd</sup> Reader Assessment Form <https://www2.acadiau.ca/research/undergraduate.html>
- c) Confirmation of your e-thesis submission

\_\_\_\_\_  
Student (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second reader (Print)

\_\_\_\_\_  
Second Reader Signature

\_\_\_\_\_  
Date

## APPENDIX E

### SECOND READER'S ASSESSMENT OF HONOURS THESIS

Student's Name: \_\_\_\_\_ Department/School \_\_\_\_\_

2<sup>nd</sup> Reader: \_\_\_\_\_ Department/School \_\_\_\_\_

My recommendation is that this thesis:

- be accepted as is or with minor revisions as indicated
- be returned to the student for further work as suggested
- requires significant revisions as noted, with revisions carefully monitored by the supervisor

Comments (continue on a separate sheet if necessary). Comments may also be written on the thesis itself. The 2<sup>nd</sup> Reader is to send comments to Supervisor upon completion.

2<sup>nd</sup> Reader's signature: \_\_\_\_\_

**To the student:** Make any requested changes to your thesis, complete the section below, and **return this form with the 2<sup>nd</sup> reader's notes**, 1 clean copy of your thesis (one original double-sided copy), along with the required e-thesis confirmation form to the Office of Research and Graduate Studies, 214 Horton Hall, by **April 17, 2020 at 4 pm**.

We certify that all the required changes have been made to this thesis:

Student's signature: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

(Note: If your supervisor is out of town or otherwise unavailable, this sheet may also be signed by the second reader or the Department Head on the supervisor's behalf).





### **Application for Ethical Review of Research Involving Humans**

Complete this form electronically and submit it, along with your **Application Package**, by **email attachment** to [smaitzen@acadiau.ca](mailto:smaitzen@acadiau.ca). Please attach it as a single **Microsoft Word** or **PDF** file. No digital signature is required on your documents.

The Research Ethics Board (REB) strongly encourages you to consult the *Tri-Council Policy Statement, Second Edition* (TCPS2), when preparing your application. TCPS2 can be found at [this link](#). **Incomplete forms will be rejected.**

Name of Principal Investigator:	
Faculty, Staff, Graduate student, Undergraduate student?	
Department, School, or Program:	
Telephone number:	
Email address:	
Supervisor (if you are a student):	
Supervisor's email address:	

Title of your project:

Type of project (e.g., Honours or Master's thesis; externally funded project; part of a research program):

Other investigators on this project:	Their email addresses:

Funders/sponsors of your project (if any):

Proposed start date of your research:  (4-6 weeks are required for review.)

**Enter the date of your application below to certify that you will follow all TCPS2 regulations and REB requirements in conducting your research.**

**For student researchers, enter the date below on which your supervisor approved your submission of this application. You must also "cc" your supervisor on your email submission of this application.**

Wallaceburg Bookbinding will emboss the following on the cover of your thesis.

## Spine

Author's Full Name  
Abbreviated Degree  
Year

## Front Cover

Title  
"By" Author's Full Name  
Year

1. **COVER INFORMATION:** Please attach a separate copy of the Thesis title page.

2. **NAME:** The author full name will be stamped on the spine and front cover as it appears on the thesis title page.

The degree and year will be stamped on the spine as completed here. Please print.

**DEGREE:** \_\_\_\_\_ (eg. Ph. D.) **YEAR:** \_\_\_\_\_

**TITLE:** The title will be embossed on the front cover (not on the spine) and positioned using a standard template. Custom layouts incur an additional fee. The title information will be obtained from the thesis title page. Wallaceburg Bookbinding strives to put as much title information on the front cover as possible and will try to accommodate special symbols and formulas. However, we cannot guarantee a complete match of all title information. Font selection is not available. The font used is a plain type San Serif.

3. **Cover Colour:** # \_\_\_\_\_ See [www.wbmbindery.com](http://www.wbmbindery.com) > Resources > Colour Chart

4. **Embossing Foil Colour:** \_\_\_\_\_ (Gold, White or Black)

5. **BIND ONLY OPTION: Number of copies sent to bindery for binding:** \_\_\_\_\_

6. **PRINT AND BIND OPTION: Number of copies to be printed by bindery:** \_\_\_\_\_

Single Sided: \_\_\_\_\_ Double Sided: \_\_\_\_\_ (Note: Thesis with colour pages must be single sided)

Quantity of Black & White pages per copy \_\_\_\_\_

Quantity of Colour pages per copy \_\_\_\_\_

- List colour page numbers here: \_\_\_\_\_

7. **Return Shipping Address:** Name: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov

\_\_\_\_\_  
Postal Code

8. **Contact Info:** Telephone \_\_\_\_\_ Email: \_\_\_\_\_

9. **Payment** M/C \_\_\_\_\_ Visa \_\_\_\_\_ # \_\_\_\_\_ Exp: \_\_\_\_\_

**Cardholder name if different from name above:** \_\_\_\_\_