

Sociology Programme – Graduation Project (GP) Guidelines

1. Sociology Majors who are doing an Individual Graduation Project (HS4099 – 8 AUs) or a Team-based Graduation Project (HS4098 – 8 AUs) to fulfil the graduation requirements for the BSocSci (Honours) in Sociology must successfully complete the project within 2 consecutive semesters. The aim of the Graduation Project is to provide training in independent scholarly work. With the guidance of a supervisor, student will identify a research problem, formulate research questions, develop a theoretical framework and design a methodological approach. By the completion of the project, the student will have gained experience in theoretical reasoning, empirical research (especially the collection, interpretation and analysis of data), and the writing and presentation of research findings.
2. The GP should include:
 - a statement of the research question and significance
 - a review of relevant literature
 - a discussion of the research methodology used
 - an analysis of the findings
 - a conclusion, including a summary of the findings and a discussion of the significance and limitations of the research
3. The GP is an individual / team-based project. Student will develop, carry out, and complete a research project under the direct guidance of one NTU sociology faculty member.
4. GP completion procedure:
 - 4.1 **June 7th, 2021**
Students will be informed of the suggested general areas in which they can work on for their GP.
 - 4.2 **Jun 18th, 2021**
Deadline for third year students to submit an online application for working on GP. In the application, students should indicate the general area in which their GP will fall. An email will be sent to students on the GP application.
[https://www.ntu.edu.sg/sss/undergraduate-education/curriculum/sociology-curriculum/bachelor-of-social-sciences-\(hons\)-in-sociology](https://www.ntu.edu.sg/sss/undergraduate-education/curriculum/sociology-curriculum/bachelor-of-social-sciences-(hons)-in-sociology)
 - 4.3 **Aug 6th, 2021**
Supervisors for *eligible* students will be announced. Students are then required to work on the proposal under the guidance of the supervisor.
 - 4.4 **Aug 11th, 2021**
Deadline to submit appeal to do graduation project only for student whose application is rejected.

- 4.5 **Aug 16th, 2021**
Release of the appeal outcome.

Note

Only those students who are classified as “final” or “fourth-year” students by the time the GP begins are *eligible* to work on GP.

The criteria for eligibility are:

- (A) Completed 95 Academic Units
- (B) Completed all core courses (must be taken at NTU).
- (C) Completed 7 prescribed electives for a grade.

- 4.6 **Aug 30th, 2021**
Students submit a proposal, which should be signed by both the student and the supervisor. The template for the proposal is provided on the Divisional website, which students must follow.
After submitting the proposal, students work on the GP under the guidance of the supervisor.

- 4.7 **Oct 15th, 2021**
Students should submit the completed Ethics Approval Form to the supervisor.

- 4.8 **Nov 17th, 2021**
Students should report their progress to the supervisor with evidence of their accomplishment so far (what the problems are; what further steps to be taken etc.).

There is no standard format for this report. Your supervisor will award a grade for your report. The grade for this midterm evaluation is for the programme’s records and will NOT be carried over to the final grade. Students will receive an ‘IP’ (In Progress) grade at the end of the first semester.

- 4.9 **Mar 25th, 2022 4PM**
Students should submit the following by this date:
- (i) Two ring-bound hard copies of the GP to Undergraduate Office. To facilitate blind grading, hard copies should not have any identifying markers. Please do not include your name or supervisor’s name on the hard copies.
 - (ii) Upload a copy to the NTUlearn course website “Graduation Project”. **Put only the project number_project title in the title space.**
 - (iii) A soft copy of the GP to the NTU Library.

For any late submissions, 2 percentage points of the final grade per day will be deducted. This is the final copy. Students are solely responsible for any errors in the paper.

5. GP paper format

- 5.1 Each paper should have a cover page, the template of which is provided on the Divisional website. The cover page should not be numbered.
- 5.2 The abstract of the paper should be put in the second page, which should be numbered as page 1. It should range from 100 to 150 words. 4-6 key words and a word count should also be provided in this page under the abstract. "Graduation Project Number" should also be provided on the top of the abstract page.
- 5.3 FOR THE SOFT COPIES ONLY, the third page can be acknowledgements. This is optional. This page should appear ONLY in the soft copies sent to the library and uploaded to NTULearn and NOT on either of the hard copies.
- 5.4 Table of Contents should be provided in the fourth page, or in the third page if there are no acknowledgements.
- 5.5 Length of the GP: The GP should NOT exceed 10,000 words, including table of contents, footnotes, tables, figures, references, appendices and the body of your report.

Interview schedule (i.e. list of questions) MAY be included in an appendix. If they are, they SHOULD form part of the word count. Interview transcripts should NOT be included in your report. You should use relevant quotes within the report, but please do not attach entire transcripts.

- 5.6 Title page, abstract page and the acknowledgement page should be printed single-sided. They DO NOT form part of the word count. The rest of the GP should be printed double-sided with 1.5 line-spacing, font 11, times new roman, and 1.25 inch margins.
- 5.7 The paper should use footnotes. Tables and figures should come after the text. The text should be followed first by tables and figures, and then references, and then appendices.
- 5.8 Citations in Text:

Basic form for citations in the text includes the last name of the author(s) and year of publication. Include page number when you quote directly from the work or refer to specific passages.

- If author's name is in the text, follow it with the publication year in parentheses

When Lareau (2003) studied...

- If the author's name is not in the text, enclose the last name and year in parentheses:

When the study was completed...(Abu-Lughod 1990)

- If the page number is to be included it follows the year of publication after a colon:

... Pascoe (2007:89)

- For three authors, give all last names in the first citation in the text; afterwards use the first name and et al.; for more than three names, use the first author's last name plus et al.:

(O'Connor, Orloff and Shaver 1999) (Bhaskaran et al. 2012)

- Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period.

"In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (Hildenbrand 1999:47).

5.9 Reference List (Bibliography):

References follow the text and footnotes in a separate section headed "References." All references cited in the text must be listed and vice-versa. List references in alphabetical order by author's last names.

5.9.1 Examples of References for books

One Author

Ray, Raka. 1999. *Fields of protest: women's movements in India*. Minneapolis: University of Minnesota Press.

Two Authors

Bourdieu, Pierre, and Loïc J. D. Wacquant. 1992. *An invitation to reflexive sociology*. Chicago: University of Chicago Press.

Chapter in Book

Thum, Ping Tjin. 2014. "The old normal is the new normal." Pp. 139-167 in *Hard Choices: Challenging the Singapore Consensus*, edited by Donald Low and Sudhir Vadaketh. Singapore: NUS Press.

5.9.2 Examples of References for journal articles:

One Author

Ng, Irene Y.H. 2012. "Parents' psychological self-concepts and children issues in low-income families in Singapore." *Asia Pacific Journal of Social Work and Development* 22(1-2): 50-62.

Two or More Authors

Yeoh, Brenda S. A., Shirlena Huang, and Joaquin Gonzalez III. 1999. "Migrant female domestic workers: Debating the economic, social and political impacts in Singapore." *The International Migration Review* 33(1): 114-137.

5.9.3 Examples of References for magazines:

Slaughter, Anne-Marie. 2012. "Why Women Still Can't Have it All." *The Atlantic*, July/August.

5.9.4 Examples of References for newspapers:

Basu, Radha. 2008. 'There's help and hope for S'pore's poor.' *The Straits Times*, January 12.

5.9.5 Examples of References for electronic sources:

Ministry of Social and Family Development. 2012. 'Home Ownership Plus Education (HOPE) Scheme'. Ministry of Community Development Youth and Sports.
<http://app.msf.gov.sg/Assistance/HomeOwnershipPlusEducationHOPEScheme.aspx> (accessed November 27 2012).

6. Academic Integrity and Honesty

- 6.1 Students should abide by NTU's Academic Integrity Policy. The University considers plagiarism, academic fraud and facilitating academic dishonesty as academic dishonesty. Students should re-familiarize themselves with the University's guidelines on academic dishonesty before embarking on the GP project. The guidelines are available online at <http://academicintegrity.ntu.edu.sg/> See also www.ntu.edu.sg/sao/home for the University Honour Code and Pledge.
- 6.2 Students are solely responsible for their GP work and should ensure that it is conducted in an honest way. If in doubt about what constitutes academic dishonesty, discuss with your advisor.
- 6.3 The University, the School, and the Division consider any form of academic dishonesty as a serious offense. Any student caught engaging in

any form of academic dishonesty will be penalized. The penalties are severe and may include failing the GP and expulsion from the university.

- 6.4 You are required to complete the Assignment Submission Declaration when you turn in your GP. Your GP will not be graded until this form is submitted.