

BRIEF POINTS FOR FOURTH YEAR HONOURS AND POSTGRADUATE DIPLOMA HISTORY STUDENTS 2008

Time Management

This could be the most important skill you will need during your Honours Year. Full-time Honours students will have to hand in 36,000 words of written work, which is more than an M.A. thesis. You can do it if you work steadily throughout the year. Different people have different ways of coping. One suggestion: you could put a year planner calendar on your wall and mark in the dates at which each piece of work for your subjects and the thesis should be started and completed. In the case of the thesis, work out a schedule, in consultation with your supervisor, of targets which you will try to meet in completing outlines, reading primary sources, writing of draft chapters, and so on. Make sure you give your supervisor ample time to see your final draft, so that you can make any last minute corrections. Always assume that something will go wrong with the computer or the printer at the end, so leave time for that too!

Submission Dates and Assessment Details:

Thesis Draft – Monday 2 June, 2008

Submission of at least 6000 words of the thesis and a detailed outline of the remainder is required. Submit the draft directly to your supervisor. While called a 'draft', it is expected to be written out in full. No extensions should be requested.

Reading Course Essay – Wednesday 11 June, 2008

Two copies must be submitted

Final Thesis - Friday 10 October, 2008

Details of the format of the thesis are available on a separate handout. Two bound copies of the thesis should be submitted (please DO NOT use spiral binding), together with a disk (CD or floppy). The maximum length is 12,000 words which does not include footnotes, bibliography, table of contents, or appendices (if any).

Extensions for the Thesis (from the Honours Coordinator)

No extensions will be given except for grave personal or medical reasons. You will need support from your supervisor for the extension, and in some cases, permission from the Faculty of Arts.

Coursework

You are expected to attend every Honours seminar, and should explain the reason for any absences to the lecturer in charge. Each course will be assessed by 5,000 words of written work. Each subject had its own deadlines. Make sure you know what those are in your case. Allow yourself ample time for the research and writing of each essay.

Withdrawal from Subjects at Fourth Year Level

Faculty has tightened up on permitting changes or withdrawals in subjects (or from the thesis or reading course) more than 14 days after the start of semester. That means that you will need very serious grounds and also strong support from your supervisor, lecturer, and the Honours Coordinator if you want to withdraw from a course or thesis; go part-time, or change courses.

Problems

Please see me or Jo Helsby about any problems you may have regarding your Honours year, and do so when they first arise. Don't let the year slip by with difficulties concerning your thesis or other courses left unresolved for failure to bring them to our attention.

You are welcome to see me during my consultation hours (no appointment required). Alternatively, you are most welcome to contact me to arrange an appointment at another time. Email is generally the most efficient means of contacting me, but a message can also be left on the telephone.

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