Updated May 2019

**UNDERGRADUATE INDEPENDENT READING & RESEARCH**

POLI 490  ___ (check if this is the course)

**UNDERGRADUATE HONOURS THESIS**

POLI 499  ___ (check if this is the course)

**TERM:** __________________________

**Instructions:**

Please complete this form in consultation with the Professor who has agreed to be your supervisor. Supervisors must be tenure-track faculty members or faculty lecturers in the Department of Political Science. Sessional instructors and faculty members outside of the Political Science department are not permitted to supervise students in this course.

The form should also be signed by the Honours or Joint Honours advisor. Bring the signed copy to the Undergraduate Coordinator in Political Science who will remove the restriction in MINERVA to permit you to register for the course.

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<th>STUDENT NAME:</th>
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<th>PROJECT DESCRIPTION:</th>
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<th>Summary of Project:</th>
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Please attach another page with the preliminary bibliography.

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<th>OUTLINE OF REQUIREMENTS:</th>
<th>(e.g., frequency of meetings, preparatory assignments, readings, length of final paper, etc.)</th>
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Supervisor’s Name: ___________________________  Supervisor’s Signature: ___________________________  Date: ___________________________

Honours/JH Advisor or UG Coordinator: ___________________________  Signature: ___________________________  Date: ___________________________
A) **INDEPENDENT READING AND RESEARCH (POLI 490)**
Open to Honours, Joint Honours and Major students only. Not open to Minor students.

- Independent Reading and Research is not intended to replace courses currently offered, and should only be taken if (a) there is no course offered on the particular topic; (b) the topic is a further development of a theme or subject covered in a course (in which case, the student would be expected to have already completed the course). Independent studies may not be taken in lieu of existing courses, or in place of 500-level seminars.

- Independent studies courses are not a right. Students should not expect to walk into a professor's office "cold" to request one. As a rule, the student should have taken a course with the professor and normally will be pursuing a specialized topic at a more advanced level.

- Supervisors for this course must be tenure-track faculty members or faculty lecturers in the Department of Political Science. Sessional instructors and faculty members outside of the Political Science department are not permitted to supervise students in this course.

- A term paper is part of the assigned work. Students are also responsible for completing readings, discussing those readings on a regular (minimum - every other week) basis, and often have other assignments due during the semester (perhaps proposals, rough drafts, or assessments of the readings).

- **ONLY ONE** Independent Reading and Research course will be counted towards Political Science Program requirements.

- It is strongly suggested that arrangements for any Independent Reading and Research course be made by the end of the previous semester. The reason is that by the end of Add/Drop period (usually about 2 weeks after the beginning of the term) all formalities must be completed. These are:

  a) A one-page typed statement of the topic to be explored and the student's initial research questions about it plus a preliminary bibliography must be given to the professor (supervisor), together with the form for signature.

  b) The form is submitted to the Undergraduate Coordinator (Leacock 415), who will give the student a permit to register. The student will then be able to register on Minerva using the quick drop/add process BUT the permit is valid only until the end of the Add/Drop period for a particular semester.

  c) The form can be obtained on-line at: [http://www.mcgill.ca/politicalscience/undergrad/ugformsanddocs](http://www.mcgill.ca/politicalscience/undergrad/ugformsanddocs)

**Department Guidelines stipulate that there be:**

1) regular interaction between the supervisor and the student;

2) the submission of a paper of **at least** 25 pages.

3) The paper must be submitted by the last day of classes.
B) **HONOURS ESSAY (POLI 499)**

Open to Honours and Joint Honours students only. **Not** open to Major or Minor students. POLI 499 is **NOT** a mandatory course for Honours and Joint Honours students.

- The optional Honours Essay is available if:
  
  (a) there is no course offered on the particular topic;
  
  (b) the topic is a further development of a theme or subject covered in a course (in which case, the student would be expected to have already completed the course).

- The Honours Essay course is neither mandatory nor a right. Students should not expect to walk into a professor's office "cold" to request one. The student should normally have taken a previous course with the professor and be pursuing a specialized topic building upon course work.

- Supervisors for this course must be tenure-track faculty members or faculty lecturers in the Department of Political Science. Sessional instructors and faculty members outside of the Political Science department are not permitted to supervise students in this course.

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The Honours Essay may be undertaken **only** by Honours and Joint Honours students. The essay is written under the guidance of a faculty member. It differs from an Independent Reading and Research course in that it must be of journal article form and length (50 pages maximum); it must investigate a focused, researchable, and significant question and present clearly the author's thinking on it.

The essay will be graded by the supervisor and by another appropriate Department member (second reader), designated by the supervisor. The final grade for the essay will be determined by consultation between supervisor and second reader. The Honours Essay may not replace 500-level seminars.

- Students are responsible for completing readings, discussing those readings on a regular - minimum every other week - basis, and often have other assignments due during the semester (perhaps proposals, rough drafts, or assessments of the readings).

- **It is strongly suggested** that arrangements for any Honours Essay course be made before the end of the previous semester. By the end of Add/Drop period (usually about 2 weeks after the beginning of the term) all formalities must be completed. These are:
  
  a) A one-page typed statement of the topic to be explored and the student's initial research questions about it plus a preliminary bibliography must be given to the professor (supervisor), together with the form for signature;
  
  b) The form should also be signed by the Honours or Joint Honours adviser.
  
  c) The form is deposited with the Undergraduate Coordinator (Leacock 415) who will give the student a permit to register. The student will then be able to register on Minerva using the quick drop/add process BUT the permit is valid only until the end of Add/Drop period for a particular semester.
  
  d) The form can be obtained on-line at: [http://www.mcgill.ca/politicalscience/undergrad/ugformsanddocs](http://www.mcgill.ca/politicalscience/undergrad/ugformsanddocs)
  
  e) The paper must be submitted by December 15 (for the Fall term) or April 12 (for the Winter term), as the case may be.
  
  f) Upon obtaining the second reader's grade, the supervisor will determine the final grade and will submit that grade directly in MINERVA or via the Undergraduate Coordinator.