

Bachelor's Essay Guidelines
(Approved 11/17/2017)

The Bachelor's Essay is a 6-credit hour independent research project usually completed in the senior year. The Bachelor's Essay represents the culmination of the undergraduate career.

The student must register for two full semesters of work (not including summer terms): 3 hours of SPAN 499, HISP 499, or LING 499 Research in the first semester of the student's senior year and 3 hours of SPAN 499, HISP 499, or LING 499 Research in the second semester of the student's senior year. The student should begin planning for the essay in the second semester of their junior year by choosing a track of research (e.g. literary or cultural studies, linguistic studies), identifying their topic or area of interest, and selecting their essay advisor. It is the student's responsibility to become familiar with the professor's area of expertise. SPAN 499 fulfills a requirement for the BA in Spanish; HISP 499 and LING 499 do not fulfill such requirement.

1. GENERAL GUIDELINES

1a. Meeting schedule

The student is expected to meet with their essay advisor on a regular basis (e.g. biweekly) during the duration of the project.

1b. Syllabus

The professor is expected to prepare a detailed syllabus, which will include the project's learning outcomes, a detailed timeline, and an assessment rubric.

1c. Language

The language in which the Bachelor's Essay must be written will abide by the following guidelines:

- ✓ Students completing SPAN 499 must write their essay in Spanish;
- ✓ Students completing HISP 499 must write their essay in English;
- ✓ Students completing LING 499 can write their essay in English or Spanish.

Students writing their essay in Spanish may use sources written in a language other than Spanish, but at least 1/3 of the sources used and cited must be written in Spanish.

1d. Length and content

The length of the essay should be comparable to that of an article within the discipline chosen by the students (e.g. literature or linguistics), excluding bibliography, notes, a required monolingual glossary, and other applicable appendices.

1e. Format

The student should follow the format applicable to discipline of choice (e.g. MLA for literature; APA, Chicago, LSA for linguistics). The essay must include a title page, an abstract, and a table of contents, plus any necessary appendices. The pages must be numbered, and

any chapter or section headings must be included as well. The essay is to be written in a standard, 12-point font.

1f. Final product

At the discretion of the faculty member, a final product of the essay (e.g. presentation, poster) can be prepared and presented by the student in an open forum in the Department of Hispanic Studies at the end of the final semester.

An electronic copy of the essay will be kept on file by the Department of Hispanic Studies; the abstract of the essay will be published on the Department’s webpage.

1g. Assessment

As a sample, general guideline, the essay may be evaluated as follows:

- ✓ *Collection and documentation of sources* 15%
- ✓ *Essay outline* 10%
- ✓ *Essay format and organization*5%
- ✓ *Final product (e.g. presentation, poster)* 10%
- ✓ *Glossary of terms*.....5%
- ✓ *Complete annotated bibliography*..... 10%
- ✓ *Content*..... 45%

2. TIMELINE

2a. Before the beginning of the Senior Year

No later than 4 weeks prior to the end of the last semester of the junior year

For all students:

- ✓ Identify the area and topic of the essay;
- ✓ Confirm agreement with the professor of choice.

Before the beginning of the first semester of the senior year

For all students:

- ✓ Complete the required paperwork (see <http://registrar.cofc.edu/one-stop-answers/bachelors-essay-indiv-enrollment.php>);
- ✓ Establish a working timeline with their professor.

Literary and cultural studies:

- ✓ Begin collecting and reading primary sources.

Linguistic studies (only when applicable):

- ✓ Apply for IRB approval.

2b. First Semester

Early in the semester:

For all students:

- ✓ Begin collecting and reading secondary sources.

Linguistic studies (only when applicable):

- ✓ Begin collecting data.

By mid-semester:

For all students:

- ✓ Submit an annotated bibliography with at least ten sources (at least 3 of these sources must be in Spanish);
- ✓ Refine the focus of the essay, if needed;
- ✓ Define the main thesis statement and/or hypothesis of the essay.

By the end of semester:

For all students:

- ✓ Submit an annotated bibliography (contd.) of at least 20 sources (at least 6 of these sources must be in Spanish);
- ✓ Revise the main thesis statement and/or hypothesis of the essay;
- ✓ Submit a detailed outline of the project;
- ✓ Submit a glossary of relevant terms.

Linguistic studies (only when applicable):

- ✓ Finish collecting data;
- ✓ Determine the factors to analyze.

2c. Second Semester

Week 1:

Literary and cultural studies:

- ✓ Complete the analysis of primary sources and begin writing.

Linguistic studies:

- ✓ Complete the analysis of data and begin writing.

Week 3:

For all students:

- ✓ Submit a table of contents;
- ✓ Submit introduction of essay.

Week 6:

For all students:

- ✓ Prepare an abstract of the essay.

Literary and cultural studies:

- ✓ Submit 1st half of essay.

Linguistic studies:

- ✓ Submit literature review, methodology, and results sections.

Week 9:

Literary and cultural studies:

- ✓ Submit 2nd half of essay.

Linguistic studies:

- ✓ Submit 1st complete draft of essay, including discussion and conclusion sections.

Week 12:

Literary and cultural studies:

- ✓ Submit complete revision of essay.

Linguistic studies:

- ✓ Submit 2nd complete draft of essay, with revisions.

Week 13:

For all students:

- ✓ Submit final version of the essay;
- ✓ Provide a final product of the project (e.g. presentation, poster), at the discretion of the faculty member.