Guidelines for the Capstone Presentation and Written Component

Independent Research Project (ENGE 4700)

Preparing for the Oral Presentation

Your presentation is a significant component of your Capstone experience. Each student is allotted 15 minutes to present, followed by 5 minutes for a Q&A session. The presentation should succinctly summarize your proposed project's background, research question(s), literature review, methodology, findings, and implications. For creative works, the presentation should focus on the conceptualization, the creative process, and the ways in which the work engages with relevant scholarly or practical contexts. In all cases, the oral presentation should also include a critical reflection that frames your research in the context of your undergraduate learning and your postgraduate goals. After the presentation, as an appendix to your final written submission, you will submit a written reflection about the experience of presenting your work.

You are encouraged to use visual aids such as PowerPoint slides to enhance clarity and engagement. If you opt to use slides, arrive early to ensure they are set up properly. In addition, prepare a handout summarizing your presentation or a printout of your slides.

Completing the Written Component

Your written component should reflect the culmination of your research or creative efforts. Analytical essays or research projects should range between 5,000 and 7,000 words. Creative works should follow the same page requirements, but may range in length according to genre. Consult your supervisor for details.

In the unusual case that a student is required to repeat ENGE 4700, that student must change their topic, in consultation with their supervisor.

All written work must adhere to academic formatting standards: A4 paper, 1-inch margins, 12pt Times New Roman font, and single-spacing unless otherwise directed by your supervisor. Submit the final draft to VeriGuide alongside the academic honesty declaration form. The Veriguide receipt must also be submitted by the deadline.

Submission and Assessment

The oral presentation will ordinarily take place in the final teaching week of the term. The written component is due on the Friday two weeks afterwards. For example, if the oral presentations occur on Monday and Tuesday of Week 13, the written component is due Friday noon (12 NN) of Week 15.

The oral presentation accounts for 30% of the grade, while the final written project accounts for 70%. All submissions will be marked using the standard Capstone rubrics.

Late submissions of the written component will be docked 4 points on the university's grading scale per day. For example, a written component that is submitted three days late will be docked 12 points; if it had earned the numerical score of 82 (a letter grade of A-), it will now receive the score of 70 (a letter grade of B-). Under exceptional circumstances, the standard departmental guidelines on sick leave, attendance, and assignments apply.

Ethics Approval Form

Students must discuss with supervisors explicitly, at the proposal stage, any possible ethics approval issues in their projects. If necessary, students should complete an Ethics Approval Form signed by their supervisor. This is not limited to human-participant research. It may also cover projects using corpora, social media data, online materials, photographs of people, audio or video recordings, recorded speech, or other data sources. Students must identify any potential ethical considerations (or confirm that none apply).

Academic Integrity
Maintaining academic integrity is paramount. The unauthorized use of AI tools, including ChatGPT, is generally prohibited and constitutes a serious offense under university policy. Misuse may result in penalties ranging from course failure to expulsion. If you wish to incorporate AI responsibly into your research, consult your supervisor for guidance.

Communication and Support
Your supervisor is your primary resource throughout the Capstone sequence. Regular communication is essential for ensuring steady progress and addressing any challenges you may encounter. Supervisors are available for individual consultations, but it is your responsibility to initiate and maintain this relationship.
In addition to supervisor support, peer feedback sessions provide valuable opportunities to refine your project. Active participation in these discussions is not only a course requirement but also an invaluable tool for improving your work.

Project Outline Suggestions

The purpose of the proposal is to help you define a feasible project, identify the work required to complete it, and develop a realistic timeline. Students should consult with their supervisors regarding any discipline- or project-specific expectations.

I. Formatting suggestions

- Approximately 1500 -2500 words (excluding references and appendices).
- 12-point Times New Roman font.
- Standard (1-inch / 2.54 cm) margins.
- Include a reference list in an appropriate academic citation style (e.g., APA, MLA, Chicago, as determined by the supervisor or program).

II. Notes

- These guidelines are intended as a common framework and model rather than a rigid template.
- Individual instructors and supervisors may adapt expectations to suit disciplinary, methodological, or project-specific requirements.

III. Suggested components

1. Provisional Title

Provide a working title for your project. This title may change as the project develops.

2. Project Overview (approximately 150–250 words)

Briefly describe:

- The topic or issue you will investigate.
- Why it is important or interesting.
- The overall aims of the project.

3. Research Questions

List one to three central research questions that will guide your project.

4. Preliminary Literature Review

Identify four to six key primary and/or secondary sources relevant to your project. For each source, provide a full citation and one- to two-sentence annotation explaining its relevance to your project.

5. Methodology

Describe how you plan to answer your research questions. Include, where applicable:

Research Design

- AEL: Qualitative, quantitative, mixed-methods, corpus-based, discourse-analytic, case study, etc.
- ELS: comparative, period-specific, theoretical approach (i.e. postcolonial, feminist, queer, post/transhumanist, ecocritical), etc.
- CW: genre, modality, how the critical and creative portions will relate, etc.

Participants and/or Data Sources (primarily AEL)

- Who or what will be studied?
- Estimated number of participants or size of dataset/corpus.

Data Collection

- How will data be collected?
- AEL examples: surveys, interviews, classroom observations, written texts, recordings, corpus compilation, document analysis.

- ELS examples: text selection criteria, basis for comparison, etc.
- CW examples: proposed writing process, multimodal tools; etc.

Data Analysis (primarily AEL)

- How will the data be analyzed?
- Examples: thematic analysis, discourse analysis, corpus analysis, statistical analysis.

6. Ethical Considerations (if applicable)

If your project involves human participants, briefly describe:

- Recruitment procedures.
- Informed consent procedures.
- How participant confidentiality and data security will be maintained.

Discuss with your supervisor in advance whether you will need to complete and Ethics Approval Form, and attach the signed copy here of so. Attach a draft Participant Information Sheet and Consent Form if required.

7. Tasks and Milestones

Provide a list of the major tasks required to complete the project, and a week-by-week timeline for progress. The timeline should specify planned draft submission dates and proposed meeting dates with your supervisor.

Examples of tasks (not exhaustive):

- Finalize research questions.
- Complete literature review.
- AEL: develop survey/interview instruments; collect data; analyze data; etc.
- ELS: develop close readings; draft thesis statement; produce essay outline; etc.
- CW: conduct any necessary fieldwork; acquire any necessary multimodal skills; establish relative proportions between critical and creative portions; etc.
- Draft chapters/sections.
- Prepare Capstone Presentation slides and working script.
- Revise and edit final report.

9. Expected Outcomes/findings

Briefly describe the final product you intend to submit and any anticipated findings, insights, or contributions. Ideally, you should link these findings to the research questions.