Guidelines for Senior Projects 461 and 462

Senior Project: The senior project is the capstone experience required of all Cal Poly undergraduates pursuing a bachelorette degree. It is intended to integrate theory with application specific to the field of study, and it is the hallmark of Cal Poly’s Learn-by-Doing pedagogy. The standard for a senior project is a twenty-five page paper that illustrates a student’s ability to collect, analyze, and disseminate material in a well-written and organized document on a discipline-specific topic within their major. Although this is the standard, other types of senior projects are acceptable in consultation with your advisor. (See list below on types of senior projects.) The following guidelines should be carefully followed in order to fully meet the senior project requirements.

Term: Fulfillment of the senior project requirement in Social Sciences occurs over two consecutive quarters (461 and 462) and earns the student 2 units for each quarter.

Grades: The student is assigned a grade at the end of each quarter. Incompletes (I) for 461 and 462 will only be allowed for exceptional reasons and must then be completed on a contractual basis. Incompletes for 461 must be completed and a grade assigned in order for the student to enroll in 462.

   Grades will be assigned according to the following:
   1. Student’s adherence to the assigned work schedule.
   2. How well the student follows directions in completing senior project assignments.
   3. The quality of student work.

Step One:
The following must be completed before a student is allowed to enroll in 461 [first half of Senior Project]:

   Format and Topic: Before talking to a Senior Project advisor, first consider a topic area of general interest [e.g., a subject related to your chosen career, or look over an introductory text in anthropology, geography, or sociology for a topic of interest]. You and your Senior Project advisor should agree on a general topic and format or style for your senior project.

   Choosing an Advisor: You should choose a senior project advisor from among the tenure-track and tenured faculty within your major. Special interest should be given to department faculty members whose interests and expertise are consistent with your chosen topic. They do not have to be your assigned academic advisor.

   Getting a Permission Number: 461 and 462 require separate contracts. Complete the Senior Project Contract during an in-person consultation meeting with your advisor (discuss your topic, agree upon format, obtain your advisor’s signature, set due dates, etc.). Then you will return the signed forms to the department administrative staff in the front office, and they will give you the Class #, Course ID, and Permission # in order to register for the course.

Step Two:
First Quarter (461): During this quarter the student is expected to complete and include in the completed senior project version:
   1. Research proposal
   2. Annotated bibliography
   3. Outline
   4. Introduction chapter
Step Three:
Second Quarter (462): During the final quarter the student is expected to submit a:
   1. Rough draft
   2. Works cited (not annotated)
   3. Finished project (one copy)

Note: ALL written documents created in step two and three, with the exception of the rough draft, must be included in the completed final senior project that is submitted to the library and your advisor.

Tips, Descriptions, and Examples

Types of Senior Projects: Below is a list of approved formats for senior projects within the Social Sciences Department. Students will consult with their senior project advisor in choosing the format and type of project that fits best their needs, interests and passions.

- Library Research Paper
- Primary/Field-Based Research Project and Paper
- Internship-Based Research Paper
  - Conducting additional stand-alone research based on an internship experience
- Volunteer Abroad-Based Research Paper
  - Conducting additional stand-alone research based on your volunteer abroad experience. This could include research on the country, region, organization, issue, the work completed, and a critique of the experience.
- Writing a Grant Proposal
- Writing a Business, Non-profit, or NGO Startup Plan or Assessment
- Writing a Technical Manual
- Developing and Presenting Educational Pedagogy
- Service Project Activity
  - Organizing a Fundraiser
  - Community Organizing or Awareness Raising Activity
  - Organizing the Department’s Career Fair
  - Diversity Awareness Training Sessions

Use of Human Subjects in Research. All students planning on collecting research information from other people are required to conform to and follow Cal Poly’s policies and guidelines on the use of human subjects in research. Request for Human Subjects approval must be compiled per university guidelines, and applications for such research are the responsibility of the students and must be submitted to the campus Human Subjects Approval Committee. More information can be found at the following link:
http://research.calpoly.edu/indexHS.html

The Mechanics of Writing:
The paper should be double-spaced, using a 12 point standard font, with one inch margins.
Format for Finished Senior Projects:

Format:
The final project will include the following items in this exact order:

1. Title page
2. Table of contents
3. Research proposal
4. Annotated bibliography
5. Outline
6. Text
7. Works cited (not annotated)

Title page:
See attached example.

Table of Contents:
All major and subheadings should be featured in the table of contents. Most writing software can create tables of contents, if headings and subheading fonts are used in creation of the text. For more information, see this link, [http://office.microsoft.com/en-us/word-help/create-a-table-of-contents-HA102824256.aspx](http://office.microsoft.com/en-us/word-help/create-a-table-of-contents-HA102824256.aspx)

Outline:
The outline will be typed, thorough, and complete. For examples and types of outlines, see the following, [https://owl.english.purdue.edu/owl/resource/544/03/](https://owl.english.purdue.edu/owl/resource/544/03/)

Research Proposal:
The proposal is 1-2 double spaced pages and includes some or all of the following. Your advisor will determine which of the following are to be included in the proposal.

1. Purpose or goal of the project.
2. How it will be accomplished (the kind of research required, methodology, etc.).
3. A statement of your hypothesis
4. Significance of the project
5. How your project connected to your discipline
6. How your senior project will help you move toward a future career

Annotated Bibliography:
See attached instructions and examples. Important note: citing your professor from a classroom lecture does not qualify as a proper reference with respect to senior project research. Students are encouraged to look for original sources whenever possible.

The “Introduction” chapter:
The introduction to the senior project should be a re-working and expansion of the research proposal and should more thoroughly introduce readers to the topic or project.

Works Cited or Bibliography:
Works Cited pages must be in APA format. This reference list is not annotated and should only include sources cited within the body of the paper or project. Please see the attached detailed formatting guidelines for your Works Cited page and in-text citations per APA guidelines.
Rough Draft:
Submitted rough drafts must be proof read, well edited, and complete. Electronic, emailed submissions may be possible, but require advisor approval.

Final Copy:
Once your Final copy has been approved by your advisor, complete the following steps:

1. Compile all project pieces into a single .pdf electronic document
2. Email the single .pdf file to:
   a. socssrproj@calpoly.edu with your senior project advisor copied into the same email.
   Failure to do this could result in receiving an incomplete for your project grade.

Optional publishing and indexing with Digital Commons:
If you would like to publish and have your senior project indexed to the Digital Commons, you must pay a library fee and upload your senior project to the Digital Commons with the Kennedy Library. To find help on formatting and uploading to Digital Commons go to: http://lib.calpoly.edu/seniorprojects/

Length: For standard research paper formats, the text and works cited must be a minimum of 25 pages. This does not include the title page, table of contents, research proposal, annotated bibliography, or outline. Appendices may be included, but will not count toward page requirements.
Sample Title Page

A GEOGRAPHICAL STUDY OF THE SCOTTISH HIGHLANDS BEFORE 1745 A.D.*

By

Jane R. Smith*

Advised by

Professor Jill Ibid*

ANT 461, 462

Senior Project

Social Sciences Department

College of Liberal Arts

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

Fall, 2010*

*Substitute your title, names and quarter, as appropriate.
Annotated Bibliography Guidelines for Senior Projects

Find ten sources on your topic of interest and summarize them in one paragraph according to the following content and format guidelines. (Note: The final version of your senior project can include more than ten sources.)

Each annotation should be approximately 200-250 words. Include the total word length of the write-up in parenthesis at the end of each annotation. Peer-reviewed journal articles and book chapters may be used in addition to some other sourced materials. Please consult with your advisor about the acceptability of chosen source types.

Content Guidelines for Each Annotation

1) Define the topic, purpose, and/or research question
2) Identify theoretical or ideological perspective or bias
3) Address the source/methodology the author used to get and/or analyze the information
4) Summarize the results or conclusions
5) Explicitly connect the significance of this source to your senior project topic
6) Provide relevant criticisms or limitations of the article’s theory, methods or conclusions

Citations should be formatted similar to this example using APA format guidelines.


This article examines the location decision-making process of volunteer-abroad NGOs. The author asked the following questions. Where do these organizations work? What criteria do they use for choosing project countries and locations? How do they include tourism and construct a place image in the design and marketing of their programs? The author cataloged postings on volunteerabroad.com by country and region. He used the twelve members of the International Volunteer Programs Association (IVPA) as a case study group, analyzing their websites and conducting telephone interviews with their directors. The top five countries in the regions surveyed had 62-77 percent of the postings on volunteerabroad.com, which is consistent with a larger pattern of clustering of NGO aid. When choosing project countries and locations, the interviews revealed that perception of safety, need, attractiveness of the destination, previous NGO staff experience in the place, and accessibility were the most important criteria. The IVPA-member websites had significant references to tourism and contained dramatic imagery, indicating that both place and leisure are relevant to this subset of NGOs. No ideological perspective was evident, but there was an underlying assumption that volunteer abroad NGOs were positive actors in international development. This paper is important to my senior project because it provides an overview of volunteer abroad NGOs, as well as addressing the geographic aspects of the industry. The article could have been stronger if it had included interviews of volunteers to learn why they chose a particular a place. (242 words)
APA Works Cited Guidelines for Senior Project

APA style is the most common bibliographic reference style used within the social sciences and should be the one chosen for your senior project. Exceptions to this standard must be approved by your advisor. The Works Cited page is not annotated. Citation software, such as Endnote or Zotero, is available in the library and online to help with formatting works cited pages and in-text citations. The following is reprinted from the Kennedy Library citation resources website.  http://lib.calpoly.edu/research/citations/apa.html

APA Examples

The following sample citations show the format for the References list placed at the end of a paper. If a source you have used differs from the samples, consult the Publication Manual of the American Psychological Association, 6th Edition. The Manual can also be consulted for intricate rules concerning in-text citation. Copies are available in Permanent Reserves and at the Research Help Desk in Kennedy Library, room 111. Call Number: BF76.7 .P83 2010 (Ref).

Articles (print)

Article in a journal (From APA 6th ed., p. 199)


Article in a newspaper (Following APA 6th ed., p. 200)


Books (print)

Basic format for a book (Following APA 6th ed., p. 203)


Book with an editor (Following APA 6th ed., p. 202)


Numbered edition other than the first (Following APA 6th ed., p. 205)


Article or chapter in an edited book or an anthology (Following APA 6th ed., p. 202)


Dictionary or other reference work (Following APA 6th ed., p. 204)

**Online sources**

*Article in an online magazine (Following APA 6th ed., p. 200)*


*Article in an online newspaper (Following APA 6th ed., p. 200)*


*Electronic version of print book (Following APA 6th ed., p. 203)*


*Citing from a database*

*Article from a database with DOI (Following APA 6th ed., p. 198)*


*Article from a database with no DOI (Following APA 6th ed., p. 198)*


**Senior Projects**

Cal Poly Senior Projects prior to Fall 2009 are available on microfiche, and should be cited as in the first example below. Senior Projects from Fall 2009 and later are digitally hosted on the institutional repository (DigitalCommons@CalPoly) and should follow the second example.

*Before Fall 2009 (Following APA 6th ed., p. 207)*


*Fall 2009 to the present (Following APA 6th ed., p. 208)*

APA In-Text Citation Guidelines for Senior Project

In-text citations are required. Every time you use an idea from someone else, whether you quote it directly or paraphrase it, you must cite that source. If you do not do this, it is plagiarism.

- In some cases you will have multiple citations in a paragraph if you get ideas from multiple sources.
- Always insert the citations at the same time you are writing the text. Do not think that you can go back and insert them later. This will probably lead to errors or omissions.

There are many sources for additional information on proper APA formatting of in-text citations. The Kennedy Library refers you to the following website at Purdue for more examples of how to cite a variety of reference types within your senior project. The following text is reprinted from Purdue and APA citation guidelines and can be found at the following link along with many other helpful APA formatting suggestions. [https://owl.english.purdue.edu/owl/resource/560/03/](https://owl.english.purdue.edu/owl/resource/560/03/)

In-text citation capitalization, quotes, and italics/underlining

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: Permanence and Change. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: Writing New Media, There Is Nothing Left to Lose.

(Note: in your Works Cited list, only the first word of a title will be capitalized: Writing new media.)

- When capitalizing titles, capitalize both words in a hyphenated compound word: Natural-Born Cyborgs.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's Vertigo."
- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: The Closing of the American Mind; The Wizard of Oz; Friends.
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

Short quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
Long quotations

Place direct quotations that are 40 words, or longer, in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:
   Students often had difficulty using APA style,
   especially when it was their first time citing sources.
   This difficulty could be attributed to the fact that many
   students failed to purchase a style manual or to ask
   their teacher for help. (p. 199)

Summary or paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners. APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Citing an Author or Authors

A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

Research by Wegener and Petty (1994) supports...
(Wegener & Petty, 1994)

A Work by Three to Five Authors: List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Kernis et al., 1993)
In et al., et should not be followed by a period.

Six or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...
(Harris et al., 2001)
Unknown Author: If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are in quotation marks.

A similar study was done of students learning to format research papers ("Using APA," 2001).

Note: In the rare case the "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

Organization as an Author: If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000),...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)
Second citation: (MADD, 2000)

Two or More Works in the Same Parentheses: When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

Authors With the Same Last Name: To prevent confusion, use first initials with the last names.

(E. Johnson, 2001; L. Johnson, 1998)

Two or More Works by the Same Author in the Same Year: If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) illustrated that...

Introductions, Prefaces, Forewords, and Afterwords: When citing an Introduction, Preface, Foreword, or Afterwords in-text, cite the appropriate author and year as usual.

(Funk & Kolln, 1992)

Personal Communication: For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. This must also be included in the Works Cited list.

(E. Robbins, personal communication, January 4, 2001). A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).
Citing Indirect Sources

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that...(as cited in Smith, 2003, p. 102).

Note: When citing material in parentheses, set off the citation with a comma, as above. Also, try to locate the original material and cite the original source.

Electronic Sources

If possible, cite an electronic document the same as any other document by using the author-date style.

Kenneth (2000) explained...

Unknown Author and Unknown Date: If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

Sources Without Page Numbers

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the abbreviation "para." followed by the paragraph number (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

According to Smith (1997), ... (Mind over Matter section, para. 6).

Note: Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.