Sociology: Guidelines for Senior Projects: SOC 461 and 462

Senior Project Standards

The senior project is required for all Cal Poly undergraduates to receive a bachelor degree. The senior project is a capstone experience that integrates theory with application specific to the field of study, the hallmark of Cal Poly’s Learn by Doing pedagogy. The minimum 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. Although this is the standard, other types of senior projects are acceptable in consultation with your advisor, as described in the next section.

Types of Senior Projects

The list of senior projects below provides a sample of the types of projects that have been approved in the past by the faculty of the Social Sciences Department. The department welcomes innovative senior projects; thus, students can propose other types of projects. Students will consult with their senior project advisor to choose the format and type of project that best fits their needs, interests and passions.

Research Papers

- Research paper based on library references / sources
- Research paper based on field work experience / field work project results
- Research paper based on research conducted during an internship
- Research paper about stand-alone research following an internship experience
- Research paper about volunteer abroad experiences
- Research paper based on stand-alone research following your volunteer abroad experience. (This could include research on the country, region, organization, issue, the work completed, and a critique of the experience.)

Creative Projects

- Creating a website for a non-profit
- Creating an informational film or video
- Developing an internet resource
- Developing and presenting educational pedagogy

Service Projects

- Community organizing or awareness raising activity
- Creating and conducting diversity awareness training sessions
- Organizing the department’s Career Fair
- Organizing a fundraiser
Writing Projects

- Writing a grant proposal
- Writing a Business, Non-profit, or NGO Startup Plan or Assessment
- Writing a Technical Manual

Students can use this link to view senior projects completed by past Sociology students.

http://digitalcommons.calpoly.edu/socssp

General Information

APA Style

American Psychological Association (APA) style is the most common bibliographic reference style used in the Social Sciences. Thus, it is suggested that you use APA style formatting for section headings and citations throughout the senior project. Your advisor must approve any exceptions to the use of APA style. It is your responsibility to learn APA style and to look up the current formats required by APA. Citation software, such as Endnote or Zotero, is available in the library and online to help with formatting the entire senior project including the headings layout, in-text citations and Works Cited page. Useful online resources for citations and APA style are:

http://lib.calpoly.edu/research/citations/apa.html

https://owl.english.purdue.edu/owl/resource/560/01/

Grades

The student will be assigned a letter grade at the end of each quarter. Each senior project advisor has different grading criteria. Thus, it is important that you discuss your advisor’s specific grading criteria with them. You should clearly understand how your advisor will determine your letter grade for both SOC 461 and SOC 462. This discussion usually occurs at the beginning of each quarter, while the student and advisor are filling out the Senior Project Contract.

General grading criteria that advisors may follow include:

1. The overall quality of student’s research and writing.
2. The amount of effort the student put into the project.
3. The student’s ability to clearly describe and present their research findings.
4. The student’s ability to evaluate their senior project process, the importance of their findings and their overall experience.
5. The student’s ability to complete the project in a timely manner.
6. The student’s ability to incorporate suggestions, advice or recommendations from their advisor.
A senior project can “fail” and still received a good grade. Many senior projects do not turn out as planned. Sometimes institutional obstacles delay the process -- such as difficulty obtaining Human Subjects Review (HSR) approval or problems obtaining permission from an agency to survey their clients. Sometimes unforeseen circumstances occur, such as low participant turnout for a fundraiser. Often projects can be too large or ambitious to accomplish during two quarters. Sometimes after starting a creative project such as a film, the student realizes that the actual work will be harder or take longer than expected. In these situations, Learn by Doing also means Learn by Failing. Students can write up their senior project detailing the process they went through, the lessons learned, reasons why the project did not go as planned and suggestions for future successful approaches to the problem.

Incomplete (I) grades. According to Cal Poly policies an authorized grade of Incomplete is defined as follows:

An Incomplete signifies that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the student's responsibility to bring pertinent information to the instructor who determines the means by which the remaining course requirements are satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated. The student is not permitted to re-enroll in the course to complete course requirements. If the student does re-enroll, the original grade of I is counted as an F (or NC) and the re-enrollment is processed as a repeated course.

Based on this policy, the student and senior project advisor should have a serious discussion if it appears that the student may receive a grade of Incomplete (I) for either SOC 461 or SOC 462. Sometimes it is better for the student to receive a lower letter grade instead of an Incomplete. An Incomplete grade can affect the student’s financial aid and GPA. Please see the following links for more information:

http://catalog.calpoly.edu/academicstandardsandpolicies/grading/

https://financialaid.calpoly.edu/ finaid/policies/sap.htm

Length

If the senior project is in the form of a standard research paper, the main text must be a minimum of 25 pages. This does not include the Title page, Table of Contents, Research Proposal, Annotated Bibliography, Outline or Works Cited. Appendices may be included, but will not count toward page requirements. If your senior project is a different type of project, such as a video, discuss with your advisor how you will document or present the project.

Time Frame for the Senior Project

The senior project requirement in Social Sciences is two courses (SOC 461 and SOC 462). Each course is 2 units. Students usually take SOC 461 and SOC 462 during two consecutive quarters.
Students can start their senior project in fall quarter and finish in winter quarter. Alternatively, students can start their project in winter quarter and finish in spring quarter. It is not possible to enroll in SOC 461 or SOC 462 during summer quarter. Consult with your advisor about working on your project during the summer and then registering for the courses in the academic year.

**Very Important -- Use of Human Subjects in Research -- Very Important**

The Cal Poly Human Subjects Review Committee (HSR) must approve any senior projects involving people before actual interviews can begin.

If your senior project will involve collecting identifiable information from people, you need to start planning at least one quarter in advance, to allow time to follow Cal Poly’s required policies and guidelines. Identifiable information about people includes interviews, questionnaires, films and videos of human subjects. It is **not acceptable** to use interviews or videos of people obtained during a previous class project -- because these projects usually do not follow HSR guidelines. Consult with your advisor about whether a HSR application and review is needed for your project. A useful decision tree can be found at:


Why is it so important to protect human subjects? Review these resources for more information:

[https://www.youtube.com/watch?v=zZ3l1jgmYrY](https://www.youtube.com/watch?v=zZ3l1jgmYrY)

[http://rcr.gatech.edu/human-subjects-research](http://rcr.gatech.edu/human-subjects-research)

[https://www.youtube.com/watch?v=M6AKIlhoFn4&feature=youtu.be](https://www.youtube.com/watch?v=M6AKIlhoFn4&feature=youtu.be)

The student must submit a written request for Human Subjects approval according to Cal Poly University guidelines. You are responsible for gathering the information needed, writing the request, obtaining a signature from your advisor and submitting the HSR Application to the campus Human Subjects Review Committee.

Information about how to start Cal Poly’s HSR process can be found at:

[https://research.calpoly.edu/HS-start-here](https://research.calpoly.edu/HS-start-here)
Steps in the Process

Listed below are the usual process and steps to complete the senior project requirements:

**Step 1 – Planning the Senior Project**

In order to enroll in SOC 461 (first half of senior project) students must select a topic and an advisor. The advisor will fill out a Senior Project Contract with the student. The student will take the contract to the Social Sciences office and then the department administrative staff will give the student a permission number to enroll in 461.

Example contracts are attached to this document, however these forms may change:

*Do not use these example contracts—obtain an actual Senior Project Contract form from your advisor or from the Social Sciences office.*

**Topic.** Select a topic that interests you. You can select a subject related to your future career. You can also select a population, such as older adults or youth in juvenile detention and then use Internet research to find topics related to that population.

Some key questions to ask yourself are:

1. What is a question or problem that I find engaging or interesting?
2. What do I think is the answer to this question or the solution to this problem?
3. What do sociological theory and/or the research literature say about this subject?
4. What strategies would I like to use to address this question or problem?

**Choosing an advisor.** After you have selected a topic, consider which faculty member would be best able to advise you. Explore which department faculty members have interests and expertise consistent with your chosen topic. The senior project advisor does not have to be your assigned academic advisor. The senior project advisor can be a full-time lecturer, tenure-track or tenured faculty within your major.

Faculty members have limited availability. It is best to contact them at least one quarter before the quarter in which you plan to start your senior project.

**Format.** Meet with your senior project advisor to discuss your topic and agree on the format of your senior project. If your project involves interviews or videos with people, before starting the project, you must complete the requirements for the Human Subjects Review Committee as described above.

**Step 2 – Register for the Senior Project**

**Senior Project Contract.** SOC 461 and SOC 462 each require separate written contracts. To start the process, meet with your advisor and complete the SOC 461 Senior Project Contract. As part of this process your and your advisor will usually cover these standard steps:
1. Discuss your topic and your ideas about exploring the topic
2. Determine what type of project you want to create.
3. Understand your advisor’s unique grading criteria.
4. Agree on any changes to the standard Senior Project Contract.
5. Obtain your advisor’s signature on the Senior Project Contract
6. Set mutually agreed upon due dates for the various parts of the project.

**Obtain a permission number.** Take the signed Senior Project Contract to the department administrative staff in the front office. The staff will give you the Class #, Course ID, and Permission # in order to register for the course.

**Register for the class.** Use the permission number to register for SOC 461 the first quarter of your senior project. Repeat this process to register for SOC 462 in the second quarter of your senior project.

**Step 3 – Complete SOC 461**

**No scheduled class meetings.** SOC 461 and SOC 462 are not standard classes that meet at regularly scheduled times. Instead, you and your advisor will plan how often you will meet during the quarter. For most students it is important to schedule regular meetings with your advisor to keep the senior project moving along.

In addition, a good plan is to work on your project for at least 6 hours each week. (6 hours represents the average hours per week a student spends on a regular class: 4 hours in the classroom plus at least 2 hours of additional study time)

Often students give their regular classes priority and postpone / procrastinate working on their senior project. Therefore, it is important to set aside scheduled times to work on your senior project. If possible set aside space (a desk or bag) to keep all your project materials together.

**Assignments for SOC 461.** During the first quarter, you will complete the parts of the senior project listed below. The advisor and the student will follow the deadlines listed in the standard Senior Project Contract, or set new deadlines as needed.

1. Research Proposal
2. Annotated Bibliography
3. Outline
4. Introduction

As each of the four parts is finished, add that part to the your working draft of senior project. Students are strongly advised to back up both daily writing and longer drafts of the project parts. You can send each draft to the cloud, email drafts to yourself, save drafts on a flash drive or use another secure storage system. Do not have all your work on just one computer!!

**Formats.** The Annotated Bibliography and the Outline should follow the formats shown later in this guideline. All other parts of the paper should be double-spaced, use a 12 point standard font
and have one inch margins.

**Tip.** Create file names for all of your writing by using the date and a name for each day’s writing. For example, if you were writing your Research Proposal over two days,

You would save the first day of writing by naming the file: 10-30-2023ResearchProposal

Then save the second day of writing by naming the file: 10-31-2023ResearchProposal

This naming system helps you easily find the most recent draft.

**Step 4 – Register for SOC 462**

**New Senior Project Contract for SOC 462.** During your second quarter you will complete the senior project. The advisor and the student will meet again at the beginning of the quarter to sign a new Senior Project Contract for SOC 462. During this meeting you and your advisor will usually cover these standard steps:

1. Review the progress on the senior project.
2. Understand your advisor’s unique grading criteria.
3. Agree on any changes to the standard Senior Project Contract.
4. Obtain your advisor’s signature on the Senior Project Contract
5. Set mutually agreed upon due dates for the various parts of the project.

**Obtain a permission number.** Take the signed Senior Project Contract 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.

**Register for the class.** Use the permission number to register for SOC 462 in order to complete the second quarter of your senior project.

**Step 5 – Complete SOC 462**

**New assignments for SOC 462.** A completed senior project research paper usually has the parts listed below. If your senior project is a creative project or an event, talk to your advisor about the structure and presentation style for your senior project.

See the writing and formatting instructions later in this guide for help in writing each chapter or part of the senior project. As each of the parts is finished, add that part to the working rough draft of the senior project. Students are strongly advised to frequently save all their writing and drafts. Each day send your writing / draft to the cloud, email drafts to yourself, save drafts on a flash drive or use another secure storage system. Do not have all your work on just one computer!!
The Rough Draft should include:

1. The parts of the senior project previously completed in SOC 461

   Research Proposal
   Annotated Bibliography
   Outline
   Introduction

2. The parts of the senior project as they are completed in SOC 462

   Literature Review
   Methodology
   Results
   Discussion / Conclusions

3. Works Cited (not annotated)
4. Appendices – several if needed

Rough Draft. Submit your Rough Draft to your advisor for editing. Be sure that your Rough Draft has been proof read, is well edited and contains all the parts of the project listed above.

Final copy. After your Rough Draft has been edited and approved by your advisor, make any needed corrections to create a Final Copy.

Step 6 – Turn in the Senior Project

Submit all of the parts of the project. All the written documents created during the senior project process must be included in the Final Copy of the senior project. The Rough Draft is not submitted because it is edited and changed to produce the final draft.

Submit a perfect Final Copy. The Rough Draft of the senior project is first submitted to the advisor for approval. The advisor will return the Rough Draft with comments or edits. The student revises the Rough Draft and creates a Final Copy. Then the student sends the Final Copy to the advisor for a final approval. The student is responsible for double-checking the Final Copy for any grammar, spelling or format errors before emailing the completed senior project to the Social Sciences Department.

Submit the project to the Social Sciences Department. Create a pdf file of your Final Copy. Email the pdf file to: socssrproj@calpoly.edu

Copy your senior project advisor on this email. If you do not email your Final Copy to the department you may receive an incomplete for your grade.
Step 7 -- Optional publishing and indexing with Digital Commons

Students may arrange for their senior project to be indexed at the campus library for a small additional fee. If you would like to have your senior project indexed in the Digital Commons, you must pay fee and upload your senior project to the Digital Commons at the Kennedy Library. To find help on formatting and uploading to Digital Commons go to:

http://lib.calpoly.edu/seniorprojec

A list of previously completed projects can be found at:

http://digitalcommons.calpoly.edu/socssp/

Step 8 – Celebrate!!

Congratulate yourself on a job well done!!
Writing and Formatting Instructions for the Final Senior Project Paper

The final senior project will include the following items. Items must be placed in this order:

1. Title Page
2. Table of Contents
3. Research Proposal
4. Annotated Bibliography
5. Outline
6. Text / Main body of the paper
   - Introduction
   - Literature Review
   - Methods – if needed
   - Results – if needed
   - Discussion / Conclusion
7. Works Cited (not annotated)
8. Appendices (as needed)

Title Page

Follow the format in the example shown at the end of this guide.

Table of Contents

The Table of Contents section should be completed as part of the Rough Draft. All major headings and subheadings should be featured in the table of contents. Page numbers should be accurate and formatted to align on the right side. 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


Research Proposal

The proposal is 1-2 double spaced pages and usually includes answering the following questions. Your advisor will work with you to determine which questions are appropriate to your proposal.

1. What is the purpose or goal of the project?
2. What will you do or accomplish during the project?
3. Describe the kind of research required, service project outcome, research methodology, etc.
4. Write a statement of your hypothesis.
5. What is the significance of the project? How will it contribute to academic research? What practical results will occur as a result of this service learning project?
6. How your project is connected to your concentration / major?
7. How will your senior project help you define your future career goals?
Annotated Bibliography

This part of the senior project is designed to help you understand the research literature about your topic. You may use the Annotated Bibliography articles when you are actually writing the paper or you may find other articles during the writing process. The final version of your senior project will usually include more than ten sources. If you decide to cite other articles later in the process, these articles do not need to be annotated. Find 10 articles from the research literature on your topic of interest. Peer-reviewed journal articles and book chapters may be used in addition to some other sourced materials. Students are encouraged to look for original, research based, creditable sources. Citing your professor from a class or an unknown author of an Internet blog is usually not acceptable as a source. Please consult with your advisor about the acceptable source types.

The articles should be listed in alphabetical order by the first author’s last name.

Summarize each article in one paragraph. Each paragraph / annotation should be approximately 200-250 words. Include the word count in parenthesis at the end of each annotation. Do not include quotes or citations from the article. Follow these prompts for each annotation:

1. Define the topic, purpose, and/or research question described in the article
2. Identify theoretical or ideological perspective or bias of the author or research
3. Address the source/methodology the author used to obtain and/or analyze the information
4. Summarize the results or conclusions of the research
5. Connect the significance of this article or research to your senior project topic
6. Provide relevant criticisms or limitations of the article’s theory, methods or conclusion.
7. Article citations should follow APA citation guidelines, with second line indented. See example below.
8. Summary paragraphs should be written in the single spaced, block format shown on the next page.

APA variations in format. APA style has different formats for citations from books, journals, multiple authors and Internet sources. You are responsible for checking the APA guidelines and formatting the Annotated Bibliography references correctly. The best guide for APA style is the Purdue University On-Line Writing Lab or OWL:

https://owl.english.purdue.edu/owl/resource/560/07/
Annotation Example


The author of 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](http://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](http://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. (245 words)

Outline

It is important to prepare a thorough, complete outline to guide your writing. Extra time spent thinking and developing a clear outline during SOC 461 will result in an easier writing process during SOC 462. Outline examples are shown at this link:

[https://owl.english.purdue.edu/owl/resource/544/03/](https://owl.english.purdue.edu/owl/resource/544/03/)

Introduction Chapter

The Introduction chapter is the first section that will be encountered by a layperson reading your senior project. This chapter should introduce readers to the topic of the senior project by re-working and expanding the Research Proposal. The Introduction chapter should be 2 to 4 pages in length. General writing prompts for this section are:

1. What is the history / background of your topic?
2. What should an educated layperson understand about your topic?
3. Why is research about this topic important or needed?
4. Are there pros and cons / conflicts in the research literature that you will explore?
Text Chapters

For a standard research paper, the text should consist of 5 chapters:

1. Introduction
2. Literature Review
3. Methods – if needed
4. Results – if needed
5. Discussion / Conclusion

Start each chapter on a new page. Use APA style headings and subheadings for clarity. Follow APA style for citations within the paper. Consult your advisor about how to write each section of the paper. There are no set page limits for the various chapters – you just need to write enough pages to complete the purpose of each chapter. Try to provide the needed information while also writing clearly and concisely. Most senior projects are between 25 and 60 pages long. Discuss with your advisor what a reasonable number of pages is for your type of senior project. Discuss with your advisor whether your project requires a different format or presentation structure.

Literature Review Chapter

The purpose of the Literature Review chapter is to help an educated layperson understand the prior research about your senior project topic. You need to set the stage for why you are conducting the current project. You can use the articles from the Annotated Bibliography, but the articles needed to be woven together to create a story or timeline showing the development of the research about your topic. Articles should be written about in historical order by the date that the research was done. For example, if the first paper describing your topic was written in 1930, describe that research first and then connect this concept to the later research in 1950, 1960, 1990 and so on.

In order to show the course of the research over time and to explore nuances of your topic, you will usually need to find new articles and incorporate these articles during the process of writing the Literature Review. These articles do not need to be annotated, but you should list each article you cite in your paper in your Works Cited page using the correct APA format for this type of source.

Tip. As you cite authors while writing your paper, take the time to look up and use the proper APA format for citations in the text. Start a working draft of the Works Cited page. When you cite an article in the text, add the article (in proper APA format) to the Works Cited page. Or use a software like Endnote to do this process for you. It is much easier to take the time to do this while writing – backtracking to check references and citations can be difficult.

As described earlier, peer-reviewed journal articles and book chapters may be used in addition to some other sourced materials. Students are encouraged to look for original, research based, creditable sources. Please consult with your advisor about the acceptable source types.
General writing prompts for this section are:

1. When did researchers first begin studying your topic?
2. What are the major findings of past research about your topic?
3. What theories exist in the research literature about your topic?
4. What controversies exist in the research literature or popular media about your topic?

Methods

The Methods chapter should cover the actual steps you took to accomplish your project. This chapter should be written in chronological order.

For example, if a student’s project was a survey of clients at an agency they might follow these general steps. The student’s Methods chapter would describe the steps in chronological order:

First I researched the problem. Then I developed a survey. Then I obtained HSR approval. Then I obtained agency approval. Then the surveys were given to the clients. The returned surveys were analyzed with SPSS software.

In the Methods chapter, the student would create a story line and give concrete details / write several paragraphs about each of these steps, so that the reader can understand the actions taken to accomplish the project.

Results

The Results chapter describes the research findings or outcomes of your senior project. One way to think about this chapter is – first the Methods chapter describes what you did – then Results chapter describes what you found. The results can be described in chronological order or organized by topics. For example, if you are interviewing people, you might identify themes that were present in the interviews and then organize the Results chapter by describing each of these different themes.

Discussion / Conclusion

The Discussion or Conclusion chapter is the last section of the senior project. This chapter should tie together the entire senior project paper. One way to think about this chapter is to imagine if all the authors of the research literature articles were sitting in a conference room with you discussing your senior project results. What connections and insights would occur if such a conversation were possible? You want to connect your senior project to the past research, theory and controversies about your topic. The Discussion chapter usually ends with suggestions for future research. If the senior project did not go as planned, the Discussion chapter can explore the difficulties and make suggest for future approaches to the problem.
**Works Cited or Bibliography**

The Works Cited pages must be in APA format. Reference articles are listed alphabetically by the first author’s last name. The Works Cited references are not annotated. The Works Cited pages should only include sources cited within the body of the paper.

When you have completed your working draft of the Works Cited page, use the search function to double check that all the references in your paper are cited correctly and are listed in the Works Cited page. The easiest way to check citations is to use the search function to search your entire paper. Search for the ( sign. Make sure each citation listed in ( ) in the body of the paper is correctly formatted and is also listed on the Works Cited page.

**APA variations in format.** APA style has different formats for citations from books, journals, multiple authors and Internet sources. APA style is frequently updated or changed. You are responsible for checking the current APA guidelines and formatting your Works Cited references correctly. The best guide for APA style is the Purdue University On-Line Writing Lab or OWL:

https://owl.english.purdue.edu/owl/resource/560/07/

**Combine all the Chapters into a Rough Draft**

Create a Rough Draft by the deadline on the Senior Project Contract. Make sure that the Rough Draft contains all the parts of the project in the correct order. Creating this draft will be easier if you add each part to a master file, as you write it, during the quarter. Before submitting your Rough Draft, you should proof read and edit the writing yourself, then run a spell check program. In Microsoft Word if there are red or green lines under your writing, it means something about the spelling, grammar or writing style needs to be corrected.
SELF CARE HABITS OF UNIVERSITY STUDENTS COMPLETING THEIR SENIOR PROJECTS *

By
Jane R. Smith *

Advised by
Professor Mary Hernandez *

SOC 461, 462
Senior Project
Social Sciences Department
College of Liberal Arts
CALIFORNIA POLYTECHNIC STATE UNIVERSITY

Fall, 2023 *

*Substitute your title, your name, advisor’s name and quarter that the project was completed.
Examples of Senior Project Contracts

The next 2 pages show examples of the Senior Project Contract for SOC 461 and SOC 462 that you will fill out and sign with your advisor.

Because Social Science Department forms are updated frequently . . .

Do not copy or use these forms.

Obtain the proper current form from your advisor.
Contract and Work Sheet for SOC 461

A copy of this contract with student signature, supervisor signature, course, permission number and assigned dates is required in order to enroll in SOC 461.

Student: ________________________________ Empl ID: ________________________________

Phone#: ________________________________ Cal Poly Email: ________________________________

Title or Project Topic: ________________________________

Course ID: ________________________________ Class Nbr: ________________________________

Permission Number: ________________________________ Human Subject Committee Approval Received: ________________________________

Time Line: These assignments will be due during the following weeks. The actual dates will be assigned by the student's supervisor. Submitted assignments will be assessed by the supervisor and returned to the student within one week.

Research Proposal: This will be typed and is not to exceed two pages in length.

Due: Third week of quarter ________________________________ Date ________________________________

Received: ________________________________ Date ________________________________

Annotated Bibliography: A minimum of ten sources is required. Each annotation will be typed, and should not exceed one paragraph in length. A literature review may substitute for the annotated bibliography. Do not include Web sources (see guidelines).

Due: Sixth week of quarter ________________________________ Date ________________________________

Received: ________________________________ Date ________________________________

Outline: The outline will be typed, thorough, and complete.

Due: Eighth week of quarter ________________________________ Date ________________________________

Received: ________________________________ Date ________________________________

Introduction: The introduction should be an expansion, not a restatement of the research proposal and must be typed.

Due: Tenth week of quarter ________________________________ Date ________________________________

Received: ________________________________ Date ________________________________

Signature of Supervisor ________________________________ Date ________________________________
Contract and Work Sheet for SOC 462

A copy of this contract with student signature, supervisor signature, course, permission number and assigned dates is required in order to enroll in SOC 462.

Student: __________________________________________ Empl ID: ____________________________

Phone#: ____________________________ Cal Poly Email: ____________________________

Title or Project Topic: __________________________________________

Grade for SOC461 __________

Grade Verification Signature (Dept. Secretary) ____________________________

Class Nbr: ____________________________ Course ID: ____________________________

Permission Number: ____________________________

Submitted assignments will be assessed by the supervisor and returned to the student within a week.

Rough Draft and Bibliography: The student will submit a draft that is typed, proof read, and complete. The bibliography (not annotated) will be arranged in the format approved by the supervisor (see guidelines).

Due: Seventh week of quarter __________ Date __________

Received: __________

Final Copy: One paper copy and one copy on a diskette of the final Senior Project will be submitted.

Due: Ninth week of quarter __________ Date __________

Received: __________

Supervisor's Signature __________

Student's Signature __________ Date __________

Revised September
Useful Resources

The Cal Poly library has a very useful online resource tool and notebook. Please visit these sites and enter your name into the system to create your notebook and receive help researching the articles for the Annotated Bibliography

http://lib.calpoly.edu/help-and-support/research-101/tutorial/

https://docs.google.com/forms/d/e/1FAIpQLSeB6qVFVVejTwuTxnhK8g74LAwEdeUzMojGlFYBWJuAaHMJA/viewform

This blog article is very useful. It provides an introduction about how to read academic articles and narrow your focus to useful articles.