

Senior Independent Study (SOAN/WGSS 451 & 452)
with Dr. Christa Craven, 2013-2014

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Meeting Requirements: We will meet once each week individually & once as a group to support you as you complete your I.S. The purpose of the individual meeting will be to discuss your work specifically, attend to any difficulties you encounter in research, fieldwork or writing & review my comments on drafts of your chapters. The purpose of the group meeting will be for more general support (from myself and your peers) regarding the process of writing your I.S. – for example, we will talk about strategies for finding resources and motivating yourself to write, meet with staff from the Learning Center regarding effective time management, hold an HSRC workshop to help with completing your applications, etc. I will also hold “I.S. Office Hours” when I will be available to discuss any other issues that arise between meetings.

Individual Meeting: _____

Group Meeting: Thursdays, Noon-1pm, Kauke Fishbowl

I.S. Office Hours: Fridays, 9-11am

Weekly Accomplishments: For our individual meetings each week, please bring a list of what you have accomplished towards completing your I.S. & any questions you want to discuss with me that meeting. This will be a record for both of us of your progress over the semester & will make sure we are both on top of any deadlines that are approaching. You are also welcome to attach things that you’d like my feedback on – i.e., a draft of your Copeland Fund application. The 2nd or 3rd time we meet individually, your list might look something like this:

Your Name I.S. Progress Date

1. Started an I.S. File to keep all my materials in one place
2. Made an appointment with reference librarian & these are some resources I’m thinking about ...
3. Drafted a schedule for the Fall semester – attached
4. Started to complete my Ethical Review Form – I have a few questions before submitting it ... (see questions below)
5. Looked into applying for access to my field site – I also have a few questions about this (see below)
6. Looked up Copeland Fund information online & plan to complete my app next week

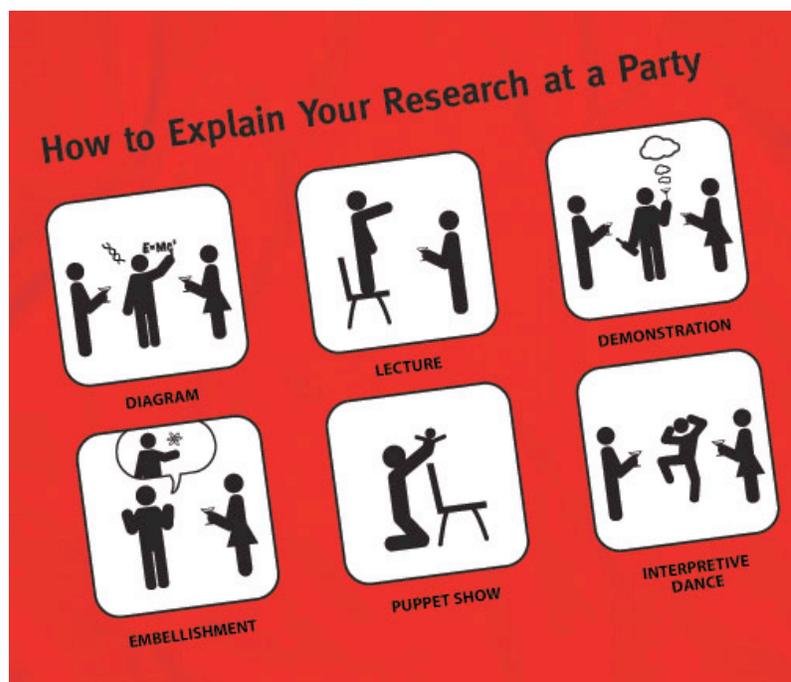
Drafts of Chapters: As you know, SOAN requires two full chapters for the successful completing of 451 in the Fall. Ideally, I will look over two drafts of each of your chapters before you turn in your full I.S. draft in the Spring (see more on this below). As a general rule, I will need a week to look over chapters you submit & give you feedback, so please plan on emailing them to me *one week in advance of our meetings* (we can

work out some flexibility in this regard, but I will need time to give your work the attention it deserves). You will draft a schedule for yourself during the first few weeks & this timeframe will be useful to keep in mind.

Specific Assignments:

- *In September:*
 - Draft a preliminary **thesis statement** that answers the following questions:
 1. Describe your project. What is your primary research question?
 2. Why is your project significant to your scholarly field? For example, you might point out that research has been done about similar topics, but little research in your field on the particular question you are posing. For WGSS majors (and double majors), how is your project an interdisciplinary WGSS I.S., not just a feminist approach to, say, sociological research or literature?
 3. What new information will your project offer? How will it be useful to other scholars, participants in your research, etc.?
 4. What is your personal interest in this topic/question?

This initial draft will likely change (this is to be expected at this point), but it can also serve as the basis for the introduction to your I.S. You may also find it useful when you go to write an application for Copeland funding, describe your research for you HSCR application ... instead of (or perhaps in addition to) relying on the following techniques:



- Draft a **schedule** for yourself for the Fall semester which includes a plan for when you will conduct research, write chapters (or sections of chapters), when you plan

to see a consultant in the Writing Center, due dates for your first & second drafts of chapters, etc. We will both agree to the schedule and adhering to it is an important part of your successful completion of 451 & ultimately 452. When unforeseen circumstances arise, this schedule may be altered, but all such changes should be discussed with me before a draft or other assignment is due. For instance, if materials you ordered through the library didn't come in as expected, email me (or see me) to discuss revamping your schedule. Just turning in a draft late, however, suggests to me that you are not on top of things and falling behind in your work.

- Check out the **Copeland Fund** information online & review the application procedures. If you wish to apply for funding, plan on having a draft of your application to me *at least a week before the due date*, so that I can help you revise & write your recommendation (that doesn't suffer from having to be rushed in at the last minute). *The due date for Copeland is usually in late September.*
- Print out & read the **I.S. Handbook** for your department– these are available on the Department website. They can answer many of your logistical I.S. questions.
- Set up an appointment with a **reference librarian** to discuss your research and strategize about finding relevant materials.
- Do you plan to conduct research with participants (ethnographic fieldwork, interviews, surveys, etc.)? If so, you will need to develop a plan for how you will gain access to these people and/or your field site – do you need to apply for approval? When will you conduct your research? Many students choose to do their research prior to Winter Break, while others travel to do intensive research during the Break – whatever you choose, keep this timeline in mind as you work on your schedule ... You will also need to review the Policy on the **Protection of Human Subjects** & complete an Ethical Review Form (or Exempt form). This **MUST** be completed and approved before any research that involves human subjects can begin!
- *In October:*
 - I ask that all students set up at least one appointment with the **Writing Center** to look over a draft of your writing early on (then, if you find this service helpful, you may wish to set up a regular tutorial meeting with a consultant to help you throughout the writing process, or specific appointments to work on drafts of other difficult chapters). You can reach the Writing Center at x2205 or stop by in Andrews Library to make an appointment. You may have your draft reviewed before you turn the first version in to me or afterwards, but I will expect you to have consulted with the Writing Center before turning in a completed 2nd draft of your 1st chapter.
 - Download a copy of the **Style Guide** you will use for your I.S. & over a nice strong cup of coffee/tea/beverage of choice, read it over so that you will be able to write in this style all along & avoid having major revisions later on. I'll be the first to acknowledge that this is a tedious task – but trust me, you'll thank me for this recommendation in March!!
 - *American Anthropological Association Style Guide:*
<http://www.aaanet.org/publications/guidelines.cfm>

- *American Sociological Association Style Guide:*
You can buy the full guide, but these are many “quick guides” online.
- Because WGSS is, by definition, an interdisciplinary area of study, many different citation styles are used. Many use *The Chicago Manual of Style*:
www.chicagomanualofstyle.org/tools_citationguide.html
or the *Modern Language Association Style Guide*:
owl.english.purdue.edu/owl/resource/557/01 (for the basics)
You can buy any of these guides, check them out in the library or Writing Center or just stick with the “quick guides” online, but choose one ASAP.
- *By the Friday before Fall Break:* This is a good date to aim for to have a solid 2nd draft of your 1st chapter. This will be the literature review for SOAN students, and for WGSS Students, you should also plan to have two chapters completed by the end of the first semester (we’ll talk more about what makes the most sense for your project). All students should plan on turning in work to me prior to this time for initial feedback and should also plan to work with a writing consultant on a draft before this time.
- *In November & December:*
 - *By the Tuesday before Thanksgiving Break:* This is a good date to aim for to have a solid 2nd draft of your 2nd chapter (Theory for SOAN students).
 - *After Thanksgiving Break:* Your last few weeks of the semester should be spent tying up loose ends. Use this time to complete fieldwork you are conducting (or get interview questions, etc. ready for research over the Break), transcribe interviews, etc. (remember, you only have 7 weeks to finish everything up when you return in the Spring – see below). SOAN students may also wish to draft a preliminary version of your methodology.

PLEASE NOTE: I will expect to have a full draft of your IS by the Friday before the weekend before Spring Break. I will spend that weekend and following week looking over each of your drafts in their entirety & we’ll meet during the week before Spring Break to discuss revisions and polishing that need to occur before I.S. Monday. *I will NOT be available to look at any material over Spring Break.*

FOOLPROOF STEPS TO COMPLETING A RESEARCH PROJECT

