



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES
SCHOOL OF LANGUAGES AND CULTURES**

**ASIAN STUDIES PROGRAMME
ASIA 302 SELECTED TOPIC: DIRECTED INDIVIDUAL STUDY**

20 POINTS

TRIMESTER 2 2014

Please read through this material very carefully in the first week of the course, and refer to it regularly.

Important dates

Trimester dates: 14 July to 16 November 2014

Teaching dates: 14 July to 17 October 2014

Mid-trimester break: 25 August to 7 September 2014

Study week: 20 – 24 October 2014

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Names and contact details

**Course Coordinator
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School office hours: 9.00am to 5.00pm Monday to Friday

**Contact Person for Māori
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School Website: www.victoria.ac.nz/slc

Class times and locations

Students enrolled in this course must establish with their individual supervisors a mutually agreed schedule of meetings to discuss their progress.

Communication of additional information

The Asian Studies noticeboard is in the corridor between rooms vZ717 and vZ718. As an individual study, additional information or information on changes will generally be conveyed to students via meetings with supervisors or email.

Prescription

A supervised programme of research and study on selected themes in Asian Studies.

Course content

The general aims of the Asian Studies Programme are to teach students to think critically and creatively about "Asia" and about "their own culture(s)" in the light of "Asian" life and thought, and to integrate the understandings developed into their university education. In keeping with these aims, ASIA 302 provides students with the opportunity to undertake a supervised programme of individual research and study on a theme agreed upon between the student and an appropriate supervisor.

Course learning objectives (CLOs)

Students who pass this course should be able to:

1. hone their research skills generally, and more specifically within the context of Asian Studies;
2. demonstrate a deepened critical understanding of a particular area of research within Asian Studies;
3. consider issues in Asian Studies from at least one or more disciplinary perspectives at a more advanced level.

Teaching format

As a directed individual study, students are expected to work independently but also to attend regular meetings with their supervisors at times to be determined.

Mandatory course requirements

There are no attendance requirements as such, but it is fully expected that students will attend all scheduled meetings with their supervisors on a regular basis, and contact them beforehand if for some reason they cannot make an arranged appointment. In addition to achieving an overall pass mark of 50%, students must hand in the final course essay in order to pass this course.

Workload

The University Assessment Handbook has laid down guidelines as to the number of hours per week which students are expected to devote to a course in order to maintain satisfactory progress. Students enrolling in 20-point course should work on average 13 hours per week including contact hours. Because of the nature of the course, it is particularly difficult to separate the amount of work that

goes into each component, as the writing of the course prospectus and the preparation of the annotated bibliography are part of the scaffolding that goes into the creating of the final essay. However, a general guideline for the different types of work involved in the course might be to meet with your supervisor an average of 6 hours over the course of the trimester, to spend thirty hours apiece on preparation of your preliminary prospectus and annotated bibliography and roughly an additional 150 hours of research, writing, and revising for your final course essay.

Assessment

This course is entirely internally assessed. The assessment, which is designed to test how well you have responded to the objectives of the course and have developed research skills within Asian Studies consists of the following:

Assessment items and workload per item	%	CLO(s)	Due date
1 Course essay prospectus (500-1000 words)	10%	1, 2, 3	Week 4
2 Preliminary annotated bibliography for essay	10%	1, 2, 3	Week 7
3 Course essay (5000 words)	80%	1, 2, 3	First week of exam period

The precise due dates for these assignments may be varied within the specified weeks upon consultation with your individual supervisor(s), but in no case may the final essay be accepted later than the last day of the trimester's study week. As a course of directed individual research, there is no exam in ASIA302.

Students will not be able to attain an aegrotat for this course as assessment is dependent on the successful completion of the assigned essay for independent study.

Below is further detail on each piece of assessment:

1. Course essay prospectus (10%) due Week 4 (August 4 - 8)

In order to help assist you in planning your essay, you are required to produce a prospectus of 500-1000 words, which will allow your supervisor(s) to help guide you in your work and to encourage you to get an early start. Although there is no fixed set template that you have to follow, what we are looking for is an indication of the issues you will write about, along with a tentative outline of arguments you may be making (or perhaps better put, hypotheses you will be testing, as your thoughts will grow and change as your research deepens). You are welcome to use parts of your prospectus in the final version of your essay, but part of your final grade will be dependent on how well you incorporate any feedback you are given.

2. Preliminary annotated bibliography for essay (10%), due Week 7 (September 8-12)

An essential part of the research process is reading through and taking notes on the sources you will draw on in creating your argument. Again, to help guide you, we ask you to prepare a list of several of the sources you expect to use and to annotate them. Although again there is no fixed set template that you have to follow, you should treat between roughly 15 to 25 sources (this will vary depending on the nature of your project and the length of the sources you are using), with approximately three to five sentences each (you may also create a set of extended bullet points upon agreement with your supervisor), summing up their main arguments, points of particular note to you and an overall assessment of the piece and its usefulness to you. This exercise will also help you with preparation of your bibliography for your final essay.

3. Course essay (80%), 5000 words, due first week of exam period (October 24 - 31)

The essay length is 5000 words (excluding bibliography and notes; please include a word count; essays that fall outside of a 10% limit on either side, 4500-5500 words, can expect to lose marks in

proportion to the severity of the shortfall or excess). Please include the word count and be sure to type it double-spaced to allow room for comment.

In writing your essay, develop an argument carefully, and be sure to use carefully chosen examples to back up your points. You will need to refer to credible secondary sources, but do not rely upon them to make your argument for you. We are interested in what you think just as much as what learned colleagues think. When you refer to secondary sources in support of your argument, provide accurate quotations and references as well as a bibliography for the books cited. The bibliography should contain references only for those books you actually cite in your essay and may well depart from your preliminary annotated bibliography as your research develops.

Essays are to be **carefully edited and proofread** before submission. Be sure to keep up your writing throughout the trimester and leave ample time for revisions. Be sure to **use a spelling and grammar check!** In addition to meetings with your supervisor(s), you may feel free to consult with the Course Coordinator if you have general questions about the writing and research process.

Submission and return of work

All assignments must be handed in at the deadlines arranged with supervisor(s) to avoid penalties. Course essays should be handed in directly to the supervisor electronically and a paper copy delivered to the School of Languages and Cultures (SLC) office on the 6th floor of von Zedlitz. The assignment slot is located to the left of the office. The essay should also contain a cover sheet available from the SLC office. We aim to get work back to you within two weeks of submission; occasionally this may take longer. Your supervisor and/or the course coordinator will inform you whether to pick up your assignments directly from them or from the SLC office.

Extensions and penalties

Extensions

The due dates for the assignments agreed upon with your supervisor based on the Course Programme must be adhered to. Although work may be accepted late in special circumstances, your supervisor and the Course Co-ordinator should always be contacted on or before the due dates if there is a problem.

Penalties

The penalty for work presented later than the deadline agreed upon with your supervisor without prior approval is a 5% deduction per day (counting an individual piece of work as 100%). In addition, please note that up to a maximum of 5% may be deducted for poorly presented assignments. Please also note the penalties based on minimum and maximum word lengths in the explanation of the course essay above.

Set texts

As this course is based on an individual research topic, there is no textbook or course reader as such. Students may find it useful to purchase texts that have a specific relevance to their area of focus. Appropriate readings will be determined in conjunction with the student's supervisor. Students are expected to engage in an ongoing and wide range of reading that will be incorporated into their essay(s) for the course.

Class representative

If warranted from class size, a class representative will be elected, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the other students enrolled in ASIA302. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students. Class reps will attend a meeting with the head of school to discuss how your courses are going and to raise any concerns or suggestions that you may have. Class reps

will attend a meeting with the Head of School to discuss how your courses are going and to raise any concerns or suggestions that they may have. You can find out more information on Class Representatives on the VUWSA website: www.vuwsa.org.nz

Student feedback

Any enhancements made to this course based on the feedback of previous students will be covered during the course. Student feedback on University courses may be found at:

http://www.cad.vuw.ac.nz/feedback/feedback_display.php

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz