

**ELL 406- GRADUATION PROJECT HANDBOOK¹
GUIDELINES AND INSTRUCTIONS**

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¹ Adapted from “Bilkent University Department of English Language and Literature Senior Project Guidelines.” Other Guidelines and Handbooks consulted are: “Harvard University Department of English Guidelines (& Some Advice) for Senior Thesis Writers and Advisors,” “Allegheny College Senior Project Guidelines,” “Cal Poly English Department Senior Project Information” and “Yale University Department of English Senior Essay Handbook,”

ELL 406 Graduation Project INTRODUCTION AND OVERVIEW

REGISTRATION

- ELL 406 can only be taken by ELL majors.
- ELL 406 can only be taken by students in their final year of undergraduate work.
- Students must ensure that they have completed ENG 111 AND ENG 112 so that they can register for this course.
- Students who plan to graduate in the fall term should take ELL 406 in the spring before their final semester.

OPTIONS

For ELL 406 Graduation Project, students may choose one of the following options:

- 1- Academic Paper
- 2- Translation
- 3- Creative Writing
- 4- Performance of Literature: Drama and Film Production

INFORMATION ABOUT SUPERVISOR APPOINTMENT

- Each student is assigned a supervisor who provides feedback and guidance on the preparation and development of their project.
- The department will seek to match each project with a supervisor who has interest in the scope of the project.
- There will be a meeting in the early weeks of the fall semester for students who will be taking ELL 406 in the following spring semester. In this meeting, students will be informed about ELL 406 and will find the opportunity to ask their questions regarding the project if they have any.
- Following the meeting, during the fall semester, students may get in touch with ELL faculty members for advice about their project.
- In the 8th week of the fall semester, the students will submit a Proposal Form.
- This form will be emailed to ell@tedu.edu.tr (with a subject line: **ELL 406 Proposal Submission**) by 17.00 on the Friday of Week 8 of the semester.
- The proposals will be reviewed by ELL faculty members. If a proposal is found unsatisfactory, the student will resubmit their form by 17.00 on the Friday of Week 9. If the proposal is still

considered unsatisfactory in the second submission, the student will be advised to choose another option.

- The list of supervisors assigned to each student will be announced in Week 13 of the Fall Semester.

SUPERVISOR-ADVISEE MEETINGS

During the spring semester, all supervisors have one office hour each week with each of their supervisees. In these tutorials, students will be provided with written and oral feedback.

GRADING

Each student's work will be assessed by the supervisor and an anonymous second grader.

The assessment of the project will proceed as follows:

- 70% (preparation, research, and final submission) assessed by the supervisor)
- 30 % (final submission) assessed by the second reader

LEARNING OUTCOMES

By the end of this course, students will be able to

- 1- undertake research and learn from the literature.
- 2- present and discuss a subject with its causes and consequences.
- 3- have a working knowledge of how to develop and complete a project.
- 4- prepare a presentation and convey knowledge to others.

STATEMENT ON ACADEMIC INTEGRITY

Plagiarism and cheating of any kind is a serious matter and it will be penalized according to the university regulations. The Turnitin similarity index of your papers must be lower than 25% (references included) to qualify for evaluation.

See: <https://student.tedu.edu.tr/en/student/principles-of-academic-integrity>

LATE SUBMISSIONS

In the case of late submissions (without valid medical documentation), the student will lose ten points (per day) from the overall grade, and after three days, the submission will not be accepted.

OPTION 1: ACADEMIC PAPER

GENERAL REMARKS

- Students are expected to conduct research and write an academic paper of 5,000-6,000 words (**excluding footnotes and Works Cited**) on a topic of their own preference.
- The academic paper should present an original and coherent argument and make use of adequate scholarly evidence.
- Students are expected to choose texts that have been written in English. However, if students decide to do a comparative study, they can include texts written in other languages. In this case, they are expected to provide translations for the quotations they use in their paper.
- The Supervisor is responsible for guiding the student's writing and holding meetings with their supervisees. However, it is students' responsibility to arrange the meetings and submit the works on time.

STYLE AND FORMAT

- The paper should include a title page with TED University Logo, Department name, project title, student's name, name/title/Department of Supervisor, academic year, and date submitted.
- The paper should include a 200–300-word abstract in the final submission as a separate page.
- The paper should include a table of contents.
- MLA Style is used for format and citation. The 8th or 9th edition can be used as long as the style is consistent throughout the paper.
- Further remarks regarding style are as follows:
 - Times New Roman; 12 points
 - 1-inch margins
 - 1,5 space (excluding footnotes)
 - page numbered at the bottom center of the page
 - British or American spelling throughout

SUBMISSION DEADLINES

- In the case of late submissions (without valid medical documentation), the student will lose ten points (per day) from the overall grade, and after three days, the submission will not be accepted.
- The deadlines for submissions are as follows:

Week 2: Working bibliography

Week 7: Outline & First draft (at least 3,500 words excluding footnotes and Works Cited)

Week 10: Outline & Full draft (full length, 5,000-6,000 words total excluding footnotes and Works Cited etc.)

Week 13: Final submission (5,000-6,000 words total excluding footnotes and Works Cited etc.)

SUBMISSION OF THE FINAL PAPER

- The final paper should be emailed to ell@tedu.edu.tr with the subject line “Graduation Project Submission” by 17.00 on the Friday of Week 13 during the spring semester.
- Students should also upload an electronic copy to the ELL 406 Moodle page via Turnitin Assignment.

GRADING

The assessment of the project will proceed as follows:

- 70% (preparation, research, and final submission) assessed by the supervisor)
- 30 % (final submission) assessed by the second reader

OPTION 2: TRANSLATION PROJECT (Group Project)

GENERAL REMARKS

- In this option, students are expected to submit a portfolio which includes the followings: a) translation of a literary text or an article (literary criticism, theory, etc) from English to Turkish or from Turkish to English AND b) a report of 500 words explaining their translation process.
- In this project, students will work as a **GROUP**. A group can consist of 2-4 students.
- Word choice, use of grammar, and style are important criteria for the evaluation of the project.
- Students must choose a text that has not been translated before.
- The final translated text will be around 5,000-6,000 words.

STYLE AND FORMAT

- The submission should include a title page with TED University Logo, Department name, project title, student's name, name/title/Department of Supervisor, academic year, and date submitted.
- MLA Style is used for format and citation. The 8th or 9th edition can be used as long as the style is consistent throughout the paper.
- Further remarks regarding style are as follows:
 - Times New Roman; 12 points
 - 1-inch margins
 - 1,5 space (excluding footnotes and quotations)
 - page numbered at the bottom center of the page
 - British or American spelling throughout

SUBMISSION DEADLINES

- In the case of late submissions (without valid medical documentation), the student will lose ten points (per day) from the overall grade.
- The deadlines for submissions are as follows:

Week 7: First draft (5,000-6,000 words total)

Week 13: Final submission (5,000-6,000 words total) and the report

SUBMISSION OF THE FINAL PROJECT

- The final paper should be emailed to ell@tedu.edu.tr with the subject line “Graduation Project Submission” by 17.00 on the Friday of Week 13 during the spring semester.
- Students should also upload an electronic copy to the ELL 406 Moodle page via Turnitin Assignment.

GRADING

The assessment of the project will proceed as follows:

- 70% (preparation, research, and final submission) assessed by the supervisor)
- 30 % (final submission) assessed by the second reader

OPTION 3: CREATIVE WRITING (Group Project)

GENERAL REMARKS

- In this option, students are expected to submit a portfolio which includes the followings: **a) a piece of creative writing AND b) a reflection paper of 1000 words**

a) a piece of creative writing: Students can choose one of the followings:

Prose fiction: a portfolio of several short pieces or a single long work of prose (4000-5000 words)

Poetry/drama: a portfolio of several short poems, a single poem, or a single dramatic work (18-20 pages)

Continuation project: a portfolio presenting a continuation of or an alternative ending to an already-existing work in a genre of the student's own preference

- There are no generic restrictions to the creative writing project. The student may write, for example, a short story, a one-act play, or several short poems.
- The following is important for the evaluation of creative writing projects: originality, clarity of expression, use of appropriate formal and technical skills, imagination, good presentation of content and organization, voice, and style.

b) a reflection paper of 1000 words: In their reflection papers, students are expected to reflect on their writing process including why and how they have written on the project they have submitted. This can be titled "Foreword," "Writer's Manifesto," "On Writing," etc. Students are expected to refer to terms and concepts such as characterization, theme, genre, and narrative techniques. Students are also expected to reflect on how their work contributes to current frame literary studies and locate their work within wider socio-historical contexts.

- In this project, students will work as a **GROUP**. A group can consist of 2-4 students.

STYLE AND FORMAT

- The final version of the portfolio should include a title page with TED University Logo, Department name, project title, student's name, name/title/Department of Supervisor, academic year, and date submitted
- The paper should include a table of contents.
- MLA Style is used for format and citation. The 8th or 9th edition can be used as long as the style is consistent throughout the paper.
- Further remarks regarding style are as follows:

- Times New Roman; 12 points
- 1-inch margins
- 1,5 space (excluding footnotes and quotations)
- page numbered at the bottom center of the page
- British or American spelling throughout

SUBMISSION DEADLINES

- In the case of late submissions (without valid medical documentation), the student will lose ten points (per day) from the overall grade.
- The deadlines for submissions are as follows:

Week 7: First draft (3000 words for prose fiction; at least 15 pages for poetry & drama)

Week 10: Full draft (4000-5000 words for prose or 18-20 pages for poetry & drama AND a Foreword of 1000 words)

Week 13: Final submission (4000-5000 words or 18-20 pages for poetry & drama AND a Foreword of 1000 words)

SUBMISSION OF THE FINAL PROJECT

- The portfolio should be emailed to ell@tedu.edu.tr with the subject line “Graduation Project Submission” by 17.00 on the Friday of Week 13 during the spring semester.
- Students should also upload an electronic copy to the ELL 406 Moodle page via Turnitin Assignment.

GRADING

The assessment of the project will proceed as follows:

- 70% (preparation, research, and final submission) assessed by the supervisor)
- 30 % (final submission) assessed by the second reader

OPTION 4: PERFORMANCE OF LITERATURE: DRAMA AND FILM PRODUCTION

(Group Project)

GENERAL REMARKS

- In this option, students are expected to work towards the performance of a play or a film production. The project can be submitted in one of the following forms:
 - a stage performance
 - a filmed production
 - a radio drama
- In this project, students **will work** as a **GROUP**. A group can consist of 3-6 students; depending on the project to be performed, this number can be modified, at the discretion of the supervisor.
- Students are expected to choose a text that is originally written and/or performed in English.
- Students may choose the text before the proposal submission or suggest several texts and make the final decision with their supervisor after supervisor-supervisee appointments.
- Students can perform a whole play (if it falls within the time limits detailed below), a section of a play, or several scenes or sketches.
- Students may adapt the texts they have chosen to perform. In this case, students must inform the supervisor by Week Three of the spring semester.
- The duration of the performance should be around **20-30 minutes**. Nevertheless, depending on the size of the group, the duration can change; for example, a large group will be expected to work towards a longer performance.
- All group members are expected to play an acting role as well as a non-acting role such as costume design, set design, and make-up.
- Roles and duties should be shared equally by the group members.
- Students should keep in mind that it is not the supervisor's role to act as the director of the project and they do not have to attend every rehearsal since supervisors are responsible for giving guidance to the students in text choice, adaptation strategies, and product-related issues.

SUBMISSION DEADLINES

- In the case of late submissions (without valid medical documentation), the student will lose ten points (per day) from the overall grade.
- The deadlines for submissions are as follows:

Week 7: Rehearsal of selected parts

Week 10: Rehearsal of selected parts

Week 13: Submission of the final project

SUBMISSION OF THE FINAL PROJECT

- For all forms of drama project, the script for the final performance/ production must also be emailed to ell@tedu.edu.tr with the subject line “Graduation Project Submission” by 17.00 on the Friday of Week 13 during the spring semester.
- Other information about submissions are as follows:

Stage performance: Live stage performances are expected to take place in Week 13 of the spring semester. Students should discuss the performance date and the venue with their supervisor.

Filmed productions and radio dramas: In this case, the project should be submitted in an electronic form (USB, CD, etc) to **the supervisor** by 17.00 on the Friday of Week 13 during the spring semester.

Students may also choose to upload their work to popular audio-video websites such as YouTube and they can arrange a screening session at TEDU campus.

GRADING

The assessment of the project will proceed as follows:

- 70% (preparation, research, and final submission) assessed by the supervisor)
- 30 % (final submission) assessed by the second reader