



**College of Education  
English Language Program  
(ELP)**



**Graduation Project Manual**

2022-2023

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## **Introduction:**

Research project is a planned and systematic investigation into a specific area of interest or problem, with the goal of generating new knowledge, insights, or solutions. In other words, research project is an important condition to be satisfied before any student can graduate from a program of study in a tertiary educational institution. Research project writing is a painstaking exercise that systematically addresses the solution to a specified problem of study. It is usually guided by a format and varies from one educational institution to another. However, the basic ingredients are essentially the same. It is often highly regrettable that most students fail to abide by the rubrics of project writing or to give it the maximum attention it deserves. Some even play down on the guidance of their supervisors while adopting some edge-cutting approaches, which are indeed, counter-productive. This research project Manual presented in a simplified and well-illustrated manner, and it is meant to guide students and their supervisors on the acceptable standards expected of them in conducting a research project. The primary aim of the manual is to provide a description of the various components of writing a research project. There are many objectives of this manual:

1. This manual aims to define the procedures needed to standardize the Graduation Project courses.
2. Develop a clear timeline for the stages and procedures of research project writing
3. Determine the responsibilities, duties and powers of students and supervisors.
4. This guideline outlines all the evaluation criteria for the Gradation Project.
5. Including all forms that the students need during the research project wiring period.

## **Overview:**

Graduation Project (GP) is an individual work, where students work on solving a research problem in their field of specialization, under the supervision of a faculty member in the department of English. The GP trains students to apply their knowledge from previous courses and put into practice their overall academic skills to search, explore, design and conduct a research or writing project. Students may choose a specific problem or issue in one of the four main language-related domains (linguistics, translation, literature, or teaching the English language). So the GP bridges the gap between theory and practice as it allows students to engage in the study of language various disciplines and enhance their knowledge and writing skills. The choice of the topic could be drawn on the student's performance in previous courses or it could be relevant to the students' orientations, interest or future work. A project supervisor is appointed to advise, guide and track the development of their students' projects. In their project, the students have the opportunity to apply concepts, rules, methods and techniques learned before toward a realistic project. They identify a research problem, investigating and analyzing it. They determine and select the best research methods, draw conclusions and finally they present suggestions for further research.

### Graduation Project Duration:

The duration of the graduation project (GP), in the Department of English, is taught in one course during semester (12 weeks, 2 credit hours).

Code	Title	Level	Prerequisite
ENGL 428	Graduation Project	8 <sup>th</sup>	Research Methods (ENGL 411)

### The Number of Advisees:

The number of advisee in the GP should not exceed five for each advisor.

### Graduation Project Objectives:

1. Giving the students the opportunity to work jointly with an advisor to solve a research problem in the field of the English language.
2. Revealing the students' skills, abilities and self-reliance in terms of problem analysis, exploiting the available resources, searching for solutions, then analyzing the results and drawing recommendations and suggestions.
3. Providing opportunities for students to benefit from the scientific and practical experiences of faculty members through advice and guidance from their research supervisors
4. Examining the extent to which the objectives of the program have been achieved and checking the ability of the program supervisor to measure the educational outcomes in a practically.
5. Proving that students are able to apply the skills and knowledge acquired during their university studies.
6. Introducing the university students to the professional life where they are trained to rely on the effort and research and creativity.

The above mentioned objectives of the GP are achieved by attaining the Course Learning Outcomes (CLOs) prescribed, by the curriculum committee of the English department, in the Graduation Project course specification, as follows:

### Course Learning Outcomes:

CLOs		Aligned PLOs
1	<b>Knowledge and Understanding</b>	
1.1	Familiarize students with main ideas of relevant project and project design	K1
2	<b>Skills :</b>	
2.1	(Cognition): implement relevant data collect and analysis and know-how to draw a conclusion.	S3
2.2	(Communication): present a project and write a report about it.	S1

3	<b>Values:</b>	
3.1	Act responsibly and ethically in carrying out individual as well as group projects.	V1, V2

### Assigning Students to Supervisors:

1. At the beginning of the course, an orientation session is conducted to explain the process of the GP and to present this GP manual.
2. Students should form a group or team consisting of 2 to 3 students, depending on the total number of students and the availability of the faculty staff.
3. In the course of "Research Methods" that is a pre-requisite course of GP, Students may who have complete a research methods course are encouraged to continue their proposals in their graduation project.
4. The GP Coordinator, in coordination with each supervisor, is responsible to prepare a list of the proposed projects and supervisors.

### The Mechanism of Selecting Graduation Projects:

The presented GPs are in these fields:

-Linguistics                      -Language teaching                      -Translation                      -Literature

### In Linguistics and Language Teaching:

- a. The student submits a research of 10 pages
- b. Since the course of the GP is based on the course of "Research Methods", so it is suggested for the students, during the course of research methods (under the supervision of the one who teaches it), to start preparing the research (for example: choosing the topic, selecting its problem, writing its introduction, setting up its questions, and reviewing its literature and related studies). And then in the semester of the "Graduation Project", the students should complete the stages of application and administration of the research methods, processing the obtained data, discussing the results and drawing conclusions.
- c. It is preferable that the faculty member who teaches the course of "Research Methods" to be also responsible for teaching of the "Graduation Project" course. If there is no way for that, the faculty members should coordinate with each other to complete the steps that the students have already started in their researches during the "Research Methods" course.

### In Literature:

Students may prepare a literary analysis for a short story, a novel or a play in (6-10 pages). For example:

- a. A literary analysis under a specific approach such as Psychoanalysis/Formalism/Marxist/etc.)
- b. Or an analytical comparison between some British literary movements and their American counterparts (in 6-10 pages).
- c. Or an application of specific critical theory on a selected literary text

- d. Or a literary analysis of intertextuality between two literary works; for instance, British vs. Arabic ones.

### **In Translation:**

- a. Students may select a book of approximately 100 pages (within a scientific discipline - has not been translated before - and it is preferable that it has been published within the last five years). Each student should translate approximately 30-40 pages. In case that the book is larger, students may work in groups to translate it entirely.
- b. After finishing the translation tasks and to ensure the credibility of the students' work, they may be asked, for example, to prepare a report of two pages on the difficulties that they have encountered during the translation process, supporting it with text quotations as illustrative examples of those difficulties. Or the supervisor may test them by asking them to translate some selected texts or paragraphs out of their translated work.

### **Students' Responsibilities:**

1. Should propose their own topics and discussed it with their supervisors.
2. Should coordinate with their supervisors to create a project completion plan.
3. Commitment to the supervisor's follow-up appointments and the timely implementation of the tasks assigned to them. (See Appendix B).
4. Working collaboratively with the research team (if any) and avoiding conflicts and disputes.
5. Attending workshops, lectures or scientific meetings within the college or the university that are related to scientific research, or graduation projects, and which are believed to be useful for the completion of research.
6. Returning to the supervisor in case of facing any difficulties or obstacles.
7. Providing all the requirements and forms to be submitted to evaluate the search (Appendix A & B).
8. Preparing a Poster of size 22.5'' x 34.5'' which are placed on an open display and are reviewed by the Supervisory Committee before the event of Evaluation Day of GPs (see Appendix C).
9. Attending the discussion session and responding to the committee queries in order to evaluate the research accurately.
10. Participating in research competitions that are established at the level of the college, or the university.

### **Coordinator's Responsibilities in Graduation Projects:**

The department coordinator is responsible for following up the schedule of graduation project and conducting all the tasks related to the fulfilment of these projects, as follows:

1. Following-up implementation of the schedule for the arrangement of graduation projects at the departmental level.

2. Heading the graduation projects committee in the department and implementing its decisions.
3. Gathering the proposals of graduation projects from the faculty members in the department and presenting them to the departmental committee for graduation projects. Then presenting them to the departmental board for discussion and recommendation
4. Attending the meetings of the graduation projects committee at the college level (if any) and implementing its decisions at the departmental level.
5. Contributing to the preparation and updating of the guide to organize graduation projects in the college and set the organizational forms.
6. Formulating discussion committees in cooperation with the departmental committee for graduation projects, and then presenting them to the departmental board for a recommendation.
7. Communicating with the head of the department and implementing the recommendations of the department board related to graduation projects.
8. Providing information on graduation projects in the department to be published at the website.
9. Compiling graduation project documents before the discussion, measuring the originality levels of them send reports about plagiarism to the discussants.
10. Preparing the discussion schedule in the department in cooperation with the department graduation projects committee.
11. Preparation of a file of graduation projects in the department.
12. Contributing with the College Coordinator to organize meetings, competitions, events and activities related to graduation projects.
13. Providing reports, information and statistics on projects and the results of students at the departmental level.
14. Communicating with the third parties in case the project is the result of joint cooperation between the college and external bodies or companies.
15. Providing the department and/or the college library with soft copies of all graduate projects in the department.
16. Assisting students and project supervisors, and responding to their inquiries regarding to the stages of implementation and the requirements for completion of the graduation project.

#### **Graduation Project Committee:**

The department board formulates the Departmental Graduation Projects Committee of the departmental coordinator as a head, plus two to three faculty members from the department. The primary roles of the Graduation Project Committee are to:

1. Following-up procedures for implementing graduation projects in the department.
2. Discussing the proposals of the graduation projects prior to presenting them before the department's board.
3. Suggesting committees to discuss the graduation projects in the department, and then submitting them to the departmental board.
4. Preparing a discussion schedule for graduation projects in the department.

5. Studying the follow-up reports of projects in the department to overcome potential obstacles and solve problems if any.
6. Preparing the evaluation models of graduation projects in the department and determining the evaluation criteria.
7. Determine the components of the graduation project document in the department.

### **Graduation Project Supervisor:**

The Graduation Project Supervisor is a faculty member in the field of research specialization. A supervisor serves as a facilitator, mentor, observer, and evaluator to the student under his supervision. The supervisees need constant monitoring, guidance, and evaluation.

### **Responsibilities of the Graduation Project Supervisor:**

1. Submitting proposals for graduation projects for the coordinator of the department for GPs.
2. Preparing a project work with the students immediately after the proposal is approved by the coordinator.
3. Helping students to understand the problem of the project, set research objectives, write a project manuscript, and providing them with some suitable scientific sources for the project.
4. Following-up the implementation of the operational plan agreed upon weekly and facilitating the obstacles resulting in the implementation.
5. Ensuring that the project is not plagiarized and that the students are the actual people who carry out the GP.
6. Providing follow-up reports on the project progress for the departmental coordinator of the graduation projects.
7. Evaluating the students according to specific criteria.
8. Inspecting the graduation project manuscript before delivering it to the project coordinator.
9. Reviewing any publications, posters, flyers, machetes, or models that are being prepared.
10. Organizing the students before the discussion, and assigning the roles of students in presentation, and checking the presentation to be presented by the student in the discussion.

### **Evaluation Committee:**

The departmental committee of the graduation projects proposes the committees to discuss the GPs. The Evaluation Committee is composed of two or three faculty members, in accordance with the specialization of the project to be discussed.

### **Responsibilities of the Assessment Committee:**

1. Reviewing the assessment criteria and the related forms.
2. Reviewing the project manuscript and evaluating it according to specific criteria.
3. Attending the whole discussion of students and evaluating the presentation of students according to the specific criteria.



4. Discussing all students of the projects to verify the authenticity of work and evaluation of students.

5. Informing students about the distribution of marks (The total grade for the graduation project is 100 marks; 70 marks given by the supervisor as a continuous assessment throughout the semester, in addition to 30 marks given by the Assessment Committee for the public discussion of the GP).

## Appendices

### Appendix A: Declaration

#### Anti-Plagiarism Declaration

Below is a sample for Anti-plagiarism declaration. This is to declare that the above research produced under the supervision of Dr..... and having the title “.....”, is not including any part that has been illegally reproduced (cut and paste), which can be considered as Plagiarism. All referenced parts have been used to argue the idea and have been cited properly. I/We will be responsible and liable for any consequence if violation of this declaration is proven.

Author(s): .....

Signature:

### Appendix B: Forms

#### Form 1

#### Graduation Project Author/Team

**Title of the Project:**

**(Main Project Advisor):**

#### **Students Information:**

	Student's name	ID number	GPA
1			
2			
3			

**Name of the Project Advisor:**

**Signature**

**Date**

#### Form 2

#### Graduation Project Weekly Meetings Attendance Sheet

Project Title:

Project Supervisor:

Semester/year:  
Student's Name:

Student's ID:

Week	Tasks for next week	Tasks accomplished	Supervisor's signature
1			
2			
3			
4			
5			
6			
7			
8			

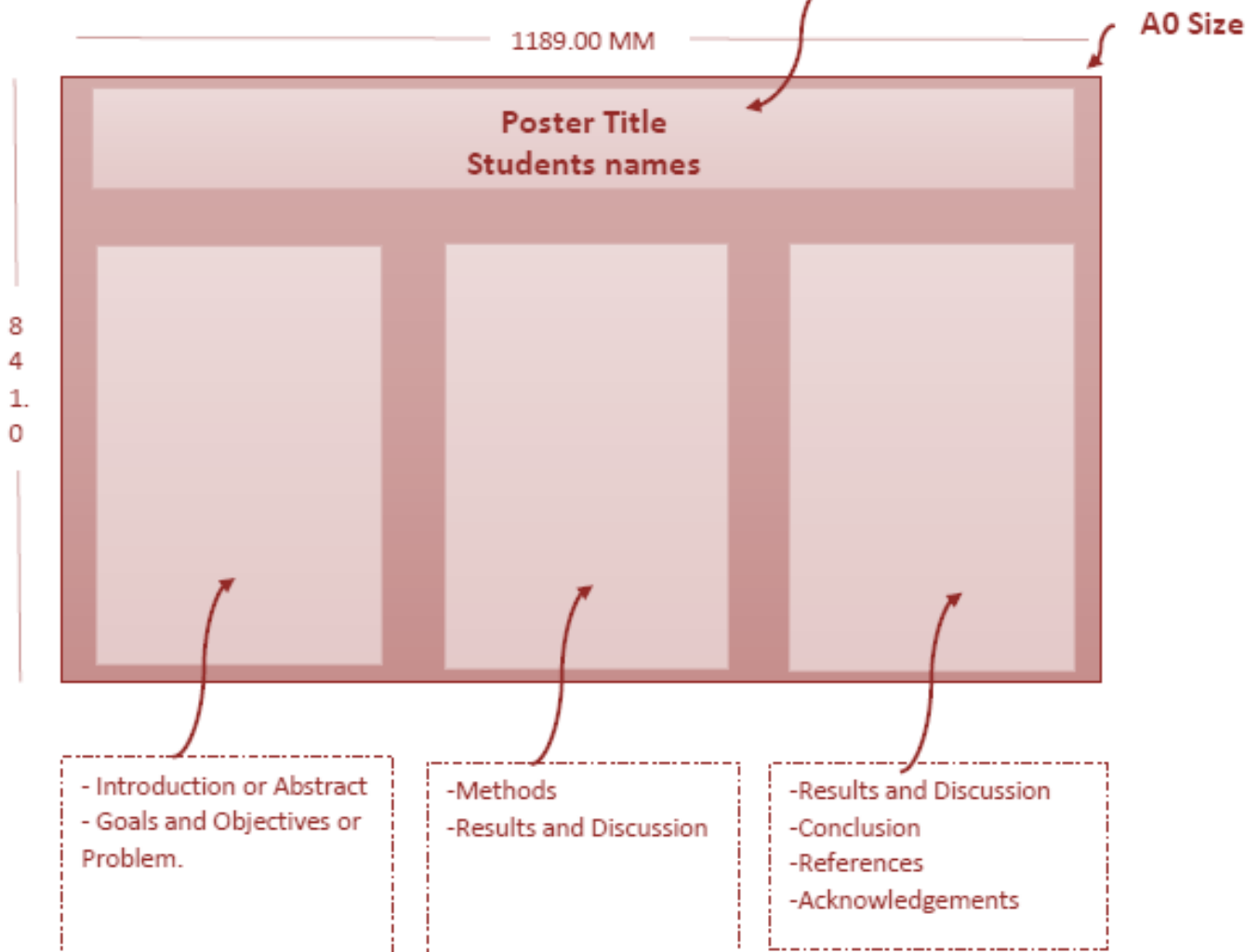
## Appendix C

### Sample of a Project Poster:

#### Graduation project Poster Design

Follow the below poster design and procedures:

Poster Title  
Student name  
Supervisor name  
University Logo and School Logo (if any)



## APPENDIX D

### Graduation Project Template



*Title Page* The title page should include the title of the report along with the name(s) of the department and university for which the report is written, month & year of submission and the project number. The name(s) of the author(s) of the report should be included on the title page. The Title Page is followed by a blank page. A sample title page is shown below.

AL Majmaah University  
College of Education  
English Language Department



The Title is Bolded Centered (Font Size 24)

Author's Name (Font Size 18)

Department of English, Majmaah University

ENGL 428

Supervisor's Name

Due Date

## ACKNOWLEDGMENTS

Thank those who have helped and supported you personally and professionally during your research process.

### Abstract

In no longer than 250 words, write a comprehensive summary of your research paper. Briefly address the *research problem, hypotheses, methods, results, and implications* of your research.

End it with 3-4 *keywords*. Here is a sample from (

The diagram illustrates the layout of an APA abstract document. At the top, a blue header bar contains the text "APA abstract.docx". Below this, the document content is shown with several callouts:

- Indent 0.5"**: Points to the first line of the abstract text.
- Running head**: Points to the section title "SOCIAL COMPARISONS ON SOCIAL MEDIA".
- Section label**: Points to the word "Abstract" centered below the title.
- Page number**: Points to the number "2" in the top right corner.
- Keywords**: Points to the text "Keywords: Facebook, social media, magazine, appearance-related social comparison, body image concerns, mood".
- Double spaced**: Points to the main body of the abstract text.

The abstract text reads: "The present study experimentally investigated the effect of Facebook usage on women's mood and body image, whether these effects differ from an online fashion magazine, and whether appearance comparison tendency moderates any of these effects. Female participants (N = 112) were randomly assigned to spend 10 min browsing their Facebook account, a magazine website, or an appearance-neutral control website before completing state measures of mood, body dissatisfaction, and appearance discrepancies (weight-related, and face, hair, and skin-related). Participants also completed a trait measure of appearance comparison tendency. Participants who spent time on Facebook reported being in a more negative mood than those who spent time on the control website. Furthermore, women high in appearance comparison tendency reported more facial, hair, and skin-related discrepancies after Facebook exposure than exposure to the control website. Given its popularity, more research is needed to better understand the impact that Facebook has on appearance concerns."

The Scribbr logo is visible in the bottom left corner of the document preview.

## Table of Contents

Below is a sample for Content page. It follows the Abstract page.

Abstract	iii
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List of Tables	iii
List of Abbreviations	iii
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### Chapter 1:

1.1 خطأ! الإشارة المرجعية غير معرّفة.

1.2

1.3

1.4 خطأ! الإشارة المرجعية غير معرّفة.

### Chapter 2: خطأ! الإشارة المرجعية غير معرّفة.

2.1 خطأ! الإشارة المرجعية غير معرّفة.

2.2

2.3

2.4

### Chapter 3: خطأ! الإشارة المرجعية غير معرّفة.

3.1 خطأ! الإشارة المرجعية غير معرّفة.

3.2 خطأ! الإشارة المرجعية غير معرّفة.

3.3 خطأ! الإشارة المرجعية غير معرّفة.

3.4 خطأ! الإشارة المرجعية غير معرّفة.

3.5 خطأ! الإشارة المرجعية غير معرّفة.

3.6 خطأ! الإشارة المرجعية غير معرّفة.

### Chapter 4:

4.1

4.2

4.3 خطأ! الإشارة المرجعية غير معرّفة.

### Chapter 5:

5.1

5.2

5.3 خطأ! الإشارة المرجعية غير معرّفة.

Bibliography 3

Appendices 3

Appendix A Title

3

## List of Figures

In this page list the titles of the figures included in your research and the number of their pages

## List of Tables

In this page list the titles of the tables included in your research and the number of their pages

## **Chapters Guidelines**

Below is a guideline for the chapters of your research:

### **Chapter 1: Introduction**

The aim of the introduction is to contextualize the proposed research. In the opening paragraph, give an overall view of what is included in the chapter. For example: This chapter outlines the background and context of the research, and its purposes. Section, also describes the significance and scope of this research and provides definitions of terms used. Finally, the summary includes an outline of the remaining chapters of the research.

#### **1.1 Background:**

In general, this section is written in to inform the readers about the history and the general area to be addressed by the study. In other words, this is the most detailed part of chapter one; the researcher would give a historical development of hi/her research topic. State the different overlapping views in this area and significant investigations that researchers have done.

#### **1.2 Statement of the Problem:**

This is where the researcher state the specific problem that he/she intend to address. It usually will begin with: This research addresses the problem of....” When writing the research problem, make the researcher must sure he/she address the existing problems before he/she intend to proffer solutions in the research.

#### **1.3 Significance of the Study (Importance of the Study):**

In this section, the researcher will discuss the importance of his/her study. This states the importance of addressing the problem the researcher wants work on. It would help if the researcher linked his/her work to any area that he/she think the study will help.

#### **1.4 Objectives of the Study:**

Write a statement of the broad purpose of your study. After that specify your aims and write them to make sure that they are connected to your topic. The objective statement should be directly based on the identified and formulated problem(s) in the previous section, so that readers are able to realize immediately that the purposes are directly related to those problem(s).

#### **1.5 Research Questions:**

These are guiding lights to your research, and it provides insight into your objective/purpose of the study. Your questions should be structured in a way that will provide answers to the researcher. Avoid Yes/No questions and try using the WH questions.

#### **1.6 Limitations:**

There may be constraints that may influence the outcome of your research; they are beyond your control, so you must state them.

#### **1.7 Definition of terms:**

Make sure you define important terms and concepts in your projects, such as variables, acronyms, and keywords.



## Chapter 2: Literature Review

The literature review chapter should demonstrate a thorough knowledge of the area and provide arguments to support the study focus. The aim of the literature review chapter is to delineate various theoretical positions and from these to develop a conceptual framework for generation of hypotheses and setting up the research question. The literature review chapter needs to:

- Critically evaluate the literature rather than merely describe previous literature (i.e., what is good/bad about the body of literature?).
- Show a synthesis and be integrated rather than being more like an annotated bibliography.
- Acquainting the reader with existing studies relative to what has been found, who has done work, when and where latest research related studies were completed and what approaches to research methodology were followed
- Constitute an argument.
- Clearly identify the gap in the literature that is being addressed by the research question(s).

### Literature Review Contains:

1. Historical context
2. How did the idea develop?
3. What do the research studies show now?
4. What is current practice today regarding the idea?
5. How do these findings relate to the situation under examination?
6. What are the outstanding questions/issues/concerns in this field of work?

### **Chapter 3: Research Design:**

This chapter describes the design adopted by this research to achieve the aims and objectives stated in Chapter 1

Section 3.1 discusses the methodology [to be] used in the study, the stages by which the methodology was [will be] implemented

Section 3.2 details the participants in the study; section 3.3 lists all the instruments [to be] used in the study and justifies their use; section 3.4 outlines the procedure [to be] used and the timeline for completion of each stage of the study; section 3.5 discusses how the data was [will be] analyzed; finally, section 3.6 discusses the ethical considerations of the research and its [potential] problems and limitations.

### **Chapter 4: Results and Discussion:**

Chapter 4 details all the results of your research. You can put some analysis of the results here, but generally just the results are presented, without interpretation, inference, or evaluation. The results should be linked inextricably to the design – describe what happened factually.

However, in certain historical, case-study and anthropological investigations, factual and interpretive material may be interwoven rather than being presented as “findings”

It also can contain a full discussion, interpretation and evaluation of the results with reference to the literature. This chapter can also include theory building.

### **Chapter 5: Conclusions:**

This chapter contains conclusions, limitations, and recommendations – so what is the theory? Where to from here? What are the practical implications? Discussion of where the study may be extended.

### **References:**

At this section you list all the references of your research.

### **Appendices:**

Place appendices in the same order as they are referred to in the body of your research. That is, the first appendix referred to should be Appendix A, the second should be Appendix B, and so on.

### **Sizes and Format of the Research Paper:**

1. You must use Times New Roman in your writing.
2. The font size of the title is 20.
3. The font size of the headings 16, sub-headings is 14.
4. The font size of the text is 12.
5. 2.5 is a distance that must be taken from all sides of the page.
6. The distance between lines is 1.5