

UNIVERSIDAD DE COSTA RICA
 Escuela de Formación Docente / Escuela de Lenguas Modernas
 Licenciatura en Enseñanza del Inglés

Course name: Seminario de Graduación III	Requisites: LM-2590, FD-5091, LM-3034, LM-3035, FD-8091, FD-6092, LM-3036, FD-5111, FD-0137, FD-9601
Course code: FD-9602	Co-requisites: none
Type: <i>Plan de Estudios Licenciatura en Enseñanza del Inglés</i>	Cycle: VI
Level: <i>Licenciatura</i>	

COURSE SYLLABUS

I. DESCRIPTION

This course is designed for students enrolled in the research graduation process of *Licenciatura en Enseñanza del Inglés*, who have already taken Graduation Seminar II. Under the guidance of the Seminar Director, the students will write the Results and Discussion chapter, conclusions, references, appendices, as well as the preliminary pages of their research report, following the guidelines for formal, academic writing. At the end of this process, the students will prepare an academic presentation to defend their Memoria de Graduación, based on UCR regulations.

II. OBJECTIVES

The students will:

1. Apply the knowledge acquired during their program of study to investigate a problem or issue related to the teaching of English as a Foreign Language.
2. Demonstrate advanced skills to carry out a research study based on appropriate methods and techniques from the ESL/EFL field.
3. Write a formal research report based on the investigation carried out.
4. Apply APA documentation style throughout the research process to demonstrate command of the research requirements in the field.

In addition, the students are expected to meet the objectives stated in the university regulations for the graduation project, for example,

Artículo 2 Reglamento de Trabajos Finales de Graduación de la Universidad de Costa Rica

Con el trabajo final de graduación se pretende lograr que el graduando sea capaz

- c) Demostrar su capacidad creativa e investigativa, su creatividad científica y su capacidad para la investigación. (p. 1) [emphasis added]***

III. METHODOLOGY

The students will meet with their Seminar Director every two weeks to plan the research phases, to report on their progress, to receive feedback, and to agree on further steps in the process. The students will also send their Director drafts of the report, according to the tentative schedule (print or digital copy, as requested by the instructor). The students are advised to work diligently and to meet deadlines to avoid delays in the process.

To comply with article 12 of the *Reglamento de Trabajos Finales de Graduación*, the calendar of research activities must indicate the names of the students responsible for each stage and chapter or section of the study.

Students, working as a team, must write and revise the chapters of their report and send them to the Seminar Director for feedback and eventual approval, according to the course schedule. To write the research report (*Memoria de Seminario de Graduación*), the students must follow the *APA Documentation Manual* and pertinent documents about academic writing (provided by the *Licenciatura* Department).

Before submitting a draft to the Seminar Director, the students must carefully revise and edit their writing to make sure it meets the requirements of a formal academic document. Rough drafts containing serious language mistakes and/or problems with coherence will be returned to the students for further revision.

The Seminar Director will evaluate the content and the language of each section, and then recommend the changes needed. The Director may also recommend additional literature, further instruments to be designed and administered, and as many drafts of the chapters as necessary for a professional report of the investigation. The students, as candidates for graduation, are responsible for all required changes and the correction of grammar, vocabulary, organization, and mechanics mistakes. **When basic language errors prevail in the document, the students must find, on their own, a language editor to correct their drafts.**

With the Seminar Director's approval, the final version of the report (Introduction, Review of the Literature, Methodology, Results and Discussion, and Conclusions) must be submitted to the assigned advisors (*Comité Asesor*) for their eventual approval, according to UCR regulations.

IV. Evaluation

The students will receive an “incomplete” (IN), according to university regulations (art. 26 *Reglamento de Régimen Académico Estudiantil*), on each Seminar course before the public defense. Once the students defend the *Memoria de Graduación*, the final grade of the Seminar will be assigned to all previous Seminar courses (through the administrative process called *modificación de nota*).

The Seminar Director will use formative assessment to keep a record of each student’s progress during the research process. Should a student repeatedly fail to fulfill his or her responsibilities with the research team (proper evidence needed), the team members must inform the Seminar Director.

The final grade, based on the *Memoria de Graduación* and the defense, will be assigned by the Seminar Director and the Evaluating Committee on the day of the public defense.

V. Bibliography

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010, May 5). *General format APA Style*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

Creswell, J. W. (2003). *Research design: Qualitative, quantitative, and mixed methods approaches* (2nd ed.). Thousand Oaks, CA: Sage.

Creswell, J. W., & Plano Clark, V. L. (2007). *Designing and conducting mixed methods research*. Thousand Oaks, CA: Sage.

Oxford Advanced Learner’s Dictionary with CD/ROM

Swales, J. M., & Feak, C. B. (2012). *Academic writing for graduate students: Essential tasks and skills* (3rd ed.). Ann Arbor: The University of Michigan Press.

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Tentative Research Schedule

This schedule may be adjusted by the Director and the team of students according to their research progress. Remember that you have a maximum of three consecutive Seminar courses to conduct the investigation and culminate with the defense.

Week	Activities
1 virtual	<ul style="list-style-type: none"> • Revise the research calendar and assign responsibilities to all members of the group to comply with art. 12 <i>Reglamento Trabajos Finales de Graduación</i> i.e. “Se debe distinguir la participación de cada uno de los estudiantes.” • Read: “Results and Discussion: How to Write this Section and What Language to Use” (PDF document)
2	<ul style="list-style-type: none"> • Revise the format of tables and figures in APA. • Submit Chapter IV to Seminar Director (must be carefully revised in terms of APA style, coherence, grammar, vocabulary, and punctuation).
3 virtual	<ul style="list-style-type: none"> • Write the conclusions, a 100-word abstract (in English), and a 200-word <i>resumen</i> (Spanish), the table of contents, the title page, and signatures page. Check APA and the <i>Reglamento TFG</i>. The Dedication and Acknowledgement pages are optional. • Carefully revise <u>each entry of the References page to avoid plagiarism.</u>
4	<ul style="list-style-type: none"> • Carefully revise thesis in terms of coherence, grammar, vocabulary and punctuation. • Submit complete thesis to the Seminar Director.
5 virtual	<ul style="list-style-type: none"> • Continue to revise details.
6	<ul style="list-style-type: none"> • Feedback session • Revise the entire document based on the feedback received.

	<ul style="list-style-type: none"> • Check <i>Reglamento de Trabajos Finales de Graduación</i>.
7 virtual	<ul style="list-style-type: none"> • Revise sample theses from <i>Escuela de Formación Docente</i> and <i>Escuela de Lenguas Modernas</i> at the library.
8	<ul style="list-style-type: none"> • Submit copy of <i>Memoria de Graduación</i> to the two advisors (Comité Asesor: see <i>Reglamento TFG</i>; spiral bound copy)
9 virtual	<ul style="list-style-type: none"> • Prepare final details based on APA and <i>Reglamento</i>.
10	<ul style="list-style-type: none"> • Feedback session
11 virtual	<ul style="list-style-type: none"> • Submit final copy of <i>Memoria de Graduación</i> to the two advisors (spiral bound copy). Leave at <i>Secretaría de Lenguas Modernas</i> with a letter addressed to the Advisors.
12	<ul style="list-style-type: none"> • Prepare final details for the defense. See guidelines below.

Additional Information about the Process and Public Defense

Defense Procedures

The Defense Evaluation Committee is made up by:

- M.Sc. Carmen Liddy Fallas Jiménez, *Directora Escuela de Formación Docente (or her representative)*
- and/or Dr. Francisco Guevara Quiel, *Director Escuela de Lenguas Modernas (funge a partir de la mitad de marzo 2017) (or his representative)*
- The instructor in charge of the Practicum (*Directora Práctica de Graduación*)
- Two advisors (Profesor/a Asesor/a)
- One additional teacher appointed by the Head of the School (*Profesor Asesor*)

1. Once the Seminar Director has approved the final copy of the *Memoria de Graduación*, submit it (**in regular spiral binding**) to the two Advisors. (This is your *Comité Asesor*). You will be informed about the name of your advisors in due time.
2. Keep in mind that the advisors might need, approximately, from 15 days to a month to evaluate the *Memoria* and to provide feedback.
3. **You are responsible for all indicated corrections, including content and form. Neglect to make the corrections (e.g. to delete a paragraph to avoid correcting it) will not only delay the public defense but also risk the entire research process.**

4. Defense dates are scheduled during the semester cycle that the *Licenciatura* quarter belongs to (i.e. *I ciclo, II ciclo, o III ciclo del semestre regular de la Universidad*).
5. Once you have made all the corrections accordingly, obtain the final approval for the defense from the Seminar Director and the two advisors. This is a form the students need to obtain from the *Licenciatura* coordinator or the School of Teacher Training (EFD).
6. The students must request the document *Requisitos para la Defensa Pública del Trabajo Final de Graduación* at *Secretaría, Escuela de Formación Docente*.
7. Prepare the final manuscript for the Defense Evaluation Committee. The format is explained in *Reglamento TFG*. **(5 copies, regular spiral binding)**
8. Submit the copies at *Secretaría de Lenguas Modernas* for distribution to the Defense Evaluation Committee, and leave the copy for the Head of the School of Teacher Training at *Secretaría de Formación Docente* (EFD), Facultad de Educación.
9. For the public defense, prepare a 40-minute **academic** presentation **in Spanish**, as dictated by University regulations, including the following:
 - Neat digital presentation, **carefully proofread by the students**
 - Title, objectives (in Spanish)
 - **Brief** Review of the Literature
 - Methodology (approach, setting, participants, instruments)
 - Results and their analysis (with tables and figures, if needed; must be clear and based on APA style)
 - Conclusions
10. **After the students have approved the public defense of their *Memoria de Graduación*, they must make all required corrections and submit two print, hard-bound copies (empaste de lujo) and three digital (CD) copies of the final report.**
11. Comply with the following requirements as specified in “Reglamento de Trabajos Finales de Graduación”:

ARTÍCULO 36. El estudiante deberá entregar a cada uno de los miembros del tribunal un **borrador final** de su tesis, memoria o informe con **no menos de ocho días hábiles de anticipación a la fecha de presentación pública.**

Cinco ejemplares de la versión final, incluyendo las modificaciones, sugerencias o recomendaciones formuladas en ocasión de la presentación pública, deberán ser entregadas a la Secretaría de la Unidad Académica, a más tardar treinta días hábiles después de la presentación.

La versión final podrá ser reproducida en polígrafo, y en ambos casos, mecanografiados a espacio y medio cuando menos, impresos por ambas páginas o caras, al ras de la hoja siempre que el espesor y consistencia del papel y la tinta de la letra permitan una presentación claramente legible y duradera.

El Director del trabajo final de graduación será responsable de que se realicen las correcciones propuestas en la presentación pública y de que la versión final del documento quede debidamente confeccionada.

El estudiante deberá preparar, bajo la supervisión de su director de trabajo final, un resumen de no menos de 200 y no más de 500 palabras, encabezado por la cita bibliográfica completa e incluyendo además el nombre del director del trabajo y una lista de palabras claves para efectos de índice analítico. Este resumen deberá ser enviado por la secretaría de cada unidad académica a la Biblioteca de la Universidad para lo que dispone el artículo 42 del presente Reglamento. La Vicerrectoría de Investigación determinará el formato que debe seguirse, a efecto de lograr una reproducción rápida y uniforme de estos resúmenes para su publicación y difusión oportunas.

ARTÍCULO 37. Para la presentación pública, el expediente de graduación del estudiante deberá contener al menos los siguientes documentos:

- a) Una copia del expediente académico extendida por la Oficina de Registro.
- b) Un recibo de cancelación de derechos de graduación expedido por la Oficina de Administración Financiera o certificación de la Oficina de Registro si el estudiante tiene derecho a graduación de honor.
- c) Una certificación del Registro de Delincuentes.

ARTÍCULO 38. El Tribunal de Trabajo Final se reunirá en el lugar, fecha y hora indicadas; presidirá el Decano, Director o quien lo sustituya. El estudiante hará una breve exposición de su trabajo, después de la cual, los miembros del tribunal lo interrogarán sobre aspectos propios del tema tratado

ARTÍCULO 39 Terminada satisfactoriamente la presentación del trabajo final, el Tribunal deliberará sobre ésta, teniendo en cuenta todos los aspectos involucrados en dicho trabajo, lo calificará de acuerdo con el artículo 44 de este Reglamento. En caso de trabajos sobresalientes; si así lo acuerdan por lo menos cuatro de los cinco miembros del tribunal, se podrá conceder una aprobación con distinción. Logrado el consenso entre los miembros del Tribunal, el Presidente llamará al candidato, así se lo hará saber, lo declarará Licenciado y le advertirá de la obligación de asistir a un Acto Público de Graduación, para ser juramentado y recibir el diploma correspondiente.

Para calificar la presentación pública del trabajo final el Tribunal podrá utilizar escala numérica o la palabra aprobado.

Refer to *Reglamento de Trabajos Finales de Graduación* for further information.