STUDENTS' GUIDE TO THE GRADUATION PROJECT

English Literature and Cultural Studies Program
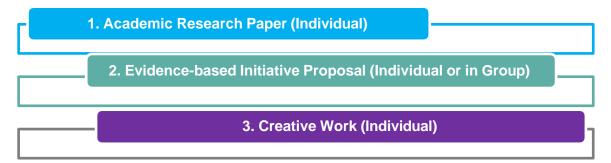
2025

بسم الله الرحمن الرحيم

## I. Introduction:

A graduation project is a significant milestone in students' academic journey. It is an opportunity for students to apply the knowledge and skills they've gained throughout their studies and produce a substantial, original piece of work.

It allows students to demonstrate their abilities to think critically, conduct research, and communicate their findings effectively. Whether they choose to pursue a research paper, write a creative work, or design an initiative, this project will challenge students to work independently and collaboratively, manage their time, and produce a high-quality final product.

This guide aims to provide students with a clear understanding of the graduation project requirements, the steps involved in the process, and how their projects are assessed. It is important for students to remember that the graduation project is not just a requirement - it is a chance to showcase their knowledge and skills, explore your passions, and leave a lasting impact. With dedication, perseverance, and the guidance provided, this guide will walk students through the process of planning, executing, and presenting their graduation project.

## II. Project Tracks Description:

The graduation project is the crowning course that is required after students complete 124 hours of the program's required and elective courses. It starts at the eighth level which is the last semester of students' study period at the Program. Students are paired with a supervisor who is the course instructor. There are three tracks for the graduation project: The project gives students the opportunity to devise innovative ideas and offer solutions to real-world literary and cultural issues, combining both academic rigor and practical insights. Students choose one of three options for their projects to be finally presented before a co-evaluating panel of the program staff members. The project options include one of the following:

1. **Academic Research Paper (Individual)**

2. **Evidence-based Initiative Proposal (Individual or in Group)**

3. **Creative Work (Individual)**

### First: Academic Research Paper:

## 1. Description:

Students are required to write a research paper according to recent trends and relevant areas of study using appropriate methodology and MLA style. The paper should include objectives of the research, significance, methodology, review of literature, body including theoretical application, results and discussion, conclusion, and bibliography. The research paper is informed by coursework, and suitable for students interested in research. The Program prepares students for research projects through a cluster of previous courses.

## 2. Procedures:

1. Students need to identify a research problem and/or a research question in the field of specialization. The chosen topic has to be aligned with Islamic and national values.

2. Students have to survey the contours of that context or field and expand their knowledge through a literature review to identify a gap, a problem, aneed, or a rationale to justify a research question or problem, and to determine what research has already been done on this topic.

3. Students' overview of previous research will help them select an appropriate methodology that answers the research questions through research proper tools.

4. After application of appropriate research method and analysis, students have to identify findings, themes, and/or meanings made from the data, including implications of the study, answering the question: what do the findings mean for the researcher, the study participants, and society more broadly.

5. Part of the research process is the communication of the research results and implications through various means. This can be achieved through projects' presentations to the committee and colleagues, and it is also recommended that students participate in national or international scientific events.

## 3. Research Paper Outline:

### I. Introduction:

**Context**

➢ Describe the economic, social or cultural context within which your research is situated.

➢ Describe the problem, condition or observation that inspired this proposal (i.e., the current situation before proposing this paper).

### II. Significance of the Study:

➢ Why is it significant to design this study, what is its value to the field or the targeted audience or stakeholders?

### III. Literature Review:

➢ What categories of literature will you review to determine what is already known about the problem and/or similar studies that have already been done? (use books, articles, official reports if needed).

➢ **Identify Gaps**: Look for areas that need further exploration or questions that remain unanswered. What is the gap that this study will bridge and propose as different from other previous studies

### IV. Research Question or Problem:

Write a guiding research question(s) to shape the development of the purpose. The guiding questions have to be:

➢ **Specific and Clear**: Formulate a research question that is specific and addresses a gap in the literature.

➢ **Researchable**: Ensure it can be answered through empirical research or analysis.

### V. Objectives:

➢ Overview the rationale behind your study: how will it help; who is the target audience; why is the study needed?

**VI. Methodology** (i.e., qualitative or quantitative: application of theories, focus-groups, interviews ..etc.)

- ➤ How did you collect your data? Describe the process or procedures in details.
- ➤ Who are the target population (sample) and recipients and stakeholders of your study?
- ➤ How will you invite them to collaborate on discussing needs/solutions in designing your study?
- ➤ How will you record their perspectives? How will you analyze them?

**VII. Data Analysis:**

- ➤ **Interpret Findings**: Use appropriate statistical or qualitative methods to analyze your data.
- ➤ **Relate to Research Question**: Ensure your analysis directly addresses your research question.

**VIII. Results and Findings:**

- ➤ Explain your results under this section.

**IX. Conclusion**

- ➤ Write the conclusion summarizing the key findings, emphasizing their significance, and reflects on the research's broader implications. Implications involve:
- ➤ Explain the significance of your findings:
- o **Practical Implications**: How can your research be applied in real-world scenarios?
- o **Theoretical Implications**: What do your findings contribute to existing theories or knowledge in your field?
- ➤ Acknowledge the study limitations
- ➤ Suggest recommendations for further research

**X. Bibliography**

## 4. Research Paper Formatting:

1. The final paper should be in English language.

2. The word count of the paper should not exceed 3500 - 4000 words.

3. Sources cited must be correctly listed on a reference page using MLA referencing style.

4. Formatting: Times New Roman font, size 12, double-space, one-inch margins.

5. Submit the final paper to Blackboard; it will be evaluated through the Blackboard Safe Assign tool.

6. Present the final paper using a poster and presentation (presentation is optional) to a community of peers and three of the Program's professors.

7. Page count calculation:
   3500 - 4000 words / 250 - 300 words per page (average) = from 12 to15 pages. However, with double-spacing, the actual page count would be approximately 12-15 pages.

## 5. Assessment:

| # | Assessment task | Percentage of Total Assessment Score |
|---|---|---|
| 1 | Research paper | 85% |
| 2 | Poster and Oral Presentation | 15% |

## Second: Evidence-based initiative Proposal:

### 1. Description:

The evidence-based initiative introduces students to practical scenarios by integrating literary and cultural challenges in a social context. This capstone project fosters a sense of social responsibility and thus advocates the value of social impact of literature and culture. It also prepares knowledgeable graduates with firsthand experience in addressing contemporary field-related issues. In this project, students plan and design evidence-based initiatives following somehow similar research procedures. These include initiative objectives, significance, methodology, review of literature, initiative design, conclusion, and bibliography. The program prepares students for evidence-based initiatives through continuous curricular and extracurricular activities and projects.

### 2. Purpose:

The Initiative project involves designing a new literary or cultural initiative to address a problem or issue—or implementing an existing initiative in a new context—with clear directives for benefiting society. The term 'evidence-based' means that the initiative is designed based on concepts and knowledge derived from previous research (literature).

### 3. Procedures:

a. Students will need to justify their initiative starting with the rationale behind the need for the initiativeitself, gathered from literature, benchmark, focus groups (including local stakeholders), or market research.

b. Another option is *intervention*, whereby students can take an existing initiative, justify why it is appropriate in this context, apply it to a professional or educational environment, and document the results.

c. The final report will include a detailed rationale, design, and may be piloting but not the actual implementation of the initiative itself.

d. During the initiative, the student will have one supervisor who is the course instructor.

e. The student will have to submit her final Evidence-based initiative report to her supervisor in week 12.

f. The student will have to present the final report using a presentation or poster to a committee composed of three of the program's professors in week 13.

g. If poster is chosen, students should follow the poster guidelines.

## 4. Initiative Proposal Final Report Outline

1. **Introduction to the social professional problem, and statement of purpose**

   Initiative Overview: briefly overview the rationale behind your initiative: how will it help; who is the target audience; why is the initiative needed? The introduction has to consider the following:

   1. Cultural dimensions: what are unique contextual or cultural requirements and concerns?

   2. Describe the problem, condition or observation that inspired this proposal (ie. the current situation before proposing this initiative).

   3. Research questions guide the development of the initiative.

2. **Literature Review:**

   What evidence-based concepts from the literature frame the initiative's design? What is already known about the problem and/or similar initiatives? Provide evidence from published case studies and literature that prove the feasibility of initiatives related to yours.

3. **Methodology:**

   1. Benchmarks: provide evidence of entities in the same field that applied a similar initiative: local, regional, and/or international. Include: steps they followed; effects on stakeholders/target audiences:positive/negative/neutral; improvements you would make.

   2. Select appropriate direct or indirect methods that best answer the research questions whether these areobservations, interviews, focus groups, surveys, or questionnaires etc.

   3. Initiative design: based on the evidence, describe the overall design of the initiative

4. **Projected Results:**

   Based upon the literature and the pilot, this section is a detailed explication ofthe initiative and how it might best succeed.

   1. Detailed execution plan, including:

      - When should this initiative be attempted?

      - How much do you estimate this initiative will cost?

      - How should this initiative be funded?

      - What other groups might be impacted by this initiative?

      - What strategy do you propose to implement this initiative?

      - What staff will be required for the initiative?

   2. Potential constraints and challenges. Potential affordances and benefits

5. **Conclusion:**

   1. How does the project extend previous knowledge of the initiative and research problem?

   2. Recommendations for successful implementation and some ideas for similar initiatives in the field

6. **References and Appendixes**

## 5. Initiative Final Report Formatting:

1. The final report should be in English language.

2. The word count of the report should not be less than 3500 - 4000 words.

3. Sources cited must be correctly listed on a reference page using MLA referencing style.

4. Formatting: Formal formatting is Times New Roman font, size 12, double-space, one-inch margins. Students can apply different font types and spaces based on the needs of the report design.

5. Submit the final report to Blackboard; it will be evaluated through the Blackboard Safe Assign tool.

6. Present the final report using poster or a presentation (presentation is optional) to a community of peers and three of the Program's professors.

7. Page count calculation:
   3500 - 4000 words / 250 - 300 words per page (average) = from 12 to15 pages. However, with double-spacing, the actual page count would be approximately 12-15 pages.

## 5. Assessment:

| # | Assessment task | Percentage of Total Assessment Score |
|---|---|---|
| 1 | Initiative Final Report | 85% |
| 2 | Poster and Oral Presentation | 15% |

**Third: Creative Work**

## 1. Description:

This Creative Work project is designed for students interested in creative writing. Students are required to write a creative text in any of the main literary genres; poetry, personal narratives, fiction and performance writing such as script and play writing. They can also create sub-genre projects such as graphic novels and picture books, utilizing digital or non-digital mediums. Students can apply all the tools, techniques, and different styles they have been exposed to in literary and cultural courses throughout their study like creative writing, graphic novel, adaptations ..etc.

## 2. Procedures:

1. Students need to identify an idea that interests them and align it with the project requirements.
2. Students have to conduct some research to gather information and inspiration. They might read books, articles, and online resources to explore the topics deeply.
3. Students generate ideas through brainstorming sessions with instructors and colleagues and through some techniques like mind mapping, free writing ..etc.
4. A clear thesis or central idea has to guide the projects and provide a focus for writing.
5. Build an outline to organize your thoughts. Include the main sections, key points, and the order in which you want to present them.
6. Start writing your first draft. The focus at this stage is on getting ideas down to paper without worrying about perfecting the work.
7. Review drafts for clarity, coherence, and structure is highly significant. Students have to make revisions to improve content, flow, and style. They have to check for grammar and spelling errors.
8. After drafting, students are recommended to share their drafts with peers and instructors to gather constructive feedback. Consider their suggestions for improvement.
9. Students should make final adjustments after having feedback from instructors and colleagues. They have to ensure that their project meets all requirements and guidelines.
10. Before the final submission of the creative work, students have to finish their critical report too, where they document all details related to their projects, taking time to reflect on the works' contexts and procedures.

11. Students will have to submit their final creative production with a short report that situates the work within its relevant context. The final submission of the work has to be accompanied by this report that includes the outline below on Blackboard in  week  12.

12. During all stages, students will have the course instructor as the supervisor of the projects.

13. Students will have to present the final work using a poster and presentation (presentation is optional) to a committee composed of three of the program's professors in week 13.

14. If poster is chosen, students should follow the poster guidelines.


## 3.  Creative Production Report Outline:

### 1.  Introduction:

➤ Briefly provide an overview of the creative work and the chosen genre and the medium/ format through which students will create their works

➤ Describe the problem, condition and its significance


### 2.  Writer's Statement: A reflective critical essay explaining the creative process and its context, observation that inspired this work, and the themes present in the work.


### 3. Writing and publishing Procedures:

Explain how you conducted each procedure and how long did it take, discussing any specific challenges under each stage.

1. Outlining or Planning Stage

2. Drafting

3. Revision

4. Editing

5. Feedback and Revision

6. Polishing and Finalizing

7. Publishing or Sharing

8. Reviews written or discussed on the work

4. **Conclusion:**

   1. Summarize your personal reflection on this experience.

   2. Discuss its strengths and areas of improvement and offer any recommendations on the work.

   3. Expected Impact of the work on the targeted audience

5. **Bibliography**

## 4. Creative Production Formatting:

1. The final creative work and critical report should be in English language.

2. The word count of the creative work should not be less than 3500 - 4000 words.

3. Sources cited must be correctly listed on a reference page using MLA referencing style.

4. Formatting: Formal formatting is Times New Roman font, size 12, double-space, one-inch margins. Students can apply different font types and spaces based on the needs of the creative production design and medium.

5. Submit the final work with the report to Blackboard; it will be evaluated through the Blackboard Safe Assign tool.

6. Present the final work and report using presentation/poster to a community of peers and three of the Program's professors.

7. Page count calculation:
   3500 - 4000 words / 250 - 300 words per page (average) = from 12 to15 pages. However, with double-spacing, the actual page count would be approximately 12-15 pages.

## 5. Assessment:

| # | Assessment task | Percentage of Total Assessment Score |
|---|---|---|
| 1 | Creative production and Critical Report | 85% |
| 2 | Poster and Oral Presentation | 15% |

## Graduation Project Tracks:

| Graduation Project Track | Authorship | Time /Duration | Outcome | Assessment |
|---|---|---|---|---|
| **Research Paper** | Individual | 13 weeks | • Research Paper apt for publication (from 4000 to 5000 words) <br> • Poster or ppt. presentation | • Research Paper 85% <br> • Final poster and Oral Presentation 15% |
| **Evidence-based Initiative Proposal** | Individual or in group (max. 3 students) | 13 weeks | • Initiative Report (from 4000 to 5000 words) <br> • Poster or ppt. presentation | • Initiative Final Report 85% <br> • Final poster and Oral Presentation 15% |
| **Creative Writing** | Individual | 13 weeks | • Creative work (from 3500 words) <br> • Short Critical Report to describe creative production process and context. <br> • Poster or ppt. presentation | • Creative Production and Final Report 85% <br> • Final poster and Oral Presentation 15% |

# Appendices:

**Appendix A: Students' Forms**

**Appendix B: Assessment Forms**

# Appendix A: Students' Forms

**Identification of Project's Track and Topic**

**Instructions:**

1. Complete the form after revising your initial draft.
2. Use Times New Romans font, Size 12 and 1.5 space between the lines.
3. For references, use MLA style.
4. You can consult Chat GPT as your research assistant and document that in your references.

| | |
|---|---|
| **Project Track** | |
| **Project Description of Topic and identification of genre or subgenre** | |
| **Significance of the project, the gap the project will address.** | |
| **Suggested Title** | |
| **Project's question or problem** | |
| **Objectives: (not more than 4 objectives for a project)** | 1. <br> 2. <br> 3. |
| **Procedures\*** | |
| **References** | |

\*Items are optional to complete according to the nature of the project

# Form (2):

## (GPT1.2), (GPT2.2), (GPT 3.2)

| • **Title and Information about the resources used (Books, Articles, ..etc). The resources should vary from online and printed sources and databases.** **NOTE:** **Books and journal article: no less than 10** | • **Summary of important points mentioned in the references** **NOTE:** **Each reference should be summarized few (2-4) sentences.** | • **How are these points related to your research? (2 sentences)** • **How will you use this information in proving your hypothesis (2 sentences)** | • **What type of AI technology did you use?** • **Give an explanation and add a link to it.** • **Did you use it to look for resources, for the summary, the citation, ..etc? (2 sentences)** | **What did you think of this technology? Will it be helpful later on as you read more resources? (2 sentences)** |
|---|---|---|---|---|
| **Books:** **1.** | | | | |
| **2.** | | | | |
| 3. | | | | |
| **Articles and Journals:** **1.** | | | | |
| **2.** | | | | |
| 3. | | | | |
| **Others:** **1.** | | | | |
| **2.** | | | | |

## Form (3): (GPT2.3)

| Benchmarked Items / Titles | Benchmark 1 | Benchmark 2 | Benchmark 3 | Benchmark 4 | Benchmark 5 | Benchmark 6 |
|---|---|---|---|---|---|---|
| Country | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Your Comments | | | | | | |
| Links | | | | | | |

# ABSTRACT FORM

| Name: …………………….. |
| --- |
| Title of Research: …………………………….. |

**Your abstract should include the following:**
1. Purpose and aim (1 Mark)
2. Thesis Statement (1 Mark)
3. Gap and Significance  (2 Marks)
4. Methodology and Discussion (2 Marks)
5. Results and Conclusions (2 Marks)

**NOTE:**
A Paragraph of no more **than 300 words**. Mind the rules of academic writing. **2 Marks** are for mechanics of writing (Spelling, Grammar, Connectors, development ..etc), overall logic, structure  and consistency of the narrative entity.

**ABSTRACT:**

The aim of the paper / project is. ……

| **Key Words:**  List a number of words (from 6 to 10) that are essential for your research (Key words help other researchers know what your paper is about) | |
| --- | --- |
| https://www.youtube.com/watch?v=JMEnRBss6V4 | |

# Title

**Student's name, supervisor's name**

**Affiliation**

**Abstract:**

## I. Introduction:

**Context:**

- ➢ Describe the economic, social or cultural context within which your research is situated.

- ➢ Describe the problem, condition or observation that inspired this proposal (i.e., the current situation before proposing this paper).

## I. Significance of the Study:

- ➢ Why is it significant to design this study, what is its value to the field or the targeted audience or stakeholders?

## II. Literature Review:

- ➢ What categories of literature will you review to determine what is already known about the problem and/or similar studies that have already been done? (use books, articles, official reports if needed).

- ➢ **Identify Gaps**: Look for areas that need further exploration or questions that remain unanswered. What is the gap that this study will bridge and propose as different from other previous studies

## III. Research Question or Problem:

Write a guiding research question(s) to shape the development of the purpose. The guiding questions have to be:

➢ **Specific and Clear**: Formulate a research question that is specific and addresses a gap in the literature.

➢ **Researchable**: Ensure it can be answered through empirical research or analysis.

## IV. Objectives:

➢ Overview the rationale behind your study: how will it help; who is the target audience; why is the study needed?

## V. Methodology (i.e., qualitative or quantitative: application of theories, focus-groups, interviews ..etc.)

➢ How did you collect your data? Describe the process or procedures in details.

➢ Who are the target population (sample) and recipients and stakeholders of your study?

➢ How will you invite them to collaborate on discussing needs/solutions in designing your study?

➢ How will you record their perspectives? How will you analyze them?

## VI. Data Analysis:

➢ **Interpret Findings**: Use appropriate statistical or qualitative methods to analyze your data.

➢ **Relate to Research Question**: Ensure your analysis directly addresses your research question.

## VII. Results and Findings:

➢ Explain your results under this section.

# VIII.　Conclusion

➢ Write the conclusion summarizing the key findings, emphasizing their significance, and reflects on the research's broader implications. Implications involve:

➢ Explain the significance of your findings:

  o **Practical Implications**: How can your research be applied in real-world scenarios?

  o **Theoretical Implications**: What do your findings contribute to existing theories or knowledge in your field?

➢ Acknowledge the study limitations

➢ Suggest recommendations for further research

# IX.　Bibliography

Kingdom of Saudi Arabia

Ministry of Education

Princess Nourah Bint Abdulrahman University

College of Languages

English Literature Dept.

# Title

**Submitted by:**

**Supervised by:**

**January 2023**

# Title

## I. Introduction:

### 1. Context

- Describe the social or professional context within which your initiative is situated.

- Describe the problem, condition or observation that inspired this proposal (i.e., the current situation before proposing this initiative).

### 2. Initiative Overview or Description

Briefly describe your initiative idea.

### 3. Significance of the initiative

Why is it significant to design this initiative, what is its value to the targeted audience or stakeholders?

## II. Objectives:

Overview the rationale behind your initiative: how will it help; who is the target audience; why is the initiative needed?

## III. Problem or Questions:

Write a guiding research question to shape the development of the practicum purpose.

## IV. Literature Review:

- What categories of literature will you review to determine what is already known about the problem and/or similar initiatives that have already been done?

- What is the gap that this initiative will bridge and propose as different from other previous studies and initiatives?

## V. Methodology (i.e., focus-groups, interviews)

- How did you collect your data? Describe the process or procedures in details including the benchmark if here is any.

- Who are the target population (sample) and recipients and stakeholders of your initiative?

- How will you invite them to collaborate on discussing needs/solutions in designing your initiative?

- How will you record their perspectives? How will you analyze them?

## VI. Initiative's Design:

## VII. Conclusion

## VIII. Bibliography

**Title of the Report:**

Author's Name: [ Name of sudent]

Princess Nourah Bint Abdulrahman University/ College of Languages

Department of English Literature

Supervisor's Name: [ Name of Instructor who supervised the student]

Date: [ Date of Submission]

## I. Introduction:

- ➢ Briefly provide an overview of the creative work and its significance
- ➢ Describe the problem, condition or observation that inspired this creative work.

## II.    Genre, Medium/ Format of the work:

## III. Writing and publishing Procedures: [Explain how you conducted each procedure and how long did it take, discussing any specific challenges]

1. **Outlining or Planning Stage:**

2. **Drafting:**

3. **Revision:**

4. **Editing:**

5. **Feedback and Revision:**

6. **Polishing and Finalizing**

7. **Publishing or Sharing:**
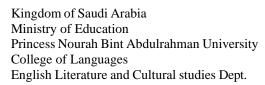
8. **Reviews on the work:**

**IV.     Conclusion:**

➢ Summarize your personal reflection on this experience.

➢ Discuss its strengths and areas of improvement and offer any recommendations on the work.

➢ Expected Impact of the work on the targeted audience

**V.     Bibliography**

# Appendix B: Assessment Forms

# Poster Guidelines

| | Criteria |
|---|---|
| 1 | **Presentation and Layout**<br>The poster is attractive in design and neatness. All parts of the poster are in the right location, and all major topics are covered<br>(Title, author name, summery and background, reviewing literature, methodology, then results, and conclusion) Availability of reference list upon request. |
| 2 | **Graphics**<br><br>Poster contains a minimum of two graphics that are related to the topic, and all borrowed graphics have source citation. |
| 3 | **Summary**<br>Poster should include at least one paragraph at the top summarizing the whole proposal:<br><br>What is your project and why is it important. |
| 4 | **Background**<br>Define the main keyword of your topic and discuss the currant problem that your project is suggested to address. (the problem could be the knowledge gap) |
| 5 | **Reviewing literature**<br>Minimum of ten (10) references. This could be as pullet point for each study (containing the main point you find in each<br>study) then a separate paragraph to illustrate the common themes and the diversity (maybe. Common themes or diversity of themes could include the methodology in the literature. Finally, the knowledge gap. |
| 6 | **Methodology**<br>Your research design, questions, data collection methods, sample size, data analysis methods. |
| 7 | **Findings and results**<br>What have you find so far, and the answer for the research question? |
| 8 | **Attention to language**<br>spelling, grammar, etc. |
| 9 | **Submission Instructions**<br>References are written in the right format, and poster is designed to be in A0 size. |

| No | Components<br><br>(5 per each item) | Excellent effort<br><br>(5) | Average Effort<br><br>(3-4) | Minimal Effort<br><br>(1-2) |
|---|---|---|---|---|
| 1 | **Content:**<br>Overall comprehensiveness, clarity, and depth of the presented content. | The presentation illustrated a significant understanding of the topic. The student included the key sections of the outline. | Content addresses some aspects of the content and lacks details in some areas. | The presentation demonstrated a superficial understanding of the topic. It is a jumble of mismatched ideas and missed key sections of the outline. |
| 2 | **Design and Layout:**<br>Overall quality of presentation, including visualization of data, typography, consistency and balance of content, image, font and style. | Visually appealing, well-organized, and enhances understanding, excellent use of colors, fonts, and images. | Generally organized and visually appealing, minor issues with layout or design elements. | Poorly organized; distracting design; lacks coherence and clarity. |
| 3 | **Delivery Quality:**<br>**Communication skills and oral performance**<br>Overall quality of the presenter's performance in public speaking. composition and timing: what did the student do with the time allotted | Engaging, confident delivery; clear articulation and strong eye contact; effectively engages the audience, and good time management | Generally clear delivery: some engagement but lacks confidence or clarity at times. Students here might have some challenges to meet the allocated time. | Lacks clarity and engagement; reading from notes or lacks confidence. Students here might fail to professionally meet the allocated time. |