HNRS 4204

Honors Project IV: Presentation

Semester/Year: Course Section:

Project Supervisor:

Email:

Phone:

Office:

Office Hours:

Course Description

This course provides the opportunity for the student to defend his or her honors project to the student’s project committee, to revise the project for final submission to the university’s Honors Committee, and to publicly present the project, either at the university or at an appropriate academic conference. Upon approval of the project by the Honors Committee, the student will be recommended for Graduation with Distinction.

*Prerequisites*

* HNRS 4303
* 60 hours completed, not necessarily at ETBU
* 6 hours completed within the chosen field
* Overall GPA of 3.5, maintaining a GPA of 3.5 overall, and a GPA of 3.75 in the student’s major
* Project must be in student’s major

Student Learning Outcomes

Students in this course will

1. **Defend** the completed thesis to their faculty committee.
2. **Improve** the honors project through a series of revisions guided by the student’s project committee and the University Reviewer.
3. **Apply** conventions of academic writing appropriate to their major field of study.
4. **Practice** techniques of academic presentation by sharing their research in a public venue.

Required Texts

*[Project Supervisor may add required texts, as needed.]*

Grading

A letter grade will be awarded by the Project Supervisor at the completion of the semester based on the following evaluative criteria:

*[Project supervisor must add criteria for semester grade. The supervisor is recommended not to make a passing grade for the course contingent upon the proposal’s approval by the Honors Committee.]*

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

F <60

Project Committee

Your committee is made up of three faculty members: the Project Supervisor, the Second Reader, and the Outside Reader. Your Second Reader must be in your discipline, and your Outside Reader must be from outside your discipline.

Your Second Reader is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email, phone)

Your Outside Reader is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email, phone)

*[Add the university’s standard language for syllabi here.]*

**ETBU Honors Project Fourth Semester Guide**

There are many steps to turning in your finished project to the Honors Committee, and they require your close attention and rapid completion. Take care of each step as soon as possible—the farther ahead of the deadlines you can be, the less stress you will have in completing the process. At any point, please contact your project supervisor or the honors program director for guidance.

Again, please note that the deadlines listed below are *the latest you can complete each step*. Do everything you can to accomplish these tasks more quickly.

The main goal for Semester IV is to submit a complete, polished project to the Honors Committee.

* Schedule the defense with your entire committee to discuss your completed project within the first two weeks of the semester.

This face-to-face meeting is a chance to discuss what you have learned by doing your honors project. As with the proposal defense, your committee members are there to support you, and they want you to submit the best project possible; the questions and suggestions they give you are to help you fine-tune your project so that it will be of the highest quality.

At the end of the defense, your committee will give your project one of the following designations: “Passing,” “Pass with Correction,” or “Not Passing.” If you have been diligent and honest in your work and conscientious in communicating with your Project Supervisor, the “Not Passing” designation is highly unlikely. Most likely your committee will have a few suggestions for revising the project and will designate it “Pass with Correction.” Do not panic—you will have until Friday of the fourth week of the semester to make the corrections your committee recommends. If your committee deems your project “Passing,” you are then ready to begin the final submission process.

As with the proposal defense, your Project Supervisor will have submitted your completed project to turnitin.com to obtain an originality report. Your supervisor should give this to you at the defense. Also, your committee members will fill out **Project Evaluation Forms** at your defense. They should give these forms to you once the defense is over. *Do not lose any of these documents.*

* Finish revisions on your Honors Project.

If your project received a “Pass with Corrections” designation from your committee, you have until Friday of the fourth week of Semester IV to finish your revisions and resubmit the project to your committee for review. You do not have to defend your project again, although one or more of your committee members may want to meet with you. The committee then has until Friday of the fifth week to declare your project “Passing” or “Not Passing.”

Due to time constraints, you cannot go through another round of revisions: if your Project Committee is not satisfied with your project at this point (designating your project “Not Passing”), then you are not permitted to finish the process and graduate with distinction.

* Have your committee sign the **Project Signature Page**.

Once the committee approves your project as “Passing,” they need to sign the Project Signature Page.

* Submit your project and the signature page to the department chair.

Within one week of your project receiving a “Passing” designation, you must submit the project and signature page to the chair of your department. (If you do not know who this is, your Project Supervisor can tell you.) The department chair will review your Project and sign the Signature Page, then forward your documents on to your academic dean. The dean will do likewise, then return your documents to you or to your Project Supervisor.

* Submit your project and the signature page to the University Reviewer.

Within one week of receiving your project from the department chair and dean, you must submit the Project and Signature Page to the University Reviewer (UR).

The UR’s job is to look over your Project and make sure that it is free of spelling and punctuation errors and that the format of the Project conforms to the appropriate method of citation (MLA, APA, etc.). Once the UR has reviewed your project, s/he will give it back to you to make corrections, after which you will submit it once more to the UR. Once the UR is satisfied with your corrections, s/he will sign the Project Signature Page and return all documents to you.

IMPORTANT: The UR does not review for content, organization, or sentence fluency; problems with these aspects of your Project should be addressed by your Project Committee and corrected by you prior to submitting it to the UR.

Your Project must be approved by the UR no later than Friday of the tenth week of Semester IV.

* Submit the completed Project and necessary forms to the Honors Program Director within one week of receiving approval from the University Reviewer.

The following forms must be sent to the Honors Program Director **as PDF documents**:

* Project Syllabi for HNRS 4302, 4303, and 4204
* Project Signature Page
* Project Evaluation Forms from Project Committee (3 total)
* Originality Report from turnitin.com for final project
* Final, revised version of your Project

The Honors Program Director will forward your Project to the members of the university’s Honors Committee, a separate group of faculty members who will review your Project and recommend you to the Vice President for Academic Affairs for Graduation with Distinction. The Director will notify you of the committee’s decision no later than Friday of the fourteenth week of Semester IV.

The process of proposal, defense, review, and revision, as well as the documentation submitted with the project, is to ensure that you are receiving the feedback you need to produce a quality Honors Project. When you, your project committee, your department chair, and your academic dean are following this procedure, there should be no reason why the Honors Committee would not recommend you for Graduation with Distinction. However, if the committee does decide to withhold its recommendation, the evidence for why should be discernible in the documentation submitted to the committee.

If you or your Project Committee disagrees with the decision of the Honors Committee, you have three business days to make an appeal to the Vice President for Academic Affairs.

* Apply for graduation with the Registrar, informing them that you are graduating with distinction and providing the title of your honors project.

Congratulations! You have worked hard to get to this point. The recognition you will receive at Commencement is well deserved. Contact the Registrar to make sure that you provide all necessary information about your project and to confirm that your honors sash has been ordered. Now look forward to your Graduation Day!

**Presenting Your Honors Project**

Students who complete Honors Projects are expected to publicly present their work one or more times during the process. This presentation typically would happen at an academic conference that welcomes undergraduate research, but there are a number of acceptable forms this public presentation could take. Talk with your Project Supervisor and other readers to determine where and when you will present your project. If you and the faculty are uncertain whether a venue would be appropriate, consult with the Honors Program Director.

The presentation of your project is not contingent upon the approval process described above, meaning that you can present your research regardless of whether it has been approved at any point along the chain of readers. Once you have publicly presented your project, send an email to the Honors Program Director, informing him or her of the venue and date of the presentation.

**Forms**

You will need the forms on the following pages for the Proposal Defense. Type the information asked for in the highlighted areas, and remove the highlighting before you print the forms. You will need three copies of the Proposal Evaluation form, one for each of your committee members. You will need one copy of the Proposal Signature page, which will be signed by all the faculty members listed on the page.

The Honors Committee needs PDFs of these forms. Once they are completed, you can scan them to create PDFs. If you do not have access to a scanner, talk to your Project Supervisor.

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Honors Project Evaluation Form

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Points: 5 = Outstanding; 4 = Above Average; 3 = Average; 2 = Needs Improvement; 1 = Unsatisfactory

|  |  |  |  |
| --- | --- | --- | --- |
| Project Dimensions | Weight (A) | Points (B) | Score (A x B) 5 |
| **Research Question or Creative Challenge*** Unique research question/issue/creative challenge identified
* Goals/objectives/hypotheses are explicit
* Historical and contemporary contexts, assumptions/biases, or ethical considerations are identified
* Thesis presented is within an academic framework
 | 20 |  |  |
| **Methodology/Approach: Development*** Methodology/approach is appropriate to disciplinary/interdisciplinary focus
* Topic is contextualized among sources and materials cited
* Multiple perspectives are considered
* Demonstrates understanding of the content, tools, and structures in the field
 | 20 |  |  |
| **Methodology/Approach: Implementation*** Quantitative and/or symbolic tools are utilized effectively
* Evidence is sufficient to address the research question and is well utilized
* Accuracy and relevance of evidence are appropriately questioned; possible biases are identified
* Evaluates, analyzes, and synthesizes information
* Demonstrates understanding of professional standards
 | 20 |  |  |
| **Conclusions, Implications, and Consequences*** Conclusions, qualifications, and consequences, including value of thesis, are presented
* Significance of what was discovered, learned, or created is demonstrated
* Assertions are qualified and well supported
* Demonstrates independent and critical thought
 | 20 |  |  |
| **Writing*** Language clearly and effectively communicates ideas
* Any errors in grammar, spelling, mechanics, and/or punctuation are minimal
* Organization is clear and effective
* Sources and citations are used correctly
 | 20 |  |  |
| Total | 100 |  |  |
| PASSING(Score of 80-100) | PASS WITH CORRECTIONS(Score of 65-80) | NOT PASSING(Score of 0-64) |

Please provide comments to the student on the back of the evaluation form. **Items that receive 3 points or fewer must be commented upon by the evaluator.**

Signature of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Honors Project Signature Page

<Type Student Name>

<Type Project Title in Italics>

**The following signatures indicate that each has approved this project for submission to the Honors Committee in consideration of the candidate for Graduation with Distinction.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type name of Project Supervisor, including title (e.g. Dr.) and position (e.g. Assistant Professor of Chemistry) here

Project Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type name of Second Reader, including title (e.g. Dr.) and position (e.g. Assistant Professor of Chemistry) here

Second Reader

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type name of Outside Reader, including title (e.g. Dr.) and position (e.g. Assistant Professor of Chemistry) here

Outside Reader

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type name of Department Chair, including title (e.g. Dr.) here

Chair of the Department of Type Name of Department here

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type name of Academic Dean, including title (e.g. Dr.) here

Dean of Type Academic School here

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type name of University Reviewer, including title (e.g. Dr.) here

University Reviewer

This form is to be submitted with the Honors Project to the Chair of the Honors Committee within one week of receiving approval from the University Reviewer.