HNRS 4205.\_\_

Honors Project I: Proposal

Project Supervisor:

Email:

Phone:

Office:

Office Hours:

Course Description

This course is designed to assist the student to research, write, and defend a proposal for an Honors Project. Following successful defense of the proposal before the student’s project committee, the formal written proposal is submitted to the university’s Honors Committee for approval.

*Prerequisites*

* 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. Identify and describe a significant topic of their choosing related to their academic major and evaluate the current and relevant literature for that topic.
2. Formulate a research question or thesis statement for further research and/or experimentation.
3. Develop a proposal establishing the relevance and feasibility of further academic exploration into their topic.
4. Defend that proposal to a committee of scholars and revise it according to their suggestions.

Required Texts

Honors Project Student Guide   
(<https://www.etbu.edu/academics/university-scholars/honors-project/important-documents/>)

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

Class Attendance

The student must meet weekly with their Project Supervisor.

East Texas Baptist University is committed to the policy that regular and punctual attendance is essential to successful scholastic achievement. Attendance at all meetings of the course for which a student is registered is expected. To be eligible to earn credit in a course, the student must attend at least 75 percent of all class meetings. For additional information, please refer to page 34 of the 2017-2018 Undergraduate Catalog.

It is the responsibility of the students to notify the instructor in advance of upcoming University-approved absences. Students who accumulate university-approved absences (athletic teams, musical organizations, and other authorized groups) will be allowed to make up work missed as a result of that activity provided that:

1. The activity was properly scheduled;
2. The absence was authorized in advance; and
3. Arrangements were made with their instructors prior to the absence.

Such absences are, nonetheless, counted as classes missed.

Students who exceed the absence limit in a course before the official withdrawal date will have the opportunity to withdraw from the class. Students in this situation who do not choose to withdraw on or before the official withdrawal date or who exceed the absence limit in a course after the official withdrawal date will receive a grade of XF.

Course Withdrawal

A student may withdraw from a course or courses or from the University beginning with the first day through 75 percent of the semester without academic penalty. The final day to withdraw from this course is **Date**.

To withdraw from a course or courses or from the University the student must secure a withdrawal form from the Registrar’s Office, his/her advisor, or from the ETBU website, and follow the directions on the form, securing all required signatures. Students must process their own withdrawals. For additional information, please refer to page 28 of the 2017-2018 Undergraduate Catalog.

Academic Integrity

Students enrolled at East Texas Baptist University are expected to conduct themselves in accordance with the highest standards of academic honesty and integrity avoiding all forms of cheating, illicit possession of examinations or examination materials, unwarranted access to instructor’s solutions’ manuals, plagiarism, forgery, collusion and submissions of the same assignment to multiple courses. Students are not allowed to recycle student work without permission of the faculty member teaching the course. Students must ask permission before submitting the work since it will likely be detected by plagiarism detection programs. If the student does not inform the instructor or ask permission before the assignment is due and submitted, the instructor may treat this as an academic integrity offense.

Penalties that may be applied by the faculty member to individual cases of academic dishonesty by a student include one or more of the following:

• Failure of the class in question

• Failure of particular assignments

• Requirement to redo the work in question

• Requirement to submit additional work

All incidents related to violations of academic integrity are required to be reported to the Vice President for Academic Affairs and multiple violations of academic integrity will result in further disciplinary measures which could lead to dismissal from the University.

Student Policy on Recordings

Personalized audio and/or video recordings of classroom lectures or other academic meetings, events, and presentations must be approved by the faculty member teaching the course. Any recordings are the sole property of East Texas Baptist University and are subject to the provisions of applicable copyright law. Students may not distribute or disseminate these recordings in whole or part through any public or private forum, social media, or the internet. All recordings must be deleted and/or destroyed at the end of the term. Failure to follow those policies may be subject to sanction under this rule.

Students with Disabilities

A student with a disability may request appropriate accommodations for this course by **contacting the Office of Academic Success, Marshall Hall, Room 301, and providing the required documentation**.  If accommodations are approved by the Disability Accommodations Committee, the Office of Academic Success will notify the student and the student’s professor of the approved accommodations.  The student must then discuss these accommodations with his or her professor. Students may not ask for accommodations the day of an exam or due date. Arrangements must be made prior to these important dates. For additional information, please refer to pages 40-41 in the new 2017-2018 Undergraduate Catalog.

##### Weapons in Class

The on-campus possession of firearms, explosives, or fireworks is prohibited with the exception of the transportation and storage of firearms and ammunition by concealed handgun license holders in private vehicles (as described in SB1907) Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law, may not enter this property (ETBU) with a concealed handgun. The ETBU President may grant authorization to a qualified and certified full-time faculty or staff member, who is a license holder with a concealed handgun to conceal carry on the University campus, at a University-sponsored event or within or on a University vehicle.

Course Components

*Project Supervisor*

The Project Supervisor verifies the student’s eligibility for an Honors Project and initiates directed study with the student. The Supervisor oversees the student’s written proposal, selects a project committee, and determines if a Library Consultant will be required. The proposal will then be submitted to the Honors Committee for approval. Once the Honors Committee approves the proposal, the Supervisor provides guidance and feedback to the student until the project is completed.

*Project Committee (Readers)*

The Project Committee is selected by the Project Supervisor, in consultation with the student, and approved by the Honors Committee as part of the proposal prior to the second semester. The Project Committee will be made up of three full-time ETBU faculty members: the Project Supervisor; the Second Reader, who must be a faculty member in the same department; and the Outside Reader, who must be a faculty member from a different department.

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

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

*Project Proposal*

The course will assist the student to prepare and develop a proposal for an honors project. The formal written proposal should include the following:

* An introductory section, which
  + provides background information,
  + articulates the purpose of and need for your project, and
  + poses a hypothesis, research question, or thesis statement
* A literature review or annotated bibliography
* A research methodology section
* A discussion of feasibility, which will include
  + an account of the project’s timeline and scope
  + a list and description of research materials needed
* An outline of the structure and presentation of the final project as required within the specific discipline

*Proposal Defense*

A completed project proposal must be submitted to the Project Committee no later than Friday of the tenth week of the semester. The committee will review the proposal, and then the student will meet with the committee to discuss the proposal, its strengths and weaknesses. Following this meeting, the committee will give the proposal one of three designations: “Passing,” “Pass with Corrections,” or “Not Passing.” The student may revise a proposal receiving the “Pass with Corrections” designation, using the comments provided by the committee. The committee must then review the proposal again, although a second defense meeting is not required. The project proposal must receive a designation of “Passing” before it may be submitted to the Honors Committee.

The Honors Project Proposal rubric, by which the project committee is to evaluate the proposal, is available here: <https://www.etbu.edu/academics/university-scholars/honors-project/important-documents/>.

*Signature Page*

Once the project proposal has received a “Passing” designation, the student must have the project committee sign the Proposal Signature Page.

The Proposal Signature Page is available here: <https://www.etbu.edu/academics/university-scholars/honors-project/important-documents/>.

*Chair and Dean Review*

The student must submit the proposal, along with the signature page, to the Department Chair no later than Friday of the twelfth week of the semester. The chair will forward the proposal on to the academic dean. Once the department chair and the dean have reviewed the proposal and signed the signature page, the student may submit his or her materials to the Honors Committee.

*Honors Committee Review*

**The following documents are to be submitted to the Chair of the Honors Committee no later than Friday of the fourteenth week of the semester:**

* Completed project proposal
* Project Committee evaluation forms
* Signature page endorsed by the members of the Project Committee and the academic dean
* Originality Report from turnitin.com, generated by the Project Supervisor

The student may enroll in the second semester of the four-semester Honors Project sequence only after the Honors Committee has received the completed project proposal. The Honors Committee will approve the student to continue the sequence no later than Friday of the first week of the following semester.

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

For further information about the Honors Project or the Honors Program, or if there are questions or concerns about the project procedure, contact Dr. Zachary Beck, the Honors Program Director: [zbeck@etbu.edu](mailto:zbeck@etbu.edu) or 903-923-2267.

You may also want to consult the Honors Program website. On it, you will find previous honors projects and all of the documents you will need in the process.

<https://www.etbu.edu/academics/university-scholars/honors-project/>