HNRS 4301

Honors Project I: Proposal

Semester/Year: Course Section:

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

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

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

**ETBU Honors Project First Semester Guide**

**Introduction**

An honors project enables you to delve deeper into your major course of study. Through the project, you hone research and writing skills, and you learn how to balance a long-term, intensive project with your other daily responsibilities. In short, you acquire useful skills that will benefit you in the work world or in graduate school.

The process of completing the Honors Project can be overwhelming. For this reason, we have assembled this guide for you to consult along the way. A checklist is provided that you can follow to make sure you have taken all the necessary steps. Each item in the checklists comes with a brief description of that step, what documentation is necessary, and whom you should contact. As you work on your project, if you have any questions, do not hesitate to contact your Project Supervisor or the Honors Program Director.

Forms that you and your Project Committee will need are in **bold** throughout the guide. These forms can be found on the Important Documents page of the Honors Program website. Important, firm deadlines are in red, but they refer generically to the day and week of the semester. Important, contingent deadlines are underlined.

**Initiating the Honors Project**

Ideally, the following steps would be accomplished before the project sequence begins: the spring or summer before Semester I. Don’t worry if you are at the beginning of Semester I and haven’t completed one or more of the steps below, *but take care of them as quickly as possible*.

**Checklist**

* Select a professor from your major to be your project supervisor.

This professor should be someone with whom you work well; after all, you’ll be working with this professor for the next four semesters on your project.

* Meet with this professor to develop your project idea and a basic research plan.

You and your project supervisor will need to agree on the idea or question you will be researching. Once you have a direction for research, your professor can help you establish a plan for how to tackle it.

* Obtain two copies of the **HNRS 4301 syllabus** from your project supervisor.

As with any other course, the syllabus communicates what your supervisor expects from you regarding assignments, meeting frequency, and deadlines. Go over this syllabus with your supervisor. Keep a copy of it for yourself, and give one to the Registrar’s Office.

* Put together your Project Committee with your supervisor’s help.

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. Let your supervisor advise you on which professors might be best to recruit for your committee. Compatibility is important to consider with these committee members, but you also want to consider how their expertise will complement your project.

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

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

* Complete the [**Honors Course Registration Form**](https://www.etbu.edu/sites/default/files/2021-06/Honors%20Course%20Registration%20Form%202021.pdf) and submit it to the Registrar’s Office.

You must have your advisor, project supervisor, academic dean, and the honors program director sign the form before you submit it. Do not forget to submit your HNRS 4301 Syllabus, too.

**HNRS 4301: Proposal**

Now you are ready to begin your Honors Project. For most students, the project sequence begins the fall semester of their junior (third) year. If you will not be completing your degree according to a traditional four-year plan, please meet with your Project Supervisor and the Honors Program Director to discuss how to complete your project in a reasonable yet timely manner.

The main goal of HNRS 4301 is to complete and defend your Project Proposal.

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

These items can be arranged according to discipline standards. If the discipline requires additional items, they may be added.

**Checklist**

* Meet with your Project Supervisor on a weekly basis.

It is vitally important to communicate regularly with your Project Supervisor (and it would not hurt to check in periodically with your other committee members). Keep your supervisor posted on how your research and writing are going, and let your supervisor know if you are encountering any issues.

* Submit your Project Proposal to each member of your committee for review no later than Friday of the tenth week of the semester.

You have the first ten weeks of the semester to research and write your proposal. The sooner you can submit it to your committee, though, the more time they have to review it, and the more time you have to revise any weaknesses they discover.

* Schedule the defense with your entire committee to discuss your Proposal.

A defense is a face-to-face meeting with the faculty on your project committee to discuss the strengths and weaknesses of your proposal and to give you guidance as you begin working on the project. This meeting may sound intimidating, but remember that your committee members are for you and want to see you succeed.

Following this meeting, the committee will give the Proposal one of three designations: “Passing,” “Pass with Corrections,” or “Not Passing.” You 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, but a second defense meeting is not required. The Proposal must receive a designation of “Passing” before it may be submitted to the Honors Committee.

Prior to the defense, your Project Supervisor will have submitted your Proposal 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 **Proposal Evaluation Forms** prior to or at your defense. They should give these forms to you once the defense is over. *Do not lose any of these documents.*

* Make sure your committee signs the **Proposal Signature Page**.

A signed Proposal Signature Page indicates that your committee is satisfied with your Proposal and is willing to submit it to the department chair, dean, and honors program director. Therefore, if your Proposal is approved by your Project Committee without any revisions requested, the committee members can sign the Proposal Signature Page. They may want you to make some changes to the Proposal, however. Once the Proposal has been revised to their satisfaction, then they can sign the Proposal Signature Page. Make sure to revise your Proposal as quickly as possible.

* Submit the Project Proposal and the Proposal Signature Page to your department chair no later than Friday of the twelfth week of the semester.

Once your committee has signed off on your Proposal, you can submit it and the Proposal Signature Page to your department chair. (If you do not know who this is, your Project Supervisor can tell you.) The department chair will review your Proposal 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 the completed Proposal and necessary forms to the Honors Program Director no later than Monday of the fifteenth week of the semester.

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

* Syllabus for HNRS 4301
* Proposal Signature Page
* Proposal Evaluation Forms from Project Committee (3 total)
* Originality Report from turnitin.com for Proposal
* Final, revised version of your Proposal

The Honors Program Director will forward your Proposal to the members of the Honors Committee, a separate group of faculty members from across the university who will review your Proposal and give final approval for you to proceed with your project. The director will notify you that your Proposal was approved no later than Friday of the first week of HNRS 4302.

* Register for HNRS 4302.

Before the end of the semester, complete the [**Honors Course Registration Form**](https://www.etbu.edu/sites/default/files/2021-06/Honors%20Course%20Registration%20Form%202021.pdf) and submit it to the Registrar’s Office. You must have your advisor, project supervisor, academic dean, and the honors program director sign the form before you submit it. Do not forget to submit your HNRS 4302 Syllabus, too.

**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.

**EAST TEXAS BAPTIST UNIVERSITY**

Honors Project Proposal Evaluation Form

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

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

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

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

Items that receive 3 points or fewer must be commented upon by the evaluator.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Evaluation Criteria | | | Weight (A) | Points (B) | Score (A x B)  5 |
| 1 | **Introduction**  Provides background information, articulates purpose of and need for project, and poses research question or thesis | | | 10 |  |  |
| 2 | **Literature Review**  Surveys relevant literature including recent developments, forms reasonable review parameters, establishes a logical organization | | | 20 |  |  |
| 3 | **Research Methodology**  Describes research methodology or approach appropriate to field of study and genre of work | | | 20 |  |  |
| 4 | **Feasibility of Study**  Accounts for time and scope of project, lists and describes research materials needed | | | 10 |  |  |
| 5 | **Structural Outline**  Provides a reasonable preliminary structure for the final project, as well as a plan for performance or presentation of the final project | | | 20 |  |  |
| 6 | **Proposal Defense**  Student communicates clearly and professionally about project | | | 10 |  |  |
| 7 | **Proposal Mechanics**  Contains fewer than 3 grammatical or spelling errors per 10 pages and conforms to the appropriate formatting standards (APA, MLA, etc.) | | | 10 |  |  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EAST TEXAS BAPTIST UNIVERSITY**

Honors Project Proposal Signature Page

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

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

**The following signatures indicate that each has approved this research proposal for submission to the Honors Committee for final review.**

*Honors Project Committee*

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

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

*Department Chair*

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

Type name of Department Chair, including title (e.g. Dr.) and position (e.g. Chair of Languages and Literature) here

*Academic Dean*

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

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

This form is to be submitted, along with the Project Proposal and Originality Report, to the Chair of the Honors Committee no later than Monday of the fifteenth week of the semester.