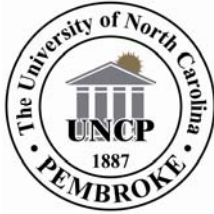


**Esther G. Maynor Honors
College
Senior Project Handbook**

**University of North Carolina
at
Pembroke**

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Esther G. Maynor Honors College
One University Drive
Pembroke, NC 28372-1510
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Dear Maynor Honors College Student,

The MHC is honored that you have decided to complete your undergraduate education at UNCP. The curriculum has been specifically structured to challenge you academically and provide you with unique opportunities. One such opportunity is the Senior Project.

This handbook will provide you with information on the Senior Project. The handbook has two sections. The first section will answer general questions you may have about completing the Senior Project. The second section will answer specific questions that you may have regarding what honors courses are related to the Senior Project. The handbook also contains an appendix section. You will find the appendix section helpful as you proceed in developing your Senior Project.

Although completing the Senior Project can appear to be a daunting task, the MHC is confident in your ability to do so. Your education at UNCP has prepared you to engage in this rewarding endeavor. We encourage you to speak with the Dean of the Honors College or the Associate Dean of the Honors College about completing the Senior Project.

Thank you for your participation in the MHC and we look forward to working with you on your Senior Project!

Jesse Peters, Ph.D.
Dean
Old Main, Room #251
Phone: 910.521.6841
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Associate Dean
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Section I: Overview of the Senior Project

What is the Senior Project?

The Senior Project is an exciting opportunity extended to you as a member of the Maynor Honors College. A Senior Project allows you to become an active member of your discipline after completing much of your discipline course work and therefore serves as a capstone experience.

The MHC has designed four different possibilities for you to select from when completing a Senior Project. The MHC offers these four possibilities to help you find a Senior Project that motivates you and is considered a scholarly activity within your discipline.

What are the four possibilities for the Senior Project?

The four possibilities that you can select from are: community service project, campus dialogue project, creative project, and senior thesis project. A brief description of each is provided below.

Community Service Project. This project involves your active participation in a focused project involving service to the community. You must complete either the Horizon Leadership Program or the Distinguished Leader program, both administered through the Leadership and Service Opportunities Office.

Campus Dialogue Project. This project asks you to become an active participant in campus-wide dialogue about a specific issue, usually relative to your major. During the senior year, you must organize and facilitate at least two campus dialogues on the topic. These dialogues should involve faculty and students from a variety of disciplines.

Creative Project. If you select this option, you will work with a faculty mentor to develop the project. During the senior year, you will display or perform your art and then provide an oral description/interpretation of the work.

Senior Thesis Project. The Senior Thesis is a written research project completed under the direction of a faculty mentor.

Who would I work with to complete my Senior Project?

For each of the four options, you will work with a faculty member in your discipline. You are encouraged to give careful consideration to who you ask to serve as your faculty mentor. This mentor will meet with you regularly to provide you with valuable guidance on your Senior Project. You will also work with the Dean or the Associate Dean of the Honors College. Together, the faculty member and Dean or Associate Dean will approve the successful completion of your project.

How will I be graded on my Senior Project?

You will be graded by your faculty member and the Dean or Associate Dean of the Honors College. No matter which of the four Senior Project possibilities you select, you will complete an oral presentation. This presentation will be made to interested faculty members and other MHC students at a symposium prior to graduation. You will also complete a written (or visual for the arts) component for your Senior Project. However, the exact format of the written component will vary depending on which of the four possibilities you selected. You will receive more information on the specific requirements when you enroll in HON 4000 (Research Methods and Prospectus) and 4500 (Honors Thesis/Project).

Does it matter which of the four possibilities I select for my Senior Project?

If you are on the University Honors Track, you may pick from any of the four possibilities. If you are on the Departmental Honors Track, you will need to complete the senior thesis possibility. Finally, if you want to earn both University and Departmental Honors, you will need to complete a Senior Project (selecting from the options of community service project, campus dialogue project, or creative project) and a senior thesis. If you have questions about these specific tracks, please see Appendix E: Forms for additional information.

Why would I want to complete the Senior Project?

Completing the Senior Project can be demanding and does require a time commitment from you. However, the MHC believes that you will find completing the Senior Project to be extremely valuable. For example, you will develop important discipline specific skills that you will use for subsequent endeavors, in both the academic and career worlds. It also gives you a unique opportunity to work closely with a faculty mentor and the Dean or Associate Dean of the Honors College. Finally, completing a Senior Project involves taking courses (HON 4000 and 4500) which will count toward your total graduation hours and requirements for graduation from the MHC.

What are some of the skills that I will develop while completing the Senior Project?

In particular, you will gain experience with: formulating a research question or creative exploration, making critical use of published work, selecting and using appropriate research methods, and organizing and presenting material in a clear, logical, convincing way.

I think I might be interested in completing the Senior Project. However, I do not have an exact idea in mind. What should I do?

If you think you may be interested in completing the Senior Project, we encourage you to speak with the Dean or Associate Dean of the Honors College. You do not need to have an exact idea worked out. The Dean or Associate Dean can provide you with examples of Senior Projects that students have completed in the past, help you identify a faculty mentor in your discipline, or answer any questions that you may have.

Section II: Course for the Senior Projects

Are there courses available to help me plan my Senior Project?

Yes! You will want to take both HON 4000 and HON 4500. HON 4000 is the Research Methods and Prospectus course and HON 4500 is the Honors Thesis/Project course. In HON 4000 you will work on planning your Senior Project and in HON 4500 you will complete your Senior Project.

What else should I know about HON 4000?

HON 4000 is a one hour course. You should plan on taking this course prior to your senior year. However, it is still possible to take this course the fall semester of your senior year. You will receive either a passing or failing grade for the course.

In HON 4000 you should complete the following tasks:

- Consult with the Dean or Associate Dean of the MHC regarding a mentor in your discipline
- Contact the mentor and obtain his/her assistance
- Have the mentor complete the "Mentor Agreement Form" (found in the appendix of this handbook)
- Select one of the four possibilities for your Senior Project
- Review the literature
- Prepare a proposal, describing the scope of the project and the methodology (found in the appendix section of this handbook)
- Obtain Institutional Review Board (IRB) Consent if your senior project involves human subjects. Information on the IRB can be found at www.uncp.edu/IRB.
- Present the preliminary proposal to the Dean or Associate Dean and the faculty mentor for signature
- Be ready to begin your project (HON 4500)

As mentioned above, forms that you will complete in HON 4000 include: the Mentor Agreement Form and the Proposal Contract Form. You will also complete a timeline form in HON 4000 to be sure you are staying on track and will have your proposal form completed by the end of the semester. This timeline form can also be found in the appendix. Answers to other questions about HON 4000 can likely be found in the syllabus for the course.

What should I consider when selecting a faculty mentor?

Selecting a faculty mentor is almost as important as selecting the topic for your project. The mentor should be someone within your major and someone who can provide you guidance in the project area. This begins with the selection of a topic and continues throughout completion of the project and presentation of the work. It is important that you select a mentor with whom you feel you can work well; someone who will challenge you and provide the guidance and support you will need.

What else should I know about HON 4500?

HON 4500 is a three hour course in which you will receive a letter grade based on the quality of your work. You can enroll in HON 4500 after completing HON 4000. During HON 4500, you will complete your Senior Project and present your project at the end of the semester. Both the faculty mentor and the Dean or Associate Dean of the Honors College will supervise this project. Therefore, you will remain in constant contact with both during the semester.

For any of the four possibilities that you select as your senior project, you will complete an oral component and a written/visual component. Because the four possibilities are different, there will be variations among students in how they orally present their work and how they provide a written or visual component. More information on this can be found in the course syllabus.

When you are enrolled in HON 4500, you will also complete a timeline form to be sure you are remaining on track during the semester. This form is located in the appendix section of this handbook.

Appendix A

Characteristics of a Good Senior Project

Need for research:

The Senior Project is a culmination of your work in the major. The topic should not be trivial and you should believe that your project is important and worthwhile.

Amenable to research methods:

Your topic needs to be feasible. Some projects are beyond the capabilities of students because of academic or technical requirements, cost or length of time for completion.

Achievable in a reasonable time:

Typically, you should be able to complete the Senior Project within a two-semester framework, including both prospectus development and project implementation. The length of the Senior project varies by individual topic.

Matches with your capabilities and interests:

The research topic should match both your interests and capabilities. This will sustain you in times of frustration and offset the possibility of entering areas in which you are less competent.

Appendix B

Helpful Hints

With thanks to the University Honors Scholars at Colorado State University:

1. Pick a topic that is very interesting to you.
2. Start early! Remember that procrastination on your part does not constitute an emergency for anyone else.
3. Divide your work into sections. Set a goal for the completion of each.
4. Make regular appointments with your mentor. See the Dean or Associate Dean if you get discouraged.
5. Give yourself plenty of time to research or prepare your project.
6. Utilize the library! Ask the Dean or the Associate Dean to set up a tutorial on the latest tools of using library resources. The library has experts in all discipline areas.
7. Make sure your citations are in the documentation style of your discipline. Make them perfect the first time so you will not have to do the same work twice.
8. Use Spell Check! However, do not rely completely on Spell Check. It would be wise to carefully review and edit your manuscript.
9. Follow the guidelines for Organization of the Final Project (see Appendix C) otherwise the library will reject it.
10. Outline your oral presentation. Stick to your outline. Use PowerPoint.
11. Practice in front of others. Do not read your presentation.
12. Visit the presentation room; review your presentation. You will be more comfortable when the real presentation is held.
13. Relax and enjoy your performance. Appreciate your accomplishment.
14. Ask for help. The MHC is here to help you succeed!

Appendix C

Organization of the Written Component

The written/visual component will vary depending on which of the four possibilities that you selected. However, below is a general guideline of what the written component contains. Be sure to speak with the Dean or the Associate Dean about your particular Senior Project's written component requirement.

The Senior Project will be sent to the bindery and reserved in the University Library collection. The project basically consists of four major parts: pre-text pages, text, documentation, and appendices. Some projects may not require use of all four parts, but when used the sequence below should always be followed:

1. Pre-text pages

- Title Page/Approval Page
- Publication Rights (optional)
- Dedication (optional)
- Preface/Acknowledgments (optional)
- Table of Contents
- List of Tables (if used)
- List of Figures (if used)
- List of Symbols (if used)
- Abstract

2. Body of text

3. Documentation (bibliography or references cited)

4. Appendices (if used)

Pre-text Pages

Title/Approval Page

The title page consists of evenly spaced components centered on the page. The page will be counted but not numbered. *Original signatures in indelible black ink. All signatures must be those of the mentor and Dean or Associate Dean of the Honors College. Proxy signatures are unacceptable.*

Publication Rights Page

This page is used whenever the work is to be copyrighted. If used, the pagination for all pre-text pages begins with this page as ii. The top margin for this page is (1 3/4"). The wording should reflect whether the work is a

professional paper or thesis, a corresponding c-world (©) must be used before the author's name on both the title page and abstract page, and the year of copyright should follow the name.

Preface/Acknowledgments Page

Although the body of the project is usually written in the third person, this section, if included, is usually written in the first person. Here you may wish to explain certain features of the work. It is also customary to recognize the assistance of your Chair and/or members of the faculty who have been helpful. Specific contributions by other persons or institutions should be acknowledged, especially if financial support was received. The top margin for this page is also 1 3/4".

Table of Contents

The heading "TABLE OF CONTENTS" should appear in capital letters 1-3/4" down from the top of the page. Second and subsequent pages, if any, begin 1-1/4" down from the top of the page and maintain the headings of "CHAPTER" and "PAGE" on the left and right margins respectively. If the table of contents requires a full page, double space between the last line of type and the page number at the bottom of the page.

List of Tables

The list of tables follows the table of contents on a new page. The title falls 1-3/4" down from the top of the page. Sequentially number the tables with Arabic (e.g., Table 1) numerals in the order in which the tables appear in the thesis/professional paper. Double space between titles. Be sure the list of tables contains titles and page numbers identical to those used in the text. Narrative that follows a table title should not be included with the title. Appendix tables are not included in this list.

List of Figures

The list of figures follows the list of tables on a new page. The title falls 1-3/4" down from the top of the page. The remainder of the instructions pertaining to the list of figures is identical to that for the list of tables.

List of Symbols

A list of symbols (sometimes called "Nomenclature") can be a valuable aid. This list follows the list of figures on a new page and should follow the same format as the lists of tables and figures.

Abstract

An abstract must be submitted as part of the project. Type the word "ABSTRACT" in capitals 1-3/4" down from the top, centered within the required margins. Triple space and type the complete title of the project in capitals. Double space and type "by," the author's name, degree for which the project is being prepared, the University's name, and date of graduation, each on a separate line. If a copyright is to be involved, a c-world (©) should be typed before the author's name, and the year of copyright should follow the name. Triple space and begin the text.

The abstract should contain all the essential information about the project and provide the reader with an overview of the study. It should be written in complete sentences and include statements of the problem, procedure or methods, results and conclusions. The abstract should include accomplishments, the most pertinent facts and implications of the study, and a brief explanation of the work, and should not exceed 250 words (approximately 1-1/2 pages in length). Mathematical formulae, diagrams, footnotes, illustrative materials, and quotations should not be used in the abstract.

Body of Text

The body of the text explains, illustrates, argues for, and in some cases proves by organizing in a coherent manner the evidence gathered from various sources. The project will usually be divided into several chapters, some or all of which may be prescribed by the department. The text should be clear, accurate, and written in an academic, scholarly style. The presentation of the project is as important as the research, take time to edit and proofread the final copy of the work carefully.

When typing the body of the text, there are two important requirements:

1. There should always be at least two lines of a paragraph on any given page. This is of concern when the paragraph begins at the bottom or ends at the top of a page.
2. Do not divide the last word on a page.

Reference Section

A half-title page that is counted but not numbered should precede the reference section. The title of this section (for example, "Bibliography" or "References Cited") is determined by the departmental style guide and should be typed in capital letters and centered on the half-title page. The same title is repeated 1-3/4" down from the top of the first page of the reference section. Triple space between the title and the first entry in the list of references.

Appendices

An appendix contains material too detailed for inclusion in the body of the work. When diverse materials are included, create an appendix for each group of data (e.g., computer printouts, questionnaires, correspondence, and certain figures). A half-title page bearing only its label, (i.e., APPENDIX A, APPENDIX B), precedes each appendix. This half-title page is counted but not numbered and is used when referring to the appendix in the table of contents.

Appendices are paginated just as the chapters are. Place the page number at the bottom of the page. Appendices will vary in format, and a certain degree of freedom is allowable. Spacing (single or double) is determined by the content; the decision to include the information is based on readability and overall appearance.

Publication Standards

The general format required of all typed final projects is listed below:

There is a minimal top, bottom, and right side margin of one (1) inch.

Left side margin should be a minimal of one and a half inches.

The body of the paper must be double-spaced. Graphs, tables and charts should be easily readable but do not have to be doubled-spaced.

Only 12-point typeface should be used.

All pages should be numbered at the bottom of the page.

Only white 8.5" X 11" paper may be used.

Manuscript should be printed on 20 to 25 pound bond paper.

Appendix D

Miscellaneous Senior Project Requirements

Standards of Conduct

All Senior Projects, or any paper developed by a student must comply with University regulations concerning fabrication, facilitating dishonesty, and plagiarism. Material developed by someone other than the author of a thesis, field studies, professional papers, or class paper should be clearly credited.

Internet material must be treated as published material and must be fully credited. Purchased research materials must also be clearly identified as the work of others and not the original work of the author. In situations where material was developed through study groups or other formal or informal group interaction, the author is obligated to credit others for the ideas that were developed as part of a group process.

Copyright Restrictions

The US. Copyright law provides federal copyright protection for both published and unpublished works. Therefore, authors who may wish to include quotations, illustrations, charts, graphs, and musical arrangements and so forth in their thesis/professional paper should make every effort to be sure that reproduction of the copyrighted material does not exceed the doctrine of "fair use," which considers both the purpose and character of the use of copyrighted material. Unpublished works, as well as works published without valid copyright notice, are eligible for protection. Absence of a c-world (©) does not necessarily mean that a work is in the public domain. Tabular arrangements and compilations are specifically covered under copyright law. Permission to reprint or adapt charts, tables, graphs, tabular arrangements, and so forth must be sought from the copyright holder.

Fair Use

If a work is protected by copyright, permission must be acquired prior to incorporation of that work into a new document. Extracts and quotations may be used to a limited extent for purposes of illustration and criticism. The language of the copyright law is vague as to what constitutes fair use, so when in doubt, seek permission and consult with the thesis editor.

Securing Permission

Efforts to obtain permission to use material from other sources should begin well in advance of a final draft. The student is expected to acquire written permission to use the material, and evidence of such permission must be provided with the final copy of the thesis/professional paper. A statement of permission must appear in a caption or some other obvious location in the thesis/professional paper. The owner of the copyright may request that specific words or phrases be used to indicate that permission was granted. Requests for permission should be directed to the copyright holder or the copyright permissions editor of the publication. When requesting permission to reproduce copyrighted material, be sure to specify that the request is for a one-time, non-profit, educational use. For further interpretation of the copyright laws and for assistance in obtaining permission, see the thesis editor.

Appendix E

Forms

- 1. HON 4000: Timeline for Senior Project Proposal**
- 2. HON 4000: Proposal for Senior Project**
- 3. HON 4000: Mentor Agreement Form**
- 4. HON 4500: Timeline for Senior Project**
- 5. HON 4500: Senior Project Cover Sheet**
- 6. HON 4500: Form for Evaluation of Presentation**
- 7. Honors Requirement Track Checklist**
- 8. Honors Contract Course Form**

Timeline for Senior Project Proposal

**University of North Carolina at Pembroke
Maynor Honors College
HON 4000**

Name: _____

Goals:

Dates:

Consult with the Dean or Associate Dean regarding a mentor in your major..... _____

Contact a mentor and obtain his/her assistance..... _____

Name of Departmental Mentor..... _____

Identify one of the four possibilities for senior project..... _____

Description of topic..... _____

Complete preliminary literature review..... _____

Prepare a proposal, describing the scope of the project and the methodology _____

Obtain IRB approval (if needed)..... _____

Present the proposal to the Dean or the Associate Dean of the Honors College and the departmental mentor for signature..... _____

Proposal for Senior Project

**University of North Carolina at Pembroke
Maynor Honors College
HON 4000**

Name: _____ **Banner I.D. No:** _____

Email Address: _____

Major and Minor(s): _____

Expected Date of Graduation: _____

Please attach a description of your Senior Project to include:

Title.

A statement about the research, investigation or creative endeavor.

An explanation of your interest in the subject.

A description of the major tasks of the project.

A list of resources (books and journals) that you will need for your literature review. Use accurate citations.

A description of all supplies and equipment you will need.

A timeline for completion of the project.

A description of the final product.

Approval:

Name
Honors College Scholar

Date

Name Faculty Mentor
Department

Date

Jesse Peters, Ph.D.
Dean, Esther G. Maynor Honors College
Or

Date

Jennifer Bonds-Raacke, Ph.D.
Associate Dean, Esther G. Maynor Honors College

Mentor Form Agreement

University of North Carolina at Pembroke Maynor Honors College HON 4000

Dear UNCP Faculty Member,
Congratulations! A Maynor Honors College student has selected you to serve as a faculty mentor for the senior project. This student is currently enrolled in HON 4000 to plan the senior project and will enroll in HON 4500 to conduct the senior project. Below is an overview of what the student will do over the next two semesters.

Student Responsibilities:

1. Explain to the faculty mentor the four possibilities for a senior project.
2. In collaboration with the faculty mentor, select a project that is appropriate for the student's discipline, interests, and capabilities.
3. While enrolled in HON 4000, complete a proposal for the senior project. This proposal will outline what the student intends to do for the senior project and will be submitted for approval by the faculty mentor and the Dean or Associate Dean of the MHC.
4. Obtain IRB consent when needed.
5. While enrolled in HON 4500, complete the senior project along with the oral and written / visual component.

For both courses, the student will meet regularly with the faculty mentor and the Dean or Associate Dean of the MHC.

By accepting to serve as a faculty mentor, you are:

1. Committing to mentoring the student over the next two semesters
2. Ensuring that the student's proposal idea meets high standards for your discipline

For your dedication, the Dean of the MHC will provide written documentation of your university service to your department chair. You will also be recognized at the MHC banquet when the student is recognized for the senior project.

If you would like more information on the senior project, please access the senior project handbook at the MHC website to contact the Dean or Associate Dean of the MHC.

Thank you in advance for your commitment to the students of UNCP!

Name
Honors College Scholar

Date

Name
Faculty Mentor

Date

Jesse Peters, Ph.D.
Dean, Esther G. Maynor Honors College
Or
Jennifer Bonds-Raacke, Ph.D.
Associate Dean, Esther G. Maynor Honors College

Date

Timeline for Senior Project

University of North Carolina at Pembroke Maynor Honors College HON 4500

Name: _____

Goals:

Date:

Submission of rough draft to faculty mentor
for substantive revisions:..... _____

Revised draft submitted to faculty mentor:..... _____

Scheduling of Final Oral Presentation..... _____

Completion of Final Oral Presentation..... _____

Final draft submitted to Dean or Associate Dean
of Honors College for technical revisions:..... _____

Final paper submitted to Dean or
Associate Dean of Honors College:..... _____

Project suitable for binding and permanent placement in the
library submitted to Dean or Associate Dean of the Honors College:..... _____

Preliminary and final drafts must be approved and signed by your faculty mentor before they are submitted to the Dean or the Associate Dean. Oral Presentations will not be scheduled until a final draft of the thesis/project is submitted and approved by the Dean or the Associate Dean of the Honors College.

Following the successful completion of all requirements listed above, a grade will be assigned.

Name
Honors College Scholar

Date

Name Faculty Mentor
Department

Date

Jesse Peters, Ph.D.
Dean, Esther G. Maynor Honors College
Or
Jennifer Bonds-Raacke , Ph.D.
Associate Dean, Esther G. Maynor Honors College

Date

Senior Project Coversheet

Title

Honors Project

**In fulfillment of the Requirements for
The Esther G. Maynor Honors College
University of North Carolina at Pembroke**

By

Name

Major Department

Date

Name

Honors College Scholar

Date

Name

Faculty Mentor

Date

Jesse Peters, Ph.D.

Dean, Esther G. Maynor Honors College

Or

Jennifer Bonds-Raacke , Ph.D.

Associate Dean, Esther G. Maynor Honors College

Date

Form for Evaluation of Presentation

**University of North Carolina at Pembroke
Maynor Honors College
HON 4500**

Name of Presenter: _____

Title of Presentation: _____

Date: _____

Please rate on a scale of 1-5 (1 being highest)

- ___ Excellent
- ___ Satisfactory
- ___ Needs Improvement
- ___ Failed to Complete

Content:

- Understands material _____
- Main points clear _____
- Main points supported _____
- Organization logical _____

Delivery:

- Maintained audience attention/interest _____
- Volume _____
- Articulation _____
- Enthusiasm _____
- Length appropriate _____

Visual aides:

- Clarity _____
- Interesting to view _____
- Management _____

Name of Evaluator: _____

Department: _____

Honors Requirement Track Checklist

University Honors

_____ Take four HON (interdisciplinary courses)

_____ HON 1000 _____ HON 2000 _____ HON 2510 _____ HON 3000
_____ HON 1510 _____ HON 2010 _____ HON 2750

_____ Take at least four general education honors courses

_____ Have at least a 3.5 QPA overall

_____ Complete _____ HON 4000 & _____ HON 4500

_____ Successfully complete and present a Senior Project under the guidance of a mentor:

_____ Community Service Project _____ Creative Project
_____ Campus Dialogue Project _____ Senior Thesis Project

Departmental Honors

_____ Take four HON (interdisciplinary courses)

_____ HON 1000 _____ HON 2000 _____ HON 2510 _____ HON 3000
_____ HON 1510 _____ HON 2010 _____ HON 2750

_____ Have at least a 3.5 QPA overall

_____ Complete two Honors Contract Courses in upper level major courses

_____ Complete _____ HON 4000 & _____ HON 4500

_____ Successfully complete and present a Senior Thesis

Both University and Departmental Honors

_____ Take four HON (interdisciplinary courses)

_____ HON 1000 _____ HON 2000 _____ HON 2510 _____ HON 3000
_____ HON 1510 _____ HON 2010 _____ HON 2750

_____ Take at least four general education honors courses

_____ Have at least a 3.5 QPA overall

_____ Complete two Honors Contract Courses in upper level major courses

_____ Complete _____ HON 4000 & _____ HON 4500

_____ Successfully complete and present a Senior Thesis

_____ Successfully complete and present a Senior Project (service, dialogue, or creative)

Honors Contract Course Information

Contract courses require work that is above and beyond the normal expectations of the course. Contract courses must be taught by tenured or tenure-track members of the major department. The student and faculty will agree upon the requirements for completing the contract course, fill out the appropriate paperwork (available online or on the next page), and obtain the signature of the department chair. The contract and accompanying syllabus will be turned in to the Dean or the Associate Dean of the Honors College for final approval.

All contracts must be written, signed, and turned in before the end of the second week of class, to the Maynor Honors College. The form explains how work in addition to the standard course requirements will make the course an Honors experience; the criteria through which the student's honors credit will be evaluated should also be explained on the form and via an attached syllabus (if possible). Examples may include:

- A. Assignments which extend student learning beyond regular course expectations.
- B. Substantial faculty-student conference time outside the classroom.
- C. Additional research opportunities or projects under the professor's guidance.
- E. Involvement in co-curricular events such as conferences, lectures, performances, or other creative activities for which the student will give formal account to the instructor and/or to the class.

Note: The student must earn a grade of B or better in this course to count for Honors credit (a grade below B will earn the student only the standard course credit).

Honors Contract Course Form

Semester _____

Name _____

E-mail _____

Address _____

Phone _____

Course # _____

Course Title _____

Credit Hours _____

Professor _____

Department _____

Professor's E-mail _____

Professor's Campus Phone _____

Current Cumulative GPA _____

How does the Honors component differ from normal course curriculum and expectations? Will the Honors component substitute the regular course requirement? (You may attach the course syllabus to illustrate.)

Signature of Student

Consent of Instructor

I agree to direct the Honors Study of _____ during _____ Semester, 2 _____ for _____ hours of credit. I will contact the Honors Program at 521-6841 if the student does not complete the requirements of the Honors contract.

Signature of Instructor

Date

Printed name of Instructor

Signature of Department Chair

Date

Signature of Dean or Associate Dean,
Esther G. Maynor Honors College

Date