

**Honors Project Guidelines by Department**  
**2022-2023 Academic Year**

**All progress reports to be reviewed by the Honors Committee and evaluated according to green, yellow, red lights must be uploaded to Canvas. Be sure to follow the guidelines specified by your discipline.**

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## HONORS PROJECT TIMELINE

### RICHARD J. BOLTE, SR. SCHOOL OF BUSINESS

This document outlines the standard timeline for honors students completing the senior honors project in accounting, business, economics, information systems, or sport management and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefe.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. Resubmission (if necessary)

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor} no later than **April 15**.

**Special Advising Note:** Students must enroll in HP 470 (2 credits) for the fall of the senior year. (The first letters of the course designation should be associated with the student's major: BUSHP for business, ACHP for accounting, etc.) *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### COMMUNICATIONS DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in communications and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list
- Brief explanation of the relation between honors project and the senior majors project (where applicable)

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkefer.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor} no later than **April 15**.

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### EDUCATION DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in education and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **January 24**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

An initial progress report should be uploaded to Canvas by **February 21**. The project mentor must be given a copy.

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefe.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor} no later than **April 4**.

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### ENGLISH DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in English and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. The project mentor must be given a copy.

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefe.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).



Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**,

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES

This document outlines the standard timeline for honors students completing the senior honors project in foreign languages and literatures and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. The project mentor should be given a copy.

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list
- Brief explanation of the relation between honors project and the senior majors project (where applicable)

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefers.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements

specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. Resubmission (if necessary)

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** Students must enroll in HP 470 (2 credits) for the fall of the senior year. (The first letters of the course designation should be associated with the student's major: FRHP for French, SPHP for Spanish, etc.) *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### HISTORY DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in history and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. The project mentor should be given a copy.

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list
- Brief explanation of the relation between honors project and the senior major's project.

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefers.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements

specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in mathematics or computer science and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefers.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

**Green Light:** This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

**Yellow Light:** If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

**III. Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** You must enroll in HP or HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### PHILOSOPHY DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in philosophy and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkefer.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements



specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### POLITICAL SCIENCE DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in political science and international studies and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefe.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements

specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### PSYCHOLOGY DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in psychology and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list
- Brief explanation of the relation between honors project and the senior majors project

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkefer.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements

specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### SCIENCE DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in science and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. Please notify Mrs. Lisa Rhoads by e-mail [rhoads@msmary.edu](mailto:rhoads@msmary.edu) or in person (Science Office, COAD 201).

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefe.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** Students must enroll in HP 470 (2 credits) for the fall of the senior year. (The first two letters of the course designation should be associated with the student's major: HP for biology, HP for chemistry, etc.) *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### SOCIOLOGY DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in sociology and criminal justice and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list
- Brief explanation of the relation between honors project and the senior majors project (if applicable)

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkefer.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements



specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** You must enroll in HP or HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### THEOLOGY DEPARTMENT

This document outlines the standard timeline for honors students completing the senior honors project in theology and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research plan
- Summer reading list

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefe.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

Green Light: This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

Yellow Light: If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**,

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*

## HONORS PROJECT TIMELINE

### DEPARTMENT OF VISUAL AND PERFORMING ARTS

This document outlines the standard timeline for honors students completing the senior honors project in the visual or performing arts and is designed for students who are pursuing a four-year course of study. Students following nonstandard graduation timelines are expected to consult with the Honors Director about how this timeline can be adapted to fit their circumstances.

#### JUNIOR YEAR: SPRING SEMESTER

##### I. Initial Steps

By no later than **February 15**, every junior honors student should secure the agreement of a faculty member to serve as honors project mentor. A one-paragraph anticipatory abstract of the envisioned project should be submitted to the mentor.

##### II. Project Proposal

A project proposal should be prepared in consultation with the mentor and submitted to Canvas by **March 15**. **The project mentor should be given a copy.**

The proposal must be 2–4 pages in length and should include the following elements:

- Name of faculty mentor
- Tentative title
- 2–4 paragraphs describing proposed topic
- Brief outline of research or project plan
- In the case of research-based projects, a summer reading list
- Brief explanation of the relation between honors project and the senior major's project.
- *Special note: All students completing projects in the visual or performing arts should consult the accompanying VPA project guidelines for an explanation of the two different possible configurations of honors projects in this major.*

*If your proposed project deals with human participants or animals, a separate proposal must be submitted for approval to the Institutional Review Board prior to beginning your study. The necessary materials can be found at <http://irb.robertkeefe.us>.*

The proposal will be reviewed and evaluated by the Honors Committee according to the following criteria:

**Green Light:** This means that the proposal has been judged acceptable by the committee. It has convinced the committee that the subject to be handled in the project is worthy of investigation, that the project can be brought to completion within the allotted time, and that the project is consistent with the mission of the university.

**Yellow Light:** If the committee is concerned that the subject to be handled in the project is not worthy of investigation, or that the project might not be able to be brought to

completion within the allotted time, or that it conflicts with the university's mission, the proposal will be given a yellow light. A yellow light will also be given if any of the elements specified above are missing or are inadequate in some way. In the case of a yellow light, a revised proposal should be submitted by the resubmission deadline (given below).

Red Light: If, in the judgment of the committee, the project as proposed is not viable, the proposal will be given a red light. In that case, if the student wishes to continue with the senior honors project, a completely re-worked proposal, perhaps on an entirely different topic, should be submitted by the resubmission deadline.

### III. **Resubmission (if necessary)**

If the proposal has received a yellow or red light, a new or revised proposal, developed in response to the Honors Committee's feedback on the original proposal, may be submitted. The new proposal should be uploaded to Canvas and emailed to your mentor no later than **April 15**.

**Special Advising Note:** You must enroll in HP 470 (2 credits) for the fall of the senior year. *You will not be charged for this course, regardless of how many credits it gives you.*