

Honors Project Guidelines by Department
2019-2020 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.

Table of Contents

- [Bolte School of Business](#)
- [Communications](#)
- [Education](#)
- [English](#)
- [Foreign Languages & Literature](#)
- [History](#)
- [Math & Computer Science](#)
- [Philosophy](#)
- [Political Science](#)
- [Psychology](#)
- [Science Department](#)
- [Sociology](#)
- [Theology](#)
- [Visual and Performing Arts](#)

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Note: If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

Special Advising Note: Students must enroll in HP 471 (2 credits) for the spring semester. (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.*

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor's evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. January 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.
- (If the student is doing a senior capstone project in the major) An explanation of the precise relation between the honors project and the senior project for the major detailing which work is intended to count toward the honors project and which toward the senior capstone project (7 credits in total).

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the

opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Notes

1. You must enroll in HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*
2. If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a "letter of confidence" to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor's letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor's evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. January 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be submitted by **September 5**. You must send a copy to your mentor.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from EDHP 470.

Important Notes

3. You must enroll in HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*
4. If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor’s evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **January 25, 2020**. You must send a copy to your mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah K. Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

II. **Deadlines for revisions of Final Paper**

A. **March 31, 2020: mentor's response (due to student)**

The mentor will provide a thorough response to the rough draft.

B. **April 10, 2020: final version of paper due to mentor**

C. **April 18, 2020: presentation rehearsal**

A rehearsal of the presentation with the mentor should occur no later than this date.

III. **Project Presentation / SPARC Festival: April 22-24**

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

IV. **Final Paper Submission**

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

V. **Senior Honors Banquet**

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the

opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Note: If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah K. Scott (sscott@mmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

Special Advising Note: You must enroll in HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor’s evaluation of the completed project (75%) and an evaluation of the public

presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. January 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Late papers will be assessed a penalty of a 10% grade deduction. You must submit a copy to your mentor.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.
- If the student is doing a senior capstone project in the major: An explanation of the precise relation between the honors project and the senior majors project detailing which work is intended to count toward the honors project and which toward the senior capstone project (7 credits in total).

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is

missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Notes

5. You must enroll in HP 471 (2 credits) for the spring semester. (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.*
6. If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a "letter of confidence" to Dr. Sarah K. Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor's letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at

SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor's evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. January 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be submitted to Canvas by **October 1**. Be sure to email the report to your project mentor.

The report must be at least five pages in length and should include the following elements:

- Title of project
- Abstract or summary of the project
- Description of what has been accomplished over the summer
- Description of tasks to be accomplished in the fall semester
- Bibliography of primary and secondary sources
- If the topic of the student’s history senior project is related to the topic of the honors project, also include an explanation of the precise relation between the two, detailing which work is intended to count toward the honors project and which toward the senior capstone project (7 credits in total).

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Note: If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

II. Interim Progress Report---December 15

Be sure to email the interim progress report to your project mentor.

This report must contain the following elements:

- Description of what has been accomplished in the fall semester
- Plan of action of what remains to be done in the spring semester
- An annotated bibliography, including both primary and secondary sources, formatted in Chicago style
- A tentative hypothesis for the argument of the paper
- An account of how the project’s approach fits into the historiography of the topic.

Special Advising Note: You must enroll in HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor’s evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **March 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- A 200-word abstract of the project
 - A rough draft of the project in term paper form, formatted according to the *Chicago Manual of Style* (20–25 pages)
- A. **April 1, 2020: mentor’s response (due to student)**
The mentor will provide a thorough response to the rough draft.
 - B. **April 18, 2020: presentation rehearsal**
A rehearsal of the presentation with the mentor should occur no later than this date.
 - C. **May 3, 2020: final version of paper due to mentor**

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP or HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP/HP 470 will be changed to match the grade received for the spring-semester course (HP/HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP/HP 470.

Important Notes

7. You must enroll in HP/HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*
8. If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP/HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP/HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP or HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor’s evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a

member of the Honors Committee. The final grade assigned to HP/HP 471 will also be assigned retroactively to HP/HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. January 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five- to ten-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m.** on **Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP/HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP/HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Note: If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

Special Advising Note: You must enroll in HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor’s evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. January 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP or HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP/HP 470 will be changed to match the grade received for the spring-semester course (HP/HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP/HP 470.

Important Note: If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP/HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP/HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

Special Advising Note: You must enroll in HP or HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP or HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor’s evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP/HP 471 will also be assigned retroactively to HP/HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. January 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP/HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP/HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.
- An explanation of the precise relation between the honors project and the senior project for the psychology major, detailing which work is intended to count toward the honors project and which toward the senior capstone project (7 credits in total).

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Notes

9. You must enroll in HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*
10. If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor's evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. **Deadlines for revisions of Final Paper**

A. **January 15, 2020: mentor's response (due to student)**

The mentor will provide a thorough response to the rough draft.

B. **April 18, 2020: presentation rehearsal**

A rehearsal of the presentation with the mentor should occur no later than this date.

C. **May 3, 2020: final version of paper due to mentor**

II. **Project Presentation / SPARC Festival: April 22-24**

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

IV. **Final Paper Submission**

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

V. **Senior Honors Banquet**

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Note: If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A rough draft (in science-manuscript form) of the project (20–25 pages)
 - A detailed outline and timeline of work remaining to be completed on the project during the spring semester.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

Special Advising Note: Students must enroll in HP 471 (2 credits) for the spring semester. (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.*

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor's evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. **January 15, 2020: mentor's response (due to student)**

The mentor will provide a thorough response to the rough draft.

B. **April 18, 2020** (or other date stipulated by the mentor): **presentation rehearsal**

A rehearsal of the presentation with the mentor should occur no later than this date.

C. **May 3, 2020** (or other date stipulated by the mentor): **final version of paper due to mentor**

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m.** on **Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP or HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP/HP 470 will be changed to match the grade received for the spring-semester course (HP/HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.
- Where applicable, an explanation of the precise relation between the honors project and the senior project for the sociology (or criminal justice) major, detailing which work is intended to count toward the honors project and which toward the senior majors project (7 credits in total).

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP/HP 470.

Important Notes

11. You must enroll in HP/HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*
12. If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP/HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP/HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP or HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor’s evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a

member of the Honors Committee. The final grade assigned to HP/HP 471 will also be assigned retroactively to HP/HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. Jan 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m.** on **Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP/HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP/HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research (2 page minimum)
- Detailed plan of action (in outline form), including dates
- Literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project.

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

II. Intermediate Progress Report

- This report should be 10 pages long and modeled on the Initial Progress Report (above). It should show progress toward the rough draft that is due on December 8.
- The report should be submitted to the project mentor by **October 19**.
- During the week of October 19–23, the student will present and defend the proposal before a committee of three faculty members, not including the mentor.

Important Note: If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

III. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - A full rough draft (20–25 pages) of the project, in term paper form.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

Special Advising Note: You must enroll in HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor's evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. **Deadlines for revisions of Final Paper**

A. **January 15, 2020: mentor's response (due to student)**

The mentor will provide a thorough response to the rough draft.

B. **April 18, 2020: presentation rehearsal**

A rehearsal of the presentation with the mentor should occur no later than this date.

C. **May 3, 2020: final version of paper due to mentor**

II. **Project Presentation / SPARC Festival: April 22-24**

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. **Final Paper Submission**

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m. on Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. **Senior Honors Banquet**

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.

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.

SENIOR YEAR: FALL SEMESTER

Students must be enrolled in HP 470 (2 credits). An initial grade of “P” (pass) will be given upon completion of this course in December. The final grade for this course will be determined at the end of the spring semester on the basis of an overall evaluation of the completed project. At that time, the grade for HP 470 will be changed to match the grade received for the spring-semester course (HP 471).

I. Initial Progress Report

An initial progress report should be uploaded to Canvas by **October 1**. The project mentor must be given a copy.

The report must be at least five pages in length and should include the following elements:

- Project title
- Abstract or summary of the project
- Tentative introduction to the paper *or* elaboration of the project based on the progress of summer research or other preparatory work. (2 page minimum)
- Detailed plan of action (in outline form), including dates
- In the case of research-based projects, a literature review (2 page minimum). Note: This is not simply a bibliographical listing but should contain some discussion of individual sources, including an indication of their usefulness for the project. (See accompanying VPA project guidelines.)
- An explanation of the precise relation between the honors project and the senior project for the major detailing which work is intended to count toward the honors project and which toward the senior capstone project (7 credits in total).

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

Green Light: In the judgment of the committee, the project is viable and consistent with the mission of the university; all the required elements for the report are present in adequate form. Work may proceed on the project.

Yellow Light: This means that the committee has concerns about the project described in the report while still finding it to be viable, or that one (or more) of the required elements is missing or is inadequate in some way. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the final progress report can be submitted.

Red Light: In the judgment of the committee, the project described in the report is not viable. Work on the project should not proceed, and the student should withdraw from HP 470.

Important Note: If you decide during the fall semester not to complete your honors project and to exit the Honors Program, you must withdraw from HP 470 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of “F” for HP 470.

II. Final Progress Report (Rough Draft)

A final progress report should be submitted to Canvas by **December 15**. Be sure to email the final progress report to your project mentor.

The report should be arranged in two sections:

- An abstract or executive summary of the project of no more than 200 words
 - In the case of research-based projects, a full rough draft (20–25 pages) of the project, in term paper form. (See accompanying VPA project guidelines.)
 - In the case of creative or applied-arts projects, a draft of the reflection essay (5–10 pages), as well as photographs of work samples or recordings of performance excerpts.
- The project mentor must also send a “letter of confidence” to Dr. Sarah Scott (sscott@msmary.edu) indicating (1) that the quantity of the work completed thus far is satisfactory and (2) that the project shows sufficient promise at this stage to warrant an expectation that the student will produce a final project worthy of public presentation at the SPARC Festival.

The final progress report and mentor’s letter will be reviewed by the Honors Committee, which will determine whether the project should proceed to the final stage. The report will be evaluated by the Honors Committee according to the following criteria:

Green Light: The committee believes the project can be brought to a successful conclusion in time for public presentation to the university community at SPARC.

Yellow Light: The committee has concerns about the project as described in the report while still believing that it can be brought to a successful conclusion in time for public presentation at SPARC. A yellow light will also be given if a required element is missing or inadequate. Students receiving a yellow light will be given the opportunity to submit a revised version of the report. Approval must be received from the Honors Committee before the project can proceed to the final stage.

Red Light: In the judgment of the committee, the project as presented in the report cannot reasonably be expected to be completed successfully in time for public presentation at SPARC. Work should not proceed on the project; the student must withdraw from the honors project and exit the Honors Program.

Special Advising Note: You must enroll in HP 471 (2 credits) for the spring semester. *You will not be charged for this course, regardless of how many credits it gives you.*

SENIOR YEAR: SPRING SEMESTER

Students must be enrolled in HP 471 (2 credits) during the spring semester. The grade for this course will be based on the mentor's evaluation of the completed project (75%) and an evaluation of the public presentation (25%); the latter evaluation will be divided equally between the mentor and a member of the Honors Committee. The final grade assigned to HP 471 will also be assigned retroactively to HP 470, as described above.

I. Deadlines for revisions of Final Paper

A. January 15, 2020: mentor's response (due to student)

The mentor will provide a thorough response to the rough draft.

B. April 18, 2020: presentation rehearsal

A rehearsal of the presentation with the mentor should occur no later than this date.

C. May 3, 2020: final version of paper due to mentor

II. Project Presentation / SPARC Festival: April 22-24

During this time, all senior honors students will present their projects to the Mount community. Presentations should last roughly 25 minutes, followed by a five-minute question and answer period. A podium, projector, computer, and screen will be available.

III. Final Paper Submission

The final paper must be uploaded to Canvas in .pdf format by **4:00 p.m.** on **Sunday, May 10, 2020**. Be sure to email your final paper to your project mentor.

Papers received after the deadline will be considered late. Late papers will be assessed a penalty of a 10% grade deduction.

IV. Senior Honors Banquet

At the Senior Honors Banquet, we will celebrate your success! Graduating seniors will receive certificates and medals for completing the Honors Program. Details about the date and time of the banquet will be announced as the date approaches.

Important Note: If you decide to withdraw from your honors project and the Honors Program during the spring semester, you must withdraw from HP 471 by the withdrawal deadline. Failure to withdraw by this date will result in a grade of "F" for HP 471.