

## HONORS PROJECT PROPOSAL

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Major \_\_\_\_\_ Academic Advisor \_\_\_\_\_

Mentor \_\_\_\_\_ Department of Course \_\_\_\_\_

Student Email \_\_\_\_\_ Mentor Email \_\_\_\_\_

Course Name, Code, and CRN \_\_\_\_\_

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

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On a separate sheet(s) type your responses to the following questions. Staple extra sheets to this form, sign it, and submit to your proposed Mentor. It is likely that modifications will be required, so complete this form as quickly as possible, but **no later than the end of the second week of classes**. Final approval must be obtained by the end of the third week of classes.

**Purpose:** Briefly state the overall goal of the project; what you hope to accomplish.

**Background:** Describe why you have chosen this particular topic. What led you to become interested in this area? What experiences, skills, or academic background do you bring to the project that will enable you to accomplish the proposed work?

**Objectives:** Write down as precisely as you can the outcomes that you expect to achieve through this project. These should be a series of concise statements that delineate specific and *measurable* objectives, usually stated in the form, "At the end of this project I will have (or I will be able to)...." These objectives will be used to evaluate the successful completion of the project.

**Description of Project:** Using your stated objectives as a guide, write a brief narrative that describes exactly what you will *do* in order to meet your objectives. Include a description of the form your final presentation and report will take.

**Schedule:** Give as detailed a schedule for accomplishing the various phases of your project as possible. It is understood that this schedule may need to change, but it will guide you and your Mentor in monitoring the progress of the project during the semester.

**Resources Needed:** Describe what resources you will need in order to complete the project. This may simply involve access to a library and a word processor, or it may include materials, support from community agencies, etc. Money for supplies may be requested from the

Academic Dept. in which the course is run, or, if that fails, from the Vice President for Instruction. In the past, financial support has not been available and should not be expected.

**Relation to Course:** Describe how your proposed project fits with the content of the course with which you are pairing it.

**Evaluation Criteria:** Describe what criteria your Mentor will use to evaluate the successful completion of your project. You should refer to the stated purpose and objectives in order to develop these criteria.

**Signatures for Approval of Project Proposal:**

**1. Student**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**2. Mentor**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**3. Honors Coordinator(s)**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**4. Department Head**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Comments, Amendments, or Conditions for Approval:** attach additional sheets if needed

**Copies of approved proposal to:** Student, Mentor, Honors Coordinator(s), Department Head, Vice President for Instruction, Student's Academic Advisor, Registrar.