

Senior Honors Project Handbook

Westfield State University Honors Program

Spring - Fall Version

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Introduction

What is a Senior Honors Project, and why should I do one?

Students in the Honors Program who would like to earn Commonwealth Honors, the highest distinction awarded by the state of Massachusetts, must complete a two-semester Senior Honors Project (SHP). The SHP is a six-credit independent research or creative project on a topic you choose. This exciting opportunity to delve deeply into an issue you care about and to work closely with Westfield State University (WSU) faculty and staff is a meaningful culmination to your undergraduate studies.

Your completed SHP will provide you with a writing sample of higher quality and greater depth than the work most undergraduates complete; the experience of independent research, writing, and revising will demonstrate your preparation to take on challenging professional and academic projects; and the public presentation of your project's findings will showcase your oral communication skills. For these reasons the SHP will distinguish you from other applicants to graduate programs and to employers, as recent alumnae of WSU's Honors Program have found. SHPs are often used as writing samples for graduate school applications, resulting in admission in addition to generous scholarships and teaching assistantships. Alumnae have reported that potential employers have asked them about their SHPs during interviews.

Who is eligible?

Honors students in good standing (which includes an overall GPA of 3.30) may complete a SHP. Most students work on their SHPs during the fall and spring semesters of their senior year. However, those completing practicums, internships, and study abroad experiences may decide to begin SHPs second semester junior year and complete them in first semester senior year. In rare circumstances, other sequencing may be considered.

What is an acceptable topic?

The subject of your SHP is up to you! The topic should be something that excites and challenges you, often arising from work that you have done in courses in your major. SHPs can be research based or creative endeavors. WSU Honors students have written about a wide range of topics in their SHPs, from recommending improvements to campus sexual assault policies, to writing and illustrating a children's book, to studying the mongoose population in St. Croix, to developing culturally responsive mathematics education, to comparing literary representations of magical realism. The Honors Program holds information sessions each semester to answer questions about potential topics and to provide many examples of previous successful SHPs.

How long is the SHP?

There is no specific answer to this question. It will depend on the standards of your particular major and the expectations of your SHP committee. Typically research papers are at least 25

pages in length. Science and math projects may be shorter but tend to be denser and written for journal submission. Students who complete creative SHPs must submit an accompanying narrative/reflective section in addition to the creative project. Please remember that you will be receiving six credits for this project over two semesters, so more is expected than a typical end-of-semester term paper.

Who are the people involved?

The **Honors Program Director** and **Assistant Director** will provide you with guidance on the requirements and timeline associated with the SHP. The Director and Assistant Director will help you choose your SHP committee. Each student has a committee composed of three members: a Project Advisor (PA), a Second Reader, and an Honors Reader.

The **Project Advisor** is your principal steward and mentor whose area of expertise is in the chosen discipline of your project. In consultation with your Project Advisor, you will select a **Second Reader** whose interests align with your project. This person typically comes from your major, or if you have one, your second major or minor. The Director of the Honors Program assigns the **Honors Reader**. The Honors Reader is usually a member of the Honors Advisory Committee and is typically from outside your discipline. The Honors Reader consults with your other committee members to ensure your project meets standards of excellence for academic writing and requirements of the Honors Program.

You will be assigned a **Library Liaison** to assist you in your research. In addition, you will be required to meet with a **Writing Consultant** from the Reading and Writing Center.

How do I prepare?

It is never too early to begin thinking about your project! This handbook will answer many of your questions about the SHP process. In addition, informational group sessions are held each semester so that interested students can learn what is required and can prepare well in advance of the semester they plan to start their projects. We encourage you to talk to students currently working on SHPs and to attend the presentations given by students completing their SHPs, held near the end of each semester. Examples of successful SHPs are available in the Honors Center, and the Director and Assistant Director welcome your questions at any point in the process. You should also start thinking about potential topics and discussing your ideas with faculty.

Student Testimonials

Michael Brill, History and Political Science double major, Class of 2012

M.A. in Arab Studies, School of Foreign Service, expected 2016, Georgetown University, Department Full-Tuition Scholarship and Foreign Area and Language Studies (FLAS) Fellowship

SHP title: "Too bad they both can't lose": Realism, U.S. Foreign Policy, and the Iran-Iraq War

“My Senior Honors Project was a formative experience from my time as a student in the Honors Program at Westfield State University. In addition to the immediate benefits, such as working closely with my SHP Adviser Dr. Mark Abate and having the opportunity to immerse myself in a specific research topic of interest to me, the work I did for my SHP has greatly influenced my studies and overall academic trajectory in the time since I completed it in Spring 2012.

Completing a SHP and working with primary sources put me in a good position for applying to graduate programs. These experiences that began at WSU also facilitated the meeting of many scholars specializing in my area of interest. I spent the 2013-2014 academic year studying Arabic in Cairo, Egypt, and Amman, Jordan. Along with improving my language skills, talking with Iraqis in person, and gathering additional sources in the form of Arabic memoirs and history books, I focused my formal studies on improving my ability to read the Arabic originals for many of the same English translations I had looked at during my SHP research.

Since beginning my graduate studies at Georgetown in Fall 2014, I have spent a lot of the time outside of class conducting research at the National Defense University’s Conflict Records Research Center (CRRC), writing my class papers based on the full collection of documents that I worked with online samples for my SHP. In the course of research and time spent at the CRRC, I have met and gotten to know most of the authors I cited in the secondary literature review section of my SHP, sharing sources and research notes with each other, checking translations, and having them as advisers and readers for my current work. Looking forward, I know that my future endeavors will continue to be an outgrowth of my Seniors Honors Project and time at Westfield State University.”

Laura Ryan, Elementary Education and Liberal Studies double major, Class of 2011

Fifth grade math and science teacher in Shrewsbury, MA

SHP title: Culturally Responsive Mathematics Education

“Please think about doing a Senior Honors Project! I graduated from Westfield May 2011 and one of the most rewarding aspects of my coursework was completing a two-semester Honors project. I was able to collaborate with two remarkable professors to explore an aspect of Education, Culturally Responsive Math, which interested me. Having that kind of individual attention helped me grow both as a teacher and a student. Throughout the course of my project, I learned how important research is, particularly in Education. I also developed confidence about how to share ideas with colleagues and how to collaborate with others.

This project was not only a wonderful part of my college experience, but also an important part of my job hunt! One of the people who called to interview me for a math middle school position asked me several questions about my SHP. He said the fact that I had completed this project had jumped out at him when he reviewed my resume. In the interview itself, two others asked about my research. While such an extensive project could be daunting, I promise it is an asset to your education as well as a potential future job!”

Sarah Vitorino, Psychology major, Class of 2004

Ph.D. in Women's Studies, 2012, Emory University

Sarah (also known as "Dr. V") is a life coach and motivational speaker who specializes in helping people rebuild their lives after prison.

"My Senior Honors Project, in terms of the research process and relationship I developed with my advisor, introduced me to graduate level scholarship and made me an attractive candidate for a Ph.D. program, even though I was still an undergraduate student when I applied for admission. To this day, scholars and colleagues ask me about my Senior Honors Project and are amazed at how it has evolved over time into my dissertation research. As I am preparing to defend my dissertation, I think back on the experience I had defending my SHP and what great practice that was. I encourage every single Honors Program student to complete a Senior Honors Project not only because it is an exceptional opportunity but also because I have seen first-hand the number of academic and professional doors it alone can open."

John Fletcher, English major, Class of 2007

M.F.A, M.A. in Fiction, 2011, University of Alaska – Fairbanks, Teaching Assistant on Full Tuition Remission Scholarship

"The Honors Program, and specifically my Senior Honors Project, allowed me to grasp fresh perspectives on the writings of people now dead and to apply the ideas within those writings to contemporary issues. What does American Transcendentalism have to do with social networks today and what can we learn from seeing the two side by side? That's exactly the intersection my SHP, a work of fiction appended with critical discussions, explores. Most anyone can learn to write a fine paper of some length with enough practice, but to learn how to think, both for oneself and for his or her community, one requires educators and advisors of the highest caliber, passion, and interest. The lattermost are what the Honors Program delivers."

Kristin Sherwood, Political Science major, Class of 2011

Paraprofessional, Chelmsford, MA public schools

SHP title: John Adams and James Madison: The American Presidency in Theory and in Practice

"My Senior Honors Project helped me develop time management, organizational, and communication skills important in any field and also taught me research and writing strategies that I use in my current profession. In addition, I was able to demonstrate my writing abilities to my employer through a writing sample of my SHP during the application process and brought a bound copy to the job interview. Working closely with faculty who valued my ideas and writing, and presenting at the end of the year also helped me build self-confidence, a vital component in any successful career."

Laura Mangini, Criminal Justice and Psychology double major, Class of 2009

J.D., with a certificate in Human Rights, 2012, University of Connecticut Law School

Associate at Alekman DiTusa, Attorneys at Law, Springfield, MA

SHP title: Mental Health Consequences of Warfare: Unanswered Questions

"I am extremely grateful for participating in the Westfield Honors Program, and more specifically for completing a Senior Honors Project. As both a member of the Connecticut Public Interest Law Journal and as part of the law school curriculum, I am required to complete a student note, special research project. The experience I had gained from my undergraduate SHP was essential in helping me plan both my research and time. At a time where most other students were scrambling to meet their deadline, I was merely rereading my special research project for typos and grammar."

SHPs are useful in other ways as well. It is an excellent conversation starter when interviewing with potential employers, especially if your SHP is on a topic they specialize in. For example, my SHP at Westfield (discussing mental health implications of warfare) helped me gain an externship position at the Connecticut Veterans Legal Center, where I was able to use the knowledge I had gained to assist mentally ill veterans. It may also be used as a writing sample, which most employers now require, especially if applying for a position in which writing skills are crucial. . . . [I]t has helped me become the writer I am today, as well as helped me excel in many different leadership positions.”

***Emma Mackie, English major with Secondary Education Certification, Class of 2010
M.A. in English, 2012, Clark University, Teaching Assistant on Full Tuition Remission Scholarship
SHP title: Two Journeys into the Past: An Examination of Ethnic American Cultural Identity in
Mama Day and The Hundred Secret Senses***

“When I entered the Honors Program upon getting accepted to Westfield, the extensive project during senior year seemed distant and irrelevant to my participation in the program. However, as my time at Westfield slipped away, the Senior Honors Project began to feel daunting. I had never written anything close to twenty-five pages and I deliberated over whether or not it was worth it to commit to the project. Now that I am a graduate student at Clark University, I am very grateful that I decided to complete the Senior Honors Project, because the skills I learned have been invaluable to me as I continue my education. My Senior Honors Project, a comparative literary analysis on two magic realist novels, not only served as my writing sample upon applying to graduate schools, but also taught me the skills needed to be a junior scholar. The project was intellectually challenging, polished my writing skills, and developed my scholarly habits. Being able to learn important research and time management skills, while still having the dedicated and knowledgeable Westfield faculty as a resource, is an excellent opportunity that everyone should take advantage of if possible.”

Guidelines for Students

SHP Timeline for Students

Note: if any of these dates falls on a weekend, the deadline will be no later than the previous Friday. All forms mentioned in this timeline are in the Appendix.

* Some disciplines may require an adjustment to the schedule; these adjustments should be recommended by the SHP Committee and approved by the Honors Program Director.

JUNIOR YEAR FALL:

November 1: Statement of Interest Form due during preregistration period.

Month of November:

- Choose your Project Advisor (PA) and work together on Project Proposal.
- Meet with Honors Program Director to review Project Proposal and Independent Study Form.
- Collect Necessary Signatures.

December 1: Independent Study Form and Project Proposal due.

December 1: Deadline for preliminary meeting with Library Liaison, if recommended by PA.

JUNIOR YEAR SPRING:

During the spring semester you are required to **attend at least one** special SHP workshop at the Reading and Writing Center or the Honors Center (dates to be announced each semester).

Depending on your Committee's recommendations, you may be asked to schedule additional sessions by February 10.

January 30: By this date you should have begun weekly meetings with your PA.

February 20: Project Overview **due** to committee. Student and PA **schedule** Spring Committee Meeting 1.

March 1: Spring Committee Meeting 1 **must take place prior** to this date. Spring Committee Meeting 1 Signature Form and Feedback Form completed.

April 1, Committee Checkpoint: Section Draft (as determined by the committee) is **due** to the committee.

April 15: Two Sections of your SHP (as determined by the committee) are **due**. Student and PA schedule Spring Committee Meeting 2.

You should attend the SHP Presentations typically scheduled over the final two weeks of the semester.

April 25: Spring Committee Meeting 2 **must take place prior** to this date. Spring Committee Meeting 2 Signature Form and Feedback Form completed.

SUMMER BREAK:

Complete work assigned by committee, and do any research and writing that you think helpful.

SENIOR YEAR FALL:

September 10: Begin one-hour weekly meetings with PA; share outcomes of Summer Break work.

September 30, Committee Checkpoint: Committee Checkpoint, no later than this date. (See fuller description below, p.18.)

October 15: Submit First Full Draft (draft of all sections) to committee. Student and PA **schedule** Fall Committee Meetings 1 & 2.

October 30: Fall Committee Meeting 1 **must take place prior** to this date. Fall Committee Meeting 1 Signature Form completed.

November 10: Submit Final Full Draft of SHP (manuscript in almost final form). **Polished Abstract DUE.**

November 15: Fall Committee Meeting 2 **must take place prior** to this date.

SHP Presentations are typically scheduled over the final two weeks of the semester.

November 30: Final Edited SHP **submitted** to the Honors Program Director for approval and publication. (The Honors Program creates the Signature and Title Pages.)

Year Prior To Beginning Your SHP:

Getting started: Any student in the Honors Program who would like to earn Commonwealth Honors, the highest distinction awarded by the state of Massachusetts, must complete a two-semester Senior Honors Project (SHP). Students enrolled in the Honors Program will be invited to informational meetings. These meetings will help you understand the expectations for an SHP and gauge your interest in pursuing a project. If you are interested in going forward with an SHP, you will be asked to fill out a Statement of Interest Form by November 1. This form will assist you in moving toward a project.

Selecting a Project Advisor by mid-November:

You will be working closely with your Project Advisor (PA) for two semesters. It is important that you choose carefully. When selecting a Project Advisor consider the following:

- **Plan Early:** It is recommended that all students pick a Project Advisor and complete paperwork for the SHP early in the semester prior to beginning the SHP.
- **Comfort:** Make a list of professors with whom you feel comfortable working (consider professors you've taken a class with or your academic advisor).
- **Overlapping Scholarly Interests:** Schedule appointments to talk to a few professors with whom you think you might like to work to determine if your scholarly interests overlap. These conversations will not only help you choose a Project Advisor, but they are also an opportunity to brainstorm ideas. Most often students have a general idea in mind when they contact a professor but sometimes students select a Project Advisor first and pick a topic based on a Project Advisor's suggestions or own research. This is fine as long as you are interested in the chosen subject. You will be working on this topic for an entire year, so you want to make certain that it is of interest to you.
- **Scheduling:** When selecting a Project Advisor be sure to ask if he/she has room in his/her schedule to meet with you once a week for an hour at a time, as well as to participate in SHP Committee meetings each semester.
- **Communication:** When selecting a Project Advisor, choose someone with whom you communicate well (for example, someone who responds to your emails in a timely fashion).
- **Tenure Track:** A Project Advisor must be a WSU tenured or tenure-track faculty member (if you don't know, ask).

Keep the following in mind:

- It is not a burden but a privilege for a professor to be the Project Advisor of an Honors student. They typically report that they enjoy the opportunity to mentor these projects. Professors who become PAs receive .5 credits each semester for the time they devote to working with Honors students.

- If you need help selecting an advisor, developing your project, or deciding whether or not to complete an SHP, schedule an appointment with the Honors Program Director.
- If the person you've asked to be your Project Advisor has not read your writing before, he/she is likely to ask for two to three writing samples to determine your ability to complete a successful SHP.
- **Although the Project Advisor is a very important part of the SHP process and will work closely with you, it is ultimately your responsibility to complete the requirements for the SHP.**

Selecting a Second Reader:

In consultation with your Project Advisor, you will select a Second Reader whose interests align with your project. This person typically comes from your major or minor, or if you have one, your second major.

Defining a project:

November 1: Statement of Interest Form (see Appendix p. 41) **due.** The Honors Program Director and Assistant Director will hold informational sessions for those interested in completing SHPs. At that time, you will be asked to complete a Statement of Interest Form. You may also set up an individual session with Honors Program staff to discuss your interests and complete the form. The purpose of this form is to get you thinking about your project and to give Honors Program staff the information needed to help you move forward.

Month of November: Once you have partnered with a Project Advisor, the next step is to work closely with your PA to narrow your focus and develop a project. You should bring a copy of your Statement of Interest Form, which is designed to help you begin brainstorming projects, to your first meeting with your PA.

During this meeting you should consult with your PA about the proper citation format for your discipline. This will allow you to answer question number 6 correctly on the Statement of Interest Form.

Defining a project is an exciting but challenging process. Keep the following in mind:

- Be sure to select an area of investigation about which you are passionate. You will be researching and writing about this topic for a year.
- Don't expect your first idea to be your final project. It takes a lot of writing, thinking, and conversation with others to arrive at a satisfying project.
- Once you've decided on a project, it will evolve over the course of the year.

December 1: Independent Study Form (see Appendix pp. 43 & 44) and **Project Proposal** (see Appendix p. 42) due.

Independent Study Form: You must complete WSU's Independent Study Form.

The **Project Proposal** is more in-depth than the Statement of Interest Form. Since you are required to meet with your Project Advisor to complete this form, you must make an appointment before November 15. Prepare for your meeting with your PA by drafting the 200-word project description section. Either email your PA a draft of your 200-word project description or bring a draft to your meeting (ask your PA which he/she prefers). It is important that you devote sufficient time to the draft you submit to your PA. The further along you are in defining your project, the better his/her feedback will be.

At this meeting you and your Project Advisor will develop the Project Proposal by addressing the requirements. Expect to revise your project description after your meeting with your PA.

You are required to list preliminary readings as part of the Project Proposal. Your PA and a reference librarian can help you compile this list. **This list must follow proper formatting depending on your discipline (for example, APA or MLA or Chicago)**. This list will be your reading list for the summer.

Once the draft of the Project Proposal is completed, you must submit it to the Honors Program Director for review. The Director may have helpful suggestions to bring back to your next meeting with your Project Advisor.

The final version should reflect your best work: be sure to proofread for grammatical, mechanical, and spelling errors and consider using the Reading and Writing Center for feedback.

Once you have finalized your Project Proposal and filled out the Independent Study Form and had them reviewed and approved by the Honors Program Director, it is time to collect signatures.

- First, have your Project Advisor sign, then the Chair of your Department.
- At this point you must bring the paperwork to the Honors Center and submit it formally to the Director of the Honors Program. He/she will review it and inform you of any necessary edits. Once the Director of the Honors Program has approved the final version of your proposal, he/she will sign and submit the paperwork to the Dean of Undergraduate Studies. The Dean of Undergraduate Studies will review these forms and give the final seal of approval.

Winter Break Prior to Beginning Your SHP :

We strongly recommend that you begin your reading over the winter. This will help you to complete a successful SHP and enjoy your senior year. Keep in mind that it is important to take notes or you are likely to forget what you've read.

Tips on note taking from the WSU Reading and Writing Center (RWC): Open a file entitled "SHP" or with the working title of your project. For each text, include the bibliographic entry. For example,

MLA sample:

Zinn, Howard. *A People's History of the United States*. New York: Harper Perennial Modern Classics, 2010.

APA sample:

Zinn, Howard. (2010). *A people's history of the United States*. New York: Harper Perennial Modern Classic.

Following the bibliographic entry, enter your notes. When you quote directly from the text it is essential that you include quotation marks and the page number from where you obtained the quotation. It also helps to provide a sentence or two in your own words that explains the argument/project of the text and its relation to your project.

To make an appointment at the RWC follow this link: <www.westfield.ma.edu/reading>

Spring Semester:

Please read through this entire schedule regularly to be sure that you meet the deadlines.

WEEKLY MEETINGS:

Students working on SHPs are required to meet with their Project Advisors one hour per week or the equivalent (for example, 2 hours every other week) over the course of two semesters. In the first week of the fall and spring semesters, it is your responsibility to contact your PA to schedule mutually convenient weekly meeting times. During your meetings you will show your PA evidence of the work that you have accomplished since your last session. You might formulate research questions, discuss background reading, review your writing, analyze data, and address any other topics or problems that are important to your completion of the SHP.

If for some reason, you are not meeting one hour per week or the equivalent with your Project Advisor, it is your responsibility to inform the Director of the Honors Program as soon as possible.

IMPORTANT DATES:

JANUARY and FEBRUARY:

January 30: You should schedule the following appointments by January 30:

1. Contact your PA in **the first week of school** to schedule weekly one-hour meetings or the equivalent.
2. Schedule a meeting with your Library Liaison (LL) **to be held prior to February 10**, if you did not have one by December 1 in the fall. You will need to record the date of your meeting with the LL on the Spring Committee Meeting 1 Signature Form that you submit to the Honors Program after your first committee meeting. It is strongly recommended that you meet with your LL several times in the early stages of your research. The Honors Program will send you the name of your LL soon after you complete your paperwork, typically in the semester before you begin your project for credit. This will allow you the opportunity to begin your reading during summer break. If you have not already had contact with the LL over the summer, you should contact your LL during the first week of classes so you can schedule a meeting before February 10. Bring a copy of your Project Proposal to the first meeting with your LL.
3. Schedule a meeting with a Reading and Writing Center (RWC) consultant in Parenzo 218 to be **held prior to February 10**. To ensure that you are able to meet with a Writing Consultant before this date, make an appointment during the first week of classes. To schedule an appointment follow this link: <www.westfield.ma.edu/reading>

Note: You should bring a draft of your Project Overview to your session. When making an appointment leave yourself enough time to revise your Project Overview before the February 20 deadline for submission to your PA and committee (see below).

These appointments will serve to establish a relationship with personalized consultants for your writing and research. Your work with the Library Liaison and the Reading and Writing Center consultant also allows you to verify that your writing and research satisfy the academic level of Honors-quality work.

FEBRUARY, MARCH, APRIL:

February 20, Project Overview (see Appendix p. 45): A well-written and polished draft of your Project Overview is due via email to your committee, including your Project Advisor, Second Reader, and Honors Reader. (Your Honors Reader will be assigned by the Honors Program in the first weeks of the spring semester.) Include in this email a request for Spring Committee Meeting 1. Provide as many days or hours of availability as possible, keeping in mind faculty teaching schedules. Doodle.com and other scheduling websites are helpful for coordinating meeting times. This committee meeting must take place before **March 1**.

The Project Overview may be a more detailed version of the Project Proposal with the beginning of a literature review or annotated bibliography depending on the discipline and type of project. Regardless of the format, this should be a well-written document of a minimum of 600 words. It has to show evidence of scholarly exploration with references and citations written in proper format for your discipline (e.g., APA, MLA, or Chicago style) and it should be clear that the student is gaining a sense of direction for how to proceed with the SHP.

March 1, Spring Committee Meeting 1: You should bring the following to this meeting: the most recent draft of your Project Overview and Spring Committee Meeting 1 Signature Form (see Appendix p. 46).

The following will be determined during this meeting:

- whether or not additional meetings with a RWC consultant or Library Liaison are required.
- what is due on **April 1** (for example, a draft of one section or a first draft of two sections) and whether or not the committee needs to meet on April 1.
- which two sections of the paper (such as annotated bibliography, introduction, literature review, reference page, the middle) will be due on **April 15**.
- additional expectations for successful completing of the project, such as gaining Institutional Review Board for Human Subjects Research (IRB) or Institutional Animal Care and Use Committee (IACUC) approval, library research, gathering contacts for and beginning interviews, completion of a certain number of poems or illustrations, etc.

At the meeting, the Spring Committee Meeting 1 Signature Form will be completed. Following the meeting, the SHP Feedback Form (see Appendix p. 50) must be filled out by each committee member and submitted to the PA *within 48 hours* following the meeting. The PA will then forward copies of each of these forms to the Honors Program Director and to you.

Space is available in the Honors Center to hold committee meetings. Contact the administrative assistant to reserve space.

APRIL:

April 1, Checkpoint: At Spring Committee Meeting 1 in February/March, your committee decided what is due on April 1. Either email or submit a hard copy to your committee (depending on their preference).

April 15, Two Sections Due: The two pre-determined sections of the project are due via email to your entire committee. While this is a draft, it should represent your best work: it should be well-written and thoroughly proofread and your citations should follow the appropriate formatting style. **Poor writing, extensive grammatical, spelling, and mechanical errors, and citation errors could result in the termination of your project.** The committee will use these two sections to determine whether or not you will be able to continue pursuing Commonwealth Honors.

Schedule Spring Committee Meeting 2: When you send your draft to the committee, include in this email a request for a committee meeting. Provide your hours of availability. This meeting must take place before **April 25**.

APRIL:

April 25, Spring Committee Meeting 2: You should bring the following to this meeting: **the most recent draft of your two sections and Spring Committee Meeting 2 Signature Form** (see Appendix p. 47).

After reviewing your submission, the committee will select one of the following:

- Approval to move forward with project for Commonwealth Honors.
- Approval to move forward with project as Independent Study.
- Decision to discontinue project at the end of the fall semester.

At the meeting, the Spring Committee Meeting 2 Signature Form will be completed. Following the meeting, the SHP Feedback Form must be filled out by each committee member and submitted to the PA *within 48 hours* following the meeting. The PA will then forward copies of each of these forms to the Honors Program Director and to you. This feedback will help you move toward the next step in the project.

If you do not receive approval to move forward with your project for Commonwealth Honors, you are invited to consult with the Honors Director.

Summer Break:

If your PA and committee assigned work for you to complete over break, you should be working on this. If you are not clear what is required of you, be sure to ask your PA to explicitly identify tasks he/she expects you to complete. Be proactive!

Fall Semester:

In the second semester, weekly meetings with your Project Advisor will continue. You will be expected to provide your committee with a new draft before September 30 (the committee will specify exactly which sections they expect to see) and you will be required to submit a first full draft (draft of all sections) of your project by October 15.

IMPORTANT DATES:

SEPTEMBER:

First week of classes in September: Contact your PA in the first week of classes to schedule weekly one-hour meetings or the equivalent.

September 30, Committee Checkpoint/possible Meeting: You and your PA will schedule a Checkpoint no later than September 30 for the SHP Committee to assess your progress since the end of the spring semester. Prior to this date you will be expected to submit a draft (the committee will determine which sections you should submit) and you may be asked to attend a full committee meeting. If your committee calls a meeting, you will receive an SHP Feedback Form from each committee member.

OCTOBER:

October 15, Submit First Full Draft of Project to your PA: Ask your PA how he/she would like you to submit the project (email, hard copy) and decide who will distribute the project to your Second Reader and Honors Reader. This complete draft should reflect your best work. Before you submit this draft be sure to proofread for grammatical, mechanical, and spelling errors and to follow proper formatting procedures.

October 30, Fall Committee Meeting 1: Bring Fall Committee Meeting 1 Signature Form (see Appendix p. 48) to this meeting. During this meeting the committee will communicate to you any adjustments, revisions, or corrections you are expected to make before you submit your final draft. At the meeting, the Fall Committee Meeting 1 Signature Form will be completed. You will receive an SHP Feedback Form from each committee member.

NOVEMBER:

November 10, Submit your Final Full Draft and Abstract: The Final Full Draft of your SHP, including the polished Abstract is due to your committee members. You and the PA will ensure that the Final Full Draft and Abstract are distributed to your committee members. It is important that your abstract be polished as it will be included in the SHP Presentations Program. (See Appendix p. 49 for a description of how to write an abstract, “Guidelines for Abstract.”)

Before you submit your Final Full Draft, be sure to dedicate sufficient time to editing and proofreading. **Make sure that all of your documentation is complete and accurate. Common problems include missing citations and inaccurate documentation entries. Be aware that if you use an automated documentation site, you still need to proofread carefully since they often contain mistakes.**

November 15, Fall Committee Meeting 2: Bring SHP Completion Form (see Appendix p. 51) to this meeting. You and your Project Advisor should schedule this meeting for no later than November 15. During this meeting the committee will discuss your project with you and ask questions. Toward the end of the meeting, the PA will ask you to leave the room for the committee to deliberate. At this point, the PA and the SHP committee will decide whether or not the project merits approval for Commonwealth Honors. The PA and the two SHP committee

members must agree unanimously on this determination. After the deliberation, you will be invited back into the room and be informed of the committee's decision.

After this meeting the PA will grade your project. (The PA may choose to consult with the committee and/or the Honors Program Director.) Your project must receive a grade of "B" or better to earn Commonwealth Honors. A project that receives an "A" grade must be of exceptional quality, a scholarly work of sufficient depth and breadth that adequately explores the issues involved, that demonstrates a firm grasp and clear understanding of the subject matter, that evidences a keen examination of and insights into the project's issues and problems, and that is solidly reasoned and persuasively argued. The document must conform to the standards and expectations of the discipline and to the principles and standards of good academic writing; it must be free of grammatical and spelling errors, must accurately use citations and references, and must conform to the guidelines of the Honors Program.

Your committee will probably give you a few more suggestions and corrections after this meeting using the [SHP Feedback Form](#). Be certain to make these adjustments and dedicate sufficient time to editing and proofreading so that the Final Edited Project has no mistakes.

December SHP Presentations: You will be required to deliver a 15-minute presentation on campus followed by a 5-minute Q & A session regarding your project.

Here are some guidelines for preparing for your presentation:

- Work closely with your Project Advisor to prepare for this presentation. One of the biggest challenges of whittling a 25-page paper down into a 15-minute presentation is figuring out what to prioritize. Your advisor should be able to help you with this. We suggest that you spend at least two meetings with your Project Advisor to prepare.
- The Honors Program will inform you and your committee members of the presentation dates early in the semester. You are responsible for ensuring that you and your PA are available for the dates.
- Prepare a bibliography (in the format you are using in your SHP) to distribute to your audience or to include in your PowerPoint presentation.

November 30: Final Edited SHP and [SHP Completion Form](#) submitted to the Honors Director. Both the [Title Page](#) and [Signature Page](#) are created by the Honors Program. After you submit the Final Edited SHP (submit as a Word Document), along with the [SHP Completion Form](#) to the Honors Director, the Honors Program staff will review each SHP and often will ask for final, usually small, revisions. You will be notified when the [Signature Page](#) is prepared. It is your responsibility to get the signatures of your committee members and return the signed page to the Honors Program. Once you have completed any necessary edits, the Honors Program will have your SHP bound for publication, give you and your committee members official copies as well as the WSU Ely Library, and archive it in the Honors Center.

Future Honors students will be reading your work for inspiration for their own Senior Honors Projects!

Suggestions for SHP Presentations

- Discuss what you want to accomplish in your presentation with your Project Advisor.
- Many students use PowerPoint for their presentations. If you decide to use PowerPoint, follow this link for tips on designing an effective PowerPoint Presentation:
<http://owl.english.purdue.edu/owl/resource/686/01/>
- Attend a presentation workshop at the Reading and Writing Center or in the Honors Center.
- Prepare a bibliography (in the format used in your SHP) to distribute to your audience or to include in your PowerPoint presentation.
- If you would like to provide handouts for the audience, let the Honors Program know 48 hours in advance and they will make sufficient copies for you.
- Proofread your PowerPoint and your handouts thoroughly!
- Practice presenting your project orally at least 3 times through and time yourself.
- Dress professionally.
- Do not rely on professional terms and jargon; if you use jargon, be sure to explain it to the audience.
- Invite friends and family.
- A laptop will be provided by Media Services. Be sure to email yourself a copy of your presentation and bring a thumb drive with a copy of your presentation on it.

Q&A Tips:

Answering questions on the spot can be intimidating. For this reason it makes sense to practice. Here are some helpful hints to prepare for the five minutes of Q&A following your presentation:

- Write out a list of 5 questions you expect to receive and prepare answers for those questions.
- Plant a question with an audience (your advisor, Second Reader, Honors Reader, or a friend) that he/she asks right away to get you warmed up.
- If you don't know the answer to a question, admit it. For example, if the question is beyond the scope of your research, say so and follow up with a statement like this: "But that is a great question for future research."
- It is polite to thank that person who asks you a question and/or say, "that's a great question."
- If you don't understand the question, say: "Could you rephrase your question please?"

Guidelines for Project Advisors

Before you agree to serve as a Project Advisor (PA):

If you do not personally know the student's work, we highly recommend that you ask the student to give you two or three writing samples at the outset, in order to assess the level of the student's writing and research skills. Based on this information, you should assess the student's ability to complete a Senior Honors Project (SHP) and what would be needed to help the student be successful. If you find the student to be deficient in writing skills, ability to properly cite resources, or other stylistic shortcomings, you should require the student to meet with personnel in the Reading and Writing Center or the library for mentoring beyond the basic expectations of the SHP Handbook.

You are not obligated to agree to be a Project Advisor. If you have any concerns, discuss them with the student, read a writing sample, talk to Honors Program staff, ALL before agreeing to be a PA.

The Role of the Project Advisor:

As Project Advisor for an SHP, you have been selected by an Honors Program student to provide guidance for his or her project because of your expertise and your willingness to work closely with the student on an important project in your discipline.

Serving as a PA is both **rewarding and demanding**. In addition to the intellectual stimulation and the engaging conversations you will share with the student, you will receive additional academic credit for supervising a Senior Honors Project. A PA receives **twice the amount of credit** as for other Independent Study courses — one-half (.5) credit hour **per semester** versus one-quarter (.25) — for supervising the two-semester project and mentoring the Honors student. Therefore, the expectations for the PA are higher than those for a faculty member teaching other Independent Study courses.

Responsibilities of the Project Advisor:

In the semester prior to the SHP:

- helps the student create a precise focus and a reasonable scope for the project.
- helps the student develop the Project Proposal, including the meeting schedule, preliminary readings, and the initial steps required by the Honors Program.
- creates a structure that ensures a sound and viable process for the development of the project.
- becomes familiar with the SHP timeline and the necessary forms in the Appendix of the SHP Handbook.
- reads the sections in the Handbook describing the roles of the Honors student, the Second Reader, and the Honors Reader.

Both Semesters:

- **meets with the student a minimum of one hour per week (or the equivalent thereof via email, telephone conversations, etc.) to review the student's progress and to**

advise future steps to be taken in the process. Regular meetings between the PA and the Honors student are the best way to help the student to stay on schedule.

- helps student select Second Reader to be on the committee.
- supervises the project's progress and overall quality, ensuring that it meets all stylistic requirements and the standards of the discipline.
- keeps the project on track by helping the student complete all the forms required by the university's administration, the Honors Program, and the department within which the project will be done, secures the required signatures, and meets all submission deadlines.
- helps student complete and submit form for the IRB or IACUC, if needed.
- helps student schedule and hold all committee meetings by the deadlines set by the Honors Program.
- ensures that the student's papers and other required documents are distributed to the committee members prior to the meetings.
- helps student set the agenda for the meetings.
- helps student address concerns and incorporate suggestions of committee members into future drafts.
- assesses the project's ongoing development.
- informs students of professional conferences and journals and encourages students to present their findings.

Other:

- makes certain that the final SHP reads well and is free of grammatical, mechanical, and spelling errors, and confirms that documentation is accurate and complete. Projects that do not meet these standards will be returned to the student and PA. Consultants from the RWC and Honors Program staff will offer assistance in this process but will not be available at the last minute. Failure to complete the final revision may result in the student's project not being bound for publication by the Honors Program.

SHP Committee and Additional Contacts:

The committee includes a Second Reader and an Honors Reader. The PA helps the student choose the Second Reader for the student's SHP committee. This person typically comes from the student's major or second major department. Depending upon the nature of the project, the Second Reader may be chosen from another discipline that would best serve the student and the project. The Honors Reader is typically a member of the Honors Advisory Committee and is appointed by the Honors Program Director. It will usually be someone from outside your academic department.

The PA must require the student to meet with personnel in the Reading and Writing Center and the library at the outset of the project for needed support and guidance.

Grading:

The PA is responsible for assigning grades, but the SHP committee will determine if the SHP will continue to the second semester and whether the final project is worthy of the designation of a Commonwealth Honors Scholar. A minimum grade of “B” in each semester is required for the student to continue with the SHP and to graduate with Commonwealth Honors.

Each semester is graded independently. Grading in the first semester is based on preliminary research, meeting deadlines, and attending and participating in meetings with the PA and SHP committee.

While the committee should discuss the final grade, the grade is the Project Advisor’s final determination. However, the committee as a whole must be unanimous in determining whether the SHP is worthy of the designation of a Commonwealth Honors Scholar. The grade of “A” should be reserved for exceptional work that demonstrates depth of knowledge, insight into the problem studied, is free of grammatical and structure errors, and accurately uses citations and references.

Problems/Concerns:

If you have concerns about the progress of the SHP and you have spoken with the student, please contact the Honors Reader on the SHP Committee or the Honors Program Director or Assistant Director.

Should an SHP terminate early in its first semester, the amount of credit hours allotted to the PA will be determined by the Dean of Undergraduate Studies on a case-by-case basis.

SHP Timeline for Project Advisors

Note: if any of these dates falls on a weekend, the deadline will be no later than the previous Friday. All forms mentioned in this timeline are in the Appendix.

* Some disciplines may require an adjustment to the schedule; these adjustments should be recommended by the SHP Committee and approved by the Honors Program Director.

JUNIOR YEAR FALL:

November 1: Statement of Interest Form due.

Month of November:

- Student chooses his/her Project Advisor and work together on Project Proposal.
- Student meets with Honors Program Director to review Project Proposal and Independent Study Form.
- Student collects necessary signatures.

December 1: Independent Study Form and Project Proposal due from student to Honors Program Director.

December 1: Deadline for meeting with Library Liaison, if recommended by PA.

JUNIOR YEAR SPRING:

During the spring semester the student is required to **attend at least one** special SHP workshop at the RWC (dates to be announced each semester). Depending on the Committee's recommendations, the student may be asked to schedule additional sessions.

January 30: By this date the weekly meetings between the PA and the student should have begun. By this date the student should **schedule** the following: one session with the RWC. One session with the Library Liaison (may have been spring meeting).

February 10: Library Liaison meeting and RWC appointment **must be held prior** to this date.

February 20: Project Overview due to committee, student and PA schedule Spring Committee Meeting 1.

March 1: Spring Committee Meeting 1 **must take place prior** to this date. Spring Committee Meeting 1 Signature Form and SHP Feedback Form completed. Complete and submit form for the IRB or IACUC, if needed.

April 1, Committee Checkpoint: Section Draft (as determined by committee) is **due** to the committee.

April 15: Two Sections of SHP (as determined by the committee) are **due**. Student and PA schedule Spring Committee Meeting 2.

April 25: Spring Committee Meeting 2 **must take place prior** to this date. Spring Committee Meeting 2 Signature Form and SHP Feedback Form completed.

SUMMER BREAK:

Student must **complete work** assigned by PA and committee, and do any research and writing that you think helpful.

SENIOR YEAR FALL:

September 10: Student **schedules** one-hour weekly meetings with PA.

September 30, Committee Checkpoint: Committee Checkpoint (see fuller description below, p. 30), no later than this date.

October 15: Student **submits** First Full Draft (draft of all sections) to committee and student and PA **schedule** Spring Committee Meetings 1 & 2.

October 30: Fall Committee Meeting 1 **must take place prior** to this date. Fall Committee Meeting 1 Signature Form and SHP Feedback Form completed.

November 10: Student **submits** Final Full Draft of SHP (manuscript should be in almost final form) and polished Abstract.

November 15: Fall Committee Meeting 2 must take prior to this date. SHP Feedback Form completed if necessary.

November 30: Final Edited SHP submitted to the Honors Director for approval and publication. (The Honors Program creates the Signature and Title Pages.) Signature Page to be included in bound SHP.

THE SEMESTER PRIOR TO THE START OF THE SHP

Filing of the Project Proposal and Independent Study Form: For most SHPs, the Independent Study (IS) Form (3 credit hours per semester for the student; 6 credit hours total for two semesters) (see Appendix pp. 43 & 44) and the Project Proposal (see Appendix p. 42) should be submitted by December 1 of the previous semester, giving the student the opportunity to begin reading and research over the winter break. The student is required to meet with the Project Advisor by December 1 to complete the IS form and to finalize a 200-word Project Proposal. This is an opportunity for the PA to help the student define the project and provide suggestions for background reading. Before the PA gives final approval, the student should have the proposal reviewed by the Honors Director. Once it is reviewed and revised, the student will submit to the PA and then the Department Chair for signatures. The student will bring the paperwork to the Honors Center and submit it formally to the Director.

Note: The final deadline for the completed and submitted Independent Study Form and the Project Proposal is the end of the Add/Drop period at the beginning of the semester during which the SHP credit commences. We have found that students who wait until the last moment to complete this segment of the SHP often have difficulty with the SHP timeline and deadlines.

Experience has taught us the necessity of emphasizing the standards for good academic research, writing, and documentation from the outset of the project. Stressing the need for the student to conform to these principles and standards at each step of the project will help to ensure a better learning and developmental process and, ultimately, the success of the entire project. Therefore, as with all written documents in this project, the Project Proposal must adhere to the principles and standards for good academic writing, including correct grammar, spelling, a formal style addressing an academic audience in the discipline, clarity and precision of expression, sound reasoning and argumentation, and overall cogency. If there are writing problems, suggest that the student use the Reading and Writing Center for feedback.

SPRING SEMESTER:

Weekly Meetings: We have found that the weekly meetings are important checkpoints in monitoring the process and progress of the project, and in ensuring a successful conclusion. We therefore urge the PA to require the student to produce new work at every meeting for evaluation and discussion, and to then assign the student tasks for the next week's meeting.

Project Overview (see Appendix p. 45) **due by February 20:** During the first week of the spring semester, the PA should meet with the student to set the schedule of weekly meetings and to review what is required for the student's Project Overview due on February 20. The Project Overview should state a clear and focused thesis statement or objective for the project. The Project Overview should also clearly define the scope of the project and its major components.

This may be a more detailed version of the Project Proposal with the beginning of a literature review or annotated bibliography depending on the discipline and type of project. Regardless of the format, you should expect this to be a well-written document of a minimum of 600 words. It has to show evidence of scholarly exploration with references and citations written in proper format for your discipline (e.g., APA or MLA or Chicago style) and it should be clear that the student is gaining a sense of direction for how to proceed with the SHP.

The student should schedule meetings with the Library Liaison and the Reading and Writing Center by **January 30**, to which the student will take copies of the Project Overview.

By **February 20**, the student must have sent to you and the committee members copies of the Project Overview and you and the student should schedule a full committee meeting to take place by **March 1**.

March 1, Spring Committee Meeting 1: The first full SHP Committee meeting of the spring semester must occur *no later than March 1*. This meeting should help shape the direction with the discussion and feedback of all members of the committee. At the end of this meeting there should be agreement about how the student should proceed and this should be documented on the appropriate form. There should be agreement at this time about what is required for the remainder of the semester (e.g., which sections of the final project should be completed, whether a April 15 meeting is required). **If the committee agrees to depart from any of the established guidelines (e.g., minimum page length or due dates for the first semester) this must be documented in writing and submitted to the Honors Program Director for approval.**

At the meeting, the Spring Committee Meeting 1 Signature Form (see Appendix p. 46) should be completed. Following the meeting, the SHP Feedback Form (see Appendix p. 50) must be filled out by each committee member and submitted to the PA *within 48 hours* following the meeting. The PA will then forward copies of each of these forms to the Honors Program Director and to the student.

This first meeting of the SHP committee determines the following:

- 1) Whether or not **more** mentoring by Reading and Writing Center consultant or the Library Liaison is required.
- 2) Whether or not approval by the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) is required before the anticipated research proceeds.
- 3) What the next steps the student must take to develop the project and continue a sound and viable process and timely progress including:
 - Which two sections of the project are due on April 15.
 - What is due on April 1 (for example, a draft of one section or a final draft of both sections).
 - Will the SHP committee meet by April 1.

April 1 and April 15, Checkpoint, Section Drafts of the Project due: Experience has shown us that the period between the first SHP committee meeting on or before March 1 and the second meeting on or before April 25 is a critical one wherein the ultimate success or failure of the project can turn. Therefore, we strongly recommend assigning April 1 and April 15 as dates for the student to produce section drafts of the project (e.g., introduction and another section). These drafts may or may not be distributed to the SHP committee members at the discretion of the PA. But these drafts will prove to be crucial in the developmental process and in helping the PA in guiding the student to produce the first draft of two pre-determined sections of the project by the end of April.

In these initial drafts, we urge the PA to again stress the importance of good academic writing as noted above and of the standards expected in the discipline for the kind of work being undertaken. In addition, it is critical at this point to emphasize appropriate and accurate

references and citations written in the proper format for the discipline (e.g., APA, MLA, or Chicago style).

We urge the PA to emphasize to the student the need for close proofreading and editing of these Section Drafts. We suggest instructing the student to have other students proofread the drafts prior to submitting them to the PA.

April 15, Two Sections of the SHP Due: A draft of two major sections (e.g., its introduction, literature review, annotated bibliography) together with a reference page or other appropriate and pertinent documents agreed upon by the SHP committee must be submitted to the PA and other members of the committee by email or hard copy, depending on their preferences *no later than April 15*. The PA must make certain that these documents have been sent to the SHP committee members for their review and comments.

April 25, Spring Committee Meeting 2: The PA and student must schedule Spring Committee Meeting 2 *no later than April 25* to discuss with the student the two Section Drafts and to offer comments and guidance for continued development and progress.

- The student's work at this point must show evidence of Honors-level scholarship with references and citations written in the proper format for the discipline.
- At this meeting, the PA and committee must decide whether or not the student's project has the potential to be worthy in all respects of statewide recognition as a Commonwealth Honors Scholar. If so, the project will continue into the second semester.
- If the project does not evidence such potential, the PA will decide whether he/she wishes to continue the project with the student into the second semester as a non-Honors Independent Study or to terminate the project entirely.
- If the project is allowed to continue into the second semester as a Senior Honors Project, the PA and the committee must agree about how the student will proceed. These next steps should be documented on the appropriate form.
- It is possible, although not recommended, to assign an Incomplete (INC) for the first semester's work. The details for such a grade will be addressed on a case-by-case basis. However, the resolution of the Incomplete must be done shortly after the return from the semester break. It is recommended that the resolution occur *no later than the end of the second week of the semester*.
- The PA and the committee may wish to set a deadline early in the fall semester with the student for the submission of revised Section Drafts of what was submitted in the spring, together with drafts of the project's concluding sections.
- If the committee agrees to depart from any of the established Honors Program guidelines (e.g., minimum page length or due dates) these changes must be documented in writing, approved by the entire SHP committee, and submitted to the Honors Program Director.
- At the meeting, the Spring Committee Meeting 2 Signature Form (see Appendix p. 47) should be completed. Following the meeting, the SHP Feedback Form, noting the next steps in a continuing Senior Honors Project, must be filled out by each committee member and submitted to the PA *within 48 hours* following the meeting. The PA will

then forward copies of each of these forms to the Honors Program Director and to the student.

Potential for Terminating the Project: Should the PA or a member(s) of the SHP committee have significant concerns about the progress of the project and its potential for success, the PA and the SHP committee members should meet prior to Fall Committee Meeting 2 to discuss the possible actions that should be taken.

The PA should then consult with the other members of the SHP committee prior to the second meeting to discuss the issues and concerns about the project's progress and potential for success.

Should the PA and a member(s) of the SHP committee disagree about the progress of the project and/or the steps to be taken, the PA should ask the Honors Program Director to meet with him/her and the committee.

However, should the PA and the SHP committee members agree that the project has not sufficiently progressed to the point where a successful conclusion can be foreseen by the November 30 deadline for submission of the final project, the PA and the committee members will inform the student at Spring Committee Meeting 2 that the project will be terminated.

Should the project be terminated, a grade must be assigned for the work done during the semester. A grade below "B" indicates that the project was not Honors-quality.

SUMMER BREAK:

Student must **complete work** assigned by PA and committee.

FALL SEMESTER:

First Week Fall Semester: The PA and student should meet during the first week of the fall semester to devise a meeting schedule for the semester, to review the deadlines, and to review the project's status and the additional steps needed to bring the project to a successful and timely conclusion.

The PA may wish, as stated above, to set a deadline with the student prior to the end of the spring semester for the submission of revised Section Drafts together with initial Section Drafts of the project's concluding sections. Should this be done, it is advised that a deadline be set prior to the first SHP committee meeting, scheduled for no later than October 30, allowing for sufficient time for the PA and the SHP committee members to review the document.

September 30, Committee Checkpoint: The PA should schedule a Committee Checkpoint early in the fall semester for the SHP Committee to assess the student's progress since the end of the spring semester.

The PA may want to assign work for the student to do over the summer break - perhaps a revision of the first Section Drafts together with a draft of the project's concluding sections - and set a submission deadline for that work in early September. The PA and student should then ensure that this work is distributed to the SHP committee members.

The PA should schedule this first Committee Checkpoint *no later than September 30*. The PA or the SHP committee may decide it is necessary for the committee to meet with the student by this

date to discuss any concerns that may have arisen. If there are no such concerns that warrant a meeting, the PA and the SHP committee members may decide to simply provide feedback to the student individually.

If a meeting is warranted and does take place, the SHP Feedback Form must be filled out by each committee member and submitted to the PA within 48 hours following the meeting. The PA must then forward copies of each form to the Honors Program Director and to the student.

October 15, Submission of Completed Project: The first full draft (draft of all sections) of the SHP is to be submitted to the PA no later than October 15. The PA and student will ensure that the completed full draft is distributed to the members of the SHP committee for the members' review and comments. The student and PA should schedule Fall Committee Meetings 1 & 2.

October 30, Fall Committee Meeting 1: The PA and student must schedule Fall Committee Meeting 1 for no later than October 30. At this meeting, the PA and the committee will communicate to the student what adjustments, revisions, or corrections must be made to the project prior to the submission of the Final Full Draft by November 10. At the meeting the Fall Committee Meeting 1 Signature Form (see Appendix p. 48) must be completed. The SHP Feedback Form must be filled out by each committee member and submitted to the PA within 48 hours following the meeting. The PA must then forward copies of each form to the Honors Program Director and to the student. The PA must work with the student to write an Abstract of the SHP. This must be submitted by November 10 and will be included in the SHP Presentations program.

November 10, Final Full Draft: The Final Full Draft of the SHP project, including the polished Abstract of the project, must be submitted to the PA no later than November 10. The PA and student will ensure that the Final Full Draft is distributed to the SHP committee members.

December SHP Presentations: The student will be required to deliver a 15-minute presentation on campus followed by a 5-minute Q&A session regarding the project. It is the job of the PA to help the student prepare for the presentation. The Honors Program will inform the student and his/her committee members of the presentation dates early in the semester. The student may distribute a copy of his/her bibliography (in the format used in the SHP) to the audience or include it in his/her PowerPoint presentation.

November 15, Fall Committee Meeting 2: The PA and student must schedule the final meeting of the SHP committee for no later than November 15. The PA and the committee will discuss the project with the student and may ask questions of the student.

Toward the end of the meeting, the PA will ask the student to leave the room for the committee to deliberate. At this point, the PA and the SHP committee will decide whether or not the project merits approval for Commonwealth Honors. The PA and the two SHP committee members must agree unanimously on this determination. After this deliberation, the PA will invite the student back into the room. The student will then be informed of the decision.

After the student leaves the meeting and if the project is in final form, the PA and the committee will fill out and sign the appropriate forms approving Commonwealth Honors. Often further revisions need to be made before the committee signs the forms. Once the project is finalized and the committee has signed the signature page that will be included in the bound SHP and the SHP

Completion Form, the PA or the student will forward these to the Honors Program Director. Out of the presence of the student, the PA and the SHP committee will discuss the final grade to be assigned to the project. However, the grade is the PA's final determination.

To earn Commonwealth Honors, a project must receive a grade of "B" or better. A project that receives an "A" grade must be of exceptional quality, a scholarly work of sufficient depth and breadth that adequately explores the issues involved, that demonstrates a firm grasp and clear understanding of the subject matter, that evidences a keen examination of and insights into the project's issues and problems, and that is solidly reasoned and persuasively argued.

The document must conform to the standards and expectations of the discipline and to the principles and standards of good academic writing; it must be free of grammatical and spelling errors, must accurately use citations and references, and must conform to the guidelines of the Honors Program.

Creative projects may accord with guidelines agreed upon in advance by the student, the PA, and the Honors Program Director in the Project Proposal.

The PA and the committee may decide to grant provisional approval of the project, notifying the student using the SHP Feedback Form what corrections must be made for the project to be finally approved and published. Should provisional approval be given, the student must submit the project to the PA with all required corrections or changes by 5:00 p.m. on the last day of finals.

Further, at this final meeting, the PA and the SHP committee will provide the student with feedback and guidance on the Abstract and preparing for the oral presentation of the project. The PA should encourage the student to attend a presentation workshop held in the Reading and Writing Center or the Honors Center. The PA and the SHP committee should focus upon what aspects of the project should be addressed in the presentation that will ensure its effectiveness before a lay audience.

November 30, Final Edited SHP and SHP Completion Form (see Appendix p. 51) submitted to the Honors Director for approval and publication. (The Honors Program creates the Signature and Title Pages.)

Changes to the Schedule: the PA and the Chair of the Honors Program, following consultation with the SHP committee and the student, must approve any variations with the spring schedule stated above.

Guidelines for Second Readers and Honors Readers

The Role of the Second Reader and the Honors Reader

Agreeing to be a reader for a student's Senior Honors Project means becoming acquainted with the SHP timeline (see SHP Timeline for Students, p. 9 and SHP Timeline for Project Advisors, p. 25) fulfilling the responsibilities outlined below:

Second Reader

Serving as a Second Reader is considered service to the university so remember to list this as one of your professional activities. Contractually this is an important consideration at reappointment, tenure, promotion and PTR evaluations and can be listed under "Other Professional Activities," specifically "Contributions to the Professional Growth and Development of the University Community."

You should be receiving a copy of the student's Independent Study Form and Project Proposal soon after you agree to serve as a Second Reader. If you do not receive these forms, please contact the Honors Program Administrative Assistant at 413/572-8086.

In addition to the student, members of the SHP committee include: the Project Advisor (PA), Second Reader, and Honors Reader. As Second Reader, you have an important job on this committee. Your primary job is to provide help with content and methodology. You should provide timely written feedback to the student after receiving drafts of the paper. You should bring your written feedback with you to all meetings and be prepared to give a copy, using the SHP Feedback Form, to the Project Advisor, who will distribute it to the student and the Honors Program Director. You may also meet with the student in person outside of committee meetings if either of you so desires.

The student's work should be scholarly and high quality, in terms of both writing and depth of content. It should be written in a formal professional style for a scholarly audience. Students must use appropriate citations and references for your discipline. Their sources must be scholarly.

Students are assigned a Library Liaison in order to help them find the best sources for their area of interest. In addition, students are required to make at least one appointment at the Reading and Writing Center for assistance in writing or fine-tuning their SHPs. They are likely to come to you for discipline-specific questions. However, it is within your role to point out writing and content issues and to refer them to the appropriate professionals on campus.

Honors Reader

In addition to the student, members of the SHP committee include: the Project Advisor, Second Reader, and Honors Reader. Honors Readers are typically not in the student's major in order to provide an academic perspective from outside the discipline.

If you are a member of the Honors Advisory Committee, be certain to list this membership as service and also point out that you are a member of an SHP committee. Both of these are service to the university so remember to include them as part of your professional activities.

Honors Readers are agents of the Honors Program, ensuring that the SHP process is followed and that the final SHP meets standards of excellence for academic writing and the requirements of the Honors Program.

Concerns and Problems for Honors Reader

The Project Advisor and student are responsible for scheduling the meetings. However, if meetings have not been scheduled in a timely fashion, it is your job as Honors Reader to follow up and identify the problem. You should contact committee members and the student, reminding them that a meeting must be scheduled. Sometimes new Project Advisors lose track of the meeting schedule or students might not be completing their work or meeting regularly with the advisor. Successful completion of SHPs occurs when everyone is on top of deadlines. If problems continue after your initial involvement, it is important to inform the Honors Program Director as soon as possible.

If you are new to the process, it is important to be in close touch with the Honors Program Director or Assistant Director since there are very specific guidelines for being the Honors Reader on an SHP committee. You will be asked to report on the progress of the SHP throughout the year at Honors Advisory Committee (HAC) meetings.

The Honors Program Director will provide a copy of students' SHP topics and/or Independent Study Forms and Project Proposals at the first HAC meeting of the semester. HAC members will be asked to rate their preferences. When possible, the Director will take these preferences into consideration when assigning Honors Readers to committees. You should be receiving a copy of your assigned student's Independent Study Form and Project Proposal soon after the assignment is made. If you do not receive this material, please contact the Honors Program Administrative Assistant at 413/572-8086.

Guidelines for both Second Reader and Honors Reader:

SHP Schedule and Your Role:

Please review the student and Project Advisor sections and the Appendix of this handbook to see the information, guidelines, and forms provided for each required document and meeting.

Please read and provide written feedback on all material submitted to you **before** you attend the SHP committee meetings.

Grading

The PA is responsible for assigning grades but the SHP committee will determine if the SHP will continue to the second semester and whether the final project is worthy of the designation of a

Commonwealth Honors Scholar. If a student does not receive a grade of "B" or better in the first semester, the project will be terminated.

Each semester is graded independently. Grading in the first semester is based on preliminary research, meeting deadlines, and attending and participating in meetings with the PA and SHP committee.

While the committee should discuss the final grade, the grade is the Project Advisor's final determination. However, the committee as a whole must be unanimous in determining whether the SHP is worthy of the designation of a Commonwealth Honors Scholar.

To earn Commonwealth Honors, a project must receive a grade of "B" or better. A project that receives an "A" grade must be of exceptional quality, a scholarly work of sufficient depth and breadth that adequately explores the issues involved, that demonstrates a firm grasp and clear understanding of the subject matter, that evidences a keen examination of and insights into the project's issues and problems, and that is solidly reasoned and persuasively argued. The document must conform to the standards and expectations of the discipline and to the principles and standards of good academic writing; it must be free of grammatical and spelling errors, must accurately use citations and references, and must conform to the guidelines of the Honors Program.

SHP Timeline - - Key Dates for Committee Members

SPRING SEMESTER:

March 1, Spring Committee Meeting 1: The first committee meeting will be scheduled for no later than March 1. You should expect email/contact from the student and Project Advisor a few weeks before each meeting to schedule a specific time. If you are not contacted, it is within your role to contact the PA and student to ask what is happening. The student must send you a Project Overview by February 20 (or a week before your scheduled meeting). This may be a more detailed version of the Project Proposal with the beginning of a literature review or annotated bibliography depending on the discipline and type of project. Regardless of the format, you should expect this to be a well-written document of a minimum of 600 words. It has to show evidence of scholarly exploration with references and citations written in proper format for your discipline (e.g., APA, MLA, or Chicago style) and it should be clear that the student is gaining a sense of direction for how to proceed with the SHP.

The expectation is that the project will continue to develop, and this first meeting should help shape the direction with the discussion and feedback of all members of the committee. At the end of this meeting there should be agreement about how the student should proceed and this should be documented on the appropriate form. There should be agreement at this time about what is required for the last meeting of the semester (e.g., which sections of the final project should be completed, whether a April 1 Checkpoint meeting is required). **If the committee agrees to depart from any of the established guidelines (e.g., minimum page length or due dates for the first semester) this must be documented in writing and submitted to the Honors Program Director for approval.**

At the meeting, the Spring Committee Meeting 1 Signature Form should be completed. Following the meeting, the SHP Feedback Form must be filled out by each committee member and submitted to the PA within 48 hours following the meeting. The PA will then forward copies of each of these forms to the Honors Program Director and to the student.

This first meeting of the SHP committee determines the following:

- 1) Whether or not **more** mentoring by Reading and Writing Center consultant or the Library Liaison is required.
- 2) Whether or not approval by the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) is required before the anticipated research proceeds.
- 3) What the next steps the student must take to develop the project and continue a sound and viable process and timely progress including:
 - Which two sections of the project are due on April 15.
 - What is due on April 25 (for example, a draft of one section or a final draft of both sections).
 - Will the SHP committee meet by April 25.

Second Reader: If you have any concerns at this preliminary stage, it is VERY important that you discuss these concerns with the Project Advisor. Experience has informed us that if students have not done much work by this point, have poor writing, and/or are not citing and using references in appropriate format, these problems will continue and possibly interfere with successful completion.

Honors Reader: If you have any concerns at this preliminary stage, it is VERY important that you discuss these concerns with the Project Advisor and Honors Director. Experience has informed us that if students have not done much work by this point, have poor writing, and/or are not citing and using references in appropriate format, these problems will continue and possibly interfere with successful completion.

April 1, Committee Checkpoint: Students are required to have another formal contact (e.g., email, in-person, or full meeting) with **all** members of their committee by April 25. At Spring Committee Meeting 1, the committee will determine what is required at this check-in time. If the committee agrees, the student may use email to report on her or his progress, though the committee or the Honors Program may ask for a written draft at this point.

April 25, Spring Committee Meeting 2: The second required committee meeting must be scheduled for no later than April 25. The student must send you Section Drafts of at least two sections of the final project by April 15. As noted above, which sections are required is determined at the first committee meeting. These sections must show evidence of Honors-level scholarship with references and citations written in proper format for the student's discipline (e.g., APA, MLA, or Chicago style).

At the meeting, the Spring Committee Meeting 2 Signature Form should be completed. Following the meeting, the SHP Feedback Form must be filled out by each committee member

and submitted to the PA within 48 hours following the meeting. The PA will then forward copies of each of these forms to the Honors Program Director and to the student.

Second Reader: Your role is to evaluate the level of the work within your expertise and to determine, along with other committee members, if the project merits continuing into the second semester, thereby showing the student's project is potentially worthy of statewide recognition as a Commonwealth Honors Scholar.

Honors Reader: Your role is to ensure that the SHP is on track to achieve the standards of excellence for academic writing and the requirements of the Honors Program.

In exceptional circumstances a student might be given an Incomplete (INC) for the first semester's work. The details of this will be worked out on a case-by-case basis but resolution of the INC must be done shortly after return from semester break. For your information, if the project is not continued as an SHP, the Project Advisor will decide if he/she wishes to continue with the student on a non-Honors Independent Study or terminate the project. At the end of this meeting if the project is permitted to continue to the second semester, there should be agreement about how the student should proceed and this should be documented on the appropriate form. **If the committee agrees to depart from any of the established guidelines (e.g., minimum page length or due dates for the first semester), this must be documented in writing and submitted to the Honors Program Director.**

SUMMER BREAK:

Student must **complete work** assigned by PA and committee, if any was specified by the PA and/or the committee.

FALL SEMESTER:

September 30, Checkpoint: Students are required to have another formal contact (e.g., email, in-person, or full meeting) with **all** members of their committee by September 30. At the last meeting of the prior semester, the committee will determine what is required at this check-in time. Frequently this will be a full meeting of the committee since much revision and writing will have taken place since the last meeting and it is important that all committee members agree on the level of work that is being demonstrated. This is an important check because it identifies lingering issues with enough time to address them and ensure the project is at Commonwealth Honors level. The role of the Second Reader is to evaluate the project within your expertise and for both the Second Reader and Honors Reader to determine that the project has the potential for achieving Honors status.

October 30, Fall Committee Meeting 1: Students must distribute their First Full Draft to you by October 15 and set up Fall Committee Meeting 1 by October 30. Both the Second Reader and Honors Reader should communicate any adjustments, revisions or corrections expected before submission of the final version and qualification for Commonwealth Honors. Please give input on grammatical, mechanical, and spelling errors, and formatting issues. At the meeting, the Fall Committee Meeting 1 Signature Form should be completed. The SHP Feedback Form must be filled out by each committee member and submitted to the PA within 48 hours following the

meeting. The PA must then forward copies of each form to the Honors Program Director and to the student.

November 10, Submission of Final Full Draft (manuscript in almost final form) and polished Abstract

November 15, Fall Committee Meeting 2: The student will be presenting the project and take questions from the committee. Towards the end of the meeting, the student will be asked to leave and the committee will determine whether the project merits honors designation. All three members must agree on this determination. After the committee deliberates, the student will be asked to return to the room and will be informed of the group's decision.

A Signature Page that will be included in the bound SHP and the SHP Completion Form will be available at this final meeting. However, participants should sign only if there are minimal revisions. The Honors Reader should not sign until **ALL** of the revisions are completed. The SHP Feedback Form should be used to note required revisions and modifications.

November 30, Final Edited SHP and SHP Completion Form submitted to the Honors Director for approval and publication. (The Honors Program creates the Signature and Title Pages.)

Changes to the Schedule: the PA and the Chair of the Honors Program, following consultation with the SHP committee and the student, must approve any variations with the spring schedule stated above.

Concerns and Problems for Second Reader:

If at any point you have concerns about the student's work, you should talk to the Project Advisor and student. If these concerns persist, please notify the Honors Reader. If these issues remain unresolved, please contact the Honors Program Director. Experience informs us that if we do not address these issues early, they often interfere with successful completion of the project. If problems and concerns are addressed in a timely fashion, we can give assistance and support to students who are struggling for whatever reason so either they can successfully complete the SHP or end the project in time for them to fulfill Honors Program Requirements for University Honors (instead of Commonwealth Honors, which requires the SHP).

Appendix

Statement of Interest Form

Due: November 1

(SEMESTER PRIOR TO BEGINNING THE PROJECT)

Student's Name: _____ Graduation Date: _____

A #: _____ Major(s): _____

Cell Phone: _____ Email: _____

- Please check the type of project you are interested in pursuing:
 - Humanities and Social Sciences (such as communications, criminal justice, English, psychology, political science, movement science)
 - Creative (poetry, fiction, music, art)
 - Science (biology, chemistry, math, environmental science)
- In which field/department will you pursue your SHP?

- Do you have a particular faculty member who you would like to work with as your faculty advisor? If so, who? You may list more than one.

- If you have a particular field of interest, please describe it here and explain why you are interested in this particular topic (for example, describe a class you took or an experience you had that got you interested in this topic). If you are not certain, please describe any courses or experiences that you were particularly engaged in and which might help us help you to generate your project.

- Please describe research papers you have written at the college level. Include the following information for each paper: How long was each paper? Did you conduct research? For which department did you write the paper? (For example, I wrote a 10 page research paper in History).

- Which citation format do you expect to use for your SHP? Please circle one:
APA MLA Chicago Turabian
- On a scale of 1-5 (1= not familiar, 5= very familiar), please rate:
Your familiarity and ease with this particular format: _____
Your ability to write academic papers: _____

Project Proposal

Due: December 1

(SEMESTER PRIOR TO BEGINNING THE PROJECT)

Note: Your PA must work with you to develop this proposal before he/she signs off on the University's Independent Study Form (see "Guidelines for Completing the Independent Study Form"). This project should represent your best work; your PA will not sign off on a project proposal with grammatical, mechanical, or spelling mistakes. **The PA may also recommend that you meet with your Library Liaison before you complete your Project Proposal, or before the end of the spring semester.**

Requirements for the Project Proposal:

- **Header:** your name, A#, major, PA's name, graduation date, email address, and cell phone number.
- **Description:** Describe your project in at least 200 words, in 1-2 full paragraphs (double spaced, 12 font, Times New Roman). Your project description should identify a research question and/or a hypothesis and explain what you plan to do to answer this question/support this hypothesis.
- **Form:** Explain the form your project will take. If your project will be multi-genre, it is important that you explain specifically which genres you will use. For example, here are some possible genres: a research study, a blog and research paper, an annotated bibliography and research paper, an art project (an illustrated children's book or chapbook) with an accompanying narrative. **If you plan a creative project with unique expectations, then you need to make those explicit in the proposal.**
- **Method of Inquiry:** Describe the methods that you will use to obtain information about your topic (e.g., library research, surveys, interviews, experimentation, observation, etc.) and explain how this method will help you answer your research question or support your hypothesis.
- **Reference page:** In order to complete a successful thesis, you will need to stake out your terrain and research and read in that particular area. Include at least * sources that you intend to read (*decide the number of sources with your Project Advisor). **You must list these readings using the appropriate format (APA, MLA, or Chicago style). Errors on your reference page will prevent your PA from approving your project.**
- **Collaboration:** Please describe how you and your Project Advisor will work together for the semester. Weekly meetings are required; one hour per meeting is recommended. Please mention your required meetings with your Library Liaison and RWC Consultant.
- **Method of Evaluation:** Explain how this project will be evaluated. For example, you might be evaluated on preparation for meetings, meeting deadlines, completion of draft of one full segment (1st semester), and successful completion of project (2nd semester).
- **Presentation:** You are required to present your project in April: Please acknowledge this requirement by including the following sentence: "I will present this project during the SHP Presentations in the second semester." See handbook for the presentation expectations.

Guidelines for Completing The Independent Study Form

Due: December 1

(SEMESTER PRIOR TO BEGINNING THE PROJECT)

Note: You must work with your advisor to complete this form.

Course Prefix and Number: Find out from your advisor what the course prefix and number is for an independent study in your department (e.g., PSYC 0399).

Title: Title must be limited to 24 characters including spaces; for example: “Fnancl Planning & Gen Y” or “Write/Illus Chldrns Book” The title for the paper itself can be as long as you want.

Credits: 6 credits.

Semester/year: Spring 2016/Fall 2016

How does this course fit into the student’s program of study? The SHP is required for all Honors students who wish to graduate as Commonwealth Honors Scholars.

Signatures: Once your Project Proposal is **approved** by the PA and Honors Program Director, you must obtain the signatures of the PA, Department Chair and the Honors Program Director. Once you have submitted your signed form to the Honors Program Director, you will be asked to deliver a copy to the Dean of Undergraduate Studies, or the Honors Program Director may deliver it to the Dean.

Please note: If there are concerns about the clarity and coherence of your project description, you may be asked to consult with the Reading and Writing Center (RWC).

SAMPLE

INDEPENDENT STUDY/SPECIAL ARRANGEMENT

WESTFIELD STATE UNIVERSITY
OFFICE OF THE REGISTRAR

Please select one:

- Independent Study
- Course by Special Arrangement

STUDENT'S NAME: _____

COLLEGE-WIDE ID NUMBER: _____ CELL PHONE: _____

CREDITS ENROLLED IN CURRENT SEMESTER: _____ CUMULATIVE GPA: _____
(excluding this course)

COURSE PREFIX	COURSE NUMBER	TITLE	
CREDITS	SEMESTER/YEAR	COURSE INSTRUCTOR (PRINTED)	

1. How does this course fit into the student's program of study and why is it **NECESSARY** this semester?

2. Attach **SYLLABUS** for details of the course, learning outcomes, readings, assessment and grading.

REQUIRED SIGNATURES:

1. _____
STUDENT DATE

If approved and registered for this course, please drop the following course(s) from my schedule:

2. _____
COURSE INSTRUCTOR DATE

3. _____
DEPARTMENT CHAIRPERSON DATE

4. _____
IF NECESSARY, HONORS PROGRAM COORDINATOR DATE

5. _____
DEAN OF UNDERGRADUATE STUDIES DATE

✓ *This form must be submitted by the last day of add/drop to the Dean of Undergraduate Studies.*

✓ *First-Year students are ineligible for these courses.*

✓ *A student may take no more than one Independent Study per semester, and no more than four in a degree.*

_____ Date received by Registrar

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Guidelines for Project Overview

Due: February 20

You must type up the following, double-spaced, 12-pt font, Times New Roman.

I. Header: your name, A#, major, PA's name, graduation date, email address, and cell phone number.

II. Working Title of SHP.

III. Preliminary Project: Describe your project in a minimum of 600 words. Include the following in your description:

1. In a minimum of 1-2 complete paragraphs situate your project in the existing body of scholarship. In other words, explain how your project relates to others' work in the field. How is it original? How is it building off of others' work? In a minimum of 1-2 paragraphs, articulate your question/artistic goals/tentative hypothesis/argument/thematic elements/thesis, and clearly present the focus of the project.
2. What kinds of questions and debates might be sparked by your project?
3. Describe your progress. Describe any problems you have encountered and any you foresee and explain how you have and how you plan to continue to manage these problems.
4. Timetable: Describe the work that you have accomplished thus far and your plan/timetable for all remaining work (specifically explain the types of research you need to complete), including the final day of completion.
5. Reference page: your reference page should include the minimum number of sources required by your committee and should follow the proper format.
6. Resource needs: Include supplies, materials, equipment, space, logistical support, postage, travel, extensive copying costs, and any other requirements to complete the project. How will these costs be covered; the Honors Program has limited available funds for SHPs, please indicate if you need assistance.

Spring Committee Meeting 1 Signature Form

Due: March 1

Library Liaison Meeting, **first meeting by February 10:**

Name of Library Liaison and date of meetings

Reading and Writing Center, **first session by February 10:**

Name of RWC consultant and date of meetings

Based on committee discussion, Project Advisor should check the appropriate box(es):

- Follow-up Reading and Writing Center sessions are required.
- Follow-up Library Liaison meetings are required. Completed SHP Feedback Form. The PA will send copies to the Honors Program Director and the student:
- Optional meetings with the Second Reader and/or Honors Reader.
- Please list additional expectations (such as gaining IRB or IACUC approval, library research, gathering contacts for and beginning interviews, completion of a certain number of poems or illustrations, etc.).

Please list additional expectations:

Project Advisor's signature and date

Second Reader's signature and date

Honors Reader's signature and date

I understand and agree to the above expectations:

Student's signature and date

Spring Committee Meeting 2 Signature Form

Due: April 25

Based on committee discussion, Project Advisor should check the appropriate box(es):

- Completed SHP Feedback Form. The PA will send copies to the Honors Program Director and the student:
- Approval to move forward with project for Commonwealth Honors.
- Approval to move forward with project as Independent Study.
- Decision to discontinue project at the end of the spring semester.

Project Advisor's signature and date

Second Reader's signature and date

Honors Reader's signature and date

I understand and agree to the above decision

Student's signature and date

Please list additional expectations (library research, data analysis, completion of a certain number of poems or illustrations, etc.).

Expectations for Summer Break:

Fall Committee Meeting 1 Signature Form

Due: October 30

Please list additional expectations (further research, meetings with LL, RWC consultation, data analysis, completion of sections) before final full draft is due on November 10.

- Completed SHP Feedback Form. The PA will send copies to the Honors Program Director and the student:

Project Advisor's signature and date

Second Reader's signature and date

Honors Reader's signature and date

I understand and agree to the above decision

Student's signature and date

Guidelines for Abstract

Due: November 10

Many disciplines include an Abstract as part of the final project. Whether or not you include this Abstract in your SHP, you will need to write one for the presentation program. Your Abstract must be approved by your Project Advisor and a **polished version** (NO grammatical, mechanical, or spelling errors) must be submitted to the Honors Program Office by November 10 or it will not be included in the program.

An Abstract is a mini-version of the highlights of your paper and should be approximately 150 words. A good Abstract should include the following:

1. A statement of the purpose/rationale of your project. How does your project contribute to your field of study?
2. The research methods/approaches used to arrive at your results and conclusions. For non-experimental work, describe your theoretical sources and how you use them.
3. Describe your results, either theoretical or experimental.
4. Your significant conclusions or your argument. Answer the “so what?” question in the context of your discipline and/or to a broader audience of readers outside of your disciplines.¹

The Honors Program will gladly provide you with examples of previous SHP Abstracts at your request.

¹ Adapted from Guidelines for Abstract Writing, Massachusetts Statewide Undergraduate Research Conference.

Senior Honors Project Feedback Form

Project Advisor, Second Reader, Honors Reader

In addition to providing students with comments in the margins, please complete this document and return it to the PA after the following committee meetings. The PA will send copies to the Honors Program Director and the student:

- Spring Committee Meeting 1
- Spring Committee Meeting 2
- Fall Committee Meeting 1

Student's name: _____

Reader's name: _____

Circle one: Project Advisor Second Reader Honors Reader

Consider the following questions as you provide feedback: Does this project meet the expectations of the discipline? How well-organized is the project? How readable is this draft? Are there multiple grammatical or syntactical problems? What are they? Is the student as far along as he or she must be in order to complete the project in time?

Please identify at least two strengths of the project as it stands:

Please identify at least three weaknesses of the project as it stands:

Please explain what you think the student needs to **DO** next in order to improve his/her project:

SHP Completion Form

Due: November 30

Please complete and return this form along with your polished final SHP to the Honors Program.
(The Honors Program creates the Signature and Title Pages.)

Student's Name: _____

A #: _____

Project Advisor: _____

Full Project Title: _____

Date of public presentation: _____

Date of any outside presentations (if relevant): _____

Student's signature and date

I certify that this student has satisfactorily completed his/her SHP and has given a presentation on the date listed above.

I also certify that I have read this draft carefully and that it is free of errors, follows documentation standards for the field, and is ready for publication by the Honors Program.

Project Advisor's signature and date

Second Reader's signature and date

Honors Reader's signature and date