

HONORS PROGRAM
SENIOR HONORS PROJECT
(or Senior Departmental Project)

Information for Advisors

The role of the advisor is a very important one in HP 450, the Senior Honors Project (or in a departmental project which is to be submitted to the Honors Program in lieu of HP 450). It is the advisor who will work closely with the student and maintain an on-going relationship with the student from the inception of the project through its completion, submission and approval. It is also important that there be a clear and amicable relationship between the advisor and the Honors Program. Hence the following procedures are designed to assist the advisor and to provide some parameters within which the project is to be undertaken. (Copies of the Senior Honors Project "Procedures" and "Proposal Guidelines" are available from the Honors Program Office - 397-4677 or at www.jcu.edu/honors.)

- 1) The Proposal--The initial role of the advisor is overseeing the construction of a proposal. The student has been given guidelines indicating what the proposal should look like.

The advisor must see that the project is well thought out and clearly articulated in the proposal. Since it must be approved by the Director of the Honors Program and the Dean of the College of Arts and Sciences, the proposal must be written in a manner which demonstrates the student's ability both to undertake the project and to explain clearly the project. Thus, the proposal should display a degree of sophistication in discussing the project, its parameters, goals, and methodology. At the same time, technical language or subject-specific terminology should be explained or avoided.

The Director must rely on the advisor to oversee the feasibility and cogency of the proposed project. The Director will look to see that the proposal is coherent, that the project is manageable, and that the student displays sufficient background to undertake the proposed project.

A draft of the proposal should be shown to the Honors Director before the advisor gives his or her final approval to the proposal. It must be stressed that a poorly written or poorly thought-through project will not be approved. Hence the advisor must take care in overseeing the production of this proposal.

A proposal which includes any form of human experimentation (including surveys) must be approved by the JCU Institutional Review Board (IRB) before it can be submitted to the dean for approval. In addition, a student who intends to do any form of animal experimentation must file a protocol review form with The Institutional Animal Care & Use Committee (IACUC). Hence, you need to work with your advisee on getting this IRB or IACUC approval. Information on the IRB and IACUC is available from the Honors Office, the Graduate School Office or at www.jcu.edu/research/intro.

- 2) The Project in Process--The advisor should clearly articulate his or her expectations of the student. If meetings are to be held, it is best to set those up ahead of time, at least tentatively. If there are specific procedures or arrangements that the advisor requires, these too should be spelled out in writing with the student. Most important of all, the advisor should monitor the progress of the student to see that timetables are met, that problems are avoided or resolved, and that the student is getting good advice.
- 3) The Completed Project--**The final, completed project is due in the advisor's and Honors Director's hands no later than one week before the last class day of the semester in**

which the student is registered for HP 450 or for a project in a department. Any exception to this deadline must be approved by the advisor and the Honors Director.

The advisor and Honors Director (or Honors Program Reader) must both approve the completed project. Therefore, the student must submit a draft of the completed project to the advisor and to the Honors Program Reader before the final completed project is submitted. This is required for two reasons: to monitor the student's progress; and to avoid any surprises when the final completed project is submitted.

As with the proposal, the Honors Program Reader must rely primarily on the advisor to evaluate the work that was done and to approve the final completed project. Nevertheless, since this is an Senior Honors Project, the Honors Program must see that certain accepted levels of quality manifest themselves in the final completed project. Thus, the project will be subject to the Director's (or his or her designee's) final approval.

It must be stressed that this approval by the Honors Program is not meant to second-guess the advisor or to question the advisor's ability or knowledge. Indeed, primary competency to judge the validity and sufficiency of the finished project lies in the hands of the advisor. The Director or designee, then, will act as a "reader" on the project with the concern that the final project is of the high caliber expected of an Honors Student.

To insure this high caliber, the Honors Program expects that the finished product a) would receive a B+ or higher if graded by the advisor; b) displays the capacity to think logically and critically; and c) demonstrates the ability to write in clear, correct, and coherent English. The advisor of the project must submit his or her evaluation of the project in these three areas to the Honors Director. The Honors Director (or designee) will focus his or her evaluation primarily on the second and third of these areas.

Only when both the advisor and the Honors Director have approved the project will it be considered officially approved. If the project is done for HP 450, the Honors Director, in consultation with the advisor, will then submit a grade (high pass/pass/no pass) to the Registrar. Any appeal by the student, advisor, or Honors Director will be handled by the Dean of the College of Arts and Sciences.

It is hoped that this set of guidelines will assist the advisor in directing the student and in overseeing the final product and will avoid any potential conflict between the integrity of the advisor and responsibility of the Honors Program. In any case, questions and clarifications should be directed to the Honors Director (397-4677).

(02/03)