

HONORS PROGRAM
SENIOR HONORS PROJECT
(or Senior Departmental Project)

Procedures

The Senior Honors Project (HP 450) is one of the options for fulfilling the senior requirement for graduation from the Honors Program. Students may do the Senior Honors Project, (or a similar study project within their major department) as an alternative to the Senior Honors Seminar (HP 401).

The Senior Honors Project (or its departmental equivalent) is intended to demonstrate the student's ability to initiate and complete a scholarly project. Therefore the student is expected to begin by writing a proposal that outlines the project, to undertake whatever task or research is necessary to fulfill the proposal, and to submit a finished product that demonstrates the student's mastery of the subject under consideration. This finished project should also exhibit command of the appropriate theories and methods in one's field of endeavor and should reflect well the student's critical, creative, and organizational abilities in pursuing independent study.

The Senior Honors Project (or its departmental equivalent) should be completed by end of the fall semester of the student's senior year. Only in unusual or special circumstances will the director allow any extensions beyond this deadline.

To meet the above deadline, Honors students who choose to do HP 450 must register for it no later than the fall semester of their senior year. In order to register for HP 450, students must have their proposals approved by their project advisor, by the Honors Director and by the Dean of the College of Arts & Sciences. In practical terms, then, the proposal should be written during the semester prior to the semester when the student intends to register for HP 450. Normally, this means that the proposal must be written in the spring semester of the student's junior year so that the necessary approvals can be obtained prior to registration for the fall semester. **Under no circumstances will proposals be accepted for approval after the third week of classes of the semester in which the student intends to register for HP 450.**

The sequence of steps for completion of Senior Honors Projects is indicated below.

1. Meet with your academic advisor, the Honors Director, and the potential project advisor to discuss possible ideas for Senior Honors Project or departmental project.
2. Select an advisor for your project and reach an agreement with your advisor to work with you on your project. Notify the Honors Program Office as to whom you have chosen as your project advisor.
3. Write a proposal for your project (see "Proposal Guidelines" for Senior Honors Project).
4. Submit a draft of your proposal to the project advisor and to the Honors Director.
5. If necessary revise the draft, and re-submit the draft to advisor and Director.
6. Submit final proposal and completed application form to the project advisor.
7. After receiving approval for proposal from the project advisor, submit proposal and completed application form to the Director.

8. If human experimentation, including surveys, is involved, the proposal must be approved by the JCU Institutional Review Board (IRB) before it can be submitted to the dean. 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). (See the Honors Office or Graduate School Office for information on seeking IRB and/or IACUC approval.)
9. Once the proposal is approved by the Honors Director, the director will submit the proposal to the Dean of the College of Arts & Sciences for the dean's approval.
10. Only after receiving approval for the project from the Dean of the College of Arts & Sciences, will the Honors Director grant permission to register for HP 450.
11. The student, the project advisor and the Honors Director will receive copies of the approved proposal.
12. The student begins work on the project, adhering to the timetable and other conditions specified in the proposal. Usually this means that at least preliminary research and reading will commence in the summer before the student's senior year.
13. Draft copies of completed project are submitted to the project advisor and to the Director of the Honors Program.
14. Copies of the completed project, with an abstract, are submitted to the project advisor and to the Director for approval no later than the one week before the last class day of the semester in which one is registered for HP 450 (or for the departmental course).
15. Approved copies of the project are given to the project advisor and to the director (two copies). One of the copies given to the director is placed in the "Honors Archives" in the John Carroll University Library the other copy remains in the Honors Program Office.

(02/03)