

## The Senior Honors Project

### Project Overview

John Carroll University

Honors Program

#### Steps in completing the Senior Honors Project (SHP) include:

1. **Consult** the Senior Honors Project guidelines online: <http://sites.jcu.edu/honors/pages/forms/>.
2. **Set up an appointment or email** me ([jkarolle@jcu.edu](mailto:jkarolle@jcu.edu)) to discuss possible topics and advisors before the semester in which you plan to complete your proposal.

NOTE: Students completing **EC499** as a major capstone may use their projects to meet the requirements of the SHP pending approval by the Director of the Honors Program before the project is commenced. All required components of EC499 (paper proposal, annotated bibliography, sections 1 and 2, etc.) must be submitted to the director in addition to their advisors by the deadlines identified in the EC499 syllabus.

3. **Meet** with your intended **faculty advisor** and identify a possible, feasible research project. You should do this **before** the semester in which you plan to complete the SHP.
  - a. The project is usually completed in the student's major, but it doesn't have to be. It **does** have to be in an area in which the student has sufficient background and knowledge to undertake a senior-level research project. A minor or an interdisciplinary concentration should provide enough background. Students intending to work outside their major field should confer with the Director of the Honors Program before embarking on a project to ensure that the student commands the requisite knowledge and skills .
  - b. Students are expected to conduct preliminary background research and discuss their approach with advisors **before** submitting the SHP proposal.
4. **Prepare your SHP proposal** according to the guidelines in the "Senior Honors Project proposal" document.
5. **Deadlines:**
  - a. **Meet with or send the Director an email by the end of the first week** of the fall semester to notify your intention to complete your SHP. In this email, you must indicate what your topic will be and with whom you will work. Students may only complete their projects in spring if they have completed all other requirements of the Honors Program and have gained permission of the Director.
  - b. **Submit a draft of the proposal by the end of the third week of the semester you wish to be registered for the senior project.** This draft should have already been reviewed by your advisor at least once and appropriate revisions undertaken. The Director will review this draft and send all comments to both the student and primary advisor.

- c. Working with your advisor, **revise and resubmit the draft** of your SHP proposal **by the end of the fifth week of the semester** for which you plan to complete the project.
- d. **No new proposals will be accepted for formal submission to the Dean after the end of the fifth week of the semester.** A hard copy of the proposal, including the application form (available online), the narrative of your project, a bibliography, a schedule, and IRB/IACUC approval if required, should be submitted to the Honors Program Office. The proposal will then be forwarded on to your appointed second reader and, if approved, the Dean of Arts and Sciences or the Boler School of Business (depending on the discipline in which you complete your project). If the proposal is not accepted, it will be returned to the student for further revision.
- e. The **final project**, approved by your advisor and deemed to earn a grade of B+ or better, is due on Friday before the last week of classes in the semester in which you have registered for HP450 or the departmental course. It will then be submitted to your Honors Program Reader for review. It should be submitted with an approval page (see sample online).

#### **6. General Information:**

- a. Students must register for 3 credit hours for the SHP: either HP450 or a departmental course number (generally a research-designated independent study). A student may not register for HP450 until the proposal has been approved. Registration under a departmental course number follows department rules and procedures. **The Honors Senior Project Proposal is separate from departmental registration.** Because students are expected to produce a significant work of their own through the SHP, a directed readings course does not qualify as a SHP.
- b. Completion of the Project with a grade of B+ or better is a non-negotiable requirement for graduation in the Honors Program. Students are expected to begin work on the project in fall of their senior year in order to facilitate completion of the project consistent with these standards.
- c. While the substance of the SHP is a matter determined by students and their advisors, common procedures and standards of performance will be enforced. The final project is subject to the approval of the Director of the Honors Program.