

## **The Senior Honors Project**

### **Project Overview**

John Carroll University

Honors Program

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

Junior Year (see the “Junior Year checklist” for more details):

1. **Enroll in an SHP-related course** for fall semester. Students must register for 3 credit hours for the SHP: either HP450 or an appropriate departmental course number (generally a research-designated independent study, thesis, or capstone course). 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. Students are given permission to enroll in HP450 once their proposals have been approved by the Dean. \*Students wishing to write in the spring must have prior permission from the HP director and must be enrolled in HP349, the proposal-writing course, for fall semester.
2. **Attend an SHP preparation workshop** (or set up an appointment with the Honors Program director) to begin planning for your SHP.
3. **Consult** the Senior Honors Project guidelines on the Honors Program website ([sites.jcu.edu/honors](http://sites.jcu.edu/honors)) and read through some examples of previously submitted proposals and final projects.
4. **Meet** with your intended **faculty advisor** and identify a possible, feasible research project
  - 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.
5. **Email the Honors Program director** with the name of your project advisor and a preliminary description of your chosen topic by the last day of classes of spring semester.

Between the Junior and Senior years:

6. **Begin preliminary research** on your topic. Prepare a literature review on your topic for inclusion in your proposal and final project, as appropriate. Work on narrowing down your

topic based on your research findings. Begin working to articulate how your SHP will contribute to the existing work on this topic.

Senior Year:

7. **Submit your SHP Action Plan** by the Thursday of the first week of classes of the fall semester. This should reflect some of the research work you have completed over the summer, and should include a rough timeline of your plan for completion of the project. This plan will help you in the design of your formal project proposal.
8. Prepare a draft of your formal SHP proposal according to the guidelines in the "Senior Honors Project proposal" document. Submit this draft to your advisor for review. Revise as necessary and resubmit to your advisor for approval.

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.

9. **Submit your SHP proposal** to the Honors Program Director by Thursday of the third week of classes in the fall semester. An Honors Program reader will review this draft and send suggestions for revisions to both the student and primary advisor.
10. Working with your advisor, **revise and resubmit the draft** of your SHP proposal **by Thursday of the fifth week of the fall 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.
11. Submit a draft of your final project to your advisor. Ensure that you leave sufficient time for your advisor to review and suggest revisions to your project.
12. Rewrite your final project. Repeat steps 10 and 11 until your advisor approves the project as deserving of a grade of B+ or better.
13. The **Final Project**, approved by your advisor, is due to the Honors Program Director by Thursday before the last week of classes in the fall semester. Extensions of this deadline in the form of an "I" grade may be granted *only with the primary advisor's permission* and require submission of a revised timeline, approved by the advisor, indicating a revised final due date.

14. The final project is sent to your Honors Program second reader for review and approval. While the substance of the SHP is a matter determined by students and their advisors, common procedures and standards of performance will be enforced. Acceptance of the final project towards completion of the Honors Program is subject to the approval of the Program Director.
  
15. Once your final project is approved, you must **archive** the finished product in the Carroll Commons at Grasselli Library. Email your final SHP with a signed permission form to [collected@jcu.edu](mailto:collected@jcu.edu).
  
16. The final step towards completion is **public dissemination of your work** in at least ONE of the following ways:
  - i. Submission of your work for publication in an academic journal or other discipline-specific public format
  - ii. Presentation of your work at an academic conference
  - iii. Presentation of your work at the JCU *Celebration of Scholarship!* Event in April, either as a poster or a panel presentation.