

John Carroll University Senior Honors Project Handbook *

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Spring 2015
revised 3/26/2015

***AKA “Everything you always
wanted to know about the SHP
but were afraid to ask”**

SECTION I: INTRODUCTION

SO WHAT IS THE SENIOR HONORS PROJECT, ANYWAY?

1) The Senior Honors Project *in nuce*. The SHP is an independent research project. In order to complete the project, the student enrolls in at least 3 credits of independent study credit during his or her fall semester senior year. The final form of the project may vary by discipline (for example: a traditional paper, a documentary, a business report, a legal brief, a working model or blueprint, or a collection of creative writing pieces), but it must be academically rigorous and be the student's original work. It must also reflect the methods and knowledge of the discipline(s) in which the student has completed significant work. The length of the project depends on the discipline; in all cases, it must meet the standards of academic excellence in undergraduate research.

2) Rationale and Standards. As a capstone to the Honors Program, the SHP should challenge students to meet or exceed key Honors Program Goals for the Curriculum. These goals include **disciplinary mastery, critical inquiry and analysis, integrative learning, and rhetorical eloquence**. The Senior Honors Project should therefore:

- ◆ challenge students to design, execute, and complete independent academic research ethically;
- ◆ highlight the most relevant knowledge and skills acquired in students' general education and major field(s);
- ◆ provide the student opportunity to apply this learning to a new context;
- ◆ offer evidence of students' strongest reasoning and writing.

In short, the Senior Honors Project should reflect the key characteristics of **academic excellence** in students' fields. Essential prerequisites for completing this type of project are adequate foundational content knowledge in the relevant area, a practical understanding of research methods, and an ability to use primary and secondary sources in the discipline.

3) Linking Academic Excellence to Personal and Professional Discernment. In identifying and designing a project, fundamental questions that students should explore with their (academic and/or primary SHP) advisors are:

- ◆ *What does academic excellence look like in my chosen discipline(s)?*
- ◆ *What knowledge and skills do I possess to demonstrate it?*
- ◆ *What are some areas that I will have to cultivate while working on the project if I do not currently possess all of the necessary knowledge and skills?*

In fulfillment of the Honors Program Co-Curricular and Community Goals to **support students' personal and professional discernment**, the Senior Honors Project should optimally build a bridge between students' studies at John Carroll and an anticipated destination after graduation. Questions that students should explore (individually or with their academic advisor) are:

- ◆ *What is one of my personal or professional goals after graduation?*
- ◆ *What is the best piece of evidence that I could present to demonstrate my mastery of the Honors Program learning outcomes, and how can I tailor this evidence to meet my goal?*

SECTION I: INTRODUCTION

SO WHAT IS THE SENIOR HONORS PROJECT, ANYWAY?

4) Identifying a Research Question and a

Primary Advisor. Using these questions as guides, each student -- in consultation with her/his academic advisor -- should identify a research question or problem that will **engage the student's academic interest, reflect the appropriate scope** for an undergraduate research project, and **meet the Honors Program Goals for the Curriculum** while **providing a compelling piece of evidence** for students' first destination.

This research question could be drawn from a shorter assignment completed in their coursework, or from work completed as part of an internship. As an academic capstone, the Senior Honors Project must involve independent and original academic research. Some recent research questions, Senior Honors Projects, and first professional destinations have included:

Given the tentative research question that they pose, students should consult with their academic advisors to identify a primary advisor for the project. Primary advisors can work with students to refine a research question and provide strategies for beginning the research necessary to write the proposal.

Student (Discipline)	Research Question	Senior Honors Project	First Professional Destination
Esther (Biology)	What photosynthetic advantages do invasive species have over non-invasive species?	Laboratory research and report on species of invasive and non-invasive roses.	Master's program in environmental ecology
Jackie (Political Science)	What are the legal precedents for deciding a law on same-sex marriage?	Legal brief presenting and analyzing relevant precedents.	Law school
Lydia (English – Writing Track)	What are the literary conventions and who are the dominant voices in writing on rural life?	Collection of short stories and poems focusing on a small town, with analytical introduction.	MFA in creative writing
Carly (Accounting)	How well do companies comply with the Global Reporting Initiative's sustainability framework?	Case study of seven companies with respect to adherence to rules synchronically and diachronically.	Employment in Accounting


SECTION II: STEPS TO COMPLETING THE SENIOR HONORS PROJECT

JUNIOR YEAR CHECKLIST

In spring of the Junior year:

- Attend a proposal-writing workshop or take the HP 349 proposal-writing course.
- Enroll in a SHP-related course for fall semester.
 - ◆ Students must register for 3 credit hours for the SHP.
 - ◆ This is usually a research-designated independent student, thesis, or capstone course in the appropriate discipline (e.g., EC 499, TRS 493, BL 399)
 - ◆ Because students are expected to produce a significant amount of work of their own through the SHP, a directed readings course does not qualify as a SHP.
 - ◆ If there is not an appropriate course in your discipline, you may request to enroll in HP450, the Senior Honors Project Course. Students are given permission to enroll in HP 450 only after their proposals have been approved by the Dean.
 - ◆ If there are *extenuating circumstances*, students may request permission to enroll in a SHP course in the spring. HP 349 is a **required prerequisite** for any SHP scheduled for spring completion.
- Attend *Celebration of Scholarship* in April to see the form a completed SHP should take.
- Read the **Senior Honors Project Handbook**.

Review the requirements for ethics board approvals (IRB and IACUC) so that you understand whether or not they will apply to your project. All research on human and animal subjects must receive formal ethics board approval.

- Look over sample completed proposals in the Honors Program's proposal library.
- Look up completed SHP's in your discipline on Carroll Collected, to get a sense for the scope and expectations of this project.
- Meet with the person you have identified as a potential project advisor.
 - ◆ this should be an academic advisor or another faculty member who knows you and is familiar with the subject area in which you wish to write.
 - ◆ The SHP is usually completed in the major, but does not have to be. It **does** have to be in an area in which the student has sufficient background and knowledge to complete a senior-level research project.
- Use the checklist on page 5  in your first meeting with your project advisor.

By Thursday of the last day of classes:

- Complete the spring Honors Program Self-Audit (online at sites.jcu.edu/honors). On this form, you should be able to indicate
 - A) your tentative research topic, and
 - B) your faculty SHP advisor.
- Ask any questions that you may have about the next steps in your project.
- Start planning your summer research!

SECTION II: STEPS TO COMPLETING THE SENIOR HONORS PROJECT

CHECKLIST FOR ADVISOR MEETING

When you meet with your project advisor, you should complete the following tasks:

- Ensure that this faculty member will agree to serve as your primary SHP advisor.
- Work with the advisor to help you identify a good topic.
- Draft an estimated timeline for completion of your project.
 - ◆ Are both student and advisor aware of the commitments of time to the project, during the proposal-writing stage as well as when the student is working on the project itself?
 - ◆ Be sure that you have built in adequate time for research, revision, and regular scheduled meetings with your advisor.
- Provide advisor with the Honors Program website link and ask her/him to review the materials on the SHP, in particular “Information for Advisors” and “Assessment Rubrics”
- Work with the advisor to answer the following questions about your project:
 - ◆ Has the student identified a research question or topic? If so, what is it?
 - ◆ Is the topic appropriate for undergraduate research with respect to scope and focus?
 - ◆ What work needs to be done in the proposal-writing stage to move the project forward?
- ◆ In thinking about the finished product, what does academic excellence look like in the chosen discipline? What expectations should the student understand?
- ◆ What knowledge and skills does the student already possess? What are some areas that she or he will have to cultivate while working on the project?
- ◆ Does this project require IRB or IACUC approval? If so, when should the student complete the necessary training, and when should she or he have the materials prepared to submit to the review board?
- Review the rubrics available online for the proposal, process and final project. The primary advisor should clarify how she or he interprets these standards with respect to academic discipline, as well as any other expectations of performance during the process.

SECTION II: STEPS TO COMPLETING THE SENIOR HONORS PROJECT

SENIOR YEAR CHECKLIST

Students entering their senior year should begin their fall semester with a clear plan for how they intend to complete their project.

Please note that **students completing EC499 for the SHP** will have a slightly different schedule than indicated here. Please see the Appendix for details.

Before the semester begins:

- Complete preliminary research
 - ◆ some disciplines will require a heavier investment of time in this area than others, especially if you are conducting your own research study. Be alert to the time requirements).
- Stay in touch with your SHP advisor about your plans for your project.
- Start thinking about the ways that you might disseminate your research once it is complete. (conferences, publication opportunities, etc.) You may need to submit applications for these opportunities very early in the semester.

BEFORE or DURING the first week of the semester:

- Submit the online “Action Plan” form to let the HP know the status of your project. (See “Action Plan Form” in Section V for details)
- Meet with your project advisor. At this meeting, you should:

- ◆ Establish a schedule of regular meetings to check in;
- ◆ Set some deadlines for the various stages of your project;
- ◆ Discuss the status of your research.
- ◆ Discuss the upcoming stages of the project (i.e., the following items on the checklist)

Weeks 2-3:

- Submit your application for ethics board (IRB or IACUC) approval, if you will be conducting any research on human or animal subjects for your project.
- Submit the first draft of your formal proposal to your advisor. See Section III, “Proposal Guidelines,” for more details on what elements must be included in the proposal.
- Make appropriate revisions as suggested by your advisor and resubmit.
- Repeat as necessary until the advisor judges your proposal ready to submit to the Honors Program. **Your proposal MUST be reviewed by your advisor before it may be submitted to the Honors Program.**
- Submit an electronic version of your proposal draft to the Director of the Honors Program by Thursday of the third week of classes in the fall semester. It will be forwarded to your assigned second reader.

SECTION II: STEPS TO COMPLETING THE SENIOR HONORS PROJECT

SENIOR YEAR CHECKLIST

Weeks 4-5:

- Working with your advisor and Honors Program reader, **revise the draft** of your SHP proposal.
- Complete and print the SHP Application Form (See Section V for an example form) and attach to the hard copy of your proposal.
- Collect approval signatures on the Application Form from your advisor and second reader.
- Submit signed form with the proposal to the Honors Program Office **by Thursday of the fifth week of the semester**. It will be forwarded to the Dean of the appropriate college (depending on your discipline) for approval.

Weeks 6-13:

- Revise and resubmit proposal, if requested by the Dean.
- Register for your SHP course if you have not yet done so (required at this stage for certain capstone courses, including HP 450).
- Work with your advisor to complete your **final project**. This may involve several submissions of rough drafts and rewrites.
- Take your work to the Writing Center before you submit it! An extra pair of eyes (or several) looking over your writing is never a bad thing.
- Once the final project is approved by your advisor and deemed to earn a grade of B+ or better, submit to your second reader for Honors Program approval.
- Once the second reader agrees that the project

is ready, complete and print the two-page **SHP submission form** (see Section V for example form) for use as the cover sheet on your completed Senior Honors Project.

- The following people should sign your final submission form:
 - ◆ You
 - ◆ Your advisor
 - ◆ Your second reader(s)

ON or BEFORE Week 14:

- Submit the signed submission form, along with the hard copy of your project, to the Honors Program Office. This is due no later than the Thursday **before** the last week of classes.
- Submit your completed SHP to the Carroll Collected digital thesis archive in Grasselli Library. (See Section IV, "Submitting the Final Project")

Spring semester:

- In mid-February: Honors applications due for the JCU *Celebration of Scholarship!*
- Disseminate your research at *Celebration of Scholarship!* or another venue
- Attend the Senior Honors Luncheon in May to celebrate your success.
- Graduate with Honors!

SECTION III: WRITING THE PROPOSAL

The proposal is a crucial part of the Senior Honors Project. It is in the proposal that the student outlines the area of study, the methodology to be employed, the resources to be enlisted, the anticipated form of the final project, and the timetable for the completion of the final project. In order to accomplish these goals, students must already have completed preliminary research into their proposed topic.

All students who complete a Senior Honors Project (with the exception of students enrolled in EC499 – see appendix) must write and submit a formal SHP proposal. Before any significant work begins on the project itself, the proposal must be approved by the student, the advisor of the project, by the Director of the Honors Program or Honors Program Reader, and by the Dean of the College of Arts and Sciences or the Boler School of Business.

The proposal is the Senior Honors Project in microcosm. It should therefore be written in formal language, clearly argued and convincingly supported, integrating relevant resources of the chosen discipline. Proposals or Senior Honors Projects that fail to meet these requirements will not be accepted. Because it will be reviewed by readers outside the student's chosen discipline, the proposal should be written in language and with background information that renders the project

accessible to an educated lay audience. Please note that this expectation may require a slight deviation from disciplinary standards. The final SHP, however, may be written in language appropriate to informed readers in the discipline.

Each proposal should be composed of three parts: a **narrative** of the proposed project; a **bibliography**; and a tentative **timetable**. All portions of the proposal should be paginated consecutively and include the following components:

1) Narrative of the proposed project (4-6 pages, double spaced)

The narrative account should clearly and concisely outline the project. It should state what is being proposed, why it is being proposed and how the student expects to complete the project. Thus, the account must include the following items. Given that various disciplines establish their own expectations for research proposals, students may primarily follow the structure of their chosen discipline in constructing the body of their proposal, but are expected to include these items somewhere into the narrative:

- ◆ An introductory paragraph that provides a concise summary of your proposed project with a thesis statement, working hypothesis or tentative argument.
- ◆ A brief rationale for the project. Explain concisely how this particular project will serve as a capstone to your undergraduate career, and possibly how it will help you prepare for your studies or career after JCU. This component

should not dominate the proposal but merely contextualize the work you plan to complete.

- ◆ A sense of the scholarly context in which the project is set, such as previous work in the area, historical background, and limitations.
- ◆ A demonstration of your knowledge of the relevant scholarly issues and questions related to your topic by means of a literature review. This component is crucial to the successful completion of your project in a timely fashion and thus is the backbone of your proposal. Here you demonstrate that you are aware of relevant scholarship that exists on your subject, that you have already begun to engage with this scholarship by pointing to the key findings, problems, and questions that the scholarship has posed; and how your work will contribute to our understanding of the topic.
- ◆ An explanation of your proposed research approach or methodology, including comments on what research, laboratory work, interviews, surveys, etc. you will undertake. If you are intending to conduct and analyze a survey as part of your project, you must also include a draft of the survey with your proposal.
- ◆ Your plans for the dissemination of your work. This might be a poster or paper presentation at a conference, publication submission, or participation in JCU's annual *Celebration of Scholarship*. All students must plan to disseminate their work in some manner.
- ◆ Some comments on the final form that you anticipate your project will take.

2) Bibliography

Your proposal must include a preliminary bibliography of those sources which you anticipate being essential to your project. For most disciplines and most projects, you will need to provide both primary and secondary sources. Your bibliography should be approximately one page in length, and it should be in proper citation format for your discipline (e.g. MLA, Chicago Manual, APA).

3) Timetable

Your proposal must include a timetable. This timetable should indicate approximate dates for completion of the various parts of your project. Among the dates you should present are ones for acceptance of the proposal, for beginning your research, for completion of research, for first draft of the final project, for final completion date, and deadlines related to disseminating your findings (such as *Celebration of Scholarship*). The timetable might also include dates for meetings with your project advisor. At the very least, you should indicate how frequently you will meet with your advisor. Remember that the final project must be submitted no later than the Thursday before the final week of classes in the semester in which one is registered for the SHP course.

(cont. on next page)

SECTION III: WRITING THE PROPOSAL

(cont. from p. 9) Sample copies of previously approved SHP Proposals are on file in the Honors Program Office and online in the “Library of Sample Proposals” on the Honors Program website.

Students who expect to conduct any form of research on animals or humans, including surveys, must submit appropriate approval requests to the JCU Institutional Review Board (IRB) (for human research) or Institutional Animal Care and Use Committee (IACUC) (for animal research). Forms and information about these processes are available from the Office of Sponsored Research (<http://sites.jcu.edu/research>). Proposals requiring these approvals will not be submitted to the Dean until approval has been granted.

A student must submit a draft of the SHP Proposal to the Honors Program Director by Thursday of the third week of the semester. (See “Senior Year Checklist” in Section II)

This draft should be submitted electronically. This draft should already have been through a revision process with the primary advisor before sub-

mitting to the Honors Program. Comments on this draft will be sent to both the student and the faculty advisor.

A student must submit a final draft of the SHP proposal in hard copy **by Thursday of the fifth week of the semester** for which s/he will complete the project. This proposal should contain all elements listed above. Please use the SHP Application Form (see “Forms,” below) as the cover page for the proposal.

The final draft will be forwarded to the Honors Program second reader, who will also review the final project. If the second reader approves the proposal, it will be forwarded to the Dean of the College of Arts and Sciences or the Boler School of Business (depending on the discipline in which the student completes the project). If the proposal is not accepted, it will be returned to the student for further revision.

***Please note!
Only once your SHP has been approved by BOTH your advisor and second reader should you submit copies to the Honors Program Office and Grasselli Library.***

SECTION IV:

SUBMITTING THE FINAL PROJECT

Students must submit their final SHP in the following two forms:

1) Hard Copy, Honors Program Office

One complete, unbound hard copy of the SHP should be submitted to the Honors Program Office once your project is complete. This should include the following:

- An abstract of 250-350 words;
- The full text of your project, including graphs, charts, images or other supporting materials;
- Originals or reasonable facsimiles of multimedia elements (photographs of artwork or models, DVD copies of films, etc.)
- The 2-page SHP Submission Form (example on p. 14-15)

The Honors Program retains hard copies of Senior Honors Projects for six years.

2) Archived Copy, Grasselli Library

Students are required to submit their approved SHP to **Carroll Collected**, the John Carroll institutional repository, to provide an enduring record of the work. Information about this process is contained in the SHP Submission Form (see “Forms,” below). When archiving the SHP, students may elect one of the following options:

Permanent Online and Open Access. If a student does not choose to limit public access to the work, it will be placed in the repository in a permanent, online and open-access location. Archiving a Senior Honors Project in this manner provides students a stable URL to use on résumés, CVs and elsewhere. Materials in Carroll Collected are also available to search engines like Google, enabling an audience from around the world to view the work, and future Honors Program seniors to peruse previously approved projects. The **Creative Commons** license for Carroll Collected allows others to use the work, but they must attribute the work in the manner specified by the author.

Embargo or Dark Archive. Only the Director of the Honors Program and library staff may access works that are embargoed or kept in a dark archive. To request either of these options, the primary advisor on the SHP should indicate the reason on the SHP submission form and sign off with her/his approval of the embargo or dark archive.

Embargoed Archive. A student may elect to have the project embargoed (i.e., not publicly available online) for twelve months with the option to extend the embargo indefinitely.

Dark Archive. This option maintains an archived copy of the project without it moving at any time into an open-access location.

Please allow a week for the SHP to be digitized and uploaded to Carroll Collected, after which open-access documents may be located in a search of the archive.

Adding the Senior Honors Project

to your Résumé or Curriculum Vitae

If you have elected to make your project available online, you may include a link to it on your résumé or CV. Even if you do not elect to make your SHP available electronically, you should consider including the title in your professional materials. Many people choose to include this under “educational background.” For example:

John Carroll University

B.A., German (May 2015)

Magna cum Laude, Honors Program

Senior Honors Project: “Subject/Object: Representations of Maidservants in Fin-de-Siècle German Literature.”

SECTION V: FORMS

ACTION PLAN FORM

*The Action Plan form should be completed online (at sites.jcu.edu/honors) during the summer between the Junior and Senior year. It is due by **no later than** Thursday of the first week of classes.*

You should be prepared to answer the following questions on the Action Plan form:

1. In what discipline will you write your SHP?
2. What course will you use to write your SHP?
3. Who is the primary faculty advisor for your SHP?
4. Current working title of your project (yes, of course it will change before you're finished).
5. Describe how you intend to focus your research topic (examples provided on the form).
6. Provide a good rationale for narrowing your study within the limits that you have chosen.
7. What is the research question your SHP will attempt to answer?
8. What kind of research will you use to complete your project? (analysis of existing data sets, your own laboratory research, your own research on human/animal subjects, published primary/secondary sources, etc.)
9. Please describe in more detail the kind of research you will be conducting. Identify the sources you plan to use to conduct your research. Be as specific as possible. If you plan to analyze data collected by others, now is the time to verify that such data exists and establish where and how you will access it.
10. Estimate how much of your research is already complete, and how much remains to be completed over the course of the next few months.
11. What citation style will you use in your SHP?
12. What reference guide will you use to help you with correct citation style?
13. What preliminary research must you complete this summer before you can submit a proposal for approval to your advisor?
14. Which elements of your project remain unclear to you? Have you identified others who can help you nail down the missing pieces? Who are they? What questions are still unanswered?
15. Please give your estimated timeline and deadlines for the steps you will need to complete this project. In this section, please pay close attention to the following:
 - ◆ Compare your plan against the dates in the academic calendar, your class schedule, and other obligations for the semester. Don't schedule your first draft for the same day you have a major paper due in another class!
 - ◆ Schedule specific days and times to meet with your advisor;
 - ◆ Build in time for multiple revisions of both your proposal and final version;
 - ◆ Plan for exigencies by building a 'cushion' of extra time into your plan;
 - ◆ Adhere to all deadlines for submission of proposal and drafts.

This form should be downloaded, completed, printed and submitted as the cover sheet for the final draft of your completed SHP proposal.

SECTION V: FORMS

SHP APPLICATION FORM

Name of Applicant

Name of Project Advisor

Email Address of Applicant

Email Address of Project Advisor

Local Mailing Address

Semester Registering for: (check one) ____ Fall ____ Spring Year: _____

Course Enrollment: ____ HP450 or ____ Departmental Course # _____

I _____ consent / _____ do not consent to allow other Honors Program students to review my Senior Honors Project proposal as part of the proposal drafting process (please check one).

Title of Project: _____

Brief Description of Project: _____

Does this project involve research on human or animal subjects? _____ yes _____ no

If yes, please attach documentation of your IRB or IACUC approval here.

What is your plan for the final dissemination of your research? (Choose all that apply)

- A poster presentation at JCU's *Celebration of Scholarship* this spring
- A paper presentation at *Celebration of Scholarship*
- Submitting for publication in an academic journal (please indicate title of journal)
- Presentation of research at an academic conference (please indicate name and date of conference)
- Other/don't know

INSTRUCTIONS: Please submit this form, completed and signed by yourself, your advisor, and your Honors Program reader, along with a hard copy of your SHP proposal, to the Honors Program Office, who will forward it to the Dean for final approval.

Signature of Applicant Date

Signature of Advisor Date

Signature of Honors Program Reader Date

Signature of Dean Date

(circle one: CAS/BSOB)

SECTION V: FORMS

SHP FINAL SUBMISSION FORM

Both pages of this form should be downloaded from sites.jcu.edu/honors, completed in Microsoft Word, printed and submitted in hard copy along with your completed project.

TITLE

by

NAME

John Carroll University

Senior Honors Project

Term, Year

Name of Student

Signature of Student

Date

Name of Primary Advisor

Signature of Primary Advisor

Date

Name of Honors Program Reader

Signature of Honors Program Reader

Date

This Senior Honors Project has been approved and accepted by the John Carroll University Honors Program, in partial fulfillment of the requirements for an Honors Diploma.

Honors Program Director

Signature

Date

SECTION V: FORMS

SHP FINAL SUBMISSION FORM

Title of Project: _____

1. Access: please choose ONE of the following access options:

I grant permission to make my Senior Honors Project available in the Carroll Collected Digital Commons site with permanent online and open access.

I wish to embargo my Senior Honors Project for a period of twelve months before it is accessible online, with the option to renew the embargo indefinitely. I am requesting this embargo because: _____.

Signature of Primary Advisor Authorizing Embargo

Date

I wish to place my Senior Honors Project in a dark archive, which may not be accessible to anyone other than the library staff or Director of the Honors Program. I am requesting placement in a dark archive because: _____.

Signature of Primary Advisor Authorizing Dark Archive

Date

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Copyright: the author reserves exclusive rights to this work.

Name of Student

Student Signature

Date

Once this form is complete, please submit it, along with a digital copy of your final project, to Mina Chercourt in Grasselli Library. You may also scan the signed form and send via email to collected@jcu.edu. ALL Senior Honors Projects must be submitted to Carroll Collected, with this form completed, before they can be formally accepted by the university.

SECTION VI: SCORING RUBRIC

The Senior Honors Project Senior Honors Project Assessment Rubrics John Carroll University Honors Program

This set of rubrics seeks to assist primary advisors, advisees, and Honors Program readers in applying the standards of the Senior Honors Project (SHP) to the project in the student's chosen discipline.

Optimally, these rubrics can facilitate a discussion between advisor and student regarding their expectations before, during, and upon completion of the SHP, ensuring that these expectations are clearly articulated and constructive, formative feedback can be given.

In order to gain a sense of the scope and content of past SHPs, sample proposals and finished projects are available online at sites.jcu.edu/honors.

The process and final product of the SHP (the latter usually taking the form of a research paper) should reflect the standards of a high-quality, independent undergraduate research project in the student's chosen discipline. In order to establish these standards, primary advisors are asked to use these rubrics as a starting point for translating general Honors Program expectations into discipline-specific ones.

To offer one example, disciplines across the University may establish varying standards with respect to the extent that students should be able to research independently. While some independence will be expected in all disciplines, advisors should clarify with their SHP advisees in advance what is appropriate given the discipline and

project in question.

After establishing discipline-specific standards, primary advisors are encouraged to review these standards with advisees at appropriate intervals during completion of the project. This process can help structure formative feedback to the advisee, reiterate the criteria for assessing the final project, and guide the Honors Program reader in his or her review of the student's completed work.

Finally, in order to provide meaningful feedback to the Honors Program, primary advisors are asked to submit a completed copy of these rubrics, with comments where relevant, after final approval of the SHP. Advisors are encouraged to provide (brief) evidence of how a student exceeds, meets, or does not meet expectations. Feedback regarding the rubrics and the Senior Honors Project are also welcome.

A. The Proposal.

1. The proposal narrative provides all required information (items a.-g.) coherently. Individual components that do or do not meet criteria may be indicated in the appropriate column(s).
2. Thesis statement, working hypothesis or tentative argument is clear and coherent.
3. Proposal demonstrates awareness of the scholarly context in which the project is set, such as previous work in the area, historical background, and/or limitations.
4. Proposal demonstrates knowledge of the relevant scholarly issues and questions regarding the research.
5. Proposal demonstrates knowledge of the appropriate research approach or methodology required to complete project.
6. Conclusions drawn in the proposal are logical and reflect an informed evaluation.

SECTION VI: SCORING RUBRIC

7. The language is formal and uses correct English grammar and phrasing.
8. Proposal provides background information to render the project accessible to an educated lay audience.
9. Bibliography is current, adequate, and properly formatted.
10. Timeline is realistic and includes all requisite components of the project.

B. General Project Execution.

1. Student is punctual to and prepared for meetings with advisor(s).
2. Student sets and meets deadlines for completion of individual assignments.
3. Student is able to work independently on research and analysis to the degree appropriate for the project.
4. Student is able to synthesize new material and integrate it effectively.
5. Student is able to process advisor's criticism appropriately.
6. Student models academic integrity with respect to his or her and others' intellectual property.
7. Student is able to troubleshoot problems and seek help when necessary.

C. The Senior Honors Project (Final Product).

1. Content Mastery

- 1a. Project demonstrates strong foundations in the knowledge of the discipline(s).
- 1b. Project reflects skillful and appropriate use of the research methods of the discipline(s).
- 1c. Project is completed according to disciplinary ethics and standards of academic integrity.

2. Critical Inquiry and Analysis

- 2a. Thesis presented clearly and comprehensively.
- 2b. Evidence is applied and analyzed thoroughly and accurately.
- 2c. Scholarly sources are integrated and analyzed appropriately.
- 2d. Conclusions are logical and reflect informed evaluation.

3. Integrative Thinking

- 3a. Project demonstrates effective discipline-based and/or cross-disciplinary problem-solving.
- 3b. Project reflects an original and/or important undergraduate-level contribution to discipline(s).

4. Rhetorical Eloquence

- 4a. Project demonstrates a thorough understanding of audience and purpose.
- 4b. Project communicates meaning with clarity, sophistication, and accuracy.

APPENDIX: USING EC 499 FOR THE SENIOR HONORS PROJECT

gain a sense of the appropriate scope and content of past SHPs, students are strongly encouraged to view previous EC499 projects in Carroll Collected at: <http://collected.jcu.edu/honorspapers/>.

General Overview: Honors Program students pursuing an economics major may use the EC499 research paper to fulfill the Senior Honors Project (SHP). While most significant deadlines and requirements align with the EC499 schedule over fall and spring semesters, a few deadlines have been added in order to ensure effective communication with the Honors Program, and therefore efficient completion of the Senior Honors Project requirement.

Standards and Expectations: Standards of **disciplinary academic excellence** should be met in all Senior Honors Projects, regardless of field. Honors Program students taking EC499 should therefore familiarize themselves with the SHP handbook in anticipation of beginning work on the project, and they should be sure to share this information with their EC499 project advisors. EC499 project advisors are asked in particular to review documents pertaining to the general rationale of the SHP, instructions for advisors, and to use the Senior Honors Project Rubrics to monitor students' progress in completing the project. Upon final approval of the SHP, EC499 project advisors are asked to submit a brief report (and completed rubric) assessing the final project.

All information regarding the Senior Honors Project is available online at: <http://sites.jcu.edu/honors/pages/senior-honors-project/>. In order to

Primary Advisors and Honors Program Readers:

Consistent with the practice across all disciplines, Honors Program students in EC499 will also be assigned Honors Program readers. The Senior Honors Project as a stand-alone work must merit a grade of a B+ or better by the standards of the EC499 project advisor and Honors Program reader in order to be approved by the Honors Program. The Honors Program readers are asked to provide comments regarding students' work to the research paper primary advisor, not to the student directly. Together, the advisors should reach consensus regarding the nature of revisions required, with the primary advisor communicating these expectations to the student.

With all assignments, Honors Program readers are expected to provide comments in a timely fashion to the primary advisor, usually no later than a week after the assignment has been submitted.

Below is an overview of the steps involved in completing the project for EC499 students, including deadlines for the Honors Program. Any extensions granted by the primary advisor should be communicated to the Director of the Honors Program and Honors Program reader.

Submission of Action Plan (*Due Thursday of Week 1*) (*Honors Program specific requirement*).

Students should indicate a tentative project advi-

APPENDIX: USING EC 499 FOR THE SENIOR HONORS PROJECT

sor on this form, though we understand that this is subject to final approval by the instructor of record of EC499.

Submission of Paper Proposal

(Deadline determined by EC499 syllabus). Students should submit an electronic copy of their project proposal to the Director of the Honors Program in addition to the instructor of EC499. At this point, a tentative Honors Program reader will be assigned, pending final selection of the project advisor.

Confirmation of Project Advisor *(ASAP upon confirmation from instructor of EC499).* After students receive final notification of their project advisor from the instructor of EC499, they should communicate this information to the Director of the Honors Program and to the Honors Program reader.

Annotated Reference List *(Deadline determined by EC499 syllabus).* In addition to submitting this assignment to the EC499 instructor and project advisor, students should submit electronic copies of this and all subsequent assignments to the Honors Program reader. Students should also cc the Director of the Honors Program to verify that the deadline has been met.

Sections 1 and 2 *(Deadline determined by EC499 syllabus).* This portion of the paper serves as the equivalent of the Senior Honors Project proposal. In order to ensure that the student is on track to producing a work of academic excellence that will ultimately earn a B+ or better, students are expected to address the questions or concerns raised by their advisors

at this juncture in subsequent drafts of the project. In cases where significant revisions are required, the advisors may request that the student revise and resubmit this component.

First Draft *(Deadline determined by EC499 syllabus).*

Second Draft *(Deadline determined by EC499 syllabus).*

Final Draft *(Deadline determined by EC499 syllabus).*

Presentations *(Friday of Week 14, Spring Semester).* Students' presentations in EC499 may qualify as the required public dissemination of their work. They are, nevertheless, strongly encouraged to present their work at Celebration of Scholarship to represent the spectrum of disciplines completing the Senior Honors Project, and to expose rising Honors Program seniors to examples of possible projects.

Final Submission. Students should follow the protocol for final submission of the Senior Honors Project (See Section IV). After final approval of the SHP, EC499 project advisors are requested to complete the Senior Honors Project rubrics (with the exception of the section on the proposal) and submit a brief report assessing students' final project.

