

Guidelines for SOWK 499 Students

(adopted September 2010)

You are reading this because you are considering writing an honors project. To maximize the benefits of the process, the social work department has created guidelines for this three-semester process. There are two persistent challenges facing project writers.

First, honors project students are tempted to tackle too much. Focusing your project provides the opportunity for an in-depth analysis of your topic. Secondly, for most honors writers, this multi-chapter project can be intimidating. The need to write and submit for review multiple drafts may be a new, but necessary, experience. Writing initially without trying to edit is the best way to avoid the “blank page syndrome” and to capture your thoughts. Setting deadlines with your committee for drafts rather than waiting to complete your project in a final “big push” is more likely to lead to success. Following are some helpful guidelines.

SOWK 499A (1 credit)

- Work with the department head prior to registering for SOWK 499A to determine your chair. Your chair and the department head will assist in determining your committee members.
- Meet with your project chair at least once during the first three weeks of the semester. Once your committee has been selected, you should arrange to meet with them and your project chair together.
- Submit your draft proposal to your entire committee no later than Tuesday of the sixth week of the semester.
- Submit a detailed outline of the projected structure & content by Friday of the eighth week of the semester to all three committee members. Attach an expanded bibliography of at least 30 sources; at least 15 of those entries must be academic journal/referred articles.
- Submit a full draft of your literature review to your committee by Friday of the twelfth week of the semester. Attach a revised outline of the entire thesis.
- When you meet with your project chair to discuss this draft and your progress, you and/or your chair may choose to establish a drafting schedule for SOWK 499B appropriate to the structure and nature of your project.
- Submit your final proposal for signatures in advance of the Honors Program deadline.
- *Late submission of required work for the project committee will result in a late penalty to be determined by your project chair. The maximum late penalty is a half-letter grade deduction in the grade for SOWK 499A for each day work due is late. Unsatisfactory work in SOWK 499A would suggest that you should not continue your honors project.*

SOWK 499B (3 credits)

- By Friday of the first week of the semester, submit a revised outline of the entire project to your committee. If you are doing original research, note the IRB deadlines in your proposal.
- By Tuesday of the sixth week of the semester, submit a full draft of the first substantive chapter of your project.
- During the next two weeks, discuss your project your project chair. You should then arrange a meeting with your entire committee. Alternatively, one or both readers may prefer to discuss the outline and bibliography over the phone or in written form.
- Submit a full draft of your second substantive chapter to your committee by Friday of the twelfth week of the semester.
- When you meet with your project chair late in the semester to discuss this draft and your progress, you and/or your chair may choose to establish a drafting schedule for SOWK 499C appropriate to the structure and nature of your project.
- *Late submission of required work for project committee will result in a late penalty to be determined by your project chair. The maximum late penalty is a half-letter grade deduction in the grade for SOWK 499B for each day work due is late.*

SOWK 499C (2 credits)

- Draft and revise portions of your project every week during the first two months of this semester. As noted above, you may or may not be held to a specific timetable during this time period. Regardless, you need to keep writing on a regular basis!
- A full draft of your entire project is due to your committee no later than Tuesday of the sixth week of the semester. Your adviser may choose to set an earlier deadline.
- During weeks 7 and 8, discuss final revision plans for the project with each of the members of your committee – beginning with your committee chair. Your entire committee may prefer to meet with you jointly. Alternatively, one or both readers may prefer to discuss the draft over the phone or in written form.
- The final version of your project must be submitted to your committee seven (7) days prior to the deadline for submission to the Honors Program.
- *Late submission of required work for the project committee will result in a late penalty to be determined by your project chair. The maximum late penalty is a half-letter grade deduction in the grade for SOWK 499C for each day work due is late.*