

English Department Standards and Procedures for Honors College Project (Eng 499A-C)

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1. Eligibility

- i) **Honors College Track III:** Students not already enrolled in the Honors College (as Track I or Track II) at the start of their junior year (or with three to four semesters remaining) must have a 3.50 cumulative GPA or higher to begin a senior Honors Project as a Track III Honors student.
- ii) **GPA Requirement:** Students must have a 3.25 GPA in the major to take on an Honors Project, both when registering for 499A and maintained through the Project's completion. If a student's GPA falls below 3.25, the committee will review the student's progress, and reserves the right to terminate the thesis Project at that point.
- iii) **Eng 299 Requirement:** Students should have completed English 299 prior to beginning the thesis. At the latest, you should complete English 299 by the end of the 499A portion of the thesis.
- iv) **Starting the Project Late:** Students who wish to begin the Honors Project late—that is, with fewer than three semesters remaining in their coursework—may do so at the discretion of their Committee Chair and if approved by the Honors College. However, no Project may begin later than Week 2 of the student's penultimate semester of coursework.

2. Constituting the Committee

- i) **Committee Chair:** In the Fall of junior year, and no later than the first week of Spring of junior year, students ask a faculty member to serve as the Honors Project Committee Chair. The Chair must be a full-time member of the English department. If the faculty member agrees, they will send an email request to the department administrative specialist, copying the student on the email, to request a new section of Eng 499A for which the student will register, usually in the Spring of junior year.
- ii) **Readers:** Students also select two additional committee members to serve as Readers no later than the first week of Spring of junior year (or earlier, ideally). The Chair may be helpful in this process. No more than one Reader may be from outside the department. If a student feels an exception to this rule is in order they should consult with the Chair.
- iii) **Changes to the Committee:** If the makeup of a student's Committee changes at any point during the Honors Project process, the student and the new Committee member(s) must complete a new contract and submit it to

the English Department as soon as possible. It is the student's responsibility to consult with and notify all Committee members regarding any changes to the Committee's makeup.

Please note: Students needing guidance at any stage of the committee selection process should contact the English Department Honors College Liaison faculty member.

3. Standards and Minimum Responsibilities

All Honors Projects, including researched theses and creative Projects, must be substantial works of academic achievement that demonstrate the significance of their original contribution to a field of literature or literary studies. The course sequence proceeds as follows:

- **Eng 499A** (2 credits): The student, in consultation with the Chair, designs the Project and creates a well-polished Proposal (description below) by the completion of Eng 499A.
- **Eng 499B** (2 credits): The student completes most of the research and drafting of the Project.
- **Eng 499C** (2 credits): The student finalizes a draft of the Project, solicits feedback from the committee, revises and then submits the final product. The ultimate length, organization, and formatting requirements for each Project will be up to the discretion of the Committee Chair in consultation with the Readers.

The **Honors Student** is responsible for:

- the content and quality of their own work;
- contacting and/or responding to the department administrative specialist and registering for 499A-C each semester (no later than Week 2) per the instructions received;
- meeting all milestones, deadlines, and requirements set by the English Department, the committee, and the Honors College (including presentation of their final Project);
- keeping all committee members apprised of their progress throughout the 499A-C course sequence according to the agreement(s) established with the committee. It is the student's responsibility to fulfill all of the conditions laid out in the English Department Honors Capstone Contract.

The **Chair** is responsible for:

- ensuring the student meets all eligibility requirements throughout the process;
- contacting the department administrative specialist (copying the Honors Student to the email) to request new sections of 499 A-C for Student, no later than the end of Week 2 of each semester;
- reading and giving feedback on the Proposal and at least one draft of the final Project;
- assigning and recording credit/no-credit for 499A and B, and a grade for 499C by the University deadlines.

The **Readers** are responsible for:

- reading and giving feedback on the Proposal and at least one draft of the final Project.

4. Grades and Credit

Eng 499A and 499B will be graded on a credit/no-credit basis. Work that shows sufficient progress towards completion, as determined by the Committee Chair in consultation with all committee members, will be awarded "Credit" and will allow the student to continue with the Project. Any work that does not meet the criteria set out by the committee will be graded "No Credit" for that semester, and will end the Project.

Eng 499C will be graded on an A-F scale. In order to earn Honors, the student must earn a C or better.

Eng 499A, 499B, and 499C are worth 2 credit hours each, with a total of 6 credit hours for the completed sequence. The 499 sequence will count towards the 36-credit requirement for the English major, but these courses *do not count toward* the 400-level Advanced Studies classes required for the major. The full 499 sequence is equivalent to 2 courses (i.e. 6 credits). If a student completes only 499A and B, the courses will together count as 4 credits but only 1 course.

5. Proposal Description

Students registered for 499A design their Project and complete a proposal for their Honors capstone project in consultation with their committee.

Proposal Requirements:

- a) it should be a minimum of 1500 words in length (4+ pages), exclusive of bibliography
- b) it should sketch out Purpose and Objectives (or Research Questions), Methodology/Artist's Statement, tentative Outline of the Project, and tentative Timeline for the Project
- c) it should include a preliminary bibliography of sources to be consulted (or an equivalent component for Creative Honors Projects, as determined by student's Committee Chair)
- d) it should identify the members of the committee
- e) it should be signed by the Chair and two secondary Readers (signatures or approval may be secured electronically by email)

Please remember that the Project is not officially approved to proceed until the Honors College has validated it.

6. Project Contract for 499A-C Sequence ~ Complete and submit by Week 2 of ENG 499A

1. How often and through what means will you, the Honors student, communicate and consult with your Committee Chair throughout this semester? (E.g., "Once a week, either in person or via email.")

How often and through what means will you communicate and consult with each Reader? (E.g., "Once a month by email," or "As needed, during office hours.")

Reader 1:

Reader 2:

2. ***Deadline for final submission of Project Proposal to the committee*** (suggest a minimum of 2 weeks before the Honors Capstone Project Application Form and Proposal deadline [see step 3]): _____

Do the committee members want to see a draft version of the Proposal in advance of this deadline in order to give feedback? (Committee members: select option and initial below.)

Committee Chair: yes / no

Reader 1: yes / no

Reader 2: yes / no

3. ***Honors Capstone Project Application Form and Proposal deadline*** (due during 499A): _____

4. ***Honors College Pre-Submission Form deadline*** (due during 499C): _____

5. ***Deadline for submission of complete draft of Project to the committee*** (Note: the suggested deadline is a minimum of 5 weeks before the Final Project deadline, giving Chair and Readers 1 month to read and give comments, and allowing Student time to revise before final submission): _____

6. ***Honors College Final Project deadline:*** _____

{contract continues on next page}

7. Do all members of the Project team—the Student, Chair, and Readers—agree to the above plan and deadlines as outlined in steps 1-6? If so, sign or approve and date below. If electronic approval is secured, please indicate “approved by email” in the signature/approval line, and indicate the date of the communication.

Student: _____ date: _____
name: _____
signature/approval: _____

Committee Chair: _____ date: _____
name: _____
signature/approval: _____

Reader 1: _____ date: _____
name: _____
signature/approval: _____

Reader 2: _____ date: _____
name: _____
signature/approval: _____

Please email a completed version of this form to the English Department main office, copying each of your committee members on the same email, by the end of Week 2 of the semester in which you take Eng 499A.

7. Sample Timeline for English Honors Projects

Please note: this is a sample timeline only; please verify all dates, deadlines, and requirements through the Honors College website and with your individual committee.

Fall Semester of Junior Year (or 4th-to-last semester before anticipated graduation)

- Consider topics for an Honors Project
- Contact and meet with faculty members in your field(s) who might serve as Chair and/or Readers
- Constitute a committee with a Chair and two Readers (one Reader may be from outside of the English department)
- Contact your Chair to request a section of 499A and secure a registration code from the department administrative specialist; register for 499 A the following semester
- In consultation with your Chair and Readers, begin filling out the English Department Contract for Honors Projects

Semester 499 A (typically spring semester of Junior year, or 3rd-to-last semester before graduation)

- Complete the Contract in consultation with your committee members; sign, copy, and email it to English department office and committee members no later than Week 2 of the semester (see Contract)
- If you have not done so already, contact your Chair and the department administrative specialist to request a section of 499A; register yourself in that section no later than Week 2 of the semester
- Research your topic and begin drafting a proposal
- Fill out and submit the Honors Capstone Project Application (see the Honors College website for details)
- Keep in contact with committee members and submit drafts as agreed upon in Contract
- Turn in Proposal to committee members by the deadline on Contract
- Turn in Proposal to Honors College by deadline

Semester 499 B (typically fall semester of Senior year, or 2nd-to-last semester before graduation)

- Contact your Chair and the department administrative specialist to request a section of 499B; register yourself in that section no later than Week 2 of the semester
- Continue research
- Begin drafting the Honors Project
- Continue to meet with, consult, and submit materials to your Honors Project committee members as agreed upon in Contract
- Meet any other deadlines or milestones set by your committee

Semester 499 C (typically spring semester of Senior year, or final semester before graduation)

- Contact your Chair and the department administrative specialist to request a section of 499C; register yourself in that section no later than Week 2 of the semester
- Complete drafting of the Honors Project
- Submit Pre-Submission Form by Honors College deadline
- Submit draft of the Honors Project to your committee for feedback by the deadline in Contract
- Revise and polish the Honors Project based on committee feedback
- Submit the final Honors Project to the committee and to the Honors College (including any appropriate forms) by the deadline
- Present your research in an official forum (the Honors Symposium, or a comparable venue)