

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

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Please note: All Honors Projects in English must adhere to the processes and academic standards defined in these guidelines and by the Chair and Readers of each Honors Project Committee in English. Standards and practices differ among disciplines: Honors students in English opting to complete an Honors Project through the English department will be held to the standards and practices of this particular department. Students may only continue their projects at the discretion of the Committee Members. Honors students also have the option to complete an interdisciplinary Portfolio Project through Honors if they choose not to pursue an English-department Honors Project. Please contact the Director of Honors Advising directly for more information on the Senior Portfolio Project option or talk with the English Honors Liaison.

I. Eligibility

- 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.
- 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. Students should ensure their GPA in the major reaches this minimum standard before beginning their project. If a student's GPA falls below 3.25 during the course of the project, the committee will review the student's progress, and reserves the right to terminate the thesis Project at that point.
- Eng 299 Requirement:** Students should have completed English 299 prior to beginning the thesis. Students must earn a minimum of a B in Eng 299 to be eligible to complete an Honors Capstone Project in English, unless their Chair agrees to waive this grade requirement for specific reasons. At the latest, you should complete English 299 by the end of the 499A portion of the thesis. If the student does not earn at least a B in Eng 299 by the end of their 499A semester, the committee has the option to terminate the Project at that point.
- 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 their penultimate/junior year, and no later than the first week of Spring of their penultimate/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 and to the Honors Liaison for English, 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 their penultimate/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, who has the discretion to approve or deny this request.

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 Honors Liaison and the administrative specialists in 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 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, timeliness, and high-quality of their own work;
- ensuring they meet the Eng 299 grade requirement and minimum major GPA requirement before starting the project or within the first semester of the project;
- 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 continues to meet all eligibility requirements throughout the process;

- contacting the department administrative specialist (copying the Honors Student and the Honors Liaison 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 (see Contract);
- 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 (see Contract).

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 precise and well-focused 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. **A. Deadline for submission of a complete draft of the Project Proposal to the committee** (suggest a minimum of 4 weeks before the Honors Capstone Project Application Form and Proposal deadline [see step 3]): _____

B. Deadline for final revised submission of Project Proposal to the committee (suggest a minimum of 10 days before the Honors Capstone Project Application Form and Proposal deadline [see step 3]): _____

C. Deadline for all Committee Members to either approve or reject Project Proposal (suggest a minimum of 2 days before the Honors Capstone Project Application Form and Proposal deadline [see step 3]): _____

Please note: Students MUST achieve the Committee's approval for their final submission of the Project Proposal before they can submit it to the Honors College. If the Committee determines that the Project Proposal does not meet the required standards of academic achievement, the project may be terminated at this point.

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

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

5. **A. 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 time to read and give comments, and allowing Student time to revise before final submission): _____

B. Deadline for submission of FINAL revised draft of Project to the committee for approval (suggest minimum 10 days before the Honors College Final Project deadline): _____

6. **Honors College Final Project deadline:** _____ {contract continues...}

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 and the Honors Liaison for English 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; you must adhere to the contract you create with them.

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

- Check your Eng 299 grade and your major GPA to ensure you meet the minimum standards
- Consider topics for an English Honors Capstone Project (the more precise, the better!)
- 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, Honors Liaison, 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 thorough and precise Project 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 a full draft Proposal as agreed upon in Contract
- Receive feedback and revise your Proposal; turn in Final Proposal to committee members by the deadline
- Turn in Proposal to Honors College by deadline (see all deadlines on your Contract)

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 (often an extensive process – be sure to budget plenty of time in your weekly schedule)
- Begin drafting the Honors Project (Make time for this too: writing and revising are crucial to excellent thinking)
- Continue to meet with, consult, and submit materials to your Honors Project committee members as agreed upon in Contract: consider setting additional deadlines for each chapter/thesis section during 499B
- 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 (before the mid-point of the semester, ideally)
- Submit Pre-Submission Form by Honors College deadline
- Submit full 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 and submit the final Project to committee for approval
- If approved by Committee, submit the final Honors Project to Honors College (including any appropriate forms) by the deadline; then, present your research in an official forum (the Honors Symposium, or a comparable venue)