

Honors College

Proposal Form for HON 475

STUDENT INFORMATION

Name		Student ID Number	
Mailing Address		Email Address	
City	State	Zip Code	Telephone ()

By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the completion of this course, as described in the Honors Guidelines for Independently Arranged Courses of Study.

Student Signature	Date
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COURSE INFORMATION

Proposed # of Units	Course number	Course Title	Allowable # of Units
	HON 475	Directed Readings	1 to 3 hours

Directed Readings: HON 475

Topic and reading list defined by you and the faculty instructor. Weekly meetings (nominally 50 minutes per week per credit hour) with your mentor to discuss readings. Typically for 1 credit hour. Letter grade only.

Proposed Title of Project	
Enrolling for Term	Expected Completion Term

SUPERVISING INSTRUCTOR INFORMATION

By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the student's completion of this course, as described in the Honors Guidelines for Independently Arranged Courses of Study.

Instructor Name		Instructor Signature		Date
Instructor EmplID	Email/ User ID	Phone Extension 3-	Box	Department

Honors Office Use Only

Rev'd in Office Date/Initials:	Class Number Assigned:	Class Section Assigned:	Copy/Distributed:	Logged/Date:	Paper Received:	Grade Assigned/Date:
Honors Director Signature				Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date	Enrolled?

Honors Guidelines for Independently Arranged Courses of Study Directed Readings (HON 475)

GENERAL INSTRUCTIONS:

To pursue an Honors Independently Arranged Credits:

- Expect the review and approval of this proposal to take a **minimum of two weeks**. We cannot guarantee that proposals received after the first day of class will be approved prior to NAU's published "Deadline to Add" date.
- It is recommended that the student first speak with an Honors advisor or Director. This does not constitute Program approval.
- The student is responsible for making arrangements with an **NAU faculty member** to serve as a supervising instructor who will assign a final grade in the class. The Honors Director will approve final submitted grade, but not be responsible for reviewing content. Students should discuss the objective, scope and parameters of the study, the length and detail of the product, and the instructor's means of evaluation. This information should be used in the preparation of a proposal (see appropriate guidelines below), to be included with the completed Proposal form.
- The complete form (including all signatures) and proposal must be returned to the Honors Office for the Director's approval. Incomplete applications or proposals will not be considered.
- Once approved, the Honors Program will provide the student a unique class number for the course, provide departmental permission to enroll, and send email copies of the approved form to both the student and instructor, as listed. **It is the student's responsibility to enroll in the necessary class**, as this will not be done for him or her.
- If a proposal is denied, the student will be notified immediately and provided an opportunity to discuss possible changes to the proposal with the Honors Director for possible re-submission.
- Students must secure the approval of the Honors Director prior to beginning their independently arranged project.
- Any substantive changes to the project's scope or direction must be submitted to the Honors Director for approval **PRIOR** to beginning any work.

Directed Readings: HON 475

Topic and reading list defined by you and the faculty instructor. Weekly meetings (nominally 50 minutes per week per credit hour) with your mentor to discuss readings. Letter grade only.

Proposal Format:

Proposals should provide a thorough and specific documentation of the planned academic effort. This will most likely require 2 or more pages of text or detailed outline. Typed proposals must be attached to the Proposal Form and returned to the Honors Office for approval. Proposals should include the following:

- I. Thesis statement that serves as the central idea unifying the purpose of the effort.
- II. Discussion of your academic motivation.
How does this fit in with your academic goals and/or your previous coursework or experiences? What will you benefit from participation in this effort?
- III. Discussion of Related Theory or Background.
How will you relate this work to existing theories or frameworks related to this topic? Will you draw on fundamental knowledge learned in past courses? Will you seek new theoretical understanding through references or other sources of information?
- IV. Reading Plan.
List of readings with full references, including length of texts.
Describe the role of the instructor. How often will you meet and for how long? What expertise does the instructor bring to this effort? Will s/he tutor you? Will they link you with outside experts?
- V. Discussion of the final term paper. The paper must present a line of reasoning leading to a conclusion related to the thesis statement above. This must include comparisons of the information and assertions found in the readings, along with documented footnotes/bibliographies

Effort:

Effort should be commensurate with the Arizona Board of Regents rule of 3 hours of effort per week over 15 weeks (45 hours) per 1 hour of credit. Thus, for a 3 credit hour course, 135 hours of academic work is expected. Directed Reading rule-of-thumb: approximately 100 pages of reading per week per credit hour culminating in a term paper of approximately 10 pages per credit hour.

Final Grade:

Prior to receiving a final grade, a copy of the complete report/product must be provided to the Honors Program by the student. In the absence of this complete report/product, a grade of "I" will be reported.