

## Honors College

## Proposal Form for Honors 408, 466, and 490

**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
I intend to use this class in fulfillment of my <b>Honors Capstone requirements</b> (in whole or in part) and submitted my Capstone proposal in <input type="checkbox"/> Fall <input type="checkbox"/> Spring of 20____(year).	<input type="checkbox"/> YES <input type="checkbox"/> NO

**COURSE INFORMATION**

Proposed # of Credits	Course number	Course Title	Allowable # of Credits
	HON 408	Fieldwork Experience	1 to 12 hours
	HON 466	Legislative Internship	1 to 12 hours
	HON 490	Honors Senior Thesis Option	1 to 3 hours

**HON 408 Fieldwork Experience:**

Supervised field experience in an approach agency or organization. Proposals should provide a thorough and specific documentation of the planned academic effort. **Prerequisites: permission of faculty member and Honors Dean.**

**HON 466 Legislative Internship:**

Supervised internship in the Arizona Legislature. Students are selected on a competitive basis, and you must apply during the fall semester. (To be eligible, you must be a candidate for a bachelor's degree and have completed all lower-division requirements and attained senior status at the end of the fall semester preceding the internship.) Registration is handled by the Associate Provost for Academic Administration after the legislature has made its final selection. Spring only.

**HON 490 Honors Thesis**

Original undergraduate research or creative work under the supervision of a faculty adviser, culminating in a thesis. A written description of the proposed study must be approved by the instructor and the Honors College Dean before enrollment. May be repeated for up to 6 hours of credit. **Prerequisites: permission of faculty member and Honors Dean.**

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	Phone Extension 3-	Box	Department

**Honors Office Use Only**

Date Recvd:	Class Number Assigned:	Class Section Assigned:	Copy/Distributed:	Logged/Date:	Paper Received:	Grade Assigned/Date:
Honors Dean (or designee) Signature				Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date	Enroll for course?

*\*\*For guidelines on HON 408: Field Work Experience, HON 466: Legislative Internship, and HON 490: Senior Thesis, the student should speak directly with the Honors Dean.*

## Honors Guidelines for Independently Arranged Courses of Study

### Legislative Internship (HON 466) and Fieldwork Experience (HON 408) 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 Dean. This does not constitute Honors College 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 Dean 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 Dean's approval. Incomplete applications or proposals will not be considered.
- Once approved, the Honors College 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 Dean for possible re-submission.
- Students must secure the approval of the Honors Dean prior to beginning their independently arranged project.
- Any substantive changes to the project's scope or direction must be submitted to the Honors Dean for approval **PRIOR** to beginning any work.

#### HON 466 Legislative Internship:

Supervised internship in the Arizona Legislature. Students are selected on a competitive basis, and you must apply during the fall semester. (To be eligible, you must be a candidate for a bachelor's degree and have completed all lower-division requirements and attained senior status at the end of the fall semester preceding the internship.) Registration is handled by the Associate Provost for Academic Administration after the legislature has made its final selection.

#### Final Grade:

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



IV. **Affiliation Agreement:** I have checked with the Honors College about securing an affiliation agreement for my project. I spoke with \_\_\_\_\_ on \_\_\_\_\_ (date).

V. **Work Plan: Please choose ONE of the following options for your writing component and check the box next to the option. If choosing option one, please also fill out the research style questions section. If choosing option two, please describe your academic writing component in the provided box.**

1. Option One: Weekly Reflective Writing and a final paper.

- a. You will complete 10-15 weekly reflections of 250 words. Below, please make a list of 10-15 research-style questions that you would like to answer throughout your experiential learning. These questions can relate to content you will study in your experience, issues about skills and proficiencies, or any other relevant subjects that may guide your participation and reflection. Examples: "What are the demographics in the journalism field? How does this compare to the representation of minorities and women in my specific internship?"

Research Style Questions:

- b. Craft a 10-15-page final paper that synthesizes the personal observations and reflections in your journal with the following questions: How have your perceptions of the internship/volunteer organization/profession changed? How have they remained the same? What ideas, issues, and perspectives have you generated from this experience? In what ways has this experience related to and enriched your larger academic goals in your major, in Honors, or in both? What obstacles did you encounter and how did you solve these issues? What have you learned about yourself?

2. Option Two: Create your own academic writing component

- a. Using the credit requirements listed above (135 hours and 30 pages of writing for three credits), design an academic writing component that best fits with your experiential learning placement. This option is to be used when you have a project that will benefit your host site, applicable research interests, or an academic writing need that is not covered in one of the above prompts. Examples of what students did for this component:
- Created a resource manual for a local charity to guide the training of new interns
  - Created a manual for EMTs to use when interacting with patients
  - Designed a Power Point and community handout and gave presentations to the County Health Department
  - Created a documentary film for the organization
  - Wrote a case study of the police department comparing it to other units

VI. **Timeline.** Please include a timeline for your work over the course of the semester.

<b>Week</b>	<b>Work Due</b>
Example: Week One	First journal (250 words) due

VII. **Description of the evaluation method to be used by the supervising instructor.** How will you be assessed?