

## 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<br>(       ) |

**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<br>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?<br><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

### Honors Thesis (HON 490), 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 408 Fieldwork Experience:**

Supervised field experience in an approved agency or organization. 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.

- I. Summary of key objective(s) of 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. What coursework have you taken and what additional, new sources of readings or knowledge provide you with the background in theories and/or principles related to this internship?
- IV. Paper. Write a comprehensive paper (approximately 10 pages per 1 credit hour) that relates your fieldwork experiences with the background you have studied related to this fieldwork. This analysis should look at differences/similarities and or discovered complexities in the relationship between your education and your fieldwork experience. For example, does the agency or organization operate consistently with your predictions based on your education? Using the principles you learned in coursework or readings, could the organization operate more effectively?
- V. Work plan. Explain the nature of your fieldwork experience. Explain how you will continuously integrate your background knowledge with your practical day-to-day experiences. (Example: Keep a daily journal that captures observations and thoughts. Identify readings relevant to this experience with your faculty advisor in advance and read these as you progress through your fieldwork. Integrate your coursework and new readings with your journal entries to see patterns of observations).
- VI. Method of evaluation to be used by supervising faculty member.

#### **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.

#### **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 Dean of the Honors College before registering. May be repeated for up to 6 hours of credit. Due to the nature of conducting such in depth research in varied disciplines, please consult with the Honors Dean before undertaking a thesis project. Prerequisites: permission of faculty member and honors director.

#### **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. Independent study general rule: the final report length should be approximately 10-15 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 College by the student. In the absence of this complete report/product, a grade of "I" will be reported.