

Honors College

Proposal Form for HON 485 or HON 497

STUDENT INFORMATION

Name		NAU 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 (see reverse).

Student Signature	Date
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COURSE INFORMATION

Proposed # of Units	Course Number	Course Title	Allowable # of Units
	HON 485	Undergraduate Research	1 to 6 units
	HON 497	Independent Study	1 to 6 units

Undergraduate Research: HON 485

Working with a faculty mentor, original knowledge or new methods for application of existing knowledge will be discovered and documented. Final report required. May not exceed 6 units. Letter grade only.

Independent Study: HON 497

Individual approach to selected topics by guided reading and critical evaluation. Plan to be developed with the faculty instructor. Work should result in a final report. May be repeated for up to 6 units. Letter grade only.

Proposed Title of Project		
Enrolling for Term	Expected Completion Term	I intend to use these credits in partial fulfillment of my Honors Capstone requirements. <input type="checkbox"/> YES <input type="checkbox"/> NO

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 Dean Signature				Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date	Enrolled?

Honors Guidelines for Independently Arranged Courses of Study Undergraduate Research (HON 485) or Independent Study (HON 497)

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 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.

Undergraduate Research: HON 485

Working with a faculty mentor, original knowledge or new methods for application of existing knowledge will be discovered and documented. Final report required. May not exceed 6 units. Letter grade only.

Independent Study: HON 497

Individual approach to selected topics by guided reading and critical evaluation plan to be developed with the faculty instructor. Work should result in a final report. May be repeated for up to 6 units. Letter grade only.

Independent Study or Undergraduate Research 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 must include the following:

- I. Summary of key objective(s) of effort.
- II. Discussion of the student's 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.
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. Outline of work plan.
Discussion of methodologies. Explain how you plan to do the work. Will you run experiments? Perform research in the library or elsewhere? Interview people? Give sufficient details (typically 1-2 paragraphs).
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?
Provide a list of references. This does not need to be complete, but should reflect the types of sources of information you will draw on for the project. This may include books, people, or other sources of knowledge.
- V. Description of the final project. Include scope of product, length, and format.
- VI. Description of the evaluation method to be used by the supervising instructor.

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 unit. Thus, for a 3 unit course, 135 hours of academic work is expected. Independent study general workload rule: the final report length should be approximately 10-15 pages per unit.

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.

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