

## Guidelines for Honors 312 Contracts

### Description of Honors 312

HONR 312: Honors Research/Creative Project may be interpreted in one of three ways: students may take a research or creative project that was initiated in a previous academic course and expand upon it under the guidance of a faculty mentor, a student may begin independent/guided research on a new project with the intent to continue beyond the credited semester, or students may take HONR 312 concurrently with another course in which they are enrolled and work with the instructor of that course to complete an additional assignment. Students must select and successfully complete the initial terms/ proposal of the Honors 312 contract by the end of the previous semester in order to be enrolled in the course.

The Honors 312 project should add an academic dimension by introducing new material or by allowing the student to go into greater depth than normally required in a course. *The Student-Mentor Agreement* should make clear how this work exceeds regular course requirements or (if not connected to a course) the details of the independent research project. Since a faculty member must supervise the Honors 312 project, students should select faculty who have the time to oversee their projects to completion.

### Time Involved

Students should expect to spend approximately 45 hours of work during the semester to complete their Honors 312 contracts. Faculty should expect to add individual student supervision meetings and any necessary lab time to their current semester workload.

### Scholarship Criteria

Use the following criteria to develop an assignment or a project that accomplishes the mission of the Honors Program. Use this contract to articulate clearly how the project and/or assignment meet these criteria. For written assignments, Honors contracts typically require an additional 5-10 pages of work completed outside of the assigned workload for the contracted course. As an Honors course, according to the National Collegiate Honors Council, your HONR 312 project should exhibit elements of the following modes of learning:

- **Critical Thinking and Breadth of Inquiry:** Classes present students with alternative, conflicting, or multiple modes of inquiry that produce enduring questions. Coursework often includes integrative, interdisciplinary learning.
- **The Scholarship of Discovery:** Research can be highly focused and often discipline-oriented, including an emphasis on research writing in the humanities and social sciences, data analysis in the social science and STEM disciplines, and experimentation and data collection in the natural sciences and/or STEM disciplines.
- **Creative Scholarship:** Scholarship can be highly focused on a particular medium or artistic expression, but it can also be just as likely that creative scholarship advances the arts across the curriculum.
- **Civic Engagement and Leadership:** Courses might include off-campus community oriented projects and/or voluntary or philanthropic leadership experiences.
- **Experiential Learning:** Experiential Learning is usually supervised and includes practical engagement, but it can also include study abroad opportunities that are self-guided.
- **Learning Communities:** Learning communities are comprised of students and faculty members who voluntarily engage in a learning cohort to foster thinking, growth, and further inquiry.

## **Presentations**

Students are expected to present their research/creative projects in a public forum, such as a local, regional or national conference. Students also have the option to present at the Honors College Research Night. This event usually is scheduled in Week 15 and allows students to present their work to a small audience of peers and faculty mentors. In the case of performance pieces, a public performance or recital fulfills the requirements of presentation. Students traveling to conferences where they present 312 research can apply for Honors Program travel grants. Preference will be given to Honors conferences and those at the regional or national level.

## **When is the Honors 312 Contract Complete?**

The HONR 312 contract is complete when the instructor is satisfied that the student has successfully completed all of the predetermined terms of the contract by the due date. An evaluation form is sent to the course instructor at the end of the semester and must be signed by the instructor before being returned to the Honors Office. Only then is the contract complete.

## **Grading**

Students are assigned grades for this one credit course on a Pass/Fail basis. Honors students must satisfactorily complete the terms of contracted course during the semester that credit is earned. Students must submit a copy of their final project/paper to the Honors College no later than the last Friday of the semester.

**Final applications with appropriate signatures must be submitted to:**

**Dr. Andrew Martino, Dean**

**Honors College**

**Salisbury University**

## Honors 312: Research/Creative Project Contract Application

### INSTRUCTIONS

This application and all supporting material must be submitted to the Dean of the Honors College by the end of the semester prior to your enrollment in the HONR 312 class.

In addition to this application, you must include:

- A 1-2 page typed description of the proposed project which includes your topic and a timeline for completion. This proposal must include:
  - Your specific research question(s) and/or focus of project
  - Outline of your intended methods for completing HONR 312
  - Brief literature review and/or rationale supporting your project (1-2 paragraphs)
  - A timeline for completion of your project
- A copy of the course syllabus (if taken in conjunction with an existing course).

Once you have submitted this form and your contract is approved, you **MUST** complete your Honors 312 project. If you have not completed it by the end of the semester, you have two options: 1) withdraw from the course completely, or 2) Ask your instructor for an Incomplete and finish the project as soon as possible. Please check to indicate that you agree to these terms.

### STUDENT INFORMATION

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Email \_\_\_\_\_ Major \_\_\_\_\_

### PROJECT DETAILS

Is your HONR 312 connected to previous or current course? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete the following Course Information:

Dept. \_\_\_\_\_ Course# \_\_\_\_\_ Section# \_\_\_\_\_ Credit(s) \_\_\_\_\_  
Course Title \_\_\_\_\_

\_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year \_\_\_\_\_

Does your HONR 312 project involve human or animal subjects? (ex: are you planning to conduct surveys, interviews, observations?) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, you need to consider an IRB application. Please visit their website for more information:

<https://www.salisbury.edu/administration/academic-affairs/graduate-studies-and-research/sponsored-programs/irb/index.aspx>

I expect my project will continue over multiple semesters: Yes \_\_\_\_\_ No \_\_\_\_\_

Please list the element(s) of an Honors Course you think are met with your HONR 312 project. Elements are outlined on the "Guidelines for Honors 312 Contracts" document.

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**STUDENT-MENTOR AGREEMENT**

I, the undersigned student, will undertake the attached described project. Its main argument and aims are described in the Project Proposal. If revisions in substance, argument, or approach seem to be needed as the project progresses, I will consult my mentor before making such changes.

Knowing that the key to successful completion is clear and timely communication about the results of my project between me and my mentor to the HONR 312 class director, I agree to provide my mentor with an outline or draft of my work on the following date(s).

<b>Project Stage</b>	<b>Date to be Submitted</b>
1. _____	_____
2. _____	_____
3. _____	_____

The draft of my project (for evaluation and revisions) will be given to my mentor on the following date:  
\_\_\_\_\_

A final version of my project will be given to my mentor on the following date: \_\_\_\_\_

A final version of my project will be given to the Honors College on the following date: \_\_\_\_\_

I will present my project in the following venue: \_\_\_\_\_

**APPROVAL SIGNATURES**

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Mentor Name (Please Print)

\_\_\_\_\_  
Mentor Signature and Date

\_\_\_\_\_  
Honors Program Director Name (Please Print)

\_\_\_\_\_  
Honors Program Director Signature and Date

\_\_\_\_\_  
Honors College Dean Name (Please Print)

\_\_\_\_\_  
Honors College Dean Signature and Date