

University of Wisconsin-Milwaukee
Honors College

Honors Tutorial/Independent Study Proposal Guidelines

Honors Tutorial 685 (1-3H cr)*
Independent Study, Dept-699 or equivalent

Please type or print neatly.	
Name of Student _____	Today's Date _____
Student ID # _____	Email _____
College/School _____	Major _____
Department and Course Number _____	Credits to be Earned _____
Semester/Year to Enroll _____	Credits to be applied to major? <input type="checkbox"/> YES <input type="checkbox"/> NO
I have met with both The Honors College Director and my faculty supervisor to review the Honors Tutorial/Independent Study proposal process and requirements.	
Honors College Director Signature _____	Date _____
Faculty Supervisor Signature _____	Date _____
Faculty Supervisor Name _____	

WHAT IS A HONORS TUTORIAL?

Completing an Honors tutorial or an independent study can be a rewarding academic experience. With approval from the Honors College, students can propose an independent course study completed through their academic department or under the supervision of an Honors faculty supervisor. Before you can register for one of these courses, however, you must define the course's aims and content in a formal proposal. Therefore, you must begin preparing several weeks before you enroll in the course. **The draft proposal must be completed by April 1 for fall semester and November 1 for spring semester. The final draft and signature sheet must be completed by May 15 for fall semester and December 15 for spring semester.**

DEVELOP YOUR PROPOSAL

- 1. Choose your topic.** Choose something that will sustain your interest for a whole semester. Remember that your topic must be focused and flexible. Do not be too ambitious. Try to address broad issues through specific questions and a workable number of texts.

- 2. Select a faculty supervisor.** Faculty members supervise independent student work on a voluntary basis, but many will be pleased to assist a serious student with a course topic pertaining to their field of study or interest. A faculty member is most likely to participate if 1) s/he is familiar with the student's work and 2) the student wants to study a subject of expertise or interest for the faculty member.

The faculty supervisor's role. The faculty supervisor advises and guides you, monitors your progress, evaluates your performance, and assigns your grade. Therefore, when you have settled on a topic, meet with potential faculty supervisors to discuss your project. Once you have selected a supervisor, set up a meeting to discuss the reading list, focus the study, and agree on the course requirements. The faculty member will help you determine a sufficient amount of work for the credits to be earned. Clarify the mutual responsibilities. You both must agree on the scope, length, and format of your work, the frequency of advising sessions, and a timetable for completion.

3. Prepare a proposal. Next, prepare a one- to two-page proposal that outlines your study's purpose and scope as well as the course requirements. (Consider course descriptions in the *Honors Course Book* as reasonable models.) The proposal will help your supervisor understand the nature of your project and provide criteria for her/his evaluation of your work. In short, your proposal is a mutually-agreed-upon contract for the semester's work. Do not treat this stage of preparation lightly. Your study's success ultimately depends on the quality of your proposal.

- A. Describe the purpose of your study.** What am I investigating or testing? How will exploring this question contribute to my educational growth and goals? Is the topic sufficiently narrow that it can be completed in the time proposed? Why am I doing this as independent study? (The last is especially important because independent study topics should not include topics offered in regular classes.)
- B. Create a list of reading or reference works.** Include full bibliographical data on books, films, journals. Your supervisor will suggest primary and secondary sources and advise you on the acceptable format (MLA, Chicago Style, APA, etc.).
- C. Determine the schedule for your independent study.** Set up a schedule with your supervisor, similar to a class syllabus, to determine reading due dates, the length and frequency of meetings, deadlines for the course assignments, and criteria for determining your grade.
- D. Describe the products you will generate.** Clearly indicate the length and nature of the assignments (journals, formal papers, experiments, etc.).

NEXT STEPS

- 4. Turn a hard copy of your draft proposal into the Honors House Room 154 and email a copy to the Honors College Director for review.** Build enough time into the proposal writing process for revision. **The draft proposal must be completed by April 1 for fall semester and November 1 for spring semester.**
- 5. Complete signature form. Be sure to attach it to your final proposal.** Once the Honors College Director has approved your proposal you will receive a signature form to complete. The signature form must be signed by you, your faculty supervisor, various people from the degree-granting department, and the Honors College Director. **The deadline for completing and turning in the signature form is December 15 for the spring semester and May 15 for the fall semester.**
- 6. Register for the course.** After the final proposal is approved, the Honors College will register you for Honors 685, if relevant. However, if you are completing a departmental independent study you should follow that department's registration procedures.
- 7. Turn in your final product(s) no later than one week before the end of semester classes.** Turn in a copy to both your faculty supervisor and to Honors College Room 154.

COMMENTS/NOTES

To be completed by Front Office:

Date Received _____ Initials _____ Added to tracking sheet

To be completed by advisor:

Advisor Initials _____ GPA _____

CUM Credits _____ ADV Credits _____ IP Credits _____ Total Honors Credits _____

HON 200 Credits _____ UL Credits _____ Non-Sem Credits _____