

University of Wisconsin-Milwaukee
Honors College
Research in Honors Proposal Guidelines

Research in Honors 686: 3H or 6H credits

(Students who complete 6H credits will be awarded the "Honors with Distinction" degree designation)

Prerequisite: Junior status; 9H credits

Please type or print neatly.

Name of Student _____ Today's Date _____

Student ID # _____ Email _____

College/School _____ Major _____

Semester/Year to Enroll _____ Credits to be applied to major? YES NO

I have met with both The Honors College Director and my faculty supervisor to review the Research in Honors proposal process and requirements.

Honors College Director Signature _____ Date _____

Faculty Supervisor Signature _____ Date _____

Print Faculty Supervisor Name _____

WHAT IS A HONORS RESEARCH PROPOSAL?

Research in Honors can be a rewarding academic experience. Students assist a faculty member with research and then design and complete an original and major research project under the supervision of a faculty advisor. Before you can be enrolled in this course, however, you must define the research project and the role you will play in a formal proposal. Therefore, you must begin preparing several months in advance. **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. Select the research project you wish to work on.** Select a research project in your major field based on both the researcher and the topic. Usually undergraduate students do research with faculty whom they know from their classes, professional societies, or departmental advising.
- 2. Select a faculty supervisor.** Faculty researchers take on undergraduate assistants on a voluntary basis, but many will be pleased to work with a serious student, often one whose work they know.

The faculty supervisor's role: The faculty supervisor oversees the project, which may also involve graduate students as well as other undergraduates. The faculty supervisor should explain the project, provide research guidelines and expectations, monitor your progress, evaluate your performance, and assign your grade. Once you have selected a project, set up a meeting with the faculty supervisor to prepare the Research in Honors proposal, discuss responsibilities and expectations, and agree on the

course requirements. S/he will help you determine what is a sufficient amount of work for the credits earned.

3. Prepare a proposal. Next, prepare a one- to two-page proposal that provides both an overview of the research project (written by the faculty supervisor) and your expectations (written by you). This proposal is your opportunity to determine what specific things you want to learn or research experiences you most need. Do not treat this stage of preparation lightly. Be sure to clarify the mutual responsibilities. You both must agree on your research responsibilities, the methods for reporting your findings, the frequency of your meetings, and the expectations for the semester. The success of your experience ultimately depends on the quality of the proposal.

A. Research Proposal (To be completed by faculty supervisor in collaboration with the student)

- Describe the research project, including problems to be investigated; the nature of library research, experimentation, or fieldwork to be undertaken; and a tentative timetable for completion of project.
- Outline the student's week-to-week responsibilities (read books, consult journals, conduct interviews, perform experiments, etc.).
- Indicate how the student will be evaluated.
- Describe the expected product (weekly journal, periodic short reports, final paper or summary) of the student's research activities.

B. Research Proposal (To be completed by the student)

- Define your personal goals in working on this project. Why do you want to do this research and what do you expect to gain from it? Think about what you need to know and do to strengthen your candidacy for graduate school or a professional career. (The research director should be able to help you define your goals).

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 686.

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.

LIBRARY PRIVILEGES

Working on a non-seminar entitles you to graduate student borrowing privileges at the Golda Meir Library. You may take out a maximum of 50 books and keep them for a whole semester. (To avoid overdue notices, be sure to inform the circulation assistant that you have these privileges.

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 _____

