

## SPRING SEMESTER- JUNIOR YEAR

- I. Submit a proposal, prepared in consultation with your mentor, via email ([eick@msmary.edu](mailto:eick@msmary.edu)) by **February 17<sup>th</sup>, 2012**

This proposal is a 2-4 page report that includes:

- .Name of faculty mentor
- .Title
- .2-4 paragraph of proposed topic
- .Brief outline of research plan
- .Summer reading list

If your proposal deals with human participants or animals, you must submit a proposal to the institutional review board for approval **prior to beginning your study**. You can find the necessary materials at <http://irb.robertkeefe.us> .

Your proposal will be reviewed and evaluated by the honors committee according to the following criteria.

Green Light: The proposal is given a green light if it is acceptable. To be acceptable, a proposal must convince the committee that the project is worthy of investigation, can be brought to completion within the allotted time, and that it respects the mission of our university.

Yellow Light: The proposal is given a yellow light if one of the above criteria is not met.

Red Light: The proposal is given a red light if two or more criteria are not met.

- II. Should you receive a **yellow or red light** for your proposal, you will have the **opportunity to revise** it according to the committee's feedback **and to resubmit** via email ([eick@msmary.edu](mailto:eick@msmary.edu)) by **April 2<sup>nd</sup>, 2012**.

## FALL SEMESTER- SENIOR YEAR

You must be enrolled in HP470 (1 credit) (see "important note" below)

- I. **An Initial Progress Report** is due via email ([eick@msmary.edu](mailto:eick@msmary.edu)) by **Friday, September 7<sup>th</sup>, 2012**

This progress report is 3-5 pages long and includes:

- Title of Project
- Abstract/ Summary of your project
- 2-3 page Introduction to your paper
- A detailed plan of action in outline format for the fall semester
- A literature review

Your progress report will be reviewed and evaluated by the honors committee according to the following criteria.

Green Light: The progress report is given a green light if it is acceptable. To be acceptable, a clearly written abstract or summary, an introduction, and a literature review must be included, as well as a bullet point outline of plan of action for the fall semester.

Yellow Light: The proposal is given a yellow light if one of the above criteria is not met.

Red Light: The proposal is given a red light if two or more criteria are not met.

**\*\*Important Notes:**

- You should be registered for a 1 credit pass/fail senior honors project course (HP 470 A) during the 2012 fall semester. You will not be charged for the 1 credit course if it puts you over the 16-credit limit. The grade for this course will be recorded by the honors director in consultation with your mentor.
- If you decide to withdraw from the honors program during the fall semester, you are also expected to withdraw from the 1 credit course, HP470, no later than *Friday, November 2, 2012*.
- Failure to withdraw by this deadline will result in an "F" for HP470 unless you meet the following conditions:
  1. You submit a Final Progress Report (see below) by the Dec. 3rd deadline and it must receive a green or yellow light following the Honors Committee Review.
  2. Your mentor submits a letter of support indicating that the quality and quantity of work that you have completed during the semester is sufficient.

**II. A Final Progress Report is due via email by Friday, December 3<sup>rd</sup>, 2012**

Your final progress report should have three sections:

- A brief abstract or executive summary of your project (this abstract should be **no more than 200 words**)
- A rough draft (in a term paper form) of work you have completed to date. This should include a complete draft of your introduction.
- A detailed outline of work remaining to be completed on your project during the spring semester.

- If additional research/experimentation will occur during the spring semester, then you must include a detailed timeline for the completion of your project for presentation to the University Community by April 2012 during the SPARC Festival.

. **Your mentor must also email me a “letter of confidence”** (a Microsoft Word Document) indicating that the quality/quantity of work that you have completed to date is satisfactory and that he/she believes you show enough promise to produce a senior honors project worthy for presentation in the spring during the SPARC Festival.

Your report and your mentor’s letter will be reviewed by the honors committee, and the committee will determine whether your project should proceed to the spring semester. **You will receive an email from me before the end of fall semester finals week with the committee’s decision.** Because every situation is unique, each progress report will be different. **On average, these reports exceed 10 pages in length, but there is no page requirement here.** Some students may be close to completing their projects, thus their reports will be significantly longer. Others may not be as close to finishing. If you have not yet completed the majority of your research, you must then convince the honors committee that you will make progress over the winter months to complete your research.

## **SPRING SEMESTER- SENIOR YEAR**

You must be enrolled in HP471 (3 credit) during the spring 2013 semester (see “important notes” below). You will not be charged for the 3 credit course if it puts you over the 16-credit limit. The grade for this course will be recorded by the honors director in consultation with the student’s mentor and a representative from the honors committee.

### **Celebration of Academic Excellence / SPARC festival**

(April 23-25, 2013)

During this Celebration of Academic Excellence all honors students will present their senior honors project research to the Mount St. Mary’s community. The presentation will be 30 minutes in length followed by a 5 minute question and answer session. A podium, PowerPoint projector and screen will be available for your presentation.

During the Senior Honors Banquet scheduled for **Friday April 26<sup>th</sup>, 2013 from 5:30 – 8:00 PM**, we will celebrate your success! The graduating seniors will receive their certificates for completing the honors program and their medals to be worn at graduation.

Your **final paper must be submitted** as a pdf format by 4 pm on **Friday, April 26<sup>th</sup> 2013**.

#### **\*\*Important Notes:**

- Your mentor may select an earlier date for his/her review of your final paper.
- Email your paper to eick@msmary.edu no later than 4 pm on April 27<sup>th</sup>. Papers received after this deadline will be considered late. Late papers will result in a **10% deduction of the overall HP471 Grade.**