

## **HONR 3999H: Thesis Prospectus**

**Tuesdays, noon-12:50pm**

**Fridays, 10:00-10:50pm**

**Fridays, 3:00-3:50pm**

**MS Teams**

Mr. Ron Hickerson	Office hours:	by appointment
Office: Quad Wall 105	Email address:	rhickers@augusta.edu

### **Required Textbooks and Supplies**

None, but you must go to D2L and access all necessary information and forms. You must also access electronic copies of approved proposals and prospectuses.

### **HONR 3999H Course Description and Outcomes**

Thesis Prospectus is a directed project wherein students work closely with an honors adviser, usually in their major department, to develop an acceptable honors thesis prospectus.

You are expected to have completed the following before beginning HONR 3999H:

- Selection of a research topic of suitable scope and academic rigor;
- Selection of an adviser and an in-field reader, both of whom will have expertise in your chosen area of research and either prior knowledge of thesis project procedures or the willingness to learn them; and
- Completion, approval and evaluation of a project proposal.

The outcome of HONR 3999H is that you will meet the following goals:

- Write a prospectus (usually about 6-10 pages) that provides detailed answers to three main questions that you briefly answered in HONR 2999H:
  - **What** is your project?
  - **Why** are you pursuing this project?
  - **How** will you carry out this project?
- Include in your prospectus three other elements that will help you plan for your thesis:
  - A **list of works** that you have either already consulted or plan to consult
  - A **glossary** that includes explanations or definitions of terms likely to be unfamiliar to readers outside your academic discipline
  - A **calendar or timeline** for work on the proposed thesis
- Complete a brief but formal presentation of the proposal to your thesis panel before the end of the semester; and
- Earn approval of the prospectus by all members of the honors thesis panel as well as the honors program director and either the chair of the department to which the adviser belongs or the student's major department's chair.

The honors program (HP) has adopted three core goals for our students to achieve: **Knowledge**, **Communication**, and **Professionalism**. You will achieve these goals in the following ways:

- **Knowledge**
  - Develop research and creative skills as applicable to your chosen project
  - Use and understand terminology related to your project and the larger academic discipline
  - Learn documentation style applicable to your discipline
  - Use appropriate technology for scheduling meetings, distributing paperwork and placing events on calendars
- **Communication**
  - Write formal emails pertaining to your thesis project to relevant faculty and staff
  - Draft, revise and edit a prospectus for research, scholarship or creative activity
  - Present a focused and well organized description of your prospectus

- **Professionalism**

- Adhere to deadlines set by the course instructor and your thesis panel
- Provide regular updates to panel members and course instructor, especially regarding any changes to your schedule
- Participate fully and in a respectful manner in class discussions, to include using your camera appropriately, attending from a location that permits clear communication and refraining from any distracting behaviors.

### **Attendance and Timely Progress**

This class meets once a week through the week of October 20-24 for one academic hour. During meeting times, you will do numerous activities that include the following:

- Discuss your project with the course instructor and other students;
- Consult previously approved prospectuses and prospectus presentations;
- Collaborate with the course instructor to plan the progress of your prospectus; and
- Share your work in progress with other students and the course instructor.

All class meetings are online on MS Teams. Discussion is better and more efficient when we can see one another, so please exercise the following courtesies while we are meeting:

- You must use your camera and consistently stay within the frame. You will be granted one excused “no camera day” for technical issues, but you are responsible for getting your camera fixed or using another device.
- Meet from a place where you can speak aloud without distractions to yourself and others in the virtual classroom.
  - Bad locations include a public space in a library, a car that you are driving or an active lab.
  - Good locations include a quiet study room, a parked car, your room or apartment or a secluded place outdoors.
- Do not conduct other conversations while class is in session.

You must attend all scheduled meetings. Should you miss a meeting, you must make up work outside of class and meet with the course instructor. If you want to do well and finish on time, you must keep up on your weekly tasks.

Students who miss multiple classes without valid excuses are subject to a penalty of one letter grade (see **Grades**). This potential penalty is in place for two reasons:

- Much of the work in this course is cooperative. Students who fail to attend are therefore not doing their fair share.
- We will discuss during class the best ways to complete all work successfully and on time. Students who miss class will therefore either not get this information or will force the instructor to repeat it.

### **Grades**

To complete the course, you must submit the following documents to the HP director by no later than 4pm on December 1:

- The completed prospectus, as either a Word document (preferred) or a PDF
- The prospectus approval form and cover sheet, with all signatures

You can find all forms you need to complete HONR 3999H: Prospectus on our D2L page. **Do not access forms from any other source.**

The grade for HONR 3999H is determined by your thesis panel and recorded by the HP director. The HP director may adjust the recommended grade by one letter for those who have unexcused absences or who consistently fail to meet deadlines.

You may apply for a grade of IP (In-Progress) if your proposal is not completed and approved by M December 1. If you do not apply or your application is denied, you will receive an F.

### Calendar:

- This calendar might change depending upon your progress and the progress of the group. I will contact you regarding any changes to the calendar.
- You must meet **in person** with a Center for Writing Excellence consultant no later than the week of October 20-24. You will need to make an appointment on their website. The CWE will send us confirmation of your attendance.

Week	Date	Class activity	Notes
1	Aug. 11-15	Discuss HONR 3999H: Prospectus timeline and materials	<b>Due:</b> Request two or more approved prospectuses by F Aug. 15
2	Aug. 18-22	Discuss models of approved prospectuses	<b>Due:</b> Read two approved prospectuses <b>before</b> class meeting
3	Aug. 25-29	Presentation from the Center for Writing Excellence (Topic: Writing a Literature Review)	
4	Sep. 1-5	Meet with HONR 4000H: Thesis students (Topic: Planning and writing the prospectus & thesis)	<b>Due by F September 5:</b> <ul style="list-style-type: none"> <li>• Brief progress update #1 to all members of your panel</li> <li>• All <b>Project Proposal paperwork</b> or <b>course withdrawal form</b> (<i>only for those carrying an I/IP grade in HONR 2999H</i>)</li> </ul>
5	Sep. 8-12	In-class work on/discussion of prospectus	<b>Due in class:</b> Draft of prospectus ( <b>at least 2 pages</b> , may include material written for the proposal)
6	Sep. 15-19	Mentor HONR 2999H: Project Proposal students <ul style="list-style-type: none"> <li>• Topic: Planning and writing the project proposal and prospectus</li> <li>• Time[s] TBD</li> </ul>	
7	Sep. 22-26	In-class work on/discussion of prospectus	<b>Due in class:</b> Draft of prospectus ( <b>at least 4 pages</b> , may include material written for the proposal)
8	Sep. 29-Oct. 3	Discuss final panel meeting and sample presentations	<b>Due by F Oct. 3:</b> Brief progress update #2 to all members of your panel
9	Oct. 6-10	<b>No Class</b> —Fall Pause/Priority registration	<b>Note:</b> Last Day to Receive a W is <b>M October 6</b>
10	Oct. 13-17	In-class work on/discussion of prospectus	<b>Due:</b> Edited draft of prospectus ( <b>at least 6 pages</b> )
11	Oct. 20-24	Practice final presentations	<b>Last regular class meeting</b> <b>Due:</b> Verification of attendance from CWE, dated no later than <b>F October 24</b>
12-16	Oct. 27-Dec. 1	<b>Important due dates:</b> <ul style="list-style-type: none"> <li>• Complete draft of <b>prospectus</b> due to adviser by <b>F October 31</b></li> <li>• Complete draft of <b>prospectus</b> due to in-field reader by <b>F November 7</b></li> <li>• Complete draft of <b>prospectus</b> and <b>meeting poll</b> due to full panel by <b>November 14</b></li> <li>• Schedule <b>full panel meeting</b> to present and review complete prospectus for no later than <b>F November 21</b> so you will have time to make revisions if necessary</li> <li>• <b>Due: Completed prospectus</b> and <b>prospectus approval form</b> by 4pm on <b>M December 1</b></li> </ul>	

### Important dates

Week	Date due	What is due?
<b>4</b>	F Sep. 5	Brief progress update #1 to all members of your panel All <b>Project Proposal paperwork</b> or <b>course withdrawal form</b> ( <i>only for those carrying an I/IP grade in HONR 2999H</i> )
<b>5</b>	Sep. 8-12	<b>2 pages of draft in progress</b> due in class
<b>7</b>	Sep. 22-26	<b>4 pages of draft in progress</b> due in class
<b>8</b>	F Oct. 3	Brief progress update #2 to all members of your panel
<b>9</b>	M Oct. 6	Last Day to Receive a W
<b>10</b>	Oct. 13-17	<b>6 pages of draft in progress</b> due in class
<b>11</b>	Oct. 20-24	<b>Last regular class meeting</b>
<b>11</b>	F Oct. 24	Verification of attendance from CWE
<b>12</b>	F Oct. 31	Complete draft of <b>prospectus</b> due to your adviser
<b>13</b>	F Nov. 7	Complete draft of <b>prospectus</b> due to your in-field reader
<b>14</b>	F Nov. 14	Complete draft of <b>prospectus</b> to your full panel
<b>15</b>	T Nov. 21	Deadline for <b>full panel meeting</b> to present and review complete prospectus
<b>16</b>	M Dec. 1	Completed <b>prospectus</b> and <b>prospectus cover sheet and approval form</b> by 4pm