

HONR 2999H: Honors Project Proposal

Thursdays, 3:00-3:50pm

Fridays, noon-12:50pm

Fridays, 1:00-1:50pm

MS Teams

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HONR 2999H: Honors Project Proposal Course Description

HONR 2999H is a mentored project wherein you will work closely with honors program leadership and a three-member panel to develop a suitable topic for an honors thesis and compose a thesis proposal that describes the project to be undertaken, the academic or creative significance of the project and the methods and procedures to be followed. All members of the panel must approve this proposal before you may begin HONR 3999H: Prospectus.

Honors 2999H Course Outcomes

The expected outcome of HONR 2999H is that you will meet the following goals:

- Select an adviser and an in-field reader, both of whom are affiliated with Augusta University, have expertise in your chosen area(s) of research, scholarship or creative activity and either prior knowledge of thesis and prospectus procedures or the willingness to learn them
- Work with adviser to select a thesis topic of suitable scope and rigor
- Create a proposal that outlines the project, its purpose and how it will be conducted
- Complete a brief presentation of the proposal to your faculty panel
- Earn approval of the proposal by all members of the faculty panel and the honors program director
- Learn and use basic technologies such as DocuSign, Outlook calendar and Doodle poll

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**
 - Learn basic research and creative skills as applicable to your chosen project
 - Learn basic terminology related to your project and the larger academic discipline
 - Learn to 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 proposal for research, scholarship or creative activity
 - Present a focused and well organized description of your proposed project
- **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 proposed project with the course instructor and other students
- Consult previously approved proposals and proposal presentations
- Collaborate with the course instructor to plan the progress of your project proposal; and
- Share work in progress with the course instructor and other students

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 both of the following documents to the HP director by no later than 4pm on M December 1:

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

You can find all forms you need to complete HONR 2999H: Project Proposal on our D2L page. **Do not access forms from any other source.**

The grade for HONR 2999H is determined by your panel and recorded by the HP director. The HP director may adjust the grade the panel recommends by one letter for those who have multiple 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 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 events beyond the instructor’s control. You will be contacted 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 2999H: Project Proposal timeline and materials Discuss potential projects	
2	Aug. 18-22	Meet with HPSA Research Committee members (Topic: Getting your panel and topic)	
3	Aug. 25-29	Discuss helpful technology: Doodle, DocuSign and Outlook Calendar	
4	Sep. 1-5	Presentation from the Center for Writing Excellence (Topic: The CARS Model)	Due: Request two or more approved project proposals by F Sep. 5
5	Sep. 8-12	Discuss model project proposals	Due: <ul style="list-style-type: none"> • Read two or more approved proposals to serve as models before class meeting • Completed thesis panel form by F Sep. 12
6	Sep. 15-19	Meet with HONR 3999H: Prospectus students (Topic: Planning & writing the project proposal)	
7	Sep. 22-26	In-class work on/discussion of project proposals	Due: Complete draft of project proposal in class
8	Sep. 29-Oct. 3	Discuss final panel meeting and sample presentations	
9	Oct. 6-10	No Class —Fall Pause/Priority registration	Note: Last Day to Receive a W is M October 6
10	Oct. 13-17	In-class work on/discussion of project proposals	Due: Complete, revised draft of project proposal
11	Oct. 20-24	Practice final presentations	Last regular class meeting Due: Verification of attendance from CWE, dated no later than F October 24
12-16	Oct. 27-Dec. 1	Important due dates: <ul style="list-style-type: none"> • Complete draft of project proposal due to adviser by F October 31 • Complete draft of project proposal to in-field reader by F November 7 • Complete draft of project proposal and meeting poll due to full panel by F November 14 • Schedule full panel meeting to present and review complete project proposal for no later than F November 21 so you will have time to make revisions if necessary • Completed project proposal and project proposal approval form by 4pm on M December 1 	

Important dates

Week	Date due	What is due?
5	F Sep. 12	Completed thesis panel form
7	Sep. 22-26	Complete draft of project proposal
9	M Oct. 6	Last Day to Receive a W
10	Oct. 13-17	Complete, revised draft of project proposal
11	Oct. 20-24	Last regular class meeting
11	F Oct. 24	Verification of attendance from CWE
12	F Oct. 31	Complete draft of project proposal due to your adviser
13	F Nov. 7	Complete draft of project proposal due to your in-field reader
14	F Nov. 14	Complete draft of project proposal to your full panel
15	F Nov. 21	Deadline for full panel meeting to present and review complete proposal
16	M Dec. 1	Completed project proposal and project proposal cover sheet and approval form by 4pm