



Honors Project Advisor Role/Responsibilities:

Agreeing to be an advisor for a student's Honors Senior Research Project/ Creative Endeavor means agreeing to the following responsibilities:

- ❑ **Help the student select a suitable and focused project.** Many times students have a large topic that needs to be narrowed down and tailored. Others have an area in which they are passionate about but need direction as to a specific focus. Others yet are not sure what topics “have already been done” and which topics would be “new territory.” And some students select a topic that can in no way be done due to its vastness, monies needed, and/or hours they have available to commit to the research. The project needs to be one that an undergraduate can reasonably complete, while taking a full load of other undergraduate courses.
- ❑ **Carefully review the Honors Senior Research Project Packet in its entirety.** The student will bring you a copy of this packet to your first scheduled meeting. Be sure to review all documents so that the two of you have a thorough understanding of what is expected throughout the process.
- ❑ **Assist the student in developing his/her proposal.** We have provided the student with guidelines that serve as a talking point for the advisor and advisee to shape the direction of the Honors Senior Research Project, its components, and how to evaluate the end result. The proposal will detail where and how often the advisor and advisee will meet, as well as define the advisor's role. The proposal will also include a timeline of specific deadlines for each stage of the project.
- ❑ **Determine when, where, and how often you will meet:** Some advisors/advisees will meet daily, some weekly, and some just twice a month. The nature of your student's project will determine how often you should meet. A student is not to disappear once their proposal is signed and then reappear once the project is finished. *The dates and times of your planned meetings must be included in the student's proposal.* A guest meal card is available in the Honors Office should you wish to have a meeting over breakfast, lunch, or dinner in one of the CMU Dining Commons.
- ❑ **Develop specific criteria for evaluating the end result of the student's Honors Senior Research Project.** Please refer to the Honors Senior Research Project/Creative Endeavor Evaluation form. Some criteria are listed but feel free to add additional expectations with which you will grade the project. These criteria should be specific and included in the student's project proposal. Be sure to clearly communicate to the student your expectations of the project in terms of quality. Remember the amount of work they put into their project should be the equivalent of 3 credit hours worth of work and they will receive a letter grade on their transcript. The end result should be such that it could be presented at a professional conference or published in a professional journal. Some students select a project that can be completed in the course of one semester; others need two semesters or even two years to carry out their plans.
- ❑ **Sign off on the final draft of their project proposal.** A proposal, written by the student, and approved by you, must be submitted to the Honors Program Office at least **two** semesters before the student plans to graduate (not counting summers as semesters). The Director of Honors will

review the proposal, give their signature of approval, and then mail a copy of the signed proposal to both the student and to you, the advisor, meaning the project has been approved and work on the project can now commence. The student will also be mailed a signed bump card for HON 499.

- ❑ **Meet with the student on a regular basis to review their progress.** Give the student a large measure of initiative, independence and responsibility. At the same time, be constantly ready to offer suggestions, direction, and answers to his/her questions. **Make it clear that you want to see work that has been done**—drafts of papers, data collected, results of surveys, preliminary sketches, photographs, or whatever relevant material you need to examine in order to make sure the project is on track. As you check their work in progress, evaluate both content and form, and don't hesitate to ask for revisions in either area. During your meeting come up with a list of specific tasks the student should accomplish by your next meeting.
- ❑ **Guarantee the honesty and integrity of your student's work.** Students will include their Honors Project on their resume and have the possibility of it going on their official academic transcript. Completing their project as part of their Honors Protocol also qualifies them for Honors distinction at graduation and on their transcript.
- ❑ **At the conclusion of the project the student will turn in a final copy of their project to you to be graded.** Please see the Honors Senior Research Packet for specifics as to what to include for submission and in what order the project should be bound. You will then fill out the Honors Senior Research Project / Creative Endeavor Evaluation Form and review your evaluation and letter grade with the student. Once you and the student have both reviewed and signed the evaluation form, then the student turns in a copy of their project with the evaluation form to the Honors Program office. The Honors Program must have the student's project and evaluation on file no later than one full semester before the student plans to graduate.
- ❑ **Inform the student of professional conferences and journals where their work might be displayed, presented, or published.**
- ❑ **As a thank you for all your advising efforts your academic department will receive \$250. This money will be put into an account you can access for professional development purposes.**
- ❑ **Enjoy!** Honors students are among the best and brightest at CMU, and you will surely develop a rewarding relationship with your advisee. The Honors Program is aware of the considerable time, energy, and thought required on your part, and is deeply grateful for your willingness to take on the task of project advising in addition to your normal workload.
- ❑ **Optional: Participate in SRCEE and the Honors Graduation Reception where, in both cases, you will be recognized as their project advisor.**
- ❑ **All Senior Project Advisors must be approved Honors Faculty Members.** To apply for Honors Faculty Member status contact the Honors Program office.

If you have questions about your role/responsibilities as an Honors Project Advisor please contact the Honors Program Office at (989) 774-3902.