



## **Frequently Asked Questions about your Senior Honors Project**

### **What is the Honors Senior Research Project?**

- It is an opportunity to apply what you have learned at CMU.
- You will generate new knowledge, new perspectives, or a creative endeavor in your field of study or discipline.
- You will have the opportunity to engage in original research.
- You will be advised by an experienced CMU faculty member.

### **What steps are necessary to complete my Honors Senior Research Project or Creative Endeavor?**

*There are generally six steps to completing your project:*

1. Identify a project in which you are interested.
2. Obtain the support of a faculty member who will serve as your project advisor.
3. Prepare and submit a formal proposal for approval by the Honors Program Director the second semester of your junior/third year.
4. Complete the project the first semester of you senior/fourth year.
5. Submit your project and final advisor evaluation form (including advisor signature and grade received) to the Honors Program office (both must be received at the same time).
6. Present / display your project at the CMU Student Research and Creative Endeavors Exhibition (SRCEE) day.

***Please note that there may be more steps necessary for your individual project and each of those steps should be included in your proposal.***

### **How much work is the Honors Senior Research Project / Creative Endeavor?**

Your Senior Honors Project is a significant undertaking and three credit hours are awarded for its completion. Accordingly, you should begin the process your junior year. In general, it will be a project that may require 5-10 hours each week for one full semester.

### **What is the value of doing a Honors Senior Research Project/Creative Endeavor?**

This is your opportunity to work in depth on a project with a faculty member you highly respect. It also provides you the opportunity to integrate the knowledge and skills you have acquired at CMU into a project of particular interest to you. Many Honors students have highlighted their senior project to enhance their employment, graduate school, and assistantship and fellowship prospects.

### **What if I have no idea what to do for my Honors Senior Project/Creative Endeavor?**

It is best to contact a faculty member in your major or minor department with whom you enjoyed in class and who shares your research interests. Your first meeting with this faculty member could help pinpoint an area you'd like to explore. Please take some written ideas about areas you would like to explore with you to that first meeting. That faculty member may agree to be your advisor or he / she might suggest another faculty member whose research interests more closely parallel your research interests. **If you cannot find a faculty member to contact, then set up a meeting with the department chairperson who can assist you in finding an advisor.**

### **What if I know my research topic but have no idea who should be my advisor?**

See previous paragraph for advice, or contact the Honors Program Director or the appropriate department chairperson.

### **Does my advisor have to be a CMU faculty or staff member?**

Yes, because you are getting a letter grade for this course your advisor has to have an academic connection to the University. Students must seek a full-time tenure track or tenured professor for their advisor. Exceptions may be granted by the Director of the Honors Program only under extenuating circumstances. Students completing their projects at off-site locations may opt to have two advisors, one CMU advisor and one on-site advisor. An example of this situation might be a student who is traveling with a political campaign doing research. The campaign director might be their on-site advisor but they must also have a CMU faculty / staff member such as a political science professor who will be their main project advisor and the person who will determine the letter grade.

### **What is the "Green sheet"?**

It is a document that you and your advisor will review at your first meeting. It explains the roles and responsibilities of the student and the advisor.

### **What is "The Proposal"?**

Think of it as drafting an outline of a course that only you are taking. *It must include the following nine components:*

1. The student's name
2. The advisor's name
3. The project title
4. A brief statement about the student's overall goal(s) for pursuing this project and its relationship to the student's personal and professional plans.
5. Provide a step by step description of the procedures you will following in completing your project, including a detailed timeline of what you will accomplish each week and also the dates and times you will meet with your advisor.
6. A description of the expected outcome of the project and its significance.
7. An explanation of how the work will be supervised and evaluated by the advisor, specifically how the advisor will determine a grade for the project. **Please assign a specific percentage to each grading category.** Please consult the Honors Senior Research Project / Creative Endeavor Evaluation Form (3 part carbonless form) in this packet as a starting point for determining a grade.
8. A listing of the resources you will consult in completing your project (i.e. books, articles, media, interviews, survey instruments, etc.)
9. A budget is required only if you plan to seek supplemental funding from the Honors Program. If so, a Vending Money Application form (blue sheet) must accompany your proposal and budget.

### **How long does the proposal have to be?**

The length will vary depending on the nature of your project and the acceptable standard format employed by your particular discipline.

### **When is my proposal due?**

Your proposal must be turned in to the Honors Office by the last day of classes, the second semester of your junior/third year (we DO NOT count summers in determining the semesters).

### **How will I know if my Proposal has been approved by the Honors Program?**

Once the Honors Program receives your Proposal it will take approximately one week to review it and then contact you as to its status. If your Proposal is approved you and your advisor will each receive a copy of your Proposal with the Honors Director's approval signature. At the same time you will receive a bump card granting you permission to enroll in HON 499. If the Director of Honors does not approve your Proposal you will be contacted by our office to set up an appointment with the Director to review your Proposal for clarification and/or to develop modifications.

### **Do I need CMU Institutional Review Board (IRB) approval for my Project?**

Does your research include human subjects? Are you going to be interviewing people, conducting surveys, or gathering responses from individuals? Then you need approval from CMU to conduct your research. The Institutional Review Board (IRB) is a federally mandated on-campus committee composed of 14 CMU staff and faculty members. The task of the IRB is to enforce federal regulations and to protect the rights of human subjects, because anyone participating in a study has a right to know about the presence of risk or potential risk. Before any research data is gathered the IRB must

approve the research project and its methods. Risk can be physical as well as psychological. Survey respondents can be at risk if their individual responses are not kept confidential. More information and the correct forms can be found at the Office of Research and Sponsored Programs website: [www.orsp.cmich.edu](http://www.orsp.cmich.edu). The Office of Research and Sponsored Programs is located in Foust 251 and their phone number is 774-6777.

### **What is HON 499?**

HON 499 is the course in which you enroll in order to complete your Honors Senior Research Project/ Creative Endeavor. The class does not have scheduled meeting times. The instructors are your advisor and the Director of the Honors Program. HON 499 is a 3 credit course.

### **Do I need to enroll for HON 499?**

All students must enroll in HON 499, Honors Senior Project. *Any exception to HON 499 must be approved in advance by the Director of the Honors Program.*

### **How do I enroll for HON 499?**

After the Director of Honors approves your Proposal you will be mailed a bump card for HON 499 along with a copy of your approved Proposal. You cannot enroll for this course without a bump card.

### **When do I enroll for HON 499?**

Enroll in HON 499 for the semester in which you are going to complete your project.

### **How will I be graded in HON 499?**

Your advisor will assign you a letter grade for HON 499 on the standardized Honors Senior Research Project/Creative Endeavor Evaluation Form. When you submit your final project to the Honors Program it must be accompanied by the evaluation form. **We will not accept one without the other.** The Honors Program staff will then inform the Registrar's Office of your grade.

### **Is there funding available for my Senior Honors Project?**

You can submit a Vending Money Application form (blue) to the Honors Program to request funds to defray some of the costs related to your Senior Project. This form is available in the packet, in the Honors Program Office, and on-line at [www.cmich.edu/honors](http://www.cmich.edu/honors).

### **When is my Senior Project due?**

Your completed senior project must be turned in to the Honors Office by the last day of classes, the first semester of your senior/fourth year (we DO NOT count summers in determining the semesters).

### **What must I turn in with my Senior Project?**

Your bound project must include the following components in the order listed:

1. The Honors Senior Research Project/Creative Endeavor Evaluation Form.
2. A copy of your original Senior Project Proposal.
3. Your research paper, length varies depending on what is appropriate for your particular field. Consult your advisor as to what length a research paper generally is for your discipline. If your project was a creative endeavor a minimum 10 page paper must accompany your project submission. The paper should address the creative process you went through in completing your project, including a list of any works consulted / cited in completing your project.
4. Any supporting materials: charts, tables, graphs, maps, pictures, transcripts, videotapes, etc.

### **Will I receive the copy of my project back from the Honors Program?**

No. The Honors Program keeps your submission permanently. *Please prepare three final submissions at the conclusion of your project. One copy is for the Honors Program, one for your advisor, and one for you to keep. Do not submit anything to the Honors Program that you may eventually want back.*

### **What is SRCEE?**

SRCEE stands for Student Research and Creative Endeavors Exhibition. It is a celebration to honor CMU students and provide them with the opportunity to share their research, scholarly and creative endeavors with a professional audience and the university community at large. Sponsored by the Office of Research and Sponsored Programs and the College of Graduate Studies, SRCEE is a showcase for undergraduate and graduate student work undertaken with the support of CMU faculty. The event takes place in April.

### **Do I have to exhibit my Senior Project at SRCEE?**

All Honors students are required to display their Honors Senior Research Projects or Honors Creative Endeavor at SRCEE or an alternative presentation forum approved by the Honors Program Director. You must apply by the established deadlines. The deadline to apply and other important information can be found at the SRCEE website:

[http://www.orsp.cmich.edu/SRCEE\\_gen.htm](http://www.orsp.cmich.edu/SRCEE_gen.htm). The main SRCEE offices are located in Foust 151 and the contact phone number is 774-6777.

### **MEDIA REQUEST:**

Any time you speak with media (CMLife, Morning Sun, other newspapers, television, etc.), or display your project, please promote your project as an “**Honors Program** Senior Research Project or **Honors Program** Creative Endeavor”, in addition to mentioning your academic department.