Senior Honors Project Procedures

Planning

1. Get started on planning your project the semester before you actually undertake it.

2. Meet with your project advisor and work out the broad outlines of what your project will entail, using the pink Senior Honors Project Contract form as a guide. Forms are available online at www.tiu.edu/college/academics/honors/forms.

3. For examples of past projects in your subject area, look in the file cabinet near the elevator on the same floor as the Dean’s Office. You should have attended two Senior Honors Project presentations as a sophomore or junior.

4. Decide whether you will register the project as 3 credit hours or 4.

Registration and Contract

1. During online registration, sign up for TR 099I: Temporary Registration. Select section 03 for 3 credit hours, or 04 for 4 credit hours.

2. Together with your project advisor, work out the particulars of your project as directed on the Senior Honors Project Contract form. Identify your committee and get their signatures.

3. Update your Honors Program Requirements Checklist to confirm that you will have successfully completed the program before graduation.

4. Submit the form and attachments, with your updated Honors Program Requirements Checklist, to Dr. Heller by the end of the first full week of classes. He will forward a copy of the contract to Records to assign the course number and name.

Presentation

1. The final product of your project is a paper and a formal presentation of your work. Project advisor and committee faculty should be present for the public presentation. Other faculty, students, and family and friends are invited as well.

2. About mid-semester Dr. Heller will email you a set of available presentation time slots. These are typically in the last few weeks of the semester. Find a time that works for you and your committee and email that information to Dr. Heller.
3. While it is up to you and your advisor to work out the schedule of due dates for drafts of the paper, you must give a final draft to your readers at least three days before the presentation date.

4. Please note that the presentation is not merely a reading of the paper. The presentation should take about 30 minutes; to get through in that amount of time you will have to condense your materials to about 12 pages, double-spaced. If using PowerPoint, do a dry run to achieve the appropriate length.

5. Your committee may ask you to make changes to the final draft. Give a clean copy of the corrected paper to Dr. Heller to put on file.

6. If you want the specific title of your project to appear on your transcript after “Senior Honors Project,” ask Records to amend the course name.

**Grading**

1. You and your project advisor agree on what constitutes the basis of your grade when you complete the pink contract form.

2. The two committee faculty meet with the project advisor after the presentation to discuss the grade. The advisor takes the other readers’ evaluations into account, but it is the advisor alone who determines the grade and turns it into Records, using the form they supply.