COLLEGE OF BUSINESS HONORS PROJECT PROPOSAL

As a member of the University Honors Program, you are required to complete an Honors project. This project permits you to build on your experiences throughout your college career and develop a unique product (paper or creative work) that will be presented at the University Honors Program's Poster Presentation. The project qualifies for one to three credits of BusAd 490H, is graded (A-F), and applied as an elective only on a business degree program. In addition to presenting your work at the Poster Presentation, successful completion requires a 100-200 word abstract for the University Honors Program and the College of Business and a final report for your project advisor.

The first step in undertaking an Honors project is to identify a topic and an ISU faculty member who will serve as your project advisor. Then, after your proposal has been developed and your project advisor has approved it, submit seven copies of your proposal to 1200 Gerdin Business Building. It will be reviewed by the Academic Standards/Honors Committee, which meets every two to three weeks during fall and spring terms. Since the committee can request changes to your proposal, allow yourself adequate time to make revisions. Please note the submission deadlines: **No proposals for spring or summer graduates will be accepted after October 1. No proposals for fall graduates will be accepted after March 1**. **To guarantee review of your proposal at a specific committee meeting, it must be submitted by 5:00 PM two days prior to the meeting.**

Please provide the following information:

Name _____ ID # _____ E-mail _____

Address _____ Phone _____

Major _____ Graduation date _____

Academic Advisor _____ Project Advisor _____ Project. Advisor E-mail _____

Title of Honors Project _____

Academic credit requested (1-3): _____ As a guideline, most proposals are granted one academic credit (approximately 3 hours of work per week during a semester term).

Please type all information requested. Write clearly and concisely. Remember the reviewers are not necessarily familiar with your discipline. Explain all abbreviations and technical terminology. **Check your spelling!** While spelling cannot be checked in this protected form, you can enter your responses in a new Word document and cut and paste the text back to this form. Be aware that the committee considers writing an important variable. It encourages project advisors to weight writing and content equally when grading projects.

1. Clearly and concisely state the objective of your proposed project. One or two sentences are sufficient.

2. Indicate any academic work and/or outside experiences you have had that relate to this project.

3. The Honors project should broaden your educational experience through independent work that adds to your knowledge and develops your talents. How will your project help you accomplish these objectives and add to your personal goals?

4. Describe your project, including the procedures and techniques you will be using. Be specific and complete. Generally, two paragraphs are sufficient.

5. What will be the outcome of this project? (For example, a paper, a creative activity, a finished piece of research)

6. Present a timetable, which includes target dates for the completion of each phase of the project.

7. Consult with your project advisor about the need for outside approval or training if your project will include human subjects.

TO THE PROJECT ADVISOR: Please check one and sign.

____ The proposed project does not require outside approval or training.
____ The approval or training required for the student to carry out this project (has been/ will be) obtained.
(Circle one)

_____ _____
Project Advisor Signature Date

_____
Student's Signature Date

_____ _____
Project Advisor's Signature * Date Chair, Academic Standards Committee Date

***Your signature indicates that you have read and approved this proposal.**