

## HONORS PROGRAM RESEARCH PROJECT PROPOSAL

### Governors State University

*Proposals must be submitted to the Honors Program Director  
by the end of the fifth week of the semester to which the project applies.*  
[The information on this Proposal Application must be typed or printed neatly.]

STUDENT INFORMATION			
Name		Major/Minor	
Local Phone No.	Email	Class Standing (Freshman, Sophomore, Junior Senior)	
RESEARCH PROJECT INFORMATION			
Research			Semester (e.g. Spring 16)
Instructor		Department	Phone No./Email
Date Submitted		Target Date for Completion	
SIGNATURES			
Student Submitting Proposal		Date	
Supervising Instructor (please read accompanying instructions)		Date	
Honors Program Director		Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
COMMENTS/SPECIAL ARRANGEMENTS (requires Honors Program approval) Please note if research is being done for independent study credit (e.g., HONS 4700)			
_____		_____	
Honors Program Director		Date	
HONORS PROGRAM USE			
<input type="checkbox"/> Student Notified Proposal Received		Date	
Final Research Project: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
Honors Program Director		Date	
<input type="checkbox"/> Student Notified Final Research Project Approved/Not Approved			

**See Instructions on page 2**

## Research Contract Proposal Instructions

### To the Student

With your research contract application, please submit the following...

1. A typewritten proposal that addresses the following information (one sentence to one paragraph per section – enough to provide clarity). The proposal will be evaluated based on its clarity, content, and thoroughness.
  - a. Abstract
    - i. Describe the research effort you want to complete.
    - ii. What are the goals of the research work?
  - b. Method
    - i. How will the project be completed?
  - c. Resources
    - i. What resources (literature, interviews, artifacts, etc) will be used in the research work? Include a bibliography if appropriate to do so.
  - d. Timeline
    - i. Please include a timeline for the research work to be done. Upon mutual consent of the faculty member and student, a research contract timeline can go beyond the end of course. Please note if the contract intends to go beyond the end of the semester.
  - e. Assessment
    - i. Describe how the project will be assessed for HP. This should be done in consultation with the supervising faculty member.
  - f. Final Presentation of Project
    - i. Describe how the final results will be submitted for evaluation or completed.
  - g. Will the Research Contract be worth 1 HP point or 2 HP points and/or for course credit?
    - i. 1 HP point research contracts – Contract should represent an expected minimum of 45 hours of research work total – same as an 1 unit internship
    - ii. 2 HP point research contracts – Contract should represent an expected minimum of 135 hours of research work total – same as an 3 unit internship
    - iii. Course Credit – Honors Program work for independent study course credit (e.g., HONS 4700, COMS 4700, etc.) must include a course syllabus. Independent studies for 1 or 2 units of credit are equivalent to 1 HP point. Independent studies for 3 or 4 units of credit are equivalent to 2 HP points.

### To the Supervising Faculty Member

Thank you for your willingness to be the supervising instructor. The Honors Program is grateful for your commitment to promoting Honors education.

Honors Program Research Contracts are designed to allow students to gain Honors Program curriculum points for independent research efforts, especially in a student's major or minor program of study. This may include research projects done by the student or in an assistant role to a faculty member. The intent of the research work is to enhance the student's experience in research with your guidance. You should expect to see elements of research/creative activity and other Honors Program learning domains (critical thinking, communication, leadership, interdisciplinary learning, civic engagement) included in the proposed project. It is expected that you will provide guidance and oversight on the research, but that student completes the proposed work.

Honors Program research proposals should be assessed either awarded HP credit of 1 or 2 points based on the assessment method described in the proposal or no credit. If the research proposal is done for course credit as well, you will need to award the appropriate letter grade for the credits earned in the course.

Upon student project completion, and your evaluation of their work, please provide the student with a memo with an evaluation of the completed research proposal. This memo must be submitted by the student to the Honors Program and will be important in evaluating contract completion.