HON 499 Honors Thesis or Honors Creative Project
Proposal Form and Guidelines

Student Name: ___________________________ Thesis/CP Advisor: ___________________________

Title: ______________________________________

Is this a Thesis or Creative Project?: ____________________ *attach your proposal to this form (submit via pdf.format)

Number of credits registering for HON 499: ________ Semester registering for HON 499: ________________
(usually 0-4 credits) choosing 0 credits is at no charge and only counts toward Honors recognition level

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Proposal Signatures

Submit form and proposal to Honors Director following student and advisor signatures by:
the first Monday in December for a spring defense
the first Monday in May for a fall defense

Final Submission is due the end of the third week of April for a spring defense and the Monday after Thanksgiving break for a fall defense
Final submission with corrections and revisions due by the end of finals week in either semester

Student ___________________________ Date ___________________________

Faculty Thesis/Creative Project Advisor ___________________________ Date ___________________________

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Honors Director Approval Signature

Proposal approved: ___________________________ Date ___________________________

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SUBMIT FORM TO:
Honors Program
125 Lincoln Street. Farmington, ME 04938
umfhonors@maine.edu (207) 778-7199

Approved 10/23/17
University of Maine at Farmington Honors Program
Consent Form for Student Work

I, ____________________________________________________, agree to allow a copy of my HON 499 Thesis or Creative Project to be donated to the University of Maine at Farmington Honors Program.

I grant permission for this work to be made available to anyone who requests it. Permission to use my work will remain in effect so long as the work accompanying this form remains in the possession of the Honors Program.

The rights to the work remain with me.

_________________________________________  ________________________________
Student Name (printed)                     Student Signature

_________________________________________
Date

Approved by HC 2-8-19
Procedures for Proposal
Samples of proposals/final submissions are on reserve from the Honors House

1. Focus on an area of interest to you, ordinarily in your field.

2. Find a faculty member with knowledge of your area to serve as your thesis or creative project advisor. With your advisor's guidance, write a proposal of your project in the following format:
   1. If the project is research-oriented, identify the problem or question being addressed.
   2. If the project is creative, estimate the scope of the work (e.g., if a play, how long) and the possible use of the work when completed.
   3. If research, indicate the research method to be employed.
   4. Provide a preliminary bibliography and list of sources.
   5. Explain your project in such language as can be readily understood by persons outside your field; define technical terms.
   6. Double space throughout and use the format appropriate to your field.

3. Submit your signed proposal (pdf. format) to the Honors Director.

4. The Honors Council will evaluate the proposal. The Honors Director will then notify you of suggestions and/or approval. Once you are notified that the proposal is approved, Honors staff will register you for HON 499. You may then begin work on the thesis/project.

5. You and your thesis/project advisor should agree on a schedule to follow in getting the thesis/project completed.
Procedures for Final Submission

1. When the thesis/project is finished, submit the final submission (pdf. format) to the Honors Director. Deadlines for final submission are the end of the third week of April for a spring defense, and the Monday after Thanksgiving break for a fall defense. A date for your defense will be set by the Honors Director.

2. The Honors Council will evaluate the thesis/project.

3. Deadlines for final submission, including corrections, revisions and suggestions made by the Honors Council are the end of Finals week in either semester.

Cover page: (attach in front of your final submission)

Thesis or Creative Project Title

Your Name

Submitted in partial fulfillment of the requirements for the University Honors Scholar Designation

Date

Approved by HC 2-8-19
Thesis Guidelines

1. Theses should aim at making an original contribution.
2. The level of competence and standards of writing and research should be of a high undergraduate level appropriate to your particular field.
3. A review of relevant resources and literature should be included.
4. Thorough documentation of all material taken from sources should be provided. This documentation should conform to the format specified by your thesis advisor.
5. Discourse should be comprehensible to the ordinary college-educated person. (If you and your advisor prefer to address a more narrow audience, such as that addressed in scholarly journals, include a “Glossary of Technical Terms” or other such assistance for readers outside of your field).
6. The document should be typed cleanly and neatly on good quality paper.
7. Double space throughout the document, including endnotes and bibliography. Footnotes may be single spaced. Include title in a right aligned header in all caps and a right aligned footer with page number and name: Jane Smith
8. Label bibliography clearly, either as “List of Works Cited” or “List of Works Consulted.”

Creative Project Guidelines

NOTE: As the format of Creative Projects varies with the project, you should confer with the Honors Director about the final form your project is expected to take prior to its completion.

1) Creative Writing
   a. Creative Writing project should be in genre—poetry, fiction, nonfiction, playwriting, other. If more than one genre is offered, the logic of doing so must be clear.
   b. Length or number of selections is open, but should clearly be adequate to your purposes as outlined in your proposal.
   c. Your selections or chapters should work together to give a clear sense of focus and cohesion for the whole project.
   d. Please include a short project assessment in which you:
      (a) Explain you writing process from the idea stage through revisions (including descriptions of advice from others) and to the final draft:
      (b) Describe your intended audience;
      (c) Place your work in a literary context;
      (d) Tell of the effects your work has had on you.
   e. Of course, your manuscript should be thoroughly proofread and edited.
   f. A public reading of a portion of your work is strongly suggested. This could be arranged through the Writers Guild.
   g. We encourage you to submit your manuscript to appropriate publishers and let us know the results.
2) Projects in dance, drama, music, visual art, film, etc. can also be proposed, the guidelines for which can be determined by the Honors Director and Council. All such creative projects shall include an artist’s statement as well as a short reflection on the process and outcome.
Procedures for Defense

With approval, you and your advisor will appear before the Honors Council to defend your work on the arranged date. Defenses must be held before Finals end. Honors theses/creative projects must be completed in the semester originally intended, unless there is a request made to the Director for an extension, and the Director and Honors Council approve the request. Ordinarily only one semester extension is possible.

1. Student and advisor are invited to join the council, where:
   a. The advisor will introduce the student and the project (2-3 minutes)
   b. The student will present the project (8-10 minutes)
   c. The council members question the student (15-20 minutes)
   d. The advisor may ask questions of their own (5 minutes).

2. The student and his or her advisor are asked to step out. The Honors Council meets privately to decide whether to accept the final work as it is, to request revisions, or to reject the thesis/creative project (10-15 minutes).

3. The student and advisor are invited to rejoin the Honors Council and are then informed of the decision (5 minutes).

   (Estimated time: 45-60 minutes)

Upon successful defense, you will receive a bound copy. Honors House will also archive a bound copy.
Questions that the Honors Council will consider:

**Clear Goals**
Does the scholar state the basic purposes of his or her work clearly? Does the scholar define objectives that are realistic and achievable? Does the scholar identify important questions in the field, or effectively involve the viewer/reader in a dialogue?

**Adequate Preparation**
Does the scholar show an understanding of existing scholarship in the field? Does the scholar bring the necessary skills to his or her work? Does the scholar bring together the resources necessary to move the project forward?

**Appropriate Methods**
Does the scholar use methods appropriate to the goals? Does the scholar apply effectively the methods selected? Does the scholar modify procedures in response to changing circumstances?

**Significant Results**
Does the scholar achieve the goals? Does the scholar's work add consequentially to the field? Does the scholar's work open additional areas for further exploration?

**Effective Presentation**
Does the scholar use a suitable style and effective organization to present his or her work? Does the scholar use appropriate forums for communicating work to its intended audiences? Does the scholar present his or her message with clarity and integrity?

**Reflective Critique**
Does the scholar critically evaluate his or her own work? Does the scholar bring an appropriate breadth of evidence to his or her critique? Does the scholar use evaluation to improve the quality of future work? Does the scholar demonstrate understanding of their work in conversation with other contemporary work and/or theory?