Brief Description of Project (see “Recommendations & Expectations”):

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Manner of completion (Capstone in Major; HNRS Independent Study; TAS Research, etc; or non-credit bearing option)

To be filled out by the Faculty Sponsor: Please describe the scope of work to be completed for this project and be as specific as possible. Depending on the project, specify page length of paper; number of sources; hours of research to be completed; type of product to be created, etc.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Modifications to this scope of work must be authorized by the faculty sponsor and emailed to honors@ramapo.edu

Student’s Signature ___________________________ Date ______________

Director’s Signature ___________________________ Date ______________

Project must be completed by the end of Spring Break for May Graduation and November 1st for January Graduation.
RECOMMENDATIONS AND EXPECTATIONS FOR FACULTY MENTORS & COLLEGE HONORS STUDENTS

College Honors Projects in the Major

Students will complete a Senior Project in the last two semesters of their program. The summer or first semester is a preparatory opportunity. The first half of the second semester includes completion of the work and presentation at the Ramapo College Honors Symposium. If possible, the project should also be presented at an outside conference. Joint student-faculty research is strongly encouraged. Projects may include research, performance, visual or other art. The teaching goals of the project include: (1) Development and recognition of the value of intellectual mentorship and a level of professional comfort with that process (2) initiation of research or other professional work (3) production of work considered to be of publishable quality, or moving towards such quality, for undergraduate work (4) presentation skills suitable to a diverse intellectual audience. Ideally, students would have been narrowing and defining their project ideas throughout the HNRS curriculum. Students work with one Faculty Sponsor and Two Readers.

Recommendations & Expectations for Faculty Sponsors:

- Take the Faculty lead in the organization of the project.
- Assist the student in determining complementary Readers for his/her project.
- Convene the Faculty Readers and Student to plan and review the project. Suggested meetings: September, November, January and March.
- Encourage the student to present at other formal conferences.
- Prepare the student for presentation at the College Honors Symposium in mid-April.
- Grade the final student project if it is completed as an HNRS Independent Study or as part of the partial fulfillment in a suitable capstone in the major.
- Confirm that the student has completed the project to your satisfaction by signing the project completion form.
- Respond promptly to progress inquiries of the College Honors Program.

Recommendations & Expectations for Faculty Readers:

- Assist the Sponsor in all of the above. Be proactive about scheduling planning meetings.
- Respect the lead of the Sponsor in the assessment of the student work.
- Collaborate with the Sponsor as necessary to assure the student is able to move forward in his/her work – including faculty-only discussions regarding content issues raised by the work of the student.
- Confirm that the student has completed the project to your satisfaction by signing the project completion form.
- Respond promptly to progress inquiries of the College Honors Program.

Recommendations & Expectations for Students:

- Be proactive in setting meeting times & attending meetings with Faculty Sponsors and Readers. Advise the Director immediately if meetings are not taking place as planned.
- Make faculty mentors aware of any obstacles or challenges in completing the proposed project.
- Be proactive in seeking professional opportunities for presenting student work, including College Honors conferences.
- Complete a first draft of the project on or before March 15 of the graduation year in preparation for the April Symposium.
- Submit project proposal and project completion forms with faculty sponsor and reader signatures by the due dates.
- Respond promptly to progress inquiries of the College Honors Program.