Senior Project Proposal Form  
Please Make Personal Copy w/ Signatures Before Submitting  
Due May 1st of Junior Year

Date: ________________

Student’s Name ______________________________   Student ID R________________

Major __________________________

Graduation Date _________ Credits Accumulated _______________GPA ___________

HNRS courses completed/in progress _________________________________________

________________________________________________________________________

Project Title______________________________________________________________

________________________________________________________________________

Does this project Require IRB Approval?  ____________________________________

If the answer is yes, you will need to provide evidence (1) that you have applied for IRB approval by October 30 of the year in which you complete your project, and (2) that you have received IRB approval upon submission of the completed project. For more information on IRB Approval, go to https://www.ramapo.edu/provost/irb/ 

Faculty Sponsors and Faculty Readers should read the attached Recommendations/Expectations as well as the Honors Senior Project FAQ document to ensure they understand the scope of the project and their roles therein.

Print Faculty Sponsor Name ________________________________________________

Faculty Sponsor Signature___________________________ Date __________________

Faculty Sponsor Unit/School _______________________________________________

Print Faculty Reader Name__________________________________________________

Faculty Reader Signature__________________________________________________ Date __________________

Faculty Reader Unit/School _________________________________________________
Brief Description of Project (see “Recommendations & Expectations”):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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 March 23rd for May Graduation and November 1st for January Graduation.
Recommendations and Expectations for Faculty Mentors and College Honors Students

Honors students must complete a Senior Project, usually in the last two semesters of their program. The project must be completed and assessed by a deadline in mid-March in order for the student to participate in the Honors Symposium in April 3rd and to graduate with Honors. 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 their course curriculum. Students work with one Faculty Sponsor and one Reader.

Recommendations & Expectations for Faculty Sponsors:

- Read this document carefully as well as the Honors Senior Project FAQ attached. Keep a copy on hand for reference.
- Meet with the student at least once a month during the year in which the project is being completed (usually senior year). More frequent meetings might well be needed.
- Take the Faculty lead in the organization of the project.
- Work with the student to determine a timeline, goals and expectations for project in line with the requirements listed in this document.
- Assist the student in determining a complementary Reader. One joint meeting of the student, Sponsor, and Reader is suggested in January or February of Senior year.
- Determine whether the student’s project requires IRB approval by the time the Proposal is submitted. If so, walk the student through the IRB process.
- Assess whether students can meet deadlines and expectations – while many of these are between you and the student, the Honors Office needs to know by December 15th if the student will be completing to the project in order to prepare for the April Symposium and May Graduation.
- Prepare the student for either an oral or poster presentation at the College Honors Symposium in April.
- Respond promptly to progress inquiries of the College Honors Program.
- When appropriate, suggest venues for publication and/or conferences at which the student might submit proposals to present this research. Support the student in reaching out to your School Dean and/or the Honors Director about funding.
- Attend the Honors Symposium in support of your student.
**Recommendations & Expectations for Faculty Readers:**

- Assist the Sponsor in all of the above. Meet with the student at least once a month during the year in which the project is being completed (usually senior year).
- Read this document carefully as well as the Honors Senior Project FAQ attached. Keep a copy on hand for reference.
- 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. One joint meeting of the student, Sponsor, and Reader is suggested in January or February of Senior year.
- With the Faculty Sponsor, assess whether students can meet deadlines and expectations. The Honors Office needs to know by December 15\textsuperscript{th} if the student will be completing to the project in order to prepare for the April Symposium and May Graduation. The project must be completed and assessed by the Monday after Spring Break of the graduation year.
- Assist the student with the Symposium presentation – whether oral or poster presentation, assess whether they are prepared to present in front of campus-wide faculty and administration
- Respond promptly to progress inquiries of the College Honors Program.
- Attend the Honors Symposium in support of your student.

**Recommendations & Expectations for Students:**

- Read this document carefully as well as the Honors Senior Project FAQ attached. Keep a copy on hand for reference.
- Attend the September meeting regarding Senior Projects, required for all Seniors.
- Be proactive in setting meeting times and attending meetings with Faculty Sponsors and Readers. Advise the Director immediately if meetings are not taking place as planned.
- Meet deadlines and expectations. While many of these are between you and your sponsor, the Honors program needs to know by December 15\textsuperscript{th} if you will be completing to the project in order to prepare for the April Symposium and May Graduation. The project must be completed and assessed by mid-March.
- Make faculty mentors aware of any obstacles or challenges in completing the project.
- Be proactive in seeking professional opportunities for presenting student work, including College Honors conferences.
- Respond promptly to progress inquiries of the College Honors Program.