**Honors Senior Project Application**

**DUE MAY 1**

Honors students are required to begin their Honors Independent Studies (HNRS 400)/Honors Senior Projects in Fall semester of their senior year. You will continue your project in the Spring, and if you choose, you may take a second Independent Study in the Spring. Honors Independent Study courses or course sequences can be 2 or 4 credits, but they cannot surpass 4 credits total for all Honors Independent Studies courses.

Your *Project Sponsor* sponsors your project and leads your HNRS 400 course. They receive pay as your HNRS 400 instructor and a Fall and a Spring Stipend for being your Sponsor.

Your *Project Reader* receives a Fall and a Spring Stipend for being your Reader.

You must specify your plan on this form, for planning (yours and the Honors Office’s) purposes as well as for budgetary reasons.

In cooperation with your project Sponsor, please complete this form and then share it your project Reader. After your project Sponsor and Reader have signed the form, please email it to Professor Augis, Honors Director, at eaugis@ramapo.edu **by May 1**.

On May 15, we will help you register for your Fall Independent Study Course.

**Important:** \*\**Forms received after May 1 will* ***NOT*** *be considered*.\*\*

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student School (SSHS, CA, TAS, SHGS, ASB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I intend to take (choose one):**

1. 4 credits of HNRS 400 in Fall
2. 2 credits of HNRS 400 in Fall
3. 1 credit of HNRS 400 in Fall and 1 credit of HNRS 400 in Spring
4. 2 credits of HNRS 400 in Fall and 2 credits of HNRS 400 in Spring
5. 2 credits of HNRS 400 in Fall and 1 credit of HNRS 400 in Spring

**For Project Sponsor (ONLY FULL-TIME FACULTY PERMITTED):**

*I have agreed to lead the above student’s HNRS 400 course(s) in the sequence specified above and to serve as this student’s senior honors project sponsor (please see attached sponsor description, please contact* Donna Schweizer (dschwei1@ramapo.edu for payment details)*)*

*If I will be on leave or sabbatical in Spring 2026, I have provided the name and email address of my colleague who my student will work with.*

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please use “draw” function in word, an official contract will be sent to you)

Instructor email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor and their email in case of leave or spring sabbatical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Project Reader (ONLY FULL-TIME FACULTY PERMITTED):**

*I have agreed to serve as the above student’s senior honors project reader (please see attached reader description, please contact* Donna Schweizer (dschwei1@ramapo.edu for payment details)*)*

*If I will be on leave or sabbatical in Spring 2026, I have provided the name and email address of my colleague who my student will work with.*

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please use “draw” function in word, an official contract will be sent to you)

Instructor email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor and their email in case of leave or spring sabbatical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Sponsor responsibilities:**

1. reading the requirements of the Honors Senior Project, available at http://www.ramapo.edu/honors/facultyres/

2. serving as the instructor for the student’s 2-4 credits of Honors Independent Study (HNRS 400) completed in partial fulfillment of the Project, and mentoring the student through the entire academic year

3. communicating with the one faculty Reader on the Project as needed to provide the student with feedback on the nearly completed work

4 upon successful completion of the work, completing a form confirming completion and assessing the quality of the project

5. complete check-ins as requested by the Honors Program to verify the student is on-track, and generally responding promptly to inquiries from the Honors Program

6. developing a syllabus, reading list, project outline, and goals calendar with the student

7. developing a rubric for assessing the final project

8. checking the student's symposium poster for factual accuracy, format, and spelling/grammar

9. meeting with the student on, at minimum, a bi-weekly basis to discuss the students' progress

10. confirming that data collection is authentic

11. confirming to the best of your ability that AI has not been used

**Description of Reader Responsibilities:**

1. reading the requirements of the Honors Senior Project, available at http://www.ramapo.edu/honors/facultyres/

2. mentoring the student in the Independent Study completed in partial fulfillment of the Project

3. communicating with the one faculty Sponsor on the Project as needed to provide the student with feedback on the nearly completed work

4. upon successful completion of the work, completing a form confirming completion and assessing the quality of the project

5. complete check-ins as requested by the Honors Program to verify the student is on-track, and generally responding promptly to inquiries from the Honors Program

6. confirming to the best of your ability that AI has not been used