

NORTHERN ARIZONA UNIVERSITY
HONORS
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 Proposal Form for Honors 408, 466, and 490

STUDENT INFORMATION

Name		Student ID Number	
Mailing Address		Email Address	
City	State	Zip Code	Telephone ()

By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the completion of this course, as described in the Honors Guidelines for Independently Arranged Courses of Study.

Student Signature	Date
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COURSE INFORMATION

Proposed # of Credits	Course number	Course Title	Allowable # of Credits
	HON 408	Fieldwork Experience	1 to 12 hours
	HON 466	Legislative Internship	1 to 12 hours
	HON 490	Honors Senior Thesis Option	1 to 3 hours

HON 408 Fieldwork Experience:

Supervised field experience in an approach agency or organization. Proposals should provide a thorough and specific documentation of the planned academic effort. **Prerequisites: permission of faculty member and honors director.**

HON 466 Legislative Internship:

Supervised internship in the Arizona Legislature. Students are selected on a competitive basis, and you must apply during the fall semester. (To be eligible, you must be a candidate for a bachelor's degree and have completed all lower-division requirements and attained senior status at the end of the fall semester preceding the internship.) Registration is handled by the Associate Provost for Academic Administration after the legislature has made its final selection. Spring only.

HON 490 Honors Thesis

Original undergraduate research or creative work under the supervision of a faculty adviser, culminating in a thesis. A written description of the proposed study must be approved by the instructor and the director of the honors program before registering. May be repeated for up to 6 hours of credit. Prerequisites: permission of faculty member and honors director.

Proposed Title of Project	
Enrolling for Term	Expected Completion Term

SUPERVISING INSTRUCTOR INFORMATION

By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the student's completion of this course, as described in the Honors Guidelines for Independently Arranged Courses of Study.

Instructor Name		Instructor Signature		Date
Instructor SSN	Email/ User ID @jan.ucc.nau.edu	Phone Extension 3-	Box	Department

Honors Office Use Only

Date Recvd:	Class Number Assigned:	Class Section Assigned:	Copy/Distributed:	Logged/Date:	Paper Received:	Grade Assigned/Date:
Honors Director Signature				Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date	Reg. for course?

**For guidelines on HON 408: Field Work Experience, HON 466: Legislative Internship, and HON 490: Senior Thesis, the student should speak directly with the Honors Director.

Honors Guidelines for Independently Arranged Courses of Study

Honors Thesis (HON 490), Legislative Internship (HON 466) and Fieldwork Experience (HON 408)

GENERAL INSTRUCTIONS:

To pursue an Honors Independently Arranged Credits:

- It is recommended that the student first speak with an Honors advisor or Director.
- Only 3 units may be applied toward Honors Liberal Studies Distribution requirements, as appropriate.
- The student is responsible for making arrangements with an **NAU faculty member** to serve as a supervising instructor who will assign a final grade in the class. The Honors Director will approve final submitted grade, but not be responsible for reviewing content. Students should discuss the objective, scope and parameters of the study, the length and detail of the product, and the instructor's means of evaluation. This information should be used in the preparation of a proposal (see appropriate guidelines below), to be included with the completed Proposal form.
- The complete form (including all signatures) and proposal must be returned to the Honors Office for the Director's approval. Incomplete applications or proposals will not be considered.
- Once approved, the Honors Program will provide the student a unique class number for the course, provide departmental permission to enroll, and send copies of the approved form to both the student and instructor, as listed.
- If a proposal is denied, the student will be notified immediately and will be provided an opportunity to discuss possible changes to the proposal with the Honors Director for possible re-submission.
- Students must secure the approval of the Honors Director prior to beginning their independently arranged project.

HON 408 Fieldwork Experience:

Supervised field experience in an approved agency or organization. Proposals should provide a thorough and specific documentation of the planned academic effort. This will most likely require 2 or more pages of text or detailed outline.

- I. Summary of key objective(s) of effort.
- II. Discussion of your academic motivation.
How does this fit in with your academic goals and/or your previous coursework or experiences? What will you benefit from participation in this effort?
- III. What coursework have you taken and what additional, new sources of readings or knowledge provide you with the background in theories and/or principles related to this internship?
- IV. Paper. Write a comprehensive paper (approximately 10 pages per 1 credit hour) that relates your fieldwork experiences with the background you have studied related to this fieldwork. This analysis should look at differences/similarities and or discovered complexities in the relationship between your education and your fieldwork experience. For example, does the agency or organization operate consistently with your predictions based on your education? Using the principles you learned in coursework or readings, could the organization operate more effectively?
- V. Work plan. Explain the nature of your fieldwork experience. Explain how you will continuously integrate your background knowledge with your practical day-to-day experiences. (Example: Keep a daily journal that captures observations and thoughts. Identify readings relevant to this experience with your faculty advisor in advance and read these as you progress through your fieldwork. Integrate your coursework and new readings with your journal entries to see patterns of observations).
- VI. Method of evaluation to be used by supervising faculty member.

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HON 490 Honors Thesis

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Effort:

Effort should be commensurate with the Arizona Board of Regents rule of 3 hours of effort per week over 15 weeks (45 hours) per 1 hour of credit. Thus, for a 3 credit hour course, 135 hours of academic work is expected. Independent study rule-of-thumb: the final report length should be approximately 10-15 pages per credit hour.

Final Grade:

Prior to receiving a final grade, a copy of the complete report/product must be provided to the Honors Program by the student. In the absence of this complete report/product, a grade of "I" will be reported.