

University of Wisconsin-Milwaukee
Honors College

Research in Honors Proposal Guidelines

Research in Honors 686: 3H or 6H credits

(Students who complete 6H credits will be awarded the "Honors with Distinction" degree designation)

Prerequisite: Junior status; 9H credits

Research in Honors can be a rewarding academic experience. Before you can be enrolled in this course, however, you must define the research project and the role you will play in a formal proposal. Therefore, you must begin preparing several months in advance. **The final course proposal must be completed by May 15 for fall semester or December 15 for spring semester.** Here is what you must do.

- 1. Select the research project you wish to work on.** Select a research project in your major field based on both the researcher and the topic. Usually undergraduate students do research with faculty whom they know from their classes, professional societies, or departmental advising.
- 2. Select a research director.** Faculty researchers take on undergraduate assistants on a voluntary basis, but many will be pleased to work with a serious student, often one whose work they know.

The research director's role. The research director oversees the project, which may also involve graduate students as well as other undergraduates. The director should explain the project, provide research guidelines and expectations, monitor your progress, evaluate your performance, and assign your grade. Once you have selected a project, set up a meeting with the research director to prepare the Research in Honors proposal, discuss responsibilities and expectations, and agree on the course requirements. S/he will help you determine what is a sufficient amount of work for the credits to be earned.

Note: If you are not able to select a project on your own, consult with your faculty advisor or with Peter Sands, the Honors College Liaison.

- 3. Prepare a proposal.** Next, prepare a one- to two-page proposal that provides both an overview of the research project (written by the research director) and your expectations (written by you). This proposal is your opportunity to determine what specific things you want to learn or research experiences you most need. **Therefore, do not treat this stage of preparation lightly.** Be sure to clarify the mutual responsibilities. You both must agree on your research responsibilities, the methods for reporting your findings, the frequency of your meetings, and the expectations for the semester. The success of your experience ultimately depends on the quality of the proposal.

A. **Research Proposal (To be completed by research director in collaboration with the student)**

- * Describe the research project, including problems to be investigated; the nature of library research, experimentation, or fieldwork to be undertaken; and a tentative timetable for completion of project.
- * Outline the student's week-to-week responsibilities (read books, consult journals, conduct interviews, perform experiments, etc.).
- * Indicate how the student will be evaluated.
- * Describe the expected product (weekly journal, periodic short reports, final paper or summary) of the student's research activities.

B. Research Proposal (To be completed by the student)

- * Define your personal goals in working on this project. Why do you want to do this research and what do you expect to gain from it? Think about what you need to know and do to strengthen your candidacy for graduate school or a professional career. (The research director should be able to help you define your goals).

- 4. Give the Honors College Director a copy of your draft proposal for review.** Be sure to build enough time into the proposal writing process for revision.
- 5. Fill out the relevant signature form and attach it to your proposal.** Once the director has approved the proposal for submission, you will receive a signature form to fill out and attach to your final proposal. **The signature form must be signed by you, your research director, the department chair (if credits are to be applied to your major), and the Honors College director by May 15 for fall semester and December 15 for spring semester.**
- 6. Register for the course.** After the final proposal is approved, the Honors College will register you for Honors 686.
- 7. Check your schedule in PAWS.** A few days after the registration is completed, check your schedule in PAWS to confirm that the course has been added to your schedule.
- 8. At the end of the semester, provide the Honors College Liaison a copy of your final product.**