

University of Wisconsin-Milwaukee  
Honors College

**Honors Project Handbook**

Project in Honors 687: 3H or 6H credits

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

Prerequisite: Junior status; 9H credits; **Not open to students with credit in Honors 689**

**Please type or print neatly.**

Name of Student \_\_\_\_\_ Today's Date \_\_\_\_\_

Student ID # \_\_\_\_\_ Email \_\_\_\_\_

College/School \_\_\_\_\_ Major \_\_\_\_\_

Semester/Year to Enroll \_\_\_\_\_ Credits to be applied to major?  YES  NO

I have met with both The Honors College Director and my faculty supervisor to review the Honors Project proposal process and requirements.

Honors College Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Faculty Supervisor Name \_\_\_\_\_

**WHAT IS A HONORS PROJECT PROPOSAL?**

The Honors Project can be a rewarding academic experience. The Honors Project (Honors 687) is a substantial independent project in the arts, such as music, art, or creative writing; the applied arts, such as architecture or graphic design; or applied sciences, such as engineering or computer science. The project should reflect independent or creative work conducted under a faculty advisor's supervision, usually in your major field. Through discussions with your faculty advisor and the Honors College Director you can determine the scope, length, and style of the work, which will also depend on the number of credits (3H or 6H) you wish to earn. Therefore, you must begin preparing several months before you intend to complete the course. **The draft proposal must be completed by April 1 for fall semester and November 1 for spring semester. The final draft and signature sheet must be completed by May 15 for fall semester and December 15 for spring semester.**

**WHY DO A SENIOR HONORS PROJECT?**

You do not have to complete a senior project to graduate with an Honors degree, but it can provide a sense of completion to your undergraduate study and might also serve as a senior project in other UWM schools, such as architecture or engineering. Undertaking an extensive independent project allows you to apply what you've learned and to create something that reflects your very best work. It can help you to learn what kind of creative work you enjoy as well as help you develop your artistic and organizational abilities. In addition, a senior project tailored to pull together many of your special interests provides a capstone to your undergraduate education.

Completing a senior project is valuable for students considering graduate school or advanced artistic study. A successfully completed senior honors project is often persuasive evidence to graduate schools and fellowship committees of your potential for outstanding performance at the advanced level. It can also be helpful in building a

strong professional resume early which can lead to internships and other positions in your field.

## **DEVELOP YOUR PROPOSAL**

1. **Identify and select the project you intend to complete.** Normally, the senior project grows out of your work in your major field. Consulting with several faculty members in your department can help in identifying and refining your project ideas. Here are some examples of projects proposed by UWM Honors students in recent years:

Mixed media sculpture  
Monotype and intaglio  
Classical guitar composition: Solo and ensemble pieces  
Restaurant design

Folk art catalog for the Milwaukee Art Museum  
Poetry portfolio  
Multimedia registration system for the UWM Art Museum

2. **Select a faculty supervisor.** It is your responsibility to find a faculty project supervisor. You might want to choose a former faculty member whom you admire and feel comfortable with. Faculty members supervise projects on a voluntary basis, but many will be pleased to assist a serious student with a project pertaining to their field of study or interest.

**The faculty supervisor's role:** The faculty supervisor is essential to a successful project. They offer the student informed, constructive criticism at all stages from the formulation of a workable idea to the completion of the actual project. He/she provides advice and, if necessary, training in the necessary skills. The faculty supervisor will also evaluate the finished work.

3. **Prepare a proposal.** The proposal is intended to serve as a guide and framework to which you can continually return as you refine your project. The proposal will also help your faculty supervisor understand the nature of your project and thus be able to provide solid advice. Ultimately, you should work with your faculty supervisor when developing your proposal. You should both agree on the project's scope and direction, the frequency of advising sessions, and a timetable for completion. Most important, the project effort must be appropriate for the number of credits involved, either three credits for one semester or six credits for two semesters.

Every proposal is different. Nevertheless, as a general rule, the proposal should be two to three pages long and contain the following kinds of information:

- A. **Description of the nature and scope of the project.** The proposal should include a clear statement of the nature of your project. Ask yourself the following questions and provide clear and direct answers to them. What am I investigating or producing? Why do I find this significant and interesting? How will this project contribute to my field of study? Are the project and scope specifically defined? Can I complete the project in the time proposed?
- B. **Organization of the project.** In your proposal, you should provide a tentative outline of your project and a timetable for its completion. This outline may of course be changed throughout the course of your project—it probably will due to the nature of creative projects. The purpose of drawing it up is to encourage you to think through the overall structure of your project and the relationship of its parts.
- C. **Plan of research.** Your proposal may contain a paragraph or two about how you plan to proceed in your research. For instance, if you are working on a poetry portfolio, which poets are you planning to read for guidance? In what literary forms will you work? If you are doing a body of paintings, which artists are you looking to for inspiration? Are you going to research any technical methods to use in your project, such as intaglio printmaking, oil glazing, or raku ceramic firing?
- D. **Annotated bibliography.** When appropriate, your proposal should also include an

annotated bibliography of primary and secondary source material. The purpose of this section is to help you discover what materials are relevant to your project and whether or not these materials are available in UWM's library. List the works you will be using during completion of your project and provide a sentence or two describing how you believe each work will influence your project. Of course, creative projects do not require extensive citations and bibliographies--however, we would like an idea of what may have influenced your work.

### **NEXT STEPS**

- 4. Turn a hard copy of your draft proposal into the Honors House Room 154 and email a copy to the Honors College Director for review.** Build enough time into the proposal writing process for revision. **The draft proposal must be completed by April 1 for fall semester and November 1 for spring semester.**
- 5. Complete signature form. Be sure to attach it to your final proposal.** Once the Honors College Director has approved your proposal you will receive a signature form to complete. The signature form must be signed by you, your faculty supervisor, various people from the degree-granting department, and the Honors College Director. **The deadline for completing and turning in the signature form is December 15 for the spring semester and May 15 for the fall semester.**
- 6. Register for the course.** After the final proposal is approved, the Honors College will register you for Honors 687.
- 7. Turn in your final product(s) no later than one week before the end of semester classes.** Turn in a copy to both your faculty supervisor and to Honors College Room 154. The Honors College appreciates you sharing the final form of your project with us, whether it consists of a portfolio, a manuscript, an exhibition, or a performance.

### **LIBRARY PRIVILEGES**

Working on a non-seminar project entitles you to graduate student borrowing privileges at the Golda Meir Library. You may take out a maximum of 50 books and keep them for a whole semester. (To avoid overdue notices, be sure to inform the circulation assistant that you have these privileges.)

**COMMENTS/NOTES**

**To be completed by Front Office:**

Date Received \_\_\_\_\_ Initials \_\_\_\_\_  Added to tracking sheet

**To be completed by advisor:**

Advisor Initials \_\_\_\_\_ GPA \_\_\_\_\_

CUM Credits \_\_\_\_\_ ADV Credits \_\_\_\_\_ IP Credits \_\_\_\_\_ Total Honors Credits \_\_\_\_\_

HON 200 Credits \_\_\_\_\_ UL Credits \_\_\_\_\_ Non-Sem Credits \_\_\_\_\_