



## **HON 351: *Junior Honors Seminar/Project Design***

### **Instructor Contact Information**

### **Catalog Course Description**

A seminar or tutorial required of juniors in honors. Provides enrichment work in the student's discipline of choice and a start on the senior honors research thesis. Repeatable, maximum of three credits.

### **Course Structure**

This course is a seminar that meets weekly. Additional independent one-on-one meetings between student and instructor, student and departmental honors advisor, and lastly student and thesis advisor are also required as part of the course. This course is constructed to be taken concurrently with LIB251.

Students are expected to be proactive and independent in this Honors upper division course. Students will be responsible for setting meetings with faculty in their honors project discipline(s) and following-through with those meetings. Student initiative is imperative for success in this course.

### **Credit Hours**

HON351 is a uniquely designed variable credit course, however the syllabus for this course is set up for the one-credit hour version, which is what most students need. Students that may need additional credit hours due to their year of enrollment in Honors should plan to take additional credits in a subsequent course. Ask the instructor if you have questions about your credit hour needs for this course.

### **Learning Outcomes**

By the end of HON351 students will

- Become self-directed learners through an independent Honors project with research, creative or applied elements.
- Explore concepts, problems, and issues and develop informed, flexible approaches to problems using both creative and critical thinking to utilize evidentiary support and critical reasoning within philosophical, analytical and theoretical frameworks appropriate to the discipline, use appropriate citation and attribution for the discipline, and join in scholarly discourse through original research or creative works.
- Acquire and use integrative, interdisciplinary inquiry and analysis skills. Students will be able to synthesize and transfer learning to new, complex situations using a systems-based approach and complete original research using these skills.
- Develop scholarly writing skills, working through multiple revisions of a written work, and revising a work based on critical feedback from both peers and research mentors.
- Develop professional communication skills appropriate to discuss scholarly work with mentors and experts in the discipline.

## **Required Course Materials**

The Following materials are required for HON351:

### *All Students:*

- Current Upper Division Honors Handbook (Available at [www.unco.edu/honors](http://www.unco.edu/honors))
- Select ONE of the following Style Manuals. You must obtain a print or electronic copy of the style manual for this course. You may NOT substitute online shortcuts because the style manuals have more information than just citation formatting.
  - Psychology and social sciences:
    - American Psychological Association. *Publication Manual of the American Psychological Association*. 6th ed. Washington: APA, 2010.
  - English and other humanities disciplines:
    - *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Mod. Lang. Assn., 2009. Print.
  - History - check with the History department if you are doing a thesis in History. They have their own style manual.
  - Natural Sciences, computer sciences, and mathematics– consult with your departmental advisor. In the meantime, you should learn APA style and acquire the APA Publication Manual.

### *Required Textbook:*

- Patten, M. & Newhart, M. (2018) *Understanding Research Methods: An Overview of the essentials*. New York, NY: Rutledge. 10<sup>th</sup> edition

### *Recommended resources for those completing any research project:*

- Walliman, N. (2011) *Your Research Project: Designing and Planning Your work* 3rd Ed. Thousand Oaks, CA: Sage Publications.

### *Social Sciences, Education, Applied Research and Humanities Students:*

- Creswell, J. W. (2014) *Research Design, Qualitative, Quantitative and Mixed Methods Approaches*. Thousand Oaks, CA: Sage Publications.

### *Natural Sciences Students:*

- Hofmann, A. H. (2016) *Scientific Writing and Communication: Papers, Proposals, and Presentations*. 3<sup>rd</sup> Ed. New York, NY: Oxford University Press.

Additional course materials will be distributed in class or will be accessible through the library electronic reserve ([library.unco.edu](http://library.unco.edu)) or posted to Canvas.

## **Explanation of HON351 Course Requirements**

### *Homework*

Homework assignments given are those that are helpful as you build toward your final proposal and eventually are integrated into your final honors project and begin to provide feedback for your final honors project. The work is NOT busy work, and is essential to build your skills and knowledge, as you become a scholar in your field and an expert on your topic of choice. These will be collected, commented on and returned. I encourage you to read my comments and apply them to your final drafts. Some homework assignments are reflections, which are designed so that you can provide the instructor with progress updates and feedback about the process of developing your project. The purpose is to provide communication. Again – although you may think this is “busy work,” trust me that this is essential to your progress, and gives you a chance to reflect on the process of becoming a scholar.

### *Participation*

Your participation grade is a combination of attendance and participating in class activities, such as peer evaluation and class discussion. A full 10% of your grade is based on active class participation. You lose points by not completing coursework, texting, Internet surfing, sleeping, coming late, leaving early, and any other behavior that hinders your participation in class. To earn all participation points you must fully participate in class each day.

## **HON351 Course Policies**

### *Late Assignments*

Following the deadlines is important in this class in order to stay on track. It is assumed that students will submit assignments on time. Extenuating situations should be discussed with the instructor in advance. Late assignments may not be accepted and if accepted **MUST** be preapproved for late submission. If you are missing class due to severe illness, injury or other challenges please contact the Dean of Students Office to make arrangements for the Office to notify your professors.

### *Attendance*

Class participation requires regular attendance in class, active participation in discussions which requires both listening and speaking, working as a group on group projects, turning in assignments on time, and taking an active interest in the course by asking appropriate questions and participating in all activities.

If you are not in class, you will not earn participation points. If you are missing class for a university related event, you must make arrangements with me at least 48 hours in advance of your absence so that you can turn in your assignments before the class period you are missing.

Attendance is also required at one event outside of class hours: Research Day. If you cannot attend at least one hour of Research Day, then you must make arrangements in advance for an alternative, comparable event.

## **Course Schedule (HON351 as stand alone once a week course )**

<b>Date</b>		<b>Due Today</b>	<b>Today's Topic</b>
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Week 1			Meet the Class Introduction to the Honors Project Project development cycle/progress
Week 2		Mind Map Reading #1	Critical Friends Groups Topic Brainstorm Working with Faculty Mentors
Week 3 LABOR DAY			NO CLASS – LABOR DAY HOLIDAY
Week 4		Topic Development Synopsis Reading #2	Critical Reading & Writing The Literature Review
Week 5		Honors Liaison Reflection # 1	Honors Liaison Meeting Recap Research Paradigms
Week 6		Reading #3	Methods & Methodology Alignment to research question
Week 7		Scholarly methods exploration presentations	Methods & Methodology – Continued –
Week 8		Reading #4 Honors Thesis Advisor Meeting Reflection # 2	Research Ethics, IRB, Bias
Week 8		Purpose Statements and research questions	Technical Writing What goes into the full proposal
Week 9		Reading #5	Writing Abstracts
Week 10		Abstract Reading #6	Proposal Design Section
Week 11		Attend: Honors Research Night 4-7 PM Honors Thesis Advisor Meeting Reflection # 3	Honors Research Night – Attendance Mandatory

Week 12		Project Advisor Agreement	Thesis Advisors and staying on track
Week 13		Project Design Section Draft 1	Care enough to Critique: proposal design sections
Week 14		Full Proposal Draft 1 (also submit to Project advisor & Dept. Liaison)	Care enough to Critique: Full Proposal Draft 1
Week 15		1:1 meetings Project advisor feedback form	1:1 meetings with instructor(s)
Week 16 Exam Week		Full Proposal Draft 2 along with proposal approval/ status update form  Final Project Proposal Presentation	Presentations Course Feedback

### Assignments & Grading

Letter-Grade breakdown is as follows:

90-100% A; 80-89% B; 70-79% C; 60-69% D; Below 60% F

### List of Assignments

	Points	Week Due
<b><i>Work with Faculty mentors 40%</i></b>		
Departmental Liaison meeting 1	25	4
Prospective Advisor Meeting 2	25	6
Prospective Advisor Meeting 3	25	8
Project Advisor Agreement	50	12
Project Advisor Feedback Form	50	15
Thesis proposal approval/status update form	25	16
<b><i>Developing Project 40%</i></b>		
Mind Map/Topic brainstorm	10	2
Topic Development Paper	10	

Scholarly methods exploration assignment	10	8
Project Design Section Draft 1	10	
Written Project Prospectus/Proposal (Draft 1)	10	13
Written Project Prospectus/Proposal (Draft 2)	100	16
Project Presentation	50	16
<b><i>Development as a Scholar 20%</i></b>		
Honors Thesis Night Attendance	20	10
Coffee with the Profs Attendance	20	6
2 <sup>nd</sup> Scholarly event attendance	20	TBD
One-on-One Meeting with instructor	15	15
Participation (includes homework not listed above and active participation during class)	25	Each week
<b>TOTAL</b>	<b>500</b>	

### **Other Course Information**

#### ***Required Electronic Accounts***

**UNC Bearmail** - Students are required to utilize their UNC Bearmail accounts and check email regularly to ensure they receive postings from the course instructor. UNC Bearmail accounts are the official source for email communication in this course. In this hybrid course with its strong independent work component relies on students checking their Bearmail and communicating with the instructor on a regular basis.

**Canvas** –Class updates, the syllabus and additional handouts may be posted to Canvas. Please check your Canvas account regularly. You will be required to submit certain written assignments through Canvas’s Assignment module.

#### ***Inclusivity Statement***

These courses support an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students and faculty will respect differences and demonstrate diligence in understanding how other peoples' perspectives, behaviors, and worldviews may be different from their own.

#### ***Disability Statement***

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion or to an accurate assessment of your achievement such as time-limited exams, inaccessible web content, or use of videos without captions, please communicate this with your professor and contact Disability Support Services (DSS) at (970) 351-2289, Michener Library L-80 to request accommodations. Students can learn more about the accommodation process at <http://www.unco.edu/disability-support-services/>

#### ***Honor Code***

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect,

Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

### ***Academic Integrity***

In order to encourage and foster academic excellence, the University expects students to conduct themselves in accordance with certain generally accepted norms of scholarship and professional behaviors. Because of this expectation, the University does not tolerate any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals. Consequently, students who are judged to have engaged in some form of academic misconduct may be subject to (1) a zero or an —F on the work in question, (2) an —F in the course, (3) other academic penalties as outlined in the professor's course requirements and expectations, (4) disciplinary action as specified in the Sanctions for Misconduct section below, or (5) any combination thereof. Plagiarism includes acts such as submitting the work of another as your own, collaborating on an assignment without prior instructor approval, and incorrect citation of paraphrased content in both intentional and unintentional cases. See

[http://www.unco.edu/dos/assets/pdf/StudentCodeofConduct.pdf#nameddest=SC\\_integrity](http://www.unco.edu/dos/assets/pdf/StudentCodeofConduct.pdf#nameddest=SC_integrity) for more information on the University's Academic Integrity policy.

### ***Policies and Procedures for All Students/Students Rights and Responsibilities***

The Policies and Procedures for All Students, as contained in the UNC Catalog, and Students Rights and Responsibilities, a document available from the Dean of Students office, will be followed for this course. Students should ensure their familiarity with both the UNC Catalog and the Students Rights and Responsibilities document.

## **HON351**

### **SAMPLE ASSIGNMENTS**

All assignments should be turned in by uploading into Blackboard before class begins (before 4:00 p.m.) on the due date, except for the Thesis/Capstone Advisor Agreement, which must be turned in as a hard copy either to the Center for HSL offices, Michener L-98, or brought to class on the due date.

#### **Active Class Participation**

Some weeks there may be additional readings and occasionally short, reflective assignments that relate to the readings. These will be posted on Canvas, and the assignments will be due to Blackboard before class. Additionally, you are expected to participate and be present in class (not just in body but mind as well). This class will support your scholarly development if you attend and participate as requested.

#### **Mind Map**

- Create at least one mind map of one of your primary areas of interest. Start as specific or as broad as you want to, and explore at least 5 or more branches from that original idea with 3 or more branches off of each of the 5 and at least another 2-3 levels of branching off of at least some of the areas.
- You can use on-line mind-mapping tools or hand draw it.
- Bring the mind map to the next class.
- Be as creative as you would like with this assignment. It is an important brainstorming tool and a tool for narrowing one's project focus.

#### **Reflection on first meeting with the Honors Departmental Liaison**

- Write 2 pages covering the following:
  - What did you learn in this meeting?
  - What topic ideas have you discussed so far?
  - What advice/direction did the faculty member give you for progressing through topic development?
  - Did the meetings meet your expectations? Why or why not?

#### **Reflection on meeting with a potential Thesis/Capstone Advisor**

- Write 2 pages covering the following:
  - What did you learn in this meeting?
  - What topic ideas have you discussed so far?
  - What advice/direction did the faculty member give you for progressing through topic development?
  - Did the meetings meet your expectations? Why or why not?
  - Does this faculty member seem like a good fit as a thesis advisor? Why or why not? If not, then who are you going to meet with next?



### **Advisor Agreement and feedback from the advisor**

- Complete the Thesis/Capstone Advisor Agreement per the specifications in the Upper Division Honors Handbook. The agreement form is found on the honors website on the forms page. The agreement requires signatures and should be turned in as a hard copy to the Honors Program office or into class on the due date. IF you have not yet identified your Thesis Advisor by the due date, you must email the instructor by the due date to explain that you have not yet identified an advisor. A meeting will then need to be set up with the Honors Program Faculty Fellow, the instructor and/or the Honors Program Director to discuss strategies for finding an advisor.
- Your advisor will be asked to provide feedback on your progress via the Thesis/Project Advisor Feedback Form. You are required to obtain one feedback form this semester.
- At the end of the semester, your thesis advisor must provide a thesis proposal status update via the Final Thesis Proposal Approval/Status Update Form.

### **Topic development Synopsis**

Please write a 2-3 page topic development paper covering the following:

- What topic ideas are you currently pursuing?
- What are your “questions” or problems that you are trying to solve, or what is the creative/applied framework for your project?
- Will you need to submit your proposal to IRB? Why or why not?
- Include a “Statement of the Problem” as applicable to the type of project that you are pursuing along with a concise “purpose statement”. Examples will be posted to Canvas.

### **Honors Research Night and Coffee with the Profs Attendance**

- Attendance is mandatory at the following:
  - Honors Research Night
  - Coffee with the Profs

### **Project Design Section Draft 1**

- The Project design section should be approximately 2-3 pages. The section includes a description of the research approach/methodology and methods to be used, as much as they are known at this point in time, OR a proposed method for the project that may not be finalized but is being considered. Please specify whether the design is still being formulated.
- Include information on exactly what the project will entail, where (if applicable) the project will be completed, when the various aspects will be completed, and most importantly how the project will be completed. What tools, resources, instruments will be used (if any). What will be the process for analysis to develop final conclusions (if applicable).
  - NOTE: Use the IRB required headings if the project will require IRB approval. See UNC website IRB information. Use of the IRB designated headings will assist you with your IRB documents.

- Applied and creative projects must include a thorough description of what is planned for the project including any final “products” that will be created (i.e. “business plan,” or “Collection of poetry.”)
- SEE HANDBOOK FOR MORE INFORMATION

### **Thesis/Capstone Project Proposal or Prospectus DRAFT 1**

Follow the specifications in the Upper Division Program Handbook with any changes, additions, or alterations as recommended by your thesis advisor. A prospectus is a preliminary proposal and is appropriate for students who have multiple semesters to complete their projects and/or whose thesis advisors ask them to complete a prospectus rather than a full proposal.

- Cover Page – SEE HANDBOOK for specific formatting
- Introduction
  - All projects should include a statement of the problem and/or purpose statement for the project.
  - For natural sciences or quantitative projects should also include a hypothesis/hypotheses
  - For other research projects should also include research questions
  - NOTE: Qualitative research projects DO NOT use hypotheses!
- Review of the literature (your Current Draft of the literature review from LIB251 if applicable)
- Project Design Section
  - For research projects this will include a description of the research approach/methodology and methods to be used.
  - See handbook for additional sub-categories for research projects.
  - For applied and creative projects must include a thorough description of what is planned for the project including any final “products” that will be created (i.e. “business plan,” or “Collection of poetry.”)
- Timeline and Costs

### **Full Proposal or prospectus – Final Draft**

- Follow the specifications in the Upper Division Program Handbook.
- The Proposal or prospectus should include all of the sections noted in the description for the first DRAFT, and all relevant sub-sections as recommended in the Handbook.
- Students must complete the Project/Thesis Advisor Proposal Approval form, have their thesis advisor and the departmental liaison sign the form. This is due by the last day of the semester. Please note that the faculty advisors may need weeks in advance to review your thesis proposal in order to provide approval. **BE SURE TO BE TURNING IN DRAFTS OF YOUR WORK THROUGHOUT THE SEMESTER.**
  - Your thesis advisors are the experts on your topic and will provide ALL content-based feedback. The instructors for the course are providing feedback related to organization, quality of writing, and structure.
  - You should submit a copy of the thesis proposal showing feedback from your thesis advisor.

## **Final Presentation**

- Prepare one of the following for the final class meeting during Finals week as your “final” for the class:
  - A Poster Presentation of your project design
  - A PowerPoint Presentation of your project design with no more than 3-4 slides.
- You will have 5 minutes to talk about your project design using your poster or PowerPoint as a visual.
- Additional information on strong presentations will be provided to class via Canvas.