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The Senior Honors Project

Thank you for agreeing to serve as Faculty Mentor to an Honor student! We appreciate and recognize the time and work you will put in as a Faculty Mentor, and are grateful for your support of advanced undergraduate independent projects at the University of Hawaiʻi at Manoa.

This handbook is designed for Faculty Mentors. We have endeavored to include the most relevant information here but it may also be useful to consult the Thesis and Portfolio Handbooks aimed at your Honors students.

WHAT IS THE SENIOR HONORS PROJECT?
The Honors Thesis represents original, independent, mentored research or creative work that reflects sustained effort, thoughtfulness of design and excellence in execution grounded in the student’s area of study. It is the culmination of our Honors students’ hard work, persistence, and dedication and is the capstone to their Honors education.

Senior Honors Projects represent work appropriate to the chosen majors of our students. They can be based on a creative process, sustained research, a design project or projects, or can draw from professional practica and/or community-based experiential projects. An Honors Project can be independent of the requirements of the major (and thus represent added work) or may enhance an already existing capstone requirement (and thus represent more intense and rigorous work).

WHAT DOES A SENIOR HONORS PROJECT LOOK LIKE?
Honors has flexibility for what Senior Honors Projects look like, and much of this can depend on the student’s major.

The written Thesis is the most typical form.
- The research thesis is essentially a long paper representing the research and findings that the student has pursued, following the conventions of his/her field.
- A creative Thesis presents the end product of a creative process (such as a performance, choreography, creative writing, recitals, exhibitions. These are submitted with a shorter written component reflecting on the process, genre, etc.

Honors has also developed the Portfolio option, which allows students to design a thematically coherent project with multiple components, as appropriate to their fields. Professional majors or majors with design, practicum and community-based elements are typically better fits for the Portfolio form (e.g. Computer Science, Education, Architecture). The Portfolio is best for work that is not of sustained length, but has distinct but related components making a quality whole. Through a written reflective essay, and the Portfolio itself, students generate a project that it is of equal quality and rigor as the Honors Thesis.

IS THE HONORS PORTFOLIO SOMETHING LIKE AN ACADEMIC OR ASSESSMENT PORTFOLIO?
An Honors Portfolio project differs from a regular academic portfolio (in which students collect artifacts as their educational journey unfolds and write short reflections on them). For our purposes, an Honors Portfolio is a deliberately-crafted collection of experiences, projects and research that are coherently linked through advanced design and that work toward a common purpose of showcasing sustained, creative and rigorous undergraduate work. It provides a framework to plan, organize, synthesize and reflect on the diverse elements of unique and “outside-the-box” Honors capstone experiences.

WHICH KIND OF SENIOR HONORS PROJECT SHOULD MY STUDENT DO?
Part of your responsibility will be helping your student determine which is most appropriate for their project (and their field). Some majors will not permit students to do a Portfolio, so they should make sure they have permission from their undergraduate chair to undertake a Portfolio project.
What are my duties as a Faculty Mentor?

If a student has asked you to serve as their Honors Faculty Mentor, you have three distinct duties:

1. Give feedback on their proposed project:
   - All students are required to submit a 10-12 page proposal for their project.
   - They may write this proposal with the aid of our HON 495 course, another class in their major (if available), or through independent work with you.
   - Students are expected to consult with their Faculty Mentors as they undertake the proposal research and writing.
   - Advise them on their process (skill development for project, relevant literature, appropriate methodology, research ethics clearances, timeline).
   - When the proposal is ready to your satisfaction, and represents a plan for work appropriate for an advanced undergraduate in your field, then it may be submitted.
   - The proposal/mentor form is submitted with the proposal. This form asks for your initials confirming that the different aspects of the student’s proposal meet Honors requirements, and for your signature confirming that you will serve as the student’s Faculty Mentor.

2. Serve as the expert on the field and the research and/or creative advisor for the project when it is under way:
   - We depend on you to serve as the main field advisor for the student.
   - Be available to discuss the student’s project and progress with them.
   - Be clear with your expectations and availability.
   - Be familiar with criteria for Honors projects as well as the standards for undergraduate work in the student’s field.
   - Advise the student on selecting one additional Committee Member (faculty, instructors, postdoc, community member, etc.).
   - Agree on deliverables (dates for drafts, meetings with Committee, etc.).
   - Give feedback on drafts of the project.
   - Give feedback on the student’s final oral presentation of their project and, ideally, attend the Undergraduate Showcase (scheduled at the end of the semester).

3. Take the lead role in assessing the student’s project
   - Coordinate the student’s evaluation upon completion and submission of the final Senior Honors Project.
     - Coordinate with the Committee Member for consensus evaluation or with Honors Director in the event of disagreement.
     - Secure signatures for evaluation.
     - Submit evaluation to Honors.
What kind of support will I have from the Honors Program?

- We will take the lead in advising your student about requirements they need for Honors
- Clear and regular communication of deadlines, forms you will need, etc.
- A course (HON 494) for students upon beginning their Senior Honors Project that will guide them through the logistics at our end
  - Includes a ‘contract and calendar’ for their work—which needs your approval
  - Reviewing criteria for Honors projects
  - Explanation of research protocol, research ethics, if needed
  - Explanation of relationship with advisors and Committee Member(s)
  - Discussion of deadlines and their responsibilities
- Advising by Honors Director for all students to make sure the process is going well
  - Graduation information session
  - Email check ins/reports
  - Communication with you with regard to any needed grades (for HON 496 courses) or issues that arise regarding the student
- Access to Honors director regarding any questions or concerns for individual advisees
## Requirements & Timeline for Senior Honors Project

<table>
<thead>
<tr>
<th>Year</th>
<th>Student</th>
<th>Faculty Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sophomore Year</strong></td>
<td>• Attend Bridge Session</td>
<td>• Be willing to talk to interested Honors students</td>
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<td></td>
<td>• Submit Departmental Approval Form to Honors via Honors Mākālei</td>
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<td></td>
<td>• Look for possible Faculty Mentors in your field</td>
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<td><strong>Junior Year</strong></td>
<td>• Discuss with major academic advisor, Faculty Mentor, and Honors Director if the Honors Thesis or Portfolio is the right option;</td>
<td>• Consult with student as they draft their Honors Project proposal</td>
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<td></td>
<td>• Take HON 495 or independent study with Faculty Mentor to support writing of Senior Project Proposal;</td>
<td>• Review proposal and confirm your Mentor status on Proposal and Mentor Form</td>
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<td></td>
<td>• Submit a 10-12 page written proposal for Honors Project following the Honors Program guidelines for the Honors Thesis;</td>
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<td></td>
<td>• Submit the proposal and the Honors Portfolio Proposal and Mentor Form, which must be initialed and signed by the Faculty Mentor who has agreed to oversee the Senior Honors Project</td>
<td></td>
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<tr>
<td><strong>Senior Year, First Semester</strong></td>
<td>• Take HON 494</td>
<td>• Attend Honors Project Faculty Mentor orientation session</td>
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<tr>
<td></td>
<td>• Take HON 496 or 499 in major or pre-approved Honors Track course to complete the bulk of the project</td>
<td>• Supervise student’s work on Honors Project</td>
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<td></td>
<td>• Submit Committee Form</td>
<td>• Advise student on addition of Committee Member</td>
</tr>
<tr>
<td><strong>Senior Year, Second Semester</strong></td>
<td>• Take HON 333/496 or 499 in major or pre-approved Honors Track course to complete project and/or write up Thesis/Portfolio Statement</td>
<td>• Submit grade for HON 496, major 499, or other course (HON 496 grades will be solicited by Honors Program Director if needed)</td>
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<tr>
<td></td>
<td>• Attend a Graduate Information Session</td>
<td>• Provide student feedback on drafts</td>
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<td></td>
<td>• Submit draft for Committee review</td>
<td>• Attend Committee “defense” of complete draft and provide feedback</td>
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<tr>
<td></td>
<td>• Meet with Committee for defense/feedback</td>
<td>• Draft evaluation, consult with Committee for agreement, collect signatures and submit to Honors</td>
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<td></td>
<td>• Present at the Undergraduate Showcase</td>
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<tr>
<td><strong>Submission</strong></td>
<td>• All Portfolio and graduation materials will be submitted to Honors by:</td>
<td>• Submission Faculty Mentor and Committee evaluation form</td>
</tr>
<tr>
<td></td>
<td>• Spring semester (April 15)</td>
<td>• Due one week after student materials are due</td>
</tr>
<tr>
<td></td>
<td>• Fall semester (November 10)</td>
<td>• Spring semester (April 21)</td>
</tr>
<tr>
<td></td>
<td>• Summer semester (July 30)</td>
<td>• Fall semester (November 17)</td>
</tr>
<tr>
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<td>• Summer semester (August 7)</td>
</tr>
</tbody>
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# The Ideal Process

<table>
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<tr>
<th><strong>Senior Year, Semester 1</strong></th>
<th><strong>Senior Year, Semester 2</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Committee Meetings</strong></td>
<td><strong>Draft Submission</strong></td>
</tr>
<tr>
<td>• Student meets regularly with committee to discuss project development</td>
<td>• At a time agreed upon by student and committee, convene for a meeting to review smooth draft of project</td>
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<tr>
<td>• Clear timelines and expectations are established</td>
<td>• This may include a mock oral defense/practice Undergraduate Showcase presentation of the draft by the student</td>
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<thead>
<tr>
<th><strong>Senior Year, End of Semester 2</strong></th>
<th><strong>Senior Year, Final Submissions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Evaluation</strong></td>
<td><strong>Final Student Expectations</strong></td>
</tr>
<tr>
<td>• Student submits final version of Thesis/Portfolio by Honors Deadline:</td>
<td>• Student Presents at Undergraduate Showcase</td>
</tr>
<tr>
<td>• Spring semester (April 15)</td>
<td>• Student submits all required Honors materials</td>
</tr>
<tr>
<td>• Fall semester (November 10)</td>
<td>• Completed Senior Honors Project (PDF digital copy)</td>
</tr>
<tr>
<td>• Summer semester (July 30)</td>
<td>• Final oral presentation document at the Fall Forum or Spring Symposium</td>
</tr>
<tr>
<td>• Faculty Mentor, with input from committee, writes up final evaluation of student project</td>
<td>• Academic Curriculum Vitae (CV) (PDF digital copy)</td>
</tr>
<tr>
<td>• Mentor collects signatures for form and submits to Honors Program</td>
<td>• Personal Statement on “My Experience in Honors” (max. 500 words) (PDF digital copy)</td>
</tr>
<tr>
<td></td>
<td>• Completed online Exit Survey</td>
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Senior Honors Project Proposal Guidelines

Student proposals for the Senior Honors Project must be 10-12 pages (minimum) typed, double-spaced. Use the citation and formatting styles typical for your discipline.

Research Thesis

Proposals for the Senior Honors Research Thesis need to have the following components:

1. A working title that is descriptive of the work
2. A clear statement of the problem or goal of the study (e.g. the purpose of the study)
   a. Research Questions or Hypothesis (especially for science-based projects)
3. The significance of the study (why it matters)
4. Any necessary background or definitions for understanding the topic of your study
5. A literature review that is relevant to the topic and which describes the field(s) to which the study is contributing (should be substantive and demonstrate the student’s exploration of the topic)
6. Methodology/Research Design
   a. Should include a discussion of data or evidence to be used, and how student will access or generate this data or evidence
   b. Role of the Researcher: description of the role the student is playing in the research project (especially if it is part of Faculty Mentor’s larger research project)
   c. Documentation of student’s training in the protocols for the research, as needed (e.g. methods course, draft interview protocol, surveys, certification for biohazard, animal research training, etc.)
   d. Research Ethics Statement, if needed
   e. Clearance from Institutional Review Board, if applicable
   f. Timetable for the Research (from present to graduation)
   g. Resources and Materials available to the student in order to carry out the project.

Creative Thesis

Proposals for the Senior Honors Creative Thesis need to have the following components:

1. A working title that is descriptive of the work
2. A clear statement of the problem or goal of the creative project
3. The significance of the project (why it matters)
4. Any necessary background or definitions for understanding the topic of your project
5. A literature review that is relevant to the topic and which describes the field(s) to which the study is contributing (should be substantive and demonstrate the student’s exploration of the topic)
6. Design & Creative Process
   a. A discussion of the student’s creative plan, media, justification for this process
   b. Role of the Student: what will the student’s role be for this project?
   c. Documentation of student’s training and ability to carry out the project (coursework, past experience)
   d. Research Ethics Statement, if needed
   e. Clearance from Institutional Review Board, if applicable
   f. Timetable for the Creative Work (from present to graduation)
   g. Resources and Materials available to the student in order to carry out the project
Portfolio

Before beginning work on the Senior Honors Project, you are required to submit a written proposal that will be a blueprint for your project. You should enroll in HON 499 with the Director to craft this proposal.

Proposals must be 10-12 pages (minimum) typed, double-spaced and use the citation and formatting styles typical for your discipline.

Proposals must also include the following components:
1. Approval from the student’s home department and Faculty Mentor that the portfolio is appropriate for the student’s project
2. A working title that is descriptive of the work
3. A clear statement of the goals or purpose or work of the portfolio and why the portfolio is the most appropriate form to showcase the student’s work in the major
4. The significance of the portfolio (why it matters)
5. A clear description of the portfolio’s component parts/artifacts, recognizing that:
   • An artifact is a piece of evidence (written, audio, visual) that represents an aspect of your portfolio. These artifacts must demonstrate how the learning in these experiences goes above and beyond the requirements for the major AND constitutes a coherent overall project
   • The artifacts must reflect student work equivalent to an Honors Thesis, including via rigor and effort
     o EXAMPLES:
       ▪ A report or paper resulting from a UROP, ASUH or other funded project of a one-semester duration related to the student’s major
       ▪ A substantive experiential learning activity culminating in a formal presentation, published paper, policy project, etc.
       ▪ An engineering design project that has been extended beyond course requirements;
       ▪ Papers or projects that began in a course, but have been substantially built on and improved
   • A Senior Honors Portfolio will ideally have 3-4 thematically related artifacts.
6. Any necessary background or definitions for understanding the topic of your study
7. A literature review that is relevant to the portfolio’s overall theme/arc and which describes the field(s) to which the artifacts of the portfolio are contributing (should be substantive and demonstrate your exploration of the topic);
8. A description of your role:
   • Description of the role you are playing in the component parts of the portfolio
   • Documentation of your training in the protocols for the research, or the component parts of the project as needed (e.g. methods course, draft interview protocol, surveys, certification for biohazard, animal research training, etc.)
9. Research Ethics Statement, if needed;
   • Clearance from Institutional Review Board, if applicable
10. Detailed Timetable for the Portfolio (from present to graduation)
11. Resources and Materials available to you to carry out the project
Criteria and Evaluation of the Honors Project

The Senior Honors Project is assessed by a Senior Project Committee consisting of the Faculty Mentor and one additional Committee Member. The student’s Committee will consider in their assessment of the final project the process of its production (research, drafts, rehearsal etc.) and the final draft. The assessment is made in a written report submitted to the Honors Program.

*Please note that if a project is also part of the requirement for the student’s major, such as in Global Environmental Studies and History, the project must satisfy your department before it can be considered for Honors.

Research Thesis

Submission of a written thesis that has all of the following elements:

- A clearly stated purpose/problem statement/set of research questions
- A clearly articulated significance
  - What’s at stake? So what?
- A sustained study of a topic that uses appropriate sources to explore the topic
  - Sources can include, but are not limited to, primary literary and cultural texts; archives; laboratory results; case studies; surveys; interviews
- A demonstration of the student’s clear understanding and articulation of the broader context and conversations in the discipline(s) and field(s) in which project is located (the literature review)
- A solid grounding in the theoretical framework(s) that the project is using
- A clearly explained and appropriate (justified) methodology/research design
- A robust critical analysis of the subject matter (does not merely present data or describe)
- Proofread and revised for appropriate format, grammatical errors, appropriate format for the field
  - As appropriate, contains well-labeled and attributed tables and figures as supplementary material
  - Has a complete Works Cited or Bibliography included in the proper format
  - Please review the required Honors thesis format information on the Honors website
  - Recommended length (25 page minimum)
- Is of uniformly high quality throughout and clearly represents work above what is expected of a typical undergraduate in the major
Creative Thesis

Creative theses typically have two parts: the documented creative work (performance, visual art, film, screenplay, costume catalogue, etc.) and an accompanying paper discussing the process and significance of the creative work.

Submission of a documented creative work that has all of the following elements:

- Is original, well conceived and well executed (recording, script, composition, etc.)
- Shows technical mastery of the creative form/practice that is used
- Has a written component (typically 10-12 pages)
  - Discusses the purpose and significance of the project
    - What’s at stake? So what?
  - Locates the creative work in a broader context of the relevant discipline(s), field(s), and/or artistic genre(s) in which project is located
  - Exhibits grounding in the background and dialogues about the project’s subject matter
  - Shows a critical understanding of the process that the creative project entails
- Has been proofread and revised for appropriate format, grammatical errors, appropriate format for the field
  - As appropriate, contains well-labeled and attributed tables and figures as supplementary material
  - Has a complete Works Cited or Bibliography included in the proper format
  - Please review the required Honors thesis format information for the written portion of the creative Honors Thesis (on the Honors website)
- Is of uniformly high quality throughout and clearly represents work above what is expected of a typical undergraduate in the major.

Portfolio

The Committee will evaluate the project using the following criteria and evaluation:

- Honors Portfolio Project proposal
- A 10-12 page reflection essay that clearly states the purpose and significance of the portfolio project and should be formatted similar to the Honors Thesis
  - Proofread and revised for appropriate format, grammatical errors, appropriate format for the field
  - As appropriate, contains well-labeled and attributed tables and figures as supplementary material
  - Has a complete Works Cited or Bibliography included in the proper format
- Components/artifacts that are evidence of sustained study or work on a topic, skill, or theme as determined by student and Faculty Mentor, accompanied by an introductory description, if needed
- Represents work equivalent to or exceeding the work expected in a Senior Honors Thesis
- Is of uniformly high quality throughout and clearly represents work above what is expected of a typical undergraduate in the major
After your student submits

The Faculty Mentor will:
1. Submit Committee Evaluation to Honors via Honors Mākālei
   a. Please see end of Handbook for Honors Mākālei submission guide.
   b. Please note that Committee evaluations, in the spirit of best practices in feedback and assessment, will be viewable by the student. Constructive, clear, and specific language is important.
2. Determine whether their student should be nominated for the Senior Honors Project Award

*Note: By Fall 2018 all Honors materials, including Committee evaluations, will be submitted and accessible via Honors Mākālei. Fall 2017-Summer 2018 graduate may opt to forego Honors Mākālei and submit directly to the Honors Program.

The Senior Honors Project Award
A student’s evaluating committee may recommend an exceptional Senior Honors Project for submission to the Honors Council, which determines awards for the most outstanding Honors projects in each semester cycle. These projects should represent excellent work that stands out, even among other Honors work.

- Such a project must demonstrate at least one of the following criteria at a level higher than an Honors Project and approaching master’s level work
  o Makes a significant contribution to the field or community and/or
  o Demonstrates analysis at a high/sophisticated level and/or
  o Uses innovative methodology
- In addition, the student should have demonstrated a high level of independence and initiative for the project, as determined by their Committee

Honors Candidacy Evaluation
The Honors Council reviews the complete file of each candidate for Honors. In cases where a student’s GPA falls below the 3.2 minimum and/or in cases with mixed or negative evaluations the Council will convene to review extenuating circumstances. Once the decision has been made the Faculty Mentor will be informed, by Honors, of their student’s status.

Commencement
Once required materials have been received students will be issued an Honors cord that may be worn at Commencement. The names of all Honors candidates will be listed in the Commencement Program and these students will be given special acknowledgement during the ceremony.

Honors Alumni Listing
Graduating with an Honors Degree is a special achievement. On our Honors Alumnus Search page, we feature complete listings of students who have successfully graduated with honors. Name, major, project title, and Faculty Mentor will all be displayed.
Committee Members

What is my role as a Committee Member?

- Support the student with your expertise in your field, and give feedback on their project
- Communicate with student (copy the primary Faculty Mentor) with concerns and feedback
- Communicate with Faculty Mentor or Honors Director regarding any concerns you might have about the student’s direction or project—the earlier, the better!
- Assist Faculty Mentor with drafting final student evaluation in a timely manner

What if the Committee doesn’t agree on the final evaluation?

- Ideally, the Committee has consensus on the student’s project and the rigor/execution of the project, and any disagreements have been addressed much earlier in the process
- In the rare case that Committee Members cannot agree on the evaluation, the dissenting Committee Member may submit a separate evaluation detailing their own evaluation of the process and the project and submit it to Honors.

Contact the Honors Program

Honors Program Director, Vernadette Gonzalez, vvg@hawaii.edu or (808) 956-5404

Main Office Sinclair Library, Rm. 128, honors@hawaii.edu or (808) 956-8391

manoa.hawaii.edu/undergrad/honors
Forms

The following pages include the various forms you will need as an Honors Faculty Mentor. These forms may also be found on our website at http://manoa.hawaii.edu/undergrad/honors/forms/ and may also be submitted electronically through Honors Mākālei.
**Honors Thesis Proposal and Mentor Form (Research)**

A Senior Honors Thesis is typically a three-semester sequence of research in the student’s field of study, carried out independently by the student under the direction of a faculty member (Thesis Mentor). The sequence usually involves a semester of preparation culminating in a written proposal, followed by two semesters of research, and writing.

Student Name: ______________________________________________________
Email: _____________________________________________________________
UHM ID #: _______________________
Major: _______________________________________________
Graduating Semester: _______________________________
Proposed Thesis title: _______________________________________________
Student Signature: ___________________________ Date: _______________

The attached proposal represents my plan for the Senior Honors Project, in accordance with the requirements of the Honors Program and my major. I have developed it in consultation with the faculty named below, who has reviewed it and who has agreed to serve as my thesis mentor. His/her initials and signature below confirm that this proposal meets the following requirements:

(Thesis Mentor please initial where applicable.)
_____ This proposal for a Senior Honors Project meets the requirements for research or a capstone project in the student’s major and describes work that would be considered of Honors quality in the major (if Faculty mentor is from outside the major, this proposal must be additionally approved by the undergraduate chair of the student’s department—see below);
_____ The proposal describes a project that is feasible (can be completed in two semesters) and realistic (can be completed given available resources);
_____ The project clearly describes the goals of the project and articulates its research questions/hypothesis and significance;
_____ The literature review demonstrates effort to research the topic and the student shows a good understanding of the topic and the field;
_____ The described methodology is sound and the proposed data/evidence is appropriate for this project;
_____ The student’s plan for analysis of the data/evidence is sound, and the student has the appropriate analytical skills or the potential to develop those skills;
_____ As the student’s thesis mentor, I agree to meet with the student, provide feedback on drafts and guidance throughout this process, including assistance in organizing and
proofreading the final thesis. My commitment includes drafting, coordinating committee signatures for, and submitting the evaluation form at the completion of this process.

Honors Thesis Mentor name: ________________________________
Mentor’s email: ___________________ Department: ______________
Signature: ______________________ Date: ______________

*Complete below only if mentor is from outside student’s major department
Thesis mentors are typically from the student’s major department, though in some cases may be from a different field. If student’s mentor is from outside their major department, the student must first get approval for the project and the mentor from the undergraduate chair of the department, to ensure that the project is appropriate for the major and the mentor has the department’s support for supervising the student.

_____ This proposal for a Senior Honors Project meets the requirements for research or a capstone project in the student’s major and describes work that would be considered of Honors quality in the major;

_____ The faculty member named above is approved as the Senior Honors Thesis Mentor for the project described in the attached proposal.

Major Advisor’s Name: ________________________________
Major Advisor’s Signature: ________________________________
Honors Thesis Proposal and Mentor Form (Creative Work)

A Senior Honors Thesis is typically a three-semester sequence of research and creative work in the student’s field of study carried out independently by the student under the direction of a faculty member (Thesis Mentor). The sequence usually involves a semester of preparation culminating in a written proposal, followed by two semesters of research, creative work and writing.

Student Name: ____________________________________________________________

Email: ____________________________________________________________

UHM ID #: _____________________________

Major: ____________________________________________________________

Graduating Semester: _____________________________

Proposed Thesis title: ____________________________________________________________

Student Signature: _____________________________ Date: ________________

The attached proposal represents my plan for the Senior Honors Project, in accordance with the requirements of the Honors Program and my major. I have developed it in consultation with the faculty named below, who has reviewed it and who has agreed to serve as my thesis mentor. His/her initials and signature below confirm that this proposal meets the following requirements:

Thesis Mentor please initial where applicable:

_____ This proposal for a Senior Honors Project meets the requirements for a creative capstone project in the student’s major and describes work that would be considered of Honors quality in the major (if Faculty mentor is from outside the major, this proposal must be additionally approved by the undergraduate chair of the student’s department—see below);

_____ The proposal describes a project that is feasible (can be completed in two semesters) and realistic (can be completed given available resources);

_____ The project clearly describes the goals of the project and articulates its significance to the creative community of which it is a part;

_____ The literature review demonstrates effort to research the topic/field and the student shows a good understanding of the topic and the field;

_____ The described design of the creative process is sound, and the proposed medium/media is appropriate for this project;

_____ The student has the appropriate training to carry out the project, or the potential to develop those skills within the time period proposed;
As the student’s thesis mentor, I agree to meet with the student, provide feedback on drafts and guidance throughout this process, including assistance in organizing and producing the creative portion of the thesis and proofreading the written reflection portion of the thesis. My commitment includes drafting, coordinating committee signatures for, and submitting the evaluation form at the completion of this process.

Honors Thesis Mentor name: ________________________________
Mentor’s email: ________________________________ Department: ________________
Signature: ________________________________ Date: ________________

*Complete below only if mentor is from outside student’s major department*

Thesis mentors are typically from the student’s major department, though in some cases may be from a different field. If student’s mentor is from outside their major department, the student must first get approval for the project and the mentor from the undergraduate chair of the department, to ensure that the project is appropriate for the major and the mentor has the department’s support for supervising the student.

This proposal for a Senior Honors Project meets the requirements for a creative capstone project in the student’s major and describes work that would be considered of Honors quality in the major;

The faculty member named above is approved as the Senior Honors Thesis Mentor for the project described in the attached proposal.

Major Advisor’s Name: ________________________________
Major Advisor’s Signature: ________________________________
Honors Portfolio Proposal and Mentor Form

A Senior Honors Portfolio is typically a three-semester sequence of research or creative in the student’s field of study, carried out independently by the student under the direction of a faculty member (Portfolio Mentor). The sequence usually involves a semester of preparation culminating in a written proposal, followed by two semesters of research and/or creative work and writing.

Student Name: ____________________________________________
Email: ____________________________________________________
UHM ID #: ______________________
Major: __________________________________________
Graduating Semester: __________________________
Proposed Thesis title: ____________________________________________
Student Signature: ________________________ Date: ______________

The attached proposal represents my plan for the Senior Honors Project, in accordance with the requirements of the Honors Program and my major. I have developed it in consultation with the faculty named below, who has reviewed it and who has agreed to serve as my thesis mentor. His/her initials and signature below confirm that this proposal meets the following requirements:

Portfolio Mentor please initial where applicable:
   _____ This proposal for a Senior Honors Project meets the requirements for a capstone project in the student’s major and describes work that would be considered of Honors quality in the major;
   _____ The department will accept the work proposed in this proposal. It fulfills the department’s student learning objectives;
   _____ The purpose of the portfolio is clearly stated and justified and will showcase the student’s topic expertise, creativity, etc.;
   _____ The design of the portfolio supports the purpose of the project and demonstrates a coherent plan that links the portfolio’s component parts into a larger whole;
   _____ The proposal outlines a plan that is feasible (can be completed in two semesters) and realistic (can be completed given available resources);
   _____ The literature review demonstrates knowledge of research relevant scholarship and work that illuminates the portfolio’s purpose and significance;
   _____ The portfolio proposal includes a plan for a reflection essay on the process and components of the portfolio, as well as its usefulness for the student’s future plans;
The student has the appropriate skills and training or the potential to develop those skills;

As the student’s thesis mentor, I agree to meet with the student, provide feedback on drafts and guidance throughout this process, including assistance in organizing and proofreading the final portfolio. My commitment includes drafting, coordinating committee signatures for, and submitting the evaluation form at the completion of this process.

Honors Portfolio Mentor name: ________________________________
Mentor’s email: ___________________________ Department: _________________
Signature: ___________________________ Date: _________________

*Complete below only if mentor is from outside student’s major department*
Portfolio mentors are typically from the student’s major department, though in some cases may be from a different field. If student’s mentor is from outside their major department, the student must first get approval for the project and the mentor from the undergraduate chair of the department, to ensure that the project is appropriate for the major and the mentor has the department’s support for supervising the student.

This proposal for a Senior Honors Portfolio meets the requirements for a capstone project in the student’s major and describes work that would be considered of Honors quality in the major;

The faculty member named above is approved as the Senior Honors Portfolio Mentor for the project described in the attached proposal.

Major Advisor’s Name: ________________________________
Major Advisor’s Signature: ________________________________
Senior Honors Project Evaluation Form: Research

Please use this form to evaluate only a conventional research project in the natural sciences, social sciences, or humanities. For additional comments attach additional pages.

Name of Candidate:

Major:

Project Title:

Assessment
Please consider the following categories in your assessment and provide as full an answer as possible. If the category is not relevant, please mark it “N/A” to indicate so. Please be detailed and honest in your evaluation.

Research Problem
Please discuss the degree to which the thesis has a clearly stated purpose/problem statement/set of research questions. Does the project make a contribution to the field, and does the candidate articulate this significance clearly? How so/Why not?

Literature Review
Does the candidate show a critical understanding of relevant literature and understand/articulate the broader contexts and conversations in the field(s) in which the project is located? Please explain.

Methods
Are the methods adopted appropriate and properly applied, and are they explained clearly and justified in the thesis?

Critical Analysis
Does the thesis exhibit an adequate analysis of the results/subject matter that demonstrates a level of understanding and interpretation that is above and beyond what is expected for an undergraduate in the major? Please explain.

Quality of Writing
To what degree does the writing in the thesis meet the expectations of the field? Does the project demonstrate good organization of ideas and clear writing? How so/why not?

Presentation/Process of Revision
Did the student take the revision process seriously and turn in a polished, proofread finished product? Is the project properly formatted? Are the tables/figures/maps of suitable quality and sources attributed?

Student ownership of the research process and overall project
Did the student demonstrate responsibility for the project as a whole? Did the student communicate clearly during his/her time working with you? Was the student timely with deadlines and drafts and responsive to feedback? Please explain. How could the thesis be improved?
**Recommended Honors** (Check One)

☐ No Honors
☐ Honors

**Senior Honors Project Prize Endorsement**

____ (Initial) This thesis is of exceptional quality, representing sustained, rigorous and original work, containing a thorough and well-discussed literature review, and sophisticated analysis of primary sources/data well above and beyond the expectations for an undergraduate Honors thesis in the field (e.g., approaching Master’s level work). The committee recommends this thesis for consideration for the Honors Thesis Prize.

**Signatures**

Honors Faculty Mentor: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Committee Member 1: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Committee Member 2: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Please submit the signed electronic copy of this form to the Honors Program (honors@hawaii.edu) once it is completed.
Senior Honors Project Evaluation Form: Creative

Please use this form to evaluate only a creative work. For additional comments attach additional pages.

Name of Candidate:

Major:

Project Title:

Assessment
Please consider the following categories in your assessment and provide as full an answer as possible. If the category is not relevant, please mark it “N/A” to indicate so. Please be detailed and honest in your evaluation.

Project Design
Is the project well conceived in design? Does it make a clear contribution to its genre? Please explain.

Craft and Execution
How would you rate the quality of the craft/technical mastery displayed in the project, (e.g. inconsistent, consistently good, excellent)? Did the student take the revision/rehearsal/editing process seriously and turn in a polished finished product for both the performance/creative work and the written portion? Please provide details to explain your judgment.

Written Essay Component
Does the written portion of the thesis discuss the purpose, significance and process shaping the project in a thorough manner? Please explain.
Does the written portion of the thesis exhibit knowledge of the broader contexts of creative work, such as a discussion of genre, background knowledge, interpretation and/or critical knowledge of the subject matter? Please explain.

Quality of Writing/Process of Revision
To what degree does the writing involved meet the expectations of the field and/or genre? Does the project demonstrate good organization of ideas and clear writing? Please explain.

Presentation/Process of Revision
Is the written portion of the thesis project is properly formatted, proofread?

Student ownership of the creative process and overall project
Did the student demonstrate responsibility for the project as a whole? Did the student communicate clearly during his/her time working with you? Was the student timely with deadlines and drafts and responsive to feedback? Please explain.
How could the thesis be improved?
Recommended Honors (Check One)

☐ No Honors
☐ Honors

Senior Honors Project Prize Endorsement

_____ (Initial) This thesis is of exceptional quality, representing sustained, rigorous and original work, containing a thorough and well-discussed literature review, and sophisticated analysis of primary sources/data well above and beyond the expectations for an undergraduate Honors thesis in the field (e.g., approaching Master’s level work). The committee recommends this thesis for consideration for the Honors Thesis Prize.

Signatures

Honors Faculty Mentor: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Committee Member 1: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Committee Member 2: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Please submit the signed electronic copy of this form to the Honors Program (honors@hawaii.edu) once it is completed.
Senior Honors Project Evaluation Form: Portfolio

Please use this form to evaluate an Honors Portfolio. For additional comments attach additional pages.

Name of Candidate:

Major:

Project Title:

Assessment
Please consider the following categories in your assessment and provide as full an answer as possible. If the category is not relevant, please mark it “N/A” to indicate so. Please be detailed and honest in your evaluation.

Portfolio Theme/Problem
Please discuss the degree to which the Portfolio project has a clearly stated purpose/problem statement/set of research questions that connects each of the pieces. Does the project make a contribution to the field, and does the candidate articulate this significance clearly? How so/Why not?

Literature
Does the candidate show a critical understanding of relevant literature and understand/articulate the broader contexts and conversations in the field(s) in which the project is located? Please explain.

Justification for format
Does the candidate provide clear and adequate justification for the completion of a Portfolio project versus a thesis?

Selection of Artifacts/Components
Has the student fully justified the inclusion of each of their artifacts/components? Is there a clear theme throughout that is differently explored by the different artifacts/components?

Critical Analysis
Does the project exhibit an adequate analysis of the results/subject matter that demonstrates a level of understanding and interpretation that is above and beyond what is expected for an undergraduate in the major? Please explain.

Quality of Presentation
To what degree does the writing in the project, the chosen methods of presentation and justification for these presentation choices meet the expectations of the field? Does the project demonstrate good organization of ideas and clear writing? How so/Why not? Are any tables/figures/maps/images, etc. of suitable quality and sources attributed?

Process of Revision
Did the student take the revision process seriously and turn in a polished, proofread finished product?
Student ownership of the process and overall engagement with the project
Did the student demonstrate responsibility for the project as a whole? Did the student communicate clearly during his/her time working with you? Was the student timely with deadlines and drafts and responsive to feedback? Please explain.

How could the Portfolio be improved?

Recommended Honors (Check One)
☐ No Honors
☐ Honors

Senior Honors Project Prize Endorsement

_____ (Initial) This thesis is of exceptional quality, representing sustained, rigorous and original work, containing a thorough and well-discussed literature review, and sophisticated analysis of primary sources/data well above and beyond the expectations for an undergraduate Honors thesis in the field (e.g., approaching Master’s level work). The committee recommends this thesis for consideration for the Honors Thesis Prize.

Signatures

Honors Faculty Mentor: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Committee Member 1: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Committee Member 2: Signature: Date:

Would you be interested in serving as a Senior Honors Project mentor in the future? Yes No

Please submit the signed electronic copy of this form to the Honors Program (honors@hawaii.edu) once it is completed.
Honors Committee Form

Please complete this form after your committee members have agreed to serve as committee members.

It is strongly preferred that at least one of your committee members be full-time faculty at UH Manoa.

Student Name: ________________________________________________________
Email Address: __________________________________________________________
Major: _________________________________________________________________
Thesis: _________________________________________________________________

Thesis Mentor: __________________________________________________________
Department: _____________________________________________________________
Email Address: __________________________________________________________
Change of Mentor: Yes ___ No ___

Committee Member (required): _____________________________________________
Department: _____________________________________________________________
Email Address: __________________________________________________________
Change of Committee Member: Yes ___ No ___

Committee Member (optional): _____________________________________________
Department: _____________________________________________________________
Email Address: __________________________________________________________
Change of Committee Member: Yes ___ No ___

Please submit a signed copy of this form to the Honors Program via email (honors@hawaii.edu) once it is completed. We will send you an electronic copy for your records.