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Welcome to your Senior Honors Project!

The culmination of your Honors experience is the Senior Honors Project, which can take the shape of an Honors Thesis or Honors Portfolio, depending on which fits your needs and the requirements of your major. The final decision must be made in consultation with your Honors Faculty Mentor. Your major may opt to require you to complete a Thesis project and your choice may be further dictated by the kind of work that is typical for people in your major. If you have not already done so you must attend a Bridge Session or advising appointment with the Director to gather more information about your Senior Honors Project process.

Thesis
The Honors Thesis represents original, independent, mentored inquiry or creative work that reflects sustained effort, thoughtfulness of design and excellence in execution, and which enhances 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.
Students work closely with a Faculty Mentor and an additional committee member over the course of their senior year to conduct research or carry out creative work as appropriate to their major, and produce a written record of their work.

Portfolio
Portfolios allow for more non-traditional research and creative work, such as design projects, community-based research, etc. to be considered for Honors. 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 as a whole, you will complete a project that it is of equal quality and rigor to the Honors Thesis option.

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.

The component or artifacts included in your portfolio will vary widely according to your project and major field of study, however some possible inclusions may be:

- Websites designed
- Performance pieces
- Service-Learning, community-based research, or practicum-based projects
- Entrepreneurial activities
- Computer programs/apps
- Art work

While compiling your Portfolio pieces be sure there is a cohesive theme, related to the relevant literature, that binds the whole.
Requirements & Timeline: Thesis

**Sophomore Year**
- Attend Bridge Session
- Submit Departmental Approval Form

**Junior Year**
- Discuss with major academic advisor and faculty mentor if the Honors Thesis is the right option
- Take HON 495 or independent study with mentor to support writing of Thesis Project Proposal
- Submit a 10-12 page written proposal for Honors Thesis project following the Honors Program guidelines
- Submit, with the proposal, the Honors Thesis Proposal and Mentor Form, which must be initialed and signed by the faculty mentor who has agreed to oversee the Honors Thesis

**Senior Year, First Semester**
- Take HON 494
- Take HON 496 or 499 in major or pre-approved Honors Track course to complete the bulk of the project
- Submit Committee Form

**Second Semester**
- Take HON 496 or 499 in major or pre-approved Honors Track course to write up Thesis
- Attend a Graduate Information Session
- Present at the Undergraduate Showcase
- Complete initial submission and defense with Committee

All final Senior Honors Project and graduation materials will be submitted to Honors by:
- Spring semester (April 15)
- Fall semester (November 10)
- Summer semester (July 30)
Research Thesis

Proposal Guidelines

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

Proposals for the Honors Thesis (Research) 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.
Research Thesis

Criteria and Evaluation of your Honors Project

The Senior Honors Project is assessed by a Senior Honors 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.

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

Proposal Guidelines

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

Proposals for the Honors Thesis (Creative Work) 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.
Creative Thesis

Criteria and Evaluation of your Honors Project

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.
Requirements & Timeline: Portfolio

**Sophomore Year**
- Attend Bridge Session
- Submit Departmental Approval Form

**Junior Year**
- Discuss with major academic advisor and faculty mentor if the Honors Portfolio is the right option
- Take HON 499 to help think through and craft an Honors Portfolio proposal
- Submit a 10-12 page written proposal for Honors Portfolio project following the Honors Program guidelines
- Submit, with the proposal, the Honors Portfolio Proposal and Mentor Form, which must be initialed and signed by the faculty mentor who has agreed to oversee Honors Thesis

**Senior Year, First Semester**
- Take HON 494
- Take HON 496 or 499 in major or pre-approved Honors Track course to complete the bulk of project
- Submit Committee Form

**Second Semester**
- HON 496 or 499 in major pre-approved Honors Track course to write up Portfolio Statement/Reflection Essay
- Graduate Information Session
- Undergraduate Showcase
- Initial submission and defense with Committee
- Submit all Portfolio and graduation materials to Honors
  - Spring semester (April 15)
  - Fall semester (November 10)
  - Summer semester (July 30)
Portfolio

Proposal Guidelines

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.

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
   • EXAMPLES:
     o A report or paper resulting from a UROP, ASUH or other funded project of a one-semester duration related to the student’s major
     o A substantive experiential learning activity culminating in a formal presentation, published paper, policy project, etc.
     o An engineering design project that has been extended beyond course requirements;
     o 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
Portfolio

Statement/Reflection Essay

The Honors Council has established a minimum length requirement of a 10-12 page Portfolio Statement to complement your Portfolio artifacts, exclusive of front matter, diagrams, tables, appendices and bibliography. This statement serves to tie together your components/artifacts and provides broader reflection on your undergraduate Honors experience. This statement should be formatted similar to the Honors Thesis format.

Specifically, this should include:

- evidence of solid grounding in and engagement with the relevant existing scholarship or creative work in the field the student is located in
- evidence of a deliberate and thoughtful design of the portfolio’s various components/artifacts and reflection on this
- mastery of and experiential engagement in the skills/content knowledge of a topic appropriate to the student’s field of study
- discussion of the individual components and how they contribute to the portfolio’s cohesion and purpose
- discussion of how the individual components build on each other to showcase your intellectual growth, creativity, etc.
- relevant scholarship and other work that illuminates the portfolio’s purpose and significance
- your process of putting the portfolio together, and how you deepened your knowledge of the subject through the work involved in the portfolio
- any potential future directions for the portfolio, and how you may build on this work in the future

Presentation of Portfolio

The presentation format you select for your project may vary according to the specific contents of your projects, norms of your academic field, and through consultation with your Faculty Mentor and Committee Member. However, the preliminary list provided below includes a number of potential hosting sites you may be able to use in the creation of an online portfolio. It may be useful to consider using one of these independent online hosts to allow you to use your Portfolio as a demonstration of your work in future endeavors, such as job and graduate school applications.

- Weebly
- Wordpress
- Google Sites
- ICS Portfolio hosting pages

If you prefer and have the necessary knowledge and skills, you may also design your own Portfolio without the use of any such hosting site. There is no specific requirement for the layout you select beyond the inclusion of the stated Portfolio requirement pieces.

Please ensure that all artifacts hosted or linked on your Portfolio are accessible to the Honors Program faculty and staff as well as your Faculty Mentor (i.e. not password protected).
Portfolio

Criteria and Evaluation of your Portfolio Project

The Senior Honors Project is assessed by a Senior Honors 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 your project is also part of the requirement for your major, such as in Global Environmental Studies and History, the project must satisfy your department before it can be considered for Honors.

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
- 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.

A project consisting of any or all of the following will NOT be awarded Honors:

- A portfolio does not get submitted
- A portfolio is submitted, but:
  - Does not have a (strong) reflection essay
  - Reflects poor or no research or creative work on the part of the student as evidenced in the essay or accompanying components/artifacts
  - Does not provide a linking thread for each of the components/artifacts
  - Is not submitted electronically
  - Is submitted electronically but Faculty Mentor/Committee Member/Honors Council do not have full access to all artifacts/components
  - Is poorly designed or incomplete (does not reflect equivalent work to a Senior Thesis)
  - Is badly written (many typographical and grammatical errors, little evidence of proofreading or revision)
Formatting and Submitting your Honors Project

Because of the variety of formats and styles across disciplines there are no standard criteria for formatting the Senior Honors Project.

However, written portions of Projects must be formatted according to the Honors Program template, which includes:

- single sided pages
- 1 inch margins on all sides
- 12 point font
- double spacing (single-spaced for any block quotations)
- all pages numbered according to the pagination rules described below

*Please save your file as LASTNAME_FIRSTNAME_SENIORPROJECT.filetype*

The format and order of pages should be as follows, as appropriate for your Thesis/Portfolio:

1. Cover page: The cover page is aligned center and not paginated.

2. Acknowledgements (optional): The acknowledgments page should be paginated using lower-case Roman numerals (i, ii, iii, iv, etc.). We strongly recommend students thank their Senior Honors Project Committee.

3. Abstract or Précis and Keywords: A short summary of your project with a maximum 250 words. Paginated in lower-case Roman numerals. Include two to three keywords at the bottom of the page in bold.

4. Table of contents:

5. List of Tables and/or Figures (optional, if used): The list must refer to correct captions/titles of figures and page numbers. Paginated in lower-case Roman numerals.

6. Main body: In the main body of the reflection, follow the established style manual in your discipline, which may be one of the main styles (APA, Chicago, Harvard, MLA, etc.) or one appropriate to your discipline or even a particular journal in your discipline. You can use chapters or sections to break up your text, as appropriate to your discipline. Students should check with their Faculty Mentor for further direction on this. Paginated 1, 2, 3, etc.

*Please see the Resources tab of our website for a sample template.*
Graduating with Honors

To successfully graduate with Honors from UH Mānoa you must:

1. Complete required coursework and make sure to complete the Graduation checklist
2. Maintain cumulative and major GPA of at least 3.2
3. Give one public oral presentation at the Undergraduate Showcase in your final semester
4. Submit your completed Senior Honors Project and other materials by the stated deadline. Ensure all files are saved and submitted in the following PDF format:
   Lastname_Firstname_DocumentName, ex. Cruz_Julia_Personal_Statement.pdf
   • This includes:
     o Completed Senior Honors Project (PDF digital copy)
     o Final oral presentation document at the Fall Forum or Spring Symposium
     o Academic Curriculum Vitae (CV) (PDF digital copy)
     o Personal Statement on “My Experience in Honors” (max. 500 words) (PDF digital copy)
     o Completed online Exit Survey

*Starting in Fall 2018 all students will submit their materials via Honors Mākālei*

The Senior Honors Project Award

A student’s evaluating Committee may recommend an exceptional project for submission to the Honors Council, which will determine 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 Honors Council will convene to review for extenuating circumstances. The Council will also review exceptional projects endorsed by the Faculty Mentor/Committee to determine recipients of the Honors Project Awards.

Commencement

Once the required documents have been received students will be issued an Honors cord that may be worn at the Commencement ceremony. The names of all Honors Degree candidates will be listed in the Commencement Program and these students will be given special acknowledgement during the graduation 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. We ask that students who do not wish for their information to be displayed online contact us upon graduation.
The following pages include the various forms you will need as an Honors Student. 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 work 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] (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: ______________________________________________@hawaii.edu
Major: ________________________________________________________________
Thesis: ________________________________________________________________

Thesis Mentor: _________________________________________________________
Department: ___________________________________________________________
Email Address: ______________________________________________@hawaii.edu
Change of Mentor:   Yes ___   No ___

Committee Member (required): _____________________________________________
Department: ___________________________________________________________
Email Address: ______________________________________________@hawaii.edu
Change of Committee Member:   Yes ___   No ___

Committee Member (optional): _____________________________________________
Department: ___________________________________________________________
Email Address: ______________________________________________@hawaii.edu
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.

09/2016
**Upper Division Honors Program Graduation Checklist**

**First half of the semester: (planning)**

- Meet with Honors director to discuss & submit signed plan/schedule for completion
- Register for the Spring or Fall Undergraduate Showcase to present your finished Senior Honors project
- Complete Honors graduation form (emailed by honors@hawaii.edu)
- Submit all your paperwork
  - Petitions to waive or replace HON courses, if relevant (do not wait until the last minute to do this)
  - Mentor/Committee form
- Meet regularly with your mentor and committee member
- Schedule the submission of your completed first (smooth) draft with your mentor/committee (ideally, no later than March 15/October 10)
- Schedule the conference/defense/discussion of your completed draft with your advisor/committee (ideally, no later than mid March/late October)

**Second half of the semester: (execution)**

- Meet with Honors director to discuss progress toward completion
- Submit first complete draft on designated deadline to committee
- Hold conference/defense/discussion of first draft with committee
- Recommend also running your draft oral presentation during this time and/or poster (if applicable)
- REVISE (discuss your revision schedule with committee)
- Complete revisions on written draft
- Format draft (if you haven’t already) into the template required by Honors
  - Attribute all images/illustrations (do not use unless you have permission)
  - Is it 25 pages (not including bibliography/works cited)?
  - Proofread? Correctly formatted when saved a pdf file?
- Submit final draft to advisor and committee (ideally 3-5 days before it is due to Honors on April 15/November 10) to give them time to look over and finalize their evaluation
- Submit thesis and all other materials to Honors April 15/November 10.
  - You will receive an email from Honors reminding you what is due and when
    - CV, personal statement, exit survey
  - Honors will solicit your committee for their evaluation of your thesis directly
- Practice oral presentation Undergraduate Showcase for Research and Creative Work
- Present at Undergraduate Showcase and Submit presentation materials to Honors
- Pick up your Honors cords for graduation!
- Think about submitting something for *Mānoa Horizons!*