

H O N O R S

UNIVERSITY OF HAWAI'I at MĀNOA

SENIOR HONORS PROJECT HANDBOOK

THESIS AND PORTFOLIO PROJECTS

UNIVERSITY OF HAWAI'I AT MĀNOA

HONORS PROGRAM

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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.

Choosing Your Faculty Mentor and Committee Member

Your faculty mentor and committee member(s) are crucial to your senior honors project. First, your faculty mentor approves your project proposal before you begin your capstone. During the capstone process, your mentor and committee member offer advice and support, and assess your work during capstone classes. Finally, after you submit your capstone to Honors, your mentor and committee member provide their assessment of the final project to the Honors Council.

Because each student's project is unique, Honors empowers students to select their mentor and committee member(s) according to the criteria below.

Faculty Mentor (one person)

- Can be any faculty member from your major department
- Can be faculty from another UHM department, with approval from your major department
- Invite your mentor to serve before you submit your proposal

Committee Members (at least one, but up to three people)

- Can be any faculty member from any UH department
- Can be a subject-matter expert who is not UH faculty (with no personal relationship to the student). Your faculty mentor sends Honors an email to approve
- Committee members are chosen before the last semester of senior project

Types of Projects

Research Thesis

The research 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.

Creative Theses

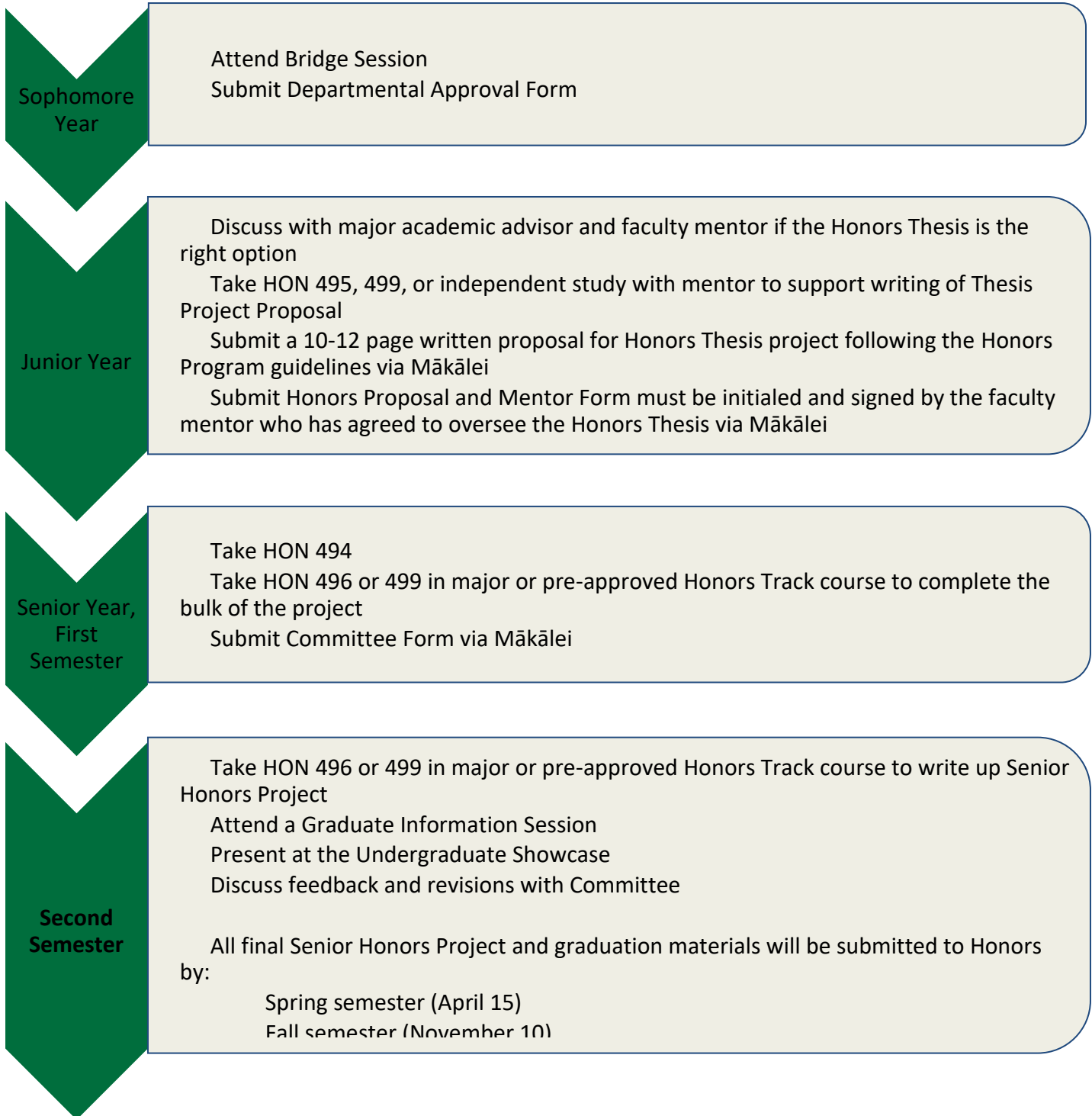
Creative theses are original, well-conceived, and well executed works of visual, music, performance, or other art works that show technical mastery of the relevant genre. They typically have two parts: the documented creative work (performance, visual art, film, screenplay, costume catalogue, etc.) and an accompanying reflection essay discussing the process and significance of the creative work.

Portfolio

An Honors portfolio is a deliberately-crafted collection of experiences, projects and research that are coherently linked and showcase sustained, creative and rigorous undergraduate work. The portfolio format provides a framework to plan, organize, synthesize and reflect on the diverse elements of unique and "outside-the-box" Honors capstone experiences.

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 is of equal quality and rigor to the research or creative thesis options.

Requirements & Timeline: Thesis



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 reflection essay 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 via Mākālei
The Honors Portfolio Proposal and Mentor Form must be initialed and signed by the faculty mentor who has agreed to oversee Honors Thesis then submitted via Mākālei

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 via Mākālei

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
Discuss feedback and revisions with Committee

Submit all Portfolio and graduation materials to Honors
Spring semester (April 15)
Fall semester (November 10)
Summer semester (August 1)

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:
 - 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

Portfolio

Portfolio Components

The component or artifacts included in your portfolio will vary widely according to your project and major field of study, bound by a cohesive theme. Possible inclusions may be:

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

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 student's field
- 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
- the process of creating the portfolio, and how it deepened your knowledge of the subject
- potential future directions for the portfolio work

Presentation of Portfolio

The presentation format you select for your project may vary according to the specific contents of your projects and norms of your academic field, and will be decided after consultation with your faculty mentor and committee member. You may want your portfolio to remain available to demonstrate your work in future endeavors, such as job and graduate school applications. If you prefer and have the necessary knowledge and skills, you may design your portfolio without the use of a hosting site, or you can use one of the sites below.

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

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.pdf

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 our sample template starting on page 29 *

* <http://bit.ly/UHMHonorsTemplate> *

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:
 - Completed Senior Honors Project (PDF digital copy)
 - Final oral presentation document at the Fall Forum or Spring Symposium
 - Academic Curriculum Vitae (CV) (PDF digital copy)
 - Personal Statement on “My Experience in Honors” (max. 500 words) (PDF digital copy)
 - Completed online Exit Survey

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
 - Makes a significant contribution to the field or community and/or
 - Demonstrates analysis at a high/sophisticated level and/or
 - 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.

Forms

The following pages include the various forms you will need as an Honors Student.

These forms can also be found and submitted electronically through Honors
Mākālei.

Forms may also be found on our website at
<http://manoa.hawaii.edu/undergrad/honors/forms/>.