Senior Project Handbook

This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center, DF Lowry Building, 910.521.6695.

Revised August 2021

Table of Contents

Esther G. Maynor Honors College
One University Drive
Pembroke, NC 28372-1510
Phone: 910.521.6841
Fax: 910.521.6606

Dear Maynor Honors College Student,

The MHC is honored that you have decided to complete your undergraduate education with us. The curriculum is designed to challenge you academically and provide you with unique opportunities for interactive, self-directed learning. One such opportunity is the Senior Project.

This handbook will provide you with all the information you need to get started on the Senior Project. The handbook has four sections. The first section will answer general questions you may have about completing the Senior Project. The second section will answer specific questions that you may have regarding what honors courses are related to the Senior Project. The third section outlines the organizational and other requirements for the final written product. And the fourth section includes all the forms that you will use as you move through the senior project sequence.

While the Senior Project might seem like a daunting task, every project milestone is incorporated into your honors coursework (HON 4000: Research Methods and Prospectus and HON 4500: Honors Thesis/Project). As the instructor of HON 4000 and HON 4500, I will be your senior project coordinator and will act as an independent guide and facilitator. In addition, you will have the full support of your faculty mentor, who will help you guide the project to completion.

Thank you for your participation in the MHC and we look forward to working with you on your Senior Project!

Sincerely,

Joshua Kalin Busman, PhD
Senior Project Coordinator
Assistant Dean, Esther G. Maynor Honors College
University of North Carolina at Pembroke
Hickory Hall // jkbusman@uncp.edu // 910.775.4672

Section One: Overview of the Senior Project

The Senior Project is an exciting opportunity extended to members of the Maynor Honors College. A Senior Project allows students to become active member of their discipline after completing much of their discipline's course work and therefore serves as a capstone experience. The Senior Project always involves a written component and a presentation, but approaches to the project may take many forms, from traditional research to artistic creation to service-learning.

Possibilities for the Senior Project

All Senior Projects will be guided by the faculty mentor and MHC senior project coordinator. All will entail a written product as well as a presentation upon completion. The below descriptions are designed to serve as jumping off points for project planning.

Community and Civic Engagement Projects
These types of projects involve active (volunteer) participation and leadership in a focused project involving service to the community, an organization, or a business. The project should be appropriate to the student's field of study, and the student will work with a faculty member to research the project and plan the experience. The final written product may be an extended reflection paper, action plan, or research paper, depending on the project, and should include research as well as a description of the project. Community and civic engagement projects may be combined with creative or research work.

Creative Projects
These projects are appropriate for creative writers, visual artists, or performing artists. Students will work with a faculty mentor to develop the project. The student will display or perform the work and also provide a written description/interpretation of the work, which may take the form of a professional genre such as program notes or an extended artist statement. Creative work may be combined with research or community and civic engagement work.

Research Projects
Research projects may focus on primary research (experimental, archival) or secondary research (review and analysis of published work) and should be completed under the direction of a faculty mentor. Research projects tend to involve a substantial written product and a formal presentation of the results. Research projects may be combined with creative or community and civic engagement work.

Senior Project Mentor and Senior Project Coordinator

Students are encouraged to give careful consideration in their choice of faculty mentor. Selecting a faculty mentor is almost as important as selecting the topic for the project. The mentor should be a UNCP faculty member who can provide guidance in the project area. This begins with the selection of a topic and continues throughout completion of the project and

presentation of the work. It is important for students to select a mentor with whom they feel they can work well; someone who will challenge them and provide the guidance and support they will need. The mentor will meet with the student regularly to provide valuable guidance on the Senior Project.

Students will also work with the MHC senior project coordinator. Together, the faculty member and the MHC senior project coordinator will approve the successful completion of the project.

Grading of the Senior Project

Projects will be graded by the faculty mentor and the MHC senior project coordinator. All senior projects involve a presentation. This presentation will be made to the campus community at a poster symposium or oral presentation. Students will also complete a written component for the Senior Project. The length and specific requirements will vary depending on field and type of project, and will be determined in consultation with the faulty mentor and the MHC senior project coordinator. More specific requirements will be developed in HON 4000 (Research Methods and Prospectus) and 4500 (Honors Thesis/Project).

Benefits of Completing the Senior Project

Completing the Senior Project can be demanding and does require a time commitment. However, completing the Senior Project is extremely valuable. For example, students develop important disciplinespecific skills that they will use for subsequent endeavors, in both the academic and career worlds. In particular, they will gain experience with formulating a research question or creative exploration, making critical use of published work, selecting and using appropriate research methods, and organizing and presenting material in a clear, logical, convincing way. It also gives students a unique opportunity to work closely with a faculty mentor and the MHC senior project coordinator. Finally, completing a Senior Project involves taking courses (HON 4000 and 4500) which will count toward total graduation hours and requirements for graduation from the MHC.

Planning the Senior Project

To begin working on the Senior Project, students do not need to have an exact idea planned out. The MHC senior project coordinator can provide examples of Senior Projects that students have completed in the past, help identify a faculty mentor, and answer any questions.

Characteristics of a Good Senior Project

Need for research: The Senior Project is a capstone project. The topic should not be trivial and the project should be important and worthwhile.

Amenable to research methods: The topic needs to be feasible. Some projects are beyond the capabilities of students because of academic or technical requirements, cost or length of time for completion.

Achievable in a reasonable time: Typically, students should be able to complete the Senior Project within a two- semester framework, including both prospectus development and project implementation.

Matches with student capabilities and interests: The research topic should match the student's interests and capabilities, furthering knowledge and experience in an area of discovery.

Section Two: Courses for the Senior Project

HON 4000 and HON 4500 are designed to help students complete the project. HON 4000 is the Research Methods and Prospectus course and HON 4500 is the Honors Thesis/ Project course. In HON 4000, students will work on planning the Senior Project and in HON 4500 students will complete the Senior Project.

HON 4000: Research Methods and Prospectus
HON 4000 is a one-hour course. Students often enroll in this course during the fall of their senior year. However, it is also possible to take this course one or two semesters earlier, depending on scheduling considerations. Students will receive either a pass or fail grade for the course.

In HON 4000, students will complete the following tasks:
- Consult with the MHC senior project coordinator regarding a faculty mentor
- Contact the mentor and discuss the project
- Ask mentor to complete Mentor Agreement Form (found in Section Four below)
- Plan the Senior Project
- Prepare a proposal, describing the scope of the project and the methodology (using the form included in Section Four below)
- Obtain Institutional Review Board (IRB) Consent if the senior project involves human subjects. Information on the IRB can be found at www.uncp.edu/IRB.
- Present the preliminary proposal to the MHC senior project coordinator and the faculty mentor for signature and approval
- Be ready to begin the Senior Project (HON 4500)

The Senior Project Proposal should be approximately five pages and should include:
- A working (draft) title for the project.
- An explanation of your interest in the subject.
- An explanation of the research question, creative challenge, or community/civic engagement goal for the project.
- A description of the approach you will take to the project.
- A description of the major tasks of the project.
- An explanation of your faculty mentor's current and future role in guiding your progress.

- A rough time line for completion of the project.
- A preliminary list of published resources (books and journals). This will be more extensive for some research projects. Use accurate citations.
- A description of all supplies and equipment you may need (may not apply to all projects).
- An explanation of logistical needs (may not apply to all projects).
- If your project requires Institutional Review Board approval for human subjects research (which includes surveys, questionnaires, interviews, and other data collection), include your plan for obtaining approval.
- An explanation of how the proposed project will meet expectations for a 3-credit hour course. (For every course hour students should expect to spend 3 additional hours outside of class. This equals a total of 144 hours of work for HON 4500.)
- A description of the final written product (genre, length, citation style, quality and amount of research, etc.)
- A description of the final presentation (poster, performance, display, etc.). In most cases, the presentation should be suitable for a poster symposium.
- A discussion of your faculty mentor's role in developing, finalizing, and approving the final written product and presentation.

HON 4500: Honors Thesis/Project

HON 4500 is a three-hour course in which students will receive a letter grade based on the quality of work. Students can enroll in HON 4500 after completing HON 4000. During HON 4500, students will complete their Senior Project and present their project at the end of the semester. Both the faculty mentor and the MHC senior project coordinator will supervise this project. Therefore, students will remain in constant contact with both during the semester.

For any of the senior project possibilities, students will complete a presentation and a written component. Because senior projects are different, there will be variations among students in how they present their work and how they provide a written or visual component.

The initial assignment in HON 4500 will be to develop a Semester Plan with the faculty mentor. This plan will ensure that the student and the faculty mentor are clear on expectations for communication and progress throughout the semester.

All completed senior theses are cataloged in the Livermore and archived electronically via the University's Institutional Repository: http://libres.uncg.edu/ir/uncp

Section Three: Senior Project Requirements

The Written Component

All Senior Projects involve a written product. Students should speak with their faculty mentor and the MHC senior project coordinator to develop their particular Senior Project's written component requirements.

Please use the *Senior Project Template* (available on Canvas) for the final version of the project. The template is pre-formatted with correct margins, fonts, and section breaks. The template may be adapted to the project. A digital copy of the Senior Project will be uploaded to the Livermore Library's digital repository. More details about releasing rights to the Senior Project can be found on the copyright form.

The Presentation

Students will present Senior Projects to the campus community through the Senior Project Symposium at the end of the term. Presentations typically take the form of a research poster, but please see the MHC senior project coordinator for more information on presentation formats and venues.

Additional Senior Project Requirements

Standards of Conduct
All Senior Projects, or any paper developed by a student, must comply with University regulations concerning fabrication, facilitating dishonesty, and plagiarism. Material developed by someone other than the author of a thesis, field studies, professional papers, or class paper should be clearly credited. Internet material must be treated as published material and must be fully credited. Purchased research materials must also be clearly identified as the work of others and not the original work of the author. In situations where material was developed through study groups or other formal or informal group interaction, the author is obligated to credit others for the ideas that were developed as part of a group process.

Copyright Restrictions
The U.S. copyright law provides federal copyright protection for both published and unpublished works. Therefore, authors who may wish to include quotations, illustrations, charts, graphs, and musical arrangements and so forth in their thesis/professional paper should make every effort to be sure that reproduction of the copyrighted material does not exceed the doctrine of "fair use," which considers both the purpose and character of the use of copyrighted material. Unpublished works, as well as works published without valid copyright notice, are eligible for protection. Absence of a c-world (©) does not necessarily mean that a work is in the public domain. Tabular arrangements and compilations are specifically covered under copyright law. Permissions to reprint or adapt charts, tables, graphing tabular arrangements, and so forth must be sought from the copyright holder.

Fair Use
If a work is protected by copyright, permission must be acquired prior to incorporation of that work into a new document. Extracts and quotations may be used to a limited extent for purposes of illustration and criticism. The language of the copyright law is vague as to what constitutes fair use, so when in doubt seek permission.

Securing Permission
Efforts to obtain permission to use material from other sources should begin well in advance of a final draft. The student is expected to acquire written permission to use the material, and evidence of such permission must be provided with the final copy of the thesis/professional paper. A statement of permission must appear in a caption or some other obvious location in the thesis/professional paper. The owner of the copyright may request that specific words or phrases be used to indicate that permission was granted. Requests for permission should be directed to the copyright holder or the copyright permissions editor of the publication. When requesting permission to reproduce copyright material, be sure to specify that the request is for a one-time, non-profit, educational use.

Institutional Review Board
The Institutional Review Board (IRB) is required by federal law to review and approve ALL research proposals that involve human subjects; that is, any research involving people including adults, children and infants. Special protections are accorded to minors, prisoners, pregnant women, and disadvantaged populations. All research conducted at UNC Pembroke or by UNC Pembroke faculty, staff and/or students at any location (including some research conducted as part of classroom exercises or course requirements) must undergo an IRB review and have a protocol application on file with the IRB Chair. (https://www.uncp.edu/academics/research/ institutional-review-board)

Some typical examples of human subjects research the IRB reviews
- Survey research for a thesis or dissertation
- Educational tests (cognitive, diagnostic, aptitude, or achievement)
- Research on individual or group characteristics or behavior (including research on perception, cognition, motivation, identity, language, communication, cultural beliefs, and behavior)
- Research employing survey, interview, focus group, program evaluation, human factors evaluation or quality assurance methodologies o Collection of data made from voice, video, digital or image recordings made for research purposes
- Collection of pathological or diagnostic specimens
- Research and demonstration projects designed to study or evaluate public benefit programs
- Test and food quality evaluation studies

Section Four: Forms

HON 4000 Forms
- Mentor Agreement Form
- Proposal for Senior Project

HON 4500 Forms
- Semester Plan for Senior Project
- Copyright and Availability Form

Mentor Agreement Form (HON 4000)

The success of the Maynor Honors college senior project depends on mentorship. This document formalizes the commitments between the student, the faculty member, and the MHC Senior Project Coordinator

Student Responsibilities:
- Explain the guidelines of the senior project to the faculty member.
- Complete a senior project proposal while enrolled in HON 4000.
- Complete the senior project while enrolled in HON 4500.
- Adhere to the academic standards set forth by the faculty mentor and the MHC Senior Project Coordinator.

Faculty Mentor Responsibilities:
- Commit to mentoring the student over the next two semesters.
- Ensure that the student's project meets high disciplinary standards.
- Agree to attend the Senior Luncheon and Medallion Ceremony as well as the Senior Project Symposium at the completion of the project.

MHC Senior Project Coordinator Responsibilities:
- Provide written documentation of university service to faculty mentor's dean and/or department chair.
- Recognize the faculty mentor at end-of-year MHC ceremonies.
- Assist in mentoring the student and serve as instructor of record and record-keeper for HON 4000 and HON 4500.

_____

Student Scholar (Print AND Sign)   *Date*

_____

Faculty Mentor (Print AND Sign)   *Date*

_____

MHC Project Coordinator (Print AND Sign)   *Date*

Proposal for Senior Project (HON 4000)

Attach your Senior Project Proposal (roughly five pages, double-spaced), being sure to include a detailed description of the project you're proposing, a clear plan for executing it in the time allotted, the role your faculty mentor will play, and a preliminary sense of your research as it stands right now (including all of the information enumerated under HON 4000 in Section Two of the Senior Project Handbook).

In addition, please attach a SEPARATE DOCUMENT which details any resources that you may need to successfully complete your project as proposed, including but not limited to:

- ordering raw materials
- travelling to a research site or archive
- requesting additional library resources
- securing access to particular on- or off-campus services
- recruiting volunteers to assist in executing some stage of the project

While we cannot guarantee that all funding requests will be processed in the full amount requested, we often have funds available to assist with senior project costs and we're happy to coordinate with other offices on campus to provide as much support as we can. This document should include (1) a written statement explaining your need for these resources and how they will enrich your senior project AND (2) a specific budget consisting of the exact dollars and cents figure you're requesting. If possible, we would also advise you to even break the total number down into cost, tax (if applicable) and shipping as well as a final total.

_____

Student Scholar (Print AND Sign)   *Date*

_____

Faculty Mentor (Print AND Sign)   *Date*

_____

MHC Project Coordinator (Print AND Sign)   *Date*

Semester Plan for Senior Project (HON 4500)

In consultation with your faculty mentor, draft and attach a semester plan. This need not be lengthy, but should include the following information:

- A timeline for your project (may be imported from your proposal), including important due dates (available on Canvas).
- A plan for communicating with your mentor: how often, who will initiate, in what manner (face-to-face, email, etc.).
- A plan for receiving feedback from your mentor on the final paper and final presentation poster in accordance with due dates for each.
- A document detailing any resources you may need to successfully complete your project as proposed (may be imported from your proposal, though it should be updated).

Student Scholar (Print AND Sign)   *Date*

Faculty Mentor (Print AND Sign)   *Date*

MHC Project Coordinator (Print AND Sign)   *Date*

UNC PEMBROKE | MAYNOR HONORS COLLEGE

Copyright and Availability Form

Student Name:_____ _____

Title of Project:_____

Degree (Circle one):   Undergraduate   Masters   Doctorate

Date of Graduation (Month Year): _____   Degree Received_____

Major Subject: _____

Advisor (print name):   _____

AVAILABILITY OPTION (check one)

☐   Release the work immediately for worldwide access on the Internet.

☐   *(Patent Hold)*   Secure the work temporarily for patent and/or proprietary purposes, then release the work for worldwide access on the Internet.

☐   *(Journal Hold)* Hold the work for one year, then release the work for worldwide access on the Internet. *(One* year extension on request, if needed)*

UNCP COPYRIGHT AGREEMENT

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis, dissertation, or record of study, allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my advisory committee.

I hereby grant to UNCP or its agents the non---exclusive license to archive and make accessible, under the conditions specified below, my thesis, dissertation, or record of study in whole or in part in all forms of media, now or hereafter known. FERPA. To the extent this thesis, dissertation, or record of study is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g),

I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the thesis, dissertation or record of study.

I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or record of study.

STUDENT AVAILABILITY & COPYRIGHT AGREEMENT

I have read and fully agree to the UNCP copyright agreement regarding my thesis/dissertation. I agree to the thesis/dissertation availability option I selected above. I understand that the availability option is my choice and that there may be publishing consequences to my selection.

Student Signature:

_____

Thesis Advisor/Faculty Mentor's Signature

I have discussed the availability choices with my student, and I am aware of the choice my student has made.

Advisor/Mentor's
Signature:_____

(Only One Signature Required)

UNC Pembroke
Electronic Theses and Dissertations (ETDs)
How to Choose an Availability Option

UNCP's Policy

Your Electronic Thesis/Dissertation (ETD) will be made available immediately after graduation worldwide on the Internet via The Mary Livermore Library, unless you choose to delay release for publishing, patent or proprietary reasons.

Why would I choose "Journal Hold"?

If you are (or will be) submitting material to a journal that restricts Internet access to material **prior to publication**, a "Journal Hold" is the option you need to select. This gives you time to get published, and your ETD is released one year after graduation to the Internet. This hold may be extended one additional year if an email is sent before the initial hold ends in order to give you time to finish publishing your material.

What is a "Patent Hold," and when would I choose it?

If you have patent and/or proprietary reasons for having information in your ETD held from the public domain, UNCP will hold your document until your patent has been secured, or the proprietary restriction is no longer necessary.

What if I have more questions about availability options?

If you still have questions or concerns about availability options, please call (910) 521-6834, (910) 521-6369, or email us at anne.coleman@uncp.edu , june.power@uncp.edu