



# **MAYNOR HONORS COLLEGE**

## Senior Project Handbook

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## Table of Contents

Dean’s Welcome.....	1
Section I: Overview of the Senior Project.....	2
Section II: Courses for the Senior Project.....	5
Section III: Senior Project Requirements.....	7
Section IV: Forms.....	9
Hon 4000 Forms	
Mentor Agreement Form.....	10
Proposal for Senior Project.....	11
HON 4500 Forms	
Timeline for Senior Project.....	12
UNC Pembroke Copyright and Availability Form.....	13

Dear Maynor Honors College Student,

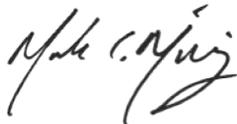
The MHC is honored that you have decided to complete your undergraduate education at UNCP. The curriculum has been specifically structured to challenge you academically and provide you with unique opportunities. One such opportunity is the Senior Project.

This handbook will provide you with information 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. The fourth section includes 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). The instructor of HON 4000 and HON 4500 will be your MHC senior project coordinator and will act as an independent guide and facilitator. In addition, you will have the full support of a faculty mentor within your major department as you develop and complete your Senior Project.

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

Sincerely,



Mark Milewicz, Ph.D.  
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## Section I: Overview of the Senior Project

The Senior Project is an exciting opportunity extended to you as a member of the Maynor Honors College. A Senior Project allows you to become an active member of your discipline after completing much of your discipline course work and therefore serves as a capstone experience. The MHC has designed four different possibilities for you to select from when completing a Senior Project. The MHC offers these four possibilities to help you find a Senior Project that motivates you and is considered a scholarly activity within your discipline.

### The four possibilities for the Senior Project

The four possibilities from which you can select from are: service-learning project, campus dialogue project, creative project, and senior thesis project. All four project possibilities will be guided by your faculty mentor and MHC senior project coordinator. All will entail some form of written product as well as a presentation upon completion. A brief description of each is provided below.

**Service-Learning Project.** This project involves active participation and leadership in a focused project involving service to the community. 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. Students choosing this option may coordinate their project through The Office for Community and Civic Engagement or other service organization, and will be guided by the faculty mentor.

**Campus Dialogue Project.** This project option involves active participation in a campus-wide dialogue about a specific issue, usually relative to the student's major. The student will work with a faculty mentor to research the topic. During the senior year, the student must organize and facilitate at least two campus dialogues on the topic (in consultation with the faculty mentor and the MHC senior project coordinator). These dialogues should involve faculty and students from a variety of disciplines.

**Creative Project.** This project is appropriate for visual or performing arts majors. Students choosing this option will work with a faculty mentor to develop the project. During the senior year, the student will display or perform his or her art and also provide a written description/interpretation of the work.

**Senior Thesis Project.** The Senior Thesis is a written research project completed under the direction of a faculty mentor. The thesis is completed during the senior year, and concludes with a presentation of the thesis where the results of the student research can be shared with others on campus.

Students on the University Honors Track or the Departmental Honors Track may pick from any of the four above possibilities. Students planning to earn both University and Departmental Honors will need to complete a Senior Project (selecting from the options of service-learning project, campus dialogue project, or creative project) and a senior thesis.

## **Senior Project Mentor and Senior Project Coordinator.**

For each of the four options, you will work with a faculty member in your discipline. You are encouraged to give careful consideration to whom you ask to serve as your faculty mentor. This mentor will meet with you regularly to provide you with valuable guidance on your Senior Project. Selecting a faculty mentor is almost as important as selecting the topic for your project. The mentor should be someone within your major and someone who can provide you 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 that you select a mentor with whom you feel you can work well; someone who will challenge you and provide the guidance and support you will need.

You 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 your project.

## **Grading of the Senior Project**

You will be graded by your faculty member and the MHC senior project coordinator. No matter which of the four Senior Project possibilities you select, you will complete a presentation. This presentation will be made to interested faculty members and other MHC students at a symposium prior to graduation. You will also complete a written component for your Senior Project. However, the exact format of the written component will vary depending on which of the four possibilities you select. You will receive more information on the specific requirements when you enroll 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 from you. However, completing the Senior Project will be extremely valuable. For example, you will develop important discipline-specific skills that you will use for subsequent endeavors, in both the academic and career worlds. In particular, you 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 you 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 your total graduation hours and requirements for graduation from the MHC.

## **Planning the Senior Project**

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

## **Characteristics of a Good Senior Project**

**Need for research:** The Senior Project is a culmination of your work in the major. The topic should not be trivial and you should believe that your project is important and worthwhile.

**Amenable to research methods:** Your 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, you should be able to complete the Senior Project within a two- semester framework, including both prospectus development and project implementation. The length of the Senior Project varies by individual topic.

**Matches with your capabilities and interests:** The research topic should match both your interests and capabilities. This will sustain you in times of frustration and offset the possibility of entering areas in which you are less competent.

## Section II: Courses for the Senior Project

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

### HON 4000: Research Methods and Prospectus

HON 4000 is a one-hour course. You should plan on taking this course prior to your senior year. However, it is still possible to take this course the fall semester of your senior year. You will receive either a pass or fail grade for the course.

In HON 4000, you should complete the following tasks:

- Consult with the MHC senior project coordinator regarding a mentor in your discipline
- Contact the mentor and obtain his/her assistance
- Have the mentor complete the "Mentor Agreement Form" (found in Section IV of this handbook)
- Select one of the four possibilities for your Senior Project
- Review
- Review the literature
- Prepare
- Prepare a proposal, describing the scope of the project and the methodology (found in Section IV of this handbook)
- Obtain Institutional Review Board (IRB) Consent if your senior project involves human subjects. Information on the IRB can be found at [www.uncp.edu/IRB](http://www.uncp.edu/IRB).
- Present the preliminary proposal to the MHC senior project coordinator and the faculty mentor for signature
- Be ready to begin your project (HON 4500)

Forms that you will complete in HON 4000 include: the Mentor Agreement Form and the Proposal Contract Form. Answers to other questions about HON 4000 can likely be found in the course syllabus.

## **HON 4500: Honors Thesis/Project**

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

For any of the four possibilities that you select as your senior project, you will complete a presentation and a written component. Because the four possibilities are different, there will be variations among students in how they present their work and how they provide a written or visual component. More information on this can be found in the course syllabus.

When you are enrolled in HON 4500, you will also complete a timeline form to be sure you are remaining on track during the semester. This form is located in Section IV of this handbook.

All completed senior theses are bound and catalogued in the Livermore Library (call number AS 36.N6 P458) and archived electronically via the University's Institutional Repository: <http://libres.uncg.edu/ir/uncp>

# Section III: Senior Project Requirements

## The Written Component

The written component will vary depending on which of the four possibilities you selected. Be sure to speak with the MHC senior project coordinator about your particular Senior Project's written component requirements.

Please use the **Senior Project Template** for the final version of your project. The template is pre-formatted with correct margins, fonts, and section breaks. You may adapt the template to your project.

The Senior Project will be sent to the bindery and reserved in the Livermore Library collection. Additionally, a digital copy of the Senior Project may be uploaded to the Livermore Library's digital repository. More details about releasing rights to the Senior Project can be found on the copyright forms.

## The Presentation

Students will present Senior Projects to the campus community at the end of the term. 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 copyright symbol (©) 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 and consult with the thesis editor.

**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. For further interpretation of the copyright laws and for assistance in obtaining permission, see the thesis editor.

## **Section IV: Forms**

### **Hon 4000 Forms**

Mentor Agreement Form  
Proposal for Senior Project

### **HON 4500 Forms**

Timeline for Senior Project  
UNC Pembroke 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 mentor, and the MHC Senior Project Coordinator.

### Student Responsibilities:

1. Explain the guidelines of the senior project to the faculty mentor.
2. Complete a senior project proposal while enrolled in HON 4000.
3. Complete the senior project while enrolled in HON 4500.
4. Adhere to the academic standards set by the faculty mentor and the MHC Senior Project Coordinator.

### Faculty Mentor Responsibilities:

1. Commit to mentoring the student over the next two semesters.
2. Ensure that the student's project meets high disciplinary standards.
3. Agree to attend the Senior Luncheon and Medallion Ceremony and the Senior Project Symposium at the project's conclusion.

### MHC Senior Project Coordinator Responsibilities:

1. Provide written documentation of university service to the faculty mentor's department chair.
2. Recognize the faculty mentor at the end-of-year MHC ceremonies.
3. Assist in mentoring the student and serve as instructor of record for HON 4000 and 4500.

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Print & Sign

Honors College Scholar

Date

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Faculty Mentor Print & Sign

Department: \_\_\_\_\_

Date

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Print & Sign

MHC Senior Project Coordinator

Date



**UNC**  
PEMBROKE

**MAYNOR**  
**HONORS COLLEGE**

## Proposal for Senior Project HON 4000

Please choose one of the following project-options:

- Service-Learning Project       Creative Project  
 Campus Dialogue Project       Senior Thesis Project

Please attach a description of your Senior Project to include:

- o Title.
- o A statement about the research, investigation or creative endeavor.
- o An explanation of your interest in the subject.
- o A description of the major tasks of the project
- o A list of resources (books and journals) that you will need for your literature review. Use accurate citations.
- o A description of all supplies and equipment you may need.
- o A timeline for completion of the project.
- o A description of the final project.

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Print & Sign

Date

Honors College Scholar

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Faculty Mentor Print & Sign

Date

Department: \_\_\_\_\_

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Print & Sign

Date

MHC Senior Project Coordinator



## Timeline for Senior Project – HON 4500

GOALS:

DATE:

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Rough draft submitted to faculty mentor for review and feedback.

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Revised draft submitted to faculty mentor for approval.

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Final draft submitted to MHC senior project coordinator for technical revisions.

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Project suitable for binding and permanent placement in the library submitted to MHC senior project coordinator.

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Faculty mentor must approve final draft prior to submission to the MHC senior project coordinator.

Students may attach a customized timeline to this form.

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Print & Sign Date  
 Honors College Scholar

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Faculty Mentor Print & Sign Date  
 Department: \_\_\_\_\_

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Print & Sign Date  
 MHC Senior Project Coordinator

**UNC PEMBROKE 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: \_\_\_\_\_

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### 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](mailto:anne.coleman@uncp.edu), [june.power@uncp.edu](mailto:june.power@uncp.edu)