



UNDERGRADUATE DEPARTMENTAL HONORS PROJECT PROPOSAL

Return completed proposal to Student Administrative Services, East Hall 113

Please Print

Name (last, first, middle): _____ Hamline ID: _____

Hamline Email: _____ Phone: _____

- The guidelines for Departmental Honors are available online at: <http://www.hamline.edu/cla/departamental-honors.html>.
- Proposals are due to the department on April 1, and to Student Administrative Services (SAS) on May 1.
- Exceptions to the April 1 / May 1 deadline are listed in the Departmental Honors Project Guidelines.
 - Proposals may not be submitted to SAS before registration opens for fall
 - DHP proposals are subject to registration deadlines. Proposals submitted after the term deadline for course addition must be accompanied by an Undergraduate Petition of Academic Policy and, if approved, are subject to the \$50 late registration fee.
- If you convert your project from a DHP to an Independent Study, it will be changed from DEPT 5010 (six credits total) to DEPT 5970 (three or six credits total, at the discretion of the project advisor).

Project Information

The project will be recorded as a six-credit DEPT 5010 with three credits in fall and three credits in spring. Please note that, should your honors project registration bring you above 18 credits in fall or spring, you will not incur additional tuition charges for your honors project.

Complete the following required information:

Department (use INTD for a project spanning two departments):	
Additional required registration (check one):	<input type="checkbox"/> GLOB 5900 (for global studies projects)

Project Advisor Name (please print): _____

Attach your proposal, which should address the following components:

1. **Project Description.** Describe the project in terms as specific as possible. Your description should include the questions you are proposing to investigate and the goals you hope to achieve. You must articulate the ways in which your proposed project contributes to and furthers the relevant discipline(s).
2. **Methodology.** Explain how you intend to investigate and organize your questions. Detail what your research will involve, including the steps you will follow to achieve your goals.
3. **Timeline.** Please provide a timeline that makes clear how you intend to complete a first draft by the start of the spring term, and a final draft two weeks before your defense (which must take place 22 days before Commencement).
4. **Supporting materials.** Please attach or describe (as appropriate) any previous work that contributes to this project.

Project Approvals. *I have read the proposal and agree that this constitutes a departmental honors level project.*
Department members' signatures:

_____	_____
_____	_____
_____	_____

Ethical Considerations. *A discussion between the honors project advisor and the student has taken place discussing relevant ethical considerations such as plagiarism, professional conduct, authorship, subject treatment, and the like.*

Project Advisor Name: _____

Project Advisor Signature: _____

Department Chair Name: _____

Department Chair Signature: _____

Writing-intensive requirement. A Hamline Plan Writing Intensive requirement (W) may be met through a DHP.

As the faculty member responsible for this DHP, I agree that this learning experience will affirm and satisfy the learning outcomes for a **writing-intensive course**. I will collect and archive artifacts that demonstrate these learning outcomes. (NB: The learning outcomes for the W may be accessed through the UCC website: <http://www.hamline.edu/committees/undergraduate-curriculum/>.)

Instructor Signature:

Date: