Department of Human Development and Family Science
Major Honors Project Guidelines

Exemplary students in HDFS may choose to pursue a departmental honors project if:
- They are a member of the College Honors Program or
- They demonstrate excellence in their field and meet the following criteria:

Before Project: Eligibility & Approval
- Students interested in pursuing a departmental honors project must send a letter of interest to the Department Chair, with a copy to their advisor by November 15 (April 15)* of their junior year.
- The requirements for eligibility are as follows:
  - The student must have a strong academic record for a minimum of 3 previous semesters. This is defined as having an overall GPA of 3.5 and a GPA of 3.70 for courses within the major.
  - The student must have junior status.
- The Department will make the decision as to whether or not a student meets the eligibility requirements. The majority of the Department's approval is required before the student may register for the major honors class (HDFS 497).

Beginning the Project- 2nd Semester Junior Year
- Once approved by the Department, the student will work with his/her advisor to secure a Chairperson for the Honors Committee.
- The Committee will be made up of the Chair (faculty from within the Department), one other faculty member from within the Department, and one faculty member from outside of the Department. The Committee Chair and the student will select these other two members of the Committee.
- In collaboration with the Committee Chair, the student will submit a 4-5 page proposal to the Department by April 1 (November 1). The proposal should contain a clear title, brief summary of past research on the topic, proposed hypotheses or research question, proposed methodology, proposed budget, references, and a proposed timeline for completion of the project.
- Once approved by a majority within the Department, the Department Chair will notify the student of the Department's decision in writing. The letter will substantiate the decision, include any terms and conditions of approval, and delineate any requests for modification or revision.
- The student will revise the proposal in accordance with the recommendations and submit the revised draft to the Committee Chair within two weeks of the date of the letter from the Department Chair.
- If the proposal is approved the student should register for the major honors class (HDFS 497) to be taken in the first semester of his/her senior year.

1st Semester Senior Year
- The student will begin work on the project during the first semester of his/her senior year, with the guidance of the Committee.

- The student will complete a first draft of the paper including an overview of the research question/hypothesis, literature review, and methodology. This should be 7-10 pages and is due to the Committee for approval by October 1 (March 1).
- The student will complete a final draft of the literature review and method section. This is due to the Committee by October 31 (March 31).
- The student will submit a proposal and appropriate paperwork to the IRB by November 15 (April 15).
- At the end of the student's first semester senior year, the Committee will evaluate the student's work. If the student has demonstrated "A" level work, the student will continue with the project into the second semester, and he/she should register for HDFS 498. (If the student had demonstrated less than "A" work, he/she will receive credit for independent study with the appropriate grade for the work that was completed.)

2nd Semester Senior Year
- The student will complete the project, staying in constant contact with the Committee for advice and counsel.
- The student will prepare a draft for final review/revisions by April 1 (November 1).
- The Department will review this draft and submit any comments to the Committee Chair by April 10 (November 15). The Committee Chair will be responsible for communicating the Department's feedback to the student.
- The student will revise the paper and present the project publicly during April/May (November/December) of the second semester senior year.
- Upon completion of the project and presentation, the Committee will assess the student's final grade and the Committee Chair will forward it to the academic office. The student will only graduate with honors if work is of "A" quality.

Notes
- The following types of papers are acceptable for Honors projects:
  - Research projects (Quantitative or Qualitative studies)
  - Theoretical Projects (Integrative or Historical/Library based studies)
  - Scholarship of Teaching and Learning
  - Program Evaluation & Assessment
  - Program Design & Implementation
  - Community Based Research
- All manuscripts are to be completed in APA format.
- The Department is responsible for copying and binding enough of the final project for Committee members, the Department office, the library and the student.

* Dates in parenthesis are for those graduating in December rather than May.

Revised: May 12, 2006