



### INSTRUCTIONS

This proposal should contain specific information about the project you will pursue. This proposal must be completed in consultation with the faculty sponsor.

Type each answer, print it, get the faculty member's signature, sign it, scan the form and then email the signed copy to [UHPproposals@ucdavis.edu](mailto:UHPproposals@ucdavis.edu) by 5:00pm on the 10<sup>th</sup> day of instruction for Fall submissions; the last day of Fall Instruction for Winter Quarter submissions.

This proposal is submitted to receive UHP course code, HNR 195: *Guided independent study of a selected topic leading to the presentation of an honors thesis/project. Two consecutive quarters, 3-units per quarter, may be repeated for credit up to 9 units; must have a UC GPA of 3.25 or higher to qualify.* This is a letter-graded course, graded at the end of each enrolled quarter.

### STUDENT DETAILS

\_\_\_\_\_

Last Name	First Name	Student ID
_____@ucdavis.edu		_____
UC Davis Email Address	Phone Number	
Current UC GPA: _____	Expected graduation: _____	UHP Year: _____
Started UHP as a: _____ Quarters completing the UHP Project: _____		

### FACULTY DETAILS

\_\_\_\_\_

Faculty Sponsor Last Name	First Name
_____@ucdavis.edu	
UC Davis Email Address	Phone Number
_____	_____
Academic Department	Faculty Title

## PROPOSAL DETAILS

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Project Title (may be a working title):

Complete this sentence: *The purpose of the project is*

Describe the population or group you will be working with:

Describe the project's goals:

Describe how your project will be designed and implemented:

Where is your project taking place (list the locations)?

Have you gained site access and approval?

If no, please share when the approval will be received:

Does this research require Institutional Review Board/Human Subjects approval?

If Yes, please scan the approval form and include it as an attachment with this proposal.

Does this research require approvals for vertebrate animal use and/or chemical safety training?

If Yes, please scan the approval form and include it as an attachment with this proposal.

How frequently will you meet with your faculty sponsor?

What are the expectations for the faculty sponsor meetings?

List your projects goals and due dates for the first quarter:

Goal	Date	Goal	Date

List your projects goals and due dates for the second quarter:

Goal	Date	Goal	Date

What are the expectations for the written document from your faculty sponsor? (e.g. number of chapters, minimum number of citations, approximate length, etc.):

Briefly describe how this project contributes to your future goals:

I intend to present my project at (all students must present their signature work before the last day of instruction of Spring term):

My project is due: \_\_\_\_\_

## **STUDENT AGREEMENT**

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In order to have a successful signature work experience, I have read the guidelines set forth in the *University Honors Program Signature Work Guidebook* and understand: (initial each statement at the end of the statement)

- I am responsible for contacting my faculty sponsor and initiate regular meetings with this person. \_\_\_\_\_
- I am responsible for meeting the proposal due date. \_\_\_\_\_
- My faculty sponsor, and the sponsor's academic unit, may set their own standards for methodology, written document length and content, and I am required to adhere to the standards. \_\_\_\_\_
- Any changes to the scope of the project, the faculty sponsor, or date of completion, must be discussed with the faculty sponsor and the University Honors Program Assistant Director and receive approval. \_\_\_\_\_
- I am responsible for meeting the completion and submission due date – the last day of the academic year in which the project is taking place, or be approved for an extension no later than May 20. \_\_\_\_\_
- I am responsible for submitting a signed, in blue or black ink, written document cover page, per the instructions in the guidebook, to the University Honors Program office, no later than the last day of the academic year. \_\_\_\_\_
- My successfully completed written document will be submitted to the University Honors Program via Canvas no later than the last day of the academic year in which it is taking place. \_\_\_\_\_
- I am responsible for submitting an 800-1,500 word signature work experience reflection to the University Honors Program via Canvas no later than the last day of the academic year in which it is taking place. \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **FACULTY AGREEMENT**

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I agree to serve as this student's UHP Project Faculty sponsor. I accept responsibility for providing project expectations, guidance throughout the entire process, and evaluation of the final work. I approve of the contents of this UHP Project Proposal Form and have received a completed copy of this proposal. I agree to serve this student's Instructor of Record for University Honors Program (HNR) 195, and will submit the student's grade through the online grade submission website (<http://classes.ucdavis.edu/grading/>).

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date