

UNIVERSITY HONORS PROGRAM

YEAR 4 REQUIREMENT – SIGNATURE WORK

SIGNATURE WORK GUIDEBOOK

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University Honors Program

Signature Work Requirement & Options

Introduction

The University Honors Program (UHP) requires its students to complete signature work as their Year 4 curriculum. Signature work is a culminating educational activity allowing an undergraduate to integrate and apply their learning to address a question or problem of significance to both society and the student. UHP students' signature work options are:

- Engineering Design Project
- Thesis in Major
- UHP Thesis
- UHP Project

Signature work is an exceptional opportunity to engage in a high-impact educational experience. Students work closely with a campus faculty mentor/sponsor – at times in conjunction with staff and peers – in a discipline-based or interdisciplinary work. The four noted options vary from a discipline-based path in a single discipline/major, an interdisciplinary track not dependent upon a specific area of study, or a project-based route blending research and experiential learning.

Signature work share several elements. The student takes the lead with faculty guidance and supervision to produce work that expresses insights gained from the inquiry. It is typically fulfilled through a credit bearing course completed over a minimum of two consecutive quarters (although discipline based requirements may vary); ample writing, reflection on learning, and tangible outcomes are required, as is a public presentation of findings.

Signature work allows a student to highlight their talents and interests in a meaningful way. The endeavor pursued may focus on contemporary and enduring issues such as educational access, food security, health disparities, race relations, or sustainability, while others may be graduate school or career related. Signature work allows students to connect their education with the world beyond college.

Signature Work Learning Outcomes

- Partner with a group(s) for mutual benefit
- Develop an ethical research question or project
- Use appropriate theoretical and methodological approaches
- Collect evidence
- Critically analyze the data/evidence
- Communicate the purpose, scope and conclusions through both presentation and writing in a public setting

Signature work addresses some, or all, of the following goals: civic engagement, creative thinking, critical thinking, ethical reasoning, social awareness, informational literacy, inquiry and analysis, integrative learning, intercultural knowledge and competence, foundation and skills for lifelong learning, oral communication, problem solving, quantitative and/or qualitative literacy, reading, teamwork, and written communications. As this is a faculty sponsored/mentored endeavor, you are expected to remain

in close contact with the faculty member and be open to both positive and critical feedback. Most of all, have fun!

Signature Work Pursuit

UHP students' signature work options are:

- Engineering Design Project
- Thesis in Major
- UHP Thesis
- UHP Project

An ideal pathway is to complete signature work through one's Major if offered. This option provides departmental guidelines and expectations that are discipline specific. Some Colleges may contribute extra support and resources to participants, others may award graduation with honors based upon completion. To find out if your Major has a signature work opportunity, please reference [this UHP webpage](#). A student participating in their Major's signature work (e.g. thesis) does not need to submit paperwork to UHP. Please consult with your honors advisor to relay your signature work decision or to reference the signature work syllabus to clarify options.

If a student's Major does not provide a signature work option, or if the Major's thesis/project is not an option (e.g. GPA does not meet the Major's required minimum), or the student prefers to develop an original piece of work which does not align with the Major's expectations, a UHP option may be pursued. Students choosing a UHP thesis or project must submit the appropriate UHP proposal by the listed deadline. Students are welcome to view previous signature work submissions in the UHP office during drop-in advising, pre-scheduled appointment advising, or during UHP office hours.

Signature Work Procedure

Students can initiate their signature work before they enroll in the signature work courses. This can be done by identifying a mentor and potential problem or topic, conducting a preliminary review or set of experiments, defining the population to examine (if appropriate), generating potential hypotheses or research questions, and weighing potential methodological and theoretical approaches.

All UHP signature work students must:

- Complete the *Signature Work Participation Survey*.
- Enroll in the signature work courses and complete the course(s) with a passing grade.
- Present the signature work in a public setting (e.g. Undergraduate Research Conference, Engineering Design Showcase).
- Submit the final signature work written document to UHP via Canvas by the last day of the academic year in which they are completing their signature work.
- Submit the signature work personal reflection to UHP via Canvas by the last day of the academic year in which they are completing their signature work. This segment is distinct from the written document discussion as it reflects on the signature work by outlining personal and professional growth. In the reflection, a student examines their own learning, knowledge integration, personal changes and how this experience aides future goals.

All students engaging in signature work are welcome to reference the following pages however, the following instructions apply specifically to students pursuing a UHP Thesis or UHP Project.

UHP Thesis Overview

UHP Thesis

A UHP thesis is based on students' original research. This signature work takes the form of a written manuscript that presents the findings of the study. In the humanities and social sciences, a document may average 30-50 pages in length consisting of two or more chapters; it may be shorter, depending on the qualitative or quantitative nature of the research. In the natural sciences, a document may be even shorter, often taking the form of a detailed laboratory report in the form of a publishable manuscript. The selected UC Davis faculty mentor/sponsor will define the thesis document parameters.

A completed UHP thesis should:

- Produce new knowledge or build upon existing foundations
- Satisfy intellectual curiosity
- Encourage reflection on one's positionality
- Develop transferable skills
- Develop project management skills to keep within clear timelines and manage resources
- Provide the opportunity to work closely with faculty sponsor/mentor
- Open future professional opportunities
- Provide an opportunity for early feedback to produce a refined end product
- Provide the opportunity to present finding in a public forum (e.g., conference)

To develop ideas for one's thesis, students should have topics of study in mind, literature to consult, and have access to the necessary materials/information. To aid in the construction of a clear thesis idea, create responses to this statement: "*The purpose of this study is ...*" When you are confident you will be able to investigate your purpose statement, one then has a thesis question.

If the student is planning to conduct interviews, do surveys, or other research involving human-subjects, the student must consult with their faculty sponsor to discuss the process of obtaining approval from the university's [Institutional Research Board in regards to Human Subjects](#) if needed. Likewise, formal approvals for vertebrate animal use and chemical safety training, if required, will be necessary in consultation with the faculty mentor.

Students wishing to engage in a group research experience should submit the UHP Project proposal form rather than the UHP Thesis proposal form.

UHP Thesis Course Options

IST 194HA-HB: A program of research culminating in the writing of an honors thesis under the direction of a faculty advisor. Two consecutive quarters, 4-units per quarter; must have a UC GPA of 3.5 or higher to qualify. This is a letter-graded course, graded at the end of the second quarter; the earned grade will be issued for each quarter (8-units).

HNR 195: Guided independent study of a selected topic leading to the presentation of an honors thesis. 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.

UHP Project Overview

UHP Project

UHP projects are a significant time and effort commitment to identify and address a specific community need, but are less research oriented than a thesis. They are meant to support UHP students wishing to develop, organize, complete and assess an independent or team based project as a significant service contribution to the campus, surrounding community, state, or world. The project can also be a creative work (new music composition, play, work of art) contributing to critical thinking, inspiration, and sense of connectedness on campus and in the community. While creative work is by definition novel, projects can build on existing work done by local service organizations, for example, but should clearly extend the scope of outreach, introduce new programs, and/or dramatically improve the means of ongoing program assessment.

Team projects should not simply divide the work that one student would ordinarily do for the project - the team should be able to accomplish their goals in a manner where the final product is greater than what could have been accomplished simply by a sum of its parts. Teams with complementary personal backgrounds and expertise are desirable for team projects, and the common thread is the commitment to approaching a problem or filling a need of significance to the team members in ways an individual could not do so alone.

Typical distribution of time commitment

- 20% Background research (literature, interviews, other sources) and planning phase
- 70% Initiating, conducting, and evaluating project
- 5% Presentation of project at the Undergraduate Research Conference or other venue
- 5% Writing a short “white paper” describing project, its assessment, and recommendations for the future

UHP Project Course

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.

UHP Signature Work Detailed Guidelines

Qualification

To qualify for UHP signature work, students must meet the following:

1. Completed the previous year of UHP requirements
2. Have a minimum cumulative/University of California GPA of 3.250
3. Be in good academic standing

General Requirements

- A. Students must secure a faculty member who has agreed to support the student through the process and serve as the advisor and *Instructor of Record*. The faculty member must have the status of: Professor, Associate Professor, Assistant Professor, or Lecturer PSOE.
- B. Students must submit the appropriate proposal, which includes the faculty sponsor's signature, by the appropriate deadline to be eligible.
 - a. Fall Application Deadline: 10th day of Fall instruction
 - b. Winter Application Deadline: Last day of Fall instruction (before finals week)
 - c. Spring Application Deadline: not applicable/by special circumstances only
- C. Students must present their signature work in a public forum by the last day of instruction of the final regular quarter of their thesis.
- D. Students must maintain the minimum GPA to earn UHP transcript notation for their signature work.
- E. Students must submit their written document to UHP via Canvas no later than the last day of the regular academic year. The content of the document must meet the expectations the faculty sponsor and the student agreed to in the proposal form.
- F. Students must submit their typed and signed signature work cover page to the UHP office no later than the last day of instruction for the regular academic year.
- G. Students must submit their signature work reflection, an 800-1,500 word essay evaluating the signature work experience, to UHP via Canvas no later than the last day of the regular academic year.

Faculty Sponsor Selection

It is important to select a faculty sponsor who has time to dedicate to you, is interested in the topic, and can provide guidance – helping to clarify goals, the purpose of the study, the methodology and data analysis, as well as refer you to appropriate resources. Students generally select a faculty member they have formed a relationship with, either through a classes/courses, or have previous experience working (volunteering/internship/assistantship) with on a project together.

UHP strongly encourages you to set regular meeting times (every 2-4 weeks) to formulate goals, check-in on previous goals, submit writing samples, trouble-shoot methodology, discuss data/things learned, etc. For students who will be enrolling in HNR 195, which is graded each quarter, regular meetings are extra important to ensure you are meeting expectations. Students are responsible for scheduling these meetings and make sure all agenda items/questions are covered.

In addition to having a supportive faculty sponsor, UHP recommends utilizing the knowledge and skills of the university librarians. The library faculty and staff include: librarians, archivists, technologists and other dedicated professionals who are able to assist in a variety of research needs (some may be great at brainstorming ideas). The list of library faculty and staff are [available here](#).

Enrollment

Enrollment into a UHP signature work course is determined by the UHP Signature Work Proposal Review Committee. Proposals are reviewed during finals week of Spring and Fall Quarters. If submitting a proposal well in advance of the proposal deadline, the student needs to notify their UHP Advisor of the proposal submission with the request for an early review. Once the proposal is approved, the student and the faculty sponsor will receive notification of the approval. The approval email will include the UHP course code, course section, and the course registration number. If registering for HNR 195, a reminder to update the units to a 3-unit course will also be included.

The UHP committee includes members of the UHP staff. Members of the committee are available for consultation in advance of the application deadline to assist students with their proposal. The committee confirms each student has met the qualifications, confirms the faculty sponsor has an appropriate faculty designation, and reviews each proposal. If the proposal is incomplete, or does not fully address the application question(s), the committee will contact the applicant to revise and resubmit the proposal by a specified date.

Presenting

All signature work students must present their research in a public setting by the last day of instruction of the regular academic year. The majority of UHP students present at the UC Davis, Undergraduate Research, Scholarship and Creative Activities Conference, hosted by the Undergraduate Research Center. Each conference is held annually, during Spring Quarter. Students must apply to present and submit an abstract. The application deadline is typically early in Winter Quarter.

Other places UHP students have presented include: national and regional conferences of organizations related to their academic discipline, and/or the Western Regional Honors Council Conference, which typically takes place early in Spring term. Some students are required to present within their academic department. If one's Major requires a departmental presentation, please inform your UHP advisor, if you wish for that presentation to meet the presentation expectation.

Grading

The IST 194H series is a grading deferred course. The grade for IST 194HA will not be issued until IST 194HB is graded. The grade is issued by the faculty sponsor and is applied to both courses (8 units). Students who are unable to complete the thesis by the end of the term in which the student is enrolled in IST 194HB can work with their faculty sponsor to receive an Incomplete (I) grade, and once the thesis is completed, within 12 months, the final grade can be issued.

The HNR 195 course is graded each quarter. The student and faculty member should set clear expectations for the work that is to be done in each term in order for the grading to reflect the student's work. A student may request an Incomplete (I) grade if the work is not completed by the end of the term it was due; once completed, within 12 months, the faculty member can issue the earned grades.

Academic Integrity

All students engaging in UHP signature work must uphold the UC Davis [Code of Academic Conduct](#) and the [Academic Integrity](#) expectations. These hyperlinks outline policies related to plagiarism, use of materials, honesty and fairness. Please review both websites.

Signature Work Written Document Expectations & Formatting Instructions

The Written Document

For many disciplines, a **thesis** will include five chapters: 1) introduction – to the topic and its relevance, 2) literature review – about the topic, including citations contributing to the research question and study design, 3) description of the study – purpose statement, hypothesis, methodology/design, data collection details, 4) research findings – could include charts, graphs, etc., and 5) a discussion – ideas for the future, implications for society, etc. Undergraduate theses vary in page length based on discipline. The estimated page length should be discussed with the faculty sponsor. A general guideline for the content of a thesis is that one (publishable) article could be generated from the document.

For UHP **projects**, the written document should take the form that is most appropriate to the project completed. Items to include in the written document should include an introduction, the purpose of the project and information supporting the projects need, details of how the project was created and implemented, and results and a discussion on the project outcome. The documents content and length should be decided upon in consultation with the faculty sponsor.

Required Pages

All UHP signature work is required to have these five pages:

- Title Page
- Table of Contents
- Abstract (150-200 words)
- Sources/Works Cited
- Reflection (800-1,500 words)

The Title, Table of Contents, and Abstract, are the first three pages of the document. The Table of Contents as ii, and the Abstract as iii. All page numbers must be bottom centered.

Title Page

The title page is the cover page for the completed thesis. A sample title page is included in this information, as a reference.

Students are required to bring a signed, by their faculty sponsor - in blue or black ink, title page to the UHP office by the last day of the academic year. The title page does not include a page number, and follows these formatting instructions:

- 1-inch margins
- Title written in ALL CAPS
- The title is centered at the top of the page
- The title cannot exceed three lines
- The word 'by' is on its own line
- Your name should be capitalized in its regular way
- The phrases 'Signature Work submitted for' and 'completion of the University Honors Program' are to remain as
- Enter the date of submission with normal capitalization as Month Day, Year

- The phrases ‘University Honors Program’ and University of California, Davis are to remain on one line
- The word APPROVED remains on its own line
- Update the faculty sponsor’s name and department with normal capitalization, the name of the faculty’s department must be accurately identified as listed in the UC Davis General Catalog
- No edits are required to the signature area of the UHP Director

Table of Contents

The table of contents should be left justified, each chapter should be noted, including the page number.

Abstract

The abstract is a short summary, 150-200 words, describing the nature of the signature work and the results obtained. If you have written an academic report, you can draw upon the main ideas to create a concise description of your goals and outcomes. An abstract should summarize three things: (1) basic information about the problem(s) to be solved, (2) reason why you chose a certain method to produce a solution, and a (3) conclusion. Abstract writing workshops are held each January by the UC Davis, Undergraduate Research Center (URC). For information on writing an abstract or attending one of the workshops, please [visit the URC website](#).

Sources/Works Cited

The source/works cited pages immediately follow the body of document and receives Arabic numbering. Check with your thesis sponsor regarding the appropriate citation style. Please select one title to give this content.

Reflection

All signature work includes reflection writing (800-1,500 words) describing and evaluating the signature work experience. This segment is distinct from the end product and the written document discussion as it reflects on the signature work by outlining personal and professional growth. In the reflection, a student examines their own learning, knowledge integration, personal changes and how this experience aides future goals. The reflection is the final section of the document, following the Sources/Works Cited (or Appendix/ces) and receives Arabic numbering.

Optional Pages

Additional pages which may be included are:

- Acknowledgements/Dedication
- Appendix/ces

Acknowledgements

The acknowledgements, or dedication, page is limited to one page in length. If including this page, it should be the second page, numbered ii, with the Table of Contents as iii, and the Abstract as iv. All page numbers must be bottom centered.

Appendix/ces

The appendix/ces or supplemental content pages follow the source/works cited. The appendix or supplemental content pages should continue with the Arabic numbering.

If your signature work includes nomenclature (acronyms, definitions, key words, etc.), this content should be included in the section in which you explain the study/the purpose of the study.

Body of the Document:

The signature work body and subheadings should be written in Times New Roman, 12 point font, double-spaced, and use 1-inch margins. Major headings and designations should be in Times New Roman, 14 point font.

The content must meet the outlined expectations agreed upon between the student and the faculty sponsor. Specific items to discuss include:

- *Style Manual* to follow for writing in your discipline
- Naming and number of chapters or other major body sections
- Formatting of in-text citations and source/works cited list
- Labeling of figures, tables, graphs, illustrations, etc.
- Use of indentions

The Shields Library provides [this comprehensive online resource](#) for citation styles/*Style Manuals*.

Boldface and *italics* may be used for typographical emphasis. The use of underline is discouraged. Do not combine **boldface**, *italics*, and/or underline at any time. Be consistent with the style you select throughout the document.

The typeface and font size of figures, tables, graphs, illustrations, footnotes, and appendix material can vary. However, the minimum font size allowed for any content in the document is 6-point font. If using scanned images, photographs, graphics, etc. in the document, be sure all text is readable.

A note about consistency: Using the Times New Roman typeface, 12-point (body text and subheadings) and 14-point (major headings) font sizes are not just a guideline – they are requirements. Although figures, tables, footnotes, etc. do not necessarily apply to that requirement, they must appear in the same size and font throughout the entire document. For example, if the text in Table 1 is Calibri typeface at 10-point font size, Tables 2, 3, 4, etc. must also be in Calibri at 10-point font.

Signature Work Submission

The written document must be submitted to the UHP Canvas portal Signature Work assignment as a PDF, no later than the last day of the regular academic year in June. After converting the document from the original program, ensure the PDF content maintained its integrity. If converting your thesis from its original software program into a PDF is unsuccessful, please submit a printed copy of your signature work to the UHP office.

Although the signature work written document includes the personal reflection, the personal reflection also needs to be submitted to “personal reflection assignment” in the UHP Canvas portal. Please copy-paste that section of the written document into a separate document, and submit just that section for the assignment.

Delete instructions on the following three lines and enter your title in ALL CAPS.

You may use up to three lines for your title.

The text does not wrap; each field must be entered individually.

By

Delete instructions and enter your First Name and Last Name with normal capitalization

Signature work, UHP Thesis, submitted for
completion of the University Honors Program

Delete instructions and enter date of submission with normal capitalization as Month Day, Year

University Honors Program
University of California, Davis

APPROVED

Delete instructions and enter faculty sponsor First Name and Last Name with normal capitalization
Delete instructions and enter Faculty's department without abbreviations using normal capitalization

J. David Furlow, Ph.D., Director of the University Honors Program
Associate Dean, Undergraduate Education

Delete instructions on the following three lines and enter your title in ALL CAPS.

You may use up to three lines for your title.

The text does not wrap; each field must be entered individually.

By

Delete instructions and enter your First Name and Last Name with normal capitalization

Signature work, UHP Project, submitted for
completion of the University Honors Program

Delete instructions and enter date of submission with normal capitalization as Month Day, Year

University Honors Program
University of California, Davis

APPROVED

Delete instructions and enter faculty sponsor First Name and Last Name with normal capitalization
Delete instructions and enter Faculty's department without abbreviations using normal capitalization

J. David Furlow, Ph.D., Director of the University Honors Program
Associate Dean, Undergraduate Education

UHP SIGNATURE WORK CHECKLIST

UHP Signature Work Checklist

- Generate ideas
 - Read literature
 - Come up with topic ideas
 - Craft responses to the statement: *The purpose of the study/project is...*
- Decide on preferred methodology
- Meet with (interview) faculty to be your sponsor
- Decide on faculty sponsor
- Draft responses to the UHP proposal questions
- Meet with faculty to complete the UHP proposal form
 - Answer all questions
 - Print and sign the document
 - Provide your faculty sponsor with a copy of the signed document
- Scan and submit the signed UHP proposal to the UHP email address on the form by the deadline
- Await UHP response for approval (or revisions)
- Enroll in courses per enrollment instructions received via email
- Attend scheduled meeting with faculty sponsor
- Meet expectations set on the proposal form and during meetings with sponsor
- Present the signature work before the last day of instruction in final signature work term
- Submit a signed title page to the UHP Office by the last day of the academic year
- Submit completed written document to UHP via Canvas
- Submit the signature work reflection to UHP via Canvas

SAMPLE

University Honors Program Thesis Proposal Form

INSTRUCTIONS

This proposal should contain specific information about the thesis you will pursue. **This proposal form is a sample, complete the [online](#) PDF writable proposal for submission.** This proposal must be completed in consultation with the faculty sponsor.

Answer each item then print it, get the faculty member's signature on the form, then scan the form and email the signed copy to UHPproposals@ucdavis.edu by 5:00pm on the 10th day of instruction for Fall submissions; the last day of Fall Instruction for Winter Quarter submissions.

STUDENT & FACULTY DETAILS

Student Name:

Student Identification Number:

Student UC Davis email address:

Student phone number:

Current UC GPA:

Expected graduation term and year:

Number of years in UHP:

Started UHP as (select one): First Year On-campus Admit Transfer

Faculty Sponsor Name:

Faculty Title:

Faculty Academic Department:

Faculty Email:

PROPOSAL DETAILS

Thesis Title (may be a working title):

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

Describe your goals for the thesis:

Describe how you will conduct your thesis research (include hypothesis, methodology and at least one source/citation):

Does this research require Institutional Review Board/Human Subjects approval? Yes No

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

Does this research require approvals for vertebrate animal use and/or chemical safety training? Yes No,

If Yes, please scan, and include the approval form, 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 goals and due dates for the first quarter of thesis:

List your goals and due dates for the second quarter of the thesis:

What are the expectations for the written thesis document (e.g. number of chapters, minimum number of citations, approximate length, etc.):

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

Briefly describe how this thesis contributes to your future goals:

My thesis due date is:

STUDENT AGREEMENT

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 thesis proposal due date. _____
- My faculty sponsor, and the sponsor's academic unit, may set their own standards for methodology, thesis length and content, and I am required to adhere to the standards. _____
- Any changes to the scope of the thesis, 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 thesis completion and submission due date – the last day of the academic year in which the thesis 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, thesis 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 thesis 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. _____
- The Thesis course I am selecting is (select one):

____ IST 194HA-HB: A program of research culminating in the writing of an honors thesis under the direction of a faculty advisor. Two consecutive quarters, 4-units per quarter; must have a UC GPA of 3.5 or higher to qualify. This is a letter-graded course, graded at the end of the second quarter; the earned grade will be issued for each quarter (8-units).

____ HNR 195: Guided independent study of a selected topic leading to the presentation of an honors thesis. 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 Signature

Date

FACULTY AGREEMENT

I agree to serve as this student's UHP Thesis Faculty sponsor. I accept responsibility for providing thesis expectations, guidance throughout the entire thesis process, and evaluation of the final work. I approve of the contents of this UHP Thesis Proposal Form and have received a completed copy of this proposal. I agree to serve this student's Instructor of Record for the two course sequence, Integrated Studies (IST) 194HA-HB/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

SAMPLE

University Honors Program Project Proposal Form

INSTRUCTIONS

This proposal should contain specific information about the project you will pursue. **This proposal form is a sample, complete the [online](#) PDF writable proposal for submission.** This proposal must be completed in consultation with the faculty sponsor.

Answer each item then print it, get the faculty member's signature on the form, then scan the form and email the signed copy to UHPproposals@ucdavis.edu by 5:00pm on the 10th 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 & FACULTY DETAILS

Student Name:

Student Identification Number:

Student UC Davis email address:

Student phone number:

Current UC GPA:

Expected graduation term and year:

Number of years in UHP:

Started UHP as (select one): First Year On-campus Admit Transfer

Faculty Sponsor Name:

Faculty Title:

Faculty Academic Department:

Faculty Email:

PROPOSAL DETAILS

Project Title (may be a working title):

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

Describe your goals of the project:

Describe how the project will be designed and implemented:

Where is this project taking place?

Has site access been approved? Yes No

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

Does this research require Institutional Review Board/Human Subjects approval? Yes No

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

Does this research require approvals for vertebrate animal use and/or chemical safety training? Yes
No,

If Yes, please scan, and include the approval form, 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 goals and due dates for the first quarter of the project:

List your goals and due dates for the second quarter of the project:

What are the expectations for the written document (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 due date is:

STUDENT AGREEMENT

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

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