

Signature Work - HNR 195 Thesis & Project Proposal Form



UC DAVIS

University Honors Program

Office of Undergraduate Education

Thesis or Project:

Quarter:

Year:

This proposal is submitted to enroll in HNR 195, a guided independent study course on a selected topic leading to the presentation of an honors thesis or project. To determine whether you are completing a thesis or project, refer to the writing suggestions for both thesis and project on the UHP Canvas page. Students enroll in this course to satisfy their UHP Year 4 Signature Work requirement. The requirement is two consecutive quarters at 3-units per quarter, it may be repeated for credit up to 9 units; students 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.

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

Steps: Type and complete in full, the proposal (below) and email the digitally signed document to UHPproposals@ucdavis.edu. Note, the document needs to be reviewed, approved and signed by your faculty mentor.

Proposal Deadlines: This form is due on or before the 10th day of instruction in the quarter that you will enroll in the course. Once approved, the UHP Program Coordinator will issue a CRN that will allow you to enroll in the course (HNR 195). Note, given this is a two or three quarter course sequence, there is not a Spring Quarter deadline as you submit once (fall or winter quarter start) for the course.

STUDENT DETAILS

Last Name _____ First Name _____ Student ID _____

UC Davis Email Address _____@ucdavis.edu Phone Number: _____

Current UC GPA: _____ Expected graduation: _____ UHP Year: _____

Started UHP as: _____ Quarters completing the UHP Project: _____

FACULTY DETAILS

Faculty Sponsor - Last Name _____ First Name _____

UC Davis Email Address _____@ucdavis.edu Phone Number _____

Academic Department _____ Faculty Title _____

PROPOSAL DETAILS

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)? If this is not a lab or study based project, list N/A.

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 chemicals safety training?

If yes, please include 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 projects tasks and due dates for the first quarter. These should progress you towards completing your final project.

Task	Date

List your projects tasks and due dates for the second quarter. These should progress you towards completing your final project.

Task	Date

List your projects tasks and due dates for the third quarter.
(NOTE: only two quarters are required) These should progress
you towards completing your final project.

If you need additional space for your project tasks, use the area below.

Task	Date	Task	Date

My project due date is: _____

What are the expectations for the written document from your faculty sponsor? (e.g. number of chapters, minimum number of citations, approximate length, etc.) Note the minimum page count is 20 pages double-spaced/10 single-spaced (including visual representations of data), submissions below that page count must receive faculty and UHP approval.

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):

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 initiating regular meetings with this person.
- 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 Fourth-Year Advisor and receive approval.
- I am responsible for meeting the completion and submission due date. By the last day of the academic year in which the project is taking place I will submit my successfully completed written document to the University Honors Program via Canvas. If an extension is needed, I will ask the University Honors Program no later than May 20 for approval.
- With my final written document, I will submit 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.

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