



Signature Honors Project Contract: Portfolio/Creative Endeavor Option

**This form must be filled out using the free adobe reader app, which may be downloaded via <https://get.adobe.com/reader/>*

PART 1: Student Information

Name: (Please Print) _____

Banner ID: _____ Contact Phone: _____

Intended Graduation Date: _____

Major(s): _____

Minor(s): _____

Overall GPA at ECU: _____ Total Honors Hours Completed: _____

PART 2: Signature Honors Project Information

Signature Honors Project Title: _____

NOTE: The title of your Signature honors project must fit tightly with the disciplines that you are studying.

Portfolio/Creative Endeavor Description:

In a cohesive and well- written document, please describe your planned scholarly project. To achieve consistency across a wide range of disciplines, please use the headings below as your first-level headings. You may choose to add a second level of headings to focus your narrative. This proposal should be written with care and in consultation with your faculty mentor. While

the length of the proposal narrative may vary considerably from one student to the next, a proposal less than three pages is likely to lack detail and rigor.

Please answer the following prompts within a M.S. Word document and attach it at the end of the contract.

- **Introduction:** This section addresses the “why” of your project. Describe the context and expected contribution of your planned project. This section should indicate why this study is valuable in the context of your field. In what ways in this project significant or meaningful?
- **Background:** This section addresses the background for the reader. What is important to know about the study? Situate your work in practice. Portfolios and creative projects should use references related to theory in the field that situate the study.
- **Purpose and explanation of the project:** This section addresses the “what” of your project. What questions are guiding your project? Please summarize the contents or components of the project you have designed.
- **Approach:** This section will address the “how” of your project. What materials and support will you use in creating your proposed project? What techniques will you follow?
- **Closure:** This section concludes your proposal by stating how this project will add value to your career path. How does this project build on your craft? What are the next steps in your work? As you may recall, a public showing (a performance, exhibition, recital, presentation, etc.) is a required component of your Signature Honors Project. Mention your initial thoughts regarding where you might present your project next year.
- **Timeline:** Please include your first and second semester timelines at the end of your proposal.

Note: This is a template for a portfolio/creative endeavor. Please adapt this template for your project.

Please discuss with your faculty mentor the tasks that you will accomplish in the first course and list them below.

The semester one timeline may include the following:

- Design portfolio/creative endeavor
- Refine problem statement
- Research historical background or theory
- Sketch, create, rehearse, practice, etc.

| Semester One | Goal(s) for the week | Broad goal |
|----------------------|--|---|
| <i>Sample Week 1</i> | <i>Sketch 2 pieces Refine Discover Reflect on process</i> | <i>Think about my project in terms of these 4 guiding areas: craft technique, aesthetics and personal expression working toward 5-6 final pieces.</i> |
| Week 1 | | |
| Week 2 | | |
| Week 3 | | |
| Week 4 | | |
| Week 5 | | |
| Week 6 | | |
| Week 7 | | |
| Week 8 | | |
| Week 9 | | |
| Week 10 | | |
| Week 11 | | |
| Week 12 | | |
| Week 13 | | |
| Week 14 | | |
| Week 15 | | |
| Week 16 | | |

Please discuss with your faculty mentor the tasks that you will accomplish in the second course and list them below. The semester two timeline may include the following:

- Continued work on your craft. For example, create 3 additional weaving, complete 2 additional pots, etc.
- Finalize the public showing (performance, exhibition, recital, presentation, etc.). It is a required component of your Signature Honors Project.
- **Remember portfolios and creative endeavors must include a final paper between 3-5 pages. The paper will articulate the work in a formal way. Your paper should include an artist’s statement and prepare the viewer. For example, if you are submitting a reel or DVD, the paper should frame your body of work so the person viewing the reel or DVD has context.**
- Submission of final documents (This could include two items: a video link and the final paper.)

| Semester Two | Goal(s) for the weeks | Broad Goal |
|--------------|---|------------|
| Weeks 1-3 | | |
| Weeks 4-6 | | |
| Weeks 7-9 | | |
| Weeks 10 -12 | | |
| Weeks 13-16 | Written document finalized and uploaded to Vireo and submitted to the Honors College for approval for graduation. Final projects and papers uploaded to Vireo will be submitted to the Institutional Repository, ScholarShip, at the end of the semester. | |

Part 3: Course Registration

1. First, check to see if your major or minor discipline (the area that coordinates with your project's topic) has an honors thesis class already established. For example, Communication has COMM 4196 (3 credit hours) and COMM 4199 (3 credit hours). If the area has an honors thesis class already established, then register yourself for those courses during the appropriate honors registration window. Remember your signature honors project experience must equal a 6 credit hour experience over two semesters.
2. If you do not have a major or minor discipline thesis class established in the area that you are proposing for your Signature Honors Project, then we will create a section of HNRS 4500 (first course) and HNRS 4550 (second course) for you after you receive approval for your Signature Honors Project.
3. Now, please list the courses you plan to take and when you plan to take them:

First Course: _____ Semester hours: _____ Semester: _____ Year: _____

Second Course: _____ Semester hours: _____ Semester: _____ Year: _____

PART 4: Contractual Statements with Faculty Mentor Verification

Please read each statement, check each box and sign below. The last statement in bold is to be checked by the faculty mentor, then the mentor should sign below verifying they have also read all of the statements below.

I understand that my Signature Honors Project must be an original project completed during my final two semesters.

Portfolios and creative endeavors must include a final paper between 3-5 pages. The paper will articulate the work in a formal way. It should include an artist's statement and prepares the viewer. For example, if you are submitting a reel or DVD, the paper should frame the body of work so the person viewing the reel or DVD has context. I understand that I must use MLA or APA format for my paper and I need to discuss paper lengths, paper format, etc. with my faculty mentor.

I understand that I need to discuss any IRB needs relative to my project with my faculty mentor. We will comply with all IRB requirements, if necessary.

I understand that during my enrollment in my SHP courses, I am required to have two public showings of my work. This may include a performance, exhibition, recital, presentation, etc. One presentation is required at Research and Creative Achievement Week (RCAW) scheduled every spring, and one additional public presentation should occur.

I understand that I must use the official Honors College poster template and Honors College PowerPoint template when delivering presentations on behalf of ECU's Honors College and that I must submit the presentations to my faculty mentor at least two days prior to the presentation date for review.

I understand that I must submit my final SHP electronically on Reading Day. I understand that I will upload my SHP using Appendix A from the SHP Manual.

Additionally, I understand the first page of my SHP must follow the Honors College Signature Honors Project Title Page template.

I understand that my final paper and project will be uploaded into ECU's online repository, *The Scholarship*, database.

I have read, understand and agree with Joyner Library's Non-Exclusive Distribution License found in the license section of Vireo (piratescholars.ecu.edu).

I have read and agree with the student's responses to the proposed research narrative shown in Part 2.

*to be checked by faculty mentor

Faculty Mentor Signature Date
(implying consent for the project and willingness to advise for both courses)

Student's Signature Date

Faculty Mentor's Chair/Director Signature Date

Part 5: Faculty Mentor Information for the Credentialing Process

To be completed by the faculty mentor:

Required Section:

Faculty Mentor's Full Name:

Department:

Phone:

Email address:

Faculty Mentor's Department Chair:

College:

Do you hold a terminal degree in a discipline directly related to the content being explored in the proposed project?

(Faculty mentor, please circle one) YES NO*

*If you checked no, please attach a brief description to satisfy standard alternate credentialing.

Note: The faculty mentor is required to hold a terminal degree in a discipline directly related to the content being explored in this signature honors project. If this is not the case the faculty mentor may provide as an attachment a brief description of alternate qualifications that would permit standard alternate credentialing for this project.

Optional Section: Complete only if you have a co-mentor.

Co-mentor's Full Name:

Department:

Phone:

Email address:

Faculty Mentor's Department Chair:

College:

Signature Honors College Dean

Date

Credential Approval: Signature of Dean required after completion the contract and proposal.