



Signature Honors Project Contract: Group Project

**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: _____

Project Description: (completed as a group)

In a cohesive and well-written document, please describe your planned 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.

Paste these questions in a separate document and respond to each one. Use Calibri/Arial/Times New Roman font size 12 and double-space your work.

- **Introduction:** This section addresses the “why” of your project. This section should indicate why this project is valuable. In other words, what problem exists that you are addressing?
- **Background:** This section addresses the background for the reader. What is important to know about the project? Use literature and your interviews to situate your project.
- **Purpose of the project:** This section addresses the “what” of your project. Summarize what your project will achieve.
- **Question(s) or hypotheses:** Many projects questions or hypotheses as a guide. *If this is appropriate for your project*, please clearly state these after sharing your purpose. If this is not appropriate, then please state your guiding questions. What questions are guiding your project?
- **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 target audience and your learning outcomes as Honors Students. Also include your plans for the future of the project after you have completed your section. As you may recall, an oral presentation 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.

I have read and agree with the student’s responses to these aforementioned requests.

Faculty Mentor Signature

Date

PART 3: Timeline Template for Semester One and Semester Two

Note: Each team should prepare a timeline for the project AND each member should complete a timeline for their contribution.

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

Semester One	Goal(s) for the week	Broad goal
Week 1 Dates:		
Week 2 Dates:		
Week 3 Dates:		
Week 4 Dates:		
Week 5 Dates:		
Week 6 Dates:		
Week 7 Dates:		
Week 8 Dates:		
Week 9 Dates:		
Week 10 Dates:		
Week 11 Dates:		
Week 12 Dates:		
Week 13 Dates:		
Week 14 Dates:		
Week 15 Dates:		
Week 16 Dates:		

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

- Analysis
- Results
- Consideration of results/implications/recommendations
- Presentation preparation (may be done as a group)
- Submission of final document (each member will do their own independent write-up)

Semester Two	Goal(s) for the week	Broad Goal
Week 1 Dates:		
Week 2 Dates:		
Week 3 Dates:		
Week 4 Dates:		
Week 5 Dates:		
Week 6 Dates:		
Week 7 Dates:		
Week 8 Dates:		
Week 9 Dates:		
Week 10 Dates:		
Week 11 Dates:		
Week 12 Dates:		
Weeks 13-16	Written document finalized and uploaded to <i>The Scholarship</i> and submitted to the Honors College for approval for to graduate with the Honors College designation.	

PART 5: Team Agreement and roles (completed as a group)

Please prepare a team agreement that outlines the specific roles and duties of each member of the team. The agreement should also include sections laying the ground rules for:

1. Communication
2. Decision making
3. Responsibility
4. Participation/meetings
5. Leadership
6. Consequences
7. Handling conflict

PART 5: Course Registration

1. The Project path for your Signature Honors Project must equal a 6 credit hour experience over two semesters. HNRS 4500 and HNRS 4550
2. Please list the courses you plan to take and when you plan to take them:

Course: HNRS 4500 _____ Semester hours: 3 Semester: _____ Year: _____
 Course: HNRS 4550 _____ Semester hours: 3 Semester: _____ Year: _____

PART 6: Contractual Statements with Faculty Mentor Verification

Please read each statement, check each box and sign below.

- I understand that my Signature Honors Project must be completed by graduation.
- 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 the second course, I am required to present my project orally (i.e., State of North Carolina Undergraduate Research and Creativity Symposium-SNCURCS, a national conference, a state conference, Research and Creative Achievement Week-held each spring on campus, etc.).
- I understand that I must submit **two** items electronically five days prior to graduation: 1.) The Honors College’s Online Repository Template, and 2.) My final paper and the first page must follow the Honors College Signature Honors Project Title Page template.
- I understand that my final paper will be uploaded into ECU’s online repository, *The Scholarship*, database.
- I have read, understand and agree with The Scholarship Non-Exclusive Distribution License found at: <http://thescholarship.ecu.edu/license>

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

Student's Signature

Date

PART 7: Faculty Mentor Information for the Credentialing Process

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.

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

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.