



Honors Research Scholars & Honors Creative Scholars Process

1. Students should apply to the Honors Office no later than the end of the second week of the semester they intend to begin their research/creative experience. The application will consist of

- Application Form
- Written project proposal (four-page maximum) describing the project to be addressed, the method to be used, the expected product (thesis, publication, conference presentation, etc.)
- Detailed time-line
- IRB or IACUC approval if necessary. Students may apply pending IRB or IACUC approval.

Research involving human subjects, hazardous materials, or biohazards must receive prior approval from the Institutional Research Board (IRB):
http://www.selu.edu/admin/inst_rb/

Research involving vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC):
http://www.selu.edu/acad_research/depts/biol/iacuc/

2. Applications will be reviewed by the Honors Scholars Committee. Students accepted into the program will be notified no later than the end of the fourth week of the semester. The Honors Scholars Committee will consist of at least one faculty member from each college who is actively engaged in research/creative activity. The goal of the committee is to ensure that the proposed research/creative projects are of sufficient depth and rigor to warrant Honors distinction.

3. Upon completion of the research/creative experience,

- The student will publically present their results to the campus community at a department forum or public symposium such as the annual College Honors Convocations.
- The student will submit their scholarly product¹ together with a project cover sheet signed by their faculty mentor (in the case of an undergraduate thesis a

¹ “Acceptable scholarly products” include an undergraduate thesis, publication in a refereed scholarly journal, presentation at a national or international conference, or other product approved in advance by the faculty mentor and Honors Scholars Committee.

second faculty reader is required), to the Honors Office. The product will be reviewed by the Honors Scholars Committee.

Upon successful completion of all requirements, the distinction “Honors Research Scholar” or “Honors Creative Scholar” will be included on the student’s official university transcript.

APPLICATION FOR THE HONORS RESEARCH & CREATIVE SCHOLARS PROGRAMS

Undergraduates (**with two more semesters remaining before graduation**) who have completed at least 30 hours of undergraduate coursework and have at least a cumulative GPA of 3.0 are invited to apply for participation in the Honors Research Scholars or Honors Creative Scholars Program. The Honors Research Scholars and Honors Creative Scholars Programs offers students a two-semester independent research/creative experience that includes publicly presenting your work and culminates in an undergraduate thesis or other scholarly product. It is a prestigious research/creative opportunity available to undergraduates at Southeastern Louisiana University and provides participants with opportunities customarily extended only to students pursuing graduate degrees. Upon completion of the Honors Research Scholars or Honors Creative Scholars Program, scholars are recognized on their transcript and at graduation as an Honors Research Scholar or Honors Creative Scholar.

The application consists of three parts; the **application form**, your **proposal**, and the **timeline**.

PART I: Application Form

The Application (page 5 of this packet) asks for general information about the proposed project, about you as a prospective scholar, and about your faculty mentor. The cover sheet must bear the signatures of the student applicant and faculty mentor, and the names of the department head of the student’s academic major and department head of the faculty mentor. *This page **MUST** be typed or it will not be accepted.*

Mentor’s Signature: Your mentor must sign, acknowledging that he/she has read and approves of your proposal and agrees to serve as your Faculty Mentor. Her/His signature will indicate that this proposal is of scholarly quality.

PART II: RESEARCH/CREATIVE PROPOSAL

The research/creative proposal is a description of the project that the student intends to undertake and that will be reported in a detailed, comprehensive fashion in the completed thesis, publication, portfolio, or other scholarly product. Scholars proposals will be evaluated and approved by the Honors Scholars Committee. The proposal must therefore convince others of your ability to pursue the proposed project to a successful conclusion. The research/creative proposal, double-spaced, should not exceed four pages. In preparing a proposal, you should keep in mind that the Scholars experience is to be devoted to research/creativity, not just study.

Honors Research Scholars. The work done for the Honors Research Scholars distinction should be over and above that done in a required Research course or for a required senior thesis. Keep in mind that research is a problem-solving activity. You do not want to simply redo what has been done before. The thesis that results from Scholars research is more than a laboratory report or a literature survey. Ideally, you would like to prepare a paper suitable for publication in a professional journal and for delivery at a scholarly conference. Keep in mind that you must complete your research and prepare a polished thesis by early-April. Choose your topic accordingly. You should include the following information in your proposal, with each section labeled accordingly for the convenience of the reader:

- **INTRODUCTION:** Lay out the problem that you wish to examine and suggest why it is an important object of scholarly inquiry. You may wish to discuss the history of the problem and mention scholarship that has addressed it. Summarize pertinent previous research in this field, showing the relation of the material cited to the present problem, documented with citations from the literature. The introduction need not be a complete bibliography, but should indicate that the state of knowledge in the proposed field has been surveyed. The references should be in a format consistent with professional journals in the field.
- **OBJECTIVE:** Define your objectives clearly and succinctly. State your hypothesis so that an intelligent reader understands what it is you are trying to accomplish.
- **METHODOLOGY (or PROCEDURES):** Suggest how you propose to tackle the problem and what research methodologies you will employ. Describe resources (laboratory or library) you will require. Identify the funding sources for any required equipment, specimens, consumables, and travel. You should also address performance measure(s) to determine the success of the project and plans for documentation, evaluation, and dissemination of the results, as appropriate.
- **SUMMARY:** Briefly review what you propose to do, how you propose to do it, and what you intend to learn, to convince readers that the research to be done is important and has a reasonable chance of success.
- **IMPORTANT NOTE:** If **human subjects, animal subjects, hazardous materials, or bio-hazardous materials** will be used, you will need the approval of the Institutional Research Board or Institutional Animal Care and Use Committee. Before beginning your actual research, we will require you to submit copies of the appropriate compliance forms (approved and signed) to the Honors Office. Your advisor will help you with obtaining these approvals.

Honors Creative Scholars. The work produced for the Honors Creative Scholars distinction should be over and above that produced for one's required senior project, senior recital, senior thesis, etc. Your creative activity should be original work. You do not want to simply redo what has been done before. The product that results from a Scholars creative activity is more than a class assignment. Ideally, you would like to prepare a portfolio suitable for performance, display, or publication in an appropriate professional forum. Keep in mind that you must complete your creative endeavor and prepare a polished product by early-April. Choose your topic accordingly. You should

include the following information in your proposal, with each section labeled accordingly for the convenience of the reader. Note that we use the term “art” in its broadest meaning to include the visual arts, music, theatre, dance, creative writing, etc.

- **INTRODUCTION:** Lay out the creative project that you wish to pursue and suggest why it is a significant endeavor. Summarize pertinent previous work in this field, showing the relation of the material cited to the proposed project, documented with citations. The introduction need not be a complete bibliography, but should indicate that the state of knowledge of the proposed field has been surveyed. The references should be in a format consistent with professional journals in the discipline.
- **PROPOSED PRODUCT:** You should describe the proposed product; e.g., original paintings, sculpture, musical scores, choreography, scripts, short stories, novella, etc.; performance measure(s) to determine the success of the project; and plans for documentation, evaluation, and dissemination of the creative work, as appropriate.
- **CREATIVE MERIT:** The creative merit of the project should be addressed. Aspects of creative merit may include the following:
 - Potential to achieve results selected from
 - Creating art that meets the highest standards of excellence.
 - Engaging the public with diverse and excellent art.
 - Enabling participants to acquire knowledge or skills in the arts.
 - Strengthening communities through the arts.
 - Appropriateness of the proposed performance measurements and their ability to demonstrate that the selected outcome was achieved.
 - Potential impact on artists and the artistic field.
 - Appropriateness of the project to Southeastern’s mission, audience, community, and/or constituency.
- **SUMMARY:** Briefly review what you propose to do, how you propose to do it, and what you intend to learn, to convince readers that the activity to be done is important and has a reasonable chance of success.

PART III: TIMELINE

Provide a detailed timeline for the project. The timeline should span at least two semesters. Be sure to state how you will incorporate the presentation requirement and/or thesis deadlines into your research timeline.

**HONORS RESEARCH & CREATIVE SCHOLARS PROGRAM
APPLICATION**

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND MUST BE TYPED OR IT WILL
NOT BE ACCEPTED.**

1. Title of Proposal:

2. Cumulative GPA: _____ Total Credit Hours Completed: _____ Expected Graduation Date: _____
(Note: Students must have completed 30 hours of undergraduate coursework with a minimum cumulative GPA of 3.0)

3. Project Information:

Name of Applicant	W #
Major College	E-Mail address
Local Address	Permanent Address
City, State, Zip Phone #	Permanent City, State, Zip Permanent Phone#
Applicant's Department Head	Applicant's Department Head E-Mail
Applicant's Faculty Advisor	Faculty Advisor's Department
Faculty Advisor's E-Mail Address	Faculty Advisor's Phone #
Name of Faculty Advisor's Department Head	Faculty Advisor's Department Head E-Mail

4. Compliance Issues: Will your research involve any of the following? Check where appropriate.
 _____ *Vertebrate Animals _____ *Infectious Biohazards
 _____ *Human Subjects _____ International Travel
***IRB or IACUC approval may be required. You must obtain the appropriate compliance approvals well in advance of starting your research project.**

5. ENDORSEMENTS:

X _____ Signature of Applicant	_____ Date
X _____ **Signature of Advisor	_____ Date

By my signature, I am indicating that I have reviewed this research/creative proposal, discussed it with the applicant, and approved its contents. My signature indicates that **I agree to serve as his or her Faculty Mentor.