

Honors Student Responsibilities for Honors Mentoring Agreements

PROPOSAL:

- Work with mentor to complete an HMA proposal, following the required format. The proposal must include (1) a clear description of the project goal(s) and proposed work, (2) a rationale describing how the project meets Honors learning outcomes (see form), (3) a reasonable timeline, and (4) a brief description of the final product. The HMA proposal form can be found on the [Honors website](#).
- Gain mentor approval of the proposal, indicated by signature. Sign the proposal form yourself.
- Next, send an electronic copy of the proposal itself and the form (signed by your mentor) to the appropriate DHA. If the DHA approves of the project, they will sign and return the form promptly.
- For most HMAs, the proposal must be approved and signed by the student, their faculty mentor, and the appropriate DHA. Then, the student uploads the proposal and proposal form to the Honors Canvas course. Please merge the proposal and proposal form into a single pdf.
- For course-related HMAs, submit a mentor-approved (signed) proposal to the DHA by the end of the second week of classes in the HMA term. Upload a mentor- and DHA-signed/approved form and proposal to the Honors Canvas course by end of the third week of classes.

PROJECT WORK:

- Schedule, hold, and document regular mentor meetings. For most HMAs, a minimum of six meetings is required. For study abroad and internships, such meetings typically occur daily and may be noted as such on the completion form.
- Work with the mentor to decide how the meeting time will be used most effectively. Complete any agreed-upon work prior to meetings.
- Finish all agreed-upon work in a professional and timely manner, according to proposed timeline.
- Discuss immediately with the mentor, DHA, and/or Honors staff any changes to or questions about student responsibilities and/or work.

FINAL PRODUCT and PROJECT COMPLETION:

- Send a draft of the required final product and reflection to the mentor and DHA at least one week before the final day of the agreement (one week before the last day of classes for course agreement).
- Carefully craft and/or edit the final product and reflection, implementing mentor and DHA feedback.
- Complete and sign the completion form and then send it, along with the final product and reflection, to the mentor for approval and signature.
- Once you have the mentor's signature, send the signed form, along with the final product and reflection, to the DHA for final review and approval. Signatures on the HMA completion form indicate approval. Please remember that faculty must see all information completed on this form, as they are verifying its accuracy with their signatures.
- Upload the approved final product, your reflection, and the signed HMA completion form to the Honors Canvas course. The completion form is available on the [Honors website](#). For most HMAs, upload by the project completion date. For course-related HMAs, upload by the last day of classes in the agreement term. Please merge all documents as one PDF (see directions in Canvas).