

University Honors Program Responsibilities for Honors Mentoring Agreements

To ensure that proposed HMA projects meet all Honors requirements, the University Honors Program reviews and approves/denies each HMA proposal and then approves/denies the completion of the HMA for Honors points upon submission in Canvas of the student's final product, reflection, and HMA completion form. Honors Program responsibilities include:

PROPOSAL:

- Regularly remind students and DHAs of HMA proposal requirements.
- Promptly review all HMA proposals, ensuring that all proposal forms are signed by both mentor and DHA and that they include clear descriptions of project goals, proposed work and timelines, rationale for meeting Honors learning outcomes, and final product(s), in addition to the required reflection.
- Communicate immediately with any students, mentors, and DHAs whose proposals do not meet minimum requirements, and work with them as necessary to revise and resubmit the proposals.

PROJECT WORK:

- Meet annually with DHAs and students to clarify the purpose, value, structure, and processes of HMAs.
- Build and maintain an archive of [outstanding HMA examples](#) so that students and faculty understand the value and possibilities of HMA work. Individually archive all work and guide students in the use of the Canvas Portfolium tool.
- Make the *Honors in Practice Handbook* available on the [Honors website](#) and distribute, upon request, to all mentors and students who have entered into or are considering HMAs.
- Answer any questions about HMA goals, requirements, and responsibilities.
- Support faculty, professional mentors, DHAs, and students in the HMA process.

REFLECTION, FINAL PRODUCT and PROJECT COMPLETION:

- Advise students about completion of the HMA process and ensure that they receive information annually about HMAs and other HIP milestones.
- Remind faculty and students of HMA requirements and timelines as necessary; the reflection and final product of the HMA should be carefully crafted and/or edited, and both documents must be uploaded to the Honors Canvas course, along with a completed and signed HMA completion form by the agreement completion date (last day of classes for course agreements).
- Promptly review and approve/deny all HMA completion uploads, ensuring that all work meets Honors requirements for HIP work.
- Award students points for the completion of each HMA project in the Honors Canvas course.