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HONORS COLLEGE

Project

A Step-By-Step Guide For Your Honors Project

Step 1: Ask

Your first step is to ask your instructor if he or she is willing to mentor you through an Honors Project. An Honors Project is not just extra work for you; it is extra work for your professor. If the answer is “No,” be graceful and say thank you. *** **Please remember you must have attended orientation and be in good standing.**

Step 4: Work

You will receive a project approval – please keep email. This is the most important: work on the project. Gather all of the necessary research. Each project model has a minimum number of sources required. When your research is complete, begin writing your project. Along the way, you should meet regularly with your instructor for updates. At least three meetings should be planned. Many professors will want to meet more often. Frequent meetings are essential to a successful project.

Step 2: Contract

If your instructor says “Yes,” your next step is to complete an “Honors Contract.” The contract details the topic of the project, tells how the project goes beyond regular course-work, and specifies what model the project will follow. There are several models to choose from: traditional research paper, web page, date collection, and others. For more information on project models and guidelines, click Current Students at: www.palmbeachstate.edu/Honors **The blank contract can be found on the Honors webpage too.**

Step 5: Honors Poster

Regardless of the model you choose, every Honors project must present an Honors Poster. Your poster is an opportunity for you to showcase the research you have done. Your poster will be displayed at an Honors Poster symposium for all to attend. The main idea is that everyone understands the importance of the research you have done.

Step 6: Approval

Faculty must approve the project and poster for the Honors College to review for Honors credit. The approval form is found in the prior email that was sent when the contract approval was emailed. Project and poster must be submitted by the deadline.

Step 3: Signatures

Next, you have to get signatures. First, you sign; then, your professor signs. After that, the Associate Dean or Dean must sign. All signatures are needed for the contract to be completed.

Step 7: Honors Credit

Once submitted, the Honors College will review that the Honors Project and Poster. You will receive a final email of approval. The student must earn a “B” or higher in the course in order to receive Honors credit. The Honors college credit will not reflect the honors project until after the semester is complete.

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