



Departmental Honors Project Deadlines 2018-2019

December 2018 Graduates

Wednesday, March 21, 2018	Deadline for submission of “Departmental Honors Registration Form” to the Honors College office (SCHAR 1016)
Monday, November 26, 2018 @ Noon	Deadline for students to submit full drafts of their projects to all committee members via the online submission system
Monday, December 10, 2018 @ Noon	Deadline for students to submit final projects to the Honors College via the online submission system
Wednesday, December 12, 2018 @ Noon	Deadline for supervising professors and committee members to approve (or not) students’ Departmental Honors work via the online system

May 2019 Graduates

Monday, November 5, 2018	Deadline for submission of “Departmental Honors Registration Form” to the Honors College office (SCHAR 1016)
Monday, April 22, 2019 @ Noon	Deadline for students to submit full drafts of their projects to all committee members via the online submission system
Monday, May 6, 2019 @ Noon	Deadline for students to submit final projects to the Honors College via the online submission system
Wednesday, May 8, 2019 @ Noon	Deadline for supervising professors and committee members to approve (or not) students’ Departmental Honors work via the online system



JOHN V. ROACH
HONORS COLLEGE



Departmental Honors: Overview of Goals and Duties

Junior and senior students in the John V. Roach Honors College may elect to pursue Departmental Honors, University Honors, or both. To earn University Honors, students must complete three Honors colloquia. To earn Departmental Honors, students must complete a research or creative project in their major (or minor, with approval from the unit head).

Under the guidance of a faculty mentor, Departmental Honors students design and carry out a research project or creative work, typically over two semesters. Students enroll in designated Departmental Honors courses during these semesters, earning 1-3 credit hours per course. Senior students present their projects publicly and publish their finished works in the archives of the Mary Coats Burnett Library.

As its name suggests, "Departmental Honors" is a collaborative partnership between academic departments (and their associated Colleges and Schools) and the John V. Roach Honors College.

Departmental Honors students

First steps

- Talk to your Honors advisor about Departmental vs. University Honors
- Declare your intent to pursue Departmental Honors via the Honors College survey
- Find a professor in your major or minor who is willing to supervise your project
- Talk to your supervising professor or department chair about the course requirements for Departmental Honors in their unit

Phase 1 (typically during the junior year or the first semester of senior year)

- Enroll in the first required Departmental Honors course
- Work with your supervising professor to identify 1-2 committee members (the required number varies by unit)
- Submit a Departmental Honors Registration Form to the Honors College

Phase 2 (typically during the second semester of senior year)

- Make a public presentation of your project
- Submit a full draft of your project to your committee members (via the Honors College online submission system) no later than two weeks before final exam week
- Submit your final document (via the online system) by the Monday of finals week

Supervising professors

- Assist students in the identification of a meaningful and tractable topic, determination of appropriate methods of inquiry, formation of a Departmental Honors committee, and development of a realistic timeline for completion of the project
- Assist students as necessary in securing IRB/IACUC approval for projects involving

human/live animal subjects

- Help students understand and enact the iterative *process* of inquiry
- Advise students on formal details of the final product: organizational structure, formatting conventions, and citation style
- Attend public presentations of students' projects
- Upon completion of each student's project, approve (or not) the student's Departmental Honors work (process as well as product) via the Honors College online system

Committee members

- Provide formative feedback to students at two key points: (1) in the initial development of their project and (2) upon completion of the first full draft
- Help students understand and enact the iterative process of inquiry
- Attend public presentations of students' projects
- Upon completion of each student's project, approve (or not) the student's Departmental Honors work (process as well as product) via the Honors College online system

Department chairs

- Make sure the unit's required sequence of Departmental Honors courses is clearly articulated and understood by students and faculty members
- Sign off on students' Departmental Honors Registration Forms, to ensure that the composition of each student's committee is consistent with departmental norms/guidelines
- Maintain open communication with the Honors College, including suggestions of ways that Honors might better support Departmental Honors students and faculty mentors

Colleges and Schools

- Provide public forums in which Departmental Honors students can present their projects publicly during the spring semester, prior to Honors Week
- Facilitate Departmental Honors students' participation in the annual Boller Award competition by organizing college/school-level competitions to determine which student(s) will represent each college/school in the Boller Finals during Honors Week¹
- Designate a faculty or staff liaison to facilitate communication with the Honors College about student presentations and the Boller Award process;
- Send the name(s) of the college/school's Boller Finalist(s) to the Honors College no later than the Wednesday before Honors Week; and
- Designate one faculty member to serve as a judge (and a second faculty member to serve as alternate judge) for the Boller Finals during Honors Week.

The Honors College

- Provides each department with updated lists of students who have declared intent to

¹ Each college/school is represented by at least one student in the Boller Finals; additional slots are allocated – up to an overall limit of 12 – based on the number and composition of students completing Departmental Honors during that academic year.

pursue Departmental Honors;

- Provides modest stipends to supervising professors;
- Communicates general goals and expectations for Departmental Honors projects (for example, the new requirement that students submit a full draft of their project to all committee members no less than two weeks before the final submission deadline);
- Provides resources to assist students, faculty committees, and department chairs (sample projects, answers to FAQ, instructions for scheduling Departmental Honors courses, and other helpful documents) via the Honors College website;
- Works with Colleges and Schools to coordinate public presentations of students' work;
- Welcomes faculty feedback on how to enhance the Departmental Honors process
- celebrates students' work by posting a summary of each senior project on the Honors College website

Creating Departmental Honors Classes

To create a departmental honors course for one or more students, departments should send the following information to the Registrar (REG@tcu.edu):

- Semester/year in which the course will be offered
- Course prefix and catalog number (e.g., PSYC 30003)
- Course suffix must be -6xx (“600” designates an honors course)
- Day/time: TBA ARR (if conducted as a directed/independent study)
- Building/room: NONE (if conducted as a directed/independent study)
- Departmental Permit required
- Professor: _____ (typically the student’s supervising professor)
- Class Attribute: Honors (redundant but important!)
- Class prerequisite: say, “must be an honors student to enroll” (HONR Student Group)
- Max enrollment: ____ (often 1 but can be any number)
- Wait list: ____ (0 if “Department Permission required”)

For further information, contact Rob Garnett (Associate Dean; r.garnett@tcu.edu) or Marie Martinez (Director of Advising; m.d.martinez@tcu.edu) in the John V. Roach Honors College.