

## **Departmental Honors: Your first Semester and DH3 Form**

Because the departmental honors project is a multi-semester undertaking that has several steps necessary for successful completion, the UNCW Faculty Honors Advisory Council and the UNCW Student Honors Advisory Councils approved the following minimum requirements for work expected in the first semester. This is not meant to replace stricter guidelines stated by departments or individual faculty supervisors.

### ***Overview:***

Departmental Honors Projects (499) may be completed in any major for two 3-hour credits or three 2-hour credits. Only one grade for 499 is earned at the end of the project. Initial semester(s) are noted as IP (In Progress) on the transcript until the final grade is submitted.

Students register for 499 using the DH1 and DH2 forms described in the Departmental Honors Handbook.

On the DH2 form, the student and faculty supervisor give the project title and general description. The faculty committee is also chosen by the student with guidance from the faculty supervisor. Each honors project committee consists of 4 faculty members: the faculty supervisor who must be a tenured or tenure track faculty member in the student's major department, plus two other members of the faculty in the major department, plus one faculty member from outside the major department. One member of the committee may be a non-tenure track faculty or staff member.

### ***Requirements for the Project in Initial Semester: DH3 form***

1. To promote interaction and involvement of the committee members in the project, students are required to meet with the committee members (in a group or separately) during the first semester of the 499 project. The purpose of this meeting is to provide a more detailed description of the project to the committee than can be provided on the DH2 form. It will also give the committee members a chance to provide recommendations for the project design or execution from the outset of the project; students may benefit from the expertise of the committee members. In addition, the purpose of the project will be clarified to the committee members, and the role the committee will play in the project will be clarified.

Thus, students will submit a ***DH3 form*** with signatures from committee members by Reading Day of the initial 499 semester to the Honors Scholars Program office. Registration for subsequent semesters will be dependent on this form being filed. Note- We encourage you to turn in the DH3 well before Reading Day!

2. In addition, the student must file the Project Plan (using DH3) with the Honors Program by Reading Day of the initial semester. The components of the plan may consist of any of the following ***as determined by the faculty supervisor***:

- outline of paper
- timeline and expectations
- literature review
- other plan as determined by the faculty supervisor.

This plan will be filed with Honors as DH3 and distributed to the members of the student's committee.

