FLORIDA ATLANTIC UNIVERSITY

Honors Programs Coordinator
Office of the Dean of Undergraduate Studies
777 Glades Road, GS 211F
Boca Raton, FL 33431-0991
tel: 561.297.0612
fax: 561.297.2657
gosser@fau.edu
www.fau.edu

MEMORANDUM:

TO: Dr. Jerome Haky
        Chair, University Undergraduate Programs Committee (UUPC)

FROM: Dr. Mary Ann Gosser
        Chair, University Honors Council (UHC)
        University Honors Coordinator

DATE: 10 October 2014

RE: Amendment to the FAU's Honors Curriculum Manual re e-archiving Honors Projects

On 26 September 2014, the members of the UHC met and approved the following amendment to FAU's Honors Curriculum Manual. It details the process whereby honors projects would be approved and submitted for e-archiving in FAU's virtual library. The proposed amendment would appear under Section 3.5 and would be a new entry "c" (in red in text below):

5. Capstone requirements should draw together the student's entire honors experience to the greatest degree possible.

   a. In most cases, the program's capstone requirement will take the form of a thesis. Whenever possible, the thesis should be:
      i. The product of significantly greater originality and scholarship than is traditionally required for a research paper in other courses.
      ii. Of appropriate length and depth to warrant its acceptance as honors-level work.
      iii. Reviewed by more than one faculty member.
      iv. Discussed orally or "defended" by the student.
      v. Relevant to the theme or focus of the honors track, where applicable.

   b. Where a thesis is not required, an alternative capstone experience (such as completion of graduate-level coursework, a solo exhibition or recital, a performance, extended internship, or project) should be developed that is appropriate to the discipline and the theme or focus of the honors track, where applicable.

   c. Upon completion of the capstone project*, the project's advisor will collect a capstone e-file and capstone consent to e-archive form from the student and will submit both files electronically to the University Honors Coordinator when semester grades are due. The University Honors Coordinator will send copies of these e-files to the Digital Library by the beginning of the following semester.
   * For the purposes of the e-archiving documents, the "capstone project" is referred to as the "honors project."

We are also submitting the "Release Form for e-Archiving an Honors Project" for your approval (attached document).

We are now asking the UUPC to consider our proposal and give it its approval. Thank you.

College of ___
Department of ___

Release Form for e-Archiving an Honors Project in the Department of _____ in the College of _____

I acknowledge that in releasing my honors project to Florida Atlantic University, I consent to making it available to the university community and general public as part of the collection owned by FAU Libraries. I hereby authorize the Libraries to disseminate the honors project in electronic format(s). I understand that I retain the copyright of my project. I also understand that e-archiving my honors project requires the approval of my honors advisor.

Title of the Honors Project: _____

Student: _____ Date: _____
               (signature)

Student: _____
               (print name)

If you would like an email address to be included in the online publication of the honors project, please provide an email address that you check regularly: _____

Please provide 5-6 keywords for your honors project. These are the words that someone would use in a search engine to find your honors project.

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Please provide an abstract (150-200 words) of your honors project:

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TO BE SIGNED BY YOUR ADVISOR:
I recommend that the above honors project be e-archived in the FAU Libraries in electronic form.

Honors Project Director _____ Date: _____
               (signature)

Honors Project Director _____
               (print name)

Submit to the University Honors Coordinator: UHC@fau.edu

Approved by:	Date:
UHC Chair: _____	10 October 2014
UUPC Chair: _____	11/10/14
Undergraduate Studies Dean: _____	11/12/14
UFS President: _____	_____
Provost: _____	_____