

Raj Soin College of Business Departmental Honors Process

The Raj Soin College of Business Honors Program provides students with an opportunity to enrich their undergraduate education with an intensive program of independent study. Through the honors project, students should develop an advanced understanding of a topic of interest in their field or develop advanced skills that cannot be developed in the standard undergraduate curriculum. The process described below is intended to guide students through this unique educational experience and to serve as standards for approving proposals, evaluating projects and conferring honors.

Qualification for Admission to the Departmental Honors Program

All business majors qualify for admission into the Raj Soin College of Business Honors Program provided they have a: 1) 3.4 overall and 2) 3.5 in all business courses and non-business courses in the business core. Accounting majors must have a 3.5 gpa in accounting courses.

Requirements to Graduate with Departmental Honors

- Maintenance of the GPA requirements needed for Admissions (see above).
- Completion of the Honors Project.

Requirements for University Honors include completions of six honors classes and one honors seminar all with grades of B or better in addition to the requirements for departmental honors.

Where to Apply

Application forms are available in 100 Rike Hall (the Academic Programs Dean's Office) from the Undergraduate Program Director.

When to Apply to the Departmental Honors Program

Students should apply for admission to the Departmental Honors Program as soon as they commit to meeting the GPA requirements. This will allow them to participate in honors events and take selected honors classes. A common reason that students fail to complete the Departmental Honors Program is that they wait too long before thinking about the honors project. Developing a proposal and completing the Departmental Honors Program normally requires at least two semesters. Students need to begin work on their Departmental Honors Project at least a year before their expected date of graduation.

Typically, students will apply to the Departmental Honors Program during the spring semester of their junior year. Students must select a faculty advisor and have the departmental honors application approved before their funds can be released for fall semester of their senior year.

The Departmental Honors Project

The Departmental Honors Project is a capstone of the honors program. It is a student's opportunity to measure performance against very high academic or professional standards and present work to an appropriate audience such as the College Honors Committee, a departmental committee, a professional group, or a sponsoring agency. The faculty supervisor will assist in selecting the appropriate forum.

The complete Honors Project including the proposal may be for either three or six credit hours. The difference between a three-hour project and a six-hour project is the time commitment required, not the quality of the final product. In both cases the quality is expected to be outstanding, with a minimum grade of B required.

Six-hour projects might be appropriate for a study involving substantial data collection and analysis, a traditional academic research paper, or practical experience (for which other credit is not taken) combined with a vigorous academic analysis of that experience.

Three-hour projects might be appropriate for a literature review and synthesis, an expansion or reflection on an internship (for which credit was already taken), an expansion on a paper or project started in another class, or a philosophic treatise.

Style: Students must communicate the necessary information. The use of a popular style guide, such as the *Publication Manual of the American Psychological Association*, is recommended. A page for the signatures of the Honors Committee should be included with the honors project.

Outside Review: Any project involving human subjects requires approval (or exemption) by the Institutional Review board (IRB) of the Office of Research and Sponsored Programs. An indication of the need for such approvals (or exemptions) should be included with the original proposal document. The faculty sponsor shall guide the student through the IRB approval process.

The Honors Project Process

Admission to the Departmental Honors Program: (See “Qualification for Admission” and “Where to Apply” sections of this document).



Contact the Chairperson of your department or another interested faculty member to help you select a topic and an Honors Project Committee. The Honors Project Committee should consist of three or more persons including a faculty project sponsor from the major department, and the department’s representative to the honors committee. The third member may be the Chairperson of the department, another faculty member with related interests, or an appropriate non faculty member.

The proposal process should normally start at least one semester before the start of the actual project. The departmental honors proposal must be approved before funds can be released for spring semester of the student’s senior year.



When the proposal is approved by the Honors committee, the student should register for three or six hours of Independent Studies – Honors. See course listings for the appropriate department. Students should start work on the honors project.



When the Project is near completion, arrange for a presentation in front of:

- a. a departmental event or
- b. an honors Round-up (held in the Spring) or

c. an other appropriate forum
Your faculty advisor will assist in providing a forum.



Obtain signatures from Honors Project Committee indicating completion of project (the Signature Page from the honors project should be given to the Director of Undergraduate Programs) and Maintenance of GPA Requirements



Graduate with Departmental Honors

Standards for Final Approval of Projects

Final approval by the Honors Project Committee is guided by the following:

- The primary standard by which final oral and written reports of each completed project will be evaluated is based on what was promised in the original proposal, subject to any modifications later agreed upon by the faculty sponsor and the committee.
- Oral presentations should conform to proposal.
- The written report of the project should include a copy of the version of the proposal that was approved by the Honors Project Committee, and any approved revisions of the proposal.
- The written report of any project involving human subjects (e.g., surveys, interviews, experiments) must include a copy of the letter from the Office of Research and Sponsored Programs that indicates the study protocol has been approved by (or that an exemption had been obtained from) the Institutional Review Board (IRB). The faculty sponsor will guide the student through the IRB approval process.

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