

If you need help, please email Dr. Barnes at ritabarnes@tntech.edu.

*** The proposed project must be supervised by a Tech faculty member.** If needed, either your department’s Honors Faculty Liaison or Dr. Barnes can help you look for an appropriate professor. Finding the right professor may take time, and it is the student’s responsibility to start this process right away by asking for assistance promptly.

Name _____ T# _____ e-mail _____@students.tntech.edu

Major _____ Name of faculty member who will assess your work* _____

I. Use this form to propose credit for (check ALL that apply):

- Internship Faculty-mentored research Civic engagement project related to my career Study abroad
- Service leadership related to my field of study REU Self-designed project Clinical experience
- Intensive language study Teaching experience Other (concisely):

II. Checklist: As you work on the proposal, check off each item below *after* you’ve finished the individual item to verify that you have completed it. The typed proposal must include items A through E:

- A. A description (150-300 words) that includes the name(s) of any organization connected to the project, clear explanation of what you will be doing, and other details that show (don’t tell) that this activity is honors-level work.
- B. Faculty: How will you evaluate and grade the experience? (benchmarks, any reports, documentation, requirements for communicating with you)
- C. Documentation of acceptance to/pending application to a program, affiliation with an organization, terms of an internship, or other formal evidence of the experiential learning activity in which you plan to participate
- D. If a Tech course already exists for non-Honors sections of this activity (e.g., Co-op, Internship, Research Experience) and you would normally enroll for that course, please give the course number and name, as well as faculty member of record.
- E. **After obtaining faculty and chair approval (below), send the completed form to Dr. Barnes at ritabarnes@tntech.edu.**

III. Complete only the section relevant to your proposal:

INTERNSHIPS/RELATED FIELD WORK (Other than the areas listed below): Length (required) _____

Eligibility: Must be a highly competitive program or placement that requires an advanced level of judgment and skill in an area related to your professional goals. Internships with major clerical components are not eligible. If responsibilities are unspecified due to security confidentiality agreements, department must verify level of complexity and have supervising capability to assess the work.

- The internship is highly competitive and is awarded based on outstanding qualifications; see documentation.
- The internship requires an advanced level of judgment and skill related to my career; see proposal description.

RESEARCH: Eligibility: REU, NIH, ORNL, or other competitive summer research programs; faculty-mentored research such as CISE/URECA in which the student's responsibilities are challenging. See also community-engaged research below.

__I have been accepted by a competitive research program. In your project description, provide the full official name of the funding agency, institution sponsoring the research, name of research project, unit/department in which the research will occur, name and email for the PI.

__I am involved in a sustained research project related to my major under the supervision of a Tech faculty mentor.

__Other: In your project description, include rationale indicating why your work warrants honors-level credit.

CIVIC ENGAGEMENT/SERVICE LEADERSHIP: Eligibility: Includes innovative leadership in service that requires substantial judgment and professional standards, either through a formal leadership position or through innovative and proactive project design. Innovative need-based projects using community-engaged research are strongly preferred.

__I am initiating an effort to meet a documented unmet need in the community. __I am taking a major leadership role in a civic engagement project. __I am undertaking research as a significant part of my project. (Your project description should describe the parameters of your research and the field of training that you will use.) __I am working as part of a team.

STUDY ABROAD: (Not available for Summer 2020) Length of program (required) _____

Eligibility: Semester- or year-long programs; selective summer intensive programs may be considered for one credit hour with documentation of honors-level academic requirements. Service abroad must meet requirements for Service Leadership (above). Standard tours not eligible.

__I will be taking at least one course at a university abroad in an advanced topic in my major. __I will be conducting research in my major. __I will be participating in the State Department's Critical Languages Program. __I will be participating in a program requiring full immersion in a language other than English or my native language.

IV. Student confirmation of proposal: I verify that my proposal truthfully and accurately represents the experiential learning activity that I intend to undertake. Changes in the proposed plan must be approved by the signatories below.

By typing my full name below, I agree to fulfill the proposal according to the terms above.

_____ Date _____

V. Approvals: As the proposed supervisor for this project, I will provide the student with my expectations for grading and will communicate any proposed changes in the plan. I will submit comments on the student's work to the Honors office after evaluating it at the end of the semester for the student's Honors portfolio. **Please verify that your department chair approves the project via email to ritabarnes@tntech.edu.**

By typing my full name and title below, I agree to supervise the proposal according to the terms above.

_____ Date _____

Name of your department chair _____

FOR OFFICE USE ONLY: Honors Director Signature _____ Date _____

Course number _____ CRN _____ Title _____ Cr. _____