

Honors Experiential Learning Proposal for FALL 2023 Deadline: APRIL 12, 2023

Read before proceeding:

Honors Experiential Learning counts toward the 15-cr hr block (aka “lower division”). The proposed project must be supervised by a Tech faculty member. *See your department’s Honors Faculty Liaison or Dr. Barnes if you need help finding an appropriate professor. This will take time, so please ask for assistance at the beginning of the planning process.

Proposals must be typed.

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

Major _____ *Faculty member who will assess your work _____

Course # used by your dept. for this experience (e.g., for internships or research), if any _____

I. Use this form to propose Honors lower-division credit for hands-on, honors-level experience associated with (check ALL that apply):

☐ Internship ☐ Faculty-mentored research ☐ Civic engagement project related to your career ☐ Study abroad
☐ Service leadership related to your field of study ☐ REU ☐ Self-designed project ☐ Clinical/shadowing experience
☐ Intensive language study ☐ Teaching experience ☐ Other (describe 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) **Please include specific grading criteria with the project description.**

☐ **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. If you’re waiting to hear, then include the approximate notification date so you can get your proposal in motion in time!

☐ **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. Don’t delay if you are not sure; we can help you with this after proposal submission.

☐ **E. After obtaining faculty and chair approval (below), send the completed form to Dr. Barnes at ritabarnes@tntech.edu.** Deadline for signed proposals: **April 12, 2023.**

III. Complete only the section relevant to your proposal:

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

Eligibility: Highly competitive programs or placements that require advanced levels of judgment and skills 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 student’s 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: Duration _____

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. Please provide details in your project description.

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

CIVIC ENGAGEMENT/SERVICE LEADERSHIP: Duration _____

Eligibility: Innovative leadership in service requiring substantial judgment and professional standards, either through a formal position or through need-based, proactive project design. Sustainability and evidence of stakeholder engagement 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 specify the parameters and academic discipline-appropriate methodology of your research.) ___ I am working as part of a team. (Your project description should detail your individual role on the team.)

STUDY ABROAD: Name of univ. and location: _____ Duration of study: _____

Eligibility: Semester- or year-long programs; selective summer intensive programs may be considered with documentation of honors-level academic requirements. Service abroad must meet requirements for Service Leadership (above). Standard study tours are 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 accurately represents the experiential learning activity that I intend to undertake. Changes in the proposed plan must be approved by the signatories below. By signing my full name below, I agree to fulfill the proposal according to the terms and grading criteria in the attached description.

Student Signature: _____ **Date** _____

V. APPROVALS: *The student is responsible for returning signed forms to the Honors office by April 12, 2023.*

A. Faculty supervisor's confirmation: By signing my full name and title below, I agree to supervise the work outline in this Honors Experiential Learning proposal.

I have specified the criteria for grading in the attached project description, and will communicate any proposed changes in the plan. At the end of the semester, I will send comments on the student's work to the Honors office for the student's portfolio.

Faculty Signature: _____ **Date** _____

B. Dept Chair Signature: _____ **Date** _____

FOR HONORS OFFICE USE ONLY: Honors Director Signature _____ Date _____

Course number _____ CRN _____ Title _____ Cr. _____