



STUDENT INSTRUCTIONS FOR CHC PATHS

www.honors.umass.edu/chc-paths

1 LOG IN

Visit www.honors.umass.edu/chc-paths.

Log in using your UMass NetID and password.

2 START A NEW CONTRACT

Determine which type of course contract you would like to create:

499Y: Part I of Honors Thesis or Project

To enroll in the first semester of an independent Honors Thesis/Project.

499T/P: Part II of Honors Thesis or Project

To enroll in the second semester of an independent two-semester Honors Thesis/Project.

To enroll in a one-semester 6-credit Honors Thesis/Project.

ISH: Independent Study Honors

To enroll in an independent study.

3 INFORMATION

Review relevant details about submitting a course contract.

4 STUDENT SECTION

Review the information about your major and honors plan. Contact a CHC advisor to make changes.

Indicate the faculty member(s) who will guide your independent work.

Enter the number of weekly hours you will dedicate to your independent work.

5 SEMESTER PLAN/PROPOSAL

As part of the course contract, the semester plan or proposal is a binding contract (similar to a course syllabus) that outlines expectations. Students should complete each section of the proposal and consult the faculty member for guidance.

6 FINISH/SUBMIT

Save the form to return later and make further revisions. Submit it if you have entered all of the requested information and are ready to submit it for review.

www.honors.umass.edu/chc-paths



COMMONWEALTH HONORS COLLEGE

University of Massachusetts Amherst

499T/P HONORS RESEARCH: CONTRACT AND REGISTRATION FORM PART II OF HONORS THESIS OR PROJECT

Submit using CHC PATHS: www.honors.umass.edu/chc-paths

Create a 499T/P honors research contract to enroll in the second semester of a two-semester Honors Thesis/Project. Consult this document when completing the online form.

REGISTRATION PROCESS

- Students use the 499T/P Honors Research: Contract and Registration Form (Part II of Honors Thesis or Project) to register for the second semester of a two-semester research endeavor.
- Students must identify two committee members before submitting the 499T/P research contract.
- Students complete each section of the 499T/P Honors Research: Contract and Registration Form and submit it for review and approval.
- After a student submits the form, it will be reviewed by:
 - The research committee chair
 - The other member(s) of the research committee
 - The Honors Program Director in the department in which the thesis/project will be registered (typically the student's major)
 - The Honors Program Director in the student's department
 - The CHC Council Academic Standards Committee
- Upon approval by all of the above, enrollment in 499T/P Honors Research will be completed by Commonwealth Honors College.
- If necessary, students should contact their academic dean to request a credit overload and remove any holds on their SPIRE account that might hinder course registration.

The length of the process depends on multiple factors, but is typically completed by the end of the Add/Drop period. Commonwealth Honors College recognizes that many students need the Honors Thesis/Project credits to reach full-time status and makes the effort to enroll students as quickly as possible.

DEADLINE

It is recommended that the 499T/P Honors Research: Contract and Registration Form be submitted during the registration period (in November or April) in the semester *before* the Honors Thesis/Project work begins. The form is accepted through the end of the Add/Drop period of the semester when the Honors Thesis/Project work occurs.

Proposals submitted on the last day of Add/Drop and those requiring revision will go through the late-add process.

GRADING

As the second part of a two-semester effort, the 499T/P is graded with a standard letter grade (A through F). The grade earned for the Honors Thesis/Project impacts the Commonwealth Honors College credentials that a student can earn. See www.honors.umass.edu/graduation-honors for details.

www.honors.umass.edu/chc-paths

499T/P PROPOSAL

As part of the 499T/P Honors Research Contract and Registration Form, the proposal is a binding contract (similar to a course syllabus) that outlines expectations. It protects students and committee members from misunderstandings that might cause grading problems. Students should complete each section of the proposal and consult the committee chair for guidance.

1. INTRODUCTION

What are you researching and why?

- General description of your Honors Thesis/Project topic. (about 1 page)
- Statement about the scientific problem or intellectual/creative intent. Description of objectives and hypotheses or other discipline-specific inquiry. (at least 1 page)
- Explanation of the significance of the problem or justification of the creative intent, i.e., relate the key literature to the problem or creative endeavor and explain the study's importance to the advancement of knowledge in the discipline. (at least 1 page)

2. REVIEW OF LITERATURE

What have other researchers already written/published on your topic?

- Demonstrate your understanding of the primary literature. (Seek guidance from your research committee chair) (about 5-15 pages)
- Consult your research committee chair about the key literature needed for your Honors Thesis/Project manuscript. Determine the formatting style used in your discipline for notes and bibliography (e.g., Chicago, MLA, APA, a specific journal, etc.). Be sure to note the style you will be using.

3. METHOD

How are you conducting your research?

- What procedures or techniques are you using to gather information/data or to create your project?
- What resources or materials are you using in your research?
- Describe any specialized training you have received or will receive to conduct your research (e.g., lab safety certification or human/animal testing), and indicate who provided the training.

4. EVALUATION

How will your work be reviewed and graded?

- What measurable goals does your research committee expect you to accomplish during the final stages of your research/creative project?
- How will your committee provide feedback regarding your progress?
- How will your committee assess the viability of your research to produce an Honors Thesis/Project manuscript with oral defense?
- If you are registering for an Honors Project, be specific about the artifact that you will produce in addition to the Project manuscript (e.g., a novel, poetry collection, art DVD, case study, engineering design, story board, film DVD, or musical composition CD or DVD).

5. COMMUNICATION

What are the expectations about meetings with your committee chair and other committee member(s)? Be specific.

- How often are you meeting with your committee chair? How often will you meet with the full committee?
- What are your committee chair's expectations of such meetings? What are your committee members' expectations about meeting with you?
- What time commitment (number of hours of work per week) is expected to be applied to your research between meetings with your committee chair?

6. TIMELINE

What are the dates and expectations for periodic review of your research results? (weekly? bi-weekly?)

- What are the due dates for your manuscript outline first draft? second draft? final, plus artifacts (if applicable)?