

How to establish an Honors Project:

To establish an Honors Project, the first step is always to talk with the instructor and see if they are willing to be your Faculty Supervisor and, if so, discuss the parameters of your project. Remember, instructors are not obligated to supervise honors projects, so ask nicely and respect the answer they provide!

1. Login to HAL (the Honors Administration Link) at <http://www.k-state.edu/ksuhonors/hal/>

2. Scroll to the Project section and create a project

PROJECT **NOT STARTED**

One (1) independent UHP scholarly project (0-3 credits)

Students can select one of four tracks to complete their UHP Project. Each track emphasizes integrative, independent learning and skill development.

- R Research track
- I International track
- P Professional track
- C Creative track

All four tracks will require a significant intellectual product that is supervised and approved by a K-State mentor with appropriate expertise. All proposals and completed projects must also be approved via HAL by the mentor, the College coordinator and the UHP.

See <http://www.k-state.edu/ksuhonors/requirements/> for more complete guidelines.

Project approval must be obtained prior to beginning the proposed project.

[CLICK HERE TO CREATE A PROJECT](#) ← Click to propose your honors project

Track	Title	Date	eSign	Approved
NO PROJECT				

3. Fill out the form

HONORS PROJECT

CLOSE

Honors Projects are to be developed in consultation with a faculty mentor. As such, make sure to discuss your project idea with the faculty member you'd like to work with BEFORE completing this proposal form.

PROJECT PROPOSAL ALL FIELDS ARE REQUIRED

Track Research International Professional Creative

Name **Miranda Moore**

Tentative Project Title

Short Project Description (150-200 words)

Your Faculty Supervisor:

First and Last Name
First Last

Their eID [Click to search for eID](#)
eID is the first part of their K-State email address. Your eID is mirandamoore24. Do not include the '@ksu.edu' part.

Department

Phone

Save

→ ONCE SAVED, CLICK HERE TO SEND FOR SIGNATURES

Complete the form.

1. Make sure your Faculty Supervisor eID is correct. This is how the project will be approved.

2. Save your project proposal.

3. Send your contract proposal for approval.

4. Check eSign


Project Proposal Electronic Signatures			
	eID	Date	Proposal Approved
Student		--	
Faculty Supervisor	hgibson	6/6/2016 10:10 am	
College Representative		--	
University Honors Director		--	--

Keep an eye on your proposal as it moves through the approval process. At any stage, you can see who has already signed and who has yet to sign.

5. Once the project proposal has been approved, work with your faculty supervisor and complete the honors project.

6. When your project is completed and your faculty supervisor agrees, upload it into HAL.

FINAL PROJECT SUBMISSION	
** A FINAL PROJECT PAPER IS REQUIRED **	
• Follow this example cover letter and abstract in your final project paper.	
• Upload Final Project Paper (required)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Paper"/>
• Upload Presentation or other supporting file (optional)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Supporting File"/>
• Please indicate how you would like to publish/archive this project:	
<input type="radio"/> My mentor and I have already submitted (or plan to submit) this project to an academic journal.	
<input type="radio"/> I would like to visit with the UHP office about submitting my project to Crossing Borders .	
<input type="radio"/> I give my permission for my Honors project to be archived in K-Rex subject to the Distribution License .	
<input type="radio"/> I am not interested in publishing.	

 Upload your paper and/or project materials

Final Project Electronic Signatures		
	eID	Date
Faculty Supervisor		--

7. Your Faculty Supervisor must sign electronically to formally approve your finished project

Congratulations! You have successfully completed your Honors Project!