High Honors Project Guidelines

Projects submitted for magna cum laude candidacy may vary according to the type of project being pursued, the department in which the student is enrolled, and the faculty mentor with whom the student works, but there are general expectations for all projects.

A project must be a serious, systematic, scholarly or creative study of some aspect of education or some cultural issue that has implications for education. It may be an empirical, philosophical, historical, or literary study. It should employ whatever methodology, organization, and apparatus is appropriate for the type of study being undertaken. In general, it should be viewed as a scholarly thesis (either a senior thesis or a master’s thesis) meant to add to the body of knowledge for the benefit of all.

a. Though the idea for a project may come from previous course work, the project itself must be clearly in addition to any course work already completed.

b. The project must be typed, double-spaced, free of spelling and grammatical errors, and must contain a title page, a signature page, an abstract, the study itself, and references (notes and/or bibliography).

c. The project must employ a consistent style and cite references in a form appropriate to the student’s academic discipline and the type of project being presented. Among other criteria, the project will be evaluated for accuracy and completeness of ideas; perspective, or originality and uniqueness of interpretation; and how it transforms information into conceptualization or interpretation.

d. While not wanting to be bound to a minimum or maximum page length, for suggestive purposes, the final project typically should between 25 and 50 pages in length.

High Honors Project Procedures

1. Choose a College of Education faculty member and obtain his/her consent to serve as a mentor for your scholarly project. A mentor may be a distinguished professor, professor, associate professor, assistant professor, assistant scholar, lecturer, or adjunct lecturer. A graduate student may serve as a mentor if a professor will co-sign and co-mentor. Please note that a member of the College High Honors committee may not serve as a mentor.
   a. The student and the mentor must agree on the project and outline the title, focus, scope, organization, and apparatus of the study in a proposal. Both student and mentor must sign this proposal agreement.
b. The original copy of the proposal must be submitted to the Chair of the College High Honors Committee (see “C” below). The committee will give the student and mentor direction to ensure that the proposal/project aspires to high scholarly standards and productivity.

c. Make an appointment to meet with the Chair of the College High Honors Committee (Dr. Brianna Kennedy-Lewis; 2201 NRN; (352)273-4041; bkennedy@coe.ufl.edu).

d. Begin your high honors project ASAP and plan to meet with your mentor regularly throughout the project.

2. Each semester check your ISIS Degree Audit to determine if you are still eligible for high honors candidacy. The section titled “Optional: Honors Awarded Based on Upper-Division GPA” must show that your COE Upper-Division GPA is 3.75 or higher.

3. During the first week of your final undergraduate semester you will register for one credit of undergraduate research (EDG4910). In consultation with your mentor, fill out an Individual Work Form (available from the secretary in 2403 for elementary; 1403 for early childhood and special education) and return it to the secretary in the same office. The secretary will let you know the section number of EDG4910 to register for. This course is to be taken as an S/U course (graded “satisfactory” or “unsatisfactory”, not included in the GPA), and you must follow up by submitting an S/U Option Form, available in the Registrar’s Office, 201 Criser Hall. The S/U Option Form must be signed by your faculty mentor, the department chair (see the same department secretary) and Student Services, G416 NRN. You will submit the completed S/U Option Form to the Registrar’s Office.

4. Three copies of your completed high honors project must be submitted for consideration to the College High Honors Committee members no later than five weeks before graduation. The specific deadline will be set by the Chair of the High Honors Committee at your initial meeting. Although revisions may be necessary, this submission is expected to have already been thoroughly edited and free of spelling and grammatical errors. Retain an electronic copy and hardcopy of your submitted project for reference and revision.

   a. The completed project must include a Signature Form signed by your mentor, indicating that the project meets his/her approval and high scholarly standards and productivity.

   b. The completed project also must contain an abstract on a form provided by the University’s Honors Project Office. The Honors Thesis Submission Form can be found on the honors webpage www.honors.ufl.edu by following the Resources link to the Forms menu.

   c. The College High Honors Committee will review the completed project and will suggest, directly to the mentor, any changes or revisions necessary to make the project reflect high scholarly standards and productivity.

   d. After revisions have been made, a finalized hardcopy of the high honors project must be delivered to the Chair of the College High Honors Committee no later than one week before graduation. Submission of an updated Honors Thesis Submission Form may also be necessary.
e. You must upload the final revision of your thesis to the Honors Program by May 4 for spring semester graduates, August 10 for summer graduates and December 21 for fall semester graduates. This can be completed by visiting the University of Florida Honors Program Honors Thesis page at http://www.honors.ufl.edu/Thesis.aspx.

5. The Chair of the College High Honors Committee will communicate all decisions about the honors designation to the Office of Student Services, the faculty mentor, the students, and the student’s department chair. Upon approval of the high honors project, the finalized copy will be retained by the Office of Student Services, G416 NRN. An electronic copy will be made available to any interested party upon request.