

## **Instructions for Honors Forms**

The Honors Program uses online forms for embarking an Honors Project (course designation 495). Below are details of each form to help you prepare for submission.

For all students enrolled in 495, these forms must be submitted by the 2nd Wednesday of the first semester.

For students enrolled in 450, who wish to convert to 495, both the conversion and the forms are due by Friday of the 10th week of the semester.

Please note:

- You should be registered and enrolled in 495 Honors course before submitting these forms.
- Be sure that all your information is detailed and correct before submitting these forms. You will not have an opportunity to edit once submitted. If corrections are necessary, contact the Honors Secretary.  
[honors@hws.edu](mailto:honors@hws.edu)

**The Honors Project Proposal** will ask the following information:

1. Name
2. Contact Information (cell phone and email address)
3. Class Year
4. Major
5. Academic Adviser\*
6. Honors Faculty Adviser\*
7. Faculty Reference\*  
*Provide the name of a faculty member who is willing to be a reference of support for this Honors Project and know that you can do high-quality work. This person should not be directly involved with the Honors Project (e.g. a major adviser) but may sometimes serve as the Honors Field Examiner.*
8. Project Description  
*Please compose a short (250 words or less) overview of the intended Honors Project in a separate document (to be uploaded). Address each of the following points in this summary:*
  - *Project goals.*
  - *Provide at least 3 examples of primary sources (or equivalent) that will be explored or used.*
  - *Identify any additional resources that may be needed.*
  - *Identify any challenges or barriers that may impact the project (e.g., lack of a specific piece of equipment at HWS). If possible, offer a potential solution.**When complete, please save the file as a PDF and name as follows:  
LastName\_FirstName\_SemesterYear (example: **Smith\_Mary\_Fall2025**) prior to uploading.*
9. Timeline
  - *Please provide a projected timeline (semester and year) of the proposed project.*
  - *Identify the major phases for each semester.*
10. Intended Honors Field of Study (e.g. Psychology, Religious Studies, Environmental Studies).
11. Briefly explain how the Honors coursework will contribute to your major (or minor).

*\*Individual will receive an email notification asking to verify support for the Honors project.*

**The Record of the Honors Field** will ask for the following information:

1. Name
2. Honors Faculty Adviser
3. Major
4. Academic Field of the Honors Project
5. Prefix, number and title of each course taken (within or outside the departmental major) which defines the field of the Honors Project. These courses should be the focus of the written examination. (Please list in a column.)