

## HONORS COLLEGE CO-CURRICULAR EVENT PROPOSAL

### Slippery Rock University of Pennsylvania

[The information on this Event Proposal Application must be typed or printed neatly.]

STUDENT INFORMATION			
Name		Major/Minor/Specializations	
Local Phone No.	Email	Class Standing (Freshman, Sophomore, Junior, Senior)	
EVENT INFORMATION			
Event Type		# of hours	Semester (e.g. Spring '20)
Coordinator		Address	Phone No.
Brief Abstract of Event (2-3 sentences)			
I am seeking      HOP(s) for this project. (Up to 4 HOPs are allowed per year for each activity).			
Date Submitted		Target Date for Completion	
SIGNATURES			
Student Submitting Proposal	Date		
Coordinator	Date		
Honors College Director	Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
COMMENTS/SPECIAL ARRANGEMENTS (requires Honors College approval)			
_____ Honors College Director _____ Date			
HONORS COLLEGE USE			
<input type="checkbox"/> Student Notified Proposal Received	Date		
Co-Curricular Event Completed: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
Honors College Director	Date		
<input type="checkbox"/> Student Notified Final Contract Course Approved/Not Approved	Date		

See Instructions on Page 2

## PROPOSAL PREPARATION INSTRUCTIONS

The complete proposal will consist of this form and typewritten proposal addressing each of the six sections described below (two to five sentences for each point). The proposal should be organized according to these points. There is neither a minimum nor a maximum number of pages—the clarity, content, and thoroughness of the proposal are what will be evaluated.

- **Introduction:** Describe the event, including the event's goals and an explanation of how and to what extent the event goes "above and beyond" the normal student academic event.
- **Goals or Outcomes:** Describe the goals or outcomes of the event. What do you expect to accomplish with this event? What will you learn from the event? In what ways will it impact other people? Goals and outcomes should be as specific as possible, but should also be related to Honors and SRU learning outcomes.
- **Your role in the project:** Describe what you will be doing at this event. What kind of work will you be doing? How many estimated hours will you be participating in this event?
- **Methodology:** Describe the methods to be used in completing the event. Describe any research that you have done to prepare for the event. Include a separate Bibliography/Literature Cited section in the proposal if necessary.
- **Resources:** A description of the specifics regarding the types of resources to be used in completing the event. Will you receive any funding assistance for this event? If so, please describe this. Are you applying for an Honors International Travel Mini-Grant?
- **Timeline:** Provide a timeline for completion of the proposed event. Many events are undertaken and completed outside of the normal academic calendar.
- **Assessment methods:** Provide a description of how the event will be assessed by the coordinator for the purpose of potentially obtaining Honors credit. This section should be done in close coordination with the coordinator.

### PROPOSAL PREPARATION CHECKLIST

- ☐ The application form has been completed, including student and supervising instructor signatures.
- ☐ The written proposal includes each of the sections described above, is clearly written, and is detailed.
- ☐ Please include copies of any supporting materials that will authenticate the event.

### TO THE COORDINATOR

Thank you for your willingness to serve as the coordinator for this Honors Contract.

Honors Co-Curricular Events are designed to allow students to gain Honors credit for unique and challenging events, outside of academics, that relate to an area of study. The intent is to have the student go "above and beyond" the normal academic course requirements, and to engage in direct experiential learning under your supervision and with your guidance. Consequently, while it is expected that you will provide guidance, please ensure that the proposal represents the student's work.

Please note that this project will not be graded for course credit, but will count as the equivalent of either one or ½ of an honors course. The contracted work is intended to qualify the student for Honors Program credit only, and should be assessed separately from normal course requirements. Many events are undertaken and completed outside of the normal academic calendar, and should be completed according to the proposal timeline.

Upon completion of the proposed event, the student will submit materials described in the proposal to you, and to the Honors College. Following your evaluation of these materials, *please return the Honors CO-Curricular Event Completion Form to the Honors College Office, 336 Patterson Hall. Alternatively, you may send an email to the Director of the SRU Honors College stating that you have reviewed the project and that the work done by the student meets the goals stipulated in the project proposal.*