



HONORS IN THE MAJOR HANDBOOK

FSU Honors Program

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Introduction

This handbook provides information about the Honors in the Major (HITM) program at Florida State University (FSU), and shares rubrics that students and faculty may use throughout the HITM experience to collaboratively assess the student's performance. After consulting this handbook, students and faculty should feel free to contact the faculty [honors liaison](#) in the student's major college, department, or program with additional questions.

Purpose of the Honors in the Major Project

Honors in the Major is a scholarly experience that allows students to incorporate knowledge and skills learned throughout their undergraduate career into a signature senior project. The program is intended to encourage talented juniors and seniors to undertake significant independent and original scholarship as part of the undergraduate experience in a framework similar to that of a thesis-based master's degree program.

Faculty mentorship is integral to the HITM experience. Students assemble and work with a faculty committee to select a topic, develop a prospectus, complete a written document based on their original scholarship or creative project, and defend their project orally before their committee. Working closely with faculty helps students develop professional relationships that foster their growth as researchers, practitioners, and future professionals in their field.

Students who complete the HITM program are recognized by the distinction of graduating "With Honors," which is designated on the transcript at the degree level. A student who completes an HITM project demonstrates high achievement in their major and positions themselves strongly for success in post-graduate opportunities like graduate school, professional school, fellowships, and careers.

Eligibility

Students do not need to be part of the University Honors Program to participate in the Honors in the Major program. Students must submit a formal application to the University Honors Program in the semester before they intend to register for HITM credit hours. An application to participate in the HITM program must show that the student meets the minimum GPA and completed credit hour requirements. Additionally, a student must show that they have a proposed project topic and description, sufficient time prior to graduation to complete the project, a faculty director, and the approval of the chair, director, or area coordinator of the college, department, or program in which the student is majoring.

Transfer Students: If they meet the eligibility criteria by the end of their first semester at FSU, transfer students may apply to the HITM program during their first semester. This would permit them to begin an HITM project as early as their second semester at FSU.

Any student who meets the following HITM admission requirements may apply to participate in the program. Additional requirements are in place for specific majors, so students should consult their major's [honors liaison](#) for more details:

- Must be a current FSU student
- Must be accepted formally into their major at the time of application
- Must have at least a 3.200 GPA for both FSU and Cumulative GPAs at the end of the semester of application. Note: in keeping with FSU Registrar's policy, we do not round up to the third decimal place.
- Must have completed at least 60 college credits at the end of the semester of application
- Must have completed at least 12 graded FSU hours at the end of the semester of application
- Must have at least two semesters remaining until graduation

Honors in the Major for Double Majors and Dual Degrees

Typically, students who are studying for a double major or a dual degree will choose one major in which to pursue Honors in the Major. The Honors Program recognizes that some double-major or dual-degree students may be interested in completing two HITM projects, one for each major.

A double-major or dual-degree student should first consider the risks of increased time to degree completion and of excess credit if they were to complete two separate HITM projects. To do so, they should check with Graduation Planning and Services: <http://gps.fsu.edu/>. They should also consider other ways that might more greatly support their post-graduation plans than completing the HITM program twice. Options include taking graduate courses; pursuing a certificate, special program, or internship; or completing a Directed Individual Study with their faculty director to develop one HITM project into a publication.

If a double-major or dual-degree student still wants to complete two HITM projects, the honors policy and process are different for each. Please note that two HITM projects cannot be completed concurrently. One HITM project must be complete in its entirety before a second HITM project can officially begin.

- Double Majors:** Double-major students at FSU complete the standard 120 degree hours while studying two majors, for which they receive one bachelor's degree. Honors in the Major recognition is noted on transcripts at the degree level. As such, Honors in the Major recognition will appear only once on the transcript for a double-major student, even if two HITM projects are completed.

Double-major students who wish to complete two HITM projects, one for each major, must email a one-page justification to HITM@fsu.edu for the Director of Honors to review. If approved, the student will need to meet with the Assistant Director of Honors in the Major to discuss their justification and to review their plans for completing two separate HITM projects.

- Dual Degrees:** Dual-degree students at FSU complete 150 degree hours while studying two majors, for which they receive two bachelor's degrees. Honors in the Major recognition is noted on transcripts at the degree level. As such, dual-degree students may complete two HITM projects without special permission from the Honors Program.

Types of Honors in the Major Projects

The Honors in the Major project must focus on a research problem, theoretical issue, new creative work, professional challenge, or innovative area of application (e.g., design or technological innovation). All students who participate in the HITM program must conduct research that is appropriate to their field of

study and vetted by their faculty supervisory committee. Generally speaking, undergraduate research can be grouped into three types:

1. Analytical

- An analytical HITM project is a research experience, often written in the form of a thesis, around a question or problem statement that can address a gap in academic knowledge based on the current peer-reviewed academic literature.

2. Creative

- A creative HITM project is research grounded in artistic inquiry and informed by the works of relevant practitioners, and that explores a political, cultural, economic, and/or social issue.

3. Applied/Experiential

- An applied or experiential HITM project is action-based research driven by an investigation of the state of academic, professional, and/or technical knowledge represented by current peer-reviewed academic literature, professional practice, and/or technical application.

The common thread among these HITM options is that the project requires analysis of an issue relevant to the field and that provides students with guided experience in the design and execution of a scholarly project that reflects professional practices in their chosen field of study. Colleges, departments, and programs determine what types of projects are acceptable for their respective majors. If unsure how to proceed with an HITM project idea, students should speak with their major's [honors liaison](#) and/or with a faculty mentor from their college, department, or program.

Co-authorship and Team-Based Honors in the Major Project Research

Students may produce an HITM project that is the result of team-based or collaborative research, as in a lab setting. Many student research assistants who already work in labs of FSU faculty members use their position as an opportunity to complete an HITM project, which is often informed by their collaborative work in the lab. In consultation with the lab project's Principal Investigator, who serves as the faculty HITM director, students often formulate original HITM projects that align with the research program of the lab but that represent the student's unique and independent work on the larger project.

That is, every HITM student is expected to be the sole author of their specific HITM project. Students may not co-author their project with faculty, graduate students, or other undergraduates. They should not list anyone else on their HITM project title page as co-author. In addition, HITM students working in the same lab may not submit the same exact project as their final HITM project and will defend their own thesis orally in the presence of their HITM committee.

Honors in the Major Requirements: Written Portion and Oral Defense

All Honors in the Major project will consist of two components: (1) a written research paper or a creative or applied project accompanied by a written analytical reflection; and (2) an oral defense before a faculty supervisory committee.

1. Written Portion

Generally speaking, the written portion of all HITM projects will cite relevant peer-reviewed literature to demonstrate the student's engagement with academic conversations in their field as relevant to their project and to frame their project's contribution or intervention. The written portion for all HITM projects has two stages: the prospectus and the final written product.

a. Prospectus

Students completing analytical or applied/experiential projects will produce a 10-page prospectus during their first semester of HITM that will then be developed into a written research paper by the end of the second semester. In analytical or applied/experiential projects, the prospectus typically includes: (a) a statement of the research problem being addressed; (b) background of the theoretical issue and past scholarship; (c) discussion of the methodology used in tackling the research problem; (d) presentation of the research results on analyzed data; (e) conclusions of the research; and (f) a list of cited academic peer-reviewed sources. See the Research Prospectus Outline in this handbook (Appendix F) for more information.

Students engaged in interpretive or original creative work in majors such as Creative Writing, Dance, Film, Music, Studio Art, and Theatre will produce a three-page prospectus that provides a clear description of the project's nature, purpose, relevant contexts for understanding the significance of the work, and projected timeline.

b. Final Written Product

The final written product of the HITM project involves the creation of new knowledge or insights rather than merely a summary or synthesis of known facts or past work in the chosen area of study. It is more in-depth and demanding than a typical upper-division undergraduate paper.

The final written product for analytical or applied/experiential projects will be the written research paper that has been developed from the prospectus. Appendix G of this handbook provides page length and works cited averages for 33 different major areas at FSU, drawn from the 1500+ HITM projects completed at FSU between 2009 and 2019. These averages help give dimension to the idea that the HITM project is not just a long paper, but instead a sustained, in-depth, original academic work that serves as the culmination of one's undergraduate education.

The final written product for a creative project should be a written analytical reflection that is a minimum length of 10 pages of text plus documentation (works cited, appendices, images, etc.) Please note that this written reflection is in addition to the creative work itself, even if the creative work is a written project (a screenplay, a short novel, poetry, etc.) Students must submit this written analytical reflection to the [DigiNole](#) archive upon the completion of the oral defense.

A written analytical reflection for a creative project will thoughtfully reflect on, but is not limited to, two or more of the following: (a) historical, cultural, stylistic, analytic, or interpretive perspectives on roles or works performed; (b) a chronology of the conception and evolution of the project; (c) a description of the intention and significance of the project, tools and methods used and why chosen; and (d) an analysis of how the project compares to other works in its genre.

Examples of the written analytical reflection for a creative HITM project can be found on the Honors in the Major's ["Creative Project" web page](#).

The final written product is what the student will submit to the FSU [DigiNole](#) archive upon completing the HITM program. Students should recognize from the outset that their project will be

submitted to DigiNole after their oral defense. This means their project will be searchable by the public, although students have the option to limit who can access and read their project.

a. Language of the Honors in the Major Project

Consistent with policy in the *Graduate Student Handbook*, the typical language of the HITM project is English. Under special circumstances, the faculty director, supervisory committee, and honors liaison may approve writing the body of the HITM project in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. All committee members must be completely proficient in the alternative language. If a student is unable to recruit completely proficient committee members, they will have to write the HITM project in English. If the faculty director deems it appropriate for the HITM project to be written in a language other than English, the faculty director should email a rationale and notification of committee and departmental approval to HITM@fsu.edu for review and approval by the Director of the Honors Program.

All non-English-language HITM projects must have the cover pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, and abstract. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language. In addition, projects in languages other than English should additionally include a brief precis in English for reference in DigiNole.

The oral defense must be conducted in English.

2. Oral Defense

Students are also required to defend their HITM project in front of their faculty supervisory committee by the last day of classes in their defense semester. Typically, the defense will take place in a classroom or conference room, or in cases of creative projects, in theaters, art galleries, or other performance venues. It is the student's responsibility to ensure the location is reserved and available during the time of the defense.

All committee members and the student must attend the entire defense in real time. While defenses can be held remotely under extenuating circumstances (medical or other emergencies, if committee members or the student are out of town for professionally related reasons, etc.), the Honors Program strongly prefers that the defense be held in person. This is so that the student can have the full experience of receiving collaborative feedback from the committee and developing important professional communication skills essential for success in most professions. If an in-person defense is not possible or prudent, students may work with their faculty director and committee members to schedule a virtual defense in real time that can be completed using Zoom or other distance technology. Students do not need permission from the Honors Program to complete a virtual defense if one is deemed necessary.

If extenuating circumstances prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. Students should consult with their faculty director in such instances, and should notify the Honors Program of such emergency alternative arrangements for the oral defense by sending an email to HITM@fsu.edu.

In most cases, the student will make an oral presentation of 15 to 20 minutes, followed by a question-and-answer session of 30 to 40 minutes. The oral defense must be conducted in English.

Electronic Signature Options for Honors in the Major Forms

Students should submit a single HITM form with all required signatures through the [HITM online portal](#) as a PDF. If submitting a single form is not possible, students should combine multiple pages into a single PDF file.

Please note that completed e-signed HITM forms should be “printed” as a PDF document before uploading to the HITM online portal. Doing so will ensure that all signatures are present and legible once uploaded to the portal.

Options for securing electronic signatures on HITM forms include:

- [HelloSign](#) – An e-signature platform with a free option to receive three signatures per month, or a free trial to receive unlimited signatures. Please note that if you opt for the free trial, you should choose the monthly option (\$20/month) instead of the annual option (\$180/year) in the event the trial ends and you are charged.
- [DocuSign](#) – An e-signature platform free to use for FSU faculty and staff. You may either ask your faculty director to circulate a form on your behalf for signatures, or you may pay \$15/month for a single user account for sending out up to five documents a month.
- [Electronic signatures on PDF](#) – All HITM forms have been formatted for electronic signatures. If your faculty director and committee members are able to sign a PDF electronically, you may circulate the same PDF file to each individual. If you opt for this, you must secure all signatures on one form. Do not submit three different PDF files, each with one signature.

Smartphones have scanning capabilities if you or a committee member need to scan a signature to include on a PDF. Android phone users can use the [Google Drive](#) app, which comes pre-installed on Android phones, to scan their signature to create a signature file. Apple iPhone users can use the [Notes](#) app, which comes pre-installed on iPhones, to scan their signature to create a signature file. Directions for using an app to scan a signature are provided via each app’s respective hyperlink above.

Honors in the Major Program Timeline and Deadlines

Throughout the HITM experience, students will need to submit signed forms to the Honors Program, each of which corresponds to a different stage in the HITM approval process. Signed HITM forms should be submitted through the [HITM online portal](#). Students can begin their HITM experience in the Fall, Spring, or Summer semesters. Remember that registration for HITM credit hours is required for each semester of HITM.

1. **Application Semester:** Students should use the semester before the start of the HITM project to prepare and submit their HITM application. The Application Semester should therefore be at least three semesters before the student plans to graduate.

The first step in beginning the HITM application is finding a faculty director. Most often, the faculty director is a tenured, tenure-track, or specialized faculty member at FSU. Visiting faculty members and post-doctorate researchers are also eligible to serve as a faculty director, so long as they will be at FSU for the duration of the student's HITM project. In all instances, potential faculty directors must have a terminal degree in the field of study (a Ph.D. for most academic programs) or have graduate faculty status. Graduate students are not eligible to serve as a faculty director. See pages 15 and 16 of this handbook for additional information about eligibility criteria for the faculty director and supervisory committee.

Students should consider inviting as directors faculty they have enjoyed working with in some capacity, whether through courses, mentoring, or collaboration on projects. More information about how to approach and talk with potential faculty directors can be found in Appendix D of this handbook. If a student is unsure about their options, they can reach out to the [honors liaison](#) in their major for guidance.

After a faculty member has agreed to direct the project, the student should select a working title for their proposed research project. Although this title may be changed, it should give a clear idea of what the student's proposed research topic and scope will be about. The student should consult with the faculty director, who can share valuable insights on broadening or narrowing the scope of the proposed research

The student will also need to discuss their project timeline with the faculty director, depending on the timeline chosen for the project (two semesters minimum or three semesters maximum). These semesters must be consecutive, with the exception of the Summer semester if the student will not be on campus. The student may take up to nine credit hours of HITM project work, and/or may extend their HITM project over three semesters, if necessary. In addition, some departments have additional requirements students must meet, and students should consult with their departmental academic advisor for clarification about these departmental requirements.

Once a faculty director has been recruited, a working title has been developed, and a timeline has been identified, the student must complete and submit the [HITM application](#). The application must be approved and signed by the faculty director, the honors liaison for the student's major, and the department chair or area coordinator. Once these signatures have been obtained, the student must submit the application through the [HITM online portal](#).

Students who wish to begin their HITM project must submit a signed copy of the [HITM Application](#) through the [HITM Online Portal](#) by the 13th Friday of the semester prior to their planned first semester.

2. **Prospectus Semester:** Students in their first semester of the HITM project should begin with two concurrent tasks: recruiting two to three committee members and writing their prospectus. With the guidance of the faculty director, the student will need to locate and recruit at least one faculty

committee member from their major and one faculty committee member outside of the department which houses the student's major. A fourth committee member from any department at FSU is optional. Graduate students are not eligible to serve as committee members. See pages 14 through 16 of this handbook for additional information about the makeup of the supervisory committee.

By the seventh week of the Prospectus Semester, the faculty director and all members of the supervisory committee will have to approve the student's prospectus. The prospectus serves as a research proposal, giving the committee background information about the project and similar research, outlining the methods, and discussing the expectations for the HITM project's outcomes. Specific requirements for a prospectus are discipline-specific, and students should contact their faculty director to discuss expectations about format, length, and content.

For analytical or applied/experiential projects, the prospectus should be a minimum 10 pages of text, plus documentation (works cited, appendices, images, etc.). The creative project prospectus should be a minimum of three pages of text, plus documentation (works cited, appendices, images, etc.)

The purpose of the prospectus is to define the scope of a student's HITM project and to clarify the steps they will take in researching, writing, creating, and/or implementing the work. A strong prospectus typically includes some, if not all, the following elements:

- A description of the HITM project's nature and purpose, the issue(s) to be addressed, and their significance to the student's field
- If part of a team-based research setting like that of a lab, how the HITM project is the student's own and distinct from the research project(s) of the faculty PI, even if the projects overlap and/or complement each other
- A critical review of related work in the student's field, to provide background information and demonstrate the need for the HITM project
- The proposed research methods, along with an explanation of why the chosen approach is appropriate for the proposed HITM project
- A preliminary bibliography

Students should merge their signed [Prospectus Approval Form](#) and their approved prospectus into a single PDF file, then submit this PDF file through the [HITM Online Portal](#) by the Friday of the 7th week of classes.

3. **Defense Semester:** Typically, students complete the HITM project in two semesters, but have the option to complete in three semesters. Students in their second or third semester complete their HITM project by way of a formal defense in front of their supervisory committee during their final semester of project work. Following the defense, the final project must be approved by all members of the faculty committee.

Within the first four weeks of the Defense Semester, students must collaborate with their faculty director to schedule the day and time of their defense and get it approved by the supervisory committee.

All committee members and the student must attend the entire defense in real time. While defenses can be held remotely under extenuating circumstances (medical or other emergencies, if committee members or the student are out of town for professionally related reasons, etc.), the Honors Program strongly prefers that defense be held in person. This is so that student can receive the full experience of receiving collaborative feedback from the committee and developing important professional communication skills essential for success in most professions. If in-person defenses are not possible or prudent, students may work with their faculty director and committee members to schedule a virtual defense in real time that can be completed using Zoom or other distance technology. Students do not need permission from the Honors Program to complete a virtual defense if one is deemed necessary.

If extenuating circumstances prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. Students should consult with their faculty director in such instances, and should notify the Honors Program of such emergency alternative arrangements for the oral defense by sending an email to HITM@fsu.edu.

Students with creative HITM projects that require special space reservations, technical considerations, or coordination of performers may want to consider the Defense Announcement early for logistical reasons. Once the defense is scheduled, the student will complete the [Defense Announcement](#) and submit it via the [HITM online portal](#) by no later than 4:30 pm Eastern the day of the posted deadline.

All students should use the [HITM cover page template](#) to have a properly formatted title page and signature page for their project. Also, all students should follow instructions provided in Appendix H of this handbook so that their HITM project is accessible to screen readers.

Once the student has successfully defended their HITM project, they must obtain their committee members' electronic signatures on the [Defense Certificate](#) form and submit it via the [HITM online portal](#) by no later than 4:30 pm Eastern the day of the posted deadline.

The [Defense Announcement](#) deadline is the Friday of the 4th week of classes.

The [Defense Certificate](#) deadline is the last day of classes.

Both documents will be submitted through the [HITM Online Portal](#) by their respective deadlines.

Students must submit their finished project to the FSU [DigiNole](#) archive after their oral defense. This means their HITM project will be listed in the DigiNole archive and thus searchable by the public. That said, students have the option to submit an [Embargo Request Form](#) at the same time they submit the signed Defense Certificate. The Embargo Request Form is used to request that the HITM project be unavailable to download from the FSU [DigiNole](#) archive for a specific amount of time. Embargoes are not recommended for most HITM projects but are available, particularly for projects in line for publication. This form is optional and should be signed by the student and the faculty director if deemed necessary.

4. **Submission to the Archive:** All undergraduate HITM projects published at FSU can be accessed from the [DigiNole](#) archive. Students must submit their final project to the archive by the last day of classes in order to officially earn Honors in the Major recognition on their transcript.
 - **Exception Request:** Sometimes, there may be important reasons why the submission of the HITM project to an open access database like the DigiNole archive may not be appropriate, even if a student has the option to request an embargo. One example could be that making the HITM project available to the public on DigiNole may compromise the privacy and safety of the student or their research subjects, even if they have been anonymized. If a student believes they have legitimate reasons for not submitting their HITM project to DigiNole, they should first consult with their faculty director. If the director agrees with the student's concerns, the student should email a brief rationale to HITM@fsu.edu with their faculty director CC'd on the email. The Director of the Honors Program will review the rationale, and a decision will be communicated to the student and their faculty director via email within three to five business days.
5. **Graduation:** All HITM requirements must be met, including departmentally specific requirements (if any) and the oral defense, before graduation from FSU and conferral of the bachelor's degree.

The Honors Program hosts a graduation medallion ceremony in the fall, spring, and summer semesters. This ceremony is scheduled each semester before the colleges' commencement ceremonies. HITM students have the option to participate in the Honors Program medallion ceremony and to receive an Honors in the Major medallion. This medallion may also be worn at their college commencement ceremony. Regardless of their participation in the Honors Program medallion ceremony, HITM students will have "With Honors" written by their major in their college commencement program and on their final official transcript.

HITM students who choose to participate in the Honors Program graduation medallion ceremony should visit "[Applying for Honors Graduation](#)" on the [Honors Program web site](#) for more information.

The Honors in the Major Manuscript and Screen Reader Accessibility

So that the [DigiNole](#)-archived HITM project will be accessible to screen readers, FSU Libraries has provided guidelines for alt text captions and built-in headings in Microsoft Word that students should use. How students choose to format their project (use of table of contents, table of figures, appendices, etc.) will be determined by the conventions of their academic field. Students should consult with their faculty director about which formatting components are typical and necessary.

See Appendix H of this handbook for detailed instructions about how to apply alt text captions and built-in headings to the project manuscript.

Registration for Honors in the Major Credit Hours

Students accepted to the HITM program must register for a 4000-level HITM course offered by their major department or program for each semester of HITM project work. Students should contact their major academic advisor or departmental coordinator to start the registration process as early as possible. If the student's college, department, or program requests confirmation that they have been accepted into the HITM program, the student can provide a copy of the acceptance email they receive. The drop/add

period ends the first Thursday of the semester at 11:59 pm Eastern, so all credit hours must be added to the schedule by this deadline. Note that late registration fees apply to 4000-level HITM courses. A minimum of six total credit hours divided across two semesters is required in order to earn HITM recognition. Students have the option to take up to nine credit hours of HITM project work, and/or may extend their HITM project over three semesters, if necessary.

Students should consult with their departmental academic advisor about department-specific requirements for Honors in the Major (if any) that are in addition to the minimum six HITM credit hours/two semester requirement.

Incomplete Grades and the Honors in the Major Credit Hours Grade Requirement

Incomplete grades for the 4000-level HITM course should not be assigned by the faculty director unless pre-approved by the HITM program. Faculty directors considering an incomplete grade as an option should send an email to HITM@fsu.edu requesting guidance.

Incomplete grades will be considered only for truly extenuating circumstances (a death in the immediate family, chronic unexpected health issues, housing instability, etc.). Faculty directors should contact HITM@fsu.edu if a HITM student has disengaged or stopped communicating so that additional student support options can be considered.

To successfully complete the HITM program, students must earn a “B-“ or better in their HITM credit hours while maintaining minimum 3.200 FSU and Cumulative GPAs (not rounded to the third decimal place). Students who are also in the University Honors Program must earn a “B-“ or better in their HITM credit hours in order to be able to apply these hours toward their Honors Program medallion requirements.

Withdrawing from the Honors in the Major Program

A student who wishes to withdraw from the HITM program should first meet with their faculty director to discuss their concerns and their options. Sometimes extending an HITM project into a third semester, modifying the research plan, requesting an extension on a deadline, or trying a new time management strategy can create a pathway to project completion. Exploring such options is highly encouraged, given the amount of work students put into the HITM project.

If after consulting with their faculty director a student still wishes to withdraw from the HITM program, they should email their withdrawal request to HITM@fsu.edu with their faculty director CC'd. A brief rationale should be included with the request. The request will be honored upon receipt, and the HITM plan will be removed from the student's academic record. Please note that withdrawing from the HITM program may impact a student's ability to satisfy requirements for the Garnet & Gold Scholar Society, for the Honors Program, or for the university's Liberal Studies Program.

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| <p>Students withdrawing from the HITM program will be strongly encouraged to either drop their HITM credit hours for the semester, or work with their major academic advisor to change their HITM credit hours to a Directed Individual Study.</p> |
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Deadline Extension Request and Program Removal Appeals Process

Students admitted to the HITM program are expected to meet paperwork deadlines and project milestones, as well as maintain minimum 3.200 FSU and Cumulative GPAs (not rounded to the third decimal place). Students should proactively plan with the faculty director on a schedule for meeting necessary deadlines and milestones each semester. If extenuating circumstances prevent adherence to deadlines or milestones, both the student and faculty director should together send a single email to HITM@fsu.edu at least three business days before the deadline with an explanation and a request for an extension. Extension requests will not be considered if they do not come from both the student and the faculty director. Decisions regarding extension requests will be communicated to the student and faculty director within three business days of receipt. Extension requests made after a missed deadline or milestone will not be considered.

Missed deadlines or milestones and/or dipping below a 3.200 FSU or Cumulative GPA (not rounded to the third decimal place) may result in removal from the HITM program. Students have the right to appeal their removal from the HITM program by completing the [HITM Appeal Form](#) stating the details of their situation, the reason for reconsideration, and their detailed plan for resuming project work and completing the HITM program within the allowed timeframe, should the appeal be granted. Once the [HITM Appeal Form](#) is submitted, no additional edits are allowed. Appeals must be submitted within two weeks (including holidays and weekends) from when email notification of removal from the HITM program is sent. In consultation with the Assistant Director of Honors in the Major, the Director of the Honors Program will evaluate the appeal, and the final decision will be communicated to the student by email within two weeks of receipt of the appeals request. Please note that each student has only one opportunity to submit an appeal. If an appeal is granted and a student is subsequently removed from the HITM program due to failure to meet requirements, no additional appeals are possible, and removal from the program is final.

Human Subject Research and the Institutional Review Board

Honors in the Major projects that involve individuals as study subjects (human research) generally require advance review to ensure that subjects are adequately protected against research risks. Depending upon research parameters, reviews are performed by the Office for Human Subjects Protection (OHSP) and/or the FSU Institutional Review Board (IRB). These reviews are required by law and are aimed at helping researchers assure appropriate protection to the human subjects under study in a given project. If a study will involve interaction or intervention with individuals for research purposes, or involve collection of identifiable private information, the study must submit an application for OHSP or IRB review. Depending upon study parameters and OHSP review, some projects may be exempted by OHSP from further IRB review. Other activities, such as scholarly and journalistic activities such as oral history, journalism, biography literary criticism, legal research, and historical scholarship projects, may not be defined as research subject to further OHSP or IRB review, provided certain conditions are satisfied. Research involving human subjects may not begin until these reviews are completed and OHSP or IRB approves the study.

Because OHSP and IRB reviews require time, students should submit a complete application at least one month before they plan to start data collection, to allow for enough time for the review's completion. Any questions about FSU's OHSP and IRB resources and requirements can be directed to the OHSP at humansubjects@fsu.edu or (850) 644-7900.

So how does a student know if their proposed research requires OHSP and/or IRB review? At least one semester before beginning the HITM project, students should use the following resources and talk with their faculty director to help determine next steps.

- **Student-led Research Resources**: The OHSP has compiled a comprehensive page of resources specifically for undergraduate students directing their own research projects involving human subjects.
- **Human Research Worksheet**: The OHSP uses a worksheet for individuals to help determine whether an activity is considered Human Research. Students should consult the worksheet as a guide and discuss it with their faculty director. The worksheet can be located in RAMP, FSU's research application management system. To access RAMP, go into the MyFSU portal. In RAMP, under the IRB tab, click on Library. Within the Library click on Worksheet, the HRP-310-Worksheet-Human Research Determination document. After reviewing the worksheet to get a sense of whether and how your activity may involve human research, submit an Official Request for Determination of Not Human Research to OHSP (see directions on the form). For other information, check out OHSP's Investigator Manual.
- **CITI Training**: The Collaborative Institutional Training Initiative (CITI) Human Subjects Research (HSR) training provides key instruction for protecting human subjects in proposed research. Certification is good for three years, and students who might continue their engagement with human subject research should complete this training. Further information can be found at: <https://www.research.fsu.edu/research-offices/ohsp/investigator-resources/citi-training-requirements/>
- **"Protocol Development Workshop" webinar**: if a student in consultation with their faculty director has determined that yes, their proposed research will require OHSP and/or IRB review, they should review this Protocol Writing Workshop to better understand what is expected in their application: <https://www.research.fsu.edu/research-offices/ohsp/investigator-resources/training-education/protocol-writing-workshop/>

Responsibilities of the Honors in the Major Student

The HITM student is ultimately responsible for conceptualizing and developing their project and for completing the project within the prescribed two-to-three semester schedule.

Responsibilities of the student include, but are not limited to, the following:

- speaking with their major's honors liaison and networking with faculty within their major to locate a faculty director.
- choosing their topic or subject matter based upon their major and interests and ideally based upon their identification of a gap in academic, professional, or artistic knowledge.
- identifying and recruiting two or three faculty committee members, one of whom must have a home academic department or program different from that of the student's relevant major department or program.
- independently constructing a research or project design appropriate for their major and their topic, with support of their faculty director. If part of a team-based research setting like that of a lab, the student is responsible for identifying how their HITM project is their own and sufficiently distinct from the research project(s) of their faculty PI.

- If applicable, the student is responsible for taking steps necessary to secure OHSP or IRB approvals for data collection, for selecting proper instruments if appropriate, and for conducting the data collection itself.
- analyzing the data or assessing the outcomes. If appropriate, the student may need to work with their faculty director or relevant resources to learn how to use analytical tools or software.
- interpreting the data and identifying findings, conclusions, and recommended next steps.
- securing signatures on Honors in the Major paperwork and submitting signed paperwork by the deadlines each semester.
- registering for the appropriate 4000-level HITM course each semester they are in the HITM program.
- scheduling the oral defense, including scheduling a space for the event and finding a time that works for all committee members.
- submitting their final HITM written product to the [DigiNole](#) archive by the last day of classes of the semester in which they defend their project.

Responsibilities of the Faculty Director and Supervisory Committee

Honors in the Major project work is carried out by the student over a period of two or three semesters in collaboration with a directing professor (the HITM committee chair, also known as the faculty director) and members of the student’s supervisory committee. In addition to the director, the committee must include at least one other faculty member from within the student’s relevant major department or area, and a third faculty member from outside of the relevant major department or area. One other faculty member from any department or area may also serve.

Most often, the faculty director and committee members are tenured, tenure-track, or specialized faculty members at FSU. Post-doctorate researchers are also eligible to serve, so long as they will be at FSU for the duration of the student’s HITM project. In all instances, faculty directors and committee members must have a terminal degree in the field of study (a Ph.D. for most academic programs) or have graduate faculty status. Graduate students are not eligible to serve as a faculty director or committee member.

If the student wishes to request an exception to the criteria above, they should submit a written request with a rationale and a CV of the candidate to HITM@fsu.edu. The Director of the Honors Program will review the candidate’s CV and, if their professional expertise and experience is deemed central to the student’s project work, they may serve as either a committee member or as co-director with one other committee member who is either in a tenured or tenure-earning position, who has graduate faculty status, or who has a terminal research degree in a relevant field.

In units where there are no tenured or tenure-track faculty, the committee may be comprised entirely of specialized faculty so long as the committee chair meets the standards above (terminal degree or graduate faculty status) and, whenever possible, at least one of the other two required members is in a tenure-track or tenured position. Consistent with policy in the *Graduate Student Handbook*, each committee member’s CV should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work.

A scholar who is not an employee of FSU may serve as a member of the supervisory committee only if they are classified as a “visiting scholar” or have a courtesy faculty appointment at FSU. If a student wishes to include such a fourth committee member, they must first secure the approval of the Director of the Honors Program. Scholars without these FSU affiliation classifications may not serve on the

committee, although a student could still unofficially consult with them, with the approval of their faculty director.

A faculty director from outside the student's major department or program is acceptable if permitted by the honors liaison and department chair or area coordinator. In this instance, the faculty director would serve as the "outside" committee member, and the student must have two additional committee members from within their relevant major department or program.

A supervisory committee consisting entirely of tenured, tenure-track, or specialized faculty with terminal degrees and/or graduate faculty status does not require approval by the Director of the Honors Program. Academic departments and programs may elect to have more specific criteria for the faculty director and supervisory committee.

The responsibilities of the faculty director include:

- Directing the student's research, study, and writing
- Helping the student structure the basic conception of the HITM project
- Helping the student clarify the objects of the HITM project
- Working with the student to discover an appropriate research or creative strategy for achieving these objectives
- Monitoring the progress of the student
- Providing specific guidance to the student regarding formal deadlines
- Helping the student schedule the defense
- Signing the forms required by the Honors Program
- Serving as instructor of record for the HITM course credit

The responsibilities of the other members of the supervisory committee include:

- Providing additional viewpoints on all phases of the HITM project – conception, creation, and completion
- Contributing input on the project itself and the evaluation of the project
- Participating in the oral defense

The Faculty Director as Mentor, the Student as Mentee

The Honors in the Major project represents a critical part of the student's transformation from knowledge *consumer* to knowledge *producer*. As such, the faculty director must recognize that an HITM student has unique needs distinct from those of other undergraduate students and of graduate students. In other words, the HITM student is more advanced than many of their undergraduate peers, but they may not necessarily have the specialized training, knowledge, or skills that faculty can expect of a graduate student. Moreover, HITM students may struggle with the highly creative conceptual work of constructing a sound and original project design.

The faculty director will need to take an active and enthusiastic role in fostering the student's growth. This will include recurring meetings with the student to determine what feedback, guidance, training, and resources may be necessary at each stage of the HITM project. The HITM Rubrics are available at the end of this handbook. They are optional tools and can be used in meetings to discuss with a student their understanding of where they are at and where they should be (see Appendices A – C). In other words, the faculty director can use the appropriate rubrics as a mentoring tool to discuss the student's work and performance. The use of the rubrics is not required.

The HITM student, in turn, should plan on coming to those meetings with a summary of what they are currently working on, with a description of what aspects of their project they believe are going well versus aspects they are struggling with, questions, and plans for continued work until the next face-to-face meeting. The student should self-reflect in preparation for these meetings and not be afraid to state their needs, in an effort to explore with the faculty director what steps could be taken and what resources utilized to meet those needs.

Ultimately, regular active communication about the process and labor of knowledge production is integral to the enthusiastic and effective mentoring of the HITM student. The purpose of recurring meetings is to provide active opportunities for students to get feedback from their director on aspects of the HITM work that are essential for completing a high-quality project in a timely manner that conforms to norms in the field and that support the student's growth as an up-and-coming researcher and professional in the field.

Honors in the Major Awards and Funding Opportunities

Students should identify potential expenses for their HITM project during their Application Semester and determine if they should seek funding for project support through various opportunities at FSU. Some awards and funding opportunities listed on the Honors Program's [Funding and Awards](#) web page include:

- Students who may require funding for their HITM project to cover expenses such as travel, equipment and materials, or reimbursement of survey participants, may apply for the **Bess H. Ward Honors in the Major Funding Award**.
- Students can nominate their faculty director to be considered for the **Honors in the Major Mentor Award**. This award is offered annually to recognize and honor faculty members whose direction and advisement of HITM project research or creative activity has significantly contributed to the enhancement and quality of education of undergraduate students at FSU.
- The **Kingsbury Undergraduate Writing Award** is offered annually to an undergraduate student who demonstrates excellence in the writing of an undergraduate project.

Frequently Asked Questions

Do I automatically become a member of the University Honors Program if I am admitted to Honors in the Major?

- No. University Honors and Honors in the Major are separate programs at FSU that have separate application processes and criteria.

How do I find a faculty director? How do I find committee members?

- Students should consider what major requirement classes they have most enjoyed and what previous research collaborations they may have had with faculty members to consider faculty

director options. Going to office hours to talk with potential faculty directors is a good way to share your interest and explore whether they might have interest in mentoring you. If you need additional guidance, speak with your major's honors liaison.

Once a faculty director has been identified, you should talk with them about committee member possibilities. Since one committee member must come from outside of your major department or area, this is an excellent opportunity to include someone whose classes, research, and/or creative work have inspired you.

Can I have a committee member who is outside of FSU?

- A scholar who is not an employee of FSU may serve as a member of the supervisory committee if they are classified as a “visiting scholar” or have a courtesy faculty appointment at FSU. If a student wishes to include such a fourth committee member, they must first secure the approval of the Director of the University Honors Program. Scholars without these FSU affiliation classifications may not serve on the committee, although a student could still unofficially consult with them, with the approval of their faculty director. See pages 14 and 15 of this handbook for additional information.

What types of HITM projects are suitable for my major?

- Talk about HITM project ideas and possibilities with your faculty director. To help brainstorm ideas, you are encouraged to review previous HITM projects from your major in the [DigiNole](#) archive. Another option is to locate a top academic journal in your field (talk with a librarian if you aren't sure how to do this) and look through issues from the last one to two years. What jumps out at you as familiar or intriguing? Finding current peer-reviewed publications that stand out to you, and looking through their findings and conclusions to see what the authors identify as gaps in knowledge, is good way to consider possibilities. Wherever your ideas come from, talk with your faculty director to identify your next steps.

How long does my HITM project need to be? Is there a word count? How many references do I need to cite?

- Every discipline or field has different conventions regarding sufficient page length and number of works cited. For page length and works cited averages by major, which have been calculated from an analysis of the 1500+ HITM projects completed at FSU between 2009 and 2019, see Appendix G.

Please note that this information provided to give students an idea about the characteristics of typical HITM projects that have been produced by previous HITM students from their major department or program. You are not required to produce an HITM project that meets or exceeds the averages listed. In other words, you could write a strong HITM project that has fewer pages or works cited than what the table in Appendix G lists. Your faculty director will speak to the conventions of your field and what's appropriate for your HITM project.

For creative HITM projects whose main outcome is visual art, creative writing, a performance, or some other creative output other than written scholarship, note that the final written portion must be a minimum 10 pages of text. See page 5 of this handbook for more information.

Are there examples of completed HITM projects I can look at?

- Yes. The FSU [DigiNole](#) archive has HITM projects from previous years that you can explore.

Are there examples of the written analytical reflection required for creative HITM projects I can look at?

- Yes. Examples of the written analytical reflection for a creative HITM project can be found on the Honors in the Major's [“Creative Project” web page](#).

Can I write my HITM project in a language other than English?

- The typical language of the HITM project is English. Under special circumstances, the faculty director, supervisory committee, and honors liaison may approve writing the body of the HITM project in a language other than English if doing so is essential for scholarly reasons. In such instances, all committee members must be completely proficient in the alternative language. If this is the case, the faculty director should email a rationale and notification of committee and departmental approval to HITM@fsu.edu for review and approval by the Director of the Honors Program. See page 5 of the handbook for additional information about the language policy for the HITM project.

Why do I have to defend my HITM project in front of a committee?

- Presentation of the results of your work to your supervisory committee, and responding to their questions during the defense, allows you to showcase your accomplishments. It is a great opportunity to practice talking about your work and to have a productive conversation with faculty members about where to take your project and what comes next.

I have decided to extend my HITM project into a third semester. What do I need to do?

- Remember that all HITM projects must be completed and defended successfully before graduation. If you have at least three semesters left before you graduate, you will first need to consult with your faculty director to ensure they support your timeline and that the full scope of the work can be completed prior to graduation. Ideally, you will have this conversation sometime before the end of your Prospectus Semester. Once your faculty director approves your plan, you will need to continue to register for HITM credit hours in the second semester, but no paperwork needs to be submitted during the second semester of a three-semester HITM project. Email HITM@fsu.edu to share your plan for a three-semester HITM project. You will resume the Defense Semester paperwork in your third semester of the HITM project. *Note: many HITM credit courses offered by colleges, departments, and programs are repeatable for up to nine credit hours only. Make sure that if you register for HITM credit hours during the Summer semester, the Summer semester is part of your three-semester completion plan.

Can I complete my HITM project in one semester if I take six HITM credits all at once?

- No. University policy requires that students spend two to three semesters completing the HITM project because high quality original projects of sufficient depth require longer than one semester to develop and complete.

Are HITM credit hours covered by Bright Futures?

- Yes. Bright Futures will cover HITM credit hours even if those credits are not applied to the major. Bright Futures does not look at degree applicability of a credit hour. It instead looks at the number of credit hours for which a student is enrolled each semester, and then pays accordingly.

I will study abroad during one of the semesters of my HITM project. What should I do?

- You should consult with your faculty director to come up with a three-semester HITM plan before you start. You are encouraged to think broadly about your educational and research options, including study abroad, which can greatly enrich your research experience and even position you well for applying to post-graduate fellowships like the Fulbright. If you wish to study abroad, you will not be registered for main campus credit hours during the semester of study abroad. Therefore, the Honors Program does not expect you to register for HITM credit hours that semester. So again, you should consult with your faculty director to determine out of the three semesters for the HITM project, which semester will you study abroad and which two semesters will you register for HITM credit hours. Doing so will help you make sure you meet the minimum six HITM credit hour requirement. Once you have a plan, you should email it to HITM@fsu.edu.

Can I change my faculty director and/or a committee member after one semester?

- Unless your faculty director or committee member decide not to continue their involvement, or unforeseen difficulties make it imperative for you to find a different faculty director or committee member, it is not advisable to make such a change. First, the faculty director and supervisory committee and you have already committed to the project and put much work into it. And second, your potential new faculty director may not feel comfortable supervising your HITM project when another faculty member has already guided you through work on the project. Should you find yourself in a position where you are thinking about making a change, talk with your major's [honors liaison](#) for guidance. If you do wish to make a change, send an email with your honors liaison CC'd to HITM@fsu.edu with the requested changes.

Does my research need to be reviewed by the IRB?

- Possibly, depending on your proposed research's interaction or intervention with human subjects. Review the IRB resources on pages 13 and 14 of this handbook, and discuss with your faculty director whether an IRB review is necessary.

Is my completion of Honors in the Major noted on my diploma and transcript?

- Completion of the HITM program is recognized by the distinction of graduating "With Honors," as designated on the transcript. HITM recognition is not noted on the diploma.

May I invite my family and friends to my oral defense?

- Yes! Many students will invite members of the public to their oral defense to observe their presentation and to celebrate their achievement. Talk with your faculty director about the possibility of inviting family and friends.

Can I request an exception to the DigiNole submission requirement?

- There may be important reasons why the submission of your HITM project to an open access database like the DigiNole archive may not be appropriate, even if you have the option to request an embargo. For example, making your project available to the public on DigiNole might compromise the privacy and safety of you or your research subjects, even if they have been anonymized. If you believe you have legitimate reasons for not submitting your HITM project to DigiNole, first consult with your faculty director. If they agree with your concerns, you should email a brief rationale to HITM@fsu.edu with your faculty director CC'd on the email. In consultation with the Assistant Director of Honors in the Major, the Director of the Honors Program will review the rationale for your exception request, and a decision will be communicated to you and your faculty director via email within three to five business days.

FSU Honors – Analytical HITM Project Rubrics

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APPENDICES

Appendix A: Analytical HITM Project Rubrics

HITM Project Rubrics are optional tools for students and faculty to use to discuss project performance over the course of the HITM experience. Whether they are used is up to each faculty director.

FSU Honors – Analytical HITM Project Rubrics

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1. Inquiry and Analysis

Inquiry is the systemic process of exploring issues, objects or works through the collection and analysis of evidence that results in informed conclusions or judgments. Analysis is the process of breaking complex topics or issues into parts to gain a better understanding of them.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|---|---|--|--|--|
| Topic Selection | Identifies a creative, focused, and manageable topic that addresses potentially significant yet previously less-explored aspects of the topic. | Identifies a focused and manageable/doable topic that appropriately addresses relevant aspects of the topic. | Identifies a topic that while manageable/doable, is too narrowly focused and leaves out relevant aspects of the topic. | Identifies a topic that is far too general and wide-ranging as to be manageable and doable. |
| Existing Knowledge, Research, and/or Views | Synthesizes in-depth information from relevant sources representing various points of view/approaches. | Presents in-depth information from relevant sources representing various points of view/approaches. | Presents information from relevant sources representing limited points of view/approaches. | Presents information from irrelevant sources representing limited points of view/approaches. |
| Design Process | All elements of the methodology or theoretical framework are skillfully developed. Appropriate methodology or theoretical frameworks may be synthesized from across disciplines or from relevant sub-disciplines. | Critical elements of the methodology or theoretical framework are appropriately developed. However, more subtle elements are ignored or unaccounted for. | Critical elements of the methodology or theoretical framework are missing, incorrectly developed, or unfocused. | Inquiry design demonstrates a misunderstanding of the methodology or theoretical framework. |
| Analysis | Organizes and synthesizes evidence to reveal insightful patterns, differences, or similarities related to focus. | Organizes evidence to reveal important patterns, differences, or similarities. | Organizes evidence, but the organization is not effective in revealing important patterns, differences, or similarities. | Lists evidence, but it is not organized and/or is unrelated to focus. |
| Conclusions | States a conclusion that is logical extrapolation from the inquiry findings. | States a conclusion focused solely on the inquiry findings. The conclusion arises specifically from and responds specifically to the inquiry findings. | States a general conclusion that, because it is so general, also applies beyond the scope of the inquiry findings. | States an ambiguous, illogical, or unsupported conclusion from inquiry findings. |
| Limitations and Implications | Insightfully discusses in detail relevant and supported limitations and implications. | Discusses relevant and supported limitations and implications. | Presents relevant and supported limitations and implications. | Presents limitations and implications, but they are possibly irrelevant and unsupported. |

FSU Honors – Analytical HITM Project Rubrics

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2. Information Literacy

The ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand. – Adopted from the National Forum on Information Literacy

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|---|---|--|--|--|
| Determine the Extent of Information Needed | Effectively defines the scope of the research questions or project. Effectively determines key concepts. Types of information (sources) selected directly relate to concepts or answer research question. | Defines the scope of the research question or project completely. Can determine key concepts. Types of information (sources) selected relate to concepts or answer research question. | Defines the scope of the research question or project incompletely (parts are missing, remains too broad or too narrow, etc.). Can determine key concepts. Types of information (sources) selected partially relate to concepts or answer research question. | Has difficulty defining the scope of the research question or project. Has difficulty determining key concepts. Types of information (sources) selected do not relate to concepts or answer research question. |
| Access the Needed Information | Accesses information using effective, well-designed search strategies and most appropriate information sources. | Accesses information using variety of search strategies and some relevant information sources. Demonstrates ability to refine search. | Accesses information using simple search strategies, retrieves information from limited and similar sources. | Accesses information randomly, retrieves information that lacks relevance and quality. |
| Evaluate Information and its Sources Critically | Chooses a variety of information sources appropriate to the scope and discipline of the research question. Selects sources after considering the importance (to the researched topic) of the multiple criteria used (such as relevance to the research question, currency, authority, audience, and bias or point of view). | Chooses a variety of information sources appropriate to the scope and discipline of the research question. Selects sources using multiple criteria (such as relevance to the research question, currency, and authority). | Chooses a variety of information sources. Selects sources using basic criteria (such as relevance to the research question and currency). | Chooses a few information sources. Selects sources using limited criteria (such as relevance to the research question). |
| Use Information Effectively to Accomplish a Specific Purpose | Communicates, organizes, and synthesizes information from sources to fully achieve a specific purpose, with clarity and depth. | Communicates, organizes, and synthesizes information from sources. Intended purpose is achieved. | Communicates and organizes information from sources. The information is not yet synthesized, so the intended purpose is not fully achieved. | Communicates information from sources. The information is fragmented and/or used inappropriately (misquoted, taken out of context, or incorrectly paraphrased, etc.), so the intended purpose is not achieved. |
| Access and Use Information Ethically and Legally | Students use correctly all of the following information use strategies (use of citations and references; choice of paraphrasing, summary, or quoting; using information in ways that are true to original context; distinguishing between common knowledge and ideas requiring attribution) and demonstrate a full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information. | Students use correctly three of the following information use strategies (use of citations and references; choice of paraphrasing, summary, or quoting; using information in ways that are true to original context; distinguishing between common knowledge and ideas requiring attribution) and demonstrates a full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information. | Students use correctly two of the following information use strategies (use of citations and references; choice of paraphrasing, summary, or quoting; using information in ways that are true to original context; distinguishing between common knowledge and ideas requiring attribution) and demonstrates a full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information. | Students use correctly one of the following information use strategies (use of citations and references; choice of paraphrasing, summary, or quoting; using information in ways that are true to original context; distinguishing between common knowledge and ideas requiring attribution) and demonstrates a full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information. |

3. Problem Solving

FSU Honors – Analytical HITM Project Rubrics

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Problem solving is the process of designing, evaluating, and implementing a strategy to answer an open-ended question or achieve a desired goal.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|-------------------------------------|--|---|--|--|
| Define Problem | Demonstrates the ability to construct a clear and insightful problem statement with evidence of all relevant contextual factors. | Demonstrates the ability to construct a problem statement with evidence of most relevant contextual factors, and problem statement is adequately detailed. | Begins to demonstrate the ability to construct a problem statement with evidence of most relevant contextual factors, but problem statement is superficial. | Demonstrates a limited ability in identifying a problem statement or related contextual factors. |
| Identify Strategies | Identifies multiple approaches for solving the problem that apply within a specific context. | Identifies multiple approaches for solving the problem, only some of which apply within a specific context. | Identifies only a single approach for solving the problem that does apply within a specific context. | Identifies one or more approaches for solving the problem that do not apply within a specific context. |
| Propose Solutions | Proposes one or more solutions that indicates a deep comprehension of the problem. Solution(s) are sensitive to contextual factors as well as all of the following: ethical, logical, and cultural dimensions of the problem. | Proposes one or more solutions that indicates comprehension of the problem. Solution(s) are sensitive to contextual factors as well as one of the following: ethical, logical, or cultural dimensions of the problem. | Proposes one solution that is “off the shelf” rather than individually designed to address the specific contextual factors of the problem. | Proposes a solution that is difficult to evaluate because it is vague or only directly addresses the problem statement. |
| Evaluate Potential Solutions | Evaluation of solutions is deep and elegant (for example, contains thorough and insightful explanation) and includes, deeply and thoroughly, all of the following: considers history of problem, reviews logic/reasoning, examines feasibility of solution, and weighs impact of solution. | Evaluation of solutions is adequate (for example, contains thorough explanation) and includes the following: considers history of problem, reviews logic/reasoning, examines feasibility of solution, and weighs impacts of solution. | Evaluation of solutions is brief (for example, explanation lacks depth) and includes the following: considers history of problem, reviews logic/reasoning, examines feasibility of solution, and weighs impacts of solution. | Evaluation of solutions is superficial (for example, contains cursory, surface level explanation) and includes the following: considers history of problem, reviews logic/reasoning, examines feasibility of solution, and weighs impacts of solution. |
| Implement Solution | Implements the solution in a manner that addresses thoroughly and deeply multiple contextual factors of the problem. | Implements the solution in a manner that addresses multiple contextual factors of the problem in a surface manner. | Implements the solution in a manner that addresses the problem statement but ignores relevant contextual factors. | Implements the solution in a manner that does not directly address the problem statement. |
| Evaluate Outcomes | Reviews results relative to the problem defined with thorough, specific considerations of need for further work. | Reviews results relative to the problem defined with some consideration of need for further work. | Reviews results in terms of the problem defined with little, if any, consideration of need for further work. | Reviews results superficially in terms of the problem defined with no consideration of need for further work. |

4. Critical Thinking

Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

FSU Honors – Analytical HITM Project Rubrics

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| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|--|---|---|---|---|
| Explanation of Issues | Issue/problem to be considered critically is stated clearly and described comprehensively, delivering all relevant information necessary for full understanding. | Issue/problem to be considered critically is stated, described, and clarified so that understanding is not seriously impeded by omissions. | Issue/problem to be considered critically is stated but description leaves some terms undefined, ambiguities unexplored, boundaries undetermined, and/or backgrounds unknown. | Issue/problem to be considered critically is stated without clarification or description. |
| Evidence <i>Selecting and using information to investigate a point of view or conclusion</i> | Information is taken from source(s) with enough interpretation/evaluation to develop a comprehensive analysis or synthesis. Viewpoints of experts are questioned thoroughly. | Information is taken from source(s) with enough interpretation/evaluation to develop a coherent analysis or synthesis. Viewpoints of experts are subject to questioning. | Information is taken from source(s) with some interpretation/evaluation, but not enough to develop a coherent analysis or synthesis. Viewpoints of experts are taken as mostly fact, with little questioning. | Information is taken from source(s) without any interpretation/evaluation. Viewpoints of experts are taken as fact, without question. |
| Influence of Context and Assumptions | Thoroughly (systematically and methodically) analyzes own and others' assumptions and carefully evaluates the relevance of contexts when presenting a position. | Identifies own and others' assumptions and several relevant contexts when presenting a position. | Questions some assumptions. Identifies several relevant contexts when presenting a position. May be more aware of others' assumptions than one's own (or vice versa). | Shows an emerging awareness of present assumptions (sometimes labels assertions as assumptions). Begins to identify some contexts when presenting a position. |
| Student's Position (Perspective, Thesis/Hypothesis) | Specific position (perspective, thesis/hypothesis) is imaginative, taking into account the complexities of an issue. Limits of position (perspective, thesis/hypothesis) are acknowledged. Others' points of view are synthesized within position (perspective, thesis/hypothesis). | Specific position (perspective, thesis/hypothesis) takes into account the complexities of an issue. Others' points of view are acknowledged within position (perspective, thesis/hypothesis). | Specific position (perspective, thesis/hypothesis) acknowledges different sides of an issue. | Specific position (perspective, thesis/hypothesis) is stated, but is simplistic and obvious. |
| Conclusions and Related Outcomes (Implications and Consequences) | Conclusions and related outcomes (consequences and implications) are logical and reflect student's informed evaluation and ability to place evidence and perspectives discussed in priority order. | Conclusion is logically tied to a range of information, including opposing viewpoints; related outcomes (consequences and implications) are identified clearly. | Conclusion is logically tied to information (because information is chosen to fit the desired conclusion); some related outcomes (consequences and implications) are identified clearly. | Conclusion is inconsistently tied to some of the information discussed; related outcomes (consequences and implications) are oversimplified. |

5. Written Communication

Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum.

FSU Honors – Analytical HITM Project Rubrics

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| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|--|--|--|--|--|
| Context of and Purpose for Writing <i>Includes considerations of audience, purpose, and the circumstances surrounding the writing task(s).</i> | Demonstrates a thorough understanding of context, audience, and purpose that is responsive to the task(s) and focuses all elements of the work. | Demonstrates adequate consideration of context, audience, and purpose and a clear focus on the task(s) (e.g., the task aligns with audience, purpose, and context). | Demonstrates awareness of context, audience, purpose, and to the task(s) (e.g., begins to show awareness of audience's perceptions and assumptions). | Demonstrates minimal attention to context, audience, purpose, and to the task(s). (e.g., expectation of faculty director or self as audience). |
| Content Development | Uses appropriate, relevant, and compelling content to illustrate mastery of the subject, conveying the writer's understanding, and shaping the whole work. | Uses appropriate, relevant, and compelling content to explore ideas within the context of the discipline and shape the whole work. | Uses appropriate and relevant content to develop and explore ideas through most of the work. | Uses appropriate and relevant content to develop simple ideas in some parts of the work. |
| Genre and Disciplinary Conventions | Demonstrates detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, formatting, and stylistic choices. | Demonstrates consistent use of important conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, and stylistic choices. | Follows expectations appropriate to a specific discipline and/or writing task(s) for basic organization, content, and presentation. | Attempts to use a consistent system for basic organization and presentation. |
| Sources and Evidence | Demonstrates skillful use of high-quality, credible, relevant sources to develop ideas that are appropriate for the discipline and genre of the writing. | Demonstrates consistent use of credible, relevant sources to support ideas that are situated within the discipline and genre of the writing. | Demonstrates an attempt to use credible and/or relevant sources to support ideas that are appropriate for the discipline and genre of the writing. | Demonstrates an attempt to use sources to support ideas in the writing. |
| Control of Syntax and Mechanics | Uses graceful language that skillfully communicates meaning to readers with clarity and fluency, and is virtually error-free. | Uses straightforward language that generally conveys meaning to readers. The language used has few errors. | Uses language that generally conveys meaning to readers with clarity, although writing may include some errors. | Uses language that sometimes impedes meaning because of errors in usage. |

FSU Honors – Creative HITM Project Rubrics

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Appendix B: Creative HITM Project Rubrics

HITM Project Rubrics are optional tools for students and faculty to use to discuss project performance over the course of the HITM experience. Whether they are used is up to each faculty director.

FSU Honors – Creative HITM Project Rubrics

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1. Creative Thinking

Creative thinking is both the capacity to combine or synthesize existing ideas, images, or techniques in original ways and the experience of thinking, reacting, and working in an imaginative way characterized by a high degree of innovation, divergent thinking, and risk taking.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|---|---|--|---|--|
| Acquiring Competencies <i>This step refers to acquiring strategies and skills within a particular domain.</i> | Reflect: Evaluates creative process and product using domain-appropriate criteria. | Create: Creates an entirely new object, solution or idea that is appropriate to the domain. | Adapt: Successfully adapts an appropriate exemplar to their own specifications. | Model: Successfully reproduces an appropriate exemplar. |
| Taking Risks <i>May include personal risk (fear of embarrassment or rejection) or risk of failure in successfully completing assignment, i.e., going beyond original parameters of assignment, introducing new materials and forms, tackling controversial topics, advocating unpopular ideas or solutions.</i> | Actively seeks out and follows through on untested and potentially risky directions or approaches to the assignment in the final product. | Incorporates new directions or approaches to the assignment in the final product. | Considers new directions or approaches without going beyond the guidelines of the assignment. | Stays strictly within the guidelines of the assignment. |
| Solving Problems | Not only develops a logical, consistent plan to solve problem, but recognizes consequences of solution and can articulate reason for choosing solution. | Having selected from among alternatives, develops a logical, consistent plan to solve the problem. | Considers and rejects less acceptable approaches to solving problem. | Only a single approach is considered and is used to solve the problem. |
| Embracing Contradictions | Integrates alternate, divergent, or contradictory perspectives or ideas fully. | Incorporates alternate, divergent, or contradictory perspectives or ideas in an exploratory way. | Includes (recognizes the value of) alternate, divergent, or contradictory perspectives or ideas in a small way. | Acknowledges (mentions in passing) alternate, divergent, or contradictory perspectives or ideas. |
| Innovative Thinking <i>Novelty or uniqueness (of idea, claim, question, form, etc.)</i> | Extends a novel or unique idea, question, format, or product to create new knowledge or knowledge that crosses boundaries. | Creates a novel or unique idea, question, format, or product. | Experiments with creating a novel or unique idea, question, format, or product. | Reformulates a collection of available ideas. |
| Connecting, Synthesizing, Transforming | Transforms ideas or solutions into entirely new forms. | Synthesized ideas or solutions into a coherent whole. | Connects ideas or solutions in novel ways. | Recognizes existing connections among ideas or solutions. |

FSU Honors – Creative HITM Project Rubrics

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2. Reading

Reading is “the process of simultaneously extracting and constructing meaning through interaction and involvement with written language” (Snow et al., 2002). (From www.rand.org/pubs/research_briefs/RB8024/index1.html)

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|--|---|---|--|---|
| Comprehension | Recognizes possible implications of the text for contexts, perspectives, or issues beyond the assigned task within the classroom or beyond the author’s explicit message (e.g., might recognize broader issues at play, or might pose challenges to the author’s message and presentation). | Uses the text, general background knowledge, and/or specific knowledge of the author’s context to draw more complex inferences about the author’s message and attitude. | Evaluates how textual features (e.g., sentence and paragraph structure or tone) contribute to the author’s message; draws basic inferences about context and purpose of text. | Apprehends vocabulary appropriately to paraphrase or summarize the information the text communicates. |
| Genres | Uses ability to identify texts within and across genres, monitoring and adjusting reading strategies and expectations based on generic nuances of particular texts. | Articulates distinctions among genres and their characteristic conventions. | Reflects on reading experiences across a variety of genres, reading both with and against the grain experimentally and intentionally. | Applies tacit genre knowledge to a variety of classroom reading assignments in productive, if unreflective, ways. |
| Relationship to Text <i>Making meanings with texts in their contexts</i> | Evaluates texts for scholarly significance and relevance within and across the various disciplines, evaluating them according to their contributions and consequences. | Uses texts in the context of scholarship to develop a foundation of disciplinary knowledge and to raise and explore important questions. | Engages texts with the intention and expectation of building topical and world knowledge. | Approaches texts in the context of assignments with the intention and expectation of finding right answers and learning facts and concepts to display for credit. |
| Analysis <i>Interacting with texts in parts and as wholes</i> | Evaluates strategies for relating ideas, text structure, or other textual features in order to build knowledge or insight within and across texts and disciplines. | Identifies relations among ideas, text structure, or other textual features, to evaluate how they support an advanced understanding of the text as a whole. | Recognizes relations among parts or aspects of a text, such as effective or ineffective arguments or literary features, in considering how these contribute to a basic understanding of the text as a whole. | Identifies aspects of a text (e.g., content, structure, or relations among ideas) as needed to respond to questions posed in assigned tasks. |
| Interpretation <i>Making sense with texts as blueprints for meaning</i> | Provides evidence not only that they can read by using appropriate epistemological lens but that they can also engage in reading as part of a continuing dialogue within and beyond a discipline or a community of readers | Articulates an understanding of the multiple ways of reading and the range of interpretive strategies particular to one’s discipline(s) or in a given community of readers. | Demonstrates that they can read purposefully, choosing among interpretive strategies depending on the purpose of the reading. | Can identify purpose(s) for reading, relying on an external authority such as an instructor for clarification of the task. |
| Reader’s Voice <i>Participating in academic discourse about texts</i> | Discusses texts with an independent intellectual and ethical disposition so as to further or maintain disciplinary conversations. | Elaborates on the texts (through interpretation or questioning) so as to deepen or enhance an ongoing discussion. | Discusses texts in structured conversations (such as in a classroom) in ways that contribute to a basic, shared understanding of the text. | Comments about texts in ways that preserve the author’s meanings and link them to the assignment. |

3. Integrative Learning

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Integrative learning is an understanding and a disposition that a student builds across the curriculum and co-curriculum, from making simple connections among ideas and experiences to synthesizing and transferring learning to new, complex situations within and beyond the campus.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|--|---|---|---|--|
| Connections to Experience <i>Connects relevant experience, academic knowledge, and creative inquiry</i> | Meaningfully <i>synthesizes</i> connections among experiences outside of the formal classroom or the studio (including life experiences and academic experiences) to <i>deepen understanding</i> of fields of creative inquiry and to broaden own points of view. | Effectively <i>selects and develops</i> examples of life experiences, drawn from a variety of contexts (e.g., family life, artistic participation, work experience, civic involvement) to <i>illuminate</i> concepts/theories/frameworks of fields of creative inquiry. | <i>Compares</i> life experiences and academic knowledge to infer differences, as well as similarities, and <i>acknowledge perspectives</i> other than own. | <i>Identifies</i> connections between life experiences and those academic texts and artistic works <i>perceived as similar and related</i> to own interests. |
| Connections to Creative Field <i>Sees (makes) connections across creative fields, perspectives</i> | Independently creates wholes out of multiple parts (synthesizes) or draws conclusions by combining examples, influences, or theories from more than one field of creative inquiry or perspective. | Independently connects examples, influences, or theories from more than one field of creative inquiry or perspective. | When prompted, connects examples, influences, or theories from more than one field of creative inquiry or perspective. | When prompted, presents examples, influences, or theories from more than one field of creative inquiry or perspective. |
| Transfer <i>Adapts and applies skills, abilities, theories, or techniques gained in one situation to new situations</i> | Adapts and applies skills, abilities, theories, or techniques gained in one situation to new situations <i>to solve difficult problems or explore complex issues in original ways</i> . | Adapts and applies skills, abilities, theories, or techniques gained in one situation to new situations <i>to solve problems or explore issues</i> . | Uses skills, abilities, theories, or techniques, gained in one situation in a new situation <i>to contribute to understanding of problem or issues</i> . | Uses, in a basic way, skills, abilities, theories, or techniques gained in one situation <i>in a new situation</i> . |
| Integrated Communication | Fulfills the HITM project by choosing a form, language, or visual medium <i>in ways that enhance meaning</i> , making clear the interdependence of language and meaning, thought, and expression. | Fulfills the HITM project by choosing a format, language, or visual medium <i>to explicitly connect content and form</i> , demonstrating awareness of purpose and audience. | Fulfills the HITM project by choosing a format, language, or visual medium that <i>connects in a basic way</i> what is being communicated (content) with how it is said (form). | Fulfills the HITM project in a rudimentary but disjointed or confused form. |
| Reflection and Self-Assessment <i>Demonstrates a developing sense of self as a learner, building no prior experiences to respond to new and challenging contexts</i> | Envisions a future self (and possibly makes plans that build on past experiences) that have occurred across multiple and diverse contexts. | Evaluates changes in own learning over time, recognizing complex contextual factors (e.g., work with ambiguity and risk, deals with frustration, considers ethical frameworks). | Articulates strengths and challenges (within specific performances or events) to increase effectiveness in different contexts (through increased self-awareness). | Describes own performances with general descriptors of success and failure. |

4. Oral and Performative Communication

Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors. Performative communication expresses a creative work to an audience in a performance.

FSU Honors – Creative HITM Project Rubrics

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| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|----------------------------|---|---|---|--|
| Organization | Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable and is skillful and makes the content of the presentation cohesive. | Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable within the presentation. | Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is intermittently observable within the presentation. | Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is not observable within the presentation. |
| Language | Language choices are imaginative, memorable, and compelling, and enhance the effectiveness of the presentation. Language in presentation is appropriate to audience. | Language choices are thoughtful and generally support the effectiveness of the presentation. Language in presentation is appropriate to audience. | Language choices are mundane and commonplace and partially support the effectiveness of the presentation. Language in presentation is appropriate to audience. | Language choices are unclear and minimally support the effectiveness of the presentation. Language in presentation is not appropriate to audience. |
| Delivery | Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation compelling, and speaker appears polished and confident. | Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation interesting, and speaker appears comfortable. | Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation understandable, and speaker appears tentative. | Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) detract from the understandability of the presentation, and speaker appears uncomfortable. |
| Supporting Material | A variety of types of supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that significantly supports the presentation or establishes the presenter's credibility/authority on the topic. | Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that generally supports the presentation or establishes the presenter's credibility/authority on the topic. | Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that partially supports the presentation or establishes the presenter's credibility/authority on the topic. | Insufficient supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make reference to information or analysis that minimally supports the presentation or establishes the presenter's credibility/authority on the topic. |
| Central Message | Central message is compelling (precisely stated, appropriately repeated, memorable, and strongly supported). | Central message is clear and consistent with the supporting material. | Central message is basically understandable but is not often repeated and is not memorable. | Central message can be deduced, but is not explicitly stated in the presentation. |

FSU Honors – Applied/Experiential HITM Project Rubrics

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Appendix C: Applied/Experiential HITM Project Rubrics

HITM Project Rubrics are optional tools for students and faculty to use to discuss project performance over the course of the HITM experience. Whether they are used is up to each faculty director.

FSU Honors – Applied/Experiential HITM Project Rubrics

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1. Professional Engagement

Professional engagement encompasses actions wherein individuals participate, independently or on teams, within or across public or private organizations for experiential learning and collaborative opportunities as emerging practitioners.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|--|--|--|--|---|
| Diversity of Communities and Cultures | Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity. | Reflects on how own attitudes and beliefs are different from those of other cultures and communities. Exhibits curiosity about what can be learned from diversity of communities and cultures. | Has awareness that own attitudes and beliefs are different from those of other cultures and communities. Exhibits little curiosity about what can be learned from diversity of communities and cultures. | Expresses attitudes and beliefs as an individual, from a one-sided view. Is indifferent or resistant to what can be learned from diversity of communities and cultures. |
| Analysis of Knowledge | Connects and extends knowledge (facts, theories, etc.) from one's own academic field to the professional context of their experiential HITM project. | Analyzes knowledge (facts, theories, etc.) from one's own academic field making relevant connections to the professional context of their experiential HITM project. | Begins to connect knowledge (facts, theories, etc.) from one's own academic field to professional context of their experiential HITM project. | Begins to identify knowledge (facts, theories, etc.) from one's own academic field to professional context of their experiential HITM project. |
| Professional Identity and Commitment | Provides evidence of experience in professional activities and describes what they have learned about themselves as it relates to a reinforced and clarified sense of their professional identity as a practitioner. | Provides evidence of experience in professional activities and describes what they have learned about themselves as it relates to a growing sense of professional identity as a practitioner. | Evidence suggests involvement in professional activities is generated from expectations or course requirements rather than from a sense of professional competency and identity. | Provides little evidence of their experience in professional activities and does not connect experiences to a professional identity as a practitioner. |
| Professional Communication | Tailors communication strategies to effectively express, listen, and adapt to others to establish relationships to further organizational goals. | Effectively communicates in professional context, showing ability to do all of the following: express, listen, and adapt ideas and messages based on others' perspectives. | Communicates in professional context, showing ability to do more than one of the following: express, listen, and adapt ideas and messages based on others' perspectives. | Communicates in professional context, showing ability to do one of the following: express, listen, or adapt ideas and messages based on others' perspectives. |
| Professional Action and Reflection | Demonstrates independent experience and <i>shows initiative in team leadership</i> of complex or multiple professional activities, accompanied by reflective insights or analysis about the aims and accomplishments of one's actions. | Demonstrates independent experience and <i>team leadership</i> of professional action, with reflective insights or analysis about the aims and accomplishments of one's actions. | Has clearly <i>participated</i> in professionally focused actions and begins to reflect or describe how those actions may benefit the organization and professional field. | Has <i>experimented</i> with some professional activities but shows little internalized understanding of their aims or effects and little commitment to future action. |
| Professional Contexts/Structures | Demonstrates ability and commitment to <i>collaboratively work across and within</i> organizational contexts and structures <i>to achieve a professional aim</i> | Demonstrates ability and commitment to work actively <i>within</i> organizational contexts and structures <i>to achieve a professional aim</i> . | Demonstrates experience identifying intentional ways to <i>participate in</i> professional contexts and structures. | Experiments with professional context and structures, <i>tries out a few to see what fits</i> . |

2. Problem Solving

FSU Honors – Applied/Experiential HITM Project Rubrics

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Problem solving is the process of designing, evaluating, and implementing a strategy to answer an open-ended question or achieve a desired goal.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|-------------------------------------|--|---|--|--|
| Define Problem | Demonstrates the ability to construct a clear and insightful problem statement with evidence of all relevant contextual factors. | Demonstrates the ability to construct a problem statement with evidence of most relevant contextual factors, and problem statement is adequately detailed. | Begins to demonstrate the ability to construct a problem statement with evidence of most relevant contextual factors, but problem statement is superficial. | Demonstrates a limited ability in identifying a problem statement or related contextual factors. |
| Identify Strategies | Identifies multiple approaches for solving the problem that apply within a specific context. | Identifies multiple approaches for solving the problem, only some of which apply within a specific context. | Identifies only a single approach for solving the problem that does apply within a specific context. | Identifies one or more approaches for solving the problem that do not apply within a specific context. |
| Propose Solutions | Proposes one or more solutions that indicates a deep comprehension of the problem. Solution(s) are sensitive to contextual factors as well as all of the following: ethical, logical, and cultural dimensions of the problem. | Proposes one or more solutions that indicates comprehension of the problem. Solution(s) are sensitive to contextual factors as well as one of the following: ethical, logical, or cultural dimensions of the problem. | Proposes one solution that is “off the shelf” rather than individually designed to address the specific contextual factors of the problem. | Proposes a solution that is difficult to evaluate because it is vague or only directly addresses the problem statement. |
| Evaluate Potential Solutions | Evaluation of solutions is deep and elegant (for example, contains thorough and insightful explanation) and includes, deeply and thoroughly, all of the following: considers history of problem, reviews logic/reasoning, examines feasibility of solution, and weighs impact of solution. | Evaluation of solutions is adequate (for example, contains thorough explanation) and includes the following: considers history of problem, reviews logic/reasoning, examines feasibility of solution, and weighs impacts of solution. | Evaluation of solutions is brief (for example, explanation lacks depth) and includes the following: considers history of problem, reviews logic/reasoning, examines feasibility of solution, and weighs impacts of solution. | Evaluation of solutions is superficial (for example, contains cursory, surface level explanation) and includes the following: considers history of problem, reviews logic/reasoning, examines feasibility of solution, and weighs impacts of solution. |
| Implement Solution | Implements the solution in a manner that addresses thoroughly and deeply multiple contextual factors of the problem. | Implements the solution in a manner that addresses multiple contextual factors of the problem in a surface manner. | Implements the solution in a manner that addresses the problem statement but ignores relevant contextual factors. | Implements the solution in a manner that does not directly address the problem statement. |
| Evaluate Outcomes | Reviews results relative to the problem defined with thorough, specific considerations of need for further work. | Reviews results relative to the problem defined with some consideration of need for further work. | Reviews results in terms of the problem defined with little, if any, consideration of need for further work. | Reviews results superficially in terms of the problem defined with no consideration of need for further work. |

3. Teamwork

FSU Honors – Applied/Experiential HITM Project Rubrics

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Teamwork is behaviors under the control of individual team members (effort they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to team discussions.)

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|--|--|--|--|--|
| Contributes to Team Meetings | Helps the team move forward by articulating the merits of alternative ideas or proposals. | Offers alternative solutions or courses of action that build on the ideas of others. | Offers new suggestions to advance the work of the group. | Shares ideas but does not advance the work of the group. |
| Facilitates the Contributions of Team Members | Engages team members in ways that facilitate their contributions to meetings by both constructively building upon or synthesizing the contributions of others as well as noticing when someone is not participating and inviting them to engage. | Engages team members in ways that facilitate their contributions to meetings by constructively building upon or synthesizing the contributions of others. | Engages team members in ways that facilitate their contributions to meetings by restating the views of other team members and/or asking questions for clarification. | Engages team members by taking turns and listening to others without interrupting. |
| Individual Contributions Outside of Team Meetings | Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project. Proactively helps other team members complete their assigned tasks to a similar level of excellence. | Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project. | Completes all assigned tasks by deadline; work accomplished advances the project. | Completes all assigned tasks by deadline. |
| Fosters Constructive Team Climate | Supports a constructive team climate by doing all of the following: <ul style="list-style-type: none"> • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. • Provides assistance and/or encouragement to team members. | Supports a constructive team climate by doing any three of the following: <ul style="list-style-type: none"> • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. • Provides assistance and/or encouragement to team members. | Supports a constructive team climate by doing any two of the following: <ul style="list-style-type: none"> • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. • Provides assistance and/or encouragement to team members. | Supports a constructive team climate by doing one of the following: <ul style="list-style-type: none"> • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. • Provides assistance and/or encouragement to team members. |
| Responds to Conflict | Addresses destructive conflict directly and constructively, helping to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness. | Identifies and acknowledges conflict and stays engaged with it. | Redirecting focus toward common ground, toward task at hand (away from conflict). | Passively accepts alternate viewpoints/ideas/opinions. |

4. Integrative Learning

FSU Honors – Applied/Experiential HITM Project Rubrics

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Integrative learning is an understanding and a disposition that a student builds across the curriculum and co-curriculum, from making simple connections among ideas and experiences to synthesizing and transferring learning to new, complex situations within and beyond the campus.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|--|--|--|---|---|
| Connections to Experience <i>Connects relevant experience and academic knowledge</i> | Meaningfully <i>synthesizes</i> connections among experiences outside of the formal classroom (including life experiences and academic experiences such as action research) to <i>deepen understanding</i> of fields of study and to broaden own points of view. | Effectively <i>selects and develops</i> examples of life experiences, drawn from a variety of contexts (e.g., family life, artistic participation, work experience, civic involvement) to <i>illuminate</i> concepts/theories/frameworks of fields of study. | <i>Compares</i> life experiences and academic knowledge to infer differences, as well as similarities, and <i>acknowledge perspectives</i> other than own. | <i>Identifies</i> connections between life experiences and those academic texts and ideas <i>perceived as similar and related</i> to own interests. |
| Connections to Discipline <i>Sees (makes) connections across disciplines, perspectives</i> | Independently or with a team, creates wholes out of multiple parts (synthesizes) or draws conclusions by combining examples, facts, or theories from more than one field of study or perspective. | Independently or with a team, connects examples, facts, or theories from more than one field of study or perspective. | When prompted, connects examples, facts, or theories from more than one field of study or perspective. | When prompted, presents examples, facts, or theories from more than one field of study or perspective. |
| Transfer <i>Adapts and applies skills, abilities, theories, or methodologies gained in one situation to new situations</i> | Adapts and applies, independently or with a team, skills, abilities, theories, or methodologies gained in one situation to new situations <i>to solve difficult problems or explore complex issues in original ways</i> . | Adapts and applies skills, abilities, theories, or methodologies gained in one situation to new situations <i>to solve problems or explore issues</i> . | Uses skills, abilities, theories, or methodologies, gained in one situation in a new situation <i>to contribute to understanding of problem or issues</i> . | Uses, in a basic way, skills, abilities, theories, or methodologies gained in one situation <i>in a new situation</i> . |
| Integrated Communication | Fulfills the HITM project by choosing a form, language, or graph <i>in ways that enhance meaning</i> , making clear the interdependence of language and meaning, thought, and expression. | Fulfills the HITM project by choosing a format, language, or graph <i>to explicitly connect content and form</i> , demonstrating awareness of purpose and audience. | Fulfills the HITM project by choosing a format, language, or graph that <i>connects in a basic way</i> what is being communicated (content) with how it is said (form). | Fulfills the HITM project in a rudimentary but disjointed or confused form. |
| Reflection and Self-Assessment <i>Demonstrates a developing sense of self as a learner, building no prior experiences to respond to new and challenging contexts</i> | Envisions a future self (and possibly makes plans that build on past experiences) that have occurred across multiple and diverse contexts. | Evaluates changes in own learning over time, recognizing complex contextual factors (e.g., work with ambiguity and risk, deals with frustration, considers ethical frameworks). | Articulates strengths and challenges (within specific performances or events) to increase effectiveness in different contexts (through increased self-awareness). | Describes own performances with general descriptors of success and failure. |

5. Oral Communication

FSU Honors – Applied/Experiential HITM Project Rubrics

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Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|----------------------------|---|---|---|--|
| Organization | Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable and is skillful and makes the content of the presentation cohesive. | Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable within the presentation. | Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is intermittently observable within the presentation. | Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is not observable within the presentation. |
| Language | Language choices are imaginative, memorable, and compelling, and enhance the effectiveness of the presentation. Language in presentation is appropriate to audience. | Language choices are thoughtful and generally support the effectiveness of the presentation. Language in presentation is appropriate to audience. | Language choices are mundane and commonplace and partially support the effectiveness of the presentation. Language in presentation is appropriate to audience. | Language choices are unclear and minimally support the effectiveness of the presentation. Language in presentation is not appropriate to audience. |
| Delivery | Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation compelling, and speaker appears polished and confident. | Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation interesting, and speaker appears comfortable. | Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation understandable, and speaker appears tentative. | Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) detract from the understandability of the presentation, and speaker appears uncomfortable. |
| Supporting Material | A variety of types of supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that significantly supports the presentation or establishes the presenter's credibility/authority on the topic. | Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that generally supports the presentation or establishes the presenter's credibility/authority on the topic. | Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that partially supports the presentation or establishes the presenter's credibility/authority on the topic. | Insufficient supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make reference to information or analysis that minimally supports the presentation or establishes the presenter's credibility/authority on the topic. |
| Central Message | Central message is compelling (precisely stated, appropriately repeated, memorable, and strongly supported). | Central message is clear and consistent with the supporting material. | Central message is basically understandable but is not often repeated and is not memorable. | Central message can be deduced, but is not explicitly stated in the presentation. |

6. Written Communication

FSU Honors – Applied/Experiential HITM Project Rubrics

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Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum.

| | Distinguished 4 | Proficient 3 | Basic 2 | Non-Performing 1 |
|--|--|--|--|--|
| Context of and Purpose for Writing <i>Includes considerations of audience, purpose, and the circumstances surrounding the writing task(s).</i> | Demonstrates a thorough understanding of context, audience, and purpose that is responsive to the task(s) and focuses all elements of the work. | Demonstrates adequate consideration of context, audience, and purpose and a clear focus on the task(s) (e.g., the task aligns with audience, purpose, and context). | Demonstrates awareness of context, audience, purpose, and to the task(s) (e.g., begins to show awareness of audience's perceptions and assumptions). | Demonstrates minimal attention to context, audience, purpose, and to the task(s). (e.g., expectation of faculty director or self as audience). |
| Content Development | Uses appropriate, relevant, and compelling content to illustrate mastery of the subject, conveying the writer's understanding, and shaping the whole work. | Uses appropriate, relevant, and compelling content to explore ideas within the context of the discipline and shape the whole work. | Uses appropriate and relevant content to develop and explore ideas through most of the work. | Uses appropriate and relevant content to develop simple ideas in some parts of the work. |
| Genre and Disciplinary Conventions | Demonstrates detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, formatting, and stylistic choices. | Demonstrates consistent use of important conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, and stylistic choices. | Follows expectations appropriate to a specific discipline and/or writing task(s) for basic organization, content, and presentation. | Attempts to use a consistent system for basic organization and presentation. |
| Sources and Evidence | Demonstrates skillful use of high-quality, credible, relevant sources to develop ideas that are appropriate for the discipline and genre of the writing. | Demonstrates consistent use of credible, relevant sources to support ideas that are situated within the discipline and genre of the writing. | Demonstrates an attempt to use credible and/or relevant sources to support ideas that are appropriate for the discipline and genre of the writing. | Demonstrates an attempt to use sources to support ideas in the writing. |
| Control of Syntax and Mechanics | Uses graceful language that skillfully communicates meaning to readers with clarity and fluency, and is virtually error-free. | Uses straightforward language that generally conveys meaning to readers. The language used has few errors. | Uses language that generally conveys meaning to readers with clarity, although writing may include some errors. | Uses language that sometimes impedes meaning because of errors in usage. |

Appendix D: Things to Discuss with Your Faculty Director

Things to Discuss with Your Faculty Director

STARTING A PROJECT

- What is your research focus?
- Does your idea need to be scaled down or scaled up?
- What are the resources you'll need to get started?
- Will you need to get Human Subjects IRB certification?
- How many semesters will you need?
- Are they planning on being off-campus for any length of time during your project?

FIRST TERM/PROSPECTUS

- How often/how will you check in?
- Set up a timeline for sending paper drafts to faculty director and committee
- Make sure your faculty director has all the due dates on their calendar
- What do they expect from a prospectus?
- Will you need to defend your prospectus?
- Are there any sources they recommend you use?
- Do they have examples of past prospectuses?
- Who will serve on your supervisory committee?
- How will they assign your grade for the semester?
- Are there any funding opportunities you might apply for?
- Do they know of opportunities to present or publish your work?

MIDDLE TERMS (optional)

- How often/how will you check in?
- What progress should you have made by the end of term?
- How will they assign your grade for the semester?

LAST TERM/DEFENSE

- How often/how will you check in?
- What/Where/When should your defense take place?
- Set up a timeline for sending drafts to committee members
- What do they expect from your final paper/project?
- Will your defense be open or closed? What should the format be?
- Who will reserve the space for your defense? Will it be virtual?
- Will you embargo your final HITM project?
- Do you want your HITM project to be viewable to everyone? Or just FSU campus?

If you or your director have questions, concerns, or confusion about HITM guidelines and policies, please feel free to contact us at HITM@fsu.edu

Appendix E: Writing a Prospectus

There are many different kinds of prospectuses for different purposes. In the humanities, Ph.D. students are asked to submit dissertation prospectuses to their committees; most research grant applications require them; academic job candidates often include short prospectuses with their application materials; and book publishers request them as part of the process of considering a manuscript for publication. Editors of journals and essay volumes may also request a prospectus of a proposed article. These different kinds of prospectuses differ mostly in regard to the length and detail with which the project is described. Dissertation prospectuses can run anywhere from 5 to 30 pages, depending on the amount of detail requested of the student, while grant and job applications generally require brevity (1-2 single-spaced pages for a job application; 3-5 single-spaced pages for many grants). It is highly likely that before a major humanities project is published, 3 or 4 different kinds of prospectuses will have been written for it.

A prospectus should answer the following questions:

1. What is the subject of the study? How is the subject defined (is there any special use of terminology or context)? What are the main research questions the study aims to answer?
2. Why is the author addressing this topic? What have other scholars written about this subject, and how is this author's approach, information, or perspective different? What need or gap does this proposed study fill in the scholarly conversation? What new approach to a familiar topic does it propose to offer? What will be the study's original and special contributions to this subject?
3. What are the main sources that will be used to explore this subject? Why are these sources appropriate?
4. What is the proposed organization of the study?
5. Does the author have any special needs in order to complete this study? In particular, does s/he need funding to travel to archives, gain access to collections, or acquire technical equipment? Does s/he have the special skills (languages, technical expertise) that this project might require?

Organization:

1. Title: it should be informative and helpful in pinpointing the topic and emphasis of your study
2. The body of the prospectus: this section should concentrate on addressing questions 1-3 above. The goal of this section is both to describe the project and to "sell" the reader on its potential interest and scholarly significance.
3. A chapter breakdown: This can either be a formal section, in which each chapter is described in turn in about a paragraph's worth of text, or it can be done more narratively, in which the whole project is outlined as a more seamless story. Either way, it should address question #4, above.
4. (for grant applications, if applicable) a brief paragraph at the end addressing question #5.
5. (for dissertation prospectuses) a bibliography is usually required.
6. (for book prospectuses) a table of contents is usually requested.

Some further considerations:

Think about your audience. Most of the members of your dissertation committee will know a lot about your area of research. But this may not be true, for example, of committee members from outside the department. It is even less likely that readers of job or grant applications or book editors will be familiar with the particular area of scholarship in which you work. It is therefore important that your prospectus convey its subject matter in as clear a fashion as possible, and that it not make too many demands upon its readers in regard to knowing specialized terminology or about debates within a given field. Your prospectus should be meaningful and interesting to an intelligent general reader.

What readers look for in a good prospectus. In most cases, prospectuses are being reviewed because people are considering entrusting you with something: the freedom of advancing to candidacy; a job; grant money; a book contract. They need to know if their trust will be well placed, and that you are a good bet to follow through on your proposed work. Questions that often arise in this regard are as follows:

- How interesting and important is this study? (will we have helped make an important contribution if we support this work?)
- Is the study feasible? Can it be done in a reasonable time frame?
- Can this author produce an excellent dissertation/book? (nobody wants to back a shoddy effort)

Your prospectus should address the first of these concerns head-on and show the reader exactly why your project is important, interesting, and, if possible, relevant to broad (human/social/political/cultural) concerns. The second two questions are a little tougher to address. Often, they emerge because the project appears to be too broad or ambitious in scope or not yet completely formulated. Or perhaps the readers have concerns about the author's scholarship. If you are concerned that your dissertation prospectus describes a project that appears too big to be successfully completed, you should discuss this with your dissertation director; this might be a signal that you need to reconsider your project's structure. As for the scholarship issue, you can best address this by making sure to show that you are completely in charge of the scholarly apparatus of your project: you know what you're talking about in regard to the scholarly debates, and you give sufficient (and the right) citations. (A negative example: if you say you're the first person to study a particular topic, you had better be right!)

Dissertations are works in progress. If you have read these suggestions in preparation for writing a dissertation prospectus, you may be feeling overwhelmed. Perhaps you worry that you don't know how to address all the issues raised in the five key questions outlined above. This is probably because your dissertation topic and/or organization has not been thoroughly worked out yet. Indeed, many students find it hard to be decisive about the shape, topic, and issues in a dissertation until they are well into the writing (which is why more advanced students tend to write better prospectuses than those just starting their research, and, not coincidentally, compete better for jobs and grants). If your dissertation is still in its early stages, you may have to bluff a little to produce a cogent prospectus, and even resign yourself to remaining a bit speculative in places about features of your project. But you should also see whatever difficulties you have in writing your prospectus as diagnostic of the work you have yet to do in planning your dissertation: if you are having trouble articulating the topic, you probably need to think it through more thoroughly; if you are uncomfortable with your rationale for undertaking the project, perhaps you need to do more research on previous approaches; if you have trouble summarizing your chapters, perhaps you need to spend some time on either the organization of the dissertation or on the content of the individual chapters. This exercise is worth the effort: a dissertation prospectus will probably be the first draft of all the other prospectuses to follow.

Source: <http://users.clas.ufl.edu/shegeman/prospectusguide.htm>

Appendix F: Research Prospectus Outline

Research Prospectus Outline

A research prospectus is a preliminary plan for conducting a study. This is not a detailed, technical research proposal, but, rather, a considered analysis of the issues you are likely to confront in such a study. In essence, it is a *preliminary* proposal. In completing this task, you should be sure to consider at least the following:

Research Problem. What is the research problem you are trying to solve? [A problem is a situation that, left untreated, produces a negative consequence for some group, institution or individual(s). “Girls score lower on technology attitude scales than boys” isn’t necessarily a problem; “girls are less inclined to pursue careers in technology-related fields” is.] What makes it a problem? For whom? Who says so?

Assumptions. On what assumptions are you basing your work? Which of them seem to be verifiable in the literature? Which are more speculative?

Theoretical Issues. What theoretical issues arise in your proposed study? For example, “theoretically,” how would you explain this problem and the results you suspect you might get to another scholar? (Do you take a behavioral view? Social systems view?) Are there other theoretical orientations that should be considered in the design of your study?

Literature Review. What, in general, does the literature say about your topic? [This need not be a complete review, but you should cite some of the major theory, research and writers in the field.]

Research Questions. Based on your problem, what are the research questions you are trying to answer? Why and how will answering these questions contribute to solving the research problem? Remember...a research question can be answered ONLY with data or information.

General Research Plan. In general, how would you propose to conduct this research study so that it answers your research questions? What kind of data will you gather (specify type, such as surveys, observations, interviews...or some combination of these types)? From whom will you gather it? Why them? How will you reduce the data - make sense of it? How will you assure that the data are of high quality?

Anticipated Difficulties and Pitfalls. What kind of difficulties and pitfalls might you expect in doing a study of this type? What will you do to prevent them or minimize their effects?

Anticipated Benefits. Who will benefit from the fact that this research is undertaken? How? Why? Who might be disturbed this proposed study? How? Why?

This should be a thoughtful, reflective paper that presents a balanced view of the proposed study - both its problems and its opportunities. It should serve as a first, solid communication with your committee about the kind of thinking you have been doing on an anticipated area of inquiry that might comprise at least a portion of your dissertation work.

Appendix G: Page Length and Works Cited Averages by Major

The following averages have been calculated from an analysis of the 1500+ HITM projects completed in the Honors in the Major program at FSU between 2009 and 2019. Averages are organized alphabetically by major department or program, or in some instances, by college. Averages are provided for those major departments, programs, or colleges in which five or more HITM projects have been completed between 2009 and 2019.

Page length averages include the written portion of the project, works cited pages, appendices, figures, tables, and images. Title pages, table of contents and table of figures pages, and acknowledgment pages have been excluded from the calculation of averages.

Works cited averages are the number of distinct sources cited and include primary, secondary, peer-reviewed, and non-peer-reviewed sources.

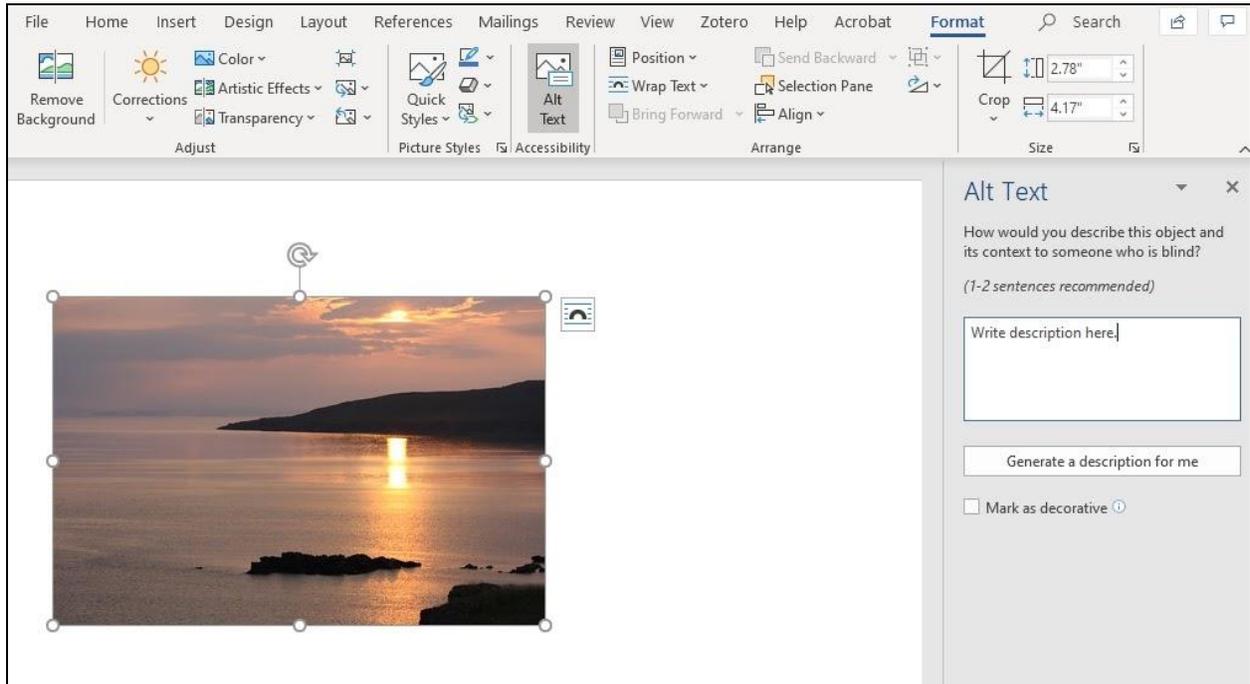
This table is intended to give students an idea about the characteristics of a typical HITM project from their major department, program, or college. They are not intended to be prescriptive benchmarks. In other words, you should use these averages to set goals and inform your conversations with your faculty director as you work on your HITM project. Always consult with your faculty director about the conventions of your field and what's appropriate for your HITM project.

| HITM Averages for Page Length and Works Cited by Major Department, Program, or College, 2009-2020 | | |
|--|--------------------|--------------------|
| Major Department, Program, or College | Page Length | Works Cited |
| Anthropology | 43 | 27 |
| Art | 18 | 8 |
| Art History | 49 | 30 |
| Biological Science | 26 | 25 |
| Chemistry & Biochemistry | 28 | 22 |
| Classics | 52 | 37 |
| Communication | 54 | 34 |
| Communication Science & Disorders | 24 | 21 |
| Computer Science | 24 | 20 |
| Criminology | 41 | 44 |
| Earth, Ocean, & Atmospheric Science | 27 | 22 |
| Economics | 36 | 28 |
| Engineering – Chemical & Biomedical | 42 | 18 |
| Engineering - Industrial | 47 | 22 |
| Engineering - Mechanical | 36 | 22 |
| English | 49 | 29 |
| Finance | 25 | 16 |
| History | 56 | 46 |
| International Affairs | 50 | 44 |
| Mathematics | 37 | 15 |
| Modern Languages & Linguistics | 43 | 30 |
| Music | 52 | 28 |
| Nursing | 26 | 29 |
| Nutrition, Food, & Exercise Sciences | 31 | 42 |
| Philosophy | 35 | 15 |
| Physics | 29 | 13 |
| Political Science | 42 | 31 |
| Psychology | 25 | 25 |
| Religion | 61 | 38 |
| Social Work | 35 | 22 |
| Sociology | 40 | 23 |
| Statistics | 25 | 12 |
| Theatre | 40 | 18 |

Appendix H(a): How to Apply Alt Text Captions and Built-In Headings in Microsoft Word

Alt Text

The purpose of alt text is to allow assistive technologies to understand a figure, image, or chart.



Adding Alt Text on a PC:

1. Select your figure/image.
2. Under the Picture Tools Format tab, click the Alt Text button OR right click on the image and select “Edit Alt Text”
3. Add a description in the Alt Text window.
 1. The alt text must include enough information for a user to understand what a sighted user sees.
4. Close the Alt Text window when finished.

Adding Alt Text on a Mac:

1. Double click your figure/image.
2. The Format Picture Task Pane will appear on the right side of your document window. In this pane, select the third icon to the right, a blue box with white arrows in it called “Layout & Properties.”
3. Select “Alt Text” to modify the “Title” and “Description” properties of the figure/image.
 - a. The alt text must include enough information for a user to understand what a sighted user sees.

There is an option for Word to generate a description for you. If you choose to try this option, please check the accuracy of the description before moving on.

Headings

The purpose of built-in headings is to allow users to navigate the logical order of your document with a keyboard. It also allows for the creation of linked bookmarks which makes it easier for everyone to view and navigate the document. Your heading tags should reflect the semantic structure of your document.

Rules about how to apply built-in headings are applicable regardless of the type of project you have completed. Headings are intended to outline the logical structure of your document, breaking it into sections. If you are submitting a creative work, headings are applied to titles and chapters, whereas research papers may require a more complex, nested breakdown.

For creative works, Titles are Heading 1, Chapters are Heading 2.

The formatting and logical reading order of your paper depends on your department requirements and on you, so headings may be placed differently, and that's fine. We just need to tag the heading as a heading so it can be read by software.

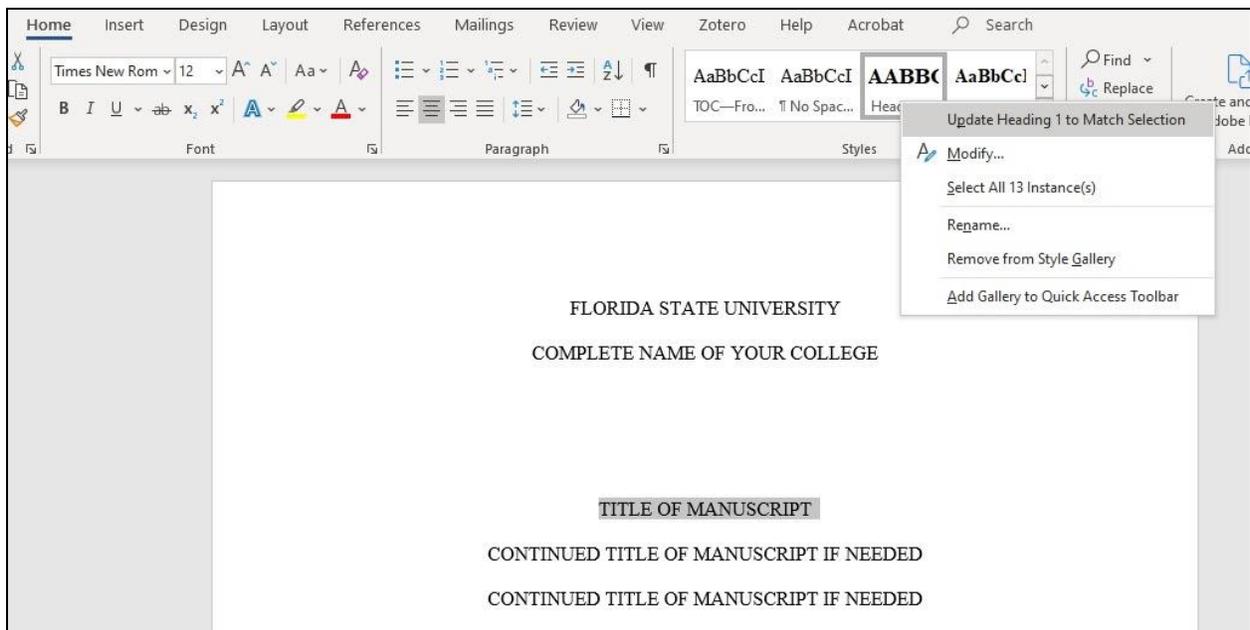
For analytical or applied/experimental papers, headings begin with the Title as Heading 1. Imagine what your table of contents would look like and assign the headings based on section.

Example structure of a paper:

Title -- heading 1

1. Abstract -- heading 2
2. Introduction -- heading 2
 1. Literature Review -- heading 3
3. Methods -- heading 2
 - a. Campus Support -- heading 3
 - b. Developing Outreach Implementation Plans -- heading 3
 - c. Getting Creative with Workflows -- heading 3
 - d. Reaching out to Authors -- heading 3
 - e. Workflow Management -- heading 3
 - f. Including Open Access Articles -- heading 3
4. Results -- heading 2
5. Discussion -- heading 2
 - a. Limitations -- heading 3
 - b. Future Directions -- heading 3
6. Conclusions -- heading 2

How to apply headings in Word without changing the look of your paper.



Adding Built-In Headings on a PC:

1. Highlight the section of text to which you are applying the heading. In the example image above, it is the Title.
2. Go to the Styles section under the Home tab.
 - a. Right-click on Heading 1
 - b. Select *Update Heading 1 to Match Selection*

Adding Built-In Headings on a Mac:

1. Highlight the section of text to which you are applying the heading.
2. Go to the Styles section under the Home tab. The Styles section is located on the right side at the top of the document window.
3. Select Heading 1 to convert the highlighted text into a heading.

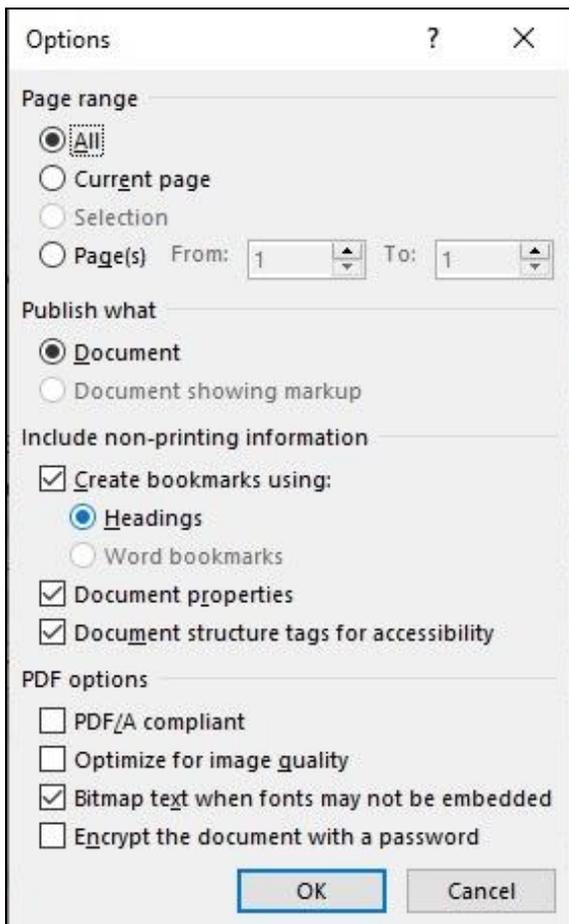
Repeat this process for the other headings. Remember, you only need to update the heading properties to match each heading once. After you update your first Heading 2 selection, apply the now updated Heading 2 style to all other headings on that level. Simply click on Heading 2 to apply it.

Saving Your Document

When converting your Word document to PDF for submission to DigiNole, double-check that your application is set to convert the headings you applied to “Bookmarks”.



When selecting Save As, choose PDF as the filetype and then click on the link that says “More options...”



Make sure that “Create bookmarks using: Headings” is checked. Click “Ok”. Proceed with saving your document.

Appendix H(b): LaTeX Resources

Students using LaTeX to prepare their thesis document for submission should be generating a PDF/A compliant file. There are several versions of the PDF/A format (PDF/A-1, PDF/A-2, and PDF/A-3), but for the purposes of submitting your thesis to DigiNole, any PDF/A version and conformance level can be used.

For detailed information and guidance on creating a PDF/A file, please see the resources linked below.

[How to create a PDF/A file with LaTeX](#)

[PDF Accessibility and PDF standards](#)

[Creating high-quality PDF/A documents using LaTeX](#)