

CAMD Honors in the Discipline – Proposal and Application Process

Eligibility

Students are eligible for the CAMD Honors in the Discipline credential if they:

- Are juniors or seniors in the college with a GPA of 3.5 or better.
- Communication Studies majors must be a senior with a GPA in the top 15% of the graduating class. Only students eligible for this project will receive an email confirming their eligibility.
- Other departments may also stipulate a higher GPA and/or other requirements, which have been outlined in the email you received concerning your eligibility. If you are in a combined major, any additional parameters were also included in the eligibility email you received.
- Have room in their schedule for a 4 SH course in the semester of the project.
- Have completed a proposal approved by a supervising faculty member and the department chair (or the CAMD department chair in the case of combined majors). Note: Faculty must be full-time or tenure track. **Adjunct faculty may not supervise an Honors in the Discipline project.**
- Complete the project as described and approved.
- Make a satisfactory public presentation of their project with the dean, faculty supervisor, other honors project students, CAMD staff and students.

Preparation

A student interested in CAMD Honors in the Discipline must meet with a professor to describe the nature of the project. The professor agrees in principle to work with and supervise the student pending receipt and approval of a written proposal. Be sure to consider the:

- Project scope
- Meeting schedule
- Project milestones throughout the semester
- Project deliverables
- Use of a survey (Institutional Review Board approval must be sought prior to submission)

Proposal

Students must prepare a one-page proposal that includes:

- Description of the Honors project focus and end products
- Name of the professor who has agreed to supervise the work
- Timeline for completion
- Signatures of the professor and department chair who endorse the project

Deadline

- Proposals are due within the first two weeks of the semester of the project, at the latest. It is recommended that you reach out to faculty as soon as possible, as their schedules fill very quickly. Once the application form is completed, please submit it as soon as possible for review and processing.

Completing the Application/Proposal Form

- Once you have confirmed your honors proposal with CAMD faculty and department chair, you can fill out the attached PDF document to include your personal information and a brief description of your project. This includes your project **title**, a brief **synopsis** and a **timeline with deliverables**. Please use an additional page to expand on the synopsis and timeline with deliverables. Suggestions on completing these areas is expanded upon below:
 - **Title** – select a compelling title that accurately describes your project. This can be as specific or as short as you would like. Students in the past have titled their projects according to their work (such as a specific article title) or as short as the name of the game or project they have worked on. Be creative here!
 - **Synopsis** - This is a place to provide a few sentences outlining your project, which will be used to advertise on the website and in any other outreach about the presentations to faculty, staff and students.
 - **Description, Timeline and deliverables**- in this area, please outline your project and general timeline for completing the project, either month-by-month or more specific, but be sure to include the work you are doing and your timeline goals. In this description, please include deliverables, such as physical product or a completed interview. This will also be useful in organizing your project when pitching it to your faculty member and department chair. This written description and timeline with deliverables is a great way for faculty and the department chair to review your project, so being specific is recommended. However, this document does not need to be more than a page in length.
- Once your project is approved by the full-time faculty member and the department chair, please have both of them sign and date in the indicated areas at the bottom of the form.

Submitting the Application/Proposal Form and Registering for the Honors Directed Study

- When all areas of the application are completed, please email to Alison Ottaviano at a.ottaviano@northeastern.edu or drop it off at the front desk in 100 Meserve. Your proposal will be reviewed, and you will receive an email response from Alison within 5 business days.
- If approved, University Honors will then put a designation on your account in order to allow you to sign up for the Honors Directed Study. *Do not submit a directed study request until the honors designation is placed on your account.* This generally takes up to one week to be added.
- Alison will notify you when the designation will be added; at this point, you can sign up for XXXX 4970 – Junior/Senior Honors Project 1 (4SH) within your major. Once you submit this request, it will go to your faculty member and department for approval before being put on your record. It is recommended that, once you receive approval from Alison concerning your project, you drop any placeholder course to make space for your honors project.

Please contact Alison Ottaviano, Director of Undergraduate Academic Advising, with any questions (a.ottaviano@northeastern.edu).

Northeastern University

College of Arts, Media and Design

Instructions to Apply for CAMD Honors in the Discipline

1. Review and follow the attached instruction or on our website <https://camd.northeastern.edu/undergraduate-students/honors/>
2. Complete all parts of this document, either printed or completed and saved as a PDF
3. Get the signature of your faculty supervisor and your department chair at the bottom of the form
4. Submit the printed and signed version to Alison Ottaviano by either:
 - a. Scan and email to a.ottaviano@northeastern.edu
 - b. Deliver to 100 Meserve Hall

Part 1: General Information

Name:		NUID:	
Major:		Faculty Supervisor:	

Part 2: Project Information

Title:
Synopsis: (please attach an additional page, if needed):
Description, Timeline and Deliverables (please attach an additional page, if needed):

Part 3: Signatures

Faculty Supervisor:		Date:	
Department Chair:		Date:	