

HNPG195H/197H HONORS ENROLLMENT & CONTRACT GUIDELINES

HNPG 195H Senior Honors Thesis
HNPG 197H Honors Research for Undergraduates

Faculty mentors and Honors students should read through the following guidelines before filling out the form below.

Student Requirements to Enroll in HNPG195H/197H:

1. Be a University Honors student.
2. Be working on a research/capstone project under the mentorship of a ladder-ranked faculty member.
3. Have either junior or senior standing at UCR.
4. Not be receiving units for a similar, departmental, 190-level course.

Rules & Restrictions:

1. The number of units awarded for HNPG 195H/197H corresponds with the following number of hours or work per week:
 - a. 1 unit = Three hours of work per week
 - b. 2 units = Six hours of work per week
 - c. 3 units = Nine hours of work per week
 - d. 4 units = Twelve hours of work per week
2. HNPG 195H/197H are variable-unit courses and can be taken for 1 – 4 units per quarter. Each course is repeatable to a maximum of 12 units.
3. Students cannot be enrolled in HNPG195H/197H during the summer quarter(s), and cannot be enrolled in HNPG195H and HNPG197H concurrently.
4. If you would like to have HNPG195H/197H count towards the 8-unit Honors elective requirement (this is only applicable to those students who joined Honors as 1st year or 2nd year students), you may use up to 4 units of HNPG195H/197H to count towards the 8-unit requirement.

Instructions to Enroll:

1. If you meet the aforementioned requirements and are in compliance with the rules, you are required to speak with your designated Honors Counselor **before week 6 of the quarter PRECEDING** the quarter you wish to enroll in HNPG195H/197H so they can determine whether or not it is appropriate to enroll you in this course.
2. Complete the two-page HNPG195H/197H HONORS ENROLLMENT & CONTRACT form with your faculty mentor & submit it by 12:00 p.m. on **Thursday of week 6** of the quarter PRECEDING the quarter you will be enrolled (or before if requested by University Honors). For example, if you wish to enroll in Winter 2015, you would need to submit paperwork on Thursday of week 6 in Fall 2014. If you wish to enroll in Fall 2015, you would need to submit paperwork on Thursday of week 6 in Spring 2015. Please submit this form to your designated Honors Counselor.
3. Students cannot enroll themselves in the HNPG195H/197H course(s). University Honors will enroll you.

Instructions to Complete HNPG195H/197H:

1. Once the student has completed the quarter, a copy (or originals if you do not want them returned) of journals (if applicable) and any and all graded assignments must be submitted by the faculty to the University Honors office (2316 Olmsted Hall) by **Thursday at noon of Week 11 (finals week)**.
2. At the conclusion of the quarter, the faculty mentor will assign a grade for the course.

**If you have any questions concerning HNPG 195H/197H,
please contact your designated Honors Counselor.**

HNPG195H/197H HONORS ENROLLMENT & CONTRACT: STUDENT SECTION

STUDENT NAME: _____ SID#: _____

CAMPUS ADDRESS: _____ TELEPHONE: _____

_____ UCR E-MAIL: _____

CLASS LEVEL (according to units): JUNIOR SENIOR

RESEARCH QUARTER: F W S

MAJOR(S): _____

PAID POSITION: YES NO

MINOR(S): _____

ARE YOU CURRENTLY EARNING OR HAVE YOU ALREADY EARNED UNITS FOR THE RESEARCH/CAPSTONE PROJECT FOR WHICH YOU WOULD LIKE TO RECEIVE HNPG195H/197H UNITS? YES NO

PLEASE INDICATE # OF UNITS, IF ANY, OF HNPG195H YOU HAVE TAKEN BEFORE: _____

PLEASE INDICATE # OF UNITS, IF ANY, OF HNPG197H YOU HAVE TAKEN BEFORE: _____

Please explain the goal(s) of your research/capstone project, what you hope to learn from this placement and how this experience will fit into your future goals in a one-page, double-spaced paper in 11pt. font Times New Roman, attached to this form.

Please fill out the below:

Faculty Mentor: _____

Faculty Mentor E-mail: _____

Graduate Student Supervisor: (if applicable) _____

Department Student is Conducting Research/Capstone Project: _____

By signing below, I affirm that I have read and will adhere to the HNPG195H/197H Guidelines on page 1, and that I will complete all components as outlined in the HNPG195H/197H Enrollment & Contract.

Student Signature

Date

HNPG195H/197H HONORS ENROLLMENT & CONTRACT: FACULTY MENTOR SECTION

Please review the guideline on page 1 prior to filling out the form appearing below. HNPG195H/197H can only be taken for 1 - 4 units per quarter. Students are required to complete the necessary hours of work, plus any other written or reading assignments given by the faculty mentor. Any questions about HNPG195H/197H can be directed to honors@ucr.edu

1. Please outline the various duties and responsibilities the student will engage in as they conduct research or a capstone project under your guidance.
2. The number of units awarded for HNPG 195H/197H corresponds with the following number of hours or work per week:
 - 1 unit = Three hours of work per week Number of hours/week
student will work: _____
 - 2 units = Six hours of work per week
 - 3 units = Nine hours of work per week
 - 4 units = Twelve hours of work per week Number of units requested _____
3. Please indicate if you will require the student to keep a weekly journal of this experience. The journals should have the students discuss their accomplishments, activities and duties for each individual week and should be at least 1 page, double-spaced. It should also state what they learned each week, new skills acquired, insights, etc., and how this experience fits into their future goals.. Journals can count up to 1 hour of work/week.

_____ Yes, the student will be required to complete a weekly journal as outlined above.

_____ No, the student will not be required to complete a weekly journal, but I have indicated alternate assignments in lieu of this requirement.
4. Please indicate if you will require the student to complete any other assignments (reviews, lab presentations, papers, etc.) The journal (if applicable), along with any other graded assignments, will need to be submitted by the faculty to the University Honors office (2316 Olmsted Hall) at the end of the quarter (Thursday at noon of week 11 – finals week). Additional comments may be attached with additional pages if needed.

By signing below, I affirm that I have read and will adhere to the HNPG195H/197H Guidelines on page 1, and that I will oversee and ensure that the student will complete all components indicated in the HNPG195H/197H Enrollment & Contract.

Faculty Signature

Date