

SENIOR PROJECT GUIDELINES

Student copy – please keep this page for your records

The Senior Project is intended to be the students' culminating scholastic effort or capstone experience at the University. The objectives of the Senior Project are to refine communication skills, as well as to develop research and information retrieval skills, and other related academic competencies. Although the Senior Project is usually in a student's concentration, students may select topics that require multidisciplinary or interdisciplinary study.

PROCESS

1. The Senior Project will be undertaken when a student has reached senior standing.
2. Students must have the approval and signature of their Senior Project faculty prior to registering for the Senior Project class. If a course request is for more than three (3) credits, additional justification and approvals are required.
3. With the assistance of faculty, students should begin preparing the Senior Project proposals during the semester prior to enrollment in the course, if possible.
4. Students must complete all prerequisites before registering for Senior Project courses unless exceptions are given by the discipline.
5. All faculty who teach or supervise Senior Projects at UH West O'ahu must attend a mandatory workshop on Teaching the UH West O'ahu Capstone Courses prior to teaching or supervising the course. No faculty will be able to teach Senior Projects without first having attended at least one workshop. All faculty, including those teaching Senior Projects as classes and independent study, are required to attend at least one workshop.
6. Students and faculty should agree on (a) a well-defined set of goals and objectives, (b) scheduled meeting times, and (c) section and/or draft due dates before beginning work on the projects. These agreements may be in the form of syllabi or written contracts.
7. Senior Projects must adhere to all writing-intensive guidelines
8. Senior Project students and faculty should hold a minimum of eight structured meetings during a semester.
9. Students should work closely with faculty during all phases of the Senior Projects. Responsibility for completion of the work rests with the students.
10. Students must submit a minimum of one outline and one draft of the Senior Project to the Senior Project class instructor (and the supervising faculty member when that faculty member is different from the class instructor) before submitting final papers.
11. Grades should be based on the following guidelines:
 - a. At least 40% of the grade on a written product, per writing-intensive guidelines
 - b. At least 10% of the grade on the oral presentation
12. When the Senior Project is taught as a class and when students work with a supervising faculty member different from the Senior Project class instructor, the grade will be given by the Senior Project class instructor in consultation with the supervising faculty member.

PRODUCT

1. An original project related to a particular problem or issue.
2. Oral presentations.

SENIOR PROJECT FORM

Office copy – please submit this completed form to the Student Services Office

Please submit the completed form to the Student Services Office **PRIOR** to registration. Students on the neighbor islands may either mail (96-129 Ala Ike, Pearl City HI 96782) or fax (808-453-6075) this form. Students will not be able to register for the Senior Project course without submitting this completed form.

Note: Students whose Senior Project exceeds three (3) credits must provide a two-page written justification to the Vice Chancellor for Student Affairs detailing the work to be performed that exceeds the demands of a regular three-credit course. If not approved, the course will be offered for three (3) credits.

TO BE COMPLETED BY THE STUDENT

Name (first and last):	
UH ID Number:	
Phone Number:	
Major / Concentration: (e.g., Social Sciences / Psychology)	
CRN: (e.g., 65098)	
Course Alpha and Number: (e.g., WI SSCI 486P)	
Name of Instructor:	
Number of Credits:	
Semester / Year:	

Student's Signature

Date

.....

TO BE COMPLETED BY THE INSTRUCTOR

The student named above has my approval to enroll in my Senior Project course.

Comments (list any special conditions): _____

Instructors Name (PRINT)

Instructor's Signature

Date

OFFICE USE ONLY

SFASRPO _____ Initials _____ Date _____

Subject to Change 04/09