



## University Scholar Program

CUE 419, U-2147  
368 Fairfield Way  
Storrs, CT 06269-2147

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# University Scholar Application - Instructions

## DUE: 11/13/09

**APPLICATION COVER SHEET** Students must complete all fields and obtain the dated signatures of the three faculty members who have been selected to serve on the Three-Faculty Committee.

**PROPOSAL** (5 pages maximum)

**Introduction/ Statement of the Problem/Deliverables** (1 double-spaced page). Describe the academic or creative field that you will pursue. Describe the problem you intend to focus on. Indicate why you are interested in this problem and how you plan to use your enriched knowledge of the field upon completion of your degree. Briefly describe the deliverable you intend to produce as a result of your efforts.

**Review of the Literature** (1 – 2 double spaced pages). Provide a review of the scholarly literature that relates to the field and problem you intend to study. Cite appropriate foundational sources and show how your project relates to this literature.

**Methods** (1 – 2 double spaced pages). Describe the steps you will take to conduct your project. Use enough detail to allow the committee to evaluate the quality and feasibility of the project/research. Include the specific methods by which you will carry out the research/project including methods for data collection and analysis. If resources are needed—such as access to a laboratory, organization, or funding— explain your plans to acquire these resources. If your research requires Institutional Review Board [www.irb.uconn.edu](http://www.irb.uconn.edu) approval, state how you will obtain permission to conduct your research.

**PLAN OF STUDY** (1 double spaced page plus Plan of Study Comparison Form and optional General Education Requirement Substitution Request Form).

Explain how your proposed Plan of Study will enable you to obtain the knowledge and expertise you need to complete your University Scholar Project. Discuss how the Plan of Study will lead to increased rigor in your curriculum. University Scholars who have not completed all of their General Education requirements may substitute courses pertinent to their Plans of Study for General Education courses. Substituted courses should be in the same general field as the General Education requirement. If you plan to substitute selected courses for General Education requirements, explain how the proposed substitutions will further the objectives of your University Scholar Project. Students in majors requiring certification or accreditation should consult with their school or colleges to assure compliance.

**REFERENCES** (1 - 2 single spaced pages)

Include a list of the works cited in your proposal in a format appropriate to your academic discipline and from suitable scholarly resources. You may use a bibliography, footnotes, or other suitable methods of citation. For students in the humanities and social sciences, in addition to the “works cited,” include a second reference list of “significant work in the field.”

**UNIVERSITY SCHOLAR RECOMMENDATION FORM** The faculty member who is selected as chair of the Three-Faculty Committee must complete a letter assessing the quality of the proposal and feasibility of the plan of study and project. The faculty member should follow guidelines outlined on the University Scholar Faculty Recommendation Form. The form and letter should be signed and returned in a sealed and signed envelope to the student for submission with the remainder of the application by the deadline.

### Submit Your Application

- Return *seven (7) copies* of the completed application, including the application cover sheet, proposal, plan of study, and references and *one (1) copy* of the letter of recommendation (sealed and signed) to the Honors Program.
- Completed applications must arrive at the Honors Program office by 4:00 p.m. by Friday, November 13<sup>th</sup>, 2009. Selection of the Class of 2010 University Scholars will be made by Friday, December 18, 2009.
- *Candidates should pre-register through the regular process in November/ December. Selected University Scholars may need to make adjustments to their schedules according to instructions in their acceptance letters.*



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# University Scholar Application – Cover Sheet

**DUE: 11/13/09**

<b>1. Student Information</b> <i>(Please print.)</i>	
Name _____	PeopleSoft ID# _____
Local Address _____	Local Phone _____
Permanent Address _____ _____	Permanent Phone _____
School / College _____	Major _____
Current Advisor _____	Email Address _____
Planned Graduation: May/Aug./Dec. Year _____	

Carefully read the enclosed “University Scholar Application Instructions and Notes” and review the University Scholar website [www.us.uconn.edu](http://www.us.uconn.edu). Prepare your University Scholar project proposal (including appropriate references) and Plan of Study. Include the title, your name, and your email address on the first page, and number the pages. Attach all pages, including the “Comparison of Plans of Study” sheet, to this form.

**Title of Proposal** \_\_\_\_\_

**General Education**

Have you completed the General Education requirements for your school or college? **YES**  **NO**

List the courses you would like to substitute, if any, for the General Education Requirements not taken. Attach the **General Education Substitution Request Form** and indicate in your plan of study how the proposed substitutions will further the objectives of your University Scholar Project. Students in majors requiring certification or accreditation should consult with their school or colleges to assure compliance.

**2. Three-Faculty Committee**

Ask three faculty members who have worked with you on your University Scholar Proposal and have agreed to serve on your University Scholar Three-Faculty Committee to sign below.

**I have read \_\_\_\_\_’s University Scholar Project Proposal and Plan of Study and agree to serve as a member of her/his University Scholar Advisory Committee. I agree to meet with the student regularly to monitor his/her progress and to provide input and feedback regarding his/her Scholar Project and Plan of Study.**

	Name	Signature/Date	Department
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

*The faculty member chosen to chair the committee should also complete the **University Scholar Faculty Recommendation Form**. Note: Your committee must include at least one faculty member from each of your major departments.*

**3. Academic Information**

Does your Plan of Study fulfill the requirements for your major? **YES**  **NO**

Please attach the **Departmental Plan of Study** signed by the proposed faculty committee member in your major(s).

**University Scholar Application – Faculty Recommendation**  
**DUE: 11/13/09**



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**1. Student Information** *(To be completed by the student. Please print.)*

Name \_\_\_\_\_ PeopleSoft ID# \_\_\_\_\_

Email Address \_\_\_\_\_

Proposed semesters of participation in University Scholar Program:  
\_\_\_\_\_

**Instructions to Faculty Member:**

On a separate sheet, please provide your assessment of the student's University Scholar Proposal and Plan of Study. Consider the following:

- Clarity of project description
- Student's understanding of steps necessary to complete the project
- Feasibility of the project timeframe
- Availability of resources (i.e., access to a laboratory, organization, or funding)
- Awareness of relevant literature
- Significance of project
- Creativity and originality
- Evidence of independent thinking

Will you be available to work with the student during the semesters s/he has indicated above? **YES**  **NO**

Will the student need to go through Human/Animal Subjects Review to accomplish his/her project?  
**YES**  **NO**

If yes, is it feasible that the student can complete the project within the timeframe outlined? **YES**  **NO**

**Name**

**Signature/Date**

**Department**

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*Please return your recommendation and one signed copy of this form in a sealed and signed envelope to the student. Questions or comments may be directed to the Honors Program, CUE 419, Unit 2147, 368 Fairfield Way, Storrs, CT 06269.*

*Phone: 860-486-4223*

*Email: [Patricia.Szarek@uconn.edu](mailto:Patricia.Szarek@uconn.edu)*

**University Scholar Application – Plan of Study Comparison Form**

**DUE: 11/13/09**

Spring 20\_\_\_\_ (year)

Standard Plan of Study	Proposed University Scholar Plan of Study

Fall 20\_\_\_\_ (year)

Standard Plan of Study	Proposed University Scholar Plan of Study

Spring 20\_\_\_\_ (year)

Standard Plan of Study	Proposed University Scholar Plan of Study

**Additional Coursework (Summer, additional semesters)**

Semester Course Taken	Standard Plan of Study	Proposed University Scholar Plan of Study

**University Scholar Application - Optional General Education Requirements Substitution Form**

**DUE: 11/13/09**

University Scholars who have not completed all of their General Education requirements may wish to substitute courses pertinent to their Plan of Study for General Education courses. Substituted courses should be in the same general field as the requirement. Requests for course substitutions must be included in your plan of study and should explain how the proposed substitution will further the objectives of your University Scholar Project.

*Note: Students in majors requiring certification or accreditation should consult with their school or colleges to assure compliance.*

1. Content Area: \_\_\_\_\_

Requested Course (Department and Number): \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval by University Scholar Committee: \_\_\_\_\_ Date: \_\_\_\_\_

2. Content Area: \_\_\_\_\_

Requested Course (Department and Number): \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval by University Scholar Committee: \_\_\_\_\_ Date: \_\_\_\_\_

3. Content Area: \_\_\_\_\_

Requested Course (Department and Number): \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval by University Scholar Committee: \_\_\_\_\_ Date: \_\_\_\_\_

# University Scholar Application - Checklist

## DUE: 11/13/09

Letter of intent: Due Tuesday, September 15, 2009

University Scholar Proposal Preparation Workshop: Tuesday, September 22, 2009

Application: Due Friday, November 13, 2009

To submit a completed application, be sure that you have considered the questions below and included the following materials in this order.

### 1. University Scholar Application Cover Sheet

- Do you have three faculty signatures on the University Scholar Application Cover Sheet?
- Are all faculty members full-time faculty members at UConn?
- Have you attached your Departmental Plan of Study?

### 2. Introduction/Statement of the Problem/Deliverables (1 double-spaced page maximum)

- Have you described the academic or creative field you wish to pursue?
- Have you described the problem you wish to address?
- Have you described why this problem is important?
- Have you described why you are interested in this field?
- Have you described the deliverable you plan to produce?

#### Review of the Literature (1 -2 double-spaced pages)

- Have you provided a review of the literature that covers the field and the problem you intend to study?
- Have you used appropriate scholarly sources and cited them correctly?

#### Methods (1 – 2 double spaced pages)

- Is your proposed research or creative project described clearly?
- If you need access to research subjects, organizations, or special equipment, have you described what you have done to obtain access?
- Do you explain the steps you will go through to conduct the project?
- Do you explain the methods for data collection and analysis (if applicable)?

#### Plan of Study (1 double-spaced page maximum + Plan of Study Comparison Form + optional General Education Requirements Substitution Form)

- Briefly describe how your selection of courses will enable you to obtain the knowledge to complete your University Scholar plan of study.
- Is your plan of study academically rigorous and challenging?
- If applicable, have you completed the **General Education Requirement Substitution Request Form**?
- Have you indicated how the courses you plan to substitute for General Education Requirements will further the objectives of your University Scholar Project?

#### References (1 -2 double-spaced pages)

- Have you included sufficient and suitable **references** to justify that your proposal is scholarly? Are these appropriate to your academic discipline?

### 3. University Scholar Faculty Recommendations (One faculty recommendation form)

- Has the faculty member agreed to work with you for the next three semesters?
- Has the faculty member confirmed that the project is feasible?
- Has the faculty member agreed to allow you to use special equipment, if needed?

#### Formatting rules:

- Did you use a 12 point font, one-inch margins, and double spacing?
- On page 1, did you include your name, the project title, and your e-mail address?
- Is your proposal a maximum of 8 pages (1 for introduction, 1 -2 for literature review, 1 – 2 for methods, 1 for plan of study, 1 – 2 for references) or less?
- Did you include your name on each page and number the pages?

## University Scholar Application Checklist