HONOR CONTRACT PROPOSAL Helpful Hints

Helpful hints to provide a detailed proposal. Many proposals include a research paper or literature review and/or a presentation. These are not the only options for proposals; however, if you use them, the following information should help you have a better idea of what information should be included in your proposal.   This is intended only as a guide and a starting place as you develop your proposal. Be innovative and creative. Have fun.

Presentation Only:

- Include length (suggested is at least 60 min)
- Include the minimum number of sources required (suggested is 5 sources)
- Include whether there is a date requirement for sources. If current sources are required, define current. If there is not a requirement, explain why not.
- Should include an outline of information gained from sources.
- Define Audience – who are you going to be presenting to? Class? Organization? Community?
- Will any props be used such as power-point or a poster?

Research Paper/Literature Review Only:

- Include length with spacing, font, margins (suggested minimum is 10 pages single-spaced or 20 double spaced with 12-point font, 1" margins and Times New Roman, Arial or Calibri font)
- Include bibliography style that will be used; APA or MLA
- Include the minimum number of sources required (suggested is 5 sources)
- Include whether there is a date requirement for sources. If current sources are required, define current. If there is not a requirement, explain why not.
- Include a timeline for collection and review of resources, an outline, rough draft, final paper.

Research Paper/Literature Review and Presentation:

Research Paper/Literature Review:

- Include length with spacing, font, margins (suggested minimum is 5 pages single-spaced or 10 double spaced with 12 point font, 1" margins and Times New Roman, Arial or Calibri font) o Include bibliography style that will be used
- Include the minimum number of sources required (suggested is 3 sources)
- Include whether there is a date requirement for sources. If current sources are required, define current. If there is not a requirement, explain why not.
- Include a timeline for collection and review of resources, an outline, rough draft, final paper.

Presentation:

- Include length (suggested is at least 20 min) o Include the minimum number of sources required (suggested is 3 sources)
- Include whether there is a date requirement for sources. If current sources are required, define current. If there is not a requirement, explain why not.
- Should include an outline of information gained from sources.
- Define Audience – who are you going to be presenting to? Class? Organization? Community?

- Will any props be used such as power-point or a poster?

Other ideas:

Infographics

Service-Learning Project

Additional Lab (if contracting a lecture/lab course)

Community Service Project

Research Lab Project