

**HONORS SENIOR PORTFOLIO PROJECT (SPP)
APPLICATION**

|  |  |
| --- | --- |
| **INSTRUCTIONS** |  |
| **Instructions:*** You are ONLY eligible to submit this application if you received prior permission to complete a Senior Portfolio Project (SPP) after submitting your declaration of intent/framing essay in March of your junior year.
* You must receive informal approval from your SPP mentor and Honors department liaison **before** you submit your application to the Honors College by the stated deadline in September of your senior year. Please plan accordingly.
* Complete this form and send to [honors-project@jmu.edu](file:///C%3A%5CUsers%5Cdavis4am%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C1OLU7DOX%5Chonors-project%40jmu.edu) with the email subject line: *Portfolio application: Lastname, Firstname*
* The file name for your application document must read: *Lastname-Firstname-Portfolio-Application.docx*
* Handwritten forms will not be accepted
* The Honors College will forward this application to the following parties for official approval: SPP mentor; Honors faculty liaison for your major/minor; academic unit head for your major/minor; Honors College Director of Student Engagement.
* All Honors students applying to complete an Honors portfolio must complete the HON 401/402 course sequence during their senior year.

**Portfolio Option Deliverables:** * Completion of a 10-15 page paper synthesizing and analyzing the body of work that you have completed in the Honors College.
* A title for the synthetic work for purposes of recordkeeping and posterity.
* 10-15 artifacts in an e-portfolio that will illustrate or serve as examples of the synthetic work. These may include, but are not limited to, seminar papers, research proposals, poster presentations, documentation of co-curricular work, etc.
* 2-3 Letters from faculty/staff documenting the projects that you have completed in service to the community or JMU.
* All parts submitted electronically through a platform determined by the Honors College
* Presentation at the Honors College Symposium.
* Must have an approved faculty mentor for the e-Portfolio project
 |
| **STUDENT INFORMATION** |  |
| Full name:  |
| *Last* | *First* | *Middle* |
| **Student ID#:** | € Honors Scholar/Honors Interdisciplinary Minor | € Honors Project for Non-Minors |
| Email address:  | **@dukes.jmu.edu** | Expected graduation date: (month/year) | Expected date ofPortfolio deliverablessubmission:(month/year) |
| Major(s): | Minor(s): |
| Major/minor of Portfolio:  | Cumulative GPA: | Last semester GPA: |
| **HON 401/402 COURSE SEQUENCE** |
| List the HON 401/402 course sequence you expect to follow.  |
|  | **COURSE** | **CREDITS** |  **SEMESTER** | **YEAR** |
| 1st:  | HON 401 |  |  |  |
| 2nd:  | HON 402 |  |  |  |
| Title of the synthetic work for purposes of recordkeeping and posterity: |

|  |
| --- |
| **PORTFOLIO COMMITTEE** |
| Names of involved faculty members must be formatted below as *Jane H. Doe, Ph.D.* Include middle initial and terminal degree. |
| **Portfolio Mentor:**  | Department: | Email: |
| **Additional Reader I:**  | Department: | Email: |
| **(Optional ) Additional Reader II:** | Department: | Email: |
| **DEPARTMENTAL APPROVAL** |
| List the Honors faculty liaison and academic unit head (AUH) for the department in which you are pursuing your project.  |
| **Liaison:**  | Department: | Email: |
| **AUH:** | Department:  | Email:  |

|  |
| --- |
| **HONORS COLLEGE OFFICE USE ONLY** |
| **APPROVAL** | **DATE** | **NOTES** |
| Student |  |  |
| Department |  |  |
| Honors College |  |  |

**IMPORTANT INFORMATION**

1. Portfolio deliverables are typically due during the final month of classes in the semester in which you are enrolled in HON 402. Please check the Honors College website for exact dates.
2. Send the form with your portfolio proposal to [honors-project@jmu.edu](file:///C%3A%5CUsers%5Cdavis4am%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C1OLU7DOX%5Chonors-project%40jmu.edu) with the email subject line: *Portfolio application: Lastname, Firstname*. The file name for your application must read: *Lastname-Firstname-Portfolio-Application.docx*. Handwritten forms will not be accepted. You will receive an invitation to access your Portfolium ePortfolio account by the beginning of the semester in which you are enrolled in HON 401.
3. Students wishing to complete the SPP as Honors Project for Non-Minors must have a minimum GPA of 3.5 in either the major or minor that will be the focus of their Portfolio. Exceptions possible with approval of AUH.
4. **Portfolio Mentors must be tenured, tenure-track, or RTA faculty members of any College or AP faculty of the Honors College.** Readers may include full-time or part-time JMU faculty, and/or any non-JMU members with expertise applicable to the focus of your SPP.
5. The name of your faculty mentor **MUST** include middle initial and terminal degree. Ex: Jane H. Doe, Ph.D. Faculty email addresses can be found in the JMU online directory.
6. Review the Honors Senior Portfolio Project guidelines prior to submitting your declaration of intent/framing essay. Contact the Honors Director of Student Engagement if you have questions about these guidelines.
7. If the composition of your committee (portfolio mentor or readers) changes at any point during the 401/402 sequence, submit a revised application. The Honors College will email committee members and Honors liaison for approval of these changes.
8. Submitting this application does not register you for 401/402. Please discuss the registration process with the office of your major and the Honors College, and refer to the Honors SPP guidelines mentioned above.
9. In the semester in which you will submit your final portfolio deliverables, you are required to submit a Pre-Submission Form to the Honors College main office by the stated deadline.