

Messiah College
Department of Management & Business
Honors Project Guidelines

BUSA 497,498 Major Honors (3,3)

Independent research program for students who have a strong academic record for a minimum of five previous semesters of college study. Overall GPA of 3.50; GPA of 3.75 in the major; and departmental approval required for enrollment. Open only to seniors. (These courses may not be used to fulfill major requirements, but will be free electives.)

1. The student, in consultation with his or her academic advisor, will make a determination to apply for major honors. The advisor will then bring the name of the student to the department for consideration at the next departmental meeting. This must be done in the first or second semester of the Junior year, before Mid-Fall Recess if the project is to begin in the spring, or Spring Recess if the project is to begin in the fall.
2. If approved by the Department to pursue honors, the student will recruit a faculty member from the Department of M&B who is willing to serve as his/her Honors Advisor for the project.
3. The student, before he or she has registered for the BUSA 497 course, will submit a project proposal to his/her Honors Advisor for approval. This proposal should be submitted by November 1 in the fall and by April 1 in the spring. This proposal will contain a title for the research topic, a description of the project, an outline of the study including questions to be explored, and a preliminary bibliography of sources on the topic to be studied. Within two weeks of the receipt of the proposal, the student, the Honors Advisor and one other faculty member will meet and discuss whether the proposal needs to be modified or if it can proceed. If modification is necessary, the changes must be made and the proposal resubmitted. If allowed to proceed, a majority of the Department must approve the proposal before the student may register for BUSA 497. (It is assumed that the student intends to complete both BUSA 497 and 498 and seek departmental honors.)
4. By October 15, if the student is registered for BUSA 497 in the Fall semester, or by March 15, if the student is registered for BUSA 497 in the Spring semester, the student will prepare a detailed, 7-10 page draft to be presented to his or her Honors Advisor. The first draft should contain an expanded literature review as well as further explanation and response to any issues raised at the time of the approval of the project proposal. The Honors Advisor should provide feedback on the first draft within ten days. At the end of BUSA 497, the Honors Advisor with one other faculty member must determine if the semester's work has been at "A" level in order to allow the student to continue in the major honors program and to register for BUSA 498. If a student does not reach "A" level in his or her work for BUSA 497, or if he or she is not able to complete enough work to move on to BUSA 498, he or she will be given a grade for the first semester's work but will not be allowed to register for BUSA 498. No incomplete grades will be given for BUSA 497.
5. Students in BUSA 498 should prepare a draft of the final project to be given to the Honors Advisor by December 1 if BUSA 498 is being taken in the Fall semester or by April 15 if BUSA 498 is being taken in the Spring semester.

The Honors Advisor has the responsibility of guiding the project to completion.

6. At the end of the semester in which the student is registered for BUSA 498, the student must give a formal presentation to the M&B Department and to other interested individuals. Typically, this presentation will take place during the last week of classes.
7. After the formal presentation, the M&B faculty must approve the final project presented by the student. The M&B faculty will indicate its approval of the final project by assigning a grade to the project. This should be completed by the end of the semester in which BUSA 498 is taken. If the work in BUSA 498 is of such high quality as to merit the grade of A, then the student will receive department honors.
8. If feasible, the project should be presented as a part of Scholarship Day.
9. Timeline:

<u>Action</u>	<u>Spring Graduates</u>	<u>Fall Graduates</u>
Name brought to Department	By Spring Recess	By Mid-Fall Recess
Submission of Project Proposal	By April 1	By November 1
Dept. Approval of Proposal	By May 10	By December 10
Register for BUSA 497	After Dept. Approval of Project Proposal	
Submission of First Draft	By October 15	By March 15
Register for BUSA 498	After Approval by Honors Advisor & 1 Faculty	
Submission of Final Draft	By April 15	By December 1
Formal Presentation to Dept.	During the Last Week of Classes	
Awarding of Honors by Dept.	By the End of the Semester	