

HONORS JUNIOR CHECK LIST

Honors Requirements Completed:

- 1) 3.4 gpa () Plan for raising gpa if lower than 3.5 ()
- 2) Four honors elections completed ()
- 3) Foreign Language Requirement Completed ()
- 4) Registration for off-campus preparation courses completed and careful discussion of precise requirements of your major with advisor and honors director ()

Preliminary Work on Proposal Completed

- 1) Regular Consultation with your Advisor concerning the drafts of the proposal ()
- 2) Regular Consultation with Off-Campus Advisor concerning your role when you arrive ()
- 3) All revisions completed to the satisfaction of your advisor ()
- 4) All revisions completed to the satisfaction of the Honors Director ()
- 5) **All preliminary drafts should be double spaced to allow for comments and revisions**

Full Draft of the Proposal Completed

- 1) **Introduction** telling when, where, why, with whom and giving summary of the project ()
- 2) **Description of the institution if applicable.** especially in the case of an internship ()
- 3) **Literature Review/Reviews of research** on the subject. This is essentially a research paper which describes the background of the project, and gives information for an intelligent but non-specialized audience. This section provides a broad overview of the subject ()
- 4) **Description of Advisor's project**, based on description provided by advisor, on advisor's grant proposal, on publications by the advisor, or answers to questions via email or FAX. You will be providing a summary of information, using the material you receive as the research source. This section provides a narrower, more specialized view of the subject ()
- 5) **Description of your own project**, as well as the title of the project. Indicate how it relates to the advisor's project. ()
- 6) **Methods section for sciences, psychology and social sciences**, specifying the kinds of lab techniques etc. that you will be using. ()

Final Draft of Proposal Package in the following order

- 1) **Cover Sheet** carefully printed in dark ink, or preferably typed ()
- 2) **Signature of Advisor** on Cover Sheet indicating all revisions completed satisfactorily ()
- 3) **Check off list** completed including all honors elections and plans for remaining elections ()
- 4) **Budget:** must use the budget form since only specific types of items are permitted and such things as entertainment are excluded. Cell phone, rent, cost of books, photocopying, transportation costs, lodging and food (board), items needed such as shampoo, detergent etc. (give estimate), as well as costs of passport and other required papers such as international student identity card are permitted. ()
- 5) **Medjet Assistance Membership number** required before funds are released. (Membership lasts for one year from date of purchase and covers up to 90 days out of the country. Additional charge for longer periods than 90 days outside the United States. Should be provided on budget form along with cost of Medjet membership () **Call 1 800 863 3538 and use credit card to pay**
- 6) **Proposal** in required format as in samples ()
- 7) **Final Draft only should be single spaced, 12 point format since it must be photocopied and sent to Honors Council members.**
- 8) **Bibliography of about 20 items** following code requirements of your discipline ()
- 9) **Appendices** (optional) ()

Medical Forms and Documents

- 1) **Medical forms completed and signed**, but not attached to proposal. You must give your insurance company and number, and make sure that your insurance covers out of state or out of country costs ().

- 2) **Additional Insurance.** If your insurance does not provide coverage or reimbursement, you must purchase university or other private insurance for the duration of your stay. Medjet covers evacuation in the case that you are hospitalized. ()
- 3) **Commitment Form and Waiver Form** completed and signed ()
- 4) **Passport** (if going outside of country) ()
- 5) **International Student Identity Card** (available from the School of Management) ()

Additional Financial Resources

- 1) **Estimate costs per month carefully.** Cost of living in the U.K., Australia and New Zealand are as expensive as, or more expensive than in the U.S. ()
- 2) **Plan the length of your visit according to your financial resources** ()
- 3) **Application for financial aid completed.** You may use financial aid for any costs, including living costs, car, etc. that you incur while completing your education. This is an investment in your future, not to be seen as a usual debt. ()
- 4) **Courses for Credit.** If you are planning to take courses for credit, you must fill out a special form in order to receive credit at UM-Flint. ()
- 5) **Application for a Research Grant (Office of Research) and possible Annual Fund Grant (Office of Development.)** Both of these applications must be completed in a timely manner, and must include a description of the project (your proposal, or a summary of your proposal is adequate). ()

Arrangements for Travel

- 1) **Transportation Arrangements completed** (plane, car, other) ()
- 2) **Living Arrangements Completed.** Be prepared to stay in a room only if going abroad since other arrangements are extremely expensive. ()
- 3) **Phone Card purchased** (AT&T has a relatively inexpensive card that can be purchased at Sam's Club, 3.4 cents per minute in the U.S., 12 cents per minute from Canada, and about 12-15 cents per minute from the United Kingdom. It is not cost effective to have a phone line put in for most countries. In the U.K. purchase a cell phone and plan for the duration of your visit. ()
- 4) **Maps and other information** to give you a full knowledge of your off-campus site ()
- 5) **Luggage thoughtfully and reasonably packed,** with items mailed for a longer visit (limit on planes is two large bags, checked, check with airlines) ()
- 6) **Preparation for "culture shock"** includes reading about the place you will visit, finding out about differences in attitudes, customs, manners, food, assumptions. This reaction can occur in other parts of the United States, in Canada, and in other foreign countries. Recognize that this is an important aspect of developing an understanding for cultures and assumptions very different from our own, and may involve painful feelings of isolation, loneliness and a sense of loss. ()

Emergency Information and Funds

- 1) Carry emergency information card and medjet assistance with you at all times including all contact numbers, information about home address and on-site address, medical information
- 2) Take funds with you in the form of traveler's checks since you will not find ATM's available in many places, and they will only work if the symbol indicating your bank card compatibility is there (for example, cirrus).
- 3) You will need to find public phones that work with the calling card (ATT for example, has an in-country number, which you dial. You then dial your regular 800 number, the code of your card, and follow instructions. This does not work on all public phones)