Human Dimensions of Organizations
Undergraduate Honors Program

HDO Honors Student:
Complete this form with your faculty mentor and organization contact.
When complete, submit it to HDO Director Amy Ware: amy.ware@utexas.edu.
This must be complete by the 12th Class Day of HDO 359H.

For the student:

Initial the below boxes acknowledging the following basic requirements:

_____ Check-in with faculty advisor regularly. Keep them informed of challenges,
problems, or successes with your project so that they may help as soon as possible.

_____ Construct and agree upon a timeline with your advisor for each semester of the
project.

_____ Be self-motivated and stick to the above timeline to complete this challenge
successfully.

_____ Provide a copy of this completed form to your advisor and organization contact.
For the faculty advisor and student to review and complete:

The HDO Honors program is graded using the plus/minus grading system. The requirements and weight of assignments is at the discretion of the faculty advisor. The advisor should contact HDO director Amy Ware with questions or concerns.

**NOTE:** A grade below an A- in HDO 359H will result in a student’s removal from the HDO Honors Program.

Please determine how grades will be determined each semester.

**HDO 359H (first semester)**

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<th>Requirement</th>
<th>Percentage</th>
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<tr>
<td>Regular meetings with faculty advisor</td>
<td>___%</td>
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<tr>
<td>(check one: __1x/weekly ___every 2 weeks ___1x/month)</td>
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<tr>
<td>Journals</td>
<td>___%</td>
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| 3-5-page reflection essay                        | ____%      | *(recommended)*
| Development of semester’s timeline and goals     | ____%      |
| Bibliography / Research Essay                    | ____%      |
| Recommendation Report Outline                    | ____%      |
| Site Reports                                     | ____%      |
| Other (please specify)                           | ____%      |
|____________________________________________________________________________________|
HDO 379H (second semester)

_____ Regular meetings with faculty advisor _____%
   (check one: ___ 1x/weekly ____ every 2 weeks ___ 1x/month)

_____ Journals _____%

_____ Site Reports _____%

_____ Development of semester’s timeline and goals _____%

_____ Recommendation Report Draft _____%

_____ Recommendation Report Final Draft _____%

_____ Poster or Public Presentation _____%

_____ 3-5-page reflection essay ______% (recommended)

_____ Other (please specify) _____%

______________________________________________________________________

Student and Faculty Advisor Signatures:

We have read, discussed, and agreed to the terms outlined above.

Faculty Advisor’s Signature: ___________________________________________

Date: ______________

Honors Student’s Signature: _________________________________________

Date: ______________
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For the organization contact and student to review and complete:

Thank you for allowing our HDO Honors students to put into practice the knowledge they have gained throughout their undergraduate education. This project allows our students to learn more about the professional world and explore potential career options. Sometimes, these students are working in a professional environment for the first time, so we are especially appreciative of your assistance.

Guidelines:

Students majoring in Human Dimensions of Organizations (HDO) gain leadership skills grounded in the humanities and social sciences. Their goal is to better understand people in an organizational setting and to address people-centered challenges in the workplace.

Honors students have applied and been selected to complete this specialized, independent-learning track within our major. This two-semester-long project is divided into two courses: (1) HDO 359H (the first semester), during which the student should actively work with their matched organization to diagnose, analyze, observe, and research a particular people-centered problem and (2) HDO 379H (the second semester), when the student will build a research-based recommendation report that will be presented and submitted to you.

Expectations:

As the organization contact, we ask that you:

- provide guidance and connect the students to significant stakeholders involved with the project. Shadowing, interviewing, surveying, and/or observing may all be part of the students' work with the internship supervisor.
- be available to the student on a regular basis.

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<tr>
<th>Student Information</th>
<th>Organization Contact Information</th>
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<tbody>
<tr>
<td>Student Name:</td>
<td>Name/Title:</td>
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<td>Email:</td>
<td>Organization Name:</td>
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