



# 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](mailto: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.



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## 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)

\_\_\_\_ Regular meetings with faculty advisor \_\_\_\_%  
(check one: \_\_\_ 1x/weekly \_\_\_ every 2 weeks \_\_\_ 1x/month)

\_\_\_\_ Journals \_\_\_\_%

\_\_\_\_ 3-5-page reflection essay \_\_\_\_% (**recommended**)

\_\_\_\_ Development of semester's timeline and goals \_\_\_\_%

\_\_\_\_ Bibliography / Research Essay \_\_\_\_%

\_\_\_\_ Recommendation Report Outline \_\_\_\_%

\_\_\_\_ Site Reports \_\_\_\_%

\_\_\_\_ Other (please specify) \_\_\_\_%

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## 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) \_\_\_%

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### 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: \_\_\_\_\_



# Human Dimensions of Organizations Undergraduate Honors Program

## 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.

### Student Information

Student Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Organization Contact Information

Name/Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_