



Manchester
University

Honors Program

Honors Handbook



Honors Program

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Honors Program

Welcome to the Honors Program

The MU Honors Program seeks to attract and retain motivated and academically accomplished students and provide a challenging and interdisciplinary educational program. At the core of the Honors Program is a group of high achieving students that create a resilient community of leaders.

“I wanted to be able to connect with other high achieving students. I graduated with honors because I was willing to put in the hard work required to receive that distinction.” – Honors graduate

Upon acceptance into the Honors Program, students join a select group of MU students, a community committed to success and growth as members of the MU student body.

Advantages

- Active students in the honors program have the benefit of registering early for classes, increasing the level of control students have over their course schedules.
- Students can study and spend time together in the Honors Lounge, this learning space is located in the Chinworth Center.
- Students are able to develop close relationships with fellow honors students as they participate in honors program sponsored events, such as Honors First Year Seminar (FYS) and Honors Leadership Council.
- Students are able to demonstrate to graduate schools and employers that they are leaders and that they challenged themselves while obtaining their college degree.
- Students are recognized at graduation and wear special honors regalia to recognize their achievements while at MU.



Honors Program

Mission, Values, and Goals

Mission

The Honors Program at Manchester University engages students of all backgrounds with a high level of interest, initiative, and ability to challenge themselves intellectually and culturally; to understand the interdependence of knowledge; and to lead with compassion and serve on-campus and in the community in order to lead principled and productive lives.

Vision

We seek to create a collaborative and inclusive community that enhances students' learning, creativity, and discovery as lifetime endeavors.

Goals

- Students will challenge themselves with complex perspectives and interdisciplinary ideas through Honors course opportunities.
- Students will actively learn both in the classroom and from the diverse collection of experiences in our community.
- Students will develop into leader's on-campus and in the community and be actively involved in the Honors Program.
- Students will build collaborative relationships with faculty, staff, and peers through the First Year Seminar, Honors Program Events, Honors Leadership Council (HLC), and the Honors Thesis.
- Students will generate professional skills in formal writing, oral presentations, and intellectual dialogue as demonstrated through the Honors Thesis.



Honors Program

Honors History @ MU

On October 14, 1986, the faculty approved the establishment of an Honors Program which offered courses and an Honors Thesis to Honors students. The proposal for this new program came from the Academic Policies Committee and was developed during the academic year 1985-86 by a sub-committee chaired by Janina P. Traxler.

The Honors Program was shaped by the following guiding principles:

1. Honors study should to the extent possible broaden the students' methods of inquiry, allow students to pursue topics in greater depth than is possible in the regular curriculum, and introduce them to both the interrelatedness of learning and the most fundamental and intriguing material of specific disciplines;
2. Honors study should replace simpler material and techniques with more sophisticated content and thinking skills, thus providing enriched, alternative study rather than larger and harder assignments to a regular course;
3. Honors study should strengthen the liberal arts education rather than undermine or replace it;
4. Honors study should be recognized officially on the student's transcript, and recipients of Honors should be recognized at commencement.

During the 1991-1992 academic year the Honors Program made revisions to more clearly identify and provide for Honors Students.

1. An Honors Diploma was created to recognize Honors Students; students with a number of credit hours in honors course work who completed an Honors Thesis would be recognized with Honors Diploma at graduation, and the thesis would be preserved in the library.
2. Two full-tuition Honors Scholarships were added to the scholarship program.

Honors Leadership

1990-1998	Janina Traxler, Honors Coordinator
1998-2015	Thelma Rohrer, Honors Director
2015-2016	Rachel Polando, Honors Director
2016-2017	Mark Angelos, Interim Honors Director
2017-2018	Raylene Rospond, Interim Honors Director
2018-Present	Tim McKenna-Buchanan, Honors Director



Honors Program

Eligibility and Admission

Admission Requirements

There are a few ways you can **join** the Honors Program at MU:

1. You can be **invited to apply** as a **prospective student**.
 - Students who submit a completed application for admission by May 1st, and receive a Presidential or Dean's Scholarship, will be involved to complete the online Honors Application (including essay response and recommendation letter).

NOTE: Students pursuing a professional degree (i.e. Pharm.D.) will be invited to join the Honors Program and students will still gain the benefits of being a member (i.e. early course registration, honors lounge, research & professional development grants). However, if students are not graduating with an undergraduate degree they will not graduate with undergraduate honors credentials.

2. You can be **invited to apply** as a student who is **already enrolled** or who will be **transferring** to Manchester University.
 - Undergraduate students with a cumulative GPA of at least 3.5 with at least 12+ credits will be invited to apply to the Honors program each semester. Students must complete the Online Application (including the essay question and return a faculty recommendation to the Director of the Honors Program)

NOTE: Applications will be reviewed by the Director of the Honors Program on a bi-annual basis (Fall and Spring).

Honors Program Scholarships

Each year student(s) are awarded scholarships. The Honors Director forms an ad hoc Honor Scholarship Committee (currently faculty teaching honors program) to choose the scholarship recipients for the Honors & Trustees Scholarships. To apply students must be awarded the Presidential or Deans Scholarship and submit an application (including essay response) by the Fall Priority application deadline (mid-November). This scholarship will be renewed annually as long the student maintains full-time status at Manchester and a minimum 3.5 cumulative grade point average, makes consistent academic progress toward graduating with Honors & Achievement (see Graduation Requirements), and maintains active participation in Honors Program events.



Honors Program

Graduation from Honors Program

Students may receive 1 of 3 different levels of Honors recognition, depending on the number of honors courses they have completed. Honors courses cannot be taken on a Pass/No-Pass basis.

I. Honors and Achievement

This honors recognition is given to the student who has maintained a cumulative 3.5 GPA and who has completed a minimum of 18 hours of honors coursework, 9 hours outside of major, 6 hours in major, as well as 3 hours of honors thesis (IDIV 495).

II. Honors

This honors recognition is given to the student who has maintained a cumulative 3.5 GPA and who has completed a minimum of 12 hours of honors coursework (which can include FYS-H). At least 6 hours of coursework needs to be at the 300-400 level.

III. Achievement

This honors recognition is given to the student who has maintained a cumulative 3.5 GPA and who does not complete the required number of honors courses to qualify for Honors, but does complete 3 hours of Honors Thesis (IDIV 495). To qualify, students must apply no later than the beginning of their senior year and must have a strong recommendation from an instructor.

NOTE: All students enter the Honors Program with the Honors & Achievement designation and are required to complete the Election of Honors Program Form (see Appendix B) by the end of their sophomore year to formalize their Honors Program designation.



Honors Program

Active Membership

Students must meet these requirements in order to maintain their Honors designation and the benefits associated:

- (1) Students must maintain full-time status at Manchester,
- (2) Students must maintain a minimum 3.5 CGPA,
- (3) Students must maintain a clean disciplinary record with the conduct review board and academic integrity committee,
- (4) Students must make consistent academic progress toward graduation, We expect students to enroll in at least (1) honors converted course a year while at Manchester. Please note most students enroll in at least (1) honors course per semester. Please not for students seeking to graduate with Honors & Achievement this requirement includes enrolling in IDIV395 for credit during your junior year or IDIV495 for credit during your senior year.
- (5) Students must maintain active involvement on-campus and in the community. As such, at the end of every semester each Honors student is asked to report their involvement on-campus and in the community. Each student in the Honors Program should earn at least 5 enrichment points per semester, ideally 2 Service, 2 Social, 1 Professional Development (see Appendix C).

If any of these requirements are not met, students will receive a notification of removal from the Honors Program. They can contact the Honors Program Director with any questions or concerns.

Honors Academic Probation:

- First-year students whose CGPA falls below 3.5 CGPA will be in probationary period in Spring and must meet with the Director of the Honors Program to set-up a Success Plan.
- Upper-class students in the threshold of 3.30-3.49 CGPA must meet with the Director to discuss plans. These students will be in a probationary period for 1 semester in order to raise CGPA.

Withdrawing from Honors Program

Students may voluntarily withdraw at any time from the Honors Program by notifying the Honors Director via e-mail. However, we strongly encourage you to meet with the Honors Director in advance of such a decision.

- Students choosing to withdraw will be asked to fill out an exit survey to assist the Honors Director in tracking the reasons for departure.



Honors Program

Honors Curriculum

In the MU Honors Program, students are given the opportunity **create their own honors experience**. Every semester, students are asked to initiate a discussion with a professor of a course they would like to convert to honors. Students and faculty work together to develop an assignment that challenges students to explore complex perspectives or interdisciplinary ideas.

Some CORE courses have pre-arranged conversions, meaning the professor of that class has an honors project set aside so that the student does not have to create their own conversion (see next page for these courses).

Honors First Year Writing Seminar (FYWS)

The First Year Writing Seminar (FYWS) introduces new students to writing through a variety of disciplinary or interdisciplinary topics. Students will improve their thinking skills by examining a topic through multiple perspectives. This course builds community and aids honors students in their transition to college.

Honors Conversion Courses

Student Guidelines:

Students approved for the Honors Program may, with the permission of the instructor, convert a regularly scheduled class to honors. Converting a course to an honors course depends on your initiative and the cooperation of the professor. Some courses and faculty might be better suited to conversion than others. You should discuss your interest with the professor as early as possible to avoid confusion and poorly-conceived course work. The course will be identified as honors on the student's transcript with an HN following the course title.

Student Responsibilities:

1. Initiate the discussion with the professor about portions of the course that interest you and would allow you to explore a new content area. Work with the professor to develop a written outline consistent with the professor's guidelines; inquire about grading procedures as well as course content and assignments.
2. Fill out the Honors Conversion form to convert the enrollment (see Appendix A). The form must be signed and returned to the Office of the Registrar.
3. Keep in contact with your professor as you work on your conversion project. It is your responsibility to complete it well and on time.

Faculty Guidelines:

Conversion of a regular course to an honors credit results in work similar to that of any independent study arrangement. When students approach you about this option, be candid about what you are and are not willing to try. The best candidates for this type of work are those who are creative and take responsibility for their education. The conversion of a regular course into an honors course does not obligate you to omit essential information or skills from the course; it does obligate you to provide the student with an alternative, preferably more challenging, way of accomplishing the goals of the course. The assignment can build upon a current assignment making it more rigorous or could add to the students learning and discovery.

Faculty Responsibilities:

1. Work with the student to develop a written outline (i.e., an altered syllabus). Be as specific as possible about your expectations, both for the content and activities of the altered course and for the way you will evaluate it.
2. Sign the form which converts the course to “HN” designation.
3. Keep in contact with the student to ensure successful completion of the conversion and enhanced learning experience.
4. The grade for the converted assignment should be approximately 10% of the grade for the course.

NOTE: Failure to fulfill the honors conversion assignment will result in a (NR) grade. All work must be completed by the mid-semester date of the next regular semester, otherwise a **failure** is recorded for all the NR grades.

Honors Courses

The following CORE courses have pre-arranged conversions, meaning the professors of these classes already have an honors project set aside so that the student does not have to create their own conversion. Students must still initiate a conversation with their professor and fill out the Honors Conversion form to convert the course (see Appendix A). The form must be signed and returned to the Office of the Registrar.

- COMM110: Foundations of Human Communication
- ENG238: World Literature
- MUS120: Introduction to Music
- PSYC110: Introduction to Psychology
- THTR201: Theatre & Society



Honors Program

Honors Thesis

The Honors Thesis, by design, is the most rigorous undertaking as an honors student. The purpose is to advance knowledge, understanding, or creative value in the world. Through this process you will develop and conduct independent research and defend its significance. As a whole, we hope that you develop your intellectual and professional identity.

- It requires strong interest in a research topic related to your major and seeks an interdisciplinary perspective. It should grow out of course work and experiences, serving as a capstone and demonstrating that you are intellectually mature as well as liberally educated.
- It gives you an opportunity to work closely with faculty mentors who are familiar with the research topic or interdisciplinary focus.
- It necessitates a commitment to the production of a high-quality independent research paper that develops your skills in formal writing, oral presentations, and intellectual dialogue.

What is an Honors Thesis?

A thesis identifies something of importance whose answer or best interpretation isn't fully known or agreed upon by people who make their careers in the field, and it steers towards the answer or best interpretation. Even a creative or performative thesis is about expressing something you think is worthwhile and hasn't been fully expressed already.

Traits of a Successful Honors Thesis

1. Develops a hypothesis; answers a significant question; demonstrates synthesis; explores a problem, studies it, and draws conclusions.
2. Is founded on experience, skills, and knowledge the student has developed during their educational experience.
3. Demonstrates that the student thinks critically and creatively, expresses him/herself clearly and with reasonable sophistication, and can plan and complete a large and demanding project.
4. The final thesis showcases competence with which the broader intellectual community would find reasonable.



Honors Program

Honors Thesis - Stage 1: Proposal

[For students pursuing the Honor and Achievement and Achievement Designations]

1. Choose a thesis advisor – someone who is in your major department and is familiar with your work and research interests. Meet with your thesis advisor to start developing the research topic and to discuss what other faculty might constitute your committee.
2. Enroll in IDIV395 for (1 cr) during the spring term of your junior year. This is intended to give you credit for your Honors Proposal.
3. Identify additional committee members. Your committee should consist of: Honors Thesis Advisor, faculty member from major, and a faculty member to help support your interdisciplinary focus (consisting of 3-4 faculty members).
4. Develop your proposal, which should include:
 - a. **Title Page:** Please include: full name, academic major(s) and minor(s), and intended graduation date; a title that properly addresses topic of thesis; and names of your Honors Thesis Advisor and Honors Thesis committee members (1pg)
 - b. **Rationale:** Describes the significance of the research and outlines the primary idea and question of the research in enough detail to be understood by those outside the field. (2-3pg)
 - c. **Methodology:** Details the approach and methods for gathering data and research. Includes information on analytical methods. (1pg)
 - d. **Reflection:** Describes the personal connection, interest, and motivation the student has developed during their educational experience toward the current research topic proposed. (1pg)
 - e. **Bibliography:** Provides an initial reference list of sources to be reviewed to validate, understand, and evaluate the questions. (1pg)
 - f. **Timeline:** Provides an outline of milestones to meet. You must have enough information to prove the goals are realistic and achievable.
 - g. **Credit Hours:** Identifies credit hours for which you should enroll.
 - You must enroll in IDIV495 for (3CR) before graduation
5. Schedule a meeting with your Honors Thesis Advisor and Thesis Committee to propose Honors Thesis. Committee may make suggestions and changes at this meeting.
6. Obtain signatures on the Honors Thesis Proposal Cover Sheet (see Appendix D) and submit your final proposal to the Director.
7. Once you receive the approval letter, obtain IRB approval, if necessary.



Honors Program

Honors Thesis – Stage 2: Research & Writing

Once Approved by Honors Committee and IRB (if necessary):

1. Enroll in IDIV495 for (1-3 cr) during the fall or spring term of your senior year. This is intended to give you credit for your work.
2. Conduct research and work as necessary following your timeline.
3. Schedule regular bi-monthly meetings with your Honors Thesis Advisor and find times to meet with your committee members to discuss progress and concerns with your research.
4. Schedule a meeting with Director of the Honors Program to discuss your progress on the Honors Thesis, only as you deem necessary.

Once research/analysis has been completed

1. Continue writing your Honors Thesis in consultation with your Advisor.
2. Set tentative dates for completion and defense. All Honors Theses must be defended **two weeks** prior to finals week. This time allows for any necessary corrections from the Honors Thesis Committee.
8. Develop your final paper (15-30pg), which should include:
 - a. **Title Page:** Please include full name, a title that properly addresses topic of thesis, and names of your Honors Thesis Advisor and Honors Thesis committee members.
 - b. **Rationale:** Describe the significance of the research and outline the primary idea and question of the research in enough detail to be understood by those outside the field.
 - c. **Literature Review:** Explain the current knowledge including substantive findings, as well as theoretical contributions to your particular topic.
 - d. **Methodology:** Detail the approach and methods for gathering and analyzing data and research.
 - e. **Findings/Results:** Describe what you found based on your proposed hypothesis or research question(s).
 - f. **Discussion/Reflection:** Describe the importance, implications, and limitations, and future directions of your research.
 - g. **Bibliography:** Provide a reference list of all sources used within your research paper. Use normal style manual standards for formal writing in your discipline.



Honors Program

Honors Thesis - Stage 3: Final Paper & Oral Defense

Once final paper has been drafted

1. Submit a copy of the complete draft of the Honors Thesis to your Honors Thesis Advisor to review and make corrections and edits.
2. Once your Advisor believes your Honors Thesis is suitable for defense, distribute the document to committee members.
3. Schedule a time for the Oral Defense with your Honors Thesis Committee (at least 50 to 60 minutes). You will need to find a time when all of your committee members are available and reserve a room. Once scheduled, contact Director of the Honors Program with date/time.
4. Your final paper will not be submitted until after any corrections or suggestions are added and/or addressed from your committee.

What is an Oral Defense?

The Honors student and committee members meet for you to present your research and findings. The committee will have a conversation by asking the student about: the experience; knowledge or skills acquired; implications of the results; issues for future; and/or the student's future goals.

1. The Oral Defense will begin by the advisor introducing the student and explaining the process of the defense; which includes 12-15 minute student presentation, Q&A from Honors Thesis Committee and Q&A from other audience members, then all audience members (including honors thesis presenter) may be asked to leave the room for the committee to convene, finally the student will be asked to return and the committee will report on recommendations and revisions.
2. The advisor will chair the session and facilitate the question and answer period at the end.
3. At the conclusion of the Oral Defense, your committee will sign the Honors Thesis Oral Defense Rubric & Completion (see Appendix E & F) acknowledging that you must complete any corrections agreed upon.
4. Once corrections have been made, you will submit a final version of your Honors Thesis to your Honors Thesis Advisor to be graded.
5. The Honors Director must receive the completed final product and then will be in charge of submitting the Honors Thesis Paper Rubric (see Appendix G) and Honors Thesis Final Cover Sheet (see Appendix H).



Honors Program

Honors Leadership Council

The Honors Leadership Council was created in January 2018.

Constitution

I. **Purpose Statement:**

The purpose of the Honors Leadership Council (HLC) is to provide academically accomplished students intellectual, social, and service oriented opportunities on campus and in the community.

II. **Honors Leadership:**

Each year students are invited to apply to be a part of the Honors Leadership Council.

The Honors Director selects the members and will take into consideration each student's year in school and the student's involvement in past Honors Program events. The goal is to have students from each honors cohort represented on the council. First year representatives will apply in early September. No student who meets the other criteria for membership as listed in this Constitution may be denied membership on the basis of race, color, religion, sex, national origin, age, handicap, marital status, or veteran's status. In order to remain in good standing as a member of the Honors Leadership Council, a member must have at least 90% attendance at Honors Program events annually.

III. **Honors Leadership Council Meetings**

A. Meetings will be held at least once a month or as needed.

IV. **Executive Board:**

A. The Executive Board shall consist of: (1) President, (2) Vice President, (3) Social Chair, (4) Service Chair, and (5) Recruitment Chair.

B. Each position will be selected by the Director of the Honors Program through an application process. The Executive board will work collectively, and equality shall be observed.

C. Executive Board Positions and Duties:

- i. President:
 - a. Facilitates each Honors Leadership Council meeting,
 - b. Creates agendas for HLC meetings,
 - c. Acts as a mentor guiding other Honors students to success,
 - d. Organize and manage event logistics (i.e. event marketing), and
 - e. Coordinates and supervises all voting procedures
- ii. Vice President:
 - a. Distributes agendas for Honors Leadership Council meetings,
 - b. Completes minutes during the Honors Leadership Council for the public record,
 - c. Helps manage Spartan Life including room reservations and catering, in charge of attendance records at events.
 - d. Serves a two-year term position after they serve as VP they ascend to the HLC President. position.
- iii. Social Chair:
 - a. Charged with fostering a community among MU honors students,
 - b. Develops belonging and inclusion in the Honors Program, and
 - c. Responsible for holding 2-3 events each semester.
- iv. Service Chair:
 - a. Dedicated to getting honors students involved by giving back to others on-campus and in the community,
 - b. Propose a service initiative for the year, and
 - c. Responsible for planning 2-3 activities each semester.
- v. First Year Representative:
 - a. Represents the first year perspective,
 - b. Improves communication with FY honors students and
 - c. Responsible for planning 1 FY focused event a year.

V. **Ratification and Amendments:**

- A. Ratification of this constitution or any amendments must be passed by a two-thirds (2/3) majority of the Honors Leadership Council members present at the meeting of the proposed ratification and amendments
- B. Amendments must be read at the meeting at which they are introduced, and reread and voted on at the following meeting

APPENDIX A



Honors Program

Honors Conversion Form

Student Name _____ Student ID Number _____

Term: Fall January Spring

Course Number: _____ Course Title: _____

Instructor Name _____ Date/Time of Course _____

Students approved for the Honors Program may, with the permission of the instructor, convert a regularly scheduled class to honors. The course will be identified as honors on the student's transcript with an HN following the course title. The process of converting a regularly scheduled course to an Honors Course is not complete until this form is signed and returned to the Office of the Registrar. **Failure to fulfill the honors conversion assignment will result in a (NR) grade. All work must be completed by the mid-semester date of the next regular semester, otherwise a failure is recorded for all the NR grades.**

Honors Conversion Description:

[FACULTY] Describe the changes made to the course requirements for conversion to honors. Please explain **grading** procedures (approx. 10% of course grade) and any **deadlines**.

[STUDENT] Describe how this assignment will challenge you by exploring complex *perspectives* and interdisciplinary ideas *through classroom opportunities*.

By signing this form the student and professor confirm their agreement to change the course in ways which will not undermine its integrity and which will be mutually satisfying. This conversion does not exempt the student from any requirement of the course.

Instructor's signature _____ Date _____

Student's signature _____ Date _____

Honors Director signature _____ Date _____

APPENDIX B



Honors Program

Election of Honors Program From Current Honors Student _____ New Applicant _____

Current Honors Student: If you are already enrolled in the Honors Program and wish to change your designation in the Honors Program please complete this form with necessary signatures and submit it to the Office of the Registrar for the change.

New Applicants: Students with grade point averages of 3.5 or higher and with at least 14+ credit hours may apply to the Honors Program by accessing the Honors Program application online (www.manchester.edu/honors). Students applying must complete the application, this form, and obtain a recommendation from a current or former faculty member. Transfer students are allowed to ask faculty members from another institution to complete the recommendation.

Student Name _____ Student ID Number _____

Major: _____ Cumulative GPA (if current student): _____

Transfer GPA (if transfer student): _____ Number of Hours Transferred: _____

College(s) Attended (if transfer student): _____

Please indicate the level of Honors in which you would like to elect:

- _____ **Honors and Achievement:** This honors recognition is given to the student who has maintained a cumulative 3.5 GPA and who has completed a minimum of 18 hours of honors coursework, 9 hours outside of major, 6 hours in major, as well as 3 hours of IDIV495. The student will be recognized at the undergraduate commencement ceremony.
- _____ **Honors:** This honors recognition is given to the student who has maintained a cumulative 3.5 GPA and who has completed a minimum of 12 hours of honors coursework (which can include FYS-H). At least 6 hours of coursework needs to be at the 300-400 level. The student will be recognized at the undergraduate commencement ceremony.
- _____ **Achievement:** This honors recognition is given to the student who has maintained a cumulative 3.5 GPA and who does not complete the required number of honors courses to qualify for Honors, but does complete 3 hours of IDIV 495. To qualify, students must apply no later than the beginning of their senior year and must have a strong recommendation from an instructor. The student will be recognized at the undergraduate commencement ceremony.

Advisor signature (for current students only)	_____	Date	_____
Student signature	_____	Date	_____
Honors Director signature	_____	Date	_____

APPENDIX C



Honors Program

Enrichment Points

Who: Students in the Honors Program must maintain active involvement on-campus and in the community.

What: Each student in the Honors Program must earn at least *5 enrichment points per semester*.

When: At the end of every semester each Honors student is asked to report their involvement on-campus and in the community through the Enrichment Point Survey.

Why: In order to maintain your Honors designation and the benefits associated you must participate! By creating a point system, we can keep track of your activities throughout the semester and your involvement in the Honors Program.

Crunch Time Lunch: Students that earn at least:

- 1pts in Honors Service/Recruitment Event,
- 2pts for Honors Events, and
- 1pt for Professional Development

- Will be rewarded with an invitation to the Semester End *Crunch Time Lunch* (catered lunch from fast food chains).

Contact Us:

- If you spend a significant amount of your time excelling at a certain extracurricular activity or participate in an event that demonstrates service and leadership, include it on your Enrichment Survey it can count for points.

Enrichment Points Documentation:

- Two-weeks prior to the conclusion of each semester, the Honors Director will request students to submit their involvement with how they have maintained **active involvement** through enrichment in the Honors Program.
- The purpose of this is not to add more work to your already busy lives but to help you identify ways to stay involved on campus, and help the Honors Director keep track of activities and achievements of Honors Students, that deserve to be recognized.

Enrichment Points

Activity	Type	Time Commitment for 1 pt	Addtl Information
Honor Program Community Service - Community Dinner - Walk into My Future - Highway Clean-up, etc.	Service	1 hour	<i>Documented with Office of Volunteer Services</i>
Honors Program Recruitment Activities - Scholars Day - LEAD Celebration - Junior Preview, etc.	Service	1 event	<i>Verified by Honors Director (must be attending for HP and not another organization)</i>
Honor Program Social Events - Polaroid Party - Murder Mystery - Professor w/ a Passion - Game Night, etc.	Social	1 event (does not include Tall Oaks Dinner, Medallion Ceremony or Crunch Time Lunch)	<i>Tracked on Spartan Life, has to event planned by HLC</i>
Honor Program Professional Development - LinkedIn Workshop - Resume Review - Graduate School Panel	Professional Development	1 event	<i>Tracked on Spartan Life, has to event planned by HLC</i>
Honors Leadership Council	Professional Development	1 semester	<i>Verified by Honors Director</i>
Honors Thesis Project	Professional Development	1 semester	Enrolled in IDIV395 or IDIV495
Study Away	Professional Development	1 semester	<i>JAN Term Counts in Spring. Studying abroad for full semester counts as 5 pts.</i>
Leadership Position in Student Organization	Extracurricular	1 semester	<i>Must be documented with the Office of Student Involvement</i>
Complete Professional Program Entrance Exam	Extracurricular	1 Test	<i>GRE, MCAT, DAT, LSAT, etc.</i>
Participate in Music Ensemble or Theatre Ensemble	Extracurricular	1 semester	<i>Must be verified by Music or Theatre Director</i>
Participate in a MU Sport	Extracurricular	1 semester	<i>Must be on NCAA Sport Roster</i>

APPENDIX D



Honors Program

Honors Thesis Proposal Cover Sheet

Date: _____

I hereby recommend that the Honors Thesis prepared under my supervision by _____
[student name] _____, titled _____
_____ be accepted in fulfillment of the requirements for the Honors Thesis.

Honors Thesis Advisor Signature

Honors Program Director

Recommendation concurred by:
(by signing below you have read the proposal, provided feedback, and agree to serve on the Honors Thesis committee for the duration of the research)

	Faculty Name	Department	Signature
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____

APPENDIX E



Honors Program

Honors Thesis Oral Defense Rubric [25 points]

Name _____ Date _____

Evaluator _____

NOTE: The Honors Thesis Oral Defense is graded on a P/NP basis. Please record P/NP on the Honors Thesis Oral Defense Cover Sheet. All committee members should agree upon it.

Presentation Skills [10 points]

1. Presentation had coherence, organization, and flow. /5pts
2. Presentation used appropriate verbal and nonverbal delivery. /5pts

Project Presentation [15 points]

1. Explained purpose of project and importance of project. /2pts
2. Background information was thoroughly explained. /3pts
3. Explained methodology well. /2pts
4. Explained and analyzed results, could relate back to purpose of project. /5pts
5. Able to explain how project is interrelated or applicability of project. /3pts

Total /25pts

Additional Comments [for the student]:

APPENDIX F



Honors Program

Honors Thesis Oral Defense Completion

_____ Date
Honors Student Name

Recommendation concurred by:
(by signing below you believe the student has successfully defended their Honors Thesis. The student is expected to make any revisions, corrections, or additions noted below before it should be submitted to the Honors Director in partial fulfillment of the Honors Thesis requirements)

This Honors Thesis Oral Defense was **PASS** **NOT-PASS**

_____ Honors Thesis Advisor

	Faculty Name	Department	Signature
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____

Comments of the Honors Thesis Committee:

_____ Honors Program Director

APPENDIX G



Honors Program

Honors Thesis Paper Evaluation [100 points]

Name _____

Date _____

Evaluator _____

Writing:

1. Aesthetics: grammar, transitions, sentence structure. /15pts
2. References/citations: Correctly cited and referenced. /10pts

Content:

1. Subject/Abstract: Provides brief overview of thesis. /5pts
2. Background/introduction: Provides enough background to make clear the purpose and point of the thesis. /20pts
3. Methodology: Provides information on how research was conducted. /20pts
4. Results/analysis: Presents findings in a clear, concise manner. /20pts
5. Conclusion: Wraps up thesis and findings in relation to what is known. /10pts

Total /100pts

Additional Comments [for the student]:

APPENDIX H



Honors Program

Honors Thesis Final Paper Cover Sheet

Date: _____

I hereby certify that the Honors Thesis prepared under my supervision by _____ [student name] _____, titled _____

_____ has fulfilled the requirements for the Honors Thesis. Including completion of the thesis, production of the final product, and a successful oral defense.

The final grade given for this Honors Thesis is _____.

(Documentation for successful Oral Defense and Honors Thesis Evaluation to support grade should be attached. Documentation is required to justify a failing grade.)

Honors Thesis Advisor

Honors Program Director

Recommendation concurred by:
(by signing below you provided feedback and believe this student has fulfilled the requirements to graduate with the Honors Diploma)

	Faculty Name	Department	Signature
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____