

**This is your UHP Handbook, which is full of useful information. Please read it and access it on a regular basis. You are responsible for reading and understanding its contents. If the rules change, you'll still be bound by the Handbook you started with.**



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## A WORD FROM THE DIRECTOR

The University Honors Program is designed to encourage and reward performance, not talent. If honor were bestowed only on the talented, it would not be so highly prized. There are many talented people in the world. Not all of them are successful. On the other hand, some people achieve remarkable success even though their natural ability is limited.

Being admitted to the honors program is like making the Olympic Team. You've entered the arena where honor is possible but never guaranteed. You now have the opportunity to work and strive with others whose ability and values are similar to yours. You will be stretched and tested. And if you succeed, you will be able to say with Robert Frost, "I took the road less traveled by, and that has made all the difference."

The honors program is also designed to nurture the intellect. History teaches us that the mind does not flourish in a vacuum. New ideas, discoveries that extend the borders of knowledge, great works of art, social and political ideas that shake the foundations of culture — these tend to occur in a social context. That is why we call our honors residence hall a Community of Scholars.

This HANDBOOK explains what is expected of you and how the program can help you achieve your goals. Read it carefully and keep it for reference. Other information — about UHP activities, scholarship opportunities, and upcoming events — will be announced in *Honorable Mentions*, at UHP gatherings, in honors classes, on the Honors Office bulletin boards and on the UHP WEB Site. It's also a good idea to stop by the Honors Office periodically (the main office is in the Jones Hall lobby; the assistant director's offices are in the Goddard Hall lobby).

If you're having a particular difficulty, or would just like to talk, call or email one of us. Usually we can help or refer you to someone who can.

Since its inception in the fall of 1984, the UHP has grown to over 1,000 members while earning the respect of the campus community and becoming a justifiable source of pride for all of us. You can help sustain this growth by encouraging other qualified students to join. And you can uphold its fine reputation by continuing to develop in yourself the qualities of the true scholar: integrity, humility, curiosity, energy, and self-discipline.

# THE HONORS CURRICULUM

Academics are the core of the honors program. You have been admitted to the program because of your academic history, and the rewards of membership lie principally in academic achievement. Our expectations of you as you enter the program are straightforward: that you continue the high level of performance which led to your admission (see section "Maintaining Your Membership"); and that you regularly earn honors credit in your course work, either by taking honors courses or by using contract honors where no honors course is available (see section "Earning Honors Credit"). The goal is honors certification when you graduate, with honors in general education, departmental honors, or both (see section "Graduating with Honors"). Our hope is that from now until you graduate you will take full advantage of the many opportunities we can provide.

The following pages explain the nuts and bolts of the academic side of the UHP. In them you will find out what it takes to remain a member, all about honors courses and honors contracts, and how to graduate with general education or/and departmental honors. We hope the explanations are clear and to the point; but, if they aren't, tell us. More importantly, ask about what you need to know. We'll be happy to clear up any uncertainty.

## Maintaining Your Membership

Now that you have been admitted to the program, you will be expected to meet its membership requirements. While you should not find them stringent, they do allow us to maintain the quality of the program. Often, but not always, if you are not meeting the requirements, we'll allow you a probationary period in which to meet them. During the time you are on probation, some of the benefits of program membership will not be available to you, but you will still be a member. If, by the end of your probation, you again meet program requirements, you will regain your status as a member in good standing. On the other hand, if you still do not meet them, your membership will be terminated.

Often you can identify potential problems before they occur. **If you have any reason to think that you are encountering or will encounter a problem that could jeopardize your membership, please come and talk to us.** We will be more than happy to work with you to help resolve your difficulties.

### **Requirements**

The program requires both that you keep up your grade point average (GPA) and that you earn honors credit on a regular basis.

#### **GPA**

To remain in good standing, you must maintain a cumulative grade point average of at least 3.3. If your GPA drops to between 3.0 and 3.3, you will be placed on probation and given 15 credit hours to raise it back to 3.3. If you fail to do so, we will terminate your membership. If at any time your GPA falls below 3.0, we will terminate your membership. There is no probationary period granted in this case.

If you are put on probation because your GPA drops below 3.3, you will remain a member of the program, but you will lose some of the privileges of membership. In particular, during the period of your probation, you will not be able to participate in priority registration or receive an honors undergraduate assistantship. Once you have met the conditions of your probation, then you will regain all the privileges that come with being a member in good standing.

**\*\*NOTE: If you are put on probation because of a low GPA, then you will not be able to register early or apply for an honors undergraduate assistantship until your probation is lifted.**

We recognize that grades are important to all students, but especially to honors students. You will be neither penalized nor rewarded for being an honors student. You will be graded just like everyone else. Your performance in any class, including honors classes, will be judged on its merits relative to all other students at the University.

### **Honors Credit**

We want you to remain active in the program from the time you join until you graduate. As a result, we require that you earn honors credit on a regular basis. If you are working towards honors in general education, you must earn some H credit each semester in which you take a minimum of 12 credit hours. If you go two consecutive semesters without earning H credit, we will terminate your membership at the end of the second semester. Once you have completed honors in general education, or if you are enrolled only part time, you must earn some H credit every two semesters. Three consecutive semesters without earning such credit will result in our terminating your membership at the end of the third semester.

If you come into the program intending to pursue departmental honors only, then you must earn honors credit **during your first semester as a UHP member** and every two semesters thereafter. If you fail to earn honors credit during your first semester, we will terminate your membership at the end of that semester. Following your first semester, if you go three consecutive semesters without earning such credit, we will terminate your membership at the end of the third semester.

If you join the UHP as a first year student, you may complete the requirements for honors in general education well before you graduate. This does not exempt you from the requirement to continue your honors work. You must still earn H credit at least every two semesters or we will end your membership; though you will still graduate with honors in general education.

**We understand that there may sometimes be legitimate reasons why you can't earn H credit in the allotted time. If you know that you are going to have a problem, you may be able to have the time extended by presenting your reasons in writing to the honors director.**

**\*\*NOTE: Once you have completed the requirements for honors in general education, you must continue to earn honors credit on a regular basis if you want to remain in the program.**

## Termination

Your membership in the UHP will be terminated in the following circumstances:

- a. You fail to meet the terms of your probation.
- b. Your GPA falls below 3.0. (No probation is allowed.)
- c. You fail to earn honors credit in the allotted time.
- d. You withdraw from the University without notifying the UHP.
- e. You are guilty of academic misconduct or a serious violation of the University Student Conduct Code. (No probation is allowed.)

## Appeal and Readmission

Unless you have been dismissed because your GPA is below 3.0 or you are guilty of misconduct, you may appeal any decision which has a negative impact on your membership. We send probation and termination letters shortly after the end of each semester. If you wish to appeal, you must do so in writing to the honors director within two weeks of receiving this letter.

When your membership has been terminated, you may apply for readmission after you have completed an additional 15 hours of credit and have a cumulative GPA of at least 3.3.

**\*\*NOTE: All appeals must be made in writing to the honors director within two weeks after receipt of a probation or termination letter.**

## Earning Honors Credit

You can earn honors credit for any course at the University, not merely those designated as honors courses. In order to do so, the course must be either an honors course or one in which you are doing contract honors, and you must achieve a course grade of B- or better. (This means that you may not take a course for honors credit pass/fail.) If your grade is below B-, you will earn no H credit for the course; but you will, of course, receive university academic credit for it.

Honors courses and honors contracts are generally used differently. Honors courses most often count toward honors in general education, whereas honors contracts are used for departmental honors. There are exceptions, however. Some honors courses do count towards departmental honors, especially those with higher course numbers. In addition, you may sometimes use honors contracts to waive some general education honors requirements (see p. 9).

**\*\*NOTE: You must receive a grade of B- or better to earn H Credit for a course. You may not take any course in which you expect to earn H credit (including independent studies and special topics courses) pass/fail.**

## Honors Courses

Honors courses are either special sections of regularly scheduled departmental offerings, usually at the general education level, or special courses developed for honors students. Some of them count toward general education honors only; others toward departmental honors only; and some may count for either, though not for both. Honors courses are available only to UHP members, and their enrollment is restricted to 20 or less, with no overrides. Most students take one or two honors courses a semester; but the number you take will depend on your schedule, interests, abilities, and ambition. Prior to each semester, we prepare a list of the honors courses to be taught in that semester and post them on our WEB Site. These "Course Profiles" describe the courses, indicate whether they count toward honors in general education or departmental honors, and show how they fit in the University's general education program. (For information on EMU general education, see the current Undergraduate Catalog.)

**\*\*NOTE: Applying H credit for the same course to both honors in general education and departmental honors is not permitted.**

Many honors courses are offered on a regular basis. The table on the following page lists the most common, along with the semester or semesters in which they are usually offered. It also includes information about how a course counts and where it fits into the University's general education program. This should allow you to do some advance planning; though, since offerings may change on the basis of faculty availability, student demand, and new course development, you should always check to make sure that the course you're interested in taking will be offered when you need it. If you have questions, check with the Honors Office.

Within the limits of faculty availability and program needs, we make every effort to enlist outstanding classroom teachers for honors courses. Each semester you'll have an opportunity to evaluate your honors courses and instructors. Take advantage of this opportunity to give your instructor the same kind of detailed constructive feedback that you would like to have as a student. Use it also to make suggestions about new honors instructors or courses. We take all such suggestions seriously.

**Honors Course Schedule**

COURSE	SEMESTER		HONORS CREDIT		EMU GEN. ED.
	FALL	WINTER	GENERAL EDUCATION	DEPARTMENTAL	
CHEM115	X		X		II.1 or II.3a
CHEM121/122	X		X	X	II.1 or II.3a
CHEM125/126		X	X	X	
CHEM282	X			X	
CHEM376		X		X	
COSC136	X	X	X		I.5
CTAS124	X	X	X	X	I.2
CTAC227	X	X	X	X	I.3b
ECON201	X		X	X	III.3
ECON202		X	X	X	III.4b
ENGL121	X	X	X	X	I.1
ENGL225	X	X	X	X	I.3a
LITR101/102/103	X	X	X	X	IV.1a or IV.2a
LITR/CLAS106	X		X	X	IV.1a & IV.2a
LITR204 or 260	X	X	X	X	IV.2d or c.c.
LITR279	X	X	X	X	IV.2a
FA100 or 101	X	X	X		IV.4a
HIST100	X	X	X		IV.3b
HIST101/102/103 /106/123/124	X	X	X	X	III.3 or III.4a
HIST/CLAS104		X	X		III.3 or III.4a
HIST/FA151		X	X		III.3 or III.4a or IV.4a
PHIL100	X	X	X	X	IV.3a
MATH120	X		X	X	I.4
MATH121		X	X	X	I.4
MATH122	X		X	X	I.4
MUSC104	X	X	X		
MUSC107	X	X	X		IV.4c
WMST200	X	X	X	X	III.4c or c.c.
PLSC113	X	X	X	X	III.1
PSY101	X	X	X	X	II.2 or II.3a
ANTH135		X	X	X	III.3
SOCL105	X		X	X	III.3
SOCL202		X	X	X	III.4b
ANTH/SOCL214	X		X	X	III.4c or c.c.
ACC240	X		X		
ACC241		X	X		
COB200	X		X		
IS215		X	X		I.5
MGMT202	X		X		
DS265		X	X		
LAW293	X		X		
SPGN251	X	X	X	X	
INDT150	X	X	X	X	II.3b
INDT201	X		X	X	I.5
PEGN210	X	X	X		Graduation Requirement



## Contract Honors

Honors contracts have a variety of purposes, most often for earning H credit in non-honors courses, but also for waiving certain honors requirements and fulfilling requirements in non-standard ways. Many of these uses require prior agreement with an instructor, honors adviser (see p. 13), or the honors director, and involve some effort on your part. Since you will do much of your honors work, including departmental honors, by contract, you should be familiar with what contracts are and how they work.

### Uses for Honors Contracts

You can use honors contracts for the following purposes:

1. H credit for a regular non-honors course. You may earn honors credit in a regular non-honors class through an honors contract. Usually this involves performing some alternative, challenging class work designed to enrich your experience in the course. Your honors project may be a research paper, a class presentation, lecture, or discussion which you lead, a lab experiment, a special set of readings, or even a series of discussions with your instructor--anything which will enable you to examine an aspect of the course in greater depth. While you arrange the contract with the instructor in the course, it is subject to the approval of the departmental honors adviser.

This is the principal use for honors contracts. When you are interested in contracting a class you should keep the following things in mind:

a. In general, you may earn contract honors credit only in upper-division courses. You may not contract for honors in general education courses except by **advance** permission of the honors director. Such contracts are seldom approved, and never when there is an honors section of the same course.

b. The instructor you ask to supervise your work should be a regular, full-time faculty member (the honors adviser can guide you in this). In certain cases, this may not be possible, but you should always check with the honors adviser first.

c. We expect you to take the initiative in developing a realistic, academically sound contract proposal. Be creative. The best honors projects are those which enhance your classroom experience, not simply add more work. When you approach the instructor, do so with concrete objectives in mind and include realistic, specific deadlines in your proposal.

d. Plan ahead! Contracts need to be approved by the supervising instructor and the honors adviser, and must be turned in to the honors office by the appropriate deadline. Deadlines are October 1 for the fall, February 1 for the winter, and the end of the first week of the first full week of classes for the spring and summer sessions. **If you don't obtain the necessary signatures or turn in the contract on time, you may jeopardize your honors credit.**

e. Remember that faculty members who agree to work with you are under no obligation to do so. Their supervision requires a special expenditure of time and effort. Let them know you appreciate their help; turn in quality work and turn it in on time.

f. When you complete an honors contract, you will receive a grade not only for the course, but also for your honors project. These may not be the same; but, if you are to receive

H credit for the course, then your grade for both must be at least B-. **If you take an incomplete for your honors project, you must also take an incomplete in the course.**

2. Independent Study. Independent Studies allow you to explore topics not covered in a regularly scheduled course. They may be for one, two, or three credit hours. You arrange them through an academic department, and register for them just as you do for a regular course. Departmental requirements for independent studies vary, so you should be sure to know what procedures are before you try to set one up. Once you have registered, you may then arrange an honors contract to gain H credit for the independent study. As is the case with regular courses, the contract is subject to the approval of the honors adviser. Most senior honors theses (see p. 13) are done as independent study projects.

3. Honors Waiver. By using an honors waiver, you can reduce the number of hours of H credit required for honors certification, **up to a maximum of three hours**. Honors waivers are given for challenging learning experiences for which no academic credit is available (e.g., forensics for communication majors, public performances or exhibits, proficiency exams, publications or conference presentations, acceptable community service). A waiver does not reduce the University credits you need to graduate, only the number of honors hours required for honors certification. **You must arrange honors waivers in advance with the honors director. Unless you do, you will not be given credit for the activity.**

4. Graduate Courses for Undergraduate H Credit. If you are a junior (at least 55 credit hours), you may enroll in a graduate course for undergraduate H credit. As a junior, you must have the permission of the honors director and the graduate dean, but as a senior (at least 84 credit hours) you need only the Graduate School's OK. You will receive departmental H credit if your course grade is B- or higher, and no special project is required. You must, however, pick up a signed approval form from the Honors Office, and fill out a standard contract form.

5. Nonstandard Curricular Variations. Subject to departmental restrictions, you may also use honors contracts to earn honors credit for a number of non-standard curricular variations. These include:

a. Undergraduate Research (credit may be earned via independent study or waiver). You may be able to assist a professor in a meaningful way on a research project.

b. Foreign Study (if the study credits are transferable, you may earn regular honors-course credit; if not, then you may earn waiver credit). Honors credit for study-abroad experiences in general education courses must be approved in advance by the honors director. In a departmental honors program, credit must be approved in advance by the honors adviser.

c. Summer Reading (independent study or waiver credit). In cooperation with a faculty supervisor, you develop an approved list of readings not covered in an existing course offering, and demonstrate comprehension early in the fall semester by means of an oral or written report or examination.

d. Internships, Fieldwork, Clinical, Co-op, etc. In some departments the most challenging job-related learning experiences may be designated as honors experiences and be awarded honors credit. In some cases, your work supervisor may also serve as your supervising instructor. See your honors adviser or the honors director for guidance.

## Setting up a Contract

You set up an honors contract by submitting a standard UHP CONTRACT (see sample on p.11), which is available either in the Honors office or from an honors adviser. It requires a brief description of your project, and approval signatures from the project supervisor and the honors adviser, and in some cases the honors director. **It is your responsibility to see to it that contracts are filled out correctly, and have the appropriate signatures.**

You must arrange all contract honors credit **in advance of the activity for which you will receive the credit. In most cases this means BY OCTOBER 1 FOR FALL, FEBRUARY 1 FOR WINTER, OR THE END OF THE FIRST FULL WEEK OF CLASSES FOR SPRING OR SUMMER SESSION.**

## Examples of Contract Honors Projects

Here is a sample of honors projects from past semesters. Use it as a guide if you need to, but don't feel bound by the type of projects listed. Remember that the purpose of an honors contract is to deepen and enrich your classroom experience, not simply to add to your workload. Use your imagination and creativity in coming up with appropriate contract projects.

(AAS101) A comparative study of Martin Luther King Jr. and Malcolm X.

(ACC445) Design and implement an accounting procedures manual for a non-profit institution in order to strengthen internal controls and periodic reporting in preparation for an annual audit.

(FA210) Produce a sketchbook in a variety of media in New York City of New Yorkers in their natural habitat.

(BOTN302) Catalog all fern species at U-M Matthaei Botanical Gardens, labeling and classifying all species and entering catalog in TAXIR database.

(CTAT332) Produce a video of the Detroit Free Press Marathon.

(CTAC497) Assist in designing a communications contest for Domino's Pizza Corporation.

(COSC338) Deliver an hour-long lecture to the class on a co-op project at ERIM.

(ECON499) Construct an economic model which will explain movements in real interest rates.

(ECE300) Assess 8 - 10 kindergartners using the testing tool DIAL and submit a written report to be presented orally in class.

(GEOG499) Produce a bibliography on prehistoric migrations into the New World.

(GERN-waiver) Achieve a "Sehr Gut" rating or higher on the *Zertifikat Deutsche/Fremdsprache*.

(PED300) Write a research paper on the structural and physiological differences between male and female athlete



Sample Honors Contract

For Office Use Only

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UNIVERSITY HONORS PROGRAM

HONORS CONTRACT

**DIRECTIONS: PRESS HARD! YOU ARE MAKING FOUR COPIES.**

1. Fill in all required information, including six digit Section ID#.
2. Obtain instructor and departmental honors adviser signatures.
3. Return top four copies to the Honors Office **no later than October 1 (fall), February 1 (winter), or the end of the first full week of classes (spring/summer sessions)**. Keep the back (gold) copy for your records.

NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ SEMESTER & YEAR \_\_\_\_\_

TYPE OF HONORS CREDIT (check one)

\_\_\_\_ Contract Honors (Course Prefix and # \_\_\_\_\_ Credit Hours \_\_\_\_\_ Section ID# \_\_\_\_\_)

\_\_\_\_ Independent Study (Course Prefix and # \_\_\_\_\_ Credit Hours \_\_\_\_\_ Section ID# \_\_\_\_\_)

\_\_\_\_ Graduate Course (Course Prefix and # \_\_\_\_\_ Credit Hours \_\_\_\_\_ Section ID# \_\_\_\_\_)

\_\_\_\_ Honors Waiver ( \_\_\_\_\_ 1 Hour \_\_\_\_\_ 2 Hours \_\_\_\_\_ 3 Hours)

PROJECT DEADLINE (You must fill this in) \_\_\_\_\_

PROJECT DESCRIPTION (Include specific objectives)

Is this your senior thesis? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Instructor signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Print Instructor Name)

\_\_\_\_\_  
Honors Adviser Signature

\_\_\_\_\_  
(date)

**INSTRUCTOR: Please fill in the appropriate information in the box below and return to the Honors Office no later than the day on which course grades are due. Please note that H credit can be earned in a course only if the grade in the course and on the honors project is B- or higher. An incomplete can only be given on an honors project if it is also given in the course.**

HONORS CREDIT: \_\_\_\_\_ YES \_\_\_\_\_ NO

GRADE: HONORS PROJECT \_\_\_\_\_

COURSE \_\_\_\_\_



# Graduating With Honors

While you may take honors courses and gain honors credit without graduating through the program, the main reason for joining is to gain honors certification when you graduate. You do so by keeping your cumulative GPA at 3.3 or above and EITHER successfully completing at least 18 hours of general education honors courses (Honors in General Education) OR earning at least 12 hours of H credit in a specific academic area, usually your major or program, including a senior honors thesis/project (Departmental Honors), OR both. The earlier you join the program, the easier it will be to do both; and we strongly encourage you to do both if you can. **At the same time, if you join after you have completed the majority of your general education work at the University, or you bring with you a large number of transfer credits, then you may be restricted to graduating with departmental honors.**

**\*\*Note: Many incoming honors students have accumulated AP credits in high school. In some cases these may make it difficult to earn general education honors. If you have a significant number of AP credits coming out of high school, see the honors director.**

## Honors in General Education

To graduate “With Honors in General Education,” you must complete at least 18 hours (usually six courses) of general education honors credit. Eighteen hours are the minimum, and we encourage you to take as many general education honors courses as you wish.

Usually, you will spend much of your first two years at EMU working on your University general education requirements. As a result, you can probably complete the requirements for honors in general education in fairly short order and without much difficulty. At the same time, there are a couple of things you should keep in mind. First, it is your responsibility to schedule the number of general education honors classes that you need, when you need them. Though we offer a wide variety of honors sections each semester, if you wait until you are near graduation to finish, you may not be able to get the honors course that you need. **Since you won't be able to contract for general education credit**, you may then find yourself unable to graduate with general education honors. Second, even if you complete the requirements for honors in general education early, you must continue to earn honors credit at least every second semester if you wish to remain in the Program. The easiest and best way is by working toward departmental honors.

You can often save yourself troubles at the end by keeping track of your honors work as you go along. We've provided you with a check list at the back of this Handbook, which we hope will help you stay up to date. You can also stop by the Honors office at any time to find out where you stand.

**\*\*Note: Except in extraordinary circumstances, contracting for general education honors credit is not permitted.**

## Departmental Honors

Departmental honors programs are available in all academic departments and programs. While you will typically pursue departmental honors in a major or minor, you may do so in any area where it is possible for you earn 12 hours of H credit. Because you'll do most of your work by contract, you'll find that the emphasis is on curricular flexibility and the close interaction between you and your instructors. As a rule, you should expect to do most of your departmental honors work during your final four semesters; but you may begin earlier, especially in the "skill" majors (e.g., music performance, art, theater, foreign languages) where you may start as early as your first year, often concurrently with general education honors.

Many of the requirements for departmental honors are set by academic departments or programs. However, all of them require 12 hours of H credit, including a senior honors thesis/project. You must be a member of the UHP to join a departmental honors program, but UHP membership does not imply that admission is automatic. Some departments require a separate application and have more stringent admission and retention standards than those of the UHP. Before you begin your departmental honors work, you should make an appointment with your honors adviser to find out about special requirements. Copies of all approved programs are on file in the UHP office and in the department office.

The departmental honors adviser is your main source of information and advice about departmental honors. All departments and many program areas have honors advisers. They do not provide general advising or scheduling assistance. Rather, their job is to aid you as you prepare for and pursue departmental honors. In addition, their signature is required on all of their department's honors contracts, as well as on your senior honors thesis. We publish an updated list of honors advisers every fall. You can also check with the Honors office or your major department to get the name of your honors adviser.

### The Honors Thesis/Project

The honors thesis/project is the major culminating experience for departmental honors students. If you are pursuing departmental honors, you **must** complete a senior honors thesis/project. You must also earn both academic and honors credit for the thesis, usually but not always through three hours of independent study. Some departments require that you complete a specific honors thesis seminar, so you should be sure to check with your honors adviser about the requirements in your area.

Your thesis/project may take various forms: a lengthy research paper, a public performance, a documented lab experiment, a computer program, a work of art, or even a two-page mathematical proof. Whatever form it takes, it should be a demanding exercise (three hours of credit assumes about 150 hours of work) and the result should demonstrate exceptional skill and understanding.

As you prepare for your senior thesis, there are a number of things you should keep in mind:

1. Successful projects must be carefully planned in advance. **Do not wait until the semester you intend to graduate before beginning your thesis work.** The best time to begin is toward the end of your junior year, after at least six hours of departmental honors credit. At that time you should meet with your honors adviser to agree on the nature of the thesis/project and to seek a faculty supervisor. The thesis/project should be of interest to both you and your supervisor. Its scope should candidly take into account your own preparation, abilities, and time. The supervisor should be a full-time faculty member who is knowledgeable in the subject and available to provide criticism and direction. He/she will also evaluate the final product and conduct any oral or written defense

that may be required. Once you have found a faculty mentor, you should meet with him or her to refine the scope of your project, agree on a project description, and negotiate such matters as format, methodology, and deadlines.

2. Try to do as much as possible of the actual work on your thesis during your second-to-last semester, leaving your final semester as a buffer in case of unforeseen delays.

3. Many theses/projects will be extended research papers, but some will involve public performances, works of art, lab experiments, and the like. Even these latter **must include a written component** that carefully documents the research or creative activity. Controlled scientific experiments, for example, may be accompanied by a lab report, charts, graphs, and tables; creative projects may be documented by a journal, explanations of performance decisions, photographs, annotated scripts and scores; and so on.

4. When you are working on your Honors Thesis, you are eligible to apply for a senior thesis stipend to defray project costs that are beyond your means. Stipends may be for any amount up to \$100. Reimbursement of actual expenses is either by purchase order or against receipt. Application forms are available in the Honors office. Stipends are awarded on the basis of the quality of the proposal, your financial need, and the availability of funding.

5. Your thesis must meet certain formal guidelines. It must be word processed, double-spaced on 8 1/2" x 11" paper, leaving a 1 1/2" left-side margin and 1" at top, bottom, and right sides. It must begin with a Title Page (see sample on page 16), followed by a Table of Contents. Charts, graphs, tables, and illustrations may be incorporated into the main body of the text or as appendices. The main body should be followed by Endnotes, Bibliography, and Appendices as appropriate.

It is your responsibility to ensure that the manuscript is free of grammatical, mechanical, and stylistic errors. There should be no visible erasures, strikeouts, or hand-corrections. Clear, clean photocopies are acceptable. Since the original manuscript will be copied and bound, it should not be stapled or punched. Unless your department requires a particular style manual, you should follow the latest MLA (Modern Language Association) Stylesheet.

6. Your completed thesis must be signed by the supervising instructor, honors adviser, the Head of the department in which you are obtaining departmental honors, and the honors director. You are responsible for obtaining the first three of these signatures. Once you have done so, you should deliver **THREE COPIES** of your completed thesis, along with a one-page thesis abstract (see sample on next page) to the Honors office. The honors director will read and sign it, and then send it for binding. Afterwards, one copy will be sent to you, one to the department, and one will be kept in the Honors office. The abstract will also be kept on file in the Honors office.

7. **Remember that you MUST earn both academic and honors credit for your thesis.** To earn academic credit, you should either take an independent study whose purpose is completion of the thesis, or tie it to a specific course in the area in which you're earning your departmental honors. To earn honors credit, you must submit a standard UHP Contract for either your independent study or the course to which you're attaching your thesis. **You cannot graduate with departmental honors unless you earn credit for your thesis.**

8. Your signed thesis is due in the Honors office no later than the last day of the semester in which you are graduating. If you need extra time, you must obtain the written permission of the honors director. While we are usually willing to grant you an extension, keep in mind that extending the deadline may require that you take an Incomplete in either the independent study or the course to which you've tied your thesis. If you need the credit hours to graduate, then an Incomplete will keep you from graduating. In any event, no thesis will be accepted later than the end of the semester following your graduation.

**Sample Thesis Abstract**

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**Senior Honors Thesis**

**ABSTRACT**

Author: Barbara J. Krienke

Department: Associated Health Professions

Area: Health Administration

Supervising Instructor: Dr. Richard Douglass

Honors Adviser: Dr. Richard Douglass

Title: SOUTHWEST DETROIT HOSPITAL'S MANAGED CARE PROGRAM

Length: 32 pp.

Completion Date: 5-15-92

Special Features: [mention inclusion of photos, videos, musical scores, and any other unusual features of your project]

---

Begin abstract here. Limit yourself to this side of page only. Single-space if necessary.  
Maximum 200 words.

**Sample Title Page**

**(You must use this format)**

(TITLE — in capital letters)

by

(Author)

A Senior Thesis Submitted to the

Eastern Michigan University

Honors Program

In Partial Fulfillment of the Requirements for Graduation

With Honors in (Major/Program)

Approved at Ypsilanti, Michigan on this date \_\_\_\_\_

\_\_\_\_\_  
Supervising Instructor

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Honors Advisor

\_\_\_\_\_  
Honors Director

## Other Graduation Requirements

### Community Service

The honors program is strongly committed to the value of community service. In order to graduate with either honors in general education or departmental honors, you must perform a minimum of 30 hours of approved community service. You may fulfill this requirement in a number of ways. These include:

a) service done in connection with a specific course. The activity must be related to the course content, and approved as a service activity by the instructor and the honors director. If you choose to fulfill all or part of your requirement in this way, the service activities you perform must be different from any project you might do which would earn you contract honors credit for the course.

b) service arranged through a recognized campus office. The Office of Campus Life has a large listing of community service activities, some of which, like the Alternative Spring Break, it organizes and actively promotes. Likewise, the Dean of Students Office and the Learning Center are constantly searching for tutors for students with special needs. You may fulfill all or part of your service requirement by taking part in one of these activities. If you choose to do so, the activity must be approved by the director of the office sponsoring the activity.

c) service which is a part of an ongoing on-or-off campus project. Many residence halls and student organizations sponsor service activities. Again, you may fulfill all or part of your requirement by taking part in some of these activities. If you choose to do so, the activity must be supervised, and have the approval of the honors director.

**COMMUNITY SERVICE ACTIVITIES MUST BE APPROVED IN ADVANCE. IT IS YOUR RESPONSIBILITY TO OBTAIN THIS APPROVAL BY FILLING OUT A COMMUNITY SERVICE AGREEMENT AND HAVING IT SIGNED BY A MEMBER OF THE HONORS STAFF. COMMUNITY SERVICE AGREEMENTS ARE AVAILABLE IN THE HONORS OFFICE. (SEE SAMPLE ON P. 18.) WHILE YOU NEED NOT HAVE COMPLETED ALL YOUR HOURS BEFORE YOUR EXIT INTERVIEW, YOU WILL NOT BE ALLOWED TO SCHEDULE THE INTERVIEW UNTIL YOUR ACTIVITIES HAVE BEEN APPROVED. YOU WILL NOT BE ABLE TO GRADUATE WITH HONORS UNTIL ALL YOUR HOURS HAVE BEEN COMPLETED.**

**Sample Community Service Agreement**

UNIVERSITY HONORS PROGRAM

**COMMUNITY SERVICE AGREEMENT**

**DIRECTIONS:**

1. Complete this form after you have made the appropriate arrangements for community service.
2. Have the agreement signed by a member of the Honors staff **BEFORE** you begin your service activity.
3. When you have completed your service activity, have your supervisor sign the agreement. Then return the top copy to the Honors Program Office and keep the bottom copy for your records.

NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

PROJECT START DATE \_\_\_\_\_ TOTAL NUMBER OF SERVICE HOURS \_\_\_\_\_

ANTICIPATED COMPLETION DATE \_\_\_\_\_

PROJECT DESCRIPTION (be as complete as possible)

---

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Please print supervisor's name)

\_\_\_\_\_  
(title & organization)

\_\_\_\_\_  
(Signature of Honors Staff)

\_\_\_\_\_  
(date)

---

**FILL IN AFTER PROJECT HAS BEEN COMPLETED**

\_\_\_\_\_ has completed \_\_\_\_\_ hours of the service activity described above.  
(Student's name)

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(date)

---

**RETURN TOP COPY TO THE HONORS OFFICE. KEEP THE BACK COPY FOR YOUR RECORDS.**



## Exit Interview

If you are expecting to graduate with honors, you must notify the Honors office at least two months prior to your expected graduation date and come in for an exit interview. This interview, which takes about 30 minutes, is important for several reasons: to make sure your name and degree appear correctly on your certificate, to fill out a program evaluation, and to review your transcript and verify completion of requirements. You should bring with you to the interview a resume or list of awards, honors, leadership roles, service activities, scholarships, and other forms of recognition, as well as information about graduate school acceptances and fellowships or employment acceptances. We also ask that you make a payment of \$20.00 to offset the cost of the honors certificate and medallion, which you will receive as partial recognition of your graduation with honors.

Exit interview deadlines are as follows:

<u>IF GRADUATING IN</u>	<u>EXIT INTERVIEW BY</u>
April	February 15
December	October 15
June	February 15
August (but walking in April)	February 15
August (but walking in December)	October 15

**\*\*NOTE: We request a payment of \$20.00 at the time of the exit interview to help defray the cost of the honors certificate and medallion. Make checks payable to the EMU HONORS PROGRAM.**

It is your responsibility both to notify us that you are graduating and to arrange your exit interview. We will attempt to contact you when it appears to us that you have enough hours to graduate, but we have no way of anticipating your exact graduation date. Since we use the information from the exit interview to order certificates and medallions, and to prepare the list of names for the UHP page in the University's Commencement Bulletin, neglecting to notify us may result in your not receiving the recognition you've earned.

## Recognition and Certification

We will recognize your graduation through the UHP in a number of ways. Your transcript will include your honors designation ("With Honors in General Education" and/or "With Honors in [Major/Program]"), with all your honors coursework identified with an "H." You will receive an honors certificate, along with the distinctive honors medallion, which you may wear at commencement. We will make every attempt to award the certificate and medallion publicly, if possible at a departmental or college function. We will provide you with a recommendation letter describing the nature of your achievement as an EMU honors graduate. You will also be recognized as a UHP graduate in the commencement program.

There is one note of caution, however. In certain cases, the University will allow you to go through commencement (i.e. to "walk") before you actually graduate. This occurs when you graduate in June or August and there is no commencement ceremony, or when you have completed your course work but still have to finish an internship, field work, or the like before you are through. In these circumstances, though you may "walk" before you have completed your degree requirements, you will not be recognized as a graduate. For example, you will not be listed in the commencement

bulletin (except on the UHP page), nor will you be allowed to wear the gold tassel that you earn if your GPA is above 3.5. However, you will be recognized at the following commencement, once you have completed all the requirements for your degree.

NOTE: In addition to graduating through the honors program, you may be recognized by the University as a *laude* graduate. This recognition is independent of any UHP designation. Your honors degree indicates that you have completed the requirements of the University Honors Program. The Latin designations reflect your cumulative GPA upon graduation. At commencement, *laude* graduates wear a distinctively colored tassel; honors program graduates wear the honors medallion.

### **Recommendation Letters**

At your request, the UHP office will provide a form letter verifying your status in the UHP for scholarship purposes. Due to the volume of requests, however, the director and assistant director cannot manage personalized recommendation letters for more than 1,000 UHP members. We strongly encourage you to seek recommendation letters from faculty members who are intimately acquainted with your work.

# Summary of Membership Obligations

## **To remain in the honors program, you must...**

- Maintain a cumulative GPA of at least 3.3. If your GPA falls to between 3.3 and 3.0, you will be placed on probation and will have 15 hours to raise your GPA above 3.3. If your GPA drops below 3.0, your membership will be terminated.
- Earn honors credit on a regular basis. If you are working towards honors in general education, then at least three hours of H credit every full semester until you have completed honors in general education, and every two semesters thereafter. If you are pursuing departmental honors only, then at least three hours during your first semester in the program and every two semesters thereafter. If you fail to earn honors credit on a regular basis, your membership will be terminated.

## **To graduate with honors, you must...**

- Earn a final cumulative GPA of at least 3.3;
- Complete at least 18 hours of general education H credit,

OR/AND

Complete at least 12 hours of departmental honors, including at least three for the senior thesis/project;

- Complete a minimum of thirty hours of approved community service;
- Notify the Honors office of intent to graduate with honors and complete an exit interview.

# USEFUL INFORMATION

The honors program's purpose is to enrich your experience at the University. Primarily this is a matter of enhancing your classroom opportunities. At the same time, though, membership in the UHP is valuable in other ways. As a result of your being a part of the program, you will have benefits available only to members, as well as the chance to fill out your college years with activities that will prepare you for your future. We encourage you to take advantage of as many of the opportunities listed below as you can. By doing so, you can more easily make the UHP work for you.

## **Facts About the Program**

### **Regional and National Affiliation**

The UHP is affiliated with the Michigan Honors Association (MHA), the Midwest Honors Association (MEHA), and the National Collegiate Honors Council (NCHC). We encourage you to join and participate in these organizations, all of which offer opportunities for substantial student involvement, leadership training, travel, and interscholastic networking.

Usually, MHA and NCHC meet every fall and MEHA during the winter. We are often able to provide financial support to active members who attend these annual conferences. Such trips may also be financed by the sale of UHP identity items and other fund-raisers.

### **Newsletter**

You will receive *Honorable Mentions*, the UHP newsletter, twice in the fall and twice in the winter. Be sure to read it, since it includes a good deal of useful information about the program, including announcements of upcoming events, scholarship information and important deadlines. *Honorable Mentions* is for you and about you: if you win an award, make an interesting discovery, have a suggestion, or want to include a news item, let us know. If you'd like to write for the newsletter, contact the Honors office.

**\*\*NOTE: We can't send you your newsletter and other useful information if we don't know your campus address. Drop us a line or stop by the Honors office to update our records. (Ditto if you change your major, phone, marital status, etc.)**

### **Honors Student Organization (HSO)**

The Honors Student Organization is the UHP's student organization. Its goals are to contribute to the success of the program, provide input into the academic program, develop leadership skills, and organize social events, fundraisers and service projects. HSO meets regularly during the fall and winter semesters. We encourage you to take an active role in the HSO. If you'd like more information, contact the Honors Office.

## **UHP Identity Items**

We have a variety of identity items, including honors sweatshirts, T-shirts, ballpoint pens, and lapel pins available for sale in the Assistant Director's office. If you're interested, stop by and take a look.

## **Additional Benefits of Membership**

### **Priority Registration**

UHP members in good standing enjoy the opportunity for priority registration. As a result, you may expect nearly a 100 per cent success rate in getting the schedule you want. **Remember, however, that the privilege of registering early will be suspended if you are placed on probation.** Registration information, including dates and times, will be provided to you prior to each semester's registration.

### **Four-Week Library Loan Period**

You will be programmed in the library's automated check-out system to receive a four-week (28-day) loan period, seven days longer than normal for undergraduate students. If you are not receiving this benefit, notify the Honors office.

### **Complimentary Mainstage Membership**

You are entitled to free membership in MAINSTAGE, an organization of EMU Theater patrons. MAINSTAGE members get tickets at reduced prices, invitations to members-only opening-night receptions, and reduced prices for the annual Theater Tour. Stop by the Assistant Director's Office for details.

### **Housing**

The Honors Program has its offices in and is closely affiliated with Wise Hall. If you are planning to live in a residence hall you will automatically be placed in Wise and will be expected to live in the hall during the time you reside on campus. If you wish to be excepted from being placed in Wise Hall, you must request the exception in writing to the Honors Director prior to rooms being assigned by EMU's Housing office. Exceptions will be granted only for good reasons.

## **Other Opportunities**

### **Honors Undergraduate Assistantships**

The honors program, in cooperation with the Office of Financial Aid, offers \$50,000 a year in \$1,200/semester assistantships to UHP members in good standing with more than 55 earned credits. Honors undergraduate assistants serve as apprentices to faculty in a teaching, research, or creative capacity. You must apply jointly with a faculty member, and the program is competitive. Guidelines and application forms are available in the Honors office. As with priority registration, however, the privilege of applying for an undergraduate assistantship is suspended if you are on probation.

### **Founder's Award**

The Founder's Award was instituted in 1994 by former director and founder of the UHP, Dr. Bob Holkeboer. Its purpose is to aid students who are interested in spending a part of their college career studying off campus. Information is available in the Honors office.

## Publication and Conference Presentation

We encourage you to publish and disseminate your research and creative work. There are a number of such opportunities. The *Honors Journal*, produced and edited by UHP members, is a refereed journal of non-fiction. The annual Arts and Sciences Undergraduate Symposium, which takes place every March, showcases undergraduate research. Honors students tend to make up nearly half of Symposium participants, with many presenting their senior thesis research. The annual NCHC conference has a substantial program dedicated to undergraduate research. Information about upcoming conferences and other opportunities for presentations are always available in the Honors office.

## Major Fellowships, Scholarships, Internships, etc.

Several major scholarships and fellowships are available to qualified EMU students each year. Some support graduate study while others can be applied to your undergraduate expenses. The Truman, Rhodes, and Goldwater Scholarship competitions are sponsored directly by the honors program. The Graduate School administers the Fulbright Scholarship. You may apply directly for other fellowships and scholarships. Information about fellowships arrives in the Honors office between May and September for the following year. Application deadlines vary between September and the following March.

In addition, opportunities for study, research, and internships during the summer as well as during the academic year are available. Participation in these programs can enhance your qualifications for major scholarships.

You can pick up an information guide describing the various fellowships from the Honors Office. These include:

- \*Rhodes Scholarship — seniors apply for two graduate years at Oxford
- Fulbright Scholarship — seniors for postgraduate study abroad
- Marshall Scholarship — for graduate study at a university in Great Britain
- \*\*Goldwater Scholarship — juniors for senior year and graduate study in math/science
- Mellon Fellowships in the Humanities — seniors for grad fellowships in humanities
- \*\*\*Truman Scholarship — juniors interested in public service for senior year & grad school
- National Science Foundation Fellowship — seniors in math/science for grad school
- NSF Minority and Women's Fellowships — grad study in science/math/engineering
- National Endowment for the Humanities Younger Scholar Program — for a summer research project, any class level.
- Hughes Medical Fellowships — graduate study in biological sciences
- Department of Energy Science & Engineering Research Semester — sophomore or above
- Madison Fellowship — seniors preparing to be high school teachers of government
- FAS Summer Institutes — undergrad summer study in political science, journalism & business
- \*\*\*\*USA Today Academic Team — any outstanding full-time student with qualifying project

*\*UHP had semifinalist in 1995-96*

*\*\*UHP had winners in 1991-92, 1992-93, 1995-96, 1996-97, 1997-98, 1998-99, and 1999-2000*

*\*\*\*UHP had finalists in 1991-92 and 1993-94*

*\*\*\*\*UHP had winners in 1995-96 and 1996-97*

We encourage you to apply for these prestigious awards and will help you with your application, essay, and interviewing skills.

## **Career Preparation and Graduate Study**

A large percentage of honors students go on to attend graduate or professional schools. Information about graduate study and career preparation is available in the rack outside the Honors Office. We encourage you to check it periodically. We also have several reference works and test preparation booklets that you may borrow for brief periods.

# DATES AND DEADLINES

Use the following list to check important UHP dates. These are recurring deadlines, so you can use the list every year. **Remember: You are responsible for knowing and adhering to these deadlines!** Other important dates and deadlines will be published in *Honorable Mentions*.

## Fall Semester

September 1	<i>Honorable Mentions</i> sent to all members
October 1	Honors contracts due in Honors Office
October 15	Notification of intent to graduate or walk in December; exit interview completed
Mid-October	Departmental honors workshop (Check Newsletter for date) Honors undergraduate assistantship workshop (Check Newsletter for date)
November 1	<i>Honorable Mentions</i> sent to all members
December 1	Winter honors undergraduate assistantship applications due in Honors Office Fall honors undergraduate assistantship interim reports due in Honors Office

## Winter Semester

January 1	<i>Honorable Mentions</i> sent to all members
February 1	Honors contracts due in Honors Office
February 15	Notification of intent to graduate or walk in April; exit interview completed
Mid-February-early March	Departmental honors workshop (Check Newsletter for date) Honors undergraduate assistantship workshop (Check Newsletter for date)
March 1	<i>Honorable Mentions</i> sent to all members
April 1	Spring honors undergraduate assistantship applications due in Honors Office Winter honors undergraduate assistantship interim reports due in Honors Office

## Spring Session

End of the first full week	Honors contracts due in Honors Office
June 1	Summer honors undergraduate assistantship applications due in Honors Office Spring honors undergraduate assistantship interim reports due in Honors Office

## Summer Session

End of the first full week	Honors contracts due in Honors Office
August 1	Fall honors undergraduate assistantship applications due in Honors Office Summer honors undergraduate assistantship interim reports due in Honors Office

# CHECKLIST

The following checklist will help you gauge your progress through the program. Use it to make sure that you are up-to-date with your requirements and are moving satisfactorily toward graduating with honors.

## General Education (18 hrs of H credit required)

<u>Semester</u>	<u>Course</u>	<u>Grade</u>	<u>Credit Hours</u>	<u>Total H</u>
-----------------	---------------	--------------	---------------------	----------------

Credits

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## Departmental Honors (12 hrs of H credit, including senior thesis)

<u>Semester</u>	<u>Course</u>	<u>Grade</u>	<u>Credit Hrs</u>	<u>Total H</u>
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Credits

- 1.
- 2.
- 3.
- 4.

Title of Senior Thesis:

Supervising Instructor:

Course in Which You Are Earning Credit for Thesis:

Anticipated Completion Date:

## Community Service (30 hrs. required for honors certification)

<u>Project</u>	<u>Date(s)</u>	<u>Number of Hours</u>	<u>Total Hours</u>
----------------	----------------	------------------------	--------------------

- 1.
- 2.
- 3.
- 4.