

Eastern Michigan University
University Honors Program

Student Handbook

2003-04

Program rules and requirements change from time to time. As a result, the student handbook will also be modified to reflect such changes. Students should follow the requirements from the annual Handbook from the year in which the University Honors Program is joined.

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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 by e-mail, 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 in the Honors Suite in Wise Hall

If you are having a particular problem or would simply 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 semester of 1984, the UHP has grown to over 1,000 members while earning the respect of the campus community. The UHP has become a justifiable source of pride for all of us. You can help sustain this growth by encouraging other qualified students to join. Moreover, you can uphold the Program's fine reputation by continuing to develop in yourself the qualities of a true scholar: integrity, humility, creativity, 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 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 Honors contracts when no Honors courses are available (see section "Earning Honors Credit"). The goal is certification when you graduate with University Honors, Departmental Honors, or "Double Honors" (see section "Graduating with Honors"). Our hope is that you will take full advantage of the many opportunities provided by the Honors Program.

The following pages explain the "nuts and bolts" of the academic side of the UHP. You will find out about membership, Honors courses and contracts, and how to graduate with Honors.

MAINTAINING YOUR MEMBERSHIP

Note: You can often identify potential problems before they occur. **If you have any reason to believe that you are encountering a problem that could jeopardize your membership, please talk to us.** We will be more than happy to help resolve your difficulties.

The Honors Program requires that you earn Honors credit on a regular basis and maintain a reasonably high grade point average (GPA).

Honors Credit

We want you to take full advantage of the available opportunities in the program. Thus, we require that you earn Honors credit on a regular basis. If you are working towards University Honors, some Honors credit must be earned each semester in which you take a minimum of 12 credit hours. If for two consecutive semesters no Honors credit is earned, your Honors membership can be terminated at the end of the second semester. Once you have completed University Honors, or if you are enrolled only part time, you must earn some Honors credit every two semesters. Three consecutive semesters without earning such credit can result in termination of your Honors membership at the end of the third semester.

If you intend to pursue **Departmental Honors only**, you must earn Honors credit **during your first semester** as a UHP member and every two semesters thereafter. Following your first semester, going three consecutive semesters without earning Honors credit we will result in the termination of 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 University Honors well before you graduate. You will still need to complete additional Honors work either in Honors courses or by contract in your major or minor field of study.

We understand that there may sometimes be legitimate reasons why you cannot earn H credit within the allotted time frame. You may be able to extend the time frame by presenting your reasons in writing to the Honors Director.

GPA

To remain in good standing, you must maintain a cumulative grade point average of at least 3.3. If your GPA falls to between 3.0 and 3.3, you will be placed on probation and given 15 credit hours to raise it back to at least 3.3. If you fail to do so, your Honors membership will be terminated. If at any time your GPA falls below 3.0, your membership will be terminated; 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 either participate in priority registration or apply for an Honors undergraduate fellowship. Once you have successfully met the conditions of your probation, you will regain all the privileges that come with being an Honors student in good standing.

Termination

Your membership in the UHP will be terminated under 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 within the allotted time frame.
- d. 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 falls below 3.0 or you are guilty of misconduct, you may appeal any decision that has a negative impact on your membership. We send probationary and termination letters shortly after the end of each semester. If you wish to appeal, it must be done in writing to the Honors Director within two weeks of receiving notification.

Following termination, you can apply for re-admission after an additional 15 hours of credit have been completed and your cumulative GPA is at least 3.3.

EARNING HONORS CREDIT

You can earn Honors credit for either an Honors course or through a contract. A course grade of B- or better must be achieved. Thus, a course for Honors credit cannot be taken as “pass/fail.” University academic credit (but not Honors credit) will be earned for any Honors course in which a grade of C+ or lower is earned.

Courses designated as “Honors” usually fulfill requirements toward University Honors, whereas Honors contracts usually fulfill requirements for Departmental Honors. However, there are many exceptions to this general statement. For example, some Honors courses count towards departmental Honors, especially those at the 300 and 400 level. Also, under exceptional circumstances Honors contracts can be used to waive some University Honors requirements. Finally, at least three (and up to six) departmental Honors credits are now required for earning University Honors.

Honors Courses

Honors courses are taught as either special sections of regularly scheduled departmental offerings (usually as general education classes) or as specific courses developed only for Honors students. Some count toward University Honors, others count toward Departmental Honors, some count for either University or Departmental Honors, and some count for both (i.e., at least three departmental Honors credits are required for University Honors but can also “double count” toward “Highest Honors”). Honors courses are available only to UHP members, and enrollment is restricted to a maximum of 20 students. Most students take one or two Honors courses per semester, but the number depends on one’s schedule, interests, abilities, and ambition. Prior to each semester, a list of Honors courses will be posted on the UHP web site. “Course Profiles” describe the courses, indicate whether they count toward University Honors or Departmental Honors, and indicate how they fit into the University’s general education program. (For information on EMU general education, see the current Undergraduate Catalog.)

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. Also included is 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, although offerings may change due to faculty availability, student demand, and new course development. Thus, you should always check to make sure a particular course will be offered when you need it. If you have questions, check with the Honors Office.

Outstanding classroom instructors are usually enlisted 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 this opportunity also to make suggestions regarding new Honors instructors and/or courses.

Tentative Honors Course Schedule

COURSE	SEMESTER		HONORS CREDIT		EMU
	FALL	WINTER	UNIVERSITY	DEPARTMENTAL	GEN. ED.
ACC240	X		X		
ACC241		X	X		
ANTH135		X	X		III.3
ANTH/SOCL214	X		X	X	III.4c or c.c.
CHEM115	X		X		II.1 or II.3a
CHEM121/122	X		X		II.1 or II.3a
CHEM125/126		X	X	X	
CHEM282	X			X	
CHEM376		X		X	
COB200	X		X		
COSC136	X	X	X		I.5
CTAS124	X	X	X		I.2
CTAC227	X	X	X	X	I.3b
DS265		X	X		
ECON201	X		X		III.3
ECON202		X	X		III.4b
ENGL121	X	X	X		I.1
ENGL225	X	X	X	X	I.3a
FA100 or 101	X	X	X		IV.4a
HIST100	X	X	X		IV.3b
HIST101/102/103/ 106/123/124	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
INDT150	X	X	X		II.3b
INDT201	X		X		I.5
LAW293	X		X		
LITR101/102/103	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
MATH 108	X		X (El. Educ only)		
MATH 109		X	X (El. Educ only)		
MATH120	X		X		I.4
MATH121		X	X	X	I.4
MATH122	X		X	X	I.4
MGMT202	X		X		
MUSC104	X	X	X		
MUSC107	X	X	X		IV.4c
PEGN210	X	X	X		Graduation Requirement
PHIL100	X	X	X		IV.3a
PLSC113	X	X	X		III.1
PSY101	X	X	X		II.2 or II.3a
SOCL105	X		X		III.3
SOCL202		X	X	X	III.4b
SPGN251	X	X	X	X	
WMST200	X	X	X	X	III.4c or c.c.

Honors Contracts

Any foreign language class that fulfills an EMU General Education requirement can also be counted for University Honors credit, provided a minimum grade of B- is earned. Forms for Foreign Language Honors Credit must be completed and returned to the UHP office during either the term the class is taken or within the first 2 weeks of the following semester. No extra project is required to earn Honors credit. Finally, only one foreign language class can be counted for University Honors credit.

Honors contracts provide an opportunity to earn Honors credit in non-Honors courses, and also provide a means to waive certain Honors requirements, and for fulfilling requirements in non-standard ways. Many of these uses require prior agreement with an instructor, Honors adviser, and/or the Honors director, and involve some effort on your part.

Uses for Honors Contracts

Honors contracts can be used for the following purposes:

1. Honors credit for a regular non-Honors course. You can earn Honors credit in a regular non-Honors class through an Honors contract. Usually, this involves performing some additional challenging class work, designed to enrich your experience in the course. Your Honors project may be a research paper, class presentation, lecture, lab experiment, special set of readings, or even a series of discussions with your instructor -- anything that 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 interested in contracting a class, keep the following things in mind:

- a. In general, you can earn contract Honors credit only in upper-division courses. You can not contract for Honors in general education courses except with the **advanced** permission of the Honors director. Such contracts are seldom approved, especially 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 (see your Honors adviser for guidance). Sometimes this may not be possible, but make sure to check with the Honors adviser first.
- c. Students must take the initiative to develop 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 departmental Honors adviser. They must be turned in to the Honors office by the appropriate deadline. **Deadlines are October 1 for Fall semester, February 1 for Winter, and by the end of the first full week of classes for spring and summer**

terms. If you don't obtain the necessary signatures or turn in the contract by the deadline, you may jeopardize your Honors credit.

e. Faculty members who agree to work with you are under no obligation to do so. Because their supervision requires an exceptional expenditure of time and effort, let them know you appreciate their help.

f. When an Honors contract is completed, separate grades for the course and the Honors project will be received. These grades may not necessarily be the same. However, if you are to receive Honors credit, 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. Moreover, an incomplete grade could possibly impact your scholarships and/or financial aid.**

2. Independent Studies allow students to explore topics not covered in a regularly scheduled course and can be taken for one, two, or three credit hours. These are arranged through an academic department. Usually, departmental permission is necessary for registration. Departmental requirements for independent studies vary, so inquire about the procedures prior to registration. Once registered, an Honors contract can then be arranged with the professor. The contract is subject to the approval of the Honors adviser.

3. An Honors waiver can reduce the number of hours of Honors credit required for Honors certification **up to a maximum of three hours**. Waivers are allowed 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, or acceptable community service). A waiver does not reduce the number of University credits you need for graduation -- only the amount of Honors hours required for Honors certification. **You must arrange Honors waivers in advance with the Honors director.**

4. Graduate Courses for Undergraduate Honors Credit. If you are a junior (i.e., at least 55 completed credit hours), you can enroll in a graduate course for undergraduate Honors credit. As a junior, you must have the permission of the Honors director and the graduate dean; as a senior (i.e., at least 84 completed credit hours), only the Graduate School's permission is needed to enroll. Departmental Honors credit is received if the course grade is B- or higher, and **no special project is required**. However, a form for course contracts must be filled out and turned in to the Honors office.

5. Nonstandard Curricular Variations. Subject to departmental restrictions, you can also use Honors contracts to earn Honors credit for a number of non-standard curricular variations, such as:

- a. Undergraduate Research. Credit can be earned through an independent study or waiver.
- b. Foreign Study. If the credits are transferable, you can earn regular Honors course credit; if not, then you can 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. Internships, fieldwork, clinical work, and co-operative education. In some departments the most challenging job-related learning experiences can be designated as Honors experiences. 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

A completed Honors contract form must be submitted to the Honors Office. Such forms can be downloaded from the “Forms” page of the UHP website, obtained from the UHP office, or picked up from your departmental Honors advisor. It requires a brief description of your project and needs approval signatures from the project supervisor and the Honors adviser (and in some cases the Honors director). It is the student’s responsibility to obtain all the appropriate signatures and to fill out the form completely.

You must arrange all Honors contract credits early in the semester in which you expect to earn 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

(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 that 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 athletes.

GRADUATING WITH HONORS

Honors certification for graduation is earned by keeping your cumulative GPA at 3.3 or above and either successfully completing at least 24 hours of University Honors courses (mainly General Education courses) or earning at least 12 hours of Honors credit in your major or minor, including a senior Honors thesis/project (Departmental Honors), OR both (Double Honors). 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, you may choose to graduate 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 University Honors. If you have a significant number (e.g., 15+) of AP credits coming out of high school, see the Honors director.

University Honors

University Honors requires 24 Honors credits -- 18 must be in General Education Honors classes, at least 3 must be in your major or minor, and 3 can be taken in either your major, minor, or General Education. Although for most departmental majors and minors Honors credits must be earned through “contracts,” some departments offer and require upper level Honors courses. Moreover, there is no limit on how many General Education Honors credits that can be earned. Each fall and winter term, the Honors Program offers approximately 40 to 50 General Education Honors classes from which to choose.

Honors students who joined the Program prior to Fall 2003 earned “General Education Honors” rather than “University Honors.” This requires 18 hours of General Education Honors credits. Students who joined the Program during the Fall or Winter semester of the 2002-03 academic year can opt to complete the requirements for either University Honors or General Education Honors.

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 University Honors 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 University Honors. Second, even if you complete the requirements for University Honors early, you must continue to earn Honors credit at least every second semester if you wish to remain in the Program. The easiest and most efficient means 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 for advising.

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. Typically, Departmental Honors is pursued in a major or minor where it is possible to earn 12 hours of Honors 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 can 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 University Honors.

Sometimes the requirements for Departmental Honors are set by the academic departments or programs (e.g., the Department of Psychology has specific guidelines to follow). However, all programs require 12 hours of Honors 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. Thus, before you begin your Departmental Honors work, you should make an appointment with your Honors adviser. Copies of some of the approved programs can be found on the UHP web site.

The Departmental Honors adviser will be your main source of information and advice. All departments and many program areas have Honors advisers. Usually, they do not provide general advising or scheduling assistance. Rather, their job is to help 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. The UHP maintains an updated list of Honors advisers, and each department will know the person acting as their Honors adviser.

The Honors Thesis/Project

The Honors thesis or project is the major culminating experience for graduating with Departmental Honors. All Departmental Honors students **must** complete a senior Honors thesis. Also, both academic and Honors credit must be earned for the thesis, usually but not always through three hours of independent study. Some departments require that you complete a specific Honors thesis seminar or a research course, 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 presupposes 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 to 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 or after you've earned at least six hours of Departmental Honors credit. At that time you should meet with your Honors adviser to discuss the thesis/project and, if necessary, get 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. S/he 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. As with any long-term project, you may run into unexpected delays along the way. For that reason, you should complete much of the actual work during your next-to-last semester. Since your thesis must be completed and submitted to both your academic department and the Honors office **before you graduate**, you do not want to jeopardize your graduation with Departmental Honors by waiting until the last minute.
3. Although many thesis projects will be extended research papers, some will involve public performances, works of art, lab experiments, and the like. Even the latter projects **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; etc.

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 using a 12 point font (Ariel, Bookman, Courier or Times New Roman can be used), 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 below), 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, if they are 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) Style sheet.

6. Your completed thesis signature page must be signed by the supervising instructor, Honors Adviser, Department Head, and the Honors director. You are responsible for obtaining the first three of these signatures. Once you have done so, you should deliver to the Honors office two copies of the completed thesis, three signed signature pages, one electronic copy of your Honors thesis project in either Microsoft Word or RTF format, and one copy of your graded Honors Thesis Project Contract (see sample below). The Honors director will review and sign your thesis before sending it for binding. The two bound thesis copies will be sent to the student and the department. The electronic copy will be reconfigured to .pdf format and sent to Halle Library.

7. **You MUST earn both academic and Honors credit for your thesis.** To earn academic credit, you could take either 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 an Honors Contract for this course. Check with your Departmental Honors advisor to see if there is a specific course you need to take for thesis credit.

8. Your completed, signed thesis, along with your graded Honors Contract, is due in the Honors office by the project deadline that you specify on the contract. Because it may take some time to obtain the required signatures, you should try to have it completed a week or two earlier. **If you need extra time, you must obtain the written permission of the Honors director.** While we will grant an extension when possible, the UHP MUST have your completed thesis no later than the last day of the semester in which you graduate. **UNDER NO CIRCUMSTANCES WILL WE EXTEND THE DEADLINE BEYOND THIS**

DATE. If we do not have your thesis by the end of your last semester, you will not graduate with Departmental Honors.

Note: Your Honors thesis/project must be received by the Honors Office no later than the last day of the semester in which you graduate. Failure to turn it in by this date will mean that you will not graduate with Departmental Honors.

Other Graduation Requirements

Community Service

The Honors program is strongly committed to the value of community service. In order to graduate with either University Honors or Departmental Honors, you must perform a minimum of 24 hours of approved community service – about 6 hours annually. You can fulfill this requirement in a number of ways, including:

- a. service completed 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. Such activities must be different from any project which would earn you contract Honors credit for the course.
- b. service arranged through a recognized campus office. The Office of Campus Life VISION project has a large listing of community service activities, some of which (e.g., 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. Such activities must be approved by the director of the office by which it is sponsored.
- 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, which 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 AND CAN ALSO BE DOWNLOADED FROM OUR WEB PAGE. WHILE YOU NEED NOT HAVE COMPLETED ALL YOUR COMMUNITY SERVICE 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 SERVICE HOURS HAVE BEEN COMPLETED.

Exit Interview

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 takes about 30 minutes and 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 a resumé 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 payment of \$20.00 to offset the cost of the Honors certificate and medallion.

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: A payment of \$20.00 is required 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.

Please remember to notify us that you are graduating and arrange the exit interview. The UHP will attempt to contact you when it appears that you have enough hours to graduate, but we have no way of anticipating your exact graduation date.

Recognition and Certification

We will recognize “graduation with Honors” in a number of ways. Your transcript will include an Honors designation (“With University Honors” 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 effort to award the certificate and medallion publicly, if possible through an Honors graduation reception in December and April. 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. In certain cases, the University will allow you to participate in commencement exercises (i.e., “walk”) before you actually graduate. This often occurs when you graduate in June or August but there is no commencement ceremony, or when you have completed your course work but still need to finish an internship, field work, or the like. In such circumstances, although you may “walk,” you will not be recognized as a graduate. Thus, you would not be listed in the commencement bulletin except on the UHP page. Instead, 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.

OTHER USEFUL INFORMATION

Regional and National Affiliation

The UHP is affiliated with the Michigan Honors Association (MHA), the Mideast 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 student involvement, leadership training, travel, and interscholastic networking.

Usually, MHA and NCHC meet every fall and MEHA during the winter. We are sometimes able to provide some 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

The UHP newsletter (*Honorable Mentions*) will be published during the school year. It will include 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.

NOTE: We can not send you your newsletter and other useful information if we do not know your campus or e-mail address. Drop us a line or stop by the Honors office to update our records, including other changes such as your major, telephone number, marital status, etc.

Honors Student Association

The Honors Student Association is the UHP's student organization, whose 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. The HSA meets regularly during the fall and winter semesters, and we encourage you to take an active role.

ADDITIONAL BENEFITS OF MEMBERSHIP

Priority Registration

Because UHP members in good standing enjoy the opportunity for priority or early registration, you can expect to obtain a favorable course schedule. **Remember, however, that the privilege of registering early will be suspended if you are placed on probation.**

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 Main Stage Membership

You are entitled to free membership in MAINSTAGE, an organization of EMU Theater patrons. MAINSTAGE members get EMU theatre tickets at reduced prices, invitations to members-only opening-night receptions, and reduced prices for the annual Theater Tour.

Housing

The Honors Program has its offices in and is closely affiliated with Wise Hall. If you are a first year student admitted into the Honors Program, you will be assigned to live in Wise Hall. Alternate housing arrangements are possible through the Housing Office. Wise Hall is conveniently located near classroom buildings and dining facilities. This Community of Scholars offers students the opportunity to reside with students committed to academic achievement.

OTHER OPPORTUNITIES

Honors Undergraduate Fellowships

The Honors program, in cooperation with the Office of Financial Aid, offers about \$50,000 annually in \$1,200/semester fellowships to UHP members in good standing with at least 58 earned credit hours. Honors undergraduate fellows 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, 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 annual Arts and Sciences Undergraduate Symposium, which takes place every March, showcases undergraduate research. Many Honors students present their senior thesis research or the results from their fellowship awards at this event. 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 annually. Some support graduate study while others can be applied towards undergraduate expenses. The Truman, Rhodes, and Goldwater Scholarships are highly competitive, and you need to be sponsored by the institution. 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 nominated 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 graduate 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, 1998-9,
. and 1999-2000*

****UHP had finalists in 1991-92 , 1993-94 and 2000-01*

*****UHP had winners in 1995-96 , 1996-97 and 2000-01*

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 can be obtained from the Graduate School on preparation for the GRE, MCAT
and LSAT tests and testing dates. Career Services (located on the 3rd floor of King Hall) can
help with career exploration, internships, employment readiness seminars, and job placement.

DATES AND DEADLINES

Use the following list to check important UHP dates. These are recurring deadlines, so you can use the list every year. Other important dates, deadlines, checklists and forms can be obtained at the UHP web site. Most questions can be answered through e-mail correspondence. When due, all reports, applications, etc., are to be turned in to the UHP office in Wise Hall.

Fall Semester

Early September	Orientations for new Honors students
October 1	Honors contracts due in Honors office
October 15	Notification of intent to graduate or walk in December Exit interviews completed
Mid-October	Departmental Honors workshop Honors undergraduate fellowship workshop
December 1	Winter Honors undergraduate fellowship applications due Fall Honors undergraduate assistantship interim reports due

Winter Semester

February 1	Honors contracts due in Honors Office
February 15	Notification of intent to graduate or walk in April; Exit interviews completed
Mid-Feb. & Early March	Honors undergraduate assistantship workshop
April 1	Spring Honors undergraduate fellowship applications due WI Honors undergraduate fellowship interim reports due

Spring Semester

End of the first full week	Honors contracts due
June 1	Summer Honors undergraduate fellowship applications due Spring Honors undergraduate fellowship interim reports due

Summer Session

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