



The Honors College at Eastern Michigan University

Student Handbook

2015-2016

Note: Students may choose to follow a newer version of the Handbook but are allowed to graduate under the requirements in the annual Handbook from the year in which they joined the Honors College.

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The Eastern Michigan University Honors College provides the intimacy of a small, liberal arts education within the context of a large, comprehensive university. To this end, both educational and cultural experiences for EMU's intellectually talented and motivated students are provided through challenging Honors courses and extra-curricular activities that encourage scholarly curiosity, leadership, civic engagement, and diversity. The Honors College offers undergraduate students opportunities for a wide range of experiences that aid in the development of their appreciation for creativity, the arts, sciences, critical issues facing contemporary society, and diversity among people and their cultures.

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A WORD FROM THE DIRECTOR

I'm so pleased to welcome you to the Eastern Michigan University Honors College. Our college takes pride in offering the highest quality educational experience within an affordable, comprehensive university. The Honors College is comprised of an extremely accomplished group of students and faculty, and it is designed to encourage and reward achievement as well as innate talent. To succeed in Honors, students deploy talent through persistence and hard work.

We take academics seriously in the Honors College. Each semester students have available an array of outstanding classes meeting General Education, major, and minor requirements. Honors classes are taught by talented, passionate professors who are recognized in their disciplines. Typically, Honors sections are limited to twenty students in order to encourage collaboration and rich interaction. In addition, there are many opportunities for students to mentor with professors, engage in research, and present work through the Undergraduate Symposium, the Mid-East Honors Association conference, and other sharing opportunities. In Honors classes students are expected to help guide discussion, challenge peers, and take the lead on projects. I have no doubt that you are capable of meeting the challenges ahead.

As important as academics are, please keep in mind that a true Honors College experience is far more than just academics. All Honors students are encouraged to challenge themselves in myriad ways beyond the classroom by becoming student leaders, volunteering in the community, engaging in athletics, and exploring the cultural, social, and intellectual diversity of the university and community. Students are encouraged to push themselves both intellectually and culturally: attend a theater production, listen to a lecture series, study abroad, learn a language, start a campus organization. If you take on these types of intellectual challenges, your life and the life of the university will be enriched immeasurably.

There are some important things to know about how Honors works. This handbook explains what is expected of Honors College members. Read it carefully and keep it for reference. Other information will be announced via my.emich e-mail, Facebook, and the Honors College website; at Honors College gatherings and events; and via print communications. The Honors College staff is available and eager to help answer questions and solve problems so be sure to stop by the Honors College office in Starkweather regularly.

Since its inception in the fall semester of 1984, Honors has grown significantly while also earning the respect of the campus community. You can help sustain this growth by encouraging other qualified students to join and by channeling your energy, talent, passion, and respect into creating a dynamic, vibrant Honors College. By working together, we can uphold the College's fine reputation as a dynamic place for developing the qualities of a true scholar: integrity, humility, creativity, curiosity, energy, and self-discipline.

Welcome to the Honors College!

Dr. Rebecca Sipe, Director

Benefits of Honors College Membership

An Honors College member in good standing receives many benefits. Here are a few of them!

Relationships with Faculty

Being a member of the Honors College allows students to develop close working relationships with faculty from their first semester at EMU. These relationships lead to myriad opportunities for mentorship, research, networking, and involvement.

Enhanced Honors Advising

Honors students are offered access to close advising and support from the Faculty Fellows and staff of the Honors College. Honors College staff strives to assist our students with a wide array of support including help selecting courses, supporting research, and intervening (as possible) to help work with various offices on campus.

Priority Registration

Honors College members in good standing enjoy the opportunity for priority or early registration. The purpose of this benefit is to allow Honors students to build schedules around Honors courses while space is still available; unlike many other sections, Honors classes are capped at 20 students, making early registration a must. While students can expect to obtain a favorable course schedule, keep in mind that the aim is to *ensure that you can take honors sections*. If membership is probationary or if a student has completed University Honors and is not pursuing Departmental Honors nor continuing to earn Honors credits, they are no longer an active member of the Honors College and would lose this benefit.

Four-Week Library Loan Period

Honors students 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.

Housing

The official Honors College residences are Downing Hall and Best Hall. This *Community of Scholars* offers students the opportunity to reside with peers committed to academic achievement.

Special Rates on Honors Trips and Events

Honors students are eligible for reduced rates for various events and trips planned just for Honors students. This includes our annual trip to Stratford, complementary workshops, and special Honors events.

Complimentary Main Stage Membership

Honors students 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.

Honors Awards and Scholarships

- ✓ **Undergraduate Fellowships:** The Honors College, in cooperation with the Office of Financial Aid, offers about \$90,000 annually in competitive \$2,000/semester fellowships to Honors College members in good standing with at least 56 earned credit hours. Honors Undergraduate Fellows serve as apprentices to faculty in a teaching, research, or creative capacity. Students must apply jointly with a faculty member. Guidelines and application forms are available in the Honors office and on the Honors College website.

- ✓ **Founder's Award:** The Founder's Award was instituted in 1994 by former director and founder of the Honors College, Dr. Robert 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 and on the Honors College website.
- ✓ **Susan and John Ullrich Endowed Scholarship:** The Ullrich Award was created to honor an Eastern Michigan University student for leadership outside of the student's course of normal study (e.g., athletics, clubs, student government, community volunteerism, or social initiatives). Students must have obtained junior or senior level class standing at EMU and maintain a minimum of 3.0 GPA. Specific criteria for demonstrating outstanding leadership skills shall be defined by the selection committee. The Honors College selects the recipient; eligibility is not limited to members of the College.
- ✓ **Brown-Chappell Endowed Scholarship:** The Brown-Chappell Scholarship was established in 2012 to provide an annual \$1,000 award for a high achieving (3.4 or above GPA) student who represents low socio-economic and first generation college status OR low socio-economic and under-represented population status. First priority is given to students in Social Work and/or McNair Scholars and second priority to students in the College of Health & Human Services.
- ✓ **Gene Helms:** The Gene Helms scholarship provides funding for one or more students in the Honors College at EMU to participate in the Rome and Florence Academic Study Abroad Program over winter break. The award varies but is typically \$800-\$1,000; it may be used to help pay for any expenses associated with the program.

Major Fellowships, Scholarships, and Internships

Several major scholarships and fellowships are available to qualified EMU students annually. The Boren, Truman, Rhodes, and Goldwater Scholarships are highly competitive, and though students may apply on their own, they need to be sponsored by the institution. In addition to these, the Graduate School administers the Fulbright Scholarship. Competitive applications must be started in early fall for January deadlines. We encourage students to apply for these prestigious awards and will help with the application, essay, and interviewing skills. Additional opportunities for study, research, and internships during the summer academic year are also available. Participation in these programs can enhance qualifications for major scholarships. Contact the Director of the Honors Collage to obtain further information.

Publications and Conference Presentations

Here are a few of the opportunities available for Honors students to publish and disseminate original research and creative work.

- ✓ *The annual Arts and Sciences Undergraduate Symposium.* The Undergraduate Symposium takes place every March, showcasing undergraduate research. Many Honors students present their senior thesis research or the results from their fellowship awards at this event.
- ✓ *The Mid-East Honors Association (MEHA).* MEHA offers opportunities each year for students to present at a regional conference. Many times students will take their Undergraduate Symposium Research to new audiences through the MEHA conference. The Honors College helps support student presenters for MEHA each year.
- ✓ *The Michigan Honors Association (MHA).* MHA holds annual meetings in the fall to allow Honors students to meet, network, and share research.
- ✓ *The National Collegiate Honors Council (NCHC).* NCHC holds annual national meetings that provide opportunities for students to present posters and oral presentations. As with any

- national conference, this one is very competitive. If accepted to present and endorsed by EMU, expenses for the conference will be covered by the Honors College.
- ✓ Professional conferences are held at the state, regional, national, and international levels. Honors students have been privileged to present and publish collaboratively with faculty members. Partial financial support may be obtained through departmental scholarships and/or Honors travel requests.

These represent a sample of the opportunities supported by the Honors College. We encourage our students to take full advantage of their Honors College experience.

Overview of Honors College Programs

Academics are the core of the Honors College. You have been admitted to the College because of your academic history. Our expectations as you enter the College are straightforward: that you continue the high level of performance which led to your admission and that you regularly earn Honors credit in your coursework, either by taking Honors classes or by Honors contracts when no Honors courses are available. We encourage you to set a goal of graduating with University Honors, Departmental Honors, and Highest Honors. If you are a transfer student, we encourage you to achieve Departmental and Highest Honors. Our hope is that you will take full advantage of the many opportunities provided by the Honors College.

The following pages explain the “nuts and bolts” of membership in the Honors College. You will discover details about each level of Honors and about Honors courses, contracts, membership expectations, and resources.

Graduating with Honors

There are three levels of Honors certification available for our students: University Honors, Departmental Honors, and Highest Honors. For those entering the Honors College as a first year student, the expectation is that they will progress from University Honors to Departmental Honors to, finally, Highest Honors. For students who transfer to Eastern with most of their General Education courses complete, it is typical to start with Departmental Honors in one or more majors or minors and progress to Highest Honors. Transfer students who enter under an articulation agreement may draw upon transferred Honors classes as specified in the agreement.

Though Honors students are subject to all EMU academic policies, various levels of Honors distinction include additional expectations that set our students apart from their peers. (See Appendix A for comparison chart)

- **University Honors** is earned by successful completion of 24 Honors credits. Of these, 18 must be in General Education, 3 must be in the major or minor, and the remaining 3 may be in either General Education or the major/minor. Students graduating with University Honors must maintain a Grade Point Average (GPA) of at least 3.3.
- **Departmental Honors** is earned by successful completion of at least 12 hours of Honors credit in the major or minor, including a senior Honors thesis or project with your Departmental Honors Advisor’s approval. Up to 6 credits earned in the major or minor as a part of University Honors may count toward Departmental Honors so that a student who finishes with both will have a minimum of 30 Honors credits. In addition to University Honors, many Honors students pursue Departmental Honors in more than one major/minor. Students graduating with Departmental Honors must maintain a Grade Point Average (GPA) of at least

3.3. Successfully pursuing Departmental Honors allows students to maintain Honors privileges throughout years at EMU.

- *Highest Honors* marks the most distinctive recognition of academic excellence in the Honors College. Upon completion of 56 credits, students may apply for Highest Honors. Completion of Highest Honors demonstrates a commitment to community service, international awareness, research, and research dissemination. Students must apply for Highest Honors before they exceed 84 credits, maintain a 3.7 or higher cumulative GPA, and complete specific requirements (see below). To apply for Highest Honors, students must have completed or be in the process of completing University Honors and/or Departmental Honors.

Students are encouraged to take advantage of all opportunities available as members of the Honors College. The following information helps to illustrate the requirements for each type of Honors certification.

University Honors

A. Coursework: 24 credit hours required

- A minimum of 18 credit hours must be completed in General Education Honors sections.
- A minimum of 3 credit hours must be completed in the major or minor.
- The remaining credit hours may be taken in either General Education or the major/minor.

B. Honor Experiences: both areas must be satisfied (see page 8 and 9 for details)

- Honors College Community-Based Intellectual and Cultural Activities
- Leadership and Civic Engagements Activities

C. Community Service: 40 hours required

- A minimum of 10 hours should be completed each year for four years.

D. Star Lecture Series Participation

- A minimum of 3 of 6 during a single academic year and **submitting to the Honors College a short reflection paper reviewing the sessions**. Particular hardships should be appealed to the Honors College.

E. Undergraduate Research and Creative Activities Workshop

- This workshop is designed for students beginning the process of undergraduate research (e.g., preparing an UG Research Proposal, getting ready for the Undergraduate Symposium). Students generally attend the workshop at the completion of 15-45 credit hours.

Details about University Honors

As noted above, University Honors requires 24 Honors credits—18 must be in General Education Honors sections; at least 3 must be in your major or minor; and 3 may be taken in either your major, minor, or General Education. There is no limit on how many General Education Honors credits that can be earned. Each fall and winter term, the Honors College offers approximately 60 or more Honors classes from which to choose.

Usually, Honors students will spend much of their first two years at EMU working on University General Education requirements. As a result, they will probably complete the coursework for University Honors during that time. It is their responsibility to schedule the number of General Education Honors classes needed, when they need them. Remember, one of the goals of Honors General Education is to provide opportunities to participate in a community of scholars. Therefore,

only in extraordinary circumstances will contracting for General Education Honors credit be permitted.

It is important that Honors students take an active role in tracking their Honors work as they go along. Two tools are provided.

- Honors course checklist
- Honors academic advising

Honors students are encouraged to stop by the Honors office for assistance or to schedule an advising appointment at any time. To schedule an appointment with an academic advisor, just go to the Honors website (www.emich.edu/honors). Click on “Make an Honors Advisor Appointment Online.” This will allow you to sign up for an advising appointment that fits your schedule. Remember, all first year students must see an advisor to sign up for winter classes. Plan early!

Community Service

The Honors College is strongly committed to the value of community service. In order to graduate with University Honors, our students must perform a minimum of 40 hours of approved community service – about 10 hours annually. This requirement can be fulfilled in a number of ways, including:

- *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.
- *Service arranged through a recognized campus office.* The 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, Holman Success Center, Campus Life, the University Writing Center, and other groups are constantly searching for tutors for students who have special needs. Students may fulfill all or part of the 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.
- *Service which is a part of an ongoing on- or off-campus project.* Many residence halls and student organizations sponsor service activities. Again, students may fulfill all or part of this requirement by participating in some of these activities which must be supervised and have approval from an Honors staff member.

At least two events are required, and Community Service activities must be approved in advance. It is the responsibility of the Honors student 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 found on our web page. While a student need not have completed all of their community service hours before scheduling an Exit Interview, they must have the service hours approved before they attend their Exit Interview. Remember, *all of the service hours must be completed in order to graduate with Honors.*

The Honors Experience

An Honors Experience is an event or activity that will achieve one or more of the following goals.

- Develop leadership skills of Honors students

- Enrich the intellectual lives and minds of Honors students
- Help create a sense of community among Honors students
- Give Honors students broad exposure to cultural diversity and enrichment
- Enhance the international experience of Honors students

Specifically, Honors Experiences are co-curricular activities that broaden the educational experience by encouraging involvement in cultural and intellectual events/activities that promote civic engagement. *An Honors Experience usually indicates a semester-long commitment.* University Honors students are required to complete *two Honors Experiences, one from each category as follows:*

I. Honors College Community-Based Intellectual and Cultural Activities

Examples (See Appendix B for additional information)

- Serving as an officer of the Honors Student Association (HSA) or other Honors organization
- Attending three (3) lectures of a series (e.g. Bathhouse Reading Series, the Porter Series, or other) and writing a reflection paper describing your learning. NOTE: Attending additional Star Lectures beyond the required three will address this requirement.
- Participating in the annual Honors trip to Stratford or other similar trips
- Attending six (6) unrelated intellectual/cultural events or activities
- Presenting at the Undergraduate Symposium or other professional conference
- Participating in Study Abroad

II. Leadership and Civic Engagements Activities

Examples (See Appendix B for additional information)

- Serving as a student representative on a campus committee
- Serving as an elected officer in a student organization
- Organizing a campaign for community action (Environmental awareness, voter registration drive, etc.)
- Participating in LeaderShape
- Serving as a New Student Orientation Assistant

Departmental Honors

A. Coursework: 12 credit hours required

- A minimum of 12 credit hours must be completed in the major or minor field of study, inclusive of the thesis/creative project.
- Six non-General Education credit hours earned pursuing University Honors may be counted toward this requirement.

B. Workshops

- Honors Undergraduate Research Workshop
This workshop is intended for Departmental Honors students **who have not completed an Undergraduate Research workshop as a part of University Honors requirements.** The UG Research Workshop covers essentials about preparing and conducting a first research study and should be taken **before** attending a Senior Thesis/Creative Project workshop.
- Honors Departmental Honors/Senior Thesis/Creative Project Workshop
This workshop covers the nuts and bolts of Departmental Honors and completing and processing the Senior Thesis/Project. Students generally attend the workshop the first semester of their junior year.

C. Senior Thesis

➤ Senior Thesis Proposal

This proposal must be submitted to and approved by the Honors Director in the semester before beginning the Senior Thesis Project. It includes a list of your Departmental Honors courses and signatures from the Faculty Sponsor and Departmental Honors Advisor signifying approval of the project, as well as a brief description of the thesis or project.

➤ Senior Thesis/Creative Project

A senior thesis/project must be completed for Honors credit in the field of study. This is generally a three credit Independent Study course but may range from 1-3 credits.

Details about Departmental Honors

Departmental Honors is available in all academic departments and programs and provides the opportunity for close interaction between you and your instructors. As a rule, Honors students should expect to do most of their Departmental Honors work during their final four semesters; however, a student can begin earlier, especially in the “skill” majors (e.g., music performance, art, theater, foreign languages) where they may start as early as the first year, often concurrently with University Honors. Although for most departmental majors and minors Honors credit must be earned through “contracts,” some departments offer and require upper level Honors courses.

In some departments, additional and specific requirements are set by the academic departments or programs (e.g., the Psychology and Biology departments among others) have specific guidelines to follow). However, all programs require 12 hours of Honors credit which includes a senior Honors thesis/creative project. One must be a member of the Honors College to join a departmental Honors program. As soon as a student decides to pursue Departmental Honors, they should complete the *Intent to Pursue Departmental Honors form* which is available at the Honors College website or office.

Acceptance in second-admissions programs such as education, nursing, occupational therapy among others is **not automatic**. Honors advisors can assist in determining whether a program requires a second level of admission to enter and what the specific requirements are. Some departments require a separate application and have their own stringent admission and retention standards. Thus, before beginning Departmental Honors work, students should make an appointment with the Departmental Honors Advisor. Names and contact information for Departmental Honors Advisors are available on the Honors College website (www.emich.edu/honors).

The Departmental Honors Advisor will be the main source of information and advice for Departmental Honors. All departments and many program areas have Honors advisors. Usually, they do not provide general advising or scheduling assistance. Rather, their job is to help Honors students prepare for and pursue Departmental Honors. In addition, their signature is required on all of their department's Honors contracts, as well as on the Honors Senior Thesis. The Honors College maintains an updated list of Honors Departmental Advisors, and each department will know the person acting as their Honors Departmental Advisor.

The Senior Honors Thesis/Creative Project

The Senior Honors Thesis/Creative Project is the major culminating experience for graduating with Departmental Honors. All Departmental Honors students **must** complete a Senior Honors Thesis or project. Also, both academic and Honors credit must be earned for the thesis/project, usually but not always through three hours of independent study. Some departments require that students complete a

specific Honors thesis seminar or a research course, so be sure to check with the Honors Departmental Advisor about the requirements in your field.

The 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 a mathematical proof with appropriate documentation. Whatever form it takes, it should be a demanding exercise of approximately 150 hours of work, and the result should demonstrate exceptional skill and understanding.

For non-traditional projects, the work should provide sufficient prefatory information to help contextualize the project for the reader. In addition, a section should be included that helps the reader understand the value of the work to the researcher and how it pushed the researcher's own scholarly or creative work forward.

As you prepare for your senior thesis/project, there are a number of things to keep in mind.

- Successful projects must be carefully planned in advance. The best time to begin is toward the beginning of the junior year or after a minimum of six hours have been earned for Departmental Honors credit. At that time students should meet with the Departmental Honors Advisor in their field of study to discuss the thesis/project and confirm a faculty supervisor for the project. The supervisor should be a full-time faculty member who is knowledgeable in the subject and available to provide direction and criticism. S/he will also evaluate the final product and conduct any oral or written defense that may be required. Once a faculty supervisor has been selected, a meeting should be scheduled with him/her to refine the scope of the project, agree on a project description, and negotiate such matters as format, methodology, and deadlines. *Remember, do not wait until the semester you intend to graduate before beginning your thesis work. It will be exceptionally difficult, if not impossible, to complete a project in that time frame.*
- Once the nature of the thesis or project has been established, a *Senior Thesis Proposal* must be completed and forwarded to the Honors College. This application includes a list of the Departmental Honors courses taken, the anticipated graduation date, a brief description of the thesis/project, and signatures from the Faculty Sponsor, Departmental Honors Advisor, and Honors College Director, signifying their approval.
- As with any long-term project, students may run into unexpected delays along the way. For that reason, as noted above, as much of the work as possible should be completed prior to the final semester. Since the thesis must be completed and submitted to both the academic department and the Honors office *before one can graduate*, students should be careful to not jeopardize graduation with Departmental Honors by waiting until the last minute.
- Remember that *any research that involves humans will require Human Subjects Approval*. Details about how to apply for this will be covered in the Departmental Honors/Senior Thesis or Project workshop. Also, obtaining permission from the Internal Review Board is not automatic and may take time and negotiation, so plan ahead.
- Although many thesis projects will be extended research papers, some will involve public performances, works of art, lab experiments, and the like. All projects *must include a written component*; in this case, the written product must carefully document 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; or other mutually agreed upon component. As noted above, non-traditional projects should include sufficient prefatory information to help contextualize the work for the reader and a section that helps the reader understand the value of the project and how it pushed the researcher's own academic work forward.

- When working on the Honors thesis, students are eligible to apply for a **Senior Thesis Award** to support thesis work. Details about this award are made available each fall. Application forms are available in the Honors office and on our website; applications are due by **October 15th** of each academic year for fall, winter, and summer. All proposals are reviewed and judged by a faculty committee, and selection is quite competitive.

The Senior Thesis Award is determined on the basis of the quality of the proposal and the availability of funding. To receive full Senior Thesis Award funds, the completed thesis or creative project must be approved by the student's supervising professor, Departmental Honors Advisor, and Department Head prior to being reviewed for acceptance by the Director of the Honors College. Due dates for the completed thesis will be December 1 for fall graduation, by April 1st for winter graduation, and two week prior to grades being posted for summer. Any variations must be approved by the Honors Director in advance.

- The thesis must meet certain formal guidelines. It must be word processed using a 12 point font (preferably a Times based font), 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 Senior Thesis Workshop materials for an example), 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.

The thesis/project will be made available to other researchers via Digital Commons so it is essential to ensure that the manuscript is free of grammatical, mechanical, and stylistic errors. There should be no visible erasures, strikeovers, or hand-corrections. Clear, clean photocopies are acceptable. In addition to electronic publication, the original manuscript will be copied and bound, so it should not be stapled or 3-hole punched. Students are encouraged to consistently use the style manual most commonly used in their field.

- The completed thesis must be approved and the signature page must be signed by the supervising instructor, Departmental Honors Advisor, Department Head, and the Honors Director. As the writer, you are responsible for obtaining the first three of these signatures.

Once this has been completed, deliver to the Honors office

- *three* copies of the completed thesis
- *three* signed signature pages
- *one* electronic copy of the Honors thesis project in one file formatted for either Microsoft Word or Rich Text Format (.rtf)
- required Library Release forms

The Honors Director will review and, if approved, sign the thesis before sending it for publishing and binding. Bound copies will be sent to the student and the department. One print copy will be retained in the Honors College and an electronic version of the thesis will be sent to Halle Library for posting to Digital Commons (<http://commons.emich.edu/honors>) unless a specific request to withhold public dissemination is received.

- Students *must* earn both academic and Honors credit for the thesis. Academic credit is generally earned by taking an independent study to provide dedicated time to complete the thesis. It is also possible to tie the thesis to a specific course in the area in which Departmental Honors is being earned. The second option is typically not recommended as this will add three credits of work to an existing course (e.g. a three credit course contracted for the thesis would carry an expected commitment of a six credit course). To earn Honors credit, you must submit an Honors Contract for this independent study course. Check with your Departmental Honors Advisor to see if there is a specific course you need to take for thesis credit.
- The completed, signed thesis, along with the graded Honors Contract, is due in the Honors office by the project deadline specified on the contract; all theses for fall semester graduation should be in by December 1st and for winter graduation by April 1st. Because it may take some time to obtain the required signatures, students should try to have the thesis completed a week or two earlier than the due date. *If you need extra time, you must obtain the written permission of the Honors Director.* While we will grant an extension when possible, the Honors College *must* have the completed thesis no later than the last day of the semester as grades must be turned in to Records and Registration in order for one to graduate with Honors.

NOTE: *If you apply for graduation and find it necessary to delay to a subsequent semester, it will be necessary to re-apply for graduation with Records and Registration. Graduation application does not rollover to later semesters.*

Highest Honors

Requirements for Highest Honors are inclusive of academic work completed for University Honors and/or Departmental Honors. You must apply for Highest Honors between 56 and 84 completed credit hours. Applications are available at the Honors College website or office.

Category I: Academic excellence (all must be fulfilled)

- Completion of either University Honors or Departmental Honors
- Letter of recommendation from Honors faculty or Departmental Honors Advisor
- 3.7 GPA
- Senior Thesis/Creative Project
- Successful completion of 24 Honors credits (across total program; inclusive of contract courses and contract study abroad courses)

Category II: Global citizen/global awareness (1 of 3 must be fulfilled)

- Study abroad
- Demonstrate competency of world language other than English at the second year level as demonstrated by one of several Language Level Verification and Foreign Language Study at EMU processes (see the Honors College or Department of World Languages for additional information)
- International internship or work abroad

Category III: Engagement and learning in the larger community (60 hours inclusive of other Honors Community Service). Examples include

- Local community projects (e.g. internships, Habitat for Humanity, Meals on Wheels, Big Brother/Big Sister, projects that solve a local social issue or need)
- Campus sponsored activities (e.g. Alternative Spring Break, VISION sponsored programs)
- Internships (including nursing clinical and student teaching)

Category IV: Exemplary contribution in scholarship, leadership, or creative activity (1 must be completed)

- Contributing with a faculty member on a publication
- Presenting at the Undergraduate Symposium or at another local/state/regional/national professional conference

Earning Honors Credit

Honors credit can be earned through either a special Honors course or a contract. A course grade of B- or better must be achieved to receive Honors credit; however, university academic credit (but not Honors credit) will be earned for any Honors course in which a passing grade is earned. A course for Honors credit cannot be taken as “pass/fail.”

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 Departmental Honors).

Honors courses are available only to Honors College members, and enrollment is restricted to 20 students. Most students take one or more Honors courses per semester, but the number depends on their schedule, interests, abilities, and ambition. There is no maximum number of Honors sections that can be taken, and we encourage Honors students to fulfill as many of their requirements through Honors sections as possible. Prior to the beginning of each semester, a list of Honors courses will be posted on the Honors College website and distributed to all Honors College students through the Honors listserv.

Any world 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. Contracts for World Language Honors credit must be completed and returned to the Honors College office by October 15th for fall/February 15th for winter of the term in which the class is taken. Beginning in fall of 2016, a contract project will be required; for 2015-2016, no extra project is required to earn Honors credit in the first World Language course. Study abroad experiences may also count for Honors credit, for a maximum of 6 credits. (see page 16 for details)

Honors Contracts

Honors contracts provide an opportunity to earn Honors credit in non-Honors courses and also provide a means to waive certain Honors requirements.

Honors contracts can be used for the following purposes:

- *Honors credit for a regular non-Honors course.* Students 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 the experience in the course. The Honors Contract project may be a research paper, class presentation, lecture, lab experiment, special set of readings, or even a series of discussions with the instructor -- anything that will enable a student to examine an aspect of the course in greater depth. While the contract is arranged with the instructor in the course, it is subject to the approval of the Departmental Honors Advisor. This is the principle use for Honors contracts. When interested in contracting a class, keep the following things in mind:
 - ✓ In general, *you can earn contracted Honors credit only in non-General Education courses.* Students cannot contract for Honors in General Education courses except with the **prior** permission of the Honors College Director or Associate Director. Such contracts are seldom approved, especially when there is an Honors section of the same course.
 - ✓ The instructor asked to supervise your work should be a regular, full-time faculty member (see your Departmental Honors Advisor for guidance). Sometimes this may not be possible, and the Departmental Honors Advisor will need to approve other instructors.
 - ✓ Students must take the initiative to develop a realistic, academically sound contract proposal. Be creative. The best Honors projects are those which enhance classroom experience, not simply add more work. When approaching the instructor, do so with concrete objectives in mind and include realistic, specific deadlines in the proposal.
 - ✓ Plan ahead! Contracts need to be approved by the supervising instructor and the Departmental Honors Advisor. They must be turned in to the Honors office by the appropriate deadline: **October 15 for fall semester, February 15 for winter, and by the end of the first full week of classes for summer A and B terms.** Students who fail to obtain the necessary signatures or turn in the contract by the deadline may jeopardize their ability to earn Honors credit.
 - ✓ Faculty members who agree to work with Honors contracts are under no obligation to do so. Because their supervision requires an exceptional expenditure of time and effort, be sure to let them know how much their help is appreciated.
- When an Honors Contract is completed, the grade mode for the class is changed to “Honors.” The grade for the class grants Honors credit. If a student fails to complete the contract, the course grade may be jeopardized. The Honors College can assist with removal of the Honors mode if notified prior to the end of the semester. However, if Honors credit is to be received, a grade must be at least B-.
- *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 Departmental Honors Advisor.

- *Graduate Courses for Undergraduate Honors Credit* can fulfill honors requirements. If you are a junior (i.e., 76 completed credit hours), you may enroll in a graduate course (500-level only) with permission from the Honors Director and the Registrar. As a senior (i.e., with 85 completed credit hours), you may enroll in a graduate course (500-level only) with approval from the Registrar. Use the appropriate form found on the Registrar’s website (www.emich.edu/registrar/formslibrary/index.php) to seek permission to register. Once permission is granted, you may enroll online. The course may be used to fulfill Honors College requirements when you receive a B- or higher grade. No special project is required; however, a form for the course contract must be completed and submitted to the Honor's Office. Under University policy, an “H” cannot be added to a graduate level course; however, these credits will be tracked as Honors credits internally in the Honors College.

The **graduate tuition rate will be higher than the undergraduate rate**. When you register for a graduate course, even for undergraduate credit, you will be charged the higher graduate rate of tuition.

- *Nonstandard Curricular Variations*. Subject to departmental restrictions, students can also use Honors contracts to earn Honors credit for a number of non-standard curricular variations, such as:
 - ✓ *Undergraduate Research*: Credit can be earned through an independent study.
 - ✓ *Study Abroad*: If the credits are transferable, regular Honors course credit can be earned; if not, then waiver credit may be earned. In a Departmental Honors program, credit must be approved in advance by the Departmental Honors Advisor. A maximum of 6 Honors credits may be earned through study abroad.
 - ✓ *Internships, fieldwork, clinical work, and co-operative education*: In some departments the most challenging job-related learning experiences can be designated for Honors credit. Occasionally, the work supervisor may also serve as the supervising instructor. See the appropriate Departmental Honors Advisor 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 Honors College website, obtained from the Honors College office, or picked up from the Departmental Honors Advisor. It requires a brief description of your project and needs approval signatures from the project supervisor and the Departmental Honors Advisor (and in some cases the Honors College Director). It is the student’s responsibility to fill out the form completely, to obtain all the appropriate signatures, and to turn the form in to the Honors College office.

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

Semester of Contract	Date Due
Fall Semester	October 15
Winter Semester	February 15
Summer Semester (A or B)	End of the first full week of classes

Examples of Contract Honors Projects

(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.

(ARTS210) Produce a sketchbook in a variety of media in New York City of New Yorkers in their natural habitat.

(BIO458) Catalog all fern species at U-M Matthaei Botanical Gardens, labeling and classifying all species and entering catalog in TAXIR database.

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

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

Graduating with Honors

The Exit Interview

The Exit Interview must be scheduled at least two months prior to the expected graduation date. This interview takes about 30 minutes, and it is important for several reasons: to review transcripts and verify completion of requirements; to make sure the student's name, degree, and Honors graduation status appear correctly on the graduation certificate; to complete needed biographical information for the commencement program; and to fill out an Honors College evaluation. Plan to bring along 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 each student make a donation 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

Recognition and Certification

Graduation with Honors will be recognized in a number of ways. The transcript will include an Honors designation ("With University Honors" and/or "With Honors in [Major/Program]" and/or "With Highest Honors"), with all Honors coursework identified with an "H." Honors graduates will receive an Honors certificate along with the distinctive Honors medallion which they should wear at commencement. The actual Honors diploma will be available after all Honors requirements have been certified as completed.

We will make every effort to award the certificate and medallion publicly, if possible, through an Honors graduation reception which is typically held in December and April. Upon request, we will provide individual students with letters of recommendation to support employment and/or graduate

school applications, so it is particularly important to provide detailed information describing the nature of ones achievements as an EMU Honors graduate during the Exit Interview.

In addition to graduating through the Honors College, Honors students will be recognized by the University during Commencement as Honors College graduates and as a *laude* graduate. This recognition is independent of any Honors College designation. The Honors degree indicates that you have completed the requirements of the Honors College. The Latin designations reflect the cumulative GPA upon graduation. At commencement, *laude* graduates wear a distinctively colored tassel; Honors College graduates also wear the Honors medallion.

- Cum Laude (3.5-3.6)
- Magna Cum Laude (3.7-3.8)
- Summa Cum Laude (3.9-4.0)

In certain cases, the University will allow participation in commencement exercises before a student actually graduates. This often occurs when one graduates at a time that has no commencement ceremony (June or August) or when coursework has been completed by an internship, field work, or some other similar requirement that is still not completed. In such circumstances, although one may “walk” at the ceremony, they will not be recognized as a graduate. Thus, they would not be listed in the commencement bulletin except on the Honors College page. Instead, they will be recognized in the commencement book at the following commencement ceremony, once all the requirements for the degree have been completed. Again, students *must* apply for graduation through Records and Registration for the term in which they actually anticipate receiving their degree.

Maintaining Honors Membership

The Honors College staff is here to be of assistance and will do everything possible to help students resolve difficulties. Honors students are encouraged to speak with a staff member in the Honors College regarding any questions about specific requirements.

Honors Credit

The Honors College wants students to take full advantage of all available opportunities. Thus, we require that students earn Honors credit on a regular basis in order to assist them in completing their Honors requirements.

If for two consecutive semesters no Honors credit is earned, Honors membership will be discontinued at the end of the second semester. Exceptions should be requested by presenting reasons *in writing* to the Honors Director or Associate Director.

Honors students tend to do especially well in Honors sections, so consider taking as many of your classes through Honors that can be accommodated into your academic program. Be sure to work with the Honors College advising staff to develop your academic plan.

Grade Point Average

To remain in good standing, students must maintain a cumulative grade point average of at least 3.3. If a student’s GPA falls to between 3.0 and 3.3, they will be placed on probation and given one semester to raise it back to at least 3.3. If they fail to do so, Honors membership will be terminated and Honors privileges lost. If at any time a student’s GPA falls below 3.0, membership will be terminated; there is no probationary period granted in this case.

If a student is put on probation because their GPA drops below 3.3, they will remain a member of the Honors College and be required to meet with an Honors staff member. Once they have successfully met the conditions of probation, they will regain all the privileges that come with being an Honors student in good standing.

Honors Dismissal

Membership in the Honors College is a privilege, not an entitlement. It reflects both academic success and overall behavior as a member of the student community at EMU. Membership in the Honors College will be terminated under the following circumstances

- ✓ Failure to meet the terms of academic probation
- ✓ GPA falls below 3.0
- ✓ Cumulative Completion Rate is below 67%
- ✓ Failure to earn Honors credit within the allotted time frame
- ✓ Being found guilty of academic misconduct, a serious violation of the University Student Conduct Code, or behavior unbecoming an Honors Student as determined by the Honors College Director.

Appeal and Readmission

We send probationary and termination letters shortly after the end of each semester. If a student wishes to appeal, it must be done *in writing* to the Honors Associate Director *within two weeks* of receiving notification. Following termination, the student can apply for readmission after an additional 15 hours of credit have been completed and your cumulative GPA is at least 3.3.

Dates and Deadlines

Use the following list to check important Honors College dates. These are recurring deadlines, so the list can be used every year. Other important dates, deadlines, checklists and forms can be obtained at the Honors College website (www.emich.edu/honors). Most questions can be answered through e-mail correspondence. All reports, applications, and approvals are to be turned in to the Honors College office in Starkweather Hall.

Fall Semester

Early August	Orientation for new Freshman Honors Students
Early September	Make-up Orientations for new Honors students
September-October	Undergraduate Research and Departmental Honors/Senior Honors Thesis workshops
October 15	Honors contracts due in the Honors office Winter Undergraduate Research Fellowship applications due Senior Thesis Award applications due Notification of intent to graduate or walk in December Exit interviews completed
November 15	Fall Honors Undergraduate Assistantship interim reports due
December	Fall Honors Commencement

Winter Semester

February 15	Honors contracts due in Honors Office
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February 15	Notification of intent to graduate or walk in April; Exit interviews completed
Mid-January-March April 1	Undergraduate Research and Senior Honors Thesis workshop Fall Honors Undergraduate Research Fellowship applications due Winter Honors undergraduate fellowship interim reports due
April	Winter Honors Commence and Award Reception

Other Useful Information

Regional and National Affiliation

The Honors College is affiliated with the Michigan Honors Association (MHA), the Mid-East Honors Association (MEHA), and the National Collegiate Honors Council (NCHC). We encourage our students 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 the MEHA meets every winter. We are sometimes able to provide some financial support to active members who attend these annual conferences, particularly at the local and regional levels. Such trips may also be financed by the sale of Honors College identity items and other fundraisers.

Honors Student Association

The Honors Student Association is the HC's student organization, whose goals are to contribute to the success of the College, 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 all Honors students to take an active role.

Appendix A

A Comparative Look at the Three Honors Types **University Honors**

- 24 Honors credits
 - 18 in General Education
 - 3 within Major or Minor
 - 3 within Major, Minor or General Education
- 40 community service hours
- 2 Honors experiences
 - Leadership/Civic Engagement
 - Cultural/Intellectual
- Attend 3 star lectures in one academic year
- Attend the Undergraduate Research/Creative Project Workshop
- Maintain 3.30 GPA

Students typically pursuing this type have at least six General Education courses remaining to complete, and at least one more year before they graduate. This is also the type of Honors that most incoming first-year students start pursuing when they begin college (pending transfer credit). It is also often done in combination with Departmental Honors.

Further details regarding community service, Honors Experiences, and the Star Lecture Series are located on the back of this page.

Departmental Honors

- Attend the Undergraduate Research/Creative Project Workshop
- Meet with your Departmental Honors advisor
- Complete the "Intent to Pursue Departmental Honors" form and submit it to the Honors College
- 12 Honors credits
 - Within major or minor
 - Usually contracted
 - 6 credits, with your Dept. Honors advisor approval, can count from University Honors
 - Typically inclusive of the thesis
- Submit your Senior Thesis Proposal
- Attend the Senior Thesis Workshop
- Complete and submit Senior Thesis or Creative Project
- Maintain 3.30 GPA

Students typically pursue this type of honors to develop their research skills. We recommend you attend the Undergraduate Research/Creative Project workshop in your first year in the Honors College. This is the type of honors for students who start their Honors College career after having completed their General Education courses, but can still be done in combination with other types of honors.

Highest Honors

- Submit Highest Honors application between 56 and 84 completed EMU credits
- 24 Honors credits (includes any completed during University or Departmental Honors)
- Complete Global Competency requirement (one of the following)
 - Study Abroad trip
 - Competency of world language at 2nd year level
 - International internship
- 60 community service hours (includes the 40 hours completed through University Honors)
- Complete and submit a Senior Thesis or Creative Project
- Present at the Undergraduate Symposium or similar style conference or contribute to a faculty member's publication
- Maintain 3.70 GPA

**Please note many of these requirements are satisfied through University or Departmental Honors!*

Details on University Honors

Honors Experience - Leadership (examples)

- Serving as an New Student Orientation Assisant (NSOA)
- Serving as a member of Orientation Team (OTeam)
- Participating in LeaderShape
- Serving as an elected officer or representative in a student organization or committee for at least one semester
- Organizing an awareness campaign
- Alternative Spring Break Site Leader
- Holman Success Center Supplemental Instructor/Tutor
- Housing Resident Advisor
- Student Program Coordinator

All other General Education Learning Beyond the Classroom options for Group 2, Options A, D, E.

Other Honors Experiences can be considered in consultation with an Honors College staff member

All Honors Experiences require an Honors Experience form and reflection paper be submitted to the Honors College

Honors Experience - Cultural/Intellectual (examples)

- Presenting in the Undergraduate Symposium
- Participating in an EMU study abroad program
- Participating in the Honors College Stratford, Ontario Excursion
- Performer in an EMU Production (theatre, instrument, vocal)
- Participating as a member on a university planning committee
- Attending six unrelated lectures of a series
- Receive an Honors Undergraduate Fellowship
- Be published in a professional journal, website, book, etc. Must be sponsored by an EMU faculty member
- Attending a second set of three Star Lectures, or a different lecture series that consists of at least three lectures

Other Honors Experiences can be considered in consultation with an Honors College staff member

All Honors Experiences require an Honors Experience form and reflection paper be submitted to the Honors College

Community Service and Star Lecture Series

Community Service

- 40 hours of approved community service through at least two activities
- Service can be connected to a course if not part of an Honors contract
- Service can be done outside of campus activities
- All community service activities should be pre-approved to ensure they will meet an Honors requirement

Star Lecture Series

- Star Lecture Series Participation and reflection paper
 - Attend a minimum of 3 of 6 during a single academic year, and submitting a one-page reflection essay on the lectures to the Honors College office. Particular hardships should be appealed to the Honors College.
- ❖ *Star Lecture does not fulfill the Honors College Community Based Intellectual and Cultural Activities Honors Experience unless it is a second set of three lectures.*