



The Honors College at Eastern Michigan University

Student Handbook

2006-07

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 in the annual Handbook from the year in which they joined the Honors College.

HONORS COLLEGE STAFF

Director..... Dr. James A. Knapp
E-mail: jim.knapp@emich.edu

Assistant DirectorSusan Anderson
E-mail: susan.anderson@emich.edu

Faculty Fellow Dr. Gary Hannan
E-mail: ghannan@emich.edu

Faculty Fellow Dr. Motoko Tabuse
E-mail: mtabuse@emich.edu

Administrative Associate.....Sharon Crutchfield
E-mail: sharon.crutchfield@emich.edu

Graduate Assistant.....Nicole Steele
E-mail: nsteele@emich.edu

Office: 734.487.0341 or 734.487.0345
FAX: 734.487.0793

Web Site: <http://www.emich.edu/honors/>

A WORD FROM THE DIRECTOR

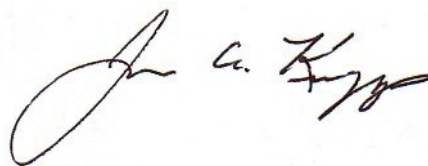
Though you will soon recognize that you are surrounded by an extremely accomplished group of students, I want you to keep in mind that The Honors College is designed to encourage and reward achievement rather than raw talent. There are many talented people in the world; not all of them are successful. In order to succeed in Honors you will have to deploy your talent through persistence and hard work.

I have no doubt but that you are capable of meeting that challenge ahead of you. The real test will be of your willingness to take some intellectual risks. In order to get the most out of your Honors experience, you will need to take an active role in your education. In your Honors classes you will be expected to guide the discussion, challenge your peers, and exceed the expectations of your professors. Outside the classroom you will find opportunities to become a student leader, make a difference in the community, and explore the cultural, social, and intellectual diversity of the university and beyond.

I encourage you to push yourself both intellectually and culturally: go to the theater for the first time, listen to a lecture on quantum physics, study abroad, learn a language, start a campus organization. If you take such chances you will never forget your time at EMU, and your life and the life of the university will never be the same.

Before you go out and do all that, though, there are some things you need to know about how Honors works. This handbook explains what is expected of you and how the College can help you achieve your goals. Read it carefully and keep it for reference. Other information — about HC activities, scholarship opportunities, and upcoming events — will be announced by e-mail, at HC gatherings, on the Honors Office bulletin boards and on the HC Web Site. It's also a good idea to stop by the Honors Office periodically in the Honors Suite in Wise Hall

Since its inception in the Fall semester of 1984, as the University Honors Program, Honors has grown to over 1,000 members while earning the respect of the campus community. The Honors College has become a recognized 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 College's fine reputation by continuing to develop in yourself the qualities of a true scholar: integrity, humility, creativity, curiosity, energy, and self-discipline.

A handwritten signature in black ink, appearing to read "J. A. Knapp". The signature is fluid and cursive, with a large initial "J" and a stylized "K".

Dr. James A. Knapp
Director

THE HONORS CURRICULUM

Academics are the core of The Honors College. You have been admitted to the College because of your academic history, and the rewards of membership lie principally in academic achievement. Our expectations as you enter the College 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 Highest Honors (see section “Graduating with 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 the academic side of the HC. 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 do anything we can to help resolve your difficulties.

The Honors College 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. 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 an HC member and every two semesters thereafter. Following your first semester, going three consecutive semesters without earning Honors credit could result in the termination of your membership at the end of the third semester.

If you join the HC 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 on occasion there may be legitimate reasons why you cannot earn Honors 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 Honors College, 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

Membership in the Honors College is a privilege, not an entitlement. It reflects both your academic success and your overall behavior as a member of the student community at EMU. Your membership in the HC 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, a serious violation of the University Student Conduct Code, or behavior unbecoming an Honors Student as determined by the Director. (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 through either a special Honors course or a contract. A course grade of B- or better must be achieved to receive Honors credit. 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 passing grade of C+ or lower is earned.

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 HC members, and enrollment is restricted to 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 HC web site.

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 HC 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. Only one foreign language class can be counted for University Honors credit.

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:

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 cannot contract for Honors in general education courses except with the **prior**

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 15 for Fall semester, February 15 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 Departmental 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. Graduate courses can fulfill honors requirements: If you are a junior (i.e., 56 completed credit hours), you may enroll in a graduate course (500-level only) with permission from the Honors Director and the Associate Dean of the Graduate School. As a senior (i.e., with 85 completed credit hours), you may enroll in a graduate course (500-level only) with approval from the Associate Dean of the Graduate School. Use the 400/500 form found on the Graduate School's web site (www.gsr.emich.edu) 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.

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 Departmental Honors Adviser.
- c. Internships, fieldwork, clinical work, and co-operative education. In some departments the most challenging job-related learning experiences can be designated for Honors credit. In some cases, your work supervisor may also serve as your supervising instructor. See your Departmental 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 HC website, obtained from the HC 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 15 FOR FALL, FEBRUARY 15 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.

(COS338) 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 (Highest Honors). The earlier you join the Honors College, the easier it will be to do both; and we strongly encourage you to do both if possible. **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.**

In order to graduate with Honors, the following criteria must be met for those students who join the Honors College in the Spring 2004 semester or later. The Honors Experience is not a requirement for those students who joined prior to Spring 2004.

I. University Honors

A. Coursework: 24 credit hours required

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

B. Honors Experiences: three required

1. One Honors Experience should be completed annually for three years, beginning in either the freshman or sophomore year.
2. One Honors Experience must be multicultural (for examples see #13 under “Approved Honors Experiences”).
3. If a student is also pursuing Departmental Honors, one Honors Experience must be relevant to the field in which the student is earning Departmental Honors.

C. Community Service: 24 hours required

1. Approximately six hours should be completed each year (freshman, sophomore, junior, senior).

II. Departmental Honors

A. Coursework: 12 credit hours required

1. A minimum of 12 credit hours must be completed in the field of study.
2. Six non-General Education credit hours earned pursuing University Honors may be counted toward this requirement.

B. Honors Experiences: two required

1. Honors Experiences completed pursuing University Honors may be counted for this requirement.
2. One Honors Experience must be relevant to the field in which the student is earning Departmental Honors.
3. One Honors Experience should be completed annually during the junior and senior years, unless previously completed pursuing University Honors.

C. Community Service: 24 hours required

D. Thesis

1. A senior thesis/project must be completed for Honors credit in the field of study.

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 credit 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 College offers approximately 40 to 50 General Education Honors classes from which to choose.

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 Honors College. 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 on our web page, 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 HC to join a departmental Honors program, but HC 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 HC. 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 HC 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 HC maintains an updated list of Honors advisers, and each department will know the person acting as their Honors adviser.

The Senior Honors Thesis/Project

The Senior 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 Departmental Honors Adviser to discuss the thesis/project and, if necessary, get a faculty supervisor. 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. Once you have established the nature of your thesis or project, you must submit a Senior Thesis Application to the Honors office. This application includes a list of your Departmental Honors courses and signatures from the Faculty Sponsor, Departmental Honors Advisor, and Honors Director, as well as a brief description of the thesis.
3. 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.
4. 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.

5. When you are working on your Honors thesis, you are eligible to apply for a Senior Thesis award – usually, around 20 awards of about \$2,000 are given. Application forms are available in the Honors office and on our web site. These are awarded on the basis of the quality of the proposal and the availability of funding.

6. Your 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 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.

7. Your completed thesis signature page must be signed by the supervising instructor, Departmental 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 three copies of the completed thesis, three signed signature pages, one electronic copy of your Honors thesis project in one file formatted for either Microsoft Word or Rich Text Format (.rtf), and one copy of your graded Honors Thesis Project Contract. The Honors Director will review and sign your thesis before sending it for binding. Bound copies will be sent to the student and the department. One hard copy and an electronic version of the thesis will be sent to Halle Library.

8. **You must earn both academic and Honors credit for your thesis.** To earn academic credit, you will generally take an independent study whose purpose is completion of the thesis. It is also possible to tie the thesis to a specific course in the area in which you're earning your Departmental Honors. The second option is 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 course. Check with your Departmental Honors Advisor to see if there is a specific course you need to take for thesis credit.

9. 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 Honors College 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 may mean that you will not graduate with Departmental Honors.

Other Graduation Requirements

Community Service

The Honors College 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.

The Honors Experience

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

1. Develop leadership skills of Honors students
2. Enrich the intellectual lives and minds of Honors students
3. Help create a sense of community among Honors students
4. Give Honors students broad exposure to cultural diversity and enrichment
5. Enhance the international experience of Honors students

Designated events, actions, or activities that achieve these goals are Honors Experiences. Like Honors Contracts, there is no one, definitive Honors Experience that works for every student. Rather, the Program encourages each student to identify opportunities, events, or activities that will allow him/her to be creative, grow intellectually, experience the richness of the surrounding world, culture, and society, and become a part of the Honors Community at Eastern Michigan University. A number of generally accepted events and activities have been approved by the Honors Program; these are listed below. All other Honors Experiences must be pre-approved by an HC staff member (Director, Assistant Director, or Faculty Associate).

Note: An event or activity for which academic credit is earned may not be counted as an Honors Experience. Additionally, an event or activity that is used to fulfill the Honors Experience Requirement may not be used toward fulfillment of the Community Service Requirement, and vice versa.

Approved Honors Experiences

1. Carrying out research or teaching while supported by an Undergraduate Fellowship, research grant, or internship
2. Engaging in conference activity
 - a. *presentation of scholarly work at the Undergraduate Symposium*
 - b. *presentation of scholarly work at a professional conference*
 - c. *participation in “Leadershape” or another approved leadership conference*
3. Serving as an officer for the Honors Students Association or another officially recognized student organization on campus

4. Serving as a member of a University Advisory Council (i.e., the Honors Advisory Council)
5. Serving as a mediator for Student Judicial Services
6. Serving as a student ambassador for EMU
7. Peer tutoring for study tables: academic enhancement program (AEP)
8. Serving as a New Student Orientation Advisor/Mentor (NSOA) through Campus Life
9. Holding an approved internship on or off campus that develops leadership skills
10. Displaying leadership in community service by coordinating an approved leadership activity for four or more Honors students
11. Attending *two* (2) on-campus academic or cultural events.
 - a. Performing Arts or Lecture Series sponsored by Campus Life
 - c. Academic seminars sponsored by departments on campus
 - b. Approved Excursions sponsored by Campus Life
 - d. The Star Lecture Series sponsored by the Honors College
 - e. Concerts, Plays, or special events sponsored by departments on campus (i.e. Department of Music, Communication Arts, etc.)
12. Attending *two* (2) off-campus academic or cultural events. (Pre-approval is required for events and activities. Note: While Study Abroad may not be counted because academic credit is received, specific activities and events during the time abroad may be applicable toward the Honors Experience requirement.)
13. Activities, events, or opportunities that give the student broad exposure to cultural diversity on and off campus.
 - a. Planning a pre-approved event for the HC (Honors College) together with a student organization that reflects the rich diversity of our local, national, or international culture, such as the Chicano Students Association, the Black Students Association, the ative American Students Association, Hillel, the Islamic Students Association, Tri Pride, or the LGBT Resource Center.
 - b. Planning or participating in a pre-approved event or activity for the annual Pow Wow held at EMU.
 - c. Planning or participating in a pre-approved event or activity for Martin Luther King Day.
 - d. Holding an internship or serving as an officer in an approved multicultural or minority organization.

- e. Attending two on or off-campus cultural or academic events designated or approved to fulfill the cultural diversity requirement.

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 an Honors College 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 College.

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 receptions 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 HC 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 HC 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 College, you may be recognized by the University as a *laude* graduate. This recognition is independent of any HC designation. Your Honors degree indicates that you have completed the requirements of The Honors College. The Latin designations reflect your cumulative GPA upon graduation. At commencement, *laude* graduates wear a distinctively colored tassel; Honors College graduates wear the Honors medallion.

OTHER USEFUL INFORMATION

Regional and National Affiliation

The Honors College is affiliated with the Michigan Honors Association (MHA) 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. 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 HC identity items and other fund-raisers.

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 you to take an active role.

ADDITIONAL BENEFITS OF MEMBERSHIP

Priority Registration

Because HC 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 College has its offices in and is closely affiliated with Wise Hall. If you are a first year student admitted into the Honors College, 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. Upper level (sophomore, junior, and senior) housing for Honors students can be found at The Village.

OTHER OPPORTUNITIES

Honors Undergraduate Fellowships

The Honors College, in cooperation with the Office of Financial Aid, offers about \$90,000 annually in \$2,00/semester fellowships to HC 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 College 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 HC, 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

- *HC had semifinalist in 1995-96*
- **HC had winners in 1991-92, 1992-93, 1995-96, 1996-97, 1997-98, 1998-9, and 1999-2000*
- ***HC had finalists in 1991-92, 1993-94 and 2000-01*
- ****HC 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.

DATES AND DEADLINES

Use the following list to check important HC 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 HC web site. Most questions can be answered through e-mail correspondence. When due, all reports, applications, etc., are to be turned in to the HC office in Wise Hall.

Fall Semester

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

Winter Semester

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

Spring Semester

End of the first full week	Honors contracts due
----------------------------	----------------------

Summer Session

End of the first full week	Honors contracts due
----------------------------	----------------------