

**EASTERN MICHIGAN
UNIVERSITY
HONORS COLLEGE**



**Honors Departmental Advisor
Handbook**

2014-2015

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TABLE OF CONTENTS

Honors College Staff and Contact Information	3
Letter to Honors Departmental Advisors	4
Role of the Honors Departmental Advisor	5
Honors College Benefits	5-7
Publications and Conference Presentations	7
Admission to the Honors College	8
Earning Honors Credit	8-9
Graduating with Honors	10-11
Earning University Honors: Honors Courses, Community Service, and Honors Experiences	11-13
Earning Departmental Honors: Honors Contracts and the Senior Thesis	13-15
Retention and Graduation	15-16
Attachment A, Quick Reference for Honors Requirements	17-18
Attachment B, Honors Contract Form	19
Attachment C, Senior Thesis Checklist	20
Attachment D, Human Subjects Information (by college)	21
Attachment E, Library Release Form	22-23
Attachment F, Senior Thesis Application	24-25
Attachment G, Senior Thesis Title Page	26
Attachment H, Honors Undergraduate Fellowship Application	27

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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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Dear Departmental Honors Departmental Advisor,

First and foremost, thank you for the myriad contributions you make to the academic success of Honors students each semester. In no small way, your role in recruiting, encouraging, and support research of Honors students has made it possible for the Honors College to expand membership and to provide remarkable opportunities for our students. I believe we can continue to enhance the Honors experience here at EMU, not only for the students we currently serve, but for an increasingly growing and diverse population.

The Eastern Michigan University Honors Program was founded in 1984. Its purpose was to recruit, retain and reward academically talented students. In 2005 the Program became the University Honors College (UHC), later changed to the Honors College (HC). The College's goals are to provide an enriched educational experience for its members and help to prepare them for their desired future. The Program has grown to more than 1,300 members spanning all five colleges and academic departments, and due to aggressive recruiting efforts, we anticipate continued growth. Currently, outreach to new students is taking many forms and utilizing lots of collaborations across campus. We are deeply grateful for your efforts to help deserving students know about the Honors College and for your assistance in supporting students as they move into and through requirements for Departmental Honors..

We are continuing to working hard to enhance the programming offered to Honors students. This year we will be offering approximately eighty (80) Honors courses in the fall and our winter schedule is coming together to reflect some new and exciting offerings. In addition to our traditional classes, this year we are initiating a new cross-disciplinary first year class that will meet on Friday mornings. I hope you might be interested in creating a planning team to design and offer another such class in future semesters. We aim to have multiple departments represented in each class and to focus on a global theme. Keep in mind that with our present increases in numbers we anticipate more opportunities for Honors sections in the future. Course schedules for Honors sections are made available to our students several weeks prior to registration in fall and winter; these schedules make it clear which courses are being offered to meet each General Education requirement and which courses are offered in various majors. We encourage all Honors students to work with an Honors Advisor, either in the Honors College or at the department level, each semester as needed to be sure they are navigating their program of studies efficiently. As you determine a need for new or additional Honors courses or sections, please let me know!

*This year's programming includes a new Common Read and Star Lecture Series. Our Common Read will be *The Great Gatsby*, a contemporary classic intended to set the stage for six lectures during the year under the umbrella them "Soar Higher: Pursuing a Life Well Lived." We will appreciate your efforts to get the word out to faculty and students. These events are open campus-wide, but Honors students are required to attend the Star Lecture Series. Again this year we will have a variety of competitive scholarships available for students. We anticipate awarding approximately forty-five (45) Undergraduate Research awards, thirty (30) or more Study Abroad awards, and a host of travel awards. You will be receiving email notification of various Honors events, but remember that we post all events on the Honors website as well at www.emich.edu/honors..*

As a member of the Honors College staff, I'm eager to support your work with Honors students. To that end, we in the College will make every effort to maintain frequent contact during the upcoming academic year. If you have a question or concern, our staff will gladly respond. We welcome the opportunity to meet with you to provide updates, solve problems, and plan for better services for our students.

Best wishes for a successful year!

*Rebecca Sipe, Director
Honors College (734-487-0341)*

The Role of the Honors Departmental Advisor

The role of the Departmental Honors Advisor is critical. In this capacity, you provide vital information and support for Honors students in your discipline. The responsibilities of the Departmental Honors Advisor include the following:

- Meet with new Departmental Honors students as soon as possible after their admission to the department or school to help them select classes, determine appropriate classes to contract, and begin the process of crafting their Senior Thesis/Creative Project.
- Assist students in course selection, alerting them to Honors courses in your department and events/activities in the discipline.
- Encourage students to participate in programs and activities sponsored by the Honors College such as the Star Lecture Series, Study Abroad, Undergraduate Research and Senior Thesis workshops, and the host of Honors events and activities.
- Encourage students to get involved in research in their discipline and to apply for both Undergraduate Research Fellowships and the Senior Thesis Award. Such involvement will foster a deeper understanding of the major/minor and also assist students in completion of requirements for Departmental and Highest Honors.
- Assist students as they plan for graduate school or employment following graduation.

The completion of University Honors, Departmental Honors, and/or Highest Honors bestows on students a special distinction of academic excellence and achievement. This often gives students an advantage when applying to a graduate programs, professional schools, or entering the workplace. It is, therefore, important for the University to extend the advantages of the Honors College to as many students as possible. Though ongoing advising is provided through the Honors College, the Departmental Honors Advisor helps guide students through the process of successful completion of requirements, particularly for completion of Departmental Honors in the major or minor. We are very grateful to you for fulfilling this critical role.

Pursuing Honors offers students a variety of benefits, and students may achieve Honors designation at a variety of levels.

- University Honors
- Departmental Honors
- Highest Honors

Benefits and requirements will be explained on the following pages.

Honors College Benefits

An Honors College member in good standing receives many benefits, some of which are listed below.

Relationships with Faculty

Being a member of the Honors College allows students to develop close working relationships with faculty starting with 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 Honors College through interaction with Honors academic advisors, Faculty Associates and other staff. Honors staff members strive to assist with a wide array of support including course selection, research workshops, and collaboration with other offices on campus. As students move into their majors/minors, Honors

Departmental Advisors assist with course selection, information specific to the major/minor, and support for undergraduate research, course contracts, and the Senior Thesis.

Priority Registration

Honors College members in good standing enjoy the opportunity for priority (early) registration. The purpose of this benefit is to allow students to build their course schedule 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 they can take honors sections. If their membership is probationary or if they have completed University Honors and are not pursuing Departmental Honors, they are no longer an active member of the Honors College. Therefore, this benefit will be suspended.

Four-Week Library Loan Period

Honors students receive a four-week (28-day) loan period, seven days longer than other undergraduate students.

Housing

The official Honors College residences are Downing and Best halls. First or second year students admitted into the Honors College apply to live in Downing or Best hall. Both are conveniently located near classroom buildings and dining facilities. This Community of Scholars offers students the opportunity to reside with peers committed to academic achievement. Upper-level Honors students may request housing in the Honors halls, Brown/Munson, The Village, or the Towers.

Special Rates on Honors Trips and Events

Honors students are eligible for reduced rates for various events and trips. This includes the 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

Honors students have many opportunities for scholarship support. Please note the following.

- ✓ **Undergraduate Fellowships:** The Honors College, in cooperation with the Office of Financial Aid, offers \$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 for the Honors Undergraduate Fellowship 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. Bob Holkeboer. Its purpose is to aid students who are interested in spending a part of their college career studying off campus, or engaging in experiential learning. 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, but eligibility is not limited to members of the College.

- ✓ **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. Funding requires good standing in the Honors College and successful completion of the course attached to the study abroad experience with a grade of B or above.
- ✓ **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 or under-represented 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.
- ✓ **EMU Transfer Scholarship:** Students transferring to EMU with GPAs above a 3.5 are eligible for renewable transfer scholarships. Information may be obtained through the Office of Financial Aid.
- ✓ **Emerald, Regents Gold and Presidential Scholarships:** Most Honors students have one or more university scholarship. Generally, students who have been awarded the Emerald, Regents Gold, or Presidential Scholarships are also eligible for Undergraduate Research, Study Abroad, Honors Travel, and other scholarships. Students should check out the Honors website at <http://www.emich.edu/honors/> for more information.

Major Fellowships, Scholarships, Internships, and more

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 ultimately 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 them with their application, essay, and interviewing skills. In addition, workshops to support these applications are offered each fall.

Publications and Conference Presentations

Here are a few of the opportunities available for students to publish and disseminate their 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 annual National Collegiate Honors Counsel (NCHC).* The 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.
- ✓ *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 with 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.
- ✓ Faculty 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.

These represent a sample of the opportunities supported by the Honors College. We appreciate your efforts to make students aware of these possibilities and others within your departmental disciplines.

Admission to the Honors College

The Honors College is designed for motivated, academically qualified students. As such, its membership criteria are primarily academic, based upon students' previous and current success in the classroom. A student can join the Honors College at any point, provided they have enough credits remaining to be able to graduate with Honors.

First Year students applications include:

- Minimum GPA of 3.5 and ACT of 25
- Two references
- Completed essay

Transfer applications include:

- Minimum GPA of 3.5
- One reference
- Completed essay

Continuing EMU Student:

- Minimum GPA of 3.5
- Completion of at least 15 credits at EMU
- One reference
- Completed essay

While we try not to vary our admission criteria too much, we also recognize that there may be students who are capable of Honors work but don't meet the stated requirements. They might be highly motivated nontraditional or returning students whose earlier work doesn't meet our standards, or talented first year students whose lackluster high school records reflect the absence of a challenge. We also don't catch everyone who is eligible and interested, despite recruiting efforts. We welcome help from Departmental Advisors to identify and direct students to us.

Earning Honors Credit

There are two ways in which Honors College members earn Honors credit.

- *Honors courses*: Honors courses are usually special sections of standard university general education classes, and we offer a growing number of courses in majors in high demand areas as well as a few special topics courses designed specifically for College members. We offer a robust selection of courses each semester spread throughout the various University general education areas. Taking Honors courses is the main vehicle by which students earn the credits necessary to graduate with University Honors.
- *Honors contracts*: Students can also earn Honors credit through a contract, which is an agreement between student and instructor on a challenging project, completion of which allows

students to obtain Honors credit for the class. We encourage creativity and imagination in designing contracts. In practice, we restrict Honors contracts to upper level courses which students take while pursuing Departmental Honors. Occasionally, we will allow students to contract for general education credit, but only in very special circumstances and only with our advance permission. Contracts are appropriate not only in regularly scheduled courses, but also in Special Topics or Independent Studies. Indeed, contracting an Independent Study may be a beneficial way in which a student can gain specialized knowledge unavailable through regular coursework.

- *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) 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 current 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. 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 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.

Graduating with Honors

Students can graduate with *University Honors* and/or *Departmental Honors* and/or *Highest Honors*. We strongly encourage incoming first year students and transfers with a minimum of general education credits to pursue all three levels. However, latecomers who already have a large number of general education credits may only be able to graduate with *Departmental* and/or *Highest Honors*.

Students are encouraged to take advantage of all opportunities available as members of the Honors College. The following information helps illustrate the requirements for each type of Honors certification. In order to graduate with Honors, the following criteria must be met for those students who joined the Honors College in the fall 2012 semester or later.

- *University Honors* requires 24 Honors credits: 18 must be in General Education Honors classes, at least 3 must be in the major/minor, and 3 may be taken in either the major/minor or General Education. Although for most departmental majors/minors Honors credit must be earned through *contracts*, some departments offer and require upper level Honors courses. Moreover, there is no limit on the number of General Education Honors credits that can be earned. Each fall and winter term, the Honors College offers a full array of General Education classes from which to choose. In addition, starting in the fall of 2014, all first year Honors students will participate in a three credit cross-disciplinary class, typically held on Friday mornings.

Students graduating with Honors must also complete the Honors Experience requirement, perform community service, and complete an exit interview during their last semester. Community service must be approved in advance by an Honors College staff member and documented by someone supervising the project (see the Honors College Student Handbook for more details). The exit interview allows us to take care of a number of administrative details and also gives us a chance to review the student's satisfaction with the Honors College and find out about their future plans.

- *Departmental Honors* requirements vary somewhat among departments. All, however, require a minimum of twelve hours of Honors credit in some concentrated area of study. Some Honors course work might be involved, though often credit comes through contracts. The senior thesis/project must be taken for credit (1-3 hours), which is included in the required 12 hours.
- *Highest Honors* requires 24 Honors credits, completion of a Senior Thesis, a cumulative 3.7 GPA, as well as international and research requirements. Highest Honors graduates represent the most superior level of achievement in the Honors College.

Please see Appendix A for a quick reference chart detailing requirements for each type of Honors.

Honors Courses

As noted earlier, Honors courses are the academic core of the Honors College, especially for those who have not yet completed General Education. We offer approximately 80 courses every fall and slightly fewer in winter semester. They are restricted to members of the College and enrollment is capped at 20.

Instructors for Honors courses come from a variety of disciplines. Many have worked with the Honors College on a regular basis for years. Others are recommended by students, faculty, and department heads. Still others have specifically requested to teach an Honors course. Honors courses are designed to be both rewarding and enjoyable for students and instructors alike. Students expect that their Honors courses will be *significantly* different and more challenging than others, not that they will *simply* be more difficult. As a result, *we strongly encourage creativity and innovation in Honors courses*.

Honors faculty are encouraged to build academic experiences and opportunities that they would be unable to incorporate into other classes, especially those which emphasize independent or joint research and the development of writing and critical thinking skills. Professors are encouraged to make the most of the likelihood that students will be prepared, able to actively engage materials, and computer literate. If a student is identified as struggling in a particular class, the Honors College staff can assist in identifying supportive resources.

When space is available, it is possible that a non-Honors student could be admitted to a particular class based upon the recommendation of the Departmental Honors Advisor or Honors faculty and the student's cumulative GPA. However, current growth in the number of Honors students makes it almost impossible to accept non-Honors students into Honors General Education sections.

Earning University Honors: Community Service

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

- *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 or Associate Director. Such activities must be different from any project which would earn 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, the 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 their 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 their requirement by participating in some of these activities which must be supervised and have the approval of the Honors Director or Associate Director.

At least two events are required, and Community Service activities must be approved in advance. It is student's 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 found on our web page. While students need not have completed all of their community service hours before their Exit Interview, they must have their service hours approved before they schedule the Exit Interview. All of the service hours must be complete in order to graduate with Honors.

Earning University 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

- Serving as an officer of the Honors Student Association (HAS), Honors College Leadership Program (HCLP), or other Honors organization
- Serving on the Honors Connection staff
- Attending three (3) of a series of lectures, concerts, or other cultural events
- 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

- 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.)

Like Honors Contracts, there is no one, definitive Honors Experience that works for every student. Rather, the College encourages students to identify opportunities, events, or activities that will allow creativity and intellectual growth; experience the richness of the surrounding world, culture, and society; and become a part of the Honors Community at Eastern Michigan University. Faculty members and Departmental Honors Advisors are encouraged to identify on- and off-campus activities in keeping with the spirit of the Honors Experience, and pass these along to us at the Honors College as well as to individual students.

Honors Experiences other than the Star Lecture Series and Stratford trip must be pre-approved by an Honors College staff member (Director, Assistant Director, or Faculty Associate).

- Students are required to write a brief reflection essay at the completion of each Honors Experience; the requirement is fulfilled only when they complete the reflection paper and file the Honors Experience form with the Honors office.
- If students choose to complete the Honors Experience requirement with six unrelated events, they must write a brief (one page) reflection essay for each event/activity attended.

Note: With the exception of Study Abroad, an event or activity for which academic credit is earned may not be counted as an Honors Experience. Moreover, 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.

Earning Departmental Honors: Honors Contracts

As an Honors Departmental Advisor, you may be asked questions about Honors Contracts. Here are a few facts to help.

- Honors College members use Honors contracts for a variety of purposes (for greater detail, see the Honors College Student Handbook). The main purpose of a contract is to earn Honors credit in a non-Honors course. The contract is basically an agreement between student and instructor that requires the student to complete a challenging project so that the course can be counted for Honors credit. Since the number of upper level Honors courses is limited, the contract is the mechanism through which Honors students earn most of their Departmental Honors credit.
- Students are not typically allowed to contract for General Education courses. Any exceptions to this should be sent to the Honors College for approval.
- Honors Contracts are intended to expand the student's understanding of the course material, require them to develop different skills or use different technologies, and are in other ways innovative. We encourage professors to place most responsibility with the student for designing an acceptable project. Contracts are discussed in detail in the Honors College Student Handbook, which also includes examples of previous projects. A catalog of previous Honors contracts is also available in the Honors College.
- Honors Contracts are not intended to be an overwhelming burden for the student or professor. If two or more students in the same class ask for a contract, there is no problem with them doing similar projects or cooperating on the same project. In such cases each student would submit a separate contract. Again, the purpose of the contract is to broaden understanding of course material, not simply increase the work load.
- Necessary forms for contracts can be found on the Honors College website (also see Appendix B).
- Completed contracts are due in the Honors office no later than October 15th in the fall semester, February 15th in the winter semester, and the end of the first full week of classes in Summer A and B. Staff log these into our data base, keep them until just before the end of the term, and then return them to the professor. After grading the Honors project, the lower portion of the form is completed and returned to the Honors College. This should include the grade for the Honors project, the course grade, and whether the student should receive Honors credit for the course.
- Students can receive Honors credit only if they earn a minimum of a B- grade on both the Honors project and in the course. Also, *a student cannot take an incomplete on an Honors project without also taking an incomplete in the course.*

Earning Departmental Honors: The Honors Thesis or Creative Project

The Honors Thesis/Project is the culminating experience for all Honors students graduating with Departmental Honors and/or Highest Honors (as of fall 2011). It is a significant piece of undergraduate work, requiring close cooperation between student and faculty supervisor over a number of semesters. The thesis should require work equivalent to that done in a standard three hour course. The ideal thesis/project has three characteristics.

- It is the outgrowth of previous Honors work.
- It involves significant independent research.
- It has value to the student over and above what comes simply from completing it.

The Senior Thesis Handbook contains a lengthy discussion of the Honors thesis/project, including detailed instructions on how to prepare and organize it correctly. Each year Departmental Honors workshops are held where the thesis is heavily emphasized. In addition, all Departmental Honors students are required to attend a Senior Thesis Workshop where they receive a full handbook to guide the Senior Thesis Work. The Senior Thesis Handbook is available at <http://www.emich.edu/honors/>. We encourage

students to begin thinking about the thesis as soon as possible after they start Departmental Honors and to do the bulk of the work the semester before they graduate.

- *Students are required to earn academic credit for their Honors thesis.* Often, students take a three credit hour independent study in which completion of the thesis is the primary requirement. A few departments (e.g., Psychology, Communications) have a specific Honors individualized research course, and occasionally students will tie the thesis to this or another course. We encourage independent study whenever possible, but we allow students to make the final choice.
- *Honors thesis topics are as varied as the students who choose them.* Not all culminate in a lengthy paper, although *all must have a written component.* We recognize that while some substantive areas lend themselves to traditional theses, others do not. An Honors thesis in philosophy will be very different from an Honors project in construction management. The outcome of an investigation into the causes of World War I may well be a paper; the product of an Honors project in sculpture may be displayed in the Ford Gallery.

As an Honors Departmental Advisor, you will be called upon to review and approve theses in your discipline. In addition, you will likely be asked to supervise Honors thesis projects. Usually, requests come from students with whom you have already worked closely. At the same time, supervising a thesis may well require a considerable commitment on your part. Your major responsibilities will be supervising research, grading and signing off on the final product. Just as with any other Honors work, the thesis/project must be of at least B- quality in order to earn Honors credit.

- Early on, you may be asked to help pick a topic, although we prefer that this mainly be the student's responsibility. Please strongly encourage students to attend one of the Honors College Senior Thesis workshops where we will review the entire process, provide guidance on how to narrow a research project, provide forms and sample pages, review Human Subjects Approval procedures, and offer ongoing assistance as possible.
- Copies of senior theses are available on Digital Commons (<http://commons.emich.edu/honors>); these are often helpful to those who prefer seeing examples of completed work. To date, there are over 400 Honors theses available for digital review. We have learned that these works have been downloaded in their entirety 622,850 since 2009!
- When the thesis is completed, it is the student's responsibility to make sure it is formatted correctly. Of major importance is the title page, which is signed by you (as Departmental Honors Advisor), in addition to the faculty mentor and the Department Head before it is submitted to the Honors College. We require *three* original copies of the title page and *three* print copies of the thesis. We will have two copies bound and return one copy to the student and one to the department; we will also send the final copy and the electronic version to Halle Library.
- Occasionally, students request an extension to continue work on their thesis past graduation. This can be a problematic situation for the student when the thesis grade is needed in order for the student to graduate. In this case, granting the extension beyond the end of the semester should mean that the student receives an Incomplete for the independent study and cannot graduate. In the Senior Thesis Handbook, students are urged to create and stick to a timeline for thesis completion. Failure to do so may result in delayed graduation and/or failure to earn Departmental Honors.

Earning Departmental Honors:

Each year the Honors College awards approximately \$90,000 to support undergraduate research to full-time junior and senior Honors students. The program is designed to encourage undergraduate research by pairing students and faculty to work toward a common research or creative goal, thus offering students valuable experience and mentoring in an area of interest, while aiding faculty sponsors. The program is competitive, and the assistance of Honors Departmental Advisors and faculty in sharing information is greatly appreciated. Students must be enrolled full time, have completed a minimum of 56 credit hours, and have been a member in good standing of the Honors College for at least one semester prior to applying for a fellowship.

Appropriate undergraduate fellowship projects are limited only by the creativity of those who apply. Sample projects include:

- Traditional research, ranging from conducting extensive literature searches
- Editing forthcoming academic books
- Semester-long or year-long laboratory experiments
- Compiling and analyzing survey data
- Assisting faculty in the classroom, ranging from having extensive teaching responsibilities to designing web-based classroom materials

There have also been fellowships that have centered on nontraditional activities such as designing a virtual classroom and helping to organize the annual Undergraduate Symposium. Many students tie their fellowships to their senior thesis/project.

The application process for an undergraduate fellowship is not onerous, but it does take some time and effort. Guidelines and application forms are available in the Honors College webpage. Faculty and the student apply jointly, although it is mainly the student's responsibility to complete the application correctly and hand it in by the deadline. Due dates are October 15 (winter semester) and April 1 (summer A and B and fall).

All applications are evaluated by a committee of faculty and staff, with the awards announced about two weeks after the application deadline. The award is for one semester with the possibility of an additional semester renewal.

Retention and Graduation

To remain a *member in good standing* of the Honors College, students must meet two conditions.

- First, they must maintain their GPA at 3.3 or higher. If their grades drop below 3.3, they'll have a probationary semester in which to raise them; an additional semester may be granted if they show continued improvement. However, if students do not raise their GPA up to 3.3 during the time we've specified, or if their GPA ever drops below 3.0, they are notified of termination from the College and encouraged to reapply as soon as they are once again eligible. Students who are on probation are no longer eligible for priority registration and may not receive an Undergraduate Fellowship until the probationary status is lifted.
- The second condition students must meet to remain in good standing is that they are working toward graduating with Honors by earning Honors credit, either through Honors classes or contracts. While still completing University Honors, students must take at least one Honors course per semester. Once they've completed University Honors, or if they come into the College when they can earn only Departmental Honors, students must earn at least three hours of Honors credit every two semesters, though it will be very difficult to complete Departmental Honors in four semesters if Honors credits are not taken more frequently. We sometimes grant exceptions

(by allowing an extra semester), but if students don't earn Honors credit on a regular basis, their membership will be ended.

We celebrate our graduates in many ways.

- Students receive an Honors certificate and medallion at a special Honors College graduation function that coincides with EMU Commencement.
- Honors graduates are listed separately in the Commencement Program and receive special recognition during the Commencement ceremony.
- Honors certification and all Honors coursework are noted on the student transcript.
- Honors students are welcomed into the Honors Alumni ranks.

Our goal is to raise the number of students who pursue University Honors, Departmental Honors, and/or Highest Honors! Your support is greatly appreciated!

Attachment A, Quick Reference for Honors Requirements

Attachment B, Honors Contract Form

Attachment C, Senior Thesis Checklist

Attachment D, Human Subjects Request Form

Attachment E, Library Release Form

Attachment F, Senior Thesis Proposal Form

Attachment G, Senior Thesis Title Page

Attachment H, Undergraduate Fellowship Application

Attachment I, Student Map for Navigating University, Departmental, and Highest Honors

Attachment A

Quick Reference for Honors Requirements*

University Honors

A. Coursework: 24 credit hours required

- A minimum of 18 credit hours must be completed in General Education
- 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
- Attendance at 3 (minimum) lectures as a part of a Star Lecture Series
- For First Year Students starting in fall 2014, one 3-credit Interdisciplinary class

B. Honor Experiences: both areas must be satisfied

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

C. Community Service: 40 hours required

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

Departmental Honors

A. Coursework: 12 credit hours required plus the Senior Thesis/Creative Project

- A minimum of 12 credit hours must be completed in the field of study.
- Six non-General Education credit hours earned pursuing University Honors may be counted toward this requirement.
- A senior thesis/project must be completed for Honors credit in the field of study. This is generally a three credit Independent Study course.

B. Workshops

- Undergraduate Research and Creative Activities
This workshop is designed for students beginning the process of undergraduate research (e.g., preparing an UG Research Proposal, getting ready for the UG Research Symposium). Students generally attend the workshop at the end of the sophomore or beginning of the junior year.
- Honors Senior Thesis or Project Workshop
This workshop covers the nuts and bolts of completing and processing the Senior Thesis/Project. Students generally attend the workshop the semester prior to the planned thesis completion.

Highest Honors

Requirements for Highest Honors are inclusive of academic work completed for University Honors and/or Departmental Honors.

Category I: Academic excellence (all must be fulfilled)

- Letter of recommendation from honors faculty or honors advisor
- 3.7 GPA and 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 (competency at the second year level; three different assessments are approved from which students select one)

- International internship or work abroad

Category III: Engagement and learning in 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

*Please note that ALL students who graduate with Honors must schedule an Exit Interview during their final semester regardless of the type of Honors with which they are graduating.

**Attachment B
Honors Contract Form**

For Office Use Only

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REG COPY FDB CDB H

**HONORS COLLEGE
HONORS CONTRACT**

DIRECTIONS:

- 1.) Fill in all required information, including class CRN#.
- 2.) Obtain instructor and departmental honors advisor signatures.
- 3.) Return original to the Honors Office no later than **October 15 for Fall term, February 15 for Winter term, or the end of the first full week of Summer A/B classes**. Retain a copy of this completed form for your records.

NAME _____ STUDENT NUMBER _____

DEPARTMENT _____ SEMESTER & YEAR _____

TYPE OF HONORS CREDIT (check one)

_____ Contract Honors (Course Title _____)

(Course Prefix and # _____ Credit Hours _____ CRN# _____)

_____ Independent Study (Course Prefix and # _____ Credit Hours _____ CRN# _____)

_____ Graduate Course (Course Prefix and # _____ Credit Hours _____ CRN# _____)

_____ Honors Waiver (_____ 1 Hour; _____ 2 Hours; _____ 3 Hours) (Requires approval by HC Director)

PROJECT DEADLINE (You must fill this in):

PROJECT DESCRIPTION (Include specific objectives):

Is this your senior thesis? _____ Yes _____ No (You may only choose this option once; and it should be in the semester you will be graduating.)

Student Signature Date Instructor Signature Date

Departmental Advisor Signature Date Print Instructor Name Date

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

HONORS CREDIT: ___ YES ___ NO	GRADES: HONORS PROJECT _____	COURSE _____	10/09
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Attachment C

Honors College Senior Thesis Check List for Students

The listing below has been created to support planning through the Senior Thesis process.

- _____ Make notes of areas of particular interest, questions that seem most intriguing, and new ideas that emerge from other research projects throughout your undergraduate studies.
- _____ Set up a meeting with your Departmental Honors Advisor no later than the end of your junior year, or after completing six (6) Departmental Honors credits, set.
- _____ Obtain a Faculty Mentor/Supervisor from your department and set up a meeting for discussion of your project.
- _____ Complete the Senior Thesis Proposal with a brief description of the project and submit to the Honors College Director once you have agreed on your project with the Departmental Honors Advisor and the Faculty Mentor/Supervisor.
- _____ Obtain Human Subjects approval, as necessary. Be sure to check with your Departmental Honors Advisor to determine if approval is needed in your College as well as the timeline for obtaining approval. Please note:

All research using human subjects must obtain ethics approval from the University Human Subject Research Committee (UHSRC). Approval must be obtained *prior* to starting your research and usually takes between 3 to 4 weeks from the time you submit your application, so please plan accordingly. The UHSRC uses an online submission system to complete the application, which can be accessed from the Research compliance website at http://www.emich.edu/ord/compliance/compliance_subdir/human.html. Instructions for completing and submitting the application are also available on the website. Please contact Research Compliance with any questions at human.subjects@emich.edu or 734-487-3090.
- _____ Complete as much work as possible in the next-to-last semester before graduation.
- _____ Edit your thesis carefully and seek help from an editor as needed. The thesis will be published on Digital Commons so you will want it to reflect your very best work.
- _____ Secure approval of your thesis/project from your Faculty Mentor/Supervisor, Departmental Honors Advisor, and Department Head. All will read and sign the cover page once they are satisfied with the quality of your work. Once you have received these approvals, submit your thesis/project to the Director of the Honors College. Make sure you leave sufficient time for this process in addition to time for possible changes/corrections!
- _____ Complete the two library release forms and turn them in with your Senior Thesis/Project. Remember, you'll need 3 original signature pages and 3 copies of the thesis/project.

Attachment D

**Eastern Michigan University
University Human Subjects Review Committee (UHSRC)
REQUEST FOR HUMAN SUBJECTS APPROVAL**

Use this form for initial approvals and major protocol modifications. For minor changes, please use the *Minor Modification* form. To renew an approval after one year, please use the *Continuation Form*.

CHECK ONE

FACULTY/STAFF GRAD Student UG Student

Non-EMU PI

PROJECT TYPE – STUDENTS

Dissertation Master’s Thesis GR Project

Honor’s Thesis UG Project

Graduate and Undergraduate student researchers conducting minimal risk undergraduate or graduate theses/projects (doctoral non-dissertation research) should submit to the appropriate college-level committee. **Upload materials as follows and submit one paper copy to the identified office:**

College of Arts and Science (<http://commons.emich.edu/cashs/>), 200 Boone Hall

College of Business (<http://commons.emich.edu/cobhs/>), 473 Owen

College of Education (<http://commons.emich.edu/coehs/>), 310 Porter

College of Health and Human Services (<http://commons.emich.edu/chhs/>), 305 Marshall

College of Technology (<http://commons.emich.edu/coths/>), 150 Sill

If this is your first time using Digital Commons, directions on how to register and submit materials can be found as a link on the website’s cover page. Final draft of the thesis will be submitted by the Honors College.

Attachment E

EASTERN MICHIGAN UNIVERSITY

**Rights and Permission Form for
Electronic Honors Senior Thesis
Placement in Digital Commons @ EMU**

Submit this form to the Honors College for approval and signatures. Retain a copy for your files

Student Name: _____ E-Number: _____
Document title: _____

Student Agreement:

I hereby grant to Eastern Michigan University and its employees the nonexclusive license to archive and make accessible, under the conditions specified below, my honors thesis in whole or in part in all forms of media, now or hereafter known. This is a license rather than an assignment, and I, therefore, retain all other ownership rights to the copyright of the honors thesis. I also retain the right to use in future works (such as articles or books) all or part of this honors thesis.

In addition to the unrestricted display of the bibliographic information and the abstract, I agree that the above mentioned document be placed in Eastern Michigan University's institutional repository with the following status (choose one option):

- Release the entire work immediately for access worldwide.
- Provide access to the entire work only to Eastern Michigan University Library and patrons. At the end of the one-year period, either I or Eastern Michigan University Library may request an extension for an additional one year. At the end of the one-year secure period (or its extension, if such is requested), the work will be released for access worldwide. I understand that my work may only be secured from view for a total of two years. If I choose to release the work for worldwide access sooner, I will contact the Eastern Michigan University Library, 955 West Circle Drive, Ypsilanti, MI 48917-2207.
- Secure the entire work for patent and/or proprietary purposes for a period of one year, providing no access to any part of the work. During this period, I, the copyright owner, also agree not to exercise my ownership rights, including public use in works, without prior authorization from Eastern Michigan University Library. At the end of the one-year period, either I or Eastern Michigan University Library may request an extension for an additional year. At the end of the one-year secure period (or its extension, if such is requested), the work will be released for access worldwide. I understand that my work may only be secured from view for a total of two years. If I choose to release the work for worldwide access sooner, I will contact the Eastern Michigan University Library, 955 West Circle Drive, Ypsilanti, MI 48917-2207.

The undersigned agrees to abide by the statements above, and agrees that this approval form updates any and all previous approval forms submitted theretofore.

Student Signature _____ Date: _____

This document has received final approval.

Signature: _____ Date: _____
Director, Honors College

EASTERN MICHIGAN UNIVERSITY
Electronic Format Information Sheet
Electronic Honors Senior Thesis
Placement in Digital Commons @ EMU

Last Name: _____ First Name: _____ Middle Name/Initial: _____

(The official form of your name used for publication purposes. Please note that middle name or initial is optional.)

Email address: _____

Phone (primary): _____ Phone (secondary): _____

Dept./School: _____ Primary Advisor's Name: _____

Honors Senior Thesis Title: _____

Does your honors senior thesis have an abstract?

If your honors thesis does not have an abstract, you can provide a brief abstract (no more than 250 words) here:

Key words:

(List up to 6 key words or phrases, preferably words or phrases that do not appear in your senior thesis' title or abstract)

Do you have any supplementary files?

If so, what formats are these supplementary files (video, audio, images, for example)?

Please save this form. Use the naming convention of your FirstnameLastnameThesistitleyear (example, LoriSmithThesis2012).

Send a copy of this completed form as an attachment to rsipe@emich.edu.

Attachment F

REG	COPY	MDB	COB	H

HONORS COLLEGE

SENIOR THESIS APPLICATION

DIRECTIONS:

1. Fill in all required information.
2. Obtain instructor and departmental honors adviser signatures.
3. Return original to the Honors College **prior** to the semester in which you plan to register for the Honors Senior Thesis.
4. Retain a copy of this completed form for your records.

NAME _____

STUDENT NUMBER _____

EMAIL: _____

LOCAL PHONE _____

MAJOR(S) _____

MINOR(S) _____

DEPARTMENTAL HONORS WORK COMPLETED:

COURSES:

1) _____ 2) _____

3) _____ 4) _____

TOTAL HOURS _____

EXPECTED SEMESTER OF THESIS COMPLETION:

TENTATIVE THESIS TITLE: _____

THESIS PROJECT DESCRIPTION*

Attach a one-page proposal of your senior thesis project. Your proposal must include the following:

- The topic and scope of the project
- The proposed methodology (e.g. laboratory research, library or archival research, interviews, field work, etc.)
- Form of the completed thesis (e.g. a 40-60 page research paper, creative musical recital, detailed lab report)

Student Name (Print)	Date
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Student Signature	Date
-------------------	------

Supervising Faculty Name (Print)	Date
----------------------------------	------

Supervising Faculty Signature	Date
-------------------------------	------

Departmental Honors Advisor Name (Print)	Date
--	------

Departmental Honors Advisor Signature	Date
---------------------------------------	------

Honors College Director Signature	Date
-----------------------------------	------

* Supervising Faculty Member: This form authorizes the culminating project of this student's undergraduate Honors experience within the major (or minor). By signing you are approving the project in principle as acceptable based on the guidelines for the Senior Thesis as developed by the Honors College and your home department.

Attachment G

TITLE OF YOUR PAPER IN ALL CAPS

By

Name

A Senior Thesis Submitted to the

Eastern Michigan University

Honors College

in Partial Fulfillment of the Requirements for Graduation

with Honors in _____ (include the department name)

Approved at Ypsilanti, Michigan, on this date _____

Supervising Instructor (Print Name and have signed)

Honors Advisor (Print Name and have signed)

Department Head (Print Name and have signed)

Honors Director (Print Name and have signed)

Attachment H

EASTERN MICHIGAN UNIVERSITY Honors Undergraduate Fellowship Application

Description

The Honors Undergraduate Fellowship program provides upper-level Honors students the opportunity to acquire advanced skills in an area of study by working on special projects in collaboration with EMU faculty. Chosen on the basis of competitive applications, Honors Undergraduate Fellows receive a stipend of \$2,000 per semester (Fall or Winter); Fellowships may be available in spring or summer depending on budget. The stipend is renewable for one full semester, subject to approval by the award committee and the availability of resources. Previous winners may apply for additional awards in support of a new project.

Rationale

The Honors Undergraduate Fellowship program is designed to:

- ✓ Involve the student in the academic mission of the University and the Honors College;
- ✓ Support students by providing valuable nontraditional learning experiences that may include, but are not limited to the following: college classroom teaching, artistic creation or performance, research, writing for publication, or participation in professional conferences and activities;
- ✓ Support faculty in their teaching, research, and creative endeavors and encourage them to integrate their professional development in their roles as teachers;
- ✓ Foster a close working relationship between undergraduate students and EMU faculty;
- ✓ Prepare EMU's most able students for the rigors of a career or graduate/professional school.

www.emich.edu/honors for complete application.