

**EASTERN MICHIGAN
UNIVERSITY
HONORS COLLEGE**



**Honors Faculty
Handbook**

2014-2015

8.15.14

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	6-8
Publications and Conference Presentations	8
Admission to the Honors College	8-9
Earning Honors Credit	9
Graduating with Honors	9
Earning University Honors: Honors Courses, Community Service, and Honors Experiences	10-12
Earning Departmental Honors: Honors Contracts and the Senior Thesis	12-14
Undergraduate Fellowships	14-15
Retention and Graduation	15
Opportunities for Honors Faculty	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	27-28

HONORS COLLEGE STAFF

Director.....Dr. Rebecca Sipe
rebecca.sipe@emich.edu

Associate DirectorJohn Feldkamp
jfeldkam@emich.edu

Honors Academic Advisor..... Katherine Augustaitis
kaugustai@emich.edu

Faculty Fellow.....Suzanne Gray
sgray17@emich.edu

Faculty Fellow.....Dr. Natalie Dove
ndove@emich.edu

Faculty Fellow.....Dr. Krish Narayanan
knarayan@emich.edu

Faculty Fellow.....Dr. Rhonda Kraai
rkraai@emich.edu

Administrative Associate.....Sharon Crutchfield
scrutchfi@emich.edu

Graduate Assistant.....Lacey Hoffman
lhoffma8@emich.edu

Graduate Assistant.....Taylor Lash
tflash2@emich.edu

Faculty Coordinator, DUETS Grant.....Dr. Gary Hannan
ghannan@emich.edu

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.

Office: 734.487.0341

FAX: 734.487.0793

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

Facebook: EMU Honors College

Twitter: EMU Honors

Dear Honors Faculty,

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 teaching, recruiting, and encouraging 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—from the Presidential Scholarship Competition, to partnerships with Enrollment Management and others, to internal recruiting through our five academic colleges, clubs and student organizations. Of course, these are only a sampling of ways that we help students gain awareness of the College and its resources, and we greatly appreciate the work you do at the departmental level to assist with recruiting efforts.

Approximately 82 Honors sections will be offered in fall 2014, including our first interdisciplinary Friday course. We anticipate offering Interdisciplinary Friday classes for all of our first year students, so if you are interested in becoming involved in designing and teaching one of these cross-disciplinary/cross-department courses, please let me know! We are seeking new teams now. Honors course schedules for Honors sections are made available to our students in fall and winter far in advance of priority Honors registration. In addition, all Honors sections have the opportunity to meet with an Honors staff member to help with course selection.

This year we have planned a full slate of activities for Honors students. Some, such as the Star Lecture Series, are open to the campus and broader community. Others, such as the trip to Stratford, the Honors Lock-In, the Honors Common Read, and our premier movie night for third movie created from the Hunger Games, will keep Honors students engaged in the campus and Honors community. One important addition to the Honors College is an expansion of our physical space. This fall we are spreading out to both the first and second floors of Starkweather and Honors will house students in two Honors Residence Halls—Best and Downing.

We are keenly aware that the lifeblood of the Honors College's success is the interaction between students and faculty. One of our major goals is to provide support for faculty in all ways that we can to support your efforts with students. To that end, this handbook provides important information for your use. In addition, you will receive the current edition of the Honors Student Handbook for 2014-2015 as well as updates on events, activities, and more during the year. Our new newsletter (Soar Higher!) would be a great place for us to highlight your achievements and those of your students, so be sure to send information to me!

As a member of the Honors College staff, I'm eager to support your work with Honors students. If you have a question or concern, feel free to call me or any member of the Honors staff. We welcome the opportunity to meet with you or groups of faculty to provide updates, solve problems, and plan for better services for our students. Thank you for all that you do!

Best wishes for a successful year!

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

The Role of the Honors Faculty

Teaching and working with Honors students is both rewarding and challenging. All Honors College faculty share a commitment on a personal level to mentoring motivated, intelligent, and intellectually curious students. As noted by the Honors College Advisory Council (HCAC) in 2009, Honors faculty

- Provide challenging pedagogical experiences characterized by critical, analytical, and creative thinking.
- Encourage flexibility in student approaches to course content, allowing students to use their experiences in creative ways when addressing flexibility in class.
- Integrate creative ideas into class and explore alternative approaches to course content and structure.
- Experiment with new pedagogies and use interesting or unconventional approaches to courses.
- Support and create opportunities for scholarship, research, and other academic-development programs.
- Seek interdisciplinary approaches and interactions.
- Provide students with guidance and personal support outside the classroom.
- Exhibit enthusiasm for, involvement with, and interest and investment in the goals of the Honors College and in Honors students.
- Exhibit a high level of enthusiasm for their field of specialization.
- Engage actively in their profession.

(HCAC, October 23, 2009)

We also know that professors who teach Honors sections play a vital role outside of the classroom as they interact with students. Often, Honors professors

- Meet with new first and second year students to help them think about appropriate majors and minors.
- Meet with Departmental Honors students 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 the 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 offered each year.
- 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.

We are very grateful to you for fulfilling this critical role. The following pages are filled with information to help you know more about the Honors College and support your work with students who are pursuing University Honors and/or Departmental Honors and/or Highest Honors.

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 are promoted through Honors classes that are limited to 20 students and lead to myriad opportunities for mentorship, research, networking, and involvement.

Enhanced Honors Advising

As a member of the Honors College, students are offered access to close advising and support from the Faculty Fellows and staff of the Honors College. Honors staff members strive to assist with a wide array of support including help selecting courses, setting up research, and intervening (as possible) to help students work with various offices on campus. 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 each semester. The purpose of this benefit is to allow students to build schedules around Honors courses while space is still available; unlike many other sections, Honors classes are capped at 20 students, making early registration a must. While students can expect to obtain a favorable course schedule, keep in mind that the aim is to ensure that 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. Students are informed regularly of their status, but if you have a question about this, please give us a call.

Four-Week Library Loan Period

Honors students receive a 28-day loan period, seven days longer than for other undergraduate students.

Housing

The official Honors College residences are Downing and Best halls. First or second year students admitted into the Honors College can apply to live in either 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 housing for Honors students can be found at The Village, The Towers, and Brown/Munson.

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.

- ✓ **Undergraduate Fellowships:** The Honors College, in cooperation with the Office of Financial Aid, offers about \$90,000 annually in competitive semester-long fellowships to Honors College members in good standing with at least 56 earned credit hours. Honors undergraduate fellows may serve as apprentices to faculty in a teaching, research, or creative capacity. Students must apply jointly with a faculty member. Guidelines and application forms are available in the Honors College office and on the Honors College website (www.emich.edu/honors).
- ✓ **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. 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 support 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 \$800-\$1,000 award may be applied toward any expenses associated with the program. This award 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 and Presidential Scholarships:** Most Honors students have one or more university scholarship. Generally, students who have been awarded the Emerald or Presidential Scholarship are also eligible for Undergraduate Research, Study Abroad, Honors Travel, and other scholarships. Please note that this year we have eliminated the Regent's Gold award and increased the number of Presidential Scholarships for a total of 20.

Students should check out the Honors website at <http://www.emich.edu/honors/> for more information about scholarships.

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 requires sponsorship by the institution and often by faculty of particular departments. 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. Additional opportunities for study, research, and internships during the summer academic year are also available. Participation in these programs can enhance qualifications for major scholarships. Contact the Director of the Honors Collage to obtain further information. 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. If selected to present at NCHC, student expenses are covered by the Honors College.
- ✓ *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 supports 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.

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 student 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

Applications can be found on the Honors website (<http://www.emich.edu/honors/>).

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 a particular requirement. 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. Because of this, we rely on help from Honors faculty and 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 often special sections of standard university General Education classes, although we also offer some upper level Honors courses in high demand areas as well as a few special topics courses designed specifically for College members. We try to offer a rich array of courses each semester spread throughout the various General Education areas. Taking Honors courses is the main vehicle by which students earn the credits necessary to graduate with University Honors. Beginning in fall of 2014, all first year students are required to take an Honors section that is interdisciplinary and offered on Friday morning. This course will include lecture and break-out discussion groups and will be used as a means to foster cross-curricular awareness while building a sense of community and awareness of global issues.
- *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 a class. This description is intentionally vague because we like to 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.

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 completed a large number of General Education credits may only be able to graduate with *Departmental* and *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.

- *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 can 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 how many 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.

Students graduating with University 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). All first year students who entered the program starting in fall of 2013 are required to attend at least 3 of a single Star Lecture Series. Starting in fall of 2014, all first year students will also take one 3-credit Interdisciplinary Friday class. 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 learn about students' future plans.

- *Departmental Honors* requirements vary somewhat among departments. All, however, require a minimum of twelve credit hours of Honors credit in some concentrated area of study. When available, credits should be earned through Honors courses within the department; however for many majors credit will be earned through contracts. The senior thesis/project must earn academic credit which is most often gained through 1-3 hours of independent study. These credits may be 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 that may be handy to use with students.

Earning University Honors: Honors Courses, Community Service, and Honors Experiences

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 70-80 courses every fall and 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, more challenging and interactive 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. In particular, we are interested in experiences that 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. Though all of our students are very intelligent and academically prepared, please be advised that some have overcome significantly challenging learning styles and disabilities. To provide support for these students, we work closely with the EMU office of Student Disabilities and can provide support to connect you to these staff members.

When space is available, it is possible that a non-Honors student could be admitted to a particular class based upon on the recommendation of the Departmental Honors Advisor or Honors faculty and the

students cumulative GPA is 3.5 or higher. However, current growth in the number of Honors students makes it almost impossible to accept non-Honors students into Honors General Education sections.

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 – about 10 hours annually. Students can fulfill this requirement in a number of ways, including

- *Service completed in connection with a specific course.* The activity must be related to the course content and approved as a service activity by the instructor and the Honors Director 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 frequently search for tutors. 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 securing necessary signatures. Community service agreements are available in the Honors office and can also be found on our website. 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.

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.

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
- 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

Note: The Star Lecture Series is now a requirement for First Year students that is in addition to the above requirement.

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 Stratford trip must be pre-approved by an Honors College staff member (Director, Associate 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 and paper 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 and the Senior Thesis

Honors Contracts

As an Honors faculty member, 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 students' 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.
- 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 for the student or faculty.
- 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.*

Honors Senior Thesis

The Honors Thesis/Project is the culminating experience for all Honors students graduating with Departmental Honors and is required for 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 (approximately 150 hours). 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 Honors College Student Handbook contains a lengthy discussion of the Honors thesis/project, including detailed instructions on how to prepare and organize it correctly. 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 (e.g., during fall semester for winter graduation; during winter and summer for fall graduation).

- *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) 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 faculty member, you will likely be called upon to work with students as they complete their honors thesis/project. Usually, requests come from students with whom you have already worked closely. Such supervision takes time, and students are reminded often that faculty supervision of the thesis/project is a labor of love and should be respected as such. Your major responsibilities as a faculty mentor include supervising research and 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.

Here are some steps to help with the process.

- 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. At these workshops, we review the entire thesis 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.
- Students must complete a Senior Thesis Application (Attachment F) which requires the faculty supervisor's signature, the Honors Departmental Advisor's signature, and approval from the Honors College Director. Students are reminded during the Senior Thesis Workshop that these approval signatures are *not automatic* and that each person who reads the thesis may have recommendations that must be accommodated in revisions.
- 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.
- When the thesis is completed, it is the student's responsibility to make sure it is edited and formatted correctly. Please encourage students to check in with the University Writing Center if they are uncertain about their writing abilities. Of major importance is the title page, which is signed by you (as the faculty mentor), in addition to the Honors Departmental Advisor and the Department Head before it is submitted to the Honors College. We require *three* original copies of the title page, *three* print copies of the thesis, plus an electronic version as either an MS Word file or in .rtf format. We will have three copies bound and return one copy to the student, one to you as the faculty advisor, and one will be maintained in the Honors College; we will also send a final electronic version to Halle Library if the student grants permission to do so.
- Occasionally, students request an extension to continue work on their thesis past graduation. This will 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 and in the Senior Thesis Workshop, students are urged to create and stick to a timeline for thesis completion (Attachment C). Failure to do so may result in delayed graduation and/or failure to earn Departmental Honors. If there is any change in the projected completion date for the thesis, the Honors College Director must be notified and approve the change in writing.

Undergraduate Fellowships

Each year the Honors College awards approximately \$90,000 to support undergraduate research to full-time junior and senior Honors students who are interested in working on research, creative projects, or

instructional projects with faculty. The program is designed to encourage undergraduate research by pairing students and faculty to work toward a common research goal. The goal is to involve student fellows with current faculty research projects, offering students valuable experience and mentoring in an area of their interest, while aiding faculty sponsors. The program is competitive, and the assistance of faculty and Honors Departmental Advisors 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.

Students benefit not only from the experience they gain but also from the mentoring that faculty provide. With that in mind, we expect you to give your student fellow significant responsibilities. Undergraduate fellows are capable of high quality work, especially under faculty guidance.

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 website. 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). See www.emich.edu/honors and click on Honors Students to get to scholarship applications.

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 GPA drops below 3.3, they'll have a probationary semester in which to raise it; 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 specified, or if their GPA 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. 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.

Opportunities for Honors Faculty

Certainly there will never be enough ways to let Honors faculty know how much their work with Honors students is appreciated. We are available to receive calls, visit classrooms, or meet with you by appointments to discuss ideas, projects, concerns, or course possibilities. Over the past year we've had the opportunity to assist professors with fieldtrips, course presenters, and assistance for large group projects. Here are a few other possibilities and opportunities you may wish to consider.

- Arrange a fieldtrip to a museum, gallery, lecture, or presentation.
- Take your class to see an EMU theater opening, one or more Star Lecture presentations, or a musical performance.
- Help plan an Honors event or trip. The annual trip to Stratford has been ongoing for a decade, thanks to planning by faculty and generous faculty donations. How about Philadelphia? Chicago? Washington, DC?
- Share with us specific successes from your Honors course or by one of your students for advertisement on our Honors Facebook page, website, or newsletter.
- Join us when we introduce Presidential Scholars at the Board of Regents in October for faculty recognition.
- Invite Honors staff to your Honors course to observe and/or take part in the class.
- Request letters from Honors staff for promotion and/or tenure review.

Again, we are eager to support faculty work with our students. Let us know how we can assist you! *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, Honors Undergraduate Fellowship Application

See website for Application to pursue Departmental Honors 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

--	--	--	--

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
---	---------------------------------	-----------------------

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 FirstnameLastnameThesisyear (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

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.

Proposal Design

Applications will be considered for a wide range of activities. The following is not an exhaustive list, but rather examples of typical fellowship activities. The Honors College encourages the development of projects that will maximize the student's personal and professional growth, and will consider any application that fulfills one or more major goals of the award.

Students considering teaching careers at the university level could gain valuable experience by helping a faculty sponsor in the development of syllabi and examinations, evaluating student work, conducting discussions and review sessions, tutoring, and occasionally teaching.

By working on a research project or grant activity under the supervision of a faculty member, students could improve their research skills and techniques. They may help plan the design of an experiment, conduct literature reviews, or analyze data. In some cases the result may be a paper or conference presentation prepared jointly by student and sponsor.

Honors Undergraduate Fellowships may be used for creative projects, enabling students to work as apprentices under faculty artists, such as working on a public sculpture, assisting the director of a Main Stage play, or conducting a major musical performance.

Fellowships may be used in conjunction with Study Abroad, internships, clinicals, field placements, or other comparable activities, provided that the student is involved in an inquiry-based project in addition to the required coursework.

Expectations of Fellows and Faculty Sponsors

Throughout the grant period, the student must be enrolled full-time (minimum twelve hours for Fall or Winter, six hours for Spring or Summer) at EMU. The student will be expected to work

approximately ten hours per week during the award period (the actual work may begin and/or end outside the normal semester time frame, but a fair work expectation for the entire award period is around 150 hours in Fall or Winter and 75 hours in Spring or Summer). Additional outside employment and/or significant nonacademic commitments are discouraged.

The faculty sponsor is expected to provide ongoing supervision of the awardee. While the work of professors, researchers, and artists always entails a certain amount of routine activities (e.g., washing test tubes, coding questionnaires, typing, entering data, calculating grades, making phone calls, running errands, etc.), the Honors Undergraduate Fellowship should not be viewed as a glorified form of student employment. Faculty sponsors are expected to give student awardees tasks of gradually increasing responsibility and complexity, to introduce them to fellow professionals, and to foster a relationship of mutual respect and collegiality.

By the application deadline in the Fellowship semester (see below), the faculty sponsor will submit an interim report consisting of a confidential, written evaluation of the awardee's performance to date. The student will also submit an interim report consisting of a written summary and evaluation of the experience (forms are provided for this purpose). It is the student's responsibility to submit the interim reports to the Honors College office. Failure to submit both reports by the deadline or an "unacceptable" rating by the sponsor may result in the termination of the student's stipend.

Duration and Renewal of the Award

Awards are for one designated semester. If funds are available and subject to the approval of the award committee, an award may be renewed at the mutual request of the awardee and the faculty sponsor. Renewal decisions will be based on demonstrated results of the initial award. To seek a renewal, submit a standard application clearly labeled RENEWAL REQUEST on or before the appropriate deadline. Normally only one renewal will be permitted. However, previous winners may apply for additional awards in support of a new project.

Eligibility

To apply for the Fellowship, the student must be a member in good standing of the Honors College. The faculty sponsor should hold a full-time tenured or tenure-track appointment or be a full-time lecturer. (Exceptions to the latter requirement need the approval of the Head of the sponsoring department and the Honors Director). By the beginning of the fellowship period, the student must have completed a minimum of 56 credit hours.

An Honors Undergraduate Fellowship may be held concurrently with any other form or amount of financial aid, whether based on need or merit. (However, students with need-based aid are subject to federal guidelines). The award may be terminated at any time by the award committee if, in the faculty sponsor's judgment, the student's performance is unacceptable. Award income is considered taxable by the Internal Revenue Service.

Deadlines

Applications and renewal requests for Undergraduate Research Awards and Senior Thesis Awards are due in the Honors College office (Starkweather Hall) by 4:00 p.m. on the workday closest to the following dates: fall award: April 1; winter award: October 15; spring award: April 1; Summer Award, April 1. [Both the student application and the supervisor statement must be submitted to the Honors College office no later than 4:00 p.m. All applicants will be notified of the committee's decision, usually within three to four weeks following the deadline.]

Selection Criteria

Applications and renewal requests will be evaluated by a committee chaired by the Honors Director and consisting of University faculty and staff. Award decisions will be based on the following criteria:

- ✓ Clear description of how the student will work with the EMU faculty sponsor in all phases of the project and how this relationship will help the student meet the learning objectives set forth in the proposal;
- ✓ Student's academic record and specific preparation for the activity;
- ✓ Quality of the proposal (clarity and thoroughness of stated objectives and methodology);
- ✓ Clear evidence of support by a qualified faculty sponsor;
- ✓ Student's record of progress toward graduation with honors;
- ✓ Equity in the distribution of awards among departments.

Instructions to the Applicant:

- I. Complete the attached application form.**
- II. Have your faculty supervisor complete the Supervising Faculty Statement.**
- III. Respond clearly and completely to the following. Your responses must be typed double-spaced on separate sheets of paper.**

1. Describe the nature and scope of your project. Outline the methodology you will use, and indicate anticipated outcomes.
2. Define your learning objectives for the award period, and explain how collaboration with a faculty sponsor will help you to meet the objectives.
3. Show how your experience during the Undergraduate Fellowship will fulfill one or more of the major goals of the award:
 - a. Involve the student in the academic mission of the University and the Honors College;
 - b. 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;
 - c. Support faculty in their teaching, research, and creative endeavors and encourage them to integrate their professional development in their roles as teachers;
 - d. Foster a close working relationship between undergraduate students and EMU faculty;
 - e. Prepare EMU's most able students for the rigors of a career or graduate/professional school.
4. Explain the relationship, if any, between the project and your Senior Honors Thesis/Project.
5. Describe any special qualifications you may have (courses taken, honors, awards, employment, special learning experiences) for the proposed activity.