



**The Honors College at  
Eastern Michigan University**

**Student Handbook**

**2021-2022**

Note: Students may always choose to follow a newer version of the Handbook but are also allowed to graduate under the requirements in the Handbook from the year in which they entered EMU or joined The Honors College.

## A MESSAGE FROM THE DEAN OF THE HONORS COLLEGE

*We are pleased to welcome you to The Eastern Michigan University (EMU) Honors College! The EMU Honors College takes pride in offering a high-quality educational experience within an affordable, comprehensive university. The Honors College is home to a highly accomplished group of students and faculty and is designed to foster an Honors ethos that comprises intellectual curiosity, academic achievement, and the bond between the individual and the larger community. Success in Honors requires creativity, persistence, and dedication, as students develop their skills and talents to achieve their academic, personal, and professional goals.*

*Each semester, students may choose from an array of vibrant and engaging classes that meet General Education, major, and minor requirements. Talented, passionate professors who are recognized experts in their academic disciplines teach Honors courses. Typically, Honors sections are limited to 20 to 25 students to encourage collaboration and rich interactions, where students help guide discussion, challenge their peers, and take the lead on projects. The Honors College also provides opportunities for students to engage with professors, participate in research and creative work, and share their work through the Undergraduate Symposium and conferences in their fields. Expectations for performance are high, but we know that our students are capable of meeting the challenges ahead, and we provide students with opportunities and support to help them reach their goals.*

*An Honors College experience includes far more than earning high grades. It invites Honors students to #SoarHigher. The Honors College invites Honors students to challenge themselves in myriad ways beyond the classroom -- by becoming student leaders, volunteering in the community, engaging in athletics and the arts, and exploring the intellectual, cultural, and social diversity of the university and community. Honors students are encouraged to push themselves both academically and culturally by attending theater productions, listening to lectures, studying abroad, learning a new language, starting a campus organization, and more. We live in a diverse and exciting world, and, as students and citizens, we are responsible for understanding the richness of that world and contributing to the wellbeing of our planet and our fellow humans. Such challenges require us to learn, imagine, reflect, collaborate, and work toward the future we seek.*

*This Handbook explains what The Honors College expects of Honors students. We encourage you to read it carefully and refer to it often. Other information will be announced via our “Monday Minute” newsletter (delivered weekly to your Emich email during the academic year), The Honors College website, and social media outlets. Honors College Peer Advisors are also available and eager to help answer questions and assist you in solving problems, so be sure to stop by The Honors College building at 511 W. Forest Avenue or email us at [EMUHonors@emich.edu](mailto:EMUHonors@emich.edu).*

*Welcome to The Honors College!*



*Ann R. Eisenberg, Ph.D.  
Dean of The Honors College*

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2021-22**

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## **Benefits of Honors College Membership**

Honors College students in good standing receive multiple benefits from their Honors College membership:

### **Dedicated Honors Sections and Honors Contracts**

Honors students can enroll in Honors-only sections of many General Education courses (and, occasionally, courses that meet major or minor requirements). Honors courses typically allow for greater engagement with course material, peers, and faculty. Honors students may also take upper-division courses through a Contract with a faculty member. This agreement between student and faculty member outlines projects or other coursework deemed appropriate for earning Honors credit upon successful completion (see p. 23 for more detail on Honors contracts).

### **Small Classes**

Honors sections cap at a maximum of 20 to 25 students, allowing students the opportunity to work more closely with faculty and peers.

### **Honors Advising**

Honors students have access to advising and support from the staff of The Honors College and the Faculty Fellows. Honors College staff members go beyond helping students select courses for the coming semester. They outline 4-year plans, provide students with information about professional opportunities, help students develop research plans and interact with various offices on campus – and more.

### **Priority Registration**

Honors College members in Good Standing enjoy priority registration -- the opportunity to register on the first day that registration for the next semester opens. This benefit allows Honors students to build schedules around Honors courses, while space in other classes they need is still available. Although Honors students can expect to obtain a favorable course schedule, *the aim of priority registration is to ensure that students can take Honors sections* whenever possible and to help Honors students move smoothly through the complex degree plans they often design.

### **Honors Housing: The Honors Living and Learning Community**

The official Honors College residence is Downing Hall, located directly across from Pray-Harrold Hall, one of the main classroom buildings. This community of scholars offers students the opportunity to reside with peers committed to academic achievement.

### **Work Experience as Student Fellows**

The opportunity to become an Honors College Student Fellows provides select Honors students the opportunity to work on projects and initiatives with members of The Honors College team. The objective of the Student Fellows program is to give Honors students experience working in higher education and expand their professional and leadership skills while they assist Honors College staff in offering programming for

Honors students. Specifically, Student Fellows assist The Honors College with recruitment, programming, communication, office work, and peer advising.

*[Note: Students who have been awarded work-study as part of their financial aid package may use the Student Fellow position as their work-study job.]*

### **Stronger Relationships with Faculty**

Being a member of The Honors College allows students to develop close working relationships with faculty, as early as their few first semesters at EMU. These relationships lead to myriad opportunities for mentorship, research, networking, and involvement on and beyond campus.

### **Four-Week Library Loan Period**

Honors students receive a four-week (28-day), library loan period -- seven days longer than for other undergraduate students. Students must identify themselves as members of The Honors College at checkout to receive this benefit.

### **Honors Awards and Scholarships**

Members of The Honors College who are in Good Standing have the opportunity to obtain additional funding for co-curricular experiences, as described below:

- ✓ **Undergraduate Research Fellowships:** The Honors College offers competitive fellowships to Honors College students in good standing who are completing research and creative projects. Award amounts range from \$1,000 to \$2,000. The amount depends on whether the student is working on a Senior Project and whether they have had prior Honors College research funding. Students who receive Undergraduate Research Fellowships work closely with faculty mentors, so students must apply jointly with a faculty member.
- ✓ **Study Abroad Scholarships:** Honors Study Abroad Scholarships are awarded to Honors students who plan to study abroad in the upcoming year and are designed to help defray the costs associated with a study-abroad experience. The value of the award varies by applicant, and the number of awards per year varies, depending on available funding.
- ✓ **Travel Grants:** Honors College Travel Grants are awarded to students for three purposes: (1) to assist them in participating in an EMU domestic travel course; or (2) to help them present their research at an academic or professional conference in their field. Students must provide documentation showing that their work has been accepted to a conference when they request funding for conference attendance.
- ✓ **Founder's Award:** The Founder's Award was instituted in 1994 by former director and founder of the Honors Program, Dr. Robert Holkeboer. Its purpose is to aid students in pursuing an experiential learning opportunity, such as study abroad, an unpaid internship, or a workshop or certificate course. Awards typically range from \$400-\$600.
- ✓ **Susan and John Ullrich Endowed Scholarship:** The Ullrich Scholarship was created to recognize Eastern Michigan University students for their leadership outside of their course of study. Students who participate in athletics, clubs, student government, community volunteerism, or social initiatives

are eligible to apply. Applicants must have attained junior or senior class standing at EMU and maintain a minimum GPA of 3.0. Criteria for demonstrating outstanding leadership skills are defined by the selection committee. The Honors College staff selects recipients, although students who are not members of the Honors College are eligible to apply. Awards typically range from \$500 to \$1200.

- ✓ **Brown-Chappell Endowed Honors Scholarship:** The Brown-Chappell Scholarship was established in 2012 to provide an annual award of \$1,000 to \$1,500 for a high-achieving (3.4 or above GPA) student who receives a Pell grant and is a first-generation college student OR is a member of a group underrepresented on college campuses. Priority is given to students who are McNair Scholars or who are pursuing a major in the College of Health & Human Services and, specifically, in Social Work.
- ✓ **Ross A. Oliver Student Leadership Endowed Scholarship.** The Oliver Student Leadership Scholarship was established in 2019 to support students who demonstrate exemplary leadership in the campus community, particularly leadership that encourages diversity. Although the scholarship is open to all students, preference is given to members of The Honors College. Awards range from \$350-\$500..

Students can learn more about these Honors scholarships and fellowships and find application forms on the [Scholarships page](#) of The Honors College website.

### **Assistance with Applications for Major External Scholarships**

The Honors College also coordinates student applications for several major external scholarships, including the Boren Scholarship, the Harry S Truman Scholarship, the Barry Goldwater Scholarship, the Rhodes Scholarship, the Marshall Scholarship, and the Mitchell Scholarship. These scholarships are highly competitive and, in some cases, students must have university sponsorship to apply. Even when formal university sponsorship is not required, we strongly recommend that students work with The Honors College on their applications. Students should plan well in advance to apply, as these scholarship applications often require multiple steps. Beginning early allows students to assemble the strongest application possible. Contact Faculty Fellow Dr. Aaron Liepman to discuss the Goldwater Scholarship (designed for students interested in graduate study and research careers in STEM fields) and the Dean or Associate Dean of The Honors College for more information about other national scholarships.

[Note: The Graduate School administers the Fulbright Scholarship. For more information about the Fulbright Scholarship, students should contact Dr. Carla Damiano at [cdomiano@emich.edu](mailto:cdomiano@emich.edu).]

### **Publications and Conference Presentations**

Honors students have multiple opportunities to disseminate their original research and creative work.

- ✓ *The Undergraduate Symposium.* The Undergraduate Symposium takes place annually at the end of March and showcases undergraduate research. Many Honors students present their Senior Project or the results of their Undergraduate Research Fellowship awards at this event.
- ✓ Professional conferences in nearly every discipline and field are held at the state, regional, national, and international levels. Honors students have been privileged to present at such conferences, sometimes on their own and sometimes collaboratively with faculty members.

- ✓ Honors conferences, such as *The Mid-East Honors Association (MEHA)* and *The National Collegiate Honors Council (NCHC)*, offer opportunities for students to share their work with Honors students and faculty members from other colleges and universities.
- ✓ Partial financial support for presenting at conferences may be obtained through departmental scholarships, college scholarships, and/or Honors Travel Grants.

### **Remaining a Member of the Honors College**

To remain a member of The Honors College in good standing, students must: (1) complete a minimum of one Honors course every two semesters in which they are enrolled in The Honors College; and (2) maintain a grade point average (GPA) of 3.3 or higher. Students who do not meet these requirements are placed on Honors Probation and, in some circumstances, they forfeit membership in The Honors College.

### **Completing Honors Credit**

To remain in good standing, students must complete Honors credit in at least one semester of each academic or calendar year. If a student does not earn any Honors credit for two consecutive long semesters (i.e, the fall or winter term), they are placed on Honors Probation before the start of the third semester. If that student completes an Honors course or contract in that third semester, they are returned to good standing in The Honors College. If they do not complete an Honors course or contract in the third semester, they forfeit membership in The Honors College.

Although students are not expected to take Honors courses in the summer term since no designated Honors courses are offered during the summer, a student who completes an Honors contract in a summer term can count that summer term as if the contract had been completed during the previous winter semester. For example, if a student did not earn Honors credit in winter 2021 or fall 2021, but completed an Honors contract in summer 2021, the soonest that student could be placed on Honors probation would be at the end of winter 2022. The Honors College does not count semesters in which students are not enrolled at EMU as part of the determination of consecutive semesters.

*Once a student reaches 24 hours of Honors credit (enough to earn University Honors), they are encouraged to continue earning Honors credit but are no longer required to do so.*

Students should work with The Honors College advising staff to develop their academic plan, so they can complete at least one Honors course every other semester.

### **Grade Point Average**

To remain in good standing, students must also maintain a cumulative Grade Point Average of at least 3.30. If a student's GPA falls between 3.00 and 3.30, they are placed on Honors probation and are strongly encouraged to meet with an Honors College advisor to develop an academic plan to return to good standing. If their GPA continues to drop, they will be required to meet with an Honors College advisor or forfeit membership in The Honors College.

***If a student's GPA falls below 3.00, they are placed on Honors probation and required to meet with an Honors College advisor to develop an academic plan. If they fail to do so, they will forfeit membership in The Honors College.***



If a student's GPA remains below 3.00 for more than one consecutive semester, they forfeit membership in The Honors College.

### **Honors Probation**

Students on Honors Probation retain most of the rights of membership in The Honors College with the exception of the following benefits:

- ✓ *Priority Registration.* Students on Honors probation do not have access to priority registration and must wait until their university-assigned registration time to register.
- ✓ *Honors Awards and Fellowships.* Students on Honors probation are not eligible to receive any Honors scholarship or fellowship awards.
- ✓ *Honors Leadership Positions.* Students on Honors probation are not eligible to work in The Honors College as Student Fellows or serve as student members of the Honors College Advisory Council (HCAC).
- ✓ *Graduation with Honors.* Students on Honors probation are not eligible to graduate with any type of Honors distinction.

### **Losing Honors College Membership**

Membership in The Honors College reflects academic success and commitment to leadership, service, and integrity. Students forfeit membership in The Honors College under the following circumstances:

- ✓ Failure to maintain a GPA above 3.3 and/or to meet the terms of Honors probation
- ✓ Failure to earn Honors credit within the allotted time frame
- ✓ Being found guilty of academic misconduct or a serious violation of the University Student Conduct Code

Students whose academic performance leads to their forfeiture of membership in The Honors College will receive notice that they will be removed from The Honors College roster.

***Students should note that, even if they lose their membership in The Honors College, they will be allowed to continue living in Downing Hall through the end of the academic year. Similarly, if they are already enrolled in an Honors course or courses, they will be allowed to remain in those courses, if they choose to do so.***

### **Appeal and Readmission**

The Honors College sends probationary and dismissal letters at the end of each fall and winter semester. Students who are out of compliance with GPA requirements or who have not taken an Honors course in the past two long semesters will receive messages about probation and loss of their Honors College membership in either early January or May or June.

If a student wishes to appeal the decision regarding the loss of their Honors College membership, they must do so in writing within two weeks of receiving notification of their loss of membership. Students may appeal their probationary status as soon as they have registered for an Honors course or submitted an Honors Contract in the following term. Appeal letters should be addressed to the Dean of The Honors College and submitted to [EMUHonors@emich.edu](mailto:EMUHonors@emich.edu). Following the loss of membership because of a low GPA, a student can apply for readmission to The Honors College after they complete an additional 15 hours of university credit and have a cumulative GPA of at least 3.30.

Honors students are encouraged to speak with the Dean of The Honors College regarding questions about specific requirements for the retention of good standing in The Honors College.

### **Graduating with Honors: The Honors College Pathways**

Academic achievement is at the core of The Honors College. Students are admitted to the Honors College because of their academic achievements in high school, a community college, or their first few semesters of college. Expectations for students entering The Honors College are straightforward: continue the high level of performance that led to your admission to the Honors College and regularly earn Honors credit in your coursework, either by taking Honors classes or by completing Honors Contracts. Honors students are offered three different pathways to Honors graduation and are encouraged to pursue the Honors pathway or pathways - University Honors, Departmental Honors, and/or Highest Honors - that best helps them achieve their professional and personal ambitions. All Honors students should, however, have a goal of graduating with Honors from The Honors College.

The following pages explain the “nuts and bolts” of membership in The Honors College. They provide details about each Honors Pathway toward Honors graduation and about Honors courses, contracts, membership expectations, and resources.

It is important that Honors students take an active role in tracking their Honors work as they progress toward their degrees. To that end, Honors students are encouraged to stop by The Honors College office for assistance and for advising. Students can schedule an appointment with an academic advisor through the [Advising page](#) of the Honors website. All first-semester EMU students must see an academic advisor before they can register for second-semester classes.

### **Graduating with Honors from EMU: An Overview of Honors Pathways**

There are three types of Honors degrees available to Honors students at Eastern: University Honors, Departmental Honors, and Highest Honors. Transfer students who participated in an Honors program at their previous institution may transfer up to 12 Honors hours for use toward University Honors or Highest Honors. The use of transferred Honors hours toward Departmental Honors is subject to agreement from the Department in which the student is seeking Departmental Honors. Transfer students who wish to obtain permission to use community service hours completed while enrolled in an Honors program at a previous institution should contact the Dean of The Honors College.

Honors students are, of course, subject to all EMU academic policies, the various Honors pathway distinctions include additional expectations that set Honors students’ experiences apart from those of their peers.

- **University Honors** requires:
  - Successful completion of 24 Honors credits
  - Attendance at an Undergraduate Research Workshop
  - 30 hours of community service
  - A Leadership/Civic Engagement Experience (+reflection paper)
  - A Cultural/Intellectual Experience (+reflection paper)
  - Attendance at 3 Star Lectures in a single year (+reflection paper)
  - A Grade Point Average (GPA) of at least 3.3.
  
- **Departmental Honors** requires:
  - Successful completion of at least 12 hours of Honors credit in the major or minor (with some Departments requiring up to 15 hours)
  - Attendance at an Undergraduate Research Workshop
  - An Intent to Pursue Departmental Honors form, approved by the Departmental Honors Advisor
  - A Senior Project Proposal (due prior to the student's final semester)
  - A Senior Honors project, approved by a faculty mentor, the Departmental Honors Advisor, the Department Head, and The Honors College
  - A Grade Point Average (GPA) of at least 3.3

Credits earned in the major or minor as a part of University Honors may count toward Departmental Honors. Students may pursue Departmental Honors in more than one major or minor.

- **Highest Honors** requires:
  - Successful completion of 30 Honors credits
  - Successful completion of requirements for either University Honors or Departmental Honors
  - 45 hours of community service
  - A Senior Project Proposal (due prior to the student's final semester)
  - A Senior Honors project, approved by a faculty mentor, the Departmental Honors Advisor, and The Honors College
  - A Global Awareness Experience (+reflection paper)
  - An Exemplary Contribution (+reflection paper)
  - A Grade Point Average (GPA) of at least 3.70

Completion of Highest Honors demonstrates an increased commitment to community service, international awareness, research, and dissemination of your research.

[Note: The three Honors Pathways that lead to graduation with Honors from EMU and The Honors College are different from the institutional Honors categories (often referred to as Latin Honors because of their use of Latin terms): *cum laude*, *magna cum laude*, and *summa cum laude*. Institutional honors are based solely on a student's EMU cumulative Grade Point Average.]

Additional information about the specific requirements for each of the Honors Pathways can be found below.

### **Details Regarding Requirements for University Honors**

A. Coursework: 24 Honors credit hours required

- These credit hours can be earned through designated Honors sections of General Education courses or courses in the major or minor.
  - These credit hours can also be earned through the completion of Honors contracts (see p. 23 for additional details about Honors contracts).
- B. Two Honors Experiences (one of each; see p. 13 for additional details on Honors Experiences)
- Intellectual and Cultural Experience
  - Leadership and Civic Engagement Experience
- C. Community Service: 30 hours required (see p. 15 for additional details on community service)
- The community service requirement equates to 7.5 hours of community service per year when students take 4 years to complete their degree.
  - Students should avoid waiting until their last year in college to begin earning community service hours.
  - Community service can be done both on or off campus.
- D. Participation in the Star Lecture Series (in a single academic year)
- Attend at least three of the six Star Lectures presented during a single academic year and submit a reflection paper about the lectures to The Honors College.
  - Star Lectures are offered monthly (3 times per semester) in the fall and winter semesters. Each year, the Star Lecture Series focuses on a particular theme.
- E. Undergraduate Research Workshop
- This workshop prepares students to begin participating in undergraduate research.
  - It focuses on the benefits of undergraduate research, how to become involved in research, the process of completing a Senior Project, and resources for the support of undergraduate research at EMU.
  - Students who enter The Honors College as incoming freshmen (with fewer than 30 hours of prior college credit) to EMU should plan to attend this workshop by the end of their second or beginning of their third semester at EMU. Students who enter The Honors College with 30 or more college credit hours completed should attend this workshop in their first semester in The Honors College.

As noted above, University Honors requires 24 Honors credits, though there is no limit on how many Honors credits can be earned. Each fall and winter term, The Honors College offers approximately 35 to 40 Honors sections across the different General Education categories and in certain major courses that are taken by large numbers of Honors students (e.g., some courses in psychology, chemistry, nursing, biology, and the Business Foundation courses). Students who take Honors courses can simultaneously use courses to meet Honors, General Education, and major requirements, as appropriate.

Students may also earn Honors credits by contracting courses (see p. 23 for more details on Honors contracts), although the College discourages students from contracting General Education courses that are offered as Honors sections. ***Contracting General Education courses requires pre-approval from The Honors College.***

### **Earning Credit for Honors Experiences Required for University Honors**

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

- Enriching the intellectual lives of Honors students
- Developing the leadership skills of Honors students
- Enhancing the community engagement of Honors students
- Deepening the cultural understandings of Honors students

Students seeking University Honors are required to complete two Honors Experiences, one from each category as follows:

I. Intellectual or Cultural Experience

Students may use any of the following to meet the requirement for an Intellectual or Cultural Honors Experience:

- Attendance at three (3) lectures within a single lecture series offered through the University (e.g., Bathhouse Reading Series, the Porter Series, the Honors College Professional Development Series, etc.). [NOTE: Attending three (3) additional Star Lectures beyond the three required for University Honors will also satisfy this requirement.]
- Participation in the Honors trip to the Stratford Shakespeare Festival or other similar field trips
- Participation in a Virtual International Experience through The Honors College
- Participation in research at EMU or another university
- Participation in an approved academic study abroad course/program
- Participation in an EMU travel course
- Participation in EMU's Moot Court, Model UN, Debate or Forensics team or other similar, academic competition team.
- Completion of an *optional* internship related to the student's major or career goals. The internship cannot be *required* for the student's major
- Participation in an EMU theater performance or EMU musical ensemble beyond any such participation required for the student's major
- Working on the *Eastern Echo* for a semester or longer
- Participation in a certificate program for one's academic field (e.g., the Certified Information Security Systems Professional [CISSP] certificate in cybersecurity)<sup>1</sup>
- Attendance at a professional conference or workshop that provides professional development in the student's major or minor field [Note: Students should check with the Dean or Associate Dean of The Honors College to make sure that the workshop or conference they plan to attend is acceptable.]

II. Leadership or Civic Engagement Experience

Students may use any of the following to meet the requirement for a Leadership or Civic Engagement Honors Experience:

- Serving as a student representative on an official university committee for at least one (1) semester
- Serving as an officer in a student organization for at least one (1) semester (also referred to as serving as an executive board or e-board member in a student organization)

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<sup>1</sup> Students may opt to complete certification programs for an Honors contract as well, but cannot complete the certification for both the Intellectual/Cultural Experience *and* an Honors contract.

- Serving as an officer in a civic organization for at least one (1) semester (obtain pre-approval for this experience)
- Serving as an Honors College Student Fellow for at least one (1) semester
- Completion of a summer- or semester-long internship (not for EMU credit) at a non-profit organization
- Serving as a Resident Assistant, Supplemental Instructor, campus tour guide, a Writing Center tutor, or a Mentor for the Honors College or the EMU Mentor Collective
- Serving as a leader in a New Student Orientation Assistant program (e.g., as an NSOA, member of the O-TEAM, or EMU Connect Group Leader)
- Serving as a mentor for the Mentor Collective
- Volunteering for a period of two months or more for a political campaign or political organization

The Honors College will also occasionally make announcements regarding additional opportunities to earn credit for one of these Honors Experiences.

To receive credit for any Honors Experience, students must submit the Honors Experience form (available on the [Forms page](#) of The Honors College website) along with a reflection paper. *Students may also propose that an experience not listed above be considered an Intellectual or Cultural Honors Experience by completing the pre-approval form available on the Forms page of the Honors website.*

Students are *strongly* encouraged to submit their Honors Experience paperwork within 60 calendar days following the end of the Honors Experience. Honors Experience paperwork *must be* submitted within a year following the end of the Honors Experience. In addition, ***all Honors Experiences must be completed and paperwork for those experiences must be submitted prior to Honors Commencement for a student to graduate with Honors.***

### **Honors Experience Reflection Papers**

A reflection paper describes an individual's reactions, feelings, and analysis of an experience. The Honors Experience Reflection Paper should **always** include:

A) A description of the specific experience, why the student chose to participate in that experience, and what the student learned from participating in the experience.

**And**

B) Some critical and reflective analysis demonstrating thoughtful engagement:

What were the key take-aways from the experience? How did the experience relate to the student's professional or personal goals? How did the experience help the student grow? How did it reinforce or reframe what the student is learning in college?

SCORING RUBRIC: (1-4 pts).

To receive credit for their Honors Experience, students must receive a minimum of 3 pts. for their reflection essay. ***Essays that have significant grammatical, syntactical, or structural errors will be returned without scoring for revision and resubmission.***

- Essay includes a specific and detailed description of what the experience was and what the student did—1 pt
- Essay draws connections between the experience and the student’s own thinking, program of study, or personal and professional goals—1 pt
- Essay is at least 2 pages—1 pt
- Essay is interesting and compelling--1 pt

## Community Service

The Honors College is strongly committed to the value of community service. To graduate with University Honors, Honors students must perform a minimum of 30 hours of approved community service – about 7.5 hours annually for students who enter The Honors College as incoming freshmen.

Policies pertaining to Honors community service are as follows:

- *Honors community service must be distinct from coursework.* EMU is fortunate to have a significant number of courses offered with service components and The Honors College encourages students to connect meaningfully with these opportunities. Yet *only* service hours completed above and beyond the requirements for an Honors class/contract or an Academic Service-Learning course may be counted as community service.
- *Students may not receive pay or remuneration in any form for an activity they wish to count as community service.*
- *Volunteer activities intended to support a religious organization and activities or a political campaign or a political cause may not count toward Honors community service requirements.* The one exception to this rule is that service organized by a religious organization in support of a community external to the religious organization, such as a food bank, soup kitchen, or homeless shelter, can count as community service.
- *The following activities may count as Honors community service without pre-approval from the Honors College:*
  - Service arranged through a recognized campus office, including the Honors College (e.g., the Department of Economics, Engage@EMU)
  - Service arranged through the Campus Life VISION project or at an organization listed on the Campus Life VISION website (e.g., Alternative Spring Break, the Mentor Collective)
  - Service that is arranged through a campus student organization, including Greek Life organizations, or a residence hall
  - Service at an organization registered with the United Way
- *Students who wish to earn Honors community service credit for any organization not listed above must obtain pre-approval from The Honors College.* Students may request pre-approval using the pre-approval form available on the [Forms page](#) of The Honors College website.

Many of the activities listed as acceptable options for the Leadership/Civic Engagement Experience may also be used toward community service. For example, working as a Connect Group Leader in one year can be

used as community service OR Leadership/Civic Engagement. The same experience in the same year *cannot* be counted toward both Leadership/Civic Engagement AND community service. It is possible, however, to do the same experience in two separate years (e.g., work as a Connect Group Leader over two separate summers) and count one experience as Leadership/Civic Engagement and one as community service.

Students must report community service to The Honors College using the community service form available on the [Forms page](#) of The Honors College website ***unless they completed the service for The Honors College.*** *Students who provide service directly to The Honors College will have that service automatically credited, so they do not need to fill out the community service form.*

Honors students are *strongly* encouraged to submit their community service paperwork within 60 calendar days following the end of the community service activity. Paperwork for community service *must be* submitted within a year following the completion of the service activity. In addition, ***all community service must be completed and paperwork for that service must be submitted prior to Honors Commencement for a student to graduate with Honors.***

### **The Star Lecture Series and Reflection Paper**

The Star Lecture Series invites faculty and staff and other speakers representing different disciplines and experiences to address a common topic or theme in six lectures across a single academic year. Typically, the Star Lecture Series includes three lectures in the fall semester and three in the winter semester. To satisfy the Star Lecture requirement for University Honors, students must attend at least three of the six Star Lectures presented during a single academic year (not calendar year) and submit a reflection paper about the lectures to The Honors College.

The Star Lecture Essay is a critical reflective essay designed to push students to make connections and observations across the three separate lectures and to reflect on how they inform and/or inflect their ongoing growth and development as students within the Honors College and at EMU. It is not simply a report of the student's feelings about the lecture or lecturer or a description of the lectures. The student's task is to be a critically and thoughtfully engaged participant and active inquirer throughout the series.

The Star Lecture Reflection Essay should **always** include:

- A) Specific and accurate information from each of the three separate lectures the student attended:

Who were the speakers? Where were they from? What were their areas of expertise? What were the topics of the lectures and how did they connect to the theme for the year?

**And**

- B) Some critical and reflective analysis demonstrating thoughtful engagement:

What were the key take-aways? How did the lectures relate to the students' experiences or goals? How did they reinforce or reframe what you are learning in college? How did they offer new understandings about the theme for the year?

Students are encouraged to make notes in response to A) and B) following each lecture, so they can easily produce a paper of 2-2.5 typed, double-spaced pages that addresses all three lectures. The writing should also be polished and free of errors.



### SCORING RUBRIC: (1-5 pts)

To receive Star Lecture Series credit for University Honors, students must receive a minimum of 3 pts. for the Star Lecture paper. *Essays that have significant grammatical, syntactical, or structural errors will be returned without scoring for revision and resubmission.*

- Essay includes specific, detailed, and accurate information about each of 3 separate Star Lecture events within a single academic year—1 pt
- Essay draws connections between the lectures and the year's theme—1 pt
- Essay draws connections between the lectures and the student's own thinking, experiences, program of study—1 pt
- Essay is at least 2 pages—1 pt
- Essay is interesting and compelling—1 pt

Star Lecture Papers should be submitted to The Honors College as a PDF attachment to the Honors email address: [EMUHonors@emich.edu](mailto:EMUHonors@emich.edu).

Honors students are *strongly* encouraged to submit their Star Lecture paper to The Honors College within 60 calendar days following the end of the academic year in which they attend the three Star Lectures and may do so as soon as they have attended the three lectures. Writing the reflection paper as soon as the three lectures are completed ensures that the material is fresh in the student's mind and they can meaningfully make connections between the lectures.

### Details Regarding Requirements for Departmental Honors

#### A. Coursework: 12-15 Honors credit hours required

- A minimum of 12 credit hours must be completed in the major or minor field of study in which the student wishes to earn Departmental Honors. As indicated in Section D below, Departments may require more than the minimum number of Honors credits for the student to earn Departmental Honors.
- The Honors coursework must be approved by the Departmental Honors Advisor.
- Once the Departmental Honors Advisor has approved the selection of the Honors coursework in the major or minor, the student must complete an [Intent to Pursue Departmental Honors Form](#) and obtain the signature of the Departmental Honors Advisor.
- A list of Departmental Honors Advisors for each Department or academic discipline is available in the [Advising section](#) of the Honors College website.
- The Intent to Pursue Departmental Honors Form must be submitted to The Honors College no later than the first day of the last month of the semester prior to graduation (**August 1** for fall graduates, **April 1** for summer graduates, **December 1** for winter graduates)
- Students seeking Departmental Honors are encouraged to visit the appropriate Departmental Honors Advisor to discuss the specific course work that will be counted toward Departmental Honors *as soon as they decide to complete Departmental Honors*. *There is no guarantee that Honors hours completed prior to submission of the Intent to Pursue Departmental Honors Form will be counted toward Departmental Honors!*

#### B. Honors Undergraduate (UG) Research Workshop

The UG Research Workshop covers essentials about preparing and conducting a first research study. Students are encouraged to attend an Undergraduate Research Workshop as soon as they have completed 15 credit hours at EMU. Students who enter The Honors College with 35+ credit hours

should attend the UG Research Workshop in their first semester. Students can sign up for an UG Research Workshop on the [Honors events calendar](#) on the Honors website.

### C. Senior Project

#### ➤ Senior Project Proposal

Once students have decided to pursue Departmental Honors and have attended an UG Research Workshop, they should begin talking to the Departmental Honors Advisor and faculty in the Department to find a topic for a Senior Project. Ideally, the Senior Project Proposal should be submitted to and approved by The Honors College no later than the semester before the student begins work on the project. ***The Proposal must be submitted and approved by the first day of the last month of the semester prior to the one in which the student intends to graduate (August 1 for fall graduates, December 1 for winter graduates, April 1 for summer graduates).*** The proposal requires the signatures of the Senior Project Advisor (i.e., a faculty mentor) and the Departmental Honors Advisor. All proposals must include a clear and complete overview of the project or thesis.

Students who wish to complete a Senior Project can learn more about the Senior Project in the Senior Project Handbook.

#### ➤ Senior Project (or Senior Thesis)

The final step in earning Departmental Honors involves completing a Senior Project in the major or minor field of study. While working on the project, a student may complete one to two independent study/research courses (typically numbered 497, 498, or 499) and earn up to a total of six (6) credit hours. Students should check with the Departmental Honors Advisor to see whether an independent study/research course is required in their Department. They should also check with an academic advisor to determine if they have room in their degree plan – in the major, minor, or elective hours – for independent study coursework. Additional information on the Senior Project can be found on p. 20 of this Handbook as well as in the Senior Project Handbook.

### D. Optional Departmental Requirements

- Some Departments may have additional requirements for Departmental Honors. Students should check with the Departmental Honors Advisor to determine if there are any department-specific requirements.
- Additional Departmental requirements include, but are not limited to: (1) an Honors application process (e.g., in Nursing); (2) the semester in which a student can complete Departmental Honors (e.g., Biology); or the need to present the work on the Senior Project at the Undergraduate Symposium or a similar venue (e.g., Psychology).

Departmental Honors is available in all academic departments and programs and provides the opportunity for close interaction between a student and instructor. As a rule, Honors students should expect to do most of their Departmental Honors work during their final four semesters; however, a student can begin earlier, especially in majors that require sequential coursework (e.g., music performance, art, theater, world languages) where they may start work on a Senior Project as early as the first year. EMU McNair Scholars also often complete their Senior Project during their junior year, rather than their senior year.

Before beginning work on Departmental Honors, students should make an appointment with the appropriate Departmental Honors Advisor. Names and contact information for Departmental Honors advisors are available in the [Advising section](#) of The Honors College website. The Departmental Honors advisor will be the main source of information and advice for Departmental Honors.

## Details Regarding Requirements for Highest Honors

Since students who wish to earn Highest Honors must earn either University Honors or Departmental Honors along with Highest Honors, requirements for Highest Honors are inclusive of academic work completed for University Honors and/or Departmental Honors. [Note: As of Fall 2020, students no longer need to apply to earn Highest Honors. Instead, since both Highest Honors and Departmental Honors require a Senior Project, the Senior Project Proposal will be taken as evidence of the student's intent to pursue Highest Honors.]

### **Category I:** Academic excellence (all must be fulfilled)

- Completion of requirements for University Honors or Departmental Honors
- Successful completion of 30 Honors credits
- Minimum EMU GPA of 3.7
- Completion of an Honors Senior Project

### **Category II:** Community service

- Completion of 45 hours of community service, including service hours earned for University Honors
- Students should read the section on community service under University Honors above for additional details and policies regarding community service and the submission of community service hours

### **Category III:** Global Awareness activity (1 of 3 must be completed and a reflection paper approved)

- Participation in a study abroad experience [Note: If the study-abroad program is not through EMU, the student must request pre-approval from The Honors College.]<sup>2</sup>
- Competency in a world language other than English at the second-year, second-semester level
- Honors-approved international internship or work abroad

### **Category IV:** Exemplary Contribution in scholarship or creative activity (1 of 2 must be completed and reflection paper approved)

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

Students have multiple ways to demonstrate their competency in a world language other than English. For all languages (including American Sign Language), students may demonstrate their competency by completing a language course with the title of "Intermediate II" or a course equivalent to an EMU 300-level language course. The course may be completed at any institution. Students may also demonstrate their competency in French, German, Spanish, or Japanese by taking a language placement exam through the EMU Department of World Languages and placing into a 300-level language course.

Students who wish to demonstrate competency in a language not offered at EMU (e.g., Arabic, Chinese, Swedish) should find a professor who teaches courses in that language at another university and ask if the

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<sup>2</sup> During the COVID-19 pandemic, students have been allowed to substitute participation in a virtual international experience for the study-abroad option.

professor will talk with them or test them to be able to certify the student's level of competency in the language. The professor who completes the evaluation can then send an email describing their evaluation of the student's competency to [EMUHonors@emich.edu](mailto:EMUHonors@emich.edu). Students who need help with the process of certifying their competency in a language not offered at EMU should speak to the Dean of The Honors College. Students should be aware that scheduling a placement exam and, especially, contacting a professor who can provide certification of language competency can take a significant amount of time, so they should plan well in advance.

Students are *strongly* encouraged to submit their Global Awareness and Exemplary Contribution Honors Experience paperwork within 60 calendar days following the end of the Honors experience. Honors Experience paperwork *must be* submitted within a year following the end of the Honors Experience. In addition, ***all Honors Experiences must be completed and paperwork for those experiences must be submitted prior to Honors Commencement for a student to graduate with Honors.***

### **The Honors Senior Project**

The Honors Senior Project (sometimes called an Honors Thesis) is the culminating experience for students graduating with Departmental and/or Highest Honors. All students seeking Departmental or Highest Honors **must** complete an Honors Senior Project. Students may use the same Senior Project to earn both Departmental and Highest Honors. With approval from the Departments involved, students may also use the same Senior Project to earn Departmental Honors in more than one Department or discipline. For a full description of the Honors Senior Project, students should read the Honors College Thesis Handbook.

The Senior Project may take various forms: a lengthy research paper, a public performance, a documented lab experiment, a computer program, a work of art, the creation of a novel nonprofit organization or major event, a musical composition, or a mathematical proof with appropriate documentation. Whatever form it takes, the project should be a demanding exercise involving a minimum of 150 hours of work, and the result should demonstrate exceptional skill and understanding.

As students prepare to work on their Honors Senior Project, they should keep the following in mind.

- *Successful projects must be carefully planned in advance.* As soon as a student decides to pursue Departmental Honors, they should meet with the Departmental Honors Advisor in their field of study to discuss the project and consider a faculty mentor (called the Senior Project Advisor) for the project. Students interested in completing a Senior Project for Highest Honors should meet with the Dean or Associate Dean of The Honors College for guidance.
- *The Senior Project Advisor should be a full-time faculty member who is knowledgeable in the subject and available to provide direction and criticism.*<sup>3</sup> The mentor will also evaluate the final product and assist with any presentation that may be required. Once a faculty member has agreed to direct a project, a meeting should be scheduled to refine the scope of the project, agree on a project description, and negotiate such matters as format, methodology, and deadlines.

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<sup>3</sup> With special permission from The Honors College, a Senior Project Advisor may come from an institution other than EMU. In such cases, however, the Senior Project Advisor must hold a terminal degree (e.g., Ph.D., M.F.A., M.D.) in their academic discipline.

- *Students cannot wait until the semester of graduation to begin work on the Senior Project. It will be exceptionally difficult, if not impossible, to complete a high-quality project in that time frame.*
- *A Honors Senior Project Proposal must be completed and submitted to The Honors College once the nature of the project has been established. This application includes the anticipated graduation date, whether the student is seeking Departmental or Highest Honors (or both), a tentative title, and a description of the project. If the student is seeking Departmental Honors, the Project Proposal must be signed by the Senior Project Advisor, the Departmental Honors Advisor, and the Dean of The Honors College. If the student is seeking Highest Honors, the Project Proposal must be signed by the Senior Project Advisor and the Associate Dean or Dean of The Honors College. The signatures signify approval.*
- *Students must submit the completed Senior Project to The Honors College by the 20<sup>th</sup> day of the month of their Commencement (December 20<sup>th</sup> in fall, April 20<sup>th</sup> in winter, and August 20<sup>th</sup> for summer). In the case of Departmental Honors, the signature page of the project must be signed (to signify approval) by the Senior Project Advisor, the Departmental Honors Advisor, the Department Head, and the Dean of The Honors College. In the case of Highest Honors, the signature page of the project must be signed (to signify approval) by the Senior Project Advisor and the Associate Dean and Dean of The Honors College.*
- *As with any long-term project, students may run into unexpected delays along the way. For that reason, as noted above, *as much of the work as possible should be completed prior to the final semester.* Since the project must be approved by a number of different individuals, students should be careful not to jeopardize graduation with Departmental or Highest Honors by waiting until the last minute.*
- *Any research that involves humans requires Human Subjects Approval from EMU's Internal Review Board. Details about how to apply for this approval are covered in the Honors Thesis Handbook. Obtaining permission from the Internal Review Board is not automatic and may take time and negotiation, so students should plan ahead.*
- *All projects must include written components. Although many projects will be extended research papers, some will involve public performances, works of art, lab experiments, and the like. The written product must carefully document the research or creative activity. For non-traditional, creative projects, the work should provide sufficient prefatory information to help contextualize the project for the reader. In addition, a substantial section should be included that helps the reader understand the value of the work and its significance to the student's field. In other words, if the work on the project results in a creative work – a composition, a novella, a work of art, a music festival, a new organization, an autonomous vehicle – the project will also include a written component. If a student or faculty mentor is unsure whether the format or content of the project satisfies Honors College requirements, they should contact the Dean of The Honors College for guidance.*
- *While working on the Honors project, students are eligible to apply for Undergraduate Research funding to support their work. Applications for this competitive funding are available on the [Scholarships page](#) of The Honors College website. Applications are due by November 1st for winter term funding and April 1<sup>st</sup> for summer and fall term funding. All proposals are reviewed and judged by a faculty committee, and selection is competitive.*

- *The project must meet certain formal guidelines.* Students should read the Senior Project Handbook carefully to ensure they follow all formatting guidelines and prepare their signature page appropriately.
- *As always, sources must be properly cited* according to the conventions outlined in the style manual appropriate for the student’s academic discipline. This includes any information or images taken from the internet. If the student plans to make the project available on Digital Commons, they must obtain signed media release forms from anyone appearing in original photographs, videos, or audio recordings. Students should contact The Honors College if they anticipate needing these forms.
- *If students choose to enroll in an independent study or directed readings course to complete the project, they should submit an Honors contract to earn Honors credit for these hours.* Students should check with the Departmental Honors Advisor to see if there is a specific course needed for thesis credit.

### **Earning Honors Credit**

Honors credit can be earned by taking a designated Honors course or completing an Honors Contract in a non-Honors course. Students must earn a course grade of B- or higher to receive Honors credit for any type of course – although they always earn university academic credit (but not Honors credit) for any Honors course in which they earn a passing grade. Students who wish to earn Honors credit for a course cannot select the “pass/fail” option.

### **Designated Honors Courses**

Typically, enrollment in designated Honors courses is available only to Honors College students (although the Dean or Associate Dean of The Honors College may make exceptions for Honors-eligible students when space is available). Enrollment in Honors courses is restricted to 25 or fewer students. Most Honors students take one or more Honors courses per semester, especially during their freshman year, but the number of Honors courses they take depends on their schedule, interests, abilities, and ambitions. There is no maximum number of Honors courses a student may take.

Honors students are encouraged to fulfill as many of their requirements through Honors sections as possible. Prior to the beginning of registration for the next semester, The Honors College posts a list of Honors courses (and course descriptions) on The Honors College website. The list is also distributed to all Honors College students through the weekly *Monday Minute* newsletter.

### **Honors Contract Courses**

Honors contracts provide students an opportunity to earn Honors credit in non-Honors courses. Honors contracts can be used for the following purposes:

- *To earn Honors credit for a regular, non-Honors course.* Students can earn Honors credit in a regular non-Honors class through an Honors contract. To earn the Honors designation, the student typically performs some additional challenging class work designed to enrich the experience in the course. The Honors contract project may be a presentation, lab experiment, creative project, observation, special set of readings, a series of discussions with the instructor, or a research paper—anything that will enable a student to examine an aspect of the course in greater depth or with a greater level of

reflection. While the Honors contract is arranged with the course instructor, the Departmental Honors Advisor – for the discipline or Department of the course -- and The Honors College must also approve the contract.

When students are interested in contracting a class, they should keep the following policies in mind:

- ✓ *To complete an Honors contract, students must submit the Honors contract form, available on the [Forms page](#) of The Honors College website by the deadline for the semester (see p. 24 for deadlines). The Honors contract form will route automatically to the individuals who need to sign it, but the student should make sure that the instructor and Departmental Honors Advisor know they will be receiving it.*
- ✓ *Students who wish to complete an Honors contract in a General Education course must first obtain pre-approval from The Honors College, using the pre-approval form on the [Forms page](#) of The Honors College website. The request for pre-approval should state the student's reason(s) for contracting a General Education course instead of taking an Honors-designated class from within the same General Education category.*
- ✓ *Students should take the initiative to develop a realistic, academically sound contract proposal. Be creative. The best Honors contract projects are those that enhance classroom experience, not simply add more work. Students should approach the instructor with concrete objectives in mind, and the project description should include realistic, specific deadlines. Examples of some creative approaches to Honors contracts can be found in Appendix A at the end of this Handbook.*
- ✓ *The Honors contract project should take approximately 10 to 15 hours to complete.*
- ✓ *The description of the project should be specific. It should include details regarding exactly what the student will do, including the required format (if relevant), the number of pages (if a paper is involved), the amount of reading, the number of meetings with the faculty member, the specific topic or process for choosing a topic, and the due date(s) for the contract work.*
- ✓ *The due date for completion of the contract project can be no later than the last day of classes for the semester.*
- ✓ *Plan ahead. The supervising instructor and the Departmental Honors Advisor from the Department in which the course is offered must approve the contract by the deadline. Students who fail to obtain the necessary signatures or turn in the contract by the deadline jeopardize their ability to earn Honors credit.*
- ✓ *Work on the Honors contract can neither raise nor lower the student's grade in the course, as the grade for the contract work is not entered into the grade calculation for the course. To receive Honors credit, students must complete the contract work at the level of a "B-" or better and must earn a grade of "B-" or higher in the course.*
- ✓ *Faculty members are under no obligation to agree to do an Honors Contract with a student. Because their supervision requires an expenditure of additional time and effort, the student should be sure to let the faculty member know how much they appreciate their help.*



- *Independent Studies and Directed Reading Courses* allow students to explore topics not covered in a regularly scheduled course and can be taken for one, two, or three credit hours. Independent studies are typically arranged through an academic Department, but students who cannot set one up through an academic Department may ask The Honors College if they can sign up for an Honors (HNRS) independent study course. Instructor and Departmental permission are typically necessary for registration for independent-study courses. Departmental requirements for independent studies vary across Departments, so students should inquire about procedures prior to registration. Except in the case of an HNRS independent study, once registered, ***a student must arrange an Honors contract with the professor to receive Honors credit for the independent study.*** As always, the contract is subject to the approval of the Departmental Honors Advisor and The Honors College.
- *Graduate Courses taken for Undergraduate Honors Credit* can fulfill Honors requirements. Juniors (56 completed credit hours) and seniors (85 completed credit hours) may enroll in a graduate course (500-level only) with permission from the instructor, The Honors College, and the Registrar's Office. The form for registering for a graduate course as an undergraduate can be found on the [Registrar's Office Forms page](#). Once permission is granted, the student may register online. Students may use a graduate course to fulfill Honors College course requirements when they receive a grade of B- or higher. No special project is required, but ***students must complete a contract form and submit it to The Honors College office to receive Honors credit for the graduate class.***

Please note that (1) *the tuition rate for a graduate class is higher than the undergraduate rate, and (2) the course credit can only be used for undergraduate credit. That is, the course cannot apply to any current or future graduate programs (including 3+2 programs).*

- *Nonstandard Curricular Variations.* Subject to Departmental and Honors College restrictions, students can also use Honors contracts to earn Honors credit for some non-standard curricular variations, such as:
  - ✓ *Study Abroad:* A maximum of 6 Honors credits may be earned through study abroad with appropriate contracts and project completion. Students who have questions about earning Honors credit for study-abroad courses should contact the Dean of The Honors College.
  - ✓ *Internships, fieldwork, clinical work, and co-operative education:* With the approval of the Departmental Honors Advisor, the supervising instructor, and The Honors College, internships, fieldwork, clinical work, and co-operative education may be contracted for Honors credit. See the appropriate Departmental Honors Advisor or the Dean of the Honors College for guidance.

### **Setting up an Honors Contract**

A completed Honors contract form must be submitted to The Honors College office. As noted above, the contract form can be found on and is submitted through The Honors College website. The form requires a brief description of the Honors contract project and will route to the faculty instructor, the Departmental Honors Advisor, and The Honors College for approval signatures. ***The student should discuss the Honors contract project with the faculty member and the Departmental Honors Advisor before completing the paperwork.***

The deadlines for completed contract paperwork to be submitted to The Honors College are as follows:



<u>Semester of Contract</u>	<u>Deadline</u>
Fall Semester	October 15
Winter Semester	February 15
Summer Semester A	May 20
Summer Semester B	July 10

### **Tracking Honors Credit on the Transcript**

Students can track the number of Honors hours they have completed by checking their unofficial transcript in their MyEmich account. Honors credit is indicated on the transcript in one of two ways, depending on the source of the Honors credit. In both cases, students will not see the Honors designation on their transcript until *after* the end of the semester in which they are earning the Honors credit.

The Honors designation for Honors sections of a course will appear immediately after the end of the term. Students will see the letter “H” (for “Honors”) next to the letter grade they earned for the course. If the student earns a grade below a “B-” in the course, however, they will not see the “H” because they will not have earned Honors credit.

The Honors designation for Honors contract courses will appear on the transcript approximately 30-45 days following the end of the term in which the course was completed. To verify their Honors credit for an Honors contract course, students should look at the line for “Term Comments” at the top of the list of courses for the semester in which they completed the contract. The Honors designation for an Honors contract is listed there with an “H,” then the prefix and number of the course, and the words “Honors Credit Earned” (e.g., “H\_LITR\_202\_Honors Credit Earned”). Again, students must earn a grade of B- or higher in an Honors contract course to earn the Honors credit. If the student does not see the Honors credit earned within 45 days following the end of the term, they should contact the Honors College at [EMUHonors@emich.edu](mailto:EMUHonors@emich.edu).

### **Dates and Deadlines**

Students should check the [calendar](#) on The Honors College website on a regular basis to learn about important dates and deadlines as well as dates for Honors College events. Students will also receive occasional emails about important dates and deadlines as well as weekly updates about academic opportunities and service and social events through the *Monday Minute* newsletter. Please read the emails you receive from The Honors College!

## **Honors Graduation and Honors Commencement**

### **Applying to Graduate with Honors**

The final step in earning an Honors degree from EMU is for a student to apply to graduate with one or more of the Honors pathway designations (University, Departmental, and/or Highest Honors). Students should submit their application for Honors graduation through the [Honors graduation page](#) of The Honors College website. Students should note that they must also submit a formal application for graduation from EMU online through Records and Registration, which they can do via their MyEmich Student Services tab by clicking on Student, then Student Records, and then Apply to Graduate.

***It is strongly recommended that students apply for Honors College graduation as soon as the semester in which they anticipate completing all degree requirements begins. The earlier students submit their application for Honors graduation, the more time they will have to complete any items they may be missing!***

Once a student completes the Honors graduation application, the Honors advising team conducts a degree audit and notifies them of any items missing for graduation in their Honors pathway. If the audit indicates that the student could graduate with Honors in that term, the student will receive a link to a graduation survey. The survey asks students to submit information used at the Honors Commencement ceremony or in post-graduation communications – e.g., a brief bio, a favorite quote, their future plans, a photo for the BioBook, their mailing address for the Honors certificate, what name they want read and how it is pronounced, how many guests they would like to bring to the Honors Commencement ceremony, post-graduation contact information, etc.

### **Recognition for Honors Graduation**

Students must be in good standing with The Honors College to graduate with University, Departmental, and/or Highest Honors. Graduation with Honors is recognized in a number of ways.

- The Honors designation(s) are listed on the student’s transcript (“With University Honors” and/or “With Honors in [Major/Program]” and/or “With Highest Honors”). All Honors coursework is also designated on the transcript.
- Honors graduates receive a distinctive Honors medallion, which they should wear at the university and Honors Commencement ceremonies.
- Once Records and Registration has verified that the student has completed all degree and Honors requirements, the Honors graduate will receive an Honors certificate. It typically takes 30-45 days following Commencement for the student to receive the Honors certificate, but the student will receive an Honors certificate holder at the Honors Commencement ceremony.

All students who are expected to graduate with Honors in a fall or winter term are invited to attend an Honors Commencement ceremony. Students who expect to graduate with Honors in a summer term are invited to choose between attending the winter or fall Honors Commencement ceremony preceding or following their graduation, respectively. Typically, the Honors Commencement ceremony is held in the Auditorium at The Honors College and takes place on the day prior to the University’s Commencement ceremonies.<sup>4</sup> Given the large number of Honors graduates in most winter terms, The Honors College typically offers two Commencement ceremonies during the winter semester. Groups of friends may ask to be placed in the same Commencement ceremony.

In addition to the medallion and certificate cover mentioned above, Honors graduates receive additional items at the Honors Commencement ceremony, including an alumni T-shirt, an Honors College bumper sticker, and the letter to themselves that they submitted during their Honors Orientation or Kickstart session.

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<sup>4</sup> Honors Commencement ceremonies were cancelled for multiple semesters during the COVID-19 pandemic. In the event of a cancellation of a Commencement ceremony, graduation items are mailed to graduates. If Commencement takes place in person, students who do not attend the ceremony must visit The Honors College Office to pick up all items, except the Honors graduation certificate.



## **APPENDIX**

### **THINKING CREATIVELY ABOUT HONORS CONTRACTS**

The Honors contract project should produce a benefit to the student in terms of developing depth or breadth of knowledge or skills or application of knowledge or skills in ways not typically available in a traditional classroom setting. A significant majority of students who complete Honors contracts select projects that involve writing a research paper on a topic relevant to the course or completing an extra reading assignment and submitting a reflection paper. While those exercises can be valuable learning experiences, students are encouraged to think creatively about what project they might do. The purpose of this Appendix is to provide students with examples of creative Honors contract projects that may inspire their own ideas about what is possible. The shortened examples below come from actual contracts that EMU Honors students created with their professors across a variety of classes. Students may also work in a faculty member's lab as their Honors contract project or do the work of graduate students in an undergraduate course that is cross-listed with a graduate course.

#### **AMUS 416A, Principal Applied Music**

The student created a slide presentation on an overview of the principal trumpets of the Chicago Symphony Orchestra since 1936 and then presented that to the class.

#### **ATM 302, Fashion Manufacturing Techniques**

While other students in the class used the Pattern Design System to design and handbag and print it on paper and assemble it using tape and other office materials, the student doing the contract made their handbag out of fabric, cutting it on the industrial cutter machine and sewing it into a functional handbag that could be used as a portfolio piece.

#### **CNST 201, Construction Systems**

The student designed and constructed entirely new cabinets for a room in their house and then documented the activity in a series of photos, showing their progress. The student also wrote a report, explaining how techniques learned in class allowed them to complete the project.

#### **COSC 341, Programming Languages**

The student worked on creating a way to edit and run SML files in a more convenient way than the currently available methods. Specifically, the student looked into creating a plugin for VisualStudio Code that would allow a user to pipe the current file into the SMLNJ compiler and present the output to the user through a pop-up dialog or, preferably, directly to the console built into VSCode.

#### **CTAR 380, Musical Theatre Acting**

The student was given two extra pieces of music from the musical *Ragtime* and learned to perform them. The purpose was to explore the scope of a particular character within a specific show and to expand her vocal range.

**EDPS 340, Introduction to Assessment and Evaluation**

Since every student in the course was required to visit a nearby school to administer a test and analyze the results, the student did this exercise twice, administering a different test each time.

**EECE 341, Engineering Electronics I**

The student constructed a circuit, using BJTs, transistors, MOSFETS, and/or diode logic to further their understanding of these devices and their use in everyday electronics.

**ENGL 409W, Teaching English in Secondary Schools**

The student wrote letters to the authors of each of the assigned texts, expressing their appreciation of the texts and explaining to the authors how their books impacted the student's view on teaching English at the secondary level and how they planned to implement the texts in their future classroom.

**ESSC 448, Hydrogeology**

The student collected four sediment samples from Miller's Creek in Ann Arbor and then learned to use permeameters to identify the hydraulic connectivity of the samples. The student also dried and sieved the samples to sort the sediments by grain size and plotted them on a grain-size curve.

**EXSC 410, Exercise Testing**

The student presented a comparison of VO<sub>2</sub>max testing to the two submaximal testings completed by the entire class to test the reliability of the submaximal tests. The student also compared the data to the ACSM guidelines for VO<sub>2</sub>max and submaximal testing.

**GHPR 335, Historic Preservation**

The student researched a selection of artifacts and then set up a display, with descriptions, as if they had created a museum exhibit.

**MATH 121, Calculus II**

The student took the place of the professor on a date late in the semester and taught a topic from the Calculus textbook, which required staying ahead of the class, completing most of the sample problems from the text, and writing an active lesson plan for the class period. The student then met with the professor to discuss what went well and what they would change if they were to do the exercise again.

**MUTH 236, Pre-Internship Clinical Training**

Two students (both doing contracts) worked together to write a hello and goodbye song for a music therapy session. They also shared the songs with the class and wrote a summary of what populations and goals the songs were best suited for.

**PLSC 386, U.S. Supreme Court**

The student participated outside of class in the Oral Argument Competition for the AMCA Moot Court, which also meant writing at least two speech outlines.

**PSY 301W, Introductory Experimental Psychology**

The student served as an assistant to other students in the class to help them with their writing assignments.

**RDNG 310, Literacy Across the Curriculum in the Intermediate Grades**

The student led a reading discussion group with four students from a local elementary school. The student led discussions and had the students complete worksheets to advance their critical thinking skills. The student documented the behaviors they observed while the students were reading, completing the worksheets, and discussing the story and then analyzed how they might change the exercises for their future classroom.

**SAG 245, Story Development**

The student created additional animations beyond those required for the rest of the class.

**SOCL 308, Social Psychology**

The student used social identity theory and then employed an expressive medium to illustrate what they believed to be aspects of their self and social identity and how those changed over time. In addition to submitting the illustrative expression (a playlist, poetry, drawings), the student wrote a 4-page paper about social identity theory and its application to their experience.

**SWRK 315, Theoretical Bases for Generalist SW Practices**

The student created and ran an in-class activity, where groups of classmates agreed on a character from a book or movie and then applied the theories learned in class to determine how best to “treat” the character. The groups then presented their cases and defended their decisions, and the student wrote a reflection paper describing the outcomes and success of the activity.

**TSLN 330, TESOL Methodology: Literacy**

The student worked with the professor to assist with the pre-assessment and post-assessment of English Language Learners in a local after-school program and then helped with data analysis and a presentation to the community.