The Ramapo College Honors Program

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Introduction to the Honors Program

Mission Statement

The Ramapo College Honors Program is a community of faculty and students dedicated to intellectual, creative, and moral engagement. Honors students seek excellence through continual guidance and a distinctive curriculum of critical thinking, intercultural and international understanding, experiential learning, service, and interdisciplinary studies. The end of the program is the beginning of an enriched and accomplished life.

Staff

Director

Dr. Peter A. Campbell has been teaching in the Honors Program since 2010 and has been involved in helping Honors students since he began at Ramapo in 2007. As Director, he hopes to continue to develop the Honors Program as a beacon of excellence and community for Ramapo, giving the students an intellectually engaging and supportive environment from which they can excel and lead. He received his MFA in Dramaturgy/Dramatic Criticism and Ph.D. in Theater from Columbia University.

Assistant Director

Chris Brittain has been a member of the Ramapo College Honors Program since 2012. He specializes in event planning and leadership training, and his goal is to expand the leadership and co-curricular opportunities available to all Honors students. He graduated from Lock Haven University with a Bachelor’s Degree in English/Communication Media and a Master’s Degree in Liberal Arts with a concentration in Higher Education Administration.

Student Aides

Emily Hutton is a junior at Ramapo. Within the program she is an Honors Development Group Leader. Outside of the Honors Program she is very involved in G.E.A.R. (Gender Equality through Activism and Revolution) as well as the Sci-Fi Comic Book Club. She is double-majoring in International Business and Literature and hopes to one day work for an international publishing company.

Cassandra Fenton is a sophomore at Ramapo. As a Student Aide, she hopes to be a resource and a friend for old and new members alike. She also hopes to give back to a community that has done so much for her. In addition to her involvement in the Honors Program, she is also a Peer Facilitator, a member of Alpha Psi Omega, and Vice President of French Club.
The Honors Lounge

One of the greatest perks of being a Ramapo Honors student is your access to the Honors Lounge. Located in Room A112 of the A-Wing, the Honors Lounge can be accessed with your Student ID 24/7. Many students utilize this area to study, do homework, eat lunch, and spend time with other Honors students. Most Honors Development Group meetings will take place here as well. The Lounge includes computers with internet access, a black and white printer, a television with basic cable, a mini-refrigerator, a microwave, and a wide variety of board games.

While the Lounge is considered your space to use as you wish, there are a few simple guidelines that should be adhered to anyone using the lounge:

1.) Be respectful of others in the Lounge. If you see students studying, doing homework, participating in Honors Development Group, etc., please keep noise to a minimum. You can play music, but there is a classroom and an office on either side of the lounge, so please keep it low.

2.) Clean up after yourself. A helpful idea is that you should always leave the Lounge cleaner than when you found it. Clean up any food, garbage, or crumbs you may leave behind. Put back any furniture you may have moved. If you see that someone else left a mess, please consider spending a few minutes to make the Lounge a cleaner place. Cleaning supplies can be found near the refrigerator. It is not the job of the Student Aides to clean up after any mess you might have made.

3.) The mini-refrigerator is cleaned out on a daily basis. Please don’t leave food for more than 24 hours. Also, do not touch or remove any food that does not belong to you.
Keeping up with Everything Honors

Monday Morning Announcements (MMA)

To help you keep track of what’s going on in the program, when and where meetings are, what groups are doing every week, etc., the Assistant Director will send out ‘Monday Morning Announcements’ (MMA) at the beginning of every week. This email includes Program Announcements (speakers, forums, deadlines, etc.), Honors Development Group announcements, and updates regarding requirements and expectations. It is very important that you read the MMA to learn all of the important information for the week.

Honors Website

The Honors Program has its own webpage on the Ramapo College website. To access the website, you can go to www.ramapo.edu/honors. Much of what you’ll need to know can be found on that website. Make sure to take some time to check out the website and become familiar with it throughout the semester.

Honors Facebook Page

The Honors Facebook Page, facebook.com/RamapoHonors, is available as a way for you to interact with your program and the other students within it. We will use it to share photos soon after events, help you connect with your Honors peers, and act as an occasional presence on your Newsfeed to remind you of important updates in real time.

Honors Luminis Group

As a student at Ramapo College, a Luminis page has already been created for you using the same username and password that you use for your Ramapo email. It can be accessed at my.ramapo.edu/cp/home/displaylogin. When you log-in to Luminis, you will see that there is a “Group” section in the upper-right of the screen. You are a part of the “Honors Student” group, which can benefit you in a variety of ways. Most important documents that you will need regarding Honors (including this manual should you misplace it) can be found and downloaded here. Most forms, contracts, manuals, and templates that we send out via email can also be found here should you accidentally delete the originals.
Academic Requirements

Curriculum

Successful completion of the Honors course curriculum requires that you earn sixteen Honors credits from a total of four courses. The core curriculum may be completed in four semesters with maximum flexibility for academic, clinical, internship, and work needs of students. The typical path, however, is to take one Honors course per year. Students joining the program at the beginning of their sophomore year are not required to take the First Year Seminar.

HNRS 101 - Honors First Course Seminar
The Honors First Course Seminar (FCS) provides a comprehensive introduction to Honors-level learning. Seminar courses are developed around an academic theme or topic based on the expertise of each course instructor. Together with a peer facilitator, the FCS instructors introduce students to the academic and co-curricular programming of the College Honors Program and to all-college life generally. FCS seminars emphasize critical reading, writing, and discussion and focus on intellectual engagement, experiential learning, the methodology of the discipline being studied, and social responsibility to the larger community. FCS students will also participate in the Ramapo Summer Reading Program. This course fulfills the General Education requirement for First Year Seminar.

HNRS 220 - International Issues Seminar
The College Honors International Issues Seminar offers an opportunity for students to focus on the international, intercultural and interdisciplinary features of culture in a discipline interesting to them. Possible courses focus on language, business, and contemporary issues such as the concentration of global media ownership, multi-cultural media within and outside the United States, the international system of communication, alternative journalism, the impact of new technologies on industry, and global and multicultural issues in literature and the arts. Courses will include features such as guest speakers, study abroad – depending on the semester and the topic. This course fulfills the General Education requirement for International Issues.

HNRS 320 - Ethical Issues Seminar
The College Honors Ethics Seminar offers an opportunity for students to focus on the exploration and development of personal values, civic engagement, and applied ethics. Courses offered will include an opportunity for students to develop their individual moral identity based on critical analysis of personal background, readings and discussion. Texts, art and materials in a variety of media may include consideration meta-ethics, normative ethics, applied ethics, political philosophy, ethics in the professions, and ethics in art. Ethics will be considered in a social, cultural and historical context. Courses will include experiential components designed to assist students in becoming responsible members of the local and wider communities as contributing members. This course fulfills the General Education requirement for Topics: Arts/Humanities.

HNRS 420 - Interdisciplinary Senior Seminar
The College Honors Interdisciplinary Senior Capstone Seminar offers an opportunity for students to recognize how they can use knowledge within their own disciplines to contribute in broad interdisciplinary approaches to contemporary issues. Students will also gain appreciation of the contributions made by disciplines outside their own. Courses offered will include an opportunity for students to develop graduate and professional communication and collaborative skills. Seminars will include team projects, together with seminar and individual research work. Courses will include deep experiential components designed to assist students in assessing their proposed approaches.
The Thesis Project

Students will complete a Senior Project in the Major mostly likely during the last two semesters of their program. The first semester includes research and preparation. The second semester includes completion of the work and presentation at the Ramapo College Honors Symposium and one outside conference whenever possible. Each student will select his/her own Faculty Sponsor who will guide the work. The student and Sponsor will also select two additional faculty Readers whose expertise is complementary to the Project. Students should consult with the Director during his/her Junior year in order to discuss student selection of a Faculty Sponsor and the project proposal.

What is required for an Honors Project in the Major?

The goal of the project is developing in students the recognition of the value of intellectual mentorship and collaboration and the experience of initiating their own research or experiential work. Students have the opportunity to critically share their work and produce work of publishable quality. Ideally, students would have been narrowing and defining their project ideas within the curriculum and mentoring of the Program, as well as integrating ideas with their major and/or minor studies.

What are Faculty Sponsors and Readers?

For completion of the Senior Project in the Major, one Sponsor and two additional Readers are required to assist in mentoring the work of each student. The student selects his or her Reader in consultation with the Director. The Readers are selected by the Faculty Sponsor and student in consultation. Often these Readers provide competence in disciplines outside the field of the Faculty Sponsor but related to the work of the student, especially in the case of double majors or minors. Detailed information about recommendations and expectations is posted on Luminis files for the student and faculty groups.

What forms do I need to supplement my Senior Project?

Over the course of your college career, you should be consistently meeting certain goals in order to ensure that you are on the correct path toward completion of your Senior Thesis Project. Accompanying these goals are several forms that must be submitted before the end of each academic year. Please note the following goals and adhere to the timeline associated with them. All forms are included in Appendices C-G.
**Thesis Project Timeline**

**Freshman Year:** Gain a comprehensive knowledge of the Thesis project and what is involved in the process. The earlier you are aware of it and comfortable with the parameters, the easier it will be for you to complete. By the end of this year, you should be narrowing the field in which you might conduct your research.

**Sophomore Year:** Begin seriously considering what field of study you will choose for your Senior Thesis. By the end of your Sophomore year, you should be well into the core of your major and thereby giving serious thought to which of your interests you would like to explore for your thesis. You are required to meet one-on-one with the director at least once by the end of your Sophomore year to discuss your progress in the Honors Program and ideas for your Thesis Project.

**Junior Year:** At this point, you might consider starting your Senior Thesis to offset the workload during your Senior Year. Most students will spend this year determining the subject of their project and then seek out a faculty sponsor and two readers. By October 15th of this year, you are required to turn in a list of three ideas you are considering choosing for your Senior Thesis. (See Appendix C) You must submit a Senior Project Proposal Form by May 15th of your Junior Year. (See Appendix D) In addition, you must fill out a Contract for Honors Independent Study (See Appendix E) and an Independent Study Registration Form (See Appendix F), which must be submitted to the Registrar’s office.

**Senior Year:** Most Honors students spend their Senior Year completing Thesis Projects. Check in with your sponsor and readers on a consistent basis and see to it that you've completed the project by April 1st, before the Honors Symposium, which is typically in mid-April. You will be required to give a brief presentation or present a poster of your research at the Symposium to your family, your peers, and the Ramapo faculty, staff, and administration. It is at this time that you will receive your Honors medal and certificate. It should also be noted that the Application for Graduation with College Honors is due by the end of January your senior year or the end of September if you are graduating in January. (See Appendix G)
Co-Curricular Requirements

For successful completion of the Ramapo College Honors Program, along with the curricular requirements outlined in the College Catalog, students are required to demonstrate:

- Engaged citizenship in the learning community of students and faculty in the College Honors Program.
- Engaged citizenship in the Ramapo College community, the wider local community or socially engaged projects generally.

The Ramapo College Honors Program is intentionally designed to be a supportive, active, and engaged community. A significant part of any community is participation and engagement. The Ramapo College Honors Program requires this engagement to maintain membership. Each year, Honors students are required to attend vital events in the life of the community and a number of other significant events within that community. This participation leads to the development of the community and strengthens and supports it. Students who do not fulfill these requirements in a given semester will be required to meet with the Director to discuss their status in the College Honors Program. Students who do not participate according to the expectations of the Program as outlined below will not be able to graduate with Honors.

All of your Honors activity should be recorded for your personal records. (See Appendix A) In addition, you should sign an attendance sheet at every Honors event so that we can keep accurate records. Typically a Student Aide or Executive Board member will present the attendance sheet at an event.
• **General Meetings:** Each student is required to attend the General Meetings each semester. These are not just vital for their information, but are a chance for us to convene as a community near the beginning of each semester.

• **Academic Events:** These events emphasize the principles of the Honors Program and develop and express the intellectual lives of the students associated with them.
  - Minimum 2 per year
    - Family Day
    - Lunch with a Professor
    - Honors Symposium (required of all Juniors and Seniors)

• **Honors Community Events:** These events facilitate collaboration between the Honors Program and the outside world, including the surrounding community, prospective students and their families, the Ramapo college faculty and administration, and other Honors Programs across the country.
  - Minimum 3 per year
    - Fall Honors Trip
    - Brown Bag Lunch Discussions
    - Open Houses
    - Immediate Decision Days
    - Admitted Students Days
    - Honors Service Trips
    - National Collegiate Honors Council Conference
    - Northeast Regional Honors Council Conference
    - Admissions Interview Sessions

• **Special Events:** These events are planned by students to strengthen the relationship among Honors students and develop the community aspect of the program. These are great ways to meet other Honors students and have a great time in the process.
  - Minimum 2 per year
    - Welcome Back BBQ
    - Halloween Party
    - Valentine’s Day Party
    - Clash of the Classes
    - Challenge Night
    - Structure Construction Challenge
    - Game Show Extravaganza
    - Honors Olympics

• **Honors Development Groups (First-Year Honors Students Only)**
  - 13 meetings in Fall semester
  - 6 meetings in Spring semester
Academic Events

Honors Symposium

We host an annual Honors Symposium each April to recognize the outstanding work done within the College Honors Program. Students present their Senior Project in the Major at this all-college event celebrating the work of students with their faculty mentors, family, and friends.

Family Day

Family Day is a great opportunity for you to meet other College Honors students and their families and learn more about the College Honors Program, while enjoying a fun day of activities. Family Day usually includes events such as a master class for family members taught by an Honors faculty member, where you will experience the dynamics of our curriculum. We also provide a taste of our co-curricular activities through an informal question and answer panel session, some provocative icebreakers and mini-games, a catered lunch, and a trivia game where prizes will be awarded.

Lunch with a Professor

This casual event gives each student the chance to meet with a professor of his/her choice through an informal lunch session. All students can invite a professor and spend some time one-on-one over a catered lunch to discuss the details of their major, their field of study, or the details of their Senior Thesis Project.
Community Events

Conferences

One of the best ways for you to get to see the world while networking and practicing your presentation skills is to attend an Honors Conference. Every year we take students on the National Collegiate Honors Council Conference in the fall and the Northeast Regional Honors Council Conference in the spring where they spend three to four days exploring a new city, meeting other Honors students, and presenting to students and professors from across the country. Conferences are competitive, and you are required to submit proposals to the Director as well as a signed attendance policy if your proposal has been selected. (See Appendix B)

Brown Bag Lunch Discussions

These meetings take place in our Honors Lounge at lunchtime three times per semester. Students are encouraged to bring a lunch and attend for a variety of different programs. Some meetings include professors speaking about topics related to their academic interest or staff members speaking about the college and surrounding community. Others feature the Executive Board utilizing this venue to collect feedback about the Honors Program as a whole. No matter what the subject is, Brown Bags are always an informative and worthwhile way to spend the lunch hour.

Immediate Decision Days

You can volunteer to help out at these admissions events to support the goal of Ramapo College to accept the best possible students to join our campus and to get the word out about the Honors Program.

Admitted Students Days

The college hosts these events so that students who have already been admitted to Ramapo can get more information to make their decision. You can volunteer to help out and let them know about the Honors Program.

Honors Admissions Interview Sessions

If you went through the Honors Admissions process, you likely remember meeting with Honors students before and after your interview. We have our students meet with interviewees to put them at ease and to get a sense of their personality so that they can get a sense of what our community is like.

Service Opportunities

There are opportunities for Honors students to attend one-day service trips several times throughout each semester. Typical activities could include volunteering for Habitat for Humanity, visiting a nearby nursing home, or tutoring students at a nearby elementary school.
**Special Events**

This year we hope to plan a number of different social gatherings for our students including but not limited to a Welcome Back BBQ, Clash of the Classes, the Structure Construction Challenge, Game Show Extravaganza, Challenge Night, a Halloween Party, a Holiday Party, a semi-formal awards banquet/dance, and the HDG Finals. The better the turnout for these events, the more we will continue to plan. Suggestions for different kinds of events are always welcome.

**Honors Development Groups**

An Honors Development Group is a group of 7-10 Honors students with two upperclassmen leaders that meet on a weekly basis. Their purpose is simple: to make the transition into college and/or into the Honors Program as seamless as possible by surrounding you with supportive peers and presenting you with various opportunities to get involved. As a member of the Fall 2014 cohort, you have been assigned to an HDG based on the availability within your class schedule.

**What is an HDG?**

HDGs participate in a variety of activities throughout the year to help students make friends, become acclimated to campus, and feel a part of the Honors Program. Some activities that an HDG might partake in include watching movies, discussing an in-depth topic, visiting various parts of campus, playing board games, doing scavenger hunts, decorating the Honors Lounge, and much more. Your HDG leaders are upperclassmen who have gone through a comprehensive training program before leading.

**What are my responsibilities?**

Students in the Fall 2014 cohort are required to attend one HDG per week, each meeting lasting approximately one hour. Your group will meet at the same time every week in the Honors Lounge, though you may choose to hold meetings elsewhere from time to time. Your group may also choose to make some meetings last 2 hours in order to skip a week or make up for a missed meeting. Occasionally, meetings may have to be cancelled or times changed. It is very important that if you are not going to make your HDG you let your leader know so they know not to expect you. It can be difficult for leaders to execute their plans properly if their entire group doesn’t show up.
**Honors Olympics**

As a member of an Honors Development Group, you have been automatically enlisted in this year’s “Honors Olympics.” The Honors Olympics are a year-long series of competitions between the HDGs culminating in a one-day extravaganza of games and contests to determine the best overall group of freshmen Honors students.

Each HDG will have its own color and mascot because it is important that you not only see your HDG as a weekly meeting but as a team with which you can showcase your talents and form an identity. As the years go on, the Ramapo College Honors Program will keep the same teams to establish a tradition. Freshmen who turn into HDG leaders can go on to lead their team once again, and friendly rivalries will hopefully develop naturally. (Think Harry Potter.)

**HDG Finals**

HDG Finals is the culminating competition of the Honors Olympics, exactly what you’ll need to exhibit how close your group has become and how well you work together. This event also doubles as a celebration of the year as a whole, and the entire program will get together to enjoy an outdoor picnic to relax from the stress of the end of the Spring semester.
**Getting Involved**

**Special Events Committee**

The Special Events Committee is the backbone to many of the co-curricular events that you’ll be a part of this year. If you enjoy the opportunity to utilize your creativity and the pressure to plan events for large groups of students, then you would be perfect for this committee. Planning meetings are on a weekly basis, and committee members are required to help out before, during, and after most events.

**Honors Development Group Leadership**

Throughout the course of this year, you’ll have spent a great deal of time in your HDG. Hopefully by the end of the year you will have had such a great time that you’ll want to become a leader yourself to pass take what you’ve learned from your co-leaders and pass it on to future generations of students. Becoming an HDG Leader involves a training seminar in the spring to ensure that you have all the tools you need to be an effective HDG leader.

**Student Executive Board**

The purpose of the Student Executive Board is to provide assistance to the Director pertaining to the development of co-curricular resources and events. The E-Board is responsible for a great deal of the legwork and behind-the-scenes planning for the Honors Program. Goals of the Executive Board include promoting the College Honors Program, strengthening the program’s learning and social community, and creating, promoting, and maintaining College Honors programming which supports co-curricular development within the community. New members are chosen each year. Consider applying if you feel you would enjoy having a serious leadership role within the program.

*Northeast Regional Honors Council Conference, Niagara Falls, NY, April 2014*
Appendices

- A: Honors Requirement Personal Checklist
- B: Conference Attendance Policy
- C: Thesis Project Idea Form
- D: Thesis Project Proposal Form
- E: Contract for Honors Independent Studies
- F: Independent Study Registration Form
- G: Application for Graduation with College Honors
Appendix A: Honors Requirements Personal Checklist

This form is for your personal records.

General Meetings (1 per Semester)

Event: ____________________________ Date: __________
Event: ____________________________ Date: __________

Academic Events (Minimum 2 per Year)

Event: ____________________________ Date: __________
Event: ____________________________ Date: __________
Event: ____________________________ Date: __________
Event: ____________________________ Date: __________

Honors Community Events (Minimum 3 per Year)

Event: ____________________________ Date: __________
Event: ____________________________ Date: __________
Event: ____________________________ Date: __________
Event: ____________________________ Date: __________
Event: ____________________________ Date: __________

Special Events (Minimum 3 per Year)

Event: ____________________________ Date: __________
Event: ____________________________ Date: __________
Event: ____________________________ Date: __________
Event: ____________________________ Date: __________
Event: ____________________________ Date: __________

Honors Development Groups

Date: ____________________________ Date: __________
Date: ____________________________ Date: __________
Date: ____________________________ Date: __________
Date: ____________________________ Date: __________
Date: ____________________________ Date: __________
Date: ____________________________ Date: __________
Appendix B: Conference Attendance Policy
For inquiries, email honors@ramapo.edu

By agreeing to attend a conference at the expense of the Honors program, you agree to attend the conference sessions and to be an active participant in the proceedings. You must attend at least three (3) conference sessions in addition to the one you are participating in or moderating, and write a two-page reflection on your conference experience that describes each session you attended and what you learned. These reflections will be given to the Director of the Honors Program within five days of the end of the conference.

You understand that you represent Ramapo College of New Jersey and the College Honors Program, and that your conduct reflects upon the College, the Honors Program, and its community. Accordingly, you agree to set a stellar example at the conference: to follow all laws, rules, and instructions; to behave in a professional and dignified manner; to strive to exceed any and all academic and conduct expectations of the conference planners.

Failure to comply with this agreement will lead to consequences as deemed appropriate by the Honors Program. Such consequences range from requiring additional follow-up work to losing privileges to attend other conferences or other off-campus Honors-sponsored activities.

By signing below, you indicate that you agree to the above.

Student Name: __________________________________________________________

Student Signature: ______________________________________________________

Date: ___________________________________________________________________
Appendix C: Thesis Project Idea Form

Student’s Name _____________________________________   Student ID R____________________
Major ____________________   Graduation Date ________ Credits Accumulated ________
HNRS courses completed/in progress____________________________________________________

List and briefly describe up to 3 possibilities for senior projects that you may consider in the future:

Topic #1: ________________________________________________
Description: ______________________________________________

____________________________________________________________________________________
____________________________________________________________________________________
Potential Faculty Mentor: ________________________________________________

Topic #2: _____________________________________________
Description: _____________________________________________

____________________________________________________________________________________
____________________________________________________________________________________
Potential Faculty Mentor: _____________________________________________

Topic #3: _____________________________________________
Description: _____________________________________________

____________________________________________________________________________________
____________________________________________________________________________________
Potential Faculty Mentor: _____________________________________________
Appendix D: Thesis Project Proposal Form

Date: ________________

Student’s Name _____________________________________   Student ID R____________________

Major ____________________  Graduation Date ________  Credits Accumulated ________

HNRS courses completed/in progress________________________________________________

PROJECT TITLE _______________________________________________________________________

Faculty Sponsor, Rank & Unit __________________________________________________________

Faculty Sponsor Signature_________________________________ Date ____________________

Reader (1), Rank & Unit _______________________________________________________________________

Reader (1) Signature _____________________________________Date _________________

Reader (2), Rank & Unit _______________________________________________________________________

Reader (2) Signature _____________________________________ Date _________________

BRIEF DESCRIPTION OF PROJECT (see “Recommendations & Expectations” on back for more info):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Manner of completion (Capstone in Major; HNRS Independent Study; TAS Research, etc.)
____________________________________________________________________________________
____________________________________________________________________________________

Project must be completed by April 1st for May Graduation and November 1st for January Graduation.

Student’s Signature _____________________________________ Date _________________

Director’s Signature ____________________________  Date _________________
**RECOMMENDATIONS AND EXPECTATIONS FOR FACULTY MENTORS & COLLEGE HONORS STUDENTS**

**College Honors Projects in the Major**

Students will complete a Senior Project in the last two semesters of their program. The first semester is a preparatory opportunity. The second semester includes completion of the work and presentation at the Ramapo College Honors Symposium, as well as one outside conference to be selected by the student and faculty mentor if possible. Joint student-faculty research is strongly encouraged. Projects may include research, performance, visual or other art. The teaching goals of the project include: (1) Development and recognition of the value of intellectual mentorship and a level of professional comfort with that process (2) initiation of research or other professional work (3) production of work considered to be of publishable quality, or moving towards such quality, for undergraduate work (4) presentation skills suitable to a diverse intellectual audience. Ideally, students would have been narrowing and defining their project ideas throughout the HNRS curriculum. Students work with one Faculty Sponsor and Two Readers.

**Recommendations & Expectations for Faculty Sponsors:**

- Take the Faculty lead in the organization of the project.
- Assist the student in determining complementary Readers for his/her project.
- **Convene the Faculty Readers and Student** to plan the project. Suggested meetings: September, November, January and March.
- Encourage the student to present at other formal conferences.
- **Prepare the student for presentation** at the College Honors Symposium in mid-April.
- **Grade the final student project** whether within an HNRS Independent Study or as part of the partial fulfillment in a suitable capstone in the major.
- Respond promptly to progress inquiries of the College Honors Program.

**Recommendations & Expectations for Faculty Readers:**

- **Assist the Sponsor in all of the above. Be proactive** about scheduling planning meetings.
- **Respect the lead of the Sponsor** in the assessment of the student work.
- Collaborate with the Sponsor as necessary to assure the student is able to move forward in his/her work – including faculty-only discussions regarding content issues raised by the work of the student.
- Respond promptly to progress inquiries of the College Honors Program.

**Recommendations & Expectations for Students:**

- **Be proactive** in setting meeting times & attending meetings with Faculty Sponsors and Readers. Advise the Director immediately if meetings are not taking place as planned.
- Make faculty mentors aware of any obstacles or challenges in completing the project.
- Be proactive is seeking professional opportunities for presenting student work, including College Honors conferences.
- Complete a **first draft of the project on or before March** of the graduation year in preparation for the April Symposium.
- Respond promptly to progress inquiries of the College Honors Program.
Appendix E: Contract for Honors Independent Study

Semester __________________ Date: __________________
Student’s Name ____________________________ Student ID R ____________

Subject & Course: HNRS _____ Course Title ________________________________ # Credits ______

Instructor’s Name, Rank & Unit
__________________________________________________________________________________________

1. Description (topic, purpose, method)
__________________________________________________________________________________________
__________________________________________________________________________________________

2. College Honors Requirement Fulfilled (Senior Project-in-the-major, etc.)
__________________________________________________________________________________________

3. Preparation (relevant course work, reading, work experience in your background)
__________________________________________________________________________________________
__________________________________________________________________________________________

4. Work to be completed:

   a) Type and amount of reading and writing ________________________________________________
   ____________________________________________________________________________________

   b) Type and amount of other work (e.g. lab work, field work, studio work)
   ____________________________________________________________________________________

   c) Estimated number of contact hours with instructor and meeting schedule
   ____________________________________________________________________________________

   d) Deadlines for submitting first draft ___________________________________________________
   ____________________________________________________________________________________

   e) Deadline for submitting work for final evaluation __________________________________________
   ____________________________________________________________________________________

   f) Evaluation procedure _________________________________________________________________
   ____________________________________________________________________________________

Student’s Signature ____________________________ Date __________________
Instructor’s Signature __________________________ Date __________________
Director’s Signature __________________________ Date __________________
Appendix F: Independent Study Registration Form

Note: This form is a sample.

The actual form must be picked up from and turned into the Registrar’s Office by the beginning of the semester that you intend to begin your Honors Thesis Project.
Appendix G: Application for Graduation with College Honors

Date: __________________________
       _______ January       _______ May       _______ August

Name __________________________________________ Student ID R____________________

Biographical Information for Student (in 35 words):

Local/Cell Phone No. __________________________ Email: _____________________________

Post-Graduation Email: __________________________________________________________

Major(s) ______________________ School Affiliation __________________________

Minor(s) __________________________

Honors Project Title: _____________________________________________________________

Honors Project Abstract (in 20 words):

Faculty Sponsor: (Print Name) ________________________(Signature)____________________

Faculty Reader: (Print Name) ________________________(Signature)____________________

Faculty Reader: (Print Name) ________________________(Signature)____________________

Director of Honors: __________________________

HNRS/Equivalent Courses Completed or in Progress:

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<th>Name of Course</th>
<th>School</th>
<th>Instructor</th>
<th>Semester</th>
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