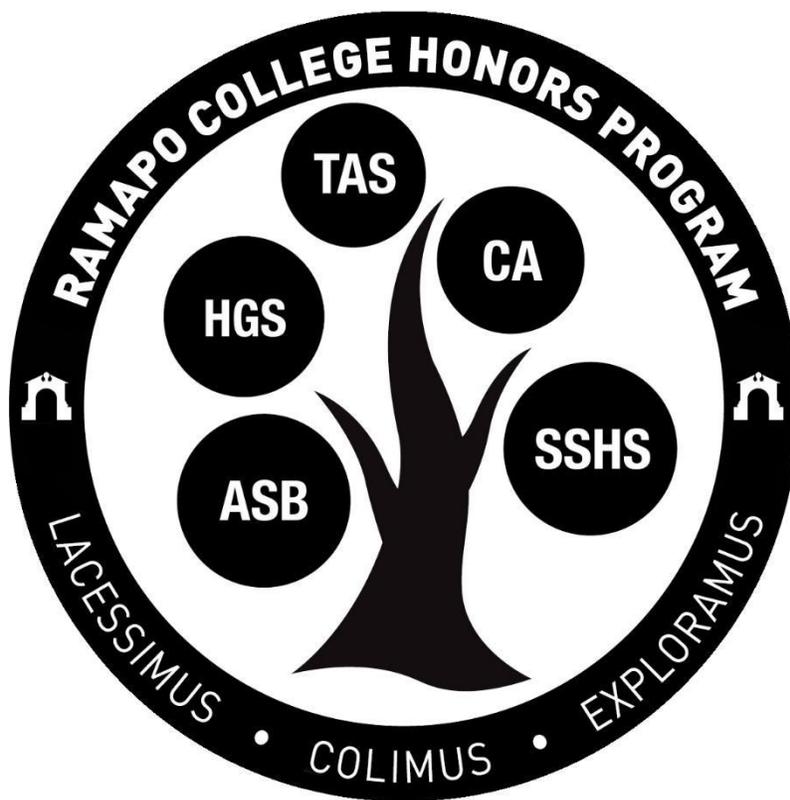


RAMAPO COLLEGE
HONORS PROGRAM
Student Handbook



2021-2022

Introductions

Dr. Rebecca Root, Associate Professor of Political Science and International Studies, became Director of the Honors Program in July 2017. She is committed to continuing to develop the



Honors Program as a beacon of excellence for the Ramapo Community, helping students to build an intellectually engaging, diverse, and supportive community from which they can excel and lead. She has been a faculty member at Ramapo College since 2009 and received her PhD in Political Science from the University of Massachusetts Amherst. She lives in New York City with her son and husband. Her research focuses on human rights in Latin America.

Dr. Joost Monen, Associate Professor of Biology and Biochemistry, joined the Honors Program as the Co-Director in January 2021. Joining Ramapo College in the fall of 2013,



he has been actively involved in the Honors Program as a sponsor and reader for over a dozen senior projects, and joined the Honors Advisory board in the fall of 2019. He looks forward to continuing the tradition of the Honors Program Community, which has shown over the years a strong commitment to academic excellence, intercultural understanding and appreciation, and interdisciplinary and experiential learning. Professor Monen received his PhD in Biomedical Sciences at the University of California, San Diego, and was a Post-Doctoral Research Fellow at Cornell University prior to joining the faculty here at Ramapo College. He currently resides in Ringwood, NJ with his family. As a geneticist and molecular biologist, his current research examines the role that yeast genetics play in the brewing industry.

Jennifer Seitis, the Honors Program Graduate Assistant, graduated from Ramapo College and the Ramapo College Honors Program in 2020 with a B.S. in Business



Administration (marketing) and Communication Arts (Digital Filmmaking). She is now studying to earn her M.B.A. at Ramapo while working for the Honors Program. As an undergraduate in the Honors Program, Jennifer was an HDG leader and presented a documentary film “My Name is Anon(ymous)” at the NCHC 2019 conference in New Orleans, LA. She looks forward to her continued involvement with the Ramapo College Honors Program.

Have a question for us? You can email us directly, or reach us at honors@ramapo.edu.

Student Executive Board:

Sannia Balgahoom
Anagha Brahmajosyula
Rianna DiJesus
Danielle DiPentima
Leana Hacopian
Cindy Lam
Eric Mangru
Paolo Miyashiro
Nashari Payano
Mariam Tinawi

Honors Advisory Board:

Dr. Naseem Choudhury
Dr. Susan Hangen
Professor Rebecca Leung
Dr. Huiping Li
Dr. Tae Kwak
Dr. Donna Flynn
Dr. Bernard Roy
Dr. Michaela Serban
Dr. Gladys Torres-Baumgarten
Dr. Joost Monen
Dr. Ruma Sen

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.



The Honors Lounge

One of the perks a Ramapo Honors student receives is access to the Honors Lounge and Quiet Study Room. Located in Room A-110 of the A-Wing, the Honors Lounge can be accessed 24/7 with your Student ID. Attached to that is the Quiet Study Room. Many students utilize the Lounge to study, do homework, eat lunch, and spend time with other honors students (whereas the QSR is obviously for quiet study). Many Honors Development Group meetings take place in the lounge as well. The room includes computers, a black and white printer, a television with basic cable, a mini-refrigerator, a microwave, and a 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:

- 1.) Any rules related to social distancing and public health measures apply to this space as well. That may mean limits to how many students can occupy these rooms at any given time. If that is true, a digital sign-up form will be used to limit occupancy. Hand sanitizer and disinfecting wipes will be available in the lounge. Don't forget your mask!
- 2.) Be respectful of others in the Lounge. If you see students studying, participating in Honors Development Group, etc., please keep noise to a minimum. Please only play music through headphones. The Quiet Study Room is to be a quiet area similar to a library 24/7.
- 3.) Clean up after yourself. You should always leave the Lounge cleaner than you found it. Clean up any food, garbage, or crumbs you may leave behind. Put back any furniture you 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.

- 4.) The printers in the Lounge and the QSR are capped at 30 pages. If students are found to be printing more than that, printing privileges can be revoked. If ink is running low, please let us know at honors@ramapo.edu
- 5.) 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.
- 6.) Please do not leave items in the Lounge unattended. We are not responsible for lost or stolen items.

Keeping up with Everything Honors

Weekly Announcements

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., weekly announcements are sent out every Monday. This e-mail includes program announcements (speakers, deadlines, etc.), Honors Development Group announcements, and updates regarding requirements and expectations. It is very important that you read the announcements to learn all of the important information for the week.

Archway

The Honors Program has its own group on Archway, Ramapo's campus engagement platform. In the Honors Program's Archway group, students can RSVP for Honors events and complete Honors-related surveys and forms. Most of the email communication from the Honors Program comes through Archway.

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 site. The Student Resources page includes an archive of documents and important announcements from the past several months. Make sure to take some time to check out the website and become familiar with it throughout the semester.

Honors Instagram

Follow [RCNJHonors](#) on Instagram to see photos from recent events, throwback photos, announcements, contests, and more!

Honors Google Calendar

We will invite you to add our calendar to your Google Calendar at the beginning of each year. This gives you access to the most up-to-date information on upcoming events and deadlines.

Discord

The Honors Program Discord server is a virtual social network (think, a virtual Lounge) for Honors students to chat with each other, play games, share photos/videos, and just hang out! If you would like to join the Discord server, please send Graduate Assistant Jennifer Seitis an email (jseitis@ramapo.edu).

Academic Requirements

The GPA requirement for Honors students is a minimum of 3.0 at the end of each semester. The directors will review the GPA of continuing students in January and May of each year. Students who fall below this requirement will receive a notification that they will be placed on a probationary period for one semester. Those who do not bring their GPA above a 3.0 after this period may not continue with the Honors Program. After the junior year, students who are still below a 3.0 will be ineligible to continue in the program.

Violations of the Academic Integrity Policy of the college may also result in removal from the program. It appears in every syllabus, so be sure to know it well.

Curriculum

Successful completion of the Honors course curriculum requires that you complete six Honors courses. Students joining the program after the first semester should consult with one of the Directors about which courses they must fulfill. Students who receive AP credit, peer facilitate, or study abroad to satisfy a general education requirement within the Honors Program curriculum can apply for a waiver to waive one (and only one) of the six Honors courses. No exceptions will be made to this policy as the curriculum of the Honors Program is a critical component to fostering academic excellence and community.

HNRS 101 - Honors First Year Seminar

The Honors First Year Seminar (FYS) 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. The FYS instructor and peer facilitator introduce students to the academic and co-curricular programming of the College Honors Program and to all-college life generally. FYS 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. FYS students will also participate in the Ramapo Summer Reading Program. This course fulfills the General Education requirement for Keystone Courses: First-Year Seminar.

HNRS 110 – Honors Social Science Inquiry

This course, an introduction to the social science sequence of general education, familiarizes students to the wide spectrum of social science approaches, methodologies (quantitative, qualitative and combinations between the two) and subject matter. It will use social science methods to examine major problems facing modern society on the local, national, and global levels. Using historical antecedents, it will focus on contemporary issues of inequality and the search for social justice that center on the various forms of social identities and structures of power and domination in society, including, but not limited to racism, ethnocentrism, classism, ableism, sexism, heterosexism, and transphobia. Finally, with attention to “welcoming the other,” this course facilitates understanding the experiences of marginalized peoples. This course fulfills the General Education requirement for Keystone Courses: Social Science Inquiry.

HNRS 201 – Honors Studies in the Arts and Humanities

Studies in the Arts and Humanities is a 4-credit interdisciplinary liberal arts course. It provides students with an introduction to key texts, concepts, and artifacts from different fields in the humanities. (These could include, for instance history, literature, philosophy, music, art history, and others.) Each section of the course covers a range of different cultures, and at least four different periods in human history, which can range from the ancient world to contemporary works. This course is one of the Keystone General Education courses, required for all students. It is also designated Writing Intensive, and will require students to complete at least two different types of writing assignments. This course fulfills the General Education requirement for Keystone Courses: Studies in Arts & Humanities.

HNRS 220 – Honors Global Awareness Seminar

The College Honors Global Awareness 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 Keystone Courses: Global Awareness.

HNRS 325 – Honors Values and Ethics Seminar

The College Honors Values and 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. Topics covered may include 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 Distribution Category: Values and Ethics.

HNRS 499: Independent Study. You are required to complete a minimum of 2 and maximum of 4 credits of HNRS independent study with a faculty member. The purpose of the independent study is to make significant progress or even complete your Senior Project. These credits should be fulfilled during your junior or senior year, or during the summer before senior year.

Co-Curricular Requirements

For successful completion of the Ramapo College Honors Program, along with the academic requirements outlined above, 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 may not be able to participate in conferences or graduate from the Honors Program.

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 director or the Graduate Assistant will present the attendance sheet at an event.



Students attending the NRHC Conference in Providence, RI in April 2018

- **General Meetings:** Each student is required to attend the General Meeting at the beginning of 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 (AE):** These events emphasize the principles of the Honors Program and develop and express the intellectual lives of the students associated with them.
 - You are required to attend a minimum of two of the following per year:
 - Lunch with a Professor
 - Honors Symposium (required of all Juniors and Seniors)
 - Alumni Panel
 - Mental Health Awareness Panel
 - Honors Networking Dinner
 - Lunch in the Lounge Presentations
 - National Collegiate Honors Council Conference
 - Northeast Regional Honors Council Conference
- **Civic Engagement:** Each first and second year student should perform a minimum of 10 hours of community service per year. We will announce opportunities throughout the year, but you can also visit the Center for Student Involvement for more information. Juniors and seniors are not required to complete civic engagement/community service.

- **Honors Development Groups (HDGs) (First-Year Honors Students Only)**
 - Students must attend at least eight meetings in the fall semester.
 - Community Service Project in spring semester (counts toward 10-hour civic engagement requirement)

- **Special Events (SE):** These optional 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. Examples from recent years include:
 - Honors Banquet
 - Extreme Team-Building
 - Halloween Party
 - Toys for Tots Dance
 - Talent Show
 - Honors Olympics

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. All Honors students are invited and encouraged to attend. This is a great way to get a sense of what completed projects and presentations look like.

Lunch with a Professor

This casual event gives students the chance to meet with professors of their 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 Project. Students are expected to read a piece of the professor's research in advance.

Lunch in the Lounge Presentations

These presentations take place in our Honors Lounge at lunchtime 2 or 3 times per semester. Lunch is usually provided.

Some examples of Lunch in the Lounge topics include:

- Senior Project Info Session

- Conference Proposal Workshop
- Presentation from the Director of Fellowships, Scholarships, and Graduate School Advisement
- Idea Exchange on improving the Honors Program

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 to the National Collegiate Honors Council Conference in the fall and the Northeast Regional Honors Council Conference in the spring where they spend 2-4 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 Directors as well as a signed attendance policy if your proposal has been selected. (See Appendix.)

Honors Development Groups

An Honors Development Group is a group of seven to nine Honors students with two sophomore or junior leaders that meet on a weekly basis for eight weeks during the Fall semester. The purpose is simple: to make the transition into college and the Honors Program as seamless as possible by surrounding you with supportive peers and presenting you with various opportunities to get involved. All first-year Honors students are assigned to an HDG based on the availability within their 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 discussing in-depth topics, watching and discussing films, visiting various parts of campus, playing board games, doing scavenger hunts, decorating the Honors Lounge, and much more. Your HDG leaders are sophomores and juniors who have gone through a comprehensive training program before leading.

What are my responsibilities?

Students in the first year cohort are required to attend one HDG per week for eight weeks, 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 two 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 meeting, 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. First year students must attend a minimum of 8 meetings in the Fall semester.

International Study

Participating in a Study Abroad program during your time at Ramapo College will allow you to become a global citizen. Experiencing life in other countries and cultures, developing foreign language skills, broadening your worldview, and making lifelong friends while earning college credit are just some of the ways students benefit from their time abroad. Many students use Study Abroad to prepare for graduate school and future employment. Most importantly, students remember and value their study abroad experiences for the rest of their lives.

Students in the College Honors Program who enroll in a study abroad program may request that they be waived from taking an Honors course that fulfills a Gen Ed that the student in question has already fulfilled.

Students who study abroad may apply for the Hiden Family College Honors Scholarship or the Century 21 Scholarship. These scholarships can pay for a large percentage of the costs of an international trip. Students should indicate their interest in being considered for this scholarship when they apply to Study Abroad through the Roukema Center for International Education Website. These scholarships are only open to College Honors students.

We hope to take a group of Honors students abroad during Spring Break 2022. Details will be announced in September. Students are required to apply and pay the majority of the expense of the trip, though the college and Honors Program also defray part of the cost.



Getting Involved

Admissions Team

The Admissions Team is a great opportunity to gain valuable presentation skills while giving back to the Honors Program by assisting with the Admission process. Members of this committee will attend Open Houses and Admitted Students Days, meet with parents during Admissions interviews, and meet weekly to discuss ways to market our program to prospective students.

Honors Development Group Leadership

Throughout the course of your first 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 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.

Additional Perks

Honors students enjoy priority registration. You will be notified of your registration schedule well in advance.

Honors students are eligible for scholarships in addition to the study abroad ones mentioned above. Deadlines usually fall on October 1 and March 1. Please consult the Ramapo scholarships website and select "College Honors Program" on the scholarship search engine: <https://www.ramapo.edu/scholarships/scholarships-students-can-apply/> Honors students are also strong contenders for scholarships that are not specific to the Honors Program, so be sure to explore what you are eligible for and apply!

Graduation from the Honors Program is noted on your diploma, academic transcripts, the graduation ceremony program, and at the Academic Achievement Ceremony.

Senior Project

Students will complete a Senior Project most likely during the last two or three semesters of their program. It should represent a significant piece of research or creative work in your field(s). The project requires research and preparation, completion of the work, and presentation at the Ramapo College Honors Symposium. We also recommend presenting your research at one outside conference whenever possible. Each student will select his/her own Faculty Sponsor who will guide the work, as well as a Faculty Reader who provides separate feedback on the project. Please consult the Senior Project FAQ in the appendix of this document for more details. The Honors webpage includes the FAQ, related documents, and examples of past projects.

Appendix A: 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 two 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 emailed to honors@ramapo.edu 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: _____

Honors Senior Project: Frequently Asked Questions

What is the Senior Project?

Students will complete a Senior Project most likely during the last two semesters of their program, though planning should begin during Junior year. The Fall Senior semester typically includes research, preparation, and a first draft completed as part of an Honors Independent Study, while the Spring senior semester includes completion of the work, preparation of a poster or oral presentation, and presentation at the Ramapo College Honors Symposium. At a minimum, your Honors Independent Study should advance you to the point where you are 50% done with your senior project, but more is better!

To allow maximum flexibility, students are allowed to complete the Honors Independent Study during the Spring of Junior year or during the summer before Senior year. The final semester of senior year is late to take the Honors Independent Study; this will only be allowed in special circumstances and with the approval of the Honors Director.

Each student will select his/her own Faculty Sponsor who will guide the work. The student and Sponsor will also select one additional faculty Reader whose expertise is complementary to the Project. Students should consult with Honors Director Monen and their faculty advisors during their Junior year in order to discuss selection of a Faculty Sponsor and the project proposal.

Senior Projects require the completion of an Honors Independent Study, which is a graded course. In addition, your graduation with Honors depends upon the approval of your project by your Sponsor, Reader, and the Honors Director. Having a well-developed idea before the end of your Junior year ensures you have time during the summer and school year to complete the project.

A strong Senior Project represents the culmination of your college career, in which you have developed the skills to carry out advanced research or creative work in your discipline(s). It often makes an excellent writing sample to submit for publication or alongside graduate school applications, or a compelling example of your skills to discuss during job interviews.

What is required for an Honors Project?

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.

Projects that take the form of a **research paper should be at least 20 double-spaced pages** or more in a professional format in line with the standards of your discipline, with a minimum of 10 scholarly sources.

Other projects might not be traditional research papers. Perhaps you wish to complete a photography exhibit, write a book of poetry, stage a performance piece, develop a business plan, design a web application, or put many hours into the research lab instead. In these cases (**the “creative project” or “lab report” option**, we expect a minimum of **10 double-spaced pages** in a professional format in line with the standards of your discipline, plus evidence of **at least 50 hours of additional research or creative labor**. Your faculty sponsor will determine whether you have met this minimum. In no cases will a Senior Project that does not include a minimum 10 page written component be accepted.

All projects will be held to the highest standards of academic integrity and submitted to turnitin.com to check for plagiarism. You may not submit as your Honors Senior Project a paper you have submitted for a course other than your Honors Independent Study. It is not a problem if your work stems from or expands upon something you explored in a course or capstone project elsewhere, but it cannot be the same paper. Consult the Honors Director in any such cases. Similarly, do not submit your Senior Project to a course (like a senior capstone course in your major); if you do so, you may be considered guilty of plagiarism.

Your Honors Project should be written by you alone: you may not submit co-authored papers. If your project relates to work you have collaborated on with other students, professors, or others, you will need to acknowledge that, but write your own paper. Consult the Honors Director in such cases.

What forms do I need to supplement my Senior Project?

Over the course of your junior and senior year, you should be consistently meeting certain goals in order to ensure that you are on the correct path toward completion of your Senior Project. Accompanying these goals are several forms that must be submitted by strict deadlines.

Form	Due Date	Recipient
<u>Senior Project Idea Form</u>	May 1 of Junior Year	honors@ramapo.edu

<p><u>Senior Project Proposal Form.</u> At this point, we will provide you with sample syllabi on which you can base your Independent Study syllabus.</p>	<p>August 1 the summer before Senior Year</p>	<p>honors@ramapo.edu</p>
<p><u>Independent Study Registration Form</u> AND a Syllabus developed by you and the professor (all in one email or in hard copy).</p>	<p>Prior to Add/Drop Date of Semester you intend to enroll in Honors Independent Study</p>	<p>The Independent Study Registration Form needs to be signed by your professor, their dean, and an Honors Director (on the “Graduate Program Director” line). This form then goes to the Registrar’s Office; once approved, they will register you in the Independent Study.</p>

What are Faculty Sponsors and Readers?

For completion of the Senior Project, one Sponsor and one Reader are required to assist in mentoring the work of each student. The student selects the Sponsor (consulting with the Honors Director if necessary); the Reader is selected by the Faculty Sponsor and student in consultation. The sponsor will be the faculty member who oversees the Honors Independent Study. Often the Reader provides 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. Do not choose as a Sponsor or Reader a faculty member who is going on sabbatical during your senior year.

You should plan to meet with your Sponsor and Reader once a month during the year in which you complete your Senior Project, with more frequent meetings (perhaps every week or every other week) with your Sponsor during your Honors Independent Study. You need to share a final draft of your senior project with both of them and incorporate feedback before you submit the project to the Honors Program.

Do I need IRB approval?

If your research involves collecting data from live human subjects, you may require approval in advance by the Ramapo College Institutional Review Board (IRB). For guidelines and application, go to <https://www.ramapo.edu/provost/irb/> You will need to indicate whether your research requires IRB approval at the time of your Project Proposal (May 1 of Junior year); provide evidence that you have applied for IRB approval when you complete your first check-in (October 30 of Senior year); and provide evidence of your IRB approval along with your final project (March of Senior year).

What is HNRS 499: Honors Independent Study?

An independent study is a course in which you are the only student. You and the faculty sponsor must develop a syllabus with deadlines, a grading system, meeting times, assigned readings and writing assignments, etc. That syllabus must meet with the approval of your school Dean and the Director of the Honors Program. This requires planning and preparation well in advance of the end of add/drop at the very start of the semester. You and your instructor should review the requirements and deadlines for the Senior Project as you develop the syllabus and make your Faculty Reader aware of your plan.

You can choose whether to complete 2 or 4 credit hours for the Independent Study. Discuss with your faculty sponsor which is the best option for you. A 4-credit course is twice as much work as a 2-credit course. A 2-credit independent study should have a syllabus indicating approximately 75 hours of work, while a 4-credit one is 150 hours of work. If you need more time and space to complete your project, opt for 4 credits; if you don't, or are building on work you already completed, opt for 2 credits. Also consider which option best fits your schedule.

How does the Honors Independent Study work with my Senior Project?

The Honors I.S. is not an additional project or course on top of your Senior Project. Instead, it provides the framework within which to complete your project, or at least the majority of it. The Honors Independent Study makes the project an official graded part of your course schedule and transcript.

How will the Honors Independent Study fit into my schedule?

You have a great deal of flexibility with how you add HNRS 499 to your schedule. You can:

- Add HNRS 499 as a 2-credit course on top of your typical 16 credits schedule during Spring Junior Year or Fall Senior Year. This would allow you to take 18 credits total (Four 4-credit courses plus the 2-credit I.S.), which does not require paying any additional tuition.
- Take 3 classes worth a total of 12 credits and add a 4-credit HNRS 499 to reach 16 credits total.
- Take it 1 credit at a time!
- Take it during the summer, but this requires paying for tuition for 2 or 4 credits.

Am I eligible to begin a Senior Project?

Before beginning your project, check with the Honors Director. They will look at your GPA and the number of Honors courses you have completed by spring of your Junior year. If you are not on pace to complete all of the Honors courses and/or do not have a 3.0 by this time, you will not be permitted to begin the project.

What are the project deadlines?

May 1, extended to August 1 for 2021 - The Project Proposal Form is due. It must be approved by your Sponsor and Reader, and an Honors Director. You will be asked on the form whether your project requires IRB approval, so be sure to determine this with your Sponsor by this time.

Summer/September - There is a required meeting of all seniors to discuss the project timeline. Others are welcome to attend. The Directors will be available to explain any changes to the process and to answer any questions you might have.

September 30th – You and your advisors should have developed a comprehensive timeline of your project from start to completion. Email it to honors@ramapo.edu.

October 30th – This is the first check in with us. We will reach out to you, your sponsor, and your reader to see if you are making progress and/or have questions. Be sure to respond; a non-response indicates you are not making progress on your project. If IRB approval is required for your research, provide evidence that you have applied for it.

January 16th - You should be at least 50% complete with your project. If you require IRB approval, provide evidence you have received that approval by this date. Send your advisors an email explaining where you are in relation to your timeline and detailing your next steps, CC'ing

honors@ramapo.edu. We will check in on the status of your project with your Sponsor. If your Sponsor tells us that they have not met with you regularly or have not seen any work or research, we will meet with you to discuss discontinuing your project.

March 28th - All work must be completed and turned in to Turnitin.com. Your sponsor and reader should fill out the online [Senior Project Completion Form](#) by this date. The Honors Director will then verify that the project has fulfilled the requirements.

April 6 – Present your research at the Symposium.

How often should I meet with my Sponsor and Reader?

You should be meeting with your advisors a minimum of once per month throughout your senior year. Your Sponsor should be guiding you throughout your research along the entire way. Your Reader should not only read your project upon its completion, they should also be reading and critiquing at least two drafts. At least one meeting with both your Sponsor and Reader together sometime in January or February is recommended.

Who has the final say on whether my project has been approved?

Your Sponsor and Reader must sign off on your project in order for you to present at the Symposium and ultimately graduate with Honors, and the Honors Director will verify that you have met the requirements. It is the student's job to ensure that they are on the same page with their advisors regarding the initial goals and criteria of the project.

Can I complete my Senior Project during my Junior year?

While most students do their projects Senior year, we accept them Junior year as well under special circumstances. Additionally, if you begin the project Junior year and decide midway that you would benefit from additional time, you can postpone it until your Senior year without penalty.

Can I do my research during the summer before my Senior year?

Yes, this is greatly encouraged. Senior year is often busy, so students who complete most or all of their work toward the Senior Project during the summer and/or Fall experience much less stress and have much more time to apply for jobs and/or graduate school.

Where can I find templates and examples of past presentations?

The Honors Program Student Resources page contains templates and past poster examples. Visit <https://www.ramapo.edu/honors/archives/> The E-Symposia for 2020 and 2021 are also on the Honors website. Go there to watch recordings of presentations by students in your major and others.

What are the requirements for a poster presentation?

Students presenting posters should create them as a 36x48 document in Microsoft Word or PowerPoint. It should include both the Ramapo Honors logo and the Ramapo College logo. It should also be approved by your Sponsor prior to submission.

Posters should be submitted to Turnitin.com with sponsor approval by the Senior Project Completion Form deadline in March. We will print all posters and they will be at the Symposium and on easels when you arrive. There will be a period of one hour where you are expected to stand beside your poster and answer questions for the audience who will approach you intermittently. You are welcome to walk away for bathroom breaks or to get a drink, but please eat before or after this portion of the event.

What are the requirements for an oral presentation?

Oral presenters have 7-8 minutes per presentation. PowerPoints are encouraged but not required. PowerPoints should be submitted to honors@ramapo.edu with sponsor approval by the Senior Project Completion Form deadline.

You should not read directly from a paper or PowerPoint. You should present the information in a clear and concise manner directly to the audience. You will be warned when you only have a minute left. If you start to go well over time, you might be cut off, so please rehearse your presentation so that it can be comprehensively covered in the time allotted. Even a great presentation will look bad if it has to be cut short.

When do you need my final project title?

We will ask you to complete a questionnaire a month or so before the Symposium including the project title and a short bio. All of these will be printed in the program. If any of these should change, you can let us know before the final research deadline and we can make the changes before printing.

What if my project changes after submitting the Proposal Form?

You should speak with your Sponsor and Reader to correct the goals and criteria of your project. This should be documented in writing either via email or on paper with their signature so that there is no confusion regarding your end results and expectations.

Can I change my Sponsor or Reader?

In certain circumstances, your Sponsor or Reader can be changed. You should meet with us first to discuss why this is necessary. Do not choose a Sponsor or Reader if they are going on sabbatical during your senior year.

What if my Sponsor or Reader fail to communicate with me?

You should choose advisors that you have a good relationship with. However, should any communication issues arise or if you find it difficult to meet with them, you should inform us immediately.

What is the schedule of the Symposium?

The Symposium is typically on a weekday in April from 2:30-6:00 pm. We have a brief introduction followed by oral presentations from 2:30-3:30. We then break for an hour so our guests can eat while the poster presenters stand by their posters from 3:30-4:30. The remainder of the oral presentations take place from 4:30-5:30. We conclude with the Regalia Ceremony from 5:30-6:00.

What if I cannot attend the Symposium?

The Symposium should only be missed if you have class or an internship that you are required to attend, if you are studying abroad, or if you graduated in December. If you cannot attend, you will still need to create a poster that we can display in your absence.

What is expected of me on the day of the Symposium if I'm giving an oral presentation?

On the day of the Symposium, you should arrive ahead of time with your PowerPoint and drag it to the desktop of the Pavilion computer with your name in the title. The Director will open the event with some opening remarks and then we'll move immediately into the first half of presentations.

What is the regalia ceremony?

The Regalia ceremony is the presentation of your medal, graduate cords, and Honors Graduation Certificate. The cords and medal are provided to you for free and they will be there at the Symposium, so you don't need to pick them up ahead of time. After the final presentations, there will be a five minute intermission where we'll get set up for the ceremony. You will line up in alphabetical order in front of the stage toward the right. The Director will put your medal and regalia over your head, and you will pose for a picture. You will then be handed your certificate by your Sponsor if they are there. If they are not and your Reader is, they can do this. Please approach the Sponsor or Reader ahead of time and let them know that they will be the one handing you the certificate. You will pose for a picture with them as well.

After receiving all three items, you will stand off to the side of the stage until the ceremony is over. We will then pose for a group picture before you are dismissed.

Is there a dress code at the Symposium?

You should dress professionally as you will be presenting to faculty, administrators, and parents.

Does completion of my Senior Project appear on my graduation transcript or diploma?

Your transcript and diploma will show that you graduated with Honors, but do not include the title of your project.

Where else should I consider presenting my research?

The Honors Program regularly takes students to the National Collegiate Honors Conference (NCHC) and the Northeast Regional Honors Conference (NRHC). These are great opportunities to present your research. Typically, proposals for NCHC are due in April and then the conference itself is in November, so only research completed in Junior year can be proposed for this conference. NRHC proposals are due in November and the conference is held in April, making it ideal for presenting Senior Project research. The Honors Program covers all expenses for these conference trips.

Sometime between May and September, all Ramapo students are invited to propose papers for a regional COPLAC (Consortium of Public Liberal Arts Colleges) conference held in October. Again, only research completed before the proposal deadline should be submitted. The college covers all expenses for these conference trips.

You should also talk to your Sponsor about conferences in your discipline. Discussing this Junior year is wise, as submission deadlines are often many months before the conference itself. You and your Sponsor should inquire with both your School Dean and the Honors Director about funding for such conference trips.

The college often offers additional opportunities to present your research on campus, such as Scholars Day and research symposia, typically in the latter part of Spring semester.

Where should I consider publishing my research?

Discuss this with your Sponsor, who will be able to point out undergraduate and scholarly journals in your discipline that might be appropriate venues for publication. NCHC, NRHC and COPLAC all have undergraduate journals eager to publish your work. Check out their websites for more details.

<https://www.illuminatenrhc.com/submit-your-work>

<http://metamorphosis.coplac.org/index.php/metamorphosis/about/submissions>

<https://nchcureca.com/>