

Honors Program

Guidelines for Honors in the Major

The Honors Program welcomes proposals from Honors students who elect to earn Honors credit by enrolling in a non-Honors course numbered 300 or above in their major. *Honors in the Major* is an opportunity for students to broaden and deepen their experience in their major fields. *Honors in the Major* implies a qualitative enhancement of the course, not necessarily a quantitative one. Students who undertake *Honors in the Major* must demonstrate additional knowledge and skills beyond the content and requirements of the regular class.

Honors in the Major projects may consist of additional readings or assignments, written projects not expected of other students in the course, guided individual research, class presentations, additional student-faculty discussions, co-teaching, or any acceptable project that examines the course material in more depth than the regular class. The *Honors in the Major Contract* requires a detailed description of the project and a timeline for project completion. Refer to the rubric on the next page.

Steps to submitting an *Honors in the Major* contract:

1. Make sure that the course you plan to submit a contract for includes your major's prefix. For example, if your major is philosophy, then you may petition for Honors credit only when taking a course with prefix PHIL numbered 3XX or 4XX. *Note: Labs, independent studies, practicums, and internships are not eligible for Honors credit. Only lecture-based or seminar courses worth three or more credits are acceptable.*
2. If the course meets the criteria above, ask your instructor to allow you to take the course for Honors credit. If permission is granted, work with your instructor to develop a project. Refer to the rubric on the next page.
3. Write a detailed description of the project you plan to complete in consultation with your instructor; include a timeline and set a due date prior to Prep Day.
4. Visit the Honors Program's website to download the *Honors in the Major Contract*. Fill out the form and have it signed by your instructor. *Note: Because your instructor will evaluate your project electronically at the end of the semester, it is extremely important that you enter all information (especially your instructor's email address) accurately.*
5. Return the signed form, along with a copy of the course syllabus, to the Honors Program office for approval. The deadline for filing the form with the Honors Program is **October 1** for the fall semester and **March 1** for the spring semester. Summer session forms are due by the end of the **first week** of the class. Miniterm and Wintermester classes are *not* eligible for Honors credit.
6. The Assistant Director will review your form to ensure that your project meets the expectations of the Honors Program. If it does not, you will be asked to

revise your description and/or to provide additional information about your proposed project.

7. Once your project is approved, the Assistant Director will sign the form. You and your instructor will receive a confirmation email from the Honors Program with the scanned signed form as an attachment. Be sure to retain this email for your records.

Steps to completing an *Honors in the Major* contract:

1. Submit your project to your instructor by the agreed upon due date.
2. One week prior to Prep Day, you will receive an email from the Assistant Director requesting an electronic copy of your project. You must submit the entire project as a single PDF file using the *Honors in the Major Project Submission* form available under "Documents and Forms." Your uploaded file must include everything that your instructor received (PowerPoint slides, images, etc.). Upload your project no later than 5 PM on Prep Day.
3. On Prep Day, your instructor will receive an email from the Honors Program containing a link to the electronic rubric.
4. Once your instructor completes the rubric, the Assistant Director will verify that you have met the standards set by the Honors Program. *Note: In order to receive Honors credit for the course, you must complete the Honors project, earn a grade of B- or better in the course, and have your project evaluated as "excellent" or "good" in four out of five rubric categories.*
5. You will receive an email from the Honors Program either confirming that you will be awarded Honors credit for the course or notifying you that your project was not evaluated highly enough to receive Honors credit.

At the end of the semester, the Honors Program will contact your instructor a total of three times *including* the email sent on Prep Day. If, after three attempts to reach your instructor, the Honors Program does not receive a response, you will be notified via email. You should then contact your instructor directly. If your instructor still does not evaluate your Honors in the Major project by the date that grades are due for that semester, then Honors credit cannot be awarded for the course.

Rubric for *Honors in the Major* projects. Consider the criteria below when designing your project. You should also refer back to this rubric before submitting your project to your instructor.

In order to be awarded Honors credit for this course, your project must be rated “Excellent” or “Good” in 4 out of the 5 categories.

	Completeness	Originality/Creativity	Risk Taking	Critical Analysis	Accuracy
Excellent	Student completed all components of the Honors project as set out in the project description.	Student’s project is original/creative and demonstrates a clear understanding of scholarship in this discipline.	Student set challenging goals for the Honors project and met them fully.	Student’s approach to the project demonstrates a high level of skill in critical analysis.	All submitted components of the Honors project are free from typographical and other errors and are presented in a professional manner.
Good	Student completed all components of the Honors project. One component was not as anticipated based on the project description.	Student’s project is somewhat original/creative and demonstrates a good understanding of scholarship in this discipline.	Student set challenging goals for the Honors project and met them partially.	Student’s approach to the project demonstrates some skill in critical analysis.	All submitted components of the Honors project are presented in a professional manner. A few minor typographical or other errors are present.
Fair	Student did not complete all components of the Honors project or two or more components of the project were not as expected.	Student’s project lacks originality/creativity but demonstrates some understanding of scholarship in this discipline.	Student set less challenging goals for the Honors project but met them fully.	Student’s approach to the project demonstrates a low level of skill in critical analysis.	One component of the Honors project is presented in a less than professional manner or several serious typographical or other errors are present.
Poor	Student did not complete the Honors project or submitted a project inconsistent with the project description.	Student’s project lacks originality/creativity and does not demonstrate an understanding of scholarship in this discipline.	Student did not set challenging goals for the Honors project or failed to meet the goals set for the project.	Student’s approach to the project fails to demonstrate skill in critical analysis.	The Honors project is not presented in a professional manner. Many serious typographical or other errors are present.