



Kathwari Honors Program Handbook

Western Connecticut State University

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Program History and Goals

The Kathwari Honors Program at Western Connecticut State University was founded to foster and nurture academic and civic excellence among outstanding students in all four WCSU schools. The Program consists of highly interactive and interdisciplinary classes and is built on the fundamental assumption that knowledge is an open set of questions and ideas to be explored, rather than a closed set of facts to be memorized. We have grown from 60 students in 2008 to 225 students in 2015 with an average G.P.A. of 3.7 (96% retention rate). The average SAT (two scores combined on reading & math) for our incoming freshmen 2015 class was a 1380. Kathwari Honors students have not only graduated in less than four years but have become Fulbright Scholars and received offers to the world's leading graduate schools (i.e., Northwestern University's Kellogg School and Emory University's School of Law) and employers (i.e., The Hartford and EY -- formerly known as Ernst & Young). Our program is built on the fundamental assumption that knowledge is an open set of questions and ideas to be explored, rather than a closed set of facts to be memorized.

The Kathwari Honors Program has four primary goals: 1) to provide an opportunity for academically gifted and motivated students to excel in response to the challenge of an honors enrichment curriculum; 2) to expose students to some of the central modes of inquiry used by fields to understand problems and find solutions; 3) to provide opportunities for students to become part of an active and dynamic honors community and, 4) to emphasize the importance of bringing a multidisciplinary awareness to understanding the world around us.

The program has two paths: 1) the full four year program open to first year students and first semester sophomores, and 2) a one-year or associate option open to juniors, seniors and transfer students. The twelve-member University Honors Council oversees the program.



“Innovative Learning & Entrepreneurial Thinking in a Compassionate Community”

Program Requirements and Description

Two of the central goals of the University Honors Program are to expose students to some of the fundamental “modes of inquiry” found in various academic fields and to illustrate the importance of utilizing an interdisciplinary approach to understanding topics and issues. With these goals in mind, the full program requires that students take a one credit course entitled “The Nature of Inquiry (HON 100), take four honors courses, one in each of the four “modes of inquiry”, complete four honors activities and complete the interdisciplinary capstone seminar (HON 400). Students enrolled in the education and nursing programs may, if they so choose, perform honors enhancements in courses in their major or minor areas of study (see page 17). Honors students may also participate in an Honors Teaching Practicum (HON 497, see page 7). Below is the sequencing of courses in the full Honors Program. Students wishing to take part in the one-year or associate version of the Honors Program must complete two honors activity, two honors course and the capstone seminar (HON 400). All courses, with the exception of Honors 100, may go toward fulfilling general education credit in the area where the course or seminar is taught. The Director must approve variations to this sequence or substitutions.

- 1) First Semester in Program: “The Nature of Inquiry” (HON 100). This one-credit course that entails looking briefly at one issue from a number of disciplinary methods and perspectives. The course also uses library faculty to develop “information literacy” among honors students (every fall semester).
- 2) Any time after Admission: The completion of four honors activities. Honors activities are designed to encourage a variety of extracurricular activities for honors students. To fulfill this requirement of the program, students may choose volunteer work, tutoring, study-abroad, a state or regional honors conference presentation, active participation in the student group HSO or a host of other activities. All activities must be discussed with the Director before they are undertaken to ensure their worthiness as an honors activity (see page 16 of this handbook).
- 3) Second Semester of First Year Through Final Year in the Program: The completion of one course or tutorial in each of the four “modes of inquiry” (12 total credits). Each course counts for general education credit in the subject area of the course (at least one course will be offer in one of the modes of inquiry each semester).
- 4) Final Year in Program: A three-credit interdisciplinary honors capstone seminar (HON 400). In the capstone seminar all modes of inquiry will be used to look at a single topic or issue. Graduating seniors will be given registration preference.

Student must maintain a 3.2 GPA and make satisfactory progress through the program to remain a University Honors Program member. Those falling below the GPA guideline or failing to make adequate progress have one semester to raise their GPA or complete requirements or face expulsion from the program.

Description of the Four Modes of Inquiry

At the heart of the act of knowing lie general epistemes or “modes of inquiry” that organize the way scholars approach and frame the objects they seek to understand. The honors program curriculum at Western is designed to expose students to four broadly conceived modes of inquiry and to provide experience in how those modes shape the questions asked and ultimately the methods by which questions are answered. These modes of inquiry are “textual analysis,” “artistic creation and analysis,” “scientific and mathematical analysis,” and “historical, social and cultural analysis.” Below is a brief description of each.

Textual Analysis:

Inquiry to explore the various ways in which a text conveys meaning or people derive meaning from a text (a text is viewed broadly and may include such items as a written work, popular culture, ritual and symbol).

Artistic Creation and Analysis:

Inquiry through the creation, performance or analysis of a work(s) of theater, art, literature, music, sculpture or other generative activity. Outcomes focus on the production of something artistic or the critical understanding of some type of creative activity.

Scientific and Mathematical Analysis:

Inquiry that utilizes the scientific processes of induction or deduction or some type of logico-mathematical representation or modeling to understand some event or phenomenon.

Historical, Social and Cultural Analysis:

Inquiry that examines how an event or phenomenon is shaped by history, society or culture.

Program Benefits

Membership in the Kathwari Honors Program provides numerous benefits for participants. First and foremost, the program is designed to foster the type of learning environment that will prepare students for success in graduate school, professional programs, or work. As such, participation in the program should be placed in a highly visible area on your resume and future applications. Participation in the program signifies to graduate programs and employers that you have undertaken extra efforts to enrich your college work. It is the type of material that graduate and professional programs look for when evaluating applications. In addition to these benefits, the honors program also provides a number of specific rewards. To take advantage of these members must remain in “good standing” in the program. This requires that students maintain the GPA guidelines of the program and make satisfactory progress toward completing the requirements of the program. The benefits are:

1. The Kathwari Honors Program is actively involved with the Admissions Department in the scholarship selection process.
2. Honors students are exempt from extra charges for exceeding 18 credit hours in a semester.
3. Members in good standing are eligible for priority registration. Priority registration normally takes place for three days prior to the beginning of senior registration.
4. There are some Honors Housing options available to live in a special Honors Housing Living/Learning Environment. This option is dependent on a sufficient number of students wishing to form an honors living environment.
5. Members in the program have exclusive use and 24-hour access to the Kathwari Honors House.
6. With the exception of the one-credit Honors 100, all credit hours earned in the Honors Program can be used to fulfill core requirements in the humanities, social sciences or sciences. Credit allocation is determined by the Honors Council based on the mode of inquiry best covered by the course or seminar.
7. Members may participate in an Honors Teaching Practicum (HTP) and Honors Research Practicum (HRP) during their junior or senior years. This option allows honors students to serve as teaching assistants in a course they have taken in their majors. Student receive 3 credit hours for an HTP.
8. Students who meet the requirements will receive a notation on their official transcript. This entitles the graduate to wear special cords during graduation and to receive special recognition in the graduation program. A certificate indicating program completion is mailed in the summer after graduation.

The Honors Teaching Practicum (HTP) Description

The Honors Teaching Practicum (HTP) allows junior and senior honors students to assist a professor in a 100 or 200 level class that they have taken within their major or minor (the student must have received at least an A- for the course when s/he initially registered and s/he is strongly recommended to take the HTP with the professor they took the course with). The main objectives of the HTP are to offer students experience with some of the issues involved in conveying knowledge to others and to reacquaint them with some of the central knowledge content of their field of study.

In order to accomplish these goals, students may organize study sessions, provide individual student tutorials, provide guidance with writing assignments, oversee group projects or labs, organize class discussion sessions or oversee other related class activities. Students will be required to teach at least 2 class sessions, self-evaluate the 2 teaching sessions, provide an assessment of teaching methods, and write a philosophy of teaching statement at the beginning and end of the semester. Students are, however, ***prohibited from grading*** any of the activities they oversee or from performing purely administrative functions. Students are required to regularly attend the class in which they are assisting.

Professors overseeing HTP students will provide students with related pedagogical materials (the Honors Program has pedagogical books that can be checked out) and opportunities for them to reflect on the materials and their classroom experiences in writing, such as in a journal or reaction papers.

The number of credit hours is determined by the credit hours of the course in which the practicum is taking place (i.e., 3 hours for a 3 credit hour class, or 4 hours for a course with a lab). An HTP may be repeated one additional time for credit and may not exceed a total of eight credit hours. For more information, please contact the Director of the Honors Program.

PREREQUISITE: Minimum of 60 credit hours, permission of the instructor and member of the Honors Program or permission from the Director of the Honors Program. The student must complete the Form for Registering for an Honors Teaching Practicum (HON 497).



Honors Teaching Practicum Form

Honors Program phone (203) 837-3226 fax (203) 837-3937 wcsu.edu/honors

Form for Registering for an Honors Teaching Practicum (HON 497)

Fall _____ 20_____ / Spring _____ 20_____ / Summer _____ 20_____

Student name: _____ ID #: _____

Email/Contact Number: _____

Status: Full time Part time Major: _____

Number of credit hours: _____

The Honors Teaching Practicum (HTP) allows junior and senior honors students to assist a professor in a class they have taken within their major or minor. The central goals of the HTP are to give students experience with some of issues involved in conveying knowledge to others and to reacquaint them with some of the central knowledge content of their field of study. In order to accomplish these goals students may organize study sessions, provide individual student tutorials, provide guidance with writing assignments, oversee group projects, organize class discussion sessions or oversee other related class activities. They are, however, prohibited from grading any of the activities they oversee or from performing purely administrative functions. Students are required to regularly attend the class in which they are assisting. Professors, overseeing HTP students will provide students with related pedagogical materials within the area of the course and opportunities for them to reflect on these materials and their experiences in writing, such as in a journal or reaction papers. The number of credit hours is determined by the credit hours of the course where the practicum is taking place (e.g., 3 hours for a 3 credit hour class, or 4 hours for a course with a lab). An HTP may be repeated one additional time for credit and may not exceed a total of eight credit hours. For more information contact the Director of the Honors Program (Prerequisite: Minimum of 60 credit hours, permission of instructor and member of the Kathwari Honors Program or permission from the Director of the Honors Program). Use the form below to apply for an HTP

Course name: _____

Grade received: _____

When course was taken: _____

Backboard: Yes No

Faculty Supervisor

Approved by: _____

Chairperson

Date

Approved by: _____

Director of Honors Program

Date

Approved by: _____

Dean

Date

For _____ Faculty Workload Credit(s)

Rev 2/2016

Continuing matriculated undergraduate students have the option to take a course at another institution and transfer the credits to Western Connecticut State University. However, students need permission to take a course at another institution BEFORE the course is taken. The permission ensures that the credit will be transferable back to WCSU.

Honors Student Organization Information

The group's goals are to provide opportunities for academic and cultural growth, as well as personal performance, community service and social interaction. Frequent social gatherings are held to update members on happenings within the group and to plan activities. Members of HSO need not be members of the Kathwari Honors Program, although they must maintain a minimum 3.2 GPA. Members of HSO may apply for admission to the Honors Program if they so choose. Students in the Honors Program may use being an officer or an active member of the program as a means of fulfilling one of their "honors activities" requirements. For more information contact the Director of the program.

Honors Student Organization Constitution

Preamble

We, the members of the student body, in cooperation with the Western Connecticut State University Student Government Association, do hereby adopt this Constitution.

Article I – Honors Student Organization

The title of this organization shall be the "Honors Student Organization".

Article II – Purpose

The purpose of this organization shall be:

Section 1 – To bring together the best student minds at Western Connecticut.

Section 2 – To be involved in both the Western campus and in the surrounding community.

Section 3 – To sponsor events which promote both the intellectual curiosity and broadening of individual horizons through community outreach.

Article III – Membership

Section 1 - Membership in Honors Student Organization shall consist of any student at Western Connecticut State University who contributes to the Student Activity Fund.

Section 2 - Membership shall be divided between active and inactive members.

Section 3 - Active members shall be students who have attended two (2) consecutive meetings. Each active member, unless specified in this Constitution, shall have one vote.

Section 4 - Inactive members shall be students who have two consecutive unexcused absences from meetings. Inactive members shall have their vote rescinded.

Section 5 - All members shall act in accordance with the provisions as provided in this Constitution and the SGA Constitution.

Section 6 - The Honors Student Organization, and its members, shall abide by the latest edition of Robert's Rules of Order.

Article IV – Executive Board

The officers of this organization shall consist of a President, Vice-President, Treasurer, and Secretary.

Article V – Duties of Officers

Section 1 – The President Shall:

- A. Be the official representative of the Honors Student Organization.
- B. Call together and preside over all meetings of the Honors Student Organization
- C. Implement all legislation, duties, and decisions approved by this organization.
- D. Be the chairperson and a voting member of the Executive Committee.
- E. Shall appoint any other special committees as deemed necessary.
- F. Shall be the Chairman and voting member of the Executive Committee.

Section 2 – The Vice-President Shall:

- A. Assume the responsibilities of the President in case of absence, resignation, or impeachment.
- B. Be a voting member of the Executive Committee.
- C. Execute any and all duties assigned by the President and/or voting membership.

Section 3 – The Treasurer Shall:

- A. Be the keeper of all financial records.
- B. Submit financial reports at each meeting.
- C. Be the signer of vouchers.
- D. Be a voting member of the Executive Committee.
- E. Execute any and all duties assigned by the President and/or voting membership.

Section 4 – The Secretary Shall:

- A. Keep all records, with the exception of financial records.
- B. Handle all written correspondences of this organization.
- C. Record minutes of meetings, which shall be read at the beginning of the following meeting.
- D. Be a voting member of the Executive Committee.
- E. Execute any and all duties assigned by the President and/or voting membership.

Article VI – Meetings

Section 1 - Meetings shall be held at least once a month. The desired meeting schedule will be once every two weeks. If HSO events are coming up meetings can be scheduled as frequently as once a week.

Section 2 - Notification shall be given to the membership concerning the time, dates, and location of each meeting at least forty-eight (48) hours in advance.

Section 3 – The Executive Board shall not have voting rights at meetings of the Honors Student Organization.

Section 4 – All decisions of the Honors Student Organization, unless specified by this Constitution and its Bylaws, shall be by a majority of voting members present.

Article VII – Elections

Section 1 – The election of officers shall be held in the Spring of each year to serve the following year, also, the election shall occur before the deadline set by the SGA.

Section 2 – The date and time of the election shall be publicized at least two (2) weeks in advance.

Section 3 – Nominations for any elected positions shall submitted to the President in writing within two (2) weeks of the election.

Section 4 – Officers shall be elected, using secret ballot and by a plurality of the voting members present.

Section 5 – Officers shall assume office within two (2) weeks of their election.

Section 6 – No person shall serve as two (2) officers simultaneously. Vacancies occurring due to resignation or impeachment shall be filled by election at the meeting immediately following the vacancy.

Article VIII – Impeachment

Section 1 – Any officer may be impeached for violation of this Constitution and/or failure to fulfill the duties of one's office.

Section 2 – Impeachment shall be initiated by a written petition signed by the majority of the membership.

Section 3 – This petition is to be submitted to the President. In the event the President is being impeached, the petition is to be submitted to the Vice-President.

Section 4 – The officer facing impeachment must:

A. Be given a written statement of specific charges.

B. Be given one (1) weeks' notice to prepare a defense after being presented with the written statement of charges.

C. Be allowed ample time on the floor to present his/her case.

Section 5 – Action must be taken on the charge at the next scheduled meeting.

Section 6 - An affirmative two-thirds (2/3) minimum vote of the membership is required for dismissal. The impeached officer shall be barred from holding an office for one year from the date of impeachment.

Article IX – Faculty Advisor

Section 1 – The Honors Student Organization officers shall appoint an Advisor who is part of the University Faculty or Staff.

Section 2 – The appointed Advisor shall serve for one (1) full school year and may be appointed by the Executive Board to serve multiple terms.

Section 3 – the faculty Advisor shall act as an advisory member to the Executive Committee.

Article X – Committee

Section 1 – The Advisor along with the Honors Student Organization officers shall constitute the membership of this Executive Committee.

Article XI – Amendments and Bylaws

Section 1 – The Honors Student Organization shall enact Bylaws to provide the operating procedures of the Honors Student Organization and for matters not expressed in this Constitution. These Bylaws shall be a lesser authority than this Constitution.

Section 2 – Bylaws shall be adopted or amended by two-thirds (2/3) majority of voting members present.

Section 3 – Proposed changes to the Bylaws shall be made available to all members at least one week prior to the vote.

Section 4 – This Constitution may be amended by a majority vote in the affirmative of voting membership present at the time of vote. Membership must be notified at least forty-eight (48) hours in advance of the vote. Any amendment is first subject to SGA approval before it takes effect.

Article XII – Enabling Clause

Section 1 - This Constitution shall take effect by a two-thirds (2/3) vote of those present at the first meeting and approval of the SGA Senate.

Section 2 – This Constitution shall supersede all previous Constitutions.

Description of Honors Housing Environment

The Honors Housing Program at Western Connecticut State University was established to provide honors students with an opportunity to live together within a living and learning community. With the support of the Honors Program and the Department of Housing & Residence Life, the program provides a place for students to interact on an informal basis outside the classroom and to share their academic experiences as well as all other aspects of their WestConn experience.

The goals of Honors Housing include:

- to offer a range of formal and informal programs that supplement the classroom experience;
- to encourage and promote collaboration among the Honors students, faculty and staff;
- to provide a living experience that is supportive of the Honors students' academic success;
- to provide leadership opportunities for Honors students within the University residential program to create programs for all students living in the hall as well as the general campus community;
- to provide a special interest housing program that sets an example for a strong one-to-one environment

Honors Students are housed in Pinney Hall. The apartments will be located in Pinney Hall on the 1st floor, in sections C and D. There is an RA who will be working and living within the Honors Housing Program floor. Students living in the Honors Housing program are encouraged to work with the Honors Program Director and the Department of Housing & Residence Life to develop programs and activities throughout the academic year. Honors Housing students may receive funding support for programs from the Honors Program, the Department of Housing & Residence Life and the Dean of Students and may be eligible to apply for additional funds from the Pinney Hall Council, IRHA and Student Government.

Important Notice:

Failure to pay a Housing Deposit on time will negate any Honors Housing request. Failure to turn in an Honors Housing application on time may result in the denial of application for Honors Housing.

The Department of Housing and Residence Life reserves the right to consolidate spaces based on availability. All students must continue to maintain a minimum of 12 credits per semester. Students applying for Honors Housing will also have to complete and sign a regular Housing contract.

Suggested list of activities:

- Beginning of the semester meet and greet for all Honors Housing students with invited faculty and/or administrators
- Working with Pinney Hall ARMS as PASS members to provide tutoring to Pinney residents
- Cultural programs
- Working with an RA and Hall Council to plan and coordinate hall-wide programs

Selection Process:

Priority will be given to students who are in the Honors Program, but other students are allowed to apply on a space-available basis:

Freshmen and transfers applying to and/or assigned to Honors Housing will be assigned on a space-available basis. Honors Housing will attempt to place freshmen in a double bedroom with other freshmen. Freshmen will not be eligible for single bedrooms.

Under no circumstances can fewer than four (4) Honors Students sign up for an Honors Housing apartment together.

In the case where there are more students applying for the Honors Housing program than there is space available the following criteria will also apply:

- Priority Points
- Participation in campus wide activities, clubs, intercollegiate athletics or community service.
- Good judicial standing with the University

Waiting List

If a student desires to live in Honors Housing but was unable to secure a space during room sign up (upperclassmen) or upon entering (freshmen) s/he may put his/her name on a waiting list. As vacancies occur over the summer and throughout the semester, students will be moved from the waiting list and assigned into an open space in Honors Housing based on the next option listed on his/her housing application.

The Department of Housing and Residence Life reserves the right to fill empty spaces in Honors Housing with students who are not in the Honors program and/or who did not choose Honors Housing at a point in the year when the waiting list is depleted. The Department of Housing and Residence Life will attempt to speak with these potential roommates to see if they will participate in Honors Housing programs.

Honors Room Selection Process

The non-refundable Housing Deposit must be paid prior to students being considered for the Honors Housing option. All students MUST be registered for 12+ credits. Any student not registered for 12 credits may be dropped from housing.

Change of Address Form

Please use this form to notify the Honors Program Director if your address, phone number, or e-mail changes. It is important to keep your e-mail address current in order to receive updates from the program, happenings in the HSO organization and notification of priority registration dates. **All communications from the Director and the Honors Council are via email.**

Name:

Student ID:

New Home Address:

New Campus Address:

New Telephone and New E-Mail (most often used):

New Major:

APPLICATION FOR GRADUATION FROM THE KATHWARI HONORS PROGRAM

In order to complete the program, receive recognition in the graduation program, obtain a certificate of completion and honors cords, please submit this form to the Kathwari Honors Program Office by March 1st for spring graduation or October 15th for fall graduation from the university.

Name: _____
(As you would like it printed on certificate)

Student ID Number: _____ Major(s): _____

Contact Phone Number: _____

WCSU E-mail Address: _____

Permanent E-mail Address: _____

Address to where certificate is to be mailed: _____

Program Membership: _____ University Honors Program (Full Program)
_____ Associate University Honors Program (one year)

Full Program

Honors Core Requirements

Semester and Year _____ Honors 100 (The Nature of Inquiry)

Semester and Year _____ Honors 400 (Capstone Seminar)

Honors Courses in the Four Modes of Inquiry (include any approved substitutions):

Scientific and Mathematical Analysis (course name and year) _____

Textual Analysis (course name and year) _____

Artistic Creation and Analysis (course name and year) _____

Social, Historical and Cultural Analysis (course name and year) _____

Approved Honors Activities Completed:

1. _____

2. _____

3. _____

4. _____

Associate Program

Semester and Year _____ Honors 400 (Capstone Seminar)

Honors Level Course (course name and year) _____

Honors Level Course (course name and year) _____

Approved Honors Activities Completed:

1. _____

2. _____

Use the back to list any honors course enhancements or approved substitutions.

ASSIGNMENT OF HONORS COURSE AND SEMINAR CREDIT

From: Honors Director

To: Registrar

Re: General Education Requirement Category for Honors Courses and Seminars

Student Name:

Student I.D. Number:

Course Title, Semester and Year:

For the purpose of meeting the General Education requirement, the above honors course or seminar may be counted as the selection checked below. The selection is based on the nature of the courses and the work the student did during the above semester.

— Humanities

— Social Sciences

— Natural Science (without a lab)*

— Other (_____)**

Student's signature

Honors Program Director's signature

Department Chair's Signature (if needed)

Please inform your advisor of this choice and keep a record of this choice in case you later change majors.

*In some instances the course may be enhanced for lab credit.

**Requires Department Chair signature for major or minor credit.

Purpose of Honors Activities

It is important that Honors students are involved in both the program and the community, and Honors Activities are a method of ensuring that. Honors Activities are part of the requirements of the Kathwari Honors Program.

Activity Form Guidelines

1. All students in the Full Kathwari Honors Program must complete **FOUR** Honors Activities by the end of their time at WCSU (**three** for students entering the program before Fall 2016). All students in the Associate Kathwari Honors Program must complete **TWO** Honors Activities by the end of their time at WCSU. This means that students should be completing approximately one activity per year in the program.
2. **Be specific** when explaining what type of activity you have completed. If we cannot tell whether you did anything substantial, the activity may not count.
3. Please fill out one form for **each** activity that you complete.
4. All Honors Activity forms must be signed by a supervisor to ensure you are correctly explaining the nature of your activity. If this is an issue for whatever reason, please explain the circumstances to the Director, Assistant Director, or the Honors Assistants to determine if it will be acceptable.
5. We recommend that you choose each activity from a different acceptable category, though doing so is not required.
6. We recommend that you fill out forms as you complete each activity; otherwise you may not remember what you've done, or may no longer have access to the supervisor to sign the form.
7. Activity forms can be found in the Honors Assistant office during posted office hours and at wcsu.edu/honors.
8. Activities must be completed and signed off on before filling out the graduation form. We will let you know if your activity is rejected, and provide an explanation and/or how you can re-write the form to make the activity count.
9. All questions regarding Honors Activities should be directed to the Director, Assistant Director, or the Honors Assistants.
10. All approved activities are at the discretion of the Director and Assistant Director.
11. Types of Activities:
 - a. **Volunteer work, in excess of four hours**
 - i. UNACCEPTABLE: "I baked for a bake sale"
ACCEPTABLE: "I baked for and worked at the majority of HSO bake sales in the Fall 2015 and Spring 2016 semesters."
 - ii. Important notes:
 1. Events such as Western Day of Service count as an Honors Activity, but can only count once (you **cannot** submit the same volunteer event for two separate years).
 2. HSO volunteer events will require the signature of an HSO officer.
 - b. **Work**
 - i. **On-Campus work:**
 1. UNACCEPTABLE: "I keep office hours in _____ office for one hour a week"

ACCEPTABLE: Jobs such as tutoring, admissions counselor, or housing position will count. You will be required to describe what your job entails, and it will be subject to discretion.

2. **Off-Campus work** will probably not count, unless it involves community service. This will be at the discretion of the Director or Assistant Director.

c. **Internships**

- i. UNACCEPTABLE: Shadowing a law office for a day.
- ii. ACCEPTABLE: Interning at a marketing firm for a semester or over the summer.

d. **Club Involvement**

i. **HSO**

1. All officers of HSO may count the officer position as an Honors Activity.
2. **Active Members**, meaning students who attend the majority of the meetings for at least two semesters, can count HSO membership as an activity. The form is to be signed by an HSO officer.

ii. **Other Clubs**

1. All officers of other clubs may count the position as an Honors Activity, but will require a supervisor's signature.
2. Volunteer work through another club can count if signed off by one of that club's officers; however, a form just listing "active membership" in a club will not be accepted.

- e. **Study Abroad** will count as an Honors Activity.

- f. **Presentations at conferences** will count as Honors Activities, but you will need to explain what you did on the activity form.

- g. **Honors Practicums:** The Honors Teaching Practicum and Honors Research Practicum will count as Honors Activities.

- h. **Other:** If you are planning on counting an activity that is not aforementioned, please obtain approval from the Program Director.

Honors Activity Approval Form

Submit this form to the Director of the Honors Program to request that an activity be counted toward fulfillment of your honors requirements. Students are required to complete four honors activities as part of the full program and two activities as part of the associate program. The Director must approve all honors activities in advance.

Name: _____

Type of Activity:

_____ Volunteer

_____ Campus Employment

_____ Honors Teaching or Research Practicum

_____ HSO Involvement

_____ Internship

_____ Study Abroad

_____ Conference/Presentation

_____ Club Executive Board

Other (specify) _____

Nature of Activity:

Is course credit being earned for the activity?

Yes

No

Dates/Times of Activity: _____

Total number of hours devoted to the activity: _____

Supervisor Information:

Name and Position: _____

Contact Number/Email: _____

Student's Signature/ Date

Director's Signature/Date

The Honors Enhanced Course Description

The Kathwari Honors Council supports and encourages students and faculty to develop individual honors level components where this is appropriate and possible. Any course may be used as the basis for an honors level enhancement by adding some additional, honors level dimension to the usual requirements. The student is expected to initiate the honors enhancement and complete the application process outlined below. When a course is enhanced, one credit is added to the course total and the honors designation, "Honors" will appear on the student's transcript next to the course grade.

ELIGIBLE STUDENTS

Any Education or Nursing students in good standing in the Kathwari Honors Program are automatically eligible; any of these student with a GPA of 3.2 or higher at the time of application is eligible.

ELIGIBLE FACULTY

All faculty members are eligible to participate. Consideration in the form of a partial credit hour is associated with enhancement in the same amount as a student developed study (one semester hour for the student =.11 load credit for faculty).

CONSIDERATIONS OF TIME

Course enhancements are generally formed during the semester in which the course is being taken. Students are advised that the process should be completed within the first four weeks of the semester.

Honors Enhanced Course Application and Approval

An enhancement is established through a contract between the Honors Program student and faculty member (see Part 2 and all four of its sub-points below) and the completion of the appropriate forms (i.e., the Project Approval and the Faculty Workload Credit forms). The COMPLETED application contains

(1) the Project Approval Form, (2) an enhancement contract, and (3) the Request for Faculty Workload Credit Form. When all three components of the application are completed and signed in the order that appears on the Project Approval Form, the appropriate Dean's office (the Dean of the school in which the course is offered) should send copies to the Honors Director, the Registrar, and the student. The deadline for submitting the completed application is the third Friday of every semester. Summer and Intercession enhancements will only be approved under extremely exceptional circumstances.

Parts of an Enhanced Course Application

1. Project Approval Form: The student must fill it out and secure the required approval and signatures in the order that they appear on the form. Every enhancement is subject to the approval of the Honors Program Director and the Dean of the school in which the course is offered.

2. Enhancement Contract: The student must provide a description of the honors project by using the following numbers and titles (a minimum of at least a page is required).

1. Rationale: The student must outline (1) the objectives of the honors component, (2) the reasons for undertaking the enhancement, and (3) how the planned activities enhance the course to honors level in at least three ways (i.e., adding to the syllabus, making the course interdisciplinary, creating a multi-cultural element to a course, including a dimension of public service, etc...).

2. Enhancement: List and describe, in some detail, the particular elements of the honors component. At a minimum, the student must undertake at least 20 extra workload hours for the enhancement. Include whatever activities are supplemental or alternative to the regular requirements of the course (i.e., extra written or lab work, projects, presentations, meetings with outside mentors, etc...).

3. Evaluation Process: Describe the grading process of the honors component (i.e., the student is graded on all work, including the honors component; or a separate grade is given for the enhancement which is then averaged in with the grading for the regular requirements of the course, etc...). Only one grade is ultimately given for the course.

4. Scheduling: Provide a schedule of deadlines and/or due dates for specific activities (i.e., weekly meetings, interviews with outside mentors, attendance at events on or off campus, all assigned work, etc...). At a minimum, at least one weekly meeting between the faculty member and the student for one-half hour must occur.

3. Request for Faculty Workload Credit: The student must acquire the appropriate signatures and submit the form as part of a complete application. **A revised contract must be attached for adjunct faculty.** Full time faculty must attach a revised contract for summer and intercession enhancements only.

Honors Course Enhancement Project Approval Form

COURSE NUMBER AND NAME SEMESTER/YEAR

COURSE USES BLACKBOARD: _____YES _____ NO

APPROVAL SIGNATURES:

STUDENT NAME & NUMBER/ SIGNATURE/ DATE

FACULTY MEMBER NAME & SIGNATURE/DATE

DEPARTMENT CHAIR NAME & SIGNATURE/DATE

HONORS DIRECTOR NAME & SIGNATURE/DATE

If the faculty member is an adjunct, please attach contract.

DEAN SIGNATURE/DATE

Attach: honors enhancement contract and request for faculty workload credit. When completed, forward copies to the Honors Director and Registration.

Honors Course Enhancement

REQUEST FOR FACULTY WORKLOAD CREDIT

As part of an honors enhancement, additional workload credit is requested for:

COURSE NUMBER AND NAME SEMESTER/YEAR

STUDENT NAME

STUDENT ID NUMBER

FACULTY NAME

STUDENT CREDIT/ADDITIONAL CONTACT HOURS

TOPIC

Approved by

Department Chair

Date

Approved by

Dean

Date

for .11 faculty workload credits (1/9
of one credit)

Part-time faculty must attach a revised contract to receive the additional credit.

KATHWARI HONORS PROGRAM PROGRAM SHEET

NAME: _____ MAJOR: _____ ID#: _____

Refer to the following pages in the Honors Program Handbook:

Program Requirements and Description page

Description of the Four Modes of Inquiry

Honors Activity Approval Form

I. Honors courses:

1. Fill in the semesters that you completed required courses HON 100 and HON 400

NOTE: HON 400 should not be considered until after completion of at least 3 of the 4 modes of inquiry.

Graduating seniors will be given registration preference.

	HON 100	HON 400
Semester		

2. Fill in the course numbers of Honors Courses and Enhanced Courses, as well as the _____ semester taken

	HON COURSE 1 TEXTUAL ANALYSIS	HON COURSE 2 SCIENTIFIC AND MATHEMATICAL ANALYSIS	HON COURSE 3 HISTORICAL, SOCIAL AND CULTURAL ANALYSIS	HON COURSE 4 ARTISTIC CREATION ANALYSIS
COURSE #				
SEMESTER				

FOUR MODES OF INQUIRY

II. Honors Activities:

1. Check off that you submitted the form to the Program Director

2. Fill in the dates or semester(s) of the activities and a brief description

#	FORM	DATES	DESCRIPTION
1.			
2.			
3			
4			

ASSOCIATE HONORS PROGRAM PROGRAM SHEET

NAME: _____ MAJOR: _____ ID#: _____

Refer to the following pages in the Honors Program Handbook:

Program Requirements and Description page

Honors Activity Approval Form

I. Honors courses:

1. Fill in the course number and semester of an Honors course or enhanced course taken
2. Fill in the semesters that you completed required course HON 400

	HON 400	HON COURSE	HON COURSE
COURSE #			
Semester			

II. Honors Activities:

1. Check off that you submitted the form to the Program Director
2. Fill in the dates or semester(s) of the Honors Activity and a brief description

#	FORM	DATES	DESCRIPTION
1.			
2.			