

Memo

To: Full-time Faculty and Adjunct Faculty
From: Kay Crecelius, Honors Director
Lisa Johnson, Exec. Admin. Asst. (ext: 2100; email: ljohnson)
Date: August 15, 2011
Re: Fall 2011 Honors Options: Step by Step Directions and Deadlines

➤ **Offering the Honors Option:**

- ✓ ***Offer the Honors Option*** information to interested students ***within the first two weeks of classes:***
- ✓ Let students know about the availability of the Honors option to your class by including it on your syllabus and/or announcing it in class.
- ✓ ***DO NOT send the student to the dean's office to get permission to take an Honors class – this is the instructor's discretion.***
- ✓ If you decide that you would like to contract for Honors with a student(s), you and the student fill out an Honors Contract.
- ✓ Instructors should pre-screen the student's credentials to make sure that the student is academically eligible for the program.

➤ **Student Eligibility Requirements:**

- ✓ High school GPA of 3.0 or above on a 4.0 scale;
- ✓ An ACT composition score of 21 or equivalent;
- ✓ A minimum Compass reading score of 89;
- ✓ A continuing student must have a college **GPA of 3.0** or above on a 4.0 scale.
- ✓ If a prospective honors student does not academically qualify, the Director will get back with you.

➤ **Honors Topic:**

- ✓ The HONORS TOPIC should be determined by both you and the student. Anything of special interest to the student or you can be chosen. The method of exploration is totally up to you and your student(s).
- ✓ You need to be **specific** as to topic choice and methods of exploration in filling out the contract.
- ✓ Contracts should also reference due dates for such things as topic choice, expanded outline, first draft, and final draft on the contract with deadlines dates given.
- ✓ An assignment can be a paper(s)—researched or reaction—a project, an oral presentation, a report, or the recounting of an experience.
- ✓ Discretion should be used regarding length and format.
- ✓ If your student(s) are participating in a group project, each student reports to the other student(s) on topic choice, methods of exploration, and final results during your group meetings.
- ✓ You may also want to meet with all of your Honors options students prior to a due date.

➤ **Honors Contract:**

- ✓ **Honors Contracts must be filled out and turned in** to our office by:
 - 16 week classes: **September 16, 2011**
 - 8 week classes:
 - first 8 week class: **August 26, 2011**
 - second 8 week class - **October 21, 2011**
- ✓ Make sure that the student's name and ID number are legible.
- ✓ Put the **class name and COMPLETE course section number** on the form.
- ✓ Be sure to include when the student anticipates graduating.
- ✓ Our office will verify that each student meets the criteria and that you have filled out the contract properly.
- ✓ The director will then sign and return two copies of the contract, one for you and one for your student(s), and we will forward a copy to the Registrar's office for final processing.
- ✓ Our office will process within one week of receiving the contract.
- ✓ The student will remain in the original course section; however, their status will change - CR to HN.
- ✓ Make sure that you meet with all of your Honors options students before the reversal deadline date.
Last date to reverse the Honors Options –
 - 16 week classes: **November 18, 2011,**
 - 8 week classes:
 - first 8 week class - **October 3, 2011**
 - second 8 week class - **November 28, 2011**
- ✓ A student who fails to complete the work, who does not drop the Honors section, and who does not add back into the regular section by the deadline date for reversal, will receive a one-grade penalty for the Honors grade. For example, such a student may complete the requirements for the regular section with a "B," but for failing to complete the Honors part, that student would receive a "C" as his/her final grade.

➤ **Compensation:**

- ✓ The **Compensation Form** may be found on the MAC website under Faculty/Staff Resources and will be sent out via email.
- ✓ You need to submit a *Compensation Form* around after 2/3 or 12th week of the class has been completed but before the beginning of the next semester. You will receive independent compensation pay rate for the time that you contributed.
- ✓ A class list is no longer needed. We will verify this in our office.
- ✓ These Honors projects can be very rewarding to both you and your student(s), but if you leave the student(s) too unstructured or you attempt projects with too many students you may not be as pleased with your participation as you should be.

➤ **Requirements for graduating from the Honors Program:**

- ✓ Have an accumulative GPA of at least 3.00 upon submission of the graduation application
- ✓ Complete at least 12 hours of Honors credit;
- ✓ Make no grade below a "B" in any Honors course
- ✓ **Schedule an exit interview with the Honors Director during the semester of graduation, at least two weeks prior to the graduation date.**

- **One final note:** If you enjoy working with this type of student, we already have in place a one hour READINGS IN HONORS and a one hour RESEARCH IN HONORS that any instructor may offer students. If this summer, for example, you read a book or two that really impacted you, why not share that with a group of students?

Revised - 7/19/2011