Departmental Honors Handbook
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OVERVIEW: DEPARTMENTAL HONORS PROGRAM

The Honors experience at UNCW is designed to attract and retain academically talented students, offering a powerful learning experience by encouraging curiosity, critical thinking, and independent work skills, and by developing a community of honors scholars on campus. The Honors College is committed to offering opportunities to students as they pursue their academic passions in college. The vision of the College is to encourage and support life-long learning, including a global perspective.

The Departmental Honors Program at UNCW has been a capstone academic experience for UNCW students since the 1960s; the first honors graduates completed projects in Education, Math and Biology in 1965-6.

Departmental Honors provides the opportunity for superior students to engage in an advanced individual scholarly project in a specialized area under the supervision of a tenured or tenure-track faculty member in the student's major field. Graduation with Departmental Honors is a signal honor that is recognized on the student's diploma.

This booklet describes the guidelines and requirements of Departmental Honors which is under the oversight of the UNCW Honors College. The booklet also contains suggestions related to oral defense procedures, samples of application forms and a mock title page, and a checklist for the student and the faculty supervisor.

What is an Honors Project?

Honors work, designated as “499” in the academic major, involves independent study under the supervision of a faculty member in the student's major field. This independent study should be outstanding scholarly work appropriate to the academic standards of the student's major discipline. Honors work is completed in two 3-credit hour semesters or three 2-hour semesters.
The results of the Honors work are summarized in a paper and presented orally before an examining committee. Students usually register for departmental honors in their last two or three semesters at UNCW. However, a student may begin in the junior year. In fact, students are encouraged to begin their Honors work as soon as possible; two semesters is not enough time for some projects. Many students take Directed Individual Study (491) to prepare for Honors (499).

Content of a Departmental Honors Project

Departmental Honors work represents scholarship that goes beyond the requirements and expectations for typical majors. The specific project and its content and methods are the choice of the faculty supervisor and student. Research projects are appropriate in all disciplines. Other types of scholarly activity, such as artistic performances or exhibitions, creative writing, or applications of research, may be appropriate for some majors as long as the project is grounded in the scholarship of the discipline and includes a critical evaluation.

Departments and Schools are urged to set guidelines for appropriate projects. Faculty in the academic area should discuss the guidelines for appropriate projects in that discipline and reach consensus regarding the expectations for projects.

In all cases, the project should have as its foundation a critical review of the literature that places the scholarly question or hypothesis in that academic context. In all cases, the project must be approved by the department chair and an oral exam and a written record, such as a research paper or project description, are required. Note: A critical reflection section is required as a section of the written record beginning Fall 2012 (to meet the requirements of the University Studies “Explorations Beyond the Classroom” component).

Eligibility for Departmental Honors

To enroll in Departmental Honors, the student must have

- earned at least 74 semester hours of credit
- earned a quality point average of 3.2 or higher on all college work attempted (including transfer hours and hours earned abroad)
- completed at least 30 semester hours at UNCW with a 3.2 or higher quality point average,
- a departmental supervisor for the project, and
- been recommended by their Department Chair

Students may apply during the semester they complete the hours requirement to begin for the subsequent semester. Students determined ineligible to enroll may appeal the decision to the Honors Faculty Council through the director of the Honors College.

Academic departments or schools may require a higher grade point average for eligibility for Departmental Honors in their discipline. For both FST and NSG, students must have at least 74 hours and a GPA of 3.5 or higher on all college work attempted. In addition, FST majors must “pitch” their projects to the FST faculty for approval the semester before registration for 499. Please see the FST office of chair for details and dates (also see pg. 23).

NOTE: Students in the 4-year honors curriculum who are pursing Departmental Honors as a requirement for graduation with University Honors must have a minimum 3.5 GPA at UNCW to earn that distinction.
ENROLLING IN DEPARTMENTAL HONORS

Students considering departmental honors work should discuss project ideas with faculty members in the major department in the semester(s) before departmental honors work begins. A faculty supervisor and a topic for the project must be selected in advance of the student’s formal application. Only tenured or tenure track faculty are eligible to supervise honors projects.

FORMAL ENROLLMENT PROCESS:

NOTE: ALL MATERIALS must be received in the Honors College Office (second floor Randall Library) prior to the last day to register for classes in the semester in which enrollment in 499 work begins (i.e., the last day of add-drop!).

1. The student obtains Departmental Honors Application Form (DH-1) from the Honors College Office and submits the completed form to the Honors College Office. The director of the Honors College notifies the faculty supervisor of the student’s eligibility. In cases of a determination of ineligibility, the advisor may appeal to the Honors Faculty Advisory Council.

2. Upon the determination of eligibility to enroll, the Honors College sends a copy of the Application Form (DH-1) and Permission to Enroll in Departmental Honors Form (DH-2) to the student's faculty supervisor for completion. Form DH-2 is a description of the project topic and sets the membership of the examination committee.

3. The student and faculty supervisor select an examination committee. These faculty are identified on the DH-2 form, and should be contacted before the DH-2 form is submitted to make sure they agree to serve. They do not need to sign the DH-2 form.

4. Once it is completed and signed by the Department Chair, the supervisor forwards form DH-2 to the director of the Honors College who informs the Registrar to enroll the student in honors work. Registration for 499 is never done through SEANET. (The Honors office sends a copy of form DH-2 to the faculty supervisor.)

5. During the initial semester of 499, the student and faculty supervisor complete form DH-3- the Honors Project Plan and Committee approval. This must be turned in to the Honors Office by Reading Day of the initial semester. This is required for continuation of the honors project.

6. After the first semester of 499, the Registrar automatically enrolls the students in subsequent 499 semester(s). No additional paperwork is needed. Registration for 499 is never done through SEANET.

7. The Honors director assigns an Honors Faculty Advisory Council member to the project to assist the process in its formal aspects and serve as liaison at the oral defense. This is done in the final 499 semester.
A. Roles and Responsibilities

After enrolling in departmental honors (499), the student and faculty supervisor collaborate as appropriate to carry out the project. During the course of the project, the following roles and responsibilities come into play:

The Student

- Ultimately, the honors project is the student's responsibility. The scholarly work and written paper are to be carried out by the student in consultation with the faculty supervisor, using the guidelines presented in this handbook. Though the faculty supervisor, the Honors Council liaison, and the Director of the Honors College are available to assist the student at any point, it is the responsibility of the student to know and meet all appropriate deadlines.

- The student is responsible for familiarizing himself or herself with the responsibilities of the other project members (see below), and providing necessary information to them (e.g., date for defense, paper to committee, notifications to faculty representative/liaison).

The Faculty Supervisor

- All tenured and tenure-track faculty members are eligible to supervise honors projects. The supervisor is responsible for guiding the student in the selection of a worthwhile and feasible project that can be completed in the time available.

- To ensure successful completion of a project, the supervisor should arrange for regular meetings, typically once a week, to discuss the student's progress. The supervisor should address failure to make satisfactory progress promptly.

- Providing feedback throughout the semesters is vital to keep the project on track. The DH-3 form in the initial semester of 499 is used to provide formal feedback and clarify expectations.

- The faculty supervisor is responsible for helping the student set the date and location of the oral examination.

- The supervisor determines the grade, but should consider the advice of the members of the student’s committee. If the committee members should change, the faculty supervisor must notify the Honors Office.

The Examinining Committee/Faculty Committee

- At a minimum, the examining committee is responsible for: (1) meeting at least once with the student in the initial semester; (2) reading the honors paper; (3) making constructive
comments on the paper, and (4) providing a challenging and constructive experience at the oral examination.

**Note:** The student and faculty supervisor select an examination committee together. At least three faculty members are required: the faculty supervisor, one other faculty member from the student’s major department, and one faculty member from a discipline other than the major. Committee members must be members of the UNCW Faculty as defined in the Faculty Handbook and are required to be tenured or tenure track faculty members.

While a 3-person committee is allowed, the Honors College recommends that the committee be composed of four members whenever possible, especially to include an additional faculty member from the student’s major department. If the student does have a larger committee, at the recommendation of the faculty supervisor and the department chair of the student’s major department, Honors will approve one non-tenured (or non-tenure track) faculty or staff member who has particular expertise in the subject area for full membership on the committee.

**“The Bottom Line”:** There must always be at least three tenured (or tenure-track) faculty on the committee (this includes the faculty supervisor). If there are four members, the fourth member may be from the major area, from outside the major area, tenured/tenure track, or non-tenure track.

**The Faculty Representative (Liaison) of the Honors Faculty Advisory Council**

The faculty representative/liaison from the Honors Faculty Advisory Council serves as a consultant and liaison for both the faculty supervisor and the student during the final semester of the Honors project. The faculty representative from the Honors Faculty Advisory Council will be assigned in the student’s final semester and both student and supervisor will receive email notification.

- The representative is responsible for ensuring that all formal requirements of the Departmental Honors Program are met and, in particular that the final copies of the honors paper meet described requirements.

- The student should forward an electronic copy of the honors paper to the faculty representative/liaison for review. **This review must be done before the student makes final copies on 100% cotton fiber.**

- The student must invite the faculty representative/liaison to the oral defense, and the liaison should try to attend (or ask the honors director to appoint a substitute). The liaison need not be an active participant in the examination unless he or she is **also** appointed as one of the members of the Examining Committee on Form DH-2.

- At the defense, the faculty representative/liaison will complete a short assessment form related to the oral presentation. The faculty representative/liaison will return the form to the Honors College, and it does not play a role in the student’s grade.
B. Completing the Project and Paperwork

Scheduling the Oral Exam:

When the student has completed the scholarly work and written the paper to the satisfaction of the faculty supervisor, he or she will provide a preliminary draft to the examining committee 2 weeks prior to the examination date. This gives the committee members the opportunity to read the paper and make comments. The committee members should forward their comments to the student no later than one week before the examination date. The final draft of the paper should be provided to the committee members no later than two days before the examination date.

_The oral examination may be held no later than Reading Day in the semester that the student is to receive a grade for the honors project._ The student may bring 3 copies of the title page (on 100% cotton fiber paper) to the oral exam for signatures if the faculty representative/liaison has approved the format of the title page.

The faculty supervisor will help the student schedule a room for the defense in a location convenient for examining committee members.

The Final Paper:

A completed and _signed_ title page signifies completion of a successful oral exam. Three copies of the title page (one for each copy of the thesis, one loose copy for the Honors Office), each signed by the faculty supervisor and the members of the examining committee and the department chair, as well as the Honors Council faculty representative/liaison, are required.

After all approval signatures are obtained, the student turns the copies in to the director of the Honors College. The director acknowledges their receipt by signing the title pages and forwarding a memo to the Registrar indicating that all requirements for departmental honors have been successfully completed.

One copy of the project is held in the Randall Library General Collection while the other remains in the Randall Library Archives. We suggest that the student provide a copy to the faculty supervisor, and that the student keep a final copy for him or herself.

_The bound copies are due in the Honors Office by noon on the last day of exams during the final semester of 499._ The student will also be asked to complete an online survey as an exit interview.

Beginning Fall 2012, students will also be required to submit a .pdf or .doc/.docx version of the entire paper for digital archiving. Students will be asked to complete a release form so that the honors project can be added to a searchable database.

Grading Departmental Honors:

In the first semester(s) of 499, a grade of _IP_ (in progress) will appear on the student's transcript. This IP grade does not negatively impact the student’s GPA or Dean’s List recognition.
At the end of the 499 project, he faculty supervisor assigns one grade for all 6 hours of 499 work through a memo (email) submitted to the Honors College director. **499 grades may not be submitted over SEANET.** Instead, a grade for all six credits of 499 work is submitted **one time only** at the end of the last semester in which the student is enrolled in the Departmental Honors Program and only upon completion of all the requirements and requisite Departmental Honors forms.

No grade is recorded prior to that time, although it is **strongly suggested** that the supervisor give evaluative feedback to the student after the initial semester(s). This will help ensure the project progresses as planned. In fact, this is one function of the DH-3 form.

If the final 499 grade is B (3.0) or better, the Registrar records six semester hours of 499 honors work in the area of concentration with that grade. If the grade is below B, the work will not count as honors; a student receiving a grade of B- or lower will be given no more than three hours of 491 credit (with the assigned grade) and will not graduate with honors. Credit hours received for honors work are used in the calculation of the student's quality point average and the hours are counted towards the 124 required for graduation.
THE HONORS PROJECT PAPER- Formatting Guidelines

1. The paper must be typewritten, double-spaced, on one side only of 8 1/2 x 11 inch paper. The left margin, including the title page, tables and figures, must be 1 1/2 inch; the others must be at least 1 inch. The font must be 10 or 12 pitch.

2. The parts of the paper should be arranged in the following way:

- The title page of the paper, prepared according to the form of the sample below.
- The table of contents, suggested, but not required.
- An abstract (not more than 150 words) is required.
- Any prefatory remarks, including acknowledgments.
- The text, numbered consecutively in the upper right hand corner, at top right hand margin.
- “Critical Reflection” section.
- The form of the paper with regard to reference notes, bibliography, quotations, pagination, etc., should be in accordance with the style that is generally accepted in the particular discipline for a final published work (e.g. APA, MLA style).
- Note on Figures and Tables: As the Honors Project paper is a publication, figures and tables are typically included “within” the body of the paper, rather than attached to the end of the paper. Each Table or Figure should be on a separate page – on the page after it is referred to in the text for the first time.
- Note: There is NO running head on any of the parts of the paper.
- Note: There is NO page number on the title page.

3. Two copies for the library must be printed on 100% cotton fiber paper. Dittos on campus will ordinarily bind the two copies in a transparent cover through which the title page shows. The Honors College will pay for the binding (not copying) of these two copies. Any additional bound copies of the paper must be paid for by the student. If the project is too large to be bound by Dittos, the student should have the copies bound at a copy center off campus and Honors will cover the cost of binding with proof of purchase (receipt). Please contact the Honors Office should this happen.

4. One .pdf or .doc/.docx file of the entire paper is to be submitted to Honors at the same time the paper copies are submitted. Submit to Honors@uncw.edu
BEST PRACTICES AND SUGGESTIONS: 
HONORS PAPER, MEETINGS, AND DEFENSE

SUGGESTIONS FOR FORMAT AND SCOPE OF PAPER

While the content and style of the honors project appropriately vary across disciplines, there are common features across areas. The honors project represents a comprehensive scholarly work in the student’s major area. By definition, it is more than a semester project or term paper, and thus goes beyond the scope of an independent study class (DIS) or regularly offered class in the student’s major. By definition, the project is more than a literature review, though it should include a thorough review of the literature. By definition, it goes beyond the requirements for the major.

**BEST PRACTICE:** Individual departments are urged to discuss the content, format, and style of honors projects that would be acceptable and appropriate for that discipline.

**BEST PRACTICE:** While the honors project need not be a scientific research paper, this model is useful for any discipline and outlined below.

- **Abstract/Summary:** A summary paragraph or abstract presented at the beginning of the honors paper is required.

- **Introduction:** The honors project typically involves extensive background research and reading -- regardless of the major area. This should be reflected in an Introduction, Background, or Literature Review section. The purpose, hypothesis or goal of the project should be clearly stated.

- **Methods/Procedures:** The student should describe how the project was conducted, as in a methods and materials section.

- **Results/Findings/Product:** There should be a section for presentation of the “meat” of the project—whether that includes statistical analysis of empirical data, the text of the musical score, a critical review of particular works of literature, a collection of short stories, or a film.

- **Discussion/Conclusions:** There should also be discussion and analysis of the findings of the project with a section considering whether the goal(s) of the project were met.

- **Critical Reflection:** All students must include a critical reflection section in the paper (or email it to honors@uncw.edu before graduation). The prompts for the critical reflections include discussion of relevant theories, ideas, and skills that you were able to apply while conducting your honors project; a description and discussion of the experience of conducting the project; and an analysis of the implications of what you learned while doing the project. Specific instructions are at the end of this booklet and on the web.
**SUGGESTIONS FOR MEETINGS**

While there are not formal requirements for the faculty mentor and the student to meet every week, most honors project teams find it helpful to set a specific time to meet every week or every other week. In addition, while there are no formal requirements for what the student should have completed each semester he or she is taking 499, most students and faculty find it beneficial to set mid-project deadlines. This helps identify problems before they occur.

**BEST PRACTICE:** The student and faculty member should try to meet each week and have specific assignments due.

**BEST PRACTICE:** If there are several students enrolled in 499 in the same department, we encourage them to meet informally with each other and share ideas to help each other succeed.

By the end of the initial semester of 499, the student is required to complete the DH-3 form with his or her faculty supervisor and committee. The student-supervisor team will develop a formal honors project plan, and submit that to the Honors office by Reading Day of the initial semester. In addition, the student must meet with the faculty committee (separately or together) during the initial semester to amplify on the goals of the project. Faculty committee members provide signatures on the DH-3 form to indicate that they understand the goals of the project.

**BEST PRACTICE:** We encourage a group meeting with the full committee during the first semester. Even better is for the student to formally present the honors project idea and indicate the steps already completed, then ask for suggestions.

There may need to be changes to the project as originally proposed and as long as the faculty member and committee are in agreement about minor changes, no additional paperwork needs to be done.

**SUGGESTIONS FOR FINAL PAPER**

The student should have a supervisor-approved draft to the faculty committee 2 weeks before the oral exam date (which should be no later than Reading Day of the project completion semester). The purpose of the lead time is to allow the faculty members a week to review the paper, give comments back to the student and supervisor, and then give the student time to make changes before the oral defense.

For the paper, the student may use whatever publication style is appropriate for the discipline. It is the responsibility of the student and faculty committee to make sure the student has followed the appropriate style for the discipline, and the student is responsible for proof-reading.

**BEST PRACTICE:** The student must not submit a draft of the honors paper to the faculty committee until the honors supervisor has approved the draft.
The Honors Council faculty representative/liaison must review the supervisor-approved draft for general style format before the student makes 100% cotton copies of the title page to take to the defense. Be sure to invite the liaison to the defense.

**BEST PRACTICE:** The student should make contact with the Honors Council Faculty Representative/Liaison early in the last semester of 499.

It is the charge of the faculty committee to provide feedback on the written paper and a challenging oral exam for the student. While there is not one set oral defense format, most defenses use a format similar to that of a master’s thesis defense.

**SUGGESTIONS FOR THE ORAL DEFENSE**

It is the student’s responsibility to set the date and location of the defense in consultation with the faculty supervisor and committee members, and to convey that information to the Honors Office.

**BEST PRACTICE:** Schedule a 2-hour block for the defense in a location convenient for the committee.

The defense typically has three parts. First, the student presents an overview of the project, either to a public audience or to the faculty committee alone. Many departments schedule an open defense so that other students and faculty can hear a general overview of the project and then ask general questions about the project. This is the **BEST PRACTICE** because it allows:

- the student to hone his or her formal presentation skills,
- the student to develop a formal multimedia presentation if appropriate,
- other students the opportunity to see an honors defense,
- faculty to become better acquainted with each other’s scholarly interests, and
- the department to ensure consistent standards for departmental honors projects.

Second, the committee meets alone with the student and discusses the project and its implications to ensure that the student can defend his or her work at a junior colleague level. While this is meant to be a challenging experience for the student, if the student is well prepared, it can actually be an enjoyable intellectual experience!

Finally, after the committee has asked all its questions of the student, the student is asked to leave the room so the faculty can deliberate about the student’s demonstrated grasp of the project.

The signatures on the title page itself indicate that the student passed the oral defense successfully. In some cases, there may be extensive suggestions to the paper, and the faculty supervisor and committee may wait to sign the title page after those changes are complete.

**BEST PRACTICE:** Have an open/public presentation before the committee and student meet separately.
**BEST PRACTICE:** While grading the 499 hours is the sole responsibility of the faculty supervisor, the supervisor will ask for input about the paper from the committee who may make suggestions for improvement.

**Final Reminders**

- Final copies of the paper on 100% cotton paper should not be made until after the oral defense, as changes are typically necessary.

- Cotton paper can be purchased at the campus bookstore or other office supply stores. It may be more economical for two honors students to buy a ream of paper to use for the required cotton copies. Students can take the paper to a copy store and have copies made- this may be cheaper than having the copy store provide the cotton paper.

- Once all signatures (except that of the Honors Director) are obtained, students can take the two required copies to Dittos on campus for binding- two copies are bound at no charge to the student. Typically this is a quick process and usually the student can wait while the binding is done. The copies, plus an extra title page with original signatures, must be turned in to the Honors Office by noon of the last day of exams.

**Grading**

Only one grade is assigned for the 499 project- during the semester the project is completed. Since the honors project spans at least two semesters, an IP (in progress) score is submitted by the registrar and shows on the transcript until the final grade is turned in. This IP score does not affect the student’s GPA.

The honors project is graded using the same grading scale as other classes and so +/- may be used as appropriate. Because the grade can only be released after the honors director notifies the registrar that student has turned in all bound copies of the project, the faculty supervisor should email or memo the student’s grade to the Honors College Director- SEANET will not work for assigning the grade.

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**Honors Medallion Ceremony in 2006**

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HUMAN AND NONHUMAN SUBJECTS GUIDELINES

If the Honors Project involves research with human subjects (meaning you are collecting information from people, such as doing interviews or surveys), the student and advisor need to talk about how to proceed. Some research involving human subjects must be reviewed and approved by a committee on campus called the Institutional Review Board or IRB. Remember the Honors Project paper is a publication and hopefully the results will be presented at a discipline or undergraduate research conference.

Undergraduate research that will be published or presented at a conference requires IRB review; in addition, all research with human subjects that is conducted off-campus requires IRB review. The IRB must approve the project before you begin contacting subjects.

To get started, the student will have to identify a UNCW faculty or staff member who is willing to serve as the principal investigator of the project (likely the honors faculty supervisor). Please refer to the Office of Research Services website for the appropriate forms and online training courses needed.

If the research will involve experiments using live, vertebrate animals, a committee called the Institutional Animal Care and Use Committee or IACUC must approve the project before any animals can be studied. Please refer to the Office of Research Services website for the appropriate forms and online training courses needed.

Office of Research Services Website: http://uncw.edu/ors/index.html

2010 Departmental Honors Graduates
UNCW DEPARTMENTAL HONORS CHECKLIST

Quick Checklist for Student and Faculty Supervisor

___ DH-1 Form completed, signed and filed in Honors College office by student (hours and GPA check)

___ DH-2 Form and copy of approved DH-1 form sent to faculty supervisor

___ DH-2 Form completed by supervisor and student, signed by department chair (or Dean); returned to Honors Office before the last day of drop/add.

___ Director of Honors College informs Registrar to enroll student in 499.

___ Start the Project! Schedule regular meetings!

___ Complete DH-3 Form during initial semester. Turn in to Honors Office by Reading Day.

___ Keep doing the Project! Schedule regular meetings!

___ Schedule oral examination with faculty committee by Reading Day of final semester.

___ Three copies of Title Page signed by faculty supervisor, committee, and Honors Council representative; two are bound with papers; one extra title page; two bound copies of paper turned in to Honors College, director signs title page and sends memo to registrar; paper filed in library. Copies are due by noon on the last day of exams.

___ Email or turn in PDF or DOC/DOCX file of entire paper by noon on the last day of exams.

___ Email critical reflection to honors@uncw.edu if it was not in the paper. Due before graduation.

___ Supervisor emails honors director with grade (can not be graded on SEANET). Honors director informs Registrar of grade and that paper has been turned in.

___ Celebrate graduation with honors! “Medallioning” ceremony for graduates and supervisors each Spring and Fall semester.
The Honors Global Citizen Recognition is an option for students completing University or Departmental Honors that encourages students to make global discoveries on campus and abroad. To qualify for this distinction, students must:

- Maintain the required honors GPA on all college work attempted in the US or abroad.
- Develop and complete an honors project (499) that shows active engagement with global issues, such as an increased awareness of international issues, understanding of global interdependence, or demonstration of global citizenship. Proposals must be reviewed by the Office of International Programs and Honors College, and application is done through the Departmental Honors application process described on the Honors website.
- Earn at least 6 student credit hours in a UNCW-approved education abroad program.
- Complete at least the 202 level, or equivalent, of a foreign language with a C or better grade.
- Complete at least one HON seminar with global content. These classes may be selected from an approved list maintained on the Honors website.
- Complete nine additional hours of 3-credit hour courses with global content with a C or better in each. These classes may be selected from courses approved for the International Studies major or minor, or from the university studies courses approved for global content. At least two disciplinary areas must be represented.

2011 Departmental Honors Recipients
GPA Requirements to Graduate with Honors
To graduate with honors, a student must successfully complete the Departmental Honors Program and have at least a 3.2 quality point average over all college work at the time of graduation. A student who does not retain an overall average of at least 3.2, however, will still receive credit for the honors project, but will not graduate with honors. [Note 3.5 required for NSG and FST, and 3.5 required for University Honors distinction.]

Incomplete
If the student will be unable to complete the project as indicated on Form DH-2, the faculty supervisor should inform the director of the Honors College as soon as possible and assign a grade of incomplete. Please inform the Registrar and the director of the Honors College as soon as actual completion date is known.

Withdrawal From Departmental Honors
If a student is doing satisfactory work but has to withdraw, from 499, the faculty supervisor may assign the student a letter grade (A, A-, B+, C, etc.) and credit for an appropriate number of hours (0 to 3) of 491 Directed Individual Study. The faculty supervisor will state in writing the reason for the change, and notify the director of the Honors College. There is a form to complete to Request Withdrawal from 499 and to assign any 491 credit- this can be obtained from the Honors Director. Please notify the Honors Director as soon as possible as withdrawal may affect financial aid, tuition, etc.

Double Majors
Departmental Honors is earned in the student's major area, e.g., the student graduates with departmental honors in psychology. If a student is double majoring, honors can be earned in either or both majors. To earn honors in both majors, the student must complete two separate honors projects.

Interdisciplinary Projects
Sometimes a student is majoring in one discipline and conducting research in a related area. An honors project may be co-chaired by faculty supervisors in both areas (e.g., history and English). If the student is majoring in history, the student will graduate with honors in history. Thus, the history professor must be noted as the student's primary chair and the instructor of record. If the English professor is playing a key role in supervising the research, then both professors should be noted as co-chairs on the DH-2 form and on the title page of the honors paper. (Chairs from both departments should sign the DH-2 form). Because the student is earning honors in history, there should be three history professors on the committee (counting the co-chair) and the English professor serves as the co-chair and outside major department committee member. The student may elect to have an additional committee member(s) from English (or another discipline).

Faculty Supervisor Changes
If the faculty supervisor changes after the student is already registered for 499, the chair of the department should notify the director of the Honors College in writing. The faculty supervisor should also notify the Honors office about any changes in committee membership.
Final Reflective Paper: All honors students must turn in the final reflective paper after the project is completed. This is due by the time the bound copies of the final honors paper are turned in to the Honors Office. This is effective for students beginning honors projects in Spring 2012.

**BEST PRACTICE:** We urge you to make this a section of your honors paper. Title it “Reflection” and insert it at the end of the paper.

Alternatively you may submit reflections to honors@uncw.edu before graduation. Include the date, your name and the title of your honors paper at the top of your reflection.

**Reflection Prompts**

Answer the following questions about your **DEPARTMENTAL HONORS PROJECT** (XXX 499). Be thoughtful and detailed about your analysis. Don’t confine your answers to positive experiences; reflection on experiences that didn’t turn out as planned is also valuable.

1. **Prior Learning**
   a. Discuss the relevant theories, ideas, and skills that you were able to apply while conducting your honors project or that helped guide this experience.

2. **Present Experience**
   a. Describe two things you did for your honors project and examine the results of these actions on your project, on others, on the discipline in general, and on yourself (whether intended or not).

   b. Discuss any assumptions or conceptions (about yourself, others, or how things work) that were confirmed or contradicted by your experience doing an honors project.

3. **Your Future**
   a. Analyze the implications of what you learned while conducting an honors project for your future.

   b. Discuss the pros and cons of applied learning as it relates to your learning style.
Sample Title Page

TITLE (ALL CAPS)

By

Author (Full Name)

A paper submitted in partial fulfillment of the requirements to complete Honors in the Department [School] of (Your Department or School Here).

Approved By:

Examining Committee:

(Type name of Faculty Supervisor)
Faculty Supervisor

(Type Name of Committee Member)

(Type Name of Committee Member)

(Type Name of Committee Member)

(Type Name of Chair/Director)
Chair [Director], Department [School]

Honors Council Representative

Director of the Honors Scholars College

University of North Carolina Wilmington

Wilmington, North Carolina

(Month Year- not in parentheses)
UNCW Application For Departmental Honors

A student who has a quality point average of 3.2 or better (including all courses attempted at all previous institutions) over the first 74 hours, and who has completed at least 30 hours at UNCW, is eligible to apply for admission to Departmental Honors. This involves independent study in the area of concentration, a paper reporting the results of the project, and an oral examination. Departmental Honors is not intended to replace any specific required courses.

Departmental Honors requires that a student completes six hours of honors work as 499 over the last two or three semesters, with a maximum of three semester hours in any one semester. Departmental honors may begin either at the beginning of the second semester of the junior year (on completion of 74 hours) or at the beginning of the first semester senior year.

In order to graduate with departmental honors, a student must successfully complete the program and have a 3.2 quality point average over all college work at the time of graduation. A student who does not retain an overall 3.2, however, may still receive credit for the honors project.

NAME
(Print) Last First Middle Date

SID# Area of Concentration

When do you plan to graduate?

Do you plan to do Departmental Honors in 2 or 3 semesters?

Semester in which you plan to begin Departmental Honors

Have you completed (or plan to complete) the first two years of the Honors Scholars Program?

Name of Departmental Honors Faculty Supervisor

Student Signature

return form to Honors Program Office

TO BE FILLED IN BY HONORS PROGRAM/REGISTRAR

1. Total number of credit hours (including transfer)

2. Cumulative quality point average (including all previous attempted hours)

3. Number of credit hours at UNCW

4. Quality point average of work at UNCW

Date Registrar

Date Director of Honors Scholars Program
Multiple copies! Please press firmly!

DH-2

UNCW Honors Scholars Program
Permission to Enroll in Departmental Honors

Last               First               Middle                Student ID#

@uncw.edu          ( ) -                Student’s Mailing Address

This student has a declared major in __________, and has permission to register for ___ 499 for a total of 6 semester hours. This work will be done during the following semesters:

Sem. yr.                         Sem. yr.                         Sem. yr.

Title of Project: (Print Clearly or Type)

Description of Project: (Print Clearly or Type; Attach additional sheet if necessary)

Describe requirements for final evaluation in addition to oral defense of project and honors paper:
(Print Clearly or Type)

My Anticipated Graduation Date is Month _____ Year _____ (ie Dec 2010, May 2011 etc)

Faculty Supervisor (Print Name): ____________________________  UNCW ID 85

Faculty Supervisor Email: ____________________________@uncw.edu

ADDITIONAL MEMBERS OF EXAMINING COMMITTEE

Print or Type Name                  Email: ______________@uncw.edu

Print or Type Name                  Outside Department  Email: ______________@uncw.edu

Optional Additional Examining Committee Members:

Print or Type Name                  Department                  Email: ______________@uncw.edu

Print or Type Name                  Department                  Email: ______________@uncw.edu

**Please note: All signatures Supervisor, Chair, and Student, must be signed before the form is returned to the Honors Scholars Program Office for approval.

Student Signature

Faculty Supervisor (Chair, Examining Committee) Signature of Approval:

Signature: Department Chair                  Signature: Honors Director

Print Dept. Chair Name:

Return to director of the Honors Program.

cc: Registrar, Honors Program, Faculty Supervisor, Student, Department Chair Council Representative assigned by Honors Office
Departmental Honors-3 Form (DH3)/ Project Plan

To promote interaction and involvement of the committee members in the project, honors students are required to meet with their committee members (in a group or separately) at least once during the first semester of the 499 project, and document that meeting with signatures on this form. The purpose of this meeting is to provide a more detailed description of the project to the committee. It will also give the committee members a chance to provide recommendations for the project design or execution from the outset of the project. In addition, the student must file a Project Plan on the DH3. The components of the plan may consist of any of the following as determined by the faculty supervisor: outline of paper, timeline and expectations, literature review, or other plan as determined by the faculty supervisor.

DH3 form with signatures from committee members must be submitted to the Honors College office by Reading Day of the initial 499 semester. Registration for subsequent semesters is dependent on this form being filed.

Student’s Name: __________________________ SID: __________________________

Faculty Supervisor: _____________________ 499 in: _____________________ (major)

Semesters of 499 Registration: __________________________

My signature below indicates that I have met with the student at least once this semester to review the goals of the honors project.

Committee Member Signature   Committee Member Printed Name   Date

Committee Member Signature   Committee Member Printed Name   Date

Committee Member Signature   Committee Member Printed Name   Date

Honors Project Plan: Please briefly describe the project plan or expectations. You may provide attachments (e.g., literature review, outline), but this is not required. Attachments should be provided to committee members.

I agree to this plan:

Student Signature   Date

I agree to this plan and my signature indicates that the student has made satisfactory progress this semester:

Faculty Supervisor Signature   Date
Honors in Film Studies (FST)

Conditions in FST 499 regarding all departmental honors projects (including students in University Honors):

1. Students must have a minimum GPA of 3.5 to be eligible to apply.

2. Students who meet the minimum GPA requirement are required to pitch their projects to departmental faculty.

3. The department faculty will determine which Honors projects to support based upon the quality of the pitch and the availability of faculty to supervise Honors projects. This pitch session is required for both Film Studies concentrations – Critical Studies and Production.

4. Decisions of the department faculty are final. There is no appeal.

5. This policy became effective for Fall 2010 applications to FST 499.

Pitch: There will be two pitch sessions per year, one in March and the other in October. The Honors College will be informed about the exact dates and times, along with other pertinent instructions. This same information will be posted on the Film Studies web page and be sent to our students via the listserv. The pitch sessions are first come-first served and will be capped at eight for each semester. Students will be able to sign up in the Film Studies office one week prior to the scheduled pitch date.

The format for the pitch is a ten-minute presentation with visual aids followed by a five-minute Q&A. Hard copy materials must include three copies or 1) a budget and 2) a 1-2 page summary that includes project description, approach, timeline, outcome(s) and required resources. Criteria for selection may include feasibility, preparation, clarity, performance, and faculty and resource availability. The Film Studies faculty will select and assign the student’s Supervisor and Committee Members, unless other departments are filling those roles.

Honors in Film Studies (Production) requires an exceptional and significant applied film-related project that is planned, executed, and completed. In film production, the completed project is the honors thesis, of which the accompanying paper is an essential component. The paper, 10 pages minimum in length, is a review, reflection and critique, and should honor the scholarship and contextual influences that influenced the work, e.g., what filmmakers influenced the project; what theorists inspired the approach and why? Reference citations must be included.

Available equipment and studio space can only be scheduled between the last and first day of class (Summer and December). Editing privileges do not have this time constraint.

Approved FST, Spring 2010