Faculty Handbook for the UNCW Honors College

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The UNCW Honors Scholars College

Mission Statement

UNCW's Honors Scholars College provides opportunities for undergraduates to engage in independent and creative scholarly activity. The Honors College directs the four-year honors curriculum and departmental honors, offers opportunities to develop a global perspective, supports undergraduate research for all UNCW undergraduates, and mentors UNCW students through the application process for national scholarships and fellowships.

The Honors College offers a credit-bearing academic and enrichment Honors curriculum of study with a four-year progression of courses. The Honors College offers specific honors courses and co-curricular activities for students and faculty. These activities have a common thread: to encourage curiosity, critical thinking, and independent work skills, as well as to develop a community of honors scholars on campus. The Honors College also reaches out to all students on campus through CSURF, the Center for the Support of Undergraduate Research and Fellowship. The Honors College works closely with many offices on campus to achieve its mission. The philosophy behind honors programming is one of social and intellectual inspiration. That is, by offering special opportunities to attract and retain academically talented students, the Honors College attempts to model a love of learning and academic excellence from which the entire campus can benefit.

USEFUL NAMES AND CONTACTS

**Honors and CSURF Office:**
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Honors College Overview

The Honors Academic Program

In Fall 1994, UNCW began a four-year honors program to complement the existing senior honors project program that had been in place since the 1960s. In 2011, the Honors Scholars Program transitioned to the Honors Scholars College, and formally incorporated CSURF (the Center for the Support of Undergraduate Research and Fellowships) into the structure of the College.

In the first two years, students take a combination of honors seminars, honors sections of university studies courses, and courses from the regular curriculum. In the last two years, students complete requirements in their major disciplines and participate in independent scholarship in a six-credit senior honors project in their major. Students may successfully complete all four years in honors to graduate with University Honors with honors in their major, or complete the last two years of honors work in their major for Departmental Honors only. Graduation with honors is noted on the transcript and students receive medallions designating graduation with honors.

Honors Scholars: Who are they?

In general, honors students tend to be:
• high achievers in high school;
• intelligent, but not necessarily skilled in all subjects;
• creative; if given the opportunity, they will learn and demonstrate learning in unconventional ways;
• hard-working and motivated;
• self-starters;
• expressive both orally and in writing;
• concerned about grades, as well as learning for its own sake;
• a heterogeneous group, varying in interests, abilities, and success in adjusting to college life.

How do they get into the Honors College?

Students are invited to apply to the honors program as incoming freshman based on their high school performance, SAT or ACT scores, and rank in class. There is a separate application to the Honors College and applications are reviewed by a student and faculty review team. Applicants submit a resume, essay and teacher letter of recommendation.

In addition, any prospective UNCW student may request an application to be considered for Honors. Current UNCW students at the first year and beginning sophomore level may apply based on their GPA or faculty recommendation. Students may begin the program as juniors or seniors in departmental honors based on their GPA, hours completed, and faculty recommendation. Transfer students are also encouraged to apply to Honors, either to the
four-year program or departmental honors only, depending on how many hours they have already earned. Thus, students may begin honors in any year or semester.

Faculty should feel free to recommend their best students for honors courses and departmental honors work. The Honors College office (910.962.3408) can provide more information.

**Honors Scholars Association (HSA) and the Student Honors Advisory Council (SHAC):**

The students have formed their own association that is an official Student Government Association (SGA) organization. As such, they have funds available for activities. They are involved in campus and community service activities as well as social events. HSA has several meetings a semester. The HSA meetings can be a useful network through which to publicize your classroom activities or co-curricular events. Announcements of HSA meetings are placed in the honors calendar and posted in the honors office.

The Honors College has an active Student Honors Advisory Council (SHAC) that meets to discuss issues with the directors. This group includes representation from each class year, as well as the officers of HSA. Students in SHAC regularly invite professors to teas or “faculty-student-get-togethers” each semester.

**Honors Co-Curricular Activities**

An honors education takes place both inside and outside the classroom. Honors Scholars are encouraged to participate in cultural enrichment activities on the campus and in the Wilmington community. Some examples are: the "fall break lyceum" trip in conjunction with the freshman seminars; sponsored speakers and discussion series; field trips; honors teas; and community service projects. Additionally, the Honors College has limited funding to assist students in the purchase of tickets for required cultural events. Honors Scholars are encouraged to participate in campus activities such as tutoring, student government, service organizations, team sports, student clubs, and cultural experiences.

**Honors Residence**

The Honors House is the designated honors residence. The majority of freshman honors students live there. Honors RAs live in the residence hall with the students to organize programming and assist with the students’ adjustment to university life through the honors experience. The Honors House has a 24/7 computer lab and several study lounges. In addition to Honors House, a wing of Seahawk Crossing is designated for honors sophomores and juniors.
Honors Curriculum

In addition to the senior honors project (departmental honors XXX 499- see description on page 16), there are two main types of honors course offerings: honors sections of university studies courses and honors seminars. Honors contract courses are also possible. Course proposal forms are at: http://www.uncw.edu/honors/info/faculty.html

**Honors University Studies Courses**

Each semester, several sections of honors university studies courses are offered on a rotating basis. These sections are normally limited to 20 students to enhance student-faculty interaction. *Any university studies course is eligible to be taught as an honors section.* Faculty teach honors sections as part of the expected workload and thus, the department chair must approve requests to teach honors sections instead of regular sections.

On occasion, if demand exists, upper level courses may be offered as honors sections if the departmental chair is amenable.

**Honors Seminars**

**HON 110 First-Year Interdisciplinary Honors Seminar (3) Prerequisite:** Formal enrollment in the Honors College or consent of the Director. Introduces the honors student to the college experience by direct involvement in research, service and leadership activities. The nature of knowledge; the concept of a university; how a university education changes individuals and affects the future. Includes field experiences, collaborative learning and independent scholarship. Emphasis on discussion; required student projects. HON 110 fulfills the UNCW First-Year Seminar requirement and one of the Information Literacy University Studies requirements.

**HON 120 Honors Enrichment Seminar (1) Prerequisite:** Formal enrollment in the Honors College or consent of the director. Students study a specialty topic and participate in a variety of related enrichment activities on the campus and in the community. By direct contact, students have the opportunity to broaden their educational experience in both traditional and contemporary forums. Discussion and brief written assignments. May be repeated under different subtitles.

**HON 121 Honors Enrichment Seminar: Explorations Beyond the Classroom (1) Prerequisite:** Formal enrollment in the Honors Scholars College or consent of the director. Students study a specialty topic and participate in a variety of related enrichment activities outside the classroom. By direct contract, students have the opportunity to broaden their educational experience in forums that emphasize applied learning. May include travel or field site
experience as a component. Discussion and brief written assignments, including intentional reflection. May be repeated under different subtitles. Satisfies University Studies V: Explorations beyond the classroom.

**HON 191 Introduction to Research and Discovery (1)** Overview of research procedures in discipline areas, including literature searches and data collection. The scientific process and the nature of discovery. Guidance in developing a personal plan for immersion in research and scholarship as an undergraduate. Emphasis is on applied learning and developing basic skills appropriate to the discipline. Offered in different discipline areas such as Sciences, Education, Humanities, Health Professions, Business, Social Sciences and Fine Arts.

- HON 191 is open to any first or second year UNCW student. It satisfies an elective honors hour for Honors Scholars.

**HON 210 Topical Interdisciplinary Honors Seminar (3)** Prerequisite: Formal enrollment in the Honors College or consent of the director. An in-depth investigation of a special topic using the approaches of several disciplines; may be team-taught. Topics and approaches vary. Examples are Brain and Behavior, The Geography of Food, Nature: Literature and Science, Issues in Coastal Management. May be repeated under different subtitles.

**HON 211 Topical Interdisciplinary Honors Seminar: Living in Our Diverse Nation (3)** Prerequisite: Formal enrollment in the Honors Scholars College or consent of the director. An in-depth investigation of a special topic related to the theme “Living in Our Diverse Nation” using the approaches of several disciplines; may be team-taught. Topics and approaches vary. Examples are “The Geography of Race Relations” and “Immigration in the US”. May be repeated under different subtitles. Satisfies University Studies: Living in a Diverse Nation.

**HON 212 Topical Interdisciplinary Honors Seminar: Living in a Global Society (3)** Prerequisite: Formal enrollment in the Honors Scholars College or consent of the director. An in-depth investigation of a special topic related to the theme “Living in a Global Society” using the approaches of several disciplines; may be team-taught. Topics and approaches vary. Examples are “travel and Encounter in the Literature of East Asia” and Brazilian Culture”. May be repeated under different subtitles. Satisfies University Studies: Living in a Global Society.

Honors courses are opportunities for faculty to offer challenging courses in both traditional and innovative formats. They offer a supportive place for faculty to try new teaching techniques, new course material, or interdisciplinary approaches without a lengthy curriculum approval process. The honors seminar can be the place for faculty to teach the courses they've always wanted to teach or respond to specific student course requests.

“Teachers of Honors Scholars are encouraged to be flexible and creative in teaching their subjects. This is a chance to break out of a concern for grades and for the regulations necessary in mass education. Instead this is an opportunity to concentrate on developing long-term benefits, particularly those that derive from the transmission of a basic love for learning.” (from the NCSU Honors Handbook)
**Honors Contract Courses**

Another way to teach at honors level is to contract with a particular student(s) in a regular section of a course. With the mutual agreement of student and faculty (and approval of the department chair and Honors director), any 300 or 400 level departmental course in the student’s major or minor may be offered as an honors course on a contract basis. The student and the faculty member sign a contract at the beginning on the semester (no later than the end of the drop-add period) detailing how the course will be enhanced as an honors experience. This may mean additional in-depth research, projects, co-teaching, scholarly or laboratory work, collaborative teaching, etc. Successful completion of the contract with the student earning at least a B (3.0) in the class would result in the course being designated as “honors” retroactively on the student’s transcript. Please see the appendix for sample Honors Contract Form. Forms are also available at: [http://www.uncw.edu/honors/info/faculty.html](http://www.uncw.edu/honors/info/faculty.html)

Contract courses are ideal for offering your best majors an honors experience in an upper-level class. Completing honors contract courses may be used to help the student to meet the honors requirement as well.

**Other Ways to Earn Honors Credit**

There are additional ways for students to earn honors credit toward the total hours required for honors. These include: additional HON seminars, additional honors sections of university studies, study abroad semester or year, National Student Exchange, honors sections of upper-level (non-University Studies) courses, honors contract class in major or minor, 400/500 cross-listed courses, graduate level coursework, and additional honors project in second major.
Opportunities for Faculty Participation in Honors

- Teaching honors university studies sections
- Teaching honors seminars
- Guest lectures in the Honors First-Year seminar
- Honors contract courses
- Offering an upper level honors section
- Directing senior honors projects (499)
- University College advising for honors students
- Serving as the faculty director for the Honors semester at the University of Swansea in Wales
- Serving on the Honors Faculty Advisory Council
- Acting as an honors coordinator for your academic department
- Designing honors experiences for your academic department - such as
  - Directed Individual Study (DIS) courses which lay the groundwork for more advanced honors projects
  - Departmental or interdisciplinary seminars and/or internships which encourage independent work in research, service or performance
- Assisting with special projects or acting as faculty mentors
- Mentoring a student applying for a national scholarship, fellowship, or award
- Serving on the CSURF Board
- Teaching a HON 191 section

**Faculty Honors Advisory Council**

The Honors Faculty Advisory Council is comprised of twelve faculty members appointed by the Provost. Nominations are made to the Provost by the Faculty Senate Steering Committee based on faculty committee preferences, and recommendations from the Honors director. Membership is based on Senate voting areas and both Colleges and Professional Schools are represented. Ex-officio members are the honors director and associate director, dean of the University College, director of the Center for Teaching Excellence, chair of Academic Standards, the Provost or representative, and the presidents of the Honors Scholars Association and Student Honors Advisory Council. Members serve staggered three year terms.

The Council assists and advises the director on issues of curriculum planning, recruitment and retention of students, scholarship awards, program evaluation, and other student concerns. Members of the Council serve as the representatives of the Honors College on honors senior projects, especially at the oral defense. Faculty interested in serving on the Council should contact the Faculty Senate, their dean or department chair, or the honors director.

Visit Honors on the Web at: [http://www.uncw.edu/honors/](http://www.uncw.edu/honors/)
Center for the Support of Undergraduate Research and Fellowships (CSURF)

Administered by the Honors College, the Center for Support of Undergraduate Research and Fellowships is a resource to coordinate opportunities and information related to UNCW undergraduate research and scholarship. In addition, the Center manages the application and nomination process for national competitive scholarships and fellowships for undergraduates.

Opportunities for undergraduates include: Annual April CSURF Showcase of Undergraduate Research, CSURF Research and Travel Awards, Supply Grants, UNCW Undergraduate Research and Creativity Fellowships, workshops on creating posters, using statistics and graphics packages, and footnoting, plus printing posters for conferences.

The Center is housed near the Honors office in Randall Library, second floor, and is directed by members of the CSURF Faculty Advisory Board.

Visit CSURF on the Web at: http://www.uncw.edu/csurf/
Teaching in Honors

*Characteristics of "Ideal" Honors Courses*

(Adapted from *Beginning in Honors* by Sam Schuman, former President of the National Collegiate Honors Council)

**Size:**
Small sections (5-20 students) allow more discussion and interaction.

**Content and presentation:**

Honors courses typically:

- have less lecturing and predigesting of material by faculty;
- approach the material to be covered more selectively;
- make more use of primary sources and original documents;
- encourage critical thinking and independent scholarship;
- discourage passive note-taking;
- encourage student adventure in learning with focus on open discussion;
- follow a colloquium or seminar format;
- allow professors and students to take risks.

**Work/Assignments:**

Honors courses make greater use of independent scholarship and student-directed projects where possible. It is crucial that they involve not merely *more* work or *harder* work, but more in-depth analysis, creative expression, and work directed to the students' level. As a general rule, instructors should not require substantially more reading. Even though these are capable students, they may not read faster than their peers who are not honors students. In fact, some evidence shows that many honors students read more slowly than average because they read more closely and carefully. *We* tell the students to expect that honors courses will be more challenging than the non-honors sections, but that they are not *harder* just for the sake of being harder.

Because it is our goal to encourage the development of critical thinking and independent work skills, it is entirely appropriate to require more complex and innovative assignments. This may make the course more challenging, but also potentially more rewarding for the students and the faculty. However, this is not the time to teach a graduate seminar, but to offer a more intensive version of an undergraduate course.
**Teacher/student interaction:**

Honors courses usually involve more study of the process of discovery, more feedback on writing and discussions, and more individual attention through more frequent teacher-student conferences and other student-teacher contact out of the classroom. Honors courses encourage us to redefine ourselves as teachers and re-think the line between teachers and learners.

**Grades:**

Honors Scholars are normally students who will be making As and Bs in their regular classes. Since clustering of grades can sometimes pose a problem for instructors, the following observations and guidelines may be helpful.

It is counter to the goals of the Honors College for students to be penalized for taking honors courses. Therefore, to assign grades on the basis of a normal curve would in effect hurt them and be detrimental to student morale. A more reasonable method would be to grade based on comparative performance. If the work done by the student would earn an A or B in a regular section of the same course, it should receive the same grade in an honors course. Theoretically, all students in an honors section could receive an A in the course.

Honors students are typically asked to perform at a higher level than in regular classes. They may be asked for more in-depth class participation, independent work, and analysis. The grades should reflect this higher level of expectations, and take into account the degree of difficulty.

Honors sections and students, on the other hand, are not guaranteed high grades. If a student does not put forth effort or does not achieve the appropriate mastery of the material, the grade should reflect the lack of achievement.

**Who May Take an Honors Course?**

Honors courses are open to students in good standing in the Honors College. All students enrolled in 499 (honors project) are eligible to enroll in honors classes. If space is available, the instructor may request that other students (who have earned at least a 3.3 G.P.A.) be added. Please encourage your best students to try an honors course. If you have a non-
honors student you’d like to join your class, please contact the Honors office so that we can assist with registration.

How Do You Propose an Honors Course?

Each semester, the Honors College distributes course proposal forms to all faculty (see appendix for a sample of this form). Faculty have the opportunity to teach honors sections of university studies courses as well as the freshman seminar (HON 110), and the topical seminars (HON 210/211/212) and enrichment seminars (HON 120/121). Typically, the faculty member(s) involved suggest(s) a course, obtain the approval of the department chair, and then submit the course to the Honors office. From the proposals submitted, courses are chosen by the Associate Director and the Faculty Honors Council based on how they meet the needs of the program in a particular semester.

Faculty teach in honors as part of their regular course load or on an overload basis. When the course is a university studies course, it is taught as part of the faculty member's regular load. Honors seminars (HON prefix) can be taught as part of a faculty member's regular load, or on an overload basis. In all cases, all credit-hour equivalents for honors courses are credited to the department. In the case of team-taught courses, the credit-hour equivalents are divided evenly, and credited to the departments of the participating faculty.

See Appendix for Course Proposal Form----
http://www.uncw.edu/honors/info/faculty.html
What the Honors College Offers Instructors

- the chance to work with highly motivated and talented students
- small classes
- the opportunity to introduce innovations into the classroom
- the chance to work in interdisciplinary teaching teams
- support from the Honors office

Honors Seminar Room: The seminar room in the Honors Office in Randall Library is available for scheduling honors courses. The room may be reserved for additional class meetings or study. There is access to a multimedia system, internet, and smart board.

Funds: The Honors College can often help with funds for class travel, such as van rental for field trips. Also, we have a small trust fund to assist with required activities such as cultural events. If you have any unusual supply requests, we may be able to assist. We can also make copies of your syllabus and class handouts.

Workshops: Each semester, the Honors College offers seminars in honors teaching for new and returning honors instructors. In addition, as needed, we hold a mid-semester meeting to discuss issues of concern. We often offer honors-related lunchtime workshops through the Center for Teaching Excellence.

Center for Teaching Excellence Summer Teaching Initiatives: CTE offers summer teaching initiative grants for developing innovations for teaching existing courses. This is the ideal way to re-tool a university studies class for honors presentation, or to develop an honors seminar.

Conferences: Honors instructors are invited to participate in the National, Regional, and State Honors Council conferences. Honors will typically cover all expenses.
When You teach an Honors Course- Usefull Details

Book orders/Course Forms:

For the HON courses, the honors office can help you with book orders. They should be submitted to the Bookstore just as you would a departmental class.

Honors Calendar:

We publish a monthly calendar of events for honors students on the Honors website. Please feel free to contact the office with any item you would like to see included.

Honors Web Page:

The Honors College web page is: www.uncw.edu/honors
Requirements for Graduation with University Honors

Students who complete all Honors curriculum requirements can earn University Honors with Honors in the major. This is noted on the graduation program, on the transcript and on the diploma. They are required to complete 29/124 hours at honors level (23% of required hours for graduation.) These students complete the following:

(1) Complete at least 12 credit hours of university studies courses honors sections.*
   Students may take more than 12 hours.

(2) Complete 6 credits of "Interdisciplinary Honors Seminars" (HON 110 and HON 210/211/212).*
   Students may take an additional HON 210 seminar to substitute for 3 hours of honors university studies requirements.

(3) Complete 2 credits of "Honors Enrichment Seminar" (HON 120/121)*
   Students may take additional HON 120 as an elective hour toward graduation.

(4) Complete at least 3 additional honors hours.
   Additional ways to earn honors hours include: additional HON seminars, additional honors sections of university studies, study abroad semester or year, National Student Exchange, honors sections of upper-level courses (e.g. not in university studies), honors contract class in major or minor, 400/500 cross-listed courses, graduate level coursework, additional honors project in second major.

(5) Maintain academic eligibility:
   At the completion of 27 credit-hours at UNCW, an overall grade point average of 3.30 or higher in all coursework is required. An overall grade point average of 3.50 or higher must be established by the completion of 58 credit-hours and maintained thereafter.

(6) Earn a minimum of a “C” (2.00) in all honors work (“B” (3.00) in 499 and honors contract courses) and have a 3.00 overall GPA in all honors curriculum coursework. If a student earns a grade below a “C” in an honors university studies course, the grade may count toward that student’s university studies requirements but not toward his or her honors requirements. If that student wishes to complete the honors requirements for
University Honors, he or she must take an additional honors university studies course and earn no lower than a “C.” Students earning below a “C” in HON 210 or HON 120 must take additional seminars, respectively, and earn no lower than a “C.”

(7) Complete requirements for Departmental Honors (XXX 499). The requirements for Departmental Honors are determined by the academic departments, and always include a 6-credit senior honors project. Note: A critical reflection section is required as a section of the written record (to meet the requirements of the University Studies “Explorations Beyond the Classroom” component). This may be included in the paper or it can be emailed to honors@uncw.edu.

*Note: students entering as sophomores or second semester freshmen are required to complete at least one HON 210/211/212 (3 cr.), two credit hours of HON 120/121, at least 9 hours of honors university studies, and 3 additional honors hours or credits [18.5% of hours required for graduation.]

Departmental Honors (XXX 499)

For information about the requirements and procedures for completing departmental honors, please consult A Guide to Departmental Honors for Students and Faculty, available from the Honors Office and at: http://www.uncw.edu/honors.academics/departmental.html

Departmental Honors at UNCW is offered to all UNCW students whether or not they participate in the full 4-year Honors curriculum. Departmental Honors provides the opportunity for students at the junior-senior level to engage in an advanced independent scholarly project in a specialized area under the supervision of a tenured or tenure-track 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, and should be completed in two, 3 credit hour semesters or three, 2 credit hour semesters. A student who fulfills requirements for Departmental Honors will be acknowledged on the graduation program, transcript and diploma.

Students with at least 74 semester hours credit who have a grade point average of 3.2 or better on all college work attempted (includes transfer credit), who have completed at least 30 semester hours of work with a 3.2 or better grade point average at UNCW, and who are recommended by their department chair are eligible to enroll in coursework with a 499 designation which indicates honors work in that discipline. Some academic departments require a higher grade point average for eligibility for Departmental Honors in their discipline. [Note: Students in the 4-year honors curriculum working toward University Honors with Honors in the major are required to have a 3.5.]

Candidates for Departmental Honors may fulfill preparations for senior capstone work beginning in the junior year. Each department or academic unit will determine the appropriate junior level experiences for its majors. Honors Scholars are encouraged to begin planning their Departmental Honors work as soon as possible. The senior honors project is
normally initiated by the student, who will approach a faculty member with an idea for a project. Faculty are also requested to encourage their best students to participate. All tenured or tenure track faculty are eligible to supervise honors projects or serve on honors committees.

The specific project and its content and methods are the choice of the faculty supervisor and student. Research projects are appropriate in all disciplines while artistic performances or exhibitions, internships, or service projects may satisfy a portion of the requirements of the project in some disciplines. In all cases, the project should be grounded in a critical review of the literature and place the scholarly question or hypothesis in that academic context. In addition, an oral exam and a written record, such as a research paper or project description, are always required. Note: A critical reflection section is required to meet the requirements of the University Studies “Explorations Beyond the Classroom” component. This may be included as a section in the paper or it can be emailed to honors@uncw.edu when the final paper is turned in).

Students begin the process to enroll in Departmental Honors by completing the DH-1 form available at the Honors office. Detailed instructions for setting up Departmental Honors projects are explained in the booklet, A Guide to Departmental Honors for Students and Faculty, that can be found online at www.uncw.edu/honors or requested from the Honors office.

After the DH-1 form is approved by the Honors College Director, the DH-2 form is sent to the faculty mentor, and the student and faculty mentor complete this form together. It must be returned to the Honors Office before the end of add-drop during the semester the student wishes to begin departmental honors. Registration is done by the Registrar… not over SEANET.

At the end of the first semester of 499, the student must complete the DH-3 form which includes verification of meeting with the honors committee members.

*Faculty often report that supervising departmental honors projects is a highlight of their teaching experience.*
**UNCW Departmental Honors Checklist**

**Quick Checklist for Student and Faculty Supervisor**

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

___ DH-2 Form and copy of approved DH-1 Form sent to faculty supervisor via campus mail

___ DH-2 Form completed by supervisor and student, signed by department chair; returned to Honors Office by 9 AM on last day of drop/add.

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

___ Do the Project! Schedule regular meetings with student and supervisor.

___ DH3 Form completed and returned to Honors Office by 5:00 pm, on Reading Day of Semester one.

___ Student schedules oral examination with faculty committee by reading day of last semester of 499 registration.

___ Three copies of Title Page signed by faculty supervisor, committee, and Honors Council representative; two bound copies of paper and one PDF version turned in to Honors College, director signs title page and sends memo to registrar; paper filed in library.

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

___ Celebrate graduation with honors! “Medallion” ceremony for graduates and supervisors each Spring and Fall semester.

**Honors Faculty Mentor Award**

The Student Honors Advisory Council (SHAC) of the UNCW Honors College is pleased to sponsor an award designed to honor the practice of mentoring undergraduate honors level research and creative scholarship at the University of North Carolina Wilmington. The award is intended to recognize demonstrated excellence in mentoring undergraduate researchers, to encourage mentoring relationships with undergraduate students, and to convey the campus' high regard for such contributions made by the faculty of the academic and research community. This award is granted to faculty members who mentor undergraduates outside of the classroom, and who are committed to undergraduate research which extends above and beyond the classroom experience.

*Eligibility Criteria:*
Faculty members from all departments are eligible for nomination for the Honors Faculty Mentor Award if they are currently serving as mentors for students who are finishing or have finished their departmental honors project, and will be graduating at the end of the Spring semester. Professors are eligible to be nominated for the award if they have five years of residence at UNCW and have advised at least two University Honors or Departmental Honors graduates previously.

**Selection Criteria:**

Nominations for this award, which can only be made by students who are finishing or have finished their departmental honors project, and will be graduating at the end of this spring semester, should present evidence that the nominee has made a significant contribution to advancing undergraduate research and scholarship. The nominations will be reviewed by a committee comprised of the director of the Honors College, the President and Vice-President of SHAC (unless their faculty supervisors are nominated- in which case two other SHAC members will participate), a member of the Faculty Honors Advisory Council (FHAC), and one other SHAC member not engaged in an honors project.

The Honors College Director will email information about the nomination package and deadlines to 499 students in the spring semester. The recipient of the Honors Faculty Mentor Award will be recognized at the Spring Honors Medallion ceremony.

**Honors Global Citizen Recognition**

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 (3.5) on all college work attempted in the United States 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 Scholars 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.
- 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.
**UNCW Undergraduate Research Scholars**

Many students completing Honors projects are candidates for the UNCW Undergraduate Research Scholars or Distinguished Research Scholars designation. For more information, please see [www.uncw.edu/csrf](http://www.uncw.edu/csrf) and [http://uncw.edu/csrf/UNCWResearchScholars.html](http://uncw.edu/csrf/UNCWResearchScholars.html).

Additional support opportunities may also be available for 499 students at [www.uncw.edu/csrf](http://www.uncw.edu/csrf). For example, there are CSURF Supplies Grants and CSURF Travel Awards.
Honors Course Proposal

Check one: This proposal is for:

- HON 110
- HON 210
- HON 191
- HON120
- HON 211
- HON121
- HON 212
- Honors University Studies
- Other Honors Course (e.g., 300 level) ________________

Semester: ____________  Course Title and Number: ____________________________

Instructor(s), Department, College:

Preferred time(s) of day/week:

Preference for number of students to be enrolled (20 maximum): ________________

What are your classroom needs? (eg, TV w/VCR; multimedia; DVD; internet, computers, smart board, white board, slide projector) __________________________________________

Course Description: Please describe the course you propose to teach- its objectives, expectations, and content. If it is a university studies class, how will it be adapted as an honors course? If it is an honors seminar, please give a description of the topic, disciplines involved, and your approach to the material. You may use attach additional sheets as needed. (This description will be adapted for use in pre-registration materials for students.)

Will this course will be part of the instructor’s standard teaching load? YES  NO

Signature of Chair(s) ____________________________  Date: ________________
**Honors Course Contract Form**

If proposing a team-taught course across departments, both chairs must endorse this proposal.

*Please return to Honors College Office, Randall Library*

---

**HONORS SCHOLARS COLLEGE**

**CONTRACT FOR HONORS CREDIT**

**FOR REGULAR COURSE**

Please type or print carefully

---

**The University of North Carolina Wilmington**

<table>
<thead>
<tr>
<th>Student Name: ______________________</th>
<th>Course: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number: ________________</td>
<td>Semester/Year: ______________</td>
</tr>
<tr>
<td>Phone: ___________________________</td>
<td>Instructor: ________________</td>
</tr>
<tr>
<td>GPA: __________ on__________ hours.</td>
<td></td>
</tr>
</tbody>
</table>

How will this course be adapted for honors credit? Examples: additional reading, scholarly work, research reports, lab work, co-teaching, etc.

---

**To the student:**

1. I am eligible to take honors credit (GPA of 3.3 or better)
2. I understand that in order to earn honors credit for this course, I must earn a grade of B or higher.
3. I agree to complete the above work for honors credit in this course
4. I may be released from this agreement without penalty after consultation with the instructor. I understand that I will be responsible for the completion of all regular course assignments.

---

**Signatures:**

<table>
<thead>
<tr>
<th>Student Name: ______________________</th>
<th>Course: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number: ________________</td>
<td>Semester/Year: ______________</td>
</tr>
<tr>
<td>Phone: ___________________________</td>
<td>Instructor: ________________</td>
</tr>
<tr>
<td>GPA: __________ on__________ hours.</td>
<td></td>
</tr>
</tbody>
</table>

---

**Upon Completion of Course: Honors will contact the Instructor about Honors Credit**

I certify that the student above has successfully completed the designated work and completed this course with a grade of B or better and should receive honors credit for this course.

---

**Accepted:**

<table>
<thead>
<tr>
<th>Honors College Director</th>
<th>Date</th>
</tr>
</thead>
</table>

---

**Upon Completion of Course:**

I certify that the student above has successfully completed the designated work and completed this course with a grade of B or better and should receive honors credit for this course.

---

**Instructor**

---

**Honors College Director**

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Sample Departmental Honors Forms

DH-1 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 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 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 hours.

The DH-1 form can take up to 4 days to review for action. The next form, the Departmental Honors 2 (DH-2) form, will be sent, if all the above criteria are met, to your faculty supervisor to be completed, signed, and then returned to the Honors office. Once the Honors office has signed off on it, we will hand deliver the form to the registrar for your 499 registration.

Name ____________________________  Today’s Date ____________________________
(Print)  Last  First  Middle

Student ID# 85 __________ Student Email ________@uncw.edu  Student Phone# __________

Major (for honors project)

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? (seminars and basic studies) __________

Name of Departmental Honors Faculty Supervisor __________  Supervisor Email Address ________@uncw.edu

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!

UNCW Honors Scholars College
Permission to Enroll in Departmental Honors

Last
First
Middle
85
Student ID# @uncw.edu

Student's UNCW Email
Student's Mailing Address
Cell Phone #

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 2012, May 2013 etc)

Faculty Supervisor (Print Name): ___________
Faculty Supervisor Email: ___________@uncw.edu
UNCW ID 85 ___________

ADDITIONAL MEMBERS OF EXAMINING COMMITTEE
(two tenured or tenure track faculty required-one in major dept., one in outside department)

Print or Type Name: ___________ Major Department: ___________
Email: ___________@uncw.edu

Print or Type Name: ___________ Major 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 College 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 College

c: Registrar, Honors College, Faculty Supervisor, Student, Department Chair
Council Representative assigned by Honors Office
Departmental Honors-3 Form (DH3)

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 Scholars Program 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

_____________________________ _______________________________ ____________

Optional 4th member 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