



# UNCW

## Table of Contents

|   |       |
|---|-------|
| Overview of Departmental Honors Program         | pg 2  |
| Enrolling in the Departmental Honors Program    | pg 3  |
| Carrying out Departmental Honors                | pg 4  |
| The Honors Project Paper                        | pg 6  |
| Suggestions for Honors Project and Oral Defense | pg 7  |
| Human Subjects and IRB Guidelines               | pg 10 |
| UNCW Departmental Honors Checklist              | pg 11 |
| Departmental Honors: What Happens If...?        | pg 12 |
| Sample Title Page                               | pg 13 |
| Sample Honors Defense Reporting Form            | pg 14 |
| Sample DH-1 Form                                | pg 15 |
| Sample DH-2 Form                                | pg 16 |
| Sample DH-3 Form                                | pg 17 |

# UNCW DEPARTMENTAL HONORS PROGRAM

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

Amended Spring 2008

## OVERVIEW: DEPARTMENTAL HONORS PROGRAM

The Departmental Honors Program at UNCW 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 Honors Scholars Program. 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. Generally, students do their work in departmental honors in their last two or three semesters. However, a student may begin in the junior year. In fact, students should be 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) as a preparation for Honors work (499).

### Content of a Departmental Honors Project

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 in some disciplines. Departments 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 be grounded in a critical review of the literature and place 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.*

### Eligibility for Departmental Honors

Students who have earned at least 74 semester hours credit who have a quality point average of 3.2 or higher on *all college work attempted (including transfer hours and hours earned abroad)*, who have completed at least 30 semester hours of work at UNCW with a 3.2 or higher quality point average, and who are recommended by their Department Chair are eligible to enter the Departmental Honors Program. Students may apply during the semester they complete the hours requirement to begin for the subsequent semester. Academic departments or schools may require a higher grade point average for eligibility for Departmental Honors in their discipline. Students determined ineligible to enroll may appeal the decision to the Honors Faculty Advisory Council through the director of the Honors Scholars Program.

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## 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 Program Office prior to the last day to register for classes in the semester in which enrollment in 499 work begins.**

1. The student obtains *Departmental Honors Application Form (DH-1)* from the Honors Scholars Program Office and submits the completed form to the Honors Scholars Program Office. The director of the honors program notifies the supervisor of the student's eligibility. In cases of a determination of ineligibility, the director advises the student and the advisor of the possibility of appeal to the Honors Faculty Advisory Council.
2. Upon the determination of eligibility to enroll, the Honors Scholars Program sends a copy of the *Application Form (DH-1)* and a *Permission to Enroll in Departmental Honors Form (DH-2)* to the student's faculty honors supervisor for completion. Form DH-2 is a description of the project topic and the membership of the examination committee. Form DH-3 is also sent (see below).
3. The student and faculty supervisor select an examination committee. It consists of four faculty members-- including the faculty supervisor, two other faculty members from the student's major discipline and one faculty member from a discipline other than the major. The faculty supervisor completes form DH-2 with the student and obtains approval from the department chair. The faculty supervisor then forwards DH-2 to the director of the Honors Scholars Program. Committee members must be members of the UNCW Faculty as defined in the Faculty Handbook and are expected to be tenured or tenure track faculty members. However, at the recommendation of the faculty supervisor and the department chair of the student's major department, Honors may 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. Signatures on the DH-2 form by the chair and the faculty supervisor indicate recommendation.
4. Upon approval, the supervisor forwards form DH-2 to the director of the Honors Scholars Program, who informs the Registrar who enrolls the student in honors work. The Honors office sends a copy of the *Permission to Enroll in Departmental Honors Form DH-2* to the student, the faculty supervisor, and the department chair.
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 semesters. No additional paperwork is needed. ***Registration for 499 is never done through SEAWEB.***
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. ***This is done in the final 499 semester.***

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## CARRYING OUT DEPARTMENTAL HONORS

## **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 thesis are to be carried out by the student in consultation with the faculty supervisor. Please see the guidelines for the form of the project below. Though the faculty supervisor, the Honors Council representative/liasion and the Director of the Honors Scholars Program 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 and faculty representative/liasion).

### **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. Beginning Fall 2008, Honors requires that the student and supervisor complete the DH-3 form in the initial semester of 499 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 oral examining committee. If the committee members should change, the faculty supervisor must notify the Honors Office.

### **The Examining Committee/Faculty Committee**

The examining committee is responsible for: (1) reading the paper, (2) making constructive comments on the paper, and (3) providing a challenging experience at the oral examination.

The committee consists of four faculty members total- the faculty supervisor, two other faculty members from the student's major discipline 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 expected to be tenured or tenure track faculty members. However, at the recommendation of the faculty supervisor and the department chair of the student's major department, Honors may 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 faculty supervisor must be a tenured (or tenure-track) faculty member in the student's major area.

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

The faculty representative/liasion 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 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/liasion. ***This review should be done before the student makes final copies on 100% cotton fiber.*** 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 student must invite the liaison to the oral defense, and the liaison should try to attend (or ask the honors director to appoint a substitute). Typically the liaison is normally not an active participant in the examination unless he or she is *also* appointed as one of the four members of the Examining Committee on Form DH-2.

## **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 should 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 should 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. The student or faculty supervisor should schedule a location for the oral examination.

### **The Oral Examination/The Bound Project:**

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 representative, are required.

Upon receipt of the two copies of the completed final paper and the extra title page, the Honors Council representative acknowledges by his or her signature that the proper format has been followed. After the Honors Council representative approves the final bound copies of the project and signs the title pages, the student turns the copies in to the director of the Honors Scholars Program. 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 schedule a brief exit interview with the director at this time.

## **Grading Departmental Honors**

The faculty supervisor assigns the grade for 499 work, through a memo (email) submitted to the Honors Program Director. **499 grades may not be submitted over SEAWEB.** 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 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.

If the 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.

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### 2006 University Honors Recipients



## THE HONORS PROJECT PAPER

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 order and form:
  - 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 250 words) is required.
  - Any prefatory remarks, including acknowledgments.
  - The text, numbered consecutively in the upper right hand corner, at top right hand margin.
  - 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 library copies 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 shows. The Honors Program will pay for binding 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.



## **SUGGESTIONS FOR THE HONORS PAPER AND DEFENSE**

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.

While the honors project need not be a scientific research paper, this model may be useful for the student and the faculty member to follow in setting an outline, guidelines and parameters. Individual departments are urged to discuss the content, format, and style of honors projects that would be acceptable and appropriate for that discipline.

### ***Outline***

Abstract/Summary: In addition, 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, the 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.

### ***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.

Beginning Fall 2008, in 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.

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.

### ***Final Paper and Defense***

The student must not submit a draft of the honors paper to the faculty committee until the honors supervisor has approved the draft. 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. ***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.***

The Honors Council representative should 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. 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.

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. Here are suggestions:

- 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 most desirable format because it allows:
  - the student to hone his or her formal presentation skills,
  - the student to develop slides or a multimedia presentation if appropriate,
  - other students the opportunity to see an honors defense,
  - faculty to become better acquainted with each other's scholarly interests,
  - the department to ensure consistent standards for departmental honors projects.
- After the overview, the committee discusses the project and its implications with the student 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!
- 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. 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. 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.

### ***Final Copies***

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 is usually 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 Program Director- SEAWEB will not work for assigning the grade.

### ***IRB and IACUC Information for Undergraduate Honors Projects***

If your Honors Project involves research with human subjects (meaning you are collecting information from people, such as doing interviews or surveys) you should talk with your advisor 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. Undergraduate research that will not be published or presented at a conference does not require IRB review unless it is conducted off-campus. This kind of research must still be reviewed by your advisor to make sure your human participants receive adequate protection.

If your research is to be conducted off-campus or if you plan to publish your results or present them at a conference, the IRB must approve the project before you begin contacting subjects. To get started, you will have to identify a UNCW faculty or staff member who is willing to serve as the principal investigator of the project. Please refer to the IRB website for the appropriate forms and online training course you will need to complete. To access the IRB website, go to the Office of Research Services and Sponsored Programs website ( [www.uncw.edu/orssp/](http://www.uncw.edu/orssp/)) then click on the Human Subjects Research (IRB) link (bottom left).

*If your 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 used. Please refer to the IACUC website for the appropriate forms and online training course you will need to complete. To access the IACUC website, go to the Office of Research Services and Sponsored Programs website ( [www.uncw.edu/orssp/](http://www.uncw.edu/orssp/)) then click on the Animal Care and Use (IACUC) link (bottom left).*

# UNCW DEPARTMENTAL HONORS CHECKLIST

## Quick Checklist for Student and Faculty Supervisor

- \_\_\_ Form DH-1 completed, signed and filed in Honors Scholars Program Office by student (hours and GPA check)
  - \_\_\_ DH-2 form and copy of approved DH-1 form sent to faculty supervisor
  - \_\_\_ Form DH-2 completed by supervisor, student, signed by committee members and department chair (or Dean); returned to Honors Office before the **last day of drop/add**.
  - \_\_\_ Director of Honors Program informs Registrar to enroll student in 499.
  - \_\_\_ Do the Project! Schedule regular meetings!
  - \_\_\_ Complete Form DH-3 during initial semester. Turn in to Honors Office **by Reading Day of initial semester**.
  - \_\_\_ Student/supervisor schedules 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 Scholars Program, director signs title page and sends memo to registrar; paper filed in library. **Copies are due by noon on the last day of exams**.
  - \_\_\_ Supervisor emails honors director with grade (can not be graded on SEAWEB). 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.
-

## DEPARTMENTAL HONORS: WHAT HAPPENS IF...?

### 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.

### 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 Scholars Program as soon as possible and assign a grade of incomplete. Please inform the Registrar and the director of the Honors Scholars Program as soon as actual completion date is known.

### Withdrawal From Departmental Honors

If a student is doing satisfactory work but has to withdraw, the faculty supervisor may assign the student a letter grade (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 Scholars Program. 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 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 Program in writing. The faculty supervisor should also notify the Honors office about any changes in committee membership.

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*Sample Title Page*

NO MAN IS AN ISLAND: A PHILOSOPHICAL ANALYSIS OF INDIVIDUALISM  
IN HOBBS' *LEVIATHAN*

By

Raoul Jackson Stevens

A paper submitted in partial fulfillment of the requirements of the Honors Program in the  
Department of Philosophy and Religion.

Approved By:

Examining Committee:

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John Q. Honors, Ph.D.  
Faculty Supervisor

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Department Chair

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Honors Council Representative

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Director of the Honors Scholars Program

University of North Carolina Wilmington

Wilmington, North Carolina

May 2008

## Report to the Honors Program on the Honors Project Oral Examination

|                                      |                  |                                     |              |
|--------------------------------------|------------------|-------------------------------------|--------------|
| <b>Final Oral Exam for:</b>          |                  | <b>Candidate for (Degree/Major)</b> |              |
| <b>Title:</b>                        |                  |                                     |              |
| <b>Committee Chairperson</b>         | <b>Exam Date</b> | <b>Time</b>                         | <b>Place</b> |
| <b>Honors Council Representative</b> |                  | <b>Department</b>                   |              |

1. Please describe the format of the defense. Was there a(n):
  - Public presentation by student?
  - Question and answer session after public presentation?
  - Separate question and answer session with only student and committee?
  - All committee members present?
  
2. About how many people were in attendance? \_\_\_\_\_  
 About how long was the entire defense? \_\_\_\_\_  
 Was the presentation advertised?  
       NO                    YES (if yes: FLYER, INTERNET, OTHER)                    DON'T KNOW
  
3. Did the student's presentation include:
  - Overhead
  - Powerpoint
  - Handouts
  - Instruments
  - Film
  - Other \_\_\_\_\_
  
4. Do you have any comments for the faculty supervisor or honors program about the defense?  
 Any suggestions?

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please return original to honors program director. Honors will send copy to supervisor with cover letter. Thanks!

**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 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 \_\_\_\_\_ Date \_\_\_\_\_  
(Print) Last First Middle

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

Student Information

Last First Middle Student ID#

Student's UNCW Email Student's UNCW Post Office

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

Registrar's Use Only

Sem. yr. Sem yr. Sem yr.

Project Information

Title of Project: (Print Clearly or Type)

Description of Project: (Print Clearly or Type)

Sample

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

Committee Information

APPROVED: Print Name: Faculty Supervisor (Chair, Examining Committee) Signature: Faculty Supervisor

ADDITIONAL MEMBERS OF EXAMINING COMMITTEE

Print or Type Name Signature Major Department
Print or Type Name Signature Major Department
Print or Type Name Signature Outside Department

Signatures

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

Student Signature Signature: Dean
Signature: Department Chair Signature: Honors Director

Return to director of the Honors Program.

cc: Registrar, Honors Program, Faculty Supervisor, Student, Department Chair

Council Representative assigned by Honors Office \_\_\_\_\_

