# Departmental Honors Handbook

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UNCW DEPARTMENTAL HONORS PROGRAM
THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON
THE HONORS SCHOLARS COLLEGE
Updated December 2015

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 1965-66.

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-credit 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. Students are encouraged to begin their Honors work as soon as possible as two semesters are occasionally not enough time for some projects. Many students may opt to begin in the junior year by taking a 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: An ungraded critical reflection is required to meet the requirements of the University Studies “Explorations Beyond the Classroom” component. This may be a section of the 499 paper, uploaded as a PDF in the honors exit survey, or emailed to honors@uncw.edu at the completion of the project.

Interdisciplinary Honors Projects

In some cases, especially those involving an interdisciplinary interest, a student wishes to conduct honors level research or creative scholarly work under the supervision of a faculty member who is not a member of the department (or school) that offers the student's declared major. This is possible with HON 499, Interdisciplinary Honors Project.

With the support of the faculty member wishing to supervise the research, a student may petition to register for HON 499 Interdisciplinary Honors Project. See Appendix for details.
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 30 semester hour 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. CRW majors are required to be enrolled in the 4-year Honors College program or have a GPA of at least 3.75. Please see the Appendix for details.

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

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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 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.*

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.*

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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 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 Examining 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 from the Honors College.

- 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 administer a short assessment form related to the oral presentation. This is to be completed by the student’s honors committee. The faculty representative/liaison will return the forms to the Honors College.

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 printed 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.

The completed project is submitted to the Honors College in the following versions. Two printed copies for the Randall Library General Collection and the Randall Library Archives, respectively and one digital version in .pdf or .doc/.docx for digital archiving. If students and faculty supervisors want the paper searchable off-campus, they must complete the “Online Availability Form” at http://www.uncw.edu/honors/academics/departmental.html; if not, then the paper will only be searchable on the UNCW campus via the Randall Library Digital Collections: http://digitalcollections.uncw.edu/cdm/landingpage/collection/honors.

We suggest that the student provide a copy to the faculty supervisor, and that the student keep a final copy for him or herself.

All bound and digital copies are due in the Honors Office by noon on the last day of exams during the final semester of 499. Digital copies are to be uploaded as PDF via the Honors College Exit Survey accessible from http://www.uncw.edu/honors/academics/departmental.html. 499 Reflections can be uploaded via this survey as well.

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, the 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 from.

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 Directed Individual Study (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. It is easiest to keep Figures and Tables in files separate from the paper until the FINAL draft. Then incorporate them into the paper.
   • 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. I-Print (first floor Randall Library) on campus will 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 I-Print, 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 file of the entire paper is to be submitted via the Honors Exit Survey available from http://www.uncw.edu/honors/academics/departmental.html at the same time the paper copies are submitted.

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**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. The project is also more than a literature review, though it should include a thorough review of the literature. Honors projects go *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 upload it separately via the Honors Exit Survey accessible from [http://www.uncw.edu/honors/academics/departmental.html](http://www.uncw.edu/honors/academics/departmental.html). 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 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. Most defenses do not take that long, but you don’t want others telling you to leave the defense room before you are finished!

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 revisions 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 I-Print (first floor Randall Library) 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 the 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.
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
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 via campus mail.

___ 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 with supervisor!

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

___ Keep doing the Project! Schedule regular meetings with supervisor!

___ Schedule oral defense with faculty committee by Reading Day of final semester. Give them at least two weeks notice.

___ 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.

___ Upload PDF file of entire paper by noon on the last day of exams via the Exit Survey.

___ Upload critical reflection as PDF on Exit Survey. Due by noon on last day of exams.

___ 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! “Medallion” ceremony for graduates and supervisors each Spring and Fall semester.
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 on all college work attempted in the U.S. 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 via a survey 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. Note: Students in Departmental Honors are welcome to take HON classes and seminars. Contact the Honors College Director.

• 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/csurf and http://uncw.edu/csurf/UNCWResearchScholars.html

Additional support opportunities may also be available for 499 students at www.uncw.edu/csurf. For example, there are CSURF Supplies Grants and CSURF Travel Awards.

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 Honors Medallion ceremony.
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. [Note 3.5 required for NSG and FST majors, 3.75 required for some CRW majors, 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 or at http://www.uncw.edu/honors/info/faculty.html. 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. In some cases, especially those involving an interdisciplinary interest, a student wishes to conduct honors level research or creative scholarly work under the supervision of a faculty member who is not a member of the department that offers the student's declared major. This is possible with HON 499, Interdisciplinary Honors Project. See Appendix for details.

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.

**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. Do not confine your answers to positive experiences; reflection on experiences that did not 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.
<table>
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<th>CONTACT INFORMATION</th>
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<tbody>
<tr>
<td><strong>Honors Office:</strong></td>
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<tr>
<td>2nd floor, Randall Library</td>
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<tr>
<td><strong>CSURF</strong></td>
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<tr>
<td>2nd floor, Randall Library</td>
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<tr>
<td><strong>phone:</strong></td>
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<tr>
<td>962-3408</td>
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<tr>
<td><strong>fax:</strong></td>
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<tr>
<td>962-7020</td>
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<tr>
<td><strong>Dr. Kate Bruce</strong>, Professor of Psychology</td>
</tr>
<tr>
<td>Dr. Jennifer Horan, Associate Professor of Political Science</td>
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<tr>
<td>962-3374</td>
</tr>
<tr>
<td>Director of the Honors College</td>
</tr>
<tr>
<td>Associate Director of the Honors College</td>
</tr>
<tr>
<td><a href="mailto:horanj@uncw.edu">horanj@uncw.edu</a></td>
</tr>
<tr>
<td><strong>Ms. Peggy Styes</strong>, Program Manager</td>
</tr>
<tr>
<td><a href="mailto:styesp@uncw.edu">styesp@uncw.edu</a></td>
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<tr>
<td>962-4181</td>
</tr>
<tr>
<td><strong>Ms. Morgan Alexander</strong>, Office Manager</td>
</tr>
<tr>
<td><a href="mailto:rillingm@uncw.edu">rillingm@uncw.edu</a></td>
</tr>
<tr>
<td>962-2523</td>
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Sample Title Page for Students in College of Arts and Sciences, Watson College of Education, OR Cameron School of Business

TITLE (ALL CAPS)

By

Author (Full Name)

A paper submitted in partial fulfillment of the requirements to complete Honors in the Department of (Your Department 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, Department of [ … ]

Honors Council Representative

Director of the Honors Scholars College

University of North Carolina Wilmington

Wilmington, North Carolina

Month, Year
Sample Title Page for Students in College of Health and Applied Human Services

TITLE (ALL CAPS)

By

Author (Full Name)

A paper submitted in partial fulfillment of the requirements to complete Honors in the School of (your School – Nursing, Health & Applied Human Sciences or Social Work) in the College of Health and Applied Human Services).

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)
Director, School of […]

Honors Council Representative

Director of the Honors Scholars College

University of North Carolina Wilmington

Wilmington, North Carolina

Month, Year
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 ________________________ 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 __________________________

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
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
SPECIFIC DEPARTMENTAL REQUIREMENTS

HONORS IN NURSING (NSG 499): Required GPA= 3.5

HONORS IN FILM STUDIES (FST 499)

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.

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
HONORS IN CREATIVE WRITING

GPA required for majors doing Departmental Honors CRW 499 only: **3.75 GPA**

GPA required for majors in the 4-year Honors curriculum (University Honors with CRW 499): **3.5 GPA**

The Department of Creative Writing has established guidelines for CRW majors who are embarking on Departmental Honors- CRW 499. Please follow these guidelines carefully, as they are set to ensure a successful and orderly completion of the Honors process.

1. Students bear the responsibility for becoming fully informed about the Honors process. Obtain a copy of the Honors College Student Handbook from the Honors website, and familiarize yourself with the standards, expectations, and procedures involved with earning University/Departmental Honors.

2. You must attend all information sessions offered by the Honors College. The Department of Creative Writing considers these sessions to be mandatory, because they are essential to your full understanding of the Honors standards, expectations, and procedures. Failure to attend will jeopardize approval of the Honors project by the Department of Creative Writing.

3. You must meet all deadlines set out by the CRW Department and the Honors College. Failure to meet deadlines jeopardizes the successful completion of the Honors project.

4. The Honors project is an individual effort—conceptualized, planned, and carried out by the student. Your director can help refine the project's scope, but the responsibility for the work remains with the student. Students who plan carefully and pace themselves throughout the Honors year will have the best chance earning of a successful Honors experience.

5. Your Honors project director will be your instructor in Creative Writing 496: Senior Seminar. You are to take this course in your final semester at UNCW. At the time of your initial registration of CRW 499 for your Honors senior year, the department may not yet know who that instructor will be. Until the class schedule can be set for your final year, you should take questions to the Honors College and to your academic advisor in CRW.

6. Complete all Honors enrollment forms (DH-1, DH-2, etc.) before submitting to CRW for approval. Include your name, ID number, project particulars, etc. The department will not accept blank forms.

7. The Honors year covers two academic semesters—typically, a research/reading semester in the fall and a writing semester in the spring. Plan your project carefully before the start of the research/reading semester.

8. We understand that projects change during the research/reading semester. You are not strictly bound by your initial plan, but you must maintain the spirit of the plan and receive approval for
changes from your honors project director in CRW. Without question, you must solidify the scope of your project during the research/reading semester. You may \textit{not} change your Honors project in your final semester. If circumstances arise that require changing the project, you should delay graduation or drop your enrollment in CRW 499.

9. To familiarize yourself with Honors projects in CRW, we suggest you read several of the Honors project papers on file in the Honors College. In recent years, several CRW majors have written impressive Honors papers, and these will serve as useful models for you.

10. The Honors project in CRW usually takes one of two forms:

a. An expansion of your senior CRW thesis, including an expanded critical preface (25 pages, minimum, with formal Works Cited in MLA format) and expanded creative work (75 pages, minimum). The entire thesis should be conceptualized and presented as a cohesive work, in the way books often contain author introductions before creative content. You may \textit{not} simply add extra creative work to a standard CRW thesis and present it as an Honors thesis.

or

b. An independent project that stands separate from the senior thesis. This option requires you to produce an independent Honors thesis (critical preface and creative work that meet Honors department standards) in addition to the CRW senior thesis (also a critical preface and creative work). Using this option, you should consider this work as separate, free-standing works: one for the Honors thesis and one for the CRW senior thesis.

To determine which option you will follow, discuss your project with your thesis director.

11. You must produce the creative portion of the Honors project in your primary writing genre (fiction for fiction writers, etc.). You may not mix writing genres in the Honors project.

12. Early in your final semester, work with your thesis director to schedule your CRW 499 defense. The director will secure the meeting space. (If you need a room outfitted with A/V equipment, please make that known when you schedule the defense.) It is up to you to notify all committee members, along with the Honors College, of the date and time for the defense. A few days before the defense, send reminders to everyone. (An e-mail reminder will suffice.)

13. Complete the defense according to the timetable set out by the Honors College.

14. The defense provides you an opportunity to talk about your Honors experience—what you learned and how you grew as a reader/researcher and writer during the Honors year. At the defense, present an oral overview of your CRW 499 project. Talk about your motivations for taking on the project, provide details of your reading, and explain the artistic aims and accomplishments of the creative portion of the thesis. You may read brief, relevant portions of your work, but be mindful of time management. Visual aids are welcome; these may include electronic files (video or audio), but they should serve only as ancillary materials and not take the place of your oral presentation.

15. Please bring all project cover pages to the defense. These must use the correct paper and
printing specifications set out by the Honors College.

16. Following the defense, meet all final deadlines set by your faculty supervisor and the Honors College. Attend the Honors medallion ceremony (to be scheduled and announced by Honors).

-----approved August 2013, amended spring/summer 2014
In some cases, especially those involving an interdisciplinary interest, a student wishes to conduct honors level research or creative scholarly work under the supervision of a faculty member who is not a member of the department* that offers the student's declared major. This is possible with HON 499, Interdisciplinary Honors Project.

With the support of the faculty member wishing to supervise the research, a student may petition to register for HON 499 Interdisciplinary Honors Project. After completing the DH1 form, the student must supply a statement with the DH2 form describing how the proposed project is “interdisciplinary.” This must then be approved by representatives from the Honors Council.

The instructor of record of HON 499 will be the faculty member directly supervising the student's research.

Together, the faculty supervisor and the student develop the description of the project using the DH2 form.

They would also organize a faculty committee consisting of a minimum of three members, just as all departmental honors projects require: 1) the faculty supervisor, 2) an additional faculty member from the department of the faculty supervisor, and 3) a third faculty member from any department, though it is expected that this would often be a faculty member from the student’s major.

As with all 499 projects, the faculty supervisor and the members of the committee must be UNCW faculty at the rank of assistant, associate, or full professor.

The DH2 will be reviewed by the head of the faculty member’s department and the Honors College Director, and if approved, the student would be registered for HON 499.

Six hours over at least 2 semesters will be required, identical to typical 499 projects.

The notation on the transcript showing registration for hours will be HON 499: Interdisciplinary Honors Project.

The notation for distinction (i.e., on the diploma) will be "with interdisciplinary honors".

It should be noted that many honors projects are interdisciplinary in nature; however, if the student's faculty supervisor is a member of the department that offers the student's major, then the student will apply for Honors in the Major (e.g., CHM 499), not HON 499.

*(or in the case of HAAS, School)