

HONORS STUDENT HANDBOOK



2018-19 Edition

Your Guide to the UIW Honors Program



HONORS PROGRAM

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Honors Student Handbook

YOUR GUIDE TO THE UIW HONORS PROGRAM

PURPOSE AND GOALS OF THE PROGRAM

The Honors Program at the University of the Incarnate Word provides talented, curious and community-minded individuals a challenging curriculum and purposeful programs. With the university's mission as the program's philosophical foundation, the concepts of social justice and community service are woven throughout the core curriculum and co-curricular programming.

Classroom assignments and discourse combine with hands-on experience in the community, and for some, in the workplace. Reflection on these experiences will challenge students' personal values and beliefs as well as their intellect.

The Honors Program views itself as a training ground for future leaders within the community. We anticipate that Honors students will get involved in UIW student life through participation in student organizations, cultural offerings and many more of the myriad programs and opportunities the university offers. Honors students will be integral to creating a shared culture of concern for moral issues within the greater UIW community, and we anticipate that the Honors Program itself will offer enrichment programming to its fellow students.



SKILL SETS TARGETED FOR HONORS STUDENT DEVELOPMENT

- Critical, creative, and analytical thinking
- Research and communication
- Professionalism and leadership
- Interdisciplinary/integrative thinking

PROGRAMMING

The UIW Honors Program includes several components:

1. Advanced courses that will fulfill degree requirements
2. Faculty mentored research or creative project
3. Co-curricular programs on and off campus
4. Opportunities for leadership and personal development

Special programming is available to students who are looking for networking with local professionals and other ways to develop personally and professionally:

1. The EDGE Leadership Development Program, with facilitated discussions on leadership topics and training/support for student members of local nonprofit Boards of Directors
2. Monthly Careers a la Carte luncheons with career professionals
3. Student organized Arts & Music Festival, an official homecoming event hosted by the Honors Program that celebrates the visual and performing artists in the UIW community
4. The annual social justice trip for a first-hand look at the issues of immigration and poverty in the Rio Grande Valley
5. Panel discussions and/or guest speakers on a variety of topics
6. Student-run Pumpkin Patch fundraiser, the proceeds of which go to the Honors Study Abroad Scholarship; run in conjunction with the Alumni Office's annual Trunk or Treat event in October

Co-curricular Programs

Co-curricular programs provide students with opportunities for trying new things and expanding your horizons. You can also gain hands-on experience in organizing and participating in service projects; this experiential learning allows you to practice working with groups and helps develop your confidence and ability to effect change. The Honors Program also sponsors a variety of field trips for lectures, museum tours, theatrical and musical performances and other events around the San Antonio area.

Students must attend a minimum of 24 co-curricular events before graduation, which we call the "Honors Program Bucket List." A student committee developed the event list with the intention of getting students to experiment with new subject areas and experiences as well as to support their fellow students. The events include the areas of culture, academics and service.

Specific options to fulfill your Bucket List are publicized on the Google calendar found on our Blackboard site and also on the Honors Blackboard wiki when rides may be available for sign-up. Along with Honors Program-sponsored activities, students may find their own outlets for extending their academic, cultural and service opportunities.

A very few number of events may require a fee. As its budget allows, the Honors Program will cover either the entire fee or a significant portion of it. The student's portion of the fee may be collected ahead of time and be regarded as a firm and formal commitment of your attendance at the event. Should the student not show up for the event, the Director may determine that the student is obligated to reimburse the Honors Program for the amount of the fee that the program paid on behalf of that student. In addition, each student in their sophomore, junior and senior years has \$25 available each semester to spend on admission fees approved in advance by the director that satisfy the event attendance requirement.

The Social Justice Trip

The social justice trip is a service-based experience that addresses specific needs in a designated community. Our social justice trip will be where the need and our interests coincide. Most recently we have been traveling to the Texas-Mexico border in the Rio Grande Valley. This experience allows students to witness the socio-economic climate of the area. Participants learn first-hand about the issues of poverty, immigration, and access to healthcare and education.

Social justice trips are also available through other hosts, such as the Oaxaca mission trip sponsored by the Feik School of Pharmacy and mission trips of the Women's Global Connection to Africa and Peru. Trips are of varying lengths depending on the opportunity. On the trip, students help with such activities as painting, cleaning, health education, and childcare. You will also learn about the socio-economic and political factors at work that create the circumstances in which the locals live and work. It is a great way to raise your awareness of how others live and the roles that we can play in contributing to the welfare of others.

These trips keep alive the spirit of the original Sisters of Charity who founded the university over 100 years ago. Today the Sisters of Charity continue their work in schools, orphanages and hospitals across the world.

Communication

The Honors Program uses a variety of communication methods to disseminate information on activities and opportunities available to Honors students. They include word of mouth, a monthly newsletter, email and a Facebook page. However, **the primary source and resource for information is the Honors Program's Blackboard site.** You will find general announcements, sign-up wikis for field trips and volunteer outings, scholarship/fellowship sources and much more. It is imperative that students check their cardinal email accounts every day to be sure that they remain in the loop on the variety of opportunities that come through the program. A separate Blackboard site called "Honors Project Resources" holds a wealth of information on how to do the Honors thesis if one chooses to do so.

Communication Protocols

It is imperative that each Honors member uses common courtesy and professionalism in all communications with others. Good communication is the foundation of all relationships and your performance in this area reflects on your personal relationships as well as those of the Honors Program. Students will cultivate this skill within the Honors Program since it has far-reaching impact on your professional life, not just on the execution of our programming. Therefore, you are responsible and accountable for keeping to certain communication standards within the Honors community, found in Appendix E of this handbook. Topics include:

1. Reading your Cardinal mail daily
2. Responding to each Outlook meeting request within 48 hours of receipt
3. Responding to each email requesting a response by the deadline indicated within the message.
4. What to do when you don't have the answer by the deadline
5. What to do when you said you would attend something, but you have good reason (illness, work schedule change) that you now cannot attend
6. What to do when you receive information on a required meeting that interferes with your usual work schedule
7. How to decline or withdraw from an opportunity provided by a faculty or staff member

The impact of holding to these protocols may not hit you until you try to foster a relationship with a faculty member or organize an event yourself. The logistics of transportation, food, venue size, furniture set-up, etc. are all contingent on having the right information to plan appropriately. Every person must respond to communications as requested so we avoid problems and host successful events that students want. When the information for planning is incorrect or incomplete, we lose money ordering too much food, or we have too few or too many participants to run the event. We can lose the good will of a faculty member or a nonprofit. Students who do not adhere to these protocols will be subject to probation with the Honors Program.

HONORS PROGRAM REQUIREMENTS

Selection of students for the Honors Program is based on students' records of achievement in the classroom and strong commitment to extracurricular activities. Therefore, the expectations of Honors students are higher than for other students in the university. For example, administrators and faculty will look to Honors students for role models in the classroom and in student organizations. Academic expectations include attainment of the Bachelor's degree with a cum laude designation, a 3.5 GPA or higher.

Requirement: Honors students are expected to maintain a full-time course load and achieve a minimum cumulative grade point average each semester in order to participate in the Honors Program. Here are the minimum cumulative GPAs required by the end of each of the four years of college:

Minimum GPA requirement for each year

- 3.25 by end of freshman year
- 3.35 by end of second year
- 3.5 by end of third year

Should the GPA drop below the designated minimum, a student will be placed on probation with the Honors Program (as opposed to academic probation for the university) for one semester. The Director will provide the student with a target GPA to reach during the probation semester. If significant progress is made during that probation semester yet the GPA is still below the minimum standard, the Honors Council has the option of extending the probation one more term if the GPA requirement can be met by the end of the second term.

A student on probation may not be eligible for participation in a social justice trip outside of San Antonio or for a study abroad scholarship until s/he meets the required GPA minimum.

As with all UIW undergraduates, Honors students will follow all the academic and other campus policies described in the UIW Student Handbook and the UIW Policies and Procedure Handbook at all times.

Requirement: Students must earn a minimum of 20 Honors points to attain the University Honors designation on their UIW transcripts. Students may earn points in three different categories: Curriculum, Scholarship and Self-Development. Students on pre-professional tracks with early admittance to the professional school will follow the point requirements of those students completing the same number of credit hours during the undergraduate years. For example, Vision Science majors on a 3+4 track with the Optometry School will earn 90 undergraduate credit hours, so must earn the proportionate number of points or 16 points during their three years in the Honors Program.

More detail on how to earn Honors points is in the section "The Point System for Earning University Honors."

Requirement: Students must attend a minimum of two of the three All-Honors Gatherings, or monthly meetings, each semester. These meetings are full of important community information, provide guest speakers, and offer presentations prepared by the Student Board for your personal benefit. In addition, faculty, nonprofit agencies and other student organizations often visit to offer opportunities for personal development.

Requirement: Students must attend the annual Honors Symposium in the spring semester. Virtually every student will present at the symposium, so attendance is important to learn the expectations of the event and to support your peers and their hard work.

Requirement: Students are required to fulfill the 24 events contained in the Honors Program Bucket List. Please note the specific requirement as described under Co-Curricular Programming on page 3.

In addition, specific co-curricular events may be deemed mandatory for all Honors students. Students must address any schedule conflicts with the Honors Program Director *in advance of the event* so that alternate arrangements may be made; otherwise attendance is expected.

Make sure your family understands the requirements of the Honors Program. Let family members know that you must fulfill specific requirements to graduate with University Honors. These include the monthly Monday night meetings, the Honors Convocation, and the Honors Symposium. Build these dates into your fulfillment of family obligations just as you would with a work supervisor.

THE POINT SYSTEM FOR EARNING UNIVERSITY HONORS

To graduate with University Honors students must earn at least 20 Honors points in activities covering three categories of endeavor: Curriculum, Scholarship and Self-Development. Requirements of students' undergraduate programs (e.g., coursework, research projects, service

experiences) will not meet the requirements of the Honors points structure, although they may earn credit towards the Honors Bucket List events. All points for the Honors Program are earned in addition to students' degree programs. Exceptions may apply for international experiences.

The main emphasis of the points system is on the Honors courses since they are created to develop specific desired student outcomes. However, the point system encourages and recognizes those other co-curricular activities that also support these desired outcomes such as practice in leadership roles, exposure to new cultures and service to the community. To help students plan the activities and courses they will follow and begin their work to earn their Honors points, all students will attend two sets of required colloquia. The descriptions for the colloquia can be found under the Self-Development section on page 10.

Snapshot: Honors Program Requirements

1. Complete a minimum of 12 semester credit hours per semester
2. Earn 20 Honors points and a minimum 3.5 cumulative GPA for graduation
3. Attend at least two All-Honors Gatherings each semester
4. Attend mandatory individual meetings with the Director and designated co-curricular events such as the Honors Convocation and Honors Symposium
5. Attend 24 co-curricular events by graduation (Honors Program Bucket List)
6. Adhere to the policies outlined in the UIW Student Handbook

Earning Honors Points: An Overview

The Honors Council has specified three categories in which students may earn Honors points:

- Curriculum (8-point minimum)
- Scholarship (1-point minimum)
- Self-Development (2-point minimum)

Four-year honors students should strive to earn six points in the first year and 4-6 points in each subsequent year. **Later entering students** need to review and submit for Honors points their qualifying work from non-honors college year(s) during the first semester of their Honors membership. Thereafter they should strive to earn 6-8 points in each subsequent year.

How to Request Honors Points

Students will find the procedures and forms to request points on the Honors Program Blackboard site under the section Point Submissions. During the first year of transition (2015-2016), sophomores and juniors moving to the point system had until May 31, 2016 to submit point requests for the previous years' work.

Generally, **all forms must be submitted no later than one week after the last day of the semester when the activity was completed.** One exception to this is the Research Summary, which may be submitted at the beginning of the semester following completion of the work.

Transfer students will submit their previous work for Honors points by December 31 of the entry year. Remember that verification of the work being submitted will also need to be uploaded with the request form.

Here is an overview of where and how you can earn Honors points in each point category.

Earning Points in the Curriculum Category

Honors courses are designed to provide a foundation for critical analysis and the understanding of the interconnectedness of knowledge. Through this interdisciplinary view, the courses aim to develop an appreciation for the value of multiple perspectives.

The curriculum includes four foundational courses to fulfill minimum requirements and an array of other Honors courses from which to obtain the eight required points in this category. Depending on the grade earned in the class, students will accrue either one or two Honors points. A list of these required Honors courses is in Appendix A.

Every student takes the Introduction to Honors Program course in the first semester of being in the program. This is a required course to orient students to the Honors Program and to provide support to students' personal and professional development.

In addition to these courses, an array of upper level interdisciplinary Honors courses will be offered each semester. This includes a summer semester at the European Study Center in Heidelberg, Germany every even-numbered year. Three Honors courses will be conducted during those summer semesters for students to gain international experience while also gaining curriculum points.

Honors Contract Courses

Students have one other alternative to earn points in the Curriculum category. They may contract with an instructor of an upper level course in their major or minor to receive Honors credit. In a contract course, the student and instructor will develop a project the student will complete during the class in addition to the regular course work for the Honors credit. The Honors Council has provided guidelines for these projects which may result in a paper, presentation, or service learning, for example. More options are listed on the Honors Contract Course Proposal form. This contract course option is particularly useful to build on the classroom experience and get something meaningful from 1) applying the class topics in the real world or 2) deeper exploration of a topic of particular interest to you.

If interested in this option, students need to meet with the instructor of the intended course during the month of class registration to ensure that the instructor is willing to supervise such a project. With that instructor support, the student will complete the Honors Contract Course Proposal form and submit it for approval to the Honors Program office no later than the third week of classes. At the completion of the project, the student will complete and submit the Honors Contract Completion form, along with the final product, no later than the last day of the semester the course was taken.

Appendix B includes a table showing the Curriculum category options and the point determinations for each.

Earning Points in the Scholarship Category

Experience has shown that exposure to in-depth projects and research is very important for everyone. Not only does it help students practice professional skills such as interpersonal communication, time and project management, but the self-discipline and motivation required for a successful project is transferable to work and graduate/professional school environments. Our alumni in professional and graduate schools attest to the fact that their experience with research prepared them well for their degree programs. The difference between them and fellow students without such experience showed in their confidence level when confronted with the first research demands that initial semester. Therefore, we are requiring every student to earn at least one point in the Scholarship category.

Honors students are in a variety of majors and some already require a capstone project as part of the degree. To support such diversity, an array of options is available for students to earn Scholarship points including creative performances, exhibits and research projects. We also encourage every student to practice presentation skills on and off campus at appropriate conferences and symposia. We anticipate that students will present their work at the annual Honors Symposium in the spring semester. The Honors Council must approve all research and creative projects ahead of time, and requests for Honors points of all types (scientific and creative) require supporting documentation. Specifics on research and creative projects are described in the next section. Honors point determinations for Scholarship category options are in Appendix C.

Research and Creative Projects

Research and other independent work can be important avenues in helping students make connections with employers and faculty. These opportunities provide a chance for students to gain experience in real-world working environments and to develop professional skills. Extracurricular learning experiences like these play a big role in an employer's hiring process and in the post-graduate application process. The Honors Council awards Honors points to several paths for gaining this research and project management experience; the goal is to encourage students to pursue avenues on and off campus they may not have previously considered for development in their career field.

The Honors Thesis: Previously known as the honors project, the Honors thesis is an independent, original research or creative product conducted under the guidance of a faculty mentor, typically done within the student's major over an 18 to 24-month period. Anyone choosing to write an Honors thesis will follow the procedures outlined in the [Honors Thesis Guidebook](#) and find support on the Honors Thesis Resources Blackboard site with forms, advice and a timeline:

1. Faculty mentor secured the year before the proposal is due
2. Literature review conducted that first year, often the summer before the junior year
3. Project proposal to be approved by the Honors Council by January 31 of the year before the project is due, i.e., proposal approval due 1/31/17 for thesis paper deadline of 12/10/18
4. Thesis paper due the fall of the senior year

Assistant to Faculty-Sponsored Research: Many UIW faculty members across the main campus and at the professional schools welcome undergraduate student assistance in their own research. Students who work with a professor on their research for at least two semesters can earn Honors points. The student must submit a proposal outlining the work they intend to do before beginning the research.

1. For summer and fall research starts, the abstracts are due in April; the drop-dead deadline for fall abstracts is August 1.
2. Students beginning research in the spring semester must submit abstracts by November 1.
3. At the end of the research period, the student writes a summary of the work achieved. The summary is due no later than the semester after the research period is completed.

An exception to these deadlines will be made for late entering and transfer students. Should these students have completed two semesters of research before entering the Honors Program, they will complete **only** the Research Summary and submit the summary no later than **December 1 of the first year** they are in Honors.

Elements required for these papers and their evaluation rubrics are on the Honors Program Blackboard site.

Addition to a Capstone Project: This option is based on the same concept as a contract course. Students may develop a meaningful enhancement to the required capstone project. You may find a way to build on an idea within the capstone to give more depth to the overall project. This option may be handled like a faculty-sponsored research option or an Honors contract course, depending on the nature of the project.

Creative Project: Similar to the faculty-sponsored research project described above, students majoring in a creative degree may choose to work with a faculty member to create a significant end product. The work must be supervised over a minimum two-semester period and the same approvals and completion documentation is required as for a research project (described above).

Creative Performance: Performance, production design/direction, and art exhibits are recognized for Scholarship Honors points. Point designations will be made according to whether the work is done on campus or off campus.

Summer Research Programs: Universities across the United States offer summer research experiences for undergraduates (REU) in all types of disciplines, although primarily in the social and natural sciences. These opportunities are often grant-funded and offer a stipend, room and board to participating students over the 8- to 10-week period. In addition to the research experience, they offer an opportunity for the student and the school to get to know each other and can lead to future acceptance to the institution's graduate school. Every department on the UIW campus should have at least one professor who is well versed in how to find these opportunities such as the National Institutes of Health website. The Honors Blackboard site also lists many local and national fellowship and internship opportunities.

UIW sponsors the five-week Welch Summer Research Program in chemistry each summer. Watch for the spring application deadline at the beginning of each year or just keep in touch with the chemistry faculty for the program information. The application is online at the chemistry department website.

For those looking to get into serious research, the [EuroScholars](#) study abroad program provides a unique opportunity. Students conduct research full-time with cutting edge scholars in a top-notch European university over a full semester (fall or spring). Contact Ms. Loden for more information on this possibility.

Presentations: We encourage students to make podium and poster presentations at conferences for academics and professionals will earn points. Not only do students practice their communication skills, but regional and national conferences offer important networking opportunities and exposure to graduate schools and professionals in the field. Two points go to off campus presentations and one point to presentations on campus. We also expect that students will present the results of their research or creative work at the annual Honors Symposium, earning another point in the Scholarship category.

Publications: Different communication skills are needed to obtain acceptance for publication by a professional or refereed journal. Points will be available to students who find their article accepted for publication in peer-reviewed journals, conference proceedings, or other approved academic periodicals. Points will also be awarded for creative work (book review, poetry, essay, etc.) published in refereed publications.

Earning Points in the Self-Development Category

You joined the Honors Program to enhance your college experience. You are looking for meaningful and relevant co-curricular activities that support your development towards long-term goals. Honors points are available to recognize the additional programs you may engage in as part of that personal development.

Leadership Programs: The Honors Council acknowledges multiple routes for students to gain training and practical experience in developing leadership skills. The university is eager to see Honors students take on leadership roles across campus in student organizations, laboratories, residence halls and other aspects of campus life. All options require a minimum participation length of two semesters and a resume of student accomplishments during the time of service.

Pre-approved leadership training programs include Emerging Leaders (UIW freshmen), ROTC training program, Resident Assistants, Cardinal Leaders, peer mentoring and the EDGE Leadership Program (UIW Honors).

This option requires a short reflection paper upon submission except as noted below.

Holding an officer position in a student organization is not enough to earn Honors points; the student must show that significant time and energy was spent on behalf of the organization's goals during the year. Towards that end, the student will complete a set of goals with the organization advisor or supervisor as part of the point submission pre-approval paperwork; at the end of the year the students will address how well those goals were met during the academic year in a summary paper, signed off by the organization advisor. The summary paper replaces the reflection paper for organization officers.

Internships: Internship programs secured by the student that are conducted purely for the experience and not for academic credit will earn Honors points. Pre-approved internship programs by the Honors Council include those obtained through the Ettlign Center for Civic Leadership and the WISH internship in Washington, DC. Other programs will need approval from the Honors Council before Honors points will be awarded. Internships that earn wages or those required for a degree or for a pre-professional program will not qualify for Honors points. This option requires a short reflection paper upon submission.

Community Service: Students who go above and beyond the minimum UIW requirement for community service may accrue Honors points. Students who participate in 75 hours of service will earn one Honors point and, at 90 hours, will earn two Honors points. In addition, students may earn points for developing a sustainable program for a nonprofit; the Honors Council will review for approval any such program. Examples are the mentoring program at Wrenn Middle School which nine Honors students undertook and the week-long summer children's programming at ARISE in south Texas. This option requires a short reflection paper upon submission.

Integrative Reflection Paper: The integrative reflection paper uses a variety of select activities from the student's undergraduate years to examine and observe the progress of the writer's individual experience. This progress may be noted in relation to future goals. Reflective writing assists the learning process. The process of writing forces the brain to take action on the information, consolidating it and fixing it in long-term memory. The end product will communicate your insights to others, both in writing and as a presentation at the Honors Symposium (for an extra Honors point in the Scholarship category).

International Experience: Studying abroad is a significant, often life-changing, experience. There is nothing like witnessing and living within another culture to reinforce the differences in customs and priorities across the world. UIW offers multiple options for an international experience, including the usual semester abroad as well as the EuroScholars research semester and English as a Second Language summer programs overseas. Remember that the Honors Program will hold Honors classes at the European Study Center in Heidelberg, Germany every even-numbered year.

Check Appendix D for point values for these different options.

HONORS STANDARD OF CONDUCT

A community exists on the basis of shared values and principles. At the University of the Incarnate Word, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, fairness, respect, community and responsibility. As members of the UIW Honors Program, Honors students have an additional responsibility to the Honors community and its mission and goals. Those students whose peers determine have not lived up to this standard of conduct may be reported to the Honors Program Director for appropriate disciplinary action. Disciplinary action may include dismissal from the Honors Program and/or sanctions specified in the UIW Student Code of Conduct.

REMOVAL FROM HONORS PROGRAM

If the student does not meet GPA or attendance requirements for co-curricular events and/or does not keep up with the monthly program meetings during one semester, then the student will receive notice from the Director about the student's jeopardized status in the program and the appropriate probation procedure will go into effect.

Academic Probation Procedure: The director will notify the student when performance goes below the expected level and advise the next steps. If the problem is academic, the director will identify the target GPA the student will need to achieve every semester from then on. If the student improves academic performance by a significant amount--meeting, exceeding or just a tenth of a point below the target--the student will be able to continue working on academic performance as a member of the Honors Program. If the performance is significantly below the target GPA--making it difficult for the student to keep on track for the 3.5 GPA target--the student will no longer be in the program.

Attendance Probation Procedure: The director will notify the student when attendance goes below the expected level and advise the student to write a reflection paper on the reasons for this performance. Should the attendance record not improve and fulfill the program requirements by the second semester, the student will be removed from the program.

Automatic Removal: Students will automatically be removed from the Honors Program under certain circumstances. These include if the student is found guilty of academic dishonesty or conduct outside the Honors Standard of Conduct.

What to do when you're struggling in class

At the first sign of difficulty with a course, a student needs to take action.

- Visit the instructor during office hours or set up an appointment to discuss the situation.
- Consult with your peer mentor or another student competent in the area.
- Get help from the Tutoring Center, the Writing and Learning Center or, for science courses, from a PASS session.
- Talk to the First Year Engagement Office to develop strategies to improve your performance

The important thing is to **avoid procrastination**. The longer you wait to get help, the further behind you will get and the fewer opportunities you will have to increase your final grade.

ORGANIZATION OF THE HONORS PROGRAM

The Honors Program incorporates a variety of programming which is developed and overseen by several people. The Honors Council develops the policy, while the Honors Program Director takes care of the day to day running of the program. An elected Student Board develops meetings and social events for the members and works with the Director on specific aspects of the organization. More information follows.

The Role of the Honors Program Director

The Honors Program Director supports the Honors Program in all its facets. The Director is a resource for Honors students and faculty, and she facilitates communication among all university departments on behalf of both. The Director is an additional advisor to Honors students and can help provide direction and guidance to campus resources. The Director organizes co-curricular programs and coordinates student/faculty feedback on the Honors program and its classes. The Director also welcomes student input on suitable topics and events for supplemental programming.

The Role of the Student Board

The seven-member Student Board, which reports to the Honors Program Director, has a two-fold purpose:

- To help drive the activities and events of the program
- To provide evaluation, support and feedback to administrators and faculty

Members generally develop a master plan for the coming year in May and follow up with monthly meetings throughout the year to discuss any pending issues, evaluate previous programs and tweak the direction of future programming.

Fellow students nominate and elect the members of the Board. Terms are for one year, beginning May 1 and ending April 30 the following year. Student members include:

PRESIDENT

- Sets and runs Student Board meetings
- Has primary responsibility for All-Honors Gatherings (programming and promotion)
- Monitors the work of other Student Board members
- Represents the Honors Program to UIW and external communities

VICE PRESIDENT

- Serves as SGA representative for Honors Program
- Supports and oversees Event Chairs and the Service Coordinator
- Assists president as needed

TREASURER

- Secures and monitors budget for Honors events
- Takes Student Board meeting minutes
- Assists president as needed

HISTORIAN

- Responsible for documenting the year in photos and video
- Prepares the awards dinner video
- Supports and oversees Social Media Coordinator
- Assists president as needed

PEER MENTOR COORDINATOR (APPOINTED)

- Recruits and trains peer mentors
- Reviews and updates mentor contract
- Oversees and guides the peer mentors in their responsibilities throughout the year
- Works with the Director on the Honors Orientation
- Is accessible to new students as an additional peer mentor

SERVICE COORDINATOR (VOLUNTEER)

- Represents the Honors Program to our service partners
- Communicates opportunities and information to the Honors group
- Organizes teams and team leaders to accomplish specific service tasks for the organization

SOCIAL MEDIA COORDINATOR (VOLUNTEER)

- Updates Honors Program presence on Facebook and Twitter accounts on weekly basis

Finally, student volunteers lead their own committees to put on several activities for the Honors community. Every Honors member is encouraged to help with one of these or other activities (such as the Arts & Music Festival) during the year:

- Welcome Week Activities (August)
- Arts & Music Festival (October)
- Pumpkin Patch Fundraiser (October)
- Fall Social Event
- Spring Social Event
- Annual Awards Dinner (April)

Honors Council and Honors Faculty

Faculty members from each of the ten Schools/Colleges are represented on the Honors Council along with the Honors Program Director, the Associate Provost and the Deans of Student Success and Enrollment. The Council is the authoritative body that determines the curriculum and approves appropriate faculty members to develop and teach the honors courses.

Teaching faculty all have a deep interest in the concepts of social justice, community and the individual's role in society. They are committed to connecting academic knowledge with service-learning through reflection and discourse, and are eager to join Honors students in a mutual journey that challenges our sense of self and purpose.

RESOURCES: CONTACT INFORMATION

Jean Loden, Honors Program Director	832-3211	jloden@uiwtx.edu
Dr. Robert Garner, Honors Council Chair	283-6493	rgarner@uiwtx.edu
Dr. Kevin Vichcales, Associate Provost	829-2759	vichcale@uiwtx.edu
Dr. Raul Zendejas, First-Year Engagement Coordinator	805-3006	rzendeja@uiwtx.edu
Writing and Learning Center	283-6326	wlc@uiwtx.edu
Testing Services (CLEP, ADA tests and make-up exams)	829-3876	
IT Help Desk	829-2721	

APPENDIX A: REQUIRED HONORS COURSES

Course Title/Number	Fulfills University Core Requirement?	Comments
ENGL 1312H: Composition II	Yes	More research focus than regular Comp II; waived if bring in Composition II credit
RELS 1327H: Theological Anthropology	Yes	Option 1 for RELS/PHIL requirement; (freshmen take either RELS 1327H or PHIL 1381H)
PHIL 1381H: Intellectual Quest	Yes	Option 2 for RELS/PHIL requirement
RELS/PHIL 3000-4000 level (several options)	Yes	This will become the option for late-entering students who already have the lower level RELS/PHIL credits; see below for options
HONP 1110H: Introduction to Honors Program	No	Provides support for professional & self-development; no course credit hours but earns Honors points

Other Available Honors Courses (with more coming)

Course Title/Number	Fulfills University Core Requirement?	Comments
HIST 3310H: Inquiries into the Modern World	Yes	
PSYC 1301H: Honors Intro to Psychology	Yes	Offered every other year as a learning community with Intellectual Quest
GOVT/PHIL/SOCI 4310H: Social and Political Thought	Yes	Cross listed so that students can use to fulfill the most appropriate spot in their degree plan
RELS 3399H: Christianity and Global Justice	Yes	Offered only at the European Study Center in Heidelberg.
PHIL/ARTH 3375H: The Aesthetic Quest	Yes	May also be used to fulfill the Aesthetics course requirement in some degree plans
PHIL/BIOL 4350H: Honors Bioethics	Yes	May also be used to fulfill BIOL degree requirements
HONP 43RCH course (or 43RCH in major department)	Fulfills degree requirements	Taken when the thesis paper is being written, generally fall senior year

APPENDIX B: CURRICULUM CATEGORY OPTIONS

Minimum 10 points

Curriculum Category	Restrictions	Level 2 (2 points)	Level 1 (1 point)
Introduction to Honors Program Course	<i>Required of all Honors students in their first semester</i>	<ul style="list-style-type: none"> 1-credit hour course completed with 3.0 minimum grade 	<ul style="list-style-type: none"> 1-credit hour course completed with 2.0 minimum grade No points will be given for a grade of less than 2.0
Honors Program Courses	<i>No Maximum</i>	<ul style="list-style-type: none"> 3-credit hour courses designated as Honors with 3.0 minimum grade 	<ul style="list-style-type: none"> 3-credit hour courses designated as Honors Courses (see introduction of this section) with 2.0 minimum grade No points will be given for a grade of less than 2.0
Contract Courses	<i>Maximum 4 points</i>	<ul style="list-style-type: none"> 3-credit hour course at the 3000 or 4000 level in student's major or minor with 3.0 minimum grade 	<ul style="list-style-type: none"> 3-credit hour course at the 3000 or 4000 level in student's major or minor with 2.0 minimum grade No points will be given for a grade of less than 2.0

APPENDIX C: SCHOLARSHIP CATEGORY OPTIONS

Minimum 1 point

Category	Restrictions	Level 2 (2 points)	Level 1 (1 point)
Research or Creative Project (under the direction of faculty member)	<i>Maximum 4 points</i>	<ul style="list-style-type: none"> • Faculty-led research or creative project • Thesis (original research) • REU/Summer Research Program or equivalent • Addition to major's capstone project 	<ul style="list-style-type: none"> • UIW Summer Research Program (i.e., Welch) or equivalent • Other project accepted by the Honors Council
Exhibitions/ Performances/ Creative Productions	<i>Maximum 4 points</i>	<ul style="list-style-type: none"> • Creative performance in music, dance or theater outside of UIW • Exhibit/production in the arts outside of UIW 	<ul style="list-style-type: none"> • Creative performance in music, dance or theater at UIW • Exhibit/production in the arts at UIW
Publications (not required for a course)	<i>No Maximum</i>	<ul style="list-style-type: none"> • Publication in refereed professional journal • Paper published in conference proceedings 	<ul style="list-style-type: none"> • Submission to refereed professional journal • Publication/Submission in refereed undergraduate journal • Book review published, refereed publication
Presentations	<i>Maximum 4 points</i>	<ul style="list-style-type: none"> • Podium or poster presentation at state/regional/national/international professional organization meeting • Nationally refereed undergrad conference 	<ul style="list-style-type: none"> • Presentation/poster at UIW event • Presentation at UIW Honors Symposium

APPENDIX D: SELF-DEVELOPMENT CATEGORY OPTIONS

Minimum 2 points

Category	Restrictions	Level 2 (2 points)	Level 1 (1 point)
Leadership	<i>Maximum 4 points</i>	<ul style="list-style-type: none"> • Serve in a leadership capacity for a two semester- minimum in a program with documented leadership training/ supervision, i.e., peer mentoring, student orgs • Complete a WISH internship or internship (2-mo min) taken without academic or financial credit 	<ul style="list-style-type: none"> • Completion of documented leadership program under the direction of a UIW and Honors Council approved program • Other leadership activities approved by the Honors Council
Internships	<i>Maximum 2 points</i>	<ul style="list-style-type: none"> • Not a paid position • Not taken for academic credit • Minimum period of 200 hours 	<ul style="list-style-type: none"> • Not a paid position • Not taken for academic credit • Minimum period of 100 hours
Service	<i>Maximum 4 points</i>	<ul style="list-style-type: none"> • 90 total service hours • Develop a sustainable program in line with UIW mission (approved by Honors Council) • Serve on a nonprofit Board of Directors for at least two semesters 	<ul style="list-style-type: none"> • 75 total service hours
Integrative Reflection Paper	<i>Maximum 2 points</i>	<ul style="list-style-type: none"> • Complete an in-depth paper under faculty mentor supervision that considers personal growth over the undergraduate years 	
International Experience	<i>Maximum 3 points</i>	<ul style="list-style-type: none"> • One semester study abroad 	<ul style="list-style-type: none"> • International experience of less than one semester • Presentation for Study Abroad office

APPENDIX E: COMMUNICATIONS PROTOCOLS

Communication is the foundation of all relationships. We are proud of the programming that the Honors Program provides and the relationships we have with faculty and local nonprofits. These relationships offer students tremendous experiences for personal and professional growth. However, we risk losing these opportunities if we do not treat the sponsors with the respect they deserve. The following protocols can help us protect those relationships and support the execution of meaningful programs for current and future Honors students.

- **Read your Cardinal mail daily and manage your email.** Cardinal mail is the primary way the university communicates with its students. This includes all offices, faculty members and the Honors Program. Class cancellations, professor messages and notices of programs, workshops, and scholarship/internship opportunities go through Cardinal mail. Many times these are customized to specific students. **Learn to manage your email** so you do not have hundreds stacking up unread or unattended to.
 - Respond quickly to those that require a response.
 - Delete those that do not pertain to you.
 - Accept or decline Outlook meeting notices.
 - Create folders to file messages you need to return to later.
- **ALWAYS respond to a message requiring an answer.** If someone has taken the time to communicate with you, respect the need for a response.
- **Respond to each email requesting a response by the deadline indicated within the message.** If there is no deadline included, ask the sender for a deadline or provide the information within 48 hours of receipt.
 - If you do not have a final answer by the deadline, inform the sender of your situation no later than the deadline. Include an estimated time by which you will have the final answer, then make a note on your personal calendar to get back to the sender by that time with your final answer. Keep to your dates!
 - If you know sooner than the due date that you will not have the answer in time, communicate right away. Let the sender know of the situation as soon as possible so the sender can move ahead as necessary. By being considerate in this way of others' needs, you will set yourself apart from the majority of people who are not as considerate.
- **Respond to each Outlook meeting request within 48 hours of receipt.** Click on "Accept" or "Decline." The sender needs to know how to plan for the event. If you respond with "Tentative" you must get back to the sender as soon as possible with a firm answer well before the meeting time. Make a note in your personal calendar to get back to the sender on a specific date so you do not forget to follow up.
- **Communicate with the organizer as soon as circumstances change.** Do not procrastinate in communicating if you become ill or an emergency arises that takes you away from an accepted commitment. The organizer may need to change plans due to your absence. Be honest and forthright with the reason for your withdrawal. The Honors Director can be understanding when you handle your absence responsibly and courteously. However, if you make a habit of not showing up or canceling your commitments, your overall commitment to the Honors Program will be in question. Understand, too, that absences from required events will hold more weight against your membership in Honors. If you have a problem with attending required events in general, you must schedule an appointment to meet with the Honors Director to discuss the situation.
- **Work with your job supervisor.** We publish the dates of all required Honors events for the year on the Google calendar in August. It is incumbent on you to pay attention to these dates and request the time off

on those days to avoid conflicts ahead of time. We give at least two weeks advance notice of other opportunities—usually more—that usually allows you to notify your supervisor in advance of scheduling to ask for the time off. Because of this, a work conflict is not a valid excuse for non-participation. Remember, non-participation is grounds for removal from the Honors Program.

- **Communicate right away when you know that you will not make a project deadline.** As an example, you may owe a professor an assignment for a research project for which you are assisting. However, you find that you will not be able to complete the task on time. As soon as you realize you are having trouble making the deadline, talk to the professor. It is best if you have an idea on how to handle the problem to present to the faculty member, but if you do not, the professor needs to have this information promptly in order to make alternate arrangements. You do not want to acquire a reputation for being unreliable or inefficient. Address such circumstances promptly and have alternative solutions ready to share.
- **Be gracious when you have to decline or withdraw from an opportunity.** Perhaps a faculty member agreed to have you as an assistant on a project, a company has offered an internship, or the Honors Director will pay your way to a workshop. If you find that you cannot meet the requirements of the obligation, it is important to face up to it quickly, honestly, and in person. Acknowledge how the individual and/or organization went out of their way for you, and how much you appreciate the opportunity. Handling this apology in person, directly and with humility, will get you further than if you procrastinate to the degree that you damage your personal reputation and the Honors Program's relationship with that entity.
- **Apologize when you make a mistake.** This situation calls for a personal communication, not a text message, a phone call or an email. Definitely address it in person and/or, depending on the circumstances, such as a professor giving you multiple chances to rectify the situation, write a handwritten note. Making a mistake is a human occurrence and may be forgiven; it's how you handle the error that makes the difference. Your reputation will be built on how you own your actions and behavior. Remember that mistakes are simply another way of learning lessons, so learn the lesson! Be accountable and by so doing, you will maintain your relationships for the long term.

Personal Calendars

There is an implicit requirement in maintaining these protocols, which is to use a personal calendar to keep your commitments. This may be coordinated with an online or hard copy planner. Regardless of what you choose as your primary organizer, sync your Outlook calendar to that primary calendar so that you have everything in one place.