HONORS STUDENT HANDBOOK

2021-2022 Edition

UNIVERSITY OF THE INCARNATE WORD 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 for its students and the UIW community.

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 Seminar Series: with facilitated discussions on professional development topics and training/support for student members, the EDGE series promotes soft skill growth so that students can become successful and competent future leaders of our university and community.
2. Student-organized fundraisers for the Honors Study Abroad Scholarship, i.e., Arts & Music Festival, Silent Auction…
3. The annual social justice trip for a first-hand look at issues in education, social structure, & immigration
4. Panel discussions and/or guest speakers during our Culture Café covering a variety of current trending topics in our cultural events.
5. Guidance from faculty and staff in navigating professional internship selection, seeking out research or REU opportunities, and assistance in finding scholarly activities to participate in.
6. Servant Leadership through community service opportunities in and around metro San Antonio.

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.

The Bucket List

Students must attend a minimum of 20 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 build community with their fellow students. The events include the areas of culture, academics and service.

Specific options to fulfill your Bucket List are publicized on the Course Calendar found on our Canvas site and also during our monthly All Honors Gatherings. When rides may be available for sign-up, that information will be included in the RSVP for that specific event. Along with Honors Program-sponsored activities, students may find their own outlets for extending their academic, cultural and service opportunities.

Some events may require a fee. As our 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 fee that the program paid on behalf of that student. In addition, each student has $25 available each semester—the Performance Passport—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. We have travelled to the Texas-Mexico border in the Rio Grande Valley and we have also looked at these issues in the San Antonio area. 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 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 social media. However, **the primary source and resource for information is the Honors Program's Canvas site.** You will find general announcements, sign-ups 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 Module on our Canvas 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 G 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 as role models in the classroom and in student organizations. Academic expectations include attainment of the Bachelor's degree with a cum laude designation of a 3.5 GPA or higher.

Requirement: Honors students MUST maintain a full-time course load and achieve a minimum cumulative grade point average each semester in order to participate in the Honors Program and graduate with University Honors. 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 Sophomore year ▪ 3.5 by end of Junior year

Should the GPA drop below the designated minimum, a student will be placed on program 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 Program Director has the option of extending the probation one more term if the GPA requirement can be met by the end of the second term. If students are on probation, they will be required to create and complete a Individual Development Plan (IDP) to support their academic goals, as well as meet with the Program Coordinator for mandatory advising throughout the semester that the probation is taking place.

A student on program probation may not hold an Honors Student Board or Peer Mentor position, be eligible for participation in a social justice trip outside of San Antonio or qualify for a program scholarship until they meet the required GPA. * ***Please note that the GPA requirement is based off of your total college credits, including those attained in Dual Enrollment or Dual Credit. Yearly GPA's requirements will be based on Degree Plan Classification and not actual time spent in the Honors Program.*** *

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 and to graduate from the Honors Program. 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: Honors students must take specific Honors courses to fulfill the Curriculum category requirements. Students MUST enroll in at least 3 Honors Specific courses (including Intro to Honors) in order to complete the requirements for the Curriculum category. See Appendix A for these courses.

Requirement: Students must attend the annual Honors Convocation each August. This event is a formal start to the new academic year, bringing the Honors community together---faculty, advisors and students.

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 at some point, 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 20 events contained in the Honors Program Bucket List. Please note the specific requirement as described under Co-Curricular Programming on page 3.

Snapshot: Honors Program Requirements

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

In addition, specific co-curricular events may be deemed mandatory for all Honors students, such as the Arts & Music Festival hosted each Fall. 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 Point 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: practice in leadership roles, exposure to new cultures, and service to the community. All students enroll in the Introduction to the Honors Program course (HONP 1110H) in their first fall semester with Honors to understand the philosophy of the program, plan the activities and courses they will follow, and begin their work to earn their Honors points.

Deadlines and Penalties

Deadlines are important. Students must meet the deadline requirements for submitting pre-approvals and verification for Honors points. Students must be current with point submissions by the time they meet with the Honors Director for advising each semester. If not, they will not receive privileges for priority course registration. The student will be given until the end of that semester to bring the point submissions up to date. However, if the student has not brought their submissions up to date by that time, **the affected activity(s) will be forfeited as a viable option to earn Honors points**.

Earning Honors Points: An Overview

The UIW Honors Council, a guiding body made up of faculty representatives from each academic school/college at the University, has specified three categories in which students may earn Honors points:

- Curriculum (10-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 and Transfer 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.

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 ten 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. We also aim to offer Honors courses during the summer semester as a Study Abroad every even-numbered year. Up to 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. You may contract a course with an instructor of an **upper-level course** in your 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 and to begin developing the project outline. 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 first week of classes. The Council must approve them by 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 C 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 D.

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 in the Honors Thesis Resources Canvas module 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 1/31/21 for thesis paper deadline of 12/10/22.
4. Thesis paper **due the Fall of the Senior year.** This is the year that thesis writers take the associated Honors research course for their major, thus earning Curriculum points as well as Scholarship points.

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. Before summer and fall research starts, the abstracts are due in April; the HARD 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 Canvas 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 of their discipline. 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. Examples can be found for example on national grant agency websites, such as the National Institutes of Health website. The Honors Canvas site also lists many local and national fellowship and internship opportunities.

The UIW Chemistry Department sponsors a 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 European university over a full semester (fall or spring). Contact the Honors Program Coordinator for more information on this possibility.

Other scholarly opportunities may be found through the UIW Ettling Center for Civic Leadership and through your respective Department Chair or Faculty Advisor.

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 long semesters*** and a resume of student accomplishments during the time of service.

Pre-approved leadership training programs include Cardinal Leaders course, ROTC training program, Resident Assistants, Cardinal Leaders Program, Peer Mentoring, and the EDGE Seminar Series (Honors).

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

NOTE: 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 will earn Honors points. Pre-approved internship programs by the Honors Council include those obtained through the Ettling Center for Civic Leadership and the WISH internship in Washington, DC. Otherwise, students must complete an internship agreement with their supervisor and submit it to our Program Director via Canvas for approval before beginning the program. At completion, 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. The Honors Program aims to hold Honors classes during the summer of every even-numbered year. There are also an increasing number of semester long courses that are offering study abroad experiences as components of the course – keep an eye out for courses that meet these requirements.

Check Appendix E for the point values of these different options.

How to Request Honors Points

Students will find the procedures and forms to request points on the Honors Program Canvas site under the their own modules, ex: procedures for internships will be under the Self-Development category, presentations under Scholarship, etc. 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 15 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 how to submit Honors Point verifications to our Canvas. A detailed description of the procedures for pre-approvals and submissions is in Appendices C through E.

Basic Instructions on Submitting Honors Points Activities in Canvas

All Honors point submissions will be made through the Honors Cohorts Canvas site in the modules section. There are three governing documents located in our "Pages" section that provide information on what activities will earn Honors points:

1. **Honors Student Handbook:** The Handbook provides information on all requirements and expectations of Honors students along with detailed information on how to earn Honors points in the appendices.
2. **Honors Point Planner:** This section, located in your Student Notebook section of the Honors Student Cohorts Microsoft TEAMS page, allows each student to plan how s/he will earn the required 20 Honors points for University Honors at graduation. Use this with your Academic and Faculty Advisors, as well as the Honors Director, who can help you find ways to earn these points.
3. **Point Submission Checklist:** This is a cheat sheet to help you quickly determine how to handle each activity type to earn your Honors points. It lists which forms to submit for each type of activity, the deadlines and whether pre-approval is required. This checklist also makes up the three appendices in this document. This information is also embedded into the Honors Student Handbook.

The Honors Point Submissions Forms are located in their associated module on Canvas and contain instructions and process with which you will submit your activities. The modules are organized by category: Curriculum, Scholarship, and Self-Development. There is also information in each module that includes the rubrics for reflection papers, research abstracts and project summaries. Additionally, examples of good course contract proposals and research proposals are available upon request.

Our new process for submitting your forms no longer includes "wet" signatures. Students will begin their submission by selecting the appropriate AdobeSign form in the corresponding module. Make sure you have all your materials ready for submission when starting the form, as there is no way to save and come back. You will upload Word, Excel, and pdf files for all required attachments directly to the form. Files with other extensions are not supported through AdobeSign, so please make sure that your documents are in the correct format before attaching. Once you complete your form and submit, your submission will be routed electronically for the appropriate signatures. The routing process for each form is listed at the top of the form, as well as the attachments necessary for your submission. Once all the necessary signatures are obtained, the form will be forwarded to the Program Director or assigned Councilmember for approval. The new process will take approximately 2-3 weeks to complete. Once your form is approved, you will be notified, and a copy will be placed into your student file.

Submission Instructions and Deadlines

Please refer to the Appendices at the end of this document for complete instructions on how to submit Honors point requests on Canvas and for the deadlines of pre-approvals and final submissions for each activity type. ***All deadlines must be met or you will forfeit that activity for Honors points.***

Tracking Your Points

You can see your Honors Point accumulation in your Student Notebook on our Honors Student Cohorts Microsoft Teams Page. Once the routing process for your points is complete, the Honors Program Coordinator will add the point to your Point Planner where you can view it in real time.

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 since they are expected to serve as role models in the student community. Those students whose Honors 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 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 be followed.

Academic Probation Procedure: The Program Coordinator will notify the student when performance goes below the expected level and advise the next steps. If the problem is academic, the Program 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 be dismissed from the program.

Attendance Probation Procedure: The Program Coordinator 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. Based on this information, the Program Director will provide an alternative assignment to substitute the missed attendance. Should the attendance record not improve and fulfill the program requirements by the second semester, the student will be dismissed from the program.

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.
- 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.

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

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 program policy, the Honors Program Director enforces the policy, and the Program Coordinator 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 Program Coordinator and 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. Designated as a Faculty member, The Director is a resource for Honors students and faculty, facilitating 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 coordinates the development of curriculum for the program along with the faculty represented on council. Curriculum development and yearly program assessments are the main focus of the Program Director's office. In this position, the Director will coordinate student/faculty feedback on the Honors program and its classes. The Director along with the Program Coordinator, are the face of the program and represent the program, as requested by the university leadership and development offices.

The Role of the Honors Program Coordinator

The Honors Program Coordinator is a full-time staff member dedicated to the Honors Program. The Program Coordinator assists the Program Director in planning and coordinating co-curricular programming and carrying out administrative functions of the program. The Honors Program Coordinator coordinates the leadership development programs and the Peer Mentor Program, including supervision of Peer Mentors. The Honors Program Coordinator is responsible for maintaining the program website and assists in recruiting and retention initiatives, establishing and maintaining alumni relations, and developing publicity materials. The Program Coordinator always welcomes student input on suitable topics and events for supplemental programming.

The Role of the Student Board

The 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 Strategic Plan for the coming year in the Summer and follow up with monthly meetings throughout the year to discuss any pending issues, evaluate previous programs and tweak the direction of future programming. They work closely with the Program Coordinator to accomplish their goals and facilitate programming that is representative of the needs and desires of the Honors student body.

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

PRESIDENT

- Organizes and runs monthly All-Honors Gatherings and student board meetings
- Attend monthly Honors Council meetings to serve as a liaison between students and Council
- Maintains contact between Honors Program Director, Coordinator, Student Program Assistants, and student leaders

- Monitors work of Student Board Members
- Represents the Honors Program to the UIW & external communities
- Requirements:
    - Must be a third year+ student in the Honors Program
    - Must have previously served as a Student Leader within the Student Board & Leadership

VICE PRESIDENT

- Assists President as needed
- Host Honors Gathering/Meetings in absence of President
- Supports & oversees Service Coordinator & Event Chairs
- REQUIREMENTS:
    - Must be second year+ student in the Honors Program

SECRETARY

- Takes Student Board meeting minutes
- Ensure meetings are effectively organized and minuted
- Maintains effective records and administration & updates TEAMS site
- Upholds & sites governing doctrines for Student Board Meetings (i.e. Robert's Rules, Student Handbook, etc.)
- Works with President to create meeting agendas & gather agenda items from Student Board members and Honors Leadership
- Circulates agendas and handouts at Student Board & All Honors Meetings
- Checking that agreed actions are carried out at scheduled meetings
- Assists President as needed

TREASURER

- Coordinates purchasing of promotional products or merchandise with Board funds
- The Treasurer is charged with overseeing the Student Board's budget
- Coordinates with any Honors volunteer or social events that may require funds with clear communication and justified reason(s) to utilize those funds for the events.
- Oversees food purchases made for every Honors Gathering
- Chairs the Special Funding Committee. Any funds that are allocated to the Honors Program by an outside entity shall be organized and distributed by the Special Funding Committee.
- Assists President as needed.

HISTORIAN

- Head of Public Relations between the UIW Honors Program and the University and city community.
- Responsible for documenting the year in photos and video.
- Prepares the awards dinner video.
- Supports & oversees Social Media Coordinator
- Works closely with the Program Assistants to promote Honors events.

- Assists President as needed.

STUDENT GOVERNMENT ASSOCIATION HONORS SENATOR

- Serves as a liaison between the Student Government Association and the Honors Program
- Advocates & represents the interests of the Honors Program community and Honors Societies around campus
- Provides Honors Program updates to SGA during Senate meetings
- Responsible for informing Honors students of changes, updates, and services from SGA
- Works with other Honors Societies on campus to obtain their feedback on important SGA issues
- Provides monthly reports to Student Board regarding on-campus happenings
- Facilitates Office Hours & "Comment Box" process within the Honors Program
- Assists the President as needed

PEER MENTOR COORDINATORS (SELECTED)

- Co-supervise group of 20-25 Mentors throughout the Academic Year
- Serve as a general back-up resource for all Mentors within program
- Facilitates monthly reflection sessions with all Peer Mentors
- Co-facilitate all Peer Mentor trainings and social events
- Work with campus units to conduct outreach to incoming students
- Other duties as assigned

SERVICE COORDINATOR

- Represents the Honors Program to our service partners
- Communicates opportunities and information regarding volunteer service to the Honors Cohorts
- Coordinates logistics, staffing, and service validation for service events and Honors signature events
- Actively seeks out and facilitates service opportunities for the Honors Community
- Assists the Vice-President as needed

SOCIAL MEDIA COORDINATOR

- Maintains Honors Program presence on social media and remind accounts on a weekly basis
- Works with Program Coordinator to promote Honors events and maintain Linktree organization
- Develop and curate engaging content for social media platforms.
- Assist in the creation and editing of written, video, and photo content.
- Attend events and produce live social media content.
- Maintain unified brand voice across different social media channels.
- Interact with users and respond to social media messages, inquiries, and comments.
- Assists the Historian as needed

ENGAGEMENT COORDINATOR

- Develops & facilitates programming that grows community and inclusiveness to the Honors Program

- Hosts and coordinates Discord events
- Hosts and Coordinates Fall and Spring Social Events
- Works with Program Coordinator to create programs and events to engage the Honors students
- Assists the Program Coordinator as needed

COMMITTEE CHAIRS (VOLUNTEER)

Student volunteers lead their own committees to put on several activities for the Honors community. Every Honors member is strongly encouraged to help with the many activities offered throughout the year:

- Arts & Music Festival (October)
- Pumpkin Patch (October) and Bunny Arcade (April) Fundraisers

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, Coordinator, the Associate Provost of Undergraduate & Graduate Education, and the Deans of Student Success and Enrollment. The Council is the authoritative body that determines the curriculum and finds appropriate faculty members to develop and teach the honors courses.

Honors faculty 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 students in a mutual journey that challenges our sense of self and purpose.

The Honors Council sets the policies and outcomes for the Honors Program. It oversees all program elements, including the review of project and thesis proposals, and participates in the selection of each year's new students, determines the requirements for successful completion of the program, and sets the guidelines & restrictions for items that are approved under the Honors Point Plan.

Honors Program Peer Mentors

The Peer Mentor Program assists incoming Honors students to become comfortable within our learning community. Once our Mentors are selected, they go through training before working one on one with their assigned students. Peer mentors are friendly guides to the Honors Program and assist our new Honors Scholars in understanding the Honors Point System and how to get involved in Honors activities quickly and easily. They assist new students in the transition from high school to UIW, showing them the ropes on what it takes to perform well academically. For both Transfer and Freshman students, Peer Mentors are a prime resource for how things work on campus and how to find out what's happening at UIW and around town--socially, culturally, and intellectually.

All new students to the Honors Program, regardless of classification or major, will be required to meet with their Mentor once a week for their first year in the program. They will go over important modules with you, covering a wide variety of topics such as registration, navigating campus, utilizing student resources, and many more!

APPENDIX A: REQUIRED HONORS COURSES

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

APPENDIX B: OTHER HONORS COURSES

Course Title/Number	Fulfills University Core Requirement?	Comments
ENGL 3310H: The Human Story Through Literature	Yes	Cycle TBD. **This course is currently being reevaluated by the faculty of the English Department.**
HIST 3310H: Inquiries into the Modern World	Yes	Offered in the fall semester, as needed.
PSYC 1301H: Honors Intro to Psychology	Yes	Offered every odd-numbered year in fall as a learning community with Intellectual Quest; independently in even numbered years
GOVT/PHIL/SOCI 4310H: Social and Political Thought	Yes	Cross listed; students choose the best option for their degree plan; offered odd-numbered spring terms
MATH 2303H: Honors Intro to Probability & Statistics	Yes	Offered in the fall semester, as needed.
RELS 3381H: Christianity and Global Justice	Yes	Cycle TBD.
PHIL/ARTH 3375H: The Aesthetic Quest	Yes	Can fulfill the Aesthetics course requirement in some degree plans; offered even-numbered fall terms
PHIL/BIOL 4350H: Honors Bioethics	Yes	Cross listed; may fulfill BIOL degree or University core requirements; offered even-numbered spring terms
HONP 43RCH course (or 43RCH in major department); HONP 41RCH (sign up 3 times)	Fulfills degree requirements	Taken when the thesis paper is being written, generally fall senior year; use the one-hour course to help spread out the work

APPENDIX C: CURRICULUM CATEGORY POINT-EARNING OPTIONS & SUBMISSION INSTRUCTIONS

Minimum 10 points

Curriculum Category	Restrictions	Level 2 (2 points)	Level 1 (1 point)
Introduction to Honors Program Course	*Required of all Honors students in their first semester*	• 1-credit hour course completed with 3.0 minimum grade	• 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	*4 point Minimum*	• 3-credit hour courses designated as Honors with 3.0 minimum grade • Thesis writers register for the Honors research course associated with their degree	• 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		• 3-credit hour course at the 3000 or 4000 level in student's major or minor with 3.0 minimum grade	• 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

HOW TO SUBMIT FOR CURRICULUM POINTS

Curriculum points are earned by taking Honors courses or by contracting an Honors project to be done when taking an upper-level course in your major or minor.

Honors Courses

Verification forms are no longer required for Honors Designated Courses. Simply add the point to your Point Plan and the Director will verify the point during your regularly scheduled advising session during registration week.

Honors Contract Courses

- Find the Curriculum Module on Canvas under "Modules".
- Fill out all the information requested on the necessary form on AdobeSign. You will be asked to attach your supporting documentation for the form you are submitting. Make sure to include any names for instructors or advisors.
- Your form will be routed through the assigned process at the top of the form. This process may take 2-3 weeks. Once your form has been approved, you will be notified and your form will be stored in your student file. The Director will then verify your grade for that course at the end of the semester and post the Honors points earned.

Note: You do not have to wait until the end of the semester to submit your point request. It can be submitted as early as the first week of the semester.

To receive pre-approval, follow these steps:

1. Talk to the professor at the time of registration for the class to see if the instructor is willing for you to contract with this course. Take the Honors Contract Course Proposal form to the meeting with the instructor to explain how the contract works and to discuss options.
2. Develop a project idea using the guidelines on the Honors Contract Course Proposal form with the instructor and write it up for the Honors Council to review. Get this done well before the beginning of the course start because the submission is due on the first Friday of the new semester.
3. Develop a contract for the course with the instructor and prepare it for submission.
4. Submit the Contract form and make sure to attach the project proposal and the course syllabus to the form on AdobeSign. Forms will not be considered complete without the appropriate attachments.
5. The Honors Council will review and make a decision within 10 days of submission. Zero points will be issued under that assignment while the course is in progress.

At the completion of the project:

1. Fill out the Contract Course Completion Form on AdobeSign. You will access this through the Curriculum module on Canvas. Attach any necessary supporting documents.
2. Once you submit the original form, the form will be forwarded to your instructor. They will check the appropriate box for completion and provide a written commentary on your performance along with a electronic signature.
3. One your form is completed and all parties have signed, it will be forwarded to the Honors Program Director for review. The points will be assigned to the contract course once grades have been posted.

APPENDIX D: SCHOLARSHIP CATEGORY POINT-EARNING OPTIONS & SUBMISSION INSTRUCTIONS

Minimum 1 point

Category	Restrictions	Level 2 (2 points)	Level 1 (1 point)
Research or Creative Project **(under the direction of faculty member)**	*Maximum 4 points*	• Faculty-led research or creative project • Thesis (original research) • REU/Summer Research Program or equivalent • Addition to major's capstone project	• UIW Summer Research Program (i.e., Welch) or equivalent • Other project accepted by the Honors Council
Exhibitions/ Performances/ Creative Productions	*Maximum 4 points*	• Creative performance in music, dance or theater outside of UIW • Exhibit/production in the arts outside of UIW	• Creative performance in music, dance or theater at UIW • Exhibit/production in the arts at UIW
Publications **(not required for a course)**	*No Maximum*	• Publication in refereed professional journal • Paper published in conference proceedings	• Submission to refereed professional journal • Publication/Submission in refereed undergraduate journal • Book review published, refereed publication
Presentations	*Maximum 4 points*	• Podium or poster presentation at state/regional/national/ international professional organization meeting • Nationally refereed undergrad conference	• Presentation/poster at UIW event • Presentation at UIW Honors Symposium

HOW TO SUBMIT FOR SCHOLARSHIP POINTS

Scholarship points reward activity done to expand your knowledge and your professional skills in your content area. Some activities require prior approval from the Honors Council and there are deadlines associated with those pre-approvals. Do make note of those deadlines in Appendix D of this Handbook.

Faculty-Led Research or Creative Project

Both of these projects need to be pre-approved by the Honors Council. To receive your pre-approval, follow these instructions:

To receive pre-approval, follow these steps:

1. Find the Research Project Proposal Approval Form in the Scholarship Module on Canvas.
2. To complete your abstract, follow the guidance within that document. Generally, these abstracts are no more than five pages long; just be sure that all the required information is contained in your paper.
3. Get your mentor's approval on the final abstract.
4. Fill out the form on AdobeSign and upload both the contract and the abstract through directly to the form and submit.
5. Your form will be routed to your instructor/advisor for their signature.
6. The Honors Council will review and make a decision within three weeks of submission. Zero points will be issued under that assignment while the project is in progress.
7. Remember to keep track of the number of hours that you work on the project. You will need this information for the Research Project Checklist & Report Form.

At the completion of the project:

1. Write up the results of your project. Generally, this paper will be about five pages long.
2. Have your mentor review your project summary.
3. With the mentor's approval of your summary, complete the Research Project Checklist & Report Form on AdobeSign and attach all necessary supporting documents. You can find this form under the "Scholarship" module on Canvas.
4. Your form will be forwarded to your instructor/advisor for their signature.
5. Your completed form will be forwarded to the Honors Program Director for approval and issuance of your Scholarship point.

Capstone Course Addition

Pre-approval by the Honors Council is required for these projects.

To receive pre-approval, follow these steps:

Follow the instructions above using the Research Project Proposal Approval Form or using the instructions under Curriculum Honors Contracts with the Honors Contract Course Proposal form.

At the completion of the project:

1. Write up the results of your project. Generally, this paper will be about five pages long.
2. Have your mentor review your project summary.

3. With the mentor's approval of your summary, complete the Research Project Checklist & Report Form on AdobeSign and attach all necessary supporting documents. You can find this form under the "Scholarship" module on Canvas.
4. Your form will be forwarded to your instructor/advisor for their signature.
5. Your completed form will be forwarded to the Honors Program Director for approval and issuance of your Scholarship point.

Honors Thesis

The honors thesis is an original research project of the student, mentored by a faculty member knowledgeable in the area. Plan on working on this project from 18 to 24 months. Pre-approval by the Honors Council is required for these projects which must be obtained by January 31 of the year before it will be presented at the Honors Symposium. During the semester that the final paper is written, thesis writers will register for the Honors Research course associated with their major.

To receive pre-approval:

- Discuss your initial ideas with the Honors Director and your Faculty Advisor.
- Follow the steps and rubrics found in the Honors Thesis Guidebook, located on the Honors Thesis Resources Module on our Canvas site.

At the completion of the project:

1. Finalize your final product and have your mentor review your project summary.
2. With the mentor's approval of your final project, complete the Research Project Checklist & Report Form on AdobeSign and attach all necessary supporting documents. You can find this form under the "Scholarship" module on Canvas.
3. Your form will be forwarded to your instructor/advisor for their signature.
4. Your completed form will be forwarded to the Honors Program Director for approval and issuance of your Scholarship point

Summer Research Programs

Participation in a summer fellowship or research experience earns Honors points. You will want to save the communication that shows your admittance to the program and some documentation of the project you worked on or perhaps a certificate of completion.

To submit this activity for Honors points:

- Complete the Research Project Checklist & Report Form on AdobeSign and upload verification of your completion of the program to the form. Verification includes a copy of your final presentation or other product and/or a certificate of completion.
- Your form will be forwarded to the Director for review and issuance of Scholarship points.

Presentations and Publications

Once you have completed a project you may be able to present and/or publish the results. Since it could take months to hear back from a peer-reviewed journal, you may earn one Honors point for crafting and making your submission to the journal.

How to submit a presentation or publication:

1. Complete the Research Project Checklist & Report form and attach all necessary supporting documentation to the form and submit.
    a. Supporting documentation can be a conference program listing your name, letter of acceptance, a scanned copy of article submission or acceptance and/or other proof of your performance to the Scholarship "assignment" that matches the semester and year that the activity was completed.
2. Once submitted, your form will be forwarded to the Director for review and issuance of Scholarship points.

Creative Exhibits, Performances and Awards

Alternatively, your creative projects and talents may be exhibited off or on campus, which may earn Honors points. If you receive an award for your work from professionals in your field, that recognition may earn you Honors points as well.

To submit these activities for Honors points:

1. Complete the Research Project Checklist & Report Form and attach all necessary supporting documentation to the form.
    a. Supporting documentation can be a program or exhibition publication listing your name, letter of acceptance or other proof of performance to the Scholarship "assignment" that matches the semester and year that the activity was completed.
2. Your form will be forwarded to your faculty mentor to sign.
3. Once all required signatures are acquired, your form will be forwarded to the Director for review and issuance of Scholarship points.

APPENDIX E: SELF-DEVELOPMENT CATEGORY POINT-EARNING OPTIONS & SUBMISSION INSTRUCTIONS

Minimum 2 points

Category	Restrictions	Level 2 (2 points)	Level 1 (1 point)
Leadership	*Maximum 4 points*	• Serve in a leadership capacity for a two semester- minimum in a program with documented leadership training/ supervision, i.e., peer mentoring, student orgs, RA, ROTC	• 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	*Maximum 2 points*	• Minimum period of 200 hours	• Minimum period of 100 hours
Service	*Maximum 4 points*	• 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	• 75 total service hours
Integrative Reflection Paper	*Maximum 2 points*	• Complete an in-depth paper under faculty mentor supervision that considers personal growth over the undergraduate years	
International Experience	*Maximum 3 points*	• One semester study abroad	• International experience of less than one semester • Presentation for Study Abroad office

HOW TO SUBMIT FOR SELF-DEVELOPMENT POINTS

Preparing yourself for life after graduation is more than just earning your degree. Honors points go to those activities that help you develop your leadership, organizational and interpersonal skills and that provide a way for you to widen your understanding of the world we all live and work in.

Organizational Leadership Roles

Students who complete two semesters as an officer of a student organization may request Honors points. **Pre-approval is required,** however.

To receive pre-approval:

1. Meet with your fellow officers to develop your personal goals for the year in support of the organization's goals. Make your goals measurable.
2. Take those goals to your organization's faculty advisor and complete the Leadership Goals form when you have the advisor's approval of your goals. The form can be found in the Self-Development Forms folder.
3. Submit the Leadership Goals form through the Self-Development "assignment" that matches the semester and year that your commitment begins.

At the completion of the term:

1. Use your Leadership Goals to complete the Leadership Accomplishment form found in the Self-Development Forms folder.
2. Take the Accomplishment form to your organization's advisor for review and signature. Also have the advisor sign the Leadership Submission form.
3. Submit the completed and signed Leadership Submission form along with the signed Leadership Accomplishment form and any additional documents through the Self-Development "assignment" portal that matches the semester and year you uploaded the Goals form.

Leadership Programs

Certain programs such as the Cardinal Leaders course, ROTC, peer mentors and Resident Assistants can earn Honors points. Peer mentors, officers and Ras require a two-semester minimum experience to earn points.

At the completion of the term:

1. Think about your experiences and your personal growth during your time with the organization and write a reflection paper about three pages long. Use the reflection paper rubric found in the Rubrics for Papers and Reflections folder to be sure you meet expectations.
2. Submit the completed and signed Leadership Submission form along with the electronic file of your reflection paper through the Self-Development "assignment" portal that matches the semester and year you completed your term.

Internships

If you engage in an internship, **pre-approval by the Honors Council is required.**

To receive pre-approval:

1. Discuss your responsibilities with the target organization and complete the Internship Contract together. Remember to have your supervisor sign the form.
2. Submit the Internship Contract through the Self-Development "assignment" that matches the semester and year that you plan to begin your internship.

At the completion of the project:

1. Use the reflection paper rubric found in the Rubrics for Papers and Reflections folder. Think about your experiences and your personal growth during your time with the organization and write a reflection paper about three pages long.
2. Fill out the Leadership Honors Points Submission form and have your supervisor sign to verify your fulfillment of the internship responsibilities.
3. Submit the signed submission form along with the electronic file of your reflection paper through the same Self-Development "assignment" portal for the semester and year you submitted your original contract.

Community Service

Service above and beyond the minimum 45 hours earns Honors points. Wait until your senior year or when you reach 90 hours, whichever comes first, to submit for Honors points. One Honors point is earned for 75 hours or two Honors points for 90 hours of community service.

To submit for Honors points:

1. Get a copy of your UIW Community Service form through GivePulse. It will be an itemized list of your service hours with the grand total.
2. Submit the Service Honors Points Submission Form with the UIW Community Service form through the Self-Development "assignment" portal in the appropriate semester and year.

Student Member of Board of Directors

Highly motivated students may find a nonprofit that they love and which would allow a student member on its Board of Directors. Coordinate with the Honors Director as you set it up. ***Participation over two semesters would earn Honors points.***

At the end of the second semester of your term:

1. Use the reflection paper rubric found in the Rubrics for Papers and Reflections folder. Think about your experiences and your personal growth during your time with the organization and write a reflection paper about three pages long.
2. Fill out the Service Honors Points Submission form and have the President of the Board of Directors sign to verify your tenure.
3. Submit the signed submission form along with the electronic file of your reflection paper through the Self-Development "assignment" portal for the semester and year you completed your board term.

Sustainable Program for a Nonprofit

You may wish to initiate a new program for a nonprofit to extend its services. You will need pre-approval from the Honors Council on these as well as the approval of the host organization. ***The program must last at least two semesters.***

To receive pre-approval, follow these steps:

3. Make initial contact with the target organization to see if it is interested in your concept.
4. Discuss your idea with the Honors Director for feedback.
5. Write up a program proposal and obtain the organization's sign-off by email or signature on the proposal. There is no official form for this. Use the Honors Director as a resource as needed.
6. Submit the proposal through the Self-Development "assignment" that matches the semester and year that you plan to begin the project.

At the completion of the project:

4. Use the reflection paper rubric found in the Rubrics for Papers and Reflections folder. Think about your experiences and your personal growth during your time with the organization and write a reflection paper about three pages long.
5. Fill out the Service Honors Points Submission form and have the organization's supervisor sign to verify your program.
6. Submit the signed submission form along with the electronic file of your reflection paper through the same Self-Development "assignment" portal for the semester and year you submitted your program proposal.

International Experience

An academic international experience may earn Honors points.

To submit for Honors points:

1. Refer to the reflection paper rubric found in the Rubrics for Papers and Reflections folder. Think about your experiences and your personal growth during your time abroad and write a reflection paper about three pages long.
2. Fill out the International Experience Submission form and have the either the faculty leader or the Director of the Study Abroad Office sign to verify your participation.
3. Submit the signed International Experience Submission form along with the electronic file of your reflection paper through the Self-Development "assignment" portal matching the semester following the semester you completed the trip.

Integrative Reflection Paper

This project is a long-term project that should begin no later than the fall semester of your junior year. You must find a faculty mentor to guide you in this project, which acts as a pre-approval.

To receive pre-approval:

4. Find a faculty mentor who is willing to work with you as a guide in developing your integrative reflection.
5. Discuss your goals with the paper and the responsibilities of the mentor as you and your mentor complete the Honors Integrative Paper Contract together.
6. Submit the Honors Integrative Paper Contract through the Self-Development "assignment" that matches the semester and year that your commitment begins.

At the completion of the project:

- Submit the signed Integrative Paper Submission form along with the electronic file of your final paper through the same Self-Development "assignment" portal where you uploaded the initial contract.

APPENDIX F: POINT SUBMISSION DEADLINES

Curriculum Submission Deadlines

	BEFORE Beginning Activity		
Activity Type	**Pre-Approval Required?**	**Form needed for Pre-Approval**	**Deadline**
Honors Course Completion	no	no	
Contract Honors Course	yes	Honors Contract Course Proposal Form	**1st week of classes**

	At Completion of Activity	
Activity Type	**Forms Needed for Point Submission**	**Deadline**
Honors Course Completion	N/A	N/A
Contract Honors Course	Honors Contract Course Completion Form	One week after the last day of the semester the work is completed.

Scholarship Submission Deadlines

			Before Beginning Activity	
Activity Type	**Minimum Time Period for Activity to Earn Points**	**Honors Council Pre-Approval Required?**	**Form needed for Pre-Approval**	**Due Date**
Research Faculty-Led Project	2 semesters	yes	Honors Research Project Proposal Approval Form w/ Abstract	**Summer/Fall starts:** abstracts due April 1 (final fall deadline: Aug 1) **Spring start:** abstracts due Nov 1
Honors Thesis	18-24 months	yes	Honors Research Project Proposal Approval From	November 1 the year before thesis completion deadline
Capstone Course Addition	1-2 semesters	yes	Honors Contract Course Proposal or Honors Research Project Proposal Approval From w/ Abstract	1st week of the semester
Summer Research Programs	4 weeks	no		
Creative Faculty-Led Project	2 semesters	yes	Honors Research Project Proposal Approval From w/ Abstract	**Summer/Fall start:** abstracts due April 1 (final fall deadline: Aug 1) **Spring start:** abstracts due Nov 1
Presentations	N/A	no		
Publications	N/A	no		

Scholarship Submission Deadlines Cont...

	At Completion of Activity	
Activity Type	**Forms Needed for Point Submission**	**Due Date**
Faculty-Led Project	Research Project Checklist & Report Form w/ summary of work achieved	the semester after research period ends
Honors Thesis	Research Project Checklist & Report Form w/thesis paper	fall or spring of senior year
Capstone Course Addition	Research Project Checklist & Report Form w/ Scholarship Project Summary of work achieved	one week after the last day of the semester the work is completed
Summer Research Programs	Research Project Checklist & Report Form w/ Submission of program completion and copy of presentation	the semester after research period ends
Creative Faculty-Led Project	Research Project Checklist & Report Form w/ summary of work achieved	the semester after project contract ends
Presentations	Research Project Checklist & Report Form w/program listing, letter of acceptance or other proof of performance	the semester in which event occurs
Publications	Research Project Checklist & Report Form w/a scanned copy of submission or acceptance to receive points	the semester in which event occurs

Self-Development Submission Deadlines

		Before Beginning Activity		
Activity Type	**Minimum Time Period to Earn Points**	**Honors Council Pre-Approval Required?**	**Form needed for Pre-Approval**	**Due Date**
Leadership Programs	2 semesters	Only when submitting Student Organization Leadership Roles	Honors Self-Development Proposal Approval Form	September 15 for Fall-Spring period January 31 for Spring-Fall period
Internship	1 semester	Yes	Honors Self-Development Proposal Approval Form	Sept 1 for Fall Jan 31 for Spring
Community Service	N/A	No		
Student Member of Board of Directors	2 semesters	No		
Sustainable Program for a Non-Profit	2 semesters	Yes	Honors Self-Development Proposal Approval Form	At least **one month** before beginning program
Integrative Paper	N/A	No	Honors Research Self-Development Proposal Approval Form	Dec 15 of Junior Year
International Experience	10-day trip	No		

Self-Development Submission Deadlines Cont...

	At Completion of Activity	
Activity Type	**Forms Needed for Point Submission**	**Due Date**
Leadership Programs	Honors Self-Development Checklist & Report Form w/ reflection paper or Leadership Accomplishment form	One week after the last day of the semester the work is completed; treat Cardinal Leaders as class in submission (no reflection paper needed)
Internship	Honors Self-Development Checklist & Report Form w/ reflection paper	One week after the last day of the semester the work is completed
Community Service	Honors Self-Development Checklist & Report Form w/ GivePulse Summary Report or a Documentation letter from agency	Last day of the semester the work is completed
Student Member of Board of Directors	Honors Self-Development Checklist & Report Form w/ reflection paper	One week after the last day of the semester the work is completed
Sustainable Program for a Non-Profit	Honors Self-Development Checklist & Report Form w/ reflection paper	One week after the last day of the semester the work is completed
Integrative Paper	Honors Self-Development Checklist & Report Form w/ final paper	April 1 of Senior Year
International Experience	Honors Self-Development Checklist & Report Form w/ reflection paper or presentation	One week after the last day of the semester the study is completed

APPENDIX G: 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. 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.