

**Honors Faculty &
Disciplinary Honors
Liaison Handbook
2015-2016**



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***Please Note:** Documents are located on the Honors College website under the Forms tab (<http://honorscollege.uncg.edu/forms/>). They are not included in this Handbook.

2015-16 IMPORTANT DATES

Fall 2015

Thurs	Aug 20	2-4pm	Disciplinary Honors Advising in Foust 206
Fri	Aug 21	3-5pm	Liaison Workshop in the Faculty Center
Fri	Aug 28	3-5pm	Disciplinary Honors Orientation in EUC Maple
Mon	Aug 31	2-4pm	Disciplinary Honors Advising in Foust 216B
Mon	Aug 31	5pm	Deadline for proposals for Senior Honors Projects to be completed in Fall 2015 due in the LIHC office (205 Foust)
Tues	Sep 8	2-4pm	Disciplinary Honors Advising in Foust 216B
Tues	Sep 8	5pm	Deadline for proposals for special Honors course work (HSS 330 and Honors Contracts) to be completed in Fall 2015 due in the LIHC office (205 Foust)
Wed	Oct 7	1:30-4pm	Disciplinary Honors Open House in EUC Claxton
Fri	Nov 13	5pm	Chancellor's Resident Fellows Program Application Deadline (Faculty will be notified by Tuesday, December 15 th)
Thurs	Nov 19	5pm	Cording Ceremony for December grads in Alumni House, Virginia Dare Room
Mon	Nov 30	5pm	Deadline for completion of all special Honors coursework (HSS 330, Contracts, Senior Honors Projects) for Fall 2015
Wed	Dec 9	12pm	Deadline for receipt of all Notice of Completions for all special Honors coursework (HSS 330, Contracts, Senior Honors Projects) for Fall 2015 due in the LIHC Office (205 Foust)
Fri	Dec 11	5pm	Academic Think Tank Application Deadline (Faculty will be notified by January 22 nd)

Fri Dec 18 5pm Deadline for submission of papers to the 15th Annual Undergraduate Honors Symposium by email to Dr. Angela Bolte (akbolte@uncg.edu)

Spring 2015

Mon Jan 25 5pm **Deadline for proposals for Senior Honors Projects to be completed in Spring 2016 due in the LIHC office (205 Foust)**

Mon Feb 1 5pm **Deadline for proposals for special Honors course work (HSS 330 and Honors Contracts) to be completed in Spring 2016 due in the LIHC office (205 Foust)**

Fri Feb 12 5pm Deadline for Student Excellence Award nominations due in LIHC office (205 Foust)

Fri Feb 26 TBA 16th Annual Undergraduate Honors Symposium in EUC

Thurs Mar 3 1:30-4pm Disciplinary Honors Open House in EUC Claxton

Thurs Mar 3 5pm Lichtin Family Honors Scholarship Deadline due in LIHC office (205 Foust)

Thurs Mar 31 5pm Student Think Tank Applications due in LIHC office (205 Foust)

Thurs Apr 21 6-8pm Spring Honors Banquet Cone Ballroom, EUC

Tues Apr 26 5pm **Deadline for completion of all special Honors coursework (HSS 330, Contracts, Senior Honors Projects) for Spring 2016**

Wed Apr 27 7-8pm Honors Convocation, EUC Auditorium

Wed May 4 12pm **Deadline for receipt of all Notice of Completions for all special Honors coursework (HSS 330, Contracts, Senior Honors Projects) for Spring 2016 due in the LIHC Office (205 Foust)**

Please note: All special Honors course work (HSS 330, Contracts and Senior Honors Projects) must be completed by the last day of classes. Links to Notice of Completion forms for these courses are included in the paperwork bundles available online. Professors verify that the terms of the Honors Contract are satisfactorily met. Professors need not include the final grade on the Notice of Completion for Contracted Honors work; they should submit them through Genie with their other grades for the course.



Dear Honors College Liaison,

Thank you for taking on this important responsibility! Honors has a rich history at UNCG. Special programs were created in 1947 to give the university's top students the opportunity to enhance their studies. In 1962, with the support of the Ford Foundation, the university created the Honors Program. Then, in 2006, with a generous planned gift from Ms. Rebecca Lloyd, an alumna, the program was substantially expanded and made into the Lloyd International Honors College—named in honor of her parents Aubrey Paul and Georgia Lloyd, struggling working-class parents who wanted their daughter to see the world; and she did, serving in the armed forces and then making her fortune in real estate. Her gift has given the opportunity to many other students to not only see but create a better world.

Lloyd International Honors College is committed to providing talented, dedicated, and caring students in all fields with the chance to enhance their education and create new learning possibilities for themselves and others. We strive to prepare and develop our students to serve as leaders and lead by serving in our increasingly interdependent, multicultural, and multifaceted world.

Your support is vital to the success of Honors at UNCG—among the nation's best—and we are grateful. This manual provides an overview of what we offer our students as well as opportunities for you to get involved. E-mail me anytime at ohali@uncg.edu or come by our offices at 205 Foust. I look forward to meeting you!

Very best,



Omar H. Ali, Ph.D.
Interim Dean, Lloyd International Honors College

HONORS AT A GLANCE

Lloyd International Honors College at UNCG provides an enhanced undergraduate education with an international focus for motivated, high-achieving students in all fields of study. LIHC is an intellectually challenging and engaged community devoted to fostering critical and independent thinking, global awareness, and strong preparation for success in professional, civic, and personal pursuits.

Lloyd International Honors College offers two distinct Honors programs:

- *International Honors Program* – for students who wish to enhance their general-education studies and to pursue an international experience. Typically students join the International Honors Program upon entering UNCG as a first-year student. Program requirements must be fulfilled by graduation.
- *Disciplinary Honors Program* – for students who wish to enhance work in the major. Students may join the Disciplinary Honors Program any time during their undergraduate years at UNCG. Requirements must be fulfilled by graduation and include completing a Senior Honors Project.
- *Full Honors* – for students who complete all the requirements for both the International Honors Program and the Disciplinary Honors Program. Courses used to fulfill the requirements of one of those programs cannot be used to fulfill the requirements of the other. Requirements must be fulfilled by graduation and include pursuing an international experience and completing a Senior Honors Project.

Entering first-year students must have a minimum high school GPA (weighted) of 3.80 *or* SAT of 1200 (math + critical reading) *or* ACT composite score of 27 to apply for membership in the International Honors Program. Once on campus, students must have a UNCG GPA of at least 3.30 to become a member or maintain membership. Likewise, membership in the Disciplinary Honors Program requires a UNCG GPA of at least 3.30.¹ To apply for membership, students fill out and submit an application form that is available on our website.

Graduating students who have completed either or both of these Honors programs are recognized at the Honors Banquet in the spring. A mark of merit adorns the official University transcript. The transcript of students who have completed Disciplinary Honors also includes the title of the student's Senior Honors Project. The recognition on the official transcript will grant students a competitive edge in applying for graduate or professional school and signal to prospective employers a graduate's scholastic accomplishments.

International Honors Program

The International Honors Program gives students the chance to enhance their UNCG general-education studies and to have an international experience. Students are required to take at least 13 hours of Honors coursework, reach a 204 level of competency in a second language (modern, ancient, or ASL),

¹ Transfer students must have a cumulative GPA from all previous institutions of at least 3.30 to apply for membership.

and complete study abroad or an equivalent international activity. Students are required during their first year in the program to complete the Honors Colloquium that provides a broad perspective on the nature of a liberal education, the importance of international and global perspectives, and the process of taking control of their own education. For the vast majority of students, the international experience will take the form of a semester abroad arranged through UNCG's International Programs Center. For qualified students, a travel grant (currently \$1,300) is available to help defray the added costs associated with study or research abroad.

Disciplinary Honors Program

The Disciplinary Honors Program allows students to do upper-division Honors work in their majors or in interdisciplinary studies. Through Disciplinary Honors, students have the opportunity to study topics in depth and to do original, sophisticated research under the supervision of a faculty member. The requirements for Disciplinary Honors vary by major (students should check the individual department listings in the Undergraduate Bulletin for details on specific course requirements). For those departments that choose not to define department specific requirements, students must complete 9 hours of Honors course work (of which at least 6 hours must be in the major) plus a Senior Honors Project and graduate with at least a 3.30 UNCG GPA. Students may also choose to earn Disciplinary Honors in Interdisciplinary Studies. In this case, 6 of the 9 hours of Honors course work must be at the 300-level or higher rather than be in a particular discipline. For qualified students, a travel grant (currently \$1,300) is available to help defray the added costs associated with study or research abroad.

Individual courses cannot be used to satisfy both International Honors and Disciplinary Honors requirements. Honors Contract courses, as well as many 500-level courses, can be used to fulfill Disciplinary Honors Program requirements.

Full University Honors

Students may complete both the International Honors Program and the Disciplinary Honors Program. Because such work represents a significant effort on the part of the student (often involving nearly half of the undergraduate course work), Lloyd International Honors College recognizes them with the special award of "Full University Honors."

Student Excellence Awards

Each December, Lloyd International Honors College solicits nominations for the Student Excellence Award, the University's highest academic award for undergraduates. Please be advised that procedures and eligibility requirements may change between the publication of this Guide and the solicitation of nominations. Should there be changes the terms stipulated on the solicitation supersede information found below. Winners are chosen by the College's Honors Council to recognize those seniors whose academic careers are the best of the best based on demonstrations of:

- Creativity and originality,
- Motivation,
- Initiative and perseverance,
- Analytic, synthetic, and critical thinking skills, and
- The ability to communicate both orally and in writing.

Evidence of these accomplishments can be found both inside and outside the classroom and typically includes a combination of independent research and other creative activities, study abroad, and community involvement linked to the student's academic studies.

Each school and academic department may nominate **no more than two students** for the award. In order to be nominated, at the beginning of the spring semester in which the nomination is made, a student must:

- Be an undergraduate student at UNCG.
- Have at least a 3.70 cumulative GPA at UNCG.
- Have at least 90 semester hours of total academic credit.
- Have earned at least 45 semester hours of academic credit from UNCG.

Nomination Materials

Each complete nomination packet should be submitted by the Department Head or Dean of the appropriate unit, and it must include:

1. A completed Nomination Form signed by the appropriate Department Head or Dean
2. A letter of nomination that speaks to (a) the creativity and originality of the nominee, (b) the motivation, initiative, and perseverance of the nominee, (c) the analytic, synthetic, and critical thinking skills of the nominee, and (d) the ability of the nominee to communicate both orally and in writing. The nomination letter should address the nominee's performance both inside and outside the classroom and should cite specific examples that demonstrate these characteristics.
3. At least one supporting letter from a faculty member.

Information about the Student Excellence Awards and the relevant forms can be found on Lloyd International Honors College's website.

How Can Faculty Participate?

Faculty can participate in Lloyd International Honors College in a variety of ways: by teaching and developing Honors courses, by supervising Honors student research, by participating in Honors co-curricular and extra-curricular activities, by identifying Honors students for special opportunities, and by serving as an Honors Liaison or on the Honors Council.

Teach Honors Courses

Honors courses emphasize independent work, greater depth of study, and more advanced study than do regular courses. Honors courses are likely to entail more writing, research, and hands-on practical work than regular courses. The standard format for Honors courses is the seminar, which fosters discussion, collaboration, and mutual discovery among faculty and students. However, as described below, there are several other options for faculty to offer coursework for Honors students than the dedicated Honors seminar.

In Honors courses, students often are able to learn and cover elementary material rapidly. They should be more advanced in their learning skills than regular students and ready to accept greater intellectual challenges. Course content should be presented at an undergraduate level and graded performance expectations should remain the same as those in regular UNCG courses. Honors students are particularly concerned with issues of quality, consistency, and fairness. As a result, instructors of Honors courses should provide their students with a syllabus early in the course that lays out the objectives of the course, the expectations concerning student behavior and work, and how students will be evaluated.

Honors courses come in a variety of forms – Honors Seminars, Honors versions of regular UNCG courses, Honors Contract Courses, embedded Honors courses, and open Honors courses. Honors courses are capped at 25 students.

Honors Seminars

Lloyd International Honors College offers a number of Honors Seminar courses at the 100-, 200-, and 300-levels. These courses, which bear the prefix HSS, usually satisfy UNCG General Education requirements and are often cross-disciplinary in nature. Most Honors seminars have significant international and/or global perspectives incorporated in their content.

Lloyd International Honors College is always looking for faculty to teach Honors seminars. This is a wonderful way for faculty to work with high quality students, teach topics of interest to the faculty member that cannot be offered within his or her department, or to experiment with new courses based on innovative subject matter or teaching methods. If you or any of your colleagues are interested in teaching an Honors Seminar, please contact your department head (or dean) and the Dean of Lloyd International Honors College. Any Honors seminar offered requires the agreement of Lloyd International Honors College and the associated department or school.

Honors Versions of Regular UNCG Courses

Faculty may also teach an Honors version of a regular UNCG course. Faculty wishing to teach this type of course must first discuss it with their department chair and with the Dean of Lloyd International Honors College. Both the department or school and the Honors College must agree to offer the course.

Departmental Honors courses are open only to Honors College students, except in the case of open Honors courses as described below. Again, please talk to your department head or dean and the Dean of Lloyd International Honors College about this option.

Disciplinary Honors Courses offered by Departments may admit non-Honors students, and are considered open honors courses. The non-Honors College students must be majors in the discipline and have at least a 3.30 overall grade point average at the time the course commences. The course must be at the 300-level or above, be approved by the Dean of the Honors College, and carry the Honors marker in Banner.

Embedded Honors Courses

Embedded Honors courses are special sections of regular UNCG courses that meet simultaneously with a larger non-Honors version of the course. While Honors students in embedded Honors courses share lectures with their fellow non-Honors students, they may have different texts, other readings, and assignments. Honors students are also expected to have additional contact hours with the professor for further explorations of the material, field experiences, or special advising related to research for the course or other matters. As with Honors versions of regular UNCG courses, embedded Honors courses require the **prior** approval of Lloyd International Honors College and the associated department or school.

If a faculty member plans to embed a course, he or she should e-mail the Dean of Lloyd International Honors College (Omar Ali; ohali@uncg.edu) indicating the course, the additional or different coursework to be required of the Honors students, and when it will be offered. Once the Honors College Dean has given tentative approval, the faculty member should put down on paper what the embedded Honors students will do in order to meet the Honors criteria, and then send the full proposal to the Dean (by e-mail attachment will be fine) for final approval, keeping a copy for his or her records. We will open a file in the Honors College Office so that there is a paper record in case any of the students in the embedded section have any future difficulty with their transcripts showing the Honors designation. Once the embedded course is approved, our Administrative Assistant (Margaret Patton; mapatton@uncg.edu) will contact the faculty member's departmental secretary about creating in the Banner system an Honors section in which the Honors students in the class will be officially enrolled.

Honors Contract Courses

Honors students can earn Honors credit for a regular UNCG course by coming to an agreement with the course's instructor about how the course is to be enhanced to bring it up to an Honors level. Honors Contract Courses are generally only used to fulfill Disciplinary Honors Program requirements; in a few limited circumstances, and with the approval from the Dean of Lloyd International Honors College, Honors Contract Courses may be used to fulfill requirements for the International Honors Program.

While Honors contract courses are typically initiated by students, faculty and departments (or schools) are welcome to design a "standard" honors contract for courses they teach and to let Honors students know that such contracts are available to them. For example, in MGT-330, Professor Eloise Hassell has a standard writing assignment for all Honors students wishing to contract her course. She includes a note on her syllabus that these students must meet with her during the first week of class to receive the assignment.

Typical enhancements in Contract Courses include such things as in-depth studies of special topics, research papers, oral reports, fieldwork, group projects, and class leadership.

Past examples of Honors Contract assignments that went beyond what other students in the class were required to do include:

- **Organic Chemistry** - A report describing the rapidly emerging field of C60 (bucky ball) research.
- **Literature for Adolescents** - A paper based on an interview with students who do not like to read.
- **French Conversation** - An oral report to class and a one-hour discussion with the professor about three French movies on video.
- **French Literature** - A paper applying the principles in Bergson's *On Laughter (Le Rire)* to two plays by Moliere.
- **Spanish Literature** - a weekly 15-minute meeting with the professor to discuss the writings of Miguel Monamundo.
- **Women in United States History, 1600-1880** - An original theatrical piece relating to the lives of women in the United States during the era covered by the course.
- **Calculus with Analytic Geometry** - A paper exploring the relationship among rectangular, cylindrical, and spherical coordinates (using 10 pairs of cities as a basis for the study).
- **Microbiology** - A paper and fact sheet (to be distributed to students) on an emerging microbial disease.
- **Human Anatomy and Physiology** - A report comparing the muscle tissue found in humans with that found in cats.
- **Broadcast News** - A 15-minute documentary for radio (with audio tapes and transcript).
- **Prevention of Delinquent Behavior** - A paper based on 25 hours of volunteer work at a local child crisis center.

Chancellor's Resident Fellows Program

The Chancellor's Resident Fellows Program allows up to two faculty, depending on available LIHC budgetary resources, to teach for a full academic year in the International Honors College and provides support for ongoing faculty research projects. The Fellowship is open to all full-time UNCG faculty. The term of the Resident Fellowship is one calendar year. The Chancellor's Resident Fellows are released from their usual departmental responsibilities in order to teach exclusively in Lloyd International Honors College. Resident Fellows participate in the life of the College during their one-year appointment by, among other activities, attending Honors College events and working with the Honors College liaison in their departments.

The teaching load during the Fellowship year is 4 to 6 courses plus a section of the one-credit Honors Colloquium for first-year Honors College students during the fall semester. The Fellow's teaching schedule also will include in the fall semester one 100-level Honors course and possibly a disciplinary Honors course in the Fellow's discipline. In the spring semester the Fellow will teach some combination of 100 and/or 200 level Honors courses and disciplinary honors courses up to the level of the total agreed load plus the Colloquium.

The Chancellor's Resident Fellows normally should be released from their usual departmental responsibilities during the fellowship year. However, the selected Fellow, in consultation with the Fellow's department Head and Dean and the Honors College Dean, may continue certain on-going obligations such as, but not limited to, serving on Master's and Doctoral committees, and administering external grants. Fellows will receive, in addition to their regular salary, a \$4000 teaching stipend and a \$3000 research stipend. The research stipend may be spent as the Fellow determines it is appropriate to his or her research, all expenditures requiring the approval of the Dean of Lloyd International Honors College and the Head of the Fellow's department. Fellows will be provided with office space and necessary computer and administrative support services. At the discretion of their Dean, departments will be compensated for up to 6 courses, depending on the Fellow's normal teaching load, at \$3,500 per course.

While the Fellowship is a twelve month award, the title of Chancellor's Resident Fellow in Lloyd International Honors College remains a permanent appellation for the faculty member within the Honors College during his or her service at UNCG. Thus, Resident Fellows will be included in all future Lloyd International Faculty Fellows activities and invited to all appropriate Honor College events. Their names and disciplines will be inscribed on a plaque in the Honors College's offices.

Application and Selection Process

The Fellowship Program will be announced in October 2015. Faculty will submit an application for the Chancellor's Resident Fellowship, approved by their department Head and Dean, by November 14. The selected Fellows will be notified by December 16. Among other items that the applicant may wish to submit, the application must include the candidate's vitae, a list of the courses he or she has taught over the previous two years, a proposal of the courses the candidate would like to teach during his or her

year in the Honors College, a statement of interest including an explanation of why the candidate wishes to teach in the Honors College and what he or she might contribute to the mission and work of the College (particularly its commitment to an international perspective), and a brief description of the candidate's research agenda.

The selection of the Chancellor's Resident Fellow will be made by a committee consisting of the Dean, an Assistant Dean of Lloyd International Honors College, and three members of the Honors Council. The committee will base its decision on the curricular needs of Lloyd International Honors College, the candidate's qualifications, his or her teaching proposal, and the candidate's strengths in terms of multidisciplinary studies and global engagement. Department faculty in disciplines currently represented by a Resident Fellow will not be eligible for selection in the following year. Selection will also be based on the quality of the courses the candidate proposes to teach and the extent to which the offerings fulfill the goals of Lloyd International Honors College. The selection committee will give priority to proposals that give students a sense "of the interconnected world," and thus support the international character of the Honors College. The College also gives high priority to interdisciplinary approaches to learning, critical thinking, and self-reflection.

Lloyd International Faculty Fellows Program

Central to the mission and work of Lloyd International Honors College are the talented UNCG faculty who teach the College's courses and interact with its students. In order to recognize the extraordinary contribution faculty make to the success of the Honors College and to tap the expertise, commitment, and talents of our very best faculty, the College has established the Faculty Fellows Program. A Lloyd International Faculty Fellow is a UNCG faculty member who has taught three or more dedicated Honors Courses (international or disciplinary) for students in the Honors College during their time at UNCG. Fellows will be recognized at a reception hosted by the University Provost. Their important service to UNCG is publicly acknowledged. Throughout the year Fellows are invited to participate in all Lloyd International Honors College activities and to interact with Honors College students whenever possible.

Supervise Student Research

Faculty members are always needed to help supervise student research. Such research can be conducted within the framework of a variety of courses, the Honors Symposium, as well as through the *Undergraduate Research Assistantship Program*.

Honors Independent Study

Honors independent studies provide a way for students to design their own courses to assure that their education better fits their needs, desires, and abilities. Independent studies may involve studying subject matter through a set of directed readings, learning or refining specific academic skills through a set of exercises, or conducting research of the student's own design. There are two ways for students to conduct Honors independent study:

- **HSS 330: Honors Independent Study** - This course, which can carry from 1 to 3 hours of academic credit, allows the student to do any of the activities noted above. This course is particularly useful for supplemental independent study activities that may not be worth 3 hours of credit, or which are interdisciplinary in nature. But it can also be used for other forms of independent study as well.
- **XXX 493: Honors Work in XXX** - This course, which can carry from 3 to 6 hours of academic credit in the specified major, allows the student to do advanced independent study. With credit levels that vary from 3 to 6 hours, this course is particularly useful for conducting preliminary work that leads to the student's Senior Honors Project.

Faculty members are encouraged to consider supervising such independent student work if asked.

Instructions for Developing & Completing HSS 330: Honors Independent Study

The student works with you to develop his or her independent study. A student should approach you about developing an independent study. Your discussion should center on (a) the focus of the independent study, (b) how the student will be evaluated (papers, tests, etc.), (c) the number of hours of credit (1, 2, or 3), and (d) what sort of schedule the student will have with you.

The student puts his or her plan on paper. When the student has finished working with you to develop his or her independent study, that student needs to fill out the proposal for HSS 330. This is the formal agreement between the student and you. When filling out the form, the student needs to be sure to (a) describe what he or she plans to do, (b) state the rationale for the grading scheme, and (c) indicate the hours of credit (1, 2, or 3) for the course.

The student makes two copies of the signed PROPOSAL FORM. He or she keeps one copy for his or her own records, and gives the second copy to the Honors Liaison in the Department in which you, the supervising faculty member, work. The student then turns in the original signed by you and the Liaison's signed evaluation to the Honors office. The completed proposal form must be submitted within three weeks of the beginning of semester.

It is imperative that the proposal be submitted to Lloyd International Honors College offices by the deadline indicated on the submission form and in the calendar of important dates near the front of this guide. Since the proposal must be approved *before* work on the independent study begins, sufficient time to complete the work needs to remain in the semester following approval. **The Honors College will not approve proposals submitted after the deadline.**

The student receives notification of approval or disapproval. After the student turns in his or her proposal, the Director of Disciplinary Honors will review the proposed independent study. Both the student and you will be notified by email of the approval or disapproval of the independent study within a week of its receipt by the Lloyd International Honors College office.

The student registers for HSS 330.

The student does the work of the independent study. The student should keep you informed of his or her progress throughout the semester.

The student documents the work. At the end of the semester, the student needs to make sure that you, the faculty director, turn in a grade to Lloyd International Honors College office. To do that, he or she needs to have you fill out and sign a copy of the Notice of Completion for HSS 330. This form should be submitted to the Honors College office by the last day of class.

The forms can be found in the Appendix. This information and the relevant forms can also be found on Lloyd International Honors College's website.

Honors Tutorials

The Honors Tutorial Course (*HSS 320*) is a great way for a small group of students to get together regularly to explore an agreed-upon topic under the supervision and guidance of a faculty member. Credit for the course is 1 to 3 hours. The course may be repeated for credit as topics change. Faculty members are encouraged to consider supervising such independent student work if asked. You should consider some of your best Honors students to join you in a tutorial.

Instructions for Completing an Honors Tutorial

A student or faculty member finds a group of Honors students interested in a topic. Any student who is a member of Lloyd International Honors College can be a member of the group. The topic can be anything the group is interested in as long as a faculty member is willing to direct the tutorial.

The students work with you to develop the tutorial. Your discussion should center on (a) the focus of the tutorial, (b) how the students will be evaluated (written work, speaking work, etc.) (c) the number of hours of credit (1, 2, or 3), and (d) a group meeting schedule.

The students register for HSS 320.

Complete PROPOSAL FORM for HSS 320. This is the formal agreement between the students and you. The students will make one copy for their records, make a second copy for the Honors Liaison in the department in which you work, and turn the signed original in to the Honors College office. The complete proposal form must be submitted within two weeks of the beginning of semester.

Receive Notification of Approval or Disapproval. The Dean of the Honors College will review the proposed tutorial. You and your students will be notified by email of the approval or disapproval of the tutorial within a week of its receipt by the Lloyd International Honors College office.

Tutorial Completion. At the end of the semester, use the NOTICE OF COMPLETION for HSS 320 to turn in grades to the Lloyd International Honors College office. The forms can be found in the Appendix. This information and the relevant forms can also be found on Lloyd International Honors College's website.

The Senior Honors Project

The Senior Honors Project represents the culmination of a student's Honors work and can take a variety of forms – a paper, a performance, a scientific experiment, a demonstration, a product. The Project should have a written component, should employ the scholarship learned by the student at UNCG, and should make a contribution to a body of knowledge. Topics, methods of investigation, and modes of presentation vary from discipline to discipline. Typically, students identify a problem to solve, survey background information to define and explain the problem, and present evidence and reasoning in support of a thesis or hypothesis. The student's work culminates in an original essay, an annotated creative work or performance, a scientific experiment or report, or an equivalent product. The length of the project depends on the topic and discipline. A project in the humanities could be a paper of 30 to 50 pages, whereas the written part of a project in the sciences or performing arts could be significantly shorter. The project can focus on any topic of the student's choosing, but all projects must be supervised and approved by a UNCG faculty member from a department in which the subject under consideration is taught. Recent Senior Honors Projects are located in NC DOCKS and may be accessed via the Jackson Library website: <http://libres.uncg.edu/ir/uncg/>.

If you or colleagues are asked to supervise a Senior Honors Project, please feel free to talk with the Assistant Dean in charge of Disciplinary Honors about the process or the quality that is expected for the project.

Students typically conduct their Senior Honors Project by taking *HSS 490: Senior Honors Project*. However, it is also possible for students to conduct their Senior Honors Project under a particular discipline's course code by taking *XXX 493: Honors Independent Study in XXX* or under the support of the *Undergraduate Research Assistantship Program*.

Senior Honors Project—Faculty Guidance

Picking a topic. The student should start thinking early about intellectual or practical problems that he or she would like to research, or a creative project he or she would like to undertake. At this stage, it can be helpful to do a lot of thinking, writing, and conversing with faculty whose work interests the student, and with student colleagues.

Finding a faculty director. As ideas about the project develop, the student should identify a faculty member with whom he or she would like to work. If you agree to supervise that student's Senior Honors Project, you can use your expertise to help the student refine the topic.

Choosing the course or other sponsored activity in which the student will do the Senior Honors Project. The most common choice is via the course HSS 490, but the student may also elect to do the Senior Honors Project as a departmental Honors independent study course (XXX 493) or through the support of an Undergraduate Research Assistantship. Note, however, that students who choose this last option may not receive credit hours for their research, as they are awarded a research stipend instead. In some departments, the Senior Honors Project takes two semesters. In fact, we encourage departments to spread the work over two semesters. The student should talk to the departmental

Honors Liaison early on to make sure he or she understands the requirements for Disciplinary Honors in his or her major.

Proposing the Senior Honors Project formally—on paper. The student should fill out the Senior Honors Project PROPOSAL FORM, being sure to attach the required description. The purpose of the proposal is to demonstrate that the student has articulated a well-defined research or creative problem and has a good idea of the process that will be required to complete the Project. The proposal should clearly describe what the student intends to research and the product that he or she will produce. It must include a rationale for the importance of the problem, topic, or project that is to be undertaken, some description of the methodologies to be used, and a meaningful beginning bibliography that demonstrates the student has sufficient disciplinary background to undertake the work described in the proposal. The student should make one copy for his or her own records, make one copy for the Honors Liaison in the department in which he or she is conducting the Senior Honors Project (typically one's major department), and turn the signed original form in to the Honors College office (signed by the faculty director and Honors Liaison). All this needs to be done before the semester begins or, at the latest, at the very beginning of the semester. **Students who do not turn in the form (with all required signatures) within two weeks of the beginning of semester will be dropped from HSS 490 or other course in which the student wishes to complete the Senior Honors Project. They will not be allowed to complete the Senior Honors Project in that semester.**

Receiving Notification of Approval. After the student turns in the proposal, the Director of Disciplinary Honors will review it. You, the faculty director, and the student, will be notified by email of the approval or disapproval of the Senior Honors Project proposal within two weeks of its receipt by Lloyd International Honors College.

Working on the project. The student should keep you informed of his or her progress. In completing the Project, the student should keep in mind that the evaluation of the Project rests with you, the faculty director, and your department.

Documenting that the work is finished. At the end of the semester, the student fills out a NOTICE OF COMPLETION form and asks the faculty director to sign it and record the grade. **This form and a copy of the completed Senior Honors Project must be turned in to the Lloyd International Honors College office, 205 Foust.** The forms can be found in the Appendix. This information and the relevant forms can also be found on Lloyd International Honors College's website. Please take note of the completion deadlines in the front of this handbook.

Undergraduate Honors Symposium

The Undergraduate Honors Symposium provides an opportunity for students to present their academic writing in a public forum. The Symposium is composed of a series of panels in which small groups of students present their papers. For each panel, a faculty member provides commentary on the students' papers and invites discussion with the audience. The 2014 Symposium featured nearly 60 student paper presentations. Paper presentations are followed by a keynote speaker and reception.

The Honors Symposium Prize, sponsored by UNCG's Lloyd International Honors College, is awarded for outstanding papers submitted to the Symposium. In the past, the prize, dedicated to the encouragement of high quality academic writing at UNCG, included monetary awards of \$250, \$150, and \$100 in two categories: Arts & Humanities, and Sciences & Professional Schools.

How Does a Faculty Member Nominate a Student?

You can nominate **any** outstanding undergraduate student paper written for any of your courses from Spring 2015 or Fall 2015. Please submit papers—either electronically or in hard copy—to Dr. Angela Bolte in Lloyd International Honors College by early December for consideration. (Foust 205 or akbolte@uncg.edu)

- Students should plan for a ten-minute presentation. Students whose papers are accepted for presentation may be asked to revise them in accordance with reviewer comments.
- Submissions are welcome from any UNCG undergraduate student (College of Arts & Sciences, Bryan School of Business & Economics, School of Education, School of Health & Human Science, School of Music, Theatre, and Dance, or School of Nursing). Papers can be written from any disciplinary perspective (natural sciences, social sciences, arts and humanities).

You can get involved by:

- Suggesting a panel of student papers from one of your current courses
- Encouraging students with excellent work to submit a paper
- Offering to serve as moderators at the Symposium
- Attending the Symposium, bringing a class to the Symposium, and encouraging students to attend individually as well

For more information about the Symposium, please contact Dr. Angela Bolte, Assistant Dean, Lloyd International Honors College (akbolte@uncg.edu).

Undergraduate Research Assistantships

The UNCG Office of Research runs the *Undergraduate Research Assistantship Program* whereby juniors and seniors interested in conducting research with a professor can receive assistantships worth up to \$2,000 to support such activity. *Undergraduate Research Assistantships* are awarded in any field offered at UNCG. Projects may be tailored to serve either the professor's research interests or the student's research interests, or both. In many cases, such research also gives the student the opportunity to present his or her research with a professor as co-author in a professional journal or as co-presenter at a conference.

Students with *Undergraduate Research Assistantships* may be able to conduct their Senior Honors Project with the support of their assistantships. To elect this option, students should have significant input into the design and conduct of the research or creative work supported by an *Undergraduate Research Assistantship*. If you have questions about this possibility you should contact an Academic Adviser of Lloyd International Honors College.

While the initial impetus for an Undergraduate Research Assistantship may come from the student, the faculty member must submit the formal application. The application for Undergraduate Research Assistantships is at <http://ursco.uncg.edu/>. Questions should be directed to the Office of Undergraduate Research at 334-4776.

Participate in Co-Curricular and Extra-Curricular Activities

Lloyd International Honors College offers a number of co-curricular and extra-curricular activities in which your participation is always welcome. These activities provide opportunities for students to learn how to extend the life of the mind beyond the four walls of the classroom and for students and faculty to enjoy the camaraderie that comes from engaging in intellectual activities together.

Honors Abroad Programs

Honors Abroad Programs enable Honors students who are studying abroad to enhance their experience so that they have a more sophisticated perspective of the foreign culture in which they are studying. Participants in these Honors Abroad Programs take part in a week of exploration abroad with a UNCG professor (with most expenses paid for by the program) and earn three hours of Honors credit in addition to the credit they earn at their foreign university. While the ability to offer these or other Honors Abroad Programs depends on the availability of funding, Lloyd International Honors College is always looking for faculty interested in participating in existing Honors Abroad Programs or in creating additional Honors Abroad Programs.

The Honors Common Read Faculty Panel

As part of Honors orientation, all Honors freshmen participate in a shared reading experience. The goals of the project are to provide a common intellectual experience for entering Honors students; to bring students, faculty, and members of Lloyd International Honors College together for discussion and debate; and to promote cross-disciplinary thinking and inter-cultural dialogue across campus. Entering Honors first-year students learn about the project and are given a copy of the book and resource materials during their HSS 198 Honors Colloquium course. As a part of this experience, the Honors College offers a Faculty Panel Discussion of the Common Read book. If you are interested in potentially participating in the Faculty Panel, please contact Dr. Angela Bolte, Assistant Dean, Lloyd International Honors College (akbolte@uncg.edu).

Faculty Honors Listserv

Sign up for the faculty Honors listserv. The listserv keeps you informed about upcoming Lloyd International Honors College events, important Honors College deadlines, invitations, and requests for participation in our events and activities. If you are interested in being on the faculty Honors listserv, contact Lloyd International Honors College's office by calling Melvalyn Pate, the Honors Budget & Operations Manager, at 334-9730 or emailing melvalyn_pate@uncg.edu.

Honors Food for Thought Lunches

Honors Food For Thought lunches generally are held every other Wednesdays when classes are in session from 12:00 – 1:00 pm in the Fall semester. The schedule of topics and facilitators is maintained on the LIHC website calendar. All UNCG students and faculty are welcome to attend and join in the conversation. To help facilitate good conversation, a light lunch is provided. The purpose of the Food For Thought series is to provide a forum for students and faculty to discuss important topics and issues as well as to promote civil intellectual discussion in general – the kind in which everyone feels free to speak and in which individuals can disagree energetically but in a spirit of cordiality and friendship.

Leading a Food For Thought discussion is an enjoyable way to get involved in Honors. Typically, you would open with a ten-minute presentation on a topic of your choosing, providing questions designed to stimulate further discussion among students and faculty. Recent Food-for-Thought lunches have focused on sustainability on campus, blogging in Iran, contemporary opera, immigration to the Triad, selenium supplementation in Africa, favorite poems, remembering 9/11, and ghosts.

Faculty interested in leading a Food For Thought discussion are encouraged to contact Dr. Angela Bolte, Assistant Dean, (akbolte@uncg.edu; 334-4734) in the Lloyd International Honors College office.

Spring Honors Banquet

In the spring, graduating students who complete the International Honors Program, the Disciplinary Honors Program, or are receiving Full University Honors are invited to an Honors Banquet at which they receive certificates in recognition of their achievements and an Honors cord. The Lichtin Family Scholarship is awarded at the banquet. All Honors faculty, but especially directors of Senior Honors Projects, are welcome and highly encouraged to attend. Invitations will be sent out in late March.

Speakers and Performances

Lloyd International Honors College sponsors a variety of speakers and performances to enrich the lives of Honors students. In addition, the Honors College sponsors lunches and informal gatherings at which students may become better acquainted with UNCG faculty or esteemed visitors to campus. You are welcome to participate in these activities and to suggest possible speakers and performances.

Identify Students for Prestigious Post-Undergraduate Fellowships and Scholarships

Lloyd International Honors College works with all UNCG students interested in applying for nationally competitive fellowships and scholarships such as the British Marshall, Fulbright, Goldwater, Madison, Mellon, Mitchell, Rhodes, Truman, Gates Cambridge, Henry Luce, and Udall awards. Information about these awards can be found at: <http://honorscollege.uncg.edu/current/scholarships/> which also contains links to the sponsoring organizations' websites. You and your colleagues are encouraged to inform Dr. Omar Ali (ohali@uncg.edu; 256-2579), of any student with the potential to earn such awards. We also encourage you to help with the coaching and UNCG evaluation process.

Serve as an Honors Liaison or Honors Council Member

Honors Liaisons

UNCG Honors Liaisons serve as the link between UNCG's various majors and programs and Lloyd International Honors College. With the liaisons' help, Lloyd International Honors College is able to provide every student with a resource person familiar with both the major (or program) and the Honors College.

Liaisons provide students in their area who are interested in Honors with encouragement, guidance, and support. They also provide Lloyd International Honors College with feedback that is crucial to ensuring that Honors students receive the support they need. Faculty with questions about Honors at UNCG are encouraged to talk to their Departmental Liaison, and faculty interested in serving as a Liaison should talk to their department Head.

Liaisons are invited to meet with the Dean of Lloyd International Honors College to talk about the latest developments in Honors and to share any ideas or concerns of particular interest to the Liaisons. Liaisons should feel free to contact Dr. Omar Ali (ohali@uncg.edu; 256-2579), Dean of the College, at any time they have concerns, issues, suggestions, or offers of help to convey.

The Liaisons are kept informed of upcoming Honors activities through the Honors listservs, as well as other means, and are provided periodically with a list of Honors students in their programs. Liaisons are asked to support current Honors students in their programs and to help facilitate arrangements with independent studies, Honors Contract Courses, and Senior Honors Projects that an Honors student may need to complete in the Liaison's program. Liaisons are also asked to encourage outstanding students in their programs who are not members of Lloyd International Honors College to consider joining the College.

Honors Council Members

The Honors Council is the curriculum committee and policy advisory board for Lloyd International Honors College. In addition, it serves the University as the committee for choosing the winners of the

Student Excellence Award. There are nine faculty voting members of the Honors Council – the Dean of Lloyd International Honors College, three faculty representatives from the College of Arts and Sciences, and one representative from each of the University’s five Schools that have undergraduate programs. In addition, a number of other University administrators and staff serve as non-voting *ex officio* members. The Honors Council is chaired by the Dean of Lloyd International Honors College. Members of the Honors Council are appointed to staggered three-year terms by the Provost upon consultation with the Dean of the Honors College and the Deans of the University’s academic colleges and schools. Meetings are held monthly during the academic year.

IMPORTANT CONTACTS

Lloyd International Honors College Staff

DEAN	Dr. Omar Ali	256-2579 ohali@uncg.edu
ASSISTANT DEAN	Dr. Sarah Krive	334-4493 sakrive@uncg.edu
ASSISTANT DEAN	Dr. Angela Bolte	334-4734 akbolte@uncg.edu
HONORS ADVISER	Chris Kirkman	334-9772 cj Kirkma@uncg.edu
HONORS ADVISER	Shelley Ewing	334-4490 swewing@uncg.edu
HONORS ADVISER	Dr. Rebecca Muich	334-9731 rmmuich@uncg.edu
BUDGET & OPERATIONS MANAGER	Melvalyn Pate	334-9730 melvalyn_pate@uncg.edu
ADMINISTRATIVE ASSISTANT	Margaret Patton	334 - 5538 mapatton@uncg.edu

Honors Council 2015-16

COLLEGE OF ARTS & SCIENCES	Loreen Olson (2013-2016)	334-5297 lnolson@uncg.edu
	Bas van der Vossen (2014-2017)	334-4313 b_vande2@uncg.edu
	Sarah Daynes (2015-2018)	334-5609 sedaynes@uncg.edu
BRYAN SCHOOL OF BUSINESS & ECONOMICS	Eloise Hassell (2015-2018)	334-4535 mmhassel@uncg.edu
SCHOOL OF EDUCATION	Jennifer Mangrum (2014-2017)	256-1420 jrmangru@uncg.edu
SCHOOL OF HEALTH & HUMAN SCIENCES	Daniel Rhodes (2015-2016)	256-0363 dtrhodes@uncg.edu
SCHOOL OF MUSIC, THEATRE, & DANCE	Carole Ott (2014-2017)	256-1476 cjott@uncg.edu
	Deb Bell (2013-2016)	334-4076 deb_bell@uncg.edu
SCHOOL OF NURSING	Debbie Hancock (2012-2015)	334-5286 debbie_hancock@uncg.edu
OFFICE OF HOUSING & RESIDENCE LIFE	Tim Johnson Director	334-5636 tjjohns3@uncg.edu
INTERNATIONAL PROGRAMS CENTER	Penelope Pynes Associate Provost	334-5404 penelope_pynes@uncg.edu
INTERNATIONAL & GLOBAL STUDIES	Roberto Campo	334-5557 recampo@uncg.edu
OFFICE OF LEADERSHIP & SERVICE-LEARNING	Cathy Hamilton Director	256-0538 chhamilt@uncg.edu
LLOYD INTERNATIONAL HONORS COLLEGE	Omar Ali Dean	256-2579 ohali@uncg.edu

Honors College Liaisons 2014-2015

A current list of Liaisons is available at: <http://honorscollege.uncg.edu/faculty/honors-liaisons.htm>
This list is updated throughout the year on the website as changes are received by the Honors College.