Departmental Honors

Handbook

*for Students, Advisors, Committee Members,   
and Department Chairs*

*2020-21*

Produced by

The Honors Program Office

ext. 3937

honors@hood.edu

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DEPARTMENTAL HONORS PAPERS

SCHEDULE OF DATES\*

2020-2021

**2020**

**Tues. Sept. 1** Departmental Honors Student Orientation Meeting (Virtual, over Zoom)

1-2 pm. **Attendance is strongly encouraged for all students. The meeting**

**will be recorded for students who can’t be there.**

**Thurs. Sept 3** Departmental Honors Advisors Orientation Meeting (Virtual, over Zoom)

1-2 pm. Advisors and committee members are welcome. This is opportunity

for new advisors to have questions answered and for experienced advisors to

share strategies and advice.

**Tues. Oct. 6 +Mandatory Deadline:** Information form due to [hughes@hood.edu](mailto:hughes@hood.edu)

with 1) names of your advisor and committee members, 2) your paper's

working title, and 3) full contact information.

**Deadline:** Proposal with working bibliography due to your Departmental

Honors paper *advisor*.

**Wed. Oct. 14** Suggested date to submit outline to advisor.

**Fri. Nov. 13** Suggested date to submit first draft section to advisor.

**PAPER DUE FOR GRADUATING SENIORS**

**Note: At the end of the fall semester, directors of papers should enter a grade**

**of IP (in progress) for those students who have made adequate progress**

**on their papers in the fall and are on track to finish their papers in the**

**spring. Students who have made inadequate progress and who will not**

**be continuing with their projects in the spring should convert the fall**

**499 course to 375 independent study and assign the student a grade for**

**that course.**

**2021 Note: Spring dates are necessarily tentative and subject to change due**

**to the pandemic situation.**

**Fri. Jan. 30** Suggested date to submit second draft section to advisor.

**Mon. Feb. 22** Suggested **Deadline:** *First complete draft* of paper due to advisor.

**Mon. March 15** Suggested **Deadline**: *Second complete draft* of paper to advisor *and* committee members. (Paper should include revisions based on advisor feedback.)

**Thurs. Mar. 25** Workshop on Honors Presentations, 1-2 p.m., (Venue TBD)

*Attendance is required* for all students unless permission is obtained from

The Honors Directors to miss this meeting.

**Thurs. April 8 +Last day to withdraw from spring 499 class or**

**to convert sequence of 499 classes to 375 (independent study)**

**Deadline:** Revised draft due to advisor and committee members. (Should include revisions based on feedback from all committee members.)

**Fri. April 16 +Public Presentations – NOTE – Subject to change. While we are**

**planning for in-person presentations, this event may be switched to a**

**virtual format if mandated by pandemic conditions.**

*You should reserve the entire three hours.* 2:30-5:30 p.m., beginning with

opening and presentations in Hodson Auditorium, Rosenstock Hall, 2:30-

4:30. **Reception** following the presentations, for presenters, advisors and

committee members, and guests Whitaker Campus Commons, 4:30-5:30.

**Mon. April 26 +Deadline:** By **4:00 p.m.**, one copy uploaded to the MD SOAR electronic archive; one copy due to advisor in whatever preferred format is requested. Students should have also met with Marketing if requested to film a two-minute overview of the project.

***Note:*** *Late papers will not be accepted without special permission from the Honors Directors, granted only in extraordinary circumstances.*

\*Some of the deadlines included in this schedule are tentative and may be adjusted, particularly in the case of students whose papers rely on empirical research that is being conducted during the fall semester. **Any alternate deadlines should be established and clearly communicated** to the student and to all committee members early in the fall semester. An example of an alternate schedule of deadlines that might work better for students in the natural and social sciences is included at the end of the handbook.

+Please note that **some of the deadlines in this schedule cannot be adjusted**:

**Mandatory Deadlines**

+Oct 6 -- forms with information about paper title and committee due to Honors Program Office

+April 8 -- Last day to convert to independent study or to withdraw from spring 499 class

+April 16 -- All members of a student’s committee should be in possession of a completed draft of the paper before public presentations. Students must present their research findings in oral presentations that day.

+April 26 -- Upload paper to MD SOAR and copy submitted to advisor.

\*Student workshop on March 25 is also mandatory for those writing papers.

GENERAL INFORMATION

The program of Departmental Honors gives qualified students the opportunity to do extended independent work in their major fields. Admission to the program is recognition of students' academic achievement and potential and implies their acceptance of personal responsibility for completing a piece of scholarly work as a culmination of their college course of study. Students in the program are known as the Christine P. Tischer Scholars.

A project of individual study permits students to delve into some area of their major subject more deeply than is usual in regular courses and to see more clearly the relationship between specialization and breadth. An honors project gives students the opportunity to experience the intellectual excitement of the scholar, the challenge of unanswered questions, the joy of pursuit and discovery, and a sense of accomplishment. The experience of conducting an independent project has potential value in any specialized work students may do later.

ELIGIBILITY

Candidates for Departmental Honors are selected from those members of the junior class who have a cumulative average of 3.0 or above and who have a 3.5 or above in their major. The major department will invite candidates from among those who qualify. Students who are absent from the College during the junior year (e.g., spending the junior year abroad) may be invited by their department when their performance indicates that they should be considered for Departmental Honors.

ACADEMIC CREDIT

Departmental Honors work carries six hours of academic credit under the course number 499 in the student's major. The achievement of Departmental Honors becomes a part of a student's permanent record. Students who have completed the program with distinction are awarded "Departmental Honors" at the Commencement ceremonies.

Students who elect Departmental Honors (by accepting the Department's invitation) normally register for 499 in their major for two regular academic semesters, three credits each semester. The sequence may be fall-spring or spring-fall. Most students use the summer to begin their research and define their topic. *All students (including December graduates) must participate in the oral presentations in the spring.*

A student who for some reason cannot register for two consecutive semesters of Departmental Honors work may be allowed, at the Department's discretion, to register for six credits of 499 in a single semester. This option may be offered to students who, e.g., are spending the fall semester of the senior year abroad, or to Education majors whose fall semester is spent in required coursework and student teaching. It is not available to students who have normal on-campus schedules for both semesters.

(See also: Grading, below.)

RELATED OPPORTUNITIES

The work done for departmental honors projects/papers may also be suitable for presentation at the Northeast Regional Honors Conference, which will take place virtually, culminating in student presentations on April10th and 11th, 2021. The theme for this conference is “Infrequently Asked Questions: Finding solutions to Impossible Problems.” More information will be forthcoming as the conference schedule is finalized, but the Call for Proposals is now open, at this link: <https://ww2.eventrebels.com/er/CFP/OnlineSubmissionEMailLogin.jsp?CFPID=1178&Submit=Reset>

Other conference opportunities may also be forthcoming. We will keep you updated as we get that information.

Marketing will be publicizing the Departmental Honors projects and presentations as well as putting together a video for the Hood College website to showcase the wonderful work being done on campus. You are expected to meet with Marketing in order to facilitate this. Although you may opt out of appearing in the final video, consider that your participation may be a valuable tool as you search for a job or graduate school admission. Some examples of videos from earlier years can be found at: <http://www.hood.edu/tischerscholars/>.

ROLES AND RESPONSIBILITIES

**The Department**, through its **Chair**, is responsible for inviting students to do Departmental Honors, informing the Honors Program Office of the names of those who accept the invitation, and seeing that the student is assigned to an appropriate advisor. See also "Procedures," below.

The Department is responsible for setting standards of quality, the length of the paper, etc.

*Interdepartmental majors:* The student's major advisor functions as the Department Chair, and the student's major committee functions as the Department. The student must register for 499 in an existing discipline; usually this is the discipline in which the major emphasis of the paper will lie.

*Double majors:* A student majoring in two disciplines may be invited to write a Departmental Honors Paper in one, both, or neither of his or her majors. If he or she is invited by both majors, he or she may be allowed, at the discretion of both departments, to write a single paper for credit in both majors.

**The advisor** is responsible for supervising the individual project and for grading and granting credit for the project. The advisor should be aware of the student's progress and should set reasonable and helpful deadlines. The advisor should function as a supportive mentor but must also make expectations clear. The advisor should advise the student on her oral presentation and will want to attend the presentations, where the advisors will be introduced in the opening ceremony (see schedule of dates at beginning of this handbook). See also "Procedures," below.

**The student** is responsible for the work of the project. He or she is responsible for keeping in touch with his or her advisor and responding immediately to any contacts from the advisor or committee members. He or she is responsible for keeping the Honors Program Office informed of any changes in status, topic, title, advisor, committee members, or contact information. If for any reason he or she is having difficulties with any part of this process, he or she should feel free to contact the Honors Program Office for assistance. See also "Procedures," below.

**Committee members** are to serve as a resource for the student while he or she pursues his or her research and writing. They should give feedback to the student at various stages of the project as appropriate. They are to receive a full first draft in March and a final draft in April (see schedule of dates at beginning of this handbook) and should promptly let the advisor know if they think there are major problems with the work. It is recommended that they be consulted in the grading of the final paper. The involvement of committee members varies widely from one paper to another. Committee members will want to attend the student's oral presentation and will be introduced at the opening ceremonies (see schedule of dates).

**The Honors Program Office** administers all college-wide aspects of Departmental Honors, keeping records of current Departmental Honors projects in all Departments, running meetings and workshops for all Tischer Scholars as necessary, scheduling the oral presentations in the spring, receiving the finished papers, distributing special Commencement regalia, etc.

PROCEDURES

Each step below identifies the person(s) responsible in **bold type**.

*Note: The order of these steps may vary in certain circumstances. Please keep an eye on the list of deadlines.*

1. **The Registrar** sends each Department Chair a list of students eligible for Departmental Honors work.

2. **The Department** invites selected students to write Departmental Honors Papers. The Department should notify the Honors Program Office of the names of students invited and of those who accept.

3. **The student** who accepts the invitation must register for 3 credits of course number 499 in his or her major for each semester of the senior year. This should be done at the regular Registration time.

*Double majors:* A student majoring in two disciplines may be invited to write a Departmental Honors Paper in one, both, or neither of his or her majors. If invited by both majors, he or she may be allowed, at the discretion of both departments, to write a single paper for credit in both majors. In such a case, the paper will be cross-listed—for example, AR/HS 499.

*Interdepartmental majors:* The student's major advisor functions as the Department Chair, and the student's major committee functions as the Department. The student must register for 499 in an existing discipline; usually this is the discipline in which the major emphasis of the paper will lie.

4. **The student** must arrange for a faculty member in his or her major to be his or her Departmental Honors advisor. In extraordinary circumstances (i.e., for a student doing her research at Ft. Detrick), a non-faculty advisor may be selected with the approval of the Department Chair. If the student wishes to integrate material from two or more disciplines, he or she may select a second advisor.

5. **The student** will also need to arrange for two faculty members (or other individuals with expertise) to join the departmental advisor as "committee members," who will help the student with his or her research and writing. One of these committee members (or the advisor) must be from outside the student's major department. (For a double major, the advisor and committee members must represent both majors.) Though the student will work primarily with the advisor, he or she should also seek advice from the other committee members as appropriate.

6. **The student and advisor** should agree on a subject for the project. They should keep in mind the resources available at Hood. The subject—and especially the title—may evolve over time, but the student should have a working title and basic working outline at an early stage.

7. **The student** must keep the Honors Program Office fully informed of any changes in her subject, paper title, committee members, or contact information. While the advisor is usually the person to turn to for advice, the Honors Program Directors are always available for consultation about procedures or problems.

8. **The advisor** **and student** should reach a clear understanding about the writing schedule and other requirements. Depending on the field, the paper should probably be written in small parts, with sections being submitted to the advisor (or other committee members as appropriate) on a regular basis. Advisors are urged to require draft sections during the first semester if appropriate. The student's conscientiousness in meeting such deadlines may be considered in the grade of the overall project. **The advisor** should make expectations and deadlines clear.

9. **The student and advisor** should meet regularly. Once a week may be appropriate. **The student** has the primary responsibility for contacting the advisor when necessary and should always respond immediately to contacts from the advisor.

10. **The student** should submit complete first draft and revised drafts in accordance with deadlines established in the schedule. All committee members should receive a copy of a revised draft of the paper prior to the public oral presentations.

11. **The advisor and committee members** have an important responsibility at the rough draft stage. If the work seems unlikely to meet the standards for Honors, they should inform the student and the Honors Director, so that the student may convert 499 into independent study by the early-April deadline (see schedule).

12. **The student** must make a public presentation of his or her research on the designated date in the spring semester. Further information about this event will be provided in a workshop about a month before the event.

13. On or before the due date, **the student** must, submit one copy to the MD SOAR Archive, and submit a second copy to the advisor in whatever format is requested. (Students: *Please* do not wait until the last day to print your paper if a hard copy is requested.)

Once your paper is uploaded to MD-SOAR, The Beneficial-Hodson Library will add it to the library catalog to make it more discoverable. The catalog record will use the keywords and metadata provided by you during the upload process, and will be linked to the record on MD-SOAR. Upon uploading your work, you will be able to control permissions regarding access. The library can provide more information about how this process works.

**Instructions for Archiving Departmental Honors Paper in MD SOAR Digital Archive**

1. On the Web, navigate to <https://mdsoar.org/>
2. Under the **Submit** heading, click the link titled Submit Item to MD-SOAR
3. Log in to the system. Students will only have one collection option for submitting their work. We will map the work to other program-specific or department-specific collections.
4. Insert metadata, upload file, choose a creative commons license, agree to the MD-SOAR license.
5. That’s it! You’re done!

If you have questions about this process or problems uploading, please contact Toby Peterson in the library for assistance.

15. If the student is awarded Departmental Honors, **the Honors Program Office** will provide him or her with a red cord to be worn at the Commencement ceremony.

* **Audience:** Remember your target audience; try to avoid technical jargon as much as you can, or define it first; but don't dumb down your work—just present it clearly so that the average educated listener who is not in your field could follow the arguments.
* **Practice:** Try practicing your talk on a friend or on your advisor; this helps people feel less nervous, and also work out kinks ahead of time.
* **Visual Aids:** Sometimes it can be helpful to have visual aids to help the lay audience follow your arguments (handouts, overheads, slides), or just to keep them from all staring right at you the whole time!

RESOURCES FOR YOUR RESEARCH PROJECT

All Christine P. Tischer Scholars (students writing Departmental Honors Papers), regardless of whether they are Honors Program members, are invited to use the facilities in Corner Cottage including the computer room (upstairs) with its scanner and laser printer. Students must provide their own paper for printing. Keys to Corner Cottage can be borrowed from the switchboard in the Whitaker Center at any time. Your name will be on an access list, and they will hold your student ID in return for the key.

Students are expected to meet the basic expenses of writing a Departmental Honors paper themselves. The Honors Program Office does *not* do printing, copying, etc., for individual Tischer Scholars. Students in need should consult their advisors about what help may be available at the departmental level.

The Phi Kappa Phi Honor Society sometimes awards competitive grants to Departmental Honors students to assist with extraordinary research expenses. Students should be alert for announcements.

GRADING

At the end of the first semester, a grade of “IP” (In Progress) should be submitted if adequate progress towards the project has been completed in the fall semester and if the student is on track to complete a successful paper in the spring semester. The final grade on the Departmental Honors project, recorded at the end of the second semester, is a single grade covering the entire six credits involved in the Honors Project. **The advisor is responsible for determining the final grade on the Honors paper in consultation with the other committee members.** Ideally, the grade will reflect a consensus of the committee members. Some departments may want the grade to reflect a consensus of all department members.

There is no guarantee or implied agreement that a completed Departmental Honors or Independent Study project will receive an "A" grade. Advisors should make their expectations clear throughout the year and evaluate the student's performance on that basis. The full range of grades is available for 499.

AWARDING OF DEPARTMENTAL HONORS

To receive Departmental Honors, a student must (1) complete the Departmental Honors Paper with a grade in the "A" or "B," range, *and* (2) maintain a "B" (3.0) average in his or her major subject, exclusive of the Honors project, during the senior year.

In the event that a Departmental Honors paper/project earns a grade lower than B-, the Registrar will automatically convert both semesters of 499 into 375, Independent Study, in the student's major. The student will no longer be considered a Tischer Scholar.

THE ORAL PRESENTATION

Note: While we are planning for this event to go on as it has in past years, because of the unusual circumstances surrounding the pandemic this year, this event may take place virtually. Should this be the case, procedures will be updated to reflect the new format.

Each student writing a Departmental Honors Paper is required to give a public presentation of his or her research on the day scheduled for these presentations (see schedule of dates at beginning of this handbook). **You are expected to attend the entire event**, which begins with a general session of introductions. Student presenters, their advisors, and their committee members will be introduced. Then we will break into smaller "sessions" running concurrently in different rooms. In each session, two to four students present their work and answer questions.

Each presentation should last about 15-20 minutes. Here are the steps to a successful presentation:

1. With the help of your advisor, decide exactly what you want to convey in your presentation. Whether you intend to read from a text (the norm in some disciplines) or discuss your work more informally, you will need a concise summary. Your lengthy honors paper will need to be summarized/condensed into 8-10 pages *maximum* for the presentation. So, major surgery is required.

2. Once you’ve pared down your paper to 8-10 pages, practice it. You will need an audience to give you feedback, and a second practice session is often necessary to work out the kinks from the first. In some departments, it’s customary for students to do practice runs before the faculty advisor, committee members, and other members of the department. Check with your advisor to see if this is the case in your department. The practice runs will help you with:

Content: Is the talk accessible to a general audience? Are there ways to sharpen it, to frame it more clearly?

Timing: Can you cover your points in the allotted time?

AV: If you are using PowerPoint or other technology, does it work smoothly? Do you know how to take full advantage of it? Mr. Jeff Welsh from our IT department is the in-house expert on all things technological. His annual presentation at the March workshop is invaluable as far as making your presentation the best it can be.

**Tips from Dr. Marcus—Mechanics:**

* **Talking vs. Reading:** depends on discipline. Reading is deadly if not done well: people will fall asleep. So either speak from notes or read as though you were doing so. Lots of **eye contact**, minimum of looking down at your paper.
* **Voice:** loud, clear speaking voice; don't mumble! Okay to be nervous, but make yourself speak up.
* **Posture:** don't hunch over your paper; try to present yourself in a confident manner.
* **Speed:** careful not to read/speak too fast! You should be able to speak slowly and distinctly.
* **Time Limit**: Don't exceed it! People will be coming in and going out for different presentations, so each session needs to follow the same schedule; otherwise you have people coming in he middle of your talk.

WITHDRAWING FROM DEPARTMENTAL HONORS

Occasionally a student finds him or herself unable, for some reason, to complete his or her project at a level deserving Departmental Honors, or (more rarely) the work in progress is judged not to be of Honors (A or B) quality.

*In the fall semester*, a student may drop or withdraw from Departmental Honors according to the usual rules for dropping or withdrawing from courses, with the difference that 499 may be changed to 375 Independent Study with the approval of the advisor, the Department Chair, and an Honors Director. The regular course withdrawal form (obtainable from the Registrar) is used for this change.

*In the spring semester*, the following rules apply. A student may withdraw from Departmental Honors by changing all six credits of 499 to course number 375 Independent Study. This step requires the signatures of the advisor, the Department Chair, and an Honors Director. The regular course withdrawal form (obtainable from the Registrar) is used for this change.

The advisor's decision as to whether the work is of Honors quality is normally made on the basis of the first full draft paper submitted by the candidate in late February. The advisor, in consultation with other members of the committee, will notify the student and the Honors Directors if the work is not of Honors quality.

*If the student is a member of the Honors Program* and is using the Departmental Honors Paper to meet one of her Honors Program requirements, he or she should be aware that withdrawing from Departmental Honors in the spring semester may mean that *she will not be able to graduate in the Honors Program*. He or she may not change 499 into HON 375 without the express permission of an Honors Director, which will be granted only in extraordinary circumstances and with specific reasons for calling the Independent Study an Honors course.

The best way to avoid any of these situations is for the student and advisor to meet regularly, for the student to work diligently from the beginning of the project, and for the student to turn in draft sections of work on a regular basis.

HELPFUL HINTS FOR WRITING

A DEPARTMENTAL HONORS PAPER

# By Davina Thrower Smith, Class of 1993

* Don’t worry if you can’t zero in immediately on your thesis. Normally you need to do a lot of reading first. I didn’t narrow in on my specific subject until the end of the summer – that’s normal.
* If you find something you like, write it on an index card. Be sure to cite all bibliographical information. You won’t find time to look it up again and besides, you’ll never be able to find it anyway.
* Don’t worry about having too many index cards. Once you decide on a specific thesis, you can narrow down and sort.
* Keep a running “Works Consulted” list on a computer. It keeps you ahead of the game and it’s comforting to have something started.
* Always have at least one backup disk. I created a new computer file each time I made major revisions so that I could easily recover my work.
* Buy a good MLA Handbook. I found the Holt guide too broad.
* Carry blank index cards with you for when inspiration strikes.
* If you get stuck on a part of the paper, move to a part that you feel passionate about. I wrote my opening at the end. Although it was the easiest, I blocked.
* Don’t expect to know what your conclusion will be until you’ve done a big chunk of the writing and thinking. If you know what your conclusion is before you start writing, it may be a sign that the conclusion is too pat. Let it evolve.
* Talk about the paper with everyone. Don’t worry about boring them. It will give you lots of ideas. I wish I had done this more.

FORMATTING AND SUBMISSIONS GUIDELINES

Format your paper in the following manner:

* The title page should conform to the format on the following pages and must include the title of the work, your name as author, the department sponsoring the paper, and the date of publication.
* All pages should be numbered consecutively throughout the work, including your bibliography, illustrations, appendices, and any other matter.
* The left margin of your paper should be approximately 1.5” wide in order to accommodate the binder.

*( Model title page for Departmental Honors Paper in a single regular major)*

# Title of Paper

by

Jane Doe

Presented in partial fulfillment of the requirements

for

Departmental Honors

in the

Department of English and Communication Arts

(English)

Hood College

April 2017

*Wording for Departmental Honors Paper in a double major:*

.. . in the

Department of History

and the

Department of Art . . .

*Wording for Departmental Honors Paper in an interdisciplinary major:*

. . . in the

Global Studies Major

(Department of Political Science

and Department of Philosophy and Religious Studies) . . .

*Wording for Departmental Honors Paper in an interdepartmental major:*

Presented in partial fulfillment of the requirements

for

Departmental Honors

in

East Asian Studies

(Interdepartmental Major)

SAMPLE 499 SYLLABUS AND TIMELINE

Student Learning Objectives to be included in all 499 Syllabi:

**SL Research/Creative Scholarship**

SL a) Demonstrate the ability to conduct research, properly cite sources/data, and use sources/data to support a central thesis/argument in formal academic writing

b) Demonstrate the ability to present research and/or findings in oral, visual, creative, and/or non-verbal ways

Sample 499 Syllabus (Art & Archaeology Department)

**ART 499: Departmental Honors**

Schedule TBD

Dr. Jennifer Ross

Tatem 103

301-696-3777

[ross@hood.edu](mailto:ross@hood.edu)

Office hours: Tuesday 2-3 p.m., Friday 9:30-11 a.m., and by appointment

**Course description and objectives:**

ART 499 designates a departmental honors paper, a two-semester junior- or senior-year program designed for students who wish to pursue intensive research or special projects in close coordination with faculty advisors. Departmental honors students are known as the Christine P. Tischer Scholars and receive 6 credits for this work.

The Art & Archaeology department identifies potential Tischer Scholars from junior majors with a 3.0 overall grade point average and a 3.5 in the major, and invite students from that list to submit a proposal for a Departmental Honors paper or project. Students whose proposals are approved choose to work with a departmental advisor. Students, in consultation with their advisors, select an advisory committee of two additional faculty members—one of whom must be outside the student’s major department—who will advise the student as needed and serve as readers. During the senior year, The Tischer Scholars are expected to work closely with their departmental honors advisors and, where needed, their other readers. They are also required to maintain a B average in the major and present a completed paper or project by the date set by the Honors Committee in order to qualify for departmental honors at Commencement.

Tischer Scholars receive 6 credits, which may be applied to the major or considered as electives. A grade of B- or below for the departmental honors project results in conversion of the project to 6 credits of independent study. Withdrawal from the Departmental Honors Program requires the permission of the department chair, the departmental honors adviseos and the honors director.

All Departmental Honors Papers are included in the permanent collections of the Beneficial Hodson Library.

**Learning objectives:**

* Students will engage in extended research and critical analysis in a topic related to studio art, art history, and/or archaeology.
* Students will present the results of their research in written form, using standard methods of documentation.
* Students will present their results in oral form in a formal presentation.

Student learning objectives also align with the Art and Archaeology Department mission: Our students create, analyze and understand material items and their makers, from global cultures both past and present, in an increasingly visually and materially saturated world.

**Course requirements and grading (from the Departmental Honors Handbook):**

At the end of the first semester, the registrar will enter a grade of IP (In Progress). The final grade on the Departmental Honors project, recorded at the end of the second semester, is a single grade covering the entire six credits involved in the Honors Project. The advisor will determine the final grade on the Honors paper in consultation with the other committee members.

If the advisor assigns a grade lower than B-, the Registrar will automatically convert both semesters of ART 499 into ART 375, Independent Study.

**Schedule and deadlines:**

All deadlines will be agreed upon by the student and advisor, complying in general with the schedule of dates set by the Honors Program in the Departmental Honors Handbook. The two **absolute deadlines** are the dates set for the public presentations and the final paper submission to the Honors Program Office.

**Academic Integrity and the Hood Honor Code:**

All students at Hood College are expected to participate in the college’s academic Honor Code, which holds each member of the community to high standards of honesty and integrity. On every credit-bearing assignment and exam, students should write the complete pledge (“I pledge that I have neither given nor received any unauthorized aid on this (assignment).”) and sign their name; this means they have agreed to abide by the terms of the Honor Code, which includes the provision that they will not use any “unauthorized aid” in your work. Please ask if you have questions about what constitutes unauthorized aid.

Sample 499 Timeline (Psychology and Counseling Department)

 Psychology & Counseling Department

Departmental Honors Project Timeline

Below is the departmental honors project timeline (*italics* for optional deadlines). Students enrolled in Honors should meet with their Honors advisor during the first week of classes to go over this timeline. Both parties should sign at the bottom to indicate agreement to abide by the timeline.

|  |  |
| --- | --- |
| Spring semester prior ---------------------------------------- | Inform your general advisor that you agree to do honors and in what general topic area |
| Summer I term prior (5/22-7/2)----------------------------- | Do PsycINFO search |
| Summer II term prior (7/3-8/13)---------------------------- | Order PsycINFO articles and begin reviewing them.  Consult with general advisor on who would be best fit for Honors advisor given more specific topic (and contact suggested Honors advisor) |
| 1st week of Fall classes -------------------------------------- | Meet with Honors advisor about topic, hypotheses, literature review, and committee members |
| 5 September --------------------------------------------------- | **Last day to add Honors course to Fall schedule** |
| 13 September -------------------------------------------------  14 September -------------------------------------------------  19 September ------------------------------------------------- | Intro (with refs) section due to advisor  Honors advisors’ orientation (Marx Center), 1-2pm  Honors orientation (Marx Center), 1-2pm |
| 20 September -------------------------------------------------  29 September -------------------------------------------------  3 October ------------------------------------------------------  6 October ------------------------------------------------------ | Written advisor feedback due to student  Methods section (with IV and DV) due to advisor  Student contact info, title of project, committee member names due to Honors Office  Written advisor feedback due to student |
| 13 October -----------------------------------------------------  20 October ----------------------------------------------------- | E-mail Intro and Methods sections to committee  Schedule a meeting with committee members for feedaback  Turn in IACUC materials, if appropriate |
| 3 November ---------------------------------------------------  10 November -------------------------------------------------- | IRB, IC, DF forms due to advisor  Written advisor feedback due to student  **Last day to withdraw from Honors course** |
| 17 November --------------------------------------------------  *18? November-------------------------------------------------*  *29? November-------------------------------------------------* | Turn in IRB materials to IRB committee  *Abstract due for the Northeast Regional Honors Council Conference (Apr 11-15, Pittsburgh)*  *Abstract due for the American Psychological Association Convention (August 9-12, San Francisco)* |
| late-Nov. to late-Jan. --------------------------------------- | Collect data |
| 1st week of Spring classes -----------------------------------  2nd week of Spring classes ----------------------------------  30 January ----------------------------------------------------- | Meet with advisor to discuss data, coding, analyses, etc.  Meet with advisor to analyze data  **Last day to convert Honors to Independent Study** |
| 5 February -----------------------------------------------------  9 February ----------------------------------------------------- | Results section due to advisor  Written advisor feedback due to student |
| 12 February ---------------------------------------------------  19 February --------------------------------------------------- | Discussion section due to advisor  Written advisor feedback due to student |
| 26 February ---------------------------------------------------  5 March -------------------------------------------------------- | Completed paper due to advisor  Written advisor feedback due to student |
| 9 March ------------------------------------------------------  22 March ------------------------------------------------------  23 March -----------------------------------------------------  26 March ------------------------------------------------------  30 March ------------------------------------------------------  *4? April --------------------------------------------------------* | Completed paper due to committee  Honors presentation workshop (Hodson 131), 1-2pm  Written committee feedback due to student  E-mail presentation talk/slides to advisor for feedback  Written advisor feedback due to student  *Registration for the* *Hood Research Colloquium (during Admitted Students Day, Apr 9?)* |
| 2-4 April -------------------------------------------------------  6 April ---------------------------------------------------------  13 April -------------------------------------------------------- | Mock presentation to advisor and full committee  **Last day to drop Honors from Spring schedule**  **Honors presentations (3:30-6:30pm)** |
| 20? April ------------------------------------------------------- | Bound report due to the Honors Office and Advisor |

By signing below you agree to abide by the above timeline. Not adhering to the timeline may result in Honors being converted to an Independent Study in mid January or being dropped altogether in early April.

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| Signature of Honors student | Date |

By signing below you agree to abide by the above timeline. Not adhering to the timeline may result in a reversal of Committee duties (e.g., the 2nd Psychology reader on the Committee becoming the student’s Advisor and you becoming the 2nd Psychology reader).

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| Signature of Honors advisor | Date |