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UNIVERSITY HONORS PROGRAM STUDENT HANDBOOK

PART ONE: THE HONORS PROGRAM

Mission

As the only Honors Degree granting institution in Idaho, the University Honors Program at Idaho State University is a program for students who aspire to a more engaging and enriching collegiate experience. The program synthesizes the idea of a structured learning community within an interdisciplinary curriculum. Each class is fashioned into small cohorts and led by extremely dedicated and passionate professors who devote themselves to the development of their students.

As these learning cohorts progress through the curriculum together, they also participate in activities that engage the students and encourage them to learn together outside of the classroom. When these students transition into their major programs, they begin to participate in individual research projects working with professors in their disciplines.

Values

The University Honors Program (UHP) is a research- and civic-engagement focused program that provides a transformative environment promoting intellectual curiosity, academic attainment, and the development of social consciousness.

Goals

The University Honors Program has these goals for student development:

1. Interdisciplinary Scholarship – integrating knowledge to express well-constructed insight and originality of thought through multidisciplinary courses and methodologies.

2. Intellectual and Creative Engagement – using the appropriate methodology and theoretical framework that will include design, synthesis, and interdisciplinary research.

3. Citizen Scholar – addressing real-world problems and finding ethical solutions, a process that culminates in reflective civic engagement, respect for diversity, and service-oriented action.

Vision

The University Honors Program is a catalyst for academic innovation and the celebration of academic excellence for the UHP student. In this academic learning community, the UHP seeks to inspire the academic culture at Idaho State University by providing a challenging and imaginative curriculum. This
includes opportunities for students and faculty members to participate in academic activities of the UHP along with pursuing their disciplinary scholarship, research involvement, and/or artistic interests.

Honors students will value knowledge at the broadest level while achieving distinction in their fields of study. They will be prepared for leadership in their chosen professions and will serve their communities as responsible local and global citizens.

The Makeup Of The Honors Program

Executive Director of Student Success Center – The Executive Director directs all units within the Student Success Center, where the UHP is housed. The Executive Director’s mission is to direct all programs toward achieving student success and implementing strategic initiatives.

Director - UHP director is responsible for all administrative aspects of the program: scheduling, student advising, recruitment, fundraising, and liaison between UHP and other university departments, programs and student support offices. The Director serves as faculty advisor for the Honors Club. The Director is knowledgeable concerning graduation requirements for all majors at ISU, general education requirements, and generally teaches at least one Honors course per year. The Director manages student Honors course contracts and graduation checks.

UHP Instructor/Coordinator - The instructor/coordinator of the University Honors Program at Idaho State University is committed to Honors education, Honors student success, and the instruction of high achieving students as they pursue university studies. The position involves supporting the University Honors Program director in the academic and financial success of the UHP; supporting the academic success of all Honors students; helping to maintain a successful Honors curriculum, and teaching at least one Honors course per semester. In addition, the instructor/coordinator manages records, oversees administrative procedures, coordinates events, directs UHP Envoy activities, develops student engagement strategies, along with student recruitment and retention.

Instructor/Coordinator First Year Student Success – The instructor/coordinator of First Year Student Success is a half-time position in Honors and half-time in First Year Transition. Thus 50% is committed to Honors education and Honors success, and 50% is committed to the success of all first year students at ISU. This position implements a first year experience mentor program and works closely with the University Honors Program. The instructor/coordinator promotes student engagement while providing increased opportunities for first year students, promotes continued connections to ISU, and teaches at least one Honors course per semester.

Part-time Advisor - The part-time advisor is committed to Honors student success and the advising of high achieving students in their development as they pursue university studies. The position involves supporting the UHP Director and the academic and financial success of the University Honors Program. The Advisor supports the academic success of all Honors students as well as Honor’s student engagement strategies, student tracking, record management, and student advising.

Honors Advisory Committee - The Honors Advisory Committee makes recommendations on seminar course selection and possible co-curricular programming. Committee members help to
promote and communicate information regarding the University Honors Program to their colleges and departments. The committee will participate in 3393/4493 Honors panels as representatives of their college. The Honors Advisory Committee is made up of the Executive Director of the Student Success Center, Director and Coordinator of the University Honors Program, two faculty representatives from the College of Engineering and Science, two faculty representatives from the College of Arts and Letters, two faculty representatives from the Division of Health Sciences, one faculty representative from the College of Business, one faculty representative from the College of Education, one faculty representative from the College of Technology, two student representatives, one faculty representative from the Library, and one representative from either Central Academic Advising or the Admissions Visitor Center.

Faculty, student, and staff representatives will be appointed by the Director of the University Honors Program after consultation with the Assistant Vice President, Academic Affairs - Enrollment Management and Student Success. Committee members are appointed based on support for the program, participation in the UHP, and consultation with college administration. Terms of service for each faculty member will be three years with the possibility of renewal for a second term and of returning to the committee after a break in service. Student and staff representatives may serve for two years with the possibility of renewal for a second term.

The quorum for decisions requiring a formal vote is that of simple majority, or 51% of the voting membership.

**UHP Club** – A recognized student organization on the Idaho State University campus, the Honors Program Student Organization, otherwise known as the UHP Club, provides Honors students opportunities to engage in activities and initiatives to promote and enhance the UHP. The UHP Club’s purpose is: A) to enhance educational and social opportunities for outstanding students; B) to organize Honors related social and service activities; C) to encourage alternative forms of learning and evaluation with an emphasis on group discussion; D) to encourage the development of new Honors classes; E) to develop leadership skills; F) to promote service in the community and surrounding areas in order to encourage excellence of heart as well as of mind.

**MEMBERSHIP:** This organization shall be open to any and all Honors students that have been accepted into ISU’s University Honors Program and fulfill the requirements necessary to be an UHP student. This organization will not deny membership to any person on basis of race, age, religion, sex, sexual orientation, physical handicap, color, marital status, national origin, language or creed.

**ELECTIONS:** Nominations are held early in the Spring semester, the president will open nominations for students to be elected to any UHP Club officer posts. The elections of officers shall be at a well-publicized meeting in the Spring semester. Elections will be by secret ballot. A plurality vote for each position is required.

**ASISU Student Government:** The Associated Students of Idaho State University (ASISU) is the representative body for students, and functions through the leadership of the student body president, vice president, Student Senate, and numerous committees. These officers are responsible for all activities sponsored by the Associated Students. Applications for committee membership are available
in the ASISU Administrative Offices. ASISU also contracts with a local law firm to offer free legal counseling to students. Detailed information of student government can be found at http://www.isu.edu/asisu/contact.shtml.

Honors Program Staff

The Honors office is open from 8:00 am to 12:00 pm and from 1:00 pm to 5:00 pm (4:00 pm during the University’s summer hours) and is located in Rendezvous 304A.

- Dr. Shannon Kobs Nawotniak, Director 208-282-1402 kobsshan@isu.edu
- Dr. Jamie Romine-Gabardi, Coordinator 208-282-1383 romijami@isu.edu
- Dawn Brooks, Coordinator/First Year 208-282-1312 chrisdawn@isu.edu
- Pam Edwards, Advisor 208-282-3141 edwapame@isu.edu

Communication

The Honors Program communicates with its students primarily via ISU e-mail. Honors students should, then, verify the accuracy of the e-mail addresses on file in the Honors Program office. Each Honors student should also ensure that the program’s office has on file an accurate local mailing address and phone number. Please carefully read all e-mail communication sent from the program.

Additionally, the program communicates using the following social media platforms:

Facebook - Idaho State University Honors
Twitter - @Idaho_Honor

PART TWO: PROGRAM STRUCTURE AND POLICIES

Application and Admission

Admission Opportunities for Incoming First-Year Students

Most participating students enter the Honors Program as incoming freshmen. The application process for such students is simple: upon applying to ISU, those students who are identified as potential candidates will be invited to apply to the Honors Program. Other students may apply through the program’s Web page without receiving such an invitation.

Admissions decisions are made on a rolling basis throughout the fall and spring (for admission the following fall). But students who complete and submit their university application in the fall prior to their year of graduation (i.e., during the fall of their senior year of high school) will stand a better chance of admission to the program than those who apply later. Incomplete applications, or applications submitted by candidates not accepted into the university, will not be considered.
First-Year Student Requirements

- High school GPA of 3.6 or better
- Meet either the SAT or ACT Minimum listed below:
  - SAT Minimum:
    - Total Score from Evidence-Based Reading/Writing and Math of 1200 or better
  - ACT Minimum: 25 composite
- Two letters of reference. These can be from a high school teacher, official, or non-related individual (Principal, Assistant Principal, Counselor, or someone who can speak to the applicant’s academic abilities)
- Writing sample (preferably 1-3 pages)
- For admittance to the program students can be pursuing either an Associate’s or Bachelor’s program, however, students must obtain a Bachelor’s degree in order to graduate with Honors Distinction or Degree from the Honors Program.
- List of leadership experiences and club involvement
- List of prior and/or current college coursework

Prior to beginning their Honors studies, incoming students admitted into the Honors Program must be advised by program personnel during the university’s Early Registration event held the first week in April. These meetings will introduce students to curricular requirements and to opportunities available to them through the program. Students will also be advised specifically about their first-semester coursework, including any required Honors classes.

Students who enter the program as first-semester freshmen must also attend a Honors New Student Orientation assembly held for incoming Honors students the Thursday prior to the beginning of the fall term. Information about this large-group orientation meeting will be provided via ISU e-mail to each new Honors student.

Other Opportunities for Admission

**Late Admission Students:** Undergraduates who have completed the equivalent of ENGL 1101 with a grade of B or better and/or completed over 26+ college/university credits and meet SAT or ACT requirements and are pursuing a four-year Bachelor’s Degree may apply for entry into the Honors Program by submitting an application and a writing sample. Those who are accepted into the program will be advised by program faculty or staff about required Honors coursework and will make any necessary schedule changes.

**Transfer Students:** Transfer students with a 3.5+ GPA and over 26+ credits and who are pursuing a four-year Bachelor’s Degree may apply to the Honors Program by submitting an application and a writing sample. They may participate in the first or second year options and then complete the upper division program. They must have completed the equivalent of ENGL 1101 with a grade of B or better. Transfer students may apply up to 9 credits of Honors work from other institutions towards Honors Distinction, and up to 12 credits of Honors work towards the Honors Degree.
International Students: International Students MUST have taken either the SAT or ACT. TOEFL/IELTS will not be accepted. Requirements are:

- High school GPA of 3.6 or better
- Meet either the SAT or ACT Minimum listed below:
  - SAT Minimum: Total Score from Evidence-Based Reading/Writing and Math of 1200 or better
  - ACT Minimum: 25 composite
- Two letters of reference. These can be from a high school teacher, official, or non-related individual (Principal, Assistant Principal, Counselor, or someone who can speak to the applicant’s academic abilities)
- Writing sample (preferably 1-3 pages)
- For admittance to the program students can be pursuing either an Associate’s or Bachelor’s program, however, students must obtain a Bachelor’s degree in order to graduate with Honors Distinction or Degree from the Honors Program.
- List of leadership experiences and club involvement
- List of prior and/or current college coursework

Responsibilities of the Honors Student

Although the Honors Program is shaped by formal rules and guidelines, it bears the character of its students. An intellectually energetic, fun, vibrant program is a reflection of its student body. The Honors student should see the larger Honors Program and community as an extension of themselves. In turn, the Honors Program provides its students, as well as faculty and administrators, with a space where intellectual excellence can grow and flourish.

The educational goals of Idaho State University’s Honors Program goes beyond acquisition of knowledge. Values of creativity, service, cooperation, and self-reflection are also fostered. These values, too, are a reflection of the character of Honors students, past and present, and are to be shown by a spirit of participation, community, respect, and pride.

Translating these values into daily practice means paying attention to the details that facilitate our community’s needs. Attending class and meetings, actively participating in the Honors Program, engaging in leadership work and service projects, offering help to fellow students, and the like, all make for a stronger Honors Program.

Academic Regulations

In order to maintain good status in the University Honors Program, students must

1. attend one Bi-Annual Honors Meeting (BAHM) per semester until graduation,

2. attend one Honors activity each semester until graduation (see Honors Program and Civic Engagement below),

3. work toward fulfilling all Honors Distinction or Honors Degree requirements,
4. remain in good academic standing according to Idaho State University rules,

5. maintain a 3.2 cumulative GPA or above. Anyone below this GPA are allowed to enroll in Honors classes and enjoy the benefits of Honors membership, but are placed on a one semester probationary period and expected to work with a member of the UHP team to improve their academic performance. Students who receive a midterm report of C- or below will receive an email notification from the Honors Director asking the student whether they need tutoring or help in developing strategies to improve performance.

Honors Program and Civic Engagement

We are continually defining what it means to be an Honors student in an ever evolving program. Part of this definition includes a strong sense of service and involvement, in addition to a commitment to high academic standards. As a means for insuring program-wide involvement, Honors students will be expected to participate in at LEAST ONE Honors activity each semester of their undergraduate career at Idaho State University. Opportunities are available through First Year Seminars, University Honors Program Club, Honors Envoy, Honors Mentors, and various university entities.

Goals of Engagement

- Directly benefits members of the community by fulfilling needs within the community.
- Develops ties between Idaho State University and the surrounding communities.
- Builds a sense of community within the Honors Program.
- Provides an opportunity for Honors students to broaden their range of life experiences.

Accommodations

We recognize the importance of providing all of our students with high quality education and support. You can expect to live and work in an environment that positively encourages equality of opportunity and refuses to tolerate discrimination in any form. If you have any special needs you are encouraged to identify them to us. We will, of course, treat any disclosure confidentially. It is important that we are made aware of your needs at the earliest opportunity so that we may offer appropriate support. We can make provisions and refer you to appropriate resources. This will help you adjust quickly to life at Idaho State University and the Honors Program.

If you wish to receive accommodations for a disability you will need to contact the office of Disability Services and provide official documentation. We highly recommend you do this before you come to Idaho State University and enroll in classes.

AMERICANS WITH DISABILITIES COMPLIANCE STATEMENT
The Americans with Disabilities Act (ADA) provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection to people with disabilities who utilize the services provided at Idaho State University.

Idaho State University makes significant efforts to comply with requests for “reasonable accommodations” to a course, policy, or physical barrier and will not discriminate in the recruitment, admission, or treatment of students or employees with disabilities.

In order for Disabilities Services to arrange accommodations, we request notification as early as possible so that your needs may be met. In addition to complying with the civil rights protections of the ADA, we provide access to assistive technology, a social community and workshops in how to be a more successful student.

For more information please visit the Disability Services website at www.isu.edu/ada4isu/.

PART THREE: STUDENT LEARNING OUTCOMES

Honors Program Student Learning Outcomes

Interdisciplinary Scholarship Learning Objectives

a) Written and Oral Communication: synthesize and analyze information from a variety of sources to logically present ideas in order to effectively communicate with diverse individuals and groups.

b) Integrative Scholarship: integrate knowledge to express insight and originality of thought through disciplinary or multidisciplinary methodologies.

Intellectual and Creative Engagement Learning Objectives

a) Research: engage in the creative process of formulating a hypothesis, researching those problems and drawing conclusions that lead to either original classroom assignments or larger faculty-mentored research projects resulting in contributions of scholarly work to each student’s chosen field of study.

b) Critical Inquiry: ability to analyze new problems and situations and formulate informed opinions and conclusions.

Citizen Scholar Learning Objectives

a) Civic Engagement: engage purposefully in leadership/service, mentorship and/or multi-cultural/intercultural activities within the Honors Program and Idaho State University.

b) Citizenship: actively participate and collaborate as informed members of local and global communities.

Honors Degree Seeking Student Learning Outcomes

In addition to the learning objectives noted above, the University Honors Program has identified a set of specific outcomes for students who complete the Degree component of the Honors Program.
Honors degree candidates will be able to:
   a) Write and publicly defend an Honors thesis of original research.
   b) Conduct independent scholarly work of professional or near professional quality in their field.

PART FOUR: CURRICULUM

The curriculum offered by the University Honors Program provides a firm foundation of core, interdisciplinary courses while allowing students the freedom to craft their own unique academic experience. The UHP curriculum has been developed to enrich the college experience of high achieving students. Honors courses have been developed to fulfill General Education Requirements, yet there is no set or required curriculum for the University Honors Program. Each student is encouraged to take those Honors courses that best meet the individual student's needs. Honors students have tremendous freedom to combine seminar courses, contract courses, research experiences, study abroad, national student exchange, and even independent study.

Year 1 and 2:

University Honors Program Students are expected to complete 12 Honors credits during their first year in the program. The majority of Honors courses offered each semester are chosen on the basis of fulfilling the ISU General Education Objectives. The following are examples of regularly offered courses for Honors credit. It is important to be aware that Honors courses vary each semester. Honors course offerings are announced before each registration period during the Bi-Annual Honors (BAHM) meeting.

Objective 1: Written English

- HONS 1101 Honors Humanities I (3 cr.) – Fall
  o A writing-intensive interdisciplinary course examining relationships between the arts and letters from the Classical Age through the Enlightenment. Fulfills Objective 1 of the General Education Requirements.

Objective 2: Spoken English

- COMM 1101 H - Introduction to Communication, Honors (3 cr.) - Fall and Spring
  o Basic course in oral communication that emphasizes the theory and practice of informative speaking, logical argumentation, persuasion, small group discussion, and interpersonal communication. Designed to explain the humanistic nature of human communication and to improve a student's ability to express ideas orally. Satisfies Objective 2 of the General Education Requirements.

Objective 4: Humanistic and Artistic Ways of Knowing

- HONS 1102 Honors Humanities II (3 cr.) – Spring
A writing-intensive interdisciplinary course examining relationships between the arts and letters from the nineteenth century to the present. Contributes to Objective 4A of the General Education Requirements for the Humanities category.

- TGE 1257 H – Applied Ethics in Technology (3cr.) – Fall
  - An introduction to the study of ethics and consideration of ethical issues in the fields of engineering, health, technical trades, and other contemporary settings that career-technical professionals may face. Topics include moral obligations and rights of society, employers, colleagues, and clients; cost-benefit risk analysis, safety, and informed consent; the ethics of whistle-blowing. Partially satisfies Objective 4A of the General Education Requirements.

Objective 5: Scientific Ways of Knowing

- CHEM 1111/L H – General Chemistry I (5 cr.) -- Fall
  - Introductory course for students in scientific and technical fields; structure and reactivity of elements and compounds, stoichiometry, states of matter, solutions, and chemical periodicity. May be repeated upon completion of CHEM 1111L. COREQ: CHEM 1111L. PREREQ: MATH 1143 or MATH 1147 or equivalent. Partially satisfies Objective 5 of the General Education Requirements. F, S, Su
  - Laboratory course to accompany General Chemistry I. PRE-or-COREQ: CHEM 1111. Partially satisfies Objective 5 of the General Education Requirements.

- CHEM 1112/L H – General Chemistry II (4 cr.) – Spring
  - Introduction to kinetics, equilibrium, electrochemistry, and nuclear chemistry. May be repeated upon completion of CHEM 1112L. PREREQ: CHEM 1111 and CHEM 1111L or equivalent and MATH 1143 or MATH 1147 or equivalent. Partially satisfies Objective 5 of the General Education Requirements.
  - Laboratory course to accompany General Chemistry II. PRE-or-COREQ: CHEM 1112. Partially satisfies Objective 5 of the General Education Requirements.

Objective 6: Social and Behavioral Ways of Thinking

- ECON 2201 H – Principles of Macroeconomics (3 cr.) – Fall
  - Introduction to demand and supply with applications to elasticity, consumer behavior, the cost structure of firms, the behavior of firms in industries that range from having monopoly power to being competitive, and the role of government in a market economy. Partially satisfies Objective 6 of the General Education Requirements.

- POLS 1101 H – Introduction to American Government Honors (3 cr.) – Spring
  - This class examines the United States political system covering not only the Constitutional basis, structure, and organization of the national government but also the interactions of individual citizens and organized groups in civil society with the
institutions of government. Required for all students majoring in political science. Partially satisfies Objective 6 of the General Education Requirements.

Objective 7: Critical Thinking

- CS/INFO 1181-H - Computer Sci and Programming I: (3 cr.) - TBA
  o Problem solving methods and algorithm development with an emphasis on programming style. Satisfies Objective 7 of the General Education Requirements.

- POLS 2202-H - Introduction to Politics (3 cr.) - Spring
  o Introduction to critical thinking about politics. Students learn to comprehend and critically analyze discourse and writings on political and social issues, to identify errors in the logical or presentation of facts in political discourse, to be able to demonstrate independent political judgment by formulating logically valid and factually sound arguments. Required for all students majoring in political science. Satisfies Objective 7 of the General Education Requirements.

- THEA 1118 H – Oral Interpretation (3 cr.) – Fall
  o Development of skills conveying an understanding of prose, poetry, and dramatic literature through the use of body, voice, and mind, thus enhancing one’s communication and critical thinking skills. Students learn the art of communicating to an audience the various genres of literature through thorough analysis and interpretation of the selection. Satisfies Objective 7 of the General Education Requirements.

Objective 8: Information Literacy

- ACAD 1111 H – University Inquiry (3 cr.) – Spring
  o Introduces students to inquiry in a university setting. The course will introduce the academic culture of ISU through research and university academic resources. The course will primarily deal with the level of inquiry and evidence expected of university students. Students will learn how to identify an information need, evaluate information discovered, and use information effectively and ethically. Satisfies Objective 8 of the General Education Requirements.

Objective 9: Cultural Diversity

- ANTH 2237 H – Honors Anthropology (3 cr.) – Fall and Spring
  o Examination of the human, social, and cultural diversity from different parts of the New World. Topics include social structure, ecology, religion, politics, and language. May be repeated for up to 6 credits. Satisfies Objective 9 of the General Education Requirements.

Additional Honors Courses
• ACAD 1104 – First Year Seminar Honors (2 cr.) – Fall
  o Combines content of two courses; study skills and first year seminar. Introduces students to university culture, expectations of the University Honors Program, learning strategies and study techniques which promote academic success. A highly recommended course.

• HONS 2220 – Information Research Techniques (3 cr.) - Spring
  o Students develop strategies for recognizing, locating, and evaluating pertinent information and using it effectively in current and future research papers and/or in their field of endeavor.

• CHEM 3301-H - Organic Chemistry I (3 cr.) – Fall
  o The fundamentals of organic chemistry are examined through nomenclature, structure, physical and chemical properties, reaction mechanisms, spectroscopy and principal synthetic methods.

• CHEM 3302-H - Organic Chemistry II (3 cr.) - Spring
  o A continuation of CHEM 3301. The further study of the preparation, reactions, properties, reaction mechanisms and spectroscopy of organic compounds.

• MGT 3312-H - Individual and Organizational Behavior (3 cr.) - Spring
  o Study of internal structure and function of organizations and management practices. Provides theoretical and conceptual bases for analyzing relationships among individual, group, and total system behavior in achievement of organizational objectives within larger organizational environments.

• MGT 4499-H - Book Project (3 cr.) – Fall
  o This course is not described in the catalog. The course title and number of credits are announced in the class schedule by the scheduling department. Experimental courses may be offered no more than three times. D.

Years 3 and 4:
  • HONS 3391 - Honors Seminar (1 cr. each)

Honors Degree students are required to complete two seminar courses (HONS 3391 - 1 credit which is repeatable) by their senior year. Honors Distinction students are required to complete 1 seminar (HONS 3391 credit). In general, at least two Honors seminars will be offered each semester.

• Honors Contract Courses (6 cr.)

Honors students can use Honors Contract Courses in addition to the interdisciplinary Honors Seminar (HONS 3391) courses to meet the credit requirements for the Honors Distinction or the Honors Degree. Students seeking an Honors Degree must complete a minimum of 6 upper division Honors credits in either Contract or Honors designated courses.
Honors Contract Courses are departmental courses offered under an "Honors Contract" between the student and instructor. Contracts are intended to provide students with a more engaging experience that allows them to work more closely with the instructor and explore course material in a more meaningful way. An Honors Contract Course requires that the student and instructor agree, on a case-by-case basis, to the Honors requirements for the course.

The following are Contract policies:

1. Students must adhere to all course policies and complete all course assignments. The fact that the student is working for Honors credit does not guarantee a high grade. Final grades should reflect the quality and content of all of the student's work in the course. Engaging in an Honors contract does not exempt the student from doing the other course assignments.

2. Instructors are required to determine whether the student has completed the terms of the contract by the same date grades are regularly due for the course. "Incompletes" are not permissible for Honors Contracts, unless the student has obtained prior permission from the Honors Program Director.

3. All Honors Contracts must be approved by the Honors Program Director.

4. Lower division Contract Courses may only be general education objective courses if they are not offered through the UHP.

5. Contracts must be submitted to the UHP within the first three weeks of the semester.

6. Online courses are NOT eligible to be contracted.

7. Summer courses are NOT eligible to be contracted.

8. PEAC courses are NOT eligible to be contracted.

9. Contracted courses must be taught by faculty. Therefore, courses taught by teaching or graduate assistants are NOT eligible to be contracted.

10. Courses already designated as Honors courses are NOT eligible to contract. Even if the course is not being taught every semester.

11. The Honors Contract work may take a variety of forms. It must, however, demonstrate a deeper connection to the course content. In most cases, we discourage term papers. Ideas from past contracts include: creating a hands-on module for middle schoolers that teaches about a course topic; working in the faculty member's research lab for X hours; volunteering translation services (language classes); carrying out an independent research project; making an educational video that can be used by the faculty/department for outreach; in 44xx/55xx classes, working to the same expectations as the 55xx students in the class.
For more please visit the website: https://www.isu.edu/honors/current-students/honors-curriculum-and-courses/

- **HONS 3393 - Introduction to Honors Thesis (1 cr.)**

For students completing an Honors Thesis, and recommended for Juniors seeking an Honors Degree, this seminar will introduce the concept of an Honors Thesis, help students establish thesis ideas, help students approach a potential thesis director/chair, and help students develop a thesis proposal. Students should take this course in the fall of their junior year.

- **HONS 4493 - Honors Senior Thesis or Project (1-3 credits)**

Each Honors Degree student is required to complete at least 1 credit of HONS 3393 or HONS 4493 at the senior level. This project could be a research-based senior thesis or another discipline-appropriate project. The completed project is presented in a public forum and defended before a committee comprised of the major department Faculty Thesis Advisor, another faculty member in the department, and the Director of the UHP or Executive Director of the Student Success Center or other designee of the University Honors Program. Appropriate public venues for the presentation include, but are not limited to: a departmental seminar, the ISU Undergraduate Research Symposium, an honors regional or national conference, or a discipline specific conference. Each degree seeking student must also submit to the Director of the Honors Program a Student Initiated Honors Thesis Agreement (Appendix C), an Honors Thesis Student Agreement (Appendix D), and Agreement to Serve as Mentor for an Honors Thesis (Appendix E). The Student Initiated Honors Thesis Agreement can also be found at: https://www.isu.edu/honors/current-students/honors-curriculum-and-courses/thesis/

PREREQUISITE: Consent of Instructor and University Honors Program Director. Students should take HONS 4493 during the Fall and/or Spring semester of their final year, finalize their thesis project, and manage the defense.

**Honors Thesis**

The Honors thesis is a major endeavor that requires a great deal of personal commitment and demands the time and expertise of a faculty mentor who will supervise you individually in your work for at least a year. It is very important that you realize the extent of this commitment and ensure that you meet the expectations of the major department, advisor, and Honors Program. We will ask faculty mentors to sign an “Advising Agreement” as an indication of their commitment to mentoring you, and we ask you to sign a “Student Agreement” that indicates your commitment to your thesis project. It is vital that you and your mentor agree on your expectations of each other.

The Honors Thesis is a written manuscript that presents a project or piece of original scholarship conducted under the guidance of a faculty mentor. A thesis is written research that creates new knowledge, and it includes a question or hypothesis that is answered or defended by analysis and argument drawing upon the analysis of data or the interpretation of primary source materials.
a wide range of other activities may qualify, including: engineering design projects, graphic arts exhibits, business plans, computer programs, plays, creative fictions, or musical compositions. Though the work may begin before the final year, the thesis is a capstone experience that requires scholarly maturity and it must make an original contribution to the field. Overall, the thesis should demonstrate that the student has learned how to engage in a substantive scholarly undertaking that could continue to the advanced degree level. The thesis should reflect only the student's own research or their individual contribution to collective research, and it should be completely written by the student. A copy of a multi-authored publication is not acceptable.

Human Subjects: Human Subjects (IRB) Approval at Idaho State University maintains an Institutional Review Board (IRB) with the mandate of protecting the rights and welfare of humans who participate in research. All activities related to research on human subjects must initially be reviewed and approved or exempted by the ISU IRB whether they are conducted by faculty, staff, assistants, students, or any other research collaborator. If your research involves human subjects you will need to contact your faculty advisor to ensure all protocols are being followed.

PART FIVE: GRADUATION FROM THE HONORS PROGRAM

Members of the University Honors Program who seek a four year Bachelor’s degree can complete either an Honors Distinction or an Honors Degree. UHP students who complete 19 credits of Honors coursework, including a 1 credit Honors Seminar (HONS 3391), graduate from the program with an Honors Distinction. The Honors Degree can be awarded in any of the Bachelor degrees offered at ISU (mentioned below) and requires a total number of 32 Honors credits, which are accumulated through Honors-designated courses (up to 24 Honors credits), completing TWO 1-credit Honors Seminars (HONS 3391), at least 6 upper-division Honors Course credits, and an Honors Project or Thesis (maximum of 6 thesis credits, one of which must be either HONS 3393 or HONS 4493). UHP Members who complete 32 credits of Honors coursework earn Idaho's only Honors Degree, and, therefore, a unique diploma. 

Honors Distinction and Honors Degree are noted on the transcript and at commencement.

Honors Degrees

Graduates of the UHP who complete 32 credits will receive one of the following degrees noted on the diploma:

- Honors Bachelor of Arts
- Honors Bachelor of Science
- Honors Bachelor of Business Administration
- Honors Bachelor of Fine Arts
- Honors Bachelor of Music
- Honors of Bachelor of Music Education
Honors Members

Students who do not complete the class credit requirement and who leave the Honors Program after successfully completing an Honors course, in good standing, will be considered “Members of the Honors Program.” They are not designated with Honors on the graduation program or transcript, but they may choose to be included amongst Honors Program alumni.

Petitions

Petitions regarding Honors credits must first go through the Honors Director. The petition will then follow the proper ISU procedures. To obtain petition forms for Honors credits please visit the Honors Director.

Withdrawing from the Honors Program

Students in the Honors Program make an extra commitment to scholarship and extra-curricular activities, and we realize that even for the most talented and motivated students circumstances can sometimes make it difficult to sustain the commitment. If you decide that Honors is really not for you, please complete the Withdrawal Form (Appendix G). It is helpful to us if you can provide us with some explanation of your decision so that we can better understand and meet the needs of our students.

PART SIX: PROGRAM COMMUNITY AND FEATURES

Undergraduate Research

While active learning plays a significant role in the Honors curriculum, the act of discovery can be the pivotal moment in one’s undergraduate education. Participating in research projects guided by faculty allows students to tangibly connect with the spirit of exploration. Those experiences not only install a deeper understanding of the research process, they provide valuable experience for any student intending to pursue a graduate degree. In addition, the mentoring relationship developed between Honors students and faculty in these settings establishes a foundation for a valuable long-lasting friendship.

Research and Scholarship Expenses

The Honors Program has limited funds available to support research and scholarly activities of Honors students. Requests may be made by the student for costs that they sustain in supporting a student’s Honors thesis research and by Honors students for costs directly related to research, presentation or publication of their Honors thesis. Application forms can be found at https://www.isu.edu/honors/current-students/scholarship-information/
Awards will be made to Honors students for scholarly activities including Honors thesis research, travel to professional conferences, and other forms of academic enhancement. Priority will be given to support thesis research and related activities. Awards will be made on a competitive basis according to availability of funds, which will be announced late in the Spring semester. Students must submit the appropriate form documenting the expense and justifying the expenditure by November 1st each year. Typical expenses include travel, software, specialized equipment, conference fees, and materials.

**Study Abroad**

It is almost impossible to overstate the importance of a global perspective in our contemporary world. Honors students at ISU can earn up to 9 Honors credits by participating in study abroad available through the university. Program length can vary from several weeks to an entire semester and various opportunities are available through the calendar year. Whether one simply wants to improve foreign language proficiency or be immersed completely into a different culture; Honors students develop the ability to make the most of the experience and can apply it directly toward their Honors degree.

If you are interested in the study abroad program please visit the International Programs Office Study Abroad Programs website at: [http://www.isu.edu/ipo/studyabroad/findaprogram.shtml](http://www.isu.edu/ipo/studyabroad/findaprogram.shtml)

**Honors Advising**

Honors students enjoy dedicated academic, professional and personal advising that is designed to complement advising in the major departments and counseling in student services. We strongly recommend that you regularly see your major advisor as well as your Honors advisor, and that you are aware of the requirements of Idaho State University and your programs. We also recommend that you seek assistance from the wide range of personal and professional counseling services available on campus. Ultimately, of course, the responsibility for being well-informed and making sound academic, personal, and professional decisions remains with you.


Academic Information - [http://coursecat.isu.edu/undergraduate/academicinformation/](http://coursecat.isu.edu/undergraduate/academicinformation/)


Campus Connection Information Desk - [http://www.isu.edu/union/informationdesk/](http://www.isu.edu/union/informationdesk/) 282-4636


Student Employment – http://www.isu.edu/humanr/studentoncampus.shtml

Student Life and Resources - http://www.isu.edu/studenta/studentlife.shtml


University Housing (Meal Plans) - http://www.isu.edu/housing/. 282-2120.


Our advising is not designed to tell you simply what classes to take, but to help you develop institutional knowledge, self-awareness, and decision-making skills necessary to make your own informed decisions.
Honors Program advising is mandatory for all new first year students and suggested for all levels. Each student should also attend a group meeting (Early Registration and Bi-Annual Honors Meeting (BAHM) meeting) prior to registration for the purpose of course selection and advising.

Additional advising meetings are suggested for all students who have questions or concerns about academic progress in the Honors Program.

**Honors advisors will:**

- Communicate all Honors Program requirements and expectations to students.
- Encourage self-reflection so that each student can set goals and make decisions based upon their personal interests, values and abilities.
- Maintain knowledge of Honors requirements and provide guidance during registration to complement major advising.
- Actively listen to students as they ask questions and express concerns, and provide support as necessary.
- Refer students to campus services, organizations and faculty/staff when appropriate.
- Keep all information confidential except in those circumstances when safety of the student or other community members is a concern.

**Honors Students will:**

- Be aware of the Honors Program degree requirements and policies as documented in this Handbook as well as degree program and policy requirements in your major(s).
- Participate in individual goal setting, reevaluate goals as necessary, and develop strategies to realize goals.
- Communicate with your Honors Program advisor(s) and major advisor(s) regarding your goals and strategies, and inform us if any concerns arise or changes are made.
- Keep in touch. Check your email on a regular basis and respond promptly to our communications if requested. Stop by—the UHP has an open-door policy.
- Keep your UHP advisor(s) informed of situations that may disrupt your academic work. Consult us immediately if a serious problem (medical, financial, personal) affects your ability to do your best academic work.
- Learn how to be an advocate for yourself; become self-reliant and independent.
- Be engaged in campus life and consider opportunities for research, study abroad, internships, leadership opportunities, and other ways to enhance your education.
• Keep individual advising appointments and attend group advising sessions prior to course registration.

Honors Program Leadership Opportunities

Mentors: Today, the term mentor is used to describe the role of a more experienced individual who shares knowledge, wisdom, and advice with a less experienced colleague. Our Peer Mentor Program was created primarily to guide first-year students during their first semester with their transition to college and ISU’s Honors Program. Mentors meet with their mentees several times over the course of the semester, formally and informally, to help students academically and socially. For more information please contact Dawn Brooks, UHP Instructor/Coordinator at chrisdawn@isu.edu. Any UHP member is able to apply by accessing the application form at www.isu.edu/honors under the Current Students tab.

UHP Envoy: Being a member of the UHP Envoy program at ISU means you are an enthusiastic and dedicated representative of the UHP program. Envoy members become the face of the UHP program and its members. Envoy attend and lead various student orientations, make phone calls to potential and current Honors students, assist with event planning, plan and publish The Scholarly Scroll, meet with potential ISU students, attend and present at all BAHM meetings, attend a series of Envoy meetings over the course of the semester, and communicate with the Honors Program through email and written correspondence. As an internship position, Envoy positions are available each Fall and Spring semester. For more information contact Jamie Romine-Gabardi at romijami@isu.edu. Any UHP member is able to apply by accessing the application form at https://www.isu.edu/honors/current-students/honors-student-leaders/. Applications are due on November 30th for the Spring Semester and April 30th for the Fall semester.

UHP Club Events: The Honors year is punctuated by a variety of social and service events including, but not limited to Capture the Flag Orientation event, Veteran’s Home visits, Halloween Pajama party, and the end of the year Float and Votes Party which culminates in the election of next year’s officers.

Honors Program Events

New Student Convocation - As a new student at ISU, or as a brand new college student, we know that you will have questions. The Honors Program holds a Convocation just for Honors students. Convocation serves a the formal induction ceremony for new students. It is designed to answer the questions you have, provide you with information about campus resources, programs, and services, and give you the opportunity to meet your fellow Honors cohort, current Honors students, faculty, and staff. By the time Convocation and orientation ends, you will be well on your way to building a network of resources and friends that will help on your journey to becoming a successful ISU student.

I-Care Packages – Provides an opportunity for parents to wish their Honors student well during final exams and to let them know they are being thought about. I-CARE packages also help the UHP program raise funds for scholarships for future Honors students. The package includes a wide variety of goodies, along with a note from the parent, packaged in a festive bag with clever tags to brighten their day.
An Opportuni-Tea - This yearly fundraiser was created in 2010 to build upon an endowment for the University Honors Program. An Opportuni-Tea’s purpose is to build funding in order to provide additional programming, research, scholarships, and endowment monies for our truly amazing Honors students. In essence, funds raised by the An Opportuni-Tea provide additional “opportunities” for ISU's bright and high achieving students.

An Opportuni-Tea is scheduled for the first Saturday in March in the Barbara J. Marshall Rotunda of the L.E. and Thelma E. Stephen’s Performing Arts Center. The event will feature brief presentations from representatives of the University Honors Program, performances by current University Honors students, a silent auction, raffle items, and a delicious multi-course afternoon tea complete with savories and scones.

Recognition Dinner – The main purpose of this yearly culminating event is to recognize graduating Honors students for achieving either an Honors Degree or Distinction and to acknowledge the role of faculty members in providing meaningful intellectual growth. Each graduate’s thesis is highlighted. Graduates give a short “Leaving a Legacy” message to inspire continuing students to maximize the opportunities afforded them. Significant Honors Program accomplishments achieved over the course of the current academic year are celebrated.

Living Learning Community

Students formally admitted into the Honors Program become eligible to apply for residence in the residence halls designated for Honors students – 3rd floor of Rendezvous Hall and 3rd floor of Nichols Hall. We encourage all Honors Program students at least to consider this special housing opportunity: connecting with one’s peers in more than simply an academic sense, having conversations with them that spill over from the classroom into the residence hall and vice-versa, and expanding the reach of the questions we ask of ourselves and each other—all this fits with what the Honors Program is trying to accomplish among its students and its faculty. Please see the Housing website for further information: http://www.isu.edu/housing/.

Note that Honors Program students are not required to live in the designated residence halls or on campus. We do have Honors areas in other residence halls.

Also note that Honors Program students who do want to live in the designated halls are NOT guaranteed a space there. Openings are limited and are highly valued. You are also required to apply for housing, being in the Honors Program DOES NOT automatically secure you housing on campus.
APPENDIX A: Honors Student Code of Conduct

Membership in the University Honors Program (UHP) at Idaho State University is a privilege afforded to the best, brightest, and most motivated student at the University. As an Honors student, you are held to high standards of academic and personal conduct. Honors students foster an environment of collegiality, community and respect in accordance with the university’s commitment to Equal Opportunity.

Honors students are expected to perform at the highest academic level and to actively engage in the learning environment as partners in the creation of knowledge. Honors students are asked to maintain a 3.2 cumulative GPA or above. Anyone below this GPA are allowed to enroll in Honors classes and enjoy the benefits of Honors membership but are expected to work with a member of the UHP team to discuss approaches to improve their academic performance.

Students who are accepted to the ISU University Honors Program are obliged by their membership to act with the highest ethical standards in the community and in the classroom. ISU has adopted a Code of Student Conduct that outlines general guidelines for student conduct. Students are encouraged to review the Student Code of Conduct at: http://www.isu.edu/policy/5000/Student-Conduct-Code-ISUPP-5000-7-27-15.pdf. Students who are found by the University to have violated the Student Code of Conduct may be dismissed from the Honors Program.

The very nature of an Honors Program and higher education in general requires that students adhere to the accepted standards of academic integrity. Academic dishonesty includes, but is not limited to: cheating, plagiarism, bribery, misrepresentation designed to achieve an academic advantage, conspiracy to act with one or more persons to commit academic fraud, fabrication or falsification of research or findings, and failure to cooperate with investigations of academic dishonesty. Students found in violation of academic integrity will be dismissed from the Honors Program and will have their case forwarded to the Vice President of Student Affairs.

I have read, understand and accept the responsibility of aforementioned Honors Student Code of Conduct.

Student Name (printed):________________________________________________________

________________________________________________________
Signature                                              Date
APPENDIX B: Student Handbook and Photo Release Agreement

I acknowledge I have received, read, and understand the University Honors Program Student Handbook.

________________________________________________________
Signature

CONSENT FOR PHOTOGRAPH RELEASE

I,______________________________________________, understand that my photograph may be used for educational purposes. I understand that these photographs may be used in class discussions, reproduced to facilitate written and digital formats (i.e.; use on the Internet) and/or used in public relations materials (i.e.; brochures, pamphlets, flyers).

Please check the following boxes as pertains to your limitations:

☐ Please check if you require your photographs to be altered such that facial identity is hidden.

☐ Use photographs as taken and do not alter them.

It has been explained to me that these photographs will remain anonymous.

______________________________________________
Signature

______________________________________________
Date
APPENDIX C: Student Initiated Honors Thesis Agreement

This Contract for Honors Thesis Credit fulfills up to three credits. This agreement must be submitted within the first three weeks of the semester for which the Honors Agreement Course will be completed.

**AGREEMENT INFORMATION**

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Thesis Title</th>
<th>Semester and Year</th>
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**PROCEDURE**

Arrange the terms of your agreement with your instructor and provide the information below on attached pages.

- A paragraph explaining general research or creative activity requirement. These requirements may include but are not limited to: independent research, collaborative projects, service learning, outreach programming, leadership training, alternative media development, and the enhancement of critical, synthetic, comparative, interdisciplinary, or creative thinking.
- Specify the Chair/Director of your thesis committee.

**STUDENT AND INSTRUCTOR INFORMATION**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Bengal ID</th>
<th>Instructor Name</th>
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<tbody>
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<td>Local Address</td>
<td>Department and Campus Box Number</td>
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<td>Phone Number</td>
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<td>Signature</td>
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**FOR OFFICE USE ONLY**

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<tr>
<th>Date Submitted</th>
<th>Date Approved</th>
<th>Instructor Notified of Approval</th>
<th>Student Notified of Approval</th>
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</table>

Director, UHP Date

Please submit this contract to Dr. Sherri Dienstfrey-Swanson, Director of the University Honors Program Rendezvous 323, Campus Box 8010

Revised 06/10/2015
APPENDIX D: Honors Thesis Student Agreement

Honors Thesis Student Agreement

The student is responsible for meeting the degree requirements of the Honors Program, which includes the proper credit fulfillment, HONS 4493, along with research, writing, and presentation of the thesis itself. By signing below, the student acknowledges that they understand the requirements as documented in the Honors Program Handbook and agrees to meet the commitments:

- I will develop a focused and feasible project to which I am genuinely committed and for which I am properly prepared.
- I will find a faculty thesis advisor to advise me. My faculty thesis advisor should be genuinely interested in me and my project and have demonstrated qualifications to advise my project. I am responsible for securing a signed “Advisor’s Agreement” that is to be submitted to the Honors Program.
- I will be responsible for developing and maintaining a good working relationship with my faculty thesis advisor. I will ensure that my faculty thesis advisor and I have a shared set of expectations about the thesis research and writing process. We will agree to a schedule of activities and deadlines for completion of the components of my thesis.
- I will meet regularly with my faculty thesis advisor. I will be on time and come prepared for each meeting. I will have completed assignments and be ready to ask specific questions or engage in particular topics of discussion. If I cannot make a meeting or meet a deadline I will inform my faculty thesis advisor in advance.
- I will regularly submit reports of my work and drafts of my writing so that my faculty thesis advisor can give me feedback and guidance. I will respect my faculty thesis advisor’s experience and expertise, and will be expected to respond positively and promptly to their advice. I may disagree and may receive conflicting advice from multiple advisors, and in such cases I will make open and informed choices that I will be able to explain and justify.
- I will write my thesis according to the professional standards of my field. I will ensure that all drafts of my work are grammatically correct and thoroughly proofread before submitting them for review to my faculty thesis advisor and/or the Honors Program.
- I will respond in a timely fashion to all communications from my faculty thesis advisor and the Honors Program, and explain any anticipated problems or changes to the project. Should any breakdown in communication occur or any serious developments occur, I will immediately inform the Director of the Honors Program and seek assistance.
- I will conduct research responsibly and ethically. I will not plagiarize nor commit any kind of fraud. I will make clear the distinction between my own original contribution and the work of a team or other individuals. I will cite and document sources, and write quotations, summaries, and paraphrases with care so as to distinguish my ideas and words from those of other writers.

Student’s name: _____________________________________________________

Signature/Date: ___________________________________________________________________
APPENDIX E: Agreement to Serve as Mentor for an Honors Thesis

Agreement to Serve as Mentor for an Honors Thesis

Student’s name: _____________________________________________________

Major(s): ________________________________________________________

Project title: ______________________________________________________

Faculty Thesis Advisor’s name: _______________________________________

Title: _____________________________________________________________

Department: _______________________________________________________

Email: ___________________________ Phone: _________________________

I am familiar with the instructions for the Honors Thesis included in the Honors Program Handbook and I agree to act as thesis advisor for this student and to provide guidance as described in the document “Serving as an Advisor for an Honors Thesis Project.”

Signature: ______________________________________ Date: _____________

Endorsement:

In case the mentor is not a full-time tenure track faculty member at Idaho State University, the chair of the major department must approve of the student’s choice of mentor. By signing below you affirm that based on your knowledge the mentor is qualified to supervise an Honors thesis in this field.

Signature: ___________________________ Date: _____________
**APPENDIX F: Objective Degree Checklist**

**IDAHO STATE UNIVERSITY**
**UNIVERSITY HONORS PROGRAM**
**OBJECTIVE DEGREE CHECKLIST**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ENTRANCE DATE:</th>
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<tr>
<td>ID #:</td>
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**MAJOR:**

### UPPER DIVISION COURSES

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<thead>
<tr>
<th>Contract or Graduate Courses</th>
<th>SEMESTER/YEAR</th>
<th># CREDITS</th>
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<tr>
<th>Thesis</th>
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<th>(Advisor, Department)</th>
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**TOTAL (UPPER DIVISION):**

### DISTINCTION VS. DEGREE

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<th>Honors Degree</th>
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<td>(# of credits)</td>
<td>(# of credits)</td>
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<tr>
<td>Lower Division Credits</td>
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<tr>
<td>Seminar Credits</td>
<td>(1 required)</td>
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<tr>
<td>Contract Classes (upper division only)</td>
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<tr>
<td>Thesis</td>
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**TOTAL CREDITS:**

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<tr>
<th>Honors Distinction</th>
<th>Honors Degree</th>
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<tbody>
<tr>
<td>(# of credits)</td>
<td>(# of credits)</td>
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<tr>
<td>(19 minimum)</td>
<td>(32 minimum)</td>
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*Up to 3 credits of thesis can count as upper division (contract course) credit.*
APPENDIX G: Notification to Discontinue in the Honors Program

IDAHO STATE UNIVERSITY
UNIVERSITY HONORS PROGRAM
NOTIFICATION TO DISCONTINUE PURSUIT OF
HONORS DISTINCTION OR DEGREE

Completion of this form documents my intent to discontinue pursuing an Honors Distinction or Degree.

Student Signature:_________________________________________ Date:___________________

NAME
(PRINT):_________________________________________ ID#:__________________________

______________________________
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