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## Program Information

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The Carolyn M. Small Honors Program provides opportunities for all Defiance College students regardless of their major, to participate in an honors curriculum. Students who meet the requirements of the program will be designated as Carolyn M. Small Honor Scholars.

The Carolyn M. Small Honors Program...

- Allows students to enrich their education through academic challenges and opportunities to both broaden and deepen their academic perspectives;
- Works to engage students in current events through debate and discussion groups;
- Provides opportunities for students to experience culture and the arts;
- Develops professional skills by supporting students to present at national conferences and campus symposia;
- Empowers students to take leadership roles in student governance of the Program;
- Offers students the opportunity to participate in short term study abroad and travel to urban venues within the United States.

Through these all experiences students obtain a richer level of learning while they pursue their undergraduate major course of study and prepare to engage civically, academically, and culturally once they graduate from Defiance College.

## Program Staff

Honors Program Director:

**Mary Ann Studer, M.S.**

Dean, McMaster School for Advancing Humanity

**Contact:** Office – Pilgrim Library Room 128  
Phone – 419-783-2555  
Email – [mstuder@defiance.edu](mailto:mstuder@defiance.edu)

### **McMaster School for Advancing Humanity Office**

Pilgrim Library Room 127

Phone – 419-783-2552

Email – [mcmasterschool@defiance.edu](mailto:mcmasterschool@defiance.edu)

## Student Executive Committee 2015-2016

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President

**Zachary Roush**

zroush001@defiance.edu

Vice President

**Kaitlyn Kuhn**

kkuhn001@defiance.edu

Secretary

**Catlyn Pavel**

cpavel@defiance.edu

Meeting Coordinator

**Maddi Homan**

mhoman001@defiance.edu

Events Coordinator

**Ely King**

eking003@defiance.edu

Publicity Manager

**Meredith Shank**

mshank001@defiance.edu

## Student Executive Committee Goals for 2016-2017

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Student Executive Committee Goals are developed at the beginning of each academic year by the Student Executive Committee and approved by the Program Director. These goals will set the areas of focus for this particular cohort of students and specifically forward the overall goals for the Carolyn M. Small Honors Program.

The Student Executive Committee, after gaining approval, will distribute the annual goals to all members of the Honors Program.

## Program Goals

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- To provide opportunities beyond the curriculum of the College that support academic excellence through engagement in research, and intentional learning experiences;
- To engage students in the development of a sense of coherence between intellectual realms, founded in a traditional liberal education and the real world;
- To promote the development of a sensitivity to the diverse cultures of the world and an understanding of the complexity of world interdependence;
- To model innovative ways to teach and learn;
- To promote for Honors students the kind of support and camaraderie that contributes to a successful college experience.

## Honors Theme for 2016-2017

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The theme selected for exploration in Honors during 2016-2017– is to examine the individual rights and responsibilities in the United States, particularly in terms of the political process and current events.

Watch for information throughout the semester about additional opportunities to engage with other Honors students in the yearlong exploration of this theme. Opportunities currently in place for you to explore the theme during 2015-2016 include:

### Constitutional Conversation Series supported by the McMaster School for Advancing Humanity:

#### **November 11, 2016**

**Defining Inherent Rights and Individual Liberties:** A discussion with McMaster Certificate Candidates to develop a consensus on worldwide inherent rights.

#### **February 20, 2017**

**Key accomplishments in Hindsight: Presidential Legacies–** History Professors Dr. Don Buerk and Dr. Jeremy Taylor will host a forum discussion on the topic of Presidential powers and the U.S. Constitution.

#### **April 5-6, 2017**

**THE QUESTION OF INDIVIDUAL LIBERTIES AS CRITICAL TO IMPROVING THE HUMAN CONDITION–** McMaster Symposium / Academic Colloquium Guest lecturer – TBD

## Program Requirements

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### Admission Requirements

- **Incoming Freshman:**

1. Achieve *ONE* of the following three:
  - ACT composite score 27 or higher
  - Top 10% rank in high school
  - High school cumulative GPA of 3.5/4.0
2. Completed and submitted Application for Admission

2

- **Transfer Students:**

1. Transfer cumulative GPA of 3.5/.4.0
2. Completed and submitted Application for Admission

- **Current Students:**

1. Cumulative GPA of 3.25/4.0
2. Completed and submitted Application for Admission

Note: Current students may only enter the program before the end of fall semester of their junior year.

### To maintain Honors Program eligibility – all Honors students

1. maintain a cumulative GPA of 3.25/4.0;
2. maintain sixty percent attendance and participation at meetings and required events over the academic year\*;
3. successfully complete a minimum of one Honors Option Course Contract during each academic year\*\*;
4. present at both the fall and spring Honors Symposia\*\*\*.

All Honors students are responsible for keeping an accurate log of their participation in the program. The Log sheets can be found on page 10-11 of the Honors Handbook.

\*All required events for the upcoming academic year are listed on the page 12 of the Honors Handbook.

\*\* An explanation of the Honors Option Course Contracts and the Honors Option Course Contract Form can be found on page 14 of the Honors Handbook.

\*\*\* An explanation of the Honors Symposia and the application forms for both the Fall and Spring Symposia can be found online on the Honors Program website - <http://www.defiance.edu/pages/honors.html>

**2016-2017 Honors Participation Log – Fall Semester, 2016**

Name: \_\_\_\_\_ Major: \_\_\_\_\_

One completed copy of Participation Log must be submitted to the Honors Program Director BEFORE the last day of classes for each semester.

**Meetings/Events:**

Date:	Event	Signature

**Honors Symposium:**

Fall Symposium	
Oral / Poster	Title:

**Honors Option Courses:**

Semester / Course #:	Professor:
Project:	

**2016-2017 Honors Participation Log – Spring Semester, 2017**

Name: \_\_\_\_\_ Major: \_\_\_\_\_

One completed copy of Participation Log must be submitted to the Honors Program Director BEFORE the last day of classes for each semester.

**Meetings/Events:**

Date:	Event	Signature

**Honors Symposium:**

Spring Symposium	
Oral / Poster	Title:

**Honors Option Courses:**

Semester / Course #:	Professor:
Project:	

## Calendar of Required Events 2016 – 2017

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All Honors Students will be provided with a calendar of events at the first meeting of the Fall Semester. This calendar will show all Honors meetings and events scheduled at that time. Emails will be sent throughout the academic year to all Honors students about changes/additions to the Honors Program calendar. It will be the responsibility of each student to maintain a current program calendar so that they will have access to Honors Events.

### **Fall Semester:**

No Fall Symposium in 2016.

Honors International Tea – November 5, 2016

### **Spring Semester:**

McMaster Symposium / Academic Colloquium – April 5-6, 2017

Honors Convocation – April 6, 2017

Guest Speaker – April 20, 2017 – time to be announced

## Honors Option Course Contracts

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Students are required to complete a minimum of one Honors Option Course Contract or equivalent activity each academic year that they are enrolled at the College and participating actively in the Honors Program. Students may fulfill this requirement by completing an Honors Option Course, an Honors International Learning Community course and travel, or a McMaster Scholar opportunity.

### **Honors Option Course Contracts**

Students may undertake to receive honors credit by converting a non-honors course into an honors-equivalent academic endeavor. The professor teaching the course and the student work closely together to structure the conversion. Doing so may require, e.g., an extra paper, preparing and giving a presentation or lecture, working with more challenging texts or independent research. The professor and student should meet at least five times during the semester to evaluate progress.

The student must submit a completed Honors Option Course Contract to the Honors Program Director before the twentieth day of the semester. The Honors Director will review the form and give final approval for the course conversion.

Once the student successfully fulfills the requirements as specified in the Honors Option Course Contract and achieves a C or better in the course the professor will designate the course as an Honors course to be posted on the student's transcripts. It is the student's responsibility to check their transcripts to make sure that the designation was assigned. In the event that the designation is missing the student must notify the Honors Program Director immediately.

This completed form must be submitted to the Carolyn M. Small Honors Program Director by the 20<sup>th</sup> day of the semester in which the course will take place.

### Honors Option Course Contract

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Your Honors Option Course Proposal should focus on one of the areas foundational to develop one or more of the research skills listed below. Please mark the focus that will be explored through this Honors Option Course. In the proposal include each of the following components: the goal of the project, description of the project, how the project will work to develop your research skills, and the method of evaluating the project.

#### Best practices that develop effective research skills

- **Problem-Based Instruction** – Students, working in cooperative groups, are given a problem or case study to address that reflects complex, real-world situations. Students learn to analyze the problem, find appropriate resources and locate needed information, share their findings, and formulate and evaluate possible solutions. Research-focused variations for problem-based instruction include using classic published research papers as sources for problems.
- **Project-Oriented Laboratory** – Students, working in cooperative lab groups, are given an open-ended problem to solve. Over the course of the semester, students review literature, design experiments within material and equipment constraints provided by the instructor, perform the experiments, collect the data, analyze the results, and write a research laboratory report formatted as a scientific paper. An extension of this concept is an interdisciplinary investigative laboratory course that allows students from different majors to collaborate on projects.
- **Writing-Intensive Instruction** – Students learn to write according to the stylistic conventions and contexts of a particular subject area in order to communicate effectively in a manner appropriate to the discipline. Research-related writing assignments usually require at least 3,000. Students at the junior and senior level may also be involved in grant proposal development for research projects.
- **Research Methods** – Students learn about research methods used in a particular field or discipline. Research methods courses in the sciences may include computational data analysis, statistics and experimental design. In the social sciences, a research methods course might involve students developing their own research projects - selecting a research topic and writing a research proposal. Once the proposal is approved by the institutional review board, students will then collect and analyze the data, write a paper, and present the results.

The above was summarized from two Council on Undergraduate Research (CUR) publications, *Reinvigorating the Undergraduate Experience: Successful Models Supported by NSF's AIRE/RAIRE Program (2004)* and *Developing & Sustaining a Research-Supportive Curriculum: A Compendium of Successful Practices (2007)*.

Honors Option Course Proposal (please attach additional sheets if necessary):

**Project Description:**

**Project Goals:**

**Description of how the project will develop one or more of the research skills listed above:**

**Method of project evaluation:**

**Faculty Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

This completed form must be submitted to the Carolyn M. Small Honors Program Director by the 20<sup>th</sup> day of the semester in which the course will take place.

## Honors Option Course Contract

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Your Honors Option Course Proposal should focus on one of the areas foundational to develop one or more of the research skills listed below. Please mark the focus that will be explored through this Honors Option Course. In the proposal include each of the following components: the goal of the project, description of the project, how the project will work to develop your research skills, and the method of evaluating the project.

### Best practices that develop effective research skills

- **Problem-Based Instruction** – Students, working in cooperative groups, are given a problem or case study to address that reflects complex, real-world situations. Students learn to analyze the problem, find appropriate resources and locate needed information, share their findings, and formulate and evaluate possible solutions. Research-focused variations for problem-based instruction include using classic published research papers as sources for problems.
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Honors Option Course Proposal (please attach additional sheets if necessary):

**Project Description:**

**Project Goals:**

**Description of how the project will develop one or more of the research skills listed above:**

**Method of project evaluation:**

**Faculty Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Honors Symposia

Honors students are required to present at each academic colloquium. Often students who are presenting in conjunction with simultaneous campus forums such as the McMaster Symposium or at recent national conference such as National Collegiate Honors Council are excused from this requirement. However all exceptions to this requirement must be approved of the Program Director.

All presentations require that the student submit a McMaster Symposium Proposal or an Academic Colloquium Application to Present which will be available online through the Honors Program website.

**Deadlines for the 2016 – 2017 Academic Colloquium will be announced during the fall semester:**

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## Honors Program Probation

**Academic Probation:** Students will be placed on Honors Program academic probation if their cumulative G.P.A. falls below 3.25. In order to regain good standing in the program, students must maintain a 3.25 G.P.A. or higher. If the semester G.P.A. falls below 3.0 while on academic probation, the student will be dropped from the program and may reapply when the minimum requirements for entrance are achieved. In addition students found guilty of academic dishonesty (first incident) will be placed on academic probation with the Honors Program for a period of one semester.

**Progress Probation:** Students will be placed on Honors Program progress probation if they fail to complete any of the program requirements as listed above for any given academic year. In order to regain good standing in the program students must make up Honors Option Course-work, missed events and meetings in the academic year following the year in which they failed to meet the requirements of the program.

Each semester the Honors Program Director checks that students have fulfilled all the Honors Program requirements. Students who are not fulfilling all of the Honors Program requirements are expected to contact the Honors Program Director to discuss their status before the office must contact them.

## Honors Code

Honors Program students are expected to abide by the highest ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. Student should familiarize themselves with the Defiance College Academic Integrity Policy which is detailed in the college catalog under Academic Life.

An instructor who has evidence that an Honors Program student has committed an act of academic dishonesty is requested to notify the Honors Program director in addition to other designated personnel on campus. In addition to the college disciplinary action, the student will be placed on probation with the Honors Program and will be dismissed from the program if a second incident occurs.

## Scholarship Opportunities

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### **International Travel:**

Each year during Spring Break, Honors students have the opportunity to travel with the Program Director to an International location. All students who participate in this program are required to enroll in a 2-credit hour course associated with the study abroad location during the spring semester in which the trip takes place. This course is a learning community in which the students develop a context for the travel, learn the logistics associated with travel abroad, and develop their research projects and literature review relative to the study they will engage in on site. This is an International travel opportunity (DC INTERNATIONAL formerly the IMAGINE initiatives) and as such is open to Junior and Senior students. Sophomores may petition the Vice President of Academic Affairs to allow them to travel internationally with the Honors Program as sophomores – please contact the Honors Director for more information on how to complete the petition. First Year Honors students and those students not eligible for the INTERNATIONAL initiative funding however they may still go on the trip if they pay full fare and if there is room available. Should you want to take advantage of this opportunity contact the Honors Director before the deadline below.

Scholarships for partial cost of the international trip are available to only those students who have active membership in good standing in the Honors program at the time that trip location is announced. Students will be given guidelines for the scholarship application at the time that the trip location is announced as well as a submission deadline for the scholarship application.

**2016 – 2017 VANCOUVER, BRITISH COLUMBIA: A Search for Identity.**

Deadline for joining the program is November 15, 2016.

**Conference Presentation / Attendance:**

Students may write a student development grant to present and / or attend a national conference such as but not limited to National Collegiate Honors Council. The grant proposal will include each of the following elements:

- Dates of travel
- Name and location of Conference
- Purpose of the trip
- Presentation title and abstract (if you are presenting)
- Copy of your acceptance to present
- Justification relative to the student personally/professionally and relative to the Honors Program
- Anticipated outcome of the experience
- Estimated budget

Students will submit the above grant proposal to the Director of the Honors Program in a timely manner so that early conference registration and accommodations can be secured upon acceptance of the proposal. Depending on available funds all, part, or none of the proposal may be funded. Generally speaking the Program makes every attempt to fund students who have an active role in the conference as presenters, facilitators, or moderators. Conference attendance only without an active role is less likely to be fully funded.

NOTE: On either of the above experiences if a student by their own choice does not engage in the trip for reasons not covered by standard travel insurance policies the student is responsible for reimbursing the Honors Program for any monies lost as a result of their action.

## Honors Program Student Development Grant

Name: \_\_\_\_\_

### **Conference Information**

Organization: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Conference Theme: \_\_\_\_\_

Conference Location: \_\_\_\_\_

### **Presentation/Conference Participation**

Description of the activity (activities) that you will be engaged in at the conference; attach your presentation proposal to this grant request and the acceptance confirmation. Describe any other duties that you will be participating in such as session moderator and attach the acceptance confirmation to this request.

Date and time of your presentation: \_\_\_\_\_

If you submitted a proposal but it was not accepted please attach the proposal you submitted to this grant request and the email received by the conference.

### **Funding Justification / Anticipated Outcome**

Please attach a justification for funding from the perspectives of (1) personal growth and professionalism; (2) a benefit to the Carolyn M. Small Honors Program and Defiance College; and (3) benefit to other Honors Programs and institutions.

### **Budget**

Please list estimates for each of the following; don't hesitate to ask for help in estimating these figures from the Honors Program Director.

**Conference registration:**

**Lodging:**

**Food:**

**Airfare/Vehicle Cost:**

**Other Anticipated Expenses:**

## Student Executive Committee

Nominations will be accepted beginning April 1<sup>st</sup> of each academic year for positions on the Student Executive Committee. By the third week in April each Honors Student will receive an email ballot and is encouraged to vote to select the make-up of the Student Executive Committee for the following academic year.

Once a student has been selected it is expected that they fulfill the obligations of the position held which includes attendance at all the Student Executive Committee meetings unless excused by the Honors Program President in consultation with the Honors Program Director. If a student is faced with unexpected circumstances that make it impossible to fulfill their obligation they must formally notify both the Honors Program President and Director and in writing resign. In the event that this happens a special election will be held to fill the position.

## Student Executive Committee Position Descriptions

*It is the responsibility of all executive committee members to attend all of the Executive Committee meetings or notify the President or Faculty Honors Program Director.*

### **President:**

1. Lead the executive committee in the development of the goals and objectives of the academic year;
2. Oversee the progress of sub committees and work within the program to achieve goals and objectives;
3. Mentor the Vice President
4. Report directly to faculty director of the program.
5. Send out e-mails to Honors Executive Committee as meeting reminders
6. Bi-weekly meeting with Vice President
7. Have calendar of events for the year completed and organized
8. Inform the Publicity Manager of all events and information that needs to be published on the various social media accounts

### **Vice President:**

1. Assist the President with the implementation of the program's goals and objectives
2. Learn the responsibilities of the Honors program president
3. Send out e-mails to honors students for meeting reminders
4. Take attendance at meetings and maintain an attendance spreadsheet
5. Bi-weekly meeting with President

**Secretary:**

1. Record the minutes for all Executive Committee meetings
2. Submit the meeting minutes to the Executive Committee to review and approve at following Executive meeting
3. Distribute approved and finalized minutes to the membership
4. Print and distribute materials about events throughout the Honors membership and the campus and community if it applies

**Symposium Coordinator:**

1. Compile the program for the event
2. Work with the Faculty Program Director to coordinate judges with presentations
3. Place students into presentation slots
4. Set up and take down symposium materials the day of the Honors symposium
5. Tabulate the results of the symposium and notify the Publicity Director of the outcome for publication

**Events Coordinator:**

1. Work with Honors students to create ideas of possible events
2. Run events through Honors Program Director
3. Plan and prepare the events
4. Notify the membership of all events presented through Honors, after proofing all flyers through the Honors Program Director.
5. Organize, coordinate the annual International Tea.
6. E-mail event reminders to Honors students
7. Plan at least one event per month for Honors students

**Meeting Coordinator:**

1. Plan honors topics for discussion during meetings
2. E-mail reminders to students about their upcoming topics and meetings.
3. Leading discussions at all meetings
4. Communicate with President and Vice President regarding meeting topics

**Publicity Manager:**

1. Create and maintain the following:
  - a. Facebook, Twitter, Instagram, and Honors Executive E-mail account
2. Manage all social media accounts with reminders for meetings, Honors events, Hunger Week facts and any other information fellow Executive Board Members report to be shared
3. Attend and collect photographs from all Honors events
4. Compile a database of the current clubs, organizations, and sports that current Honors Students partake in
5. Collect pictures from all Honors students to show their involvement campus wide

## Affiliation

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The Carolyn M. Small Honors Program at Defiance College is a member of the Honors organizations listed below.

### **National Collegiate Honors Council (NCHC)**

#### **Mission Statement**

##### I. Vision

Excellence in and respect for Honors education

##### II. Mission

To serve Honors professionals and students, and to advance undergraduate education.

##### III. Core Values Statement

The National Collegiate Honors Council values an atmosphere that promotes academic opportunity and challenge for Honors students and faculty. Within this intellectual environment, members of Honors communities demonstrate integrity, respect, and excellence. Through the Honors experience, participants realize enhanced personal, social, and intellectual development. The NCHC recognizes the importance of life-long learning and social responsibility in preparing individuals for an increasingly complex world. These beliefs and values are reinforced among member institutions through the collegiality and shared purpose of the NCHC.

#### Contact Information:

NCHC

1100 Neihardt Residence Center

University of Nebraska-Lincoln

540 N. 16th St.

Lincoln, NE 68588-0627

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