



DEFIANCE COLLEGE'S
CAROLINE M. SMALL
HONORS PROGRAM HANDBOOK
2020-2021

Edited by:
Agnes I. Caldwell, Ph.D. and Director
Jennifer Nashalsky, President

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Program Information and Benefits

Program Description

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;
- Supports student academic success with an annual scholarship;
- Offers students the opportunity to participate in short term study 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 Goals

- To provide opportunities beyond the curriculum of the College that support academic excellence 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.
- To support scholarly achievement through awarding a \$1000 scholarship annually to each participant in good standing.

Program Benefits

1. Priority registration each term.
2. Priority internships through the Institute for Career Readiness and Lifelong Learning.
3. Biography highlight in the Commencement Program (begins 2022).
4. Leadership opportunities through the Executive Committee.
5. Cultural experiences through seminar trips to Chicago.

Program Director

Honors Program Director:

Agnes I. Caldwell, Ph.D.

Interim Director

Contact: Office – Defiance Hall, President’s Suite
Phone – 419-783-2586
Email – acaldwell@defiance.edu

Student Executive Committee 2020-2021

President

Jennifer Nashalsky
jnashalsky001@defiance.edu

Vice President

Meeting/Events Coordinator

Social Media Coordinator

Lounge Coordinator

Program Requirements (Please note differences by entrance into the program year)

Admission Requirements

- **Incoming Freshman (entering Fall 2019 and beyond)**
 1. Achieve *BOTH* of the following:
 - ACT composite score 25 or higher
 - High school cumulative GPA of 3.5/4.0
 2. Completed and submitted Application for Admission
- **Transfer Students (entering Fall 2019 and beyond)**
 1. Transfer cumulative GPA of 3.5/4.0
 2. Completed and submitted Application for Admission

Program Expectations and Requirements

GPA and Eligibility:

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.

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. They will lose their scholarship for the term they are no longer in the program at a pro-rated amount. 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.

Re-admission: Students who were previously on probation and removed from the program, may reapply when the minimum requirements for entrance are achieved.

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 Coursework, 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 and work out a plan to maintain program membership before the office must contact them.

Program Removal: Students who do not maintain a GPA of 3.25 and remove themselves from probation after two semesters will be removed from the program, and their scholarship revoked. If this occurs, the scholarship may be prorated. A second case of academic dishonesty will result in removal from the program and revocation of the scholarship.

Integrity and Ethics Policy

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.

Overall program requirements for fall 2019 class and beyond:

1. Complete 4, 1 credit Honors Seminars
2. Complete 2, Honors Option courses during the junior and senior years and submit paperwork to the Honors Director and the Registrar.
3. Present at least once at the Academic Colloquium/McMaster Symposium.
4. Four year attendance at the Academic Colloquium/McMaster Symposium.
5. Complete FYE 100 Z

Overall program requirements for Fall 2017 and 2018 class:

1. Complete Honors Option courses and submit paperwork to the Honors Director and the Registrar.
2. Present at the Academic Colloquium/McMaster Symposium during the sophomore, junior and seniors years.
3. Four year attendance at the Academic Colloquium/McMaster Symposium
4. Complete FYE 100 Z

Honors Program eligibility (2019 and beyond)

Freshman Year:

1. maintain a cumulative GPA of 3.25/4.0;
2. participate in the Honors section of FYE 100 College Engagement Seminar (unless waived)
3. maintain sixty percent attendance and participation at meetings and required events over the academic year*;
4. option to enroll in the Honors Seminar (1 credit hour) each term
5. attend the annual McMaster Symposium and Academic Colloquium.

Sophomore Year:

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. option to enroll in Honors Seminars (1 credit hour each) each term
4. attend or present at the annual McMaster Symposium and Academic Colloquium.

Junior Year:

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 two Honors Option Courses during fall and spring semesters;
4. attend or present at the annual McMaster Symposium and Academic Colloquium.

Senior Year:

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 two Honors Option Courses during fall and spring semesters;
4. present at the annual McMaster Symposium and Academic Colloquium.

*All required events for the upcoming academic year are listed on the page 12 of the Honors Handbook and on the Honors Calendar linked to the Honors webpage. Please note due to Covid-19, this requirement may be waived this year.

** 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 and on the Honors webpage.

Calendar of Required Events 2020-2021

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. In addition all Honors event days, times, locations are available on the calendar link to the Honors homepage.

Spring Semester:

McMaster Symposium / Academic Colloquium – April 13, 2021 – April 14, 2021

Honors Convocation – April 14, 2021

Honors Option Courses

Students are required to complete a minimum of two Honors Option Courses during their junior or senior years. Submission of proper paperwork to the Honors Director and Registrar is required.

Honors Option Courses

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 Courses 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 Courses 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.

Honors Option Courses

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 academic 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 academic 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:

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 1st 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 Student President or the 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 Honors Program Director.
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

Meeting/Events Coordinator:

1. Plan honors topics for discussion during meetings
2. Leading discussions at all meetings
3. Communicate with President and Vice President regarding meeting topics
4. Plan at least one event per month for Honors students

5. Work with Honors students to create ideas of possible events
6. Run events through Honors Program Director
7. Plan and prepare the events
8. Notify the membership of all events presented through Honors, after proofing all flyers through the Honors Program Director.
9. Organize, coordinate the annual International Tea.
10. E-mail reminders to students about their upcoming meetings (including topics) and events

Lounge Coordinator:

1. Work with students in the Program to schedule cleaning and maintenance of the Honors Student Lounge
2. Regularly assess the condition of the lounge and status of supplies, etc.
3. Communicate with the Honors Program director any concerns or issues with usage of the lounge space
4. Work with the student executive committee and Program Director to improve the Honors Lounge and its usefulness to Honors students

Social Media Coordinator:

1. Announce upcoming meetings and events on social media
2. Attend honors exec meetings
3. Come up with creative ways to promote the honors program on social media

Affiliation

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