



**Idaho State
University**

**University
Honors Program**



UHP Student Handbook

2021-2022

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PART ONE: ABOUT THE HONORS PROGRAM

Mission

As the only Honors Degree-granting institution in Idaho, the University Honors Program (UHP) 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 culture and curriculum. Each incoming class of UHP students 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 have the opportunity to participate in individual research projects working with professors in their disciplines.

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.

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 – UHP students gain academic attainment by integrating knowledge to express well-constructed insight and originality of thought through multidisciplinary courses and methodologies.
- 2) Intellectual and Creative Engagement – UHP students satisfy their intellectual curiosity by using the appropriate methodology and theoretical framework that will include design, synthesis, and interdisciplinary research.
- 3) Citizen Scholar – UHP students achieve social consciousness by addressing real-world problems and finding ethical solutions, a process that culminates in reflective civic engagement, respect for diversity, and service-oriented action.

Honors Program Leadership and Governance

Associate Vice President of Academic Affairs

The Associate Vice President of Academic Affairs directs all units within the Student Success Center, where the UHP is housed. The Associate Vice President's mission is to direct all programs toward achieving student success and implementing strategic initiatives. Visit the Student Success Center's website at www.isu.edu/success/.

Director

The UHP Director holds a full-time tenured position in an academic department. The Director is responsible for all administrative aspects of the program including scheduling, student advising, recruitment, and fundraising. The UHP Director is a liaison between UHP and other university departments, programs, and student support offices. The Director is knowledgeable concerning graduation requirements for all majors at ISU, General Education requirements, and generally teaches one to two Honors course per year. The Director manages student Honors course contracts and graduation checks. The Director serves as faculty advisor for all Honors Degree seeking students and the UHP Club.

Instructor/Coordinator

The Instructor/Coordinator position 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. This 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, directs the UHP Mentor activities, and develops student engagement strategies, along with student recruitment and retention. There are two Instructor/Coordinator positions in the Honors Program.

Part-Time Academic Support

The part-time Academic Support position is committed to supporting the University Honors Program Director and Instructor/Coordinators in the academic and financial success of the UHP, supporting the academic success of all Honors students, and helping to maintain a successful Honors curriculum. Academic Support further supports the Honors Program by advising Honors Students, managing student records, maintains and updates the Honors website, and manages the applications and admission process to the Honors Program.

Honors Advisory Committee

The Honors Advisory Committee is based on the importance and power of shared leadership. Advisory Committee members offer their experience, expertise, and effort to help strengthen UHP decision-making processes, as well as promote the program throughout ISU and the community.

The Honors Advisory Committee makes recommendations on seminar course selections (HONS 3391), possible co-curricular programming, and vital decisions key to the success of Honors students and the program.

Committee members help to elicit support, build understanding, and communicate information regarding the UHP to their colleagues in colleges and departments across the University. Committee members are also encouraged to participate in faculty panels for various Honors courses and to attend Honors Thesis presentations as representatives of their respective colleges. The committee generally meets twice each semester. The quorum for decisions requiring a formal vote is that of simple majority, or 51% of the voting membership.

The Honors Advisory Committee members include:

- The Associate Vice President of Academic Affairs (an ex-officio member)
- The University Honors Program Director
- A University Honors Program Instructor/Coordinator
- Two faculty representatives from the College of Science and Engineering
- 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 Honors student representatives (one lowerclassman and one upperclassman)

Faculty representatives are selected through a collaborative process based on input and nominations from college deans, department chairs, the Director of the UHP, and faculty interest in committee participation. The term of service for each faculty member is three years with the possibility of renewal. Students may serve for one year with the possibility of renewal.

Visit the UHP website for a list of the current UHP Advisory Committee members at www.isu.edu/honors/about/governance/.

Honors Program Office Location and Leadership Contact Information

The Honors office, located in room 304A on the 3rd floor of the Rendezvous Building, is open during normal university business hours, with the exception of when the relevant faculty are teaching. Drop-ins are welcome, or you can call 208-282-3662 or email miriamdance@isu.edu to schedule an appointment.

Email: honors@isu.edu

Phone: 208-282-3662

Mailing Address:

University Honors Program
Idaho State University
921 S 8th Ave, Stop 8010
Pocatello, ID 83209-8010

Physical Address:

Rendezvous Building (ISU Building 38)
Room 304A
1111 Martin Luther King Jr Way
Pocatello, ID 83201

Current Honors Program Leadership

UHP Director:

Dr. Shannon Kobs Nawotniak

Office: Rendezvous 323

Phone: 208-282-1637

Email: kobsshann@isu.edu

UHP Interim Director:

Dr. Alex Bolinger

Office: BA 433

Phone: 208-282-6242

Email: boliale2@isu.edu

UHP Instructor/Coordinator:

Miriam Dance

Office: Rendezvous 304A

Phone: 208-282-1383

Email: miriamdance@isu.edu

UHP Part-Time Academic Support:

Lori Tapanila

Office: Rendezvous 306A

Phone: 208-282-1402

Email: tapalori@isu.edu

UHP Instructor/Coordinator:

Dawn Brooks

Office: Rendezvous 306

Phone: 208-282-1312

Email: broodawn@isu.edu

Primary Modes of UHP Communication with UHP Students

The Honors Program communicates with its students primarily via the student's ISU email account. Honors students should therefore verify the accuracy of the email address(es) on file with the Honors Program. Each Honors student should also ensure that the program's office has an accurate local mailing address and phone number on file. Please carefully read all email communication sent from the UHP.

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

Facebook.....Idaho State University Honors

Instagramidahostatehonors

Twitter.....@Idaho_Honor

PART TWO: UHP POLICIES AND EXPECTATIONS FOR UHP STUDENT CONDUCT

Responsibilities and Expectations 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.

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 University's Student Code of Conduct at: www.isu.edu/deanofstudents/student-conduct/. 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.

UHP Academic Regulations and Policies

Maintaining Active Status

In order to maintain *active status* in the University Honors Program, students must adhere to the following regulations and standards:

- 1) UHP students must work toward fulfilling all Honors Distinction or Honors Degree requirements. Students are expected to complete at least 12 Honors credits during their first year in the program (refer to *Part Four*).
- 2) UHP students must attend one Bi-Annual Honors Meeting (BAHM) per semester until graduation. The Bi-Annual Honors Meeting is a 30 to 60 minute advising and information session required every Fall and Spring semester for every UHP Student. BAHM is split into sessions specific to the student's year and Honors designation (Distinction vs. Degree).

Typical BAHM Sessions:

- Session I: All First-Year UHP students
- Session II: Second & Third Year Students Pursuing an Honors Distinction
- Session III: Second & Third Year Students Pursuing an Honors Degree
- Session IV: Seniors Graduating in the Fall Semester
- Session V: Seniors Graduating in the Spring Semester

Three sections of each BAHM Session are offered at varying days and times. The time and date of sessions are announced with plenty of time to plan and RSVP for the session that fits your schedule.

- 3) UHP students must attend at least one Honors activity each semester until graduation (refer to the *Civic Engagement in the Honors Program* section that follows).
- 4) UHP students must remain in good academic standing according to Idaho State University rules. Refer to the previous section on the *Responsibilities and Expectations of the Honors Student* and the ISU Student Conduct webpage at www.isu.edu/deanofstudents/student-conduct/.
- 5) UHP students must maintain a 3.2 or greater cumulative GPA.
 - a) If a student's GPA drops below 3.2, the student will be placed on a one-semester probationary period, during which time the student is expected to meet with their Honors Advisor at least twice to develop a plan to improve academic performance. The student will remain in *active status* during the probationary semester.
 - b) If the student's GPA does not increase after the probationary semester the student may enter *inactive status* and become ineligible for Honors privileges such as priority registration and Honors scholarships.
 - c) Students who have completed a Honors Distinction or Honors Degree but drop below a 3.2 cumulative GPA are still subject to the probationary semester but will retain their completed designation.
 - d) UHP students who receive a midterm report of C- or below will receive an email notification from the Honors Director offering assistance to the student; whether they need tutoring, guidance in developing strategies to improve performance, or advice for finding support in handling personal matters that are affecting performance.

Probation and Inactive Status

If a student does not comply with the above regulations (e.g., not attending BAHM or an Honors activity, or dropping below a 3.2 GPA), the student will be expected to meet with their Honors advisor to discuss the infraction, and may be placed on a one-semester probationary period. Students may be expected to meet with their academic advisor during the probationary semester in order to monitor and assist the student in coming into compliance.

If the student is still out of compliance after the probationary semester, the student will enter *inactive status*, which means that benefits of the Honors Program, such as Honors scholarships and priority registration, will be suspended until they have returned to *active status*. In some circumstances, such as instances of academic dishonesty, it is possible that the student may be removed from the Honors Program.

Civic Engagement in the Honors Program

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 are expected to participate in AT LEAST ONE Honors activity each semester of their undergraduate career at Idaho State University. Opportunities are available through University Honors Program Club, Honors Envoy, and Honors Mentors. Visit the UHP Events webpage for an event calendar and announcements (www.isu.edu/honors/current-students/honors-student-events/).

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.

Disabilities and 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 in 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 begin classes at Idaho State University. Contact the Disability Services Division of Student Affairs at:

Email: disabilityservices@isu.edu
Phone: 208-282-3599
VP for ASL: 208-417-0620
Office Location: Room 125, Rendezvous

AMERICANS WITH DISABILITIES COMPLIANCE STATEMENT

The University Honors Program is committed to providing an accessible learning environment for students with documented disabilities. If there are aspects of the instruction or design of this program that result in disability-related barriers to your participation, please contact Disability Services to engage in a confidential conversation about the process for requesting accommodations.

Students are encouraged to register with Disability Services as soon as they begin this program or in the timeliest manner possible as accommodations are not provided retroactively. More information can be found online at www.isu.edu/disabilityservices, or by contacting Disabilities Services through the contact information previously listed.

Counseling and Testing Services

The University Counseling and Testing Service serves Idaho State University and its community with a dual mission. The Counseling Services mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. The Testing Services mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adheres to the NCTA Professional Standards and Guidelines.

More information can be found online at www.isu.edu/ctc/, or by contacting the Counseling and Testing Service Division of Student Affairs at:

Phone: Counseling Services 208-282-2130
Testing Services 208-282-4506
Office Location: Room 351, Gravely Hall South

PART THREE: BENEFITS AND OPPORTUNITIES FOR HONORS STUDENTS

List of UHP Student Benefits

As the only Honors Degree-granting institution in Idaho, the University Honors Program provides students with opportunities for broader, deeper, and more complex learning experiences, but the program is bigger than academics alone.

The University Honors Program offers students the following:

- Priority registration throughout your college career.
- Small class sizes throughout the Honors curriculum.
- Undergraduate research and leadership opportunities.
- Undergraduate thesis development courses not offered elsewhere on campus.
- Individualized advising.
- An active living/learning community on campus.
- Personal connections with Honors faculty to support your growth.
- Additional scholarships reserved for Honors students.
- Strong preparation for post-graduate studies.
- UHP Peer Mentors to aid in acclimation to college and the Honors Program.
- Numerous social and civic engagement opportunities.
- A community that values and recognizes the whole person.

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 instill 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.

Career Path Internship (CPI) Program

The CPI Program is a paid internship program that allows students to gain hands-on, real-world experience in their chosen course of study or an internship that aligns with the student's career goals. The CPI program was created in 2010 to provide meaningful job experience to ISU students through internship opportunities. Studies have shown that students who participate in internships become more effective employees, have higher job placement rates, and earn higher wages than their peers. The CPI Program helps students connect with internships that will enhance their academic and professional careers including internships based in local organizations.

For more information about the CPI program, please contact Emily Jahsmann at jahsemil@isu.edu or visit www.isu.edu/career/cpi-program/.

Honors Scholarships

The Honors Program has multiple scholarship opportunities with limited funds that Honors students may apply for during their second, third, and fourth years in the program. These scholarships support research and scholarly activities such as tuition costs, Honors thesis research related costs (e.g., equipment and materials, registration fees for professional conferences, thesis publication costs, etc.), course supplies (e.g., textbooks, specialized equipment such as dental tools or art materials, etc.), graduate school tests (e.g., GRE, MCAT, LSAT, etc.), and other forms of academic enhancement.

Current Honors scholarships include:

- SDS Scholarship – Two awards of approximately \$500, offered once a year. Application deadline is April 10.
- Heithoff Scholarship – One award of approximately \$600, offered once a year. Application deadline is February 1.
- Research Funding Awards – A total of \$750 split between multiple recipients and based on requests, offered in the Fall and Spring Semesters. Largest award value is \$250. Application deadline for Fall funding is April 1, application deadline for Spring funding is November 1. These awards are funded by the Hill Honors Program Endowment.
- Owlportunity (a.k.a. Owl Tree) Scholarships – Student-specific monetary requests, ranging from \$50 to \$300, for textbooks, travel costs, equipment, exam costs, etc. These requests are fulfilled by attendees of the annual Honors fundraising event, “An Opportuni-Tea.” See page 12 for more information about the Opportuni-Tea or at www.isu.edu/honors/give/an-opportuni-tea/.

More information about these scholarship opportunities and application forms can be found at www.isu.edu/honors/current-students/scholarship-information/

Study Abroad and National Student Exchange (NSE)

It is almost impossible to overstate the importance of a national and global perspective in our contemporary world. Whether one wants to experience life in a different part of the United States, improve foreign language proficiency, or be immersed completely into a different culture, Honors students at ISU can earn Honors credits by participating in the Study Abroad or National Student Exchange (NSE) programs available through the university. Program length can vary from several weeks to an entire semester to an entire year, and various opportunities are available throughout the calendar year. Ask your Honors advisor for more information about earning Honors credit from participating in Study Abroad or NSE.

If you are interested in the study abroad program, please visit the International Programs Office Study Abroad Programs website at www.isu.edu/ipo/study-abroad/.

If you are interested in the National Student Exchange, visit www.isu.edu/studentopportunity/signature-experiences/national-student-exchange/.

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 program(s). 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.

Honors Program advising is mandatory for all new first-year students and strongly encouraged at all levels. Every continuing Honors student must also attend a Bi-Annual Honors Meeting (BAHM) prior to registration each semester for the purpose of course selection and advising.

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

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. Thus, Honors advising is a partnership between the advisor and student. With that in mind, the Honors program has established expectations of advisors and students in that partnership.

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, studying 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 Student Leadership Opportunities

UHP Club

A recognized student organization on the Idaho State University campus, the University Honors Program Club, otherwise known as the UHP Club, provides Honors students with opportunities to engage in activities and initiatives to promote and enhance the UHP.

The UHP Club's purpose is:

- To enhance educational and social opportunities for outstanding students;
- To organize Honors-related social and service activities;
- To encourage alternative forms of learning and evaluation with an emphasis on group discussion;
- To encourage the development of new Honors classes;
- To develop leadership skills;
- To promote service in the community and surrounding areas in order to encourage excellence of heart as well as of mind.

UHP Club Membership

The UHP Club 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 a UHP student. The UHP Club 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.

UHP Club Elections

Nominations are held in the Spring semester for the following academic year's officer positions. The UHP Club 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.

More information about the UHP Club is available at www.isu.edu/honors/current-students/honors-student-leaders/uhp-student-club/.

UHP 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 newly admitted first-year students through their transformative transition into college and ISU's Honors Program. Mentors begin to communicate with new UHP members when they are accepted into the program (typically in March) and continue to mentor through the first ten weeks of students' first semester (typically the Fall semester).

The secondary purpose of the Peer Mentor Program is to provide current Honors students a pedagogically sound opportunity to enhance their leadership skills. First-time Mentors are initially trained in ACAD 2220-H, a course taught by Instructor Dawn Brooks in Spring semesters. (Please see *Table 1: Regularly Offered Honors Courses and Sections* for more information about ACAD 2220-H). Returning Mentors are not required to repeat ACAD 2220-H.

There are up to 20 Mentor positions available per year. Current UHP students who are interested in being a UHP Mentor must apply. Any UHP member is able to apply by accessing the application form at www.isu.edu/honors/current-students/honors-student-leaders/. Applications are typically due in late November each year.

To provide formal and informal academic and social support to new UHP members, the mentors adhere to the following length of terms and required activities:

- Carries out "Communication Plan" with incoming students from March through the tenth week of Fall semester.
- Attends, and assists Honors leadership with the planning of, new student activities held before the Fall semester begins, in coordination with ISU's New Student Orientation.
- Participates in UHP events and one-to-one meetings with their cohort of First-Year students from August through October.

For more information about the UHP Mentor program, please contact Dawn Brooks, UHP Instructor/Coordinator, at broodawn@isu.edu or 208-282-1312

UHP Envoy

Being a member of the UHP Envoy at ISU means you are an enthusiastic and dedicated representative of the Honors Program. Envoy members become the face of the UHP and its members. UHP Envoy attend, lead, and assist Honors leadership with various events and communicate with potential and current Honors students, Honors alumni, and Honors leadership through a variety of media.

These events and media include, but are not limited to:

- Honors Convocation and ISU's New Student Orientation.
- An Opportuni-Tea.
- Recruiting events.
- Phone calls, emails, and written correspondence.
- Posting to UHP social media accounts.
- Write, plan, and publish *The Scholarly Scroll* (the UHP student monthly publication).
- Meet with potential ISU students.
- Attend and present at BAHM sessions.
- Attend a series of Envoy meetings over the course of the semester.

Specific Envoy position duties vary by semester and the current program needs, but the following five positions are typically filled each semester:

- **Event Planning Envoy:** Assists Dawn Brooks with preparing for Honors Events during the semester.
- **UHP Recruitment & Director's Assistant Envoy:** Assists Shannon Kobs Nawotniak with recruiting events and materials and UHP management tasks.
- **UHP Recruitment & Application Envoy:** Assists Lori Tapanila with recruiting events and materials and processing incoming UHP applications.
- **Alumni Relations Envoy:** Assists Dawn Brooks with establishing and improving UHP and UHP Alumni relationships.
- **Communications Envoy:** Assists Linda H. Jackson to communicate with all Honors students about UHP events and happenings. The Envoy would be responsible for compiling information and creating the Weekly Updates and creating and responding to Social Media posts.

Envoy positions are semester-long terms (available each Fall and Spring semester) and include a \$300 stipend and a \$300 ISU Bookstore scholarship. Any UHP member is able to apply by accessing the application form at 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.

For more information about the UHP Envoy, please contact Miriam Dance, UHP Instructor/Coordinator, at miriamdance@isu.edu or 208-282-1383.

Annual Honors Program Events

There are many UHP events during the year and you can usually hear about most of them through social media. You can also go to www.isu.edu/honors/current-students/honors-student-events/. However, there are few events that happen every year. They are listed below.

New Student Convocation

As a new student at ISU, we know that you will have questions. The Honors Program holds a Convocation just for new Honors students at the beginning of every academic year. Convocation serves as 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 ISU's New Student Orientation (www.isu.edu/nso) end, 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.

UHP Club Events

The Honors year is punctuated by a variety of social and community service events including (but not limited to) the incoming student meet and greet event at the beginning of the academic school year, Veteran's Home visits, themed and holiday parties, and the end-of-year Floats and Votes party which culminates in the election of the next year's officers.

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

Honors students play a vital role in the success of the Opportuni-Tea. The UHP needs your help and we ask you to volunteer your time before and after the event. We need volunteers to solicit and collect donations, prepare the venue for the event (e.g., moving supplies and donated items, ironing tablecloths and napkins), and assistance during the event by pouring tea, monitoring the raffle and silent auction items, seating guests, and cleaning up after the event.

For more information about An Opportuni-Tea visit www.isu.edu/honors/give/an-opportuni-tea/.

Honors Recognition Brunch

The main purpose of this annual 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 Honors Degree 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 by all Honors students are also celebrated.

PART FOUR: GRADUATING WITH HONORS

Honors Designation: Distinction or Degree

Members of the University Honors Program who seek a four-year Bachelor's degree can pursue either a *Bachelor's Degree with Honors Distinction* or an *Honors Bachelor's Degree* (e.g., Bachelor's of Science in Chemistry with Honors Distinction vs. Honors Bachelor's of Science in Chemistry).

(A note on terms used in the UHP program: We tend to use the term *designation* as a general term for the pursuit of graduating with honors; we use *Distinction* to indicate pursuing the Bachelor's Degree with Honors Distinction; and we use *Degree* or *Research Track* to indicate pursuing the Honors Bachelor's Degree.)

The Honors designation cannot be obtained with an Associate's Degree.

In the case of students who double major, the Honors designation can only be applied to one major. The student may choose the major to which the Honors designation is assigned.

The Honors Distinction is noted on the transcript, and at commencement; the Honors Degree is additionally noted on the diploma.

Honors Distinction

UHP students who complete a total of at least 19 credits of Honors coursework, commonly called *Honors credits*, graduate from the program with an Honors Distinction. Students are expected to take 12 Honors credits during their first year in the program.

Honors Credit

Honors credit can be earned by completing the following types of courses that include Honors Objective courses or lower division major/minor courses.

- Honors section of an existing course, typically denoted as an “H” section; e.g., ACAD 1104-H1. These Honors sections are specifically taught at the Honors level, for Honors students only.
- Honors program courses, typically denoted as HONS, e.g., HONS 1101-01.
- Courses that have been contracted for Honors credit, commonly called Honors contract courses. Please see *Part Five: Curriculum* for information about contracting courses.

Recommended and Required Courses

The following list represents the UHP courses we strongly encourage or are required for completing an Honors Distinction. Please see *Table 1: Regularly Offered Honors Courses and Sections* for more detail about the courses:

- ACAD 1104: First Year Transition, 2 cr (recommended)
- HONS 1101: Humanities 1, 3 cr (recommended)
- HONS 3391: Honors Seminar, 1 cr (one required)

Honors Degree

UHP students who complete a total of at least 32 credits of Honors coursework (32 Honors credits) and successfully complete and present an Honors Thesis (or Honors Project) graduate from the program with an *Honors Degree*. We often refer to students who pursue an Honors Degree as *research track* students because these students are actively researching to complete their Honors Thesis (or Honors Project) (please see the following section entitled *Honors Thesis*). Students are expected to take 12 Honors credits during their first year in the program.

Honors Credit – Honors credit for the degree may be distributed using the following guidelines:

- Up to 25 Honors credit from lower division courses (1100- and 2200-level courses).
- 2 honors credits from two HONS 3391 courses (required).
- Up to 6 credits from upper division courses (3300- and 4400-level courses).
- At least 1 credit of HONS 3393 or HONS 4493 (required; HONS 4493 can be repeated.)
- Note: up to 6 credits can be awarded for thesis work between HONS 3393, HONS 4493, and contracted independent student or undergraduate research credits.

Recommended and Required Courses

The following list represents the UHP courses we strongly encourage or are required for completing an Honors Degree. Please see *Table 1: Regularly Offered Honors Courses and Sections* for more detail about the courses.

- ACAD 1111: University Inquiry, 3 cr (recommended)
- HONS 2220: Information Research Techniques, 1 cr (recommended)
- HONS 3393: Introduction to Honors Thesis, 1 cr (recommended*)
- HONS 3391: Honors Seminar, 1 cr (two required)
- HONS 4493: Honors Thesis, 1-3 cr (recommended*)

*Note that 1 cr of HONS 3393 or HONS 4493 is required, with up to 6 credits of HONS 4493 allowed.

UHP Members who complete 32 credits of Honors coursework and an approved Honors Thesis/Project, including written document and defense, earn Idaho's only Honors Degree, and, therefore, a unique diploma.

Honors Thesis

The Honors Thesis is a written manuscript that presents a project or piece of original scholarship conducted under the guidance of a faculty advisor. 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. However, 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.

The Honors Thesis/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 Associate Dean of Academic Affairs 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.

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 student's chosen 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; it should be completely written by the student, with revisions and feedback from the thesis advisor and committee. A copy of a multi-authored publication in which the Honors student is not the primary author is not acceptable.

The Honors Thesis is a major endeavor that requires a great deal of personal commitment and demands the time and expertise of a faculty advisor who will supervise you individually in your work for at least one 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 you and the faculty advisor to sign an "Advising Agreement" (*Appendix C*) as an indication of your commitment to your thesis project and the faculty advisor's commitment to mentoring you. It is vital that you and your thesis advisor agree on your expectations of each other. The Student Initiated Honors Thesis Agreement can also be found at: <https://www.isu.edu/honors/current-students/honors-curriculum-and-courses/thesis/>

Research Outreach & Compliance Review

Some forms of research require additional institutional oversight, managed through the office of Research Outreach and Compliance within the ISU Office for Research. The most common instances of research requiring additional oversight are projects involving human or animal subjects. Work with your research advisor to prepare authorization proposals as appropriate.

Human Subjects

Human Subjects approval at Idaho State University is managed by the 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.

Animal Subjects

All research using living animal subjects at ISU must be approved by the Institutional Animal Care & Use Committee (IACUC). The IACUC is tasked with ensuring that all such research at ISU meets standards for ethics and animal care.

Honors Degree Student Guidelines

The student is responsible for meeting the Degree requirements of the Honors Program, described previously, which include the proper credit fulfillment and the completion of HONS 4493, along with research, writing, and presentation of the thesis itself. The student must understand the requirements and commitments when pursuing an Honors Bachelor's degree and be able to agree with the following statements. In addition, the faculty thesis advisor will be making the same commitments to the student.

- 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 Learning Outcomes

In accordance with the mission, values, goals, and vision of the University Honors Program (see *Part One: About the Honors Program*), we define the objectives of the 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 original 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 FIVE: 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 Idaho State University's General Education Requirements (www.isu.edu/gerc/gen-ed-objectives-and-courses/), 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.

Honors Courses and Honors Sections of Courses

University Honors Program students are expected to complete 12 Honors credits during their first year in the program. In light of this, the majority of courses offered for Honors credit each semester are chosen on the basis of fulfilling the ISU General Education Objectives. The regularly offered Honors courses (HONS prefix, e.g., HONS 1101) and Honors sections (other prefixes, e.g., ACAD 1104-H) are listed in *Table 1*. It is important to be aware that Honors courses vary each semester and are subject to change. Honors course offerings are announced before each registration period during the Bi-Annual Honors Meeting (BAHM, see *UHP Academic Regulations and Policies*).

Honors Contract Courses

Honors students can use Honors Contract Courses to meet the credit requirements for the Honors Distinction or the Honors Degree. Honors Contract Courses are departmental courses that are under an "Honors Contract" between the student and faculty instructor. Honors Contracts are initiated by the UHP student. 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 Honors Contract coursework 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 an agreed upon amount of time.

- Volunteering translation services (for language classes).
- Carrying out an independent research project.
- Making an educational video or demonstration that can be used by the faculty/department for outreach.
- Working to the same expectations as the 55xx students in 44xx/55xx classes.

All information about contracting a course for Honors credit is also available on the Honors website: www.isu.edu/honors/current-students/honors-curriculum-and-courses/

How to Contract a Course for Honors Credit: Policies and Steps

Contracting a course for Honors credit may seem like a daunting task, but it is not as complicated as it may seem. Familiarize yourself with the following policies and then follow the steps provided.

Policies for Contracting a Course for Honors Credit

The following policies apply to courses contracted for Honors credit. The policies may be suspended in certain situations or portioned on a case-by-case basis.

- 1) **Course Work:** 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) **Grading:** 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) Contracts must be submitted to the Honors Program Director within the **first two weeks** of the semester.
- 4) All Honors Contracts must be approved by the Honors Program Director.

Steps for Contracting a Course for Honors Credit

Step 1 Determine whether the course is eligible to Contract and if it has been contracted in past semesters.

Ineligible Courses (Courses that cannot be contracted):

- Online courses.
- Courses taught by a graduate student or teaching assistant.
- Summer courses.
- Physical Education Activity (PEAC) courses.
(List continued on next page.)
- Courses already designated as Honors sections (see Table 1 on page 20) are NOT eligible to contract in the same academic year. For example, if an Honors section of Statistical Reasoning (MATH 1153-H) is taught in the Fall semester but not the Spring semester, it cannot be contracted in the Spring semester.

There is a list of previously contracted courses available on the Honors website at www.isu.edu/honors/current-students/honors-curriculum-and-courses/contract-courses/.

Step 2 Familiarize yourself with the "Course Contract Process Checklist".

The Course Contract Process Checklist will prepare you to make a course contract with the faculty instructor. The checklist is available in *Appendix E* or you can download an electronic copy at www.isu.edu/honors/current-students/honors-curriculum-and-courses/contract-courses/.

Step 3 Contact and meet with the faculty instructor.

Because contracts are due by the end of the 2nd week of the semester, it is important that you contact and communicate with the course instructor early.

If you know that you would like to contract a course before the semester begins, it is appropriate to send an email to the instructor to introduce yourself and express your interest in contracting the course. Refer the instructor to the Honors webpage for faculty resources – www.isu.edu/honors/honors-faculty/honors-faculty-resources/. (*Hint: Don't contact the instructor during finals week, or the week after finals, of the current semester!*)

It is also appropriate for you to wait until the semester begins to approach the instructor about contracting the course, by email or in person. Be prepared with the checklist and any ideas you may have of Honors coursework you could complete. Refer the instructor to the Honors webpage for faculty resources – www.isu.edu/honors/honors-faculty/honors-faculty-resources/.

If the faculty instructor agrees to discuss contracting a course with you, set up a time to meet to determine the terms of the course contract. Be sure to bring the Course Contract Process Checklist to the meeting with you. You should also review the Honors Contract Course Form (see Step 4 below) in preparation.

Step 4 Complete and Submit the Online Honors Contract Course Form.

Once you and the course instructor have reviewed the Course Contract Checklist and agreed on the terms of the contract, you are ready to complete and submit the online Honors Contract Course Form. The link to the online form is available at www.isu.edu/honors/current-students/honors-curriculum-and-courses/contract-courses/. You will be notified by the UHP Director of the contract decision.

Step 5 Check Degree Works to confirm the Honors Contract.

Near the midterm of the semester, check Degree Works, in BengalWeb, to ensure that the contract has applied to the course. Follow these steps:

- Log into BengalWeb (bengalweb.isu.edu).
- Click on the Degree Works button (icon with graduation cap & tassel).
- Scroll down to Honors Program Core.
- If the contracted course is not listed, contact your Honors Advisor.

Table 1: Regularly Offered Honors Courses and Sections

Please note: The Honors courses and Honors sections listed here are currently offered, but are always subject to change. Honors course offerings are announced at the required BAHM session every fall and spring semester.

Abbreviations: Cr = number of credits; * = credit value can vary, read course description;

Obj = course satisfies a general objective requirement, blank indicates non-objective course;

Term = Semester in which the course is taught; • = to be announced or no set schedule

Regularly Offered Honors Courses		Cr	Obj	Term	Course Description
ACAD 1104 - H	First Year Transitions	2		F	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. <i>A highly recommended course for all first-time, first-year Honors students.</i>
ACAD 1111 - H	University Inquiry	3	8	F, S	Introduces students to fundamentals of information research 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. <i>A highly recommended course for Honors Degree-seeking students.</i>
ACAD 2220 - H	Peer Instruction Seminar	2		S	Innovative leadership and teaching techniques for peer instructors who will collaborate with a faculty mentor in preparing for and teaching one section of ACAD 1104. Students will explore and co-create teaching, mentoring, and leadership strategies; teach four learning modules; and assist in coaching first-year students in academic and personal success strategies. PREREQ: Completion with a grade of B or higher of ACAD 1101, ACAD 1102, ACAD 1104, or ACAD 1105 (or equivalent college success course). COREQ: Peer Instructor in ACAD 1104. <i>Required for first-time UHP Mentors.</i>
ANTH 2237 - H	Honors Anthropology: Peoples & Cultures of the World	3	9	F, S	Examination of human social and cultural diversity from different parts of the Old World. Topics include social structure, ecology, religion, politics, and language. May be repeated for up to 6 credits.

Regularly Offered Honors Courses		Cr	Obj	Term	Course Description
ART 1100 - H	Introduction to Art	3	4	•	A study of the elements of visual art, various media and techniques of artistic expression, with a brief historical overview. When appropriate, gallery tours and presentations by visiting artists will be included.
CHEM 1111 - H CHEM 1111L - H	General Chemistry I and General Chemistry I Lab	5	5	F	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.
CHEM 1112 - H CHEM 1112L - H	General Chemistry II and General Chemistry II Lab	5	5	S	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.
CHEM 3301 - H	Organic Chemistry I	3		F	The fundamentals of organic chemistry are examined through nomenclature, structure, physical and chemical properties, reaction mechanisms, spectroscopy and principal synthetic methods. PREREQ: CHEM 1112 and CHEM 1112L or permission of instructor. PREREQ or COREQ: CHEM 3303.
CHEM 3302 - H	Organic Chemistry II	3		S	A continuation of CHEM 3301. The further study of the preparation, reactions, properties, reaction mechanisms and spectroscopy of organic compounds. PREREQ: CHEM 3301 or permission of instructor. PREREQ or COREQ: CHEM 3304.
CHEM 3303 - H	Organic Chemistry I Honors Lab	1		F	Introductory laboratory work in organic chemistry. Study and development of elementary techniques and their application to the preparation, isolation and characterization of simple organic compounds. COREQ: CHEM 3301 or permission of instructor.
CHEM 3304 - H	Organic Chemistry II Honors Lab	1		S	Further experience in the fundamental operations of organic chemistry laboratory work including the preparation and analysis of typical compounds. PREREQ: CHEM 3303. COREQ: CHEM 3302 or permission of instructor.
COMM 1101 - H	Principles of Speech, Honors	3	2	F, S	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.

Regularly Offered Honors Courses		Cr	Obj	Term	Course Description
GEOL 1100 - H GEOL 1100L - H	The Dynamic Earth and The Dynamic Earth Lab	4	5	F, S	Understanding the Earth as a dynamic system. Explores the interaction between four major earth components: the solid earth, the atmosphere, the ocean and biological communities, including humans. Specific focus on climate change, natural hazards, and Earth resources. COREQ: GEOL 1100L
GEOL 4403 - H GEOL 4403L - H	Principles of GIS and Principles of GIS Lab	3		F, S	Study of GIS fundamentals, vector and raster data models, introduction to GPS and Global Navigation Satellite Systems, basic spatial analysis, geodatabases, and metadata. Practical application of industry standard software. Requires competence in computer operating systems. COREQ: GEOL 4403L.
HONS 1101	Honors Humanities I	3	1	F	A writing-intensive interdisciplinary course examining relationships between the arts and letters from the Classical Age through the Enlightenment. Partially satisfies Objective 1 of the General Education Requirements. PREREQ: ENGL 1101 or ENGL 1101P with C- or better, or equivalent.
HONS 1102	Honors Humanities II	3	4	S	A writing-intensive interdisciplinary course examining relationships between the arts and letters from the nineteenth century to the present.
HONS 2220	Information Research Techniques	1		•	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. <i>A highly recommended course for Honors Degree-seeking students.</i>
HONS 3391	Honors Seminar	1		F, S	Exposes students to a range of critical and theoretical approaches within various disciplines in multiple seminars. Students formulate research problems and incorporate the results of their research into a seminar paper and/or oral presentation. May be repeated for up to 4 credits with different content. <i>1 credit required for Honors Distinction and 2 credits required for Honors Degree-seeking students.</i>
HONS 3393	Introduction to Honors Thesis	1		F, S	Prepares junior-level students enrolled in the University Honors Program to develop, plan, and begin their Honors Thesis or Honors Project. Select a thesis or project topic, identify a thesis director, begin scholarship review for the project or thesis, and develop a timeline for completing the project or thesis. <i>A highly recommended course for Honors Degree-seeking students.</i>

Regularly Offered Honors Courses		Cr	Obj	Term	Course Description
HONS 4493	Honors Senior Thesis or Project	*		F, S	Supervised by a committee of at least two faculty members and approved by the University Honors Program Director. DEPT 4493H will be used when possible. May be repeated for up to 6 credits. May register for 1 - 3 credits. PREREQ: Permission of Instructor and Honors Program Director. <i>Required course for Honors Degree-seeking students.</i>
MATH 1153 - H	Statistical Reasoning	3	3	●	Descriptive statistics, probability, confidence intervals, and hypothesis testing for one and two parameters. Emphasis on applications to a wide variety of disciplines. PREREQ: MATH 1108.
POLS 1101 - H	American National Government, Honors	3	6	●	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.
POLS 2202 - H	Introduction to Politics Critical Thinking and Analysis	3	7	●	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 logic 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.
PSYC 1101 - H	Introduction to Psychology	3	6	●	Introduction to the study of human behavior and mental processes, with emphases on history, theories, research methods and findings, and applications in psychology's major areas of study: biological, cognitive, learning, personality, social processes, developmental, and abnormal.
TGE 1257 - H	Applied Ethics in Technology	3	4	●	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, informed consent; the ethics of whistle-blowing.

Table 2: Periodic Honors Sections

Please note: These courses are courses that have been taught as Honors sections in the past, but not currently, and the most recent courses, perhaps currently being offered, that have been offered only once or twice. They are meant to be an example of courses that may become available or may be requested to be offered as an Honors section.

Abbreviations: Cr = number of credits; * = credit value can vary, read course description;

Obj = course satisfies a general objective requirement, blank indicates non-objective course;

Term = Semester in which the course is taught; ● = to be announced or no set schedule

Periodic Honors Sections		Cr	Obj	Term	Course Description
CS 1181 - H (INFO 1181 - H)	Computer Science and Programming I	3	7	●	Problem-solving methods and algorithm development with an emphasis on programming style. Secure software design/coding concepts for resilient software. Equivalent to INFO 1181. PRE or COREQ: MATH 1143 or MATH 1147.
CSD 2210 - H	Human Communication, Differences, and Disorders Through Literature and Media	3	9	●	The purpose of this course is to foster knowledge of the importance of communication, and an awareness and acceptance of differences and disorders of communication. Students will explore communication differences and disorders as they are portrayed in media and literature, to consider the influence on public perception of communication differences/disorders. In completing the course, students will be better prepared to lead within a diverse culture of citizens.
ECON 2201 - H	Principles of Macroeconomics	3	6	●	Introduction to the U.S. economy. Includes analysis of demand and supply as well as the topics of natural output, unemployment, and inflation. Examines the roles of governmental spending and taxation and monetary policy conducted by the Federal Reserve.
ECON 2202 - H	Principles of Microeconomics	3	6	●	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.
EDUC 1110 - H	Education and Schooling in the U.S.	3	6	●	Survey of historical, sociological, and political issues related to public education and the system of schooling in the U.S.

Periodic Honors Sections		Cr	Obj	Term	Course Description
ENGL 4401 - H	Advanced Academic Writing	3	•		An advanced course in which students develop an independent style in writing such types of essays as the personal, biographical, argumentative, and critical. May contain prose analysis. PREREQ: Junior standing.
ENGL 4477 - H	Shakespeare in Performance	*		S	Intensive study of selected works by Shakespeare, with emphasis placed upon performance issues. Includes field trip to attend live dramatic productions of Shakespearian plays. Students attending the class and trip and completing all assignments take for 3 credits; students attending the class and trip and completing major assignment take for 2 credits; students taking the trip and completing major assignment take for 1 credit.
GEOL 4410 - H	Science in American Society	2		S	Observational basis of science; technology's historical influences on scientific developments; perceptions of science in contemporary America; tools/strategies for teaching science. PREREQ: Junior standing and permission of instructor.
GEOL 4471 - H	Historical Geography of Idaho	3		F	Influences of geography and geology on Idaho's economic, political and cultural history. May be team-taught and include field trips and discussion sections. Equivalent to HIST 4471 and POLS 4471.
HPSS 3322 - H	Intro to Sport Psychology	3	•		Study of theoretical and applied psychological parameters in sport settings. Specific topics include the coach-athlete relationship and issues in sport performance. Also includes motivation, leadership, communication, ethics, and intervention strategies.
MGT 3312 - H	Individual & Organizational Behavior	3	•		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. PREREQ: Junior standing and ENGL 1102.
MGT 4462 - H	Issues in Business and Society	3	•		Seminar course designed to focus thinking on critical issues facing managers making ethical decisions regarding employees and other stakeholder groups, the community, and the environment. PREREQ: Senior standing or permission of instructor.

Periodic Honors Sections		Cr	Obj	Term	Course Description
SPAN 2201 - H	Intermediate Spanish I	4	9	•	Extensive review of grammatical structures and continued emphasis on developing students' communication skills in Spanish. Contrastive study of culture as reflected in the Spanish language. PREREQ: SPAN 1102 or equivalent.
SPAN 2202 - H	Intermediate Spanish II	4	9	•	Extensive review of grammatical structures and continued emphasis on developing students' communication skills in Spanish. Contrastive study of culture as reflected in the Spanish language. PREREQ: SPAN 2201 or equivalent.
THEA 1118 - H	Oral Interpretation of Literature	3	7	•	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.

Example of a Recommended 4-Year Plan for Completing an Honors Bachelor's Degree

University Honors Program Students are expected to complete 12 Honors credits during their first year in the program (e.g., 6 credits in the Fall and 6 credits in the Spring). Honors credit is obtained by taking Honors program courses (HONS course prefix; e.g., HONS 1101), Honors sections of courses (- H course suffix; e.g., ACAD 1104 - H1), or by contracting a course for Honors credit (see *Honors Contract Courses* section above).

This example 4-year plan assumes that the incoming Honors student has not attended ISU through the Bengal Bridge program in the Summer semester and has taken few, if any, dual enrollment courses while attending high school. Students who have fulfilled objective courses while in high school will likely need to contract courses to obtain the required amount of Honors credits. In addition, if a student expects to finish their degree in 4 years and retain their "tuition lock" (refer to www.isu.edu/tuitionlock/), students must take at least 15 credits per semester.

Please note the differences in the requirements to complete the Honors Distinction and Honors Degree. You are encouraged to create an individualized schedule that works best for your unique major and interests utilizing the General Education Honors courses listed in Tables 1 and 2. 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 Meeting (BAHM).

Year One

The first year of courses should focus on completing Objective requirements and courses that are pre-requisite courses for your Major (e.g., Math, Chemistry, introductory major courses). You are strongly encouraged to take the ACAD and HONS courses in the semesters listed below.

Fall Semester:

ACAD 1104 – H (2 cr.)

HONS 1101 (3 cr.)

10 credits of Objective and Major courses, with emphasis on offered Honors sections.

Spring Semester:

HONS 1102 (3 cr.)

ACAD 1111 - H (3 cr.; may be taken in 2nd year)

12 credits of Objective and Major courses, with emphasis on Honors sections to reach a total of 12 Honors credits for the year.

Year Two

The second year of courses should focus on completing courses required for your Major.

If you did not take ACAD 1111 - H (3 cr) during your first year, you should take it during your 2nd year. You are urged to enroll in ACAD 1111 to expand critical thinking, research and writing skills, and to prepare for independent learning and research. In this course, you will learn how to identify an information need, evaluate information discovered, and use information effectively and ethically.

You have the opportunity to enroll in HONS 3391 (1 cr) every Fall or Spring semester during any year, but you may enjoy the course more after completing the Honors courses suggested in Year One. Two credits of HONS 3391 are required for students pursuing an Honors Degree.

You may need to contract courses for Honors credit during this year.

Year Three

The third year of courses should focus on completing courses required for your Major.

This is a good time to contract courses for upper division Honors credits if you are pursuing an Honors Degree.

If you have begun, or will begin, the research for your Honors Thesis/Project in your third year, you are encouraged to take HONS 3393 (1 cr). HONS 3393 prepares you to develop, plan, and begin your Honors Thesis/Project, select a thesis or project topic, identify a faculty thesis advisor, begin scholarship review for the thesis/project, and develop a timeline for completing the thesis/project.

If you are pursuing an Honors Distinction, you will have likely fulfilled the 19 required Honors credits at this point. If so, congratulations!

Year Four

If you are pursuing an Honors Distinction, you have typically fulfilled the 19 Honors credit requirement and this is the year to complete the courses required for your major.

If you are pursuing an Honors Degree, this is the year to complete your thesis/project. If you did not take HONS 3393 in your third year, you are strongly encouraged to take it in the Fall semester of your fourth year. At least one credit of HONS 3393 or HONS 4493 is required to complete the Honors Degree.

You are also strongly encouraged to register for HONS 4493 (1-3 cr) to earn credit for working on and presenting your Honors Thesis during your final year.

PART SIX: FAQs, ADDITIONAL INFORMATION, AND RESOURCES

What if I want to withdraw from UHP?

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 are considering withdrawing from the Honors Program, please discuss it with a member of the UHP team. 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.

If you decide that Honors is really not for you, please complete the Withdrawal Form (*Appendix F*).

What if I withdraw from Honors or don't complete my degree?

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.

How do I make a request for special circumstances?

Petitions

Petitions regarding Honors credits, exceptions to certain rules, or other case-by-case situations 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.

Do I have to attend BAHM every semester, and what is BAHM anyway?

BAHM Requirement

Yes, UHP students must attend one Bi-Annual Honors Meeting (BAHM) per semester until graduation. The Bi-Annual Honors Meeting is a 30 to 60 minute advising and information session required every Fall and Spring semester for every UHP Student. Read more about BAHM and other requirements in the *UHP Academic Regulations and Policies* section.

What's the difference between an Honors Distinction and an Honors Degree?

Honors Distinction vs. Honors Degree

The primary difference between an Honors Distinction and an Honors Degree is the number of credits and the requirement of completion of an Honors Thesis/Project. 19 Honors credits fulfills the Honors Distinction, while 32 Honors credits along with completion of an Honors Thesis/Project fulfills the Honors Degree. Read more details about the Honors Distinction and Honors Degree in *Part Four: Graduating with Honors*.

Who do I contact for.....?

Selected ISU Resources and Departments

Academic Affairs, Office of the Provost	282-2171	www.isu.edu/academicaffairs/	provost@isu.edu
Academic Advising, Office of	282-3277	www.isu.edu/advising/	AskanAdvisor@isu.edu
Athletics		isubengals.com/	
Bookstore	282-3237	www.isu.edu/bookstore/	
Campus Connection Information Desk	282-7880	www.isu.edu/bennion/information-desk/	infodesk@isu.edu
Campus Recreation	282-4854	www.isu.edu/camprec/	campusrec@isu.edu
Career Center	282-2380	www.isu.edu/career/	careers@isu.edu
Computer Labs	282-4357	www.isu.edu/its/about-its/computer-labs/	
Counseling Services	282-2130	www.isu.edu/ctc/clinical-services/counseling-services/	
Dean of Students Office; Student Affairs	282-2794	www.isu.edu/deanofstudents/	studentaffairs@isu.edu
Disability Services	282-3599	www.isu.edu/disabilityservices/	disabilityservices@isu.edu
Diversity Resource Center	282-3142	www.isu.edu/drc/	drc@isu.edu
Financial Aid	282-2756	www.isu.edu/financialaid/	finaidem@isu.edu
Health Center	282-2330	www.isu.edu/healthcenter/	healthcenter@health.isu.edu
Housing	282-2120	www.isu.edu/housing/	reslife@isu.edu
Idaho Museum of Natural History	282-3168	www.isu.edu/imnh/	imnh@isu.edu
Information Technology Services	282-4357	www.isu.edu/its/	help@isu.edu
ISU Policies and Procedures	282-2930	www.isu.edu/policy/	policies@isu.edu
Library	282-2958	www.isu.edu/library/	
Math Center	282-3662	www.isu.edu/tutoring/math-center/	success@isu.edu
National Student Exchange	282-3662	www.isu.edu/studentopportunity/signature-experiences/	opportunities@isu.edu
Public Safety	282-2515	www.isu.edu/publicsafety/	pubsafe@isu.edu
Registrar's Office	282-2661	www.isu.edu/registrar/	reginfo@isu.edu

ISU Resources and Departments

Student Activities Board	282-3451	www.isu.edu/sab/	sab@isu.edu
Student Affairs	282-2794	www.isu.edu/studentaffairs/	studentaffairs@isu.edu
Student Conduct		www.isu.edu/deanofstudents/student-conduct/	
Student Financial Services	282-3000	www.isu.edu/financeadmin/student-financial-services/	stufees@isu.edu
Student Jobs; Career Center	282-2380	www.isu.edu/career/	careers@isu.edu
Student Leadership & Engagement Center	282-3451	www.isu.edu/lead/	
Student Success Center	282-3662	www.isu.edu/success/	success@isu.edu
Study Abroad	282-4320	www.isu.edu/ipo/study-abroad/	ipomail@isu.edu
Testing Services	282-4506	www.isu.edu/ctc/testing/	
Tutoring Center	282-3662	www.isu.edu/tutoring/	success@isu.edu
Writing Center	282-3662	www.isu.edu/tutoring/writing-center/	success@isu.edu

PART SEVEN: APPENDICES

APPENDIX A: Honors Student Code of Conduct

APPENDIX B: Student Handbook Acknowledgement and Photo Release Agreement

APPENDIX C: Student-Initiated Thesis Agreement

APPENDIX D: Honors Requirements Checklist

APPENDIX E: Honors Course Contract Process Checklist

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 students 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 actively engage in the UHP learning environment as partners in the creation of knowledge. Honors students are asked to maintain active status in the UHP by adhering to the guidelines and expectations listed below. Refer to *Part Three* in the UHP Student handbook for detail about these regulations.

- 1) Work toward fulfilling all Honors Distinction or Honors Degree requirements.
- 2) Attend one Bi-Annual Honors Meeting (BAHM) per semester until graduation.
- 3) Attend one Honors activity each semester until graduation.
- 4) Remain in good academic standing according to Idaho State University rules.
- 5) Maintain a 3.2 or greater cumulative GPA.

Students who are accepted into 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: www.isu.edu/deanofstudents/student-conduct/. 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.

By signing this document, I submit that I have read, understand, and accept the responsibility of this Honors Student Code of Conduct.

Printed Name

Bengal ID#

Signature

Date

APPENDIX B: Student Handbook Acknowledgement and Photograph Release Agreement

STUDENT HANDBOOK ACKNOWLEDGEMENT

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

Printed Name

Bengal ID#

Signature

Date

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes.

I also understand that these photographs may be used in class discussions, reproduced to facilitate written and digital formats (e.g., use on the Internet) and/or used in public relations materials (e.g., brochures, pamphlets, flyers).

If there are limitations, please check one of the following boxes:

- Photographs must be altered to ensure facial identity is hidden.
- DO NOT use my photograph for promotional or education use.

Printed Name

Bengal ID#

Signature

Date

APPENDIX C: Student Initiated Honors Thesis Agreement

STUDENT-INITIATED THESIS AGREEMENT UNIVERSITY HONORS PROGRAM, IDAHO STATE UNIVERSITY

This contract is to establish a partnership and mutual understanding between a UHP Student and their Thesis Advisor.

By signing this, the Student and Advisor are expressing their intent to work together towards the completion of the Student's thesis project. The thesis project will culminate in a final paper written to discipline-specific standards and a formal presentation similar to a Master's defense.

AGREEMENT INFORMATION

Proposed Thesis Title

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.
- A summary of any work already completed towards this thesis by the UHP student.
- A timeline of major milestones including, but not limited to, thesis defense, final draft deadline, any conferences/performances, and significant research task completion.
- A brief description of how advising will occur, including anticipated frequency and duration of meetings.

STUDENT AND INSTRUCTOR INFORMATION

Student Name and Bengal ID

Instructor Name

Local Address

Department and Campus Box Number

Phone Number and Email

Phone Number and Email

Signature and Date

Signature and Date

FOR OFFICE USE ONLY

Date Submitted

Date Approved

Instructor Notified of Approval

Student Notified of Approval

UHP Director Signature

Please submit this contract and supplemental documents to Dr. Shannon Kobs-Nawotniak, Director of the University Honors Program, Rendezvous 323, Campus Box 8010

APPENDIX D: Honors Requirements Checklist

UNIVERSITY HONORS PROGRAM DISTINCTION & DEGREE REQUIREMENTS CHECKLIST, IDAHO STATE UNIVERSITY															
Name:			ID#:			Degree & Major:									
HONORS ACTIVITY LOG (Keep track of Civic Engagement activities here.)															
YEAR I FALL:			YEAR II FALL:			YEAR III FALL:			YEAR IV FALL:						
YEAR I SPRING:			YEAR II SPRING:			YEAR III SPRING:			YEAR IV SPRING:						
DISTINCTION REQUIREMENTS (19 Credits of Honors course work are required for the Honors Distinction)															
Section I	Highly Recommended Courses						Required Course						Total Credits Section I		
	ACAD 1104 - H: First Year Transition, 2 cr HONS 1101: Honors Humanities 1, 3 cr						HONS 3391: Honors Seminar, 1 cr								
Section II Honors General Education Objectives (-H1 or HONS)	COURSE	OBJ #	SEM	Cr.	COURSE	OBJ #	SEM	Cr.	COURSE	OBJ #	SEM	Cr.	Total Credits Section II		
If additional Honors credits are needed to reach a total of 19 Honors credits contracting courses is allowed.															
HONORS CONTRACT COURSE GUIDELINES (Refer to student handbook for more detail.)															
<ul style="list-style-type: none"> • Contracts are initiated by the student. • Contracts must be submitted to the UHP Director within the first three weeks of the semester. • Contracts must be approved by the Honors Program Director. 								The following courses CANNOT be contracted: Courses taught by a Graduate/Teaching Assistant Courses that have had an Honors section taught during the academic year. Online courses, PEAC courses, Summer courses.							
Section III Additional Honors credits for Distinction	COURSE	OBJ #	SEM	Cr.	COURSE	OBJ #	SEM	Cr.	COURSE	OBJ #	SEM	Cr.	Total Credits Section III		
TOTAL SUM SECTION I, II, & III															
DEGREE CHECKLIST (After completing the Distinction requirements above, Degree seekers complete the following for a total sum of 32 Honors Credits)															
Section IV Research Track	Highly Recommended Courses						Required Courses and Credits						Total Section IV		
	ACAD 1111 - H: Univeristy Inquiry 3 cr						An Additional HONS 3391: Honors Seminar 1 cr								
	HONS 2220: Information Research Technqiues 1 cr						1 cr of HONS 3393 or HONS 4493								
	HONS 3393: Introduction to Honors Thesis 1 cr						Up to 6 cr of HONS 4493.								
	HONS 4493: Honors Thesis 1-3 cr						THESIS COMPLETION								
Section V Upper Division Credits	Up to 6 Honors credits from upper division credits (3300- or 4400-level). May be contracted course credits.														
	COURSE	SEMESTER		Cr.	COURSE	SEMESTER		Cr.	Total Section V						
Section VI Remaining Honors course	COURSE	SEMESTER		Cr.	COURSE	SEMESTER		Cr.	Total Section VI						
TOTAL SUM OF HONORS CREDITS MUST EQUAL 32 cr FOR DEGREE															

This checklist is also available at www.isu.edu/honors/current-students/graduating-with-honors/.

APPENDIX E: Honors Course Contract Process Checklist

University Honors Program, Idaho State University **Student-Initiated Honors Course Contract Process Checklist**

1. Introduce yourself as a University Honors Program student to the instructor of the course and request a meeting to discuss contracting the course for Honors credit.

Direct the instructor to the Honors Faculty Resources webpage:

www.isu.edu/honors/honors-faculty/honors-faculty-resources/

2. Arrange the terms of your contract with your instructor. You and your instructor will need to put the terms in writing in a digital file that you will upload in the online Honors Contract Form.

A. Specify how the Honors course requirements will differ from the general course requirements. These requirements may include but are not limited to: independent research, collaborative projects, service learning, outreach programming, leadership training, alternative media development, professional or technical applications, student teaching and mentoring, and the enhancement of critical, synthetic, comparative, interdisciplinary, or creative thinking.

B. Provide a description of alternative assignments, testing, or performance criteria. Note that Honors options should focus on different or alternative work, not additional work.

C. Specify how the Honors coursework will be integrated into the final grade. This can vary from stating the number of points specific Honors assignments are worth, the total number of points for the Honors coursework, or the percentage of the total grade that Honors coursework will be.

Examples of past contracted courses are available on the UHP webpage:

www.isu.edu/honors/current-students/honors-curriculum-and-courses/contract-courses/

3. Complete the online Honors Contract Course Form. The link to the form is located on the UHP website at:

www.isu.edu/honors/current-students/honors-curriculum-and-courses/contract-courses/

You will need to provide the following information and files:

The instructor's name and email address.

The instructor's department chair name and email address.

A digital file of the Course Syllabus. (Request this from the instructor.)

A digital file of the terms of the contract (from checkbox #2, above).

ALL Honors Course Contracts are due by the second Friday of the semester in which you will be registered in the course.

APPENDIX F: Notification to Withdraw from the Honors Program

**NOTIFICATION TO WITHDRAW FROM THE HONORS PROGRAM
UNIVERSITY HONORS PROGRAM
IDAHO STATE UNIVERSITY**

By signing and submitting this form to the University Honors Program:

- I am documenting my intent to discontinue pursuing an Honors Distinction or Degree.
- I understand that I will no longer receive or be eligible for the benefits of Honors Students as described in the UHP Student Handbook.
- I understand that I will still be considered an Honors Member as described in the UHP Student Handbook.

Printed Name *Bengal ID#*

Signature *Date*