



Honors Faculty Handbook

Jane Stephens Honors Program

2016-2017

HONORS FACULTY HANDBOOK

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How to Become an Honors Faculty Member

Requirements

1. A doctorate, the appropriate terminal degree.
2. At least two years university-level teaching experience and a demonstrable record of excellence in teaching.
3. Recommendations from the appropriate chairperson and dean.
4. Full-time faculty status with the University.

The application consists of:

1. A current vita,
2. Student evaluations of teaching for at least the previous two semesters, and
3. Recommendations from the department chair and college dean.

Please send application materials to honors@semo.edu.

How to Maintain Honors Faculty Status

Beginning with the Fall 2016 semester, the Jane Stephens Honors Program will begin a process of regular review of honors faculty status. The goal of this review is to ensure that those with honors faculty status are active in the program. Starting Fall 2016 semester to retain honors faculty status, faculty will be asked to complete at least one of the items listed below. This list has been approved by the Faculty Honors Council.

Any one of these items will grant continuing honors faculty status:

- Teach an honors class
- Supervise an HN499 senior honors project
- Supervise an honors contract
- *Attend an honors program honors faculty training meeting
- *Attend an honors activity or event (listed on the honors website under life in the honors program)
- *Attend an honors open house at the honors house (these are held in association with First Step and Show Me Days)
- *Attend a first step presentation for the honors program
- *Attend a transfer orientation presentation for the honors program
- *Attend the Show Me Days Student Life Fair for the honors program
- *Attend the Show Me Days Academic Fair for the honors program
- *Meet with a prospective student for the honors program (high school or eligible Southeast student not already in the program)
- Take a tour of the honors house (the house is open M-F 8-5)
- Include honors faculty status in your syllabus and make a first day of class announcement (send a copy of the syllabus page with your statement of honors faculty status to honors@semo.edu to receive credit for the Spring 2017 semester review)
- Include a written announcement regarding your honors faculty status on your Moodle class website or send your class an e-mail with this information (send a copy of the announcement or e-mail to honors@semo.edu to receive credit for the Spring 2017 semester review)
- Host a class period in the honors house.

Several of these items are relatively quick to complete and should be accomplishable by any faculty member with honors faculty status. Of course, we hope that honors faculty will continue to be involved in much more than this minimum standard.

* These items can be set up by contacting the honors program (honors@semo.edu, 573-651-2513).

How to Help Students Earn Honors Credit

Honors Courses

Honors courses should not be any more difficult than non-honors course sections. Honors sections are different because they have fewer students enrolled, the students on average are more engaged in the learning process, and the course is designed to increase interaction between the students and with the instructor.

The Online Contract System and Creating a Contract

If a student in your non-honors course wants to receive honors credit for that course, you may complete a contract with them.

Honors contracts can be originated by either faculty or honors students. We encourage you to have the student login with their Southeast Key and password at <https://faculty.semo.edu/honors>. With this system you or your student can create, edit, and approve an honors contract. Once a contract has been approved by you and the honors student, the director can then approve the contract. You can view the status of the contract at any time in this system. Once complete, you can mark the contract as complete in the system.

Contracts should be a variety of different projects. Meet with honors students requesting contracts to develop contracts meeting the students' needs. Research papers may be the easiest to set up, but we discourage the regular use of this option unless most appropriate for the learning goals of the contract. Consider alternative projects such as interviews with professionals in the field, creation of material to teach in class, photo essays, annotated bibliographies, additional reading and discussion with you about what they learned, presentations, job shadowing, etc. This list is not meant to be all inclusive, but to start you thinking about the types of assignments that contracts might involve. This will vary based on your discipline. A contract does not have to have a written component.

Think of a contract as a way to give honors students an experience that will enrich their education and perhaps that they might discuss with a future employer as a highlight of their undergraduate experience. Most important of all is that honors contracts focus on something students are interested in and something that they would enjoy working on.

How to Introduce Honors Faculty Status

It is important that students in your non-honors courses know that you are a member of the Honors Faculty. We have created a syllabus statement that lets your students know that you are a member and they can complete contracts with you. You may use the statement that we created or you may create a new statement.

The syllabus statement is a great way to inform students of your status as Honors Faculty but we also suggest that you make an announcement the first day of class and let students know you are willing to create honors contracts.

Syllabus statement:

Are you in the Jane Stephens Honors Program and interested in creating an honors contract? I am an Honors Faculty member and would be more than happy to work with you this semester. Please contact me the first two weeks of class through email, office hours, or set up an appointment.

How to be an HN499 Faculty Mentor

HN499

During the senior year, students may approach you and ask you to be their faculty mentor for their HN499 projects. This is your opportunity to work one on one with the student to create a memorable project and experience for both of you. The HN499 project should be of the same size and scope as a project in a senior-level class in the major. These will vary widely by major.

The senior honors research (HN499) project is the student's opportunity to study and research a topic that is of interest to them under your direction as the faculty mentor(s). The student may choose to research a topic in their major field of study, or they may choose to broaden their perspective and research a topic that is outside their major. The essential consideration is that it be a topic in which they are interested and about which they want to learn more.

The only requirement for the honors project is that the final product that is submitted must be at the senior level in terms of quality. Considerations such as format, length, etc. are determined by the appropriate discipline(s) and the faculty mentor(s). The project will be evaluated as Satisfactory / Unsatisfactory by the faculty mentor(s), where Satisfactory is interpreted as A or B work in a 400-level course. We suggest that students identify a faculty mentor(s) with whom they would like to work and contact the mentor(s) to exchange ideas about possible projects approximately two semesters before their anticipated graduation.

How to Get Involved

Events and Activities

You are encouraged to attend events hosted by the Honors Program. These events give you the opportunity to meet students and other Honors Faculty members. Examples of events:

- First STEP
- Show Me Day
- Transfer Orientation
- Summer Scholars
- Faculty and Student Meet and Greet
- Murder Mystery Dinner
- Nacho Ordinary Mexican Fiesta
- Honors Banquet
- Messy Olympics

For more information on events and activities, including current dates and times, please visit: <http://semo.edu/honors/life/index.html>.

Field Trips

Each semester the Honors Program encourages Honors Faculty members to host field trips for honors students. As an Honors Faculty member, you have the opportunity to lead field trips involving areas of interest or expertise. To host a field trip or if you have questions about field trips, please contact us at honors@semo.edu.

Lecture Series

The Honors Program hosts the Honors Faculty Lecture Series. Each lecture will be given by an Honors Faculty member. The topic should be something that you are passionate about and want to share with honors students. Dinner will be provided at each lecture. If you are interested in giving a lecture, please contact us at honors@semo.edu.

How to Become an Honors Student

Requirements to Join the Honors Program

New Freshman Admission to the Stephens Honors Program

Students enrolling for their first semester as a full-time university student must have:

- A cumulative high school GPA of at least 3.5 on a 4.0 scale (or the equivalent)
- An ACT composite score of at least 27 (or the equivalent)
- Students with over 15 hours of earned dual credit can use this criteria for admission

Transfer or Continuing Student Admission to the Stephens Honors Program

Transfer or continuing students with at least 15 hours from another university or college must have at least a 3.5 cumulative GPA for their university or college work

- Transfer students receive credit for up to six credits of honors classes from another university or college
- Students with over 15 hours of earned dual credit can use this criteria for admission

How to Complete the Honors Program

To complete the Jane Stephens Honors Program, students must:

- Maintain a cumulative GPA of at least 3.5
- Complete at least 24 hours of honors credit with at least 6 hours of honors credit at the upper-division (junior or senior) level
- Satisfactorily complete a senior honors project

Students who complete the Jane Stephens Honors Program requirements will be recognized as follows:

- They will be designated Honors Scholars.
- They will be identified at both the Honors Convocation and the Commencement ceremony.
- They will receive a certificate noting their completion of the program and a medallion to be worn at the Commencement exercises.
- Completion of the Stephens Honors Program requirements will be noted on their academic transcript.

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How to Retain Honors Student Status

To remain in good standing in the Jane Stephens Honors Program after admission, a student must:

- Maintain a minimum cumulative grade point average of at least 3.50 and
- Remain actively involved in the Stephens Honors Program.

Falling below the required minimum cumulative GPA of 3.5 in any semester will cause the student to be placed on honors status review. If, at the end of the status review semester, the student's cumulative GPA is 3.5 or higher, he or she will be returned to regular honors status. If the cumulative GPA is still lower than 3.5, but the semester GPA is 3.5 or higher, the student will remain on honors status review. If the semester GPA for a status review semester is lower than 3.5, honors status may be discontinued. A student may apply for readmission to the Jane Stephens Honors Program if the cumulative GPA is raised to 3.5 or higher.

To maintain active involvement in the Stephens Honors Program beginning Fall 2016, a student must meet the following rate of progress toward accumulating the 24 hours of honors credit needed to complete the program.

Honors Hours Completed at Southeast	Total Hours Completed at Southeast
3	30
9	60
18	75
21	90

Falling below the required rate of progress in any semester will cause the student to be placed on honors status review. If, at the end of the status review semester, the student's rate of progress is satisfactory, he or she will be returned to regular honors status. If the rate of progress is not satisfactory, but the student is working towards satisfactory rate of progress, the student will remain on honors status review. If the rate of progress is not met, honors status may be discontinued.

Jane Stephens Honors Program

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