

The Honors Program

Student Handbook

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UNIVERSITY

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The Honors College
Baylor University

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PART ONE: The Honors Program

§ 1. Purpose

The Honors Program, established in 1959, is designed to enhance and enrich the academic experiences of talented, highly motivated students at Baylor University. The program can supplement academic degrees and majors in all departments and schools of the University; it offers more challenging classes, encourages interdisciplinary approaches to learning, and provides opportunities for students to pursue independent study and research with individual faculty mentors. Honors students, through their shared activities and dedication to academic excellence, become a community of scholars that builds connections between specialized fields of inquiry and that reinforces Baylor's commitment to the ethical application of knowledge.

§ 2. Administration

The Honors Program is one of the four academic units that constitute Baylor's Honors College and is housed in Suite 203 of Morrison Hall. A directory of the program's faculty and staff can be found online at www.baylor.edu/honors_program/facultystaff.

§ 3. Applicant Profile

The Honors Program welcomes applications from highly qualified and motivated incoming Baylor students. Recent Honors Program freshman classes averaged around 1450 on the SAT/32 on the ACT, and most in this group were top-10% high school graduates. But in addition to these numerical measures, we especially value any application that testifies to the applicant's desire to participate in the communal life of scholarship and service, to ground herself in great works inside and outside of her principal fields of interest, and to engage fellow students and faculty members in developing research projects that may set the stage for further study at the graduate- or professional-school level. We highly regard applicants who are keenly motivated to contribute to a program that can, in turn, nourish their experiences in any number of the academy's disciplines and in their work in the world.

§ 4. Communication

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

PART TWO: Program Structure and Policies

§ 1. Application and Admission

A. Admission Opportunities for Incoming Freshmen

Most participating students enter the Honors Program as incoming freshmen. The application process for such students is simple: upon applying to Baylor, those students who are identified as potential candidates (see Part One, §3, above) will be invited also to apply to the Honors Program through an electronic application form (available at: http://www.baylor.edu/honors_college/apply). Other students may apply online through the program's Web page without receiving such an invitation. Admissions decisions are made on a rolling basis throughout the fall and winter (for admission the following fall) and, after the entering class closes, possibly into the spring and summer for already-deposited entering students. But students who complete and submit their university application in the fall prior to their year of matriculation (i.e., during the fall of their senior year of high school) will stand a better chance of gaining a space in the program than those who apply later. Incomplete applications, or applications submitted by candidates not accepted into the university, will not be considered.

Prior to beginning their Honors studies, incoming students admitted into the Honors Program must be advised by program personnel during one of the university's summer-orientation sessions. These advisement meetings will introduce students to curricular requirements and to opportunities available to them through the program; and students will also be advised specifically about their first-semester coursework, including any required Honors classes. Admitted students will receive information about summer orientation and Honors advising in the wake of their letters of acceptance into the Honors Program. They will also, in these letters, receive instructions for participating in the Freshman Reading Project—an important opportunity for incoming students to engage and discuss, in the context of community, a common text. (See Part Three, §2, below.)

Students who enter the program as first-semester freshmen must also attend an orientation assembly held for incoming Honors students during the first two weeks of classes in the fall term. Information about this large-group orientation meeting will be provided via Baylor e-mail to each new Honors student.

B. Other Opportunities for Admission

FRESHMAN YEAR: Undergraduates who have (1) accumulated fewer than thirty-five total credit hours and (2) earned a 3.6 grade-point average (or better) after their first semester of Baylor courses may be invited to apply for entry into the Honors Program, effective in the spring semester of their first year. Such invitations are distributed, with application forms attached, through Baylor e-mail during the Christmas break. Interested students must follow instructions for returning their completed applications before spring classes begin in January; then those who are accepted into the program will be advised by program faculty or staff about required Honors coursework and will make any necessary schedule changes by the end of the first week of spring classes. (For the slightly modified requirements for students entering the Honors Program during the second semester in residence, see Part Two, §5.D, below.)

JUNIOR YEAR: The other potential point of entry into the Honors Program is the first semester of the junior year. Toward the end of the sophomore year (i.e., usually during the fourth regular semester in residence), any undergraduate who (1) has earned a cumulative GPA of 3.5 or above in Baylor coursework, (2) can submit at least one letter of recommendation from a Baylor faculty member in her or his declared major field, and (3) will have junior standing (sixty or more total credit hours earned) upon entering the program, may apply to participate in the upper-division portion—usually the final two years—of the Honors Program. Any such student must request an application from the Honors Program office in Morrison 203.4 and must later hand-deliver the completed application. (Solicited faculty members may, however, e-mail their letters of recommendation to one of the program’s directors.) Applicants who are accepted may then be advised about coursework for the following term (the first semester of the junior year), during which—contingent upon the accepted students’ maintaining an overall 3.5 GPA—they will begin upper-division Honors work. (For curricular requirements for these students, see Part Two, §5.D, below.) In many cases students who transfer to Baylor, or who bring in a sufficient number of credits to plan to graduate in three years, elect to participate in the Honors Program in this fashion. Those who so enter and who complete the final two years of the program are accorded, upon graduating, the distinction of “Departmental Honors.” (See Part Two, §8, below.)

TRANSFER STUDENTS: Students who transfer to Baylor University from another college are generally asked to complete a semester at Baylor University before applying to the Honors Program. In order to complete the Honors thesis and other program requirements, these students should be prepared to spend at least three years as an undergraduate at Baylor. A first-semester Baylor GPA of 3.6 or better is required for these transfer admissions.

§ 2. Good Standing in the Program

Students in the program, by dint of their “Honors” designation, are expected to maintain high academic standards. However, during the first three semesters of the program, self-selection is the norm for how an Honors student’s grade-point average affects his continued participation in the program. That is, so long as he fulfills all specific requirements of the Honors curriculum (as discussed in this Handbook and elsewhere), makes satisfactory progress toward the degree, and meets other standards herein described (and always at the discretion of the directors), the student may be considered in good standing and is free to continue to participate in the program.

GPA PROGRESSION STANDARD: A GPA check will be undertaken when students complete *their fourth semester in the program* (i.e., between the transition from H2 to H3 as noted on their Honors folder, typically after the spring semester of the sophomore year. This usually entails completion of both Honors GTX 2301 and Honors GTX 2302). At that point, *any Honors student who has not maintained a 3.5 cumulative GPA will be withdrawn from the program*. In order for such a student to continue, the student with a low GPA will submit a petition that must be approved by a program director. This petition will establish the terms according to which the Honors student must bring the cumulative GPA up to the required level to remain in the program. Failure to do so according to the approved timetable will result in the student’s removal from the Honors Program. It should be stressed that merely submitting a petition does not guarantee a student’s ability to continue with Honors; petitions will be approved or rejected after review.

A second GPA check will occur after the completion of the third year, and students with a low GPA may be removed from the program at that time.

GPA AND GRADUATION: A student must have a 3.5 GPA to advance to the upper-division requirements, but this is separate from the final GPA required for graduation. In order to graduate from the Honors Program, a student must have a 3.2 or better cumulative GPA.

GPA AND THE THESIS PROJECT: An Honors student may be precluded from advancing to the thesis project if he or she has a cumulative GPA below 3.5. This is separate from the general requirement for good standing and graduation and may be dependent on the subject area of the proposed thesis. For example, it is expected that a student advancing to a science thesis will have at least a 3.5 before registering for the first thesis class, HON 3100/3101, but this same student might be able to begin a thesis in another area if a suitable thesis mentor can be found.

§ 3. Expectations of Students: Three Statements

The “honor” in the program’s title is not, however, simply a signifier of academic success. Thus, the program expects that:

A: Its students will never cheat or abet cheating on any assignment or examination at Baylor or elsewhere. The Honors Program accordingly expects strict adherence to the University’s Honor Code, and it encourages faculty, staff, and students to abide by the referral system established through the Office of Academic Integrity. Honors students determined to have violated the Honor Code may, upon a thorough review by the program director, be dismissed from the Honors Program.

B: Its students will reveal and cultivate their love of learning through coursework experiences at Baylor. In most cases, Honors Program students should expect to register each semester for at least fifteen total credit-hours of coursework, five courses per term being the normal academic load prescribed by the Undergraduate Catalog. But during the junior and senior years, when Honors students must complete the required HON courses (e.g., Colloquium, Advanced Readings, thesis hours), they should expect to carry a sixteen- or seventeen-hour academic load each term. Certain semesters call for exceptions in the form of reduced credit-hours, the term of the MCAT for pre-med students, for instance.

Usually only two (occasionally three) of a student’s courses in any given semester are to be Honors experiences. The “Curricular Requirements” section of this handbook, below, describes in detail the features of the Honors Program curriculum.

C: Its students will demonstrate strong character and appropriate comportment, especially in their interactions with one another and with Baylor faculty and staff. Consequently, the program director reserves the right to dismiss from the Honors Program any student who patently and blatantly disparages another Honors student or a member of Baylor’s faculty or staff.

§ 4. The University's Disciplines and the Program

One of the virtues of the program is its general flexibility in accommodating Honors students from disparate academic disciplines. Philosophically, this flexibility stems from our desire for the Honors Program to cultivate a single community of scholars from an array of academic units and with wide-ranging interests and pursuits. Practically, this means that the program is committed to ensuring, whenever possible, that required Honors coursework (especially at the lower-division level) be applicable to most every major and degree plan. In certain cases, this premium on flexibility also means that the program will work with some of the university's colleges and schools to develop special "Honors tracks" for Honors students in particular disciplines or programs, especially those which grant professionalized degrees. These tracks will result in slightly modified Honors curricula for such students; thus the requirements stated below are not exact or exhaustive for all students in the Honors Program. But any curricular modifications for Honors students following such a track will, of course, be discussed with them during each semester's required advising sessions and provided to them through various outlets (e.g., the Undergraduate Catalog, the Honors Program Web page). And even in these specialized situations, the overall shape of the program and its hallmarks will nonetheless remain consistent for all Honors students.

§ 5. Curricular Requirements

A. *Types of "Honors" Courses*

Courses credited toward the Honors Program's requirements fall into one of two primary categories: (1) courses taken in sections designated as "Honors" on the course schedule for a given term, including upper-division HON courses offered expressly by the Honors Program, or (2) non-Honors courses in which students arrange and complete—with the instructing professor's consent and oversight—a contract for work that, when completed to the professor's satisfaction, earns them Honors credit.

1. Designated Honors Courses:

Each designated Honors course (courses from (1), above) may be either an "Honors-only" or a "mixed" Honors section: Honors students constitute the entire class in the former case, whereas in the latter Honors students are clustered within a larger, non-Honors class and must fulfill modified requirements and/or expectations, usually delineated in an "Honors Requirements" portion of the course syllabus. Registration for all designated Honors courses is limited to Honors Program students and University Scholars. **Note: A grade of D+ or lower will not count towards the Honors units required on a student's Honors audit.**

2. Non-Honors Courses (Contracts):

A student arranging a contract for Honors credit (category (2), above) must obtain the consent of the pertinent course's instructor, who must (in addition to listing the supplemental requirements for Honors designation) sign the student's contract form and agree to evaluate the contracted work. Contract forms are available in the Honors Program office (Morrison 203.4), and deadlines for submission of these forms—usually three weeks after the beginning of classes in the semester during which the work is to be done—will be posted in the program's office and on its Web page. At the end of each semester, Honors Program staff will contact all instructors who are supervising a contract for Honors credit; these professors will then respond with an evaluation of "Honors Credit" or "No Honors Credit" for each supervised student. Those students who successfully

complete Honors contracts will earn an “Honors” designation for the contracted course on their permanent transcripts, and their Honors work may count toward their requirements for the program (see subsection immediately below). However, work thus contracted and completed for Honors credit usually has no bearing—for good or for ill—on the student’s grade for the course. Students should complete all contracts in their penultimate semester at Baylor. Attempting to complete a contract during the final semester may, if the contract is uncompleted, preclude graduating from the Honors Program due to a shortage of required Honors units.

Note: The student must complete the regular, non-Honors component of the course with a grade of B or better in order to receive Honors credit for a contracted course. Failure to achieve the minimum score on the regular syllabus requirements will lead to no Honors Credit being granted, even if all the contract requirements were successfully achieved.

3. Special Non-Honors Courses:

The following non-Honors courses will count towards the Honors Program requirements in a manner equivalent to a designated Honors course:

- FAS courses offered through the College of Arts and Sciences (three or more credit hours);
- Baylor Business Fellows ECO 1380 and other classes restricted to Business Fellows including a Business Colloquium if offered;
- Approved ELGs once the third credit hour has been earned;
- Independent Study offered by Baylor Honors Program faculty (with contract or course registration);
- Graduate-level classes (5000 or higher) earned prior to the awarding of a bachelor’s degree. If a student is enrolled in joint bachelor’s/master’s degree program, only one graduate-level course may count towards the Honors Program requirements. Any exceptions must be approved by a program director.

B. Standard Honors Curriculum

1. Overview

With some possible variations as approved by program faculty and staff, this standard Honors curriculum applies to the majority of students in the program. (For other approved models, see subsection D, below. Note also §4, above.)

Please note that this curriculum presupposes a four-year degree plan. Honors students aiming to graduate in fewer than four years should consult with a program director and/or an adviser relatively early in their Baylor careers. Some curricular flexibility for such students is possible but by no means automatic.

(see table next page)

	<i>Fall Term</i>	<i>Spring Term</i>
<i>First Year of Study</i>	FYS 1399*: First-Year Seminar (Honors), if possible	GTX 2301: Intellectual Tradition of the Ancient World (Honors)
	Additional Honors unit	Additional Honors unit
<i>Second Year of Study</i>	GTX 2302: Medieval Intellectual Tradition (Honors)	HON 3200: Colloquium I
	Additional Honors unit	Additional Honors unit
<i>Third Year of Study</i>	HON 3100: Advanced Readings & Research I	HON 3101#: Advanced Readings & Research II
	Additional Honors unit (upper level)	Additional Honors unit (upper level)
<i>Fourth Year of Study</i>	HON 4v87; 2 hrs: Honors Thesis	HON 4v87; 2 hrs: Honors Thesis
	Additional Honors unit (upper level)	HON 4088: Honors Exit Interview

Notes:

- * Incoming Honors students for whom an FYS 1399 section is unavailable or inadvisable may meet this requirement by completing some other Honors course (designated or, if necessary, by contract).
- # Honors juniors, especially in the natural and social sciences, will be advised to complete Honors 3100 (Advanced Readings I) during the fall of the junior year and Honors 3101 (Advanced Readings II) during the following spring, instead of enrolling for them concurrently in the spring.
Starting in the fall of 2010, a second Honors Colloquium, HON 3201, may be taken to satisfy an upper-level Honors unit, but it is not required for graduation.

The total credits required for completing this Honors Program curriculum, then, include both:

1) seven designated Honors units (13 credit hours) of specifically required Honors courses and the Honors thesis (4 credit hours), consisting of

- | | | |
|---------------|---|----------------|
| (1) FYS 1399, | First Year Seminar (or equivalent), | 3 Cr Hrs |
| (2) GTX 2301, | Intellectual Trad. of the Ancient World (Honors), | 3 Cr Hrs |
| (3) GTX 2302, | Medieval Intellectual Tradition (Honors), | 3 Cr Hrs |
| (4) HON 3200, | Colloquium I | 2 Cr Hrs |
| (5) HON 3100, | Advanced Readings & Research I | 1 Cr Hr |
| (6) HON 3101, | Advanced Readings & Research II | 1 Cr Hr |
| (7) HON 4088, | Honors Exit Review | 0 Cr Hr |
| (8) HON 4V87, | Honors Thesis | 4 Cr Hrs Total |

2) seven additional Honors units (often the equivalent of 21 credit-hours: see B.3 and C, below).

2. Petitions and Substitution Arrangements for Honors Courses

At least at the time of this printing, credit toward the Baylor degrees of most Honors Program students for specialized First-Year Seminars (FYS 1399) is arranged by individual petition. For its part, the Honors Program will work with different academic departments to establish pre-approved course substitutions—such that certain FYS 1399 sections will substitute, for instance, for a fine-arts or social-science course. Then, during a given Honors student’s advisement appointment for the next term’s classes, an Honors Program staff member will provide general parameters (and usually the paperwork) for the student’s petition that her current specialized Honors course (e.g., FYS 1399) count for some other course required for the Baylor degree. Such a petition, once approved by the relevant administrator(s), will then be forwarded to the deans’ office of the student’s academic college or school for final review.

Please note that while the Honors Program will make every effort to ensure that the FYS Honors course can be substituted for another degree-required Baylor course, *the substitution process is nevertheless by petition only* and (as that term implies) is always subject to the judgment of administrators in the relevant academic units. Honors students should be prepared, then, for the possibility that such a petition may be declined. Please also note that *the second Honors Great Texts course (GTX 2302) will, for most Honors students, count only toward Honors Program requirements and not toward any specific course requirements for the Baylor degree.*

Other lower-division (“1000”- and “2000”-level) Honors classes will count toward a Baylor degree exactly as would their non-Honors counterparts: an Honors section of Biology 1305-1105, for example, applies toward a lab-science requirement for the Baylor degree just as does a non-Honors section of that course; but the Honors section also counts toward one’s Honors Program requirements as an “additional Honors unit” (see B.3, immediately below).

Upper-division courses offered by the Honors Program (HON courses: e.g., Honors 3200: Colloquium) will normally count as upper-division electives toward the Baylor degree. Some Arts & Sciences students will, however, be able to earn general social-science credit for three credit-hours of the junior-level Honors Program courses: HON 3200, 3100, and 3101. Access to enroll in these HON courses is most always limited to Honors students in good standing who have completed all the relevant lower-level Honors Program coursework, or to those who have joined the program for the upper-division sequence only.

3. “Additional Honors Units”

Students may earn credit for “additional Honors units” through Honors coursework. Students pursuing take an available Honors course—as designated in the online course schedule for each term, or alternatively through an Honors contract (see §5.A, immediately above)—for each of the seven additional units required. Of these seven units, the last three are upper-level units and must be earned through Honors credit in 3000 or 4000 level classes or partially through some alternative means as outlined below.

Starting in the fall of 2010, Honors Colloquium II (HON 3201) will no longer be required. Students may, however, enroll in an optional second Colloquium and have that course satisfy an upper-level Honors unit. Completion of HON 3201 will still also count towards the general social science requirement on the BA and BS degree.

Other than Colloquium (i.e., HON 3201), credit for these additional Honors classes may not be earned by repeating specifically required Honors courses. To repeat any course previously taken in an Honors section is to forfeit any Honors credit previously earned (if any was earned) in that class unless specific approval has been granted by the program director.

C. *Alternative Means for Earning Credit for Additional Honors Units*

Several alternative options are available for students to fulfill one or more of their additional Honors units. Honors students are strongly encouraged to earn credit for one of their additional Honors units through one (or a combination of two) of these options, but *a maximum of two additional Honors units may normally be fulfilled by these means.*

The following activities can earn students a *complete* additional Honors unit:

- satisfactory participation and completion of the **HRC Co-curricular Lecture/Panel Series**
- serving as a leader in the **Freshman Reading Project/Honors Guide** (see Part Three, below);
- serving on the staff of ***The Pulse: The Undergraduate Journal of Baylor University*** for a complete academic year;
- serving on the **Honors Student Advisory Council** (see Part Three, below) or the BIC Leadership Council for a complete academic year;
- completing Baylor University's **French or Greek Summer Language Institute**, an intensive summer program that allows you to complete the first four semesters of French in a special course from the end of May until early August;
- participating as a member of the **Honors Book Club*** or the **Honors Film Club*** (see Part Three, below) for two semesters; or
- writing an extended **response essay and/or making a formal presentation** (with the preliminary approval and oversight of a program director) to other Honors students **after studying abroad for a semester**; or
- participating in the Baylor in Washington, D.C., program and participating in the study abroad forum as above; or
- serving on a Baylor-affiliated mission trip and participating in an **Honors Mission Forum**, similar in structure to the study abroad forum, above; or
- participate in the **Baylor Research Institute** (nursing students in Dallas); or
- participating in **select scholarship competitions** (e.g., Rhodes, Marshall, etc.).

* Honors Book Club and/or Honors Film Club may be repeated for a second additional Honors Unit, but students doing so must lead the club discussion for at least one of the two semesters.

The following activities, by comparison, can earn Honors students credit for *one-half* of an additional Honors unit. These half units can be combined to earn one full Honors unit:

- participating in the Honors Book Club or the Honors Film Club for a single semester; or

- presenting part of one's thesis project during Honors Week or at an academic conference (on Baylor's campus or elsewhere).

Honors-unit credit for these activities is not granted automatically. To finalize an Honors student's credit earned by one of these means, the pertinent member of the Honors Program administration must formally verify that (1) the activity is approved as an alternative way of fulfilling all or part of an additional Honors unit, and (2) the student has participated in the activity fully and has completed it satisfactorily. Only with the express approval of an administrator can Honors students, after earning alternate credit for one additional Honors unit, repeat the same activity for a second unit's credit.

Occasionally and only with Honors Program approval, a third Alternative Honors Unit can be earned through participation on *The Pulse* or HSAC staff, leading the Freshman Reading Project discussion (once only), or participating in a structured reading group with an Honors College professor. Credit for such opportunities for a third unit should never be assumed but arranged ahead of time with an Honors Program director. **In all cases, at least one upper-level Honors Unit must be earned in the classroom, i.e., via a 3000 or 4000 level Honors class or contract.**

Questions about participation in one of these activities should be directed to the appropriate member of the program faculty and staff. For more information on the Honors Book Club, the Honors Film Club, and the Freshman Reading Project, as well as on Honors Week, please see Part Three, below.

D. Approved Modifications of Program Curriculum

1. Second-Semester Entrants into the Honors Program

Students who enter the Honors Program as second-semester freshmen need not make up the two Honors courses normally required during the first semester of study (FYS 1399, plus one additional Honors unit). So these students, who apply to and are admitted into the program during the Christmas break of their first year of study, will usually complete a total of 14 credit-hours of specifically required Honors courses and six additional Honors units (generally the equivalent of 18 credit-hours)—including all courses, listed above, that are required in the curriculum from the spring of the first year through graduation. (These students should especially note that they must take the first Honors GTX course, or alternatively earn Honors credit in a BIC course, and complete an additional Honors unit during their first semester in the program.) Students who enter during the spring of the first year and who are also in another Honors College program will begin their modified requirements (see D.2, immediately below) with those listed for the second semester of Honors Program work.

2. Students Participating in Other Programs in the Honors College

(a) Baylor Interdisciplinary Core:

Students in the Honors Program who are also participating in the Baylor Interdisciplinary Core (BIC) should follow a modified Honors curriculum during the first three semesters of study. By virtue of their completing all required BIC courses, these students are not required by the Honors Program to take FYS 1399, GTX 2301, or GTX 2302. However, *in place of these courses from which they are exempt, BIC-Honors students must earn credit for some other Honors course during each of the first three semesters of study.* BIC

Honors students will earn an identical number of overall Honors credits because they still must complete an average of two Honors units per semester during the first two years of study. In most every case, BIC-Honors students must satisfy some of these requirements by earning Honors credit in at least one of their BIC courses (e.g., World Cultures I, II, III, or IV; Social World I or II) during each of the first four semesters at Baylor. Honors credit for lower-division BIC courses is most often arranged by group contract, such that BIC faculty conduct special Honors-credit seminars, satisfactory completion of which can earn BIC-Honors students credit toward their Honors Program requirements. **For these BIC group contracted courses, a grade of B or better in the regular BIC course will be sufficient for Honors credit.** The figure below provides a possible curriculum for BIC-Honors freshmen and sophomores.

BIC-Honors students may elect to take up to 7 of their BIC courses by group contracts for Honors credit. In such cases, the following suggested schedule would be followed:

BIC Replacement of *Required* and *Additional* Honors Courses:

	<i>Fall Term</i>	<i>Spring Term</i>
<i>First Year of Study</i>	BIC 1314 (with group contract for Honors credit)	BIC 1324 (with group contract for Honors credit)
		Additional Honors unit
<i>Second Year of Study</i>	BIC 2334 (with group contract for Honors credit)	HON 3200: Colloquium I
	BIC 2330 (with group contract for Honors credit)	BIC 2344 (with group contract for Honors credit)
		BIC 2340 (with group contract for Honors credit)

The final two years of the standard Honors Program curriculum (as depicted above, in §5.B) apply to Honors students also in the BIC.

(b) University Scholars Program:

University Scholars in the Honors Program generally follow a modified version of the standard Honors Program curriculum (see §5.B, above). Approved exceptions to that standard model are these:

- (1) The special University Scholars sequence of GTX 2301 and 2302 (“U” sections), taken respectively during the fall and spring of the first year, substitutes for the otherwise-required Honors GTX 2301 and 2302 course sequence. Honors credit will be awarded for the University Scholars GTX courses.
- (2) Completion of UNSC 3301 (University Scholars Capstone: the modern great-texts course) exempts Scholars in the Honors Program from taking *one* of the two required Advanced Readings hours, i.e., HON 3100.

- (3) Successful completion of the University Scholar's Exit Interview (and the readings required therein) earns a Scholar **two** upper-level Honors units. University Scholars may elect to take other advanced Honors classes or complete Honors contracts in lieu of some or all of these upper-level units, but they will still have to complete the UNSC Exit Interview to satisfy University Scholars requirements.
- (4) Scholars in the Honors Program *must* enroll in four hours of Honors Thesis courses, rather than in the comparable University Scholars thesis courses:
 HON 4v87 (4 hours total, usually taken for two hours during each of the final two semester at Baylor)
instead of UNSC 4101 (Senior Thesis) and UNSC 4302 (Senior Thesis).
 Note that these UNSC course numbers are no longer used as all University Scholars are now members of the Honors Program.

<i>UNSC Requirement</i>	<i>satisfies this Honors Program requirement</i>
GTX 2301 & 2301, UNSC Section	GTX 2301 & 2302, Honors section
UNSC 3301	HON 3100 (though most University Scholars elect to take HON 3100 to better prepare for the thesis)
UNSC Exit Interview	2 upper-level Honors units

Following is a snapshot of the Honors Program curriculum pursued by University Scholars.

	<i>Fall Term</i>	<i>Spring Term</i>
<i>First Year of Study</i>	GTX 2301: Intellectual Tradition of the Ancient World (UNSC)	GTX 2302: Medieval Intellectual Tradition (UNSC)
	Additional Honors unit: possibly FYS 1399 (Honors)	Additional Honors unit
<i>Second Year of Study</i>	Additional Honors unit	HON 3200: Colloquium I
	Additional Honors unit	Additional Honors unit
<i>Third Year of Study</i>	Additional Honors unit (upper level)	HON 3101: Advanced Readings & Research
		Additional Honors unit (upper level; may be satisfied through UNSC Exit Interview)
<i>Fourth Year of Study</i>	HON 4v87; 2 hrs: Honors Thesis	HON 4v87; 2 hrs: Honors Thesis

	Additional Honors unit (upper level; may be satisfied through UNSC Exit Interview)	HON 4088: Honors Exit Interview
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See §5.B and C, above, for avenues for completing the first five additional Honors units. Scholars who do not complete these first five Honors units but complete all other Honors requirements (HON 3200 (and/or HON 3201) and HON 3101 and the Honors thesis hours (HON 4V87 and HON 4088)) may be eligible for Departmental Honors but will not be recognized as “Honors Program Graduates” or “Honors Scholars with Distinction.” See Part Two, §8.A, below, for more information regarding Honors Program graduation requirements and recognition.

Also note the following *caveat* from the University Scholars Student Handbook:

(a) [F]ulfillment of Honors Program requirements is the responsibility of the student, with the assistance of the Honors Program advisors. At this time, Honors students who are University Scholars are allowed to substitute UNSC 3301 (University Scholars Capstone) for . . . HON 3100 (Advanced Readings) However, this substitution is subject to change at any time by the Honors Program office and should be verified with the Honors Program before students make such substitutions. For more information, contact the Honors Program (710-1119). Students who substitute BIC or Honors Program courses for UNSC coursework must graduate in the BIC or Honors Program for these substitutions to remain valid. If students exit the BIC or Honors Program before completing the requirements, they should speak with a UNSC director immediately.

(c) University Scholars Program & Baylor Interdisciplinary Core:

Those Honors students who are also in both the University Scholars Program and the Baylor Interdisciplinary Core should follow the Honors Program curriculum for BIC students: see 2.(a), above. Note that the Great Texts and UNSC Capstone substitutions, described immediately above, *will not apply* for these Scholars, who do not take these courses and who must therefore satisfy the standard requirement of two Advanced Readings courses before progressing to the Honors Thesis hours during the senior year. However, successful completion of the University Scholar’s Exit Interview will earn two upper-level Honor units for University Scholars who are also in the BIC.

3. Junior-Year Entrants into the Honors Program

Students who are admitted into the Honors Program as first-semester juniors must complete a modified version of the upper-division portion (the final two years) of the Honors curriculum:

	<i>Fall Term</i>	<i>Spring Term</i>
<i>Third Year of Study</i>	<i>HON 3200: Colloquium I</i>	HON 3100 and 3101**: Advanced Readings/Research
	Additional Honors unit #1	Additional Honors unit #2 (if not completed in fall term)

	(HON 3100, if ready to begin thesis research; otherwise take HON 3100 in the spring)	
<i>Fourth Year of Study</i>	HON 4v87; 2 hrs: Honors Thesis	HON 4v87; 2 hrs: Honors Thesis
	Additional Honors unit #3	HON 4088: Honors Exit Interview

Note:

** Some junior-year entrants to the program, especially in the natural and social sciences, will be advised to complete Honors 3100 (Advanced Readings I) during the fall of the junior year, their first semester in the program, and Honors 3101 (Advanced Readings II) during the following spring. Transfer students new to Baylor as juniors may enter the Honors Program and follow this curriculum, but they will usually take HON 3100 & 3101 concurrently during the spring semester of their junior year. For others, however, taking the Readings courses sequentially rather than concurrently can provide more time and experience to learn laboratory or field procedures before initiating their own specific projects.

4. Certain Designated Professional Programs

Honors students in certain designated professional programs (i.e., Engineering, Nursing, Music, and Education) may, with the approval of their advisor, have their Honors curriculum adjusted to accommodate their particular major requirements. In all cases, however, Honors students must complete at least one Honors Colloquium (generally, HON 3200) and an Honors thesis with at least one hour of Advanced Readings (HON 3100/3101). Students other than junior-year entrants to the program must complete GTX 2301 and 2302 unless they are education majors, in which case they may instead take TED 2380 and 2381 with an Honors contract. Similarly, students in some majors may be advised to adjust the scheduling of their Honors Program requirements. For example, it may be necessary for an education major to complete the bulk of her thesis project before the start of her senior year. A nursing student must complete HON 3200 no later than the end of his sophomore year as this course option will not be available at the Dallas campus. Students in these designated professional programs should speak with their advisor regarding their particular curricular programs.

§ 6. Academic Advisement and Course Registration

A. *General Policies*

Honors Program students, including those participating in other Honors College programs, must be advised by an Honors Program staff member before the first day of registration for the following term's classes. This requirement obtains from each student's entry into the program all the way through her graduation. Students will be notified by e-mail each semester about the relevant advisement period, and they will find specific instructions and expectations on the "Advising" page within the "Current Students" section of the Honors Program Web site (<http://www.baylor.edu/honors_program>). Included in these instructions is the page on which students may, electronically, make advising appointments with Honors faculty or staff, as well as the standard forms which students must complete prior to those appointments.

The general advisement timetable, always subject to modification based on the semester's official registration calendar, is roughly this:

- For Spring Semester: Advisement appointments begin in late September or early October;
- For Fall Semester: Advisement appointments begin in the middle of February; and
- For Summer Semester: Advisement is concurrent with advising for the fall.

Regardless of their intentions about continuance in the program, all official Honors Program students must be advised by program personnel before they may be cleared to register for the next term's classes. Any questions about one's standing in the Honors Program should be addressed to the program coordinator (710-1119).

Between being advised and registering for classes, some students may wish to change their prospective schedules. But any student who wants to modify a prospective schedule that has been approved by an Honors Program adviser, if the changes involve Honors courses, must have a copy of the modified schedule re-approved by a program staff member. Such students should arrange (in person or electronically) for the Honors Program adviser to approve of those changes well in advance of registration if possible.

B. Procedures for Honors Students Being Advised in Other Units

Many Honors students must also arrange a separate advisement appointment with someone in an academic department or school or in a different program that requires academic advising. Any Honors student who attends such an appointment *before* an Honors advisement session should bring the approved adviser's slip(s) to his appointment with the Honors Program. (See the general Academic Advisement Web page [http://www.baylor.edu/academic_advisement] for a list of advisers by academic department or program.)

However, the Honors Program recommends that its students, in most cases, be advised by Honors personnel before meeting with other advisers on campus.

C. Registration for Classes

Except in the case of entering freshmen, Honors Program students will normally register during their assigned registration period by entering their course selections (Course Reference Numbers) into BearWeb online. Interested students may also arrange to register in person in the Office of the Registrar (Robinson Tower, 3rd floor).

The day of registration for Honors Program will be announced well in advance by the Honors Program office via Baylor e-mail (and usually by way of the University calendar, as well). Because of the distinctive expectations and requirements which must be satisfied by Honors students, the University most often allows them to register early in the process, i.e., along with graduate students. This arrangement is, however, a privilege reserved for those who responsibly complete all the necessary advisement-related steps; not an *ipso facto* right for all students enrolled in the program. The Honors Program office, then, will not hastily arrange last-minute advising appointments for students who ignore instructions about arranging to be advised in a timely fashion.

§ 7. Withdrawal from the Honors Program

Honors Program students who wish to withdraw from the program must submit the Program-Withdrawal Request form, available in the main Honors Program office. Only if this request is approved by a program director—and not, therefore, automatically upon submitting it—will an Honors student be officially withdrawn from the program.

Students who withdraw from the Honors Program in this fashion, however, *are not* automatically dropped from any lower- or upper-division Honors courses in which they may be enrolled. **It is the responsibility of the student who opts to exit the program during an academic term to drop any Honors courses (if applicable) from her current schedule. Similarly, the student dropping Honors must also make arrangements with the relevant professor to have a grade assigned for any incomplete in an HON course.** Particularly with the HON 3100/3101 courses, this may entail completing unfinished work for a grade even though the student has dropped, or intends on dropping, the Honors Program.

Students who officially withdraw from the program but do not drop their Honors courses, will be assigned grades based on the stated requirements (including the attendance policies) of these courses. And if such a student earns either a poor grade or a “Withdraw Failing” mark in an HON course housed in the Honors Program, she will not, because of her exit from the Honors Program, be eligible to re-take this Honors course during a later semester.

Quite rarely indeed (but nevertheless at the director’s discretion) will a withdrawn Honors Program student be considered for re-admission to the program.

§ 8. The Graduation Semester and Commencement

A. General Notes

An Honors student’s final semester in the program prior to graduation usually includes several important milestones, among them (though not necessarily in this order):

- presenting a general, fifteen-minute overview of his Honors-thesis work during J. Harry and Anna Jeanes Academic Honors Week;
- participating in a special banquet or reception, hosted by the Honors Program, which celebrates Honors graduates-to-be and their faculty mentors;
- defending his completed thesis project before a faculty panel comprising at least the thesis director (as first reader and committee chair); another full-time Baylor faculty member from within the student’s disciplinary field (as second reader); and either a third Baylor faculty member, from the Honors Program or a different academic unit, or an expert from outside the University (as third or “outside” reader);
- submitting an approved, correctly formatted, and (as necessary) modified and corrected thesis copy, plus any requested personal copies, to the Honors Program office for binding; and
- participating in commencement exercises.

N.B.: The first two of these milestones (Honors Week and the Honors Banquet/Reception) occur during each spring term only; so prospective August or December Honors Program graduates will be expected, in the first case, and will be invited, in the second, to participate in these events during the spring prior to their summer- or fall-semester graduation.

To graduate from the program and to earn the distinctions pertinent to this achievement, Honors Program students must complete all its curricular requirements (including all those for the Honors thesis, from coursework to submission of the defended and approved thesis essay), as certified by a program director, and **must graduate with at least a 3.2 cumulative grade-point average**. Note that **grade-point averages are not rounded up in determining the GPA**. It is theoretically possible, then, to complete the Honors Program curriculum, including the thesis, but still not graduate from the program because of a low final GPA.

Those who successfully graduate from the program earn, on their permanent Baylor transcripts and at commencement exercises, one of the following types of distinction:

- | | |
|------------------------------------|---|
| “Honors Program Graduate”: | <ul style="list-style-type: none">· completion of all program requirements (first through fourth years)
<i>and</i>· cumulative GPA of 3.2 to less than 3.5 |
| “Honors Scholar with Distinction”: | <ul style="list-style-type: none">· completion of all program requirements (first through fourth years)
<i>and</i>· cumulative GPA of 3.5 or above |
| “Departmental Honors”: | <ul style="list-style-type: none">· completion of upper-division requirements (see §5.D.(3), above)
<i>and</i>· cumulative GPA of 3.2 to or above |

Graduates from the Honors Program, now as historically, are formally recognized for their achievements during commencement exercises, at which they wear special green and gold cords in addition to the traditional graduation regalia.

B. Honors Contracts During the Senior Year

As much as possible, Honors Program seniors must complete all Honors contracts during the penultimate semester rather than during the final semester as an undergraduate at Baylor. Attempting to complete an Honors contract during the final semester will preclude graduation from the Honors Program if the contract is not completed or an acceptable grade is not achieved in the contracted course.

Likewise, students should plan on completing all Honors classes (except for the thesis) prior to the start of the final semester. While this may not always be possible, particularly if adjustments to the schedule have been made for study abroad opportunities and the like, this will allow prospective graduates to focus time

and effort on the writing of the thesis. An early finish to Honors coursework will also minimize the chance that some unforeseen problems with the curriculum will hinder Honors Program graduation.

PART THREE: Program Community and Features

§ 1. Honors Student Advisory Council & Honors Ambassadors

The Honors Student Advisory Council (HSAC) is a group of student leaders who represent the participants in the Honors Program. One of the council's main functions is to promote community within the program by planning and implementing social and co-curricular programming for Honors Program students. A second, supplemental function of HSAC is to recruit prospective students and to serve as mentors to new Honors Program enrollees.

The administrators of the Honors Program appoint council members each year. By successfully serving for two full semesters in a leadership role within HSAC, an Honors student may earn credit (a complete additional Honors unit) toward the Honors Program's curricular requirements. (See Part Two, §5.C, above.) To maintain a position on the council, students must commit to participating in all HSAC meetings, performing assigned tasks, attending Honors Program events, and maintaining their good standing in the Honors Program (cf. Part Two, §2, above).

§ 2. Freshman Reading Project

Each year the Honors Program's faculty and staff select a book to be read by all incoming first-year Honors students. The Freshman Reading Project, participation in which is expected of all entering Honors students, is designed to promote community through the common experience of reading and discussing a thought-provoking text. The book is announced before or during Summer Orientation, and incoming Honors students may purchase the book at the Baylor Bookstore while on campus or through other means (e.g., online outlets) on their own. Students are asked to read the book *before* arriving at Baylor to begin the fall semester. Upon arriving in the fall, these incoming Honors students will attend an Honors Freshman Assembly where Baylor faculty and other speakers will address themes in the book and where students will be assigned to discussion groups led by upper-division Honors Program students. (These upper-division Honors students may thereby earn credit for an additional Honors unit: see Part Two, §5.C, above.) After preparing for and completing the small-group discussion, each entering Honors student will be asked, for example, to write a 600- to 800-word critical essay in response to an assigned essay prompt. These essays, or some alternate projects as assigned in the discussion groups, will be evaluated by the student discussion leaders and will be kept on file to serve as the basis for awards occasionally given by the Honors Program to its first-year students, and to determine these students' eligibility during the first year for other perquisites of the program: e.g., early registration for the following semester's classes, involvement in the Honors Book and Film Clubs.

§ 3. Honors Book Club (HBC) and Honors Film Club (HFC)

The Book and Film Clubs provide student-led opportunities, in a shared community context, for the viewing of great films and the reading of noteworthy books.

Participating in the *Honors Film Club* entails watching two of the films that are offered each semester by involved students but with the oversight of the faculty adviser. After viewing the films, Honors students write a 600- to 800-word essay for each film. Students, particularly freshmen and sophomores, may earn one of their lower-division additional Honors units (toward the program's curricular requirements) by fully participating in the Film Club for two semesters. Once a student has participated in the program for one additional Honors unit, he or she may earn an additional Honors unit's credit by participating in Film Club for one semester and then *leading* a Club group during a second semester. Leading a group entails researching the relevant film and its director and then presenting this information to introduce the film to the group. Also, the leader must prepare discussion questions and facilitate a conversation following the film; finally, each leader will collect and evaluate the essays written about the film. Participants and leaders alike will not earn credit unless they have, to the faculty advisor's satisfaction, completed these requirements successfully.

Participating in the *Honors Book Club* involves reading one of the books selected by student leaders and by program staff, attending two small-group meetings, at each of which one half of the book is discussed, and writing a 600- to 800-word essay. As with Film Club, freshman and sophomore students may earn an additional Honors unit by fully participating in the Book Club for two entire semesters. Likewise, students may earn a further (second) unit of Honors credit through participating for one semester and then leading a Book Club group for a second semester. Leading a group involves selecting a noteworthy text in consultation with the faculty adviser, preparing a description of the text to be disseminated to prospective participants, contacting the students who enroll in the group, and arranging and conducting two meetings at which the group will discuss the text. The leader will also assign an essay prompt and will collect and evaluate the submitted essays.

An interest meeting for prospective leaders of Book Club and Film Club is held early each semester; semester-specific information about this opportunity will also be sent to eligible Honors Program students via their Baylor e-mail addresses and will be posted on the program's Web site. Generally speaking, interested students should expect to sign up for a Book or Film Club group in the Honors Program office area by around a month into the term (i.e., by mid-September in the fall, or by early February in the spring) and must submit their completed essays before the final week of classes that term (in early December for a fall term, or late April or early May for a spring term).

§ 4. J. Harry and Anna Jeanes Academic Honors Week

Thanks to the leadership of Dr. Wallace Daniel (formerly dean of the College of Arts & Sciences and director of the Honors Program), who conceived of the idea, and to the munificence of Mr. Harry and Mrs. Anna Jeanes, who established an endowment for it, each spring Baylor hosts J. Harry and Anna Jeanes Academic Honors Week.

Honors Week provides a venue for students and faculty to attend special lectures, for Honors Program seniors to present (in a conference-style setting) overviews of their thesis projects, and for the Honors

Program to applaud those seniors, along with their faculty thesis directors, at a special banquet or reception. The fulcrum of the week is Honors Convocation, at which outstanding students from across campus are celebrated by their departments and programs and are addressed by a special guest speaker.

Further information about Honors Week is available on the Honors Program Web page and from the Honors College dean's office.

§ 5. Honors Residential College (HRC)

Students formally admitted into the Honors Program become eligible to apply for residence in the Honors Residential College. The HRC—the product of a partnership between Campus Living & Learning and the Honors College—is designed expressly for students in at least one of the four Honors College programs, and it includes on-site classrooms and faculty offices, and coordinates special lectures and activities for such students. The HRC comprises Alexander Hall (for men) and Memorial Hall (for women). We encourage all Honors Program students at least to consider this special housing opportunity: connecting with one's peers in more than simply an academic sense, having conversations with them that spill over from the classroom into the residence hall and vice-versa, and expanding the reach of the questions we ask of ourselves and each other—all this squares very nicely with what the Honors Program is trying to cultivate among its students and faculty and staff.

Please see the HRC Web site (<<http://www.baylor.edu/hrc>>) to learn more about this housing venture. Note that, on one hand, Honors Program students are not required to live in the HRC; but that, on the other, Honors Program students who do want to live in Honors College housing are not guaranteed a space there. Openings are limited and are highly valued; and a special application form, as detailed in the Web site, is required of those who wish to be considered for placement.

A. *HRC Co-curricular Lecture and Panel Series*

The HRC is a place where one can thoroughly integrate one's living and learning experience as a university undergraduate. It is expected that members of the HRC will take advantage of such integrative opportunities as they arise. One way to achieve this is through participation in a series of co-curricular lectures and panel discussions hosted by the HRC. The hope is that a common conversation within the HRC can begin around this series of six lectures and panel discussions (three each semester) focused on the theme of education as formation.

Honors Program students can earn one additional Honors unit through their participation in this series. The method for earning an Honors unit is modeled on the example of Honors Book Clubs and Film Clubs. Satisfactory participation entails attendance at two-thirds of the events (i.e., four of six) and the composition of a 600-800 word reflection on the material presented throughout these session. This essay will be evaluated by student leaders in the HRC, and satisfactory completion will earn one full Honors unit. Presently, we are envisioning this method for earning honors units to be open only to HRC residents.

PART FOUR: Descriptions of Several Parts of the Curriculum

§ 1. Honors Colloquium, HON 3200/3201

A. Meeting Times

Note that meeting times are subject to change; students should consult the online directory of Baylor classes for up-to-date information prior to advisement.

- Section 01: usually, but not always, Mondays, 7 – 9:30 PM
(Orientation Meeting on the first Monday of each semester: TBA to enrollees)

B. Overview

Colloquium is a two-credit-hour course for sophomores and juniors in the Honors Program. Students must generally attend *five or six designated colloquia* during the semester, mostly in small groups, for informal discussions of books and readings selected by Baylor professors and (occasionally) Waco civic leaders. These conversations introduce Honors students to a variety of classical and contemporary issues and to the distinctive perspectives of scholarly disciplines other than their major fields of study. The sixth and final colloquium session will often be in a large-group format.

C. Course Assignments

1. Required Reading and Preparation

After attending the orientation meeting and receiving their individual Colloquium schedules, students should prepare for each session with a thorough reading of the assigned texts. Some professors will provide the Honors Program with special instructions or some questions for students to consider during their reading. If the professor provides no specific preliminary instructions, then students should bring to the session *three substantial questions or comments* (typewritten) that demonstrate careful and thoughtful study of the material. Colloquium leaders may, at their discretion, collect these documents or ask individual students to present one or more of their questions and comments.

2. Attendance & Participation

Professors may wish to begin by presenting some background information, but most of the session should be devoted to discussion. Each student's contributions to the session are essential and may be considered when evaluating his or her performance. Some students will have much to say, but should exercise prudent self-restraint in order to allow opportunities for everyone to contribute. Only in rare circumstances can a missed session be made up; semester-specific instructions about attendance and absences will be provided in the Colloquium syllabus each term.

3. Essays

Essays are to be 700-800 words (typed and double-spaced). They should be emailed to Colloquium@baylor.edu as well as to the instructor of your particular colloquium session. Essays must also be submitted to Turnitin.com (see below). Late papers will be penalized one point per day. To summarize: You are required to submit your essay to (1) Colloquium@baylor.edu; (2) your particular instructor; and (3) turnitin.com. There will be no re-writes of essays, so be sure that you have carefully checked your work. You should consider asking a friend to read each essay before you turn it in. Generally, essays for Monday colloquia are due at 5 p.m. on the Friday before your meeting, and essays for Thursday colloquia are due at 8 a.m. on Wednesday before your meeting.

D. Grading

After reviewing the essays, Colloquium instructors evaluate each student's overall performance in the pertinent session, usually on a scale of 1-10. Though attendance as such earns students some credit, participation and, especially, the essay matter most in terms of evaluation. Thus students should give their best effort to crafting each written response. (Enrolled students are provided supplemental guidelines for advice on essay writing.) Professors may offer an opportunity to revise a failing essay, but they are by no means required to do so.

Grading scales and other expectations will be discussed at the orientation meeting which initiates the course. *Students who plagiarize all or part of any Colloquium response essay will automatically receive an "F" for the course and be dismissed from the Honors Program. (As an obvious result, such students will not qualify to re-take Colloquium.)*

§ 2. The Honors Thesis Project, HON 3100/3101 & 4V87

A. General Overview

Most of the upper-division Honors Program curriculum is devoted to the development of a thesis project under the direction of a faculty mentor. Through independent study and research, conducted over several semesters, students begin to apply the methods of their chosen discipline(s) to the investigation of a specific topic of interest. The extent and content of Honors thesis projects vary considerably across different fields of study. They may include significant components of textual criticism (in the humanities); laboratory research (in physical sciences); data collection and analysis (in social sciences); or, occasionally, creative expression (in art, creative writing, or dramatic or musical performance). In any case the thesis project introduces Honors students to the techniques of research, writing, and performance that they will encounter at the graduate level, and helps to cultivate the intellectual skills that are essential to critical inquiry and advanced scholarship.

1. Honors 3100 and 3101: Junior-Year Readings & Research: Foundations

The thesis project usually begins in the junior year with a sequence of two Advanced Readings courses (HON 3100 and 3101: two credit hours total). Depending upon the nature of one's prospective research, these courses may be taken together during the spring of the third year of study or individually in sequential semesters—one in the fall of the third year, one in the following

spring. The readings (or a combination of readings and, for example, laboratory procedures) are arranged in consultation between the student and a professor who agrees to supervise the work, and they are designed to provide a solid foundation in a specific research field and to familiarize Honors students with current methodologies, debates, and problems in the discipline. During the second Readings course, students complete and submit a formal proposal which outlines a research agenda or performance design and identifies the primary sources and tentative methods for the thesis project. This document must be signed by the Baylor faculty member who has agreed to direct the Honors thesis. Many students will also be expected to begin, where appropriate or possible, the thesis-writing process during the second Readings hour.

(a) Expectations:

Students enrolled in HON 3100 and/or 3101 during any spring semester will be introduced to research methods and general thesis-writing strategies through a **Proseminar series**. These sessions, led by Honors College faculty and staff and their colleagues, will be announced via Baylor e-mail and the course documents distributed to enrollees. *Participation in the Proseminar, during which most students will begin writing their theses in earnest, is a required component of the Advanced Readings course(s) taken during a spring term.*

Readings and research for each of these courses (or for both, if taken concurrently) are arranged by formal contract. Contract forms, available in the Honors Program office, provide an outlet for the Honors student to spell out the texts and/or procedures which (based on the counsel of the supervising professor) she must complete, for the student to describe the process whereby the professor will oversee and evaluate her progress, and for the faculty member to agree to serve as mentor. Signing an Advanced Readings contract does not necessarily oblige the professor to oversee the entire Honors thesis project, though very often the Readings mentor does indeed become the thesis director.

The supervising faculty mentor should guide any affected Honors student through the process of gaining procedural approval (from, e.g., the Institutional Review Board) to conduct any kind of research which requires it: on human or animal subjects, for instance. The Honors student is usually sponsored, then, by the faculty mentor and his or her home department and college or school, rather than by the Honors Program or Honors College.

Contracts for the Advanced Readings courses should be arranged and filed in the Honors office *within the first month of the term* in which the readings and research will be undertaken. Program administrators strongly recommend that students initiate some conversations with faculty in their research fields about possible thesis topics and introductory readings or lab work *during the semester prior to enrolling in HON 3100.*

Typical reading lists for *one* Readings course often range from 1000 to 2000 total pages, with various combinations of books and articles, and of primary and secondary sources. (A battery of laboratory or field-work procedures, roughly equivalent in scope, may be devised by a Readings mentor where appropriate.) The student's progress is usually

evaluated through a series of regular discussions with the supervising professor. The extent of the readings or laboratory work, along with specific procedures for reporting and evaluation, remain at the discretion of that professor, and all of these should (as far as possible) be clearly indicated in the initial contract.

(b) Evaluation and Curricular Progress:

A letter grade is assigned for each of these one-hour readings courses. The Honors Program office will send a grade report form to the supervising professor at the end of the term in which the student has registered for HON 3100 or 3101 or both. Students must note that submission of the thesis proposal is part of the evaluated requirements for HON 3101.

In most all cases, both Advanced Readings courses should be completed by the end of the junior year; one of them is often taken in conjunction with Honors Colloquium. The Readings courses will precede the Honors Thesis courses (HON 4v87 for 4 credit hours, taken for 2 credit hours each semester during the senior year). Thus, Honors Program students should complete all of their lower-level Honors requirements before enrolling in HON 3101. Even in off-track situations, HON 3100 must be completed before the student takes any of the senior-year thesis courses; and HON 3101 absolutely must be completed before the graduation semester begins.

Students need not necessarily be in residence at Baylor to complete these courses, as long as the agreements for progress and supervision can be met; quite often, when possible, students earn credit for one Readings course during a summer semester or in a study-abroad program.

Further information about deadlines and assessment will be provided to enrolled students each semester.

2. Honors 3455: Research Design

Within the context of providing Honors students the architectures of laboratory, clinical, and social science research, this optional course has the goals of (1) introducing an epistemological and methodological strategy for students to conduct scientific research, (2) enabling them to conceptualize and plan their Honors Thesis, (3) facilitating the student's beginning work with his or her faculty mentor, and (4) requiring participants to write the initial draft of their four chapters of the Honors Thesis—Introduction, Review of Literature, Methodology, and Hypothesis. The specific content of HON 3455 may be adjusted at the instructor's discretion.

Enrollment in HON 3455 is limited and may require the approval of the course instructor. Students are encouraged to take HON 3455 no sooner than the end of their sophomore year and no later than the end of their junior year. In some ways, then, HON 3455 can provide a jump start to the thesis project. It is quite possible that a student taking HON 3455 at the end of the sophomore year can complete the Honors thesis project a year sooner than most, i.e., during the junior year.

HON 3455 will substitute for two hours of Advanced Readings, HON 3100 and 3101 *and* an upper-level Honors unit. (For University Scholars, the one required hour of Advanced Readings and an upper-level Honors unit will be satisfied by this course.) Students in HON 3455 will receive a letter grade for their completed work, and a grade of D or F will preclude continuation of the thesis project.

3. Honors 4v87, Honors Thesis: Development, Completion, and Defense

Development of the thesis continues into the senior year through a sequence of courses totaling four credit-hours, with each credit hour roughly corresponding to the writing of a chapter of the thesis. Students generally enroll in HON 4V87 for two credit hour each semester during their final two semesters at Baylor.

Students generally will write and submit half of their thesis during the penultimate semester and then the remainder of the thesis during their final undergraduate semester at Baylor. While there are no set requirements for chapter length, a typical chapter in the humanities or social sciences will often be about fifteen pages in length. The first section of the thesis is quite often a review of the relevant literature, explored in the Readings courses, that situates the thesis in the context of current scholarship. Subsequent sections then proceed to analyze primary sources, data, or laboratory results. At the conclusion of the project, the student must present the completed thesis to be evaluated by a committee of at least three professors in a one-hour oral defense session.

As noted above, students usually enroll in HON 4V87 in the penultimate semester for 2 credit hours, and then again for 2 credit hours during the final undergraduate semester. On occasion, students may sequence these four credit hours differently, e.g., spread over three semesters, or clustering three credit hours during one semester. Nevertheless, the first option (a split of two hours and two hours) is preferred for most students.

Credit for the senior-year Honors Thesis courses will be awarded at the conclusion of each semester as determined by the mentoring professor. Thesis hours are graded on a Credit/No Credit basis, and thesis hours do not calculate in one's GPA.

(a) Expectations of Enrollees:

In most every case, Honors students who enroll in HON 4V87 should have already completed:

- Colloquium (i.e., HON 3200);
- at least one of the three required upper-level Honors units;
- the final Advanced Readings courses (HON 3101); and thus
- the approved thesis proposal/*précis*.

Honors students who have not earned credit for these prerequisites, and/or whose overall GPAs have fallen to below 3.2 (the standard required for graduation in the Honors Program), will be asked to reconsider the feasibility of successfully finishing the Honors thesis project and the program's requirements in time for graduation within a single academic year.

(b) Suggested Timetable:

A suggested timetable for the process of completing an Honors thesis, drawn in necessarily broad strokes, appears below. Note that all length requirements and most submission deadlines are subject to modification, with program approval, by faculty thesis directors.

Sophomore Year:

- Spring term: Discuss prospective thesis projects with Baylor faculty in your department or field, especially those faculty with research experience (see faculty profiles on your department's Web page) in the area(s) of interest to you, and with whom you have had, or will soon have, coursework experience.

Junior Year:

- Fall term: Continue in a more intentional and perhaps more formal fashion your conversations with prospective faculty directors about project direction. Most Honors students will enroll in and complete HON 3100: Advanced Readings I, particularly if they are natural- or social-science students. If possible, you should pursue credit for an additional upper-level Honors unit by way of an Honors contract in a 3000- or 4000-level course: try to arrange to do supplemental Honors work that dovetails with your possible thesis/research area.
- Spring term: Enroll in and complete HON 3101, Advanced Readings II (as well as HON 3100, if not taken last semester). Complete the agreed-upon readings and/or procedures, and prepare for and attend all required Proseminar sessions. Develop and submit, by the announced deadline, at least your thesis proposal and a *précis*. This task involves formalizing an arrangement with a Baylor faculty member who will serve as your thesis director (often, though not necessarily, your Readings mentor). Whenever possible, you should also work extensively on a full outline (and, in the best case, a well-developed draft) of the first chapter of your budding thesis. Submit your work-in-progress to your director for review.

Senior Year:

- Fall term: Enroll in and earn credit for HON 4V87, which entails completing and submitting both a full-fledged draft of your first one or two chapters, depending on how many credit hours you've taken. Again, bear in mind that each hour of credit for HON 4V87 commits the student to completing about $\frac{1}{4}$ of the entire thesis project. Finally, in consultation with your faculty director, begin to organize the faculty panel before which you will defend your project in the spring.
- Spring (graduation) term: Enroll in and complete HON 4V87 for two credit hours. These final two hours require that you submit the completed thesis essay to the faculty director (and often to the second reader) by Spring Break; present an overview of your work during Honors Week; defend the project before a faculty panel; format the defended project appropriately and making any necessary revisions; and submit final copies to the Honors Program office for binding.

B. A Note About Creative Projects & Foreign Language Theses

Students are encouraged to pursue interdisciplinary or creative thesis projects whenever viable, particularly when pursuing a major in studio art, language arts, theater, film and digital media, or music. A creative project includes a significant artistic or imaginative component leading to the production of new material. A creative thesis may, then, involve such tasks as creative writing, painting, sculpture, photography, musical composition, stage drama, digital editing, computer programming, etc. **Note that while such creative elements can be a significant and central feature of a thesis, the project must also include an argumentative and/or reflective component.**

Similarly, theses that incorporate significant use of a foreign language must also include an argumentative component. For example, a proposed thesis that merely translates another work is, in and of itself, not acceptable, but a thesis that translates another work but also explains the reason for such translation, or discusses particular elements of translation, or frames an argument about the original author's intent, will certainly be an acceptable thesis projects. A thesis may be written in a foreign language, provided that the committee members reviewing the thesis are experts in the language and approve of such a project.

C. Defense and Submission

During the penultimate semester, each Honors student and her faculty director should formalize a defense committee, including at least:

1. *the supervising faculty director*, who serves as committee chair and "first reader";
2. *a second full-time Baylor professor* (the "second reader") from the discipline/department in which the project is completed (i.e., in most cases, from the director's department);
3. *a third reader*, usually a professor from another department or program at Baylor University or an Honors Program representative. In rare circumstances, the third reader may be a person from outside the university, particularly in those cases where extensive research is conducted at an outside lab or facility. Readers from outside the university should be approved in advance by the Honors Program office.

Additional committee members may be appointed at the discretion of the chair. Early in the graduation semester, the Honors student should submit the Thesis Defense Scheduling Form (<http://www.baylor.edu/content/services/document.php/140419.doc>) that establishes the membership of the committee as well as the time and place of the thesis defense. Usually defense sessions last around an hour, are held either in the faculty director's home building or near the Honors Program office, and culminate in the faculty panel's evaluation of the overall project and the oral defense.

Formal instructions for conducting the defense will be provided to Honors senior enrolled in HON 4088 (See §3 below). Also vitally important is the document "Guidelines for Formatting an Honors Thesis," which is available to all thesis writers (before, during, and after the thesis-writing process) on the Honors Program Web page. Students who successfully defend their thesis projects must carefully obey and satisfy all formatting requirements before their final copy will be accepted by the Honors Program office. Only then will a student be cleared for Honors Program graduation. Note that each Honors student must submit a completed and signed checklist to verify compliance with the "Guidelines" as part of the requirements for HON 4088, Honors Exit Review.

Final copies, as approved by the defense panel, along with other supporting materials as assigned to enrollees, must normally be submitted on or before the final day of classes during the graduation semester. Specific procedures and submission expectations will be provided to Honors students enrolled in (or completing) HON 4088. These prospective graduates are strongly encouraged to have a program director verify that they have satisfied the formatting guidelines before arranging to make final copies of their thesis projects.

D. Firm Final Deadline

The final deadline for submission of the completed thesis is firm and unyielding. Please plan carefully. Failure to meet the final deadline will preclude graduating from the Honors Program that semester. The directors of the Honors Program have already set the final deadline as late as possible while still allowing time to process the paperwork necessary for graduation. These administrative deadlines are imposed on the Honors Program by the university.

A student who completes the thesis after the final deadline may delay graduation to a later semester. If a student delays graduation to complete the thesis, he or she will not be allowed to walk during commencement until the later semester.

A student who completes the thesis after the final deadline may also choose to graduate that semester but not as an Honors Program graduate (assuming all other requirements for the degree have been met). In doing so, however, the student forfeits any Honors Program recognition, both at graduation and on his or her transcript, even though all the Honors Program requirements may have been completed though at a later date. This is necessary since once a student's academic record has been certified for graduation, it cannot be changed to indicate subsequent work. This is the same reason a student cannot graduate with an incomplete for any coursework undertaken at Baylor University.

Honors Program students should, then, plan on finishing the thesis well before the final deadline. Problems and glitches invariably crop up with a project as large and complex as a thesis. A student would be wise to give herself some extra time to work through such issues. While the directors, faculty, and staff are quite sympathetic to the problems that may crop up in the final production of a thesis, they are unable to bend time and allow the final deadline necessary for graduation to be superseded.

E. F. Ray Wilson Thesis Prize

In gratitude to F. Ray Wilson II for outstanding service to Baylor University, a thesis prize was established in 2009 to recognize the best thesis defended during a calendar year. The winner will be chosen from up to three finalists selected each year from Social Sciences, Physical Sciences, and Humanities (including music, art, theater, and other fine arts).

To be considered a finalist for best thesis, a graduate must receive an "Outstanding" designation following his or her thesis defense. The thesis director or an Honors Program faculty member must then write a letter nominating the thesis. Nomination requires a letter or email of support

sent to the Director of the Honors Program. The nominator should (1) state the division in which the thesis should be reviewed, (2) explain why it should be considered, (3) describe its contribution to the field in which it has been nominated, and (4) address the extent to which it is publishable.

After all theses for a given year have been defended, an established faculty panel in each of the three areas will select either one or no finalist from each of the three divisions. The three panels will make their recommendations to a prize committee by February 15 of each year. By March 15, the committee will name a prize winner to be invited to return to Baylor for the annual Honors Week banquet in late April. An honorarium of \$500 will be provided for remarks the winner gives to the Honors graduates. Award monies will also be provided for transportation and lodging. The director of the winning thesis will also receive a special invitation. Should the winner be unable to return for the banquet, the committee will instead select the runner-up. Winners and thesis directors will have their names engraved on a nameplate affixed to a plaque featuring a portrait of Ray Wilson and displayed in a prominent location. In case of a non-returning winner and a returning runner-up, both names will be inscribed on separate plaque nameplates.

As this is a new award, adjustments and changes to these criteria and guidelines may be necessary, and the Honors Program reserves the right to make such changes now or in the future. Information about the thesis award will be displayed on the Honors Program web site.

F. Joint undergraduate/graduate programs

All Honors Program graduates must complete a thesis. However, students in a joint undergraduate/graduate degree program who write a graduate-level thesis do not have to submit an Honors thesis. Instead, the Honors Program will accept the completed graduate-level thesis in place of the Honors thesis. Students in such programs therefore do not register for Honors thesis classes (HON 3100/3101/4V87), though they should still register for HON 4088 during their final semester. Formatting, submission, and archiving of graduate-level theses are through the Baylor Graduate School and do not occur in the Honors Program office. Proof of the successful completion of the graduate-level thesis will be provided to the Honors Program office prior to graduation.

Students may elect to write two theses, one Honors and one graduate-level, but this is not expected or required. If a student elects to write two theses, the topics must be different with little or no direct overlap in research and writing.

If a graduate-level thesis is not included in the joint degree program, students must still complete an Honors thesis in order to graduate with Honors. For example, students in the Joint BA/MA Communication Program who elect to complete the praxis practicum, CSS 5V98, must still register for and complete all Honors thesis requirements. Students in the Joint BA/MA Communication Program who elect to complete the master's thesis, CSS 5V99, do not have to register for the Honors thesis.

Even though graduate-level theses satisfy the Honors Program requirements, such theses are not eligible for the Wilson Thesis Prize.

§ 3. The Honors Exit Review, HON 4088

In order to graduate from the Honors Program, students must register for HON 4088 during their final undergraduate semester. The Honors Exit Interview ensures that all Honors Program requirements, including cumulative GPA, Honors units, and the successful submission of the Honors thesis, have been satisfied. Note that a student may finish and earn credit for the Honors thesis, HON 4v87, but still not graduate from the Honors Program if other requirements have not been met.