



# THE HONORS PROGRAM

ELIZABETHTOWN COLLEGE

## STUDENT HANDBOOK

FALL 2020 EDITION



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## Preface

This handbook has been developed as a resource for students and faculty involved with the Elizabethtown College Honors Program. The handbook incorporates principles from the National Collegiate Honors Council and suggestions offered by directors of established honors programs that operate in institutions comparable to Elizabethtown College.

If you have any questions at all about Honors Program requirements or policies, please contact either Dr. Oya Dursun-Ozkanca, Interim Director of the Honors Program, at [dursuno@etown.edu](mailto:dursuno@etown.edu), or Ms. Linda Hinson, Program Assistant for the Honors Program, at [hinsonl@etown.edu](mailto:hinsonl@etown.edu).

## Advice to Elizabethtown College Honors Students from a Former Honors Program Director, Dr. Kyle C. Kopko '05

In the fall of 2002, I entered Elizabethtown College as a first-year Honors student, not knowing what may lie ahead. The Honors Program was entering its fourth year of existence, and like other students, I was excited and a little nervous for the start of my college career. Little did I know that my Elizabethtown College experience would be life-changing. I am thankful for the curricular and co-curricular opportunities that were afforded to me as a student many years ago, and the friendships that I developed during my time in the Honors Program. These experiences and relationships are an integral part of the person I am today. With that in mind, I want to share some advice for students enrolled in the Honors Program, particularly first-year students.

The most important thing that you should keep in mind throughout your college career is this: You're here to receive an education, not just a degree. A degree is simply a credential, but an education will serve you in both your professional and personal life. The purpose of a liberal arts curriculum is to shape the whole person, thereby ensuring that you are well-equipped to think, analyze, and reason, to ensure that you can address all of life's challenges for years and years to come. Of course, your education will be important in preparing you for a career in the not too distant future, but it's so much more than just that. So, let me offer some additional pointers for your college career:

- As you plan your courses and co-curricular activities, ask yourself how this will prepare you for the challenges that lie ahead. Don't just select a course to fulfill a requirement on a check sheet – be intentional in crafting *your* course of study and Elizabethtown College experience.
- Talk with people – lots of people – especially people who are different than you. Discussions with your peers, professors, guest speakers, and community members may not only result in an enlightening conversation, but it may very well forge personal bonds that will last well beyond your years at E-town. I know this from personal experience. And along with that, *listen* to others. Get to know their perspectives, even if you disagree with what they may say.
- Work hard and give it your all. If you fail or discover that you're not good at something, that's perfectly fine. In fact, that's great. Learning about your strengths and weaknesses is one of the best lessons to learn while in college, and it will prepare you for what's to come in life.

- If you say you're going to do something, do it. Following through with promises, whether in a student club or an internship or a class project, will earn you a lot of respect and it's rewarded in "the real world." You'll be surprised at how far you can go with follow-through.
- Treat others as you would like to be treated. Following the "Golden Rule" is sage advice. All of us are members of the E-town community, and that membership is permanent. From this day forward, even after graduation, we are all Blue Jays. Because our community is so small, what you say and do matters . . . a lot. We have this community because of the actions of previous generations of students. Strive to be stewards of our community for future generations; they're counting on you.

I wish you the very best during your studies at Elizabethtown College. Enjoy every moment of the journey!

## **Program Mission**

The mission of the Elizabethtown College Honors Program is to provide enhanced learning opportunities for students with excellent academic records, superior academic abilities, intellectual promise, and demonstrated initiative. Academic excellence has been identified as a core value of the college and is a hallmark of the Honors Program. Consistent with the mission of the college, the Honors Program promotes high standards of scholarship, leadership, and service among those students selected for the Program.

## **History of the Elizabethtown College Honors Program**

In 1997, when sociologist Dr. Theodore Long was president of Elizabethtown College, contact was made with the National Collegiate Honors Council (NCHC) for guidance on establishing an Honors Program. In 1998 the Academic Council recommended developing an Honors Program to attract a higher quality student profile, improve college retention rates, contribute to a more dynamic curriculum and academic environment, and enhance faculty development and satisfaction. In October 1998 the proposal for a college-wide Honors Program was defined as one of the twenty-two primary objectives of the Strategic Plan approved by the Board of Trustees. To this end, two members of the Academic Council attended the NCHC's 1998 annual meeting in Chicago for the purposes of developing the program. In 1999 the Faculty Assembly unanimously approved the Honors Program proposal and Dr. Ronald McAllister, Provost of Elizabethtown College, asked Dr. Conrad L. Kanagy to direct the newly named Hershey Foods Honors Program. The name reflected a major donation to the Honors Program's endowment by the Hershey Foods Corporation. In the fall semester of 2000 the program enrolled its first class of forty-two Honors students. The Honors students were in the top 10 percent of their high school graduating class, and the cohort had an average SAT score of 1300. The program has continued to grow to an average annual size of 250 students and an average annual class size of 60-80 students. In 2005 the Hershey Foods Company changed its name, and subsequently the program was renamed the Elizabethtown College Honors Program. In 2005 Dr. Dana G. Mead was named Program Director. In 2015 Dr. Kyle C. Kopko was named Program Director. In 2018 Dr. Brian Newsome was named Dean for Curriculum and Honors. In 2020, Dr. Oya Dursun-Ozkanca was named Interim Director of the Honors Program.

## Program Personnel

### Interim Director of the Honors Program:

Dr. Oya Dursun-Ozkanca serves as the Interim Director of the Honors Program (referred to as the Director of the Honors Program in the remainder of this document). The Director of the Honors Program is responsible to the College's Senior Vice President for Academic Affairs (SVPAA). The SVPAA oversees the development of the Program's annual budget. The Director provides the SVPAA with annual reports of the Honors Program activities. This report is summarized and included by the SVPAA in a periodic report to the Board of Trustees. The Director is also a member of the SVPAA's staff and meets with other members of the staff at the SVPAA's request.

The Director advises students throughout their four years of Honors involvement to ensure that they are receiving the quality of educational experiences they anticipated when coming to Elizabethtown College. The Director works with students to develop a satisfactory four-year plan for completing Honors requirements, and also assists in preparing students for prestigious awards and scholarships (i.e., Fulbright, Rhodes, Marshall, etc.). Dr. Dursun-Ozkanca may be reached at [dursuno@etown.edu](mailto:dursuno@etown.edu).

### Honors Committee:

The Honors Committee consists of faculty members and at least one student representative. They advise the Director of the Honors Program in overseeing the Honors Program, including the selection and ongoing evaluation of Honors Program participants, determining criteria for Honors credits and courses, selecting and evaluating Honors courses, and making policy decisions.

### Honors Council:

The Honors Council acts as the student governance body for the Honors Program. The Honors Council Executive Board consists of the Executive Cabinet and representatives from all Honors cohorts. The Executive Cabinet helps to coordinate activities in the Living Learning Community, social events, and special guest speakers. It also works closely with the Director of the Honors Program to coordinate Honors Programing, including first-year orientation activities.

#### *Fall 2020 Honors Council Executive Cabinet:*

President: Caitlin Rossiter, [rossiterc@etown.edu](mailto:rossiterc@etown.edu)

Vice President: Natalie Blanton, [blantonn@etown.edu](mailto:blantonn@etown.edu)

Secretary: Kailey Caroland, [carolandk@etown.edu](mailto:carolandk@etown.edu)

Treasurer: Madeline Kauffman, [kauffmanm1@etown.edu](mailto:kauffmanm1@etown.edu)

### Program Assistant:

Linda Hinson '89, serves as the Honors Program Assistant. She provides administrative support to the Director of the Honors Program, manages student records, assists students in processing forms, coordinates office activity, purchases office supplies, and supervises student assistants. The program assistant also manages correspondence with current and prospective students and

coordinates special events sponsored by the Honors Program. Ms. Hinson may be reached at [hinsonl@etown.edu](mailto:hinsonl@etown.edu).

#### Student Assistants:

The Student Assistants help maintain the function of the Honors Center. They aid in the recruitment of the next class of Honors students. Student Assistants are good sources of information and should be knowledgeable about upcoming events and all aspects of an Honors education.

## **Benefits of Honors Program Membership**

#### Academic Research Grants:

Elizabethtown College Honors students in good standing (a cumulative GPA of 3.50 or higher) who have completed 16 credit hours of Honors courses are eligible to apply for academic research grants up to \$1,000 total to support research and scholarly activity. Students are particularly encouraged to apply for funds that support the writing of their Honors senior thesis. The funds may NOT be used to cover standard tuition, fee, or textbook costs. To access these funds, students must complete an Honors Academic Grant Request form and submit it with receipts from a credit card, etc. Students must also include a statement describing how the project supports collegiate/professional development. All requests will be reviewed and approved by the Director of the Honors Program. Forms are available on the Honors Program website ([www.etown.edu/honors](http://www.etown.edu/honors)) or in Appendix D.

#### Course Overload:

Honors students in good standing are allowed to overload their class schedule up to 20 credits for two semesters without paying the customary fee required by Elizabethtown College. To overload for a given semester, students must complete an overload petition available from the Office of Registration and Records. It must also be signed by the Director of the Honors Program.

#### Honors Facilities:

In 2019, the Elizabethtown College Honors Program moved from the lower level of Wenger Center to Myer Hall. The new facility includes a classroom, student lounge, study rooms, and staff offices. The Honors Center is open twenty-four hours a day, seven days per week during the fall and spring semesters. All Honors students have access to the Honors Center with the use of their campus ID card.

#### Honors Living Learning Community in Schlosser Residence Hall and Founders Hall Tower A 1<sup>st</sup> Floor

All Honors students are invited to take part in the Honors Living Learning Community (LLC) in the Schlosser Residence Hall and Founders Hall Tower A 1<sup>st</sup> Floor. The LLC provides Honors students an opportunity to build a vibrant residential community. The Honors Program, RAs, and

Honors Council Executive Cabinet also plan several social and educational events for LLC members throughout the semester.

### Recognition and Graduation with Honors:

Honors Program participants are recognized in special ways during the school year. Often Honors students have opportunities to attend special functions on campus not open to other students. To be recognized as Honors scholars at graduation, students are required to successfully complete 24 credits of Honors courses (including an Honors thesis) and to maintain a minimum 3.50 cumulative grade point average. Additionally, Honors courses are designated as such on the graduate's transcript, and the transcript notes that the student is an Elizabethtown College Honors graduate.

## **Other Opportunities on Campus**

Honors students are strongly encouraged to consider involvement with other offices and organizations on campus, including the Office of Prestigious Scholarship and Fellowships, Student Senate, the Called to Lead Program, and more. Students should feel free to meet with the Director of the Honors Program and discuss how they might benefit from other programs and co-curricular opportunities on campus.

### Prestigious Scholarships and Fellowships: Do Something Amazing!

With our strong liberal arts Core curriculum and Signature Learning Experiences, Elizabethtown students are excellent candidates for prestigious scholarships and fellowships. Over the years, Elizabethtown students have earned Rhodes, Fulbright, Davies-Jackson, and Goldwater Scholarships.

Prestigious scholarships and fellowships can provide funding for a wide range of activities:

- Full tuition, fees, and a living stipend to earn a graduate degree abroad.
- Undergraduate or graduate study in the US.
- Conducting a research project abroad.
- Teaching English abroad.
- Internships abroad.
- Social engagement projects in the US or abroad.

Applying for prestigious national and international scholarships and fellowships can empower one's dreams, providing resources to enhance scholarship, inform worldview, and sharpen leadership skills.

The Office of Prestigious Scholarships and Fellowships, located in the Honors Center, helps students discern the most appropriate awards for which to apply and mentors students as they develop their applications.

Crafting a competitive application takes a significant amount of time, so starting early is important. For more information, please contact Prof. Jean-Paul Benowitz, Director of Prestigious Scholarships and Fellowships ([benowitzjp@etown.edu](mailto:benowitzjp@etown.edu)).



Here are a few examples of Prestigious Scholarships and Fellowships:

### **First-Years**

Benjamin A. Gilman International  
Scholarship Program  
Boren Scholarship  
National Security Education Program  
(NSEP)

### **Sophomores**

DAAD (German Academic Exchange  
Service)  
Goldwater Scholarship  
Humanity in Action Fellowship  
National Institutes of Health Undergraduate  
Scholarship  
National Security Education Program  
(NSEP)  
Udall Undergraduate Scholarship

### **Juniors**

DAAD (German Academic Exchange  
Service)  
Goldwater Scholarship  
Humanity in Action Fellowship  
NASA Undergraduate Student Research  
Program (USRP)  
National Institutes of Health Undergraduate  
Scholarship  
National Security Education Program  
(NSEP)  
Rotary Ambassador Scholarship  
Harry S. Truman Scholarship  
Udall Undergraduate Scholarship

### **Seniors**

Carnegie Endowment Junior Fellowship  
DAAD (German Academic Exchange  
Service)  
Fulbright Research Fellowship and Fulbright  
to Teach English

Humanity in Action Fellowship  
Marshall Scholarship  
The George Mitchell Scholarship  
NASA Undergraduate Student Research  
Program (USRP)  
National Science Foundation Graduate  
Fellowship  
Rangel International Affairs Fellowship  
Rhodes Scholarship  
Rotary Ambassador Scholarship  
The Soros Fellowship for New Americans  
The William E. Simon Fellowship

### **International Students**

Scholarships for International Students

### **Graduates**

American Sociological Association (ASA)  
Minority Fellowship  
Robert Bosch Foundation Fellowship  
Program  
Fulbright Research Fellowship and Fulbright  
to Teach English  
The Gates Cambridge Scholarship  
James Madison Fellowship  
NIH – University of Cambridge Health  
Science Research Scholars  
NIH - University of Oxford Scholars in  
Biomedical Science  
Rangel International Affairs Fellowship  
Rhodes Scholarship  
Rotary World Peace Fellowship  
The Soros Fellowship for New Americans  
White House Fellows Program  
William Randolph Hearst Endowed  
Fellowship for Minority Students  
Winston Churchill Foundation  
Exhaustive List of Graduate School  
Fellowships

## **Honors Program Admission**

### Admission for Incoming Students

Incoming students who express an interest in joining the Elizabethtown College Honors Program may apply to the Program at the time of their application to the college. Generally, to be admitted to the Honors Program students must:

- Complete an admissions interview.
- Attain a combined SAT of 1200 or higher (reading and math, with no category below 550), or an equivalent ACT score.
- Attain a minimum of 3.5 unweighted or 3.7 weighted GPA on a 4.0 scale.
- If an applicant does not meet one of the two previous requirements, then that individual may submit an essay that the Director of the Honors Program will consider. For additional details, please visit the Honors Program website.

For more information about the admissions process, please contact Senior Director of Admissions Adam Smith at [smithadam1@etown.edu](mailto:smithadam1@etown.edu).

### Admission for Transfer Students

Transfer students may apply for admission to the Honors Program. An applicant with no prior honors experience at the previous institution must:

- Complete an admissions interview.
- Attain a minimum of 3.5 GPA on a 4.0 scale for college level work.
- If an applicant does not meet the GPA requirements, then that individual may submit an essay that the Director of the Honors Program will consider. For additional details, please visit the Honors Program website.

The Elizabethtown Honors Program also accepts transfer students who were members of honors programs at their previous institutions and whose cumulative GPA matches or exceeds the Elizabethtown Honors Program minimum cut-off for the number of credits earned. The Elizabethtown Honors Program will accept honors credits from the transferring institution with a grade of B or higher and apply these credits to Honors requirements at Elizabethtown College.

For more information about the admissions process, please contact Senior Director of Admissions Adam Smith at [smithadam1@etown.edu](mailto:smithadam1@etown.edu).

### Admission for Current Elizabethtown College Students

First-year students at Elizabethtown College who are not members of the Honors Program may apply for admission to the program after receiving their first-semester grades. To be admitted to the Honors Program as a first- or second-year student, one must:

- Attain a 3.5 GPA or higher.
- Submit a letter of recommendation from the FYS instructor or another professor.
- Submit a personal statement outlining the reasons for wishing to join the Honors Program.
- Successfully complete an interview with the Director of the Honors Program.

Students who enter the Honors Program during the second semester of the first year or first semester of the sophomore year will also be required to take a minimum of 24 credits in Honors courses. They do not have to repeat the First Year Seminar, but they will have to substitute another Honors course for the First Year Seminar.

## **GPA Requirements**

The minimum grade point average required to remain in the Elizabethtown College Honors Program is as follows:

End of first year (30-59 credits):	3.00
End of sophomore year (60-89 credits):	3.25
End of junior year (90+ credits):	3.45
End of senior year (upon graduation credits):	3.50

To be recognized as an Honors Program graduate, all students must achieve an overall 3.50 cumulative grade point average by graduation. The Honors Program Committee and the Director of the Honors Program will monitor student performance. Students who fall below the appropriate minimum threshold will be released from the program. Advisors will assist such students to mitigate any difficulties created by the transition. Any student withdrawn from the Honors Program for inadequate GPA and desiring to reenter the program must petition the Honors Committee for readmission to the Honors Program once the required GPA for the student's current class status has been attained. Rising seniors, however, may petition the committee immediately so that they may start their senior theses. A rising senior petitioning for readmission should provide the committee with a plan indicating how the student will reach the required 3.50 GPA by the end of the senior year.

## **Honors Curriculum Overview**

The Elizabethtown College Honors Program curriculum is modeled in large part on our current Core curriculum to ensure that the program poses no complication to the timely completion of graduation requirements. Several features make the Honors experience unique.

All students entering the Honors Program will complete a minimum of 24 credit hours to fulfill the requirements and graduate as recognized Honors students. However, students are encouraged to take more than twenty-four credits in Honors if their schedules allow. There is no limit to the number of Honors courses per semester that students may take, or to the number they may take during their college career. Courses designated as Honors courses may carry between one and four credits.

Honors courses are typically comprised only of Honors students. Expectations for engagement and scholarship will be higher than for traditional Elizabethtown College courses. Courses are limited in size to facilitate greater interaction with faculty members. All students who successfully complete an Honors course will receive an "Honors" designation on their transcripts, regardless of whether they are or remain an Honors student.

Effective in Fall 2019 for all incoming Honors students, the Honors Program requirements are organized into three “buckets.”

Bucket 1: up to 16 credits

- Honors FYS
- Honors EN 100/150
- Honors contract courses
- Honors stacked courses
- Study abroad reflection/presentation waiver (from six weeks to a full year)
- “Extra” Senior Thesis credit<sup>1</sup>

Bucket 2: at least 4 credits

- “Regular” Honors course(s) other than FYS and EN 100/150

Bucket 3: at least 4 credits

- Senior Thesis within the major or minor field of study (any “extra” senior thesis credits count toward Bucket 1)

Effective in Fall 2019 for all Honors students:

- There is no GPA minimum for contract courses.
- There is no interdisciplinary course requirement.
- Appeals for curricular exceptions may be directed to the Director of the Honors Program.

### Recommended Sequence of Honors Courses

On the Honors Program website, there is an [Honors Program Curriculum Requirements](#) check sheet to help students keep track of all Honors courses they have taken. The student’s advisor will also have a copy of this checklist. In addition, official records of completed requirements are retained in the Honors Center.

#### **First Year (8 credits):**

- First-year Honors Seminar
- Honors EN 100/150 or one other Honors course if the student brings Advanced Placement or previous college credit for the Power of Language English Core requirement (which EN 100/150 fulfill)

#### **Second Year (8 credits):**

- Two Honors courses

Students may elect to enroll in Honors courses that meet Core AU requirements, major or minor requirements, or electives. Students may also pursue an off-campus Honors experience such as a semester abroad. All proposals for alternative Honors coursework must be approved by the Director of the Honors Program.

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<sup>1</sup> Students pursuing double majors often complete senior theses in both disciplines and so earn 8 credits of senior thesis credit rather than 4.

Students must complete at least 12 Honors credits by the end of their sophomore year. If they do not, they must submit a written plan to the Director of the Honors Program by the start of their junior year (first week of classes) detailing how they will complete the Honors Program course requirements. If student do not submit such a plan, they may be removed from the Honors Program.

**Third Year (4 credits):**

- One Honors course

Students must complete at least 16 Honors credits by the end of their junior year. If they do not, they must submit a written plan to the Director of the Honors Program by the start of their senior year (first week of classes) detailing how they will complete the Honors Program course requirements. If students do not submit such a plan, they may be removed from the Honors Program.

**Fourth Year (4 credits):**

- Senior Thesis

## Honors Students in Articulation Agreement Programs

**Students and 3:2, 3:3, and 3:4 Programs:** All students are required to take 24 credits of Honors courses, including those in 3:2, 3:3, and 3:4 programs. However, students participating in these programs have the option of waiving up to two Honors course requirements (excluding the thesis requirement) upon successful completion of their first year in graduate school. Students who waive two Honors course requirements through this special arrangement are not eligible to use a contract course or a study abroad experience to fulfill the requirements of the Honors Program. For more information, please contact the Director of the Honors Program.

**Students in Masters Programs at Elizabethtown College:** Students are members of the Elizabethtown College Honors Program only during their undergraduate experience (generally the first four years).

## Contract Courses, Study Abroad, and Special Study Options

Students may apply contract courses, stacked courses, and study abroad semesters (six-week minimum), or a combination thereof toward Bucket 1. As noted in the previous section, students in designated academic programs may waive up to two of their Honors course requirements (excluding the senior thesis requirement), but if a student waives two Honors courses they cannot count Honors contracts or study abroad experiences toward the twenty-four credits needed to graduate from the Honors Program.

### Contracting Courses

Contracting a course allows Honors students enrolled in a regular course to convert it to an Honors course, thereby permitting the student to receive Honors credit for that non-Honors course. Doing

so requires the permission of the course instructor and the Director of the Honors Program. The Honors-level work should not simply be added to regular requirements; instead, the character and quality of the work should be strengthened, so that the contract results in greater learning and intellectual rigor.

Contracts must be completed, signed, and approved by the add deadline for classes each semester. Students are strongly encouraged to submit contracts before this deadline. Upon approval, a copy of the contract will be issued to the professor and the student. The original will be held in the student's file in the Honors Center. Once the contract has been fulfilled and both the student and the professor have evaluated the experience, the Honors Center staff will send a copy of the contract to the Office of Registration and Records and request that the student's transcript be amended to note the Honors credit.

**Required Substantive Elements of the Contract:**

- Critical thinking.
- Use of primary and/or secondary sources for the field of study.
- Use of multiple pedagogies and enrichment opportunities such as field trips, lab experiences, films, lectures, guest speakers, experiential-learning, cooperative-learning, and service-learning experiences.
- Clear specification of how the additional work will be graded and incorporated into the syllabus requirements.
- Frequent meetings with the professor in addition to regularly scheduled class meetings.

**Desirable Substantive Elements of the Contract:**

- Use of a variety of evaluation methods and products: written assignments, exams, oral presentations, and experiential components.
- A comparative perspective.
- Inclusion of issues of diversity and differences in values.

The contract application form is available from the Honors website, and a copy is included in Appendix A of this handbook.

Stacked Courses

Stacked courses are similar to contract courses, in the sense that students will engage in Honors-level activities to elevate a non-Honors course to Honors status. However, unlike a contract course in which a student initiates the proposal, the design for a stacked course is determined by the professor in advance. These courses are approved by both the Honors Committee and the Director of the Honors Program. Students wishing to take part in a stacked course must sign a stacked course contract and adhere to all the requirements and deadlines contained in the contract. The stacked courses that are offered each semester will vary, and any member of the Honors Program may enroll in a stacked course on a space-available basis (registrations are taken first-come, first-served). For more information, please contact the Director of the Honors Program.

Study Abroad for Honors Credit

Students who study abroad for at least six weeks may waive an Honors course requirement (except the thesis requirement), provided they fulfill the requirements listed in Appendix E.

## Senior Thesis

To graduate from the Elizabethtown College Honors Program, each student must complete a senior thesis for a minimum of four credits. The thesis is designed to provide a challenging and rewarding educational experience.

If a student is invited by their major department to complete an Honors in the Discipline thesis project (HID), they may count it for the Honors Program requirement. In this situation, students are required to meet all deadlines required by their department and the Honors Program. **PLEASE SEE APPENDIX B FOR DETAILED INSTRUCTIONS ON COMPLETING YOUR THESIS PROJECT.** Below is a suggested timeline for completing your thesis research.

### Junior Year, Fall Semester:

Students should begin thinking about their thesis in the fall of their junior year. Students may want to consider registering for HON 301 Senior Thesis Preparation. It is worth one credit and offered in the spring semester on an as-needed basis. This thesis preparation course is designed to help students develop a proposal for their Honors Thesis. Students may find this course useful if they need help navigating multiple Honors category requirements (HID, multiple majors, etc.), if the student's major department does not have a specific course in which to enroll for HID, or if students do not qualify for a departmental HID program.

The class meets for one hour a week and is graded as Pass/No Pass. Students will end this class with a completed Honors Program Thesis Contract by the May 1 deadline.

### Junior Year, Spring Semester:

In the spring semester of the junior year, departments issue invitations to eligible candidates to participate in Honors in the Discipline. Most departments also require a research proposal that the department must approve before students can proceed with the project and/or enroll in the departmental thesis course. Typically, departments will want to know some of the following information:

- Who will advise or direct the thesis/research?
- Which other committee members will supervise the thesis?
- What preliminary research have students already done on this topic?
- Working title of the project.
- The topic, research questions, method, and related information.
- Working bibliography/references/works cited.

In addition to HID proposals and deadlines, students must complete an **Honors Program Senior Thesis Contract and Proposal Form**. This completed and signed form is due to the Director of the Honors Program **no later than May 1 of a student's junior year or two semesters before**

**planning to graduate.** Students must complete the Elizabethtown College Senior Thesis Contract and Proposal Form prior to registration for any course that is counting for the thesis.

If a student's department does not have a course in which to enroll for thesis credit, then the student must work with a professor in the major or minor department and complete an Independent Study (IS) for thesis credit. The student will also have to submit a separate Independent Study form to the Independent Study Committee. Though the Independent Study Committee's deadline is the first day of the semester *in which the Independent Study is to be taken*, **the Honors Program Thesis Contract and Proposal Form must be completed by the May 1 Honors Program Deadline (during the semester prior to the one in which this Independent Study is to be taken).**

If a department's HID proposal deadline falls after May 1 of the Junior Year, **in order to count the thesis for the Honors Program requirement, the student must still complete the Honors Program Contract and Proposal form by the May 1 deadline.**

### Senior Year

After a student has received all the relevant approvals during the summer between the junior and senior years, the student should be conducting research. The senior thesis should be written during one or both semesters of the senior year.

During the semester in which the thesis is completed, the student is required to present it in a public forum. This presentation requirement may be met in one of a number of ways:

- Departmental defense or presentation
- Departmental undergraduate conference
- Professional conference
- Scholarship and Creative Arts Days.

Finally, after completing the thesis, the student must submit *an electronic PDF* to the Honors Program ([honors@etown.edu](mailto:honors@etown.edu)) no later than May 1. If the completed thesis arrives after this date, it will not be considered for the outstanding Senior Honors Thesis Award. If the student's department has a later deadline, then the student may submit a draft by May 1 for the award consideration and follow up with the final edition after the department deadline. *The Honors Program is no longer requiring bound hard copies of the Honors thesis. Henceforth, all Honors theses will be uploaded to JayScholar. Students should insert a signed title page and the completed JayScholar form as the first two pages of the thesis. Both documents are available in Appendix C.*



## Appendix A: Honors Contract Course Form

### Elizabethtown College Honors Program

### Contract Course Application

Completed applications are due to Honors Center no later than 4:30 p.m. on the semester's opening day of classes.

Student Name		Campus Box #	
Major		Graduation class year	
ID #		Cumulative GPA	
Student Phone#		Contract Semester & Year	
Professor Name		Department	
Course Name		Course #	
Course Credits		If the original course is fewer than 4 credits, do you wish to add one credit for the Honors component? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**Instructions:** Please answer the following questions. If necessary, additional sheets may be attached. **Also attach a syllabus for the original course to this completed form.** The student and the professor should agree on the answers to these questions before signing and submitting the contract application. It is the student's responsibility to ensure the professor has time to complete the form and return it to the student in time for it to be submitted by the deadline.

- Please list below the additional work required of the student that is a derivation of what others do in the class. Since the entire course will be transcribed as an Honors course from the time it is approved, it is assumed all components will be evaluated at Honors level. How will additional work requirements change how the grade is calculated from what is specified the syllabus? Examples below are illustrative, not exhaustive. They reflect an array of things people have done in the past. It is assumed the contract will engage a variety of assignments and activities.**

Adapted Honors Work	How different from the regular work required	How will grading differ and/or be incorporated into established percentages?
<i>Examples: (1) Required attendance and written reviews of 5 live performances; (2) Seminar paper will be 15 pages with 10 sources, both primary and secondary.</i>	<i>(1) Regular students only attend and review 3 live performances; (2) Regular students' papers are to be 7 pages with 5 secondary sources and no primary sources required.</i>	<i>No change in grade percentage of semester.</i>


2. Please list the use of multiple pedagogies and enrichment opportunities the Honors student will engage in as part of the contract in addition to the regular course work (e.g. field trips, lab experiences, films, lectures, guest speakers, experiential-learning, cooperative-learning, and service-learning experiences).

Additional Honors Learning Activity	Grading
<i>Example: Shadowing observation and interview of professional in the field.</i>	<i>Example: Discussed with professor in office meeting; oral report shared with class, incorporated in class participation grade</i>

3. What will be the schedule for meetings between the student and the professor in addition to regularly scheduled class meetings?

Weekly      Bi-weekly      Monthly      Other \_\_\_\_\_

I have agreed to the above terms and have accepted the program of study detailed in the attachments. I understand that to drop this contract without dropping the class, the student must go through the formal Honors contract drop process before the end of the fourth week of the semester. After that date the course will be graded based on the contracted work, regardless of whether or not the student completes it.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of the Honors Program signature

\_\_\_\_\_  
Date

## Appendix B: Contract Form

### Elizabethtown College Honors Program Senior Thesis Contract and Proposal Form

Due May 1 of Junior year **OR** prior to enrolling in any courses for thesis credits, whichever is earlier.

<b>Student Name</b>				
<b>ID #</b>	<b>Box #</b>	<b>Phone</b>		
<b>Major(s)</b>			<b>Minor(s)</b>	
<b>List all courses in which you will be enrolling to complete a minimum of 4 Honors Thesis credits. These details must match the college catalog and schedule for you to receive Honors credit on your transcript.</b>				
Course Number	Course Title	Instructor	Number of credits	Semester you will be enrolled
Are you fulfilling the Honors Program Senior Thesis Requirement through Honors in the Discipline (HID)? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, in which department(s)?				
If not HID, are you fulfilling the Honors Program Senior Thesis Requirement through Independent Study (IS) Credits Yes <input type="checkbox"/> No <input type="checkbox"/>			If not HID or Independent Study what means are you using to fulfill thesis credits?	
<b>Date filed with IS committee:</b>				
Will this research require separate filing with the IRB committee? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Dated filed with IRB Committee:</b>				
<b>Working Thesis Title:</b>				

**Please check which document you have attached to this form:**

- Departmental Honors in the Discipline proposal
   
  Honors 301 Thesis-Preparation final proposal  
 Completed Independent Study application
   
  Other \_\_\_\_\_  
 This is a Provisional Thesis Contract with a completed departmental proposal to follow by (date) \_\_\_\_\_  
 (Prior Director's approval required for provisional contracts, based on student's major departmental policies/procedures)

**Required Signatures: (Please do not sign without carefully reading all attached proposal materials)**

<b>Primary Thesis Advisor/Director</b>	<b>Printed name</b>		<b>Date</b>
	<b>Signature</b>		
<b>Secondary Thesis Advisor</b>	<b>Printed name</b>		<b>Date</b>
	<b>Signature</b>		
<b>Department Chair</b> Required if counting HID for Honors Program Senior Thesis Requirement	<b>Printed name</b>		<b>Date</b>
	<b>Signature</b>		
<b>Student</b>	<b>Printed name</b>		<b>Date</b>
	<b>Signature</b>		
<b>Director of the Honors Program</b>	<b>Printed name</b>	Oya Dursun-Ozkanca	<b>Date</b>
	<b>Signature</b>		

## Appendix C: Example Thesis Title Page for HID

(Insert Title Here)

By

(Insert Name Here)

This thesis is submitted in partial fulfillment of the requirements for Honors in the Discipline in (insert department here) and the Elizabethtown College Honors Program

May 1, 2023

Thesis Advisor (signature required) \_\_\_\_\_

Second Reader \_\_\_\_\_

Third Reader (if applicable) \_\_\_\_\_  
[only if applicable such as with interdisciplinary theses]

# Appendix D: Example Thesis Title Page Without HID

(Insert Title Here)

By

(Insert Name Here)

This thesis is submitted in fulfillment of the requirements for the Elizabethtown College Honors Program

May 1, 2023

Thesis Advisor (signature required) \_\_\_\_\_

Second Reader \_\_\_\_\_

Third Reader \_\_\_\_\_

[only if applicable such as with interdisciplinary theses]



## Honors Senior Thesis Release Agreement Form

The High Library supports the preservation and dissemination of all papers and projects completed as part of the requirements for the Elizabethtown College Honors Program (Honors Senior Thesis). Your signature on the following form confirms your authorship of this work and your permission for the High Library to make this work available. By agreeing to make it available, you are also agreeing to have this work included in the institutional repository, JayScholar. If you partnered with others in the creation of this work, your signature also confirms that you have obtained their permission to make this work available.

Should any concerns arise regarding making this work available, faculty advisors may contact the Director of the High Library to discuss the available options.

### Release Agreement

I, as the author of this work, do hereby grant to Elizabethtown College and the High Library a non-exclusive worldwide license to reproduce and distribute my project, in whole or in part, in all forms of media, including but not limited to electronic media, now or hereafter known, subject to the following terms and conditions:

### Copyright

No copyrights are transferred by this agreement, so I, as the author, retain all rights to the work, including but not limited to the right to use in future works (such as articles or books). With this submission, I represent that any third-party content included in the project has been used with permission from the copyright holder(s) or falls within fair use under United States copyright law (<http://www.copyright.gov/title17/92chap1.html#107>).

### Access and Use

The work will be preserved and made available for educational purposes only. Signing this document does not endorse or authorize the commercial use of the content. I do not, however, hold Elizabethtown College or the High Library responsible for third party use of this content.

### Term

This agreement will remain in effect unless permission is withdrawn by the author via written request to the High Library.

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

**Date:** \_\_\_\_\_

## Appendix E: Academic Grant Application Form

Elizabethtown College Honors students who have completed sixteen credit hours of Honors courses and who have maintained a cumulative GPA of 3.5 or higher may apply for funds up to a cumulative total of \$1,000 to support undergraduate Honors research and scholarship activities. These grants are competitive in nature, meaning that approval of requests is not guaranteed and will be considered within the larger context of other student requests and the total number of dollars allocated for any given year.

The Director will review all requests on a first-come, first-serve basis. Please submit hard copies of completed forms and attached receipts to the Honors Center by November 15 or April 15. Email applications will be accepted for students who are abroad. No funds will be disbursed without receipts and a detailed budget summary. Applicants should not combine unrelated requests into a single application form (e.g. study abroad travel and research supplies).

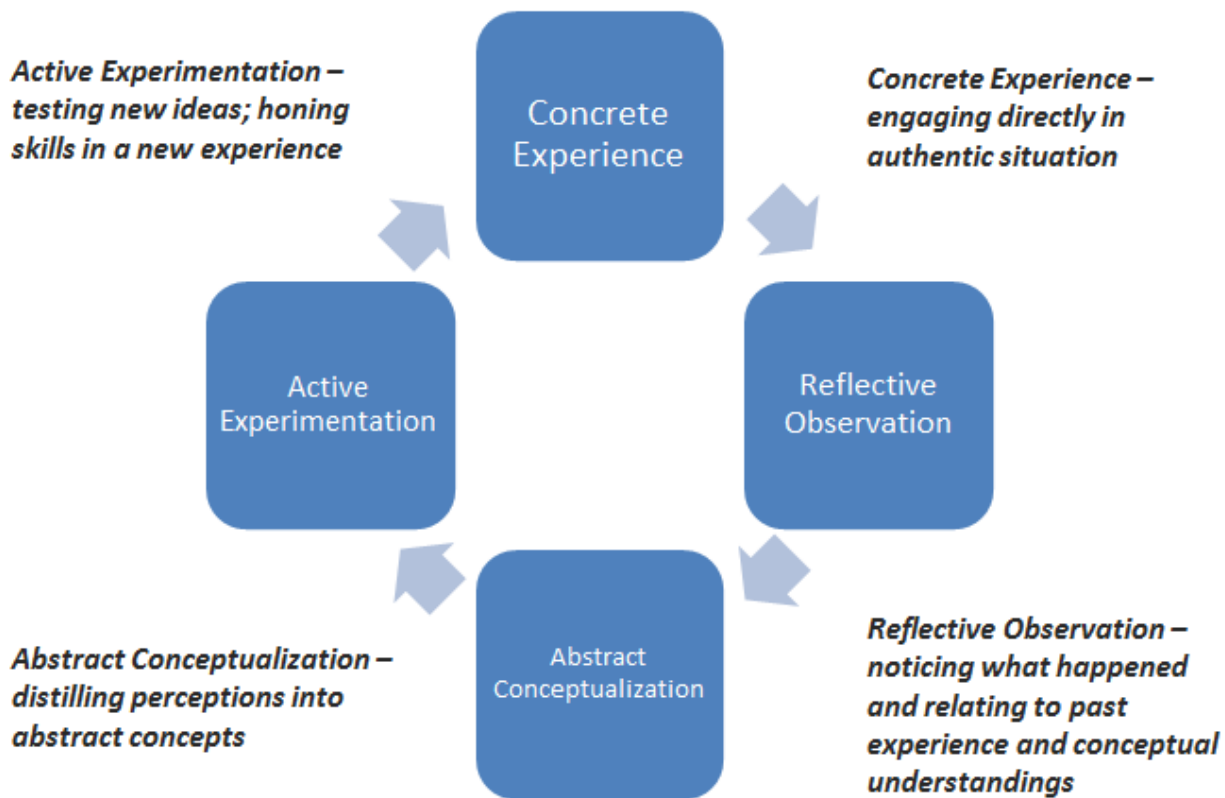
<b>Today's Date:</b> [Date]			
STUDENT INFORMATION			
Name:	ID#	GPA	Major Dept:
Have you already received Academic Grant funds?	If so, when?	How much did you receive?	Total amount requested with this application
<input type="checkbox"/> Yes <input type="checkbox"/> No			
HONORS COURSES COMPLETED OR IN PROCESS			
Please list courses completed and those in process.			
Project description/abstract:			
Rationale for funding: Please explain the purpose of this expenditure and its relationship to your Honors academic experience and overall learning and/or career goals			
BUDGET INFORMATION			
Budget: Please provide an itemized listing of expenditures and a total. If you are applying in advance spending the money, provide evidence of precise cost estimates including taxes and shipping costs.			
Item	Estimated cost	Actual cost	
Total Expenditures			
_____ Director's signature		_____ Date	

## Appendix F: Study Abroad Credit Procedures

### Honors Study Abroad Presentation and Reflective Paper Guidelines

Honors students will create a formal presentation on their study abroad experience that moves fully around David Kolb's Experiential Learning Cycle. The presentation will be open to all students in the Honors Program and scheduled in cooperation with the Director of the Honors Program. The presentation should be ten-to-fifteen minutes in length and employ the use of visual aids or other appropriate media for audience members. Students must also submit a written report of approximately five-to-seven pages in length that discusses their study abroad experience in relation to the Kolb cycle. All papers must use 12-point Times New Roman font, margins no larger than 1.25 inches, and employ the use of an appropriate citation method (e.g., APA, Chicago, MLA, etc.). Citations do not count toward the suggested page length.

#### Kolb's Cycle of Experiential Learning



About one quarter of the paper/presentation on **Concrete Experience**: Present a factual and concrete description of the situation. Be very concise like a news reporter—who, what, when, where, how, why. Who went? Where? What happened while you were there, both inside and outside the classroom? Describe the country, the city, the locals, etc. What classes did you take? What were classes, professors, and students like? How and what did you eat? What did you see and do when you were not in class?

About one quarter of the paper/presentation on **Reflective Observation**: Take a step back, reflect and make some observations about your time abroad. What did you think of the country, the people, the school, the classes, the other students, the politics, the infrastructure, the culture, the art, the music, etc.? What happened to you as a result of being there? What happened to others because you were there? What will really linger with you about this study abroad ten years from now? What still concerns you about this study abroad time? How does your study abroad relate to your past experiences? How does your study abroad relate to who you are now on campus? How has your study abroad influenced your plans for the future?



About one quarter of the paper/presentation on **Abstract Conceptualization**: Connect some theories, models, categories, concepts, theories, or ideas from any of your academic coursework or textbooks (from E-town or while abroad) to several aspects of your study abroad experience. Choose several things about yourself, the country, the politics, the education, the people, a new sense of purposeful life work, or something else you experienced during your study abroad time. Try to think about them in the way someone writing a textbook for your classes would study, categorize, theorize, or apply models to explain things. What additional resources do you need to consult to make sense of your study abroad experience, including doing additional scholarly research, spending time with a mentor, finding a graduate school, locating a specific organization you might like to work for, etc.?

About one quarter of the paper/presentation on **Active Experimentation**: What new skills, preferences, insights, knowledge, or dispositions have you gained from your study abroad experience? What might you change in your current or future life goals because of experiences while studying abroad? What options do you see for leading, serving, working, and living in new ways?

### **Other Things to Consider:**

During the presentation, you are encouraged to offer advice and recommendations for other students who might consider a similar study abroad experience in the future. A question and answer session will follow the presentation and student presenters must address those questions in an informed manner.

### **Submission of Materials:**

The reflection paper and presentation will be due by the eighth week of the semester following the study abroad experience. Copies of presentation materials and the reflection paper must be submitted via email to [dursuno@etown.edu](mailto:dursuno@etown.edu) two days prior to the student presentation. An Honors course requirement will be waived upon successful completion of all the above requirements.

Please contact the Interim Director of the Honors Program, Dr. Oya Dursun-Ozkanca ([dursuno@etown.edu](mailto:dursuno@etown.edu)), with any questions you may have about this assignment.