



# HANDBOOK

2010-2011 Edition



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## Honors Staff and Contact Information

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## Letter from the Director

Dear First Year Honorables:

Welcome to Temple! By the end of Orientation you will have been told so many things, given so much advice, and had so little sleep that we thought we'd supply you with this Honors Handbook, our version of a flash drive loaded with critical information. We expect you to read it cover to cover (eventually) and refer to it when you have questions about rules, regulations and best practices for a successful Honors undergraduate experience.

What else to tell you? You have all been successful in high school, both in and out of class. You know how to earn good grades while balancing athletics, student government, theater, etc., etc., etc. Chances are good that you'll do equally well here, but there are some differences worth noting.

• **Classes.** You have tremendous choice. We have something like 123 majors at Temple. Major in what you love. Double major and minor in what you come to love because you took classes that looked interesting. If you take this advice, you'll want to go to class, study, do well and have a beautiful transcript (and that transcript will travel with you—often ahead of you—for the rest of your life...just so you know). We will help make sure you don't get too carried away—we do want you to graduate in four years. Five if you are in architecture.

• **Time.** You'll have a lot of it. This will be new, given how your high school lives were structured. Our staff has a pretty good idea of how distracting life in the residence hall can be (we had that experience ourselves) what with so many fascinating new people living next door (commuters, you'll find your new friends will be distracting, too!). Find friends who want to help you with calculus or with English. Get yourself on some schedule. Above all, do something creative with your time along with studying: join a club—or start one; run for office; write for Temple News; join the Gospel Choir; do outreach in the community; go with Amanda to Appalachia; play a sport; go to the IBC; discover Philadelphia. Use your PEX Passport. Do something to remind yourself that you are leading a fascinating life!

• **Professors.** Your high school teachers knew you well—you were probably their favorites, at least some of you. Get to know your professors here. At the most you'll only see them three times a week in class, maybe only twice, maybe only once. Go visit them in office hours. It is never too soon to drop by. If you are an introvert, know that all you have to do is express a scintilla of interest in whatever they teach, and they will be off and running on their topic. If they get to know you, when something cool comes along, your name will be the one they remember for a job, a research assignment, a scholarship. This can happen your first year at Temple. I might add that if you get to know us well we can be useful to you!

• **Win.** Just to remind you, our students have had tremendous success winning local and national competitions in a wide variety of fields. (Check out our Web site.) Here's the trick: you have to apply. And while I'm on the subject of successful applications, just know that our students do well getting into great summer programs, the best graduate and professional schools, and landing terrific jobs. All majors lead to success. And if you want data, I have data!

• **Go Away.** Okay, maybe that isn't what you expect to hear—you just arrived on campus. But we think you all would benefit from studying abroad, whether at one of our own campuses, say in Rome or Tokyo, or with other programs. Start talking about it with your families now so when the time comes, they will wish you *buon viaggio*. (Remind them that they can come and visit!)

I have much more to say, as does the Honorable staff—Amanda, Brad, Ana and Jackie—stop by anytime and just ask us for advice and we'll be on the case! Meanwhile, I'll leave you with this cutting from Larry Page's graduation speech, albeit at another university (Page co-founded Google—and had the seed idea for it when he was 23):

Always work on something uncomfortably exciting.<sup>1</sup>

Have a great Temple experience! And remember, we are here to help you however we can.

Best,

Dr. Ost, aka Ruth

<sup>1</sup>Tina Reed, "Googling New Things." *Ann Arbor News*, 3 May 2009: A 1.





## Honors Program Requirements

### Freshmen & Transfers with Fewer Than 45 Credits

**You must complete 10 Honors Courses, maintain a 3.25 GPA, & complete your undergraduate degree at Temple University**

- **English 0902 (required unless you exempt)**
  - If you exempted from English 0902, you must take one additional Honors class at any level to fulfill the 10-course requirement.
- **Mosaic 0951 and 0952**
  - If you already have credit for one or both of the Mosaic courses, you must take other Honors courses at any level to fulfill the 10-course requirement
- **Three additional Honors courses at any level**
- **Four upper-level Honors courses numbered 2000 or above**
  - Contracts and Graduate Courses can be used to fulfill this portion of the Honors Program requirements (See *Honors Policies* for more information).

### Transfers who Enter Honors with 45-59 credits

**You must complete 8 Honors Courses, maintain a 3.25 GPA, & complete your undergraduate degree at Temple University**

- **Four Honors courses at any level**
  - If you do not have credit for the following classes, they must be taken in Honors.
    - English 0902, Mosaic 0951, or Mosaic 0952
- **Four upper-level courses numbered 2000 or above**
  - Contracts and Graduate Courses can be used to fulfill this portion of the Honors Program requirements (See *Honors Policies* for more information).

### Transfers who Enter Honors with 60+ credits

**You must complete 6 Honors Courses, maintain a 3.25 GPA, & complete your undergraduate degree at Temple University**

- **Two Honors courses at any level**
  - If you do not have credit for the following classes, they must be taken in Honors.
    - English 0902, Mosaic 0951, or Mosaic 0952
- **Four upper-level courses numbered 2000 or above**
  - Contracts and Graduate Courses can be used to fulfill this portion of the Honors Program requirements (See *Honors Policies* for more information).

**Note:** Most 1- and 2-credit Honors courses do not count towards Honors Program requirements. To be on the safe side, check with an Honors advisor.



## Honors Program Requirements for Students on Accelerated Tracks

### Early Graduation Policy

If you are planning on graduating from Temple in fewer than 8 semesters you are still expected to meet all Honors Program requirements. Check with an advisor if you feel you have extenuating circumstances that prohibit you from completing any program requirements.

### 3+4 Med, Pharm and Dental Accelerated Tracks

- Pre-Med Accelerated Option is only available for Temple Health Scholars
- You must indicate your intent to pursue this track with the Office of Pre-Professional Health Professions during freshman year.
- You are still required to meet the Honors Program course requirements—graduate level courses completed during the first year of Temple Professional School can be used to count towards these requirements (see an advisor for more information on how to count these courses towards your Honors Program requirements).

### Pre-Pharm Tracks (2- and 3-year tracks): Not Degree Granting

- You must indicate your intent to pursue any of these tracks with the Office of Pre-Professional Health Professions during Freshman Year
- If you are on a non-degree granting track, you are eligible to take Honors classes, though the transcript notation (“Completed the University Honors Program”) is only available if you are granted a bachelor’s degree from Temple University.

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**For more information on Pre-Health tracks, contact Neida Perez or Tammi Wrice in the Office of Pre-Professional Health Studies**

1810 Liacouras Walk, Suite 100

(215) 204-2513

[healthadvising@temple.edu](mailto:healthadvising@temple.edu)



## Honors Program Requirements for Business Students

### Fox School of Business Honors Program

Many of the classes needed to complete the University Honors Program will also count towards completing the Fox Business Honors Program. To learn more specific requirements for Fox Business Honors please contact an advisor in Fox Business Honors.

**Contact:**

<b>Jon Scott - Academic Director, Fox Honors Program</b> scottjon@temple.edu	215-204-7605
<b>Chuck Allen - Admin. Director, Fox Honors Program</b> callen@temple.edu	215-204-8122
<b>Lori Roseman - Student Services Assistant</b> lroseman@temple.edu	215-204-4102

The Fox School Honors Program  
LL30 Alter Hall  
1801 Liacouras Walk  
Philadelphia, PA 19122



## Honors Scholars

As an Honors student, you have the option to complete a senior **Honors Scholars Project** in addition to the general Honors Program requirements. This is strongly recommended if you intend to pursue advanced studies or graduate school of any kind. This project can be a thesis, creative work, or other project appropriate to the major or related field. The project can be completed in conjunction with an independent study, research methods course, or capstone.

- Around your junior year, find a mentor who will work with you to design and oversee your project. Have him/her sign off on your proposal. (Form available in Honors office and online). Your proposal should include a time line (subject to revision, but it's important to have one at the outset). This proposal must be submitted to the Honors Program office.
- You and your mentor must decide on a due date, which should, at the very latest, coincide with the end of classes during your final semester.
- Present project at TURF/CreWS, or other approved conference or public venue. It can still be a work-in-progress. Consider entering your project in the Library Prize competition (\$1000 prize).
- Submit the project for approval by your mentor and an additional faculty member. They may plan a project defense, which is recommended (and good experience for grad school/law school, etc.) Both readers must sign off, indicating whether or not your project warrants the Honors Scholar designation.
- Submit a copy of your project (the format will depend on what you have done) to Honors with signatures. Also, e-mail (Honors@temple.edu) an abstract for posting on the Honors website.
- If you can finish a draft of your project by the end of the summer before senior year, you will have a chance to polish it for use when you apply to graduate school.

*For more information on proposing an Honors Scholar Project, see an advisor in the Honors office.*

If you wish to complete an Honors Scholars Project in one of the fields listed below, please contact the appropriate faculty member for more information on additional requirements:

### **Fox School of Business**

- Contact: Dr. Jonathan Scott (scottjon@temple.edu) or Chuck Allen (callen@temple.edu)

### **College of Liberal Arts**

- **History**—Contact: Dr. Jay Lockenour (jay.lockenour@temple.edu)
- **Political Science**—Contact: Dr. Heath Fogg-Davis (hfd@temple.edu)
- **Psychology**—Contact: Dr. Kathy Hirsh-Pasek (khirshpa@temple.edu)
- **Criminal Justice**—Contact: Matt Hiller (mhiller@temple.edu)



## Honors Policies

### Probation and Dismissal

#### Grade Point Average

- You will be on Honors probation if your cumulative GPA falls below 3.25.
- Once your cumulative GPA is back to at least 3.25 you will be back in good standing with the Honors Program.
- If you are unable to bring your cumulative GPA back to a 3.25 yet you earn a semester GPA of at least 3.25, you will remain on probation while you continue to bring your cumulative GPA back up to at least a 3.25.
- If you do not earn a semester GPA of at least 3.25 while on probation, you will be dismissed from the Honors Program
- To graduate with the Honors designation on your transcript, you must have a minimum cumulative GPA of 3.25.

***Note: No one will be dismissed from the Honors Program without at least one semester of probation***

***Good news for freshmen: you have a grace period. You will not be eligible for dismissal until after first semester of your sophomore year . We know first-year students often change direction once they have taken a few college courses. We don't want you to worry about being dismissed from Honors while you are trying to adjust to college life.***

#### Minimum Satisfactory Academic Progress in the Honors Program

- Students in Honors must complete at least:
  - 3 Honors classes by end of freshman year
  - 6 Honors classes by end of sophomore year
  - 8 Honors classes by end of junior year

***Note:*** If you are not meeting satisfactory academic progress for Honors **regardless of your GPA** , you will be notified and asked to communicate back to the program. If you do not respond by the date indicated in the correspondence, you will be dismissed from the Honors Program.



## Honors Policies

### Contracts

- You can turn non-Honors courses into Honors courses through **contracts** to help satisfy Honors Program requirements.
  - A contract is an agreement between you and a professor to have his/her non-Honors class count for Honors credit. Generally you must do something unique for it to qualify. What qualifies? It should not be just adding ten pages to a paper assigned to the rest of the class—it could be a different kind of research paper, a more in-depth exploration of course topics via discussion or journals, or arranging to lead a class discussion. The **Honors Contract** form is available from the Honors Program office (or online through the Honors Web site). The form must be returned by the end of the add/drop period at the beginning of the semester.
  - Contracts can be used to make **independent studies** or **graduate courses** count towards Honors Program requirements as well. Unlike contracts for other courses, **you will not have to add anything to the course requirements for independent studies or graduate courses to make them count as Honors**. However, we still need a signed contract form from you and your professor so that we know that you intend to have either of these types of courses count towards your Honors Program requirements.

### Requirements

- Before you can enroll in a graduate course, please consult with both your professor and Dr. Ost.
- To have any course count towards the Honors requirements, the course must be at least **3 credits**.
- For any of these options to count towards your Honors Program requirements, the course must be numbered at least **2000+** and you need to earn at least a **B+** in the course.
- You may use a **maximum of two contracts** towards your Honors Program upper-level requirements. Special exceptions will be considered by the Honors Program staff if you have reason to use more than two.
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**Note:** Contracts will not be approved for required survey courses—they are intended for electives or other upper-level major or minor requirements.



## Honors Services and Opportunities

### Academic Advising

We are the official advisors for students in:

**University Studies** (Undeclared)

**College of Liberal Arts** (CLA)

**College of Science and Technology** (CST)

**School of Communication & Theater** (SCT)

**Fox Honors** (advising office located in lower level of Alter Hall)

**If you are in any other fine Temple school or college**, we are your *unofficial* advisors. Come up and let us get to know you. We'll give you advice if you'd like—in fact, we'd like to!

It's always a good idea to meet with the Honors advisor before you register on OWLNET. In addition to course selection, we can assist you with major selection, job and internship searches, recommendation letters, etc. After completing 60 credits, we *highly recommend* you utilize your school advising office for graduation reviews.

**Remember, if you ever have a question about who you need to see or where you need to go to get something done, it never hurts to stop by our office first. We can point you in the right direction, and maybe even take care of whatever it is you need done.**

**Main Advising:** The Honors Office welcomes walk-in advising. However, once a semester, typically in October and March, we schedule formal main advising. This is when you sign up for an appointment, meet with whichever advisor you choose, and select classes, ask questions, and prepare for the next semester. You'll hear from us around registration time each semester via the listserv—stay tuned!

### Library Privileges

As Honors students, you have graduate student borrowing privileges. You can check out books from any of Temple's libraries for an entire semester.

### Leadership and Community Service Opportunities

The Honors Program offers numerous ways to get involved on Temple's campus and beyond!

- You can tutor students in surrounding communities (e.g. Francisville). See Ruth for more information.
- Honors Activities Board (HAB): Work with fellow Honors students to program socially and culturally enlightening events each semester. Past events include a trip to the Philadelphia Zoo, a roundtable talk on graphic novels and comics, and a bike trip around Philadelphia! See Brad for more information.
- Honors Peer Mentors (HPM): Serve as ambassadors to the Honors Program during the spring semester by leading prospective students on campus and residence hall tours and helping with Experience Temple Day. See Ana for more information.
- Honors Immersion Programs (HIP): Spend time working with and for members of a different community and with fellow students. HIP seeks to engage and learn in an environment that integrates meaningful community service with reflection to enrich the experience, teach civic responsibility, and strengthen communities. Our largest program is the Honors Appalachian Experience—each summer, we send students to the Appalachian region to work with equality housing alliances (ie: Habitat for Humanity). See Amanda for more information.



## Temple Research Opportunities

Information about each of these research opportunities can be found at [www.temple.edu/vpus](http://www.temple.edu/vpus)

### Diamond Research Scholars Program

The Diamond Research Scholars Program provides Temple undergraduates the opportunity to engage in a focused, mentored research or creative arts project during the summer and fall. The program requires that students participate in the three-day Diamond Research Program Institute and devote eight to ten weeks during the summer to develop a research project in their area of interest under the direction of their faculty mentor. Students who are accepted into the program will receive the “Conwell Undergraduate Research Award” of \$2750 and tuition remission for up to three credits fall term for independent study (credits that exceed 17 s.h.)

### CARAS

The Office of Research and Strategic Initiatives in collaboration with the Office of the Provost and the Deans of Temple University’s Schools and Colleges is pleased to announce a new funding opportunity to encourage and support undergraduate and professional students engaged in scholarly, creative, and research projects that contribute to advancing studies in their field of study. Undergraduates pursuing degrees in any school or college at the university and professional students in the schools of Dentistry, Law, Medicine, Pharmacy, and Podiatry are welcomed and encouraged to apply.

The Creative Arts, Research and Scholarship Program (CARAS) provides undergraduate and professional students grants of up to \$3,000 in support of scholarly, research or creative arts projects undertaken with the supervision of a faculty mentor. Successful applications will provide a clearly focused project addressing a significant issue, concern, or aspect in the student’s field of study, include a detailed budget proposal, and be endorsed by a faculty mentor and the dean of the student’s school or college. **Eligibility:** Current undergraduates and professional students in Dentistry, Law, Medicine, Pharmacy, or Podiatric Medicine are eligible to apply. Candidates must have at least one full-time semester after the funding period.

### Undergraduate Research Incentive Fund (URIF)

The Undergraduate Research Incentive Fund is available to any full-time undergraduate student enrolled at Temple who seeks financial support for research related activities such as undergraduate research projects or participation in professional conferences. Awards from the URIF are dependent on the availability of matching funds from the students’ own Department, School and/or College.

### Temple Undergraduate Research Forum (TURF/CreWS)

The Temple Undergraduate Research Forum - Creative Works Symposium (TURF-CreWS) provides ambitious, intellectually motivated undergraduate students the opportunity to present and defend their original research or creative work to a forum of colleagues, faculty, family, and friends. TURF/CreWS is open to all departments and all colleges. TURF/CreWS welcomes research from every discipline. All Schools, Colleges, Departments, and Programs in the University are eligible to nominate undergraduate student papers, posters, and works. TURF-CREWS participation is on a competitive basis.

### Diamond Peer Teachers

The Diamond Peer Teacher Program offers a semester long funded teaching experiences under the direction of the faculty mentor. Participants receive a semester stipend of \$2,250, tuition remission for one hour of internship, and Honors credit for the pedagogical experience.



## Temple Resources

### Tuttleman Counseling Services

Tuttleman Counseling Services offers you support for emotional, educational or vocational concerns. Assistance is confidential and free of charge. Tuttleman Counseling provide an atmosphere that is informal and professional, where you'll feel safe and comfortable seeking help.

1810 Liacouras Walk (5th floor), Telephone: 215-204-7276

### Math and Science Resource Center

The Math and Science Resource Center (MSRC) offers FREE tutorial assistance to anyone enrolled in any core mathematics, science or statistics course. A visit to the MSRC Web site links you with hours of operation, tutoring schedules by subject and additional resources available for student use.

**Math & Science Resource Center**  
1810 Liacouras Walk - Rooms 201 & 208 , <http://www.temple.edu/msrc>

### Writing Center

The Writing Center offers a variety of services designed to support you in your writing. The most important of these services is one-on-one tutoring, and it is available to undergraduate and graduate students across the curriculum. Tutoring is available on a drop-in basis or by appointment, and e-mail tutoring is available through our Web site. In addition, the Writing Center offers in-class writing workshops.

**Tuttleman Learning Center, Room 201 Telephone: 215-204-0700**  
<http://www.temple.edu/writingctr>, [uwcenter@temple.edu](mailto:uwcenter@temple.edu)

### Career Center

Serving all Temple students and alumni, the Career Center provides a full range of services to optimize internship and employment opportunities and enhance lifelong career success. Both in person and online we provide:

- Career assessment, exploration programs and industry information to explore majors and careers
- Guidelines, strategies and expert advice on resumes, cover letters, interviewing, and job searches
- On-line job and internship posting and on-campus recruiting

220 Mitten Hall, [careercenter@temple.edu](mailto:careercenter@temple.edu)



## Important Temple Policies

### Add/Drop Deadlines

You may add or drop a class through the second week of the semester without it showing up on your final transcript. However, during the second week, you must obtain professor permission before you may add a course, and fees may apply to any schedule revisions you make during this time.

### Withdrawals

It is critical to choose your courses with care—and sensible to check with us just to make sure you haven't overlooked something that we would notice. During the drop/add period within the first two weeks of class, you have an opportunity to change your schedule if you've made a mistake. We are happy to meet with you if you have misgivings. After this you must work hard and complete the courses on your roster. We usually advise against withdrawals. W's are not an approved way of improving your GPA. Remember, you are only allowed five course withdrawals during your time at Temple, and you may not withdraw from the same course more than once.

### Medical Withdrawals

It is possible to withdraw from an entire semester due to a medical emergency or another situation that requires you to leave Temple University for an extended amount of time. If approved, none of the withdrawals will count towards your five-withdrawal limit. See an advisor if such a situation does occur.

### Incompletes

An instructor may file an "I" when a student has not completed the work of a course by the time grades must be submitted, but has completed the majority of the work at a passing level and has a written agreement with the instructor and the department regarding completion of the work, including the nature of the work to be completed, the means by which the final grade will be determined, and the date by which the work must be completed. The completion date may be no later than one year from the end of the semester in which the student took the course. The agreement shall also specify a default grade to be received if the work is not completed by the date indicated. See an advisor in your school or college or in Honors for more information.

### Repeating Coursework

During your Temple career you may wish to repeat a course to improve your GPA or to meet a major or college requirement. All repeated courses will show up on your transcript, however the lowest grade will not factor into your cumulative GPA.

**Note: If you wish to repeat a course that you originally took in Honors in a non-Honors section you need prior permission from an Honors advisor and a note from our office upon completion of the repeated course for the registrar's office.**