



**Temple  
University  
Honors  
Program  
Handbook  
2016-2017**



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# A LETTER FROM THE DIRECTOR

### WELCOME TO TEMPLE, CLASS OF '20!

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 not only with a hardcopy of the *Honors Handbook*, but this online version, too. It's a sensible plan to read it from cover to cover before you register for second semester classes, 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, band, debate, etc., etc., etc. Chances are excellent that you'll do equally well here, maybe better if that's possible, but there are some challenges worth noting.

- **Classes.** You have tremendous choice. We have something like 125 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, net a beautiful transcript, and garner great recommendations for whatever is next—and there will be a *next!* Avoid investing in angst about which major will fork over a high paying job. If you want certainty, create a fabulous new app. In the meantime, we'll help make sure you don't get too carried away—we want you to graduate with the Class of '20.

- **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 college life can be (we did, after all, go to college ourselves), whether you live in a residence hall or commute. There are so many amazing new people to meet, places to go, and hours between classes. Get yourself on a schedule. Don't forget to include eating, sleeping, exercise and laundry. Find friends who want to help you with calculus or with English. 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 Honors to Appalachia; play a sport; discover Philadelphia. Do something to remind yourself that you are leading a fascinating life!

- **Professors.** Your high school teachers knew you well—you were probably their favorite, at least some of you, some of the time. 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, you 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.

# A LETTER FROM THE DIRECTOR (CONTINUED)

• **Wins.** Just to remind you, our students have had tremendous success winning local and national competitions in a wide variety of fields. 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 top graduate and professional schools, and landing terrific jobs. **All** majors lead to success. And if you want data, I have data!

• **Welcome to Temple. Now Go Away.** Okay, maybe that isn't what you expect to hear—you just arrived on campus. But we think all of you would benefit from studying abroad, whether at one of our own campuses, say in Rome or Tokyo, or with other accredited 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 vote for you to go abroad for an entire year. Next best, a semester. Last choice, there is always summer.

• **Summers.** It's never too soon to start to plan what you're going to do with a summer stipend. Talk with us, your professors, visit the Education Abroad office (next door to Honors), talk with anyone who will listen! You never know who is going to make a suggestion that will lead to an internship, research opportunity, or a foreign address. If someone gives you a name and e-mail or phone number, follow through and make the contact. Following through with applications, taking up on offers—these are tickets to an interesting life. But you know that or you wouldn't be in Honors.

The Honorable staff, Amanda, Brad, Musu, Zach, Seth and Jackie and I, look forward to getting to know you. Stop by to chat, to hang out, even for advice. For now I'll leave you with this good advice from Larry Page, co-founder of Google:

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

Have a great Temple experience! We are here to help you however we can.

Best,



a.k.a. Dr. Ost—or Ruth

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<sup>1</sup>Larry Page, University of Michigan Commencement Address, 2009. By the way, Page came up with the seed idea for Google when he was 23—so you have plenty of time to make your mark!

# HONORS PROGRAM REQUIREMENTS

## For all incoming first-years & transfers with fewer than 45 credits

**You must complete ten (10) Honors Courses, graduate with a 3.25 GPA & complete your undergraduate degree at Temple University. The courses must be distributed as follows:**

### **Analytical Reading and Writing (English 0902)**

*If you exempted from Analytical Reading and Writing through placement testing or transfer credit, you must take one additional Honors class at any level to fulfill the 10-course requirement.*

### **Mosaic I and II (Intellectual Heritage 0951 and 0952)**

*For students that transfer into Honors: 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 at the 2000-level or higher**

## For transfers who enter Honors with 45-59 credits

**You must complete eight (8) Honors Courses, graduate with a 3.25 GPA & complete your undergraduate degree at Temple University. The courses must be distributed as follows:**

### **Four Honors courses at any level**

*If you need to take any of the following classes, they must be taken in Honors:*

*Analytical Reading and Writing (English 0902); Mosaic I (IH 0951); or Mosaic II (IH 0952)*

### **Four Upper-Level Honors courses at the 2000-level or higher**

## For transfers who enter Honors with 60+ credits

**You must complete six (6) Honors Courses, graduate with a 3.25 GPA & complete your undergraduate degree at Temple University. The courses must be distributed as follows:**

### **Two Honors courses at any level**

*If you need to take any of the following classes, they must be taken in Honors:*

*Analytical Reading and Writing (English 0902); Mosaic I (IH 0951); or Mosaic II (IH 0952)*

### **Four Upper-Level Honors courses at the 2000-level or higher**

**Note:** One-credit classes do not count towards Honors Program requirements. Also, please know that these numbers are *minimums*—we encourage you to take as many Honors courses as you can!



# CONTRACTS AND PETITIONS

For students in some majors, finding the academic space in their schedule to graduate on time and complete the Honors Program is challenging. We have developed a few additional methods to help students complete the program and graduate in a timely fashion.

## Contracts

Non-Honors courses can count towards Honors requirements by **contracting** the course.

### **What courses can be contracted to count towards Honors Program requirements?**

- Non-Honors courses numbered 3000 to 4999
- Graduate courses (5000 or higher) or undergraduate courses cross-listed with graduate courses
- Independent studies
- Course must not have an Honors equivalent
- Course must be at least 3 credits

### **What must be done to contract a course successfully?**

- For non-Honors courses numbered 3000 to 4999: The student and professor must agree on an additional component to enrich the course experience. This can be an additional research paper, lit review, or a different kind of project that can be determined through professor and student collaboration.
- For graduate courses (5000 or higher) or undergraduate courses cross-listed with graduate courses: No extra component needs to be added to student requirements to make it count towards Honors requirements—only confirmation from the professor that the student will be held accountable for completing a graduate-level syllabus. A contract proposal form must be submitted to the Honors office in order for the Honors staff to know that you wish for the course to count towards your Honors Program requirements. **PLEASE NOTE:** Graduate courses must first be cleared with your college advising unit to ensure that they will count towards graduation requirements.
- For independent studies: No extra component needs to be added to student requirements to make it count towards Honors requirements, however a contract proposal form must be submitted to the Honors office in order for the Honors staff to know that you wish the course to count towards your Honors Program requirements.
- Regardless of the type of course, student must earn at least a B+ to have it count as an Honors requirement.

### **What is the process for contracting a course?**

We recommend that students begin the process of contracting a course by meeting with their professor to determine a suitable extra component for their studies. Once agreed upon, the student must complete the Honors Contract form (found on our website under “Academics”) both parties must sign off on it, and the form must be returned to the Honors office in Tuttleman 204 by the end of the add/drop period. No contracts will be approved if they are turned in later, unless the student has cleared it previously with an Honors advisor. The Honors staff will designate the course for Honors credit only after a final grade (of B+ or higher) has been granted and the professor has verified successful completion of the Honors contract components.

### **How many contracts can a student use towards meeting Honors Program requirements?**

A student is allowed a **maximum of two contracts** to count towards their Honors requirements. Students who determine that they will need more than two contracts must submit a petition to do so (see the next page) to the Honors office.

# CONTRACTS AND PETITIONS (CONTINUED)

## Petitioning

Students who will not be able to complete their Honors Program course requirement through Honors course offerings and through the maximum allowed contracts (2) are eligible to submit a petition for either **additional contracts** or for **co-curricular experiences** to finish their Honors Program course requirement.

**Honors Petition for Additional Contracts:** Students with two or fewer semesters remaining at Temple who wish to request additional contracts beyond their allowed maximum (2), will submit a petition. Students will provide information in the following areas:

- Reasons for requesting additional contracts
- A semester-by-semester overview of their remaining coursework required for graduation
- An overview of the Honors courses (including contracts) taken and when (to demonstrate due diligence along the way to complete Honors Program requirements)
- A brief letter of support from a faculty member who vouch for the student's academic performance in previous coursework.
- A summary of which class(es) they plan to contract in their remaining semesters

Students can submit a petition for additional contracts prior to the semester in which they plan to contract their additional courses (by the end of the add/drop period). After review by the Honors staff, the student will be notified whether or not the petition has been approved.

**Honors Petition for Co-Curricular Experiences or Projects:** Students may substitute a co-curricular (i.e., non-credit bearing) experience or project for one of their Honors upper level course requirements. These experiences or projects require students to demonstrate involvement above and beyond mere participation. This could be academic, artistic, or community-driven.

Students can submit a petition to count a co-curricular experience or project at any point during their academic career but it must be received prior to work on the experience or project commencing. After review by the Honors staff, they will be notified whether or not the petition has been approved. See the Honors website for more information.

### **Note: For students on accelerated graduation tracks**

Students planning on graduating from Temple in fewer than 8 semesters are still expected to meet all Honors Program requirements.

Students on a non-degree granting accelerated track are eligible to take Honors classes, though the Honors transcript notation is only awarded if granted a bachelor's degree from Temple University.

Please speak with an Honors advisor for more information on any of these points or policies.



# HONORS SCHOLAR PROJECT

Beyond the general Honors Program requirements, the Honors Program offers another way to distinguish students in preparation for advanced studies or graduate school, or for those just interested in doing independent research.

Honors students have the option to complete an **Honors Scholar Project**. This project is meant to be an interdisciplinary exercise—we ask students to collaborate with faculty outside of their primary field of study or, at the very least, incorporate multiple disciplines in your research design.

## Requirements

- Students must submit an Honors Scholar Proposal Form (found on our website under “Forms for Current Students”) to the Honors office—ideally a year before their proposed finish date
- Projects must be demonstrably interdisciplinary—students will provide a project justification with their proposal form to Honors
- Project must be at least 30 pgs. (or comparable length or format according to discipline standards)
- Project must be presented at a conference (e.g. TURF-CREWS)
- Student and faculty mentor must arrange a defense for the project
- Project must be approved by mentor and second reader, who will confer to determine if the project will be granted “Honors Scholar” status
- Project must be submitted to Honors office prior to graduation

## Timeline

**Junior Year:** Students should identify a mentor who will assist in developing a research question as well as defining research methods. Student should also identify possible presentation venues for project. Upon finding a mentor, developing a research question and timeline for completion, student should submit **Honors Scholar Project Proposal Form** to the Honors office in Tuttleman 204 for approval.

**Senior Year** (or final two semesters): The final two semesters should be devoted to honing the research question, beginning research, and then writing, defending and presenting the Honors Scholar project. We highly recommend students take a research or methodology course to assist them in developing their project in the early stages (e.g. **History 4989: Research and Methodology**, or **College of Liberal Arts 3900: Evidence**). By the end of classes in the student’s final semester, a hard copy of the project, as well as an electronic copy of the abstract should be delivered to the Honors office for all successful projects.

## Benefits

Students who successfully complete the Honors Scholar Project will receive a transcript notation that identifies them as University Honors Scholars and have their project title included on their transcript. Students will receive a Scholars medal to be worn at graduation, as well as receive additional recognition during the Honors Senior Ceremony.

**Please note:** This project can be done in conjunction with a thesis you may already be doing; however, for it to be used as your Honors Scholar Project, it must also fulfill the aforementioned Honors Scholar requirements.

## **Honors Dismissal—GPA**

Students must maintain a 3.25 cumulative GPA to be in Honors good standing, thus remaining in the Honors Program. Cumulative GPA is reviewed annually (after spring semester grades are posted) and students that don't meet the 3.25 GPA requirement are subject to dismissal from the Honors Program. Students who raise their cumulative GPA back to 3.25 or higher after being dismissed should contact the Honors Program to ask for reinstatement.

Dismissal from the Honors Program results in losing all Honors-related academic and financial privileges.

## **Honors Dismissal—Satisfactory Academic Progress**

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

Students who are not meeting satisfactory academic progress for Honors will be notified and asked to communicate back to the program. If the student does not respond by the date indicated in the correspondence, they will be dismissed from the Honors Program resulting in losing all Honors-related academic and financial benefits.

**Note:** These progress benchmarks do not apply to students who transfer into the Honors Program, though transfer students should be taking Honors courses at a similar pace.

## **Honors Course Equivalencies**

Honors and their non-Honors equivalents (e.g. Math 1941: Honors Calculus I and Math 1041: Calculus I) are treated equally as far as course repeats are concerned. That is, if a student takes both Math 1941 and Math 1041 only one course will count for credit and only the highest GPA will be factored into the student's cumulative GPA. Please refer to the Temple Bulletin for the full policy on repeating courses at Temple.

Honors and their non-Honors equivalents are also treated equally as far as transfer credits are concerned. That is, if a student receives AP/IB/dual enrollment credit for a course and takes its Honors equivalent at Temple the student will forfeit the previous credit earned and replace it with the Honors course and its grade.

If Honors credit is ever replaced with non-Honors equivalent credit, that course will no longer count towards a student's Honors Program course requirements and progress.

The Honors Program is more than great classes and individualized advising. We offer a variety of ways to get involved, give back, and learn a little about yourself in the process.

**Honors Admissions and Transitions Team (HATT):** Serve as ambassadors to the Honors Program during the spring semester and help prospective students learn about Temple and the Honors Program by leading them on campus and residence hall tours and helping with Experience Temple Day. Applications will be sent out in November through the Honors listserv. See Amanda for more information.

**Honors Peer Mentoring Network:** Work with new Honors students in their transition to Temple University, the Honors Program, and Philadelphia! This program is open to outstanding upper-level students who have thrived in their undergraduate experience and wish to give back by helping other students do the same. Applications will be sent out in October through the Honors listserv. See Brad 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 Musu for more information.

**Honors Appalachia:** Spend time working with and for members of a different community and with fellow students. With Honors Appalachia, we send students to the Appalachian region to work with equality housing alliances (e.g.: Habitat for Humanity). Applications will be sent out in November through the Honors listserv. See Seth for more information.

**Honors Creatives:** Encourage creative collaboration and provide opportunities to develop creative skills in both members and the surrounding community. Meetings are held monthly in the Honors Lounge and are always open to new members, from both creative and non-creative majors. To join the listserv and receive updates about events and meeting times, or if you have any questions, please see Zach.

**Honors Social Media Team:** The Honors Social Media team makes sure that you know what's going on around campus, Philly, and Honors. We are constantly sharing information - whether that be a story on an interesting class/professor, a review about a must see movie, or information about Philly hotspots. Our mission is to give you everything you need to know in every format possible, and our dedicated (entirely student) staff works hard week in and week out to turn that statement into a reality.

**Honorables of Color:** Work to create a sense of community and a network for support among a diverse group of Temple Honors students. With our meetings we hope to establish a forum for exchange and conversation in which we share and process a variety of ideas and topics. We acknowledge the unique experiences of minority college students and hope to connect with peers, faculty, and staff all while valuing the significance of surrounding yourself with a diverse group of scholars. See Musu for more information.

