



## **Honors Student Handbook**

**George M. Luckey Academic Honors Program**

**Morehead State University**

**2019-2020**

## Academic Honors Program Handbook

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### **Introductory Statement**

This Handbook represents our best effort to anticipate your questions and volunteer the information you will need so as to have the best possible experience in the program. When something comes up that is not addressed here, ask questions! If you see statements in the Handbook that you think should be reexamined, please say so: if we did not value your opinion, we would not have invited you to join the program.

The Academic Honors Program Committee:

Dr. Philip Krummrich, Director

Dr. Karen Taylor, Assistant Director

Dr. Glen Colburn

Dr. Tim Simpson

Dr. Michael Fultz

Dr. Kim Nettleton

Two students from each class of Honors students will also be members of the committee. Members for 2019-2020 are:

Sydney Blanton (2016)

Miranda Robinson (2016)

Nick Anderson (2017)

Victoria Nash (2017)

Jeremy Copley (2018)

Bailey Watkins (2018)

The President of the Academic Honors Student Association is a member *ex officio*. The President for 2019-2020 is Gabe O'Hara.

### **Mission Statement:**

The mission of the Academic Honors Program at Morehead State University is to provide exceptional students with opportunities to accelerate and broaden their personal development, so that they will be prepared to achieve success and make valuable contributions as citizens in the world of the twenty-first century.

### **Academic Expectations**

- Maintain an overall grade point average of at least 3.3.
- Complete your required Honors coursework according to the curriculum map.

- Participate in learning experiences outside the classroom.

Students in the program will be reviewed every semester; any student who is not meeting the expectations described above will be asked to confer with the Director, and in some cases with the entire Honors Committee. That conference will result in a plan to address the problem or problems. If the student does not carry out the plan successfully, he or she may lose the scholarship and place in the program. We are confident, however, that we will be able to work with students to solve any problems, and get them back on track.

Holders of the Honors Scholarship are expected to have completed all requirements of the program, except HON 490, by the beginning of the senior year. If a student has not completed all requirements by then, the Honors Committee reserves the right to suspend that student's scholarship. The committee has no wish to take away anyone's scholarship; this policy, approved in the spring semester of 2014, is designed to keep students from getting into difficulties with unfulfilled Honors requirements during their senior year.

A note on employment: We cannot prohibit Honors students from taking jobs, but the scholarship is intended to cover the normal expenses of a college student, and to free some of our outstanding students from the necessity of trying to juggle classes and a work schedule. We strongly encourage you not to accept paid employment during the academic year, unless the work is directly related to your learning experience—a research fellowship, for example. The demands of a job will never be accepted as a legitimate excuse for falling short of expectations. If you have questions, or believe that your case is exceptional, you are encouraged to confer with the Director.

### **Conduct**

Honors students are expected to abide by the rules of conduct that apply to all students at the University. Since they will have many opportunities to represent Morehead State University in various contexts off campus, Honors students should be mindful of the impressions their conduct may make, and of the effects their actions may have on others. The Honors Program maintains the highest standards of academic excellence and ethical conduct. Honors students are expected to strive to meet those standards in all they do, and to seek to be an example to those around them.

## Coursework

<b>Fall One</b>	<b>Spring One</b>
HON 100 Introduction to Honors (1)	HON 200, Interdisciplinary Honors Core I: Ancient World (3)
<b>Fall Two</b>	<b>Spring Two</b>
HON 205, Interdisciplinary Honors Core II: Medieval World (3)	HON 210, Interdisciplinary Honors Core III: Early Modern World (3)
HON 299, Self-Education (1)	HON 299, Self-Education (1)
<b>Summer Two or Three</b>	
Approved Overseas Experience (0-6) (May be done at other times)	
<b>Fall Three</b>	<b>Spring Three</b>
HON 215, Interdisciplinary Honors Core IV: Contemporary World (3); HON 300, Honors-Enhanced Study	HON 300, Honors-Enhanced Study (1)
<b>Fall Four</b>	<b>Spring Four</b>
	HON 490, Senior Project (May be done in fall.) (1)

The program described above may be modified in several ways, to suit individual circumstances. The Introduction to Honors and the Honors Core classes should normally be taken on schedule, but there is more flexibility regarding the other classes. **Students in majors that present special scheduling challenges should confer with the Director about taking Honors classes early, when feasible.** Please note that the approved overseas experience may be done during the academic year or in the summer, and in some cases may be done before the junior year. You will be kept informed of changes in the program.

Note that the Honors core classes fulfill General Education requirements; they are not extra courses. The Honors-enhanced classes, Self-Education, and the Senior Project do not fulfill general education requirements, but they are easy to work into one's schedule..

- Honors-enhanced classes are classes in a student's major or minor, to which a one-hour component is added. The student will work with the instructor to devise a plan to do extra work and go into greater depth, so that the student will gain a deeper understanding of the subject than those who do the class alone. Plans for Honors-enhanced classes will be approved by the Director and/or the Honors Committee.
- Self-Education provides students with an opportunity to explore topics of interest to them with much more freedom and independence than in traditional classes. Each Self-Education project counts for one credit hour; the student will submit a plan for the work, and will receive credit upon the successful completion of the plan.

- The Senior Honors Project will consist of a substantial exit essay, at least 7-10 pages, in which students will reflect on their experiences in the program. Students will normally register for HON 490 in the spring semester of the senior year; anyone who wishes to sign up during a different semester must consult the Director. Student will be sent specific instructions for the exit essay after they register for HON 490.
- The Interdisciplinary Honors Core classes count towards General Education requirements as follows:

HON 200          Writing II (replaces ENG 200)

HON 205          HUM 1

HON 210          SBS 2

HON 215          NSC 2

Note: Students whose programs list other classes in the same general education categories should consult the Director; in many cases, the Honors classes will be accepted instead.

#### **A note on waivers of Honors requirements**

The Honors Committee recognizes that there are some special circumstances under which it is appropriate to consider waiving an Honors requirement for an individual student. Honors students are expected to take HON 200, 205, 210 and 215 in sequence. Exceptions may be made if:

- a. The student has taken a class, prior to enrolling full-time at Morehead State University, which fulfills the same general education requirement as the Honors class in question. For example, a student may have taken ENG 200, which fulfills the same requirement as HON 200.

**OR**

- b. The student must take a specific class to fulfill a general education requirement according to the degree map of her or his major. For example, a student preparing to become a teacher might be required to take EDF 211 for the SBS 2 requirement, which an Honors student would normally fulfill by taking HON 210.

Important: waivers are not granted automatically. The student must also show that having to take the Honors class would create a significant hardship: for example, that it would force her to carry an overload in a given semester, or make it impossible for him to finish degree requirements on schedule. If the student demonstrates that there is good reason to make an exception, the Honors Committee will recommend one of the following expedients:

- a. Defer taking the Honors class until later. While it would be better to take the four classes in sequence, we believe that it is important for students to take all four of them, however it can be managed.
- b. Take the four classes in the sequence, but be excused from three hours of other Honors requirements, chosen from Self-Education and Honors-enhanced Study.

In rare cases, the Honors Committee may approve some other option. Students are encouraged to confer with the Director as soon as they foresee a problem with completing the usual sequence of classes.

The Honors Committee wishes to make clear to all Honors students that the required classes in the program are not classes to “get out of the way.” Rather, they are the way: they are designed to bring outstanding students together for challenging and meaningful educational experiences. It would be a shame to miss out.

The Introduction to Honors class will cover the academic expectations of the program in more detail.

You will consult your academic advisor in your major on most matters; Dr. Krummrich will serve as an advisor for all students in the Honors Program, and should be consulted with any questions regarding Honors requirements and options.

*Important note: Honors students have the privilege of priority registration. This will enable you to get the schedule you prefer in almost all cases; please take full advantage of the opportunity!*

### **Undergraduate Research Opportunities**

Morehead State University sponsors highly successful programs for undergraduate research, giving students the opportunity to collaborate with faculty mentors as partners in scholarly and creative work. A requirement of the fellowships is that the work must lead to presentations, publication, or both; clearly, this gives undergraduate students a chance for achievements that otherwise would come only during graduate school. As one of the privileges and opportunities of the Honors Program, all Honors students will be Undergraduate Research Fellows or an approved equivalent, beginning as early as the first year. The minimum expectation is that Honors Students will work as Fellows for two semesters, eight hours per week; this is a requirement of the program, to be completed no later than the end of the sixth semester, and there is no additional pay. Those students who choose to go beyond the minimum may be compensated in one of two ways. In some cases, they will be able to arrange for academic credit, using their research as the additional work for an Honors-enhanced class. Also, it may sometimes be possible for Honors students to compete for a paid Undergraduate Research Fellowship, once they have fulfilled their minimum requirement; the decision in each case will rest with the appropriate department chair, director, and/or dean. Please see the Director for the appropriate forms before beginning any fellowship.

The opportunities and expectations associated with undergraduate research opportunities will be a key topic in the Introduction to Honors class in the first semester. For more information on these programs, please go to the A-Z list on the university website, and go to “Undergraduate Research Fellowship.”

## **Service to the Program and the University**

In May 2019, the Honors Committee unanimously approved a significant modification in the service requirement. Students who enter the program as of August 2019 will fulfill the requirement as described below. They must complete a minimum of four service projects:

- One must be a project that benefits the campus in some way. An example would be the cleanup and replanting of the flower beds in front of Fields Hall. Ongoing budget cuts have created a number of new opportunities of this kind, and students will easily think of other worthwhile ways to contribute. The Honors Committee and the Academic Honors Student Association will compile a list of suggestions and regularly update the list.
- One must be a project that benefits the Honors Program. Examples include assisting with Honors Scholarship interviews, representing the program at Open Houses and other recruiting events, working on the senior dinner, and helping to host Honors Roundtables, among other options.
- One must be an outreach project to the Morehead Community. Again, the Honors Committee and the Academic Honors Student Association will compile and maintain a list of opportunities, although students are strongly encouraged to propose original projects.
- One must be a Citizen Science project. A Citizen Science project is a standard requirement of HON 215, and will be completed when the student takes that class.

HON 100 and HON 205 will include service as one of the course requirements. Students may choose either a project that benefits the campus or an outreach project, with the approval of the instructor, to fulfill the requirement.

The minimum in each category is 10 hours; it is understood that some projects will require less time, and a student may need to combine two or more projects to reach the minimum in a category, although the preference is for a strong commitment to one carefully-chosen project rather than a series of smaller ones.

It is strongly recommended that students complete their service requirement before the beginning of the senior year, for these reasons:

- The stresses of the senior year could make engaging in required service seem like a burden rather than a joyful and heartfelt contribution.
- A coherent array of service projects will make an impression on potential employers and admission committees, if those projects have already been completed by the time applications go out.
- One purpose of the requirement is to foster closer relationships among Honors students; if a project is postponed until the student's final year, there is less time for those relationships to develop.

## **Conferences and other Opportunities**

Honors students will be strongly encouraged, from their first day on campus, to seek out learning opportunities outside the traditional classroom environment. In particular, they will be expected to listen to and make scholarly and creative presentations. There are many possible venues, but the following are reliably available to Honors students:

- Kentucky Honors Roundtable, held twice yearly on the campuses of participating institutions all over the state.
- Southern Regional Honors Conference, normally in March, hosted by various universities throughout the southeast.
- There are conferences in most academic fields that are open to undergraduates; Honors students are encouraged to seek opportunities to attend and present.

The University will make funding available to assist students who submit successful proposals for these conferences; all Honors students will be kept informed regarding these and other opportunities.

### **Overseas Experiences**

Your Honors Scholarship includes \$1500 to be used for an “approved overseas experience.” We are prepared to approve a wide variety of experiences. You will begin thinking about overseas options during your first semester; students will typically travel at some point during the junior year, but everything is negotiable. Expect this topic to come up during every conference with the Director!

Please note that the Honors Committee is reluctant to approve experiences shorter than three weeks. Students must consult the Director before they sign up for any overseas experience, as there is no guarantee that the experience will be approved.

**Please note that the \$1500 study abroad grant is awarded subject to the rules governing financial aid. Students must submit a trip budget, and the \$1500 must be applied to the cost of the overseas program. You must request the funds allocated from your scholarship for the study abroad experience prior to your departure.**

### **The Honors Suite**

We are fortunate to have a spacious suite in the lower level of Fields Hall. Since the suite must serve multiple purposes, there are important rules to be followed:

- The computers and printer in the main office are there for your use; please do ask permission before printing more than ten pages at any one time, or undertaking large photocopying jobs.
- The student lounge and conference room are available to all Honors students at any time. You may invite guests who are not Honors students to study sessions and social events in the suite; please understand that if you do so, you accept responsibility for your guests’ behavior.
- At all times and in all parts of the suite, Honors students must behave with consideration for others. This includes the following obvious behaviors, among others too numerous to list: clean up after yourself, recycle, and avoid excessive noise and other disruptions.



- Remember that the Honors House is a public facility. Use it as much as you like as a place to study and socialize. It is not a place to sleep, or to do anything else not normally done in public.

## Honors Learning Community

**Beginning in Fall 2014, Honors students have the opportunity to live in a specially-designated housing area in Fields Hall; all Honors students are encouraged to consider this housing option, and first-year Honors students are required to live in Honors housing.**

### Frequently Asked Questions:

- 1) When do I register for my classes? You will register for your first-semester classes at one of the (SOAR) Summer Orientation, Advising and Registration sessions. You can find the SOAR dates on this webpage: <http://www2.moreheadstate.edu/soar/>. Note that after the first semester, Honors students have priority registration.
- 2) Where do I get my textbooks and how do I pay for them? **Note: your scholarship includes a lump sum to be used towards the cost of a meal plan and textbooks. You will normally purchase your texts and other materials from the MSU bookstore.**
- 3) Can I order my textbooks online? Yes. Before starting, select your payment plan. Go to the MSU Bookstore webpage to order your books. Once you have added the book selections to your shopping cart and are ready to check out, you will select "Morehead State Student Account" instead of using a credit card. You will then enter your MSU ID number and the charges will be added to your bill from there.
- 4) Can I choose any meal plan? Yes, choose the meal plan that best suits your needs. You can use the meal plan estimator on the MSU Dining Services website to determine which meal plan is appropriate for you. **Note: for the class entering in Fall 2016 and subsequent classes), the scholarship includes a lump sum to be used for meals and books; you may make your own choices as to how to spend that money.**
- 5) Are Beaker Bucks included in the scholarship? No.
- 6) Does the scholarship cover the enrollment deposit? No; this is a non-refundable fee, and is not paid for by the scholarship.
- 7) Do I need to accept the Financial Responsibility Agreement? Yes. Your scholarship covers your charges in full, but you will need to accept the Financial Responsibility Agreement to activate your meal plan and Beaker Bucks, to charge textbooks at the University Store, and to avoid cancellation of your class schedule.
- 8) Will I lose my scholarship if my GPA drops below 3.3? You will have one semester to show progress toward raising your GPA to the required minimum. If you fail to show sufficient progress at the end of that semester, you will be required to go before the Honors Committee for a review. The committee will then decide whether or not to terminate your scholarship.

## Communications

For all sorts of reasons, we need to stay in touch. You will receive e-mails on all subjects of general interest, so you should **check your MSU e-mail regularly**. Information will also be posted on bulletin boards in the Honors suite and on the website. We must have up-to-date contact information for you!

Each Honors student must meet at least once per semester with the Director; the meeting may be conducted by telephone if the student is away from the campus for the semester. Details about the meeting will be supplied in an e-mail that will be sent to invite students to schedule their conferences. **Please check your e-mail regularly, and respond when asked to do so. When you make an appointment, please keep it, or call in advance if unforeseen circumstances oblige you to miss an appointment. The Director will block the registration of students who fail to make and keep their appointment for the conference.**

Contact information for Honors Program staff:

Dr. Philip Krummrich, Director, 783-2726, [p.krummrich@moreheadstate.edu](mailto:p.krummrich@moreheadstate.edu)

Dr. Karen Taylor, Assistant Director, 783-2281 [k.taylor@moreheadstate.edu](mailto:k.taylor@moreheadstate.edu)

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