



DEFIANCE COLLEGE'S
CAROLINE M. SMALL
HONORS PROGRAM HANDBOOK
2024-2025

Edited by:
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Program Information and Benefits

Program Description

The Carolyn M. Small Honors Program provides opportunities for all Defiance College students regardless of their major, to participate in an honors curriculum. Students who meet the requirements of the program will be designated as Carolyn M. Small Honors Program members.

The Carolyn M. Small Honors Program...

- Allows students to enrich their education through seminars that encourage academic curiosity;
- Allow students to take courses with other students who share a commitment to academic excellence;
- Develops professional career skills by supporting students to present at the annual McMaster Symposium, state or national conferences;
- Empowers students to take leadership roles in student governance of the Program;
- Supports student academic success with an annual scholarship;
- Allows for early registration each term helping to ensure desirable schedules;
- Allows for priority internship sites;
- Allows for early move in each fall;
- Allows for trips abroad every two years (payment by student required).

Through these all experiences students obtain a richer level of learning while they pursue their undergraduate major course of study and prepare to engage civically, academically, and culturally once they graduate from Defiance College.

Program Goals

- To provide opportunities beyond the curriculum of the College that support academic excellence and intentional learning experiences;
- To engage students in the development of their academic pursuits and skill development for their futures;
- To promote for Honors students the kind of support and camaraderie that contributes to a successful college experience.
- To support scholarly achievement through awarding a \$1000 scholarship annually to each participant in good standing.

Program Benefits

1. Priority registration each term.
2. Priority internships through the Institute for Career Readiness and Lifelong Learning.
3. Biography highlight in the Commencement Program.
4. Leadership opportunities through the Executive Committee.
5. Cultural experiences through seminar trips to Chicago or internationally (additional costs apply).
6. Funding for research under the supervision of DC faculty (via application).

Program Director

Honors Program Director:

Agnes I. Caldwell, Ph.D.

Director

Contact: Office – Defiance Hall, President’s Suite
Phone – 419-783-2586
Email – acaldwell@defiance.edu

Student Executive Committee 2024-2025

President	TBD
Vice President	TBD
Meeting/Events Coordinator	TBD
Recorder	TBD

Program Requirements

(please note differences by entrance into the program year)

Admission Requirements

- **Incoming Freshman (entering Fall 2019 and Fall 2020)**
 1. Achieve 3.5/4.0 high school GPA or Higher
 2. Completed and submitted Application for Admission into the Honors Program
- **Transfer Students (entering Fall 2019 and beyond)**
 1. Transfer cumulative GPA of 3.5/.4.0
 2. Completed and submitted Application for Admission
- **Returning Defiance College Students**
 1. DC students who earn a 3.5 cumulative GPA may apply to the program on a rolling basis. Acceptance is contingent upon spots available in the program.

Program Expectations and Requirements

1. Students must take 6 credits of 1 hour Honors Seminars offered each term. Progress towards this goal is assessed in the spring of the sophomore year and may impact scholarship renewal.

2. In addition to the above seminar requirements, students are required to conduct two Honors Option courses. Honors Option courses are courses in which a student is already enrolled and conducts additional work to augment their learning under the supervision of a faculty member. Forms must be submitted for each honors option during the semester the course is taken and signed by the faculty member.

3. Students who do the following may earn credit for a seminar or Honors Option due to the additional work involved in the research:

* McMaster Learning Community

* Summer Undergraduate Research Program (SURP) at Defiance College or elsewhere (often known as REU (Research Experiences for Undergraduates))

4. Students must attend annually the McMaster Symposium and Academic Colloquium and scan into sessions to confirm attendance.

Program Standing

1. Good Standing: Students who are in good standing in the program have a cumulative GPA of 3.25 at the end of each academic year. Students who fall short of the GPA threshold will be placed on probation. Additionally, to qualify for the scholarship renewal annual progress toward program expectations and requirements noted above must be met.

2. Academic Probation: Students will be placed on Honors Program academic probation if their cumulative G.P.A. falls below 3.25. In order to regain good standing in the program, students must maintain a 3.25 G.P.A. or higher. If the semester G.P.A. falls below 3.0 while on academic probation, the student will be dropped from the program. They will lost their scholarship for the term they are no longer in the program at a prorated amount. In addition students found guilty of academic dishonesty (first incident) will be placed on academic probation with the Honors Program for a period of one semester.

3. Re-admission: Students who were previously on probation and removed from the program, may reapply when the minimum requirements for entrance are achieved.

4. Progress Probation: Students will be placed on Honors Program progress probation if they fail to complete any of the program requirements as listed above for any given academic year. In order to regain good standing in the program students must make up Seminars or Honors Option Coursework or missed events in the next academic year to be removed from probation status.

Each semester the Honors Program Director checks that students have fulfilled all the Honors Program requirements. Students who are not fulfilling all of the Honors Program requirements are expected to contact the Honors Program Director to discuss their status and work out a plan to maintain program membership before the office must contact them.

5. Program Removal: Students who do not maintain a GPA of 3.25 after two semesters on probation will be removed from the program, and their scholarship revoked. If this occurs, the scholarship may be prorated. Students who engage in two cases of academic dishonesty will result in removal from the program and revocation of the scholarship.

Integrity and Ethics Policy

Honors Program students are expected to abide by the highest ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. Student should familiarize themselves with the Defiance College Academic Integrity Policy which is detailed in the college catalog under Academic Life.

An instructor who has evidence that an Honors Program student has committed an act of academic dishonesty is requested to notify the Honors Program director in addition to

other designated personnel on campus. In addition to the college disciplinary action, the student will be placed on probation with the Honors Program and will be dismissed from the program if a second incident occurs.

Overall program requirements for fall 2019 class and beyond:

1. Complete 4, 1 credit Honors Seminars
2. Complete 2, Honors Option courses during the junior and senior years and submit paperwork to the Honors Director and the Registrar.
3. Present at an Academic Colloquium/McMaster Symposium or other local, state, regional or national conference.
4. Four year attendance at the Academic Colloquium/McMaster Symposium.
5. Complete FYE 100 Z

Honors Program eligibility (2019 and beyond)

Freshman Year:

1. Maintain a cumulative GPA of 3.25/4.0;
2. Participate in the Honors section of FYE 100 College Engagement Seminar (unless waived)
3. Enroll in an Honors Seminar (1 credit hour) each term
4. Attend the annual McMaster Symposium and Academic Colloquium.

Sophomore Year:

1. Maintain a cumulative GPA of 3.25/4.0;
2. Enroll in an Honors Seminar (1 credit hour) each term
3. Attend the annual McMaster Symposium and Academic Colloquium.

Junior Year:

1. Maintain a cumulative GPA of 3.25/4.0;
2. Participate in the Honors Option for one course this year. Submit the form as required to Program Director and Registrar.
3. Enroll in an Honors Seminar (1 credit hour) each term
4. Present at annual McMaster Symposium and Academic Colloquium or other conference.

Senior Year:

1. Maintain a cumulative GPA of 3.25/4.0;
2. Participate in the Honors Option for one course this year. Submit the form as required to Program Director and Registrar.
3. Enroll in an Honors Seminar (1 credit hour) each term
4. Present at annual McMaster Symposium and Academic Colloquium or other conference.

Calendar of Required Events 2024-2025

This calendar will show all Honors meetings and events scheduled at that time. Emails will be sent throughout the academic year to all Honors students about changes/additions to the Honors Program calendar. It will be the responsibility of each student to maintain a current program calendar so that they will have access to Honors Events. In addition all Honors event days, times, locations are available on the calendar link to the Honors homepage.

Spring Semester:

McMaster Symposium / Academic Colloquium – April 23, 2025

Honors Convocation – April 23, 2025; luncheon for first, second and third year students. Seniors attend the evening Honors Night.

May Trip: Denmark, France and Switzerland 2025 (fees apply) See Dr. Caldwell for details. May 23-June 4, 2025.

Honors Option Courses

Students are required to complete a minimum of two Honors Option Courses during their junior or senior years. Submission of proper paperwork to the Honors Director and Registrar is required.

Honors Option Courses

Students may undertake to receive honors credit by converting a non-honors course into an honors-equivalent academic endeavor. The professor teaching the course and the student work closely together to structure the conversion. Doing so may require, e.g., an extra paper, preparing and giving a presentation or lecture, working with more challenging texts or independent research.

Honors Option Courses

Name: _____ Major: _____

Course Number: _____ Course Title: _____

Your Honors Option Course Proposal should focus on one of the areas foundational to develop one or more of the academic skills listed below. Please mark the focus that will be explored through this Honors Option Course. In the proposal include each of the following components: the goal of the project, description of the project, how the project will work to develop your academic skills, and the method of evaluating the project.

Best practices that develop effective research skills

- **Problem-Based Instruction** – Students, working in cooperative groups, are given a problem or case study to address that reflects complex, real-world situations. Students learn to analyze the problem, find appropriate resources and locate needed information, share their findings, and formulate and evaluate possible solutions. Research-focused variations for problem-based instruction include using classic published research papers as sources for problems.
- **Project-Oriented Laboratory** – Students, working in cooperative lab groups, are given an open-ended problem to solve. Over the course of the semester, students review literature, design experiments within material and equipment constraints provided by the instructor, perform the experiments, collect the data, analyze the results, and write a research laboratory report formatted as a scientific paper. An extension of this concept is an interdisciplinary investigative laboratory course that allows students from different majors to collaborate on projects.
- **Writing-Intensive Instruction** – Students learn to write according to the stylistic conventions and contexts of a particular subject area in order to communicate effectively in a manner appropriate to the discipline. Research-related writing assignments usually require at least 3,000. Students at the junior and senior level may also be involved in grant proposal development for research projects.
- **Research Methods** – Students learn about research methods used in a particular field or discipline. Research methods courses in the sciences may include computational data analysis, statistics and experimental design. In the social sciences, a research methods course might involve students developing their own research projects - selecting a research topic and writing a research proposal. Once the proposal is approved by the institutional review board, students will then collect and analyze the data, write a paper, and present the results.

- The above was summarized from two Council on Undergraduate Research (CUR) publications, *Reinvigorating the Undergraduate Experience: Successful Models Supported by NSF's AIRE/RAIRE Program (2004)* and *Developing & Sustaining a Research-Supportive Curriculum: A Compendium of Successful Practices (2007)*.

Honors Option Course Proposal (please attach additional sheets if necessary):

Project Description:

Project Goals:

Description of how the project will develop one or more of the research skills listed above:

Method of project evaluation:

Faculty Name: _____ **Date:** _____

Faculty Signature:

Honors Program Research Grant

Honors Program Grant Application

AY 2024-2025

Directions:

1. Grant money requests may not exceed \$150.00
2. Grant money may be used for the following: mileage reimbursement to travel to collect data, photocopies, books, hardware or software, etc.
3. Grant monies may not be used for: payment to researcher(s).
4. Approval of grant money will be communicated to student and faculty supervisor of the research project.
5. All monies must be spent by the end of the academic year awarded (May 31st).
6. In order to be reimbursed, faculty should provide students with the reimbursement form from MyDC. All original receipts must be attached.
7. Please use the “general” DC credit card available in the Business Office for other purchases.
8. Submit the request for funding PRIOR to conducting the research.
9. Successful applicants will be notified via email within 10 days of application.

Application Information:

Date of application” _____

Name of Applicant: _____

Year at DC: _____

Major(s): _____

Honors course grant money is being proposed for: _____

Faculty supervising honors research? _____

1. What is the research project you are conducting? How is the data being collected and analyzed?

2. How much money are you asking for to support the research?

3. Please itemize the request with estimated costs attached. Ex. Photocopies from archive 100 pages @ .10 each- \$10.00

Faculty signature attesting to student research and the accuracy of the proposed budget:

Faculty name and signature

Date

Student Executive Committee

Nominations will be accepted beginning April 1st of each academic year for positions on the Student Executive Committee. By the third week in April each Honors Student will receive an email ballot and is encouraged to vote to select the make-up of the Student Executive Committee for the following academic year.

Once a student has been selected it is expected that they fulfill the obligations of the position held which includes attendance at all the Student Executive Committee meetings unless excused by the Honors Program President in consultation with the Honors Program Director. If a student is faced with unexpected circumstances that make it impossible to fulfill their obligation they must formally notify both the Honors Program President and Director and in writing resign. In the event that this happens a special election will be held to fill the position.

Student Executive Committee Position Descriptions

It is the responsibility of all executive committee members to attend all of the Executive Committee meetings or notify the Student President or the Honors Program Director.

President:

1. Lead the executive committee in the development of the goals and objectives of the academic year;
2. Oversee the progress of sub committees and work within the program to achieve goals and objectives;
3. Mentor the Vice President
4. Report directly to Honors Program Director.
5. Send out e-mails to Honors Executive Committee as meeting reminders
6. Bi-weekly meeting with Vice President
7. Have calendar of events for the year completed and organized
8. Inform the Publicity Manager of all events and information that needs to be published on the various social media accounts

Vice President:

1. Assist the President with the implementation of the program's goals and objectives
2. Learn the responsibilities of the Honors program president
3. Send out e-mails to honors students for meeting reminders
4. Take attendance at meetings and maintain an attendance spreadsheet
5. Bi-weekly meeting with President

Meeting/Events Coordinator:

1. Plan honors topics for discussion during meetings
2. Leading discussions at all meetings
3. Communicate with President and Vice President regarding meeting topics
4. Plan at least one event per month for Honors students

5. Work with Honors students to create ideas of possible events
6. Run events through Honors Program Director
7. Plan and prepare the events
8. Notify the membership of all events presented through Honors, after proofing all flyers through the Honors Program Director.
9. Organize, coordinate the annual International Tea.
10. E-mail reminders to students about their upcoming meetings (including topics) and events

Recorder

1. Record meeting minutes and archive them.

Affiliation

The Carolyn M. Small Honors Program at Defiance College is a member of the Honors organizations listed below.

National Collegiate Honors Council (NCHC)

Mission Statement

I. Vision

Excellence in and respect for Honors education

II. Mission

To serve Honors professionals and students, and to advance undergraduate education.

III. Core Values Statement

The National Collegiate Honors Council values an atmosphere that promotes academic opportunity and challenge for Honors students and faculty. Within this intellectual environment, members of Honors communities demonstrate integrity, respect, and excellence. Through the Honors experience, participants realize enhanced personal, social, and intellectual development. The NCHC recognizes the importance of life-long learning and social responsibility in preparing individuals for an increasingly complex world. These beliefs and values are reinforced among member institutions through the collegiality and shared purpose of the NCHC.

Contact Information:

NCHC

1100 Neihardt Residence Center

University of Nebraska-Lincoln

540 N. 16th St.

Lincoln, NE 68588-0627