

Texas A & M University – Commerce

Honors Handbook

Revised December 2007

HONORS HANDBOOK

Texas A&M University-Commerce

Introduction

This handbook is intended for all students interested in or involved in the Honors College or University Honors Scholars Program at Texas A&M University-Commerce. Please read it carefully because not all the handbook applies to every student at every moment, but the handbook does contain specific information about what a student must do during various phases of his or her pursuit of an Honors degree. The handbook concludes with appendices on the most important materials associated with Honors at Texas A&M-Commerce.

This handbook will be divided into three main sections. Section One will focus on elements that are unique to The Honors College at Texas A&M University-Commerce. Section Two will focus on elements that are unique to the Honors Scholar Programs at Texas A&M University-Commerce. Section Three will focus on issues that are of concern to both Honors College and Honors Scholar students (e.g., Honors Theses and Proposals, Student Honors Council).

Section One: The Honors College

Admission: Each year The Honors College at Texas A&M University-Commerce will admit approximately 50 students. There are no cutoff scores for admission to The Honors College. However, we are looking for students who have demonstrated an ability to excel in school and those whose standardized test scores reflect an ability to continue to thrive in an academic environment. Thus, the selection committee considers both class rank and standardized test scores in its admission decisions. The typical Honors College student has the following characteristics: Class Rank – top 10% or better; SAT (combined math and critical reading) of 1200 or higher, ACT score of 27 or higher. It is important to emphasize that these are not cutoff scores – merely a portrait of the typical Honors College student. In addition, students will need to be interviewed before their application is considered complete.

Students interested in applying can find the application for admission at www.tamu-commerce.edu/honors. The application can be emailed to honorscollege@tamu-commerce.edu or faxed to 903-886-3056, or mailed to: The Honors College, PO Box 3011, Texas A&M University-Commerce, Commerce, TX 75429-3011. A copy of your high school transcript should be mailed or faxed to us at the same time as your application.

Benefits: The Honors College experience is designed to increase the educational opportunities for students while engaging them in a four-year college experience. The benefits of the Honors College include the following:

- Honors courses capped at an enrollment of 20.
- Students housed together in apartment style housing. Emphasis is placed on a housing experience that fosters a residential learning community.
- A fantastic scholarship package that includes the cost of tuition and fees, honors housing, a partial meal plan, and an allowance for textbook costs.
- A challenging curriculum that culminates in an Honors Thesis experience.

Curriculum: Honors College students should consult with The Honors Director to determine the particulars of their Honors degree plan. The typical Honors College student will complete 30 Honors credit in the process of completing their bachelor's degree. These credits fall into 3 groupings: (1) University Studies credits – Honors College students must complete a minimum of 21 Honors Credits out of the University Studies core. All students must take a writing course during their first semester. Honors College students who have completed ENG 101 and ENG 102 before attending TAMU-Commerce will receive Honors Credit for an upper division English class that is focused on writing during that first semester. (2) Colloquia and Seminars – all Honors College students will take 3 1-credit courses toward their degree. The first, HC200, functions as the First Year Success Seminar for entering Honors College students. The second, HC300, will be a thesis preparation course. Finally, HC400, will look like a traditional senior seminar. Speakers will be brought in and readings will be assigned that are designed to help students synthesize what they have learned during their four years in college. (3) Honors Proposal and Thesis. In order to receive the Bachelors degree, all Honors College students must successfully complete an Honors Thesis. Students will receive 3 credits for the successful defense of their proposal, and three more for the successful defense of their thesis. See Section 3 for details about the Thesis process.

An example of the curriculum is inserted here. However, you must meet with your Honors Advisor to discuss substitutions and to insure that classes have been categorized correctly.



HONORS COLLEGE CURRICULUM PLAN

Date: _____
Name: _____ **CWID:** _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Telephone: (H) _____ **(W)** _____

University Studies Core (43 Semester Hours-a minimum of 21 credits must be in Honors Sections)

Course	Semester Completed	Substitution
Grade		
+ENG 101	_____	_____
+ENG 102	_____	_____
SPC 111 or 245 or 348	_____	_____
HIST 121	_____	_____
HIST 122	_____	_____
PSCI 211	_____	_____
PSCI 212	_____	_____
*SOCIAL/BEHAVIORAL SCIENCES:	_____	_____
**HUMANITIES (3 SH)	_____	_____
***US VIS/PERF ARTS (3 SH)	_____	_____
****MATH 141,175,179	_____	_____
*****NATURAL SCIENCE (4 SH)	_____	_____
*****NATURAL SCIENCE (4 SH)	_____	_____
FRA (1 SH)	_____	_____
FRA (1 SH)	_____	_____

+ Students must take Honors ENG 101 or ENG 102 their first semester. If student has credit for these, ENG 333 will count as an Honors course.

* ANTH 114; ECO 231 or 232; PHIL 251; PSY 130 or 131 or 232; SOC 111 or 112 (3 SH)

** ENG 201, 202, 203; Hist 261, 262, 263, 264, 265; Jour 114; Phil 231, 331, 332, 360, 362; PSI 410, 411, 412; SPC 201(3SH)

*** Art 200, 202, 301, 304; Eng 432, 434; Mus 102, 110; The 210, 340, 440 (3SH)

**** THEA scores may require developmental math before college level math; an Honors section of 179 will be available

***** Select from approved list of University Studies courses/refer to catalog. Science majors will follow the suggested sciences listed in the catalog for that particular major.

Honors Courses (9 semester hours)

Course	Semester Completed	Grade
*HC 200: Introduction to Honors (1SCH)	_____	_____
**HC 491: Honors Reading (3SCH)	_____	_____
HC 490: Honors Thesis (3SCH)	_____	_____
***HC 300: Honors Colloquium (1SCH)	_____	_____
****HC 400: Honors Colloquium (1SCH)	_____	_____

* Will satisfy First-Year Success Seminar (FSS) requirement, Music majors will take CAS 111 for Music.

** Provides student time for thesis proposal

*** Optimally to be taken Junior year, will primarily consist of a thesis preparation workshop

****Optimally to be taken Senior year

Major Requirements (Discuss with your Major Department

Minor Requirements (Semester hours-defined by minor department; not all majors require a minor)

Upper Level Electives (as needed to meet university requirements for graduation)

Total Honors Hours Required: 30

Total Semester Hours Required: approximately 120 (depending upon major)

Requirements: In addition to curriculum requirements all Honors College students must adhere to the following guidelines.

Students must accept and receive this scholarship during their first semester of enrollment at Texas A&M University-Commerce to continue the scholarship in subsequent semesters.

Student must complete a minimum of fifteen (15) semester hours from Texas A&M University-Commerce each semester to receive and maintain this scholarship.

Honors College students are required to maintain a minimum 3.3 cumulative GPA. Students whose cumulative GPA falls between 3.0 and 3.29 will be assigned Honors Probationary status, which allows them to raise their GPA while continuing to enjoy the benefits of the Honors College. An exception is allowed for first-semester freshmen who may be assigned probationary status with a GPA between 2.7 and 3.29. Students may be on probation for a maximum of two consecutive semesters.

Honors College students must live in the Honors Residence Hall during their Freshmen year in order to receive the Honors College Scholarship. In order to receive the Housing component of the scholarship package in subsequent years they must live in the Honors Residence Hall.

The Honors College scholarship is awarded for eight academic year semesters (Fall and Spring) or until a baccalaureate is conferred, whichever comes first.

Honors College students must adhere to the university's Code of Student Conduct. The scholarship may be revoked for violations of this policy or for behavior that does not reflect the standards of The Honors College. Neither abusive behavior toward peers, faculty, and/or staff nor violations of academic conduct (e.g., cheating, plagiarism) will be permitted.

Honors College students must complete an Honors Thesis to graduate from the university with a bachelor's degree. Students who withdraw from the Honors College before enrolling for their fifth semester at Texas A&M University - Commerce will not be held to this requirement.

Section Two: The Honors Scholar Program

Note: The Honors Scholar program replaces the Honors Program beginning in the Spring of 2008

The Honors Scholar Program provides students who are not in the Honors College with an opportunity to reap many of the benefits of the Honors experience and to graduate with an Honors designation. Student may enter the Honors Scholar program by many different avenues: including Phi Theta Kappa transfers, students nominated by their department, or students who come to Honors later in their college experience. To apply, students need to complete an application for Honors at The Honors Office in Prairie Crossing 416. Once this is completed the application will be forwarded to your College Dean. Each college has somewhat different criteria for graduation with the Honors Scholar designation. These requirements are outlined below:

College of Arts and Sciences

To graduate with the Honors Scholar designation, each student in the College of Arts and Sciences:

1. Must have at least a **cumulative 3.3 GPA** at the time of graduation.
2. Take at least **TWO Honors only classes (i.e., enrollment is restricted to Honors Students)**
A student must receive a B or higher to receive Honors credit for the course. These courses will be marked by with an H on the student's transcript.
3. Must take one semester of the **Honors Colloquium** (at the 100-level, freshmen; or 200-level, sophomores; or 300-level, juniors; or 400-level, seniors) for one credit hour. The method of evaluation will be two reactions papers written on any two of the required Colloquia during a given semester. The Honors director will grade the reaction papers and determine the student's grade, which will also be based on attendance.
4. Must successfully complete **Honors Readings (491) and Honors Thesis (490)**.

a) Honors Readings (491)

- Students enroll in Honors Readings to prepare the Honors thesis proposal Students enroll in Honors Readings (491) in the department in which they are planning to research and write an Honors thesis. Each student works with an academic advisor who must approve the Honors thesis proposal before it is submitted to the student's thesis committee. The thesis committee will consist of the student's advisor, a second faculty member from the department (or an expert in the topic area), and a member of the University Honors Council. The University Honors Council member will be appointed by the Director of the Honors Program. Upon approval by the committee, the proposal must receive final approval from the Director of the Honors Program. Each semester, the Honors office posts a key dates and deadlines handout with proposal submission deadlines.

- The Honors office will provide a handbook, *Guidelines for Writing the Honors Thesis Proposal*, to each student enrolled in Honors Readings and the student's advisor. It is the student's responsibility to come by the Honors office and obtain a copy of the guidelines.
- The student must submit the Honors thesis proposal to the Honors director in the Honors office. Please see the key dates and deadlines document for the format for submitting the proposal.
- **Failure to Complete the Honors Thesis Proposal.** Occasionally, personal or professional commitments prevent the student from completing the Honors thesis proposal. If a student registers for Honors Readings 491, fails to submit the written proposal to the University Honors Committee Honors, and does not withdraw from the course, a grade of **I (incomplete)** will be entered on the transcript and will remain unchanged.

b) Honors Thesis (490)

- Once the Honors thesis proposal has been accepted by the University Honors Committee, the student, under the direction of his/her Honors advisor completes the Honors thesis. The student must successfully defend the Honors thesis prior to graduation.
- For December and May Honors graduates, the Honors thesis defense must take place prior to the last meeting of the University Honors Committee meeting in the fall and spring semesters, respectively. For August commencement, please see the Honors director for deadline defense dates. To schedule the Honors thesis defense, the student must meet with the Honors director who will work with the student and the advisor to set up a mutually agreed upon date and time. The Honors office will provide you with more details about the Honors thesis defense, binding your Honors thesis, and final preparations for graduation with Honors.
- **Failure to Complete the Honors Thesis.** Occasionally, personal or professional commitments prevent the student from completing Honors Thesis 490 even after the Honors thesis proposal has been approved. If a student registers for Honors Thesis 490 and fails to complete the Honors Thesis and does not withdraw from the course, a grade of **I (incomplete)** will be entered on the transcript and will remain unchanged.

College of Business and Technology

There are two Honors tracks available to students in the College of Business and Technology. The first track is available to students intending to graduate with majors in Accounting, Business Administration, Economics, Finance Management, Marketing, or Management Information Systems. To graduate with the Honors Scholar designation, students in this track

1. Must have at least a **cumulative 3.3 GPA** at the time of graduation.
2. Take the following sequence of courses in Honors Only (i.e., enrollment is restricted to Honors Students) sections MGT 305, BA303, MGT308, and ECO309. A student must

receive a B or higher to receive Honors credit for the course. These courses will be marked by with an H on the student's transcript.

3. Must successfully complete **Honors Readings (491) and Honors Thesis (490)**.

a. Honors Readings (491)

- Students enroll in Honors Readings to prepare the Honors thesis proposal. Students enroll in Honors Readings (491) in the department in which they are planning to research and write an Honors thesis. Each student works with an academic advisor who must approve the Honors thesis proposal before it is submitted to the student's thesis committee. The thesis committee will consist of the student's advisor, a second faculty member from the department (or an expert in the topic area), and a member of the University Honors Council. The University Honors Council member will be appointed by the Director of the Honors Program. Upon approval by the committee, the proposal must receive final approval from the Director of the Honors Program. Each semester, the Honors office posts a key dates and deadlines handout with proposal submission deadlines.
- The Honors office will provide a handbook, *Guidelines for Writing the Honors Thesis Proposal*, to each student enrolled in Honors Readings and the student's advisor. It is the student's responsibility to come by the Honors office and obtain a copy of the guidelines.
- The student must submit the Honors thesis proposal to the Honors director in the Honors office. Please see the key dates and deadlines document for the format for submitting the proposal.
- **Failure to Complete the Honors Thesis Proposal.** Occasionally, personal or professional commitments prevent the student from completing the Honors thesis proposal. If a student registers for Honors Readings 491, fails to submit the written proposal to the University Honors Committee Honors, and does not withdraw from the course, a grade of **I (incomplete)** will be entered on the transcript and will remain unchanged.

b. Honors Thesis (490)

- Once the Honors thesis proposal has been accepted by the University Honors Committee, the student, under the direction of his/her Honors advisor completes the Honors thesis. The student must successfully defend the Honors thesis prior to graduation.
- For December and May Honors graduates, the Honors thesis defense must take place prior to the last meeting of the University Honors Committee meeting in the fall and spring semesters, respectively. For August commencement, please see the Honors director for deadline defense dates. To schedule the Honors thesis defense, the student must meet with the Honors director who will work with the student and the advisor to set up a mutually agreed upon date and time. The Honors office will provide you

with more details about the Honors thesis defense, binding your Honors thesis, and final preparations for graduation with Honors.

- **Failure to Complete the Honors Thesis.** Occasionally, personal or professional commitments prevent the student from completing Honors Thesis 490 even after the Honors thesis proposal has been approved. If a student registers for Honors Thesis 490 and fails to complete the Honors Thesis and does not withdraw from the course, a grade of **I (incomplete)** will be entered on the transcript and will remain unchanged.

The second track is available to students in the College of Business and Technology who are majoring in Industrial Engineering and Technology. In order to graduate with the Honors Scholar designation these students

1. Must have at least a **cumulative 3.3 GPA** at the time of graduation.
2. Take two Honors Only (i.e., enrollment is restricted to Honors Students) business courses. Please see the director of Honors to discuss what courses count toward this Honors degree. A student must receive a B or higher to receive Honors credit for the course. These courses will be marked by with an H on the student's transcript.
3. Must successfully complete **Honors Readings (491) and Honors Thesis (490)**.

a. Honors Readings (491)

- Students enroll in Honors Readings to prepare the Honors thesis proposal Students enroll in Honors Readings (491) in the department in which they are planning to research and write an Honors thesis. Each student works with an academic advisor who must approve the Honors thesis proposal before it is submitted to the student's thesis committee. The thesis committee will consist of the student's advisor, a second faculty member from the department (or an expert in the topic area), and a member of the University Honors Council. The University Honors Council member will be appointed by the Director of the Honors Program. Upon approval by the committee, the proposal must receive final approval from the Director of the Honors Program. Each semester, the Honors office posts a key dates and deadlines handout with proposal submission deadlines.
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the course, a grade of **I (incomplete)** will be entered on the transcript and will remain unchanged.

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- Once the Honors thesis proposal has been accepted by the University Honors Committee, the student, under the direction of his/her Honors advisor completes the Honors thesis. The student must successfully defend the Honors thesis prior to graduation.
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- **Failure to Complete the Honors Thesis.** Occasionally, personal or professional commitments prevent the student from completing Honors Thesis 490 even after the Honors thesis proposal has been approved. If a student registers for Honors Thesis 490 and fails to complete the Honors Thesis and does not withdraw from the course, a grade of **I (incomplete)** will be entered on the transcript and will remain unchanged.

College of Education and Human Services

To graduate with the Honors Scholar designation, each student in the College of Education and Human Services:

1. Must have at least a **cumulative 3.3 GPA** at the time of graduation.
2. Take at least **TWO Honors only classes (i.e., enrollment is restricted to Honors Students)** A student must receive a B or higher to receive Honors credit for the course. These courses will be marked by with an H on the student's transcript. See the director of Honors for details on what courses will count toward this degree.
3. Must successfully complete **Honors Readings (491) and Honors Thesis (490)**.

a. Honors Readings (491)

- Students enroll in Honors Readings to prepare the Honors thesis proposal Students enroll in Honors Readings (491) in the department in which they are planning to research and write an Honors thesis. Each student works with an academic advisor who must approve the Honors thesis proposal before it is submitted to the student's thesis committee. The thesis committee will consist of the student's advisor, a second faculty member from the department (or an expert in the topic area), and a member of

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- The student must submit the Honors thesis proposal to the Honors director in the Honors office. Please see the key dates and deadlines document for the format for submitting the proposal.
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b. Honors Thesis (490)

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- For December and May Honors graduates, the Honors thesis defense must take place prior to the last meeting of the University Honors Committee meeting in the fall and spring semesters, respectively. For August commencement, please see the Honors director for deadline defense dates. To schedule the Honors thesis defense, the student must meet with the Honors director who will work with the student and the advisor to set up a mutually agreed upon date and time. The Honors office will provide you with more details about the Honors thesis defense, binding your Honors thesis, and final preparations for graduation with Honors.
- **Failure to Complete the Honors Thesis.** Occasionally, personal or professional commitments prevent the student from completing Honors Thesis 490 even after the Honors thesis proposal has been approved. If a student registers for Honors Thesis 490 and fails to complete the Honors Thesis and does not withdraw from the course, a grade of **I (incomplete)** will be entered on the transcript and will remain unchanged.

Section Three: General Honors Information

Honors Organizations

There are many Honors organizations at Texas A&M University-Commerce. Generally speaking, each academic department or specialized area has an affiliation with an Honors organization at the national level. For example, Sigma Tau Delta is the international Honors Society for English Majors and Minors, and Psi Chi is the national Psychology Honors Society. However, these and other specialized honors societies are not technically part of the Honors Program.

1. **Student Organizations:** Two Honors organizations come under the supervision of the director of the Honors Program:

a) **Student Honors Council (SHC).** Application for membership is open to any student who is *currently or has been actively involved in some phase of the Honors Program; or someone who has completed an Honors course, or a person who is taking or has taken Honors Colloquium, or a student who is actively engaged in some phase of the Honors Thesis.* The SHC can accommodate up to 17 members (one or more of whom may be a member of the Society of Alpha Chi which is described below). Members elect a president, vice-president, treasurer, and secretary, historian, and special events chair for each academic year. Duties of the SHC include:

- Proposing changes or modification to the Honors Program.
- Publicizing the Honors Program through flyers, visits to Honors classes, etc.
- Selecting the Honors Professor of the Year.
- Recognizing contributions made by faculty and staff involved in the Honors Program.
- Assisting with Honors Day.
- Providing suggestions for programming including speakers, films, and field trips.

b) **The Society of Alpha Chi (AX).** **Alpha Chi is the largest and most significant** Honors organization at Texas A&M University-Commerce. In the fall semester, the Honors office conducts an induction of new members at a formal ceremony in the Memorial Student Center. The local Texas Lambda Chapter is affiliated with the National organization at Harding University, Searcy, AR. Each fall, the Honors director will send a letter to eligible students inviting them to join Alpha Chi.

The requirements for membership are a **composite 3.5 GPA or higher who have completed 60 hours of credit, 24 of which are from TAMU-C.** Additionally, the actual number of students who are invited to join will not exceed 10% of the entire junior class and 10% of the entire senior class. The local chapter does not have formal meetings, but the Texas Lambda Chapter does participate in Honors service activities. Membership in Alpha Chi is a valuable addition to any student's résumé. In addition,

scholarships are available from the National office <http://www.harding.edu/alphachi/scholarships.htm>. Graduating seniors who belong to Alpha Chi are listed in a separate section in the commencement program, and each student receives an Alpha Chi seal on his or her diploma. For graduating seniors, the Honors office handles the traditional Alpha Chi honors cords. Cords are available for purchase **after** the Honors office receives the list of graduating seniors from the Registrar's office.

2. **Faculty Organization:** The supervisory body for the Honors Program is the University Honors Council which consists of faculty members from across the university. The University Honors Committee is appointed by and serves at the discretion of the President and CEO of the University. The Honors Director chairs the University Honors Committee. The duties of the committee include:
 - a) Providing a representative to act as an outside committee member for all Thesis proposals defenses.
 - b) Approving or disapproving initiatives forwarded by the SHC.
 - c) Instituting changes or modifications in the Honors Program.
 - d) Providing assistance in the interviewing and selection of Honors College applicants.

OVERVIEW and FREQUENTLY ASKED QUESTIONS

1. Why Should I Enroll in Honors?

It sets you apart from the average undergraduate. Even if you take only one Honors course, it is listed on your transcript with an H designation. If you pursue and acquire an Honors degree, you stand apart from the ordinary Texas A & M University-Commerce graduate, and you are immediately attractive to a graduate school or potential employer.

2. Who Is Eligible to Take Honors Courses?

Registration for all Honors courses at the university are by permit only. Students in the Honors College are automatically permitted to enroll in these courses. Students in the Honors Scholar program should contact the Director of Honors to receive their permit to enter an Honors section. In addition, individual departments can “nominate” students for an Honors section. These nominations should be sent to the Director of Honors so that information concerning Honors can be sent to the student. (Please check the Schedule of Classes for a given semester to see which Honors classes are offered.)

3. What Are Some of the Benefits Involved in Being Part of the Honors Program?

- a) **Small classes.** Each Honors course is usually limited to 20-25 students. The course is taught by a seasoned, full-time faculty member. Students can thus expect a letter of recommendation in the future because the instructor will remember the student.

b) **Mentoring.** Students who elect to pursue graduation with Honors have the unique opportunity to work one-on-one with a faculty member while completing their Honors thesis. Undergraduates are rarely afforded access to the excitement and personal fulfillment generated by such scholarly endeavors.

4. What Will Graduation with Honors Do for Me?

All students who graduate with Honors have their names, thesis titles, and advisors listed in the commencement program, and each Honors graduate receives a blue and gold *fourragere* from his or her advisor during the commencement ceremony. More importantly, an Honors degree follows a student for the rest of his or her life. Recent Honors graduates have confirmed that they had an advantage in getting a job, winning a scholarship, being hired in an ISD, etc., because they graduated with Honors.

5. What Can I Do for the Honors Program?

Promote the Honors Program up on campus. All the advertising in the world does not match word-of-mouth praise for an instructor or a valuable Honors experience.

Other Information

It is important that you keep the Honors office informed of your current contact information and your progress as you complete the Honors Program.

Dr. Raymond J. Green, Director
University Honors Program
Raymond_Green@tamu-commerce.edu

Mrs. Kay Hatfield
Assistant to the Director
Kay_hatfield@tamu-commerce.edu

For more information, please visit our Web page at
<http://www.tamu-commerce.edu/honors>