Information for Faculty and Staff

www.honors.wayne.edu
2100 Undergraduate Library
(313) 577-3030
Jerry Herron, Dean
"Information for Faculty and Staff"
Wayne State University
Irvin D. Reid Honors College
Revised May 2009
L. Lagman Sperl
Thank you for your participation in Honors!

The Irvin D. Reid Honors College welcomes students from every major and program who wish to challenge themselves with more rigorous courses, interact with their peers, and work closely with Wayne State faculty and staff. Honors students are doubly invested in Wayne State; they belong to their major department, as well as being members of the Irvin D. Reid Honors College. This enhanced and enriched experience would not be possible without the faculty and academic staff who teach, mentor, supervise and advise Honors students.

In this guide, you will find the following sections:

**Honors Courses:** types of Honors courses and what they may contain  
**Frequently Asked Questions:** answers for the more common questions you may be asked about Honors  
**How to graduate with department and/or University Honors:** general guidelines  
**Current list of Honors tracks:** current as of March 2009

This guide will be updated on our Web site as needed. Please feel free to share your comments, suggestions and requests through our general e-mail, honors@wayne.edu. You may also direct student questions to this e-mail or our Honors offices in the Undergraduate Library.

Thanks again for your interest, enthusiasm and support of Wayne State Honors students!
**Honors courses:**

Honors sections are generally offered in the fall and winter, with the exception of the Honors Directed Studies, Honors Thesis courses, and at least one Honors 4200-level seminar in the spring.

Honors sections of department courses (such as an Honors section of BIO 1510 or PHI 2320) should be communicated through the department to the Registration and Scheduling office. Please be sure to designate the section as Honors and ask that the three-digit section begin with a 5 (e.g. 501, 502, etc.).

**Note:** Because the “Honors” designation is now only noted on the transcript with the discussion section, the Honors lecture and discussion/lab will need to be listed separately from the non-Honors class, even though the time, day, and location are identical.

Any student with a 3.30 or greater post-secondary GPA may send an e-mail request for permission to register to honors@wayne.edu. We will check their GPA and lift the block to allow registration, if space is available.

There are three different types of Honors courses:

- **Special sections of a course:** Some sections of a class, such as P S 1010, are marked “Only open to Honors Students,” or “Must have a 3.30 or higher.” Some sections earn additional credit for Honors students only.

- **Honors option:** Courses 2000-level or above that are taught by full-time faculty may be enhanced and count as Honors credit.

- **Honors courses:** These have a subject area code of HON. Examples include HON 4998, Honors Thesis, HON 4990, Directed Study and Honors Program Seminars, (HON 42XX).
There are few different ways in which an Honors section might be offered:

1) As a stand-alone class taught by a full-time faculty member:
   The class size should be no larger than 25 students, and may be as few as 10 – 12. The section would have its own Course Reference Number (CRN) for registration, be identified as “Open only to students with a 3.30 or higher GPA” and have a 5XX section number.

2) As a “meets with” section at the same time, day, and location as a non-Honors class:
   A smaller subset of the overall class would have its own CRN with the same guidelines as above.

3) Classes at the 2000-level or above, taught by full-time faculty, may choose to include the following language in their syllabus:

   **HONORS OPTION**
   Honors students with a 3.30 or greater cumulative grade point average may discuss the addition of an assignment/project to earn Honors credit for the course. The form for the Honors Option is available at [www.honors.wayne.edu](http://www.honors.wayne.edu). Students will be expected to submit the completed form, a copy of the course syllabus, and an outline of the proposed project with the appropriate signatures to the Honors office in 2100 Undergraduate Library no later than the end of the fourth week of classes. Students must complete the class and the additional assignment with a 'B' (3.00) or greater in order to receive Honors credit and the Honors Option notation on the transcript.

   Please see Appendix A for more information about Honors Option.

4) Service-Learning
   Beginning with the freshmen class of Fall 2008, students wishing to graduate with University Honors must complete a course with a service-learning component. For more information about what constitutes a service-learning course, please visit [www.communityengagement.wayne.edu](http://www.communityengagement.wayne.edu)
In 2008, the Honors Council held a brainstorming session to answer the question, “What Should an Honors Course be/include?”

- Utilize cutting edge information/technology
- Engage the students in active learning
- Be student-driven/self-directed
- Possibly include a long-term project
- Be taught by a full-time faculty instructor
- Have an interdisciplinary focus relevant for all majors (e.g., the HON 42XX seminar)
- Include reflective writing
- Include a significant reading component
- Foster critical thinking/assessment

Desired outcomes that an Honors course will promote
- Social responsibility
- Ethical behaviors
- Leadership skills
- Professionalism
- Creative responses to societal problems
- Fostering curiosity and a desire to seek alternatives
- Appreciation for new sources of learning

Generally speaking, an Honors section should emphasize active inquiry and should be more demanding of our students without being prohibitively difficult.
Answering Questions about Honors
The following are a few insider answers to Frequently Asked Questions:

1) What is Honors?
Honors supports a curriculum for students who wish to take more challenging courses in a smaller class setting. Honors classes are either special sections of regular classes, an additional independent study taken during a regular class (Honors Option), or an actual course that starts with HON (e.g., HON 4990).

Students who complete University Honors (36 credits, including a service learning project, thesis, and seminar) will receive an additional designation on their diploma and transcript. Many departments and colleges offer Honors versions of their majors and have varying requirements.

Students may graduate with department Honors, University Honors, or both.

2) What are the benefits of being a member of the Honors College?
   a) Honors pre-registration for fall and winter terms (3 business days before Priority Registration)
   b) Students can graduate with University Honors with a minimum of 36 credits including an Honors 4200-level seminar and an Honors thesis. Many departments and colleges now have department Honors majors.
   c) Addition to a freshmen cohort or Honors students listserv; we use the listservs for weekly updates and to track our membership.
   d) Scholars Day freshmen are invited to a special section of New Student Orientation in order to enroll in HON 1000. HON 1000 fulfills (SS) for many majors/programs. It is the prerequisite for HON 2000, which meets (AI) for many majors/programs.
   e) The Honors study area in 2100 UGL is a quiet, but active area for Honors students to hang out and study. We now have a 20-seat computer lab for seminars, Orientation, and occasional student use.
3) How do Honors students sign up for Honors courses?
Incoming freshmen with either a 3.50 high school GPA or 26 on the ACT or any WSU student with a 3.30 GPA or greater may request permission to register for Honors courses by sending an e-mail to honors@wayne.edu. They will need to include the 5-digit course reference number (CRN) and their 9-digit WSU ID number.

4) When can students meet with Liza, the Honors Advisor?
Incoming Scholars Day Honors freshmen should wait until after they have attended Honors Orientation in the summer. Any exceptions should be referred to Liza directly. Current students may are welcome to visit the Honors office during open hours (usually on Mondays and Tuesdays, the front office can access her schedule).

5) Do honors students need to meet with an advisor in the University Advising Center (UAC)?
Many students do, especially for questions primarily focused on the University general education requirements. The Honors front desk staff has permission to access designated, Honors-affiliated UAC advisors’ schedules to limit the delay students may experience in trying to schedule an appointment. Students may also meet with a UAC advisor for a specific program, such as pre-med or pre-law. Students majoring in Business, Education and Engineering are encouraged to meet with their assigned advisors.

6) Are Presidential Scholars required to participate in Honors?
Presidential Scholars are required to participate in Honors by taking HON 1000 and PS 1010 Honors their freshman year. If you are asked about whether or not HON 1000 is required, the answer is yes. If in doubt about what to say to a Presidential or Wayne State Scholar, please refer the student to the Honors office.

7) What is the difference between a Presidential Scholar and a Wayne Scholar?
The Presidential Scholarship currently applies $4,000 to a student’s account each fall and winter term for four years (or until the student earns a bachelor’s degree, whichever comes first). The Wayne State Scholarship covers $2000/year (fall and winter semester only) for four years.

Presidential Scholars are expected to maintain good standing in the Honors College with a minimum 3.30 cumulative GPA; Wayne State Scholars must maintain a 2.50 to keep their scholarships, but must maintain a 3.30 GPA to remain in good standing in the College.
8) Can all incoming freshman sign up for Honors Orientation?
Presidential Scholars and top ranked Wayne State Scholars invited to join Honors will receive an invitation to Honors Orientation, which is held in June and July. Students who are unsure about this invitation, should register for regular New Student Orientation and contact Honors.

Business, Engineering, Education, Performing Arts (Dance, Music, Theatre) and Pharmacy students should go their respective Orientation and then contact Honors for assistance with HON 1000 and their Honors requirements.

9) What is HON 1000?
HON 1000: The City is the first half of our freshman year seminar sequence. Approximately 350 Honors freshmen will take HON 1000 in the fall. The course meets Basic Social Science (SS) and awards three Honors credits. HON 2000/PS 1010 Honors: Citizenship in the winter term is worth four honors credits and fulfills American Society and Institutions (AI). Presidential Scholars and “Start” students are required to take both courses their freshmen year.

10) What is the Honors Thesis?
To graduate with university and/or department Honors, all Honors students must complete an Honors thesis or creative project during their junior/senior year. The main guidelines for the thesis are that the director must be a full-time faculty member (professor, assistant professor or senior lecturer) and the paper must be a minimum of 20 pages in length. Students who register for the University Honors thesis, HON 4998, may complete their thesis with faculty from any department. Please see Appendix B for the Honors Option form.

Thesis courses specific to the major department must follow departmental guidelines. Students pursuing both Department and University Honors may use the department thesis to fulfill the University Honors thesis requirement.
11) How are students accepted to the Honors College?

a) Scholars Day
   Incoming freshmen with a 3.50 or greater high school GPA must be admitted by January 15 of their senior year to be invited to Scholars Day. Scholars Day participants who attend WSU will receive a Wayne State Scholarship (minimum $2,000/year scholarship for four years). Based on evaluation of a group interview, high school GPA, ACT score and an essay, some students will receive the Presidential Scholarship ($4,000 each fall and winter term for four years).

   Presidential Scholars and Wayne State Scholars invited to join Honors will be invited to take HON 1000 in the fall and HON 2000/PS 1010 Honors in the winter of their freshmen year. These students will automatically be considered Honors students. All other Wayne State Scholarship recipients are welcome to apply to the Honors College after completing their first semester with a 3.30 or greater.

b) Everyone else
   Entering high school students with a 3.50 and minimum 26 ACT or students with a 3.30 or greater post-secondary GPA can submit an application to Honors. Applications are processed in October and February. Once accepted, students are coded as Honors in Banner (which does appear in STARS, too).

   There is a form on the Honors website (http://www.honors.wayne.edu). We accept applications all year round, which are currently processed in October (for early Winter registration) and February (for early Fall registration). Qualified students may request permission to register for Honors courses whether they have been accepted to the Honors program officially or not.
How to graduate with department and/or University Honors:

Honors students may choose any major or professional program - the Honors College is not a degree-granting program. Students may pursue department Honors and be a member of the Honors college without graduating with University Honors. Department and/or University Honors may be earned with any baccalaureate degree.

The minimum requirements for departmental honors are:

1. 3.30 cumulative GPA (some departments may require a higher GPA)
2. 12 Honors credits, including an Honors thesis and at least one HON 4200-level seminar

Some departments require a specific number of credits to be taken either as department Honors sections or as an Honors option on major requirements; others state that outside of the thesis, the remaining Honors credits may be taken in any department. Departmental Honors requirements are determined by the faculty of the department; revisions should be forwarded to the Honors Council for review.

If a department would like to explore creating an Honors track, please contact Liza Lagman Sperl, the Honors advisor, at ab8898@wayne.edu or (313) 577-9075. Once a proposal has been approved by the department, it is reviewed by the Honors Council, then sent to the Provost for approval. The Honors College then sends a request to Registration for a department code to be created in order for students to declare department Honors.

The minimum requirements for University Honors are:

1. 3.30 cumulative GPA (some departments may require a higher GPA)
2. 36 Honors credits*; including a service learning project, HON 4998 (Honors thesis) and at least one HON 4200-level seminar. Generally, six courses will be taken as General Education courses, including HON
1000 (SS) and PS 1010 Honors (AI), with at least three courses taken in the major/professional program.

3. All courses taken for department honors apply towards University honors, including the thesis. Students only need to complete one thesis paper per degree.

The Honors Seminars
The Honors Seminars are courses numbered between HON 4200 - 4280. The course designation is chosen based on the professor’s discipline and the proposed topic. There are generally three or four topics offered each fall and winter term, with at least one in the spring (8 week term). Some professors combine the Honors Seminar with an upper level undergraduate or graduate course, and others have been able to offer the class as a stand-alone section. There are usually anywhere from 12 - 25 students in a section. In class, the material should be accessible to students from any major. The class should be discussion based, with papers and readings assigned in order to foster interaction in class. If you are interested in teaching an Honors Seminar, please contact Stuart May, the Honors College Associate Director of Business Affairs. Mr. May may be reached by e-mail at ab1508@wayne.edu or (313) 577-3030.

The Honors Thesis
The Honors Thesis, whether it is HON 4998 or a specific department analog, should be at least 20 pages in length and supervised by a full-time faculty member. Additional guidelines, such as formatting, are determined by the student and faculty member. Students requiring approval from the Human Investigative Committee should refer to www.hic.wayne.edu. Previous Honors thesis papers have focused on research topics, lab experiments conducted by students, creative projects in various art media, and research on historical events.

At the end of the semester, the professor submits the grade for the thesis either to the Honors College (for HON 4998) or to the department (for departmental Honors thesis papers). Honors students are asked to submit a digital copy of their thesis prior to graduation. The Honors College is working on a digital archive that will be accessible Honors students, faculty, and staff both to showcase the impressive work done by our students and also to inspire future projects.

Please see Appendix B for more information about the HON 4998 Honors Thesis.
List of current Honors majors/programs:

**Business**
- Accounting: B.S., B.A.
- Business Logistics: B.S., B.A.
- Finance: B.S., B.A.
- Management Information Systems: B.S., B.A.
- Management: B.S., B.A.
- Marketing: B.S., B.A.

**Engineering**
- Chemical Engineering: B.S.
- Civil Engineering: B.S.
- Electrical Engineering: B.S.
- Industrial Engineering: B.S.
- Mechanical Engineering: B.S.

**Fine, Performing and Communication Arts**
- Art: B.A., B.F.A.
- Art History: B.A.
- Communication: B.A.
- Dance: B.A., B.S., B.F.A.
- Film, B.A.
- Journalism, B.A.
- Media Arts and Studies, B.A.
- Music: B.A., B.M.
- Theatre: B.A., B.F.A.

**Liberal Arts and Sciences**
- Anthropology: B.A.
- Asian Studies: B.A.
- Biological Sciences: B.A., B.S.
- Biomedical Physics: B.S.
- Biochemistry and Chemical Biology, B.A., B.S.
- Chemistry: B.A., B.S.
- Classics: B.A.
- Communication Sciences and Disorders, B.A.
- Computer Science: B.A., B.S.
- Criminal Justice: B.S.C.J.
- Economics: B.A.
- English: B.A.
- Geography: B.A.
- German: B.A.
- History: B.A.
- Mathematics: B.A., B.S.
- Near Eastern Studies, B.A.
- Near Eastern Languages, B.A.
- Nutrition and Food Science: B.A., B.S.
- Philosophy: B.A.
- Physics: B.A., B.S.
- Political Science: B.A.
- Psychology: B.A., B.S.
- Public Affairs: B.P.A.

**Romance Languages**: B.A.
- Sociology: B.A., B.A.S.

**Nursing**
- Nursing, B.S.N

**Pharmacy and Health Sciences**
- Anatomic Pathologists' Assistant: B.S.P.A.

**Social Work**
- Social Work, B.S.W.

**University Honors**
- Co-major
**Appendix A: Honors Option Guidelines and Form**

Full sized versions available at [www.honors.wayne.edu](http://www.honors.wayne.edu) < Forms

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**Wayne State University**

**Irvin D. Reid Honors College**

**Honors Option**

**Effective Winter 2009 - Previous versions will not be accepted**

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**Definition of Honors Option**

Honors Option is designed to allow an Honors College student in good standing (3.50 cumulative GPA or better) to earn Honors credit for any undergraduate class at the 2000-level or above. The course and additional Honors coursework must be taught by a full-time faculty member (Assistant Professor, Associate Professor, Professor, Senior Lecturer or Lecturer as listed in the WSU Directory on www.wayne.edu).

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**Additional Honors Coursework**

The additional assignment or project must be documented with the attached form and supporting materials by the end of the fourth week of classes. This Honors coursework should be separate from the regular class assignments and should not be factored into the final grade for the course. No extra credit is assigned or earned. It is important that the Honors student be able to articulate the additional work required and how that coursework enhances the class above and beyond the requirements in the course syllabus.

Examples of previously approved Honors coursework include:

- Significant (15% or more) additional homework problems related to the class material
- An extra research paper
- Additional reading material with a paper or oral presentation
- Creative projects such as additional music composition or art piece
- Addition of a Service-Learning component (see [http://www.communityengagement.wayne.edu/service-learning-elements.php](http://www.communityengagement.wayne.edu/service-learning-elements.php) for definitions and guidelines). Approved Service-Learning proposals will require student to register for HON 3000 (0 or 8U).

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**Submitting the Proposal**

It is the student's responsibility to ensure that the Honors Option proposal is complete and has been submitted on time. Honors Option proposals will be reviewed during the fifth week of classes. Students will be sent feedback to their WSU e-mail address and be allowed one revision, if required. All Honors Option proposals must be finalized no later than the sixth week of classes. Incomplete proposals will be considered null and void.

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**Earning Honors Credit**

At the end of the semester, the instructor will be contacted via WSU e-mail and asked to provide an evaluation including the following information:

- Student's name
- WSU ID or AccessID
- Overall grade for the course
- Observation on Honors Option work

The evaluation is due to honors@wayne.edu within one week after the last final examination day. Multiple students may be included in the same e-mail. Students must complete both the class and the Honors Option coursework with a B (3.00) or better in order to earn Honors Credit. The notation "Honors Option" will be added to the student's transcript - usually within the third week of the following semester.

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**Questions?**

Please contact us at honors@wayne.edu or (313) 577-3030

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**Honors Option Proposal Form**

**Effective Winter 2009 - Previous versions will not be accepted**

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<tr>
<th>Course:</th>
<th>Term:</th>
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<tr>
<td>Service Learning Proposal: Check here if you are requesting this course to be considered a Service Learning course (see <a href="http://www.communityengagement.wayne.edu/service-learning-elements.php">http://www.communityengagement.wayne.edu/service-learning-elements.php</a> for additional guidelines).</td>
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<tr>
<th>Student Name:</th>
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<td>WSU ID:</td>
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<td>WSU e-mail:</td>
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<td>Phone number:</td>
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<tr>
<th>Faculty Name:</th>
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<tbody>
<tr>
<td>Title (check one):</td>
<td>Assistant Professor, Associate Professor, Professor, Lecturer, Senior Lecturer</td>
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<td>Department:</td>
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<td>WSU e-mail:</td>
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<td>Phone number:</td>
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**Honors Option Checklist (to be completed by the Honors student):**

- Complete this form
- Attach copy of course syllabus
- Include typed proposal identifying the additional assignment and explaining why this extra work qualifies for Honors credit (350 words maximum)
- Sign form and obtain instructor's signature. Some departments, such as Communication, English, and Biology, require departmental approval.
- Submit form, syllabus and proposal no later than the end of the fourth week of classes.
- If modified, make required revisions and return to Honors no later than the end of the sixth week of classes.

**Agreement between Instructor and Student**

I agree to the terms of the Honors Option Proposal as outlined in the materials above. I understand that the arrangement may be altered or cancelled during the course or the semester with the consent of all parties involved (instructor, student, and Honors College representative).

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<th>Student's Signature:</th>
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<td>Date:</td>
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<tr>
<td>Instructor's Signature:</td>
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<td>Date:</td>
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For office use only:

- Date received:
- Data Entry:
- Confirmation:
- Revision:
- Evaluation:

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Revised 1/09
Appendix B: The Honors Thesis Proposal Form

The Honors Thesis Proposal form is e-mailed to students registered in HON 4998 within the first month of classes. Students are asked to identify which full-time faculty member is supervising their work and to obtain the instructor’s signature. A brief summary outlining the nature of the research question or the creative project should also be included.

Departmental Honors Thesis guidelines take precedent over HON 4998 guidelines, where applicable. A student may apply the departmental thesis to University Honors.

Students graduating with two or more Honors bachelor’s degrees must write an Honors thesis for each major.

The Honors Thesis requires a minimum of 20 pages, though the exact format, length and scope are at the discretion of the student and faculty mentor.

Honors students should be instructed on how to seek approval from the Human Investigative Committee (hic.wayne.edu), if necessary.

Graduating seniors are asked to submit an electronic copy of their thesis work to be archived in the Honors College.