



**WVU Honors College  
Honors Foundation  
Program Student  
Handbook 2018-2019**



# Table of Contents

<b>Current Students</b> .....	3
Honors College Mission .....	3
Honors College Values .....	3
<b>Academics</b> .....	5
<b>Honors Foundation Program</b> .....	5
Program Requirements .....	5
Program Assessment .....	6
Program Benefits .....	7
<b>Honors College Policies &amp; Requirements</b> .....	8
Good Standing Requirements .....	8
Honors Student Code of Conduct .....	9
Causes for Dismissal .....	9
Leaving the Honors College .....	10
<b>Earning Honors Foundation Credit</b> .....	11
Honors Sections of Traditional Courses .....	11
Innovative Honors Foundation Courses .....	11
Honors Add-on Courses .....	11
Contract Courses .....	11
Honors Peer Leadership Programs .....	12
Honors Mentor Program .....	12
Honors Tutoring Program .....	12
<b>Honors Advising</b> .....	14
<b>testWELL Tutoring</b> .....	14
<b>Programming</b> .....	15
Honors Student Association .....	15
Honors Book Studies .....	15
Living Learning Community .....	15
Honors Experiential and Community Engaged Learning Program (EXCEL) ...	16
Appendix I: Honors Experience Timeline .....	18

## **Current Students**

### **Honors College Mission**

The Honors College enhances the undergraduate experience for high-achieving students at West Virginia University by building a community of scholars who enrich their education in the classroom and beyond.

### **Honors College Values**

#### **We lead.**

The Honors College teaches students to be leaders in their classrooms and in their communities, pursuing a spirit of innovative thinking, responsible and accountable conduct, and extraordinary achievement. We model that leadership by fostering innovative learning environments that are “test-beds” for excellent teaching across the curriculum, and by epitomizing the integrity that we expect in our students.

#### **We explore.**

The Honors College helps students cultivate a curiosity about the world around them; develop persistence and resilience in solving the academic and social problems they encounter and research; and pursue an adventurous spirit that embraces intellectual risks for the sake of personal, academic, and community growth.

#### **We build.**

The Honors College builds an environment that empowers its students to construct their own solutions to individual and collective problems; to work harder and more deeply in the scholarly, research, and experiential activities they undertake; and to forge connections with peers, mentors, and community partners to better share our knowledge.

#### **We work together.**

The Honors College hosts an inclusive community of scholars by collaborating with faculty and staff across the entire campus; by facilitating connections among students through social and academic activities in both their living and learning environments; and by encouraging them to expand the scope of their work to include local, regional, and global contexts.

**We are Mountaineers.**

As a prominent component of West Virginia's flagship institution, the Honors College cultivates an attitude of service to the Mountain State, our broader region, and the world. By combining a service mindset with the leader's stance, the explorer's vision, the builder's work ethic, and the community's collaboration, we embody and model the Mountaineer spirit.

## Academics

We want you to take intellectual risks, make discoveries, explore the world around you, participate in exciting cutting-edge research projects, engage in community-based learning and find your passion!

## Honors Foundation Program

The Honors Foundation Program is a two-year program designed with the goals of engaging and developing high-achieving students by enriching their general education, while fostering community and service in Honors, West Virginia University, Morgantown, West Virginia, and the world.

## Program Requirements

To complete the program, students must:

- Complete a minimum of five Honors courses, and 13 Honors credits
  - Students must complete both benchmarks
  - 1 course/credit must be an Honors-eligible orientation
  - Ideally completed within four semesters; i.e. students will ideally complete one course per semester beyond the orientation.
  
- Meet ongoing requirements for good standing
  - After year one:
    - Complete at least two Honors courses/ four Honors credits (including orientation)
    - Maintain 3.0 Honors and cumulative GPA
  - To extend after year two:
    - Complete four Honors courses/ ten Honors credits (including orientation)
    - Maintain 3.5 Honors and 3.0 cumulative GPA
  
- Meet appropriate final requirements
  - 3.5 GPA in Honors credits
  - 3.0+ cumulative GPA at the time of program completion
  - Participate in program assessment

## **Program Assessment**

The final requirement to complete the Honors Foundation Program is to participate in an assessment of your Honors College experience. The assessment will occur via an online form and you may also be contacted for an exit interview. You will receive a link to the online form in the semester you intend to complete the Honors Foundation Program.

## **Program Benefits**

- Smaller class sizes, often under 25 students
- Access to innovative Honors course topics
- Dedicated Honors housing and community activities
- Priority registration for classes before general population students
- Honors advising, tutoring, and mentoring
- Opportunities for peer leadership and community service
- Names highlighted/asterisked at graduation
- Connections with a community of Honors students

# Honors College Policies & Requirements

## Good Standing Requirements

There are several procedures in place to ensure that students maintain the academic rigor and integrity integral to the Honors College. Among these are the regulations surrounding GPAs.

- After year one, students must maintain a 3.0 Honors and cumulative GPA
- To extend after year two, students must maintain a 3.5 Honors and 3.0 cumulative GPA

Failure to achieve the required GPA after each year in the Honors Foundation Program results in probation within the Honors College. Probationary students are notified after year one grades have been reviewed by the Honors College faculty.

Suspension includes the loss of all privileges associated with being an Honors Student. Note that suspensions from the Honors College are not recorded on university transcripts.

Suspended students can petition for re-admission if their GPA improves.

## **Honors Student Code of Conduct**

As an Honors student, you will be held to a high-level level of academic integrity and your academic performance is subject to the following academic integrity requirements set forth in the University Catalog:

<http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#text>

Failure to adhere to these principles may lead to action at the discretion of the Dean and subject to the West Virginia University Student Code of Conduct, which can be found here:

<https://studentconduct.wvu.edu/policies-and-procedures>

## **Causes for Dismissal**

Causes for dismissal from the Honors College include, but are not limited to, the following:

- Academic Dishonesty
- Theft and/or destruction of University and/or Honors College Property
- Criminal Offense
- Violation of the Honors Student Code of Conduct

All dismissal matters are at the discretion of the Dean. For an explanation of the appeals process, please see the [Student Code of Conduct at Student Life](#).

## Leaving the Honors College

Students wishing to leave the Honors College for any reason are asked to alert the Honors College office. You must send an email to [honors@mail.wvu.edu](mailto:honors@mail.wvu.edu) from your University MIX account stating that you wish to withdraw your membership from the Honors College effective immediately, and include your full name. **We WILL NOT accept an email from any other account.** If you cannot access your MIX account, you will need to come into the office and provide us with a written notice.

## **Earning Honors Foundation Credit**

Students can earn Honors Foundation credit in a variety of ways.

### **Traditional Courses**

Most Honors courses are special sections of standard classes with a reduced class size (less than 25) and specially selected Honors faculty member. These classes are typically more focused on open discussion and interaction.

### **Innovative Honors Foundation Courses**

Honors Foundation Courses are special topics courses that are listed under course number “shells” that are keyed to specific General Education Foundation (GEF) requirements. These courses are:

- HONR 202: Honors Science and Technology F2A
- HONR 203: Honors Mathematics and Quantitative Skills F3
- HONR 204: Honors Society and Connections F4
- HONR 205: Honors Human Inquiry and the Past F5
- HONR 206: Honors Arts and Creativity F6
- HONR 207: Honors Global Studies and Diversity F7

Sections will typically be capped at 25 students. Each accepted Honors Foundation Course will be offered once in each semester in an academic year and will rotate to an innovative new subject in the next academic year.

### **Add-on Courses**

Students may register for a non-Honors course while also registering for an Honors add-on section for that class. Add-on sections delve further into coursework. By completing the regular course and the Honors add-on requirements, students receive Honors credit hours equivalent to the number of hours offered for the regular course (typically 3 hours).

### **Contract Courses**

Students may also receive credit for a non-Honors course by contracting it as an Honors class. By adding some extra course requirements (usually through more intense reading requirements, a special paper, and/or a final project), students receive Honors credit for the non-Honors course. In order to do this, students should contact their professor before the semester begins or early in the semester to fill out a contract form

<https://honorswvu.wufoo.com/forms/contract-application/>). The form, when completed, must be submitted to the Honors College office within the first seven weeks of the semester. Student must earn a **B** or better for the contract in order to receive Honors credit for the course. (Contract courses are not typical until a student's second semester in the Honors College). See page 13 for additional details about contracting a course for honors credit.

### **Cross-listed Honors Section**

A cross-listed course can provide students with the option to be exposed to enriched content within the context of a larger course. For example, a course that usually enrolls 50 could have section 001 enroll 45 students and section H01 enroll 5 Honors students. Students in cross listed honors sections will meet, at the same time as the regular course, but the Honors section has a different syllabus with additional enrichment components. Ideally, such sections would also provide an opportunity for Honors students to collaborate or interact in some meaningful way.

## **Honors Peer Leadership Programs**

### **Honors Mentor Program**

Students who have completed a First-Year Seminar and earned a "B" or better in HONR 402: Peer Mentoring can become mentors for new Honors students. Mentors help with Honors Welcome Week, which includes early move-in, the Honors College Induction Ceremony, and the Honors Retreat. Mentors also serve as teaching assistants for HONR 298O: Honors Orientation during the fall semester. Students can earn Honors credit through the mentor program by taking HONR 402: Peer Mentoring and HONR 490: Teaching Practicum.

### **Honors Tutoring Program**

Students may apply to become a tutor in the testWELL Learning Center. If accepted, students must complete HONR 201: Peer Tutoring (spring semester), HONR 301: Advanced Peer Tutoring (fall semester) and pass a certification exam. Tutors are certified through the National Tutoring Association. The testWELL Learning Center is open in Honors Hall on Tuesdays and Thursdays from 8-10 p.m. and in Lincoln Hall on Mondays and Wednesdays from 8-10 p.m. The testWELL Learning Center is a multi-subject learning center with walk-in hours. Tutors may earn additional Honors credit through the tutoring program by taking HONR 201: Peer Tutoring, HONR 301: Advanced Peer Tutoring and HONR 401: Peer Leadership Practicum.

In order to earn Honors hours, students must earn a C or better; therefore, Honors credit cannot be earned for a pass/fail experience, except for HONR 2980.

## **Contract Course Information**

Applications for contracting will be reviewed on a rolling basis up until the Friday of week 7 of a given semester.

The application should detail the assigned project and be reviewed with the course's instructor before submission. The Honors College does not mandate specific upper or lower limits on the work required for the contract; faculty members and students should work together to devise work appropriate to the course subject and level.

Projects should be substantive in both content and process, allowing for substantial learning and growth from students. The College recommends the project complete one of the following goals:

- Formulate original ideas from student-led research
- Expand meaningfully upon the base of knowledge discussed in class
- Understand and synthesize course material through experiential learning
- Develop professional skills and self-image by implementing academic concepts in a community or professional setting

In addition, the Honors College encourages projects outside of a research paper. Some examples include PR campaign, service project, laboratory research, and presenting in class or in the community. In some cases, contracted projects might be significant expansions of existing projects.

To consult with the Honors College on appropriate work, students or faculty may contact the Assistant Dean.

Full guidelines, supporting documents, and a link to the application can be found on the Honors College website.

## Honors Advising

Students must meet with their Honors advisor each semester in order to ensure that they are progressing academically. Many communications will instruct students to make these appointments near the **6<sup>th</sup> - 8<sup>th</sup> week** in the semester. Go to your advisory meeting prepared with questions and a potential schedule. Remember that your advisor is there to help and guide you, but ultimately you are responsible for your schedule.

Your academic advisor will be able to provide support in a variety of areas. You should schedule a visit with your advisor to talk about your major and career options that relate to the program, to discuss internship opportunities, and to develop/review your plan of study.

See your advisor when you have questions about your:

- Majors, minors, or certificate programs
- Schedule for the next semester or four-year degree plan
- Registration
- Academics in general

Your advisor will point you in the right direction!

## testWELL Tutoring

The testWELL Learning Center is a multi-subject learning center with walk-in hours. This Learning Center is open in Honors Hall on Tuesdays and Thursdays from 8 -10 p.m. and in Lincoln Hall on Mondays and Wednesdays from 8 -10 p.m. All testWELL tutoring services are available to all West Virginia University undergraduate students. All testWELL tutors are certified and members of the National Tutoring Association. See

<https://www.honors.wvu.edu/community/tutoring>

for additional information.

## **Programming**

Being engaged and involved with student life, extracurricular, and co-curricular activities while a member of the Honors College will enhance your academic career at West Virginia University. The Honors College faculty and staff may provide many academic, philanthropic, and social opportunities for you to get involved within the Honors community. We want you to be a leader in Honors, in your department, on campus, and in our community.

## **Honors Student Association**

The Honors Student Association (HSA) provides opportunities for Honors College students to engage with one another, serve the community, enrich their academic experiences, and also to serve as a source of information and fellowship for students. To get involved, email [HSA@mail.wvu.edu](mailto:HSA@mail.wvu.edu) or check the Honors calendar for meeting times

## **Honors Book Studies**

Honors Book Study is a special one-hour class centered on a faculty-chosen book. While not held every semester, book studies are offered from time to time to allow students to have a different kind of class experience that is almost entirely discussion. Past book studies have been led by university presidents, the Honors College Dean, and distinguished faculty. The Honors website will be updated to display information pertaining to the Honors Book Study when it is being offered.

## **Living-Learning Community**

The Honors College Living-Learning Community (LLC) provides opportunities for first-year Honors Scholars to enhance and expand their education beyond the classroom through a variety of social events, skill-building seminars, and trips led by Honors College Administrators and prominent West Virginia University faculty. The LLC also seeks to foster the building of relationships between students, faculty, and college and university administrators that hold the promise of further enriching a student's education and life at WVU and beyond.

# **Honors Experiential and Community Engaged Learning Program (EXCEL)**

The Honors EXCEL program supports individual WVU undergraduate students in experiential and community-engaged projects. Students will develop skills in leadership, project management, communication and collaborative scholarship. Students will create scholarly products appropriate to their project, while advancing the service mission of West Virginia University.

## **Program Entry:**

All students with a GPA >3.4 may apply in spring of sophomore year. Students with lower GPAs may apply with a letter of recommendation from their project mentor.

## **Program Requirements**

To complete the program, students must:

- Complete program coursework:
  - o 1CR Project Development
  - o 1CR Honors Capstone Writing
  - o 6CR Experiential learning in their major or in the Honors College
  
- Complete 5 out-of-class experiences each semester in the program
  
- Meet ongoing requirements for good standing by maintaining a 3.4 GPA and completing required out-of-class experiences each semester.
  
- Complete final requirements
  - o Submit a portfolio of out-of-class experiences
  - o Participate in an assessment of your Honors College experience. The assessment will occur via an online form and you may also be contacted for an exit interview.

## **Program Vision**

Simply stated, experiential and community-engaged learning exemplify the values of the Honors College. We invite students to:

- explore an area of academic focus through projects they are passionate about.
- work together with their peers, colleagues and communities
- build new knowledge and products

- lead through action and service to generate ideas and solutions for all
- Mountaineers and the state of West Virginia.

**Program Benefits:**

- Take ownership of a project from design and implementation to presentation
- Receive funding to support and enhance your project through enrichment grants
- Strengthen valuable skills including project development, project/time management, interpersonal skills and communication
- Demonstrate competence, discipline, persistence, grit and independence.
- Meet a network of peers and professionals
- Generate positive change in your academic disciplines and community
- Become uniquely qualified for professional/graduate schools and leadership positions in government and industry.
- Use priority registration to register for courses before your regularly scheduled day/time
- Students who complete the program will be highlighted at graduation.

## **Appendix I: Honors Experience Timeline**

### **Year One**

#### *First Semester:*

- Enroll in at least one Honors course + HONR 298O (or the appropriate orientation)
- Check the Honors College social media and read the weekly HONORSpeak email newsletters
- Schedule an appointment with your Honors advisor. You will meet with your advisor every semester from now until you leave WVU. Contact the Honors office if you are not sure who your Honors advisor is or where you can find him/her.
- Come in and meet everyone in the Honors Office
- Become active in the Honors Student Association
- Start thinking about how you will get involved in the Honors College and life at WVU!

#### *Second Semester:*

- Enroll in at least one Honors course
- Check out the Honors College social media and read the weekly HONORSpeak
- Schedule an appointment with your Honors advisor
- Stay active in the Honors Student Association
- Revise your resume. What new leadership roles have you taken on?

### **Year Two**

#### *First Semester:*

- Enroll in at least one Honors course
- Check out the Honors College social media and read the weekly HONORSpeak
- Schedule an appointment with your Honors advisor
- Stay active in the Honors Student Association
- Update your resume again. What new clubs and organizations have you joined?

#### *Second Semester:*

- Enroll in at least one Honors course
- Check out the Honors College social media and read the weekly HONORSpeak
- Schedule an appointment with your Honors advisor
- Take on a leadership role in the Honors Student Association
- Continue to update your resume after each semester
- Participate in the required program assessment

