

The WSCC Honors Program
Student Handbook
2018 – 2020



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Note About This Handbook

This handbook covers information relevant to The WSCC Honors Program and does not replace The Washington State Community College Student Handbook. Please locate the institution's handbook online at

<https://www.wscc.edu/current/handbook/>. As an Honors Student, you are expected to follow all WSCC procedures and policies.

Mission Statement

The WSCC Honors Program nurtures the talents of our most academically gifted and motivated students. With emphasis placed on collaboration with faculty and peers, intellectual advancement, and service learning, the students develop as creative and critical thinkers in the 21st Century, and prepare to become leaders in this community and beyond.

The WSCC Honors Program Committee

Coordinator:

Dr. Christina Veladota, Associate Professor English & Literature
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Committee Members:

Roxanne Barrows, Professor, Math, rbarrows@wscc.edu
Laura Garcia, Associate Professor, Communication Studies,
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Don Godfrey, English Instructor, dgodfrey@wscc.edu
Angie Limegrover, Assistant Professor, Social Services,
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Brad Merritt, Associate Professor and Phi Theta Kappa Advisor,
bmerritt@wscc.edu
Ashleigh Pennock, Assistant Professor, Education Transfer,
apennock@wscc.edu
Andrea Sites, Assistant Professor of Biology, asites@wscc.edu

Application Process

Interested students must submit the WSCC Honors application packet, which includes the following:

- Completed application form (with an essay component)
 - Access the application on The WSCC Honors Program webpage at <http://www.wscc.edu/programs/honors.html>.
- ACT scores (if available)
- Two letters of recommendation, and transcripts (if available). *Note: Letters of recommendation may be waived if a faculty member on the committee is familiar with you and your academic work.*

Preferred requirements for admission include the following:

- 3.0 GPA
 - ACT score of 18
- OR**
- With permission from the coordinator

Acceptance Process

The student will meet with the program coordinator or a member of the committee to discuss his or her interest in participating in the program and to submit the application. The WSCC Honors Program Committee will review each application packet. Those chosen for admission into the program will be notified within two weeks.

Academic Advising

The student must communicate with both his or her official academic advisor and the Honors Program Coordinator.

After the student is accepted into The WSCC Honors Program, the student must meet first with his or her official advisor. This advisor will know about the required courses for the student's specific degree plan. If there is an honors-level course on the schedule that the student would like to take, he or she should make sure the advisor helps the student register for this course.

Note: Contact the coordinator if you need information about which courses are available each semester.

The student must also meet with The WSCC Honors Program coordinator, so the Honors-level course will be on record. If the student chooses to take an

Honors Option course, the coordinator will help choose the course and identify possible honors-level projects.

College Credit Plus (CCP) & Dual Enrollment Students

We are delighted to welcome interested and qualified **CCP** students into the WSCC Honors Program, who take courses on our campus. **CCP** students must follow the above application process.

Dual Enrollment students, who want to take our Honors-level classes at their high schools, must do the following:

- Fill out a WSCC Honors Program application and submit it to their high school teacher.
- Their teacher will mail hard copies of these applications to Dr. Christina Veladota at WSCC.
- Dual Enrollment students do not need to provide letters of recommendation, but we do ask the teacher to email Dr. Veladota (cveladota@wscc.edu) and provide a brief paragraph about each student and what qualifies them to take this course. These paragraphs may be mailed along with the applications.
- These students will be **provisionally accepted** into the WSCC Honors Program.
- Students will receive regular emails regarding Honors Program updates, meetings, and events. They are invited to participate in all events offered on campus, but they are only required to attend one event in April, so they can meet other Honors Students and the members of the committee.

Students get the most out of the Program when they participate in a community of learners here on the WSCC campus. If they choose to become CCP students or if they attend meetings throughout the year, we are more than happy to drop their provisional status and accept them as full members of The WSCC Honors Program.

Approved Honors Courses

The following courses are approved by the Washington State Community College Curriculum Committee and The Ohio Department of Higher Education (ODHE):

- Honors English Composition I
- Honors English Composition II

- Honors Introduction to Film
- Honors Introduction to Sociology
- Honors Introduction to Biology
- Honors Introduction to Physics

Note: These courses will not be available both semesters. Please check with the Honors Program Coordinator to confirm availability. Students who take these courses must apply and be accepted into the Honors Program.

The Honors Option

The Honors Option is an exciting initiative of The WSCC Honors Program that empowers students to pursue the projects that interest them and to create their own academic experiences.

To participate in the Honors Option, the student must do the following:

- Apply and be accepted into The WSCC Honors Program
- Choose an Honors Option course from his or her schedule
- Approach the instructor ***by the fourth or fifth week of the semester*** to request the Honors Option
- Propose a project of the student's choosing
- Sign a contract with the instructor
- Work on the extra project in addition to completing the requirements for the traditional course
- Earn at least 3.0 in the course and at least 10 points on the rubric

Choosing an Honors Option Course and Project

The student must consult with The WSCC Honors Program Coordinator to identify which course is best to pursue as an Honors Option. The student should have a strong idea for a project before approaching the instructor with a plan.

Possible Honors Option projects include but are not limited to the following:

- Write an extra research paper
- Present information about a service learning project
- Conduct a survey, analyze the results, and present the findings to the instructor
- Conduct a scientific experiment, analyze the results, and present the findings to the instructor

The student must choose a project that is substantial and requires several weeks to complete. The instructor and The WSCC Honors Program Committee must approve the project. Students should expect to do 10% - 20% more work than their classmates.

Student-Instructor Contract

The student and the instructor must sign a contract that outlines the plans for the student's Honors Option project. This will also include the deadline for project submission.

*Note: The instructor may or may not agree to work with the student throughout the semester. Because the Honors Option is meant to give the student autonomy, this approach is acceptable. If the instructor agrees to meet with the student a few times, a tentative schedule of meetings should be agreed upon and included in the contract. **Keep in mind that the instructor is free to decline the student's request to complete an Honors Option project.** If this happens to you, contact the WSCC Honors Program Coordinator to determine another course and/or project.*

The student must give the contract to The WSCC Honors Program Coordinator, who will keep it on file and send a copy to the Records Office. At the end of the semester, the coordinator will request the student's final grade from the instructor to confirm the student earned at least a 3.0 in the course and 10 points on the project rubric. If the student has met these requirements, the coordinator will send the completed rubric to the Records Office, and an Honors designation (HNRS) will be added by the registrar to the student's WSCC transcripts.

Important Information About Honors Option Courses

Honors-level courses that have been approved by the WSCC Curriculum Committee and The Ohio Board of Regents are eligible to transfer to other institutions as honors courses. These classes have syllabi that the student can submit to prove that the courses were, in fact, honors-level.

*This is **not necessarily** the case for Honors Option courses. Many, **but not all**, of these courses are approved as Transfer Module classes, **but they most likely will not transfer to other institutions as honors-level courses.** This will depend entirely on the school to which the student wishes to transfer.*

When the student completes the program successfully, he or she will have a transcript that indicates the Honors Option course(s) and that notes the student has completed The WSCC Honors Program. This will be a strong indicator to the four-year institution that the student is dedicated and ambitious.

Student Requirements

Number of Courses

- Students who begin the program in their second year at WSCC must take 2 – 4 Honors courses (6 – 12 credit hours)
- Students who begin the program in their first year at WSCC must take 4 – 6 Honors courses (12 – 18 credit hours)

Grades

Students must maintain at least a 3.0 G.P.A. during their time in the program. If a student's grade falls below a 3.0, he or she must meet with the coordinator to discuss a plan for success.

Special Lectures & Events

The WSCC Honors Program hosts at least one special lecture throughout the academic year. Students are required to attend. If a student cannot attend the event, The Evergreen Arts & Humanities Series also hosts lectures and performances that could be substituted for the Honors Program events.

Service Learning

Volunteering is required during the student's time in The WSCC Honors Program. This may include service learning as part of a regular course or part of an Honors Option project. The student can work as a tutor on campus or volunteer at an area organization that needs extra help. Honors Students who are also involved with Phi Theta Kappa may use PTK volunteer opportunities to fulfill this requirement. The WSCC Honors Program coordinator and/or the committee members will help the student identify a service learning project, if necessary. The student will write a 2 – 3-page reflection on this experience and/or present information about the experience to the other Honors Students.

Coffee Hour

All Honors Students will meet once a month with the Coordinator and/or members of the committee for a coffee hour or brown bag lunch. This will be an informal meeting to see how everyone is doing and how the students are progressing with their projects. Students should plan to attend at least **two** of the **three** scheduled meetings, though they are strongly encouraged to attend all three.

Students should also view these meetings as soft deadlines for different stages of their projects. This will help students stay on pace with their project completion.

End-of-Semester Meeting

This is a mandatory meeting with the program coordinator or one of the committee members. During this meeting, we will discuss the student's experience in the program and make plans for the following semester.

Exit Interview

The Exit Interview occurs when the student has completed the program and is about to graduate. The student will meet with the coordinator and/or other members of the committee to discuss his or her overall experience in the program. We will ask the student to share both positive and negative feedback, so we know the aspects of the program that need work and those aspects that need improvement.

Tips for Success

Students in The WSCC Honors Program must be self-motivated. Consider the following tips for success:

- Keep a calendar of your assignments, exams, and project deadlines for all your classes, whether they are honors-level or Honors Option or not.
- Choose ambitious Honors Option projects that can be reasonably completed in 10 – 13 weeks.
- Create a clear outline and calendar for your Honors Option projects.
- Do not procrastinate.
- Use the monthly Coffee Hour as a soft “deadline” for each stage of your project and plan to share your progress during the meeting.
- Communicate with The WSCC Honors Program coordinator or committee members if you need guidance.
- Communicate regularly with the other Honors Students to help create a support system.
- Be sure to submit the Honors Option project (and all your coursework) by the deadline.

**WSCC Honors Program
Student/Instructor Honors Option Contract**

Student: *Please read this form carefully and fill it out in its entirety.*

Student name _____ **Student ID#** _____

WSCC email _____ **Home Phone** _____ **Cell** _____

Instructor name and contact information:

Course Code and Section _____ **Course Title** _____ **Credits** _____

1. Please attach a copy of the course syllabus and outline to this form.
2. Attach a brief description of the Honors Option project. Include all additional activities and assignments you will complete this semester.
3. Has your instructor agreed to meet with you about this project throughout the semester? If so, provide a rough schedule of meetings (i.e. once a month, twice a semester, etc.). If not, please explain.
4. What is the due date that you have agreed upon with your instructor?

NOTE: This project must constitute at least 10-20% more work than the regular class. You must earn at least a 3.0 (B) in this class to earn the Honors Option credit on your transcripts.

Submit this contract to the WSCC Honors Program Coordinator. You will be contacted by email if your project has been approved or not. This contract will be kept on file by the program. You and your instructor will also receive a copy.

By signing this contract, you confirm that you understand the requirements for an Honors Option course and that you agree to the terms you've outlined.

Student _____ **Date** _____

Instructor _____ **Date** _____

Coordinator _____ **Date** _____

Approval: Yes _____ No _____

Reason (if not approved):

Contact: Christina Veladota, WSCC Honors Program Coordinator (cveladota@wscc.edu)

**WSCC Honors Program
Student/Instructor Honors Option Contract (Rubric)**

Student: _____

Course & Term: _____

Instructor: _____

Division: _____

Grading Rubric

	Exceeds Standard (3)	Meets Standard (2)	Does Not Meet Standard (1)	Score
Critical Thinking & Analysis	Issue/problem/topic is clearly & comprehensibly described or demonstrated	Issue/problem/topic is described clearly & demonstrates moderate analysis of information	Issue/problem/topic is unclear & underdeveloped. Analysis of information is limited or not presented at all.	
Effective Use of Information	Student communicates, organizes & synthesizes information from relevant, applicable sources to demonstrate advanced information literacy & communication skills	Student communicates & organizes information but may be lacking a synthesis. Intended purpose is achieved. Demonstrates mastery of literacy & communication skills	Student's information may be fragmented, disorganized, or inaccurate. Intended purpose is not met. Does not demonstrate advanced literacy & communication skills	
Creativity & Diversity	Student work extends a novel or unique idea, question, or format to create new knowledge. Different perspectives/viewpoints sought & explored	Student creates a novel idea, question, format or product. Some evidence suggests the student sought different viewpoints, perspective & opinions	Student reformulates a collection of available ideas, but the assignments lack creativity & innovation. Little evidence that the student sought & collected different viewpoints & opinions	
Accountability	Student attended all scheduled meetings. All deadlines were met. Student formally presented project material in class.	Student attended meetings but missed one project deadline. Student presented material to class.	Student did not meet several deadlines & did not complete work on schedule. Student did not present information to class	

Total points _____

Student must earn a score of 10 points on this rubric and earn at least a B (3.0) in the class to earn an Honors Option credit.

My signature indicates the student satisfactorily completed the requirements for the Honors Option Contract. This rubric has been discussed and reviewed with the student.

Instructor's signature _____ Date _____

Reviewed and approved: _____ Date _____

Information for Faculty Mentors

If you have been selected to be a Faculty Mentor for a WSCC Honors Program Student's Honors Option Project, please keep in mind the following:

- It is the **student's responsibility** to come to you with a plan for a possible Honors Option project. If they do not have any ideas, you may help guide them, if you wish.
- Once the student decides on a project, **it is their responsibility** to write a **Project Proposal** that they will show you and submit the WSCC Honors Program coordinator.
- The project must constitute about **10 – 20% more work** than the rest of the class.
- If you approve the student's plan, you will sign a **contract** with the student based on the Project Proposal. The **student is responsible** for submitting the contract to the WSCC Honors Program coordinator.
- You may agree to work with the student as much or as little on the project as you wish.
- If you prefer the student works independently, we ask that you meet with them briefly **at least twice during the semester**: once in the middle of the semester or project plan, and again at least three weeks before the project is due.
- Please **discourage** the student from changing their project substantially in the final two weeks before it is due.
- Please use the **rubric** the student provides when you grade the Honors Option project. It is the student's responsibility to submit the rubric to the WSCC Honors Program coordinator.
- Communicate with the WSCC Honors Program coordinator to let them know the student's final grade in the class. **They must earn at least a B and do well on the project.**