GUIDELINES FOR HONORS COORDINATORS

What do Honors Coordinators do for the students and faculty in their departments?

Serve as ambassadors for the Honors Program

- Encourage outstanding students in your department to join the Honors Program.
- Keep current on the requirements and deadlines for graduating with University Honors so you can answer questions from interested students.
- Articulate how the Honors thesis might dovetail with scholarly research requirements in your particular department.
- Identify potential donors for our endowment.

Help students lay a strong foundation for an excellent Honors thesis

- Develop guidelines for Honors thesis advisors and referees in your department.
- Identify faculty members from your department who have the time, interest, and experience to serve as advisors and referees who will actively mentor students through the thesis process.
- Use your expertise in the subject area to constructively evaluate thesis proposals. Specifically, providing meaningful input on the student’s statement of intent, the context of their proposed work, and the completeness of their preliminary literature review and bibliography.
- Sign your approval of the thesis proposal only after consulting with the student’s advisor and together determining that the student has sufficient experience with the subject matter and required methodology to successfully complete the project. The Honors Faculty Council depends on your thoughtful judgment in this matter.

Strengthen the Honors Program curriculum

- Inform faculty that Honors course numbers are available that fulfill a variety of core GE requirements. This provides a great opportunity for instructors to test new or reworked courses or to explore specialized seminars and interdisciplinary topics.
- Encourage faculty to talk with the department chair if they are interested in offering an Honors (H) section of a departmental course.
- Explain the process by which Honors courses are proposed and approved and course enhancements funded.
- Inform interested faculty of other Honors opportunities, such as teaching a one-credit hour Honors 290R course on selected works from the Honors Great Works list, or participating in the weekly Honors 292R seminar, Late Summer Honors, or Summer Scholars program for high school students.

How will the Honors Program support Honors Coordinators?

- Respect decisions of the Honors Coordinator regarding approval of thesis proposals.
- Hold a yearly orientation luncheon where updated policies and procedures are discussed.
- Provide resource materials and administrative support from Honors Advisement Center.
- Provide annual written feedback to the department chair regarding their faculty and student achievements in the Honors Program as well as the funds made available to support their involvement.