
HANDBOOK

FOR STUDENTS, FACULTY, AND STAFF OF THE

**PIERRE LACLEDE HONORS COLLEGE
UNIVERSITY OF MISSOURI–ST. LOUIS**

FALL 2018 EDITION

PLHC CONTACTS: PEOPLE, PLACES, PHONE NUMBERS, EMAILS

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Pierre Laclède Honors College Student Association	LeGras 108		http://www.umsl.edu/divisions/honors/CurrentStudents/plhcsa.html
Honors College Study Areas			
Common Room	C110		
Small Library	C210		
Large Library	C211		
Computer Lab**	C308C	516-3373	
*Part Time Faculty Office assignments are posted throughout the building.			
**The Computer Lab is open M-F during the Fall and Spring Semesters, and closed during the Summer. Hours are posted on the door.			

ADVISING

Some of the advisors listed below are not available during university breaks. Please contact Dan Gerth, Jen Richardson, or Ed Munn Sanchez if your assigned advisor is unavailable. Additionally, Jen is available for walk-in advising for all majors when your assigned advisor is unavailable.

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Art History Psychology (last names A-M)		Studio Art Theater Arts	
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Bachelor of Liberal Studies (BLS)		Writing certificate	
Nancy is happy to continue advising any students who began academic advising with her previously. Students struggling with academic performance issues, as well as major and/or career concerns, may also make appointments with Nancy.			
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Accounting Actuarial Science Business Administration (includes all emphasis areas: Finance, International Business, Management, Marketing, and Supply Chain Management) Communication		Criminology and Criminal Justice Economics Information Systems Media Studies Nursing Undeclared majors (A-M)	
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Bachelor of Interdisciplinary Studies (BIS)		Philosophy Pre-law	
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ANN TORRUSIO	torrusioa@umsl.edu	516-4230	C203
English International Relations Modern Languages		Political Science Public Policy	
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Anthropology Music and Music Education		Psychology (last names N-Z) Undeclared majors (last names N-Z)	

INTRODUCTION

Welcome to the Pierre Laclède Honors College! This handbook provides you with an overview of the College, our mission, and our certificate program, as well as the information you need to take full advantage of everything that the Honors College has to offer. The goals of our writing program and how to maintain your portfolio, independent study and internship opportunities, and requirements for our four year and two year programs are just a few of the important topics you can read about.

Honors at UMSL began as a program in the College of Arts and Sciences in the late 1970s. In 1989 Honors officially became a college, named after one of the founders of St. Louis. The Pierre Laclède Honors College moved into our current home, Provincial House, in 2001. In 2005, we enrolled just under 450 students, and we anticipate 600 (or more) for the 2018-2019 academic year. Those 600 populate every major on campus, with Business, Biology, Psychology, and English being our most popular fields, which is a testament to the usefulness and attractiveness of an Honors education to all students.

We are unique among Honors Colleges across the nation in that we provide not only interesting and innovative seminar courses but also full service academic advising, a First Year Experience program, a writing program, an internship program, a published book of creative works (*Bellerive*), an art show (*Celebrating the Arts*), a full social calendar from the student association (PLHCSA), a satirical newspaper (*Brain Stew*), living and learning communities for residential students in both Oak Hall (freshmen and sophomores) and Villa North (juniors and seniors), two mentoring programs (SMART and FYE), and a study abroad course during the summer. And that's only what fits in a short introductory letter!

Please consider reading this handbook to learn more about us. If you have questions that the handbook does not answer, please do not hesitate to call or email any of the people listed on the contacts page—and that includes me. Also, there may or may not be a message hidden somewhere inside that will allow you to win a \$25 gift card. You will have to read it to find out.



Ed Munn Sanchez, Dean
August 2018

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MISSION

The primary mission of the Pierre Laclède Honors College is to enrich its students by providing a challenging general education curriculum based on the traditional core disciplines of the university and framed by the General Education Policy of the state of Missouri. The College offers innovative courses and opportunities for unique upper-level classes in various disciplines, as well as opportunities for internships and research. The College encourages students to cultivate their intellectual capacities through a seminar-based pedagogy where students examine ideas and texts that enhance all degree paths. The College provides a climate in which democracy, diversity, excellence, and civility are fundamental.

The Honors College also

- serves the whole university as a laboratory for educational innovation;
- encourages critical thinking;
- offers the city and region as subjects for study and as sources of cultural and intellectual enrichment;
- embraces UMSL's efforts to recruit highly qualified students from all disciplines and majors.

THE HONORS COLLEGE CURRICULUM

The College Seminar

The heart and soul of Honors at UMSL is the college seminar. In this exciting environment, students bring their diverse backgrounds, experiences, and knowledge into the entire learning community. Faculty members guide and instruct their students, so that instructors and students together enter an educational compact that fosters learning and academic development.

Written Work and the Honors College Writing Program

The Honors College's chief form of assessment in all coursework is writing. Various forms of writing are used to advance learning, express ideas, and evaluate students' understanding of ideas, texts, and research. While writing is a major component of all our courses, our writing curriculum also includes formal composition courses (Honors 1100, 3100, 3120, 3160), as well as creative writing courses (Honors 2020, 3020), and our capstone, Honors 4100: Portfolio. The portfolio begins with two essays submitted for admission into the college; after this, students submit at least one essay per semester. In usually their senior year, students review their entire portfolio with a faculty member during the capstone. The aim of our writing curriculum is the development of the students' writing skills and abilities in the hopes of preparing them for graduate study and career opportunities. Additional writing opportunities include our yearly literary anthology, *Bellerive*, our student newsletter, *Brain Stew*, and our annual *Excellence in Writing* competition.

The Honors College Courses

1000 Level: Restricted primarily to freshmen, our first year curriculum introduces students to intellectual traditions from world cultures through our Cultural Traditions sequence; our complementary Western, American, and Non-Western courses provide more in-depth exploration of a particular subject broadly covered in Cultural Traditions. Specifically students take Cultural Traditions I (fall) and II (spring), along with an associated class from either our Western (1110, 1130) or American (1230) Traditions series in one semester and an associated class from our Non-Western (1310, 1330) Traditions series in the other semester. All of these courses fulfill general education or other university requirements. Students also complete Honors 1100: Freshman Composition in their first year, unless they have advanced or transfer credit for this campus requirement. Cultural Traditions I and II are also First Year Experience courses and fulfill the FYE requirement for all majors in the College of Arts and Sciences.

2000 Level: Primarily for sophomores and juniors, these courses are themed around broad curricular areas of study: humanities, fine arts, social and behavioral science, business, nursing, education, natural science, or mathematics. Four year students generally complete at least two of these courses in sophomore year. All of these courses fulfill general education or other university requirements.

3000 Level: Primarily for juniors and seniors, these advanced seminars represent in-depth study of well-defined special topics. They build upon disciplinary introductions provided in our 2000 level courses but are generally very inter-disciplinary in nature. These courses do not fulfill general education requirements but most fulfill requirements for specific majors, minors, and certificates.

4000 Level: In order to meet the Honors certificate requirements, all Honors students must complete at least six credit hours of approved independent study or internship projects, as well as the Portfolio capstone (Honors 4100). Independent study (Honors 4900) and internship projects (Honors 4910) can be completed in Honors or in many cases, in other disciplines (pending departmental approval). This requirement encourages students to pursue, at an advanced level, their developing intellectual interests and/or career plans.

Honors College Plans of Study

Honors course requirements vary according to whether students have been admitted as freshmen or transfer students. We offer four, two, and two year-plus plans. All students have the same independent study/ internship requirement and capstone requirement.

Four Year Plan

Most students who enter Honors after high school will complete the four year plan, which consists of 40 credit hours from course work, independent study/internship, and our capstone.

Year 1 Fall: Honors 1100: Freshman Composition (unless already fulfilled), Honors 1200/1202: Cultural Traditions I, and an additional Honors course from either the Western/American series (Honors 1110, 1130, 1230) or Non-Western Series (Honors 1310, 1330).

Year 1 Spring: Honors 1201/1203: Cultural Traditions II and an additional course from either the Western/American series (Honors 1110, 1130, 1230) or Non-Western Series (Honors 1310, 1330). Students should choose from the opposite sequence of fall semester.

Year 2: Students take two seminars from our 2010-2080 sequence of inquiries courses. These include: Honors 2010: Inquiries in the Humanities, Honors 2020: Inquiries in the Fine and Performing Arts, Honors 2030: Inquiries in the Social and Behavioral Sciences, Honors 2040: Inquiries in Mathematics and Computing, Honors 2050: Inquiries in the Natural Sciences, Honors 2060: Inquiries in Business, Honors 2070: Inquiries in Education, and Honors 2080: Inquiries in Nursing. Some students may begin working on their independent study/ internship requirement during this time period as well.

Years 3 and 4: Students take at least one Honors seminar per semester, for a minimum of four overall. At least three of these should be taken at the 3000 level. Our offerings for the campus' junior level writing requirement can be taken for this seminar requirement. Generally speaking, this time period includes when most students complete their independent study/ internship requirement. The Honors capstone should be completed in senior year.

Two Year Plan

Students who enter the Honors College at the beginning of their junior year will usually complete the two year plan. The plan consists of 22 credit hours from course work, independent study/internship, and our capstone.

Year 1: Students will complete the campus' junior level writing requirement in Honors (3100: Writing the City, 3120: Business Writing, or 3160: Writing in the Sciences), along with two other Honors seminars, at least one of which should be at the 3000 level. Some students will begin working on their independent study/ internship requirement during this time period as well.

Year 2: Students will complete two Honors seminars at the 3000 level. Students will also complete their independent study/ internship requirement, as well as the Honors capstone.

Two Year-Plus Plan

Students who enter the Honors College with between 30-59 credit hours will follow the two year plan, but with additional seminar(s) depending on the number of credit hours complete when the student starts. In general, the two-plus plan consists of 28 credit hours from course work, independent study/ internship, and our capstone. Two-plus plan students generally complete seven classes in the Honors College (the junior level composition requirement, and six seminars).

HONORS COLLEGE POLICIES AND PROCEDURES

Good standing. All students are expected to fulfill the curricular requirements outlined previously; students must also maintain at least a 3.2 GPA and complete at least 12 credit hours per semester. At the end of each semester, all students are reviewed, and those not in good standing are notified. Those who make the dean's list also receive a special letter of recognition.

Dean's List. Honors students who complete at least 12 hours without delayed grades, earn a GPA of at least 3.5, and are in good standing in Honors will be placed on the Dean's List. This list is compiled at the end of the fall and spring semesters.

Warning/probation/dismissal. Students whose cumulative GPA is below 3.2 and/or who are not keeping up with Honors seminar requirements will receive notice from the college administration at the end of the fall and/or spring semesters. Students on warning or probation retain their Honors College membership and are expected to take the necessary academic steps to improve performance. Students may have reduction or removal of scholarship during their warning or probationary periods. In general, students are first placed on warning, then move to probation if there is not adequate improvement the next semester. However some performance may warrant an immediate probationary or even dismissal status. Students on warning or probation who do not make adequate improvement in their standing may be dismissed from the college. Any student dismissed from the college will be entitled to appeal the decision.

Scholarship renewal. Students in good standing have their merit or PTK scholarship automatically renewed in accordance with their Honors plan (two, three, or four years). Students on the four year plan may request a scholarship extension for up to two additional semesters; students on the two and three year plans may request a scholarship extension for an additional semester. Requests should be made in writing and sent to the associate dean.

Academic support. Please feel free to contact your seminar instructor, your Honors advisor, or a member of the Honors administrative team for a meeting. Your seminar instructor is always the best first option, and all instructors keep office hours for meetings like this. But we are all here to help you and can direct you to all available campus resources.

Mid-semester and on-going progress reports. Students are responsible for monitoring their performance and seeking assistance, if necessary, from the Honors College faculty, administration, or advisors. Additionally, Honors classes participate in the campus early warning system. If a student is flagged officially in MyConnect or other notification, a faculty, administrator, or staff member of the Honors College will contact you. Our goal is to help you, not to let you know that you are in trouble! We can assist with many academic problems and/or direct you to the appropriate support services on campus.

Advising. All students need to see their Honors College advisor at least once per semester. Students are encouraged to take advantage of our advising services as much as they need. It is important to spend time discussing questions about academic programs, career goals, and long term planning. It is also expected that students maintain contact with the advisor in the college of their major.

Registration. Honors offers pre-registration each October and March. During this time period, students construct course schedules with their Honors advisor. Those schedules are then entered on your behalf by a member of our office staff on the assigned registration date. It is very important that you take advantage of this process.

Email. Email is the official means by which you will receive weekly updates about events, policies, processes, opportunities, etc. It is critically important that you check your email regularly and pay close attention to all announcements from Honors.

Part-time enrollment. Generally students are expected to complete at least 12 credit hours per semester. However, part-time students may be eligible for scholarship assistance on a pro-rated basis: 25% (1-5 hours), 50% (6-8 hours), or 75% (9-11 hours). All pro-rated scholarships must be approved in advance by the dean or associate dean.

Attendance, due dates, civility, and course policies. Please make yourself aware of all individual course policies, which can be found on all course syllabi. It is very important that you attend class meetings, participate civilly and respectfully in discussions, submit work on-time, and follow all policies outlined on your syllabi.

Plagiarism. Plagiarism is a serious offense. Presenting others' work or ideas as if they were your own is an act of intellectual dishonesty, as is failure to document sources. Plagiarized work will result in an F for the assignment. Cases of suspected plagiarism will be reported to the associate dean and may also need to be reported to the Office of Academic Integrity.

Grievances. The Honors College follows all campus policies regarding academic and other grievances. In general, we advocate for individual meetings between student and instructor as the most important and first step. In any situation where you feel that step was not helpful or is inappropriate, be sure to make an appointment with the associate dean, associate dean emerita, or dean, who can assist with additional procedures. They are also available to assist you with campus policies for any other types of grievance concerns.

FINAL THOUGHTS AND ADDITIONAL OPPORTUNITIES

We encourage everyone to do much more than what was just outlined. Honors is about adding value to your education, and that doesn't happen through course work alone. UMSL and the Honors College offer so many more opportunities than what we are able to discuss in this *Handbook*. Some things to consider as you continue on your educational journey...

Peer mentors. Interested in helping new students? Interested in helping to recruit new students? Honors has numerous mentor programs. Applications usually come out in January. For more information, contact [Kim Baldus](#) about First Year Experience mentoring and [Holly Pope](#) about our Student Mentor Advisory and Recruitment Team. Here's the secret message that will win you a gift card! Go show this to Dean Ed right away. Only the first person will win.

Pierre Laclède Honors College Student Association. Did you know that you're already a member? Plus, you are invited to all executive board meetings and events. Among other things, PLHCSA holds regular meetings, organizes and funds social and cultural activities, performs charitable work, and supports the Honors College student body. Contact PLHCSA president [Madison Koogler](#) to learn how you can be involved in this organization. The faculty advisor for PLHCSA is [Ann Torrusio](#).

Bellerive. Do you write, draw, take pictures, or make music? Our annual literary anthology is taking submissions through October 1. Contact [Geri Friedline](#) for more information. And don't forget to sign up to take the *Bellerive* class next fall, so you can select submissions and help produce next year's edition.

Brain Stew. The official student newsletter of Honors, *Brain Stew* is an editorial based publication that accepts articles on any topic. You can submit to one of the student editors: [Nicole Gevers](#) and [Sammy Jacobs](#). You can also read back issues [online](#).

Celebrating the Arts. Do you paint, draw, sculpt, or take pictures? We have a student-faculty-alumni art show each spring, including voting for top submissions and prizes. Contact [Kate Votaw](#) to learn more.

Study abroad. UMSL offers many wonderful study abroad opportunities, and one of them allows you to also receive credit for an Honors seminar or independent study. Our summer study abroad happens next in SUMMER 2019. Contact [Christoph Schiessl](#) for more information.

Additional scholarships. UMSL and Honors have merit scholarships that you can apply for in addition to the admissions scholarships you may have already received. These scholarships usually close in January and April. Application openings will be announced in email.

Additional honors. There are a lot more honors for you to take advantage of! UMSL offers departmental honors, honors societies, Latin honors upon graduation, and degrees with distinction. In many cases, if you're in good standing in the PLHC, you are likely to meet requirements for these additional honors already. We have cataloged some of these opportunities for you on our [website](#). Contact [Ed Munn Sanchez](#) to discuss additional ways to enrich your experience.

APPENDIX A1: PIERRE LACLEDE HONORS COLLEGE: DEGREE AUDIT FORM, FOUR-YEAR HONORS PROGRAM

(For first-time Freshmen and those entering with fewer than 24 semester hours of college credit)

Your name and student number: _____

Entry semester (e.g. FS2018 for Fall Semester, 2018): _____

Required Honors Courses	Semester taken	Course number (e.g. Honors 3020)	Section number (e.g. Section 003)	Working title (e.g. "Judicial Policy Making")	Instructor's name	Grade for course
<u>Freshman Year: normally five courses</u>						
Honors 1100	1 or 2	Honors 1100		Honors Freshman Composition		
Honors 1200 or 1202	1	Honors 1200 or 1202		Cultural Traditions I		
Honors Fresh. Seminar	1	H 1310,1330 H 1110,1130 H 1230				
Honors 1201 or 1203	2	Honors 1201 or 1203		Cultural Traditions II		
Honors Fresh. Seminar	2	H 1310,1330, H 1110,1130 H 1230				
<u>Sophomore Year: two seminars, normally from the 2010-2080 range</u>						
2000-level						
2000-level						
<u>Junior and Senior Years: four seminars, at least THREE of which normally come from the 3010-3080 range</u>						
2000- or 3000-level						
3000-level						
3000-level						
3000-level						
Honors 4100	Senior year			Independent Portfolio Writing (Writing Program Capstone)		
<u>Honors Independent Study: six credit hours, normally in the Junior and/or Senior years</u> <u>(see Appendix C for Independent Study options)</u>						
Independent Study I						
Independent Study II						

Please note that you must normally achieve a grade not lower than C- for each honors course in order for it to receive Honors program credit. Four-Year students may take Honors 3100/3120/3160; it will count as a seminar.

APPENDIX A2: PIERRE LACLEDE HONORS COLLEGE: DEGREE AUDIT FORM, TRANSFER STUDENTS AND THE TWO-YEAR HONORS PROGRAM

(For transfer students entering the Honors program with 24 or more semester hours of college credit)

Your name and student number: _____

Entry semester (e.g. FS2018 for Fall Semester, 2018): _____

Required Honors Courses	Semester taken	Course number (e.g. Honors 3020)	Section number (e.g. Section 003)	Working title (e.g. "Judicial Policy Making")	Instructor's name	Grade for course ⁱ
Sophomore years: Transfer students entering as Sophomores will take at least one honors seminar each semester, normally from the 2000-level.						
	Sophomore 1					
	Sophomore 2					
JUNIOR YEAR: THREE HONORS SEMINARS INCLUDING HONORS 3100 AND TWO OTHER SEMINARS, INCLUDING ONE OR TWO FROM THE 2010-2080 RANGE						
Honors 3100 / 3120/3160		Honors 3100 /3120/ 3160		Writing the City ⁱⁱ /Business Writing /Writing in the Sciences		
2000-level						
2000- or 3000-level						
Senior Year: two Honors seminars, normally chosen from the 3010-3080 range, and Honors 4100						
3000-level						
3000-level						
Honors 4100	Senior year			Independent Portfolio Writing (Writing Program Capstone)		
Honors Independent Study: six credit hours, normally in the Junior and/or Senior years (see Appendix C for Independent Study options)						
Independent Study I						
Independent Study II						

Please use the spaces provided overleaf to list any additional or optional **Honors** courses you have taken, and to explain any exceptions from or substitutions to the Honors program requirements.

¹ **Please note** that you must normally achieve a grade not lower than C- for each honors course in order for it to receive Honors program credit.

² **Please note** that **Honors 3100, "Writing the City", Honors 3120, "Business Writing", or Honors 3160, "Writing in the Sciences"** is a **required** element of the Honors program for all transfer students unless a major dictates otherwise (for example, English majors take English 3090 in place of Honors 3100). It is not a requirement of the four-year program. However, Four-year program students are welcome, indeed encouraged, to take this course, which meets the University's graduation requirement for advanced composition for most majors and in most divisions, and for four-year students, Honors 3100/20/60 may replace one of the required seminars.

APPENDIX B.1: THE HONORS COLLEGE WRITING PROGRAM

Authentic review and assessment of students' writing is central to the purposes of the Honors College, its students, its faculty, and the university. According to recent research in rhetoric and academic discourse, one of the best methods of authentic and meaningful assessment is the construction of a writing portfolio in which students review, with independent guidance and evaluation, their course essays and papers. This process of evaluative review and, where necessary, revision, is the essence of our Writing Program.

Each student will submit at least two essays per year, hard copies only. Selection criteria will vary from student to student, but it is generally recommended that the student choose essays which he or she regards as important in terms of developing intellectual and/or career interests. The Honors Portfolio will serve many key purposes for PLHC, for faculty, and above all for students. Submissions can be dropped off in the main office.

For Honors College students, the writing portfolio will chart their personal progress as writers and provide a basis for discussion of major techniques of academic discourse and intellectual inquiry. The portfolios in progress should help students take fuller advantage of their undergraduate opportunities; the portfolios completed will aid them in their search for appropriate and rewarding graduate work and/or career opportunities. The Writing Program's "capstone" is Honors 4100, a one-credit Portfolio completion requirement for the Senior year—this course may be taken for two credit hours. Failure to satisfactorily complete the student's writing portfolio may affect the grade earned in 4100.

For questions about the Writing Program, please contact the dean, associate dean, or associate dean emerita.

APPENDIX B.2: ESSAY EVALUATION RUBRIC FOR THE HONORS COLLEGE
WRITING PROGRAM

Student's Name: _____

Short Title: _____

(*SCORES ARE 5=Excellent; 4=Above average; 3=Competent; 2=Marginal; 1=Remedial)

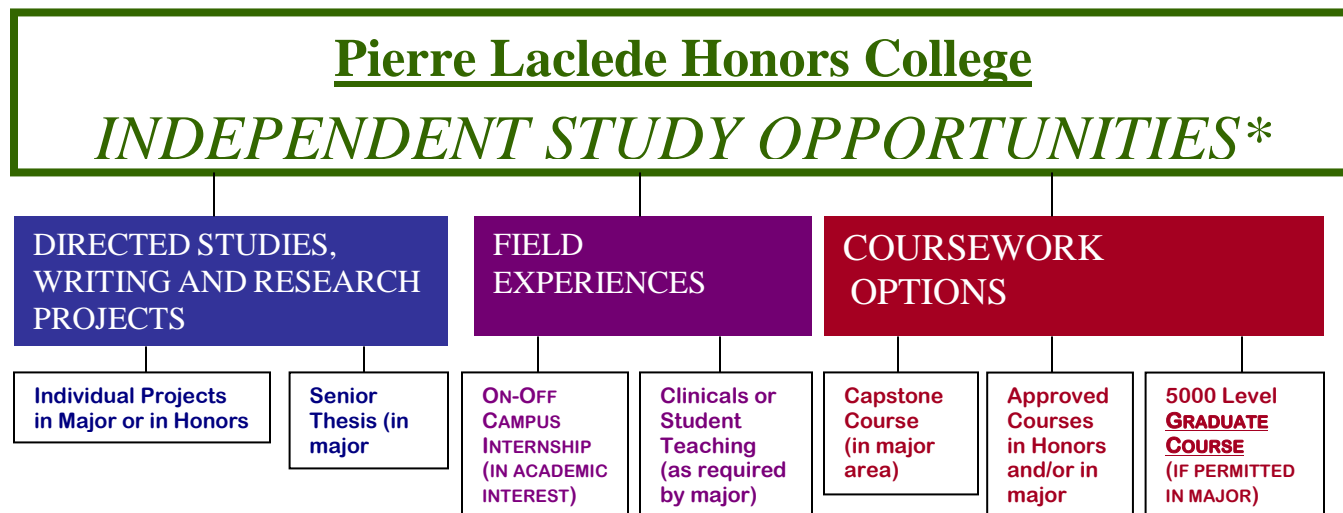
<u>Score*</u>	<u>Criterion</u>
	Essay presents a significant, original and clearly defined thesis/idea/purpose.
	Logic, intellectual inquiry, and critical thinking are evident in the essay.
	Support information is fully developed, substantial, relevant and logical.
	Ideas are presented accurately as fact, inference or opinion. Valid, credible and comprehensive research information is presented effectively.
/20	<u>TOTAL OF ABOVE FOR "DEPTH AND BREADTH OF THOUGHT AND INFORMATION"</u>
	Essay is organized clearly and effectively. Form of essay is appropriate for subject/purpose.
	Paragraphs are developed and focused with attention to proportion and emphasis; transitions in thought are clear, varied and effective. Hence, a consistent and smooth flow is maintained in the essay.
/10	<u>TOTAL OF ABOVE FOR "STRUCTURE OF ESSAY"</u>
	Sentences are coherent, effectively varied and skillfully constructed.
	Language usage is distinctive, precise, sophisticated and consistently idiomatic.
	Tone, voice and point of view are effective, consistent, sophisticated and appropriate for subject/purpose of essay.
/15	<u>TOTAL OF ABOVE FOR "STYLE"</u>
	Effective expression is promoted by consistent and correct use of grammar, punctuation and spelling. Documentation, when applicable, is correct, consistent and complete.
/5	<u>TOTAL OF ABOVE FOR "MECHANICS"</u>
/50	<u>TOTAL SCORE FOR ESSAY</u>

EVALUATOR'S COMMENTS:

Evaluator's Name: _____

Evaluator's Signature: _____ Date: _____

APPENDIX C.1: THE PLHC INDEPENDENT STUDY REQUIREMENT



STUDY ABROAD & NATIONAL STUDENT EXCHANGE

(WITH PLHC APPROVAL ON INDIVIDUAL BASIS)

**Enrollment in individual learning opportunities requires the approval of appropriate instructor(s) and advisor(s).*

+Six credit hours are required by the Honors Program.

For more information about Independent Study Opportunities contact:
Daniel Gerth or Nancy Gleason
E-Mail: gerthd@umsl.edu or
nancygleason@umsl.edu

For detailed information about Internships, contact Geri Friedline:
E-Mail: friedlineg@umsl.edu

On Canvas, go to
Honors Internship and Independent Study

Independent Studies Detail by Category

To meet the graduation requirements of the Honors College, each student must fulfill at least six hours of Independent Study. While the chart above provides a quick overview of options to choose from, this page (below) explains in more detail how each option works. If students have questions about these options, please see your Honors advisor, or [Geri Friedline](#), [Nancy Gleason](#) or [Dan Gerth](#).

Directed Studies, Writing and Research Projects

You may undertake an **Individual Project** in your major, your minor, or in the Honors College. To do so, you must find an UMSL faculty member who is willing to supervise your project. As you approach faculty members, please understand that their time for Independent Study projects is limited in any given semester. Your chances of finding a supervisor increase if he or she knows you and your work from a previous class. Once you have a supervisor, you must jointly define your project. Be sure to consult with your supervisor as you outline the steps you are planning to take, set realistic goals, define objectives, and prepare a syllabus for your Individual Project. To receive academic credit for your project, you need to register for Honors 4900 (Independent Study in Honors) or for the appropriate course in your supervisor's department. Most departments include Independent Study courses in their course listings, usually identified as Special/Directed Studies or Undergraduate Research, and these require permission to satisfy the Honors requirement. Please see your honors advisor for details.

Senior Thesis

If your major department offers this option, you will sign up for it and receive supervision through your department. The number of credit hours you receive for your Senior Thesis will also count towards your honors independent study requirement. Please see both your Honors advisor and your major advisor.

Field Experiences

On-Off Campus Internship or Practicum

If the requirements for your major include an internship or practicum, you must check with your department before signing up for an internship. There is usually an internship coordinator who will advise you and help you register for the right course (see Communication, for example). If your department has no such requirement, you may register for Honors 4910, Internship in Honors. Please see Geri Friedline if you need assistance. You may email her at friedlineg@umsl.edu or call her at (314) 516-7874.

Clinicals or Student Teaching

Both options are administered through your major school or department. Please see your major advisor for details.

Coursework Options

Capstone Course

If your major department offers a Capstone Course or Senior Seminar, then the number of credit hours you receive for this course will also fulfill an equal number of hours for the Honors Independent Study Requirement. If, for example, you are taking Biology 4889, the Senior Seminar required for all Biology majors, then this 2-hour class also fulfills two hours of your Honors IS requirement. Spanish 4399, a 3-hour senior seminar all Spanish majors must take, also fulfills three hours of the Honors IS requirement. Please contact your Honors advisors for any questions.

Approved Course in Honors

The Honors College occasionally offers a course that may be taken as a seminar **OR** as Independent Study (not both!) Offerings vary from semester to semester. Please check course listings for details or see your Honors advisor.

Graduate Course in Major

If you are preparing to go to graduate school, you might want to ask your **advisor in your major department** whether this is an option for you. Not all departments permit this. You will need to get special permission from your department and the Honors College to pursue this option.

Studying on Exchange (Study Abroad)

If you plan to use study abroad or study on exchange to fulfill part of your Honors Independent Study Requirement, you must make arrangements to do so before you leave the campus. Normally, you will need to register for Honors 4900 for this requirement. For more information, please begin by chatting with your Honors advisor and the Campus International Study Office.

Appendix C.2: Internships for Independent Study

Internship Option

Honors students may choose this option to fulfill 1-6 hours of the Honors Independent Study requirement. They may register for their internship through the Honors College or through their academic department.

To earn academic credit for an internship through **Honors**, students must register for Honors 4910. They may register for 1 to 6 credit hours **after** getting approval from the Internship Coordinator or one of the Honors College Advisors.

To earn academic credit for an internship through an **academic department**, students must register for appropriate course number within the department. They will need to obtain special consent from the department.

Requirements

Students will

- Work approximately 50 hours at the internship site for every academic credit hour
- Maintain a daily/weekly journal recording the internship experience
- Write a detailed **internship report** that describes and reflects on your experience
- Insure that the site supervisor complete, review with the student, and submit to the Honors College the **Intern Performance Evaluation Form**.

After student and supervisor have submitted these documents, the Honors Internship Coordinator will review them and assign the appropriate grade.

Internship Report Guidelines

This report should

1. Recreate as fully as possible your internship experience for your reader
2. Reflect critically on the value of this learning experience
(Length will vary. Aim for a minimum of 8-10 pages for three credit hours)

It should contain information on the following:

- The company or organization you worked for and number of hours
- Your site supervisor (name, title, contact info)
- Your internship duties (daily/weekly in detail), role in your unit, and mentoring you received
- The strengths and weaknesses of your internship experience (be specific!)
- Your reflections on the value of this experience within your program of study. Did you feel well prepared for your internship and the duties you were asked to perform? Did you feel sufficiently challenged? Did you receive appropriate guidance to help you learn and develop?
- Your sense of how this experience will affect your future career choices. Did it reinforce your desire to work in this field? Did it teach you that you must change careers?
- Conclusions, recommendations, suggestions

For more information, please contact Geri Friedline at friedlineg@umsl.edu.

Appendix C.3: Intern Performance Evaluation

Pierre Laclède Honors College
at the University of Missouri–St. Louis



Intern Performance Evaluation

Use this form to evaluate your UMSL internship student according to these guidelines:

1. Please ask a supervisor who has had considerable (preferably day-to-day) contact with the student to complete this evaluation. The more direct the contact, the more valuable the performance evaluation.
2. Please insure that the supervisor completing the form discusses the evaluation with the student. The internship is a learning experience, and the student needs to know his or her strengths and weaknesses as an intern. An accurate evaluation helps the student to grow personally and professionally.

Student-Intern's Name: _____

Company/Organization: _____

Supervisor: _____

Performance/Evaluation	Poor	Fair	Good	Excellent	Outstanding
Attendance (punctuality)					
Productivity (volume of work; promptness)					
Quality of work (accuracy, intelligence, neatness)					
Initiative (self-starter, resourceful)					
Dependability (thorough, organized)					
Attitude (enthusiasm, curiosity, ambition)					
Interpersonal relations (cooperative, courteous, friendly)					
Ability to learn (comprehension, on-task adjustments)					
Use of academic background (applied education to internship project)					
Communication skills (oral and written)					
Judgment (maturity, decision-making)					
Overall performance					

Please use the spaces overleaf to make comments, if any.

Please summarize. Your comments will be particularly helpful to the student intern.

Areas where student excels:

Areas where student made most progress 'on the job':

Aspects of student's work most needing improvement or attention (before undertaking similar work or projects in the future):

Was student's academic background sufficient or appropriate for this internship/project?

Has this report been discussed with the student? **Yes** **No**

Student comments:

Signatures:

(Supervisor)

(Student)

Please send or FAX this evaluation form to:

**Gerri Friedline
Associate Teaching Professor
Pierre Laclède Honors College
One University Blvd.
C204 Provincial House
St. Louis, MO 63121-4400**

**(314) 516-7874 (direct line)
(314) 516-5243 (College Office)
(314) 516-6873 (FAX)
friedlineg@umsl.edu**

APPENDIX D: HONORS COLLEGE COURSE EVALUATION FORMS

Honors College Course Evaluation

*Please provide full and honest assessment of your instructor, of the course, and your own performance in the class.
Your responses will remain anonymous and will not be seen by the instructor until after grades are posted.*

Course Number: Honors _____ **Semester/Year** Fall/Spring/Summer _____ **Course Instructor** _____

Thank you for providing your assessment and comments.

I. Evaluate your instructor

The instructor agree")	Please respond from 1 ("strongly disagree") to 5 ("strongly agree")					1	2	3	4	5
1. was organized.										
2. showed command of the subject matter.										
3. gave me adequate ways to contact him or her via e-mail, phone, discussion board, office hours, or appointment time.										
4. made expectations clear.										
5. provided timely and useful feedback on my academic performance during the semester.										
6. responded to all students respectfully.										
7. created an open atmosphere where various points of view were expressed.										
8. communicated clearly in English.										

Please use the space below to explain your overall evaluation of the instructor's performance in this honors course.

II. Evaluate the course

This Honors course	Please respond from 1 ("strongly disagree") to 5 ("strongly agree")				
	1	2	3	4	5
9. provided a syllabus that clearly expressed the goals, expectations, and nature of the course.					
10. assigned readings that were relevant and enhanced the learning process.					
11. represented the Honors College spirit.					
12. expanded my analytical thinking, my technical skills, my creativity, my knowledge, and/or my competence.					
13. required students to come to class prepared.					
14. was one which I would recommend another student to take.					

Please use the space below to comment on the overall value of this honors college course.

III. Evaluate your contribution to the course

Self evaluation	Please respond from 1 ("strongly disagree") to 5 ("strongly agree")				
	1	2	3	4	5
15. I maintained a high level of effort and engagement in this course.					
16. I regularly completed the required readings in this course.					
17. I regularly attended class and contributed to in-class discussions.					

Please use the space below to explain your self-evaluation.

APPENDIX E: HONORS COLLEGE EXIT INTERVIEW AND ASSESSMENT SURVEY

Pierre Laeche Honors College Exit Interview

Information collected in this form will be used to maintain future contact with alumni. Information about your future plans may be used for statistical analysis purposes (for example, the percentage of students joining graduate programs) but no names will be associated with data.

For email, mailing, and telephone information, please provide what you believe will be best for contact by the Honors College within the next twelve months.

Name (printed): _____

UMSL email: _____ Other email: _____

Major(s): _____

Minor(s) or Certificate(s): _____

Mailing address:

Phone number(s): _____

Preferred method of future communications from Honors (circle): phone mail email

Are you interested in receiving communications from Honors about alumni events? Yes No

Are you interested in staying in touch with other Honors alumni via social networking sites, and if so, what is your preferred method(s) of communication?

What is next for you (job, graduate school, professional school, travel, time off, etc.)? Please be as specific as possible:

**Pierre Laclède Honors College
Assessment Survey**

Information in this survey will be kept **anonymous**. Information gathered will be used for external reporting and to help gauge effectiveness in achieving our mission. Please **do not write your name** on this survey. Please use the back of the survey to provide written comments.

Please respond from 5 (strongly agree) to 1(strongly disagree)

I. Communication skills

The Honors College experience has developed my ability to...	5	4	3	2	1
1. Communicate interpersonally with faculty, staff, and students.					
2. Make formal classroom or professional presentations.					
3. Speak confidently in front of groups.					
4. Communicate formally via email and/or other electronic mediums.					

II. Writing skills

Honors College seminars developed my ability to...	5	4	3	2	1
5. Write for different purposes (argument, exposition, synthesis, etc.)					
6. Write in different modes or genres (literature review, narrative, annotation, etc.)					
7. Write for different audiences.					
8. Analyze and evaluate sources.					
9. Synthesize research from multiple sources.					
10. Edit and polish my writing.					

III. Seminar classes

Honors College seminars...	5	4	3	2	1
11. Were student-centered.					
12. Created an open atmosphere for respectful discussion and the free exchange of ideas.					
13. Promoted collaboration.					
14. Increased my knowledge base.					
15. Were innovative.					

IV. Advising

Honors advisors...	5	4	3	2	1
16. Effectively assisted me with course registration.					
17. Provided necessary information about major/ minor/certificate requirements.					
18. Provided necessary information about campus resources and programs.					
19. Discussed with me my short and long term goals.					

V. Independent study/internship requirement

20. How did you satisfy the requirement? Mark all that apply:
- Research/directed readings/coursework within my major
 - Internship registration through my major
 - Internship registration through Honors (4910)
 - Independent study project within Honors (4900)
 - Other (please explain)

The independent study/internship requirement...	5	4	3	2	1
21. Benefitted or supported my overall educational experience.					
22. Included adequate support from Honors faculty to understand the requirement.					
23. Came with adequate opportunities to complete the requirement.					

VI. Overall

The Honors College...	5	4	3	2	1
24. Helped me feel more engaged in the larger campus community.					
25. Faculty and staff created a warm, welcoming atmosphere.					
26. Enhanced my critical thinking skills.					
27. Provided with me a positive experience.					

APPENDIX F: HONORS COLLEGE ADVISING MISSION STATEMENT

The Pierre Laclède Honors College Advising Program recognizes that academic advising is an essential element of a student's college experience. Students and their assigned Honors faculty advisors work collaboratively to explore, plan and implement programs for potential majors, minors, the Honors Certificate and other certificate programs. Advisors encourage students to consider challenging academic options and programs that meet their interests, abilities, and short- and long-term goals. Through the Honors advising process and regular visits with advisors in their major departments, students develop the skills and knowledge they need to take responsibility for their academic development and success. This year-round advising program benefits students and faculty as it improves student retention and provides a platform for students to discuss challenges and concerns about their academic endeavors.

Each Honors advisor accepts these goals and

- Assists students to meet their educational objectives by providing information and resources regarding degree requirements, Honors Certificate requirements and possible minors and other certificates available.
- Offers individual pre-registration and registration services to help students plan and enroll in courses they need to achieve their short- and long-term goals.
- Helps students correctly interpret and apply degree audit information and successfully navigate both the DARS and MyView systems.
- Encourages students to work with major advisors and form a network with faculty in their disciplines and in the Honors College.
- Monitors student progress against students' degree programs, minors and the Honors College Certificate requirements and keeps the Honors College Associate Dean informed of significant inconsistencies in terms of the Honors Certificate.
- Facilitates the selection and completion of independent study and internship projects.
- Clarifies campus and Honors College policies for students and models problem-solving strategies for academic and related difficulties.
- Provides referrals to students regarding Campus Support Services such as Financial Aid, International Study, National Student Exchange, Lab and Tutoring Programs, Counseling Assistance, etc.
- Discusses student involvement in extra- and co-curricular activities.
- Encourages inquiries about graduate programs and career options.
- Reinforces student responsibility for achieving individual academic goals in a realistic timeline, and encourages students to consider their academic plans as an integral part of their lives beyond the University.

APPENDIX G: HONORS WRITING PORTFOLIO QUESTION AND ANSWER INFORMATION

Frequently, Honors College students ask questions about the *required* Writing Portfolio. Below are some important questions and answers regarding the portfolio and Honors 4100, the Writing Portfolio course that is taken during your senior year. After you have read this, if you have any questions, please don't hesitate to ask the dean, associate dean, or associate dean emerita.

1. What is the purpose of my Writing Portfolio? There are many positive reasons for maintaining a writing portfolio. One reason is that the portfolio charts your progress as a writer. Another positive reason for building one is its use for your future. Many graduate applications require sample essays you have written, and the portfolio requirement helps answer this need. And lastly, it will give you the opportunity to discuss your writing development one-on-one with a member of the Honors faculty when you take Honors 4100, the required Writing Portfolio class.

2. How do I begin my Writing Portfolio? It has been started for you with your assistance. When you submitted two essays for admissions into the Honors College, your portfolio was opened. The two graded essays are in your portfolio.

3. What am I required to do to maintain and build my portfolio? You should submit two essays each year (one per semester or two per year). These essays may be whatever you select. You may submit graded copies or clean copies, though graded ones are more helpful in tracking how your writing is progressing. They may be research or non-research papers, depending on what you have been assigned to write, and they may be from honors or non-honors classes. You may submit MORE than two each year if you wish.

4. How do I submit them? You may bring them our main office and give them to a member of our office team, Sherry Gerrein and Audri Adams, or to one of our student workers in the office.

5. Will my portfolio be returned to me and will my completion of my portfolio be noted in any way? First of all, you will receive your portfolio when you earn your certificate from the Honors College and complete Honors 4100, the "Writing Portfolio" class (one- to two-hours credit). During that independent study course with one of our faculty members, you will review your portfolio. The satisfactory completion of your portfolio will be part of your grade evaluation for Honors 4100. Once you complete 4100, you will be given your portfolio. If you should, for any reason, withdraw from the Honors College or transfer to another university before taking Honors 4100, you may take your portfolio with you. Contact the dean, associate dean, or associate dean emerita.

6. What if I would like to see what is in my portfolio or request a copy of an essay in my portfolio? How do I arrange to do that? Please contact the associate dean or associate dean emerita.

7. What if I have neglected to turn in the required number of papers during the last few semesters? This is not a huge problem, and it can be easily solved. You may bring by essays for your portfolio at any time. You may always submit more than the two per year minimum, and if you are behind on submissions, you may add essays to catch up.

8. May I put creative writing samples in my portfolio? You do need to place essays in your portfolio, but if you are writing fiction or poetry, you may submit samples of them for your portfolio in addition to your non-fiction essays.

9. Lastly, whom may I contact with questions regarding the Writing Portfolio? Please contact the dean, associate dean, or associate dean emerita.

APPENDIX H: PROFILE OF THE COLLEGE

Honors Administration, Faculty, and Staff (*indicates that the person also teaches in the Honors program)

Dean: *Edward Munn Sanchez, BA (History and Greek Studies, Cornell College); MA (Philosophy, Emory University); PhD (Philosophy, Emory University)

Associate Dean: *Daniel Gerth, BA (English and History, Saint Louis University); MA (English, University of Missouri–Columbia)

Associate Dean Emerita: *Nancy Gleason, BA, MA (English, UMSL)

Teaching Faculty in Honors:

*Kimberly Baldus, Teaching Professor, BA, MA (English, University of Illinois); PhD (English, Northwestern University)

*Gerianne Friedline, Associate Teaching Professor, BA, MA (English, University of Missouri–St. Louis)

*Christoph Schiessl, Associate Teaching Professor, MA (Katholische Universität Eichstätt-Ingolstadt); PhD (History, Wayne State University)

*Ann Torrusio, Assistant Teaching Professor, BA (English, Maryville University); MA (English, University of Missouri–St. Louis)

*Kate Votaw, Assistant Teaching Professor, BA (Psychology, University of Missouri–St. Louis); MS-R (Experimental Psychology, Saint Louis University) PhD (Psychology, Saint Louis University)

Administrative Assistant: Audri Adams, BA (History, University of Missouri–St. Louis)

Administrative Associate: Sherry Gerrein

Admissions Representative: Holly Pope, BS (Biochemistry and Biotechnology); BA (Biology), (University of Missouri–St. Louis); PhD (Pharmacological and Physiological Science, Saint Louis University)

Academic Advisor: Jennifer Richardson, BS (Business Administration, University of Missouri–St. Louis); MBA (Business Administration, University of Missouri–St. Louis)

Honors Faculty: Faculty propose courses to teach in the Honors College. Since the College's foundation in 1989, over 100 still active regular and full-time faculty from all divisions and most departments of the UMSL-St. Louis have taught in the Honors Program. Additional teaching is done by gifted adjunct faculty who are valued members of the Honors College Community.