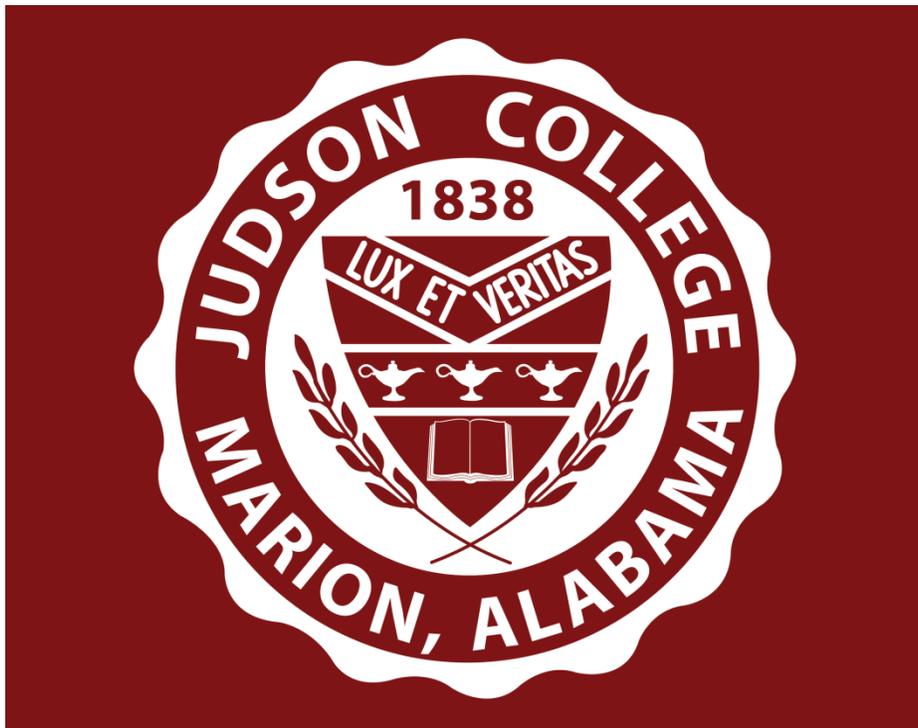


Judson College  
Honors Program Handbook



Judson College  
302 Bibb Street  
Marion, AL 36756

Updated Fall 2017

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## **Honors Program Overview and Purpose**

The Judson College Honors Program provides an opportunity for students to undertake scholarly, independent, original research that exceeds the graduation requirements for the academic major. The Honors Program project allows students to explore intellectual interests and to present the findings to the College community. By engaging in the Honors Program, qualified students develop an understanding of research practices for their fields of study. Program participants conceptualize informed, well-reasoned responses to questions or problems and effectively communicate the results through written projects and presentations of their research.

Honors Program students are designated among the top scholars within their graduating classes. Upon successful completion of the Program, students receive recognition during commencement; “Degree with Distinction” is indicated on their official transcripts, and students’ diplomas denote successful completion of the Honors Program. No credit hours or grades are awarded for the work performed, nor does the project count toward degree completion.

## **Governance**

The Judson College Honors Committee, comprised of at least one member from each academic division and appointed by the President of the College, directs the Honors Program and ensures its academic integrity. The Honors Committee adheres to the qualifications and procedures for the Program; however, in rare cases, the Honors Committee may make exceptions to those qualifications and procedures.

### 2017-2018 Honors Committee Members

Lesley Sheek, Chair

Kem King

Kris McConnell

Jeremy Olson

Catherine Shubert

Scott Bullard, Ex Officio

Katie Owens, Student Government Association President

Angela Dennison, Chair, Judson College Research Ethics Review Committee

## Qualifications

The Judson College Honors Program seeks to attract qualified, motivated students to apply and to complete an Honors project. Participating in the Honors Program is both voluntary and a privilege. To be considered for participation in the Honors Program, the student must first meet the following requirements:

- Complete 30 hours of coursework at Judson College with a minimum 3.5 cumulative grade point average
- Maintain a minimum 3.5 cumulative grade point average on all college coursework (transfer credits and Judson College coursework, combined)
- Demonstrate professional dispositions outlined in the *Judson College Honors Program Handbook*

Please note that participation in the Judson College Honors Program is a serious commitment of both the student and her Faculty Sponsors. Should a student apply and be admitted to the Program, she is committing to meet all expectations and deadlines. A participant should understand that not meeting set deadlines will result in removal from the Program. If removed from the Program, the student can choose to apply again in subsequent semesters.

## Faculty Sponsor Responsibilities

Faculty members are encouraged to invite qualified students to participate in the Honors Program. The Faculty Sponsor, serving as the Project Chair, should submit the *Project Chair Nomination and Prospectus Approval Form* along with the student's prospectus to the Honors Committee Chair (see Appendix A). The nomination form must include the following information:

- Rationale for nominating the student
- Student's current Judson College cumulative GPA
- Student's number of completed coursework hours at Judson College
- List of at least one, but no more than three, additional Faculty Sponsor(s)

The Project Chair will communicate with the Honors Committee Chair on behalf of the student (i.e., submit prospectus, coordinate dates, submit final paper, etc.). Furthermore, the Project Chair will schedule meetings with the student and the additional Faculty Sponsor(s), set deadlines for drafts, establish and oversee a timeframe in which Faculty Sponsors should provide feedback to the student, and provide general guidance. The additional Faculty Sponsor(s) should adhere to the *Honors Program Handbook* and calendar as well as the schedule established by the Project Chair. If a Faculty Sponsor is unable to fulfill these requirements, then he or she may withdraw from the role by informing the Honors Committee Chair. The goal of the Project Chair and Faculty Sponsor(s) in collaborating is to support the student's growing understanding of research in her discipline.

The Honors Committee is committed to ensuring that the role of Faculty Sponsor is supported. Therefore, training is provided for and required of all Faculty Sponsors. Attending training is meant to safeguard the rigor of the Honors Program. Each Faculty Sponsor is responsible for certifying that the student follows appropriate research protocols and that student work meets the guidelines described in the *Judson College Honors Program Handbook*. The Project Chair is responsible for submitting all participants' works by set deadlines.

During each phase of the project, the Project Chair, with support from the additional Faculty Sponsor(s), is responsible for ensuring that the body of work created by the student meets established criteria as outlined in the *Written Project Guidelines* and *Oral Presentation Guidelines*, and is appropriate for submission to the Honors Committee (see Appendices A-D). Should the Faculty Sponsors find that the student is not meeting the expectations and guidelines of the Program, the Project Chair should submit to the Honors Committee Chair the *Notice of Removal from the Honors Program Form* (see Appendix E).

## **Communication**

The Honors Committee communicates with its students via Judson email. Honors students should respond promptly to email messages from the Honors Committee and their Faculty Sponsors. Professional courtesy is expected in regards to timely email communications.

The Project Chair is responsible for submitting all official documents: nomination, prospectus, drafts, the final written project, etc., for the student. All communication should be sent to the Honors Committee Chair who is responsible for forwarding documents to the remainder of the committee members. In submitting documents, the Project Chair is indicating that all Faculty Sponsors have reviewed the works and approved the submissions.

## **Application and Requirements for Prospectus**

A student who is interested in participating in the Honors Program must work with Faculty Sponsors to design a research project that exceeds the graduation requirements for her degree. The student should conduct a search of the literature to ensure that the project focuses on a novel question in her field.

To be admitted to the Honors Program, the Honors Committee must approve the student's prospectus. The deadline for prospectus approval is on or before one month into the student's final year of Judson College coursework. Students who meet the Honors Program qualifications may begin working toward acceptance into the Program at any point prior to one month after beginning their final year of study (i.e., if the semester begins on August 30, the final deadline to meet all requirements and to be admitted to the program is September 30). The prospectus will become a guiding document for successfully completing the project. The prospectus should include the following components:

- Title of the research project
- Thesis to be sustained

- Preliminary review of the literature, including bibliographic information
- Methodology or theoretical framework to be employed
- Style guide to be followed
- Estimated timeline of the project
- Names of at least two, but no more than four, sponsoring faculty members, one who has already been designated as the Project Chair
- Length of at least eight pages, not including reference pages

If a student desires to continue a research project begun during academic coursework, she must first seek approval from the following faculty in the order listed: 1) faculty member to whom the work was originally submitted; 2) Faculty Sponsors; and 3) the Honors Committee. If using pre-submitted coursework, the assignment must meet the following criteria:

- The student must submit the original pre-submitted coursework to the Honors Committee.
- The student can explore a new or expanded thesis that differs from the original work.
- The student has worked with her Faculty Sponsors to effectively integrate the pre-submitted coursework into the new research project, using no more than 30% of the original work.

The Project Chair submits the *Project Chair Nomination and Prospectus Approval Form* (see Appendix A) along with the student's prospectus to the Honors Committee Chair, indicating approval of the student's research prospectus and evidencing the Faculty Sponsors' confirmation that all necessary components of the prospectus are included.

## **Admittance to the Honors Program**

Following the receipt of the nomination and prospectus, the Honors Committee will evaluate the submission for evidence that the project addresses an original research question and sufficiently describes the intended research. The Honors Committee will meet with each student and her Faculty Sponsors to discuss recommendations. Based on the Committee's review of the work, the student will either be admitted to the Honors Program, or she will be asked to fulfill any missing requirements and resubmit before formal admission to the Program.

Research involving human subjects must undergo additional review by the Judson College Research Ethics Review Committee (RERC) before approval of the project. It is the responsibility of the student and her Faculty Sponsors to initiate correspondence, training, and approval from the RERC. Please note that this will add additional time requirements to the prospectus approval. Therefore, the student needs to plan accordingly to ensure that she meets the established prospectus deadline.

After the Honors Committee has approved the prospectus, the student will be formally admitted into the Honors Program. The final date of possible acceptance is one month after the beginning of the student's final year of study (i.e., if the semester begins on August 30, the final deadline to meet all requirements and to be admitted to the Program is September 30).

## **Guidelines for Research Involving Human Subjects**

Honors Program students conducting research involving human subjects must also meet the requirements of the Judson College Research Ethics Review Committee (RERC) to ensure that the standards are met. Human subjects research practices that may be utilized in Honors Program projects include the following list:

- Surveys or questionnaires (even if anonymous and/or online)
- Focus groups
- Interviews and collections of oral histories
- Collection and analyses of participant journals and/or logs
- Games, experiments in physical or in electronic environments
- Physical and/or biomedical procedures
- Diet, nutrition, and/or taste tests
- Studies examining effectiveness of educational tools or curricula
- Use of instruments or devices, including phones, to collect data or to monitor or influence behavior
- Passive observation of behavior in physical or online environments, including social media
- Studies examining participant responses to manipulation of physical or online environments
- Any other activity that involves observation of or interaction with participants to gather information for research.

If an Honors Program project should contain any of these procedures to collect data, the student and her Project Chair should contact the chair of the RERC. It is the responsibility of the student and her Faculty Sponsors to initiate correspondence, training, and approval from the RERC. Please note that this will add additional time requirements to the prospectus approval.

## **Information Literacy Instruction**

Honors students should demonstrate expertise in locating, evaluating, and utilizing scholarly source materials. To achieve competency in information literacy, honors student participants must schedule and attend a reference consultation with a librarian of Bowling Library.

Reference consultations are intended to guide students in their research. Sessions will focus on helping the student to attain expertise in information literacy, resulting in responsible research behavior, which assures use of the best resources, adherence to discipline specific style guides, and the ethical use of information. Faculty Sponsors are invited to attend these sessions, but their attendance is not required.

The role of the librarians is to develop and assess students' information literacy competencies, determining the degree to which honors students have met the expectations of scholarly research. Additionally, the bibliographic information for the mid-project written report and the final written draft will be reviewed and evaluated by the librarians.

## **Good Standing**

During a student's Honors Program participation, she must maintain a cumulative 3.5 GPA. Should a student's GPA drop below a cumulative 3.5, she will be removed from the Honors Program and will not receive the commencement recognition or transcript distinction. If a student fails any course, the class must be retaken, as no honors student may have an "F" on her transcript.

## **Professional Dispositions**

Judson College Honors Program students are expected to exhibit honor in all facets of their lives to fulfill the mission of the College. In addition to GPA standards, Honors Program students are required to exhibit professional behavior in a way that is consistent with Judson College's interpretation of the Christian faith, as outlined in the student handbook. This includes meeting regularly with Faculty Sponsors, adhering to all Honors Program deadlines, responding in a timely manner to all communication, and attending all Honors Program sponsored events.

Additionally, Honors Program students will follow the Judson College Honor Code and adhere to the highest academic principles. All research will be original, and literature used in the project will be correctly cited based on the selected style guide. Evidence of plagiarism and/or any other form of academic misconduct in any portion of the project will result in the student's removal from the Honors Program and the incident will be reported to the Academic Dean of the College.

Honors Program students conducting research involving human subjects must also meet the requirements of the Research Ethics Review Committee (RERC) to ensure that those standards are met.

## **Requirements for Mid-Project Written Report**

Students must show evidence of on-going research by submitting mid-project written reports and by meeting with the Honors Committee to discuss their progress. Expectations for the written project are listed in the *Research Project Guidelines* (see Appendix C).

The mid-project written report is to be submitted by the Project Chair to the Honors Committee Chair by the first day of classes in the semester the senior will graduate (Fall and Spring only; this does not include May or June terms). For example, if the student completes her coursework at the end of December, then she must submit her mid-project written report in August. If a student completes her coursework in April, May, or June, then she must submit her mid-project written report in January.

In preparation for the mid-project written report, the student should continue to research following the guidelines outlined in her prospectus. The mid-project written report must be at least 16 pages in length. The student should work with the Faculty Sponsors to determine the necessary sections, per the discipline style guide referenced in the prospectus. Typically, the following components are expected:

- Honors Program formatted title page

- Abstract
- Introduction of 2 to 3 pages in length
- Literature review
- Methodology or theoretical framework
- Initial findings
- Initial discussion and plans for future research
- Predicted conclusions or expected results
- Length of at least 16 pages

The Honors Committee will schedule a meeting with the student and the Faculty Sponsors to provide guidance and recommendations. Any student who does not meet the deadline or the expectations for the mid-project written report will be removed from the Honors Program.

### **Peer Review**

Peer review is a standard practice in academia. Thus, Honors Program participants are required to meet as a cohort to review each other's written projects before the final written draft is submitted to the Honors Committee. The date for the peer review will be indicated on the Honors Program calendar.

### **Requirements for Written Project**

The audience of the written project is the general Judson College community. Therefore, the technical research paper must be written in a manner that illustrates the topic clearly and relevantly to the reader. Expectations for the written project are listed in the *Research Project Guidelines* (see Appendix C). Each document, from the prospectus to the final draft of the paper, should be formally completed with no remaining editing comments or egregious typographical or grammatical errors. All submitted works should be typed in Times New Roman, double-spaced, 12-point font with 1-inch margins. Additionally, the final product must meet the minimum requirement of 25 pages in length, excluding the bibliography and appendices.

The written project is to be submitted at least six weeks prior to the oral presentation date. Upon acceptance of the research project by the Faculty Sponsors, the Project Chair completes the *Judson College Honors Program Research Approval Form* and submits it to the Honors Committee Chair (see Appendix B). The Faculty Sponsors' signing of the form indicates that the student has completed the project with fidelity and is prepared to orally present the project. The Project Chair submits the final written draft electronically to the Honors Committee Chair.

The Honors Committee will review the written project and offer any recommendations for revision. When possible, the Faculty Sponsor will additionally submit the project for external review by a member of the student's academic discipline outside of the College.

The student must make the recommended changes and submit a final draft of the research project for Faculty Sponsors and Honors Committee signatures no later than the date of the final presentation. Any student who does not meet the deadline or the expectations for the written project will be removed from the Honors Program.

The research project will become a part of the Bowling Library's electronic collection. The student retains the rights to use the completed project for further publication outside of Judson College (i.e., the research may be submitted to a discipline-specific journal).

### **Requirements for Presentation of Research**

Students follow the *Oral Presentation Guidelines* to present their research projects to the Honors Committee, Faculty Sponsors, and the Judson community in a public forum during the final weeks of the semester (see Appendix D). A date will be set each December and April and will be communicated to all parties. The presentation should include the following components:

- Thesis review
- Literature review
- Methodology or theoretical framework
- Discussion of findings
- Considerations for further research

If the student has prepared a creative, artistic, or multimedia performance, then she will present this portion of her research in the same forum.

### **Degree with Distinction**

Upon successful completion of all Honors Program requirements, the student will receive recognition during commencement, and "Degree with Distinction" will be recorded on the student's transcript. Additionally, the student's diploma will indicate her successful completion of the program.

### **Grievances**

If a participant or Faculty Sponsor disagrees with a student's removal from the Honors Program, or if extenuating circumstances cause an Honors Program participant to miss a deadline, she may provide a written appeal to the Academic Dean of the College.

## General Timeline

The Honors Program calendar, provided to all participants in the Program at the outset of every academic year, will indicate important Honors Program dates and key deadlines. The Honors Program calendar will serve as a guide to the student, the Project Chair, the additional Faculty Sponsor(s), and the Honors Committee. Not adhering to the deadlines and/or not meeting the qualifications throughout program participation will result in immediate removal from the Program. The chart provides a general outline of key dates based on a June or December graduation date.

<b>Task</b>	<b>Judson Calendar Date</b>
Nomination and Prospectus Acceptance Deadline (includes approval by RERC, if applicable)	One month after the first day of the semester – Fall and Spring Semesters only
Faculty Sponsor Training Session	Date determined each October and February
Information Literacy Instruction	Date determined each October and February
Mid-Project Written Report Due	First day of classes – Fall and Spring Semesters only
Peer Review of Written Project	Date determined each February and October
Written Project Draft Due	Four-six weeks prior to the presentation date
Presentation of Research	Date determined each December and April
Final Written Project Due	Date of the Presentation of Research

## Appendix A



### Project Chair Nomination and Prospectus Approval Form

Project Chair's Name \_\_\_\_\_ Date \_\_\_\_\_

Honors Student's Name \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

Current Judson GPA \_\_\_\_\_ Current Overall GPA \_\_\_\_\_

Current Number of Completed Coursework Hours at Judson College \_\_\_\_\_

Additional Faculty Sponsor(s) (Must list at least one additional sponsor, but no more than three additional names) \_\_\_\_\_

Please write a brief statement providing a rationale for nominating the student for the Judson College Honors Program.

I \_\_\_\_\_ have read and approve \_\_\_\_\_ prospectus attesting to its academic merit and potential contribution as a novel research inquiry.

Please initial that you approve of each of the following components in the student's prospectus.

\_\_\_\_\_ Thesis to be sustained

\_\_\_\_\_ Sufficient preliminary review of the literature

\_\_\_\_\_ Explanation of the methodology or theoretical framework to be employed

\_\_\_\_\_ List of the style guide or journal to be followed

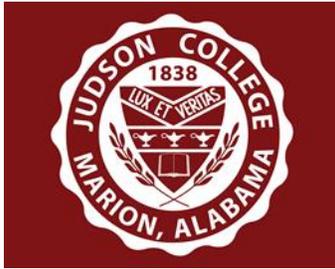
\_\_\_\_\_ Estimated timeline of the project

\_\_\_\_\_ Meets 8-page minimum

Signatures of additional Faculty Sponsor(s)\*, Department Head in the Student's Academic, and the student's Faculty Advisor indicating acknowledgment of the student's project: \_\_\_\_\_

\*Please note that your signature affirms your agreement to adhere to the Honors Program Faculty Sponsor responsibilities including actively participating in a training session, adhering to the timeline for review of the student's project provided by the Project Chair, and ensuring that the student's project meets the requirements of the Judson College Honors Program.

## Appendix B



### Judson College Honors Program Research Approval Form

Honors Student's Name \_\_\_\_\_

Current GPA \_\_\_\_\_ (date)

Project Title \_\_\_\_\_

Please carefully review the written project to ensure it meets the following standards. The Project Chair should initial each statement upon approval.

\_\_\_\_ Clearly written

\_\_\_\_ Minimum of 25 pages

\_\_\_\_ Carefully edited of all errors

\_\_\_\_ Figures correctly formatted

\_\_\_\_ References correctly cited within the paper and on the reference page

\_\_\_\_ Includes Honors Program formatted Title Page

We, the Faculty Sponsors for \_\_\_\_\_ (student's name)  
deem her ready to present her research project to the Judson community.

Faculty Sponsor Signatures

\_\_\_\_\_ (date)

\_\_\_\_\_ (date)

\_\_\_\_\_ (date)

\_\_\_\_\_ (date)

## Appendix C



### Judson College Honors Program Written Project Guidelines

#### Topic Selection/Creativity and Diversity of Research

- Identifies a creative, focused, and manageable topic that addresses potentially significant yet previously less-explored aspects of that topic
- Extends a novel or unique idea or question to create or gain new knowledge in regards to that topic

#### Audience, Context, and Purpose of Writing

- Demonstrates a thorough understanding of the context of the research
- Engages an audience of non-specialists in the field
- Articulates a purpose for the research that is responsive to the assigned task(s) and focuses all elements of the work

#### Design Process, Content Development, and Organization

- Develops elements of the methodology or theoretical framework
- Uses appropriate, relevant, and compelling content to illustrate mastery of the subject
- Conveys the writer's understanding and shaping the whole work
- Employs a thoughtful and logical organizational pattern (specific introduction and conclusion; sequenced material within the body; and transitions) that is clearly and consistently intentional, skillful, and cohesive
- Adheres to a minimum length requirement of 25 pages, excluding bibliography and appendices

### **Existing Knowledge, Research, and/or Views of Sources and Evidence**

- Demonstrates skillful use of high-quality, credible, relevant sources to develop ideas that are appropriate for the discipline and genre of the writing
- Synthesizes in-depth information from relevant sources representing various points of view/approaches to scaffold findings

### **Analysis/Conclusions**

- Organizes and synthesizes evidence to reveal insightful patterns, differences, or similarities related to the focus of the project
- States a conclusion that is a logical extrapolation from the inquiry findings
- Discusses the limitations and implications of sources, research, and findings

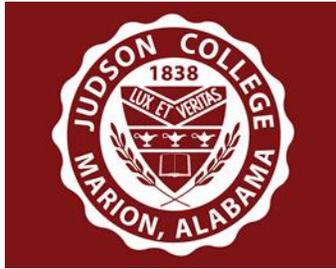
### **Genre and Disciplinary Conventions**

- Demonstrates detailed attention to and successful execution of a wide range of conventions to a specific discipline and/or writing task(s) including organization, content, presentation, formatting, and stylistic choice while writing in way that is understandable to an audience of non-specialists in the field

### **Control of Syntax and Mechanics**

- Uses graceful language that skillfully communicates meaning to readers with clarity and fluency, and is virtually error-free

## Appendix D



### Judson College Honors Program Oral Presentation Guidelines

#### Content and Organization

- Follows a clearly structured organizational pattern (specific introduction, sequenced order, transitions, and conclusion) to make the content of the presentation cohesive
- Includes an explanation of the speaker's motivation for selecting the research topic, a description of the research process, and an analysis of the findings
- Focuses on relevant information, culminating to report original conclusions drawn from findings, which might include potential recommendations for further research

#### Language

- Adheres to the technical vocabulary of the discipline and clearly explains terms for the audience (For example, acronyms may be used but must be explained.)
- Utilizes polished speech free from verbal hedging

#### Delivery

- Utilizes compelling and polished presentation techniques (posture, gesture, eye contact, and vocal expressiveness)
- Includes appropriate presentation aides (PowerPoint, handouts, etc.), which highlight the presentation meaningfully
- Adheres to a 20-40-minute timeframe
- Responds respectfully and effectively to audience questions

#### Supporting Material

- Demonstrates credibility and authority on the topic by including a variety of types of appropriate supporting materials, including a review of relevant literature, clear explanations, examples, and illustrations, etc.

## Appendix E



### Notice of Removal from the Honors Program Form

Honors Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Person Completing the Form's Name \_\_\_\_\_ Title \_\_\_\_\_

Rational for Removal from the Honors Program (check all that apply):

\_\_\_\_\_ GPA dropped below required 3.5

\_\_\_\_\_ Information literacy training incomplete

\_\_\_\_\_ Plagiarism

\_\_\_\_\_ Unprofessional conduct

\_\_\_\_\_ RERC breach

\_\_\_\_\_ Deadline missed

Please indicate issue: \_\_\_\_\_

\_\_\_\_\_ Incompliance with Faculty Sponsors

Please indicate issue: \_\_\_\_\_

## **Appendix F**

### **Judson College Honors Program Formatting Guide**

TITLE

An Honors Project Submitted to the  
Honors Program of Judson College

In Partial Fulfillment of the  
Requirements for the Bachelor of (Arts or Science)  
Degree with Distinction

By

Your Full Name

April 2018

Project Chair:

Faculty Sponsor(s):

# Appendix G

## JUDSON COLLEGE HONORS PROGRAM

We recommend that the Honors Project  
prepared under our supervision by

entitled

be accepted in partial fulfillment of the  
requirements for the **Honors Program Graduate** designation

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Project Chair

---

Faculty Sponsor

---

Chair, Honors Committee

---

Honors Committee

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Honors Committee

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Honors Committee

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Academic Dean

April 2018