

**APPLICATION FOR THE HONORS PROGRAM
KNOX COLLEGE, GALESBURG, ILLINOIS**

I. Instructions to Student. (1) Read the description of the Honors Program and the guidelines for an Honors Project Proposal on the reverse side of this form. (2) In consultation with the chair of your project committee, prepare a project proposal that conforms to the guidelines. (3) Identify other members of your project committee, including one member from outside the department. (4) Complete this application form and submit to the Center for Research and Advanced Study.

Approval. The Honors Committee will meet to review and give final approval to the student's proposal. The Academic Standing Committee agrees that the Committee reserves the right not to approve the proposal, deny permission to go forward or set a probationary term. If a student is approved on probationary basis, the student will enroll as an independent study. If the work is sufficiently strong after the first term, approval for Honors can be given. Once the Honors Committee has met and reviewed, you will be notified if you have been approved for honors.

Application Deadline. The deadline for submitting Honors proposals for the 2011-2012 academic year is SEPTEMBER 10th. However, you may submit a proposal as early as April 1, 2011. Applications should be submitted to the Center for Research and Advanced Study by the end of the term immediately prior to the first term of your proposed honors study; applications **must** be submitted no later than the end of the first week of the first term of your honors study. (You may enroll – or pre-enroll – for honors before submitting your application.)

Name _____ Campus Box _____
ID# _____ Class _____ Major _____
Field of Proposed Honors Project _____ Cumulative Index _____
Tentative title _____

Honors Committee (no signatures needed at this time)

_____ Chair _____ Member
_____ Member _____ Member Outside Department

Total honors credits to be earned _____ Number of honors credits in term Fall _____ Winter _____ Spring _____

Outside Examiner (if known): _____

do wish my name released to the media as a candidate for Honors.

I do NOT wish my name to released to the media as a candidate for Honors.

By applying for Honors, I hereby give Knox College, in the event that I am awarded Honors, permission to publish portions of my work submitted for Honors. I understand that I have the right to make additional copies of my own work and/or submit it for publication elsewhere.

Date _____ Student's Signature _____

Approved by Academic Standing Committee:

Associate Dean of the College

Date

II. Honors Program

Description - College Honors Program. The College Honors Program provides excellent students an opportunity to study independently and to produce a major piece of research or creative work under the guidance of a faculty honors committee. The student's competence is tested by an oral examination conducted by his or her committee and an outside examiner.

Program of Study. Your Honors Program must include provisions for the presentation of some tangible evidence of independent study that has been distributed throughout three terms. You may enroll in a minimum of one credit or a maximum of two credits during one term, not to exceed a total of five credits earned. The courses undertaken for Honors may be either in addition to or in place of regular departmental requirements pending the approval of the department. A 3.3 grade point average is required to apply for Honors.

At the end of each term prior to the term in which you will defend your project, your committee will formally review your progress and determine whether the project should continue as honors eligible.

At the conclusion of your project, your competence will be demonstrated on the basis of the independent project, a written examination on the subject matter of the honors study in cases in which no other written work is part of the program, and the oral examination conducted by the Honors Committee.

Evaluation by your Honors Committee. Your Honors Committee includes an outside examiner and two faculty members, one of whom is selected from outside the department of your major. If the oral examination is successful, this committee recommends to the faculty that you graduate with "College Honors."

III. Honors Proposal Description

1. As an applicant for Honors, you are required to prepare a project proposal, stating the purpose of the project and its significance to your field of study. This description should be as specific and as comprehensive as possible.
2. If appropriate, an initial bibliography and other resources to be used in the research or project should be included.
3. Your proposal should also include a plan, agreed upon by you and your Honors Committee chair, for consultations and deadlines for completing an outline, first draft, etc. The deadline for the final draft is four weeks before the end of the last term of Honors. A recommended date for the first draft to be completed is the end of the winter term in order to allow time for thorough revision.
4. Often honors projects require major expenses. Please make arrangements to apply for a *Richter Memorial Scholarship* to fund costs of your proposed project. Applications are available from the Center for Research and Advanced Study.

IV. Instructions to Honors Committee Chairman

The Chairman is expected to meet regularly with the Honors candidate to review his or her progress, to include other committee members when appropriate, to set deadlines for completed tasks, to arrange for the outside examiner and oral examination, and to file the recommendation for College Honors with the Associate Dean of the College after the oral examination has been completed. At the end of each term prior to the final one, the Chair must assemble the committee formally to review the progress of the student and complete an interim evaluation form (to be provided by and returned to the Center for Research and Advanced Study, who will forward it for review by the Associate Dean of the College).

V. A Brief Guide to Honors at Knox College

1. **What is the Honors Program at Knox College?**
It is an opportunity for excellent students to work at length—usually for three terms—on a major piece of research or creative work. Upon successful completion of the project, the student will be eligible to graduate with College Honors. These Honors are not to be confused with Latin Honors (such as *summa cum laude*). If you can, you should prepare your Honors proposal during the term before you plan to begin honors study.
2. **How many Knox students currently undertake Honors?**
About twenty to thirty-five a year.
3. **Who is eligible?**
Any student who has attained junior standing and has a 3.3 grade point average. Exceptions are rarely granted, and then only when there is a very strong endorsement from the committee chair and the chair of the student's department.
4. **How many credits are involved?**
At least three. But many students take four or even five. Occasionally students who have done summer research projects (especially Ford Fellows) do Honors for just two credits.
5. **How are Honors graded?**
While the project is in progress, the work is not graded. Grades of P are given each term until the last term. Then, when the project is completed and graded, the earlier P grades are converted into grades of A, B or C.
6. **Who oversees my work if I do Honors?**
A faculty committee chosen *by* the student. There can be two or three faculty; one must be a Knox faculty member outside the department(s) in which the Honors study is being undertaken. The student also selects the faculty member most responsible for helping with the project—the chair. Look for faculty who know you and your past work and look for faculty members you would like to work with. Of course, the faculty members must agree to serve on your committee.
7. **Must I do Honors in my major?**
No, but that is the usual case. Students may do Honors in other departments or in interdisciplinary fields of their own choosing so long as their proposal is approved by the department(s) in which Honors is being sought.
8. **Why should I do Honors?**
The best reason is the satisfaction of working independently on a sustained project.
9. **Are there reasons not to do Honors?**
Yes. Looking for a “credential” for one's vita is not a good reason. Also completing a project can be a long, intense and sometimes lonely haul.
10. **Do faculty have to serve on my committee if I ask them?**
No, they do not. It's best to have at least one preliminary discussion with each person you want to have serve on your committee.
11. **Can I get funding for materials or travel?**
Yes, within reason. Please complete a *Richter Memorial Scholarship* application. Applications are available from the Center for Research and Advanced Study.

12. **Can I change my Honors project after my application has been approved?**
Yes. Students in the Honors Program frequently request more money or more credits. They also redefine their projects as they go forward. Most projects, as one might expect, narrow their focus as time progresses.
13. **What about the final examination?**
In the last term, when the project is completed, the Honors student meets with the faculty committee for a final evaluation of the project. Joining the faculty committee is a visiting faculty member (the outside examiner). This final examination, based on a written report or the equivalent (such as a portfolio) in the studio arts, usually lasts one hour (or two at the most).
14. **How can I do Honors when I have so many major requirements in my senior year?**
Good question. Often the Honors work can count in place of a number of senior requirements. You will need to talk with your academic advisor and/or department chair in your major about this in advance.
15. **Suppose I start Honors and discontinue? Do I get credit for the work done?**
Yes, the credits you have earned become independent study credits.
16. **Who chooses the outside examiner?**
Usually your faculty members do.
17. **How do I apply?**
First you must get approval for doing Honors. Pick up an application from the Center for Research and Advanced Study or the Registrar or download from the Website. Work with your project chair in developing your proposal. Be as specific and detailed about your project as possible. Turn the project proposal along with the application form into the Center for Research and Advanced Study, 102 Old Main no later than the end of the first week of the term in which you begin Honors study – preferably at the end of the term prior to beginning Honors study.
18. **What happens next?**
The Center for Research and Advanced Study will ask your Committee for their comments and approval or disapproval and forward these on to the Academic Standing Committee. The Associate Dean will notify you of the decision.
19. **What more do I need to know?**
A few things for now. Keep in mind that your project will ordinarily run three terms and should be done by the middle of the third term. This means you want to be done with your research by the end of the second term, and to have begun writing by then. Studio Art students, please disregard that last point.
20. **Suppose I have further questions?**
Now or later, it doesn't matter—See Lori Haslem, Associate Dean of the College (105 Old Main; ext. 7215), or Sandra Mehl, Director of the Center for Research and Advanced Study (102 Old Main, ext. 7387).

VI. Additional Information to Students Writing Honors Proposals

There are a number of points about honors worth bearing in mind:

1. Students submit a detailed and comprehensive honors proposal to receive approval for their first term of honors. At the end of the first term, and each term before the final term of the defense, the faculty members on the project committee review the progress of the honors project to determine whether honors study may continue for the next term.
2. In order to qualify for honors, work must be judged to be at the A or B level; however, even work graded at the A or B level does not necessarily qualify a student for honors. Grades will be assigned after discussion with all committee members.

3. Drafts of the project should be periodically distributed to all on-campus members of the student's committee.
4. The person chairing each project is required to convene the entire committee once each term to discuss the project's progress with the student and to certify to continuation as honors study.
5. It is the student's responsibility (after consulting with the chair of the proposed committee), to secure the other on-campus members of the committee. The outside examiner will be contacted by the chair of the committee. Often outside examiners greatly appreciate contact early on during the project. A *Richter Memorial Scholarship* could also be considered for students who wish to visit his or her outside examiner.
6. It is the responsibility of the Academic Standing Committee to make a final recommendation on the candidate's qualifications for honors to the faculty.
7. Please note that students may do preparatory work for honors on off-campus programs. Actual academic credit, however, is given only for work done on campus and previous work may not be counted for credit. The work done on campus must be supervised by a member of the Knox faculty.