A FACULTY GUIDE TO CHAIRING AN HONORS COMMITTEE

2018-2019 Knox College Honors Program

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May 2018
The Role of the Honors Committee Chair:

The faculty chair of an Honors committee is expected to:

- Serve as the primary faculty mentor for the student conducting an Honors project
- Review and approve the project proposal submitted by the student to apply for College Honors
- Provide additional statements as required for the student applicant (see special conditions below)
- Meet regularly with the Honors candidate to review his/her progress
- Include other committee members as appropriate—at minimum convening the committee at least once each term (fall and winter) to formally review progress.
- Submit an end-of-term progress report each term (fall and winter).
- Set benchmarks and deadlines to ensure the student is making adequate progress
- Arrange for the outside examiner and oral examination/defense in the Spring Term.
- File the recommendation for College Honors to the Associate Dean of the College Office, and a Grade Report Form to the Registrar.

Application and Review Guidelines:

Discussing Honors with potential candidates:

When students apply to conduct College Honors, they are requested to supply the names of the faculty members who have agreed to serve on their Honors committee. One must be designated as the CHAIR of the committee, and one must be designated as from outside the student’s academic department.

Honors is intended to be a distinction and privilege for students who have demonstrated strong academic excellence and are best prepared to undertake significant independent projects. Please be candid with students if you have any hesitations or concerns about their potential to pursue College Honors. Some students may be better served by pursuing independent study, off-campus experiential learning opportunities, or additional coursework than by committing the time and effort required to complete an Honors Project.

Approving a student’s application to the Honors program:

Review all of the student’s application materials before submission. Honors applications can be submitted electronically. The student will enter the chair’s name, which at the same time confirms the chair has agreed to serve as faculty chair and has reviewed and approved the student’s project proposal.

If the student is applying under any special circumstances (please see Special Circumstances section below), you may need to prepare and submit separate statements to support the student’s application to the Honors Program for consideration by the Academic Standing Committee.

The Associate Dean’s Office may contact you and the other faculty listed on the student’s application to confirm your commitment to serve on the committee. Please consider it a priority to respond quickly. Once all materials and confirmations are received, the Academic Standing Committee will review the proposals. The committee may get in touch with you if they have any questions about your student’s application.

Students should submit a complete application package as instructed to the Associate Dean of the College Office by one of the two deadlines posted below. A complete application package will consist of:

1. A completed application form;
2. A written project proposal that has been approved by the faculty chair;
3. Any additional materials as required (see special conditions below.)
Application Deadlines for the 2018-2019 Knox College Honors Program:

Call for applications begin Wednesday, May 23, 2018. Students who meet the Honors GPA requirement of holding a 3.3 cumulative GPA or higher AND who have the full endorsement of their Honors chair and faculty committee may apply under this deadline. Applications will be reviewed on a rolling basis through the general deadline. **Summer applications are strongly encouraged.**

General Deadline: Tuesday, September 18, 2018: ALL students who wish to pursue College Honors during the 2018-2019 academic year must submit a complete application package by this deadline.

Registering for Honors credit:

Your student may enroll for Honors credit while his/her application is under review.

(1) In the first term in which the student is conducting Honors, you will need to sign and submit a completed Independent Study Form for a 400-level Honors credit in the student’s discipline to the Office of the Registrar.

(2) In addition, and for EVERY term in which the student is conducting College Honors, the student will need to enroll for Honors credit at the 400-level through the College’s online registration system.

Special Conditions:

GPA Waiver Request: If the student applicant has a cumulative GPA that falls below the 3.3 Honors requirement, both you and the student will need to submit separate statements requesting a waiver of the requirement. Your statement should clearly describe the academic preparedness of the student to conduct Honors-level work, and provide any evidence (GPA in major, grades earned in higher level coursework, etc.) that demonstrate the students’ qualifications to pursue College Honors. You may give this statement to the student to submit with their application materials, or submit it directly to the Associate Dean’s Office.

Conducting Honors in the Junior Year: Students may apply to conduct Honors as early as their junior year. However, to begin (or complete in full) work on an Honors project in the junior year, both you and the student must submit separate statements that describe the student’s academic preparedness and qualifications to do Honors work in their senior year, as well as an explanation as to why the student is not seeking to conduct Honors solely in his/her senior year. You may give this statement to the student to submit with their application materials, or submit it directly to the Associate Dean’s Office.

Honors Credits Requested: The standard allocation of Honors credits earned is one credit per term (fall, winter, spring) for a total of 3 credits earned in the senior year. If a student proposes another arrangement (fewer/more credits earned in any given term or fewer/more than 3 credits earned overall), the student will need to include a brief statement of explanation as a separate labeled section of their project proposal.

Probationary Status: The Academic Standing Committee (ASC) may approve a student to pursue College Honors on a probationary status, particularly if there are concerns about the student’s academic preparedness or with the quality of the project proposal. The ASC will set provisions to be met by the student, and a deadline by which to meet them. Often the provision is to earn a GPA at the Honors-level (3.3) during the first term (excluding the Honors credit which will not be assigned a grade until the end of the year.) You may be asked to provide information regarding the student’s progress for review of the probationary status by the ACS.

Discontinuing Honors: If your student chooses to drop College Honors, whether on their own, through consensus of the student’s Honors committee, or as a result of a decision by the Academic Standing Committee, you will need to send an e-mail or formal note to the Associate Dean to confirm that the student is dropping Honors.
credits will be converted to independent study credits at the 350-level in the student’s discipline, and you will be asked to provide a grade for work completed (evaluated at the independent study-level) for these credits.

Other Considerations:

**Richter funding support:** Honors candidates are eligible to receive financial support of direct costs associated with their projects through the Richter Scholars Program. Students must submit a SEPARATE application to the Richter Scholars Program. They may use the same project proposal from their Honors application by adding an itemized budget and a Richter application form. Regular Richter applications apply. The Richter Scholars application should be submitted to the Vovis Center for Research and Advanced Study.

**Additional printing costs:** Honors students are eligible to receive support in affording the copying and printing costs associated with their projects. Students may check out a copy card from the Associate Dean’s Office, or may ask for the printing costs charged to their student account be reimbursed. Students may be asked to apply for Richter support if their costs exceed that which can be met by the Honors budget.

**Seymour Library honors offices:** Students can apply for an assigned Honors office in the Seymour Library by completing an online request form: [http://knox.libguides.com/gethelp/honors-students](http://knox.libguides.com/gethelp/honors-students). Honors offices are assigned on a competitive basis. Students will be notified the application process is open and are encouraged to submit a request as early as possible.

The Oral Defense:

**Outside Examiners:** By the end of winter term, the Associate Dean’s Office will send you information regarding the oral defense. You are expected to play a lead role in identifying and inviting a qualified outside examiner to participate in your Honors defense. Usually, outside examiners are faculty from other institutions who have expertise in the disciplinary area and topic covered in the Honors project. A specialist in the field but from outside of academia may also be considered, and may constitute a better choice for certain projects. Once you can confirm that someone has agreed to serve as the outside examiner, please do the following:

- Provide the Associate Dean’s Office with the name and contact information of the outside examiner as soon as you can—there’s no need to wait for a reminder or prompt. An informational letter to the examiner about the oral examination process will be sent.

- During winter term you will receive an *Honors Oral Defense Form* to let us know what arrangements will need to be made and costs will need to be covered for the final defense. Costs that can be covered include:
  - Transportation (airfare, mileage reimbursement, train fare) to and from Knox College.
  - ONE night of accommodations (standard). Two nights may be covered, but usually to accommodate cost savings for transportation.
  - A stipend of $250 to be paid directly to the outside examiner.
  - A celebratory meal with the student for up to five (5) people at a rate of $30 per person. (Note that institutional funds cannot be used for the purchase of alcohol.)

  We will work directly with you and with the outside examiner to make all arrangements and process the stipend once you have submitted the *Oral Defense Form*. If you would like to handle arrangements differently, please let us know.

- Determine with your student how the outside examiner will be involved in the project prior to the defense. Will you send the examiner an earlier draft of the project for review? When must the project be fully completed and
ready to share with the examiner? Who will be responsible for sending a full copy of the Honors project to the reviewer and by what date? It is HIGHLY recommended that the student provide a final draft of the project for the oral defense in digital format, saving a final printing and binding of the project till after the defense is complete and any final revisions are made.

**Honors Oral Defense Guidelines:**

- Decide with the student when and where to hold the defense. **The defense MUST be held by the end of classes, Thursday, May 23, 2019.**
- Decide if the defense will be open for others to see, and let us know so that the defense can be posted on the College’s calendar of events.
- Be sure to include the name of the restaurant, date, and number of people participating in the celebratory meal on the **Honors Oral Defense Form.**
- The day before the defense, pick up your Honors defense packet from the Associate Dean’s Office, OM 101. This packet will include a check to pay the examiner (or a W-9 form to be filled out by the examiner so that payment can be processed), a **Purchase Order** for the meal, **Honors Recommendation Forms,** and an **Honors Grade Form.**
- After the defense, have the committee and outside examiner sign two copies of the **Honors Recommendation Form** (see sample attached). Submit both to the Associate Dean’s Office who will forward them on to the Academic Standing Committee for approval. Once approval is received, the student will be sent an original signed copy, an original will be kept on file, and the chair will be sent a copy.
- Submit the **Honors Grade Form** (sample attached) to the Registrar’s Office no later than the senior grade deadline—but preferably the day after the defense.

**Printing and Binding Guidelines:**

**How many copies will be print and bound? Consider using digital versions for the Honors committee.** We will cover the cost to print and bind up to eight (8) copies of the project. A copy of the project should be made for each of the following:

- Seymour Library (using the cover page required for archiving of your project) – bound copy
- The Office of Admission – bound copy
- Each member of your Honors committee, including the chair – can be **digital** or bound

We are mindful of sustainability efforts and therefore ask that Chairs consider whether hard or electronic copies should be used during the drafting process and, most importantly, during the exam itself. Chairs should consider the desirability of being ‘green’ alongside the possible distractions created when multiple people at a table with computers or tablets open. Either option is acceptable.

**Printing and binding instructions:** Students will be instructed to **submit their final project in digital form** at soon after their defense as possible. The Associate Dean’s Office will arrange for printing and binding. We will notify the student to pick up when ready. If the student requires MORE than 8 print and bound copies of his/her Honors project, arrangements must be made with the Associate Dean PRIOR to beginning the printing and binding process.
WHEN to print and bind the final project: It is HIGHLY recommended that the student wait to print and bind his/her final honors project till AFTER the oral defense. This allows the student to make any changes or revisions that may come up during the oral defense. Students will NOT be granted additional copies if they choose to print and bind both before and after their defense (though they may choose to allocate a portion of their Honors Richter award to cover this additional expense.)

Title pages: Seymour Library requests that students use a provided template (sample attached) for generating a cover page for their projects for archiving purposes. However, students may also generate their own cover, and simply insert the library cover as a first page on the copy they bind for Seymour Library.

Honors Chair Checklists:

The following checklists are intended to help you efficiently navigate the process of chairing an Honors project:

Pre-award Checklist:

☐ Review and approve all application materials before submission. Sign the application form if paper version. Confirm the commitments of other faculty listed on the student’s honors committee, including one from outside the student’s department.

☐ Prepare and submit any additional statements needed for a GPA requirement waiver or for the student to conduct Honors work during his/her junior year.

☐ Sign the student’s Richter application form (if applicable). Richter Scholars applications are submitted to the Vovis Center for Research and Advanced Study.

Fall Term (or first term of Honors) Checklist:

☐ Complete online enrollment or sign an Independent Study Form for a 400-level credit in the student’s discipline, and ensure the student enrolls for this credit through the online registration system.

☐ Meet with the student to discuss the scope of the project and the work to be completed during that term. Set specific benchmarks to be met and schedule follow up meetings to check on the student’s progress.

☐ Convene the full committee to meet and review progress made by the end of each term. Ask the student to give a full update on their progress, and to provide all committee members with a full draft of work accomplished to date. If you plan to meet over lunch in Seymour Union, you may ask that we cover the cost of the faculty meals. Call ext. 7215 or e-mail slmattan@knox.edu to make arrangements.

☐ Complete a Term Progress Report and submit by the end of the term. This report verifies that the student has been approved to continue pursuing College Honors.

Winter Term (or second term of Honors) Checklist:

☐ Ensure the student enrolls for Honors credit at the 400-level through the online registration system.

☐ Meet with the student to discuss the scope of the project and the work to be completed during that term. Set specific benchmarks to be met and schedule follow up meetings to check on the student’s progress.

☐ Convene the full committee to meet and review progress made by the end of each term. Ask the student to give a full update on their progress, and to provide all committee members with a full draft of work accomplished to date. If you plan to meet over lunch in Seymour Union, you may ask that we cover the cost of the faculty meals. Call ext. 7215 or e-mail slmattan@knox.edu to make arrangements. It is HIGHLY
recommended that the student be in the final stages of completing a full rough draft by this point, even if there are sections with blank spaces waiting for results and analyses.

☐ Complete a Term Progress Report and submit by the end the term. This report verifies that the student has been approved to continue pursuing College Honors. At this point, there should be very little doubt that the student will be able to successfully complete and defend his/her project.

☐ Identify an outside examiner and begin making arrangements for the oral defense.

**Spring Term (or Final Term of Honors) Checklist:**

☐ Make sure that all arrangements are made for the oral defense and for the outside examiner. If you are connecting with the outside examiner through technology (SKYPE, WebEx, other teleconferencing), make sure arrangements have been made with audio/visual services. (we can aid in these arrangements.)

☐ The day before the defense, pick up an Honors Defense Packet from the Associate Dean’s Office, OM 101. The packet will include a check to pay the examiner (or a W-9 form to be filled out by the examiner so that payment can be processed), a Purchase Order for the meal, two Honors Recommendation Forms, and an Honors Grade Form.

☐ Ensure that the student disseminates a final draft of his/her project to all committee members and the outside examiner at least TWO WEEKS PRIOR to the date of the oral defense. It is highly recommended that this draft be disseminated in digital form to save on printing costs. It is important that the final copy of the student’s project acknowledge any support received (Richter or ASSET Fellowship support, etc.) as well as any contributors or resources that have been provided (access to archives, contributions from experts, etc.)

☐ Ensure that your student has submitted a completed Honors Title and Verification Form.

☐ After the defense and before committee members are dismissed, have all members and the outside examiner sign the two Honors Recommendation Forms. Submit both signed originals to the Associate Dean of the College Office. Complete the Honors Grade Form and submit it to the Registrar no later than the deadline for senior grades, but preferably the day of or the day after the defense.

☐ Make sure you submit receipts for the Honors celebratory meal. College funds may not be used for the purchase of alcohol. If you have more than five (5) people attending the meal, or if you anticipate spending more than $30 per person on the meal, you must make prior arrangements with our office. (Exceptions to the 5 person/$30 per person limit are determined on a case-by-case basis and only for clearly justified reasons.)

☐ Have the student submit a digital copy of their project to the Associate Dean of the College Office. Up to eight copies of students’ Honors projects will be printed and bound. **Members can choose to receive a digital version if preferred.** Two bound copies will be kept to be given to the Seymour Library and Office of Admission.

**Other General Considerations for Chairs of Honors Committees:**

- It is best to be upfront and candid with your Honors student about your expectations for Honors-level work. It is always in the student’s best interest to know as early as possible if their work is lacking in some way that may prevent them from completing the project at the Honors level. This gives them time to either remedy the situation, or to discontinue Honors and complete the project on a smaller scale as an independent study.

- Especially early on, it is advisable to meet with your student on a regular basis (biweekly) to ensure they are progressing with their project and have a clear sense of where they need to be by the end of the term.

- By the start of spring term, there should be very little doubt that the project will be completed and awarded College Honors. The majority of the work needed to pursue the project should be completed by this point.
• Projects should be completed and submitted for final review by the committee and outside examiner a full two weeks prior to the scheduled examination date.

• It is important that projects acknowledge any support or assistance received for the project. Students must acknowledge any departmental, Richter, McNair, or ASSET Fellowship support received, as well as the use of any technology, equipment, workspace, specialized expertise, or other resources above and beyond what is generally available to the student body.

Sample Forms and Other Documents

Included with this guide are sample forms and other documents relevant to the Honors Program. Please note these are samples. Many of them will be provided to Honors Chairs at appropriate times, and others are only for use by the Associate Dean’s Office as noted on the forms. If at any time you have questions about the forms or about the Honors program in general, please contact Lori Schroeder, Associate Dean of the College, or Nancy Fennig, assistant.

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Sample documents:

Honors Application Form
Honors Application Guidelines
Student Responsible Conduct of Research (RCR)
Training Verification Form for NSF Grants, form and guidelines
Honors End-of-Term Progress Report
Oral Defense Form
Sample Letter to Outside Examiners
Honors Recommendation Form
Honors Grade Form
Sample Cover Sheet
THE KNOX COLLEGE HONORS PROGRAM
APPLICATION FORM

Application Deadlines: Call for applications begin Wednesday, May 23, 2018: Students who meet the Honors GPA requirement (cumulative GPA of 3.3 or higher) and have the endorsement of their full Honors committee may apply under this deadline. Applications will be reviewed on a rolling basis through the general deadline of Tuesday, September 18, 2018. Summer applications are strongly encouraged. ELECTRONIC VERSION: Honors Application

Biographical/Contact Information:
Name: ___________________________ Student ID #: ___________________________
Major(s): ___________________________ Minor(s): ___________________________
E-mail: ___________________________ Phone #: ___________________________
Knox College Box #: ___________________________
Please provide the contact information by which we can reach you if there are questions regarding your application.

Cumulative GPA:
If your GPA is below the 3.3 requirement, please refer to the program guidelines on how to request a waiver.

Intended Graduation Date:
If you are applying to conduct honors and earn honors credit in your junior year, please refer to the program guidelines and submit additional materials as described.

Project Information:
Tentative/Working Title:

Disciplinary Field(s) of your Proposed Project:
Honors Credits To Be Earned by Term: Fall: ______ Winter: ______ Spring: ______
If you are requesting more/less than 3 credits of Honors, or more/less than 1 credit in any given term of Honors, please refer to the program guidelines and submit additional information as described.

Honors Committee (print full names clearly):
1. Chair: ___________________________ 2. Member Outside Department: ___________________________
3. Member: ___________________________ 4. Optional 4th Member: ___________________________

Publicity/Marketing Release: Do you give permission for your name to be released as a candidate for Honors for use in publicity and marketing materials? yes no

By signing below, I confirm that the information provided here is correct to the best of my knowledge. I give permission to the Associate Dean of the College and the Academic Standing Committee to access my academic records to aid in the review of my proposal.

_________________________ __________________________________________
Student Signature Date

By signing below, I confirm that I have agreed to serve as faculty chair of this honors committee, and that I have reviewed and approved the student's project proposal and application materials to apply to the Knox College Honors Program.

_________________________ __________________________________________
Faculty Signature Date

Please attach your project proposal and any supplementary materials to this form and submit them to:
Office of the Associate Dean of the College • Old Main Room 101 • Knox College Box K-146
Application Guidelines for the 2018-2019 Academic Year

The Knox College Honors Program provides exemplary Knox College students with the opportunity to conduct year-long independent research, scholarly, or creative work under the guidance of a faculty committee. Honors projects culminate in a thesis, portfolio, or comparable product that is defended in an oral examination before a faculty committee including a qualified expert from outside of the Knox community. The privilege of pursuing College Honors is awarded by the Academic Standing Committee through an application process that is administered by the Associate Dean of the College. Students who successfully complete and defend their Honors Project are recognized as graduating with College Honors.

Eligibility: To apply for the Knox College Honors Program, you must meet the following eligibility criteria:

- You must hold a cumulative 3.3 grade point average. (This requirement may be waived in exceptional cases. Refer to the guidelines below on how to apply for a waiver to this requirement.)
- You must have the endorsement of a Knox faculty member who has agreed to serve as the chair of your Honors committee. This person will serve as your primary mentor and guide through the Honors process.
- You must identify at least two other faculty members, one from outside your own department, who are willing to serve on your Honors committee.

Application Materials: A complete application to the Knox College Honors Program consists of:

1. An application form that includes:
   - Basic biographical and contact information;
   - Your cumulative GPA;
   - The names of all members of your Honors Committee;
   - The total number of credits you hope to earn at the 400 Honors level by term;
   - Your decision regarding the release of information for publicity and marketing;
   - Your signature; and
   - The signature of the faculty member who has agreed to serve as your Honors Chair.

2. A written project proposal, approved by your Honors Chair, that clearly describes:
   - The purpose of the project and its significance to your field(s) of study;
   - The scope of work entailed (your methodology and activities/work to be conducted);
   - Objectives, goals, or benchmarks that you will use to guide your work and monitor your progress;
   - Your plans for addressing any contingencies that may arise (for example, unexpected data results);
   - Your plans for connecting with your Honors chair and committee throughout the process.
   - The anticipated outcome and intended product of your work;
   - As applicable, any references cited, as well as an initial bibliography or list of resources you will reference or utilize in the course of your project.
   - As applicable, separate statements to justify the number of honors credits requested or to conduct Honors during the junior year.

3. For students requesting a waiver of the GPA requirement, you must also submit separate statements, one from you and one from your Honors chair requesting a waiver of the GPA requirement. (See below.)

The Office of the Associate Dean of the College • Old Main Room 101 • Knox College Box K-146
Application Deadlines for the 2018-2019 Knox College Honors Program:

Call for applications begin Wednesday, May 23rd, 2018: Students who meet the Honors GPA requirement (cumulative GPA of 3.3 or higher) and have the endorsement of their full Honors committee may apply under this deadline. Applications will be reviewed on a rolling basis through the general deadline of Tuesday, September 18th, 2018. Summer applications are strongly encouraged.

Special Conditions:

GPA Waiver Requests: The Academic Standing Committee may, in exceptional cases, grant a waiver of the GPA requirement. The waiver is not likely to be granted without compelling evidence that the student is otherwise academically well-qualified to pursue College Honors. To request a waiver, separate statements from the student applicant and from the faculty member willing to chair the student’s Honors committee must be submitted that clearly justify why the student is otherwise well prepared and qualified to pursue College Honors. It is recommended that the statements include a description of factors that have impacted the student’s GPA, as well as a description of any evidence (major GPA, upper class GPA) that demonstrate the student’s qualifications.

Honors Credits Requested: The standard allocation of Honors credits earned is one credit per term (fall, winter, and spring) for a total of 3 credits earned in the senior year. If you are proposing another arrangement (fewer/more credits earned in any given term or fewer/more than 3 credits earned overall) a brief explanation is requested and can be provided as a separate, labeled section of your project proposal.

Conducting Honors in the Junior Year: Students may begin conducting College Honors as early as their junior year. If you plan to begin work on your project in your junior year, please submit separate statements, one from you and one from your chair, that describes your academic preparedness and qualifications to pursue College Honors, and explains why you are not pursuing honors solely in your senior year.

Probationary Status: In some cases, the Academic Standing Committee (ASC) may approve a student to pursue College Honors on a probationary status, particularly if there are concerns with the student’s academic preparedness or quality of the project proposal. The student’s status will be reviewed by the ASC at a specified point to re-evaluate the student’s ability to continue his or her Honors project.

Other considerations:

- Being approved to pursue College Honors does not guarantee that you will graduate with College Honors. Your progress will be reviewed at the end of each term by your Honors Committee who will then approve your continuation in the Honors Program (fall and winter), or assign a final grade to your Honors Program (spring) along with a recommendation to award you College Honors upon commencement.
- Students who drop College Honors will have their honors credits converted to Independent Studies, and their committee will assign a grade based on the quality of work completed to these credits.
- Students are eligible to receive financial support from the Richter Scholars Program to afford direct costs associated with their projects (supplies, books, travel costs, registration fees, archive access, printing costs, etc.) Students will need to submit a SEPARATE Richter Application that includes an itemized budget to secure this funding through the Vovis Center for Research and Advanced Study.
- More information can be found in the Faculty Guide to Chairing an Honors Project or the Student Guide to Pursuing College Honors available through the Office of the Associate Dean of the College. You may also contact Tim Foster, Associate Dean of the College at tfoster@knox.edu or by calling 341-7214 for more information.
Student Responsible Conduct of Research (RCR) Training Overview and Policy

This policy requires that students working on faculty research funded from the National Science Foundation, National Institutes of Health, and other Federal grant programs complete Responsible Conduct of Research Training. Knox subscribes to CITI (Collaborative Institutional Training Initiative) for this online training.

If students are being externally grant funded by the NSF or NIH for research activities, two things are required.

1. They must complete the Responsible Conduct of Research CITI training module and;

2. You, as their research supervisor, must complete and file the Responsible Conduct of Research certification form through the Corporate/Foundation/Sponsored Research Office.

The training and form are due one month following the beginning of the student research project under the grant. The form is attached to this email, and is available at any time through the Office of Corporate, Foundation, and Sponsored Research.

Here is how to use the CITI training:

CITI provides online modules for the campus—students, faculty, and staff—in areas such as responsible conduct of research, animal care and use, and human subjects research. Not only will this provide consistent opportunities for training and education across campus, but it should, importantly, reduce faculty time and workload.

The CITI Program operates out of the Vovis Center for Research and Advanced Study. The Center will be able to see who on campus has registered in the system and which modules they’ve completed—so additional questions can be directed the Center’s way. Also, if you are requiring students in a course to complete the training as a class assignment, please tell the Vovis Center and send them the names of the students in the course. They will be able to send you a report that indicates who has completed the assignment.

The College has an annual subscription that allows for unlimited uses of each module—no one will be charged separately for any module. To get started—whether you are using this in a class or academic or summer research experiences—here are the steps to follow:

1. Register at the site. Click here: https://www.citiprogram.org. The first time you go to this site, on the right-hand side of the page, click Create an Account.
2. In the text box that asks you to Select Your Organizational Affiliation, type in: Knox College. Then select to Continue to Step 2.
3. The next screen will ask for your name and email address. Select Continue to progress through the screens.
4. Once registration is complete, subsequent log-ins can be done through a username and password on the main CITI site: www.citiprogram.org

Some questions students may have:

1. Which modules should I select?
Choose the academic area most closely related to the research you will conduct. Check with your faculty who can select the most appropriate module/s to take.
If students are doing research that involves human subjects, they should complete the module for "Social and Behavioral Research Investigators." In addition, all students required to complete CITI Training must complete the module on the Responsible Conduct of Research in the academic area in which they are conducting research.

2. *What is their "Role in Research?"*
   For students undertaking independent research, scholarship, or creative work, check: "Principal investigator."

3. *What is their highest degree level?*
   Students should choose "B.A."

4. *Do users need an "Employee Number"?*
   The registration process asks for an "Employee Number" but it's not a required field.

*[Verification Form Follows]*
KNOX COLLEGE

Student Responsible Conduct of Research (RCR) Training Verification Form for NSF Grants

This form must be completed for any Knox student receiving NSF salary/wages or stipend support to conduct research activities under an NSF grant award or sub-award. Knox faculty member(s) listed on an NSF proposal (as PI, Co-PI, or sub-award recipient) are responsible for verifying that ALL students supported under an NSF grant award have received appropriate RCR training.

Student name: Date:

NSF Grant Award Number: Award Start Date:

NSF Grant Title:

NSF Grant Principal Investigator/Director (PI/PD):

Knox faculty member completing this form:

This person should be the PI/PD, senior personnel, or collaborator who is directly responsible for overseeing the involvements of the listed undergraduate student in the NSF grant-funded research activities.

The following topics MUST be addressed for appropriate RCR training under NSF grant funded research initiatives. These topics are covered through the modules in the CITI Program Basic Responsible Conduct of Research (RCR) course.

<table>
<thead>
<tr>
<th>Research Involving Human Subjects</th>
<th>Data Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism</td>
<td>Mentoring</td>
</tr>
<tr>
<td>Authorship</td>
<td>Peer Review</td>
</tr>
<tr>
<td>Collaborative Research</td>
<td>Research Misconduct</td>
</tr>
<tr>
<td>Conflicts of Interest</td>
<td></td>
</tr>
</tbody>
</table>

These additional topics are available for the RCR training of undergraduates. These may be required at the discretion of supervising faculty. These topics are covered through additional modules in the CITI Program RCR course.

| Research, Ethics, and Society | Using Animal Subjects in Research |

Please verify the RCR training received by the student named on this form as follows:

- The student has completed the nine required Basic RCR Training Modules through CITI.
- The student has completed the Research, Ethics, and Society training module through CITI.
- The student has completed the Using Animal Subjects in Research training module, through CITI.
- In lieu of the above, the student has received other appropriate RCR training (e.g. completion of a research methods course, workshop, or one-on-one training) that covers all required topics. Please describe and indicate the date of the training received as an attachment on a separate page.

Student signature Date

Signature of faculty mentor-supervisor completing this form Date

Please submit this form to the Office of Corporate, Foundation, and Sponsored Research Support NO LATER THAN one month from the date the student begins work on the grant-funded research initiative.

V.P. Acad. Affairs signature approval: Date:

Revised 3/16/2016
Honors Program End of Term Progress Report - SAMPLE - (Form will be sent to you digitally at the end of each term)

Instructions to the Faculty Chair: Please conference with the Honors Committee overseeing your student’s project before the end of the term to discuss the candidate’s progress to date. If possible, complete this form by the grade submission due date of Wednesday, March 14, 2018.

Your email address (slmattan@knox.edu) will be recorded when you submit this form. Not slmattan? Sign out

1. Honors Candidate’s Name

........................................................................

2. Date Honors Committee met or discussed?

Example: December 15, 2012

........................................................................

3. Committee members present?

........................................................................

........................................................................

........................................................................

........................................................................

........................................................................

4. Please rate your student’s progress.

Mark only one oval.

☐ Progress is satisfactory and the project may continue as Honors next term.

☐ Progress is not entirely satisfactory. Unless substantial improvement occurs soon, the project will not be Honors eligible. Please use the comment box below to discuss what improvements need to be made, and the date agreed upon by the student and committee for re-evaluating the student’s progress.

☐ Progress is unsatisfactory. The project is no longer Honors eligible and credits should be converted to independent study.

5. Comments.

........................................................................

........................................................................

........................................................................

........................................................................

........................................................................

☐ Send me a copy of my responses.

https://docs.google.com/forms/d/1N4KeNmnNNDTY8eNHLcSpwVbla7-TBmsTCDYzaKpOaQ4/edit
Honors Project Oral Defense Form - SAMPLE

To be completed by the Chair of the Honors Committee and/or Honors Candidate.

Your email address (slmattan@knox.edu) will be recorded when you submit this form. Not slmattan? Sign out
* Required

1. Name of Honors Candidate *

2. Project Title
   Exactly as it should appear for Oral Exam and Commencement Booklet

3. Honors Field/Discipline
   Exactly how it should appear for Oral Exam and Commencement Booklet

4. Outside Examiner Information
   Name, Title, Institutional/Organizational Affiliation, and Email Information

5. Names and Departments of Committee Members
   Please include yourself as chair.

6. Date and Time of Oral Examination
   Example: December 15 11:03 AM

7. Location of Exam

https://docs.google.com/forms/d/1vfimv2yiuc8Q-dDasB_ZZKd0XdksdKEvFbg4RC15zE/edit
8. Please check all that apply and provide requested information.

Check all that apply.

☐ I would like the Associate Dean's Office to aid in making travel and accommodation arrangements for the outside examiner. (You may be contacted for more information.)

☐ The outside examiner prefers to make his/her own travel arrangements, and will need information from Knox about travel protocols and reimbursement.

☐ I would like to request a purchase order to provide for a lunch/dinner after the oral examination. Up to $30 per person for 5 people will be provided. (See below to submit additional information.)

☐ I will pick up an Honors packet from the Office of the Associate Dean the day before the oral examination.

☐ I will ensure that the Recommendation for Graduation with Honors forms are signed and that one is given to the student and the other is returned to the Office of the Associate Dean, OM 101.

☐ I will ensure that the Honors Grade Report is submitted to the Registrar's Office no later than 1 p.m. on Wednesday, May 30, awarding quality grades for Honors.

9. Please provide the following information if you want a purchase order for a celebratory lunch/dinner.

Restaurant Name

------------------------------------------------------------------------

10. Reservation Date

Example: December 15 11:03 AM

------------------------------------------------------------------------

11. Number of Guests Attending

------------------------------------------------------------------------

12. Comments?

------------------------------------------------------------------------

☐ Send me a copy of my responses.
Regarding: Honors Examination for < >

Dear Dr. < >:

Thank you for agreeing to serve as an outside examiner for the Knox College Honors Program. I am sure that <Honors Chair> has provided you with the information you need, though I am happy to answer any additional questions you may have. Meanwhile, here is some additional information for you that may be helpful:

Our current honorarium for outside examiners is $250. We cover travel costs that are in line with standard travel protocols for the College. At the time of your visit, you will be given a travel expense report to submit your expenses. Our accounting office requires a completed W-9 form to process the honorarium. I have attached a form for you to complete. You may return via email to my assistant Stacia Mattan at slmattan@knox.edu, or you may fax to 309-341-7077, or by post to The Office of the Associate Dean of the College, Knox College Box K-146, 2 E. South Street, Galesburg, IL 61401. If you’ve already returned a W-9 to the English Department, you don’t need to submit another one. Other questions about travel arrangements are best directed to my assistant, Stacia. Her direct line is 309-341-7215.

Most committees ask the outside examiner to commence the oral examination with a series of questions or observations concerning the project. You should receive a final copy of the project at least two weeks prior to the oral examination date. The duration for the oral examination is rarely fixed, but most run for about an hour and a half, with the first half-hour or so reserved for the outside examiner. Please feel free to discuss this with the Knox faculty chair of the committee.

Most students receive three 400-level academic credits for their work. (Knox operates under a trimester system in which students enroll in three classes per term, earning one credit per class.)
Students may earn more Honors credits if the amount of work entailed exceeds the standard. Fewer credits may be earned if work has been conducted on a no-credit basis when Knox is not in session (for example, over the summer months). The number of credits earned is reflective of the amount of work entailed, not necessarily the quality of the project.

The Honors Committee decides if a recommendation for College Honors should be submitted to the Academic Standing Committee. It is unusual (though not unheard of) for Honors to be denied. In most cases, students are counseled long before the oral examination to take an alternate path if it becomes apparent that their project will not meet Honors expectations.

The oral examination itself is not graded. The examination should, however, facilitate the task of grading the Honors project itself. At the conclusion of the oral defense, (once the candidate has been excused), the Honors committee may advise the chair of the committee as to how to grade the Honors project. We understand that outside examiners are usually not prepared to make specific grade recommendations at the conclusion of the oral examination. The faculty will ask for a general appraisal of the project from the outside examiner before determining a grade for the project.

I will send you a note shortly after the examination asking you for a brief evaluation of the student’s work and your appraisal of the College’s Honors program.

Thank you once again for agreeing to serve as an outside examiner for the Knox College Honors Program. Please do contact me directly with any questions or concerns you may have.

Sincerely,

Timothy Foster
Associate Dean of the College

TF/slm

cc Honors Chair
KNOX COLLEGE HONORS RECOMMENDATION FORM

Instructions to the Honors Chair: Please have all members of the Honors Committee sign both copies of this form. Submit BOTH copies to the Office of the Associate Dean of the College. Once the recommendation has been approved by the Academic Standing Committee, an original signed copy will be sent to the student, and a copy will be sent to you.

Date:  May 10, 2018

To:  The Academic Standing Committee
     c/o Tim Foster, Associate Dean of the College
     Old Main room 101, Knox College Box K-146

From:  The Honors Committee of __________________________

We are pleased to recommend ___________ for graduation with College Honors in FIELD.

TITLE

This recommendation is respectfully submitted by:

____________________________________
Honors Committee Chair

____________________________________
Honors Committee Member

____________________________________
Honors Committee Member

____________________________________
Honors Outside Examiner

This recommendation has been approved by the Academic Standing Committee:

____________________________________
Dr. Timothy Foster, Associate Dean of the College  Date
May 10, 2018

TO: Office of the Registrar, SMC D203, Knox College Box K-145
FROM: CHAIR
RE: Final Grades Awarded for College Honors Credits

< > has completed a full-length Honors project and has defended it before a faculty committee including a qualified outside examiner. The Honors Committee has submitted a formal recommendation to the Academic Standing Committee to award the student College Honors for her accomplishments.

**Discipline:** FIELD

**Project Title:** TITLE

Please replace the grades of ‘S’ awarded to < >, for < > 400-level credits in the previous terms to the grades indicated below:

**2017-2018**

<table>
<thead>
<tr>
<th>Term</th>
<th>Grade</th>
<th>From ‘S’ to</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>&lt; &gt; 400-2</td>
<td>__________</td>
<td>1.0</td>
</tr>
<tr>
<td>Winter Term</td>
<td>&lt; &gt; 400-1</td>
<td>__________</td>
<td>1.0</td>
</tr>
<tr>
<td>Spring Term</td>
<td>&lt; &gt; 400-1</td>
<td>__________</td>
<td>1.0</td>
</tr>
</tbody>
</table>

________________________________________
Signature of Faculty Chair

Date

*Please submit this form to the Registrar’s Office, preferably by the day after the oral defense, but no later than the senior grades deadline of May 30**, 2019 by 1 pm.*
SAMPLE COVER PAGE

VARIABLE TEMPERATURE ELECTRON SPIN RESONANCE STUDIES ON
5-DOXYL-N-HEXYLSILANE

By Bradley W. Poland

Submitted in partial fulfillment for a Bachelor of Arts degree with College Honors in Chemistry
at Knox College, Galesburg, Illinois
4:00 p.m. May 21, 1991

College Honors Committee:
Robert G. Kooser (Committee Chair): Professor of Chemistry, Knox College
Lawrence E. Welch, Assistant Professor of Chemistry, Knox College
Russell Sutton, Professor of Chemistry, Knox College
Linda Dybas, Professor of Biology, Knox College
Henry Connor (Outside Examiner): Professor of Chemistry, Kentucky Wesleyan College