



# Honors Program Handbook



# Temple Honors



## One Big Happy Family

Temple University Honors Program

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# Honors Program Handbook



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## What does the Honors Program entail?

### Honors Certificate Program

(60 credits and below)

The Honors Certificate Program requires a minimum of eight Honors courses (24 semester hours) of Honors course work and leads to an Honors Certificate. Students can take as many of the General Education (or core) courses in Honors as they wish, but two of the eight courses must be from outside these requirements. The courses outside General Education may include lower and upper-division honors courses.

When you complete the Honors requirements -and are in good standing-you'll receive an **Honors Certificate** signed by the Honors Director and the Provost of the University. **In order to receive your Honors Certificate you must have a 3.25 cumulative GPA in your HONORS CLASSES.** You'll be invited to celebrate this grand accomplishment with friends and family at the Honors Certificate Ceremony. This achievement will also be reflected at the very top of your transcript.

### **BUT HOLD ON, THERE'S MORE...**

Yes, there is life after your cert! We offer a myriad of upper-level electives that you can take even after completing your Honors requirements. You can also apply for the Upper-level Honors Scholars Program! Read on for details!

### Upper Level Honors Scholars Programs

(60 credits and above)

Current Temple and Transfer students with 60 earned credit hours and a 3.6 cumulative GPA can apply for admission to the Honors Scholars Program. Honors Scholars can choose to complete the Honors Scholars Program in the University Program, the Fox School of Business, or one of the school or departmental Honors Scholars Programs – History, Political Science, and Psychology currently offer Honors programs.

The requirements are six upper-level Honors courses (18 semester hours), including a research or creative project design course and an honors thesis. This leads to the “**Honors Scholar**” designation on the Temple transcript. Honors Scholars are required to complete a junior level research theory/practice course and a senior thesis – a research or creative project – involving an advisor, an examining committee, and a public presentation of the work (preferably started in junior year and completed early in senior year). Honors Scholars must complete a minimum of four other upper division courses. Students can earn upper-division honors credit in honors courses in their major, interdisciplinary honors courses, select non-honors courses that provide significant experiential or service learning value, graduate courses, or honors independent study.

\*\*\*To remain in good standing in the Honors Scholars Program, Honors Scholars must maintain a minimum 3.4 GPA in the major and a cumulative 3.4 GPA.



## What about advising? How do I register for classes?

If you are in:

- University Studies** (Undeclared)
- College of Liberal Arts** (CLA)
- College of Science and Technology** (CST)
- School of Communication & Theater** (SCAT)

Then we here in Honors are your *official* advisors (until you reach 60 credits). It's always a good idea to meet with the Honors advisors before you register on OWLNET. Even after you've registered, it's not too late to come talk with us about your course selections.

### If You're in Any Other Fine Temple School or College

We here in Honors are your *unofficial* advisors. Come up and have lunch with us and let us get to know you. We'll even give you advice if you like—in fact, we'd like to!

### SOPHOMORES:

There's no time like the present to get to know the undergraduate faculty advisor in your major (or the major you are leaning toward). A great place to start is the advisor directory provided on page two. When you hit 60 credit hours, you'll be officially advised in your major. You should still look through the Honors Course Guide, especially if you have some Core or Honors classes you need to complete, or if you just want to take Honors electives.

### Where to get your scheduling tips

We are your helpers and advisors, and we want to assist you!

Because you are all aiming to graduate with a major in something, it is a good idea to meet the undergraduate advisors of your college and department early on. After you have reached 60 credits, and the halo of a junior, they will be your official advisors. This is especially important for students in the professional schools: business, architecture, music, social administration, and education.

It's vital to get to know a professor or two in the major you are thinking about, or have declared. Professors are a valuable resource regarding possible career paths, graduate programs, internships, and letters of recommendation.

*Note:*

CHECK PREREQUISITES BEFORE REGISTERING FOR CLASSES!





## What is up with the Core Requirements?

### You MUST take these in Honors:

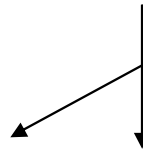
English Composition	H090	1 class
Intellectual Heritage	IH XO91	1 class
Intellectual Heritage	IH X092	1 class

*Don't forget about your LIBRARY REQUIREMENT. You must pass the library skills test before graduating.*

### It makes sense to take these in Honors:

American Culture	AC	1 class
Arts	AR	1 class
Individual and Society	IN	1 class
Quantitative Reasoning	QA & QB	1or 2 classes-determined by placement
Science and Technology	SA & SB	2 classes
Studies in Race	RS	1 class
Writing Intensive	WI	5 classes- including your 2 IH classes and the capstone course for your major
Language & International Studies	FL/IS	See information in table

### Language Requirements



#### CLA and/or CST students pursuing a B.A. must either:

Complete a Language to the 3<sup>rd</sup> level (C061)

**and** take

1 International Studies course

**OR**

2. Complete a Language to the 2<sup>nd</sup> level (0052)

**and** take

2 International Studies courses

(at least 1 IS must be a Non-Western)

#### Everyone else must either:

Complete a Language to the 3<sup>rd</sup> level (C061)

**OR**

Complete 2 International Studies courses (at least 1 IS must be a Non-Western)

**OR**

Complete a Language to the 2<sup>nd</sup> Level (0052)

**and** take

1 International Studies course



## What are the Honors Program's Requirements?

### HONORS REQUIREMENTS

#### Fresh 'people':

To earn the Honors Certificate you must complete eight University Honors courses, including English H090, Intellectual Heritage X091 and X092. The other five may be Core or elective courses. If you're lucky enough to test out of English H090, you still have to take 8 Honors courses. If you come to Temple with a lot of advanced placement credits (typical of Honors students), you still need to take 8 Honors Courses.

#### Transfers or Current Temple Students

If you are a transfer student, you need to take 6 Honors courses. If you have not completed your English Composition and Intellectual Heritage requirements prior to entering the Honors Program, you must take the Honors versions of these courses.

#### Business Students:

"Business Honors" is an entity unto itself, localized in the Fox School of Business Management. Not all Business Honors courses count toward your University Honors Certificate! The ones that do can be found in this University Honors course guide.

### ACADEMIC STANDING

If your GPA falls below a 3.0, you're "on probation" in Honors. To get back in good standing, you must earn a 3.25 semester GPA or a 3.0 cumulative GPA the following semester. If your GPA is still below Honors standards after two semesters, you will be dropped from the Honors Program.

### WITHDRAWALS

The Honors policy is to choose your courses with care and drop/add within the first two weeks of the semester if you've made a mistake. After this you must work hard and complete the courses you choose. We usually advise against withdrawals, and we will rarely sign late withdrawals: W's are not an approved way of improving your GPA.

### PLAGIARISM

In case you were wondering, "Is it plagiarism to..."

...copy sentences or paragraphs from one or more sources which are the work of other persons without clearly identifying their origin by appropriate referencing? YES

...submit work which has been wholly or partially copied from another student's work? YES

...use another person's ideas, work, or research data without appropriate acknowledgement? YES, THAT TOO

Does the above cover the Internet too? YOU BET IT DOES.

Does Honors support the University Disciplinary Code? YOU BET IT DOES



## What are the Upper Level Requirements?

What is an Upper-Level Course?	These are generally more advanced non-CORE courses designated by course numbers of 100 and above.
Can I take Upper-Level courses through Honors?	Yes! We have some fabulous upper-level courses including some new ones this semester.
How many Upper-Level courses do I need to take?	It depends on your college and major. Check the <b>Undergraduate Bulletin</b> for details.
What if I am a B.A. candidate in the College of Liberal Arts of the College of Science & Technology?	You need: At least 2 upper-level classes outside your major's division. For example, if you're a Religion major (Humanities), choose 2 upper-level courses from the Social Sciences and/or the Math/Sciences. If you're a Physics Major (Science), choose 2 upper-level courses from the Social Sciences and/or the Humanities.
Which fields count as <u>Humanities</u> ? (Note: Some courses in American Studies, Asian Studies, and Women's Studies count as Humanities. Check with an advisor.)	Art History, English, Greek & Roman Classics, Foreign Languages, Religion, Philosophy (Music is a Humanities but this department may not be used to satisfy upper-level distribution requirements.)
Which fields count as <u>Math/Sciences</u> ?	Biochemistry, Biology, Chemistry, Computer & Information Sciences, Geology, Mathematics, Mathematical Economics, Physics.
Which fields count as <u>Social Sciences</u> ?	African-American Studies, American Studies, Anthropology, Asian Studies, Criminal Justice, Economics, Geography & Urban Studies, History, Jewish Studies, Latin American Studies, Political Science, Psychology, Sociology, Women's Studies.
Can an Upper-Level class count for CORE credit?	Yes! Check with your advisor for more details.



## How are we recognized for being great?

THIS IS FOR CLA AND CST STUDENTS!

### What is it?

Founded in 1776, the Phi Beta Kappa society is the oldest and most prestigious academic honor society recognizing those students who demonstrate a well-rounded liberal arts education in their field of study. Membership in the society is open only to students enrolled in CST or CLA. Eligibility for membership is considered each **spring**. At this time, **juniors** and **seniors** who are candidates for the BA or BS degree are eligible for consideration if their undergraduate record fulfills the minimum requirements stated below.

### Why should I care?

If the words "resume" or "transcript" mean anything to you, then you should care. This is the topmost academic society in the country and having it in your CV tells the employer/grad school a lot about you. The fact that you get invited into this society should also tell you a little bit more about its importance.

### So, what do I have to have to get noticed?

Candidates must:

1. Either have completed or be in the process of completing 60 semester hours of courses in CLA or CST at Temple.
2. Have taken 12 credits per semester for at least four semesters which may include the current semester and/or two consecutive summer sessions.
3. Have completed or be enrolled in 2 full-time semesters at one of the Philadelphia campuses of the University.
4. Have a GPA of at LEAST 3.80 to be elected as a junior, 3.50 for election as a senior.
5. Have demonstrated knowledge of mathematics and of a foreign language at least minimally appropriate for a liberal education.

**Math:** You need to have completed at least one college-level mathematics course (this would include courses in the Mathematics department numbered 55 or above.) Statistics 11 and 12 and other Math QA & QB courses outside the math department do NOT fulfill the Phi Beta Kappa requirement.

**Foreign Language:** Candidates shall also have completed at least one semester of a foreign language at the second-year level. At Temple, this generally means completion of a foreign language course numbered 61 or above which was taught in the foreign language department. Students for whom English is a second language are exempted from this requirement provided that a notation to this effect appears on the "events" screen of the student's ISIS record. It is the student's responsibility to make sure that this notation is made prior to the semester in which eligibility will be considered.

### Whom do I call for info?

As was stated above, Phi Beta Kappa calls YOU; you don't call them. However, if you have any questions as to the specifics of the requirements, log onto their website [www.temple.edu/pbk/](http://www.temple.edu/pbk/) or contact Ingrid Rima, President at [irima@aol.com](mailto:irima@aol.com).

**The Bottom Line:** Weight shall be given to the breadth of the program of each candidate as shown by the number, variety and level of Arts and Science courses taken outside the major. If you want to get noticed and invited, concentrate on having a strong foreign language component and variety in your degree program.





## Are there any National or International Scholarships for us?

We're glad to do whatever we can to help you with your applications. Honors students have done very well winning fellowships and scholarships. For example, Honors student Mena Hanna won a Marshall scholarship last year and will attend Oxford (all expenses paid!) to study music composition. He recently was asked to choose which grand piano he would like to use while at Oxford. His selection-a 1936 Steinway. Not too shabby! Emile Haertsch won the St. Andrews scholarship to study creative writing and Scottish literature at the University of Edinburgh! These are but two examples of students who have won prestigious awards. Honors students have also won the Truman, Udall and Fulbright. We are happy to do whatever we can to help you with applications. If you don't apply, you definitely won't win. Scholarships opportunities and scholarship talks are often posted on the Hnrsinfo listserv, as well as the Honors website. Honors will help you throughout the application process. Some of the major scholarships to look for are:

- [Benjamin A. Gilman International Scholarship Program](#)
- [Rhodes Scholarships](#)
- [Marshall Scholarships](#)
- [George J. Mitchell Scholarships](#)
- [Fulbright Grants](#)
- [Andrew W. Mellon Fellowships in Humanistic Studies](#)
- [USA TODAY's All-USA College Academic Team](#)
- [Carnegie Endowment for International Peace Junior Fellows Program](#)
- [Jack Kent Cooke Foundation Graduate Scholarship Program](#)
- [Barry M. Goldwater Scholarship](#)
- [Harry S. Truman Scholarship](#)
- [Thomas R. Pickering Foreign Affairs Fellowship](#)
- [Morris K. Udall Foundation](#)
- St. Andrews Fellow (this one is local)
- For more information and eligibility check the Honors website at <http://www.temple.edu/honors/scholarships.htm>, or speak with Dr. Ruth Ost, our own scholarship guru!



## Are there any Research Opportunities for us?

### **Diamond Research Scholars Program**

Earn money while doing research!!

The Diamond Research Scholars Program provides Temple undergraduates the opportunity to engage in a focused, mentored research or creative arts project during the summer and fall. The program requires that students participate in the three-day Diamond Research Program Institute and devote eight to ten weeks during the summer to develop a research project in their area of interest under the direction of their faculty mentor. Students who are accepted into the program will receive the "Conwell Undergraduate Research Award" of \$2750 and Tuition remission for up to three credits fall term for independent study (credits that exceed 17 s.h.)

Students are expected to present their project at various events both formal and informal throughout the year. Revised versions of the completed work will be submitted for the 2007 Temple Undergraduate Research Forum /Creative Works Symposium (TURF/CreWS). Students should strive to publish their research papers, or present their creative works in a public forum.

For more information and to apply go to [http://www.temple.edu/vpus/programs\\_initiatives\\_upperdivision/diamondresearchscholars.htm](http://www.temple.edu/vpus/programs_initiatives_upperdivision/diamondresearchscholars.htm)

### **Temple Undergraduate Research Forum**

The Temple Undergraduate Research Forum - Creative Works Symposium (TURF-CreWS) provides ambitious, intellectually motivated undergraduate students the opportunity to present and defend their original research or creative work to a forum of colleagues, faculty, family, and friends. TURF is open to all departments and all colleges. Through its emphasis on original research and theory-driven critical analysis of significant social issues, TURF seeks to inspire undergraduate students to engage, analyze, critique, and advise the world around them; beginning with their own social, ideological, or cultural communities; so that they may contribute ideas that make for a better society and world.

TURF welcomes research from every discipline. All Schools, Colleges, Departments and Programs in the University are eligible to nominate undergraduate student papers, posters and works for TURF. TURF-CREWS participation is on a competitive basis.

### **Undergraduate Research Incentive Fund (URIF)**

The Undergraduate Research Incentive Fund is available to any full-time undergraduate student enrolled at Temple who seeks financial support for research related activities such as undergraduate research projects or participation in professional conferences. Awards from the URIF are dependent on the availability of matching funds from the students' own Department, School and/or College.



## How do we get rid of the TUA email?

**Accessing e-mail:** To activate your Temple e-mail go to <https://activate.temple.edu/>.

**YOU MUST CHANGE YOUR TUA E-MAIL ADDRESS**-While your Tua e-mail address will stay functional, these days, no one likes to open e-mail if they do not know who it is from. This means you have to create an alias e-mail, and then make it your preferred e-mail address

To view or create aliases, go the Cherry & White Pages Web site (<http://directory.temple.edu>). Then select **Update Cherry & White** at the top of the page.

**Note:** You can also choose the **Update Cherry & White** option from within the TUportal Web site (<http://tuportal.temple.edu>).

Once you log on with your AccessNet username and password, you can then type your aliases into the E-mail Alias fields as shown below:

Choose your @temple.edu e-mail addresses:	
<input type="radio"/> Username:	sadler@temple.edu
<input type="radio"/> E-mail Alias 1:	stephen.adler @temple.edu
<input checked="" type="radio"/> E-mail Alias 2:	steve.adler @temple.edu
<input type="radio"/> E-mail Alias 3:	adler @temple.edu
<input type="radio"/> E-mail Alias 4:	steveadler @temple.edu
<input type="radio"/> E-mail Alias 5:	@temple.edu
* E-mail Drop:	E-mail Drop has been discontinued effective Dec 22, 2003
<input type="checkbox"/>	Exclude me from Departmental & Organizational Mailing Lists

### The requirements for creating an alias are:

- It must begin and end with a letter of the alphabet (lowercase or uppercase) or a number.
- You may use dashes (-) or periods as long as they are not at the beginning or the end of the alias.
- It must contain at least three characters.
- **\*\*\*You can also use an alias as your primary e-mail address (the address that is shown in your Cherry & White Pages listing). To do this, just click on the circle in front of the desired address.**

After editing these fields and hitting the **Submit** button at the bottom of the page, you must verify your AccessNet password to make your changes complete.

**Reminder: Stay informed on all Honors events and opportunities by reading your e-mail from the Honors listserv: <hnrinfo@listserv.temple.edu>**



## How do I navigate through my college career?

### **Freshpeople and Sophomores:**

One of the first things we like to tell Honorables is that they should get to know a professor in their major, or intended major. Why? Professors can make suggestions about your coursework, as well as your future education and career goals. They may present you with opportunities to do research, or work in their lab. After speaking with the professor you may or may not decide that you are in the right area of study. If anything, you will leave the office with more knowledge than when you came in the door.

### **Upper Classmen:**

So you have decided that linguistics (chemistry, religion, mathematics) is your passion, and you need to take the next steps to find a job or apply to grad school. You may even apply for a fancy scholarship so you can immerse yourself in your studies. In any of these cases, the chances are you will need a recommendation from someone at Temple (see where getting to know a professor now comes in handy), and have to write a resume or personal statement. Honors has some suggestions for all of these tasks. Please come to the office for more information. Please read on for the Honors Program protocol on asking for a recommendation:

### **When Asking for Recommendations...**

#### *1. Make sure the person you are asking knows you well!*

If asking a professor you had for a class, make sure you did well (got an A- or A) in the class. If you got lower than an A, make sure the professor can speak to the difficulty of the course in his/her recommendation.

The person should be able to talk about what you have done outside of the class. Therefore, you should provide the professor with your resume, CV, personal statement, or list of activities you have been involved with during the last four years. Do not expect the professor to remember these details even if you have spoken with him/her about it in the past.

#### *2. The person you ask may say No-and that is okay!*

In fact, when asking for a recommendation, you should ask if the person feels comfortable writing you a good recommendation. You may think that the person would write a fabulous rec. letter, but for whatever reason, that may not be true. It is better to be turned down, than ending up with an unflattering or lackluster letter. Plus, some people may not feel like they know you well enough, and you must respect that. Also expect someone to say no if they have too many things on their plate (especially if you haven't given them sufficient time to write).



3. *Give a sufficient amount of time to the recommender.*

Do not under any circumstances give someone less than a week to write a recommendation. Approach the recommender at least one month before the date that you need the letter. Faculty members are often busy, and you may not be their top priority! In the end, your recommendation may suffer if the person runs out of time.

4. *Provide all the necessary information about where and when the recommendation should be sent, and whenever possible take care of all the sending materials.*

This means that you are responsible for providing faculty with pre-addressed, stamped envelopes. If it is an online recommendation, provide all the steps necessary for completion.

5. *Check in with the professor a week before the due date to remind him/her about the deadline, and see if there is anything else the person needs you to provide.*

6. *Remember to say thank you!*

After the recommendations have been sent, make sure to send a thank you note (baked goods are welcomed in the Honors office!).

## **When writing a personal statement...**

1. *Make a resume if you do not have one!*

It is always smart to have your resume/CV in front of you so that you can recall everything you have done in the past. If you do not have a resume/CV, start writing one. Take a stab at this, and if you need help, come see Honors for suggestions. Also look out for resume/CV workshops in Honors.

2. *Make sure it is interesting!*

You don't want people to use your personal statement as bedtime reading material. Therefore, do not simply regurgitate your CV on paper, use it as a guide!

3. *Tell a story!*

Your personal statement should not leave readers wondering why you want to continue your studies. Your passion should shine through your story so it is obvious why you need to go to grad school.

4. *Get many people to read your statement!*

Professors, parents, and laypeople alike. Different readers will have various perspectives and each should be taken into consideration. However, stay true to yourself and make sure the personal statement is personal, e.g. it still reflects who you are when all is said and done.

5. *Expect to write & REWRITE!*

While this may frustrate you, and you may get sick of yourself, it has to be done. Your final draft must be well polished. It is worth the effort!