

Lee College

HONORS PROGRAM PHILOSOPHY AND POLICY

Section I. Overview.

The Lee College honors program serves academically talented and highly motivated students. Honors at Lee College reflects the college's mission statement by providing quality instruction for its students and preparing them for success in higher education or employment. The program also promotes the college's goals of continued review and revitalization of existing curricula, academic programs, and course offerings while improving recruitment and retention.

Honors at Lee College began in 1974 with the interdisciplinary American Studies course. Historically, the honors program has been a faculty and student inspired program with individual faculty members or students proposing courses. It should continue to be so.

Section II. Coordination of the Honors Program.

The honors coordinator will be selected by the president of the college or at the discretion of the president or the Associate Vice President, Academic Affairs. The honors coordinator will receive a professional assignment equivalent to six contact hours fall and spring. The coordinator will be evaluated annually by the Associate Vice President, Academic Affairs.

The coordinator will:

1. Recruit students and promote honors activities within the college, high schools, and community.
2. Act as liaison between the committee, president, Associate Vice President, Academic Affairs, and division chairs.
3. In conjunction with the division chairs, develop a schedule of honors classes.
4. In conjunction with the Associate Vice President, Academic Affairs, develop articulation agreements with area high schools and four-year colleges.
5. Chair the honors committee and work with its members to plan and present the annual Presidential Honors Day program.
6. Serve as academic advisor to honors students and monitor their progress by maintaining a database of honors students.
7. Work with the Marketing and Public Affairs, admissions, registration, and counseling offices to develop procedures regarding honors students.
8. Attend division chair meetings as invited.
9. Maintain a list of scholarships available to honors students and work with transfer institutions regarding available scholarships.
10. Develop an honors flyer in conjunction with the Marketing and Public Affairs office, division chairs, and Associate Vice President, Academic Affairs.
11. Meet with faculty who teach honors courses to discuss ways to improve the honors program.

12. Develop and maintain an annual honors budget.
13. Prepare annual report about the Honors Program, which is submitted to the Associate Vice President, Academic Affairs.
14. Coordinate the honors lecture series.
15. Work with faculty advisors to Phi Theta Kappa and serve as faculty advisor to the Student Honors Council.

The Honors Committee will be comprised of a counselor, librarian, and faculty representing the academic and technical areas with the Associate Vice President, Academic Affairs serving as advisors. Each division will elect a representative, to serve two years, to the Honors Committee. In addition, two student representatives will be selected from the Student Honors Council. The students will serve a one year appointment.

The committee will:

1. Review proposals for honors classes and honors contracts.
2. Promote the honors program to colleagues and students.
3. Assist in planning and presenting the annual Presidential Honors Day program.
4. Make recommendations for the honors budget.
5. Review student honors papers from all disciplines, encourage the best students to give presentations, and schedule student seminars.
6. Encourage students to submit their work for publication.
7. Evaluate the effectiveness of honors classes, the honors coordinator, and the honors program through review of completion rates, student feedback, and cooperative exchange and discussion between honors faculty and the Honors Committee.
8. Annually review admission requirements for honors students, class offerings, and program requirements, and when applicable, amend the Honors Program Philosophy and Policy document.
9. Annually elect a vice-chair.

Section III. Honors Class and Contract Approval and Scheduling.

- A. Proposed honors classes or contracts will be submitted to the Honors Committee after the division has approved the faculty member's proposal. Interdisciplinary honors classes will need approval of the divisions involved before submission is made to the Honors Committee. After the proposal is approved by the committee, it will be submitted to the Associate Vice President, Academic Affairs.
- B. Proposals requiring modification will be reviewed again by the committee. Disputes will be arbitrated by the Associate Vice President, Academic Affairs.
- C. New courses not previously approved by the Curriculum and Academic Affairs Committee will be forwarded to the Curriculum and Academic Affairs Committee for approval before consideration as an honors class.
- D. Once an honors class or contract is approved, the syllabus or contract requirements will be forwarded to the Associate Vice President, Academic Affairs' office.
- E. Scheduling of honors classes is the joint responsibility of the Honors Program Coordinator and the division chairs.

Section IV. Honors Class Types and Considerations.

- A. Honors classes can be offered as individual sections or as a contract pooled with a regular section.
- B. For individual sections, the optimum honors class size will be 15 students.
- C. An honors lecture series is part of the honors program. It includes student speakers and guest presenters.
- D. Honors classes will be offered during the fall and spring terms.
- E. The instructor of the course is ultimately responsible for ensuring the quality of the honors course. The criteria for the retention of students and completion of their honors work is established by the faculty teaching individual courses. Methods to measure the value of the honors class may include research, formal papers, articles suitable for publication, internships, exhibits, oral presentations, contest entries, or other projects.
- F. It is desirable that courses selected for honors designation be transferable to a four-year university.

Section V. Student Consideration.

To be admitted to the honors program, students must meet two of the following criteria:

- 1. Have a minimum ACT score of 26
- 2. SAT score of 1100 and above (must also have a verbal score of ≥ 500)
- 3. Nine or more hours of college level work with a GPA of 3.5 or better
- 4. Top 10% of the high school class rank
- 5. Interview with and approval of the Honors Coordinator or Honors instructor teaching the course
- 6. Recommendation(s) from previous instructor(s).

Students in the honors program will be recognized via the following:

- 1. Students who complete 15 hours of honors with a "B" or better in each honors class and who attain a cumulative grade point average of 3.25 will receive special recognition at graduation. They will be awarded a certificate and Honors Program medallion.
- 2. Students who have completed the Honors Program, along with other outstanding students, will be recognized at a special end of year Honors Program celebration.

Honors students are encouraged to participate in honors programs at the university level.

Revised 11/14/2023

Lee College Policy on Academic Honesty
2023

ACADEMIC HONESTY

Please refer to the following Academic Honesty Policy in the Lee College Catalog:

http://catalog.lee.edu/content.php?catoid=36&navoid=988#Academic_Honesty

HONORS FIELD TRIP POLICIES

Students are expected to conform to Lee College policies when representing the Honors Program on field trips or at college sponsored events on and off campus. Honors students are also expected to conduct themselves in a way that will reflect in a positive manner on the Honors Program. This includes attending and participating in all scheduled events and functions as required by the instructor or instructors sponsoring the trip. In addition, students must submit all college-required forms to the instructors in charge prior to embarking on a field trip.

Refer to the college policies as found in the *Lee College Catalog* regarding the possession and use of alcohol and controlled substances.

<http://catalog.lee.edu/content.php?catoid=36&navoid=988#student-conduct>

HONORS COURSES & CONTRACT LISTINGS

For information on Honors Courses and Courses with optional Honors Contracts, please refer to The Honors Program under the section titled Enrollment into Special Programs in the *Lee College Catalog*.

[http://catalog.lee.edu/content.php?catoid=36&navoid=985#Enrollment Into Special Programs](http://catalog.lee.edu/content.php?catoid=36&navoid=985#Enrollment_Into_Special_Programs)

LEE COLLEGE HONORS PROGRAM Honors Contract

COURSE TITLE: _____

FACULTY MENTOR: _____

STUDENT: _____

LC ID: _____

In addition to satisfying the objectives/competencies of the course with a “B” or higher average, the student must complete the attached objectives to accomplish a higher level of scholastic work and earn honors credit. **(Please attach brief statement as to the proposed project.)**

SCHEDULE OF CONFERENCES:

Four meetings with mentoring professor at a mutually agreeable time.

EXPECTATIONS:

The student has read and is willing to comply with attached honors requirements.

TIME FRAME:

The mutually agreed upon completion date for this honors contract is:

- ____ within the course of this semester
- ____ by the end of the following semester
- ____ other: _____

Faculty Mentor

Date

Student

Date

Division Chair

Date

Faculty mentor: Please keep a copy of the above contract for your files, provide the student with a copy, and submit a copy to the honors office within four weeks of the beginning of the semester.

HONORS CONTRACTS

Honors Contracts offer students a unique opportunity to earn honors credit in a broad spectrum of courses. The requirements for successful completion of honors credit vary from discipline to discipline. The student should consult with the instructor teaching the course at the beginning of the semester. The contracts should be signed within four weeks of the beginning of the term. Following is a list of **sample** contract offerings:

- Chemistry
- Government
- History
- English & Humanities
- Music
- Sociology
- Technical Report Writing

Please Note: All completed honors contracts are subject to approval by the Honors Coordinator and a committee of faculty representing the discipline and/or division under which the contract was executed.

HONORS CONTRACT GUIDELINES FOR ENGLISH AND HUMANITIES

ENGL 1301, 1302, 2307, 2308, 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2341, 2351

HUMA 1301, 1302, 1305, 1311, 2319

1. To be eligible to submit an honors contract project in English and Humanities, students must earn an A or a B in the class in which they seek honors credit.
2. Students wishing to take the honors component must notify their instructor, or "faculty mentor," in writing of their intent. Some instructors prefer that students begin honors projects after they have earned credit for the course, while others prefer concurrent coursework and projects.
3. The process begins with the faculty mentor and student working together to develop a formal proposal for the project and establish a timeline. The project must contribute to the given field of study, embody a complexity of discourse and analysis beyond typical classroom examples, and meet the standard criteria for high-level critical thought. The project must adhere to the conventions of MLA or another format that is appropriate and approved by the instructor. Upon completion, students may wish to submit their projects for conference presentation or publication.

- Option A: Students may complete an extra research paper of approximately 2500 words, or about ten pages. The paper should be different in scope from other assigned papers, but it may integrate material from other assignments. For example, the paper might examine any instructor-approved, college-level topic in a broader, extended process, exploring contextualized, research-based facets of the topic. All projects should have a clear thesis and incorporate academic research.
- Option B: Students may complete an extra creative or multi-modal project. Examples of projects in this category would be creative non-fiction, fiction, poetry, drama, websites, blogs, presentations at academic conferences, and original films, though this list is not exhaustive. Like the papers described above, the project should be different in scope from other assigned papers or projects, but it may integrate material from other assignments.

The proposal for both Option A and Option B should indicate appropriate constraints for the project to help guide the student's work and to assist the committee in their ultimate assessment. In some cases, the instructor might have to research appropriate constraints. For example, if a student wanted to do a documentary film, the instructor might go to the National History Day website for a model of the expectations for documentary submissions. The Honors Contract Proposal should include sections that describe the following elements of the project: Justification, Development, Research, Presentation (oral, written, or visual), and Defense. The proposal should also include a timeline for completion, including at least three scheduled meetings with the faculty mentor.

4. Once the project has been determined, the instructor will establish a committee of two other full-time English and Humanities faculty and the Honors Program Coordinator and seek their approval for the initial proposal. After the project proposal is approved by the committee, the student and instructor will fill out and sign the "Lee College Honors Program Honors Contract" form, attach the proposal and timeline (with at least three scheduled meetings with the faculty mentor), and submit the documents to the division chair for approval. The documents must then be given to the Honors Program Coordinator to keep on file until the project is complete.
5. Once the student has completed the work, and it has been approved by the instructor, the student will present his/her work to his/her committee. After the committee has approved the student's final project, they will sign the "Honors Credit Certification" form. The form and a copy of the student's work must be submitted to the Honors Program Coordinator. The Coordinator will send the form to the registrar and also keep the project on file in the Honors office. The course will be designated as an honors course on their transcript.
6. Students may, without penalty, revert to the non-honors course requirements at any time.

HONORS CONTRACT FOR CHEMISTRY 1411, GENERAL CHEMISTRY I

Students electing to enroll in the honors component of Chemistry 1411 must meet the normal requirements for completion of the class, as well as requirements for honors enrollment. Successful completion of the honors component will require the student to work on a research project, write a research paper and have at least a B average in the course. The research and paper must be original and sufficient in quality to be submitted for publication or presentation in a scientific journal or an honors conference. The paper must be written in standard scientific format (see below).

Introduction

This would include a brief history of the topic and any necessary background information

Experimental Section

This would describe in detail the experiment(s) and conditions in which the experiment(s) was performed.

Results and Discussion

This would contain any data, observations and calculations necessary.

Conclusion

This would include any conclusions that can or cannot be inferred from the results.

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HONORS CONTRACT FOR GOVERNMENT 2305 AND 2306

Government 2305 and 2306 will offer an optional honors component. Instructors of these courses are to inform students of the honors option and requirements with published handouts and by announcement during the first week of classes. The college catalog is to designate these courses as optional honors courses.

Students must complete the following requirements to receive the honors designation for Government 2305 and 2306.

- a) Students must notify the instructor in writing of their intent to undertake the honors component no later than the fourth week of class.
- b) Students must earn an "A" or "B" average on course requirements in the non-honors segment of Government 2305 or 2306 in which they seek an honors designation.
- c) Students must complete one of the following options:
 - 1) A research paper of at least 2500 words on a political topic germane to the course in which they are enrolled. The instructor of the course must approve the topic. The paper must demonstrate the student's ability to utilize both primary and secondary political/government materials and must include an annotated bibliography.
 - 2) A volunteer intern project in which the student actively participates and/or observes the process of a given government and/or political institution (i.e. an office of an elected government representative, a court of law, or a political campaign). The student must record his/her activities and observations. In addition, the student will be required to complete a paper applying relevant political concepts and principles.
- d) The paper or project must be of "A" or "B" quality as judged by two-thirds of the full time Lee College government faculty.
- e) Students must make an oral presentation defending their findings and conclusions in their paper or project and respond to questions from the government faculty. Two-thirds of the full time government faculty must be in attendance and must find the presentation to be a satisfactory performance. Should the faculty find the presentation unsatisfactory, they may agree to allow the student a second and final presentation which must be satisfactory by two-thirds of the full time government faculty for the student to complete the honors requirement.
- f) Any student undertaking the honors option may revert without penalty or prejudice to the non-honors course requirements at any point in the semester.
- g) Students satisfactorily, completing the honors requirements for Government 2305 or 2306 will have the appropriate designation printed on their transcripts and receive all other recognition and honor accorded to Lee College honor students.



**HONORS CONTRACTS FOR
HISTORY 1301, 1302, 2321, 2322, and 2301.**
History of the United States (HIST 1301 and HIST 1302)
History of World Civilizations (HIST 2321 and HIST 2322)
And Texas History (HIST 2301)

1. History 1301 and 1302 will offer an optional honors component. Instructors of these courses are to inform students of the honors option and requirements with published

handouts and by announcement during the first week of classes. The college catalog and registration bulletins are to designate these courses as optional honors courses.

2. Students must complete the following requirements to receive the honors designation for History 1301, 1302, 2321, 2322, and 2301:
 - a) Students must notify the instructor in writing of their intent to undertake the honors component no later than the fourth week of class.
 - b) Students must earn an "A" or "B" average on course requirements in the non-honors segment of History 1301, 1302, 2321, 2322, or 2301 in which they seek an honors designation.
 - c) Students must complete a paper of 2500 words or two papers of 1500 words on a historical topic(s) germane to the course in which they are enrolled. The instructor(s) of the course must approve the topic(s). The paper(s) must demonstrate the student's ability to utilize both primary and secondary historical materials and must include an annotated bibliography.
 - d) The paper(s) must be of "A" or "B" quality as judged by three-quarters of the full time Lee College history faculty.
 - e) Students must make an oral presentation defending their findings and conclusions in their paper(s) and respond to questions from the history faculty. Three-quarters of the full time faculty must be in attendance and must find the presentation to be a satisfactory performance. Should the faculty find the presentation unsatisfactory, they may agree to allow the student a second and final presentation which must be found to be satisfactory by three-quarters of the full time history faculty for the student to complete the honors requirement.
 - f) Any student undertaking the honors option may revert without penalty or prejudice to the non-honors course requirements at any point in the semester.
 - g) Students satisfactorily completing the honors requirements for History 1301, 1302, 2321, 2322, and/or 2301 will have the appropriate designation printed on their transcripts and receive all other recognition and honor accorded to Lee College honor students.

HONORS CONTRACT IN APPLIED MUSIC

A Lecture/Recital

Students must complete the following requirements to receive the honors designation for this honors component in applied music.

- a. The student must notify his/her applied music instructor, appropriate area coordinator (instrumental, vocal, keyboard) and accompanist (if applicable) in writing of his/her intent to undertake the honors component no later than the fourth week of class and be currently enrolled in 2 credit hours of MUAP.

- b. The student must complete MUSI 1308 or 1309 with a minimum grade of B. The student must earn an 'A' on the course requirements in the non-honors segment of MUAP when he/she seeks an honors designation, as well as exhibit sufficient experience and skill in prior performances. These prior performances may include auditions, departmental recitals and GCIC events.
- c. The student must perform a recital of 15 minutes or more displaying an acceptable level of technical skill and musical maturity. Additionally, the student must complete a 10 to 12 page research paper related to a composer or topic presented on the recital. Material from the paper will serve as the basis for the lecture at the recital.
- d. The student will submit to his instructor and area coordinator the first submission of the paper and the lecture topic/program for this recital at least 4 weeks prior to the honors recital date. If the paper, topic and program are approved, the student will set dates convenient for the full-time faculty to attend the recital.
- e. The student must present this lecture/recital in a pre-lecture/recital for at least two-thirds of the full-time faculty no fewer than 2 weeks prior to the proposed recital date. The faculty must find the pre-recital satisfactory before the student is allowed to perform the honors recital.
- f. At the honors lecture/recital, two-thirds of the full-time faculty must be present and find the performance satisfactory for the student to complete the honors component.
- g. Any student undertaking the honors option may revert without penalty or prejudice to the non-honors course requirements at any point in the semester.
- h. Students satisfactorily completing the honors component for MUAPH Applied Music Honors will have the appropriate designation printed on their transcripts and receive all other recognition and honor accorded to Lee College honor students.

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**HONORS CONTRACT: INTRODUCTION TO SOCIOLOGY (SOC 1301)
MULTICULTURAL STUDIES (SOC 1319)**

1. Sociology 1301 and 2319 will offer optional honors components. Instructors for these courses will inform students of the honors option and requirements by distributing published handouts and by verbal announcement during the first week of classes.

2. The college catalog and registration bulletins will designate these courses as optional honors courses.
3. Students must complete the following requirements to receive the honors designation for Sociology 1301 and 2319.
 - a. Students must notify the instructor in writing of their intent to pursue the honors component no later than the fourth week of class.
 - b. Students must maintain an 'A' or 'B' average on course requirements in the non-honors segment of Sociology 1301 or 2319 in which they seek an honors designation.
 - c. Students must complete a paper of 2500 words or two papers of 1500 words on a sociological topic relevant to the course in which they are enrolled. The instructors of the course must approve the topic(s). The paper(s) must demonstrate the student's ability to combine theoretical or conceptual material from the discipline of sociology with data from primary and/or secondary sources. The paper(s) must also include an annotated bibliography.
 - d. The paper(s) must be of 'A' or 'B' quality as judged by 100 % of the full time Sociology faculty at Lee College.
 - e. Students must make an oral presentation defending their findings and conclusions in their paper(s) and respond to questions from the Sociology faculty. Three quarters of the full time sociology faculty must be in attendance and must judge the presentation as satisfactory. If the faculty find the presentation unsatisfactory, they may agree to allow the student to a second and final presentation, which must be found to be satisfactory by three quarters of the Sociology faculty.
 - f. Any student undertaking the honors option may revert, without penalty or discrimination, to the non-honors course requirements at any point during the semester. Once this has been initiated, the student may not revert to the honors contract during that semester.
 - g. Students satisfactorily completing the honors requirements for Sociology 1301 and 2319 will have the appropriate designation printed on their transcripts and will receive all due recognition and honor accorded to Lee College honor students.

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HONORS CONTRACT FOR ENGLISH 2311: TECHNICAL WRITING

To qualify for honors credit, students will complete a three-document report sequence for a single project (20 pages minimum total for the three documents). Typical kinds of documents in a cycle might be:

Proposal	Presentation of Design Progress Report	Feasibility Study
Recommendation Report	Instruction Manual	

1. Students wishing to take the honors component must notify the professor in writing of their intent no later than the end of the fourth week of class
2. Students will need to earn a regular course grade of at least a "B". Honors sequence documents must also be of "B" quality or above
3. The honors component documents will be graded as a single unit when the entire package is complete
4. Students may, without penalty, revert to the non-honors course requirements at any time
5. Students satisfactorily completing the honors requirements will have the appropriate designation printed on their transcripts and receive all other recognition and honor accorded to Lee College honor students
6. Each honors project will be evaluated by a committee consisting of at least three members of the English and Communications Division faculty. The responsibility of the committee will be to approve the completed project as being worthy of honors credit.

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HONORS BY CONTRACT FOR SPCH 1315

Honors Requirements: Honors students shall undertake projects that not only promote a higher standard for work but projects that demand critical thinking. There are four options for pursuing an Honors-By-Contract for SPCH 1315: an Honors Speech Communication Project, as well as completing a series of in-depth peer reviews of their classmates; a Service Learning Experience with accompanying reflective presentation; exemplary membership on the Lee College Debate Team; exemplary membership on the Lee College Model United Nations Team, with the possibility of a reflective assignment demonstrating the application of public speaking concepts in a competitive setting.

1. Option A: All Honors-By-Contract students should undertake an Honors Speech Communication Project that is of rigorous design and expectation. These expectations should demonstrate criteria that may include, but not be limited to: increased length, decreased margins of error in delivery, inclusion of additional forms of visual/presentational aids, the inclusion of peer Q&A sessions, etc.

Whether by an additional speech (or speeches) presented to the class (which, assuming that their work is sufficiently guided, could serve as a model for other students to emulate) or by asking them to undertake any group projects as an individual project, these Honors candidates should be required to complete additional experiential opportunities to improve their public speaking fitness. It would also be prudent to increase the level of research necessary for these Honors candidates to successfully complete their assignment. This project should also be recorded so that all members of a review committee can evaluate the caliber of work on this assignment, even if they cannot be present during its in-class presentation.

Additionally, all Honors candidates should undertake a written critical analysis of their classmates. By evaluating their classmates and preparing a theory-based review of their classmates' work, these Honors students can demonstrate a higher understanding of all facets of public speaking. These reviews, kept confidential by the instructor, would serve to demonstrate their grasp of not only the basic principles of public speaking but reveal a deeper understanding of the theories that drive our discipline. This analysis would be of no less than 100 words of analysis per classmate.

2. Option B: The student will register with the Lee College Service Learning Coordinator to select a nonprofit, secular agency within the Lee College Service Area and complete no less than 30 hours of volunteer service with their selected organization. Following the conclusion of their volunteer experience, the student will compose, practice, and present a reflective extemporaneous speech of no less than 15 minutes on their volunteer experience. The presentation will be evaluated by no less than two members of the SPCH faculty. Approval of both faculty members is a requisite for receiving Honors credit.
3. Option C: A student will qualify for Honors credit in SPCH 1315 through the demonstration of rhetorical principles and an understanding of the theory and practice of public speaking by competing with the Lee College Debate Team. To earn this credit, the student must join the Lee College Debate Team (with the permission of the coach) and compete in no less than six tournaments. A student who received a national ranking in their division of 25th or better by the year-end rankings will automatically receive Honors credit (equivalent to the top 4% of debaters in the nation).
4. Option D: A student will qualify for Honors credit in SPCH 1315 through the demonstration of rhetorical principles and an understanding of the theory and practice of public speaking by competing with the Lee College Model United Nations Team. To earn this credit, the student must join the Lee College Model United Nations Team (with the permission of the coach) and compete in no less than two tournaments; the student must

also have completed at least one semester of the Model UN class to be considered for Honors credit. The student will be expected to work with no less than one full-time member of the SPCH faculty in substantive practice sessions in preparation for these Model UN tournaments. Additionally, the student will be expected to complete a reflective assignment of no less than 1000 words on the process of improving their ability to speak in public settings, using the two Model UN tournaments as the foundation.

Other Criteria: In addition to the work listed above, students who wish to pursue an Honors-By-Contract for SPCH 1315 must:

1. Complete SPCH 1315 with a grade of "B" or better.
2. Receive approval from the Honors Coordinator.
3. Receive approval from their SPCH 1315 Instructor.
4. Complete the required service learning assignment (if they pursue the second option).
5. Receive approval from the Lee College Debate Coach (if they pursue the third option).
6. Receive approval from the Lee College Model United Nations Coach (if they pursue the fourth option).

Review Committee: For Option 1, work must be reviewed by a committee of three (3) full-time instructors at Lee College. The make-up of the committee would include at least two (2) Speech Communication Instructors and up to one instructor from another discipline. Said instructor would be nominated by the Honors Student and approved by their Speech Communication Instructor. Honors Students would be encouraged, but not required, to choose lay faculty who possess two traits: first, that their discipline relates in some way to their Honors Speech Project and, second, an instructor who has had experience in the past working with Honors-By-Contract students.

The instructor of record for the Honors candidate will grade the project and peer evaluations as part of the student's coursework. Their grade, and summary of the quality of the work, will be presented to the review committee for review. The other members of the committee will invited to view the in-class presentation of the Honors Speech Communication Project, if completed at the same time as the course. If members of the Committee are unable to attend, or the Honors portion of the project is completed after the end of the course, the student will present their work directly to the Committee.

For Option 2, the Committee would review their reflective assignment (if needed). For Options 3 or 4, their respective coach must be part of the Committee in order to approve the met the criteria.

Upon completion of their Honors Speech Communication Project, Service Learning Project, or Competitive Public Speaking Activity, the review team will, by majority vote, approve or reject the Honors Project. Said decision will then be forwarded to the Honors Committee for final review.

Successful Completion: In order for a student to receive credit for Honors-By-Contract, and have the appropriate designation made on their transcript, the student must complete the Option 1 or 2 requirements within one semester of their completion of SPCH 1315. For students pursuing Option 3 or 4, they may have up to one year to complete their requirements.

HONORS BY CONTRACT FOR SPCH 1321

Honors Requirements: Honors students shall undertake projects that not only promote a higher standard for work but projects that demand critical thinking. There are presently three Honors-By-Contract options for SPCH 1321: an Honors Speech Communication Project; a Service Learning Experience with accompanying reflective presentation; or submission of a scholarship essay and accompanying presentation.

5. Option A: Honors Communication Project

All Honors-By-Contract students should undertake an **Honors Speech Communication Project** that is of rigorous design and expectation. These expectations should demonstrate criteria that may include, but not be limited to: increased length, decreased margins of error in delivery, inclusion of additional forms of visual/presentational aids, the inclusion of peer Q&A sessions, etc. It would also be prudent to increase the level of research necessary for these Honors candidates to successfully complete their assignment.

Whether by an additional presentation to the class, by asking them to undertake any group projects as an individual project, or by written reflection (*with accompanying oral defense*) incorporating the SPCH 1321 Business & Professional Communication principles, these Honors candidates should be required to complete additional experiential opportunities to improve their professional communication skills. The project will be evaluated by no less than two members of the SPCH faculty. Approval of both faculty members is a requisite for receiving Honors credit.

6. Option B: Service Learning

The student will register with the Lee College Service Learning Coordinator to select a nonprofit, secular agency within the Lee College Service Area and complete no less than **30 hours of volunteer service** with their selected organization. Following the conclusion of their volunteer experience, the student will compose, practice, and complete an oral presentation on their volunteer experience. The presentation will be evaluated by no less than two members of the SPCH faculty. Approval of both faculty members is a requisite for receiving Honors credit.

7. Option C: Extracurricular Participation

The student will create and submit no less than **four (4) Alpha Beta Gamma Competition Essays** (<https://abg.org/essay-competitions/>) or similar (approximately 5 total pages). These essays will be evaluated by a review committee prior to submission and subject to suggested revisions. Essay content should be dictated by the contest criteria, and submitted for competition prior to the ABG deadline in the Spring Semester.

An oral presentation of one of these essays, selected by the student, will be required -- if scheduling permits, the presentation should be at a Rotaract or Alpha Beta Gamma meeting. The project will be evaluated by no less than two members of the SPCH faculty. Approval of both faculty members is a requisite for receiving Honors credit.

Other Criteria: In addition to the work listed above, students who wish to pursue an Honors-By-Contract for SPCH 1321 must:

7. Complete SPCH 1321 with a grade of "B" or better.
8. Receive approval from the Honors Coordinator.
9. Receive approval from their SPCH 1321 Instructor.
10. Complete the required assignment option

Review Committee: Work must be reviewed by a committee of three (3) full-time instructors at Lee College. The make-up of the committee would include at least two (2) Speech Communication Instructors and up to one instructor from another discipline. Honors Students would be encouraged, but not required, to choose lay faculty who possess two traits: first, that their discipline relates in some way to their Honors Speech Project and, second, an instructor who has had experience in the past working with Honors-By-Contract students.

The instructor of record for the Honors candidate will grade the project as part of the student's coursework. Their grade and summary of the quality of the work will be presented to the review committee for review. Upon completion of their Honors Communication Project or Service Learning Project, the review team will, by majority vote, approve or reject the Honors Project. Said decision will then be forwarded to the Honors Committee for final review.

Successful Completion: In order for a student to receive credit for Honors-By-Contract, and have the appropriate designation made on their transcript, the student must complete the Option requirements within one year of their completion of SPCH 1321.

HONORS CREDIT CERTIFICATION

THIS IS TO CERTIFY THAT:

_____ (student name & LC ID)

has successfully completed the requirements to receive honors credit for:

_____ (course).

GRADE IN COURSE: _____ **GRADE ON HONORS PROJECT:** _____

Instructor teaching course

Semester course was completed

We the undersigned instructors in _____ (discipline)

certify that the above named student has successfully completed the honors requirement

for _____ (course). *

Instructor

Date

Instructor

Date

Instructor

Date

*number of instructors required to certify honors credit varies from discipline to discipline.

TO THE REGISTRAR:

Please note "honors" on the course mentioned above for this student.

Georgeann Ward, Ph.D.
Honors Program Coordinator

Date

Copies to:

Student
Honors Coordinator

Instructor(s)
Registrar

Honors Scholarships Available

Scholarship applications must be completed online through the Lee College Foundation (www.lee.edu/foundation). Please contact Kerri Hurlbut, Research Development Specialist for assistance in completing the application process. khurlbut@lee.edu or 281-425-6239

American Studies Scholarships

These scholarships are designated to those who are enrolled or plan to enroll in the American Studies honors course during the spring or fall semester.

A. Jean Shepherd
Dorothy Sayle Floyd #1
Dorothy Sayle Floyd #2
Dorothy Sayle Floyd #3
Lindon M. Williams
Muriel Tyssen

General Honors Scholarships

These scholarships are designated to those who plan to take an honors course or complete an honors contract and assist the Honors Coordinator in recruitment.

Donald L. Brunson
George & Lorene Bennett #1
George & Lorene Bennett #2
Holly McLemore
Jane M. & John B. Tucker
John Tucker & Barney Gray
Rockwell #1
Rockwell #2
Rockwell #3
Rockwell #4
Rockwell #5
Rockwell #6

Rockwell #7
Rockwell #8
Rockwell #9
Rockwell #10
Rockwell #11
Rockwell #12
Rockwell #13
Rockwell #14
Rockwell #15
Rockwell #16
Rockwell #17
Rockwell #18

The Lee College Student Honors Council Mission Statement

The purpose of this council shall be to promote academic excellence and honors within the Lee College community and to support students involved in honors as well as to encourage an interest in honors among prospective students.

CONSTITUTION AND BY-LAWS
OF THE
LEE COLLEGE STUDENT HONORS COUNCIL

ARTICLE I- NAME

The name of this organization shall be the *Lee College Student Honors Council*.

ARTICLE II - OBJECTIVE

The purpose of this council shall be to promote academic excellence and honors within the Lee College community and to support students involved in honors as well as to encourage an interest in honors among prospective students.

ARTICLE III - OFFICERS

Section 1: Affairs of the Organization

- A. The affairs of this organization shall be under the control and management of its officers and members through voting.
- B. The Lee College Honors Program Coordinator will participate as a non-voting member and faculty advisor. Other faculty advisors will be appointed by the council.
- C. The Lee College Student Honors Council will conduct its affairs in accordance with Lee College policy and the policies of the Lee College Student Congress.

Section 2: Council Offices

Officer positions are President, Vice-President, Secretary, Treasurer, two (2) Student Congress Representatives, two (2) Student Honors Committee Representatives, and two (2) or three (3) Co-Editors of the Honors Council publication, *The Lee Scholar*.

Section 3: Officer Vacancies

The Officers shall staff mid-term vacancies on the council by calling for nominations at the first meeting after the vacancy occurs, followed by a majority vote of council members, which will take place at the second meeting following the vacancy.

Section 4: Officer Removal

Any officer may be removed at any time by a two-thirds majority vote of the officers and council members, if neglect of office duties or misconduct, in accordance with the by-laws of this council and Lee College, can be shown.

Section 5: Details of Office

- A. Officers shall be elected for a term of one year. Terms will run on a school year basis from the time of election during the Fall Semester through the next election the following Fall Semester.
- B. Students who serve as council officers are responsible for notifying the Honors Council Advisor if they fail to maintain any or all of the criteria as set out in Article IX. *Section 2*, or if they fail to meet the standards for officers as set by the by-laws of their organization.
- C. Lee College policy and the bi-laws of this organization REQUIRE the officer to resign from his/her position if the officer's course load falls below six (6) semester credit hours or if the G.P.A. falls below 3.25.

Section 6: Duties of Officers

The duties of the officers shall be as follows:

- A. All officers must show a willingness to work with other officers and council members, with officers and members of other student organizations, and in the best interest of the organization and Lee College. Officers must be willing to participate in recruitment activities.
- B. The president shall preside at all meetings. The president shall appoint special and temporary committee chairpersons, and shall act in an advisory capacity with all committees and generally work in harmony with all committees and officers to the mutual benefit and advancement of the council's activities and its members.
- C. The vice-president shall perform the duties of the president in case of the president's absence or incapacity to act. The vice-president is responsible for ensuring that the council is functioning in accordance with current by-laws.

- D. The secretary is responsible for attending all meetings. The secretary will take written minutes at each meeting and post the typed minutes in the Honors Office within two days of the meeting. The secretary is responsible for all general record keeping and council correspondence. The secretary will perform the duties of the vice-president in the event of the vice-president's absence.
- E. The treasurer shall supervise the finances of the council by keeping financial records of the council's budget and spending, collecting funds from members for submission to the Honors Council Advisor, and consulting with committees regarding cost estimates and expenditures. The treasurer shall make reports on the budget and financial status of the council at council meetings. The treasurer will perform the duties of the secretary in the event of the secretary's absence.
- F. The Student Congress Representatives shall attend Student Congress meetings, take notes and vote in the best interests of the Council. Student Congress Representatives will make reports at the Honors Council meetings of Student Congress events and information. Student Congress Representatives shall become involved in Student Congress Committees that the representative feels are of importance to the Council.
- G. The Student Honors Committee Representatives shall attend Honors Committee meetings, take notes, and vote in the best interests of the Honors Program, as well as make reports at Honors Council meetings of Honors Committee information. Student Honors Committee Representatives shall work with faculty Honors Committee members for the betterment of the Honors program.
- H. Co-Editors of the *Lee Scholar*, a publication of the Lee College Honors Council, shall be responsible for its organization, editing and publishing. The Co-Editors shall work with contributors from the Honors Council and the faculty advisor to ensure a timely publication that positively reflects the mission and character of the Honors Council.

ARTICLE IV - MEMBERSHIP

Section 1: Eligibility

Council Membership Eligibility:

- A. Enrollment at Lee College in a minimum of six (6) semester hours.
- B. Current enrollment in an honors course, or a course with an honors component, or successful completion, with a final grade of "A" or "B", of an honors course or course with an honors component.

Probationary Council Membership Eligibility:

Individuals showing interest in taking an honors course or course with an honors contract at Lee College may be involved in the Lee College Student Honors Council in a non-voting capacity. Probationary members may not hold office.

ARTICLE V - FUNDS

Section 1: Membership Donations

- A. Members will share costs of the council-sponsored activities as determined by a majority vote of the council. All monies owned or generated by the council shall be used for the purpose of which the council was organized.
- B. The council shall submit a proposed budget for the coming year to Student Congress by the date given each year by Student Congress.

Section 2: Expenditure of Funds

The funds of the club shall not be expended except by the Advisor, the President or the Treasurer. All expenditures must have the approval of the advisor.

Section 3

The Lee College Financial Services Department will review the council's financial records annually.

ARTICLE VI - PROPERTY

Section 1: Property

Any property permitted for use for the benefit of the council by Lee College shall be under the control and management of the council's officers.

Section 2: Equipment and Facilities

All equipment, facilities, funds and activities of the council shall be used for, and made available to, council members on an equal basis.

ARTICLE VII - MEETINGS AND ACTIVITIES

Section 1: Meeting Dates

Dates, times and locations of all council activities are to be determined by a majority vote of the council.

Section 2: Open Meetings

All meetings, including executive sessions, are open to any member of the council and the college community in general.

Section 3: Meeting Delegation

Meetings shall be deemed as regular or special as defined below.

- A. Regular meetings shall be held on the dates, time and place agreed upon by a majority vote of the council.
- B. Special meetings may be called by the president or upon petition of any three officers.

Section 4: Regular Meetings

The order of business for each regular meeting shall be conducted as follows: (1) Review of the minutes of the previous meeting and their approval, (2) officer reports, (3) unfinished business, (4) reports from committees, (5) new business, (6) open forum, and (7) adjournment.

Section 5: Special Meetings

The order of business in special meetings shall be confined solely to the purpose for which said meeting has been convened. During special meetings the president shall have the right to waive the procedure as set out in Section 6 of this article. In the event the club's Secretary is not present during special meetings, the president, or presiding officer, shall appoint someone to take minutes and make the report at the next regular meeting.

Section 6: Publication of Special Meeting Times

The secretary shall publish the time and location of special meetings in the Honors Office at least 3 days in advance.

ARTICLE VIII - REVISION OF BY-LAWS

Section 1: Revisions

Revision of these by-laws shall be made by submitting proposed changes to and receiving the approval of (1) a majority vote of the council, (2) a by-laws committee, and (3) the Honors Council Advisor.

Section 2: Bi-law Committee

A By-Laws Committee consisting of a minimum of two (2) members in good standing shall make recommended changes. The chairperson of the by-laws committee shall be appointed by the president. The chairperson will be responsible for facilitating the committee's meetings and procuring necessary approval as stated in Article VIII.*Section 1* above.

Section 3: Notice to Amend Bi-laws

The Honors Council Secretary shall post a Notice of Amendment to the By-laws in the Honors Office for one month after approval. A current copy, in full, of the by-laws shall always be maintained in the Honors Office at all times. A copy will be provided to any member in good standing upon request.

ARTICLE IX - ELECTIONS

Section 1: Date

The election will be held prior to October 1st of each year. Only members in good standing are eligible to vote.

Section 2: Officer Eligibility

Eligibility requirements to hold office:

- A. Meet all requirements as described under "Council Membership Eligibility".
- B. Hold a cumulative GPA of 3.25.
- C. Provide the Honors Program Coordinator with a "Letter of Intent" regarding desire to run for an officer's position.

Section 3: Proof of Eligibility

Prior to each election, the Council advisors are responsible for determining the eligibility of students who declare themselves candidates and for verifying the students' eligibility to remain in office at the beginning of each semester.

Section 4: Facilitating Elections

The election shall be overseen by the Council advisors who will communicate to the council members the candidacy requirements, deadlines for submission of "Letters of Intent", election dates and election results.

Section 5: Ballots and Results

Ballots will be made available and kept secured in the Honors Office. At the close of the election, ballots will be counted by the Council advisors. Results of the voting will be posted in the Honors Office immediately upon the final tally. One week after the voting results are posted the ballots will be destroyed.