



Honors Immersed Requirement Guidelines

Honors Immersed is a high-impact experience characterized by immersion in the methodology, professional activities, or creative pursuits of the discipline. All Honors students must complete the Honors Immersed requirement. **To fulfill this requirement, students must engage in a one-on-one project with a faculty mentor that includes a reflection component and a culminating final project.**

The Honors Immersed requirement may be fulfilled by ONE of the following:

- A 3 credit hour Independent Study or Tutorial in which the student earns at least a B, OR
- A 3 credit hour Internship in which the student earns at least a B, OR
- A 3 credit hour experiential study abroad course that includes a project that involves engaged, one-on-one activity with a faculty mentor and in which the student earns at least a B
- A 12 credit hour Education Practicum in which the student earns a P (Education majors only)
- A combination of CHEM 481 (2 credits) AND CHEM 482 (2 credits)
- A combination of CHEM 481 (2 credits) AND CHEM 397 (0 credit summer enrollment-minimum 20 hours a week for 10 weeks or equivalent)
- HONS 398 (1 credit fall & 2 credits spring) for Honors Engaged Project Leaders only

Procedure:

- **To be completed 4 weeks PRIOR to the start of the Honors Immersed requirement. If the requirement is to be fulfilled by a combination of courses, the proposal must be approved before starting the first course. If a student has concerns about the viability of the project, he or she should submit the proposal further in advance than one month. Students should not assume that proposals will be automatically approved.**

Student and faculty mentor complete items 1-4 below and submit documents to the Honors College (10 Green Way). In order to submit the documents on time, we recommend students should contact the faculty mentor 3-6 months in advance of the start of the project. This is particularly important for fall semester projects as faculty are often unavailable during the summer to meet with students.

1. Completed Honors Immersed Contract Form, which serves as a contract indicating that the faculty mentor is aware of the Honors Immersed requirements, and the student is aware of the mentor's and the Honors College's expectations.
Note: The contract does not replace the Individual Enrollment form that needs to be submitted separately to the Registrar in order to be registered in any individual enrollment course such as an independent study or internship.
2. A **copy** of the syllabus (include course details, learning outcomes and grading plan).
3. A photocopy of your individual enrollment form for the Registrar
4. A cover letter indicating how the student will meet the requirements of the Honors Immersed contract. A template is provided at the end of these instructions.

Upon receipt of the documents above, the Director of Advising or the Associate Dean, in consultation with the Honors College Core Faculty and Honors College Committee, reviews the contract before the start of the course. If the contract does not conform to the expectations as outlined in the contract

form, the Director of Advising or Associate Dean will contact the student and faculty with feedback and will request a revision.

The Honors College will notify the student and faculty member of approval prior to the commencement of the immersion experience (ONLY if one month prior deadline is met).

- To be submitted at the **end** of the experience (no later than the last day of exams of the final project semester). All documents are to be submitted in your OAKS advising folder into the following Dropbox.

Dropbox: Honors Immersed Documents: Please submit your one-page, single-spaced reflection and your final "artifact". Please keep in mind that your faculty member does not need to grade your one-page journal. This is strictly for Honors College assessment purposes.

Upon completion of the terms of the contract, the Director of Advising, in consultation with the Honors College Core Faculty and the Honors College Committee, evaluates the outcomes (grade in course, submission and quality of required documents) and, if approved, marks the requirement as complete in DegreeWorks. This review and approval process may take up to 4-6 weeks.

Sample Cover Letter

Dear Professor Ganaway

I have attached my Honors Immersed packet. I would like to petition for [class number] to count as my honors immersed requirement. Please see the attached project description and syllabus for course details, learning outcomes, and grading plan. I will spend at least 150 hours on the project doing [course work, reading, writing, interviews, research, etc.]. Specifically, I will be involved in the project by [describe specifically how you will be spending your time]. My mentor will be involved in my project by..... [describe how you and your mentor will interact during the project period]. My project culmination will be a [paper, video, poster, etc.]. This project will facilitate by long-term goals by... At the end of the project I will submit a one-page, single-spaced journal that (a) briefly explains what I did, (b) demonstrates how I used methods and theories from my major, and (c) elucidates how the project facilitated my long-term professional goals.

Sincerely,

Honors Immersed Contract

Name of Student: _____ Student CWID: _____
Course title and number: _____ Year and Term: _____
Name of Faculty Mentor: _____
Name of Faculty of Record (if different from faculty mentor for the project): _____
Email of Faculty Mentor (or Faculty of Record if mentor is not a CofC faculty member): _____

Please indicate the type of course that will satisfy the requirement:

- A 3 credit hour Independent Study or Tutorial
- A 3 hour Internship
- A 3 hour experiential study abroad course that includes a project that involves engaged, one-on-one activity with a faculty mentor
- A 12 hour Education Practicum
- A combination of CHEM 481 (2 credits) AND CHEM 482 (2 credits)
- A combination of CHEM 481 (2 credits) AND CHEM 397 (0 credit summer enrollment-minimum 20 hours a week for 10 weeks or equivalent)
- HONS 398 (1 credit fall & 2 credits spring) for Honors Engaged Project Leaders only

Student applicants, in consultation with the faculty mentor, should address the following in their attached submission materials:

1. **Project Description:** Attach a syllabus (preferred) or brief project description (300-500 words).
2. **Copy of the Individual Enrollment form:** We need this as verification that you have a course
3. **A Cover Letter (see template above):** Please ensure that the letter details how you will be spending your 150 required hours and what your final project will be.

Project Culmination: The student needs to complete a project upon which the student and the faculty member agree is appropriate to the discipline or experience (e.g., a paper, a performance, a video). Regardless of format, the student will need to upload the final product in the Honors College OAKS dropbox – the upload can be a document file, web link, video link or other accessible file. Please indicate below the intended product:

- | | |
|---|--|
| <input type="checkbox"/> _____paper | <input type="checkbox"/> _____professional presentation |
| <input type="checkbox"/> _____performance | <input type="checkbox"/> _____candidate work sample (for Honors Education majors only) |
| <input type="checkbox"/> _____video | <input type="checkbox"/> _____other (please describe) |
| <input type="checkbox"/> _____conference poster | |

The signatures below signify that the faculty advisor for the project and the student have discussed the requirements and expectations for the project. The faculty member's signature signifies that the final grade will reflect the student's success on the major requirements listed above. Students will only receive credit for Honors Immersed with a grade of B or above in the associated course.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Application Approved: _____ Application Denied: _____

Dir. Advising/Assoc. Dean/Dean, Honors College: _____ Date: _____