Honors Immersed Requirement Guidelines for Non-Credit Summer Work with CofC Faculty

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 a non-credit summer research project if it meets the following criteria:

- Student is the recipient of a summer research award (pre-approved awards include SURF grants and SSM research awards)
- Student is conducting the project with a CofC faculty as their primary mentor
- Project duration is of a minimum of 6 weeks for 40 hours/week
- Student earns a score on standardized rubric equivalent to a B or better

Procedure to complete project proposal:

1. To be completed and submitted by Reading Day in the Spring Semester prior to research. Student and faculty mentor complete items below and submit documents to the Honors College (10 Green Way) for consideration. If a student has concerns about the viability of the project, he or she should submit the proposal further in advance. With the exception of SURF and SSM Awards, students should not assume that proposals will be automatically approved.
   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.
   2. Copy of the award letter from the granting agency (e.g. URCA)
   3. 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.
   4. Copy of the syllabus if student will be enrolling in a zero credit course (e.g. BIOL397).

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 deadline is met).

2. To be submitted at the end of the experience (no later than the first day of the fall 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 poster. 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 (rubric score, 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.

Updated 1/15/2020
Sample Cover Letter

Dear Honors College:

I have attached my Honors Immersed packet. I have received a grant/award from [insert source of award] and would like to petition for my summer research project to count as my Honors Immersed requirement. Please see the attached contract, project description and support materials. I will spend at least 40 hours a week for a minimum of 6 weeks (240 hours) on the project. The work will take place during the following dates [include dates of work indicating any breaks due to vacation or travel]. Specifically, I will be involved in the project by ….. [describe specifically how you will be spending your time], and have included a timeline below. 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 poster that I will present at the Celebration of Scholars Poster Session on Convocation Day. 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,

Insert timeline here:
Honors Immerged Contract for Non-Credit Summer Work with CofC Faculty

Name of Student: ___________________________  Student CWID: ____________
Project title: ________________________________ Year: ____________
Name of CofC Faculty Project Mentor: ____________
Email of Faculty Mentor:______________________

Please indicate how you will satisfy the requirement:
☐ SURF funded project  ☐ SSM funded project  ☐ Other: ____________________________

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

1. **Project Description:** Attach a syllabus (preferred for “0” credit courses) or complete a brief project description (300-500 words). This can be the same as the one submitted for the grant application.

2. **Copy of the Award Letter:** We need this as verification that you have a funded project.

3. **A Cover Letter (see template above):** Please ensure that the letter details how you will be spending your 240 required hours.

**Project Culmination:** Students conducting projects over the summer are expected to present a poster on their research at the Celebration of Scholars Poster Session held on Convocation Day. The student will also upload their completed poster on their Honors Advising OAKS page as part of their Honors Immerged requirements.

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 faculty member will submit a completed rubric (provided below) at the end of the summer that will reflect the student’s success, and that the faculty is aware of the Honors Immerged student learning outcomes articulated below. Students will only receive credit for Honors Immerged with an equivalent grade of B or above on the completed rubric.

**Student Learning Outcomes for Honors Immerged**
- Demonstrate the ability to create and communicate analytic arguments supported by evidence.
- Exhibit the essential skills of a professional striving for excellence.
- Demonstrate and implement a major research project that reflects a high level of proficiency in methods of inquiry and ways of thinking.

Student Signature: ___________________________  Date: ____________
Faculty Signature: ____________________________  Date: ____________

______________________________________________________________
Application Approved: _______  Application Denied: _______

Honors Dir. Advising/Assoc. Dean/Dean: ___________________________  Date: ____________

Updated 1/15/2020
Faculty mentors, please use this rubric as a guideline for grading your summer research student. An email will be sent to you at the end of the summer which will provide you with an electronic rubric to complete.

<table>
<thead>
<tr>
<th>Evaluation Dimensions</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Achievement</strong></td>
<td>Accomplished few, if any, of the goals specified in the course proposal, contract or syllabus</td>
<td>Accomplished most of the goals specified in the course proposal, contract or syllabus</td>
<td>Met or exceeded all of the goals specified in the course proposal, contract or syllabus</td>
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<tr>
<td><strong>Quality of Work</strong></td>
<td>Work was done in a careless manner and was of poor quality; assignments were usually late or incomplete; made numerous errors</td>
<td>With a few minor exceptions, adequately performed most work requirements; most assignments were submitted or completed in a timely manner; made occasional errors</td>
<td>Thoroughly and accurately performed all requirements; submitted or completed all work on time; made few errors</td>
</tr>
<tr>
<td><strong>Ability to Learn</strong></td>
<td>Asked few if any questions and rarely sought out additional information from appropriate sources; was unable or slow to understand new concepts, ideas, and assignments; was unable or unwilling to recognize mistakes and was not receptive to making needed changes and improvements</td>
<td>In most cases, asked relevant questions and sought out additional information from appropriate sources; exhibited acceptable understanding of new concepts, ideas, and work assignments; was usually willing to take responsibility for mistakes and to make needed changes and improvements</td>
<td>Consistently asked relevant questions and sought out additional information from appropriate sources; quickly understood new concepts, ideas, and work assignments; was always willing to take responsibility for mistakes and to make needed changes and improvements</td>
</tr>
<tr>
<td><strong>Initiative and Creativity</strong></td>
<td>Had little observable drive and required close supervision; showed little if any interest in meeting standards; did not seek out additional work and frequently procrastinated in completing assignments; suggested no new ideas or option</td>
<td>Worked without extensive supervision; in some cases, found problems to solve and sometimes asked for additional work assignments; normally set his/her own goals and, in a few cases, tried to exceed requirements; offered some creative ideas</td>
<td>Was a self-starter; often sought new challenges and asked for additional work assignments; regularly approached and solved problems independently; frequently proposed innovative and creative ideas, solutions, and/or options</td>
</tr>
<tr>
<td><strong>Character Traits</strong></td>
<td>Was insecure and timid, and/or regularly exhibited a negative attitude; was dishonest and/or showed a lack of integrity on several occasions; was unable to recognize and/or was insensitive to ethical and diversity issues; displayed significant lapses in ethical and professional behavior</td>
<td>Except in a few minor instances, demonstrated a confident and positive attitude; regularly exhibited honesty and integrity in the workplace; was usually aware of and sensitive to ethical and diversity issues on the job; normally behaved in an ethical and professional manner</td>
<td>Demonstrated a confident and positive attitude; consistently exhibited honesty and integrity in the workplace; was keenly aware of and deeply sensitive to ethical and diversity issues on the job; always behaved in an ethical and professional manner</td>
</tr>
<tr>
<td><strong>Dependability</strong></td>
<td>Was generally unreliable in completing work assignments; did not follow instructions and procedures promptly or accurately; was careless, and work needed constant follow-up; required close supervision</td>
<td>Was generally reliable in completing tasks; normally followed instructions and procedures; was usually attentive to detail, but work had to be reviewed occasionally; functioned with only moderate supervision</td>
<td>Was consistently reliable in completing work assignments; always followed instructions and procedures well; was careful and extremely attentive to detail; required little or minimum supervision</td>
</tr>
<tr>
<td><strong>Attendance/ Punctuality</strong></td>
<td>Was absent excessively and/or was almost always late</td>
<td>Was hardly ever absent and almost always on time</td>
<td>Reported to work as scheduled with no absences, and was always on-time</td>
</tr>
<tr>
<td><strong>Response to Supervision</strong></td>
<td>Rarely sought supervision when necessary; was unwilling to accept constructive criticism and advice; was usually unwilling to explore personal strengths and areas for improvement</td>
<td>On occasion, sought supervision when necessary; was generally receptive to constructive criticism and advice; was usually willing to explore personal strengths and areas for improvement</td>
<td>Actively sought supervision when necessary; was always receptive to constructive criticism and advice; was always willing to explore personal strengths and areas for improvement</td>
</tr>
</tbody>
</table>

Updated 1/15/2020