



UNIVERSITY OF  
SOUTH FLORIDA  

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HONORS COLLEGE



2006-2007  
Student  
Handbook

“The future belongs to those who believe in  
the beauty of their dreams” - Eleanor Roosevelt



## **Welcome to the Honors College at the University of South Florida!**

Congratulations on choosing the University of South Florida for your undergraduate education and welcome to the Honors College! We hope your experiences here will be positive. The Honors College staff has a sincere interest in you. We hope to ignite your passion to learn, grow and discover by exposing you to the best faculty minds on campus, allowing you to see how they think, what their interests are and how they go about raising questions and finding answers. We want to help you acquire critical thinking and analytical skills and appreciate ethnic, cultural, geographic and philosophical differences. We also hope to fine tune your communication skills.

Our goal is to prepare you for life after your undergraduate studies, whether your next step is graduate or professional school, or the workplace. We want you to be competitive as you apply to the best medical, law and graduate schools, and to the most prestigious companies and government agencies. Our mission is to help you achieve your goals and fulfill your dreams, whatever they might be.

Because you are an Honors College student, USF will afford you unique opportunities, special programs, extracurricular activities and financial advantages. The opportunity to become a part of this community means that the rights and privileges you receive are intertwined with obligations towards others. We hope that your pursuit of individual intellectual excellence and imaginative risk-taking is tempered with respectful collegiality. We trust that your talents and accomplishments will serve others as much as they do you.

Again, I welcome you most warmly to the University of South Florida and the Honors College.

Best Wishes,

A handwritten signature in black ink, appearing to read "Stuart Silverman", followed by a long horizontal line extending to the right.

Dr. Stuart Silverman  
Dean  
The Honors College

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## Introduction

This handbook is intended to provide guidance to students, faculty and others associated with the Honors College at USF. Please feel free to call us at (813) 974-3087 or drop by SVC 1088 if you have any questions.

The most important item of information in this manual is this: **the Honors College staff is here to help in any way possible.** We can help you sort out policies and procedures, let you know who to talk to and where to go to solve different issues. We are prepared to help whether your concern is academic, professional or personal. We want to help you realize your full potential. You are encouraged to schedule an appointment with Dr. Silverman or one of the advising staff during the first half of the semester so that we can become acquainted.

### Tips for Incoming Freshmen

1. **Attend all of your classes.** It is difficult for a first year student to know how many classes it is "safe" to miss. Arrive on time and be prepared.
2. **Visit your faculty from time to time.** Your faculty, Honors and otherwise, and the Honors College staff are here to make your college experience a rewarding one. When you need letters of reference to apply for jobs, graduate schools, or scholarships/awards, you will have established the proper academic contacts who will be able to write a recommendation about the "whole" you, not just the student in class.
3. **Get to know the upper level students, "old-timers", in Honors.** They have experiences and information from which you can benefit. They can also help you get involved in campus activities, both within the Honors College and the University.
4. **Experience college life outside of the classroom.** Extra-curricular activities are important and will help make your USF experience spectacular. Whether you are looking for academic, cultural or social connections, University or community service, there is a campus organization for you. Take advantage of the opportunities offered by both the University and by the Honors College to expand your horizons and enhance your college years.

You are responsible for being aware of the information and regulations contained in this handbook and the University catalog in force the year you entered USF. We recommend that you occasionally review both documents so that your progress is never impeded by a rule of which you are unaware. From time to time we update this handbook on our website. Updates supersede the written materials. The responsibility for seeing that all graduation requirements are met rests with you, the student.

### Contact Information

**The Honors College**  
4202 E. Fowler Ave., SVC 1088  
Tampa, FL 33620-6912  
Phone: (813) 974-3087  
FAX: (813) 974-5801

**ContactUs@honors.usf.edu**

Or visit us on the web at:  
**<http://honors.usf.edu>**

## The Honors College Staff and Responsibilities

<b>Dr. Stuart Silverman</b> Dean	silverman@honors.usf.edu
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## The Honors College at USF

The Honors College was established to provide highly gifted and motivated students, like you, with the opportunity to develop your intellectual potential. We emphasize small classes where students and teachers can freely exchange ideas and we have developed a curriculum designed to bring out the best talents and abilities of students and professors.

Admission to the Honors College is based upon our assessment of your potential for superior academic achievement. We consider outstanding achievement in high school or college, high scores on standardized tests, the ability to write well, and intellectual curiosity as indicators of this potential. Retention in Honors is based upon grade point average here at USF. Specific

standards are enumerated elsewhere in this manual, but extenuating circumstances are always considered.

The Honors coursework is designed to satisfy the University's Liberal Arts (General Education and Exit) Requirements. The specific course requirements for completion of the Four or Two-year Tracks are included in a separate section. These are also listed in the undergraduate catalog. Become familiar with these requirements as no exceptions are made. Please ask questions if anything is unclear.

## **General Information**

### **Blackboard**

The **Honors College Community Blackboard** is the major source for disseminating important Honors College information, such as competitive scholarship applications, registration and course offerings, conference announcements, work and research possibilities, and all other Honors events. Blackboard will keep you informed of all Honors College activities and you should check for announcements periodically.

***You are automatically given membership in the Honors College Community Blackboard when you enroll at USF as an Honors student. Visit [my.usf.edu](https://my.usf.edu) to access Blackboard. Contact Mrs. Galchenko at [galchenko@honors.usf.edu](mailto:galchenko@honors.usf.edu) if you are unable to log in.***

All USF students have an e-mail and Internet access account with the University. If you do not know your Official USF E-Mail address, go to Academic Computing's Help Desk on the 6th Floor of the Library or the University Access Network website at: <https://una.acomp.usf.edu/>. You must have your student ID and be registered for classes at the time you access the account.

### **Website**

The Honors College website is updated regularly to reflect the most current information and activities of the Honors College. This handbook is also updated on the website as necessary. You can access it at:

***<http://honors.usf.edu>***

The website contains information dealing with registration, research opportunities, Student Council activities, special conferences and programs, as well as current announcements. There are special sections for prospective students, current students and alumni. There is also a link to individual student websites. If you wish to have your personal website included, contact Mrs. Mulrenin. In addition, you can inform the Honors College staff of changes in your major and address through the web site. Any changes, however, will only be reflected in the Honors office. You must also make changes at the Registrar's Office, SVC 1034, or in the college of your major.

## Registration Procedures

As a student in the Honors College, you are given priority registration privileges. You will be able to register at the same time as graduate students and seniors. Should you find that your registration appointment is not within the first week of the registration period, please let us know immediately and we will have your appointment time changed. If you take advantage of this benefit, admission to the classes of your choice should be no problem (with the exception of courses that require permits).

You can now register for Honors classes on OASIS. Information on course registration, including dates, times and course descriptions, is posted on Blackboard several weeks prior to the first day of registration. Please read the information carefully.

Students with declared double majors need to submit permit request form to add an Honors class every semester. If a student plans to take IDH 4000 or IDH 5970 next semester but does not have 60 or 90 credit hours accordingly before the end of the current semester, he or she needs to submit a permit request form to be able to register for that course.

Like any other course, Honors classes are limited in size and may close quickly. You should sign up for your course of choice as soon as possible. ***If you have a time conflict, registration hold, or have exceeded the maximum number of hours allowed in a semester, we will not be able to register you for your Honors course and the space will be released for another interested student.*** Please be sure that you take care of all holds prior to registration.

The most common holds include:

1. **An incomplete admissions file** – you must have your final high school transcript and official test score reports sent to the Office of Admissions prior to your second semester registration.
2. **Outstanding fees** – even a 25 cent library fine will prohibit you from registering. Please be sure all fees are paid.
3. **CLAST hold** – although most Honors students are exempt from taking the CLAST, a hold may appear. See an Honors advisor or visit the Office of Evaluation and Testing, SVC 2054, to have the hold removed.

You can view any holds placed on your record by logging on to the online OASIS system.

Because of high demand and limited seats, a waitlist has been established in OASIS for all of the Honors College courses.

Process for a student to waitlist a course:

- If a class is closed and has a waitlist, when you try to register in OASIS you will be asked if you want to be put on the waitlist. If you wish to be placed on a waitlist, you must select this option before you submit your changes. If you do not place yourself on a waitlist for the class, you will not be considered for class registration.
- You will not be able to waitlist for the course if there is a time conflict or if you are currently registered for another section of the same course.
- Students should not attend any class for which they are not registered.
- Waitlists will be managed on a daily basis. The ability to waitlist will be deactivated on the Friday before classes start. After the Drop/Add deadline, all waitlists will be purged.

Process to select students for a course from the waitlist:

- Where a student's name appears (i.e., position) on the waitlist does NOT guarantee a seat in the course.
- Should seats become available in a course, students will be selected from the waitlists by the staff in the Honors College based on one of the following criteria:
  - A student's graduation status,
  - A student's position on the waitlist.
- Students are obligated to check their USF email account and OASIS daily after they have been waitlisted.
- Should a seat become available, the coordinator in the Honors College will either add the appropriate student to the course or email the student. If the student is emailed and has not responded within a timely manner, the coordinator will move to the next appropriate person on the waitlist.

## Benefits of Participation in the Honors College

The following is a description of some of the benefits and opportunities available to you as a member of the Honors College. We encourage you to take advantage of these resources.

- **Priority Registration**
- **Personalized Advising**
- **Exchange and Study Abroad Opportunities**
- **Conference Trips**
- **Social and Leadership Activities**
- **Honors Lounge and Computer Lab**
- **Research Opportunities**
- **Scholarships**

**Priority Registration** – See the registration procedures in the section above.

### Personalized Advising

The advising staff is available to assist you with academic, personal and professional questions. The staff is equipped to answer questions about financial aid, graduation, applying to professional or graduate school, career counseling, study abroad opportunities and more. If we are unable to assist you, we can refer you to the appropriate resource on campus.

You will meet with an Honors College advisor at orientation and throughout your stay at USF. We encourage you to see an Honors advisor and your major advisor at least once each semester. Call 813-974-3087 to make an appointment. Advisors will also see you on a walk-in basis if available. Remember, ***it is your responsibility to make sure all requirements for graduation have been met.*** Refer to the Undergraduate Catalog, which you can find on-line.

You may access your records and print advising reports from the Internet. Academic records and financial aid/account information can be accessed by logging on to the OASIS system at <http://usfonline.admin.usf.edu/>. An academic advising report can be accessed through FACTS at <http://www.facts.org/>. You will need your USF ID and six digit pin number to access these systems. See an Honors advisor if you need assistance logging onto the site or to show you how to interpret the reports.

### Exchange and Study Abroad Opportunities

The Honors College strongly encourages an international experience. Special trips are available specifically for Honors students and we are pleased to offer competitive airfare scholarships to students participating in a USF sponsored study abroad or exchange program. See the scholarship section of this handbook for more information. Contact the Office of Study

Abroad and Exchange Programs at 974-4043 or visit them in Cooper Hall, room 468, to find the program that is right for you!

### **Conference Trips**

The Honors College participates in several conferences each year, including the National Collegiate Honors Council Conference, Southern Regional Honors Council Conference and the National Conference on Undergraduate Research. You may present papers at each of these conferences. ***The Honors College pays a significant portion of the expenses including registration fees, airfare, hotel and meals.*** What a great way to see the nation, while adding a unique experience to your resume! Information on annual conferences can be found on the website and the call for papers is posted on Blackboard each semester.

The Honors College also hosts an annual themed conference on campus. The theme is based on national topics of interest and guest speakers are brought in from around the country. Our conference is unique in that Honors students participate in the panel sessions, giving brief presentations in response to the speakers. You are expected to attend the conference and may earn extra credit in classes. Spring Honors professors will provide specific details.

### **The Honors College Student Council**

The Student Council plans social and service activities for the Honors College including dances, picnics, parties, movie nights and more. In addition, the Council assists with special topic workshops/seminars chosen by the students. We encourage you to serve on the Council and help decide what activities are offered each semester. Council members are not elected; all members are volunteers. Meetings are held in the Honors classroom each week. Dates and times for meetings and events will appear in the lounge, on Blackboard and on the web.

### **The Honors Philharmonic Orchestra**

The Honors Philharmonic Orchestra (HPO) made its debut in Fall 1997, playing pieces like *Phantom of the Opera*, *The Entertainer*, and more. One of our students even composed an original piece for the group to play. The unique feature of the Honors Philharmonic is that most students are not music majors, just students who enjoy playing music.

Anyone interested in participating is welcome to attend. The class/volunteers meet each Monday, typically in the late afternoon or early evening. The group also performs each semester at various Honors events.

Students interested in participating in the HPO have the option of earning credit for Honors Arts & Humanities. If you are interested in finding out more about the Honors Philharmonic Orchestra or earning course credit, please contact an Honors advisor or Professor Brian Moorhead in the School of Music.

## **Lounge/ Computer Lab**

The Honors Lounge, located in SVC 1040, is available during all hours that SVC is open. The Lounge is accessed by a combination lock and should be kept locked at all times. Stop by the Honors College, SVC 1088, to get the combination. The Lounge is available to you; we do not have room for guests.

The Lounge is equipped with several computers with internet access, a refrigerator, microwave and storage area. The tables and chairs can be arranged to accommodate groups up to 30 and the room can be reserved for organizational meetings or events.

The Computer Lab is located in SVC 1088. It is available only to Honors College students. The lab is open during regular office hours, with the exception of scheduled class times. These times will be posted on the lab door each semester. The lab is equipped with 11 computers and a laser printer. Each computer has Internet access and a variety of programs. Requests for software (needed for coursework) can be made in the Honors College.

### ***Please adhere to the following rules in the computer lab:***

1. The lab should be kept locked at all times. Access can be provided only by the Honors College staff.
2. Do not install, modify or remove programs from the machines. Software requests can be made in the Honors College.
3. Do not save data to the hard drive. Please bring a disk to save your work.
4. Students with academic work have priority over surfers - please be thoughtful.
5. You must supply your own paper for printing.
6. There is a one-hour time limit if other students are waiting.
7. NO food or drink is permitted inside the lab.

If you do not adhere to these rules, you may be denied access to the lab.

## **Research Opportunities**

### **Office of Undergraduate Research**

The University of South Florida is nationally recognized as a Research University. As such, its full commitment to undergraduate instruction is enhanced by a firm commitment to the creation of new knowledge. USF has the requisite research environment, including extensive libraries, well-equipped laboratories and sophisticated computer capabilities, all housed in appropriate on-campus facilities. USF also has numerous faculty members who are nationally and internationally recognized in their fields, and who are capable of serving as mentors to students.

As a student at a Research University, you have the opportunity to engage in collaborative learning experiences with faculty and graduate students. You can participate in a world of discovery in which active participation in the learning process is possible. You can learn through inquiry, rather than being the passive recipients of facts and concepts. Through research projects, you will gain the skills necessary for exploration, problem solving and for oral and written expression that can serve you well for a lifetime of learning, work and pleasure.

Participation in the research process allows you to appreciate arts, humanities, sciences and social sciences in a way not otherwise possible.

If you are interested in research opportunities, please stop by the Honors College and make an appointment with Dr. Kleine, the Coordinator of Undergraduate Research. He will talk with you about the type of research experience you are looking for and try to place you on a semester basis. The opportunities to get to know faculty are invaluable, especially if you are planning to attend graduate or professional school upon graduation.

We recommend that you begin your research experience during your first USF year.

### **Undergraduate Research Scholars Program**

The University of South Florida believes it is important that all students understand the complex activity called "research" and wishes to stimulate your interest in becoming an active participant in the research process. The Honors College is pleased to offer a unique program for a select few first year USF students.

If you were identified as a *USF Undergraduate Research Scholar*, you will enroll in "Discovery: People, Processes and Problems" during your first semester at USF. "Discovery" is a very special course taught by some of USF's most distinguished researcher/teachers. During and following the "Discovery" semester, you will be assisted in identifying potential undergraduate research opportunities that will allow you to work with a Professor on his/her research projects in future semesters.

"Discovery" begins by broadly defining research as the systematic investigation of a phenomenon or problem. Then, faculty from the natural, social and health sciences, from engineering, business, education, humanities, the fine arts and other fields will "tell their stories", explaining how they became interested in doing research and offering examples of problems and questions they have examined. You will interact closely with these Professors during the semester. The culminating "Discovery" experience will be the development, in collaborative groups, of a research proposal that defines a problem or question and maps out a strategy for responding to the issue.

In the semesters following "Discovery", *Undergraduate Research Scholars* will have the opportunity to work with USF's senior researchers as these Professors investigate issues that excite them. Receptions are designed to bring students together to discuss topics of mutual interest and to learn from and interact with research faculty.

## Scholarships

Most Florida resident students accepted to the Honors College are eligible for the Bright Futures Scholarship program. These awards are usually funded at a level that approximates tuition and book expenditures (Florida Academic Scholar) or 75% of tuition (Florida Medallion). Any USF money received will be in addition to this award.

**USF Honors College Scholarship** of \$2,000 (\$500 per year for up to 4 years.) The Honors College Scholarship recognizes your academic commitment and achievement. This award is made in addition to the USF Presidential Scholar Award or the USF Scholars Award (see the Freshman Scholarship website). Eligible students must qualify for the Honors College, enroll in the university full-time, register for an Honors core course (*see pages 13-15 for information regarding courses that meet this criteria*) and maintain a 3.2 USF GPA each semester. You may receive this award in addition to any awards except National Merit/Achievement/Hispanic, Kosove, Jenkins or Nolton Scholarships.

**Research Scholars Program Scholarships** – Students selected to participate in this program will receive \$4000 (\$1000 per year for up to four years) provided renewal criteria are met. This is in addition to any other scholarship.

**Competitive Honors College Scholarships** – The Honors College also offers competitive scholarships on an annual basis. An application is required each year. Please watch Blackboard for application information and deadline dates. National Merit/Achievement/Hispanic, Kosove, Jenkins and Nolton recipients are only eligible for the International Study Airfare Scholarship.

***Honors College Endowed Scholarships*** **\$500/year**

*Eligibility Criteria:* 3.4 USF GPA, 3.3 Honors GPA, completion of at least 3 Honors courses (Honors English and UE do not apply) and a history of substantive community, University or Honors service since entering USF.

***Aboly-Lykes Scholarships*** **\$1000/year**

*Eligibility Criteria:* 3.6 USF GPA, 3.5 Honors GPA, completion of at least 5 Honors courses (Honors English and UE do not apply) and a history of substantive community, University or Honors service since entering USF.

***Gelin Scholarships*** **\$1500/year**

*Eligibility Criteria:* 3.6 USF GPA, 3.5 Honors GPA, completion of at least 5 Honors courses (Honors English and UE do not apply) and a history of substantive community, University or Honors service since entering USF.

***International Study Airfare Scholarships*** **Cost of airfare up to \$500**

*Eligibility Criteria:* 3.3 USF GPA, 3.3 Honors GPA, completion of at least 2 Honors courses (Honors English and UE do not apply) and proof of participation in a USF sponsored International Exchange or Overseas Study Program.

The airfare scholarship will cover the cost of your round trip airfare up to a maximum of \$500.00 when participating in a USF sponsored international program. This scholarship would make the cost of a USF exchange program virtually the same as a semester at USF! This scholarship will also apply toward the Washington Center Internship Program. Take advantage of it!

## National Scholarships

USF nominates students for national scholarships, such as the Fulbright Program, Truman, Rhodes, Marshall, Goldwater, and Rotary Foundation Ambassador Scholarships. Specific information about each scholarship is located on the Honors College website at <http://honors.usf.edu>. Click on “Scholarships”, then the link for national scholarships. Our staff can assist you in selecting a program that fits you.

## Scholarship Websites

The following websites have the most up-to-date eligibility and renewal requirements, deadlines and contact information.

### **Freshman Scholarships**

[http://usfweb2.usf.edu/admissions/freshman\\_scholarships.htm](http://usfweb2.usf.edu/admissions/freshman_scholarships.htm)

### **Transfer Scholarships**

[http://usfweb2.usf.edu/admissions/transfer\\_scholarships.htm](http://usfweb2.usf.edu/admissions/transfer_scholarships.htm)

### **Privately Funded Scholarships**

[http://usfweb2.usf.edu/admissions/foundation\\_scholarships.htm](http://usfweb2.usf.edu/admissions/foundation_scholarships.htm)

### **Bright Futures Scholarships Program**

<http://www.firn.edu/doe/bin00072/home0072.htm>

This link can also be found through the Financial Aid scholarship website at <http://usfweb.usf.edu/finaid/scholarships.html>

## Scholarship Eligibility and Renewal Criteria

Each scholarship offered at USF has its own set of eligibility and renewal criteria. Refer to your award letter or contact the sponsoring department / organization for specific eligibility / renewal details.

**Honors College scholarships are renewed on a semester basis.** You must be enrolled full-time, be registered for an Honors core course (see pages 13-15 for information regarding courses that meet this criteria), and maintain a 3.2 USF GPA each semester.

**If you withdraw from an Honors course, you will not be eligible to receive the Honors College Scholarship the following Fall or Spring semester even if you are registered in an Honors course.** If you withdraw from another class, even if it drops you below 12 hours, you will still be eligible to receive the Honors College scholarship provided renewal criteria are met. If you choose to withdraw from a class, please see a financial aid counselor to see how the withdraw will affect your aid.

**If you receive an “Incomplete” (I) in an Honors course, your scholarship will be withheld until the work is completed.**

## Honors College Courses

The Honors core curriculum consists of nine courses (Acquisition of Knowledge, Arts & Humanities, Social & Behavioral Sciences, Natural Sciences, Seminar in Applied Ethics, Geographical Perspectives, Major Works/Major Issues, and two semesters of Thesis), which replace most of the University's Liberal Arts and Exit Requirements, as well as State mandated writing requirements. Therefore, participation in the Honors College does not generally increase the student's academic workload for most majors. The philosophy is to reward academically superior students, like you, with new challenges and alternative approaches to learning presented by some of the University's best faculty.

You will generally take one Honors course each semester (Fall and Spring). Major Works/Major Issues and Thesis are often available during the summer. These classes are more typical of small colleges and their enrollment is usually 15 to 25 students. Many of the faculty team teach, giving you even more opportunity for one-on-one contact and access to a wider variety of teaching styles.

***Note: SLS 1101: University Experience, IDH 4930: Gross Anatomy, and IDH 4910: Undergraduate Research are not part of the Honors core curriculum and therefore do not meet scholarship criteria.***

### Acquisition of Knowledge Honors

**HON IDH 2010**

This course considers the reflective exploration of the human mind - its capabilities and limits; how knowledge is acquired, the ways judgments are formed and values are determined. The course also discusses the open philosophical questions behind the operations of perception, classification and inference of the human mind.

### Arts and Humanities Honors

**HON IDH 3100**

This course will introduce you to western arts and letters from the perspective of the classic, romantic, and modern periods. It examines the relationship of ideas to the arts, the similarities among the arts of a given period and the differences between periods.

### Arts and Humanities – Performance

**HON IDH 3100**

This is a special section of Arts/Humanities that consists of two semester performance-based classes that will study the periods/styles of music that you perform. There are no auditions required.

### Natural Science Honors

**HON IDH 3350**

This course explores the current knowledge concerning fundamental principles in the natural sciences, their potential for application and attendant ethical and philosophical questions. Many sections are taught by College of Medicine faculty.

**Social and Behavioral Sciences Honors****HON IDH 3400**

This course is an introduction to the concerns of the social and behavioral sciences, methods of inquiry, discovery and validation of knowledge. It presents a survey of the way various disciplines examine the question of how society is organized.

**Seminar in Applied Ethics Honors****HON IDH 3600**

This course explores ethical issues related to a variety of student-selected topics. Topics in the past have included ethics in literature, technology, mental health, political science, law, criminal justice, bio-medicine, and business.

**Geographical Perspectives Honors****HON IDH 4200**

This course introduces African, Latin American, Middle Eastern or Asian perspectives. The focus is on social, political and economic, as well as artistic, cultural and intellectual subject matter. The material is presented within a geographical, chronological and humanities background.

**Honors College Seminar: Major Works/Major Issues****HON IDH 4000**

This course in problem-solving skills is designed to prepare you for individual research. You will assist in planning the course content, methods and requirements. These sections usually have less than 10 students.

**Honors Thesis****HON IDH 5970**

This two-semester sequence in the senior year includes the research, writing and public presentation of a thesis or creative project. You will choose the topic in consultation with the Honors College Dean and the process is completed under the direction of a faculty mentor.

**Honors Discovery: People, Process and Problems****HON IDH 2009**

Discovery begins by broadly defining research as the systematic investigation of a problem. Faculty from a variety of fields will "tell their stories", offering examples of questions they have examined. The culminating "Discovery" experience will be the development of a research proposal that defines a problem and maps out a strategy for responding to it. Discovery is open to Undergraduate Research Scholars. Discovery students typically present a 1350 SAT or 32 ACT score and a 4.0 weighted GPA.

**\*Gross Anatomy****HON IDH 4930**

This course, offered each Spring, is formatted to resemble the Gross Anatomy course taught at USF Medical School. It is limited to junior and senior Honors College students. An application is required.

## \*Undergraduate Research

## HON IDH 4910

You may earn one to four hours of credit through a supervised program of research in an area of specific interest. This course is open to all USF students by application through the undergraduate research coordinator.

***(\*These courses are not part of the Honors core curriculum and therefore do not meet scholarship criteria.)***

Some Honors courses transfer to specific General Education Requirements. The table below lists the General Education Requirements and which of the Honors course(s) meet those requirements. Each Honors course can only be used to fulfill one requirement.

General Education Requirements	Honors College Courses
Historical Perspectives	HON IDH 2010: Acquisition of Knowledge HON IDH 3100: Arts & Humanities HON IDH 3400: Social & Behavioral Sciences HON IDH 3600: Seminar in Applied Ethics
Social Sciences	HON IDH 2010: Acquisition of Knowledge HON IDH 3400: Social & Behavioral Sciences HON IDH 3600: Seminar in Applied Ethics
Natural Sciences	HON IDH 3350: Natural Science Honors
Fine Arts	HON IDH 3100: Arts & Humanities Honors
Literature & Writing	HON IDH 5970: Honors Thesis
Major Works/Major Issues	HON IDH 4000: Major Works/Major Issues HON IDH 5970: Honors Thesis
ALAMEA	HON IDH 4200: Geographical Perspectives

## Four-year Track

The Four-year Track is designed for first time in college students from high school. If you entered USF with college credit through AP, IB, CLEP and/or dual enrollment, you may opt to complete the Two-year Track to avoid duplication of credit. Make an appointment with an Honors College advisor to discuss your options.

To graduate from the Honors College Four-year Track, you must complete all nine courses in Honors, the Foreign Language, Mathematics and Freshman English requirements and earn a 3.3 USF and 3.3 overall GPA. The Honors distinction will be reflected on your diploma and transcripts, and you will be recognized at graduation. The courses should be taken in the order

described on the enclosed checklist. Exceptions may be made if there are scheduling problems.

If you are selecting a major within the Colleges of Education or Nursing, or if you plan to major in Mass Communications or Social Work, you should double up on Honors classes so that completion of Honors curriculum is close by the end of your second year. If you are undecided, you may also consider doubling up on Honors courses.

By completing the specified sequence above, you automatically meet University Liberal Arts, Exit and Gordon Rule requirements. Business students meet the professional writing requirement through the Honors College. Engineering students will meet the technical writing requirement through the Honors College. Engineering students may be eligible for additional course waivers. See an Honors College advisor for details.

**Eligibility:** Students admitted to the Four-year Track present a 3.70 weighted high school GPA (as calculated by USF) and either a 1270 SATI or a 29 EACT score. Exceptions may be made for students in the top 5% of their graduating class or for those who earn the IB Diploma. Students interested in the Honors College who do not meet these criteria can set up an appointment with the Dean of Honors to discuss the options available to them.

***To remain eligible for all the benefits of Honors, including scholarships, you must qualify for the Honors College, enroll in the university full-time, register for an Honors core course (see pages 13-15 for additional information regarding courses that meet this criteria) and maintain a 3.2 USF GPA each semester.*** Remember, you must have a 3.3 USF and a 3.3 cumulative GPA to graduate with the Honors College designation. All courses, including repeated courses, are calculated in these figures.

**Language Requirement:** As an Honors College student, you are required to show proficiency in two semesters of the same Foreign Language. Sign Language is acceptable for Honors (but may not be for your major); computer languages are not. AP, IB or CLEP credit is acceptable. Placement test results are also acceptable. If you place into the third semester of a language, you are not required to take the language courses. If you place into the second level (1121), you must only complete that course. Students with no foreign language experience must take 1120 and 1121 of the same language prior to graduation. Please bring placement exam scores to the Honors office so we may include them in your file. Contact the Language Department at 974-2547 or visit Cooper Hall (CPR) room 419 for specific information on placement exams.

Students presenting passing TOEFL scores will be considered to have met the foreign language requirement.

**Scholarships** are awarded to students who are in good academic standing within the Honors College (3.2 USF GPA), registered full-time (at least 12 hours), enrolled in a core Honors class each Fall and Spring semester (*see pages 13-15 for information regarding courses that meet this criteria*), and not receiving the National Merit/Achievement/Hispanic Awards, Kosove, Jenkins, or Nolton Scholarship. Honors College scholarships are in addition to the Bright Futures and all other scholarships. The Honors College also offers competitive scholarships each year. See the scholarship section of this handbook for more specific information. This page is a convenient check sheet to make sure your Four-year Honors College requirements are completed.

## THE HONORS COLLEGE – FOUR-YEAR TRACK

By completing the Honors College curriculum, you will complete all Liberal Arts Requirements, Exit Requirements, and Gordon Rule Communication!

Honors College students must complete:

### 9 Honors courses (usually one each semester)

___	IDH 2010	Acquisition of Knowledge (3 hrs)
___	IDH 3100	Arts/Humanities Honors (3hrs)
___	IDH 3350	Natural Sciences Honors (3hrs)
___	IDH 3400	Social and Behavioral Sciences Honors (3hrs)
___	IDH 3600	Seminar in Applied Ethics (3hrs)
___	IDH 4200	Geographical Perspectives Honors (3hrs)
___	IDH 4000	Seminar - Major Works/Major Issues (4hrs)
___	IDH 5970	Honors Thesis - taken twice (3hrs)

### 2 English courses

___	ENC 1121	Honors Freshman English I (3hrs)
Or	ENC 1101	Freshman English I (3hrs)
___	ENC 1122	Honors Freshman English II (3hrs)
Or	ENC 1102	Freshman English II (3hrs)

[Students may meet these requirements through AP, IB, Dual Enrollment, or CLEP]

### 2 Math courses

- \_\_\_ Any course offered by the Mathematics department at the college algebra level or above (differs according to major)
- \_\_\_ Any approved math, statistics, or logic course

[Students may meet these requirements through AP, IB, Dual Enrollment or CLEP]

### Foreign Language courses (may be taken S/U if degree is B.S.)

- \_\_\_ 2 courses if the student begins at the 1120 level
- OR \_\_\_ 1 course if the student places above the 1120 level
- OR \_\_\_ Placement exam scores above the 1121 level (see Honors advisor for specifics)

[Students may meet this requirement through AP, IB, Dual Enrollment, CLEP or TOEFL]

## Two-year Track

The Two-year Track is designed for students who transfer to USF, for USF students who wish to enter the Honors College after they have completed two years of study and for four year students who come to USF with a significant number of AP, IB, Dual enrollment, and/or CLEP credits.

As a student in the Two-year Track, you are required to take a minimum of four Honors courses; Major Works/Major Issues, two semesters of Honors Thesis, and any other Honors course of your choice. These courses fulfill the University's Exit Requirements. If you have other Liberal Arts requirements that must be completed, you may take additional Honors courses to meet them if you choose. If you have questions about what Liberal Arts requirements you still need to complete, please make an appointment with your Honors College advisor.

**Eligibility:** The Honors College seeks highly motivated transfer and upper-level students to participate in the Two-year Track. To be admitted to the Two-year Track, you must have a 3.5 college GPA and either a 1200 SAT or 27 ACT score. You may present a 3.75 college GPA, without meeting the specific test score requirement. Special consideration will be given to students who have completed Honors at Florida public community colleges.

***To remain eligible for all the benefits of Honors, including scholarships, you must qualify for the Honors College, enroll in the university full-time, register for an Honors core course (see pages 13-15 for information regarding courses that meet this criteria) and maintain a 3.2 USF GPA each semester.*** Remember, you must have a 3.3 USF and a 3.3 cumulative GPA to graduate with the Honors College designation. All courses, including repeated courses, are calculated in these figures.

**Language Requirement:** As an Honors College student, you are required to show proficiency in two semesters of the same Foreign Language. Sign Language is acceptable for Honors (but may not be for your major); computer languages are not. AP, IB or CLEP credit is acceptable. Placement test results are also acceptable. If you place into the third semester of a language, you are not required to take the language courses. If you place into the second level (1121), you must only complete that course. Students with no foreign language experience must take 1120 and 1121 of the same language prior to graduation. Please bring placement exam scores to the Honors office so we may include them in your file. Contact the Language Department at 974-2547 or visit Cooper Hall (CPR) room 419 for specific information on placement exams.

Students presenting passing TOEFL scores will be considered to have met the foreign language requirement.

**Scholarships** are awarded to students who are in good academic standing within the Honors College (3.2 USF GPA), registered full-time (at least 12 hours), enrolled in a core Honors class each Fall and Spring semester (*see pages 13-15 for information regarding courses that meet this criteria*), and not receiving the National Merit/Achievement/Hispanic Awards, Kosove, Jenkins, or Nolton Scholarship. Honors College scholarships are in addition to the Bright Futures and all other scholarships. The Honors College also offers competitive scholarships each year. See the scholarship section of this handbook for more specific information.

Below is a convenient check list for students in the Two-year Track who have previously received an Associate of Arts degree from an accredited institution.

### **THE HONORS COLLEGE – TWO-YEAR TRACK**

By completing the Two-year Track, you will complete the University's Exit Requirements.

Two-year Honors College students must complete:

#### **4 Honors courses** (usually one each semester)

- IDH 4000 Seminar Major Works/Major Issues (4hrs)
- IDH 5970 Honors Thesis - taken twice (3hrs)
- Elective: Any of the seven Honors courses

#### **Foreign Language courses** (may be taken S/U if degree is B.S.)

- 2 courses if the student begins at the 1120 level
- OR  1 course if the student places above the 1120 level
- OR  Placement exam scores above the 1121 level (see an Honors advisor for specifics)

[Students may meet this requirement through AP, IB, Dual Enrollment, CLEP or TOEFL. Students may use college level language credits taken prior to enrollment at USF.]

## Departmental Honors Programs

You may choose to participate in an upper-level Departmental Honors program in addition to the Honors College Four or Two-year Tracks. The departmental programs require separate applications prior to admission and have varying requirements for completion. You are encouraged to pursue Departmental Honors but are not required to do so. Students not enrolled in the Honors College are also eligible. If interested, you should contact the individual department for admission and graduation information.

Several programs at USF offer departmental honors to junior and senior level students. Below is a list of programs offering Departmental Honors and contact information.

<b>Department</b>	<b>Contact Person</b>	<b>Phone</b>
Anthropology	Dr. Jerry Smith	974-0873
Biology	Dr. John Romeo	974-2336
Chemical Engineering	Dr. Scott Campbell	974-3907
Classics	Dr. Ava Chitwood	974-1755
Communication	Dr. Carol Jablonski	974-6822
Communication Sciences & Disorders	Dr. Jennifer Lister	974-9712
English	Dr. Sheila Diecidue	974-5808
Geology	Dr. Jeff Ryan	974-1598
Mathematics	Dr. Fred J. Zerla	974-2561
Music	Dr. Bob Clifford	974-7136
Nursing	Dr. Patti Martini-Clark	974-9032
Philosophy	Dr. Brook Sadler	974-5518
Political Science	Dr. Steve Johnston	974-0852
Psychology	Dr. Kevin Thompson	974-0367

## Accelerated Academic Programs

The Honors College works with several Colleges/Departments on campus to provide special programs for Honors students. The following several pages describe these programs.

1. The **7-year BA/MD program** – you can earn both the undergraduate and medical degrees in 7 years.
2. **College of Medicine Basic Sciences Program** – you may begin Ph.D. studies as early as your third year of college and can have paid laboratory experiences as early as the second year of undergraduate study.
3. **Chemistry/Engineering** – you can earn a BA in Chemistry and a Master of Engineering Sciences in Chemical Engineering in 5 years.
4. **Public Health** – you may earn a Bachelor's degree in Interdisciplinary Sciences and Master's degree in Public Health in 5 years.

Most of these programs are reserved for Honors College students. Contact an Honors College advisor for further information.

### Pre-Medicine

You have three options to complete pre-medical studies at USF. You may elect to follow a special program which allows for completion of a B.A. degree and an M.D. degree in seven years (described below) or you may plan on an eight year program, obtaining a B.A. or B.S. degree in four years and an M.D. degree in four years. If you entered USF with AP, IB or Dual enrollment credit, you may be able to graduate with a BA/BS degree in three years, then apply directly to the medical school of your choice. ***You should be aware that some out-of-state and private medicals schools do not accept AP or IB credit***, they require that courses be taken at the college level. Students should research the specific schools for this information.

### USF Accelerated Medical School Program for Students of The Honors College

If you are an Honors College freshman who is interested in attending medical school, you have an opportunity to receive guaranteed admission to USF's College of Medicine and complete a medical degree in seven years, provided that you continue to meet all the requirements of the program.

You will do your first three years of study at the Honors College, and the fourth year at USF College of Medicine as part of the first year of medical school. You will receive a Bachelor's Degree following successful completion of the Honors College requirements (typically after the fourth year of study). You will receive the Doctor of Medicine Degree after the successful completion of the program.

Students applying for this accelerated program typically major in Biomedical Sciences (BMS) in order to receive a baccalaureate degree:

The Honors College staff will oversee your progress in meeting Honors requirements, and will coordinate overall completion of the first three years of the program. You will receive academic advising and schedule planning assistance each semester from a department advisor.

USF College of Medicine staff will oversee the 4-year medical school curricular component of the program.

### **Eligibility Requirements**

- Florida resident
- Acceptance to USF and The Honors College no later than February 27.
- SAT I score of 1350 or ACT of 30
- Unweighted high school GPA of 3.7
- Class rank (if available) top 10%
- Completion of the Accelerated USF Medical School Application Form (sent to qualified candidates only) with one letter of recommendation following admission to The Honors College.
- Completion of the first year at USF with a USF GPA of not less than 3.5 in the sciences and a 3.5 in all other coursework
- Submission of two letters of recommendation from USF faculty
- Successful USF College of Medicine interview.

### **USF Program Requirements (first three years)**

In order to be admitted to the USF College of Medicine, you must complete the following courses in addition to any other GEP or Upper Division requirements for your major.

*Science/Math Courses Required: variable credit hours*

Biological Science w/lab - BSC 2010 Biology I – Cellular Processes, 3 credit hours, BSC 2010L Biology I Cellular Processes Laboratory, 1 credit hour, BSC 2011 Biology II-Diversity, 3 credit hours and BSC 2011L Biology II Diversity Laboratory, 1 credit hour (or AP score of 5; IB credit will be evaluated individually). BSC 2093 Human Anatomy and Physiology I, 3 credit hours; BSC 2094 Human Anatomy and Physiology II, 3 credit hours (and any required prerequisites).

Genetics/Genomics - 1 semester. PCB 3063 Genetics, 3 credit hours and PCB 3063L Genetics Laboratory, 1 credit hour

Chemistry w/lab – CHM 2045 General Chemistry I, 3 credit hours, CHM 2045L General Chemistry I Laboratory, 1 credit hour, CHM 2046 General Chemistry II, 3 credit hours and CHM 2046L General Chemistry II Laboratory, 1 credit hour (or AP score of 5; IB credit will be evaluated individually)

Organic Chemistry w/lab - CHM 2210 Organic Chemistry I, 3 credit hours, CHM 2210 Organic Chemistry Techniques I, 2 credit hours, CHM 2211 Organic Chemistry II, 3 credit hours and CHM 2211L Organic Chemistry Techniques II 2 credit hours (and any required prerequisites)

Biochemistry - BCH 3023 Biochemistry I, 3 credit hours (taken after organic chemistry)

Calculus - 1 semester. MAC 2311 Calculus I, 4 credit hours (or AP score of 5 on the AB test); MAC 2312 Calculus II, 4 credit hours (or AP score of 5 on the BC test). Life Sciences Calculus I and II, MAC 2241 and MAC 2242 or Engineering Calculus I and II (MAC 2282 and 2283 may be substituted for Calculus I and II.)

Introductory Statistics - 1 semester. STA 2023 (Ap Statistics is not accepted for the BMS major.)

Physics w/lab - 1 year. Physics 2053 and 2054 and the corresponding labs (or AP score of 5; IB credit will be evaluated individually.)

Science Courses Recommended: Cell Biology with lab - 1 semester. PCB 3023, PCB 3023L, 4 credit hours. General Microbiology with lab - 1 semester. MCB 3030C, 4 credit hours.

*Clinical experience required: 1 credit hour (pass/fail grade)*

Completion of a minimum of 40 contact hours of approved clinical experience, such as service in an emergency room, physician's office, or clinic. Prior approval by student's pre-professional advisor is required. Usually completed in the second or third year.

*Community service required.*

Completion of a minimum of 40 contact hours of community service, preferably in a hospital setting.

*Research requirement: 6 Credit Hours*

Students will participate in a directed research project (thesis) under the mentorship of a USF faculty member as part of the Honors College Program.

*Honors requirements*

Completion of Honors College 4-year track curriculum including special section of:

IDH 3600 in biomedical ethics.

Other Program Requirements

USF GPA of not less than 3.5 in the sciences and 3.5 in all other coursework at completion of the first year

USF GPA of not less than 3.6 in the sciences and 3.6 in all other coursework at completion of the second year; USF GPA of not less than 3.7 in the sciences and 3.7 in all other coursework at completion of third year (or fourth year if in the 4+4 program)

MCAT taken in August prior to the start of the third year with a minimum score of 30, with no individual score less than 8

Completion of all Honors requirements for conferral of Honors degree

USF Program Requirements (fourth USF year to complete degree; first year of medical school in residence at USF)

You must successfully complete all requirements of the medical school curriculum to graduate from the College of Medicine. Successful completion of the academic program of study contained within the first year medical curriculum is required for the completion of the bachelor's degree in the accelerated (3+4) program and to continue in the medical program at USF. Curricular revision is an ongoing process at USF College of Medicine, so the courses listed may change. The program of study for the 2002-2003 first academic year at USFCOM follows:

- BMS 5007 The Profession of Medicine 4 credit hours
- BMS 6206 Molecular, Cellular, and Genetic Basis of Medicine  
7 Credit Hours
- BMS 6821 Medical Ethics and Humanities 2 credit hours
- BMS 6100 Human Anatomy 10 credit hours
- BMS 6500 Physiology 4 credit hours
- BMS 5190 Imaging for Anatomy 1 credit hour
- BMS 6941 Longitudinal Clinical Experience I 5 credit hours
- BMS 6920 Colloquium 1 credit hour
- BMS 6830 Physical Diagnosis 4 credit hours
- BMS 6020 Medical Neuroscience 4 credit hours
- BMS 6840 Behavioral Medicine 3 credit hours

#### **The 4 plus 4 Option:**

You may elect to do a fourth year at USF, following the more traditional pattern of four years of undergraduate coursework prior to receiving the Baccalaureate Degree, and then enter USF College of Medicine.

If you select this option you must complete the same requirements as outlined in the Accelerated Program, but you will also have the opportunity to take more advanced coursework, and become involved in additional research activities. By adding the fourth year, you will have a larger choice of majors than those available through the Accelerated Program. You may choose this option at any point prior to October 31 of the third year.

#### **5-year College of Public Health (COPH) Programs**

Two "Fast-Track" Master's degrees are available to Honors College students: Master's in Public Health (MPH) and Master's of Science in Public Health (MSPH). The MPH is primarily considered a professional degree with an emphasis on preparing students for a professional

career in a public health speciality. The MSPH is considered a research oriented degree. Specialities include Environmental and Occupational Health, Community and Family Mental Health, and Health Policy and Management. Both degrees prepare students to seek entrance to doctoral programs in public health, medicine, or related fields.

Eligible students must have senior status and be in good standing within the Honors College. Students must also achieve a minimum score of 1000 on the GRE, have two letters of recommendation from undergraduate faculty, a one page goal statement documenting a desire for a public health career and approval by departmental admissions committee. Applications should be made in the student's junior year.

All students must take Survey of Human Disease (HSC 4554) and Introduction to Public Health (HSC 4120). Prospective applicants are encouraged to take these courses prior to their senior year. These courses are offered every semester in various forms, including internet based and open university, and will not count toward the graduate degree, but may count toward the undergraduate degree as determined by the undergraduate advisor.

Students will take Honors courses and undergraduate level courses during their first three years dependent on the area of study they wish to pursue. In the senior year, MPH students will take the following:

**FALL SEMESTER**

**SPRING SEMESTER**

PHC 6000	Epidemiology (3)	PHC 6410	Social & Behavioral Science (3)
PHC 6050	Biostatistics (3)	PHC 6357	Environmental & Occupational Health (3)
PHC 6102	Health Policy & Management (3)		Concentration Course (3)
PHC 6945	Field Experience (1)	PHC 6945	Field Experience (1)
IDH 5970	Honors Thesis (3)	IDH 5970	Honors Thesis (3)

Students pursuing the MSPH will take the following sequence during the senior year:

**FALL SEMESTER**

**SPRING SEMESTER**

PHC 6000	Epidemiology(3)		Concentration Course(3)
PHC 6050	Biostatistics(3)		Concentration Course(3)
PHC 6410	6357 or 6102		Concentration Course(3)
PHC 6945	Field Experience(1)	PHC 6945	Field Experience(1)
IDH 5970	Honors Thesis(3)	IDH 5970	Honors Thesis(3)

Students will earn either an INS or ISS degree and will be advised by COPH faculty.

**Five Year Honors - Master of Engineering Sciences**  
(Bachelor of Arts in Chemistry)

A Master's degree may soon become the minimum training for professionals in chemical engineering. The 152 semester hours required in the integrated USF Bachelor of Arts in Chemistry and Master of Science in Chemical Engineering program is actually less than what

was typically required for a bachelor of science or engineering diploma in years past. The topical content of all science and technology curricula has grown exponentially.

Faculty who designed the BA/MS Chemistry/Chemical Engineering Honors program took great measures to develop a curriculum that would challenge students and expand their vision of opportunities in both professional and scholarly pursuits. A fundamental objective of the program is to provide Honors students with a keen awareness about careers in research and teaching.

Visit the Chemical Engineering department, ENG 246, for specific course requirements.

## **Honors College Research Major**

**The Honors College Research Major (HCRM)** is designed primarily for Honors College (HC) students preparing for graduate or professional school, although it would be available to other HC students as well.

The HCRM is designed to be a second major. That is, in order to have an HCRM, a student would need to complete all requirements of a regularly offered USF major. (Credits = 30-36)

HCRM students would complete IDH 2010, 3100, 3350, 3600, 3400 and 4200, freshman English I and II, 2 semesters of mathematics and two semesters of a foreign language in order to meet USF General Education requirements. AP, IB, CLEP, dual enrollment and other acceptable forms of credit could be used to satisfy the English, math and foreign language requirements. (Credits = 18-42)

The HRM would consist of 30 credit hours and would include courses to satisfy the USF Exit Requirements (IDH 4000 and six credits of IDH 4970).

The 30 hours would consist of 2 cognates, each containing a minimum of 12 credit hours. Each cognate would require a research project of at least 9 credit hours; the remaining hours could be appropriate coursework, independent study or an increased number of research.

One cognate would be directly related to the student's primary major; the second cognate must be outside the department of the student's major.

The student shall have a separate research committee for each cognate, consisting of a mentor and two faculty "readers". The HC Dean shall approve the mentor, and the mentor shall approve the "readers". The committee and student shall design the cognate courses of study and submit the written plan for HC approval.

The committee shall ensure that the student has an appropriate background in scientific method/experimental design/research tools. Research project format shall be discipline appropriate and clearly represent the number of credits earned.

Formal prospectus/proposal and final presentations will be required of each student in both cognates.

No grade below "B" will be accepted towards the HRM.

## **Dual Enrollment, AP, IB and CLEP credit**

**Dual enrollment** - You are responsible for having an official transcript from the credit granting institution sent to USF Office of Admissions, 4202 E. Fowler Ave., SVC1036, Tampa, FL 33620.

**Advanced Placement (AP)** - USF gives credit for specific scores on the Advanced Placement Examinations. (The grade you received in the course does not determine credit.) The most up-to-date list of the Advanced Placement (AP) test scores and their USF course equivalents can be found online at:

[http://www.usf.edu/ugrads/cleprules/ACCCreditbyExamEquivalents%20\(92001\).htm](http://www.usf.edu/ugrads/cleprules/ACCCreditbyExamEquivalents%20(92001).htm)

**International Baccalaureate (IB)** - Students who earn an IB Diploma are eligible for a total of 30 semester hours of credit. If the credit awarded on the basis of your individual exam scores does not total 30 hours, the difference is to be awarded in non-specific, undistributed credit. By the same token, 30 hours is the maximum you may earn through International Baccalaureate.

Course credit equivalencies for IB exams can be found at:

[http://www.usf.edu/ugrads/cleprules/ACCCreditbyExamEquivalents%20\(92001\).htm](http://www.usf.edu/ugrads/cleprules/ACCCreditbyExamEquivalents%20(92001).htm)

Students who enter the Honors College with an IB Diploma will most likely follow the Two-year Track, however, each situation will be looked at individually. For further information, stop by the office and speak with an Honors College advisor.

### **CLEP and the Bright Futures Scholarship Program**

Most Honors College students are eligible for the Bright Futures Scholarship Program. A law passed during the 2001 Legislative Session affects this scholarship. The law provides for greater use of acceleration options by Florida Academic Scholars and Florida Medallion Scholars who attend a Florida public state university or community college. Please see the following website for specific information.

<http://www.usf.edu/ugrads/cleprules/>

**In order for credit to be awarded, official AP, IB and CLEP test scores and official transcripts from dual enrollment institutions, must be received by the Office of Admissions, 4202 E. Fowler Ave., SVC1036, Tampa, FL 33620.**

## Your Honors Thesis

The Senior Honors Thesis is the culmination of the Honors College experience. It emphasizes critical thinking, writing and independent, creative work. Work on the Thesis should be academically rewarding and an enjoyable experience. The Thesis may relate to your major, but this is not a requirement. We encourage you to select a topic which will allow you to be creative and which you will find exciting and satisfying.

### HONORS THESIS CHECKLIST

- Register for HON IDH 5970 (3 hours each semester)
- Look at samples in Thesis Study Room, SVC 1040
- Find a Thesis Director and at least one committee member
- Sign and have Director sign the Thesis agreement form
- Narrow Thesis topic
- Complete Prospectus by middle of first semester (in Summer “C”, this means before June 20<sup>th</sup>)
- Turn in completed Prospectus Approval Form and one copy of Prospectus to Honors office
- The Prospectus requires the Dean’s or Associate Dean’s approval. Please supply an email address, so we can notify you
- Continue work and register for second semester of IDH 5970 (IDH 5950 is only for those doing a 3 semester thesis)
- Present Thesis by the last day of the semester (Friday prior to Finals Week)
- Submit copies of Thesis (including abstract) to your director and committee member(s) two weeks prior to presentation
- Have Thesis Approval Form signed by your director and committee member(s)
- Bring two unbound copies to the Library. The Library only accepts checks or money orders. Save receipt.
- Bring one copy of Thesis, the completed Thesis Approval Form and Library receipt to the Honors office prior to exam week.

## GENERAL PROCEDURES

In preparing your Honors Thesis, you will register for two semesters of IDH 5970 (Honors Thesis). Thesis is not a “class” and such, does not have regular meeting days/times. You should plan to attend the thesis workshop that is offered at the beginning of each semester. Once you select a faculty director, you will meet with this person as much as needed. A public presentation of the final product must take place prior to completion of the work. The presentation will take place on or before the Friday prior to Final exams week. It may also be selected for presentation on “Thesis Day.”

There is no requirement as to the length or magnitude of the Thesis. Quality is of greater concern. It is important that the product reflects **six semester hours** of work and is approved by your Thesis committee and the Honors College. It should reflect a significant time commitment, be of high quality and demonstrate personal intellectual growth. A researched project should adhere consistently and correctly to a documentation style appropriate for the field of study following, for example, such style manuals as those of the MLA, APA, or the University of Chicago. You **must** include a bibliography or a works cited page for any type of researched project - not just for a traditional researched paper, but also such projects as a unit of lesson plans, handbook, publicity campaign, feasibility study, or any other project which incorporates material drawn from outside sources.

***Please adhere to the process outlined below and do not ask the Thesis Committee or Honors College to deviate from the schedule. Plan to work on the Thesis for two full semesters. It is your responsibility to ensure timely completion of all Thesis requirements.***

You should consult with the Honors College Dean/Associate Dean and attend a thesis workshop before beginning work to learn about general procedures and potential Thesis Directors. You will choose and contact a potential Director and one or two committee members.

The Thesis component of the Honors College curriculum was designed to be flexible, to compliment your major area of study as well as your personal interests. Many types of Theses may be acceptable; the final choice is to be determined jointly by you and your Thesis Director prior to beginning the actual work. Work which merely treads old ground or involves an uncritical restatement of previous work is unacceptable. The Thesis is an academic exercise in which one applies critical thinking, investigates current scholarship and engages in valid reasoning.

A Thesis may take many forms. It may be traditional, as an in-depth critical analysis of imaginative literature, or the discussion and results of a student designed experiment in the natural or social sciences. You may produce a critical analysis, synthesis, and/or evaluation of an existing body of knowledge in an area of academic inquiry. A Thesis might include the composition, design, and staging of a theater piece, a book of poetry, or the design and construction of a piece of architecture or engineering (or its model). **When the Thesis is a creative work, a substantive written description of the goals and process is required as well as prior approval by the Honors College Dean/Associate Dean.** This description must indicate how the creative work meets the goals of a thesis. If you would like to see sample theses prior to beginning your work, the Honors College and the Library have copies of previously submitted Theses for examination.

In general, any regularly appointed faculty member at USF may direct the Thesis. The committee member(s) must be approved by the Thesis Director. You will establish the specific nature of the Thesis with the Thesis Director. By mid-term of the first semester, please present to the Honors College Dean/Associate Dean both a Prospectus and a Prospectus Approval Form signed by the Thesis Director once the Prospectus is approved by the Honors College, we will contact you by e-mail. **The Prospectus shall include:**

1. Your name and e-mail address;
2. Thesis Director's name and the names of the one or two Committee members who have agreed to serve;
3. A statement of the work to be undertaken and its importance;
4. A narrative giving the rationale for this work;
5. A statement of anticipated results (if appropriate);
6. A proposed work schedule and preliminary bibliography;

You should begin the actual work immediately following Prospectus approval.

At least three weeks prior to the end of the second semester, inform the Honors College Dean about the Thesis presentation date. The Thesis and any supporting material must be delivered in typewritten form to the Thesis Committee at least two weeks prior to the presentation to give the committee adequate time to become familiar with the Thesis. The presentation must occur on or before the last day of class for that semester. Following the presentation, forward to the Honors College a Thesis Approval Form signed by all members of the Committee along with one copy of the final Thesis and binding receipt (see below).

You will be given a grade of "S" for the semester in which the Prospectus is approved. When the thesis is approved by the Committee in its final form, the Committee shall recommend one of the following grades which shall be recorded for both semesters of Thesis (the "S" grade will be changed at that time):

- "A" - Superior performance;
- "B" - Excellent performance;
- "C" - Passing but not suitable for Honors College work (students earning a "C" will not graduate with the Honors College distinction);
- "D" or "F" - Unacceptable.

Students must take two unbound copies of the thesis to the library for binding. Order forms are available at the Circulation Desk on the first floor of the library. Return the completed form, payment (cash or check) and the two copies to the Circulation Desk. Bring the receipt of payment to the Honors College. Personal copies can be ordered through the Bookstore if you wish.

The current cost of binding is approximately \$8.00 per copy. Personal copies cost \$11.95 per copy. Prices are subject to change.

***To graduate with the Honors College designation, you must finish all course work towards the degree in the semester that the Graduation Ceremony occurs. The Thesis must be completed, approved in the final form, and submitted to the Honors College Dean. If you have credits still to be taken or if your thesis is not approved, you may walk through Graduation and not be honored or wait until the next Graduation Ceremony so that you can be honored.***

## **FREQUENTLY ASKED QUESTIONS**

### **When should I sign up for Thesis (HON IDH 5970)?**

Most students sign up for 5970 at the beginning of their senior year. If, however, your senior year will include an off-campus internship, student teaching, or some other activity which will alter your normal routine, you will want to begin planning earlier, develop a topic, and find a Director. Even if you plan a “normal” senior year, starting early is to your advantage. Recent graduates have repeatedly stressed the importance of allowing plenty of time. Several said they found it helpful to begin work the summer before their senior year, or even during spring semester of their junior year. You may register for thesis in Summer “C.”

### **How do I find a topic?**

When you look at examples of recent theses/creative projects, you will see that many possibilities exist. Topics/projects often come from within the student's major area, but this is not a requirement. In some theses or projects, students combine majors or use internships or study abroad experiences. If you finished a favorite course feeling that you would have liked more time for a particular aspect of that course, you may be able to turn that observation into an idea for a topic. If you have only a vague sense of what your topic might be, but definitely know whom you would like as a Director, make an appointment to talk to your prospective Director who may be able to suggest areas for you to consider.

### **Is it OK to rework an old paper/project?**

A Thesis which builds on work already done can be a fine piece of work. An article or presentation that analyzes internship experiences, a presentation based on some aspect of work or study abroad, an article developed from research done as an undergraduate fellow, a video for classroom use which grew out of practice teaching – these kinds of projects represent legitimate development of work already undertaken into a new and more complex form. What is not legitimate is simply to recycle, with minor additions or changes, a paper or papers already submitted. Remember: the Honors Thesis is intended to be the capstone of your Honors education.

### **How do I find a Director?**

If possible, select someone with whom you feel comfortable. If you can't think of someone in that category, whose expertise seems to fit with the kind of topic you're considering, ask for suggestions from the Honors College staff or from other professors whose judgment you trust.

### **What if I want to change Directors?**

Changing Directors may become necessary in some situations. Talk with the Honors College Dean/Associate Dean before making the change and make sure all appropriate paperwork is complete.

### **May I work with more than one faculty member?**

Yes! In fact, you must have one Director and at least one other committee member. You should have more than one person evaluating your work in progress and offering suggestions. You must, however, designate only one professor to be responsible for assigning your grade.

### **May I collaborate with another student?**

Certainly. Several recent theses have been joint projects. You will need, however, to obtain permission from the Honors College Dean/Associate Dean and the Thesis Director.

### **What if I don't finish in a year?**

If you don't complete your thesis during the two semesters in which you are enrolled in IDH 5970, your Director may submit a grade of "I". This will be carried on the record until the thesis is completed and the "I" will be replaced with a permanent letter grade. You should know that it is fairly common for students to take more than one year to work on their projects. The "I" must be changed before the end of the semester in which you plan to graduate. Your Director will need to inform the Honors College in order to replace the "I". **Note: If you receive an "I" for the first semester, you will not receive your scholarship the next semester. You must complete the prospectus within the first semester you are registered.**

### **Will Honors IDH 5970 count toward my major or minor?**

Credit for the thesis, along with Seminar: Major Works/Major Issues, fulfills the exit requirements at USF. The work may be counted toward your major with approval from your academic department.

### **What if I am in Departmental Honors?**

Students working on Departmental Honors within a major area are usually asked by the department to complete a senior thesis. Honors College students *do not* need to write two theses. However, the Thesis director must be aware that the thesis is satisfying two programs and should be of sufficient magnitude to accomplish this. See your Honors College advisor for specific registration information.

### **How often will I meet with my Director?**

Although the number of meetings will vary depending on the nature of your project, you and your Director should work out a mutually satisfactory schedule of appointments at which you can discuss your work in progress. Keep in mind that courtesy dictates that you submit your completed thesis to your Director at least two to three weeks before finals week of the semester in which you are to receive your grade. Remember, too, that directing Honors theses is not part of your professor's regular teaching assignment but is extra work which he or she undertakes as a favor to you. Therefore, try to be considerate about sticking to your agreed schedule and consulting him or her if you need to make changes.

### **Is there a proper format for the thesis?**

The "rule of thumb" is that the faculty mentor will be the arbiter of the final product's form. The format of a thesis is generally determined by the discipline's "conventions". For example, a thesis in Psychology will generally follow APA style recommendations while a thesis in English will follow MLA guidelines. There may be no guidelines for a creative project. However, **EVERY THESIS MUST INCLUDE AN ABSTRACT WHICH DETAILS THE PROBLEM/ISSUE, METHOD, FINDINGS AND CONCLUSIONS.**

## **OTHER THESIS OPTIONS**

In certain circumstances, a student may not follow the same thesis procedures outlined above. For example, you now have the option of preparing an extended thesis, completing a total of 9 credit hours toward the project. In this case, you will also register for IDH 5950.

Another option exists for students in the College of Engineering. Most engineering degrees require a capstone course or design project as part of the curriculum. If the capstone/design professor agrees to serve as a thesis director and the thesis is an extension of the project, then you will only be required to register for three hours of IDH 5970.

With prior approval from the Honors College Dean/Associate Dean, you may register for six semester hours of IDH 5970 within the same semester. This option is only granted in special cases.

Be sure to make an appointment with the Honors College Dean/Associate Dean or an Honors College advisor if you have questions about these specific thesis options.



**THE HONORS COLLEGE**  
**THESIS APPROVAL**

Student Name \_\_\_\_\_ USF ID \_\_\_\_\_

I plan to graduate (Month/Year) \_\_\_\_\_

All Thesis presentations will take place on the last day of the semester (Friday prior to final exam week).

1. Title of Thesis: \_\_\_\_\_

2. Thesis approved (following presentation/defense):

\_\_\_\_\_/\_\_\_\_\_  
Thesis Director - Print & Sign Date

\_\_\_\_\_/\_\_\_\_\_  
Committee Member - Print & Sign Date

\_\_\_\_\_/\_\_\_\_\_  
Committee Member - Print & Sign Date

\_\_\_\_\_/\_\_\_\_\_  
Dean of Honors College - Print & Sign Date

3. Is this a 6 or 9 credit hour thesis? \_\_\_\_\_

4. Grade: \_\_\_\_\_  
A = Superior  
B = Excellent  
C = Passing but NOT Honors  
D or F = Unacceptable

5. Acknowledgment of receipt of Thesis in final form.

\_\_\_\_\_/\_\_\_\_\_  
Thesis Director (for entire Committee) Date

6. One copy submitted to Honors College: \_\_\_\_\_  
Date

7. Two copies submitted to Library: \_\_\_\_\_  
Date

## Helpful Websites

USF Homepage	<a href="http://www.usf.edu">http://www.usf.edu</a>
Honors College Homepage	<a href="http://honors.usf.edu">http://honors.usf.edu</a>
Search-A-Bull	<a href="http://www.ugs.usf.edu/sab/sabS.cfm">http://www.ugs.usf.edu/sab/sabS.cfm</a>
Schedule of Classes	<a href="http://usfweb.usf.edu/ssearch/search.htm">http://usfweb.usf.edu/ssearch/search.htm</a>
Academic Survival Guide	<a href="http://www.usf.edu/UGRADS/ASGUIDE.HTM">http://www.usf.edu/UGRADS/ASGUIDE.HTM</a>
Virtual Answer Center	<a href="http://rmit.cfr.usf.edu/askrocky/">http://rmit.cfr.usf.edu/askrocky/</a>
OASIS	<a href="http://usfonline.admin.usf.edu">http://usfonline.admin.usf.edu</a>
FACTS – Academic Advising	<a href="http://www.facts.org">http://www.facts.org</a>
USF Bookstore	<a href="http://www.bookstore.usf.edu">http://www.bookstore.usf.edu</a>
Freshman Scholarships	<a href="http://usfweb.usf.edu/enroll/admiss/freshman_scholarships.htm">http://usfweb.usf.edu/enroll/admiss/freshman_scholarships.htm</a>
Florida Bright Futures Scholarship Program	<a href="http://www.firn.edu/doe/bin00072/home0072.htm">http://www.firn.edu/doe/bin00072/home0072.htm</a>
CLEP and Bright Futures	<a href="http://www.usf.edu/ugrads/cleprules/">http://www.usf.edu/ugrads/cleprules/</a>
AP and IB Credit Articulation	<a href="http://www.usf.edu/ugrads/cleprules/ACCCreditbyExamEquivalents%20(92001).htm">http://www.usf.edu/ugrads/cleprules/ACCCreditbyExamEquivalents%20(92001).htm</a>

## Campus Resources and Contact Numbers

### Admissions

Check on the status of your Admission file. All AP and IB test scores are posted here, as well as transcripts for dual enrollment or any other college work.

974-3350  
SVC 1036

### Bright Futures (Tallahassee)

#### Career Center

Find part-time job listings, internship information and receive assistance with your resume writing and interviewing skills.

1-888-827-2004  
974-2171  
SVC 2088

#### Counseling Center

Participate in career testing, workshops or personal counseling programs.

974-2831  
SVC 2124

#### Evaluation and Testing

Check on your CLAST waiver/registration, take CLEP examinations, register and take online GRE, GMAT, LSAT and other standardized tests for graduate school.

974-2742  
SVC 2054

#### Financial Aid

Contact the office when you have questions about FAFSA, Federal Aid or Scholarships. Your account balance and award history can be found on OASIS.

974-4700  
SVC 1102

#### Police Department

Call in any emergency, report a theft, or attend crime prevention programs.

974-2628      Emergency 911  
UPB 002

#### Registrar's Office

Request official transcripts, enrollment certification, etc. ARC petition forms are also available.

974-2000  
SVC 1034

#### Residence Life

974-4262

#### SAFE TEAM

Never walk across campus alone. Call SAFE TEAM for a ride to your destination.

974-SAFE (7233)

#### Student Activities

Get involved in Student Government, intramural sports, Greek life, or any of the 280+ student organizations on campus.

974-7795  
Marshall Center

#### Student Health Services

Check your immunization records, see a physician, or attend healthy lifestyle workshops.

974-2331  
SHS 100

#### Study Abroad and Exchanges

Learn about the wonderful opportunities to have an international experience. Earn credit toward graduation and add a unique entry to your resume!

974-4314  
CPR 468