



BALDWIN-WALLACE COLLEGE HONORS PROGRAM



Student Handbook

A Resource for Honors Education at Baldwin-Wallace College Since 1980

Web: www.bw.edu/academics/honors

Vision

*The Honors Program at
Baldwin-Wallace College is a
community of scholars
dedicated to a path of action
which will create ethical
leaders for public, private, and
governmental institutions-
leaders
with international
perspectives-who are skilled
researchers and articulate
spokespersons with deep
commitment to a public policy
and social agendas.*

Shown on the cover page of this handbook is the simplified form of the character designed by Duke Hutchings, 2000 graduate. This graphic was selected to represent learning and knowledge.

The character has the basic meaning “study” or “learn” in Chinese. Pronounced xue. Used in many compounds: i.e.; xuexi, “to study,” xuesheng, “student,” daxue, “college” or “university,” and many “-ology” words: i.e.; shengwuzue, “biology,” dizhixue, “geology.”

BALDWIN-WALLACE COLLEGE HONORS PROGRAM

Mission

The Honors Program at Baldwin-Wallace College exists to assist students of outstanding promise who hope to make meaningful and ethical contributions to society through professional careers and public service.

Goals

- *Promote academic excellence through intellectual conversations that emphasize reflection and critical thinking*
- *Engage students in the development of ethical global perspectives*
- *Promote civic involvement*
- *Encourage ethical leadership development*

Hello from the Director

I am delighted that you have chosen to be a part of the Baldwin-Wallace College Honors Program. This program was conceived as a home for those students who are deeply committed to excellence and who wish to create a distinctive undergraduate experience. Most members of the Honors Program do not view their education at Baldwin-Wallace College as their culminating educational experience. Rather, many see a degree from Baldwin-Wallace College as a stepping stone to graduate or professional school. As such, time spent at Baldwin-Wallace College in the Honors Program is an exciting opportunity.

During the next four years, you will have extraordinary opportunities as a member of the Baldwin-Wallace College Honors Program. You will have the opportunity to craft a unique resume, founded on exceptional academic coursework. You will also be encouraged to develop strong leadership skills through coursework opportunities, internships, and co-curricular activities. There will be cultural experiences which will broaden your horizons and social opportunities where you will build lifelong friendships. You will have chances to study abroad within your major or in other areas of interest.

You, supported by the Honors Program office and your major advisor, will want to maximize your opportunities in order to position yourself for success in the next stage of your life. The Honors Program is committed to assisting you on this journey.

You have responsibilities as well. Careful planning requires routine advisement. The Honors Program also requires that you maintain a 3.5 grade point average each semester, update your Action Plan annually, create and regularly contribute to an electronic portfolio and complete all necessary paperwork in a timely manner.

This handbook is intended as a practical guide. Read it carefully and often and use it to chart your course. If you misplace this handbook, a copy can always be found on the Honors Program web site at www.bw.edu/academics/honors. Please feel free to e-mail, call or visit the Honors Program main office whenever the need arises. In addition, remember that the Honors Program Director and Staff are here to answer your questions.

Best wishes for a wonderful career at Baldwin-Wallace College.

Karen L. Durst,
Director, Honors Program
440-826-2242
kdurst@bw.edu



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WHAT DOES IT MEAN TO GRADUATE FROM THE BALDWIN-WALLACE COLLEGE HONORS PROGRAM?

Often Scholars are asked, "What does it mean to be a member of the Honors Program at Baldwin-Wallace College?" Upon graduation, you may be asked by prospective employers to explain what it means to be a graduate of the Honors Program at Baldwin-Wallace College. These are important questions and inquiries that you should be able to answer easily.

First and foremost, to be a graduate of the Honors Program at Baldwin-Wallace College means that you have taken the most rigorous path of study available to students. It also means that you have studied a second language to a fourth semester level, when second language study is merely an option for most students. It also means that you studied mathematics to a more advanced degree than the average student at the college.

And, it means that you have completed a thesis, an intense research project culminating in a lengthy, formal publication that has been supervised by professors in your major discipline. Very few undergraduates at Baldwin-Wallace, or any other college or university, complete a thesis project.

Honors Program students are proud of reaching for challenges, and they demonstrate this pride through the breadth and depth of their choices in electives. Honors Program students are more likely than the average student to have explored the curriculum, studied abroad, completed multiple majors, and to have held positions of leadership within the College.

On graduation day those who have successfully completed the Honors Program will be given special program recognition and will proudly wear the medallion of the Honors Program, an important indicator to those in attendance of the outstanding achievements of this formidable group of students.

So, what does it mean to be a graduate of the Honors Program at Baldwin-Wallace College? In summary, it means that you are a scholar who clearly understands what John Dewey (American Philosopher and Educational Reformer 1859-1952) meant when he said,

"EDUCATION IS NOT
PREPARATION FOR
LIFE; EDUCATION IS
LIFE ITSELF."

Specific Requirements of the Honors Program at Baldwin-Wallace College

Twenty-four credits of honors work, distributed over four years *

Second language abilities to the fourth semester level of study **

Math abilities to the level of 140 ***

*To include HON 150, ENG 131H, LAS 200H and the thesis in the major (students should refer to the appropriate pages in this handbook for information regarding the ways in which this requirement may be met, as well as the requirements for remaining in good standing within the Honors Program).

** May be met by whatever number of courses is deemed appropriate after the evaluation of the Foreign Language Department assessment offered to all incoming Honors Program students. Students with prior study of foreign languages not available for study at Baldwin-Wallace will be individually counseled by the Honors Program Director.

Note 1: Vocal music performance majors should consult with the Honors Program Director regarding this requirement. Note 2: Language courses are NOT counted towards the 24-27 required credit hours of work necessary for successful completion of the Honors Program, but will count towards the general Core Requirements of Baldwin-Wallace College.

**** Note: Math courses are NOT counted towards the required credit hours of work necessary for successful completion of the Honors Program, but will count towards the general Core Requirements of Baldwin-Wallace College.*

First-Year Scholars Guide

First-Year Scholars:

- Meet with your advisors. You will have at least two, including your Honors Program Advisor.
- Have your Graduation Plan reviewed by your advisor and submit a copy to the Honors Program Office.
- Seek counsel from your advisors and then locate and register for your classes during Priority Registration.
- Establish an e-Portfolio and store important, representative work.
- Familiarize yourself with your academic requirements (visit Margaret Stiner of Academic Advising, Bonds Administration Building) if you are in need of advice.
- Routinely monitor your transcript for accuracy. Errors rarely occur but are most easily addressed earlier than later.
- Consider working with an Honors Program mentor (visit the Honors Program office).
- Begin considering international study
- Attend a Scholarship Information Meeting
- Think about possible internships. Attend informational workshops provided by the Career Development Office.
- Join a club or special interest group, or start one.
- Take advantage of Honors Program activities and social events, in the Greater Cleveland community and beyond! Washington, D.C., Niagara Falls, Colonial Williamsburg, Jamestown, Yorktown, etc.

ACADEMIC REQUIREMENTS

(First –Year Honors Program Scholars)

Requirements for remaining in good standing.

- A. Complete HON 150 with a “B” or better.
- B. Complete ENG 131H your first semester with a “B” or better.
- C. Complete LAS 200H your second semester with a “B” or better.

- D. Maintain a semester GPA of at least 3.33 and a cumulative GPA of at least 3.33 while completing a minimum of twenty-four (24) semester hours. *Note: Students must maintain a minimum GPA of 3.5 beginning with the Sophomore year.*
- E. Submit to the Honors Program office a copy of your advisor-reviewed Action Plan. Your first-year Action Plan is due at the end of the third week of classes. Your sophomore-year Action Plan is due in the spring semester of your freshman year.
- F. Complete at least three (3) honors courses during this academic year (fall/spring/summer) for a minimum of eight or nine (8 or 9) honors credit.

Sophomore Scholars Guide

Sophomore Scholars:

- After advisement by both your Honors advisor and your major advisor, make use of Priority Registration.
- Have your Graduation Plan reviewed by your advisors and submit a copy to the Honors Program Office.
- Continue to contribute to and update your e-Portfolio. Seek guidance if necessary.
- Review your academic requirements.
- Monitor your transcript for accuracy.
- Begin thinking about your honors thesis.
- If planning study abroad, file all necessary paperwork.
- Offer to mentor a first-year scholar.
- Attend a Scholarship Information Meeting.
- Continue to take advantage of travel, cultural and social events offered by the Honors Program.
- Continue to explore the curriculum, the campus, and the Greater Cleveland area.
- Seek leadership opportunities to enrich your resume.
- Make certain your resume is in order (Career Development offers workshops and personal guidance.)

ACADEMIC REQUIREMENTS

(Sophomore Honors Program Scholars)

Requirements for remaining in good standing.

- A. Maintain a semester and cumulative GPA of at least 3.5.
- B. Submit to the Honors Program office a copy of your advisor-approved Action Plan. Your Action Plan for your junior year is due in the spring semester of the sophomore year.
- C. Complete a four-semester total of four (4) honors courses for a cumulative total of twelve (12) honors credits by the end of your fourth semester in residence. Because you took at least eight or nine (8 or 9) credits of honors in your first-year you are

halfway there, but you can count all courses and all credits in all four semesters. For instance, if you took three (3) honors courses for nine (9) honors credits during your first year, you would only need to take one (1) honors course for three (3) credits during your sophomore year to fulfill the cumulative honors course and credits requirement.

- D. Start planning for your thesis. Remember, your Thesis Prospectus must be submitted one year prior to your intended semester of graduation.

Junior Scholars Guide

Junior Scholars:

- After advisement by both your Honors advisor and your major advisor, make use of Priority Registration.
- Have your Graduation Plan reviewed by your Honors advisor and submit a copy to the Honors Program Office.
- Update your e-Portfolio. Are you accumulating strong writing samples?
- Review your academic requirements.
- Monitor your transcript for accuracy.
- Begin planning, conducting your Thesis Research.
- Your Thesis Prospectus Report must be filed in the Honors Program office by April 15th of your Junior year.**
- If studying abroad, file all necessary paperwork.
- Consider an internship if you have not already done so (consider more than one!)
- Attend a Scholarship Information Meeting.
- Share your research via “Ovation.” (See Program Director for information.)
- Become a student mentor to an incoming Honors Scholar.
- Consider applying to graduate and professional schools.
- Discuss relevant scholarship pursuits with the Director.
- Actively pursue leadership opportunities.
- Consider serving as an intern for the Honors Retreat.

ACADEMIC REQUIREMENTS

(Junior Honors Program Scholars)

Requirements for remaining in good standing.

- A. Maintain a semester and cumulative GPA of at least 3.5.
- B. Begin the completion of at least twelve (12) honors credits required during the junior/senior block.
- C. Submit a Thesis Prospectus by April 15 of the year prior to your intended graduation.

Senior Scholars Guide

Senior Scholars:

- Make use of Priority Registration.
- Have your Graduation Plan reviewed by your advisor and submit a copy to the Honors Program Office.
- Groom your e-Portfolio.
- Polish your resume.
- Begin identifying sources for letters of recommendation (see ___ for “Guidelines for Asking for Letters of Recommendation”).
- Review your academic requirements.
- Monitor your transcript for accuracy.
- Begin/continue conducting your Thesis Research.
- If studying abroad, file all necessary paperwork.
- Consider an additional internship.
- Share your research at “Ovation.” (See Program Director for information.)
- Become a student mentor.
- Consider applying to graduate and professional schools.
- Be sure you meet all graduation requirements.
- Attend a career fair.

ACADEMIC REQUIREMENTS (Senior Honors Program Scholars)

Requirements for remaining in good standing.

- A. Maintain a semester and cumulative GPA of at least 3.5.
- B. Have on file at the Honors Program office a current, advisor-reviewed Action Plan. File a new one, for your fifth year, if you do not intend to graduate after your eighth semester.
- C. Complete and submit your thesis by April 15 in the spring of expected graduation.
- D. Complete at least twelve (12) honors credits during the junior/senior block.

Thesis Prospectus

The Thesis Prospectus is a requirement for membership in the Honors Program. It represents evidence of your intent to complete an important honors requirement, i.e., an honors thesis. The Thesis Prospectus form is available through our Honors Program blackboard site or in the Honors Program office.

Students must complete the Thesis Prospectus by the beginning of May of their sixth semester

- Part A notifies the Honors Program of your intended semester of graduation.
- Part B notifies the Honors Program of your intended area of research and identifies the faculty with whom you plan to conduct your research. It is also used to create the graduation list for the Honors Program.
- The thesis supervisor from the department in which you will conduct your research and the Honors Program director must sign the Thesis Prospectus.
- Two people are required to read your thesis. At least one of your readers must be a professional in the area of your research.
- Students who have a required thesis within their major (ex: Psychology) are not required to complete an Honors Thesis. These students will fulfill their honors credits via additional Honors electives.
- Students may always seek guidance from the Honors Program Director.

Honors Program

THESIS PROSPECTUS GUIDELINES

A prospectus is a tool to help ensure that your planned research is viable. The prospectus should be brief, usually no more than three or four pages double-spaced.

You should submit the draft prospectus to your committee members well in advance of the due date. This will allow them to provide you with crucial feedback pertaining to subject, scope, etc., before you submit the final prospectus for approval.

The prospectus must be approved by the appropriate faculty before you may enroll for thesis credit. A copy of the approved prospectus must be submitted to the Honors Program office. The Honors Program Office will assist you in registering for the appropriate credit.



The Honors Program
honors@bw.edu
440-826-2242 phone
440-826-5975 fax

Suggested Time-line for the Thesis

Students should begin consideration of the thesis subject area by fall of the junior year. We suggest that you plan a series of meetings with the Honors Program Director and your intended thesis advisor well before December break of the junior year. These conversations will help you clarify your ideas and narrow your scope. Adequate preplanning will prepare you for the next step – writing the prospectus.

By mid-January of your junior year you should submit a draft of your prospectus to the faculty members who have agreed to work with you on the thesis project. Remember, you will need two members of the faculty in the department pertinent to your thesis. Once the faculty members have read your draft prospectus they may have suggestions for revision. These suggestions may be with regard to scope, length, research plans, etc.

The Thesis Prospectus, bearing the signatures of the faculty members, must be submitted to the Honors Program office no later than April 15th of spring semester of the junior year.

You are encouraged to use the summer between junior and senior year for research. Expect that your faculty readers will require multiple revisions. Beginning early will allow ample time for interaction with your readers. A copy of the completed thesis is due to the Honors Program office no later than April 15th of the senior year for May graduation.

In addition to submission of the written thesis document, you will be expected to provide a public presentation. This presentation can take many forms: departmental presentation, Ovations, etc.

How long will it take to complete the thesis? Much longer than you expect. It is very important to start the process early. Much of your work is cumulative and may accrue over time. Research papers and other class projects may provide information which will assist you in your thesis research. We suggest you compile such materials in your electronic portfolio as you approach your junior year.

Research and writing will be time consuming, but you must also allow time for your readers to evaluate drafts and provide you with suggestions for improvement.

I have never heard a student wish they had started later, but I have heard many wish they had not waited so long to begin! This is the reason you were introduced to the thesis concept in HON 150 of your freshman year. An excellent handbook which will guide you through this process is *How to Write a Thesis* by Charles Lipson. Buy it, use it.

Particulars

Style

The thesis style may be MLA, APA, or such format as is approved by the departmental guidelines of the student's major.

Length

An Honors thesis should be limited to no more than 80 pages. If the thesis exceeds this limit, consider narrowing the scope of the project.

Forty pages should be considered the minimum length of an Honors Thesis. However, the appropriate scope of the project will be determined by the student in consultation with his/her advisors. Remember, this is not a simple research paper.

Prospectus Format

Essentially, a prospectus has five parts: a working title, purpose, rationale, plan, and bibliography.

1. A Working Title

Because you are in the planning stages this is subject to change.

2. Purpose

A short paragraph (2-4 sentences) explaining the issue to be addressed and what you want to write about.

3. Rationale

You must state clearly your reasons for pursuing your chosen topic. Why is this topic important? The purpose of this section of the prospectus is to convince the readers that you have given serious thought to the topic you propose, and that your topic is a worthwhile one. You should be attempting to make an original contribution to the field of study.

4. Plan

In this section you must explain how you will organize the thesis. Because you have not yet written the thesis, it is understood that the plan is tentative and may be revised as your research moves forward. Your plan should include an outline of the chapters and components of the thesis. You may also wish to list classes which you have taken that are relevant to your research. Consider attaching an intended time line for completion of each step of your plan.

5. Bibliography

You need to provide a working bibliography. Because your research is in the beginning stages a lengthy bibliography is not expected in the prospectus. This section should indicate that you have begun identifying critical sources of information and how they will be obtained.

Academic Calendar

FALL SEMESTER

- New student retreat
- End of third week: Updated Action Plan and Honors Option forms due
- End of sixth week: Honors Independent Study forms due
- Eighth week: Priority registration for the spring semester (only those in good academic standing are permitted this privilege.)

SPRING SEMESTER

- End of January: Honors Option forms due
- End of sixth week: Honors Independent Study forms due
- Ninth week: Priority registration for the fall semester (only those in good academic standing, etc.)
- First week of April: Action Plan due for continuing students
- By April 15th: Thesis Proposal Reports due for juniors
- May: “Ovation.”
- Graduation: Presidential Dinner and Medals Ceremony

Honors Program Information Resources

Honors Program New Scholars Guidebook

This guidebook assists Scholars in understanding some of the basics of the Honors Program.

Honors Program Web Site

The Baldwin-Wallace College Honors Program Web Site includes information for prospective Scholars, current Scholars, and faculty. The mission statement, history, and anything else you want or need to know about the Honors Program can be found on this site. Please visit and explore the Web site at bw.edu/academics/honors.

Once per week, Scholars receive the Honors Program Electronic Newsletter, which contains announcements, approaching deadlines, and information about upcoming events sponsored by the Honors Program. Read it regularly so that you do not miss special opportunities.

Honors Program Administrative Offices

Assistance is available at the Honors Program office, calling 440-826-2242, or via email (honors@bw.edu).

Working with Your Advisors

Without question, your advisors will be your greatest guides and your best sources of information. Honors students have two advisors—a major advisor and an Honors advisor. Over the years you spend at Baldwin-Wallace College your advisors will be among the faculty who know you best, professionals who can potentially provide you with valuable letters of reference that can speak to issues of work ethic, academic exploration, and leadership abilities as they have evolved over your career as a student at Baldwin-Wallace College. Your advisors will honestly be able to say, “I know this student well, have known and worked closely with him/her over the past four years.”

Take advantage of this opportunity and get to know your advisors. Visit early and often and go to your advisors for ideas about internships and appropriate study abroad possibilities.

Expect and appreciate that your advisors understand the system at Baldwin-Wallace College from an insider’s perspective. While your advisors may not always know the answer to your question, he/she will know whom to ask!

Honors Scholars are encouraged to plan carefully for both short and long term goals. Your advisors will know about upcoming faculty sabbaticals (which may alter curriculum scheduling) and about departmental enrichments (visiting professors).

Your advisors may also become some of your major professors and perhaps professional mentors. In short, advisors are invaluable to the Baldwin-Wallace College Honors Scholar. Their expertise is part of what you are paying for—do not short-change yourself.

Semester Standing vs. Semesters in Residence

Semester Standing

Semester standing is determined by the number of credits earned (including AP, PSEO, transfer). Semester standing is used by most offices of the college to determine student privileges, such as housing preferences, registration, etc.

Semesters in Residence

The Honors Program does not use semester standing to determine its students’ requirements and privileges. Instead it counts the number of semesters of full-time enrollment at Baldwin-Wallace College.

The Honors Program considers students who are in their first or second semesters in residence to be a first-year student, regardless of how many credits the students have earned. Sophomores are students in their third and fourth semesters in residence. Juniors are students in their fourth and fifth semesters in residence. Seniors are students in their seventh semester in residence or more. This method of counting is an advantage to Scholars. For example, even if a Scholar has sixth-semester standing during the second year in residence, due to AP credits for example, a 400-level course will still count toward sophomore honors requirements.

Scholars planning to graduate in less than four years must still complete a minimum of twelve (12) honors credits in the junior/senior block. However, we will count back two years from the semester of graduation. **Please Note:** While 400 level courses do count as honors for Scholars in the first and second year, 400 level courses will not be counted as honors during the junior/senior block for Scholars graduating in three years.

Academic Integrity

Baldwin-Wallace College is committed to the growth and learning of its students and believes strongly that such growth and learning prospers best within a community of trust. We believe that academic honesty, the fair and straightforward representation of what one has learned, researched and/or written, is the foundation of a healthy environment for learning. Instructors, administrators, staff, and students alike are responsible for upholding high ethical standards of academic honesty in all academic endeavors, and the academic community of Baldwin-Wallace College supports the policy that any form of academic dishonesty is a serious breach of ethics and shall be dealt with appropriately.

Academic Requirements

Requirements for Remaining in Good Standing with the Baldwin-Wallace College Honors Program include:

- A. Schedule HON 150 and ENG 131H during your first semester.
- B. Schedule LAS 200H during your second semester.
- C. Maintain a grade point average of at least 3.33 freshman year and 3.5 thereafter
- D. Submit your Action Plan each year (forms available in the Honors Program Office), on time, for your Honors advisor's review.
- E. First-year Admits: Complete four (4) honors courses for at least twelve (12) honors credits during your first four semesters, of which at least half are completed in your first academic year (fall/spring/summer). Complete an additional twelve (12) honors credits or more during the remainder of your undergraduate career.
Rising Sophomore Admits: Complete eighteen (18) honors credits or more during the remainder of your undergraduate career.
- F. Submit a Thesis Prospectus one year prior to your intended semester of graduation.
- G. Submit all other required forms, such as Honors Option, Honors Independent Study, or Honors substitution request, in a timely fashion.
- H. Complete the thesis by the month prior to your planned graduation.

G.P.A.

All students admitted to the Honors Program beginning fall semester 2008 must attain both semester and cumulative GPAs of at least a **3.5 (3.33 freshman year)** while maintaining a full-time enrollment (minimum of 12 credits) in the fall and spring semesters to remain in good academic standing. We recognize the importance of full exploration of the curriculum and we encourage participation in co-curricular activities; however, it is expected that Honors Program Scholars will normally achieve even higher GPAs.

Grade Point Average Policy for Baldwin-Wallace College Honors Program:

- A. All students admitted to the Baldwin-Wallace College Honors Program since fall semester 2008 must maintain both semester and cumulative grade point averages of **3.5 (3.33 freshman year)**. *Note: Students who do not enroll in an Honors course or its approved equivalent each semester of full-time enrollment will be placed in warning status. After two consecutive semesters of non-compliance, students will be removed from the Honors Program and will lose all benefits due to a Baldwin-Wallace College Honors Program Scholar.*
- B. Students failing to attain a GPA of at least a **3.5 (3.33 freshman year)** each semester will be placed on warning status for the following semester.
- C. Scholars in warning status must attain **both** a *semester* and *cumulative* GPA of at least a **3.5 (3.33 freshman year)** at the end of their warning semester. Failure to do so will result in the dismissal of the student from the Honors Program at Baldwin-Wallace College and the termination of all benefits and privileges of the Honors Program. This dismissal will not necessarily affect the student's status as a Baldwin-Wallace College student.

Note: Once placed in warning status, you have only one semester to get your semester and cumulative grade point averages back to 3.5 (3.33 freshman year). We suggest you carefully evaluate your co-curricular involvements during this time, in order to focus fully on academic pursuits. Consult regularly with the Honors Program Director for guidance.

Academic Requirements (continued)

- I. The Honors Program at Baldwin-Wallace College is represented by two (2) blocks: Freshman/Sophomore and Junior/Senior.

A. Honors Requirements – Freshman and Sophomore Block

The Freshman Year is represented by your first and second full-time semesters in residence at Baldwin-Wallace College.

In the Freshman Year:

- Submit your advisor reviewed Action Plan to the Honors Program office
- Complete a minimum of three (3) honors courses for at least eight-nine (8-9) honors credits (including ENG 131H and LAS 200H)
- Achieve the semester and cumulative minimum GPAs of 3.33

The Sophomore Year is represented by your third and fourth full-time semesters in residence at Baldwin-Wallace College.

In the Sophomore Year:

- Complete two (2) additional honors courses. This will complete a minimum of twelve (12) honors credits during your first four semesters (including LAS 200H). Scholars should balance these credits evenly between the first and second years; however, there is some flexibility.
- Submit your advisor reviewed Action Plan to the Honors Program office
- Achieve the semester and cumulative minimum GPAs of 3.5

B. Honors Requirements – Junior and Senior Block

The Junior/Senior Years begin at the start of your fifth full-time semester in residence at Baldwin-Wallace College and ends with the semester in which you graduate.

In the Junior/Senior Year:

- Submit a Thesis Prospectus in your sixth semester or one year prior to graduation
- Submit a copy your advisor reviewed Action Plan each year to the Honors Program office
- Take a minimum of twelve (12) honors credits. Up to four (4) of these honors credits may be related to thesis research and writing. However, in no case may Scholars obtain more than four (4) honors credits for preparation of a single thesis. Although there is no annual specified Honors Program course credit required, Scholars must complete a total of at least twelve (12) honors credits by the end of the semester of graduation.
- Complete the thesis in your major or minor area of study. **If your major and minor programs do not offer a thesis, you must meet with the Honors Program Director to make alternate plans.**
- Achieve the semester and cumulative minimum of GPAs of 3.5.

Scholars planning to graduate in less than four years must still complete a minimum of twelve (12) honors credits in the junior/senior block. However, we will count back two years from the semester of graduation. **Note:** While 400 level courses do count as honors for Scholars in the first and second year, 400 level courses will not be counted as honors during the junior/senior block for Scholars graduating in three years.

Meeting Your Honors Course and Credit Requirements

There are many ways to satisfy your honors credit requirements:

1. Honors Courses
2. Honors Option Courses
3. Honors Independent Study or Research
4. CIG Fellowship Selection
5. Undergraduate Research and Creative Studies
6. Honors Director Approved Internships
7. International Study or Research

Honors Courses, Honors Options, and Honors Independent Study or Research are all designated by an “H” on your student transcript.

No “H” will appear on your transcript for International Study.

A passing quality grade (A+, A, A-, B+) must be issued for a course in order for it to be eligible to meet honors requirements. If a student drops or fails a course, or takes a course using the “Satisfactory/Unsatisfactory” Grading System, it will not count towards the completion of the student’s honors requirements.

1. Honors Courses

Honors courses are an essential part of the honors experience. They provide a rigorous examination of the subject matter, and engage students fully in active scholarship.

Honors courses:

- Have enrollment limits (usually 20 or fewer students)
- Are generally taught by full-time members of the Baldwin-Wallace College faculty with professorial appointments

Some honors courses have no counterparts in the regular curriculum, while others are honors sections of regular college courses. A general description of honors courses is provided in a document found on the Honors Program Web site at: www.bw.edu/academics/honors/.

2. Honors Option Courses

The Honors Option course permits a Baldwin-Wallace College Scholar enrolled in a regular college course to make it an honors experience and to receive honors credit with permission of the course professor only. Honors Option courses are recommended primarily for work in your major. The course instructor/Honors Option supervisor must be a member of the Baldwin-Wallace College faculty, not a graduate student. (Please consult with the Honors Program Director.) **The course may not revert to non-honors status without the permission of the instructor.**

To create an Honors Option course, you must:

1. Meet with the Honors Program Director for guidance before initiating the process with the professor of record.
2. Meet with the instructor in advance of the semester in which the course is offered
3. Arrange for a portion of the coursework to be done as a project of honors caliber or plan significant alternative work
4. Register for the course in the usual way
5. **File an Honors Option course form containing a description of the proposed work at the Honors Program office by the end of the third week of the semester in which the course is taken.** Form can be found online at the Honors Program Blackboard site.

In an Honors Option course, work should not be an add-on but should be done within the course syllabus, or as an alternative to what is required of regular students. Your grade in an Honors Option course will reflect an evaluation of all your work in the course.

3. Honors Independent Study or Research

Ordinarily, honors independent study or research should represent inquiry, study, or research on a topic in which you have acquired some background. It should not duplicate the material covered by an existing course. It frequently forms the basis for an honors thesis.

To schedule honors independent study or honors research, you should:

- Secure a member of the regular faculty to supervise your honors independent study or honors research. Graduate students and part-time faculty will not be approved to supervise Honors Independent Study work.
- Register for academic credit using course numbers appropriate in your Department, Independent Study, or other appropriate courses.
- You need to submit the Honors Independent Study/Research form to the Baldwin-Wallace College Honors Program office to request honors credit for the course no later than the sixth week of the semester in which the course is scheduled.

4. International Study or Research

Baldwin-Wallace College offers numerous programs of international study. Study abroad can make a significant contribution to an honors curriculum. All Scholars are encouraged to consider a study abroad opportunity. Because the Honors Program values international education, we will reduce the honors credit expectation of Scholars who study abroad to the following level:

Fall or spring semester:	3 credits
Full-year:	6 credits
Summer or other short-term trips	1 credit for 10 days to 4 weeks abroad 2 credits for more than 4 weeks abroad

Some courses include international travel as a requirement or option. These “H” courses will not reduce the number of credits required for successful completion of the Baldwin-Wallace College Honors Program.

If international study is done through another institution, please alert the Honors Program office so you can receive appropriate credit for that international study.

Business Honors Track

	Fall Semester	Spring Semester
Freshman	HON 150 (2 credits) ENG131H (3 credits)	LAS 200H (3 credits)
Sophomore	Honors Electives (2-4 credits)	Honors Electives (2-4credits)
Junior	BUS342H – Corporate Finance (3 credits)	BUS365H – Management Science (3 credits)
Senior	*BUS461H – Sustainability, Consulting, Proposal, Development/Shadowing (3 credits)	*BUS462H – Sustainability, Consulting, Project, Implementation (3 credits)

*Successful completion of BUS 461H and BUS 462H will fulfill the thesis requirement.

The Business Honors Track is an opportunity for students who declare either a business major or minor to complete their honors requirements via a list of specified business requirements. Interested students must apply in the fall of their sophomore year. The set of required business courses actually unfold over the junior and senior years. Interested students should speak with the Honors Program Director for guidance as early as possible.

Action Plan

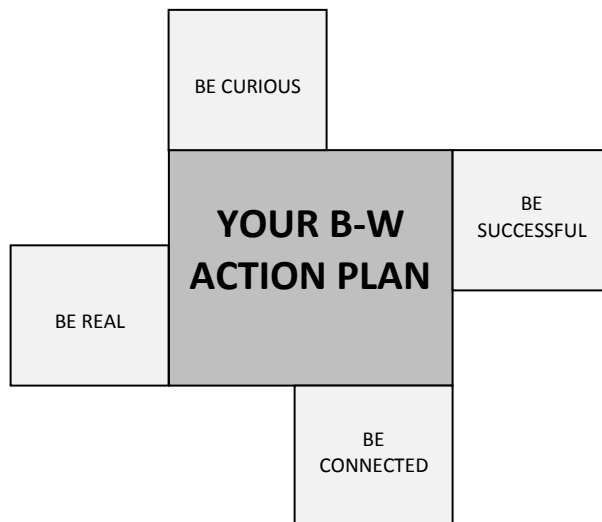
Your Baldwin-Wallace College Action Plan is both a concept and a concrete plan to integrate your education into every part of your academic life.

YOUR COURSES: Baldwin-Wallace College's more than fifty areas of study ensure that you will have a rich foundation of portable skills, no matter what your career direction. Our innovative core courses will improve your global understanding and give you the tools you need to take an active role in shaping your future.

YOUR PLANS: In your studies and experiences, Baldwin-Wallace College faculty, your personal career mentor, and College staff provide guidance as you move through your field of study and as you make connections through Baldwin-Wallace College's established network of career resources for students.

YOUR EXPERIENCE: Both in and beyond the classroom, we believe nothing teaches like experience. At Baldwin-Wallace College, you will have opportunities to learn through projects, internships, off-campus study, community service, and research.

YOUR LIFE: Your involvement in campus life and co-curricular activities is just as important to your education as your classes, papers, and field experiences. Baldwin-Wallace College is a friendly, active, social community where you will find plenty of ways to unwind creatively.



Priority Registration

It is vital to remember that priority registration is a privilege and not a right. Scholars deemed in poor program standing as defined by the Honors Program Director (weak grades, failure to respond proactively to advisement, etc.) will lose this privilege until such time as the Scholars are identified by the Director as once again in good standing within the program.

Priority Registration is given to Baldwin-Wallace College Honors Program Scholars:

1. To allow completion of a complex and challenging program of study combining multiple majors and minors
2. To make it easier to implement intentions described in the Action Plan
3. To allow for scheduling of blocks of time to conduct research and thesis work

Student Leadership Mentors

No leadership can be of greater value to a freshman than the guidance which can be provided by an older Honors Program student. We encourage all Honors students to consider serving as mentors to younger students in the Baldwin-Wallace Honors Program.

If you have an interest in sharing your expertise and encouragement with a new student, please stop in to the Honors Program office for more information.

An important way to serve as a mentor is to volunteer as an intern for the freshmen Honors Retreat (Honors 150).

If you are a student interested in the guidance of a mentor, we encourage you to stop by as well. We will help you to locate an appropriate mentor within our upper class student body members.

Tasks to Complete Each Semester

The Honors Program recommends that you do eight things each semester in order to help retain good academic standing in the Honors Program:

1. Make sure that all Honors Program documents (Action Plan, Honors Option/Independent Study forms, Thesis Prospectus, e-Portfolio) have been completed (submitted and approved) on time.
2. Review your current transcript and schedule to ensure that all of your honors credits are recorded and identified properly. This is especially important if you have filed Honors Option or Honors Independent Study forms.
3. Make sure that your semester GPA is correct. Sometimes students receive a deferred grade or an “Incomplete” if work in a particular class will continue into the next semester. It is very important to make sure that all grades have been assigned correctly.
4. Meet with your Honors advisor to review your academic progress, discuss issues and opportunities, consider how you can best satisfy your honors credit requirements, and plan your course of study for the following semester. Discuss various plans and ideas, including study abroad, internships, and your thesis.
5. Please notify the Honors Program office if you plan to study abroad or if you will be off campus for a semester-long internship.
6. Make sure that both your local and home addresses are up-to-date and that the Honors Program Director has your cell phone number.
7. Make certain you have completed the following forms, all available in the Honors Program Office: *Illegal Drug Use Policy*, *Health Information Statement*, *Emergency Contact Information*, and *Student Conduct Statement and Waiver*.
8. Have fun! Join a club, participate in a service project, make new friends, challenge yourself, and most importantly...keep growing! Take advantage of the travel, social and cultural opportunities provided by Baldwin-Wallace College and the Honors Program.
9. Stay healthy! Visit the Health Center if you have a severe sore throat, or sinus infection for more than 28 hours. Take advantage of the excellent counseling services the Health Center offers, even if you do not feel yourself to be in crisis.
10. Always feel comfortable seeking advice from the Honors Program Office.

Graduation Requirements

At the start of your senior year, please be sure to do the following:

- Make sure that your Thesis Prospectus is on file with the Baldwin-Wallace College Honors Program office. If you do not have a Thesis Prospectus on file with the Honors Program office, you will not be cleared to receive honors recognition. If you have made changes in your thesis, the faculty supervising or advising you, or the semester of your graduation, make sure to report updated information to the Honors Program office. It is critical for you to have submitted the Thesis Prospectus form and that the thesis itself is submitted in April prior to graduation.
- Review your transcript and your final semester schedule to ensure that you have met or will meet your twelve (12) honors credits requirement for your junior/senior years.
- Find complete information on basic graduation requirements in the Baldwin-Wallace College Course Catalog located on the Portal page. Refer to the *Undergraduate Academic Program*.

Students with questions regarding graduation requirements should contact the Honors Program office.

Withdrawals and Dismissals

Students may voluntarily withdraw from the Baldwin-Wallace College Honors Program by notifying the Director in writing but we strongly encourage you to meet with the Program Director in advance of such a decision. What may seem to be an insurmountable conflict may be an issue that the Director can help resolve.

Students who fail to meet the Honors Program requirements previously articulated will be notified in writing of any dismissal action taken regarding their status as a Baldwin-Wallace College Honors Program Scholar. Students will be dismissed from the Honors Program for not completing specified requirements in a timely fashion.

Internships

Two of the most important things employers look for in job candidates are educational and professional experience. The best way to gain professional experience is through internships. When searching for full-time work, you are competing with many other college graduates. Internships are a critical way in which you can distinguish your application.

Look for internship experience early in your college career. Multiple internships are not only possible, they can give you great advantage in the job market.

Internships can help you refine your career goals, and establish strong references for later use. These are all steps towards securing the job you desire.

Sources for opportunities in your field of interest may be available through your advisor, your department, as well as related academic or professional societies.

Good sources for internship information can be found:

- From your academic department and advisor
- Career Services office 440-826-2101 or web site www.bw.edu/career/
- At Ritter Library
- The Honors Program office
- Via online search engines by using the keyword “internships”

Honors Travel Opportunities

Periodically throughout the year, the Honors Program will provide short trip opportunities such as four days in Washington D.C., rafting in the Laurel Highlands of PA, Niagara Falls, and Williamsburg, VA. These trips are available to students in good standing, Spaces are always limited.

Travel and housing expenses for these trips is covered by grant monies so the expense to students is minimal. For information, monitor the weekly electronic newsletter.

Explorations/Study Abroad

Baldwin-Wallace College offers a number of outstanding off-campus opportunities in countries around the world and across the United States. With an increased emphasis on globalization in the marketplace, off-campus study is an integral part of any student's college education. Regardless of which major you've chosen, studying abroad provides you with an invaluable learning experience. A study abroad program is not a simple sightseeing tour, but rather a powerful opportunity that allows you to experience your education in an international setting. Academic rigor and integrity remain at the core of each Exploration/Study Abroad program.

The Explorations/Study Abroad Center coordinates a variety of off-campus study options: Faculty-led group study seminars, recommended programs at foreign universities, summer programs, and short-term programs. Those receiving federal or institutional financial aid may apply their aid package to the cost of the study away program, as long as it is a recommended program supported by B-W. Explorations staff will help students choose the appropriate location, register for courses, advise on travel plans, and provide pre-trip orientation. Additionally, Explorations helps students readjust to life on campus by offering a Welcome Back/Re-Entry Program.

Semester Long Faculty-led Study Seminars

Baldwin-Wallace study seminars are led by two faculty members. A fall or spring semester program, these experiences allow students and faculty to travel and learn as a cohesive group. Some seminars travel for an entire semester while others spend a portion of the semester on campus in preparatory courses and then travel to selected locations during the latter portion of the semester. The combination of on-campus classes, journals, and papers completed while on a study tour generally results in a 14 to 17 credit hour load.

Past Faculty-led Seminars Include:

Seminar in Europe: Students spend the first half of the semester taking classes relevant to the tour on the Baldwin-Wallace campus. In the second half of the semester, students travel through Italy, France, Germany, England, and Greece. The Seminar in Europe experience is designed to encourage intellectual and personal growth through lectures and visits to sites of major importance in the development of Western culture. This program is offered in alternating Spring terms.

Seminar in Ecuador: This adventurous program provides a comprehensive, integrated exposure to the cultural and ecological variety of Ecuador. Students expand their understanding of Latin America through coursework in Spanish language, biology, and literature. Students will spend part of the semester on campus and 10-weeks in Ecuador. This program fosters understanding of the need for multi-disciplinary approaches to conserving the biological and cultural diversity of developing nations. A visit to the Galapagos Islands is often an option.

Short-Term Faculty-led Study Seminars:

If you are unable to study abroad for an entire academic semester, we also offer **short-term Faculty-led Seminars (1-3 weeks in length)** and summer programs. For example, in May 2009, Explorations sponsored a 4-credit, 9-day Biology/Geology Program to Iceland. In May 2011, a two-week program to England/Ireland will be offered, where students will earn 4-credits in History or English. We have also sponsored short-term programs across the United States and to China, India, Italy and more. New programs are being planned for upcoming years. So regardless of your individual needs and interests, we can help you find the right study abroad program.

Recommended Partner Institutions:

In addition to our Faculty-led study seminars, we encourage students to travel independently to destinations throughout the world. Our exchange institutions offer courses in English and are excellent options for students who want an adventure all their own! Additionally, these institutions will be sending their students to study here at B-W. You will literally exchange places with students from around the world! Recommended schools “know us” and we “know them” through a contractual relationship. That is, we are in regular communication with key people who help visiting students adjust to life in a new culture. We generally send several B-W students to each partner school every semester. Many of the available courses are already approved for transfer credit to B-W. Students normally take 12-15 credit hours, considered full-time in the host schools.

Exchange opportunities include:

- University College Dublin (Ireland)
- Al Akhawayn University (Morocco)
- York St. John University College (England)
- Ewha University (Korea)
- Kansai Gaidai (Japan)
- Hong Kong Baptist University (China)
- American Business School Paris (France)
- University of Azuay (Ecuador)
- Tecnológico de Monterrey, Cuernavaca (Mexico)
- UCEL, Rosario (Argentina)
- University of Sunshine Coast (Australia)
- Umea University (Sweden)
- Cape Coast University (Ghana)
- ...and many more.

The Center has reference materials and applications from university partners and programs around the globe. Other recommended programs are offered in Switzerland, Mexico, Italy, South Africa, Austria, France, Spain and more. Internships are also offered in the U.S. and abroad. (Additional information: Exploration/Study Abroad, 2nd floor, Strosacker Union.)

Ovation

Ovation is an opportunity each spring for students to present their research and creative accomplishments to the public. Students in all disciplines are encouraged to showcase their work in the day-long activity that brings together students, faculty, staff, alumni and benefactors. The exhibition is followed by a traditional Honor Awards Ceremony. Last year more than 250 students and competed for cash prizes.

While this event is not managed by the Baldwin-Wallace College Honors Program our students are urged to take advantage of the opportunity to share all meaningful academic accomplishments in this forum. Opportunities such as this are important resume items. A faculty sponsor is required for each project. Please see the Honors Program Director for guidance.

Information regarding this event can be obtained by calling Center for Academic Success (C.A.P.S.) at 440-826-3360, or visiting the **Ovation** Blackboard site, available on every student's portal.

Graduate & Professional Studies

Applying to Graduate and Professional Schools

Many Baldwin-Wallace College Honors Program Scholars intend to continue their education by enrolling in graduate school, law school, medical school, or other professional schools upon graduation. We strongly encourage you to seek specific information early in your undergraduate career about the differing application processes. The Career Services Center Web site is a good place to begin www.bw.edu/career/

Other Sources:

- Medical school: Contact Dr. Joseph P. Yavornitzky, Biology Department; Life, Earth and Science Building: 440-826-3539
- Law school: Contact Dr. Thomas Sutton, Chair, Political Science Department; Malicky Center: 440-826-2311.

Common elements to the application process:

- A relevant exam (GRE, MCAT, LSAT, etc.)
- An essay or personal statement (work with your major advisor)
- Faculty letters of reference
- Samples of your written work (collect these in your e-Portfolio)

Seek faculty advice as soon as possible regarding each of these important elements. Taking the exams at the proper time can allow you to target your applications much more effectively to those schools where you have the best chance for admission. Similarly, planning your courses in advance to ensure that three different professorial faculty are familiar with your written work can be extremely important. If the application requires a letter of support from the Director of the Honors Program, please allow a two-week turn-around for your requests.

Career Service	Honors Program	Academic Advising
Carmen Castro-Rivera, Director	Karen L. Durst, Director	Margaret Stiner, Director
440-826-2101	440-826-2242	440-826-2188
bw.edu/careers/	bw.edu/academics/honors/	bw.edu/resources/advise