

Class Meeting Times

You must attend one class meeting time, once a month, as listed below. If you are not available, you may make arrangements to meet individually with the instructor. Class meeting dates, locations and times subject to change, and notice will be provided via Canvas in advance. All class meetings are held in Michener L98. Additionally, students must meet weekly with their thesis advisor (or on an alternative meeting schedule as mutually agreed upon by the student and advisor).

August - FIRST CLASS MEETINGS/CLASS ORIENTATION:

- Monday August 26 7:00 p.m. − 8:00 p.m..
- Thursday August 29 8:00 a.m. 9:00 a.m.

September Regular Class meeting:

- Monday Sept 16 6:30 p.m. 7:30 p.m..
- Thursday Sept 19 8:00 a.m. 9:00 a.m.

October Regular Class meeting:

- Monday Oct 14 6:30 p.m. 7:30 p.m..
- Thursday Oct 17 8:00 a.m. 9:00 a.m.

November Regular Class meeting:

- Monday Nov 11 6:30 p.m. 7:30 p.m..
- Thursday Nov 14 8:00 a.m. 9:00 a.m.

December Regular Class meeting:

- Monday Dec 9 6:30 p.m. 7:30 p.m..
- Thursday Dec 12 8:00 a.m. 9:00 a.m.

REQUIRED EVENT Attendance

- Monday, October 28 4:00 PM 7:00 PM
 - o Honors Research Night
 - South Hall Lower Level Lounge
- Tuesday, October 1 6:00 p.m. 7:30 p.m.
 - o Coffee with the Profs
 - o University Center Panorama Room

OPTIONAL EVENT Attendance

- Honors Picnic
 - O August 29th
 - \circ 5 PM 7 PM
 - o Garden Theatre
- Workshop Series (look for Sign-up Genius accounts)
 - Sept. 10 6:30 7:30 p.m. Fail Forward: To Success as a Graduate! (Do not be afraid of taking risks and making mistakes)
 - Sept. 25, 6-7 PM Making the most of your academics (trying not to overdo it, while maximizing your experience)
 - Oct 8 6:30 7:30 PM Avoiding the Plaque (Health and wellness strategies for strong midterms!)
 - Oct 23, 6-7 PM Life Balance
 - o Nov 13, 6-7 PM Portfolio 101 (designated for HON101 students)

Course Structure

This course is a thesis/independent project course, and requires regular face to face meetings between student and instructor, student and departmental honors liaison, and student and thesis advisor to equal contact hours of 50-60 minutes per week per credit hour.

Students are expected to be proactive and independent in this Honors upper division course. Students will be responsible for setting meetings with their thesis advisor or other support faculty members in their honors project discipline(s). Student initiative is imperative for success in this course.

Credit Hour Assignment

HON451 is a uniquely designed variable credit course. Honors Students must complete a total of 3-credit hours of Honors Capstone/Thesis coursework, which generally includes 3 credits of HON451. One credit per semester for 3 semesters is recommended for most students.

Learning Outcomes

- Students will become self-directed learners through an independent Honors project with research, creative or applied elements.
- Students will use both creative and critical thinking to explore concepts, problems, and issues and develop informed, flexible approaches to problems.
- Students will use evidentiary support and critical reasoning within philosophical, analytical and theoretical frameworks appropriate to the discipline, use appropriate citation and attribution for the discipline, and join in scholarly discourse through original research or creative works.
- Students will acquire and use integrative, interdisciplinary inquiry and analysis skills. Students will be able to synthesize and transfer learning to new, complex situations using a systems-based approach and complete original research using these skills.
- Students will learn how to work through multiple revisions of a written work, and how to revise a work based on critical feedback.
- Students will learn how to apply for grants or research funding.
- Students will develop a scholarly presentation clearly explaining their project and will present at least at one conference or other scholarly setting.

• Students will learn how to communicate their independent research or capstone work to future employers (through resume) or to graduate school programs.

Required Course Materials

The Following materials are required:

- Upper Division Honors Program Handbook (available on the website)
- A publication/style manual appropriate to the discipline of the project such as one of the following:
 - Psychology and Social Sciences:
 - Publication Manual of the American Psychological Association. (APA)
 - o English and many Humanities disciplines:
 - MLA Handbook
 - o **History and Humanities disciplines-** Consult with your thesis advisor.
 - **Natural Sciences** consult with your thesis advisor.

Required Electronic Accounts

UNC Bearmail - Students are required to utilize their UNC Bearmail accounts and check email regularly to ensure they receive postings from the course instructor. UNC Bearmail accounts are the official source for email communication in this course. In this hybrid course with its strong independent work component relies on students checking their Bearmail and communicating with the instructor on a regular basis.

Canvas – Class updates, the syllabus and additional handouts will be posted to Canvas. Please check your Canyas account regularly. You will be required to submit monthly written assignments through Canvas' assignment module as well as submit all work completed to date by the end of the semester to Canvas.

Class Policies

Policy on Late Assignments: Following the deadlines are important in this class in order to stay on track. It is assumed that students will submit assignments on time and will be diligent about making adequate progress on their Honors project. Extenuating situations should be discussed with the instructor in advance.

Changes to the Course Syllabus and Class updates: Class updates, the syllabus and additional handouts may be posted to **Canvas**. Please check your Canvas account regularly. You will be required to submit certain written assignments through Canvas's Assignment module. The instructor reserves the right to modify the syllabus to best accommodate student learning and make schedule adjustments for workshops. Since this course is a new design changes to the deadlines and assignments are likely and will be announced in class and posted to Canvas.

Respectful Classroom Environment: An atmosphere of cultural responsiveness is the only acceptable atmosphere in this class. Any student engaging in disruptive or rude behavior will be warned and/or asked to leave.
Classroom Etiquette

- - You may leave your cell phone on silent during class. No text messaging during class.
 - If using a laptop is helpful for you to use for note taking purposes in class, please do so. However, it is assumed that you will use this tool for class purposes alone.
 - Do not read other materials while in class (this includes newspapers, magazines, etc.)

- Side conversations are disruptive and not tolerated.
- You are more than welcome to bring food and drink to class.

Class Participation

Class participation requires regular attendance in class, active participation in discussions which requires both listening and speaking and taking an active interest in the course by asking appropriate questions and participating in all activities. Being a scholar means being engaged with your peers, and thus is required for successful participation in this course.

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Other Course Information and Resources

Disability Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion or to an accurate assessment of your achievement (e.g. time-limited exams, inaccessible web content, use of videos without captions), please communicate this with your professor and contact Disability Resource Center (DRC) to request accommodations.

Office: (970) 351-2289, Michener Library L-80.

Students can learn more here: www.unco.edu/disability-resource-center

Food Insecurity and Basic Needs

Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC offers assistance to students facing food insecurity through an on- campus food pantry. The Bear Pantry is located in University Center 2166A, and is open for regular hours throughout the semester. Please visit www.unco.edu/bearpantry for more information.

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is also urged to contact Student Outreach and Support (SOS) for assistance. SOS can assist students during difficult circumstances which may include medical, mental health, personal or family crisis, illness or injury. SOS can be reached at sos@unco.edu or via phone at 970-351-2796.

Academic Integrity

You are expected to practice academic honesty in every aspect of this course. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the Office of Community Standards and Conflict Resolution.

Title IX

The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

Please be aware all UNC faculty and most staff members are "responsible employees," which means that if you tell a faculty member about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, they must share that information with the Title IX Coordinator, Larry Loften. Larry or a trained staff member in the Office of Institutional Equity and Compliance (OIEC) will contact you to let you know about accommodations and support services at UNC as well as your options for pursuing a process to hold accountable the person who harmed you. You are not required to speak with OIEC staff regarding the incident; your participation in OIEC processes are entirely voluntary.

If you do not want the Title IX Coordinator notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore your options now, or in the future.

- UNC's Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-351-4040 or www.unco.edu/asap
- UNC Counseling Center: 970-351-2496 or www.unco.edu/counseling
- UNC Psychological Services: 970-351-1645 or https://www.unco.edu/cebs/psychological-services-clinic

If you are a survivor or someone concerned about a survivor, or if you would like to learn more about sexual misconduct or report an incident, please visit www.unco.edu/sexual-misconduct or contact the Office of Institutional Equity and Compliance (970-351-4899). OIEC is located on the third floor of the University Center in room 3060.

Equity and Inclusion Statement

The University of Northern Colorado embraces the diversity of students, faculty, and staff, honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. In this course, people of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, size and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness to each other's individual and intersecting identities. If you would like to report an incident or learn more about identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance

TENTATIVE Course Schedule

Regular Face to face meetings with Honors Thesis Advisors

- Students will schedule regular meetings with their thesis advisors (or an alternative format if requested by the thesis advisor) and must also meet with their Honors Departmental Liaison at least once during this term. A minimum of weekly or bi-weekly is recommended depending on the project and requirements of the thesis advisor. If a student begins HON451 without a thesis advisor, they will meet with the Honors Faculty Fellow and develop a plan to solidify a thesis advisor in the first half the semester.
- NOTE: These meetings are to be scheduled by the student and should be discussed in the monthly reflections. Students are required to obtain written feedback from their thesis advisor using the thesis advisor feedback forms.

August Class Meetings

- Review syllabus and explain expectations.
- Review Handbook
- Discuss honors project advisors and need for feedback forms.
- Discuss current progress on honors project/Status of proposals

September Class Meetings

- Cohort Discussion on honors projects
- Applying for funding/conferences
- Writing a strong abstract.
- Abstract draft due for peer review. BRING PRINTED COPY TO CLASS.

September 1 First Monthly Reflection due via Canvas

October Class Meetings

- Cohort Discussion on honors projects
- Preparing solid presentations (Samples posted to Canvas)
- PowerPoint or Poster drafts due. Bring on USB drive or use one of the cloud drives.
- First Honors Thesis/Project Advisor Feedback Form due

October 1 Second Monthly Reflection due via Canvas

October 28 Honors Research Night 4:00-7:00 PM South Hall Lower Level Lounge

- HON451 seniors will present their Research Day Presentations.
- All HON451 students are required participants on either the the Q&A panel or as a presenter.
- Attendance is mandatory however, if a student has a conflict, an alternative may be arranged in advance.

November Class Meetings

- Cohort Discussion on honors projects
- Microsoft Word formatting tools and how to properly format the thesis manuscript
- Second Honors Thesis/Project Advisor Feedback Form due.

November 1 Third Monthly Reflection due via Canvas

December Class Meetings

- Project status updates
- Grad School Process
- Bring copy of resume and cover letter or CV and draft personal statement (for Grad school admissions) to class if you have one.
- Third Honors Thesis/Project Advisor Feedback Form due. For graduating seniors, the Thesis Approval Form replaces the Feedback Form.

December 1 Final monthly reflection

December 1 Honor Project/Thesis Final Draft due for all graduating seniors

Finals Week 1:1 meetings with the Instructor

- HON451 students may schedule an individual meeting with the instructor either the last
 week of the regular term or during finals week to discuss current status on the project and
 next steps.
- 1:1 meetings to review and begin printing of final projects is required for students who are graduating in the current semester

December 13 Submit final/current thesis/project draft

<u>Graduating seniors</u> must submit final draft with Thesis/Project Approval form signed by their advisors.

- Submit all work completed to date (see Assignments section below)
- Graduating seniors will print their thesis during finals week or the week following finals. The thesis must first be approved by the thesis advisor.

List of Assignments with percentage total of grade

Assignment	Percentage of grade
Monthly reflections	5%
Class attendance/participation in peer review and cohort discussion activities	5%
Participation at Honors Research Night and Coffee with the Profs	10%
Faculty meetings, professionalism/scholarly development, and quality of thesis/capstone work completed as assessed by the faculty thesis/capstone advisor; per the faculty feedback forms submitted during the semester. Graduating seniors receive the grade on the final thesis approval form.	80%
Total	100%

Course Grading

This course is offered for a letter grade. At the end of the semester, grades will be assigned based on work completed and the quality of that work:

- A At least 90% of the work is completed at an Honors level.
- B Between 80%-90% of the required work is completed at an Honors level.
- C Less than 80% of the work has been completed at an Honors level.
- D Less than 60% of the work has been completed at an Honors level.
- F Student has not submitted any honors project work.
- U Student has not submitted any honors project work and has not communicated with the instructor at all during the semester.

NR – Student is "In Process" on their honors project, is making satisfactory progress, and has communicated their current status, but has not yet turned in an honors project draft. NR grades are primarily reserved for students that have additional credit hours of HON451 to take, although students can also receive the NR if they need more time to finish their honors project. Information on UNC's grading policies is available in the UNC Catalog under *Policies and Procedures for All Students* and online at

http://www.unco.edu/regrec/records/grades/grading.html.

HON451 List of Assignments

All documents that require signatures should be turned in as hard copies to the Center for HSL offices, Michener L-98. Honors Thesis drafts and proposals are also to be submitted as electronic copies to Canvas.

Assignment specifications are as follows:

Monthly reflections/status updates

- Each month on the first day of the month, submit a one page status update reflecting on your experience and your progress, explaining progress to date including:
 - Obstacles and challenges
 - Successes
 - What has been learned so far
 - o Upload/attach any work completed during that month

Thesis/Capstone Project Proposal

- If the student's Thesis/Capstone Proposal has not been submitted with full signatures by the Thesis Advisor and Honors Departmental Advisor, then it must be turned in during the first full month of HON451 (by February 28).
- Follow the specifications in the Upper Division Honors Handbook.

Honors Research Night & Student Panel Q&A

- HON451 students are required to attend the Honors Research Night and Student Panel Q&A session. Students in their final year of Honors may present their research and participate on the student panel.
- If you cannot attend, please email the instructor for an alternative option.

Abstract

- The abstract must be no more than 300 words and is a summary of your project status to date. Abstracts are appropriate for both completed projects and for projects in process.
- Abstracts should include information that is pertinent to a general audience. Please include an opening statement that highlights the significance and purpose of your project. Include information in the body of the abstract about methods, procedures and methodology, and conclusions either final or anticipated, if applicable.
- Please PROOF your title and abstract before submitting to Research Day.
- Abstracts must be reviewed by/approved by the Thesis Advisor before submitting for Research Day.

Thesis advisor Feedback forms

• The student must submit thesis advisor feedback forms during the semester. Please complete 3 forms. See due dates above. The form is available in the Upper Division Handbook and is loaded in Canvas. The form may be submitted as a hard copy in class, be turned into the Honors Program Office, or the thesis advisor may email the form to the instructor for the course (loree.crow@unco.edu).

Thesis/Capstone Project Draft - SEE HANDBOOK FOR SPECIFIC REQUIREMENTS

Graduating Seniors/Students completing thesis in current semester:

- Final projects are due, including all materials, in final format per the handbook by April 1 for Spring graduates and by December 1 for Fall graduates, and by August 1 for Summer graduates.
 - o Follow the specifications in the Upper Division Honors Program Handbook.
 - The final project should be submitted both as an electronic document and as a hard copy. The hard copy is due by the last day of the semester and must include the thesis approval form with signatures from both the honors thesis advisor and the honors departmental liaison.

Students not graduating/completing their thesis in the current semester:

• Submit ALL work completed to date by the end of the semester (may include IRB documents, literature review work, data collected, methodology sections, data analysis or discussion sections, etc.). This should include your current manuscript draft, if applicable.