



THE HONORS COLLEGE

DEPARTMENTAL HONORS PROGRAM

2007–2008

The Honors College
Stephens Hall
Room 302
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honors@towson.edu



TOWSON UNIVERSITY

The Honors College
Stephens Hall, Room 302
410-704-4677

Monday - Thursday 8:00 am to 4:30 pm
Friday 8:00 am to 4:00 pm

Dr. Maria P. Fracasso, Dean
Erin Mountz, Assistant Dean
Ken Mangum, Director of Academic Operations
Mrs. Phyllis Brown, Executive Administrative Assistant



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DEPARTMENTAL HONORS PROGRAMS

Eligibility

Certain majors on campus offer students the ability to complete a Departmental Honors Program. Students applying for admission to Departmental Honors programs are usually first term juniors who express an interest to the Departmental Honors Coordinator or Department Chair. To be eligible for Departmental Honors, you must have a minimum 3.25 cumulative GPA and 3.5 GPA in your major, or the consent of the Departmental Honors Coordinator. The following departments with Departmental Honors Programs are listed below with the Departmental Honors Coordinator:

DEPARTMENT

COORDINATOR

College of Business and Economics

Economics

Dr. Matthew Chambers

College of Fine Arts and Communication

Art

Electronic Media & Film

Mass Communications

Dr. Susan Isaacs

Dr. Barry Moore

Dr. Beth Haller

College of Liberal Arts

English

Geography & Environmental Planning

Political Science

Psychology

Sociology

Anthropology

Criminal Justice

Women Studies

Dr. Florence Newman

Dr. Kent Barnes

Dr. Paul McCartney

Dr. Jean Ayers

Dr. Whitney Garcia

Dr. Matt Durlington

Dr. Marion Cockey

Dr. Karen Dugger

College of Science and Mathematics

Biological Sciences

Physics, Astronomy & Geosciences

Dr. Gail Gasparich

Dr. David Vanko

Requirements

Once accepted into a Departmental Honors Program, students must complete the requirements as listed in the catalog for their major. Most departments require that students complete 9 units in Advanced Content courses, Directed Readings and/or Independent Investigations, and an Honors Thesis, but some departments may offer other options, such as an extensive design project. The thesis/project culminates in a final presentation before a three-member committee and the thesis advisor and is open to the public. ***A completed, signed copy of the thesis/project approval form must be submitted to the Honors College no later than two weeks before graduation. An UNBOUND signed original and an additional signed copy of the thesis must be delivered to the Honors College Office by the last day of the final exam period.*** When the Honors College receives the thesis / project, the appropriate designation appears on your diploma and final transcript.

Honors College Projects

If your major does not offer Departmental Honors and you are a member of The Honors College, you may complete an Honors Thesis or Project through the Honors College in one of several possibilities:

- **Traditional Thesis** is well suited for students who plan to attend graduate school. This option includes Honors Directed Readings, Honors Independent Investigation and Honors Thesis.
- **Department Thesis:** Honors students who have been admitted to a Departmental Honors Program. These honors students may use 6 hours of credit toward their 24 hours requirement in the Honors College. Most departments require that seniors complete a thesis, but some departments may offer other options, such as an extensive design project. Students interested in this option usually submit an application form (See Form in the Departmental Honors Program Handbook) for this option to the Honors College by the first semester of their junior year. The thesis/project culminates in a final presentation before a three-member committee and the thesis advisor, and is open to the public. A completed, signed copy of the thesis/project approval form must be submitted to the Honors College no later than two weeks before graduation.
- **Service Learning Project** based on a student's interest and current research about social issues. Students are required to participate in a service-learning activity for a minimum of 45 hours per term. Service-learning includes working with a designated agency, integrating service into the student academic studies, outreach programs that engage students and the community in common, hands-on-action, policy research, or community problem solving. A reflective journal and formal paper with a research focus are required. This course is repeatable for a maximum of 6 credits.
- **Professional Development Plan** is an opportunity for students to plan professional development that begins with their pre-service activities, continues with their induction into the profession, and extends through the life of their professional career in education through on-going and sustained professional development endeavors.
- **Action Research Plan** is an opportunity for students to develop an action research plan to help teachers resolve their teaching challenges. Action research gives teachers the skills needed to work on problems specific to their classroom and school, with findings that are immediately applicable to their individual situations.
- **Teaching Project:** especially appropriate for students who are interested in education or the teaching/learning process. The project must be at the collegiate level and includes a formal paper, which includes a discussion of pedagogical issues. This course is repeatable for a maximum of 6 credits.

Continued...

Honors College Projects

- ***Senior Teaching:*** (3 credits) Teaching apprenticeship with an Honors College Faculty Fellow. Prerequisite: Seniors interested in the Senior Teaching option to co-teach an Honors College class must spend one semester in: ***Teaching Preparation*** (3 credits) Reading, developing, planning, etc. the course with an Honors College Faculty Fellow.

The Honors Thesis/Project requirements provide flexibility in designing a final capstone experience and in relating it to students' interests and career goals. This thesis/project requires considerable effort. The abilities developed during the process of completing this thesis/project: researching; creating; analyzing and evaluating data; and writing and speaking about the knowledge and conclusions are invaluable in work after graduation and in future activities engaged in as a responsible member of our society.



DEPARTMENTAL HONORS POLICIES & PROCEDURES

Choosing a Topic and a Faculty Thesis Advisor

Students should consider decisions regarding the selection of their faculty thesis advisor and a thesis topic carefully. Because of the preparation required to register for the thesis project, it is important to come to the process with a working idea of the topic. Previous academic course work, co-curricular and extra-curricular experiences will help to select a focused topic area, which can be studied in greater depth. Past academic activities, such as short papers and readings from a variety of courses, may help to determine a starting point. Building on previous work by using both the knowledge and interest already developed is recommended and encouraged. Begin with several possible topics in mind or with several possible approaches to one large topic area.

After topic ideas have been developed, students should meet with the Departmental Honors Coordinator to discuss an appropriate faculty thesis advisor. A faculty thesis advisor might be an instructor in a previous course or someone who has supervised an internship. The faculty thesis advisor must be qualified in the topic area and should have a significant interest in the field. The faculty thesis advisor must also be willing to work closely with you.

Applying for Departmental Honors

An ***Honors Thesis Committee and Proposal Approval Form*** as well as an attached Honors Thesis / Project Proposal must be delivered to the Honors College Office, prior to enrolling in your Honors Thesis Course in the major academic department or in the Honors College (HONR 499). An approval form is attached to the end of this handbook. A Proposal for the Honors Project should be attached to the form. This proposal should include a title page bearing the name of both the author and the faculty thesis advisor.

Most Honors Thesis Proposals are five to six pages, plus a bibliography. The proposal represents the product of a semester of carefully supervised analysis, reading, and research in either the Departmental Honors courses or the Directed Reading and Independent Investigation Courses. The faculty thesis advisor should be certain that the proposal is feasible in scope and appropriate to both ability and time constraints.

Honors Thesis Guidelines

The Honors Thesis should follow the standard format including a title page, approval sheet, and consecutively numbered pages through the notes and bibliography. The thesis should follow the stylistic conventions of your discipline. This handbook provides samples of a title page and an approval sheet as well as the Honors Thesis format.

Helping with Research

- ***Library Resources:*** A list of university library liaisons by specialty is located at the end of the handbook. These librarians can help to familiarize students with the available resources to undertake their research.
- ***Undergraduate Research Services:*** The Office of University Research Services offers competitive grants to fund undergraduate research in all fields and to send students to professional meetings to report the outcomes of their scholarly activities. There is one deadline for Research Grants each semester and two deadlines for Travel Grants.

Thesis Committee

The thesis committee is composed of the faculty thesis advisor, two faculty representatives and a visiting Honors College examiner. The members should be chosen in consultation with the faculty thesis advisor. Members of the committee are responsible for reading and responding to the thesis, evaluating the work, and attending the public presentation. At the end of the colloquium, the members must sign the 2 required copies of the thesis, which will be kept in the Special Collections and Archives of Cook Library.

Honors Colloquium

The Honors Colloquium is a public presentation of the thesis project. The audience is composed of interested students, invited guests, the faculty thesis advisor and the thesis committee members. The advisor will introduce the student to the audience who will then give a brief, approximately 10-20 minute, synopsis of the work, followed by a discussion of the work by the audience.

Projects emphasizing the creative or performing arts, rather than traditional academic endeavors, must also include a public presentation. The nature of the project will dictate the type of presentation. This event should, however, build in time for the audience to ask questions or make comments.

Final Requirement

An UNBOUND signed original and an additional signed copy of the thesis must be delivered to The Honors College Office, by the last day of the final exam period. If the student can not meet this deadline, the student should withdraw from the thesis course before the official date to withdraw from classes. If the student does not withdraw and does not complete the requirements, they will receive an incomplete (I) and given an opportunity to complete the project during the following semester.

APPENDIX A

***Honors Thesis Committee and
Proposal Approval Form***

Honors Thesis Format Review Form

***Honors Thesis Colloquium
Announcement Form***

Towson University
Honors Thesis Committee and Proposal Approval Form

Student Name: _____

Local Address: _____

Phone Number: _____ E-mail: _____

Student ID Number: _____

Units completed at TU: _____ GPA in Major: _____ Overall GPA: _____

Expected Date of Graduation: _____

Sponsoring Department: _____ Major at Towson: _____

Faculty Thesis Advisor: _____

Faculty member: _____

Faculty member: _____

Visiting Honors College representative: _____

Department Chairperson: _____

Dean, The Honors College: _____

NOTE: It is the responsibility of the student to obtain all signatures before beginning the proposal.

Attach a copy of your honors thesis proposal and deliver to The Honors College Office:

The Honors College
Towson University
8000 York Road
Towson, MD 21252

Towson University

Honors Thesis Format Review

To: Dean, The Honors College

From: Name: _____

Telephone: _____ E-mail: _____

Enclosed is a copy of my Honors Thesis. This thesis was presented successfully on _____ (date). The format of this thesis has been approved by my Faculty Thesis Advisor. I am now asking for final approval of the format from The Honors College. After making any corrections, The Honors College requires, I will deliver two (2) copies of the appropriate paper.

Areas reviewed by the Honors College

- | | | |
|--|-----------|----------|
| 1. Quality of the paper (25% rag) | Yes _____ | No _____ |
| 2. Appropriate Margin Spacing in Text | Yes _____ | No _____ |
| 3. Correct Positioning of Page Numbers | Yes _____ | No _____ |
| 4. Correct Page Numbers in Table of Contents | Yes _____ | No _____ |
| 5. Correct Font Style and Size | Yes _____ | No _____ |
| 6. Correct Line Spacing in Text | Yes _____ | No _____ |
| 7. Correct Ordering of the Preliminary Pages | Yes _____ | No _____ |

Areas reviews by the Thesis advisor

- | | | |
|---|-----------|----------|
| 1. Appropriate Reference Style used in Text | Yes _____ | No _____ |
| 2. Correct Table Names | Yes _____ | No _____ |
| 3. Correct Figure Names | Yes _____ | No _____ |
| 4. Correct Reference Style in Bibliography | Yes _____ | No _____ |
| 5. Correct Headers and Chapter Titles | Yes _____ | No _____ |

Thesis Advisor: _____

Date: _____

Advisor telephone number: _____

E-mail: _____

Towson University

Honors Thesis Colloquium Announcement Form

Student's Name: _____

Department / Program: _____

Faculty Thesis Advisor: _____

Title of Thesis: _____

Date of presentation: _____

Time of presentation: _____

Location: _____

APPENDIX B

Sample: Honors Thesis Title Page

Sample: Honors Thesis Approval Page

Sample Title Page:

Towson University

(TITLE OF THESIS TYPED IN CAPITAL LETTERS)

(DOUBLE SPACED AND CENTERED)

by

(Student Name)

An Honors Thesis

Presented to the Faculty of

Towson University

in Partial Fulfillment

of the Requirements for the degree

Bachelor of (Arts / Sciences) with Honors

(Month Year)

Towson University

Sample Approval Sheet:

**Towson University
Honors Thesis Approval Sheet**

**James Smith
B.A., May 2002**

Thesis Title: (insert title)
Department: Political Science
Specialization: Law and Political Theory

Required Work in Specialization:

1. Advanced Course or Seminar
Political Science 486, Seminar: Law and Justice
Professor: Jack Fruchtman, Ph.D., Professor of Political Science
Date: Spring 2001
2. Honors Directed Reading:
Political Science 498, Directed Readings in Political Science
Professor: Jack Fruchtman, Ph.D., Professor of Political Science
Date: Fall 2001
3. Honors Thesis:
Political Science 499, Honors Thesis
Professor: Jack Fruchtman, Ph.D., Professor of Political Science
Date: Spring 2001
4. Honors Thesis Colloquium: Thesis Approved

Committee: _____
Thesis Advisor _____ Date _____

_____ Date _____
Department Faculty Representative

_____ Date _____
Department Faculty Representative

_____ Date _____
Visiting Honors College Representative

APPENDIX C

List of Librarians by Specialization

List of Librarians by Specialization

<i>Subject</i>	<i>Library Faculty</i>	<i>Contact Information</i>
Accounting, Finance, Marketing & e-business, Management	Shana Gass	X42395 sgass@towson.edu
Anthropology, Sociology, Criminal Justice, Int'l Studies, Homeland Security Management, Law & American Civilization, Metropolitan Studies, Political Science,	Sara Nixon	X46075 snixon@towson.edu
Art, Music, Theater	Lisa Woznicki	X42498 lwoznicki@towson.edu
Audiology, Speech-Language Pathology & Deaf Studies, Nursing, Occupational Therapy & Occupational Science, Allied Health	Sarah Crest	X44725 screst@towson.edu
Biological Sciences, Chemistry, Cultural Studies, Environmental Science & Studies, Interdisciplinary Studies, MB3, Forensic Science	Yvonne Lev	X42445 ylev@towson.edu
Communication Studies, Electronic Media & Film, Philosophy & Religious Studies	Mary Ranadive	X42618 mranadive@towson.edu
Dance, Health Science, Human Resource Development, Psychology	Marcella Fultz	X42995 mfultz@towson.edu
Education, Instructional Leadership & Professional Development, Education Technology and Literacy	Ada Woods	X45326 awoods@towson.edu
Economics, Foreign Languages	Mary Gilbert	X44926 mgilbert@towson.edu
English & Copyright matters	Rick Davis	X42686 rdavis@towson.edu
Family Studies & Human Services, Kinesiology, Women's Studies, Gerontology	Lisa Sweeney	X45325 ssweeney@towson.edu
Geography & Environmental Planning, Physics, Astronomy & Geosciences	Carl Olson	X43267 colson@towson.edu
History	Brian O'Connor	X45327 boconnor@towson.edu
Mathematics, Computer & Information Sciences	Polley Adams	X43182 padams@towson.edu
Special Education	Claire Holmes	X22395 cholmes@towson.edu