**INSTRUCTIONS FOR HONR 493 and HONORS INTERNSHIP INSTRUCTORS**:

**Overview:** *Thank you for your willingness to supervise an Honors internship!* These experiences are increasing vital for our students’ learning here at TU and their options after graduation. If you have done these before, you will notice that the syllabus template has lengthened somewhat. These additions are required to align the HC with external and internal assessment and accreditation institutions and to increase the rigor of Honors Internships. Here’s what you need to do:

**Highlighted Portions**: Please complete ALL highlighted areas in the syllabus template in ways that are appropriate for your discipline, the type of internship, and that semester’s dates.

**Department or Honors credit?**: You and/or your student may decide to take the route of a departmental internship, which can then double-count for a department requirement and Honors. However, to count for Honors, even if registered under the department code, you MUST use the Honors syllabus and process so that it may count for the student’s Honors Elective requirements (ex: PSYC 454 can= HONR 493). If so, please change the title of the course syllabus to your department’s internship course name and number. However, in order to trigger that student’s registration as counting also for Honors credit, we still need the most current Honors Internship (HONR 493) syllabus template completed and signed at the beginning of the semester (see dates below), and all Honors minimum requirements must be followed.

-You may choose to cut and paste several aspects of your own existing syllabus into the Honors template, *again, as long as the HC minimums are maintained.* If your department or program has any additional requirements or paperwork, please feel free to add them to this document.

 NOTE: If the student registers under the department internship code, the course will not show on the student’s Academic Requirements page under Honors requirements until the grade is submitted and the students has executed the poster presentation at the Honors College event. Registering under the department code does NOT hinder the student’s academic progress so long as all procedures are followed in a timely fashion.

**Course Requirements**:

 All of the components listed are *required by the Honors College*, however, it is up to you to decide what percentage is assigned to each component beyond those listed below, the length beyond suggested minimums of written work, the rules and parameters for projects, and, with the exceptions of the paperwork listed below, when assignments are due.

 Internship hours – max 25% of final grade

 Research paper – minimum 30% of grade

**Due dates for syllabus and annotated bibliography**:

 Fall semester – September 1

 Spring semester – February 1

 Summer semester – 10 week session only – June 1

**Minimum Page and Hour Requirements:** These requirements can be extended by you, but not decreased.

**Suggested Questions for Reflections and Journals/Work Reports:** These prompts are listed to help guide the student in each exercise. You may choose to require or emphasize certain ones or add prompts of your own. However, we do require that some prompts are listed for these exercises. It is your decision how to grade the students based on these prompts and general writing criteria.

**Verifying Hours and Work**: We do not require, but we strongly recommend using forms from the Career Center to verify their internship work. All forms and links are available on the internship syllabus template.

-Your department may also have similar forms. In any event, we do require that you are in contact with the internship site supervisor regarding the student’s work.

**Oral Presentation and Poster**: The Honors College Celebration of Scholarship and Learning (CSL) is held once each Fall and Spring as a common place where all Honors students showcase and are assessed on their experiential learning credits. These include internships, study abroad, research (independent study, directed readings, and theses), and upper-level service-learning. In most cases, the presentation will occur after you have submitted the grade. However, the HC has a milestone mechanism wherein the elective, whether registered as HONR or as a dept-coded course, will not show as completed until the presentation and poster are satisfactorily completed.

-Professors do NOT have to appear for the oral presentation, as HC will verify its completion, but we do request that you advise the student on the creation of a presentation and poster, given the instructions provided in the syllabus and your own experienced guidance. Some students are graded, for example, on a PowerPoint version of their planned poster as part of this semester’s grade. For guidance and the assessment rubric, see:

https://www.towson.edu/honors/academics/celebration.html

-If a student does a performance-based project (e,g, DANC), please advise taking pictures or video of the project that can be used in the poster presentation. This date will usually coincide with the Honors College Celebration of Scholarship and Learning (dates TBA each semester).

-If the student is graduating in the same semester as the internship, then they will present their internship duties/goals and their plans for their research paper (which, of course, will not be complete). The judges are aware that these students must be evaluated as “in progress.”

**Reporting back to Honors:** We do not regularly require that you send us any materials beyond the completed, signed syllabus and the annotated bibliography. However, there may be occasions when we need some or all graded components of the internship. This case may arise when grades are contested, or when we need to calculate in a letter grade for their Honors GPA and scholarship retention. The Faculty Director will contact you when needed. In the meantime, please maintain these records/folders.

**Online Portal submission process**: The student must start the submission process via the link below. The submission should include the completed syllabus and a ten-item annotated bibliography. A brief DocuSign form is part of the submission process.

-Once the student submits the form, it will come to the professor for approval in your email inbox. Please check to ensure that the student has indicated the correct course name/number that they are enrolled in/seeking to enroll in and the correct semester.

-After the professor signs, it goes the Honors Faculty Director. Once the director approves, a course will be created if it is an HONR course and, if you have not exceeded your allotment for paid experiential learning credits from the Provost’s Office (max $800 at this writing), a contract will be created. If the student is registering under the dept code (e.g. PSYC 494), then you must contact the person in your department who is responsible for creating the course for you and your student.

**Online Portal for submission :** [**https://powerforms.docusign.net/6ad237c2-0eb0-4a38-8877-5df7c689e61d?env=na3&acct=6c86146e-eb74-4715-93d9-b5f39e4db265&accountId=6c86146e-eb74-4715-93d9-b5f39e4db265**](https://powerforms.docusign.net/6ad237c2-0eb0-4a38-8877-5df7c689e61d?env=na3&acct=6c86146e-eb74-4715-93d9-b5f39e4db265&accountId=6c86146e-eb74-4715-93d9-b5f39e4db265)

**If you have any questions, please contact the HC Faculty Director at any time (****honors@towson.edu****, 410-04-4677). We greatly appreciate your dedication to and willingness to work with some of the best TU students!**

**Updated 08/17/23**