INSTRUCTIONS FOR HONR 493 INSTRUCTORS:

**Overview:** Thank you for your willingness to supervise an Honors internship! These experiences are becoming increasingly 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 any highlighted areas as is appropriate for your discipline, the type of internship, and that semester’s dates.

**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, 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.

**Due dates:** Syllabus and annotated bibliography – last day of change of schedule period for that Semester – only documents due to Honors College!
Form #1 - Internship Learning Plan – by end of second week of internship
Form #3 - Internship Final Evaluation Form – after the completion of the internship and before submission of the final grade
Form #4 - the Internship Program Student Evaluation Form - after the completion of the internship and before submission of the final grade

If your department or program has any additional requirements or paperwork, please feel free to add them to this document.

**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.

**Oral Presentation and Poster:** In most cases, the presentation will occur after you have submitted the grade. However, the HC is creating a milestone mechanism wherein the elective, even if registered as HONR, will not show as completed until the presentation and poster are satisfactorily completed. You 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. If a student does a project, please advise taking pictures or video of the project that can be used in the poster presentation.

If you have any questions, please contact the HC Faculty Director, Dr. Alison McCartney, at any time (amccartney@towson.edu – 410-704-2458). We greatly appreciate your dedication to TU students!