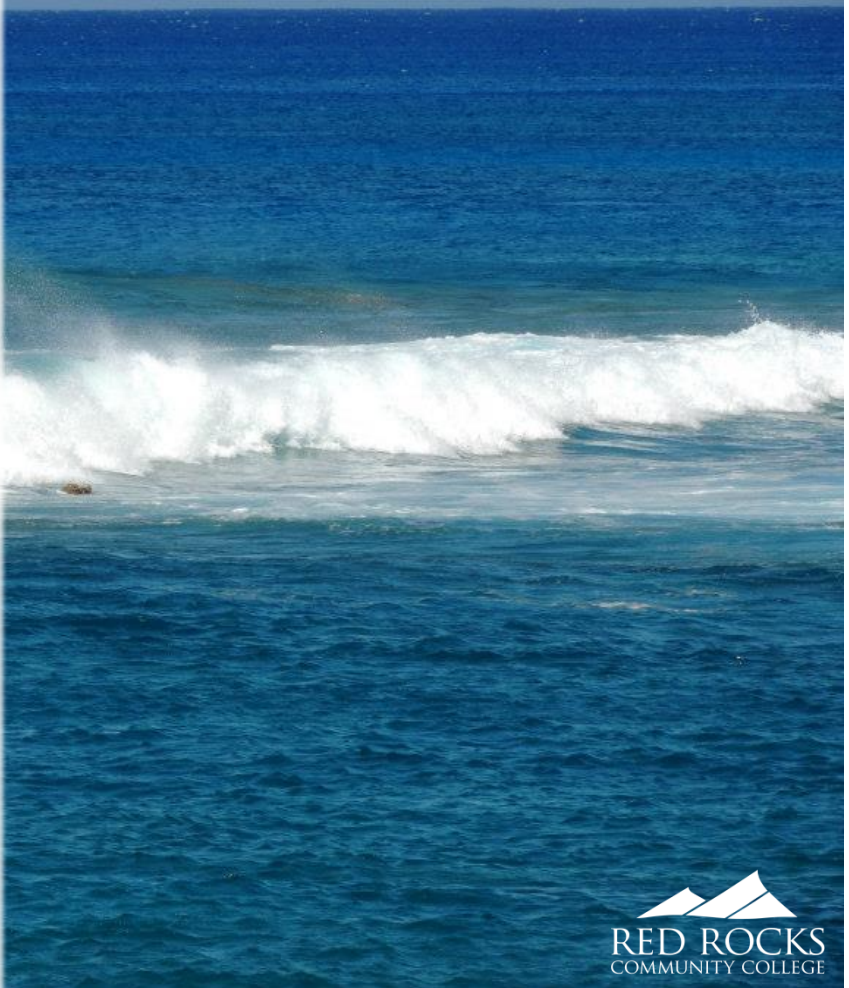


Honors Program Student Guide

Dr. John U Trefny Honors Program

2017-2019



Honors Program description, information, expectations and forms

RRCC, Honors Program
Red Rocks Community College
Honors@rrcc.edu
303-914-6366

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RRCC Honors Student Guide

Welcome to the Honors Program! The goal of this program is to enhance your academic experience at Red Rocks Community College, while also preparing you for transfer or career opportunities. This guide is intended to facilitate your involvement by providing an overview of program requirements and benefits. If you have any questions about the program after reading this guide, please contact the Honors Program Director, Barbra Sobhani at Honors@rrcc.edu.

Program Mission

The Honors Program at RRCC provides exceptional learning opportunities through interdisciplinary education and problem-solving experiences for a community of scholars in order to prepare them to be leaders in a global community.

Program Vision

- Promoting equity and access to Honors education
- Developing leaders in STEM
- Providing exceptional opportunities for learning and development for our exceptional students

Program Competencies

- Intellectual inquiry/Research skill
- Interdisciplinarity
- Leadership
- Community engagement
- Civic and Global learning

Who Should Participate?

To prospective Honors Program Members: If you meet the membership criteria we hope that you will join the Honors Program. The information contained in this handbook will give you a good idea about the various components of the program, and some of the advantages of being a member. However, they cannot give you a sense of the membership intangibles — developing close new friendships, being more fully and positively engaged in your learning, broadening and deepening your learning experiences, and developing greater self-confidence in your abilities and talents. The best way to get a sense of this is to talk with current members who are active in the program. A world of exploration and development awaits those who become members.

To current members of the Honors Program: This handbook is intended to answer many of the questions that you may have about membership, and to help you take full advantage of the many benefits and

opportunities of being a member. However, keep in mind that we are continually improving the Honors Program and the experiences we provide for our members. With this in mind, don't hesitate to offer your suggestions on how we can make the program better. Our goal is to create an exemplary community college STEM Honors program, one whose graduates are in demand by transfer universities and employers.

Active Membership in the Program: Honors Program members are expected to actively participate in the program, including taking Honors classes, attending program-sponsored activities, and performing some form of service while a member.

Program Structure and Benefits:

There is an application process to become an Honors Scholar. This is a two year program intended to help students prepare for transfer and develop knowledge, skills and abilities that will benefit each student. Once admitted to the program, the Honors student receives specialized advising, takes Honors classes and becomes part of a student community.

Program components include

- Honors coursework and capstone project
- Honors Scholarships
- Priority registration
- Honors advising and mentoring
- Honors field trips/workshops
- Honors designation at graduation
- Honors to Honors transfer

Students will develop interdisciplinary problem solving and research skills and gain a competitive edge in the college transfer and scholarship process. Students will become part of a community of scholars. Students will also be involved with advanced projects, internships, service learning and travel opportunities through the Honors Program, providing a competitive edge and exceptional experience.

Honors Program Staff

Honors Program Director:

Barbra Sobhani, Rm 2550
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303-914-6366
Barbra.sobhani@rrcc.edu

Program Admission Requirements

- Honors Program admissions for the 2017-2019 cohort are open from April 3 through September 30, 2017. The first Honors Fall semester requirements begin October 2017.
- Honors Program admissions for the 2018-2020 cohort are open from April 2 through September 28, 2018. The first Honors Fall semester requirements begin October 2018.

The Honors application is available on the Honors Program site at www.rccc.edu/honors . Read the application and instructions carefully to determine your eligibility for membership. Admission criteria considered are a combination of academic performance, interest in STEM, creativity and perseverance. If you are new to RRCC, we will accept GPA, ACT, SAT or other placement scores as evidence of good academic standing and achievement. Otherwise, any continuing students who complete 12 or more college-level academic courses and have a cumulative GPA of 3.50 or higher are eligible to apply. Other academic achievements of recent high school graduates or new students who have attended another college or university can also count towards program eligibility. The application instructions list the various criteria which are used to determine program eligibility. If in doubt about your eligibility, discuss the situation with the Honors Director.

Program Membership Status

The academic records of Honors Program members are reviewed after each fall and spring semester and summer term. A member's status will be determined based on the criteria described in the table below. In addition, an active member of the Honors Program must be an official student at the College in good standing regarding the Student Code of Conduct.

Aside from minimum GPA requirements, an essential aspect of an Honors Program, and a primary difference between an Honors Program and an Honors Society, is engagement in an Honors curriculum; that is, enrolling in Honors courses and participating in related Honors activities and service. Program members who do not progress in an Honors curriculum without good cause (for instance, pursuing a degree program that does not allow the flexibility of taking Honors classes) will be considered Associate members and will not be eligible for the full Honors Scholar designation at graduation.

For convenience, the Honors Program membership criteria have been summarized in the following table. However, interpretation and assignment of any individual member's status is at the sole discretion of the Honors Director, whose decision is final.

GPA¹	Enrolled in Honors Courses	Participates in Honors activities	Completes Service Hours	Membership status
At least 3.5	Yes	Yes	Yes	Good standing
At least 3.5	No	Yes	Yes	Associate member
3.00 – 3.49	Yes	Yes	Yes	Conditional (1 semester)
Below 3.00	Yes or no	No	No	Dismissed

- 1- at the discretion of the Honors Director, an Honors Program student's GPA calculation may exclude coursework completed at an early stage of the student's college career as long as the student has demonstrated subsequent substantial improvement in coursework performance.

- Good standing – the student is eligible for scholarships, mini-grants and internship opportunities, and all Honors Program rights and benefits. This is the expected status of all members of the Program.
- Conditional - The “condition” attached to this status generally is that the member must earn at least a 3.50 semester GPA each semester in which he/she is enrolled until achieving a 3.50 cumulative GPA, at which point the student’s status reverts to Good Standing. The student should show continuous academic improvement and have a plan for returning to good standing. If the student fails to meet the “condition”, his/her status will be reviewed for possible dismissal. A Conditional member is eligible for Honors Program scholarships for one semester. Monthly meeting with the Director is required.
- Associate - A member with Associate status is not eligible for Honors Program scholarships. The student may return to active status by enrolling in an Honors course the next semester.
- Dismissal- A student failing to meet minimum GPA, conditional requirements and/or student conduct requirements (see below) will be dismissed; the student is no longer a member of the Honors Program. Students dismissed from the Program for academic reasons may reapply at such point as they meet the criteria for admission. Member dismissal is at the sole discretion of the Honors Director, whose decision is final.

Student Conduct

An Honors Program member is expected to exemplify the mature and appropriate conduct of an adult college student at all times. A Program member disciplined by the College for misconduct resulting in Probation or Suspension either reverts to Honors Program Probation status, regardless of GPA, or is dismissed from the Program at the sole discretion of the Honors Director, whose decision is final. A Program member disciplined by the College for misconduct resulting in Dismissal or Expulsion from the College is automatically dismissed from the Honors Program.

Honors Classes

Core HNR Classes

Once admitted into the program, these courses are required and students will receive a scholarship to cover the cost of these 7-9 credits (if scholarship eligible). Students must pass these courses with a B or above.

HNR 100 – Honors Seminar (1 credit)

- Develops skills in an interdisciplinary manner, including: self-efficacy, college success, interdisciplinary connections, critical and creative thinking. A primary goal is to develop a sense of community within the class. This course increases awareness of issues relating to diversity and leadership, and explores techniques for successful honors academic performance.

HNR 102 – Honors Colloquium 1 (2 credits)

- Develops skills in interdisciplinary scholarly research, writing, and discourse, facilitated by an in-depth study of a major theme. The emphasis is on discussion, projects, and ways of integrating diverse information. This course includes opportunities for students to enhance their critical reflection, argumentation, and collaboration skills, and to explore aspects of cultural diversity in local and global contexts as they investigate the theme from a multi-disciplinary perspective.

HNR 202 – Honors Colloquium 2 (2 credits)

- Continues to develop skills in interdisciplinary scholarly research, writing, and discourse, facilitated by an in-depth study of a major theme. The emphasis is on leading discussions and projects, and integration of diverse information.

HNR 289 – Honors Capstone (2-4 credits)

- Provides a demonstrated culmination of learning within a given program of study.

Option Classes

Honors students will be required to take a minimum of three Honors Option courses. The courses will be from three different areas. These are existing courses that fulfill graduation and/or transfer requirements, but the course is designed for Honors students and will incorporate the Honors Cohort Theme. The Cohort Theme incorporates science and society and is chosen to encourage students to approach a problem in an interdisciplinary way.

- Minimum 3 credits from Arts and Humanities Division
- Minimum 3 credits from History or Social Science Division
- Minimum 3 credits from Math or Sciences Division

Contract Classes

Students may complete required or additional honors courses through the contract option. Students are limited to two contract courses as a part of the Honors Degree requirements. The Honors Contract allows a student to make a one-on-one arrangement with an instructor in order to earn Honors credit in a non-honors course. Contract applications are accepted during the first four weeks of the fall and spring

semester. The student must earn a grade of B or above in the class in which the Honors Contract Option is completed in order to earn honors credit.

Honors Contract Procedure

Honors Contract Course Credit

The Honors Contract allows a student to make a one-on-one arrangement with an instructor in order to earn Honors credit in a non-honors course. Contract applications are accepted during the first four weeks of the fall and spring semester.

The work assigned as a result of the contract should be qualitatively different in nature from the work already assigned in the class. The mere addition of readings or assignments is not sufficient. For example, the assigned work may rely on primary sources not formally introduced in the class, or focus more intensively on particular topics. We will not approve contracts in which students function as TAs for honors credit.

The student must earn a grade of B or above in the class in which the Honors Contract Option is completed in order to earn honors credit.

Originating an Honors Contract project

- 1) The student is expected to approach the instructor by the end of the third week of the semester to request permission to complete an Honors Contract and to discuss possible projects.
- 2) If the instructor agrees to supervise an Honors Contract, the project should be outlined in the Honors contract by the end of week four. It is the instructor's responsibility to fill out the contract. Once initiated, the student is required to agree to the contract.

Completing an Honors Contract project

- 3) The student is expected to check in with the instructor at least every other week to report progress, unless otherwise specified by the instructor.
- 4) Deadlines are outlined in the Honors contract, and if those deadlines are not met, the instructor has the right to terminate the Honors Contract.
- 5) The student must earn a minimum GPA of 3.5 in the class in order to earn Honors credit. Therefore, it is suggested that the student and instructor meet during week ten to discuss whether the student is on track to earn the necessary grade.
- 6) The instructor evaluates the final outcome of the project and determines whether the project has been successfully completed. The instructor will submit an evaluation for approval by the Honors Office.

Recording of Honors credit

- 7) Once the registrar's office receives the email indicating that Honors credit has been earned, and after verifying that the student earned a minimum 3.5 in the course, they will manually change the name of the course so that Honors appears in the title. (Please note that it sometimes takes a few weeks for the Honors distinction to appear.)

Honors Contract Option Form

(Student fills this out and gets signatures)

Student Name: _____

S Number: _____ Student Email: _____

Current academic level (ex: first-semester sophomore): _____

Course prefix, number, and section (ex: PHY 211-001) _____

Instructor Name: _____

Instructor Email: _____

Does this course already have an Honors-designated section? Yes No

If yes, the course is not eligible for an Honors contract.

Have you ever completed an Honors Contract before? Yes No

If yes, please list the courses below (XXX000-000):

Timeline for Completion: (include specific deadlines that encompass the scope of the project)

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Instructor needs to complete the Online Honors Contract Form at <http://www.rrcc.edu/honors/faculty>

Honors Advising

Note for professional-technical students: due to the structured nature of prof-tech programs, it may not be possible to fit the core honors classes into your schedule. However, honors options are completed within standard classes in which you are already enrolled, thus there is greater flexibility for incorporating these into your schedule. Even if you only complete one Honors Option, this can still benefit you—the Honors distinction gets added to your transcript and is something that you can note on your resume. Students can enroll in Honors option course with permission of the instructor.

Sample Honors Schedule:

	Fall	Spring
Year 1	<ul style="list-style-type: none"> -Admission to program -Advising appointment with Honors Director to discuss program and goals. -Honors Seminar (HNR 100) -Honors retreat 	<ul style="list-style-type: none"> Honors Colloquium (HNR 102) -Honors Option in English (falls under Arts and Humanities Division) -Honors Option in Biology (falls under Math and Science Division) -Honors field trip
Year 2	<ul style="list-style-type: none"> Honors Colloquium (HNR 202) Advising appointment with Honors Director to discuss program progress and capstone project plan. -Honors Option in Geology (falls under Math and Science Division) - Honors Option in Anthropology (falls under Arts and Humanities Division) 	<ul style="list-style-type: none"> Honors Capstone (HNR 289) -Honors Option in History (falls under History and Social Science division) -Honors contract in math (falls under Math and Science Division) Presents Capstone research Recognized at Commencement

Example: A.S. Honors Degree Pathway

Fall 17		Spring 18	
ENG 121 (3) English Comp I		ENG 122 (3) English Comp II (HONORS)	
MAT 201 (5) Calc I		MAT 202(5) Calc II	
PHI 218 (3) Environmental Ethics		ANT 215 (3) Indians of North America (HONORS)	
CHE 111 (5) Gen Chem I		CHE 112 (5) Gen Chem II	
HNR 100 (1) Honors Seminar		HNR 102 (2) Honors Colloquium 1	
Total credits: 17		Total credits: 17	
Fall 18		Spring 19	
ECO 201 (3) Macroeconomics		ECO 202 (3) Microeconomics	
COM 115 (3) Public Speaking		HIS 247 (3) World History (HONORS)	
MAT 204 (5) Calc III		MAT 261 (4) Diff Eqns (HONORS)	
PHY 211 (5) Physics I (HONORS)		PHY 212 (5) Physics II	
HNR 202 (2) Honors Colloquium 2		HNR 289(2) Honors Capstone	
Total credits: 18		Total credits: 17	

Example: A.A. Honors Degree Pathway

Fall 17	Spring 18
ENG 121 (3) English Comp I	ENG 122 (3) English Comp II (HONORS)
MAT 121 (5) Algebra	MAT 122 (3) College Trig
BIO 111 (5) Gen Biology I	SCI 105 (3) Science and Society (HONORS)
COM 115 (3) Public Speaking	BIO 112 (5) Gen Bio II (HONORS)
HNR 100 (1) Honors Seminar	HNR 102 (2) Honors Colloquium 1
Total credits: 17	Total credits: 16
Fall 18	Spring 19
LIT 202 (3) World Literature (HONORS)	PHI 218 (3) Environmental Ethics
MAT 201 (5) Calc I	HIS 247 (3) World History (HONORS)
POS 111 (3) American Government	ANT 215 (3) Indians of N Am (HONORS)
CHE 111 (5) Gen Chemistry I	CHE 112 (5) Gen Chemistry II
HNR 202 (2) Honors Colloquium 2	HNR 289(2) Honors Capstone
Total credits: 18	Total credits: 16

Honors Activities

Throughout the two years, Honors students will be required to participate in extra-curricular activities related to the program. These activities are designed to enrich and enhance the Honors college experience and develop our community of scholars.

Honors Fall Retreat

Each October, Honors students and Faculty will be gathering at the Fall Honors Retreat. Generally held in mid-October, this event is essential in developing the relationships and expectation of the program for the coming academic year.

Honors Spring Field Trip

Each Spring semester, the Honors Program will be offering a field trip experience for students and faculty. The field trip will be related to the Program theme and is meant to tie into potential student's interests.

Honors Study Abroad

RRCC offers many study abroad opportunities each year. If you are interested in taking one of these trips as an Honors Contract course, please contact the Honors office to discuss your options. In the future, we hope to offer Honors specific study abroad opportunities. Stay tuned!

Honors Research Mini-grants

During the semester that a student is completing their Honors capstone project, students are eligible to apply for a mini-grant to support their research. This is a competitive application process. Mini-grants are limited and have a maximum value of \$500. Students are required to submit a proposal and budget. Applications for the first round of grants will available Fall 2018.

Honors Presentation Requirement

Every honors student will be required to give at least one professional presentation (talk or scientific poster) during the two year program. There will be multiple opportunities available that include (but are not limited to):

RRCC Science Expo poster session

RRCC Claro/Red Talks

COSGC Research Symposium

National Scientific Conferences

Honors Conferences

Honors Service Requirement

An important part of the Honors experience at RRCC is building a tradition of service and community connection. In order to establish this is the expectation that students will accumulate service points throughout the two years of the program.

Honors Points Guidelines

1. Prior to activity, meet with Honors advisor to discuss the service project.
2. Complete Honors Points agreement form (the form can be found online). *Agreement form submission deadlines: October 1 (fall), March 1 (spring), and June 1 (summer).*

Please note:

- Points are not awarded retroactively
- Points are not awarded for class or club requirements
- Points are not awarded for paid activities
- Points credit varies depending on the service learning hours
- A maximum of 6 points may be accumulated during Honors career

3. Meet with Honors Program staff for approval and submit form with proper signatures by October 1, March 1, or June 1. You may begin your Honors Points activity prior to each semester's deadline, but there is no guarantee you will receive Honors Points credit until the form is submitted and approved.
4. Complete Honors Points activity as outlined on agreement form and keep a time sheet of all hours.
5. Upon completion of the service hours or activity, submit time sheet and 2-3 page self-reflection essay by December 15 (fall activities), May 15 (spring activities), or August 1 (summer activities). Students who complete a scholarly activity must submit verification of attendance (e.g., conference program, scholarship application or nomination, etc.) Essays will not be accepted after these dates for credit(s) in those respective semesters.
6. Honors Program verifies project completion with project sponsor and records Honors Points.

Options for Earning Points

- I. **Service Learning:** Service learning is a combination of service with learning beyond the classroom. Honors students use their abilities and talents to demonstrate a commitment to an ethic of civic responsibility by engaging in an activity that benefits both the student and the community. (One point is awarded for 10 hours of service, a maximum of six points can be awarded during the Honors program.) You are encouraged to work with the Service Learning Center on campus. Students may be awarded service Honors Points for the following activities:
 - A. **Mentoring:** Honors students offer support and guidance to another individual or group by sharing their knowledge or experience in an academic area.
 - B. **Volunteerism:** Honors students engage in meaningful, reciprocal action in their college or local communities. Examples: Volunteering at the Big Brother/Big Sisters, Renown Medical Center, Habitat for Humanity, coaching middle school girls' soccer, or participating in the Honors Ambassadors Program.

- II. Scholarly activities and academic programming: Honors students may engage in research or organize Honors programming, then share what they have learned with others. Examples: presentation of papers at academic meetings; participation in Honors regional or national meetings; submission of an application for an approved national fellowship (Fulbright, Rhodes, etc.); development of academic programs (e.g., leadership series); or service as Honors Ambassador (specific form required). One point is possible for each activity.

Honors Service Points Contract

Eligibility: To be eligible for Honors Points, the student submitting this form must be a member of the Honors Program. Honors points activities and projects must be pre-approved by the Director of the Honors Program. No Honors Points will be awarded retroactively. The Honors Points Contract must be submitted by October 1 (fall semester), March 1 (spring semester), and June 1 (summer semester). In order to earn Honors Points, the conditions of the contract must be completed by December 15 (fall activities), May 15 (spring activities), or August 1 (summer activities) respectively. A new contract must be submitted each semester. After completion of service hours, the student must also submit a time sheet showing dates, times, and final sponsor’s signature with the essay.

Student’s Full Name _____

Phone _____ E-mail _____

Current semester and Year: Fall 20_____ Spring 20_____ Summer 20_____

Major(s) _____

Title of Activity _____

Sponsor’s Name _____

Activity Address _____

Sponsor’s Phone _____ E-mail _____

Service beginning date: _____ Service ending date: _____

Total number of hours you plan to volunteer _____

1 point = 10 hours 2 points = 20 hours 3 points = 30 hours

4 points = 40 hours 5 points = 50 hours 6 points = 60 hours

Description of the Honors Points activity/project, duties, and specific timetable for completion:

My signature below acknowledges that I have read the section in the Honors Student Guide (online) regarding Honors Points. I agree to meet the requirements outlined in my handbook including the submission of a time sheet and a 2-3 page analytical essay, due by December 15, May 15, or August 1. Essays will not be accepted after these dates. I understand that points will not be applied to my Honors service record until the terms of my activity/project have been met.

Student's Signature _____ Date _____

Activity/Project Sponsor Signature _____

Honors Staff Signature _____

Honors Program Service Time Sheet

Student's Full Name _____

Sponsor's Name _____ Organization/Activity _____

Sponsor's Phone _____ E-mail _____

Date	Time In	Time Out	Task Performed	# of Hours

Total hours volunteered _____

TO BE COMPLETED BY THE ACTIVITY/PROJECT SPONSOR OR FACULTY ADVISOR BY THE DUE DATE.
 Students who complete a scholarly activity must submit verification of attendance (e.g., conference program, scholarship application, or nomination, etc.)

Did the student complete the activity or project to your satisfaction? _____

Comments:

Honors Capstone

Honors capstone procedures, guidelines and forms will updated soon.

Honors Graduation Checklist

<i>Requirement</i>	<i>Completed</i>
HNR 100	
HNR 102	
HNR 202	
HNR 289	
3 credits from Math and science (GT-MA, GT-SC)	
3 credits from Arts and humanities (GT-SS, GT-AH)	
3 credits from English and History (GT-CO, GT-HI)	
Service points	
Attended Fall Retreat	
Attended Field Trip	
Professional presentation requirement fulfilled	

Honors Graduation Recognition

Special Honors Notation on Transcripts and Diplomas – Students graduating in the Honors Program receive Honors Scholar designation on their diplomas. Students completing the 18 Honors credits with a GPA of at least 3.25 but less than 3.5 will have a "Completed Honors Program" designation. College transcripts identify all Honors coursework as Honors.

Honors Identification in Commencement Program – The Red Rocks Community College commencement program at the graduation ceremony identifies all graduates of the Honors Program.

Honors Convocation - Students graduating in the Honors Program are recognized at a special Honors Convocation and reception the week prior to general College commencement exercises, to which graduates' family and friends are also invited. At the Convocation, graduates are awarded stoles and faculty mentors are recognized.