Student Handbook

A guide to the Dr. Robert C. Weber Honors Program at Edinboro University
Welcome!

The Dr. Robert C. Weber Honors Program is proud to welcome you as a member of our prestigious academic organization. It is a privilege to work with the best and brightest students on Edinboro’s campus.

As a member of the Honors Program, you will have certain duties and expectations to fulfill each semester in order to graduate with an Honors diploma.

Contact Information:

Honors Office: 103 Earp Hall
Phone: 814-732-2981
Secretary: Melinda Bernosky, bernosky@edinboro.edu
Director: Dr. Jean Jones, jjones@edinboro.edu

Honors Students on the Spring 2012 trip to Washington, DC.
Benefits of the Honors Program:

The Honors Program provides many personal, academic, career, and practical benefits. These include, but are not limited to the following:

- Students completing the Honors Program graduate with an Honors diploma, which is a designation that provides advantages and distinguishes its holder for life.
- Scholars may apply for scholarships not available to the general student population.
- Students in the Program enjoy preferential scheduling, meaning that they register for classes prior to all of the other students on campus, securing the courses they desire.
- Honors students qualify for special campus housing on the Honors Living-Learning floor, which includes access to a student lounge and study areas available only to Honors students.
- Honors scholars are the only students permitted to take Honors courses. These courses require you to “work smarter, not harder” and are taught by Edinboro’s finest professors.
- Honors scholars have special access to study abroad opportunities that are not offered to the general student population.

Semester Requirements:

To remain in good standing in the Program, each semester you must fulfill the following four obligations: service learning, attending one campus event, attending one enrichment honors meeting, and participating in HOPs. The following pages give detail for each of the requirements.

If you are unable to meet the requirements for each semester, a letter of probation will be issued. Scholars in the Honors Program commit to upholding the highest standards and honoring their commitments; they thereby must maintain an Honor’s-Level GPA and complete all Program requirements. To remain in good standing and avoid Probation or Removal from the Program, Honors students must do the following:

- Maintain a GPA of at least 3.25. (3.5 is required to maintain Honors-awarded scholarships)
- Complete HOPs each semester or make arrangements to seek an exemption from HOPs.
- Complete all program requirements and turn in the evidentiary forms completed in full, signed, and appropriately dated.

Probation and Removal decisions are at the discretion of the Honors Director, and are based on the forms on file in the Honors Office. Given that, it is important that students seek to make sure their files are complete by submitting all required Program documentation. If a student should have any questions about their file, they may stop by the office to check on its status. Students placed on probation are urged to meet with the Honors Director to work out a plan for restoration into good standing.
Enrichment Meeting:

- Several times each semester the Honors Office staff and Student Leadership Advisory Council organize meetings, both mandatory and non-mandatory (enrichment), to keep students up to date on changes in the program, inform them of upcoming events, and provide a fun social atmosphere to meet new people. To help encourage participation in the Honors community, the Program requires that all Honors students **attend one (1) enrichment meeting a semester**.

- A **schedule of events** will be issued the first few weeks of each semester, to allow students to plan which meeting they will attend. If you cannot make any of the planned meetings, please email our secretary to arrange an alternative requirement.

Service Learning:

- Students must complete **ten (10) hours of service learning activities each semester**. Upon completion of each activity, students are required to document the activity and provide a brief description connecting the service activity to their academic life, and turn in the requisite forms to the Honors Office for approval.

- Service Learning is defined as: good deeds for which you are not paid, that are completed through a nonprofit, campus, or charitable organization. They can be completed on- or off-campus, and verification requires the submission of an Honors Service Hours form (available for downloading on the Honors webpage) that has been signed and dated by the project supervisor. Unsigned hours will not be accepted, and forms are due no later than the fourteenth week of the semester for which service learning credit is desired.

- Honors students are encouraged to work to make their service hours (1) meaningful and valuable to their lives and/or (2) related to their career goals and connected to resume building. The goal is to avoid “just doing” hours.

- **Honors students are responsible for finding, arranging, and completing their own service hours.**
Campus Event:

- The university offers many programs on campus to provide students with new educational and social opportunities. To help students take full advantage of the resources, faculty, and events offered on campus, students must **attend one educational event on campus per semester and document it**. To document a campus event, students must complete an Honors Campus Event form (available for downloading on the Honors webpage) in full and have it signed by the professor overseeing the event. The professor thereby verifies the student’s participation and attendance.

- Qualifying campus events include **academic lectures and/or debates that are organized by professors, concerts organized by faculty, plays organized and led by faculty, etc.** SGA-organized social activities do not count to fulfill this requirement. If students are unsure whether an event qualifies, they should contact the Honors Office.

- **Honors students are responsible for finding qualifying campus events to attend**, and campus events are regularly listed on Edinboro University’s Home Page. Students should try to complete this requirement early in the semester rather than rushing to complete them at the end of the term.

Honors Option Points (HOPS):

HOPs is a point system designed to give students unique and flexible opportunities in their educational and professional careers. To graduate with an Edinboro University Honors diploma, a student must have completed **14 HOPs** and be in good standing in the Program by fulfilling all requirements (as listed on previous pages and above). There are a variety of ways that students can earn HOPs, including:

- Honors Courses
- Contract Courses
- International and National Study Experiences
  - Conference Presentations
  - Research Project/Thesis
  - Publication of Research
- Dual Majors or Degrees/Minors
- World Languages Studies

By mixing and matching the ways in which they earn HOPs, students will be able to shape a program of study to meet their unique interests and build a strong professional portfolio. For more information on this, please refer to the HOPS Planning Guide.
Forms:

This binder includes a complete set of forms and informational packets about earning HOPs and other honors activities. Additional copies of all forms and other general information is available on the Edinboro University Honors webpage, as well as outside the Honors Office.

Necessary forms include:

- **Honors Option Points Verification Form** – This form is used to verify non-course Honors Options, including: International/ National Experiences, Conference Presentations, Research Projects, and Publications of Research. This notifies the Office that you have completed one of these Options, and are requesting verification on the above activity to receive HOPs.

- **Contract Courses Booklet** – This Booklet has been designed to explain the process for contracting courses. It details contract requirements and formatting, and includes details about what is expected of the student and the professor who enter into an Honors Contract. It also includes all of the official forms that must be submitted as a Contract is completed.

- **Research Project/Thesis Guidelines** – This packet details what is required of a student participating in an Independent Study Research Project/ Honors Thesis. It also includes all official forms that must be submitted as a Thesis is completed.

- **Campus Event** – This form is used to record one educational event on campus. An Edinboro University Professor who also attended must sign it.

- **Service Record** – This is used to document the required community service hours each semester. The project supervisor must sign this form for the hours to count.
Beyond the Honors Program

Not only do we want you to be a successful member of the Honors Program, we also want to help you become a meaningful member of the Edinboro University community. The following areas are important to your success as an Edinboro student, and we have created some tips for you to help with any challenges you might face.

Academics
While it may seem obvious, attending class is key to your academic success. Be prepared for class, be prompt, ask questions, and seek assistance if you fall behind. You can consult faculty members during their office hours, or even contact the Academic Success Center for tutoring and additional assistance.

Campus Life
Avoid the urge to go home frequently! Staying on campus, taking advantage of the cultural, social, athletic, and recreational opportunities will help you to become more grounded in your new world. The fitness center, recreational sports, meditation and relaxation groups, athletic teams, student club, and Greek life are among the ways you can become connected to all the opportunities Edinboro has to offer. As an Honors student, you will have opportunities to serve on leadership councils and committees, so be sure to take advantage of those!

Friends
Get to know other students! Introduce yourself to other classmates at the dining hall, in the student center, or anywhere else! As you make friends, you will need to work to achieve greater balance between your social life and your aca-

Don't be afraid to ask for help! You are responsible for your success at this University, but there are services to help you achieve your goals. Some important ones include:

- Academic Success Center 814-732-2218
- Baron-Forness Library 814-732-2273
- Math Resource Center 814-732-2760
- Office for Students with Disabilities 814-732-2462
- The Writing Center 814-732-1493

If you need assistance of any kind, please notify the Honors office, or check out edinboro.edu.

Health
A balanced diet and exercise are important to maintain your overall health, both mentally and physically. The Gehring Health Center is available to students for physical ailments, and the Counseling and Psychological Services are available (for free!) for students. Take advantage of these services to maintain top condition.

Honors students participating in community service
If you have any questions about the contents of this handbook, please contact the Honors office. Our director and secretary are always more than happy to help.

Our Program is only as successful as our students.