

Preface

This is the *Handbook* of the OBU Honors Program. It attempts to present functional information for students enrolled in the program, for faculty assisting or advising students in the program, and for students who are considering application to and participation in it.

A History

Honors education has a history of more than thirty years at OBU. In 1970 the faculty established a university honors committee to oversee the completion of senior honors theses by students eligible for and interested in such a project. That committee still exists and oversees the thesis writing process both for students in the Honors Program completing the thesis capstone and for other qualified students seeking to achieve honors distinction in their major.

In 1990, the university's Faculty Forum approved the establishment of the OBU Honors Program, a curriculum based honors model incorporating several designated honors courses and a series of independent study projects, including three different "capstone" experiences—travel/study abroad, service internship, and the research thesis project. Beginning in 1992, freshman students were admitted to this program; members of this first honors class graduated in the spring of 1996. Each year since 1992, qualified students have been selected to begin the Honors Program curriculum as freshman, and occasionally students have been allowed to join the program after the beginning of their freshman year.

Information

Questions regarding the operation of the program or the contents of this handbook should be addressed to the Honors Program Director:

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Shawnee, OK 74804

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The Program's Philosophy

The aim of the OBU Honors Program is to provide an enhanced undergraduate study experience for outstanding students. It attempts to do so by combining strengths of the core curriculum, various departmental majors and concentrations, some common study experiences for honors students, and experiences in planning and completing various individual “capstone” projects. These experiences are designed to provide the student with a broader personal vision obtained through reading, writing, and discussion, through exposure to both domestic and non-US environments, and through service to society.

Further, the program aims to advance and enhance the mission of the Christian liberal arts college by encouraging students to think critically and deeply about the relationship between their academic education and their faith. The hope is that the Honors Program experience, in broadening the student's knowledge and vision of the world and deepening the student's awareness of responsibility for that world, will help the student begin to develop a vocational identity as a person called by God to use his/her gifts for the good of creation.

The Honors Program does not intend to provide either an accelerated path to graduation or an evasion of normal degree requirements. It aims, instead, to provide an “enhancement” of the normal curriculum, opportunities for social and academic interchange, and careful advisory attention to the unusual skills, needs, and aims of students in the program.

Honors courses are not intended to be more difficult in content or in required level of performance than non-honors courses; they do tend to be smaller in size, and faculty are selected for their particular interest in working with honors students. Students are assumed to be interested in the content and the activities of learning—reading, writing, discussion, and presentation.

The Honors Program seeks to encourage students to broaden their cultural perspectives; one reflection of this is the optional travel/study abroad capstone.

The Honors Program is not intended to be merely a “service” organization, but it does recognize a scriptural injunction to service and assumes that service learning can be a valuable part of the undergraduate experience; one reflection of this is the optional service internship capstone.

The Honors Program values and encourages the traditional scholarly activities of extensive reading, research, and analytical writing; this is reflected in the various course assignments, but especially in the optional thesis capstone.

Recognizing that students in the Honors Program have a particular inclination toward study beyond the undergraduate degree level, the program attempts to offer activities and advisement attention to help students identify and pursue further study opportunities.

Application and Admission Procedures

The OBU Honors Program invites beginning students who meet its standard criteria to apply for admission by completing the application form (page 7) and submitting evidence of meeting the criteria. These standard criteria are:

- a. a high school GPA of at least 3.5/4.0, demonstrated by transcript;
- b. a score of 29 (composite) on the ACT, or a score of 1300 (total) on the SAT, demonstrated by test results (or the high school transcript, if scores are clearly displayed);
- c. a personal resume of the student's involvement in a range of activities (e.g. school, church, work, hobbies) in recent years;
- d. an essay, as described in the current brochure, intended to provide both an introduction to the candidate and his/her writing ability;
- e. two letters of recommendation from instructors of a high school core curriculum course

Many students who are also applying for university scholarships may already have provided these pieces of evidence; others may need only to add a second letter of recommendation to supplement their scholarship application. Duplicate submission of materials presented to support scholarship applications is not necessary for Honors applications.

The standard deadline for application is March 31. All fully qualified students who have applied by this date will be offered a place in the Honors Program's Introduction to Honors course at the beginning of the next fall semester. Applications received after March 31, or applications from students with an expressed and demonstrated interest in the Honors Program but with slightly less than standard qualifications (e.g. an ACT composite score of 27 or 28) may be admitted to the program on a space available basis.

Occasionally, a few freshman students who do not begin the fall semester in the Honors Program are invited to join the program after their first semester at OBU. Such admission is generally a result of recommendations from faculty members to the Honors Program Director, and such admissions are dependent upon available space and upon satisfaction of the standard criteria for admission. Such admission should be arranged through consultation with the Honors Program Director and should be considered by the time of the November early enrollment period for the spring semester.

Occasionally students are admitted to the Honors Program when they transfer to OBU from another college or university where they were enrolled in a recognized honors program. Such admission, generally dependent upon the student's having met the standard criteria for the OBU program and on availability of space, is arranged through consultation with the Honors Program Director.

Not all students who begin in the Honors Program as freshman (or who may join it upon transfer to OBU) complete all the requirements for Honors graduation. The attrition is due to several factors, such as changing academic priorities of the student, lack of time or funds to complete required capstone courses, a student's assumption of additional extracurricular responsibilities and relationships, or the requirements of outside employment. And, though it occurs only rarely, some students fail to maintain the minimum grade point average for continuation in the program (see page 26).

The choice to begin in the Honors Program, then, is not an inflexible commitment to continue or finish. Students frequently find that multiple demands on their time and energy make completion impossible. However, for the student who meets the criteria for admission and who is wondering if Honors is "for me," it is certainly easier and more advantageous to begin in the program and withdraw later than to seek admission after the beginning of the freshman year.

The aim of the Honors Program is to provide enriching and enjoyable learning experiences for all students who qualify, whether or not they eventually attain the goal of Honors graduation. Students considering withdrawing from the program after beginning are strongly encouraged to consult with the Honors Program Director.

Please feel free to copy and complete the current application form printed on the next page and submit it as evidence of your current interest in the OBU Honors Program.

University Honors Program Application

Incoming students with a 3.5 GPA and at least a 29 ACT or 1300 SAT are eligible to apply for the University Honors Program. Priority application deadline for interested students is March 31.

Questions? Contact Dr. Karen Youmans, Honors Program Director, by phone at (405) 878-2216 or by email at Karen.Youmans@okbu.edu

(Please Print)

Full Name _____ Preferred First Name _____

Intended Major(s) _____

E-mail Address _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

School _____ ACT _____ SAT _____ GPA _____ Class Rank ___ of ___

Supporting Documents:

- Check here if you have already applied for admission to OBU. If so, we will get copies of your transcript and test scores from the Admissions Office.
- Check here if you have already applied for an OBU academic scholarship. If so, we will get copies of your essay or project, resume, and recommendation letters from the Admissions Office.

Note: The documents needed for application to the Honors Program are identical to those required from University Scholars and Distinguished Scholars applicants. This method of applying for Honors is intended to be a convenience for the student, but in no way is it intended to connect the scholar's awards to the Honors Program. They are two separate programs. Applying for Honors does not enhance your scholarship opportunities nor does choosing not to apply for Honors affect you standing with the scholarship committee.

- **An Essay or Project** to help us get to know you. Submit a copy of a 2-5 page essay or project you've recently completed in school that you feel best represents your abilities, strengths or interests.
- A **Resume** of your activities and involvement in high school, church, community, work and other areas of personal interest.
- **Two Letters of Recommendation** from high school faculty members who teach core courses. The letters of recommendation may be attached or sent under separate cover. If you have not attached letters of recommendation, please list below the names and subject areas of the teachers who will be sending recommendations. It is YOUR responsibility to be certain letters of recommendation are received by the deadline.

Name _____ Subject Area _____

Name _____ Subject Area _____

**Return this application and supporting documents by March 31 to:
OBU Honors Program, OBU Box 61249, Shawnee, OK 74804**

The Curriculum in Honors

The Honors Program curriculum is only slightly different from that required of all students at OBU. The work expected is not intended to be heavier than in equivalent courses, and the standards by which grades are assigned are not intended to be more rigid than in equivalent courses (where they exist). Some Honors courses carry only zero (0) credit hours (e.g. HON 4770); others may be taken for variable credit (e.g. HON colloquia, HON 3779); some carry a fixed number of credits (e.g. HON 1013, HON 3073, HON 4993).

HON 1013 Introduction to Honors: Critical Skills in the Liberal Arts

Only students who have applied and been admitted to the OBU Honors Program should enroll in HON 1013.

The Introduction to Honors course is taught in the fall semester and taken by freshmen who are beginning in the program. Only students who have been admitted to the Honors Program are permitted to register for this course. Students enrolled in HON 1013 automatically receive credit for the ENGL1153 course. All students beginning the program, even those who have received AP or CLEP credit for ENGL 1153, must enroll in HON 1013.

HON 1013 is designed to 1) provide a beginning step toward active participation in and successful completion of the OBU Honors Program, specifically through an abbreviated study of materials related to the three capstone projects--service internship, travel/study abroad, and thesis; 2) reinforce the "critical skills" of reading, writing, research, and discussion, especially as they relate to the experience of an undergraduate education in a liberal arts university; 3) encourage an integration of learning, faith, and service.

Students are expected to complete assigned readings and various written and oral projects. Much of the course is conducted by group discussion and by student presentation of project results. In addition, occasional guest presenters may address topics related to the central course topics.

Local opportunities for volunteer service are identified, and students are expected to complete a minimum number of service hours, some with designated class groups, and some individually.

The class usually takes at least one weekend trip during the semester, but attention to travel and world cultures comes primarily through reading and research assignments.

The thesis capstone is reflected in the reading, writing, and research activities of the course; this is where HON 1013 may seem the most like the ENGL 1153 course. In general, however, the attention to writing skills is to thesis-centered, research-based writing; very little class time will be spent on the basic mechanics of writing. Topics of reading and research may be related to service, cultural issues, travel, and/or "honors education."

HON 1163 Honors Composition and Classical Literature

Students enrolling in HON 1163 (offered only in the spring semester), should have completed HON 1013 or have received official permission from the Honors Program Director to begin in the program with the HON 1163 semester.

The HON 1163 course is equivalent to ENGL 1163 in its content, its workload, and its grade standards. Realistically, the course may seem to progress more rapidly than a typical ENGL 1163 class, but this is usually due to a difference in method (e.g. more small discussion) or efficiency (e.g. less need to address mechanics of writing or literal readings of texts).

The content is primarily a study of early Western civilizations, specifically the Mesopotamian, Egyptian, Hebrew, and Greek, and of literary texts related to them. Primary texts (read in translation) usually include the Western civilization history text, *The Epic of Gilgamesh*, Homer's *Iliad* and/or *Odyssey*, dramas by Aeschylus, Sophocles, Euripides, and Aristophanes, and historical writings by Herodotus and Thucydides. Secondary readings may include critical essays and assessments of these works or events and characters from the historical era.

HON 2063 Honors Arts and Western Culture

Students must complete HON 1163 and achieve sophomore standing before enrolling in HON 2063

HON 2063 examines the development of the visual, musical, and theatrical arts through c. 1900 (with references to significant modern ideas), focusing primarily on western European idioms. It closely relates works and ideas to philosophical, historical events, and sociological trends. This course further enhances the liberal arts experience for students in the Honors Program by serving as a platform for discussion in arts and aesthetics.

As with HON 1163 this course may seem to progress more rapidly than a typical FNAR 2063 course, but the more significant difference is with regard to method (more student responsibility for discussion, for instance).

The course is offered each fall, and Honors students should plan to enroll in it the fall of their sophomore year unless their particular degree plan dictates taking Fine Arts later in the undergraduate experience.

The Colloquia: HON 2119, 2219, 2319, 2419, 2519, 2619

Students enrolling in any of the colloquia should normally have sophomore, junior, or senior status and have obtained permission to enroll from the Honors Program Director.

Students who intend to graduate in the Honors Program are expected to complete at least four colloquia prior to graduation. No student should enroll in more than two colloquia in the same semester, and usually no more than one will be approved. It is possible to enroll more than once in colloquia with the same course number, so long as the course content is different each time. In addition to the colloquia offered as Honors courses, some selected courses within the general curriculum (e.g. biology colloquium; nursing seminar) may be approved by the Honors Program Director to count as one of the student's four required colloquia.

The general aim of the colloquia is to provide opportunity for a closely focused study of topics, texts, or ideas not otherwise available in the normal curriculum. Also, each colloquium aims to use a seminar/discussion format to allow students to do some collaborative investigation, regardless of the direct relation of the specific topic to the student's chosen major.

Colloquia may be taken for zero or one hour credit. Requirements for completion include regular attendance and participation, in addition to whatever reading and/or writing requirements the instructor may impose; these requirements may be assumed not to exceed the expectations for a typical one-hour credit course. Students are expected to complete the same assignments whether enrolled for 0 or 1 credit hour.

The Honors Program attempts to offer a choice of colloquium topics in each long semester and a broader range of topics choices over time. The course numbers- HON 2119, 2219, 2319, 2419, 2519, and 2619- designate topics in different curricular areas (Humanities, Fine Arts, Business, Life Sciences, Social Studies, and Mathematics/Physical Science, respectively). Within each one, specific topics are likely to vary from semester to semester (for example, HON 2119 has included topics in American fiction, the Bible as literature, and international cultures).

By the arrangement of the instructor and the Honors Program Director, colloquia may be scheduled like normal courses, through the semester, or according to a variant calendar (e.g. through only part of a semester or in an intensive series of weekend meetings).

All Honors Program students are expected to complete HON 2219 (Fine Arts Activities) as one of the required colloquia. If possible, HON 2219 should be taken during the same semester as FNAR 2063 or 2163 (for students majoring in music or art, other arrangements will be made). Completion of HON 2219, Fine Arts Activities, involves the completion of activity reports which are turned in to the instructor of record (usually the Honors Program Director). The form for these reports may be found on page 10.

With the permission of the director, a student may elect to substitute the completion of some intensive study experience outside the university's normal curriculum (e.g. one of the OSLEP seminars) for completion of an honors colloquium.

HON 3073 Honors Biblical Ethics

One of OBU's normal requirements for graduation is six (6) hours of course work in Unified Studies religion courses (two of these three: REL 1013, REL 1023, REL 3073). For students in the Honors Program, the requirement is still six hours, but HON 3073 should be one of the courses chosen; the other may be either REL 1013 or REL 1023. Students in some majors will take all three courses.

Though there is no substantial difference in content between HON 3073 and US 3073, students in the Honors Program are expected to take HON 3073 unless extraordinary circumstances make it impossible to do so. In such cases, permission of the Honors Director should be obtained in advance of registration. HON 3073 is usually offered only in the spring semester, but may be taken during the sophomore, junior or senior year.

The course is intended to provide a forum for discussion of the nature of personal ethical responses to a range of contemporary social and cultural issues, with special emphasis on the biblical basis of Christian ethical behavior. Readings are intended to provide a range of perspectives for classroom lectures and discussions. The practical application of faith as a topic for carefully reasoned argument and as expression of personal responsibility is a central component of the Honors Program curriculum design, and this course is an important part of that design.

The Oklahoma Scholar-Leadership Enrichment Program (OSLEP)

The Oklahoma Scholar-Leadership Enrichment Program (OSLEP) is a unique intercollegiate interdisciplinary program designed to develop the scholarship and leadership abilities of Oklahoma's outstanding college students. Students in the Honors Program are required to participate in one OSLEP course during their sophomore, junior, or senior year.

Small groups of students selected from Oklahoma's four-year colleges and universities study with distinguished visiting scholars in an intensive, seminar-style course for five days. Between seven to ten courses are offered each year on a variety of topics. Past courses have ranged in focus from American foreign policy, to the history of marriage and family, to advancements in stem-cell research. Upon completing the program, students receive three hours of course credit. OSLEP classes are held on various university campuses in Oklahoma.

Specific assignments vary for each OSLEP course, yet a successful completion of the program typically includes three major requirements. A pre-course reading list (along with writing assignments) is sent to students upon acceptance into the program. These assignments must be completed prior to the start of the course. Attendance and participation in all course sessions is also required. After the conclusion of the program, students must also complete a final written assignment – typically 10 to 15 pages in length – synthesizing the course material.

Applications for OSLEP programs are completed online at www.oslep.org. One faculty recommendation letter and a brief written essay are required components of the application. Students chosen to participate in an OSLEP program will receive free meals and lodging for the duration of their course. Required textbooks will also be provided free of charge. Students may enroll for their 3 hours of OSLEP course credit through either OBU or The University of Oklahoma. Please see Dr. Youmans for any additional questions or information on current OSLEP course offerings.

HON 3779 Contracted Study

Before enrolling in HON 3779 or beginning an alternative experience that will satisfy the Contracted Study requirement, students should have completed and had approved by the Honors Program Director the “Application for Contracted Study” (see page 13).

The contracted study requirement is intended to (a) extend the range of study an honors student may pursue in his/her major area, and (b) encourage the student to think about ways to arrange, plan, and complete some sort of limited-scope independent study project according to personal interests. In its most successful forms, the contracted study allows for such experiences as mentorship by faculty, an extension of study to areas not readily available in normal courses, collaborative learning processes, and student initiated reading/writing. The ways to satisfy the requirement are almost as diverse as the students in the program, and because of this, it is important for students to work with the Honors Director prior to enrolling in HON 3779 to clarify specific objectives for its completion.

A student enrolls in HON 3779 for either one (1) or two (2) hours of credit. The determination of credit is made by the Honors Director in collaboration with the faculty member overseeing the study project. In most cases, HON 3779 will carry only one (1) hour credit, and the study project proposed should fit into the normal load hour requirements for a one hour course. Whenever possible, the project should be completed within the semester in which the enrollment occurs; when this is not possible, a grade of IP may be temporarily assigned. At present, the Honors Program Director is the instructor of record for all HON 3779 enrollments, but the assignment of a grade for the course is made in conjunction with the faculty member or other individual overseeing the project.

From time to time, opportunities for a special study related to the student’s major field but not connected directly to an OBU course or faculty member in the student’s major may be allowed to satisfy the Honors Program requirement for Contracted Study. For example, a student chosen to participate in one of the OSLEP seminars may elect to count successful completion of that seminar as fulfillment of the Contracted Study requirement. Students interested in such seminars should contact the Honors Program Director. Also, a student spending a summer as a research intern (e.g. a pre-med student doing research at OUHSC) may arrange to count that experience for the HON 3779 completion, but such arrangements should be approved in advance by the Honors Program Director. It is not unusual that such study/internship arrangements may also provide the base for further work, culminating in an Honors Thesis project.

Here are some other narrative examples of contracted study projects: (1) An English major extends an interest in short story writing beyond what is available in the creative writing course, and arranges with a faculty member to mentor a writing project that includes the completion of a couple of short stories to be submitted to the campus journal for creative writing. (2) A psychology major arranges a special experimental project in collaboration with a faculty member and aims to present the results of the project at a regional conference. (3) A computer science major designs a special study plan in pursuit of a network maintenance certification and pursues that plan as an independent study overseen by a faculty member in CIS. (4) A biblical languages major completes a Greek or Hebrew translation project beyond the scope of regular course work. (5) A social sciences major with emphasis in museum studies plans and sets up a portion of an exhibit at a local museum, under the direction of a faculty member in anthropology.

Application for Honors Contracted Study (HON 3779)

This form should be completed and on file prior to enrollment in HON 3779

Name _____ ID# _____

____ A I propose to enroll in HON 3779 during the _____ semester of _____

Description of the project that is proposed to satisfy the Contracted Study requirement: This description should provide (1) a general statement of the activity or study topic, (2) information about the time and place the activity is expected to take place, (3) who will serve as faculty advisor for the study, (4) what the anticipated result of the study will be (e.g. a paper, a conference presentation, etc.), and when completion is expected.

Or,

____ B I have been admitted to the following OSLEP seminar and request that it be counted for completion of the Contracted Study requirement:

Title _____

Leader _____

Location _____ Dates _____

Student Signature _____

Faculty Advisor Signature _____

Honors Program Director Signature _____

Date _____

Date Completed _____

HON 4770 Service Practicum/Internship

Students should complete the “Application for Service Internship”(p. 16) – and receive approval from the Honors Program Director – prior to enrolling in HON 4770. Enrollment is for zero credit hours, and the course may be taken any semester. Since the hours of service may extend over more than one semester, students should enroll near the end of their project.

Students who complete the Honors Program requirements for graduation are required to complete two of three “capstone” experiences. The Service Internship is one of those options. Though the term “capstone” may imply an experience near the end of the undergraduate experience, the Service Internship may be arranged at any time after the end of the student’s freshman year. The aim of the experience is to demonstrate the value of volunteer social service as a learning experience beneficial to both the provider and the recipients.

In brief, the requirements for the service internships are to plan, propose, perform, and report on a project of volunteer service consisting of at least eighty (80) clock hours dedicated to the aid of one or more individuals, a community, or an organization or agency designed to provide assistance. The internship is not designed to be another vehicle for “doing missions.” Such worthwhile opportunities are available to OBU students, and occasionally some may fit the acceptable parameters of this internship. However, since meeting the physical needs of others are inherently linked to the gospel, it is hoped that this experience will demonstrate the value of specifically addressing economic and social needs of fellow humans.

It is preferred that the internship be completed with a single agency or organization, since this generally provides a greater opportunity for the student to understand the broader organizational function and structure. However, under some circumstances, with the permission of the Honors Program Director, the internship may be divided between two agencies.

“Internship” suggests a service-learning experience completed under the guidance of someone more experienced than the student who can help the student see the service in a larger perspective. In the case of service provided through an organization or agency, this person may be a supervisor and/or trainer. If possible, the mentor/supervisor should be identified in advance on the application form; where this is not possible, a completion letter should be submitted to the Honors Program Director, indicating that the project has been satisfactorily completed.

During the term(s) of the service internship, the student should maintain a journal record that includes (a) a time record of the experience and (b) a reflective listing of duties performed and their impact on the student and the recipients of service. At the conclusion of the internship, the student should also write a summative, reflective essay (approximately 750-1000 words) which provides a report on the overall experience (what was done, how, for whom, where, when) and some reflection on the lessons learned from the experience. The journal and essay must be presented to the Honors Program Director before a grade (S) will be assigned, indicating completion of the capstone. One copy of the essay will be kept on file in the Honors office.

The Honors office maintains an informal file of internship opportunities in the area, but students are advised to identify opportunities that fit their own interests and time schedules. This may mean arranging volunteer service during the summer or another period when the student is taking classes. Such projects are quite acceptable, provided that arrangements are made and proper documents are completed in advance. It is the student’s responsibility to see that registration for HON 4770 and presentation of the journal and summary essay are delivered to the Honors office in a timely manner.

Application for Honors Service Internship (HON 4770)

Name _____ ID# _____

I propose to enroll in HON 4770 in the _____ semester of _____

I intend to complete the activities required for completion of the service internship experience, including submission of a journal and final essay. I propose the following service-learning/internship experience:

Please include the name and location (including street address and phone number) of the organization you will work with, and if possible, the name and phone number of the person who will serve as mentor/supervisor for your experience. Describe, if possible, the nature of the duties you expect to perform during the internship.

Submitted by _____, student

Approved by _____, mentor/supervisor

_____, Honors Program Director

Date Completed: _____

_____, Honors Program Director

HON 4889 Travel/Study Abroad

Honors students may enroll in HON 4889 during any semester after the freshman year; the course usually carries zero credit hours, and the grade assigned (S) indicates that the approved project and reporting requirements have been satisfactorily completed.

It is strongly advised that the student complete and have approved by the Honors Program Director an "Application for Travel/Study Abroad" (see page 19) prior to the travel to assure that the experience will satisfy the capstone requirement for the Honors Program.

Travel and/or study outside the United States is another of the "capstone" options. The term "abroad" in the title is not intended so much to privilege travel to Europe, Asia, or Africa as it is intended to suggest the importance of experience in a culture significantly different from and outside the borders of the United States. This experience is included in the Honors Program curriculum because it is believed that an extended period of exposure to and immersion in a significantly different culture may provide the traveler a wider awareness of the conditions, values, and perspectives by which humans live. The experience may also give rise to a valuable reassessment of personal assumptions about one's own culture. Though these results cannot be guaranteed by the physical experience of travel, the restrictions placed on what travel/study experiences are acceptable to satisfy the HON 4889 requirement are an attempt to encourage travel/study that will accomplish these ends.

Satisfaction of the HON 4889 capstone does not require that the student be enrolled in a credit-bearing program of study while abroad, but such study can prove a valuable part of the experience (and scholarship support for travel abroad is limited to those who are enrolled in a recognized program of study; see below).

Travel abroad in general, and especially enrollment in a study abroad program, requires a considerable degree of early planning. In addition to passport and visa requirements involved, schedules for overseas institutions are frequently different, and scholarship aid available at OBU often does not follow students to study abroad institutions. Students are strongly advised to plan this capstone well in advance and to use the resources of the OBU International Studies Office for assistance in planning. Students will also find considerable information and assistance for travel planning at various on-line sites, and they should use these to project both schedule and expenses.

OBU does offer some courses with an overseas travel/study component (e.g. English-as-a-second-language programs in China), some January term courses are scheduled to include outside-the-US travel, and some campus groups occasionally include foreign travel in their performance schedules. Some of these experiences may satisfy the HON 4889 capstone requirement; others do not, unless individually adapted to satisfy the "extended cultural immersion" expectation. In general, an acceptable experience includes at least four weeks in the foreign culture, with numerous opportunities to explore cultural sites and experience cultural patterns in the country/region. Questions about whether specific courses and/or plans meet the program expectations for this capstone should be discussed with the Honors Program Director well in advance of travel.

Students who enroll in coursework while abroad, either through OBU or another recognized institution (i.e. the courses taken will transfer for OBU credit) while completing this capstone are eligible for financial aid from the Honors Travel Abroad Scholarship. Those enrolled full-time for a semester abroad are eligible for \$1500-\$2000 in aid; those enrolled part-

time or for shortened terms (summer/J-term) are eligible for \$750-\$1000 in aid. To be considered for such assistance, eligible students must file an application with the Honors Program Director well in advance of travel (by November 15 for J-term and spring studies; by April 15 for summer and fall studies). Students planning to study for a semester or more abroad are also eligible to apply for other scholarship funds designated for Honors study abroad. If approved for assistance, the student receives the financial award via OBU account transfer; since this may affect eligibility for other student aid, applicants are advised to check with the OBU Financial Aid Office in the process of application.

Completion of the HON 4889 Travel/Study Abroad capstone is accomplished when the travel/study is completed and the paperwork is turned in to the Honors office. The student is expected to keep a journal record of observations and experiences (at least during the tenure of the travel) and also submit a summary essay of approximately 1000-1500 words assessing the impact of the overall experience. A copy of the essay remains on file in the Honors office. It is the student's responsibility to see that these documents are presented to the Honors office in a timely manner.

Application for the Travel/Study Abroad Capstone (HON 4889)

Name _____ ID# _____

I plan to enroll for HON 488 during the _____ semester of _____

I propose to complete the activity related to the travel/study abroad capstone according to the plans outlined below:
This plan should include dates of travel, destination(s), expectations regarding transportation and housing while traveling, and some anticipated activities (e.g. cultural sites, study plans).

I understand that to be considered for assistance from the Honors Study Abroad Scholarship fund, I must submit by the required date, supporting documents related to the study abroad plan. These will include information about the institution and program of study, proof of acceptance, and an estimate of projected costs, including tuition and fees in the program of study.

_____ Student's signature

_____ Honors Program Director

Capstone requirements completed: _____

XXX/ HON 4993 Independent Study/Thesis

Students in the Honors Program may enroll for the thesis capstone during any semester after approval of their plan by the Honors Program Director. Students are expected to enroll in either the XXX 4999 Arranged Course/Independent Study in the major area or in HON 4993 for three (3) credit hours; in most cases, it is advisable to choose the 4999 course in the major as the vehicle for this project, but when that course number has already been used for another independent study project, then the HON 4993 course may be used. Students should not enroll for this capstone until a thesis plan has been filed and approved by the proposed faculty advisor and the Honors Program Director.

The thesis is perhaps the most traditional of the honors capstones, and it may prove to be the most rewarding of the choices in terms of facilitating subsequent study. Successful completion of an honors thesis usually sets the student apart from most other applicants to graduate study, and this can prove a powerful advantage in seeking admission and financial aid for such study. In addition, it may provide rare insights into the experience of professional research and the rigors of sustained academic writing.

Students choosing the thesis as one of the capstones for Honors Program graduation should begin early. Proposals for the thesis should be completed and approved by the faculty advisor and the Honors Program Director no later than the end of the student's junior year and preferably before the beginning of enrollment for the first term of the senior year (see proposal form, page 22). In rare cases, proposals may be approved after that time but prior to the end of registration for the first term of the senior year. Though the specific focus of the thesis project may be amended slightly after the proposal is approved, any substantial change in focus should be formally approved by the advisor and Honors Program Director.

A student working on the thesis capstone may elect to begin the research and writing any time (e.g. one may perform the research during a summer internship prior to the junior year) but should not register for XXX 4999 or HON 4993 until after approval of the thesis proposal. The student is advised to register for the 4999 course during whichever subsequent semester may best fit with other course requirements to minimize tuition/fee expenses. Registration for the 4999 course includes completing a proposal form on page 22 but also the "arranged course" paperwork for the Registrar's office (this can be obtained from the Registrar or one of the deans' offices). The grade is assigned by the faculty member of record for the course. When enrollment in the 4999 course occurs before the semester in which the project is completed, a final grade may be deferred until completion of the project. In such cases a temporary grade of IP will be assigned.

The thesis project is to be completed (written, approved, publicly presented and delivered to the honors office in its final form) no later than one week before the end of classes in the semester of the student's anticipated graduation.

During the research and writing portion of the project, the student should maintain regular contact with the faculty advisor, informing him/her about progress and submitting sections of the document for consideration as they are developed in draft form. The student and advisor will meet formally with the university honors committee once in the fall and once in the early spring semester for progress reports. When the on-site supervisor of research is not an OBU faculty member (e.g. when a student is doing a summer research internship and intends to use the results of that research as the basis for the thesis document), it is especially important for

the student to help keep the on-campus faculty advisor informed about the progress of the project. When questions arise regarding the appropriateness or satisfactory quality of the student's work as an honors thesis, these should first be worked out between the student and faculty advisor; unresolved questions should be presented to the Honors Program Director, who may submit them for consideration to the university honors committee.

Early in the semester in which the thesis is to be publicly presented, the student is expected to meet with the Honors Program Director to set a date for presentation and to discuss issues related to the format of the final document and circumstances of the public presentation. The Honors Program Director in consultation with the university honors committee will be responsible for arranging time and place and for publicizing the presentation.

Once the project is completed and has been presented publicly, no later than a week before the end of the semester of anticipated graduation, the student will deliver at least one clean copy of the final document, in a format previously agreed upon, to the Honors office. The Honors Program Director will see to it that copies of this document are made for the faculty advisor, the OBU library, the student and the Honors office files.

Students and faculty advisors involved in the preparation of an honors thesis project should read and consider the "Some Advice for Thesis Writers/ Advisors" section on pages 23-25.

Proposal for an Honors Program Thesis Project

Name _____ ID# _____ Date _____

Section One: Student

I propose the Honors Program Thesis Project described on the attached pages, to be prepared under the direction of the faculty advisor below, who has agreed to supervise the project.

I understand that I am required to register for ____ 4999, for which my faculty advisor will serve as instructor of record, and that the grade for this three (3) credit hour course is determined by him/her.

I understand that it is my responsibility to meet regularly with my faculty advisor, as she/he deems appropriate, and to meet keep the advisor and the Honors Program Director apprised of the progress of research and writing related to the thesis project.

I agree to present my progress to the University Honors Committee in formal meetings in October and February.

I agree to work with the Honors Program Director and University Honors Committee to arrange for the public presentation of the project and to finalize the details related to the presentation of the written document.

I understand that I must arrange for an additional outside, off-campus reader, to be identified by and/or approved by my faculty advisor and the University Honors Committee. I also understand that I shall be bound to consider the recommendations of the reader in the preparation of the final thesis document.

Signature _____

Section Two: Faculty Advisor

I have visited with the student about the attached proposal, and I agree to serve as supervisor for the proposed thesis and to serve as the instructor of record for the three (3) hour Independent Study course.

I understand that, as advisor, I am to meet regularly with the student and to provide such assistance and guidance as I am able and deem appropriate. Also, I shall communicate, as requested, with the Honors Program Director and the University Honors Committee about the progress and work to see that it is completed according to the schedule proposed.

I understand that the final approval or disapproval of the thesis project, as well as the grade for the Independent Study course, is my responsibility, and I agree to communicate this decision to the student, the Honors Program Director, and the University Honors Committee in a clear and timely fashion.

Signature _____

Section Three: Honors Program Director

I have read the attached proposal and agree to assist the student and faculty advisor as possible and appropriate. I will assist in the arrangement of such details as communication with an outside reader, identification of a faculty member to serve as reader/editor of the final draft (if applicable), arrangement of the details of the public presentation of the project, and for the copying of the final document. Also, I will request from the student and faculty advisor some reports of progress toward completion of the project (and will submit those to the University Honors Committee in advance of the student’s meetings with the committee) and be available to help arbitrate questions between student and advisor that may arise in the process of completing the project.

Signature _____

Student should attach prospectus (to include description of the aims and anticipated methods of research and study, a timeline for progress toward completion, and perhaps a list of factors to be considered in getting the project to completion) and a working bibliography.

“Some Advice for Thesis Writers/Advisors”

I. Especially for the student- a timeline for the thesis project:

1. Any time prior to submission of the “Proposal”:
 - Consider whether you want to do the thesis project; it will offer some fine rewards, but it will also make demands on your time during the final year of your undergraduate career.
 - Consider several possible topics related to your major or minor field and some of the opportunities for research that may be available to you.
 - Visit with one or more faculty members who might serve as the advisor(s) for the project. You want to determine if the faculty member is willing to serve as advisor (Is he/she interested? Well informed on the topic of your study? Able to commit the time required to oversee the project?). Also, you need to decide when you will register for the XXX 4999 course and what sort of working plan you and the advisor can establish to complete the project within the necessary time frame.
 - Visit with the Honors Program Director about procedures for submission and approval of the “Proposal for an Honors Program Thesis.”
 - Read and even do some preliminary research on the topic; perhaps some of this early research can be worked into plans for your HON 3779 Contracted Study requirement.
2. At the time you fill out the “Proposal”- prior to registration for the fall semester of your senior year:
 - Draft a prospectus of up to 500 words; this should state your intended thesis and your anticipated process of working toward completion.
 - Outline a timeline (at least month by month) for work on and timely completion of the project.
 - Identify some core resources that you anticipate using in your research.
 - Using these pieces of information, prepare the “Proposal,” perhaps along with your advisor, get his/her signature, and deliver the documents to the Honors Program Director for approval.
 - Before the registration for the XXX 4999 course, complete the arranged course paperwork for the Registrar’s office.
3. During the work of research and writing:
 - Meet regularly with your faculty advisor (a weekly meeting is strongly advised).
 - Work as close to your projected timeline as possible.
 - If problems arise, do not delay in consulting you advisor or the Honors Program Director.
 - Meet formally with the university honors committee once in the fall semester and once early in the spring semester to discuss progress and to plan for the completion and presentation of the project.
 - Identify an outside reader for the project. It is the responsibility of the student and advisor to identify an external reader and secure a commitment from that reader to read and evaluate the project. Once the reader has agreed to review the project, send the name of the reader and contact information to the Honors Program Director, who will send an official letter from the Program and will arrange for the \$100 honorarium to be paid after the review is received.

4. As you approach completion of research and writing and prepare for presentation:
 - Be sure that you and your faculty advisor are in frequent contact and communication about the progress of the thesis.
 - Meet with the Honors Program Director early in the semester of the presentation to set a date for the presentation, to set a working title for the project, to clarify questions about formatting of the final document, and to discuss other arrangements for the public presentation and for final preparation and copying of the thesis document.
 - Prepare draft copies of the thesis, as necessary, for the faculty advisor, the Honors Program Director, and any outside reader(s) serving as professional or editorial consultant for the project.
 - Prepare a one page abstract of the thesis (or an outline or list of key terms) that can serve as a handout/introduction for persons attending the public presentation, and submit this abstract to the Honors Program Director as least two days prior to the scheduled presentation.
 - Decide on the media that you want to include in your presentation. What is required is that you spend about twenty minutes presenting some of the results of your project and that you allow time for public questioning of your process and results. How you choose to “dress up” the presentation with overhead projection, computer program projection, etc. is up to you, so long as it accomplishes the basic purpose of presentation and cross-examination.
5. After the presentation:
 - Remind yourself that the project is not completed until a clean final copy of the document is delivered to the Honors office, at least one week prior to the end of the semester. Frequently, this will mean a final draft of the document edited and printed after the public presentation (perhaps with final adjustments identified then).
 - Submit the official copy of the final thesis document to the Honors Program Director.
 - The Director will arrange for the copying and binding of the thesis and for the execution of the “approval” pages to be included in the bound document.

II. Especially for the Faculty Advisor of the thesis- a timeline

1. Before beginning on the Honors Program thesis project, the student should meet with you to:
 - Obtain your general consent to direct the project
 - Discuss the feasibility of the intended project
 - Discuss a timeline for completion, including the identification of the semester during which the student will register for XXX 4999 Independent Study, which is the course vehicle for this project; this will carry three (3) hours credit for the student
 - Obtain your written approval of the project’s formal proposal (see page 22) and the arranged course paperwork for the Registrar’s office.
2. Once the project has been approved and the student has begun to work on the project, the faculty advisor should:

- Meet regularly (preferably weekly) with the student to discuss progress on the project; in the early stages, this may involve helping to focus the study or suggesting directions in the research or work plan; later it may involve discussing related texts and ideas, reading parts of the thesis drafts, and suggesting necessary changes in scope, direction, strategy, emphasis, or conclusions.
 - Communicate with the Honors Program Director periodically to indicate the progress of the project and attend two progress meetings with the University Honors Committee in the fall and early spring.
 - Work with the student to choose an external reader for the project. It is the responsibility of the student and advisor to identify an external reader and secure a commitment from that reader to read and evaluate the project. Once the reader has agreed to review the project, send the name of the reader and contact information to the Honors Program Director, who will send an official letter from the Program and will arrange for the \$100 honorarium to be paid after the review is received.
3. As the project nears completion, the faculty advisor should be prepared to:
- Indicate approval or disapproval of the student's completion of the project (if communication has been regular, this should be no surprise); approval does not indicate a particular grade which the faculty member may choose to assign for the XXX 4999 course.
 - Assist the student in final preparation for the presentation of the project and, unless special circumstances prevent, be present for the presentation.

Minimum Grade Average Requirement

In order to remain eligible for graduation “with honors” a student in the OBU Honors Program must maintain a grade point average of 3.25 or higher. The Program Director, with help from the Registrar’s office, will monitor the grades of all students in the program.

A student whose grade point average in a single semester falls below 3.25 and whose cumulative OBU grade point average is below 3.25 shall be considered on “probation” in Honors and will be so informed by the Director. If at the end of the next long semester the student’s overall grade point average is raised to or above 3.25, normal status is resumed. If the student’s cumulative average is not raised above 3.25 by the end of the next long semester, probationary status ends and the right to graduate “with honors” in the OBU Honors Program is forfeited.

Honors students are not eligible for financial support from any of the scholarship funds administered by the OBU Honors Program while on probationary status; however, they may register for colloquia or other honors classes, with the permission of the Director.

The Honors Committee Thesis Project

The OBU Honors Committee thesis project is separate from the Honors Program thesis capstone and the curricular Honors Program; it offers to students who qualify the option of earning the honors designation in their major. As past examples demonstrate, it also provides an excellent opportunity to demonstrate independent, higher-level research skills that may be valuable when applying for graduate study or certain occupations.

Students who choose this option must demonstrate qualification and make formal application for the thesis project during the junior year; the project is to be completed and presented before the end of the senior year. The Committee thesis project is governed by guidelines set out on the following two pages. Students wishing to pursue this thesis should carefully consider the qualifications, timelines, and requirements for completion before undertaking it. Further information about the Honors Committee thesis project may be obtained by visiting with the Honors Program Director.

Guidelines for Thesis Project

The principal purpose of an Honors Thesis Project at Oklahoma Baptist University is to encourage superior students to pursue a three semester research project in their major, working closely with a professor. A major aim of the Honors Thesis Project is to encourage long-term work between senior and junior scholars.

To qualify for an Honors study, a candidate must present and maintain to graduation a composite grade average of 3.5 overall and in his or her major field. A student beginning an Honors Thesis Project should 1) consult with a professor in his or her major about a suitable research project, 2) fill out an application form (obtained from the Honors Program Director) and 3) submit the application form and a two-three page proposal and bibliography to the Honors Program Director by March 15 of his or her Junior year.

The proposal should state the topic of the project, indicate ways that it will be researched and developed, propose major chapter headings, provide a well-developed bibliography, and include a schedule for completion of the project.

The Honors Thesis

The project, to be completed during the final three to four semesters at OBU under the guidance of a faculty advisor and the Honors Committee, will culminate in most cases in the presentation of a bachelor's thesis.

The form of the study should be adapted to the subject of the Honors work. In most cases, a research process will result in a bachelor's thesis and public defense. Usually, the content of the thesis should not be derived exclusively, or even primarily from secondary sources, but these materials should serve as background for the study of primary materials. However, when the professor working with the student recommends and the Honors Committee approves of an alternative project, a substitution may be made.

In the best case, a student approved to pursue the Honors Thesis should be considered by his or her department or school more as an honors student than as a student doing an honors project. Courses and readings selected during the senior year should be selected by the student and taught by the faculty in such a way that they provide unity and breadth to the student's project.

The student should arrange regular conferences with the professor who is advising him or her on the project, beginning during his or her junior year and continuing until the project is completed.

Three hours of credit may be earned in the student's major department through this program by enrolling in a 4999 course.

The Outside Reader

The student and advisor should arrange for an outside reader, a specialist in the field who is not at OBU. The outside reader should read the finished project in order to judge its quality as an Honors bachelor's thesis. An outside reader is expected to send a letter to the advisor and to the Honors Program Director indicating the results of his or her study of the thesis.

The student and advisor will meet with the Honors Committee for progress reports in both the fall and early spring. Ideally, foundational research should begin during the second semester of the junior year and continue through the summer. Writing should begin as soon as possible, so that at the October progress report the student can present a sample of his or her work. By the February report, substantial portions of the project should be in written form so that the project can be completed by mid-April. Students in the fine arts and others not writing a traditional bachelor's thesis might need to propose some revision of the expectations.

Style and Presentation

Theses should be written according to the style used in the discipline appropriate to the student's field of study (APA for psychology, MLA for English, CBE for science, etc).

Once the project is completed and has been presented publicly, no later than a week before the end of the semester of anticipated graduation, the student will deliver at least one clean copy of the final document, in a format previously agreed upon, to the Honors office. The Honors Program Director will see to it that copies of this document are made for the faculty advisor, the OBU library, the student and the Honors office files.

Schedule for Honors Candidates

March 15, Junior Year: Application for Honors Thesis Candidacy due.

April, Junior Year: Explanation and defense of application to the Honors Committee.

Mid-October, Senior Year: Progress Report. This should include a written report of progress, including a specific account of research completed; a possibly revised outline of the project; a sample of writing (such as an introduction or part of a chapter, etc.) and a month-by-month plan for completion of the project. A copy of the report should be presented to the chair of the Honors Committee at least one week before the Progress Report is scheduled.

Mid-February, Senior Year: Progress Report. One completed chapter of the project should be presented to the chair of the Honors Committee at least one week before the Progress Report is scheduled.

Mid-April: Final Draft to Advisor and outside reader.

May 1: Final Draft to Committee.

May: Presentation and defense.

Progress Reports

The student should provide the Honors Program Director/University Honors Committee Chair with an electronic version of his/her progress report at least a week in advance of meetings with the committee.

Presentation and Defense

The committee will schedule a time for the student to present his or her project to the university community and defend it. The presentation should be limited to 30 minutes and focus on such things as key points in the paper, a problem the project resolved, or the insights into the creative process. Following the presentation, the student will have an additional 30 minutes to field questions before the committee and others present. A majority of the full committee, in closed session, will then determine whether to recommend the candidate to the faculty for the degree with Honors.

Procedure

To initiate a project, the student or faculty member should request an application form from the chair of the Honors Committee. Since completion of this form includes a proposal for the project, the process should be started in the fall semester of the junior year if possible. The application form is due March 15 of the junior year.

Some examples of theses in good form that are in the library are:

Q 378.766 OA523I Amonsens, Mary.

“Identifying Target Proteins for Cancer Research: A Bioinformatics Approach.” 2006.

Q 378.766 OJ78M Jones, Micah.

“Mathematics and Physics Applications in Two-Dimensional Video Games: Two Case Studies.” 2007.

Q 378.766 OS215W Sanders, Mary Ruth.

“Was Friedan Right?: The Feminine Mystique in Newspapers, 1958-59.” 2007.

Q 378.766 OW291R Warren, Melanie.

“Rural Oklahoma in a New Age: Can Rural Communities Thrive in the 21st Century.” 2006.

Q 378.766 OW585H White, Justin.

“Hell in Translation: A Philological Exposition of Select References to Hell in the New Testament.” 2007.

