

Lee College

HONORS PROGRAM PHILOSOPHY AND POLICY

Section I. Overview.

The Lee College honors program serves academically talented and highly motivated students. Honors at Lee College reflects the college's mission statement by providing quality instruction for its students and preparing them for success in higher education or employment. The program also promotes the college's goals of continued review and revitalization of existing curricula, academic programs, and course offerings while improving recruitment and retention.

Honors at Lee College began in 1974 with the interdisciplinary American Studies course. Historically, the honors program has been a faculty and student inspired program with individual faculty members or students proposing courses. It should continue to be so.

Section II. Coordination of the Honors Program.

The honors coordinator will be selected by the president of the college or at the discretion of the president or one of the instructional deans. The honors coordinator will receive a professional assignment equivalent to six contact hours fall and spring. The coordinator will be evaluated annually by the instructional deans.

The coordinator will:

1. Recruit students and promote honors activities within the college, high schools, and community.
2. Act as liaison between the committee, president, instructional deans, and division chairs.
3. In conjunction with the division chairs, develop a schedule of honors classes.
4. In conjunction with the instructional deans, develop articulation agreements with area high schools and four-year colleges.
5. Chair the honors committee and work with its members to plan and present the annual Presidential Honors Day program and Presidential Recognition Luncheon.
6. Serve as academic advisor to honors students and monitor their progress by maintaining a database of honors students.
7. Work with the Marketing and Public Affairs, admissions, registration, and counseling offices to develop procedures regarding honors students.
8. Attend division chair meetings for both the academic and technical areas as invited.
9. Maintain a list of scholarships available to honors students and work with transfer institutions regarding available scholarships.
10. Develop an honors brochure in conjunction with the Marketing and Public Affairs office, division chairs, and instructional deans.
11. Meet with faculty who teach honors courses to discuss ways to improve the honors program.

12. Develop and maintain an annual honors budget.
13. Prepare annual report about the Honors Program, which is submitted to the instructional deans.
14. Coordinate the honors lecture series.
15. Work with faculty advisors to Phi Theta Kappa and serve as faculty advisor to the Student Honors Council.

The Honors Committee will be comprised of a counselor, librarian, and faculty representing the academic and technical areas with the instructional deans serving as advisors. Each division will elect a representative, to serve two years, to the Honors Committee. In addition, two student representatives will be selected from the Student Honors Council. The students will serve a one year appointment.

The committee will:

1. Review proposals for honors classes and honors contracts.
2. Promote the honors program to colleagues and students.
3. Assist in planning and presenting the annual Presidential Honors Day program and Presidential Recognition Luncheon.
4. Make recommendations for the honors budget.
5. Review student honors papers from all disciplines, encourage the best students to give presentations, and schedule student seminars. Students invited to participate in these seminars will receive special recognition at the Presidential Recognition Luncheon.
6. Encourage students to submit their work for publication.
7. Evaluate the effectiveness of honors classes, the honors coordinator, and the honors program through review of completion rates, student feedback, and cooperative exchange and discussion between honors faculty and the Honors Committee.
8. Annually review admission requirements for honors students, class offerings, and program requirements, and when applicable, amend the Honors Program Philosophy and Policy document.
9. Annually elect a vice-chair.

Section III. Honors Class and Contract Approval and Scheduling.

- A. Proposed honors classes or contracts will be submitted to the Honors Committee after the division has approved the faculty member's proposal. Interdisciplinary honors classes will need approval of the divisions involved before submission is made to the Honors Committee. After the proposal is approved by the committee, it will be submitted to the instructional deans.
- B. Proposals requiring modification will be reviewed again by the committee. Disputes will be arbitrated by the instructional deans.
- C. New courses not previously approved by the Curriculum and Academic Affairs Committee will be forwarded to the Curriculum and Academic Affairs Committee for approval before consideration as an honors class.
- D. Once an honors class or contract is approved, the syllabus or contract requirements will be forwarded to the instructional dean's office.
- E. Scheduling of honors classes is the joint responsibility of the Honors Program Coordinator and the division chairs.

Section IV. Honors Class Types and Considerations.

- A. Honors classes can be offered as individual sections or as a contract pooled with a regular section.
- B. For individual sections, the optimum honors class size will be 15 students.
- C. An honors lecture series is part of the honors program. It includes student speakers and guest presenters.
- D. Honors classes will be offered during the fall and spring terms.
- E. The instructor of the course is ultimately responsible for ensuring the quality of the honors course. The criteria for the retention of students and completion of their honors work is established by the faculty teaching individual courses. Methods to measure the value of the honors class may include research, formal papers, articles suitable for publication, internships, exhibits, oral presentations, contest entries, or other projects.
- F. It is desirable that courses selected for honors designation be transferable to a four-year university.

Section V. Student Consideration.

To be admitted to the honors program, students must meet two of the following criteria:

- 1. Have a minimum ACT score of 26
- 2. SAT score of 1100 and above (must also have a verbal score of ≥ 500)
- 3. Nine or more hours of college level work with a GPA of 3.5 or better
- 4. Top 10% of the high school class rank
- 5. Interview with and approval of the Honors Coordinator or Honors instructor teaching the course
- 6. Recommendation(s) from previous instructor(s).

Students in the honors program will be recognized via the following:

- 1. Students who complete 15 hours of honors with a “B” or better in each honors class and who attain a cumulative grade point average of 3.25 will receive special recognition at graduation and at the Presidential Recognition Luncheon. They will be awarded a certificate and Honors Program medallion.
- 2. Students who have completed the Honors Program, along with other outstanding students, will be recognized at a special Presidential Recognition Luncheon.

Honors students are encouraged to participate in honors programs at the university level.

Lee College Policy on Academic Honesty
2019

ACADEMIC HONESTY

Academic Honesty Code

"Academic Honesty" means performing all academic work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source.

Academic honesty is essential to the maintenance of an environment where teaching and learning take place. It is also the foundation upon which students build personal integrity and establish standards of personal behavior. Lee College expects and encourages all to contribute to such an environment by observing the principles of academic honesty outlined in the College's Academic Honesty Code below and in the Lee College Academic Honesty Values. Anyone who witnesses an incident may also follow the **Step-by-Step Academic Honesty Procedures below**.

Academic Honesty Violations

Honesty Code Violations: Any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation. In addition, engaging in any conduct, including the following examples is considered a violation whether it be in a face-to-face, web enhanced, hybrid, teleconference, or completely online course. Examples of violations of the Honesty Code may include, but are not limited to the following:

1. Acquiring Information

- a) Acquiring information for any assigned work or examination from any source not authorized by the instructor.
- b) Working with another person or persons on any assignment or examination when asked for individual work.
- c) Observing the work of other students during any examination.
- d) Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an un-administered examination, paper or another assignment.
- e) Using test materials not authorized by the person administering the test.
- f) Agreeing with one or more persons to commit any act of academic dishonesty.

2. Providing Information

a) Providing answers for any assigned work or examination when not specifically authorized by the instructor to do so.

b) Informing any person or persons of the contents of any examination prior to the time the examination is given.

3. Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. Examples of plagiarism may include, but are not limited to the following:

a) Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.

b) Copying computer programs or data files belonging to someone else.

c) Copying and pasting text and images from electronic sources into a paper without acknowledging the source of that work or idea.

d) Incorporating the work or idea of another person into one's own work, whether paraphrased or quoted without acknowledging the source of that work or idea.

4. Fabrication of Information

a) Fabricating or falsifying a bibliography.

b) Changing answers or grades after an academic work has been returned to the student and claiming instructor error.

c) Fabricating or falsifying the results obtained from research or a laboratory experiment.

d) Substituting for another student to take an examination or to do any academic work for which academic credit will be received.

e) Submitting work for credit or taking an examination and employing a technique specifically prohibited by the instructor in that course, even if such technique would be acceptable in other courses.

f) Using false justification to obtain extension on an assignment or exam.

Student Responsibility: Students at Lee College are expected to maintain honesty and integrity in the academic work they attempt while enrolled at the College. Each student acknowledges by the act of turning in work for a grade that he or she is in compliance with the code. Students who

witness a violation of the Academic Honesty code should report such violations to the instructor of the course in which the violation occurred.

Faculty Responsibility: Faculty members are responsible for helping students comply with the Academic Honesty Code by directing students' attention to the policy in course outlines and/or by explaining its provisions in class. Instructors should help minimize student temptation to violate the code by enacting adequate security precautions in the preparation, handling, and administering of graded work. This is a learning process for the students and the enforcement of the Academic Honesty Code will empower students to be better employees in the workplace.

Step-by-Step Academic Honesty Violation Procedures

[Last updated: 11/08/2018]

Step 1: See the Academic Honesty Code for a list of possible violations.

Step 2: Faculty members who suspect that a student may have violated a provision of the Academic Honesty Code are obligated to investigate the incident and meet with the student and discuss with them that an alleged Academic Honesty Violation might have taken place and the possible sanctions that could be in play. Then conduct an investigation to see if your student has committed an Academic Honesty Violation. Faculty members who conduct such investigations are encouraged to confer with their instructional and/or student affairs administration regarding procedures, valid proof, and due process.

Step 3: Faculty members who determine that a student violated the Academic Honesty Code must take action, both to prevent future violations and to preserve the academic integrity of their courses and the College community. Academic honesty violations will be reported to the Vice President of Student Affairs, the Division Chair, the Instructional Dean, and to the Vice President of Instruction by completing the Academic Honesty Incident Violation form. Anyone who witnesses an incident can also fill out the Academic Honesty Incident Violation form.

The Instructor will be informed of the progress of their student's academic honesty violation through an online system, which will track the student's violations throughout their academic career at Lee College. These records are not attached to nor do they become a part of the student's permanent records or transcript unless repeated violations result in the student's expulsion from the College.

The Vice President of Student Affairs and the Vice President of Instruction will treat violations of the Academic Honesty Code in the manner described below:

Penalties for proven violations of the Academic Honesty code during a student's entire career at Lee College are as follows:

Step 4: For Unintentional Violations:

- The student will complete a mandatory Academic Honesty instruction session. The Writing Center or the Library will make an appointment with the academic honesty violator. Once contacted, the student will have two weeks to complete the instruction session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training.
- "Students will be given a verbal and a written warning about unacceptable behavior or activities, which may result in subsequent academic or disciplinary penalties based on department/program policies. The student may also be advised that all future work will be closely monitored and subsequent unacceptable behavior may be subject to stronger disciplinary action." Taken from Saddleback College's Academic Integrity Contract

Step 5: For Intentional First Offense Violators:

- The student will receive a zero on the assignment in question, which may result in subsequent academic or disciplinary penalties based on department/program policies.
 - The student will also complete a mandatory Academic Honesty instruction session. The Writing Center or the Library will make an appointment with the academic honesty violator. Once contacted, the student will have two weeks to complete the training session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training.

Step 6: For Intentional Second Offense Violators:

- In any class where a second offense occurs, the student will receive an "F" for the course.
 - The student will also complete a mandatory Academic Honesty instruction session. The Writing Center or the Library will make an appointment with the academic honesty violator. Once contacted, the student will have two weeks to complete the training session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training.
- Additional Penalties: Violations of the Academic Honesty Code in any subsequent courses that threaten the College's learning environment may merit further penalties up to and including expulsion. Any additional penalties will be determined by the faculty member in conjunction with the Vice President of Student Affairs and the Vice President of Instruction.

Step 7: For Intentional Third Offense Violators:

- Violations of the Academic Honesty Code in any subsequent courses that threaten the College's learning environment may merit further penalties up to and including expulsion.
- Any additional penalties will be determined by the faculty member in conjunction with the Vice President of Student Affairs and the Vice President of Instruction.

Step 8: Student Rights and Student Appeals

Students may appeal instructors' determination that they violated the Academic Honesty Code by following the appeals procedures on at the end of this chapter.

HONORS FIELD TRIP POLICIES

Students are expected to conform to Lee College policies when representing the Honors Program on field trips or at college sponsored events on and off campus. Honors students are also expected to conduct themselves in a way that will reflect in a positive manner on the Honors Program. This includes attending and participating in all scheduled events and functions as required by the instructor or instructors sponsoring the trip. In addition, students must submit all college-required forms to the instructors in charge prior to embarking on a field trip.

Below are the college policies as found in the *Lee College Catalog* regarding the possession and use of alcohol and controlled substances.

ALCOHOL & OTHER DRUGS

Lee College policy prohibits the use of intoxicating beverages on all property owned, leased, or controlled by the College. The policy expressly prohibits the use of such beverages in buildings and campus areas open to the public. The policy also applies to vehicles owned, operated, leased, or controlled by the College. Exceptions to this policy are determined by the Board of Regents. The policy further prohibits individuals who are under the influence of alcohol or other intoxicants from appearing on College premises or at College sponsored events, functions, or activities. By extension, the policy applies to off campus meeting rooms, convention facilities, hospitality suites, pavilions, hotel rooms, banquet facilities, etc., which are operated, leased, or controlled by College clubs or organizations.

Lee College does not permit or condone the use of alcoholic beverages and assumes no liability for such.

Lee College policy states that no student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of any of the following substances on school premises or at a College sponsored activity, functions, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any alcoholic beverage.
- Any glue, aerosol paint, or chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Information regarding drug abuse and treatment options are available from the Lee College Counseling Center.

HONORS COURSES & CONTRACT LISTINGS

THE HUMAN CONDITION: INTERDISCIPLINARY ENGLISH COMPOSITION AND HUMANITIES, ENGL 1301H or ENGL 1302H and HUMA 1301H or HUMA 1302H, offers students the opportunity to become accomplished writers and critical thinkers through the reading, analysis, and discussion of major ideas and concepts of philosophy, religion, literature, art history, and politics as revealed in writings of classical and contemporary humanists. Offered both Fall and Spring semesters.

INTRODUCTION TO CINEMA, taken as DRAM 2366H, is a survey of the history and development of motion pictures with emphasis on analysis and understanding of significant movements and schools of filmmaking, critical approaches, sociological impact, and visual aesthetics of motion pictures.

PRINCIPLES OF PUBLIC SPEAKING, SPCH 1315H, This course includes preparation and delivery of various types of speeches with emphasis upon such fundamental principles as self-confidence, poise, directness, posture, stress, voice, and articulation. Speech types considered include announcements, informative, persuasive, after dinner, and radio speeches.

FEDERAL GOVERNMENT, GOVT 2305H, Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. To earn Honors credit, students must complete all the requirements of the lecture course, supplemental assigned readings, and an additional writing assignment of 12-15 pages.

TEXAS GOVERNMENT, GOVT 2306H, Origin and development of the Texas constitution, structure and powers of state and local government, federalism and intergovernmental relations, political participation, the election process, public policy, and the political culture of Texas.

U.S. HISTORY TO 1866, HIST 1301, The political, economic, social, and intellectual history of the United States from the discovery of America to 1877. A research component is required for honors Credit.

U.S. HISTORY TO PRESENT, HIST 1302, The political, economic, social, and intellectual history of the United States from 1877 to the present day. A research component is required for honors credit.

AMERICAN LITERATURE TO 1860, ENGL 2327, A general survey of the major works in American Literature from its origins to 1860. This course is reading intensive.

AMERICAN LITERATURE: 1860 TO PRESENT, ENGL 2328, A general survey of the major works in American Literature from 1860 to the present. This course is reading intensive.

Revised 10/21/19

AMERICAN STUDIES is an interdisciplinary course combining US History and Government offered some Fall/Spring semesters.

COURSES TAUGHT WITH OPTIONAL HONORS CONTRACTS

Please consult with the instructor teaching the course as to the requirements of the honors contract.

Academics

English & Humanities Division

Division Chair – Jeffrey Clayton

ENGL 1301Ω - English Composition I Credits: 3
ENGL 1302Ω - English Composition II Credits: 3
ENGL 2351Ω - Mexican-American Literature Credits: 3
ENGL 23-- Sophomore Level English Courses
HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3
HUMA 1302ΩΣ - Introduction to the Humanities II Credits: 3
HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3

Developmental Education

Division Chair – Roshele Friudenberg

EDUC 1200 - Learning Frameworks Credits: 2

Mathematics, Engineering & Sciences

Division Chair- Jim Dobberstine

BIOL 1406Ω - General Biology I Credits: 4
BIOL 1407Ω - General Biology II Credits: 4
BIOL 1408Ω - Biology I for Non-Science Majors Credits: 4
BIOL 1409Ω - Biology II for Non-Science Majors Credits: 4
BIOL 1411Ω - General Botany Credits: 4
BIOL 2389Ω - Academic Cooperative Credits: 3
BIOL 2421Ω - Microbiology Credits: 4
CHEM 1405Ω - Introductory Inorganic Chemistry Credits: 4
CHEM 1411Ω - General Chemistry I Credits: 4
ENVR 1401Ω - Environmental Science I Credits: 4
GEOL 1403Ω - Physical Geology Credits: 4
GEOL 1404Ω - Historical Geology Credits: 4
GEOL 1405Ω - Environmental Science Credits: 4
PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4

PHYS 1403Ω - Stars and Galaxies Credits: 4
PHYS 1404Ω - The Solar System Credits: 4
PHYS 1405Ω - Conceptual Physics I Credits: 4
PHYS 1407Ω - Conceptual Physics II Credits: 4
PHYS 2425Ω - University Physics I Credits: 4
PHYS 2426Ω - University Physics II Credits: 4

Kinesiology & Wellness Division

Division Chair – Graeme Cox

KINE 1301Ω - Foundations in Kinesiology Credits: 3

Social & Behavioral Sciences Division

Division Chair – Portia Hopkins

GOVT 2305Ω - Federal Government Credits: 3
GOVT 2306Ω - Texas Government Credits: 3
HIST 1301Ω - History of the United States to 1877 Credits: 3
HIST 1302Ω - History of the United States Since 1877 Credits: 3
HIST 2301Ω - History of Texas Credits: 3
HIST 2321Ω - History of World Civilization to 1500 Credits: 3
HIST 2322Ω - History of World Civilization from 1500 to Present Credits: 3
PHIL 1301Ω - Introduction to Philosophy Credits: 3
PHIL 1304Ω - Introduction to World Religions Credits: 3
SOC 1301Ω - Introductory Sociology Credits: 3
SOC 2319Ω - Multi-Cultural Studies Credits: 3

Speech, Languages, and Teacher Education Division

Division Chair – Ray Whitlow

EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3
EDUC 2301Ω - Introduction to Special Populations Credits: 3
SPCH 1315Ω - Principles of Public Speaking Credits: 3

Visual & Performing Arts Division

Division Chair – Paul Lucke

ARTS 1301Ω - Art Appreciation Credits: 3
ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
ARTS 1312Ω - Design II Credits: 3
ARTS 1316Ω - Drawing I Credits: 3

ARTS 1317Ω - Drawing II Credits: 3
ARTS 2314Ω - Design Communications II Credits: 3
ARTS 2317Ω - Painting II Credits: 3
ARTS 2323Ω - Life Drawing I Credits: 3
ARTS 2326Ω - Sculpture I Credits: 3
ARTS 2333Ω - Printmaking I Credits: 3
ARTS 2346Ω - Ceramics I Credits: 3
ARTS 2347Ω - Ceramics II Credits: 3
ARTS 2348Ω - Digital Art I Credits: 3
ARTS 2356Ω - Photography I (Fine Art Emphasis) Credits: 3
ARTS 2357Ω - Photography II (Fine Art Emphasis) Credits: 3
DRAM 2120Ω - Theatre Practicum III Credits: 1
MUAP 2--- Applied Music (all sophomore major courses)
MUSC 1331Ω - MIDI I Credits: 3
MUSI 1306Ω - Music Appreciation Credits: 3
MUSI 2311Ω - Music Theory III Credits: 3
MUSI 2312Ω - Music Theory IV Credits: 3

Applied Sciences

Allied Health Division

Division Chair – Howard Bushart

DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions Credits: 3
DAAC 2380Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 3
DAAC 2343Ω - Current Issues Credits: 3
RNSG 1343Ω - Complex Concepts of Adult health Credits: 3
RNSG 2263Ω - Clinical- Nursing Registered Nurse Training Credits: 2

Business Technology Division

Division Chair – Dr. David Jaroszewski

ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
BUSI 2301Ω - Business Law Credits: 3
CRIJ 1306Ω - Court Systems and Practices Credits: 3
CRIJ 2301Ω - Community Resources in Corrections Credits: 3
CRIJ 2313Ω - Correctional Systems and Practices Credits: 3
DFTG 2407Ω - Electrical Drafting Credits: 4
DFTG 2408Ω - Instrumentation Drafting Credits: 4
DFTG 2438Ω - Final Project-Advanced Drafting Credits: 4
DFTG 2445Ω - Advanced Pipe Drafting Credits: 4
IBUS 1305Ω - Introduction to International Business and Trade Credits: 3

Computer Technology Division

Division Chair – Charles Ganze

- COSC 1301Ω - Introduction to Computing Credits: 3
- COSC 1436Ω - Programming Fundamentals I Credits: 4
- COSC 1437Ω - Programming Fundamentals II Credits: 4
- COSC 2425Ω - Computer Organization Credits: 4
- COSC 2436Ω - Programming Fundamentals III Credits: 4
- GAME 2332Ω - Project Development I Credits: 3
- GAME 2334Ω - Project Development II Credits: 3

LEE COLLEGE HONORS PROGRAM
HONORS CONTRACT

COURSE TITLE: _____

FACULTY MENTOR: _____

STUDENT: _____

LC ID: _____

In addition to satisfying the objectives/competencies of the course with a “B” or higher average, the student must complete the attached objectives to accomplish a higher level of scholastic work and earn honors credit. **(Please attach brief statement as to the proposed project.)**

SCHEDULE OF CONFERENCES:

Four meetings with mentoring professor at a mutually agreeable time.

EXPECTATIONS:

The student has read and is willing to comply with attached honors requirements.

TIME FRAME:

The mutually agreed upon completion date for this honors contract is:

_____ within the course of this semester

_____ by the end of the following semester

_____ other: _____

Faculty Mentor

Date

Student

Date

Division Chair

Date

Faculty mentor: Please keep a copy of the above contract for your files, provide the student with a copy, and submit a copy to the honors office within four weeks of the beginning of the semester.

HONORS CONTRACTS

Honors Contracts offer students a unique opportunity to earn honors credit in a broad spectrum of courses. The requirements for successful completion of honors credit vary from discipline to discipline. The student should consult with the instructor teaching the course at the beginning of the semester. The contracts should be signed within four weeks of the beginning of the term. Following is a list of sample contract offerings:

- Chemistry
- Government
- History
- English & Humanities
- Music
- Sociology
- Technical Report Writing

Please Note: All completed honors contracts are subject to approval by the Honors Coordinator and a committee of faculty representing the discipline and/or division under which the contract was executed.



HONORS CONTRACT GUIDELINES FOR ENGLISH AND HUMANITIES

ENGL 1301, 1302, 2307, 2308, 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2341, 2351
HUMA 1301, 1302, 1305, 1311, 2319

1. To be eligible to submit an honors contract project in English and Humanities, students must earn an A or a B in the class in which they seek honors credit.
2. Students wishing to take the honors component must notify their instructor, or “faculty mentor,” in writing of their intent. Some instructors prefer that students begin honors projects after they have earned credit for the course, while others prefer concurrent coursework and projects.
3. The process begins with the faculty mentor and student working together to develop a formal proposal for the project and establish a timeline. The project must contribute to the given field of study, embody a complexity of discourse and analysis beyond typical classroom examples, and meet the standard criteria for high-level critical thought. The project must adhere to the conventions of MLA or another format that is appropriate and approved by the instructor. Upon completion, students may wish to submit their projects for conference presentation or publication.
 - Option A: Students may complete an extra research paper of approximately 2500 words, or about ten pages. The paper should be different in scope from other assigned papers,

but it may integrate material from other assignments. For example, the paper might examine any instructor-approved, college-level topic in a broader, extended process, exploring contextualized, research-based facets of the topic. All projects should have a clear thesis and incorporate academic research.

- Option B: Students may complete an extra creative or multi-modal project. Examples of projects in this category would be creative non-fiction, fiction, poetry, drama, websites, blogs, presentations at academic conferences, and original films, though this list is not exhaustive. Like the papers described above, the project should be different in scope from other assigned papers or projects, but it may integrate material from other assignments.

The proposal for both Option A and Option B should indicate appropriate constraints for the project to help guide the student's work and to assist the committee in their ultimate assessment. In some cases, the instructor might have to research appropriate constraints. For example, if a student wanted to do a documentary film, the instructor might go to the National History Day website for a model of the expectations for documentary submissions. The Honors Contract Proposal should include sections that describe the following elements of the project: Justification, Development, Research, Presentation (oral, written, or visual), and Defense. The proposal should also include a timeline for completion, including at least three scheduled meetings with the faculty mentor.

4. Once the project has been determined, the instructor will establish a committee of two other full-time English and Humanities faculty and the Honors Program Coordinator and seek their approval for the initial proposal. After the project proposal is approved by the committee, the student and instructor will fill out and sign the "Lee College Honors Program Honors Contract" form, attach the proposal and timeline (with at least three scheduled meetings with the faculty mentor), and submit the documents to the division chair for approval. The documents must then be given to the Honors Program Coordinator to keep on file until the project is complete.
5. Once the student has completed the work, and it has been approved by the instructor, the student will present his/her work to his/her committee. After the committee has approved the student's final project, they will sign the "Honors Credit Certification" form. The form and a copy of the student's work must be submitted to the Honors Program Coordinator. The Coordinator will send the form to the registrar and also keep the project on file in the Honors office. The course will be designated as an honors course on their transcript.
6. Students may, without penalty, revert to the non-honors course requirements at any time.

HONORS CONTRACT FOR CHEMISTRY 1411, GENERAL CHEMISTRY I

Students electing to enroll in the honors component of Chemistry 1411 must meet the normal requirements for completion of the class, as well as requirements for honors enrollment. Successful completion of the honors component will require the student to work on a research project, write a research paper and have at least a B average in the course. The research and paper must be original and sufficient in quality to be submitted for publication or presentation in a scientific journal or an honors conference. The paper must be written in standard scientific format (see below).

Introduction

This would include a brief history of the topic and any necessary background information

Experimental Section

This would describe in detail the experiment(s) and conditions in which the experiment(s) was performed.

Results and Discussion

This would contain any data, observations and calculations necessary.

Conclusion

This would include any conclusions that can or cannot be inferred from the results.

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HONORS CONTRACT FOR GOVERNMENT 2305 AND 2306

Government 2305 and 2306 will offer an optional honors component. Instructors of these courses are to inform students of the honors option and requirements with published handouts and by announcement during the first week of classes. The college catalog is to designate these courses as optional honors courses.

Students must complete the following requirements to receive the honors designation for Government 2305 and 2306.

- a) Students must notify the instructor in writing of their intent to undertake the honors component no later than the fourth week of class.
- b) Students must earn an "A" or "B" average on course requirements in the non-honors segment of Government 2305 or 2306 in which they seek an honors designation.
- c) Students must complete one of the following options:

- 1) A research paper of at least 2500 words on a political topic germane to the course in which they are enrolled. The instructor of the course must approve the topic. The paper must demonstrate the student's ability to utilize both primary and secondary political/government materials and must include an annotated bibliography.
 - 2) A volunteer intern project in which the student actively participates and/or observes the process of a given government and/or political institution (i.e. an office of an elected government representative, a court of law, or a political campaign). The student must record his/her activities and observations. In addition, the student will be required to complete a paper applying relevant political concepts and principles.
- d) The paper or project must be of "A" or "B" quality as judged by two-thirds of the full time Lee College government faculty.
 - e) Students must make an oral presentation defending their findings and conclusions in their paper or project and respond to questions from the government faculty. Two-thirds of the full time government faculty must be in attendance and must find the presentation to be a satisfactory performance. Should the faculty find the presentation unsatisfactory, they may agree to allow the student a second and final presentation which must be satisfactory by two-thirds of the full time government faculty for the student to complete the honors requirement.
 - f) Any student undertaking the honors option may revert without penalty or prejudice to the non-honors course requirements at any point in the semester.
 - g) Students satisfactorily, completing the honors requirements for Government 2305 or 2306 will have the appropriate designation printed on their transcripts and receive all other recognition and honor accorded to Lee College honor students.



**HONORS CONTRACTS FOR
HISTORY 1301, 1302, 2321, 2322, and 2301.**
History of the United States (HIST 1301 and HIST 1302)
History of World Civilizations (HIST 2321 and HIST 2322)
And Texas History (HIST 2301)

1. History 1301 and 1302 will offer an optional honors component. Instructors of these courses are to inform students of the honors option and requirements with published handouts and by announcement during the first week of classes. The college catalog and registration bulletins are to designate these courses as optional honors courses.
2. Students must complete the following requirements to receive the honors designation for History 1301, 1302, 2321, 2322, and 2301:
 - a) Students must notify the instructor in writing of their intent to undertake the honors component no later than the fourth week of class.

- b) Students must earn an "A" or "B" average on course requirements in the non-honors segment of History 1301, 1302, 2321, 2322, or 2301 in which they seek an honors designation.
- c) Students must complete a paper of 2500 words or two papers of 1500 words on a historical topic(s) germane to the course in which they are enrolled. The instructor(s) of the course must approve the topic(s). The paper(s) must demonstrate the student's ability to utilize both primary and secondary historical materials and must include an annotated bibliography.
- d) The paper(s) must be of "A" or "B" quality as judged by three-quarters of the full time Lee College history faculty.
- e) Students must make an oral presentation defending their findings and conclusions in their paper(s) and respond to questions from the history faculty. Three-quarters of the full time faculty must be in attendance and must find the presentation to be a satisfactory performance. Should the faculty find the presentation unsatisfactory, they may agree to allow the student a second and final presentation which must be found to be satisfactory by three-quarters of the full time history faculty for the student to complete the honors requirement.
- f) Any student undertaking the honors option may revert without penalty or prejudice to the non-honors course requirements at any point in the semester.
- g) Students satisfactorily completing the honors requirements for History 1301, 1302, 2321, 2322, and/or 2301 will have the appropriate designation printed on their transcripts and receive all other recognition and honor accorded to Lee College honor students.

HONORS CONTRACT IN APPLIED MUSIC

A Lecture/Recital

Students must complete the following requirements to receive the honors designation for this honors component in applied music.

- a. The student must notify his/her applied music instructor, appropriate area coordinator (instrumental, vocal, keyboard) and accompanist (if applicable) in writing of his/her intent to undertake the honors component no later than the fourth week of class and be currently enrolled in 2 credit hours of MUAP.
- b. The student must complete MUSI 1308 or 1309 with a minimum grade of B. The student must earn an 'A' on the course requirements in the non-honors segment of MUAP when he/she seeks an honors designation, as well as exhibit sufficient experience and skill in prior performances. These prior performances may include auditions, departmental recitals and GCIC events.
- c. The student must perform a recital of 15 minutes or more displaying an acceptable level of technical skill and musical maturity. Additionally, the student must complete a 10 to 12 page research paper related to a composer or topic presented on the recital. Material from the paper will serve as the basis for the lecture at the recital.

- d. The student will submit to his instructor and area coordinator the first submission of the paper and the lecture topic/program for this recital at least 4 weeks prior to the honors recital date. If the paper, topic and program are approved, the student will set dates convenient for the full-time faculty to attend the recital.
- e. The student must present this lecture/recital in a pre-lecture/recital for at least two-thirds of the full-time faculty no fewer than 2 weeks prior to the proposed recital date. The faculty must find the pre-recital satisfactory before the student is allowed to perform the honors recital.
- f. At the honors lecture/recital, two-thirds of the full-time faculty must be present and find the performance satisfactory for the student to complete the honors component.
- g. Any student undertaking the honors option may revert without penalty or prejudice to the non-honors course requirements at any point in the semester.
- h. Students satisfactorily completing the honors component for MUAPH Applied Music Honors will have the appropriate designation printed on their transcripts and receive all other recognition and honor accorded to Lee College honor students.

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**HONORS CONTRACT: INTRODUCTION TO SOCIOLOGY (SOCI 1301)
MULTICULTURAL STUDIES (SOCI 1319)**

- 1. Sociology 1301 and 2319 will offer optional honors components. Instructors for these courses will inform students of the honors option and requirements by distributing published handouts and by verbal announcement during the first week of classes.
- 2. The college catalog and registration bulletins will designate these courses as optional honors courses.
- 3. Students must complete the following requirements to receive the honors designation for Sociology 1301 and 2319.
 - a. Students must notify the instructor in writing of their intent to pursue the honors component no later than the fourth week of class.
 - b. Students must maintain an 'A' or 'B' average on course requirements in the non-honors segment of Sociology 1301 or 2319 in which they seek an honors designation.
 - c. Students must complete a paper of 2500 words or two papers of 1500 words on a sociological topic relevant to the course in which they are enrolled. The instructors of the course must approve the topic(s). The paper(s) must demonstrate the student's ability to combine theoretical or conceptual material from the discipline of sociology with data

from primary and/or secondary sources. The paper(s) must also include an annotated bibliography.

- d. The paper(s) must be of 'A' or 'B' quality as judged by 100 % of the full time Sociology faculty at Lee College.
- e. Students must make an oral presentation defending their findings and conclusions in their paper(s) and respond to questions from the Sociology faculty. Three quarters of the full time sociology faculty must be in attendance and must judge the presentation as satisfactory. If the faculty find the presentation unsatisfactory, they may agree to allow the student to a second and final presentation, which must be found to be satisfactory by three quarters of the Sociology faculty.
- f. Any student undertaking the honors option may revert, without penalty or discrimination, to the non-honors course requirements at any point during the semester. Once this has been initiated, the student may not revert to the honors contract during that semester.
- g. Students satisfactorily completing the honors requirements for Sociology 1301 and 2319 will have the appropriate designation printed on their transcripts and will receive all due recognition and honor accorded to Lee College honor students.



HONORS CONTRACT FOR ENGLISH 2311: TECHNICAL WRITING

To qualify for honors credit, students will complete a three-document report sequence for a single project (20 pages minimum total for the three documents). Typical kinds of documents in a cycle might be:

Proposal	Presentation of Design Progress Report	Feasibility Study
Recommendation Report	Instruction Manual	

- 1. Students wishing to take the honors component must notify the professor in writing of their intent no later than the end of the fourth week of class
- 2. Students will need to earn a regular course grade of at least a "B". Honors sequence documents must also be of "B" quality or above
- 3. The honors component documents will be graded as a single unit when the entire package is complete
- 4. Students may, without penalty, revert to the non-honors course requirements at any time
- 5. Students satisfactorily completing the honors requirements will have the appropriate designation printed on their transcripts and receive all other recognition and honor accorded to Lee College honor students

6. Each honors project will be evaluated by a committee consisting of at least three members of the English and Communications Division faculty. The responsibility of the committee will be to approve the completed project as being worthy of honors credit.

HONORS CREDIT CERTIFICATION

THIS IS TO CERTIFY THAT:

_____ (student name & LC ID) has successfully completed the requirements to receive honors credit for: _____ (course).

GRADE IN COURSE: ____ GRADE ON HONORS PROJECT: ____

_____ instructor teaching course

_____ semester course was completed

We the undersigned instructors in _____ (discipline) certify that the above named student has successfully completed the honors requirement for _____ (course). *

Instructor

Date

Instructor

Date

Instructor

Date

*number of instructors required to certify honors credit varies from discipline to discipline.

TO THE REGISTRAR:

Please note "honors" on the course mentioned above for this student.

Georgeann Ward, Ph.D.
Honors Program Coordinator

Date

Copies to:

Student
Honors Coordinator

Instructor(s)
Registrar

Honors Scholarships Available

Scholarship applications must be completed online through the Lee College Foundation (www.lee.edu/foundation). Please contact Kerri Hurlbut, Research Development Specialist for assistance in completing the application process. khurlbut@lee.edu or 281-425-6239

American Studies Scholarships

These scholarships are designated to those who are enrolled or plan to enroll in the American Studies honors course during the spring or fall semester.

A. Jean Shepherd
Dorothy Sayle Floyd #1
Dorothy Sayle Floyd #2
Dorothy Sayle Floyd #3
Lindon M. Williams
Muriel Tyssen

General Honors Scholarships

These scholarships are designated to those who plan to take an honors course or complete an honors contract and assist the Honors Coordinator in recruitment.

Donald L. Brunson
George & Lorene Bennett #1
George & Lorene Bennett #2
Holly McLemore
Jane M. & John B. Tucker
John Tucker & Barney Gray
Rockwell #1
Rockwell #2
Rockwell #3
Rockwell #4
Rockwell #5
Rockwell #6

Rockwell #7
Rockwell #8
Rockwell #9
Rockwell #10
Rockwell #11
Rockwell #12
Rockwell #13
Rockwell #14
Rockwell #15
Rockwell #16
Rockwell #17
Rockwell #18

The Lee College Student Honors Council Mission Statement

The purpose of this council shall be to promote academic excellence and honors within the Lee College community and to support students involved in honors as well as to encourage an interest in honors among prospective students.

CONSTITUTION AND BY-LAWS
OF THE
LEE COLLEGE STUDENT HONORS COUNCIL

ARTICLE I- NAME

The name of this organization shall be the *Lee College Student Honors Council*.

ARTICLE II - OBJECTIVE

The purpose of this council shall be to promote academic excellence and honors within the Lee College community and to support students involved in honors as well as to encourage an interest in honors among prospective students.

ARTICLE III - OFFICERS

Section 1: Affairs of the Organization

- A. The affairs of this organization shall be under the control and management of its officers and members through voting.
- B. The Lee College Honors Program Coordinator will participate as a non-voting member and faculty advisor. Other faculty advisors will be appointed by the council.
- C. The Lee College Student Honors Council will conduct its affairs in accordance with Lee College policy and the policies of the Lee College Student Congress.

Section 2: Council Offices

Officer positions are President, Vice-President, Secretary, Treasurer, two (2) Student Congress Representatives, two (2) Student Honors Committee Representatives, and two (2) or three (3) Co-Editors of the Honors Council publication, *The Lee Scholar*.

Section 3: Officer Vacancies

The Officers shall staff mid-term vacancies on the council by calling for nominations at the first meeting after the vacancy occurs, followed by a majority vote of council members, which will take place at the second meeting following the vacancy.

Section 4: Officer Removal

Any officer may be removed at any time by a two-thirds majority vote of the officers and council members, if neglect of office duties or misconduct, in accordance with the by-laws of this council and Lee College, can be shown.

Section 5: Details of Office

- A. Officers shall be elected for a term of one year. Terms will run on a school year basis from the time of election during the Fall Semester through the next election the following Fall Semester.
- B. Students who serve as council officers are responsible for notifying the Honors Council Advisor if they fail to maintain any or all of the criteria as set out in Article IX. *Section 2*, or if they fail to meet the standards for officers as set by the by-laws of their organization.
- C. Lee College policy and the bi-laws of this organization REQUIRE the officer to resign from his/her position if the officer's course load falls below six (6) semester credit hours or if the G.P.A. falls below 3.25.

Section 6: Duties of Officers

The duties of the officers shall be as follows:

- A. All officers must show a willingness to work with other officers and council members, with officers and members of other student organizations, and in the best interest of the organization and Lee College. Officers must be willing to participate in recruitment activities.
- B. The president shall preside at all meetings. The president shall appoint special and temporary committee chairpersons, and shall act in an advisory capacity with all committees and generally work in harmony with all committees and officers to the mutual benefit and advancement of the council's activities and its members.
- C. The vice-president shall perform the duties of the president in case of the president's absence or incapacity to act. The vice-president is responsible for ensuring that the council is functioning in accordance with current by-laws.
- D. The secretary is responsible for attending all meetings. The secretary will take written minutes at each meeting and post the typed minutes in the Honors Office within two days of the meeting. The secretary is responsible for all general record keeping and council

correspondence. The secretary will perform the duties of the vice-president in the event of the vice-president's absence.

- E. The treasurer shall supervise the finances of the council by keeping financial records of the council's budget and spending, collecting funds from members for submission to the Honors Council Advisor, and consulting with committees regarding cost estimates and expenditures. The treasurer shall make reports on the budget and financial status of the council at council meetings. The treasurer will perform the duties of the secretary in the event of the secretary's absence.
- F. The Student Congress Representatives shall attend Student Congress meetings, take notes and vote in the best interests of the Council. Student Congress Representatives will make reports at the Honors Council meetings of Student Congress events and information. Student Congress Representatives shall become involved in Student Congress Committees that the representative feels are of importance to the Council.
- G. The Student Honors Committee Representatives shall attend Honors Committee meetings, take notes, and vote in the best interests of the Honors Program, as well as make reports at Honors Council meetings of Honors Committee information. Student Honors Committee Representatives shall work with faculty Honors Committee members for the betterment of the Honors program.
- H. Co-Editors of the *Lee Scholar*, a publication of the Lee College Honors Council, shall be responsible for its organization, editing and publishing. The Co-Editors shall work with contributors from the Honors Council and the faculty advisor to ensure a timely publication that positively reflects the mission and character of the Honors Council.

ARTICLE IV - MEMBERSHIP

Section 1: Eligibility

Council Membership Eligibility:

- A. Enrollment at Lee College in a minimum of six (6) semester hours.
- B. Current enrollment in an honors course, or a course with an honors component, or successful completion, with a final grade of "A" or "B", of an honors course or course with an honors component.

Probationary Council Membership Eligibility:

Individuals showing interest in taking an honors course or course with an honors contract at Lee College may be involved in the Lee College Student Honors Council in a non-voting capacity. Probationary members may not hold office.

ARTICLE V - FUNDS

Section 1: Membership Donations

- A. Members will share costs of the council-sponsored activities as determined by a majority vote of the council. All monies owned or generated by the council shall be used for the purpose of which the council was organized.
- B. The council shall submit a proposed budget for the coming year to Student Congress by the date given each year by Student Congress.

Section 2: Expenditure of Funds

The funds of the club shall not be expended except by the Advisor, the President or the Treasurer. All expenditures must have the approval of the advisor.

Section 3

The Lee College Financial Services Department will review the council's financial records annually.

ARTICLE VI - PROPERTY

Section 1: Property

Any property permitted for use for the benefit of the council by Lee College shall be under the control and management of the council's officers.

Section 2: Equipment and Facilities

All equipment, facilities, funds and activities of the council shall be used for, and made available to, council members on an equal basis.

ARTICLE VII - MEETINGS AND ACTIVITIES

Section 1: Meeting Dates

Dates, times and locations of all council activities are to be determined by a majority vote of the council.

Section 2: Open Meetings

All meetings, including executive sessions, are open to any member of the council and the college community in general.

Section 3: Meeting Delegation

Meetings shall be deemed as regular or special as defined below.

- A. Regular meetings shall be held on the dates, time and place agreed upon by a majority vote of the council.
- B. Special meetings may be called by the president or upon petition of any three officers.

Section 4: Regular Meetings

The order of business for each regular meeting shall be conducted as follows: (1) Review of the minutes of the previous meeting and their approval, (2) officer reports, (3) unfinished business, (4) reports from committees, (5) new business, (6) open forum, and (7) adjournment.

Section 5: Special Meetings

The order of business in special meetings shall be confined solely to the purpose for which said meeting has been convened. During special meetings the president shall have the right to waive the procedure as set out in Section 6 of this article. In the event the club's Secretary is not present during special meetings, the president, or presiding officer, shall appoint someone to take minutes and make the report at the next regular meeting.

Section 6: Publication of Special Meeting Times

The secretary shall publish the time and location of special meetings in the Honors Office at least 3 days in advance.

ARTICLE VIII - REVISION OF BY-LAWS

Section 1: Revisions

Revision of these by-laws shall be made by submitting proposed changes to and receiving the approval of (1) a majority vote of the council, (2) a by-laws committee, and (3) the Honors Council Advisor.

Section 2: Bi-law Committee

A By-Laws Committee consisting of a minimum of two (2) members in good standing shall make recommended changes. The chairperson of the by-laws committee shall be appointed by the president. The chairperson will be responsible for facilitating the committee's meetings and procuring necessary approval as stated in Article VIII.*Section 1* above.

Section 3: Notice to Amend Bi-laws

The Honors Council Secretary shall post a Notice of Amendment to the By-laws in the Honors Office for one month after approval. A current copy, in full, of the by-laws shall always be maintained in the Honors Office at all times. A copy will be provided to any member in good standing upon request.

ARTICLE IX - ELECTIONS

Section 1: Date

The election will be held prior to October 1st of each year. Only members in good standing are eligible to vote.

Section 2: Officer Eligibility

Eligibility requirements to hold office:

- A. Meet all requirements as described under "Council Membership Eligibility".
- B. Hold a cumulative GPA of 3.25.
- C. Provide the Honors Program Coordinator with a "Letter of Intent" regarding desire to run for an officer's position.

Section 3: Proof of Eligibility

Prior to each election, the Council advisors are responsible for determining the eligibility of students who declare themselves candidates and for verifying the students' eligibility to remain in office at the beginning of each semester.

Section 4: Facilitating Elections

The election shall be overseen by the Council advisors who will communicate to the council members the candidacy requirements, deadlines for submission of "Letters of Intent", election dates and election results.

Section 5: Ballots and Results

Ballots will be made available and kept secured in the Honors Office. At the close of the election, ballots will be counted by the Council advisors. Results of the voting will be posted in the Honors Office immediately upon the final tally. One week after the voting results are posted the ballots will be destroyed.