

# Student Handbook

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## Introduction

This document contains the rules for participation in the MSU Redwine Honors Program. It supersedes all earlier versions of the handbook. Although the Redwine Honors Program support structure will assist you in completing the program requirements, only you are fully aware of your individual circumstances. If you want to remain an active member of the Redwine Honors Program in good standing and be designated as an Honors Program graduate, you are ultimately responsible for fulfilling the conditions in this handbook. In every instance, if you have questions, please consult with the Redwine Honors Program staff for clarification.

## Mission Statement

The Redwine Honors Program at Northwestern State University is designed to bring out the best in academically talented students and to serve as a core of academic excellence within the university community. Through an enriched liberal arts core curriculum and upper-level interdisciplinary courses, the program strives to achieve three goals:

- To provide an academically and personally challenging home for gifted students where they can become part of a mutually challenging and supportive community of scholars.
- To nurture these high achievers so that they can contribute to the intellectual experience of the entire university community.
- To provide a special academic place where new ideas, faculty innovation, activities, and cultural events may be explored in a small, controlled setting which serves as a laboratory for the entire university.

The Redwine Honors Program enhances the overall academic quality at the university by recruiting and retaining highly qualified students and developing them into productive citizens and loyal alumni. The Redwine Honors Program is available to students of all majors at Northwestern State University.

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## Benefits

- Each Redwine Honors student in good standing will receive scholarship support during their time in the program. This ranges from scholarship support for research and study abroad experiences to a \$7,000 annual scholarship for Redwine Presidential Scholars. Students are eligible for scholarship support for a total of eight semesters.
- Redwine Honors students have the same early registration privileges as seniors and graduate students.

- Redwine Honors students may reside in the Honors living Learning Program in Legacy Hall. Honors student receive a \$300 (per semester) Housing Scholarship for living in the Honors Living Learning Community.
- Redwine Honors students who complete all of the program requirements receive recognition as an Honors Program graduate on their official transcripts, diplomas, and at commencement exercises.
- Honors Program students in good standing who participate in MSU study abroad programs are eligible for scholarship support in addition to what is normally provided by the university.
- The Redwine Honors Program provides opportunities for field trips and participation in honors conferences at a local, regional, and national level.

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### **Administration**

The Redwine Honors Program is administered by the Office of the Provost, and includes a Director, Coordinator and two advisory councils, which are integral to its effective and efficient operation.

#### *Director*

The Director of the University Honors Program is responsible to the Provost for administering all aspects of the program, to include planning and development, budgeting, office operations, recruitment, and evaluation of students' progress in the program and for a challenging and rewarding learning experience for exceptional students. The Honors Program Director is responsible for managing the day-to-day activities required to maintain and develop an Honors Program serving approximately 120 students. The director corresponds with students concerning admission requirements, applications, academic advising, program requirements, and graduation requirements. He/she develops recruitment and retention ideas for review by the Provost and the Honors Program Council. He/she maintains student records and periodically assesses student standing, as well as plans and facilitates co-curricular events, field trips, and other student events. He/she develops strategies for enhancing student opportunities for internships, undergraduate research, study abroad, and other academic opportunities. The director also communicates and works with staff from several areas, including the Admissions Office, the Registrar's Office, the Career Management Center, the Counseling Center, the Housing Office, and the Print Shop. He/she attends Mustangs Rally, orientation events, annual National Collegiate Honors Council conferences, and annual Great Plains Honors Council conferences. He/she is responsible for program assessment and evaluation; works closely with Honors Program Council on course development; provides information on the Honors Living Learning Community in housing; serves as Adviser to the Honors Student Council; arranges guest lecturers; handles program correspondence; actively seeks and develops leadership opportunities for program participants; supervises work study students and serves as a non-voting member of the Academic Council.

#### *Coordinator*

The Honors Program Coordinator works in the Honors Office to perform various administrative duties, including answering correspondence, opening and distributing mail, screening visitors, providing information, maintaining office equipment and supplies, keeping special records, restricted information and confidential files, and preparing various forms and reports. He/she also occasionally advises Honors students on scheduling honors classes, maintaining good standing in the Honors Program, and fulfilling requirements for graduating with Honors. In addition, the coordinator schedules and attends student programming events, recruiting and orientation events, and oversees and assists the Honors Student Council.

#### *Student Assistant*

The Honors Program Student Assistant works half-time to perform various student-related duties, such as posting all events to Facebook and the Honors Portal Community, tracking attendance at RED Talks and other Honors events, answering phones, filing, maintaining records, helping with mailings, and assisting the Honors staff at student programming events and recruiting events as needed.

#### *Honors Program Council*

The Honors Program Council serves to advise the Provost and Director on policies affecting the Redwine Honors Program and to hear appeals from honors students. The Council is comprised of the Director, six faculty members, and the president of the Honors program Student Council. The faculty members are appointed by the Provost and include a representative for each of the six academic colleges on campus. The council is chaired by the Director. The following will serve as needed (non-voting): Associate Vice President for Academic Affairs and Dean of the Graduate School, Director of Housing, Assistant Director of University Development for Donor Services and Scholarships, Director of Study Abroad, and Director of Admissions.

#### *Honors Program Student Council*

The Honors Program Student Council advises the Provost and Honors staff on student perspectives of issues affecting them as Honors Program students, fosters a sense of community among Honors Program students by providing social and service opportunities, and serves as a forum for students to openly discuss and initiate improvements to the Honors Program for their own personal growth as well as for the future of the program.

#### *Honors Program Student Council Subcommittee System*

As part of the Honors Program Student Council (HPSC), the HPSC Subcommittee System serves as an organizing structure to assist the Redwine Honors Program staff with shaping the honors student experience throughout the fall and spring semesters. This system consists of five honors subcommittees: Social, Service, Housing, Fundraising, and Advertising. Descriptions of each subcommittee are as follows:

- Social: Subcommittee in charge of organizing, planning, and executing social events for the program, including participation in MSU Homecoming festivities and Honors Program signature events.
- Service: Subcommittee in charge of organizing, planning, and executing community service events both on campus and in the surrounding Wichita Falls community.
- Housing: Subcommittee in charge of organizing, planning, and executing honors events that occur on the Honors LLP floor in Legacy Hall; this includes collaborating with other subcommittees either to host social, service, or homecoming events on the floor or to enlist the participation of honors residents in those events.
- Fundraising: Subcommittee in charge of brainstorming, planning, and executing fundraising initiatives, as well as responsible for applying for funding from existing university channels.
- Advertising: Subcommittee in charge of creating and posting event flyers in the Honors Student Lounge, on the Honors LLP floor in Legacy Hall, and across campus, as well as advertising for all of the events on multiple social media platforms.

Each of these HPSC subcommittees is chaired by one or more HPSC officers, i.e., the elected leaders of the student organization, and/or the Resident Assistant of the Honors Living-Learning Community in Legacy Hall. Each subcommittee chair will lead his or her student members in working together to brainstorm, develop, coordinate, and execute events in tandem with the Redwine Honors Program staff. All honors students are encouraged to participate in the HPSC Subcommittee System throughout their time in the program.

First semester honors students have the privilege of joining one of the five HPSC subcommittees during their first term in the program, at which time these students will receive an introduction to campus life and to the MSU honors community, leadership opportunities, and a personal stake in honors programming events and goals. First semester honors students must successfully complete one semester in an HPSC subcommittee; subsequent involvement in the HPSC Subcommittee System is voluntary.

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#### **Program completion**

Recognition as an Honors Program graduate has five requirements:

- Completion of at least eight required courses with a grade of C or higher including MWSU 2003: Creative Inquiry: Interdisciplinary Thinking, four Honors designated core courses, one upper-level interdisciplinary Honors course, and two Honors contract to be completed in the student's major or minor.
- Participation in a specified set of co-curricular activities each semester.
- Participation in an Honors community service event each semester.
- Participation in at least two conferences and/or field trips.
- Participation in either an internship with a comprehensive project, study abroad with a comprehensive project, or a senior research project.
- Completion of a Learning Portfolio documenting a student's development at MSU.

Each of these requirements is discussed in more detail in the next sections of this document.

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## **Honors Courses**

There are several types of Honors courses: Creative Inquiry: Interdisciplinary Thinking, Honors sections of core curriculum courses, upper level interdisciplinary Honors courses, and contract upper division courses. Normally Honors course enrollments are capped at 20 students per section. Any student with a cumulative GPA of at least 3.25 is eligible to take an Honors course. Grades given in Honors courses reflect the quality of student work done in comparison with MSU students as a whole, rather than in comparison with other Honors Program students. When grade point averages are computed, Honors courses have the same weight as non-honors courses. There is no supplement to a student's GPA for completing an Honors course. Honors Program students are expected to complete at least one Honors course for each semester on scholarship in the program. Taking two or more Honors courses in one semester is common, and students who do so may be exempt from taking Honors courses in later semesters. Completion of the Honors Program coursework will require at the most one class (MWSU 4433) that will count as electives on the student's degree plan. In certain instance MWSU 4433 may count towards a student's degree plan given the course topic and the student's major.

### *Creating Inquiry: Interdisciplinary Thinking*

MWSU 2003. Creating Inquiry

This course is an introduction to the epistemological and methodological approaches used in the acclimation of knowledge. It is an interdisciplinary study of research methods, knowledge, and the search for truth in our world. We will examine the generation of knowledge in the natural sciences, social sciences, and the humanities as well as how it is expressed in the visual and performing arts and applied in the business and education professions. The format for the course will include lectures, discussions, and active exercises and requires student participation. Throughout the course you will complete various research exercises as you explore interdisciplinary research. Your final product will be the creation of an electronic learning portfolio that documents the knowledge gained during this semester's journey into research.

Creative Inquiry is offered each fall semester. Each Redwine Honors student is expected to take this course at the first opportunity. This course serves as the introductory seminar for the Honors program and will provide students with an overview of the program, campus services, and program activities. Additionally the course will familiarize each student with the major disciplines represented on campus at MSU.

### *Core Curriculum Courses*

Honors sections of core curriculum courses have been the mainstay of the MSU Honors Program since it began in 1964. They are also common in honors programs around the country. Here is a description of this type of course from the National Collegiate Honors Council.

This option is especially popular in institutions with fairly prescribed general education curricula, and hence several multi-sectioned courses (e.g., first year writing courses, introductory biology sections, beginning calculus). For obvious reasons, this is a more common option at larger schools than at small colleges. Honors sections usually cover most of the same material as the courses for which they substitute, but they may involve different and/or extra reading or writing assignments, more difficult material, higher or different expectations (e.g., lively class discussions led by students) smaller sections, etc.

This sort of course is very attractive in situations in which very bright or exceptionally well-prepared students find themselves undertaking coursework which threatens to be repetitious or unchallenging to them. (Taken from "Honors Programs at Smaller Colleges" by Samuel Schuman.)

With careful scheduling, Redwine students can include four of these core courses as part of the eight required.

### *Advanced Honors Courses*

Advanced Honors courses are designed to broaden the educational experience of Honors Program students by providing a deeper exploration of advanced courses. To enhance the educational experience of Honors students, the curriculum requires students to complete one advanced Honors course at the upper division level. There are three types of courses that will fulfill this requirement. These are the interdisciplinary Honors Seminar, Honors Special Topics, and Study Abroad courses.

#### *MWSU 4433: Interdisciplinary Honors Seminar*

The interdisciplinary Honors Seminar or MWSU 4433 provides an opportunity to explore a topic that might not fit nicely into an existing discipline. These courses examine subjects or combinations of subjects that are drawn from two or more academic disciplines. There are no academic prerequisites for these courses. At least one of these seminars will be offered each semester. The topics will vary from semester to semester. Some topics recently offered include:

Darwin

The Science and Literature of Sherlock Holmes

Honors Program students are key players in the selection and development of the interdisciplinary Honors Seminar. This involves finding an adequate number of interested students, finding qualified faculty members, and encouraging those faculty in course development. Any student with an idea for such a course should contact the director or the coordinator. It is possible to develop an interdisciplinary Honors seminar course that does not fit suitably in any particular academic discipline.

#### *Honors Special Topics*

In addition to the interdisciplinary Honors Seminar students can also complete this requirement by completing an Honors special topics course. These courses are taught within a specific discipline or department and explore a topic in that discipline that would not normally fit in the traditional course of study within that major. Honors special topics courses typically do not have extensive prerequisites that would restrict enrollment to a small number of different majors. Typical prerequisites might include ENGL 1153, 6 hours of American History, or Junior standing. Here are several examples of recent honors special topics courses:

HSAD 3213-The Art of Healing

BUAD 4873-Seminar in Business-"Ethics and Social Responsibility"

SPED 4903-Problem Course-"Culture of the Deaf and American Sign Language."

HUMN 3073-Spec. Top. - "Animals in World Literature and Art"

MCOM 3513-Spec. Top. - "Murder, Mayhem, and the Media"

GEOS 3014 Meteorology Climate and climate Change

#### *Advanced Honors Course Credit for Study Abroad*

The Redwine Honors Program strongly encourages participation in the MSU sponsored study abroad programs. All Honors students who participate in these, or other, study abroad programs are eligible to receive credit for up to two of their eight required Honors courses. Students desiring to receive such credit should notify the director or the coordinator before leaving the country. Students should provide the coordinator with copies of any relevant course syllabi before any Honors course credit is conferred; these can be supplied after returning but in a timely fashion. Introductory language courses commonly assigned to freshman or sophomore level courses at MSU are not eligible

for Honors course credit. Language courses at a higher level (3<sup>rd</sup> semester and above) dealing with conversational skills or other language fluency matters and culture may be counted as Honors course credit.

*Contract Major or Minor Honors courses*

To supplement honors education at MSU we also utilize contract courses in a student’s major, which enable a regular upper division courses to be transformed into an Honors courses. The student and instructor would meet outside of regular class time for an enhanced educational experience. Honors Contract courses are designed to provide students with the opportunity to enhance their major coursework by exploring their discipline more deeply. This exploration will also enhance a student’s marketability in their chosen field of study by providing additional preparation in their major. Students’ must be in good standing when contracting an Honors course in their major or minor field of study.

To contract a course in their major or minor field of study, students must first inform the director of his/her desire to contract in a timely fashion: The director should be informed no later than the week before classes start for the semester the student would like to contract the course. Upon notification by the student, the Provost or designee will determine if these eligibility conditions have been met, and the director will inform the student of the decision. If the eligibility conditions have been met, the procedure for contract credit involves several steps:

- In consultation with the student, the director will select one or more faculty members appropriate for this task to be approved by the Provost or designee.
- The student should ask a faculty member previously approved by the Provost or designee to design a task, or multiple tasks, which allows the student to accomplish work significantly beyond the normal class requirements.
- The director, in consultation with the faculty member, will provide relevant examples and other advice.
- The faculty member will submit to the director a description of the task, or tasks, along with a syllabus or another description of the normal requirements for the course before the first day of classes.
- At the end of the semester, the director will consult with the professor to determine whether or not the student has satisfactorily completed the task(s).

A course completed in this fashion will count as one of the eight required courses and one of the two contract honors courses in their major or minor field of study, but it will **not satisfy** the upper-level requirement for Honors students.

*Academic Advising*

Each student has an academic advisor. This advisor is either a faculty or staff member in the student’s declared major or a general studies advisor. All Honors students are responsible for informing their advisors of their participation in the Redwine Honors Program, being aware of the program requirements and, as needed, informing their advisors of these requirements. Each Honors Program student is also encouraged to consult with the director or coordinator in the selection of appropriate course schedules.

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**Activities**

Honors students are required to attend a modest number of co-curricular requirements each semester. Students voted to track activities based on a point system, meaning students may choose which events they attend to meet the points requirements, with no more than three events in any given category. At least 25 points per semester need to be acquired. Points do roll over if students accumulate more than the minimum requirements. Below is a breakdown of the point distribution:

Honors Requirements Point Distribution					
	Fine Art	Athletic	Multicultural	Lecture	Honors
1 <sup>st</sup> Event	5	5	5	5	5

2 <sup>nd</sup> Event	3	3	3	3	3
3 <sup>rd</sup> Event	2	2	2	2	2

Students need to acquire at least 25 points each semester, in addition to attending one RED Talk per semester. Points may be acquired through attending one of each activity or any combination of activities with a maximum of 3 per category.

The lists and descriptions below show some of the things that students do or attend to fulfill their activities requirements. These lists are not comprehensive. There are other events that will count.

*Multi-cultural events*

- CaribFest
- International Dance Night
- Foreign Film Series
- MSU International Expo
- Caribbean Pan Ensemble concert

*Lectures*

- Faculty Forum
- Artist-Lecture series
- Invited speakers in academic departments
- \*\*Please note: A guest lecturer in a course you are attending does NOT count*

*Fine Art events*

- Concerts
- Symphonies
- Art Exhibits
- Plays
- Recitals

*Athletic events*

- MSU intercollegiate games
- MSU intramural games
- Local High School games

*Honors events*

- HSC meetings
- Extra RED Talks
- Extra Honors service events
- Honors social event

*RED Talk Seminars*

These are special events planned for Redwine Honors Program students. Usually there will be one social activity designated as a RED Talk each semester. Other typical RED Talk Seminars include presentations from the Counseling Center, the Career Management Center or selected faculty. There will be about five of these each semester. A schedule will be made available during the first two weeks of classes each semester, and the schedule will be posted on the portal community. An attendance sheet will be available at all RED Talks. Students must initial the attendance sheet to receive credit for attending any particular RED Talk.

It can happen that a student has time conflicts severe enough that completion of the required number of RED Talks is not possible. In this event the student should contact the director or the coordinator in a timely fashion to make alternative arrangements. Waiting until late in the semester to make this contact may result in loss of the Honors Program scholarship for one semester.

*Reporting Activities*

All Honors students should report participation in these co-curricular events on the Activity Form available on the web at <http://www.mwsutexas.edu/academics/honors/>. This form is due on the last day of classes each semester. Failure to meet these requirements in any semester or to report them in a timely fashion may result in loss of scholarship support for the following semester. A student with a history of successfully completing the activities is exempt from this requirement during his/her last semester in the program.

Activity forms include the date of the event and a name or a succinct description. Some activities fall under more than one category. Attendance at one event cannot be counted in two different places. For example, an artist-lecture series event might count as a multi-cultural event or as a lecture, but not as both. Events attended for the Honors category may not be counted in other areas simultaneously (for example, you can attend two RED Talk

events and count one as a RED Talk and one as an Honors event, but you may not count attendance at one RED Talk in both places).

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### **Community Service/Leadership**

Redwine students will participate in at least one Honors community service project per semester. There will be options for different Honors service activities each semester, and Redwine students are required to choose one in which to participate. All students must sign in to receive credit for participating in a service project, and the service opportunities will be available during the fall and spring semesters.

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### **Conferences and Field Trips**

Each Redwine Honors student is expected to participate in two conferences or field trips. Presenting at a conference counts double. Participation should be reported on the Activity Form for the semester that you attended the conference or field trip. Reporting for a conference should include the date, location, and name of the conference. Any acronym in the name should be explained. If a presentation is made, appropriate documentation should be included. Reporting for a field trip should include the date, location, sponsoring organization, and a succinct description of the event.

Examples of conferences include an academic conference associated with an academic discipline, a conference sponsored by Honor societies such as Alpha Chi or Sigma Tau Delta, the ILEAD conference, or the annual conference of the Great Plains Honors Council or National Collegiate Honors Council. Normally, field trips are trips taken in association with an MSU course or organization. This includes any off-campus performance as a member of a musical group or athletic team. The Honors program will provide at least one field trip opportunity through the Honors program each semester.

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### **Senior Requirement**

All Honors students are expected to fulfill the Senior Requirement by participating in Study Abroad, an Internship, or a Research Project. All students should consider participating in EURECA or UGROW to complete this requirement. All students are expected to receive advance approval from the director for any particular activity to meet this requirement. The way in which a student plans to complete this requirement should be reported to the director before the beginning of the student's last semester at MSU. After completion, the director may require appropriate documentation from the student and evaluation by a faculty member from an appropriate academic discipline. Redwine Honors students must submit a comprehensive project upon completing an internship or studying abroad for the project to be approved.

#### *Study Abroad*

Study Abroad opportunities are available through the International Studies Office. See <http://www.msutexas.edu/academics/studyabroad/>. Appropriate Study Abroad programs involve a significant amount of coursework. Students who choose this option may substitute the coursework done during study abroad for at least one of their eight Honors courses. It is possible that this work could count for more than one Honors course. Coursework done during study abroad does not satisfy the requirement of taking an upper-level Honors course.

The comprehensive project necessary for approval of studying abroad can take many forms. Presenting findings from your experience at a conference is an excellent way to fulfill this requirement. Upon proposing studying abroad, students should also propose a plan for the accompanying comprehensive project to the director to be considered for approval by the Provost or designee.

#### *Internships*

Internships are available as coursework through many majors at MSU. Examples include MKTG 4893-Internship in Marketing, POLS 4973 Internship in Political Science and PSYC 4903-Internship in Psychology. Often these courses are not listed explicitly as an internship. For example, students seeking teacher certification can satisfy this requirement through student teaching; nursing students can satisfy this requirement by taking NURS 4605-Clinical Decision Making. Serving as editor for *The Wichitan* or *Voices* satisfies the internship requirement as well. Recently, the Redwine Honors Program has partnered with the MSU Writing Center to create internship opportunities for qualified Honors students to tutor in the Writing Center. Students of all majors are welcome to apply. Students who are interested should inquire in the Honors Office. Students can also satisfy the internship option by making appropriate arrangements with a business, hospital, or research laboratory. Students who plan to use an internship to fulfill the Senior Requirement should notify the director during the semester before the internship begins. The comprehensive project necessary for approval of an internship can take many forms. Presenting findings from your experience at a conference is an excellent way to fulfill this requirement. Upon proposing an internship, students should also propose a plan for the accompanying comprehensive project to the director to be considered for approval by the Provost or designee.

### *Research Project*

EURECA and UGROW provide students with great opportunities for guided undergraduate research. Students can submit proposals for projects in which they are interested, and, if approved, they will be matched up with faculty members who will provide guidance for the project. EURECA also provides funding for the research and scholarship opportunities. Find more information at <http://www.msutexas.edu/eureca/>. Opportunities for undergraduate research are also available in many academic departments. An appropriate senior research project will normally result in a paper authored or co-authored by the student that is suitable for submission to an academic journal or for presentation at an academic conference. Although senior research can include work done in partial fulfillment of requirements for a particular course, it may be necessary that the student does work beyond the requirements of the course to fulfill this requirement. Students who plan to use a Research Project to fulfill the Senior Requirement should notify the director during the semester before the research begins.

### *Comprehensive Project Details:*

As mentioned above, Redwine Honors Program students may complete an internship or study abroad in order to fulfill their senior requirement for the Honors Program as long as they submit a comprehensive project in conjunction with the internship or study abroad experience. The comprehensive project may vary depending upon each student's particular case, but here are the primary elements the Honors Program staff will expect of the project:

1. A log of the daily activities engaged in during the internship or study abroad endorsed by the program director
2. A description of specific new skills learned
3. A description of specific skills that the student was able to refine as a result of his/her participation in the internship or study abroad
4. A final paper, 5 pages in length, analyzing participation overall (the paper details will be specified in more depth for each student, depending on each particular case). The guidelines for this paper are flexible, but please double-space and use Times New Roman font size 12. You may use the standard format you are accustomed to using in your major (APA, Chicago, MLA, etc.), but please be consistent with the format throughout the entire paper.

Students should seek approval from the Honors Program Director for how they intend to fulfill the senior requirement in the Honors Program before they begin their final year at MSU. If the student completes a research project, proof of the project and a copy of the final paper/presentation should be sent to the Honors Program director or coordinator. Please also include a list of all conferences and other events where you presented the project. For internships and study abroad, the comprehensive project details will need to be worked out based on the list above—students should set up a time to meet with the Honors Program Director to discuss their plans. Once approval has been granted, the project should be submitted no later than by midterm week of the student's final semester at MSU. Submitting the project prior to beginning the final semester at MSU is recommended when possible.

### **Learning Portfolio**

A learning portfolio is a careful collection of student work that displays a student's progress, achievements, and competencies gained during their college education. Students will document their learning experiences in a multimedia format during their journey through their college education. This will begin with their introduction to research in MWSU 2003 and follow them throughout their development each year. This portfolio will be presented to the MSU Texas community before completion of their academic degree. Each year students will update the portfolio to reflect on their learning through the academic year. This portfolio will be lasting and thus can be used to document student accomplishments when seeking employment or admission to advanced academic programs.

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### **Being "In" the Redwine Honors Program**

At Midwestern State University a Redwine Honors Program student is someone who has accepted our offer to join the program and has met all the conditions of our offer through the official enrollment date (12<sup>th</sup> class day) of the semester for which the initial offer was given. At that point, you are considered to be an active Redwine Honors Program student in good standing. Once you become a Redwine Honors Program student, you remain one. The qualifiers active and good standing may eventually change depending on the student's status. This section explains the meaning of various adjectives and descriptive phrases attached to the designation Redwine Honors Program student.

#### **Active vs. Inactive vs. Former**

During the first semester in the program a student is automatically considered an active Redwine Honors Program student. In order for an active student to keep this status in the subsequent semester, the student must

- Have a GPA of at least 3.000 at the beginning to the subsequent semester.
- Submit an Activity form at the end of the current semester.
- Enroll in at least one course for the subsequent semester. Summer terms are not considered for this purpose. A student involved in a study abroad program can be considered an active student even if she is not technically enrolled in any MSU courses.

**PLEASE NOTE:** Active status is not the same as "Good Standing," which indicates that a student is eligible to receive a scholarship. See below.

A student that does not maintain active status but remains at MSU is considered an inactive Redwine Honors Program student. A Redwine Honors Program student can also become inactive by notifying the director or coordinator of that desire. Please note that a student who consistently achieves the three bulleted conditions listed above can still lose active status by having a history of failure to achieve good standing. For more details, see the subsection called the [Three Strikes Rules](#). A student that receives a bachelor's degree or does not enroll for a fall or spring semester becomes a former Redwine Honors Program student.

A student that becomes inactive while residing in the Honors Living Learning community has the right to stay in Honors Living Learning community as long as the student retains the right to stay in university housing.

An inactive or former Redwine Honors Program student may restore active status. A student interested in doing so should contact the director. Restoring good standing may take longer than restoring active status.

#### **Good Standing**

Eligibility for a Redwine Honors Program scholarship in any semester requires good standing with the program. A student must be active in order to have good standing. Determination of good standing depends on five areas:

- Your cumulative MSU GPA, if defined, must be at least 3.250 at the beginning of the semester.
- You must enroll in, and pass, at least 15 credit hours. An exception to this rule is made for students who plan to graduate at the end of the semester. Taking more than 15 hours in a previous semester may exempt you from this requirement. You must take 30 credit hours per academic year and be enrolled full time each semester. If you pass fewer than 15 hours in a semester, this requirement will be incremented appropriately; more details are given below in the discussion of good standing with minor exception.
- You must have adequate progress through honors coursework. In your 1<sup>st</sup> fall semester, you must be enrolled in MWSU 2003 – Creative Inquiry in your 1st semester in the program. In your 2<sup>nd</sup> and later semesters in the

program, good standing depends on the number of Honors courses you have passed with a grade of C or better minus the number of times you have already received the Honors Program Scholarship. If this number is positive, you are eligible to receive a scholarship without enrolling in an Honors course. If this number is zero, then you must enroll in an Honors course to be eligible for scholarship support. If this number is negative, then you are not in good standing and ineligible for scholarship support.

- You must have a history of completing the co-curricular Activities each semester and of reporting them in a timely fashion. If you accumulate fewer than 25 points in a semester, your Activity requirement will be modified appropriately; more details are given below in the discussion of good standing with minor exception.
- You must have completed your Honors community service event(s) on time.

A student in compliance with all 5 of these standards will receive the Redwine Honors Program Scholarship and is eligible for supplemental scholarship support for study abroad, Honors housing and undergraduate research. The paperwork for the scholarship award is normally done so that it appears on a student's account before any payments are due. It is possible for a student to be in compliance with these guidelines at the beginning of the semester but to later fall out of compliance. The most common example is a change in course schedule during the first few days of the semester. Course schedule changes before the 12<sup>th</sup> class day may cause your scholarship to be revoked. Course schedule changes after the 12<sup>th</sup> class day will not affect scholarship awards for that semester. Another case can arise from the removal of an Incomplete or some other grade change from a previous semester. It is possible for a scholarship award to be retracted after the semester has begun.

### **Good standing with minor exception**

Two of the 5 standards for good standing can be compromised slightly without loss of scholarship. One of these is the full-time student (15 hour) standard. Withdrawing from a course or a grade of F may result in passing fewer than 15 hours for the semester. Such a student may get back in compliance for the next semester by enrolling in more than 15 hours. For example, if you pass only 12 hours in the fall, you need to enroll in at least 18 hours in the spring. Failure to pass 15 hours in a spring semester can be atoned for by coursework in the summer.

The other minor exception category involves the semester Activities. If you miss one or two of the activities required each semester, you can agree to make these up in the upcoming semester by earning extra points. Missing 3, however, will result in loss of scholarship for a semester. Please note that missing Activities can accumulate. If you miss 1 activity in 3 separate semesters, it will result in loss of scholarship for a semester.

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### **Restoring Good Standing**

Normally, failure to meet the good standing requirements while remaining active will result in the loss of the Redwine Honors Program Scholarship for one semester. In most situations, the standards for good standing for the following semester are exactly the same as described above. There are exceptions. A student not on scholarship solely for GPA reasons normally only needs to complete 3 of the 5 semester Activities. Students not on scholarship solely because of insufficient Activities usually are not required to make up the missing Activities. A complete description of the guidelines here would make this handbook the size of an unabridged dictionary. Normally, the program staff will provide explicit instructions regarding restoring good standing on an individual basis.

### **The Three Strikes Rules**

Failure to maintain good standing resulting in loss of scholarship support may happen only twice. A student who fails to maintain good standing a third time is no longer eligible for the Redwine Honors Program Scholarship or designation as an Honors Program graduate.

Continued designation as an active Redwine Honors Program student also requires demonstration of a bona fide effort to achieve the good standing standards. For example, a student with three incidents of participating in 3 or fewer Activities in a semester, failure to participate in a Community Service/Leadership project, and/or failure to pass a sufficient number of courses is subject to losing active status.

## **Summer Enrollment**

The qualifiers current, former, active, inactive, and the various categories of good standing generally apply to particular fall or spring semesters. A student's status for the following fall semester can be affected by summer coursework.

## **Receiving the Honors Scholarship for Study Abroad**

Students may receive a scholarship from the Honors Program to assist with the cost of studying abroad through an MSU sponsored program. We currently match the scholarship received from the International Education Office. Students must be in good standing at the time the scholarship is posted to their account in order to receive the award. In addition, students must meet the requirements to be considered an active Honors Program student in the program at the time they depart for the study abroad in order to keep the scholarship.

## **Honors Program Plagiarism Policy**

Honors Program students who are found responsible for verified instances of plagiarism and/or other forms of academic dishonesty will be removed from the Honors Program.

## **Examples**

Here are examples of the most common situations; each of these situations involves a student who has met the good standing requirements in all previous semesters:

- Michael withdraws from a course in the spring semester and thereby only completes 12 credit hours. He can restore good standing by passing at least 3 credit hours in a summer term.
- Delila has a cumulative GPA of less than 3.25 but more than 3.00 at the beginning of a semester. She is eligible to enroll in an Honors course and is expected to complete the Activity Form in the next semester and complete a Community Service/Leadership activity. She is still considered a Redwine Honors Program student but does not receive the Redwine Honors Program scholarship for that semester.
- Elise has a cumulative GPA of less than 3.00 at the beginning of a semester. She is not eligible to take an Honors course and is no longer considered to be an active Redwine Honors Program student. She may re-apply for the program in a subsequent semester.
- Fred completed all of the activities except for the multicultural event (he is missing 5 points). He can return to good standing by agreeing, in writing, to attend 2 multicultural events in the next semester (or accumulate 30 points).
- Halley completed all but 2 activities. Like Fred, he can reach an agreement with the director or coordinator to make this up in the next semester.
- Jason failed to complete 3 semester activities. She is eligible to enroll in an Honors course. She is expected to complete the Activity Form in the next semester and complete a Community Service/Leadership activity. She is still considered a Redwine Honors Program student but does not receive the Redwine Honors Program scholarship for the next semester.
- Karloff made a D in Honors Psychology. That was the only course he has taken for Honors credit. He won't be eligible for good standing until he has passed an Honors course with a grade of C or better.
- Lucretia took three Honors courses during her first semester in the program and made at least a C in all three of them. That means she can receive the Redwine Honors Program scholarship for two later semesters without enrolling in any Honors courses.

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## **Appeals process**

Decisions regarding good standing will be made by the director. Decisions on the appropriateness of a senior requirement will be made by the Provost or designee in consultation with the appropriate persons mentioned in the section on senior requirements. Evaluations of items reported on the Activity Form are made by the director. Evaluations of Community Service/Leadership activities are also made by the director. A student may appeal any decision by submitting, in writing, a proposed alternative decision with justification. This appeal should be given to the Chair of the Honors Program Committee. The chair will meet with the committee to resolve the matter. Both the

student and the director or Provost or designee may address the committee to give testimony. The chair may excuse the student during deliberation. The decision of the committee is final and will be given in writing to both the student and the director, Provost or designee.

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### **Communication with the Honors Program**

- Updates regarding Redwine Honors Program events and other information are posted on the Honors Program Portal Community, which can be accessed at from your myMWSU portal account. You are free to post information on the portal community and Honors Facebook group. The Redwine Honors Program staff reserves the right to edit any information posted by students; this is only done in the case of offensive or incorrect material. You are expected to check the portal community regularly. The Redwine Honors Program staff cannot be held responsible for opportunities that you miss when they have been clearly advertised on the portal community.
- Communication between the Honors office and individual Redwine Honors Program students is frequently made using e-mail. A student who goes through an extended period without access to e-mail should consider contacting the director or coordinator by another method.
- Redwine Honors Program students should provide the Redwine Honors Program office with an up-to-date e-mail address, phone number, and mailing address. Any changes should be reported as soon as possible.
- The MSU Honors Program has a Facebook Group. For updates about student committee meetings and other Honors events, students may request to join the group. All necessary information will also be posted on the Honors Program Portal Community.
  
- The Honors Program office is located in 153/154 Dillard.
  - Hours: Mon-Fri, 9:00AM-5:00PM
  - Phone: (940) 397-4534
  - Email: [honors@msutexas.edu](mailto:honors@msutexas.edu)
- Director: Dr. Steve Garrison, [steve.garrison@msutexas.edu](mailto:steve.garrison@msutexas.edu) – (940) 397-4978
- Coordinator: Cody Parish, [cody.parish@msutexas.edu](mailto:cody.parish@msutexas.edu) – (940) 397-4069
- Student Assistant: Amanda Threlkeld, [arthrelkeld@yahoo.com](mailto:arthrelkeld@yahoo.com) – (940) 397-4534
- Provost: Dr. James Johnston, [james.johnston@msutexas.edu](mailto:james.johnston@msutexas.edu) – (940) 397-4226

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